

Minute Book

**Council Meeting
13 May 2014 at 10.30am**

Council Chamber, County Hall, Trowbridge, BA14 8JN

Minutes of Cabinet and Committees

February to May 2014

Meeting	Date	Page Nos.	Chairman (Cllr)
Cabinet and Cabinet Committees			
Cabinet	18 March 2014	1 - 8	Jane Scott OBE
Cabinet	22 April 2014	9 - 50	
Cabinet Capital Assets Committee	18 March 2014	51 - 54	Jane Scott OBE
Cabinet Transformation Committee	18 March 2014	55 - 76	Jane Scott OBE
Overview and Scrutiny Select Committees			
Overview and Scrutiny Management Committee	4 March 2014	77 - 86	Simon Killane
Overview and Scrutiny Management Committee	29 April 2014	87 - 94	
Children's Select Committee	25 March 2014	95 - 102	Jon Hubbard
Health Select Committee	11 March 2014	103 - 112	Christine Crisp
Environment Select Committee	18 February 2014	113 - 118	Alan Hill
Environment Select Committee	15 April 2014	119 - 124	
Licensing Committee			
Licensing Committee	17 March 2014	125 - 134	Pip Ridout
Planning Committees			
Northern Area Planning Committee	12 March 2014	135 - 146	Tony Trotman
Northern Area Planning Committee	2 April 2014	147 - 152	
Northern Area Planning Committee	23 April 2014	153 - 168	
Eastern Area Planning Committee	20 February 2014	169 - 178	Charles Howard
Eastern Area Planning Committee	3 April 2014	179 - 186	
Southern Area Planning Committee	20 March 2013	187 - 192	Fred Westmoreland
Southern Area Planning Committee	10 April 2014	193 - 198	
Western Area Planning Committee	5 February 2014	199 - 212	Christopher Newbury
Western Area Planning Committee	19 March 2014	213 - 222	
Western Area Planning Committee	9 April 2014	223 - 232	
Strategic Planning Committee	12 February 2014	233 - 260	Andrew Davis
Strategic Planning Committee	12 March 2014	261 - 274	
Standards Committee			
Standards Committee	25 April 2014	<i>To Follow</i>	Julian Johnson

Other Committees

Audit Committee	11 March 2014	275 - 280	Tony Deane
Officer Appointments Committee	4/5/13 March 2014	281 - 284	Jane Scott OBE
Staffing Policy Committee	5 March 2014	285 - 290	Allison Bucknell
Wiltshire Health and Wellbeing Board	6 February 2014	291 - 314	Jane Scott OBE
Wiltshire Pension Fund Committee	6 March 2014	315 - 320	Tony Deane
Wiltshire Police and Crime Panel	6 March 2014	321 - 330	Richard Britton

Wiltshire and Swindon Fire Authority

Councillors wishing to ask a question on the Fire Authority minutes are required to give written notice no later than five clear days before the council meeting - 5pm on Friday 2 May 2014 - please contact Yamina Rhouati, 01225 718024, yamina.rhouati@wiltshire.gov.uk


Wiltshire and Swindon Fire Authority	13 February 2014	331 - 334	
--	----------------------------------	---------------------------	--

CABINET

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 18 March 2014.

Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)
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 Trevor Carbin, Cllr Richard Gamble
Cllr Jon Hubbard, Cllr David Jenkins, Cllr Julian Johnson
Cllr Simon Killane, Cllr Gordon King, Cllr Horace Prickett
Cllr Jerry Wickham

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

28 Apologies

An apology for absence was received from Cllr Laura Mayes, Cabinet member for Children's Services.

29 Minutes of the Previous Meeting

The minutes of the last meeting held on 11 February 2014 were presented.

Resolved:

That the minutes of the meeting held on 11 February be approved as a correct record and signed by the Leader.

30 **Leader's announcements**

The Leader made the following announcements:

Schools Funding

The Leader explained that the Government was currently consulting on schools funding for 2015/16, looking to increase funding levels for the lowest funded authorities which included Wiltshire. Based on current school pupil numbers, this was likely to be in the region of an additional £5.4 million.

Adult Social Care Team

The Leader was delighted to announce that the Adult Social Care team had been awarded the title of Best Commissioner in the Independent Specialist Care Awards 2014 run by LaingBuisson. The Leader also reported that the initial feedback from the adult care peer review was very positive and thanked Cabinet member, Cllr Keith Humphries and Corporate Director, Maggie Rae for all their hard work.

Wiltshire Business and Sports Legacy Dinner – 13 March

The Leader explained that the Council had hosted the first Wiltshire Business and Sports Legacy Dinner in the atrium on Thursday 13 March. The event raised almost thirty thousand pounds which would go to help support our future Olympians and Paralympians.

More than two hundred and twenty business representatives attended this unique and successful event where we connected Wiltshire's sports stars to local businesses for mutual benefit.

The money raised had enabled us to form a foundation trust that will assist our local athletes with the support they need. This year, as a result of the dinner and the support of local businesses, we were able to provide funding to fourteen future Olympians and Paralympians aged from 14 to 47, covering a wide range of sports.

Cllr Jerry Wickham

The Leader welcomed Cllr Jerry Wickham to the meeting. Cllr Wickham was the Unitary Councillor for the Ethandune Division following the by-election held on 6 March.

31 **Declarations of interest**

No declarations of interest were made.

32 **Public participation**

It was noted that no requests for public participation had been received. The Leader did however; explain 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 reported receipt of a question from Cllr Jon Hubbard to which Cllr John Thomson replied. A copy of the question and response is appended to the signed copy of these minutes and available on the Council's website.

The question related to the announcement by the Government to provide additional funding to support local authorities to deal with highway repairs following the recent extreme weather. Following a query by Cllr Hubbard, Cllr Thomson confirmed that any additional funding used would be added to what the Council had allocated in its budget. He also explained that the Council was awaiting further details on how the funding scheme would operate.

33 **Wiltshire's Joint Health and Wellbeing Strategy**

Councillor Keith Humphries presented a report which outlined the importance of Wiltshire's Joint Health and Wellbeing Strategy and the main considerations for Wiltshire Council. The Strategy was also presented for Cabinet's consideration.

Cllr Humphries noted that the Strategy had been the subject of consultation including with the Area Boards and Scrutiny. The Strategy had four key aims: Living longer, living healthily for longer and enjoying a good quality of life, living independently for longer and living fairly – reducing the higher levels of ill health faced by some less well-off communities.

These aims would be delivered by the actions set out under four key themes, namely, prevention, independence, engagement and safeguarding. The Leader explained many of these initiatives had since also been included in the Better Care Plan.

Resolved:

That Cabinet note the importance of the Joint Health and Wellbeing Strategy and its bearing on the delivery of Council services.

Reason for decision:

The plans of Wiltshire Clinical Commissioning Group, NHS England, and Wiltshire Council for commissioning services must be informed by the Joint Strategic Needs Assessment and the Joint Health and Wellbeing Strategy. Where plans are not in line with the Joint Strategic Needs Assessment or Joint Health and Wellbeing Strategy then CCGs, NHS England and Wiltshire Council must be able to explain why.

34 **Better Care Plan**

Cllr Keith Humphries presented a report which explained the joint work taking place between the Council and the Clinical Commissioning Group on a Better Care Plan.

The draft Better Care Plan, 2014-2016 was presented which had been submitted to NHS England and the Local Government Association. The Plan sets out our commitment to the integration of health and social care services, and our plans to allocate £22m in 2014-15 and £29m in 2015-16 to developing services jointly. The Plan would support the Council's goal to protect those who were most vulnerable in our communities, by ensuring that services were coordinated, and delivered to support the objective of care close to home.

Corporate Director, Maggie Rae explained that the report which has so far, been very well received was only possible due to the leadership and commitment shown by the Council, in particular, the Health and Wellbeing Board and its Chairman, the Leader, Cllr Jane Scott. The Council was constrained in the contents of the Plan and would have preferred to have adopted from a cradle to the grave approach.

Cllr Jon Hubbard welcomed both the Health and Wellbeing Strategy and the Better Care Plan. He did however, make an observation that the documents did not appear to include very much information on how it was proposed to deliver the actions contained therein. This would be a key piece of information to enable monitoring their effectiveness.

The Leader explained that the governance arrangements were being considered with draft details being presented to the Health and Wellbeing Board.

Resolved:

That Cabinet note the development and submission of a draft Better Care Plan to NHS England and the Local Government Association.

Reason for decision:

To inform Cabinet of the work on the Better Care Plan and the integration of health and social care, which is being overseen by the Wiltshire Health and Wellbeing Board.

35 **School Admission 2015/16**

➤ Cllr Richard Gamble, Portfolio holder for Schools, Skills and Youth presented a report which gave details of the requirement to have in place schemes for the co-ordination of admissions to the schools within Wiltshire.

The proposed schemes and arrangements were agreed by the School Admissions Forum on 27 February 2014 for recommendation to Cabinet, following a period of consultation with schools, parents, neighbouring authorities and Senior officers at Wiltshire Council. Cabinet was therefore asked to consider the four documents presented as the admission policy for Wiltshire for 2015/16. The admissions process for the intakes in September 2015 begins in September 2014.

Resolved:

That Cabinet approves:

- i) the scheme for the co-ordination of admission to secondary schools for 2015/16.**
- ii) the scheme for the co-ordination of admissions to primary schools for 2015/16.**
- iii) the admission arrangements for Voluntary Controlled & Community secondary schools for 2015/16.**
- iv) the admission arrangements for Voluntary Controlled & Community primary schools for 2015/16.**

Reason for decision:

The Local Authority has a statutory duty to have a determined admission policy for 2015/16 in place on or before 15 April 2014.

36 **Revised Policy for School Infrastructure & Capital Cost Multipliers for Section 106 Agreements**

➤ Cllr Toby Sturgis presented a report which sought approval of the revised policy for School Infrastructures and Capital Cost Multipliers for Section 106 Agreements.

A new methodology had been introduced based on the Building Cost Information Service (BCIS) public sector national cost standards for State Schools. The revised calculated rates at present are £16,416 per Early Years

place, £16,768 per primary school place and £19,084 per Secondary school place.

Cllr Sturgis explained that it may be necessary to amend the wording of paragraph 2.5 of the policy to ensure it was fit for purpose and sought delegated authority to do this.

Resolved:

- i. **That Cabinet approve the Policy for School Infrastructure and Capital Cost Multipliers for Section 106 Agreements.**
- ii. **To give delegated authority to the Associate Director - Commissioning, Performance and School Effectiveness following consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property And Waste to make minor amendments to the wording of paragraph 2.5 of the policy as necessary.**

Reason for decision:

To enable the Council to update the Policy for requesting infrastructure contributions where the need for extra school places arises directly from housing developments.

37 Report on Treasury Management Strategy 2013-14 - Third Quarter ended 31 December 2013

Councillor Dick Tonge presented a report which set out the quarterly review of the Treasury Management Strategy.

This report reviews management actions in relation to:

- a) the prudential indicators, treasury management indicators originally set for the year and the position at the 31 December 2013;
- b) other treasury management actions during the period; and
- c) the approved Annual Investment Strategy.

Resolved:

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

Reason for decision:

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

38 Urgent Items

There were no urgent items.

Appendix

Question from Cllr Jon Hubbard and response

(Duration of meeting: 10.30 am - 11.20 am)

<p>These decisions were published on the 25 March 2014 and will come into force on 2 April 2014.</p>
--

The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail yamina.rhouati@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115


This page is intentionally left blank

CABINET

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 22 April 2014.

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 Trevor Carbin, Cllr Christine Crisp
Cllr Richard Gamble, Cllr Mike Hewitt, Cllr Jon Hubbard
Cllr David Jenkins, Cllr Gordon King, Cllr Jerry Kunkler
Cllr Bill Moss, Cllr Horace Prickett, Cllr Pip Ridout, 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 

39 Apologies

All members were present.

40 Minutes of the Previous Meeting

The minutes of the last meeting held on 18 March 2014 were presented.

Resolved

That the minutes of the meeting held on 18 March 2014 be approved as a correct record and signed by the Leader.

41 Leader's announcements

The Leader invited Cllr Stuart Wheeler to provide an update on member IT.

Cllr Wheeler explained that members would soon receive a communication via Democratic Services to update them on the implementation of a motion agreed by Council on 25 February 2014 as part of budget. The motion related to the provision of tablet devices to members on request to enable paperless meetings. The communication to members would propose the following three options:

1. The provision of a 16gb wireless only Ipad Air, which would be returned to the Council at the end of a Councillor's term of office in the same way as a council laptop.
2. The option of a larger capacity Ipad Air eg 32/64gb wireless or cellular, the cost of which would be in the communication and which would be met by the councillor over a period of say 10 months. The tablet would belong to the Councillor. All Council related applications would be removed at the end of a the Councillor's term of office.
3. To use their own device, or decline the offer of an Ipad.

Option 3 would be the default position for any councillors who did not reply. The communication would go out as soon as possible. Training on the use of tablet devices was being considered by the Councillor Development Group.

42 Declarations of interest

No declarations of interest were made.

43 Public and Member 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 reported receipt of two sets of questions and statements, details of which are appended to the signed copy of these minutes and available on the Council's website.

A question and statement from Mr Michael Sprules, Chairperson RADAR (Residents Against Development Affecting Recreational Land). In relation to the question on the issue of reviewing planning decisions in certain circumstances, Cllr Sturgis explained that once planning permission had been

granted the Council had no power to review its decisions. Enforcement action could be considered in the event of breaches of covenants or conditions as part of the permission.

Mr Sprules highlighted the need to look at it as a sports provision issue. The Leader requested that officers work with Mr Sprules to consider ways of securing provision in Chippenham for the playing of cricket.

Mr Newman, a Bradford on Avon Town Council submitted a statement which contained a number of questions on the historic core zone proposals in Bradford on Avon.

Cllr Thomson explained that this was the subject of a delegated decision he was proposing to make. The consultation had only just closed, to which there had been a number of responses. He noted that the project had originated from the community and highlighted the need for consideration.

All issues, questions (including those raised by Mr Newman) and petitions would be addressed as part of the report on the delegated decision and any views expressed would be taken into account. A copy of the report would be made available to interested parties prior to any decision being made. Cllr Thomson confirmed that he would delay making any decision to allow for this to take place.

Mr Newman referred to another question regarding the historic core zones proposals from Mr Martin Valartin although to date, had not been received by the Council. The Leader confirmed that once received it would be circulated to all Cabinet members and be addressed in the same way as the question from Mr Newman, within Cllr Thomson's delegated decision report.

44 **Cabinet Committees**

(a) **Cabinet Capital Assets Committee - 18 March 2014**

The minutes of the Cabinet Capital Assets Committee dated 18 March 2014 were presented.

Resolved:

That the minutes of the Cabinet Capital Assets Committee dated 18 March 2014 be received and noted.

(b) **Cabinet Transformation Committee - 18 March 2014**

The minutes of the Cabinet Transformation Committee dated 18 March 2014 were presented.

Resolved:

That the minutes of the Cabinet Transformation Committee dated 18 March 2014 be received and noted.

45 Care Bill

Councillor Keith Humphries presented a report which outlined the implications of the Care Bill for the Council. When enacted, the Care Bill would have a wide ranging impact on the way adult social care is delivered in Wiltshire. The report presented set out the key changes from existing legislation.

Cllr Humphries gave a power point presentation which illustrated the main provisions of the Bill which would also be presented to the Health and Wellbeing Board. A copy of the presentation is appended to these minutes.

Resolved that Cabinet:

1. Notes:-

- **The requirements for market shaping and prevention and the benefits of recognising the needs of the whole population in commissioning strategies;**
- **The major changes to assessment, eligibility and support planning and the need for thorough preparations for funding reform;**
- **The obligations for a statutory Safeguarding Adults Board (SAB) and the desirability of working with partners to review financial contributions to the SAB.**

2. Asks officers to develop services to make sure they reflect new measures in the Bill, such as:


- **the new duty for local authorities to promote the wellbeing of everyone who is sick or disabled (not just those that receive services arranged or paid for by the council) and a list of matters the council must consider when making decisions**
- **outcome focused assessments for everyone that needs care and support (including self-funders) – we currently carry out outcome focused assessments for older people and younger adults, and have reviewed assessment processes for carers and people with mental health needs.**
- **requirements to work closely with the NHS to provide integrated services across health and social care – we are already working with acute hospitals and NHS nurses as part of the Help to Live at Home programme but will need to extend this work to other areas.**

- deferred payment agreements, charging, personal budgets and direct payments – the council will need to review, develop and update its procedures on these areas in time for the regulations coming in force in 2015/16.
3. **Note that The Department of Health, Adass and the LGA have set up a single office to help councils deliver on the Care Bill. Staff from the joint office will be getting in touch with individual councils to identify their support needs. Officers will be delivering a programme of work to prepare for the changes, including:**
- **Preparing for change to ICT systems and workforce development.**
 - **Developing plans to identify self-funders in the run up to 2016.**
 - **Drawing up an engagement plan with the voluntary and community sector**
 - **Undertaking further modelling on the likely cost**
 - **Establishing systems to track progress towards their personal care cap.**
4. **To endorse the proposals outlined at the end of each section of the report presented.**

Reason for decision:

When enacted, the Care Bill will have a wide ranging impact on the way adult social care is delivered in Wiltshire. Acceptance of these proposals are preparation for its implementation in Wiltshire.

46 **Personalisation Policy**

 Councillor Keith Humphries presented a report which sought Cabinet approval of a draft personalisation policy for the purpose of consultation.

The policy related to the provision of personalised budgets as referred to in the Care Bill (minute no. 45 above refers). The policy would cover all adults over the age of 18, and would need to ensure that everyone in Wiltshire was treated in the same way, with the principles being fairness, transparency and maximising customers' control of their care and support.

The policy would be brought back to Cabinet following public consultation to enable Cabinet to give further consideration to the policy in light of comments received..

Resolved:

That Cabinet agree the draft personalisation policy setting out how the value of a personal budget would be calculated and to carry out consultation.

Reason for decision:

The Council does not currently have a personalisation policy and is required to consult on new policies and changes to related policies.

47 Review of Area Boards

Councillor Jonathan Seed presented a report which updated Cabinet on the review of area boards together with an action plan for evolving these to build on community working and engagement initiatives in the Council's business and services; these included:

- Assisting area boards in their role to help create more resilient communities
- Building on the community working and the engagement of local communities in the work of the council (and other public sector partners)
- Devolving more services and decisions at local level
- Increasing the level of influence in decision making in local areas
- Raise awareness of what's happening in local communities
- Provide opportunities for communities to come together and do more together

The central purpose of the report had been to provide more opportunities and help build more resilient communities.

Councillor Hubbard raised concern over the lack of safeguarding and public health implications within the report and noted that awareness needed to be raised across the board. Cllr Seed agreed that the safeguarding and public health roles although taken into account, should be made more explicit and suggested that this be incorporated into the recommendations and this was agreed by Cabinet.

It was noted that the review of area boards had been considered by a Scrutiny Task Group and that its recommendations as agreed by the Overview and Scrutiny Management Committee had been incorporated in the action plan presented. It was noted that the report of the Scrutiny Task Group although taken into account in the action plan was not presented to this meeting and Cabinet requested that such reports should in future be made available to Cabinet.

Resolved that Cabinet:

- 1. Note the actions (as set out in the attached action plan – appendix 1 to the report presented) to evolve the area boards and to improve**

community working - incorporating the feedback and views of all those involved in the review.

- 2. Note that the role of the community area manager has also been considered as part of the review to reflect what's required to deliver the actions and to meet future needs and the differing ways that local communities work.**
- 3. Note the opening of the campus in Corsham in June 2014 and agree to a pilot aligning the campus to community area working.**
- 4. Note the importance of safeguarding and public health in the future role of area boards.**

Reason for decision:

To take appropriate action – based on feedback - to build on the good work of the area boards to improve community working and engagement in the council's business and services. The action plan reflects the feedback received and focused on;

- Increasing the level of influence in local decision making
- Raising awareness of what's happening in local communities
- Improving community engagement to create and strengthen community resilience.

48 Urgent Items

There were no urgent items.

49 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 minute no. 50 below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 and 4 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.


Reasons 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).

Paragraph 4 – Information relating to consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour

relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. No representations had been received in relation to the item being considered in private.

50 **DC Leisure Contract**

 Councillor Jonathan Seed presented a confidential report which sought Cabinet approval to extend the leisure contract with DC Leisure to run 11 of the 23 council leisure centres across Wiltshire until 2018.

Following consideration of the report and responding to Councillors' questions, it was

Resolved:

- 1. To endorse the award of contract extensions to DC Leisure until March 2018.**
- 2. To confirm delegated authority to the Corporate Director (Maggie Rae) following consultation with the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding to decide on the details.**

Reason for decision:

The proposals allow the full integration of the Public Health and Leisure agendas

Appendix

Presentation on the Care Bill (minute no. 45 refers)

Attached to signed copy of minutes only (minute no. 43 refers):

Question from Mr Michael Sprules

Statement from Mr Michael Sprules

Statement/Questions from Mr Martin Newman

(Duration of meeting: 10.30 am - 12.05 pm)

<p>These decisions were published on the 25 April 2014 and will come into force on 6 May 2014.</p>
--

The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail yamina.rhouati@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115

The Care Bill

Cllr Keith Humphries

The Care Bill

The vision for transforming care and support will have profound implications for Council systems, processes and people.

Cllr Keith Humphries

Wiltshire

On 28th February 2014, **5454** people were receiving a service. Of these **3609** were aged 65+.

In 2013 / 2014 we made **229** permanent nursing home placements and **357** permanent residential care home placements for people aged 65+.

Consolidates existing law going back to 1948

- Assessment of the care people need
- Paying for care
- Meeting eligible needs
- Ensure people remain in control of their care so it is shaped around their needs when they reach the cap.
- Making it happen

and.....

- Direct Payments and the Suitable Person scheme
- Independent social work practices
- Deferred Payments
- Safeguarding implications
- Market failure provisions
- Carers assessments and needs
- Prisoners and bail clients
- Mental Health Act aftercare responsibilities
- Transition provisions for children
- Immigration Control exceptions
- Young Carers
- Care standards changes
- Health education and research

Part 1)

Delivers the government response to the Dilnot Commission on funding reform.

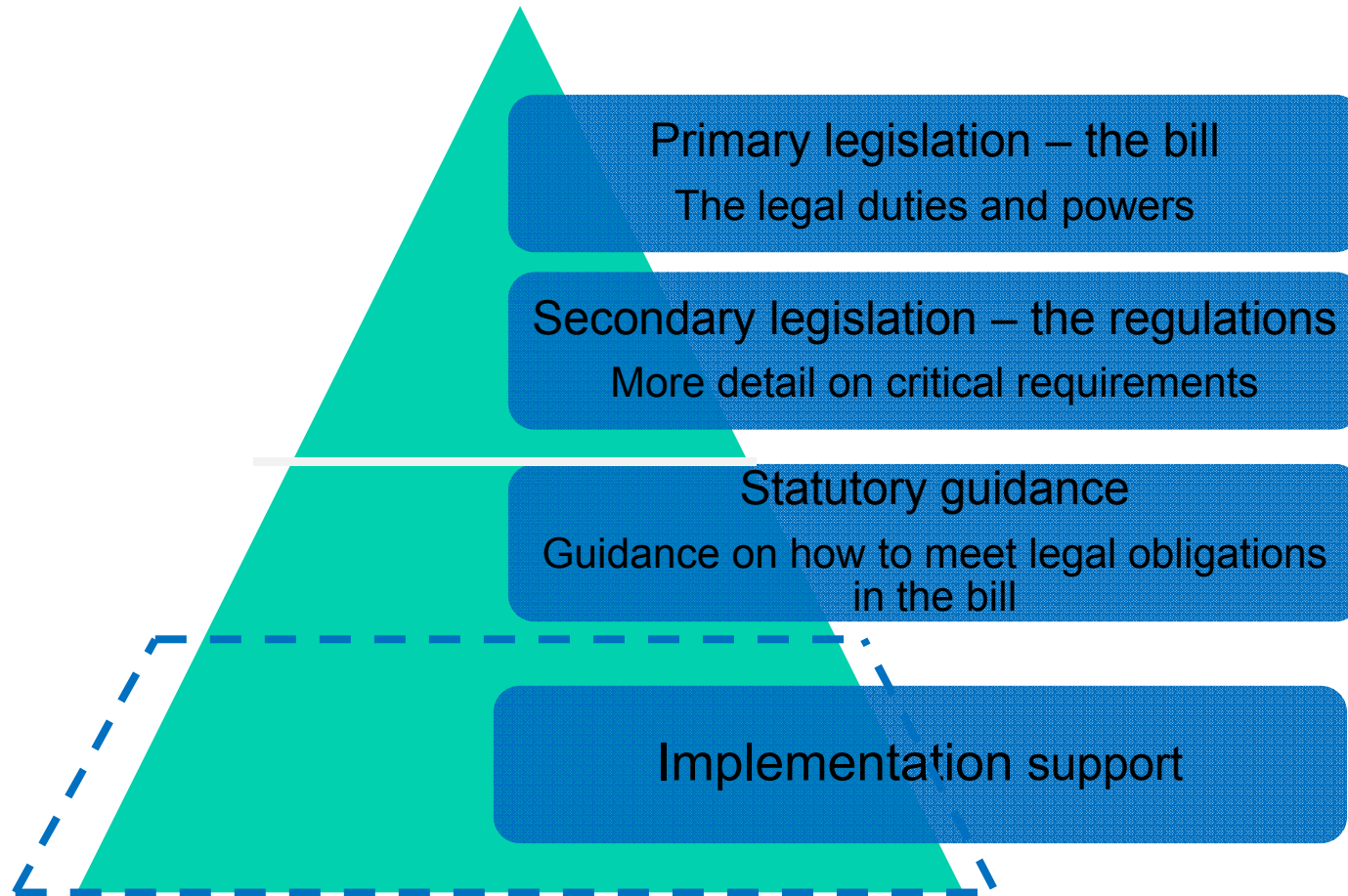
Part 2)

Delivers the government response to the Francis / Mid Staffordshire Report

Part 3)

Establishes Health Education England as a Non Departmental Public Body

The Care Bill facilitates the establishment of the Better Care Fund by providing a mechanism that will allow the sharing of NHS funding with local authorities to be made mandatory.



- Department of Health, LGA and ADASS have established a partnership to work together on a joint programme to inform and implement these reforms.
- Facilitate engagement in national policy, regulations and statutory guidance
- Identify key operational milestones, risks and interdependencies
- Provide assurance and communicate implementation progress
- Co-produce tools and other resources to support implementation

Key requirements	Timing
Duties on prevention and wellbeing	From April 2015
Duties on information and advice (including advice on paying for care)	
Duty on market shaping	
National minimum threshold for eligibility	
Assessments (including carers' assessments)	
Personal budgets and care and support plans	
New charging framework	
Safeguarding	
Universal deferred payment agreements	
Extended means test	
Capped charging system	
Care accounts	

General Duties to be placed on the Council:

- People's **well-being** will be at the heart of every decision
- **Carers** rights on the same footing as the people they care for
- Freedom and flexibility to encourage innovation and **integration**
- **Preventing and delaying needs** for care and support
- **Personal budgets** giving people greater control over their care
- **Information and advice** about the care and support system
- **Promoting the diversity and quality of the local care market**, shaping care and support around what people want
- New guarantees to ensure **continuity of care**

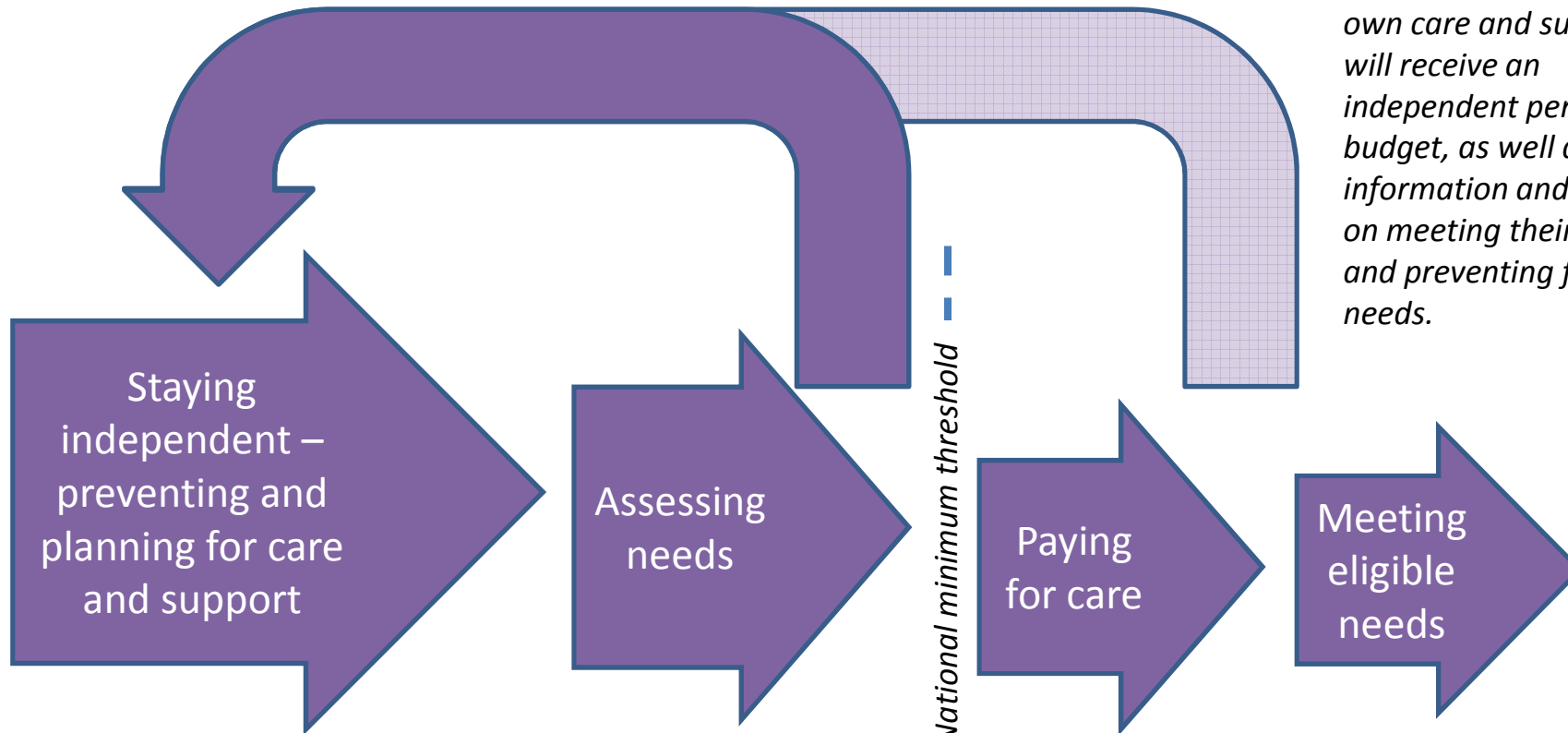
Major changes to assessment, eligibility and support planning:

- Right to assessments for carers.
- Single national minimum eligibility threshold
- Outsourcing of assessments possible
- Joint assessments to be more common
- Appeals

- Where it appears that adults in prison or approved premises have needs for care and support, they should have their needs assessed by the council.
- Where they meet eligibility criteria, services will be provided by the council.
- Prisoners' non-eligible needs will be met by the prison.

People who do not have eligible needs will receive information and advice on how to access support locally, and how to prevent or reduce their needs.

People who have eligible needs but who choose to arrange their own care and support will receive an independent personal budget, as well as information and advice on meeting their needs and preventing future needs.



People should be supported to live independently for as long as they wish, with a focus on delaying and reducing needs, and building different types of support in the community. Local authorities will make available universal support, including information, advice and preventive services.

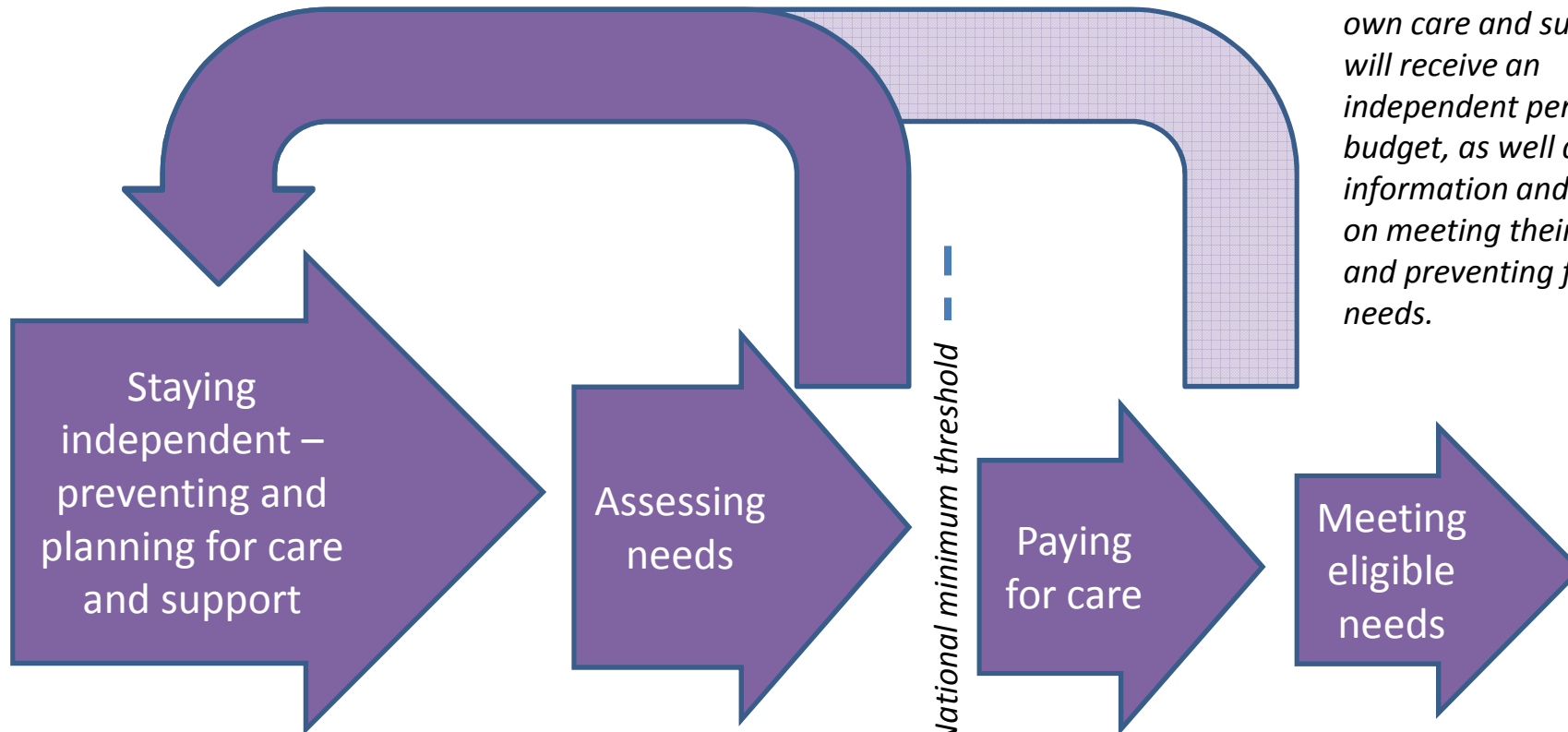
Any adult with any needs for care and support, including carers, has a right to an assessment of their needs and the outcomes they want to achieve.

If the local authority charges for a type of support, an adult will have a financial assessment to determine what financial support they may receive.

If an adult with eligible needs asks the local authority to do so, it must meet their needs. The local authority will involve the adult in a care and support plan to decide how to meet their needs.

People who do not have eligible needs will receive information and advice on how to access support locally, and how to prevent or reduce their needs.

People who have eligible needs but who choose to arrange their own care and support will receive an independent personal budget, as well as information and advice on meeting their needs and preventing future needs.



*People should be supported to live independently for as long as they wish, with **a focus on delaying and reducing needs, and building different types of support in the community.** Local authorities will make available universal support, including information, advice and preventive services.*

Any adult with any needs for care and support, including carers, has a right to an assessment of their needs and the outcomes they want to achieve.

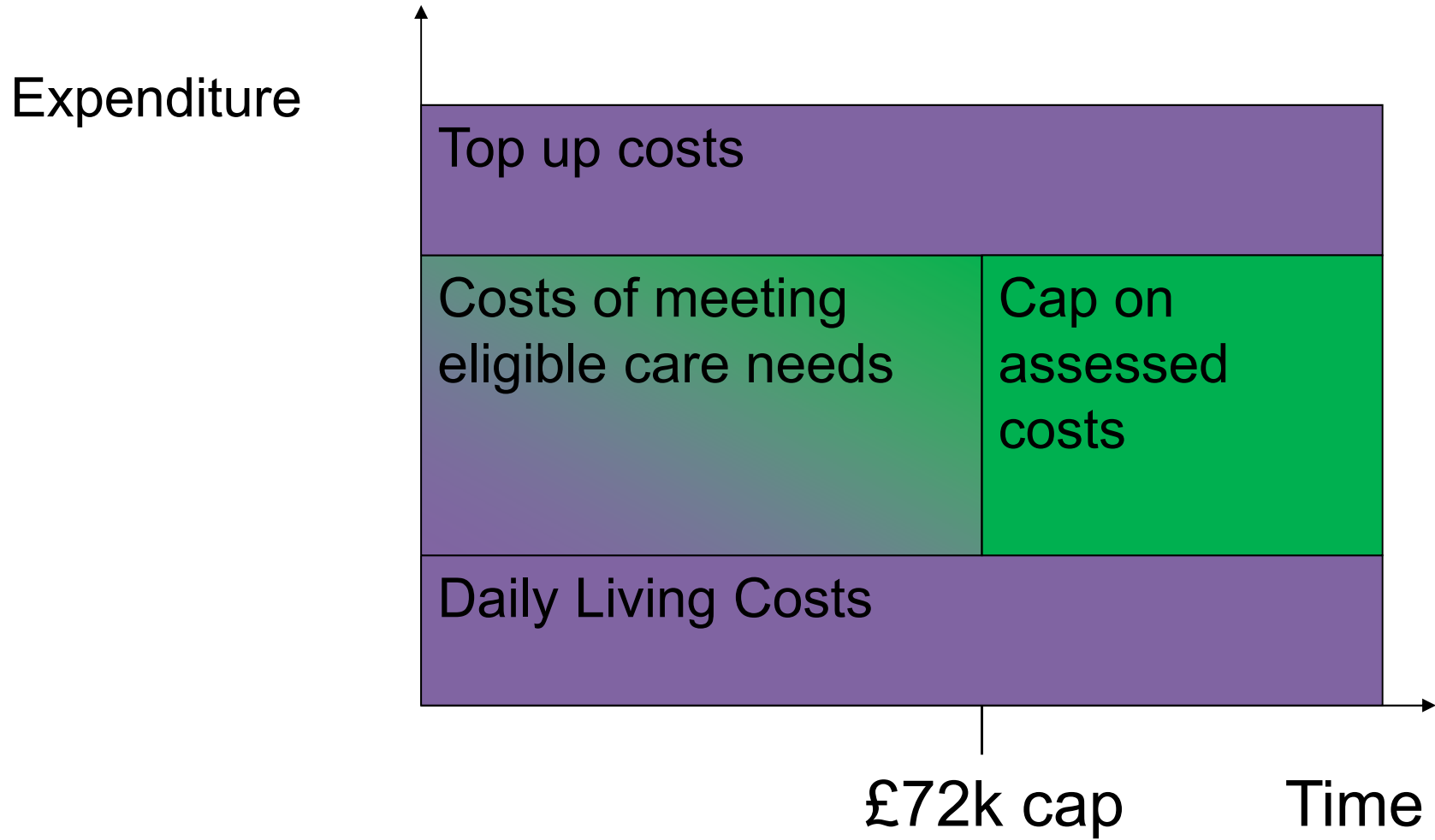
If the local authority charges for a type of support, an adult will have a financial assessment to determine what financial support they may receive.




If an adult with eligible needs asks the local authority to do so, it must meet their needs. The local authority will involve the adult in a care and support plan to decide how to meet their needs.

New financial support arrangements

- Right to Personal Budgets and Direct Payments
- Extended means test and £72k cap (April 16)
- Assessments of self funders can begin Sept 2015
- Council needs to maintain Care Accounts.
- Universal Deferred Payments Scheme

Care Costs



 Council pays  Individual pays  Means tested

Case Study

Mr A, aged 70, develops dementia and moves into a care home.

His assets are over £118,000, so he does not qualify for local authority support.

<i>He Has</i>	
Assets	Income
£300,000	£390pw (from his pension and AA)

Case Study

Mr A, aged 70, develops dementia and moves into a care home.

His assets are over £118,000, so he does not qualify for local authority support.

<i>He Has</i>	
Assets	Income
£300,000	£390pw (from his pension and AA)

In addition to his pension, he receives attendance allowance (AA)* at the higher rate of around £90 per week.

The local authority calculates his needs can be met in a local care home which costs £650 per week. However he chooses to pay an additional £150 per week to move into a different care home of his choice.

<i>He contributes</i>		
Care Costs (which count towards the cap)	Daily Living Costs	Top Up
£420 per week	£230	£150

Case Study

Mr A, aged 70, develops dementia and moves into a care home.

His assets are over £118,000, so he does not qualify for local authority support.

<i>He Has</i>	
Assets	Income
£300,000	£390pw (from his pension and AA)

In addition to his pension, he receives attendance allowance (AA)* at the higher rate of around £90 per week.

The local authority calculates his needs can be met in a local care home which costs £650 per week. However he chooses to pay an additional £150 per week to move into a different care home of his choice.

<i>He contributes</i>		
Care Costs (which count towards the cap)	Daily Living Costs	Top Up
£420 per week	£230	£150

He reaches the cap after 3 years and 4 months, after which:

The local authority pays £420 per week to meet his needs. He remains responsible for his daily living costs and his £150 top-up.

<i>Local authority contributes</i>	<i>He contributes</i>	
Care Costs (which count towards the cap)	Daily Living Costs	Top Up
£420 per week	£230	£150

Mr A remains in the care home for one more year, after which his remaining assets are around £210,000.

*Attendance Allowance (AA) is a non means tested benefit for severely disabled people aged 65 or over who need help with personal care

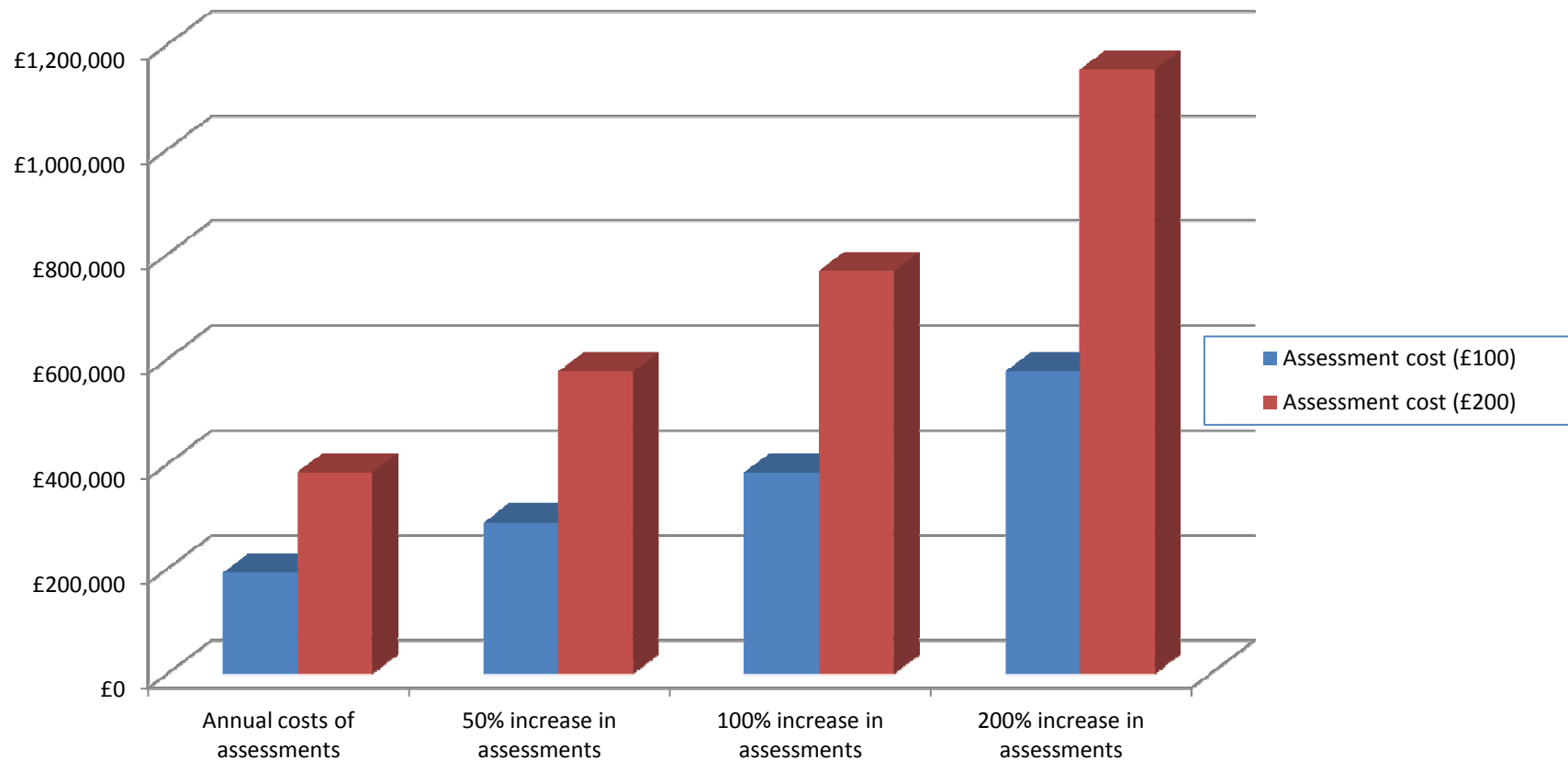
Carers Assessments

- Carers assessments completed =1920
- Total of 47,608 people in Wiltshire providing some amount of unpaid care (2011 Census).
- The vast majority of carers are over the age of 34 (88%).

Costs of Carer Assessments

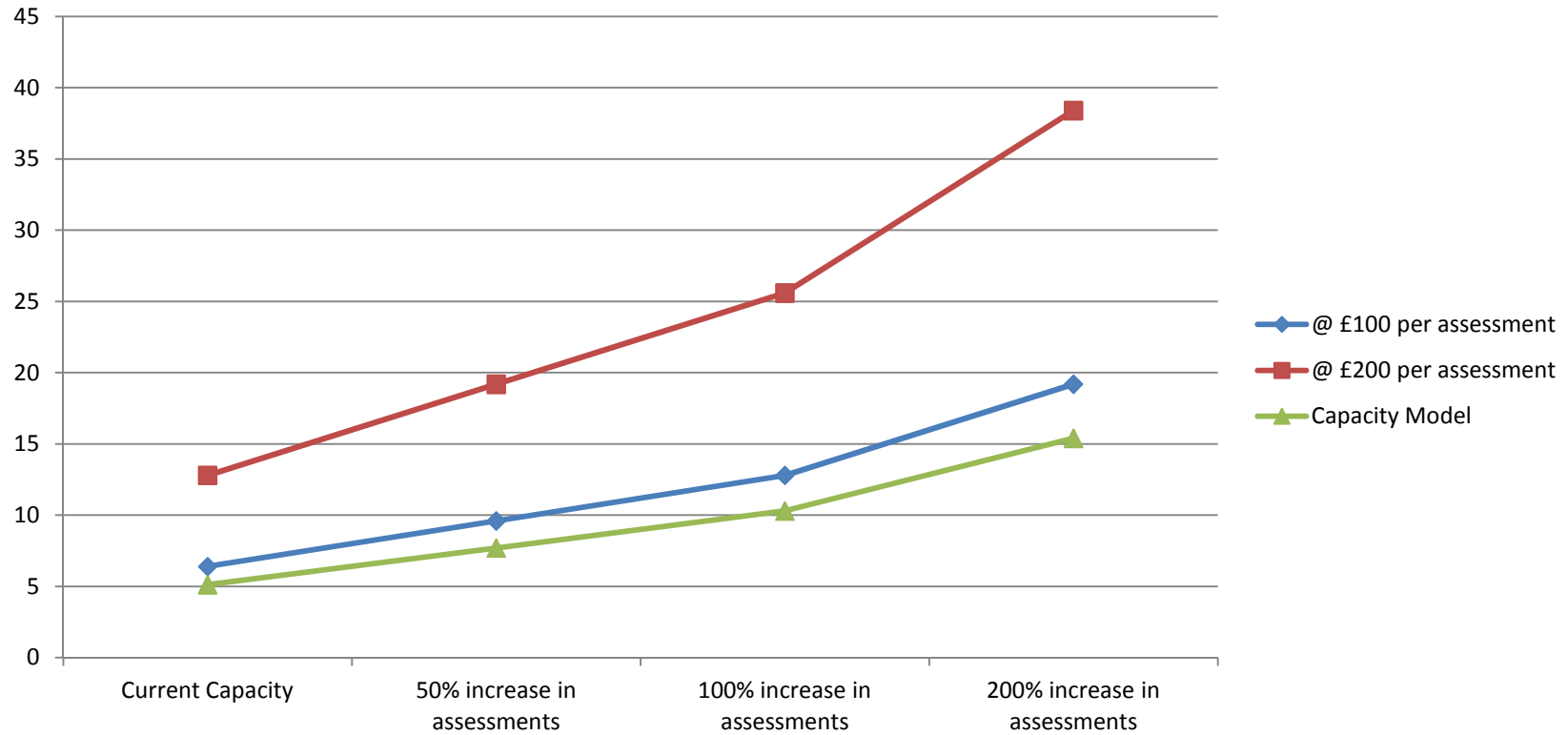
Estimated cost of assessment		£100	£200
Annual costs of assessments	1920	£192,000	£384,000

50% increase in assessments	2880	£288,000	£576,000
100% increase in assessments	3840	£384,000	£768,000
200% increase in assessments	5760	£576,000	£1,152,000



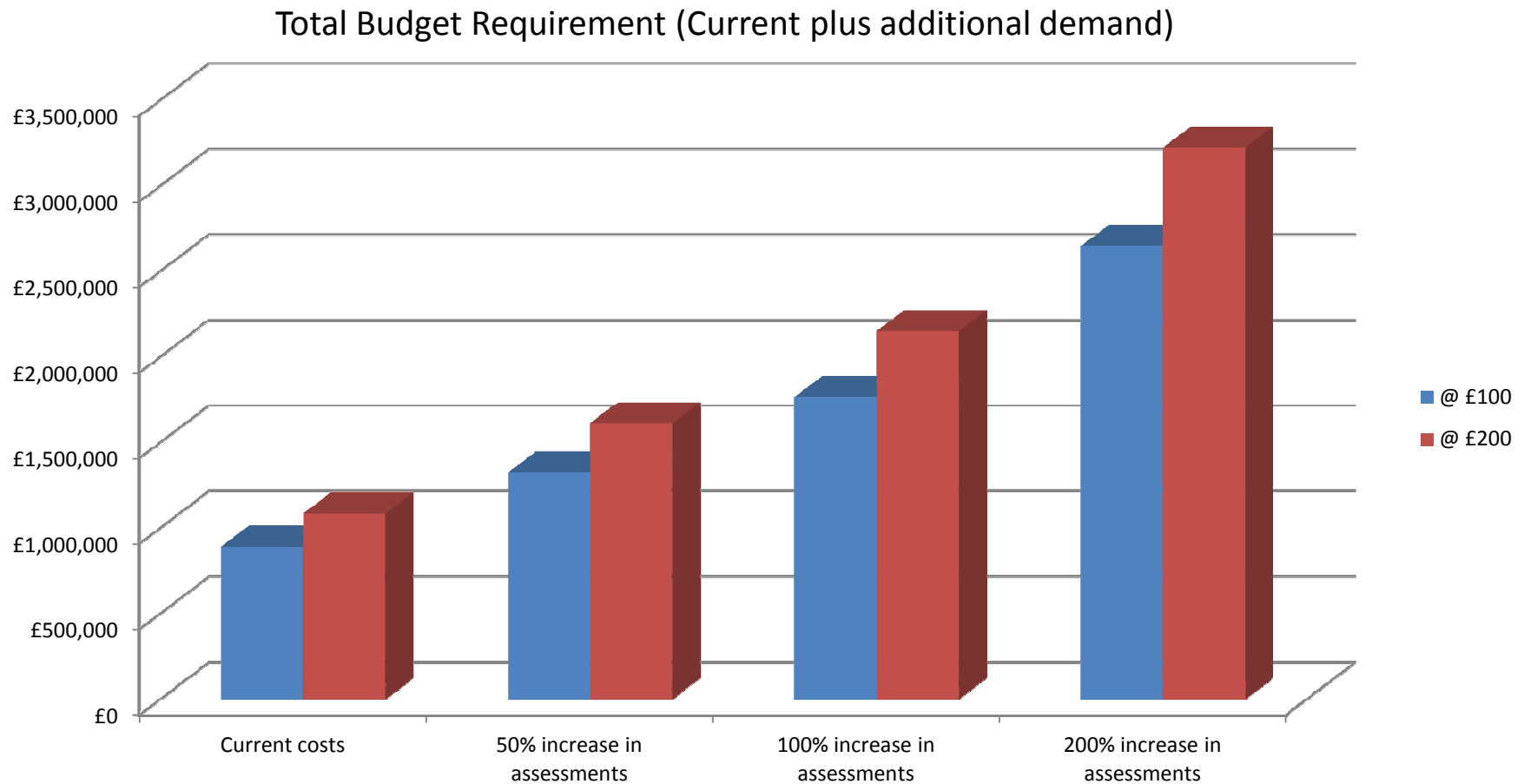
Staffing Capacity for Carers Assessment

FTE Required for Carers Assessment (April 2015)



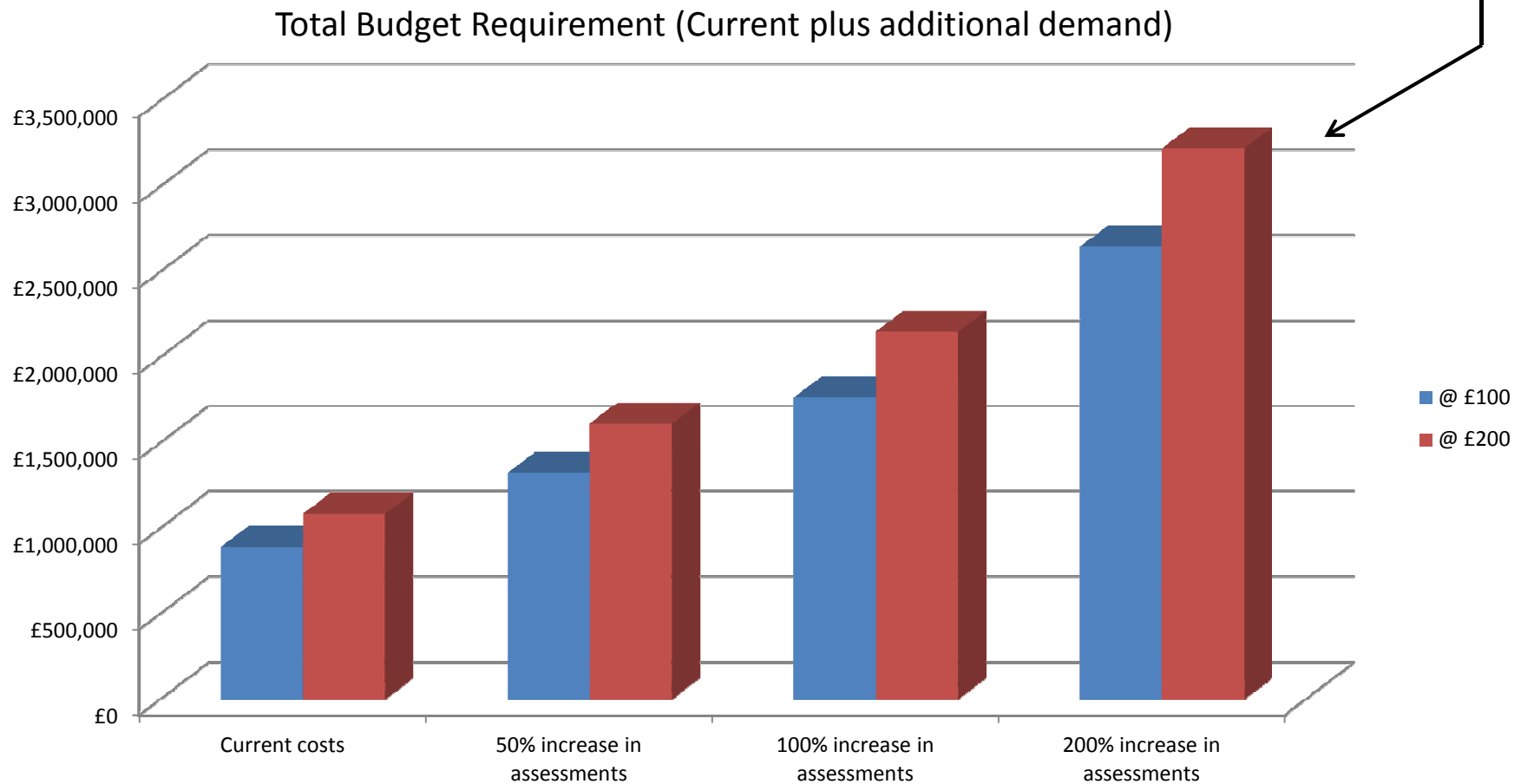
Total Budget Impact of Increase in Carers Assessments

		£100	£200
Total Budget Increase (assessment plus support)	Existing Resource	£892,000	£1,084,000
	50%	£431,000	£527,000
	100%	£872,000	£1,064,000
	200%	£1,754,000	£2,138,000



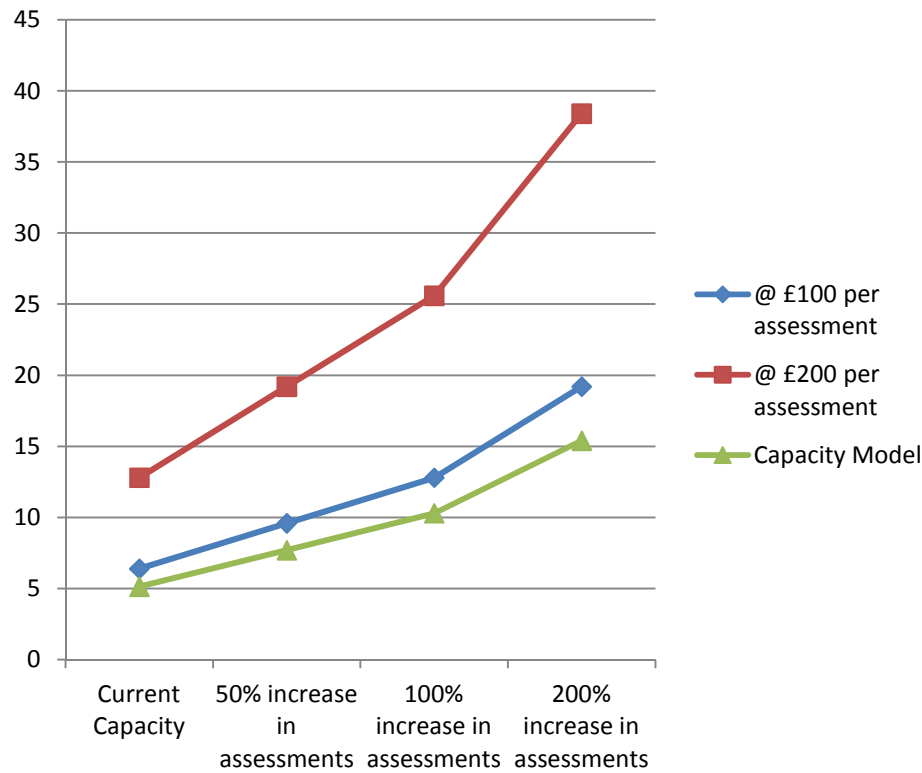
Total Budget Impact of Increase in Carers Assessments

		£100	£200
Total Budget Increase (assessment plus support)	Existing Resource	£892,000	£1,084,000
	50%	£431,000	£527,000
	100%	£872,000	£1,064,000
	200%	£1,754,000	£2,138,000

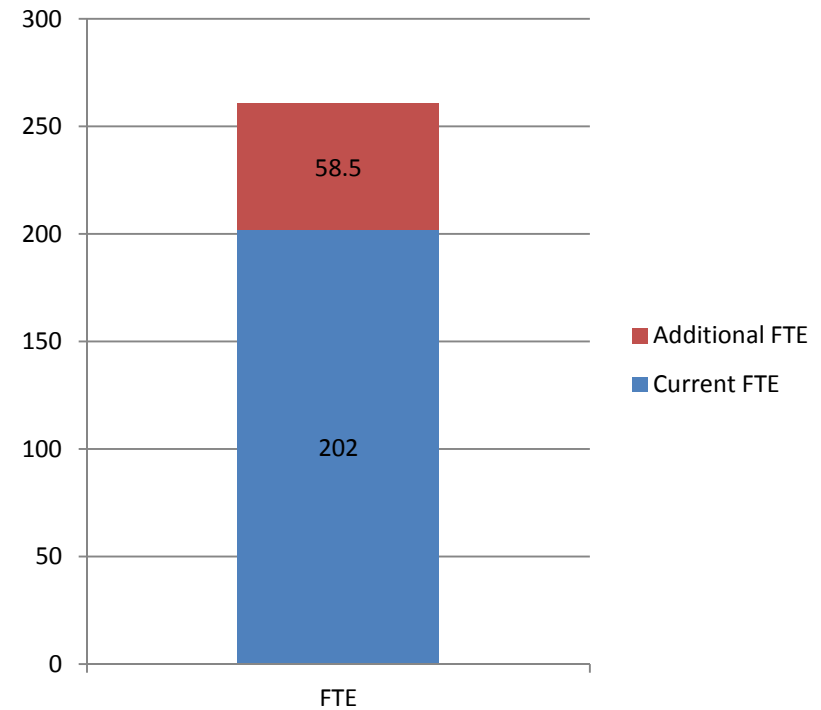


Staffing Capacity for Assessments

FTE Required for Carers Assessment
(April 2015)



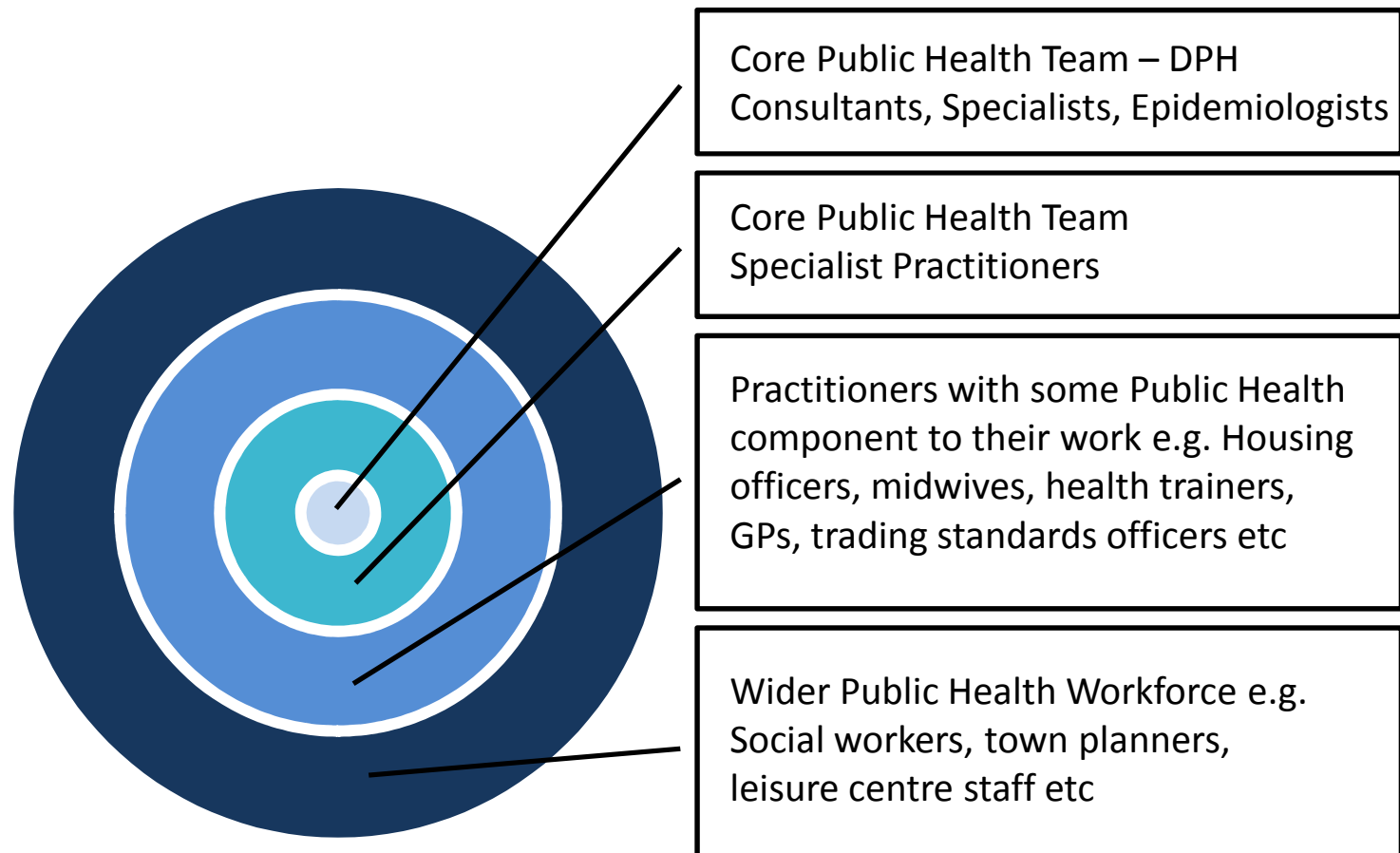
FTE Required for Full Care Bill Implementation (April 2016)



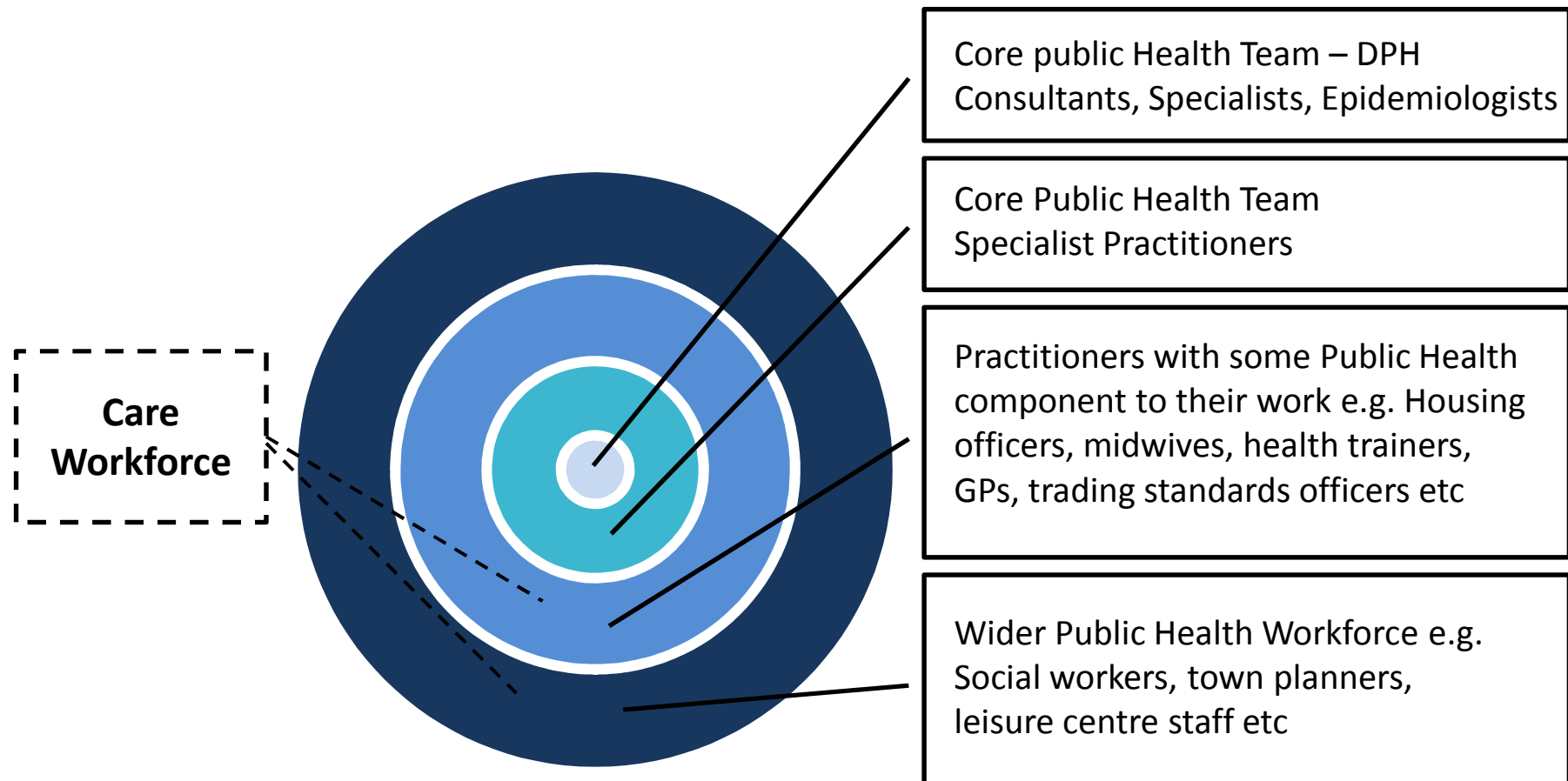
- **Statutory** Local Safeguarding Adults Board
- Council to investigate **any** suspected abuse or neglect
- Independent CQC
- New star ratings system (from 2014)
- Duty of Candour
- Fit and proper persons test for managers
- Council to step in when providers fail

- Health Education England (HEE) became a Special Health Authority (SpHA) on 1 April 2013. It provides national leadership for health and public health education and training in England.
- The Special Health Authority, is helped by thirteen Local Education and Training Boards (LETBs).
- HEE is responsible for planning and buying education and training for NHS and public health organisations and ensuring that the quality of training continues to improve to benefit patients and the public.

Public Health Workforce



Public Health Workforce



Data – The ultimate aim

- Online care accounts
- Portable between authorities
- Clear information about the financial position
- Citizens in charge of the information
- Clear and transparent access to information about what is available
- Ability to transact and interact with providers and professional staff involved in care
- Wide range of Apps to support particular conditions
- Equally good standards with respect to information being shared between agencies

To achieve this there is a need to take action across a number of different programmes to agree common approaches. These include:

- Being able to share information securely across networks
- Streamlining governance toolkits
- Agreeing standards – starting with NHS Number and postcode
- Promoting a more open technology strategy (Open APIs)

The 2013 Spending Review

- £200 million available in 2014-15 as an upfront investment in new systems and ways of working;
- £335 million available to local authorities in 2015-16 so that they can prepare for reforms.
- Operating costs from 2016????
- Independent assessment suggests councils will need £2billion+ to meet the new responsibilities but yet to see anything definitive or any clarity from Department of Health

Earl Howe (Hansard)


“It is critical that care and support generally, and these reforms in particular, are fully funded. Without adequate funding, they will not deliver the benefits we all want to see. However, let me reassure noble Lords that we already have full procedures in place to ensure that there is proper funding for social care”.

CABINET CAPITAL ASSETS COMMITTEE

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 18 March 2014.

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 Jonathon Seed
Cllr Stuart Wheeler
Cllr Richard Gamble
Cllr Jerry Wickham

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

1 Apologies and Substitutions

Apologies were received from Cllr Laura Mayes.

2 Minutes of the previous meeting

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 21 January 2014.

3 Leader's Announcements

There were no leader's announcements.


4 Declarations of interest

There were no declarations of interest.

5 Public Participation

It was noted that no requests for public participation had been received. The Leader did however explain 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 the agenda.

6 Schools Capital Programme 2014 -2017

 Cllr Richard Gamble, Portfolio holder for schools, skills and youth presented a report which explained proposals for expanding school provision, enabling the Council to meet it's statutory duty to secure sufficient school places.

He highlighted the acceleration of activity in permanent places already completed shown in table 1, and drew attention to the provision for over 200 places at Wellington Academy in addition to those detailed in table 3 of the report.

He noted that the school places proposals did not include the requirements of the rebasing programme, estimated at 1000 to 1500 more than provided. Discussions were currently underway with the government on how these will be funded and it would be the subject of a further paper to the Committee.

In response to questions on the military timescale it was explained that it could take up to three years for a school to be built, although with planning permission in place it could be built within a year. Troops were expected back by 2019, and a stretch target had been given of 2018. The consultation on service family accommodation was due to be completed on 1 April 2014, after which negotiations would start, however confirmation on funding would be needed from the government.

Attention was drawn to the dip in pupil numbers as people leave prior to families coming in and Cllr Gamble confirmed that discussions were being held with the Department of Education on revenue funding.

Clarification was sought on the 420 places at Tidworth NEQ New School seen in table 2. It was highlighted that Cabinet approval for a two form instead of one was due to rebasing need and therefore half should not be funded through basic need. It was explained that the only money available was through basic need and a retrospective claim would be made to the Ministry of Defence.

The lack of growth in the north of the county was noted, and it was explained that reviews were currently underway in the Chippenham and Devizes areas. School transport would be considered as part of these reviews.

Resolved:

That the Committee:

- i. Authorises the Corporate Director for Children’s Services to invite and evaluate tenders for the projects described in the report, and, following consultation with the cabinet member, to award the contract for the project (subject to approval of any necessary statutory proposals)**
- ii. Authorises the Corporate Director for Children’s Services to consult further with primary schools across core strategy growth areas in Wiltshire and relevant interested parties on options for expansion, and where appropriate publish Statutory Proposals for expansion (in line with the schools capital programme described in this report); and**
- iii. Authorises the Corporate Director for Children Services to seek all necessary planning and statutory consents and approvals for the works and land transfers described in this report.**
- iv. Authorises the Corporate Director for Children Services to develop plans to balance the budget by seeking further funding streams to support the provision of sufficient secondary places arising from both civilian and service family accommodation in Tidworth and Amesbury community board areas estimated at between £15m - £20m**

Reason for Proposal

The decisions are required to enable Council to progress to the next stage of the process for expanding school provision to meet its statutory duty to secure sufficient school places. The Council has a statutory responsibility to promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child’s educational potential. The Council must also promote diversity and increase choice.

Demand for school places is anticipated to increase as a result of demographic growth, new housing developments in accordance with the Wiltshire Core Strategy, and as troops returning from Germany rebase their families in settlements on Salisbury Plain.

The Legal Framework within which any cabinet member must consider the proposals is set out in the legal implications section.

Cabinet delegated approval is required to invite and evaluate tenders, and submit any required planning applications. Cabinet delegated approval is required to award contract (or a programme of contracts) with an annual value

of £1 million or total value greater than £4 million. Given timescales governing the delivery of the schemes, delegated authority with consultation as appropriate is requested to allow timely progression of projects.

7 **Urgent items**

There were no urgent items.

8 **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.

9 **Schools Capital Programme 2014 -2017**

The committee noted the appendix to the report.

(Duration of meeting: 2.00 - 2.26 pm)

These decisions were published on the 21 March 2014 and will come into force on 28 March 2014


The Officer who has produced these minutes is Kirsty Butcher, of Democratic Services, direct line 01225 713948 or e-mail kirsty.butcher@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115

CABINET TRANSFORMATION COMMITTEE

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 18 March 2014.

Cllr Jane Scott OBE	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
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 Keith Humphries
Cllr Fleur de Rhé-Philippe
Cllr Jerry Wickham

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

1 Apologies and Substitutions

All members were present.

Apologies were received from Chief Constable Patrick Geenty and Dr Steven Rowlands.

2 Minutes of the previous meeting

Resolved:

That the minutes of the meeting held on 17 December 2013 be approved as a correct record and signed by the Leader.

3 Leader's Announcements

There were no Leader's announcements.

4 **Declarations of Interest**

There were no declarations of interest.

5 **Public Participation**

It was noted that no requests for public participation had been received. The Leader did however explain that, as usual at meetings of Cabinet, she would be happy to hear from any member of the public present on any items on this agenda.

6 **Transformation and Health**

Maggie Rae, Corporate Director introduced the report which asked the Committee to agree to invite a range of health partners to take part in a working group to develop a strategic framework for engaging health partners in hubs, campus developments and future estates management.

She drew attention to an error contained within the table seen in paragraph 10 of the report, noting that the Chief Executive for the Avon and Wiltshire Mental Health Partnership was Ian Tully, and not Dr Julie Hankin. It had been agreed with Ian that he would send a representative to the working group.

The complex nature of estate ownership within the health sector was recognised and GP Practice managers would be brought in based on geography and working around the Community Operations Boards. The group would be assisted by Julie Anderson-Hill and the transformation team.

The close relationship with the police at operational / officer level was noted and it was confirmed that this was mirrored with health. The working group would operate at a strategic level and set the framework across the county, aligning with community plans.

Deborah Fielding from the CCG welcomed the opportunity and drew attention to the need to have fit for purpose buildings. She highlighted the importance of having both vision and strategy.

Resolved:

That the Committee agrees to invite a range of health partners to take part in a working group to develop a strategic framework for engaging health partners in hubs, campus developments and future estates management.

Reason for proposal:

The transformation of community campuses across Wiltshire offers opportunities to transform the delivery of health and care services. A strategic framework for engaging health partners in campus developments and estates

management will mean that Wiltshire can make the most of the opportunities to work more closely with our health partners.

The purpose of this paper is to ensure we are working with the right health partners to deliver the right outcomes from campuses to the people of Wiltshire.

7 Project and programme highlight report

Ian Baker, Head of Programme Office presented the programme office highlight report for February 2014.

Key achievements in the period included the successful migration of data in the planning system, the testing of online payments and bookings in leisure and the development of the Family Information Service.

Deputy Chief Constable Mike Veale noted the improved coherence and co-ordination of police projects since working with the council, highlighting the real positive impact it was having on service delivery.

Resolved:

The Committee noted the report.

8 Systems Thinking Programme Highlight Report

Mark Stone, Programme Director presented the report which provided a high level overview of the systems thinking programme for the month of February.

He noted the work in adult care and health being undertaken currently, the results of which would be presented to the Committee. A three day systems thinking course was being run for members of adult social care, acutes and primaries.

The troubled families review was a good example where police colleagues were working with systems thinking together with council officers. The Department of Communities and Local Government were due to visit this and were interested in the approach taken.

Resolved:

The Committee noted the report.

9 Agile working

Julie Anderson-Hill, Head of Transformation Change and Health Co-ordinator, and Deputy Chief Constable Mike Veale gave a presentation on the benefits of agile and flexible working, a copy of which is attached to these minutes.

Mike explained that the police were undergoing a significant change programme with the need to save £11 million - £12 million over the next four years.

New ways of working were being introduced alongside a cultural change. A customer access review is the largest ever conducted by Wiltshire Police, and new ways of working were generating excitement and enthusiasm, becoming a catalyst for change.

Confidence was increasing, as was the level of reporting and customer satisfaction.

Wiltshire council was currently working on a secure web connection, due to be piloted with British Sign Language speakers. It was possible to create a temporary secure tunnel to anyone, not limited to users of lync. If approved it would change evidence from being inadmissible to admissible and could remove the need for written documentation. The Home Office were due to come and view it soon.

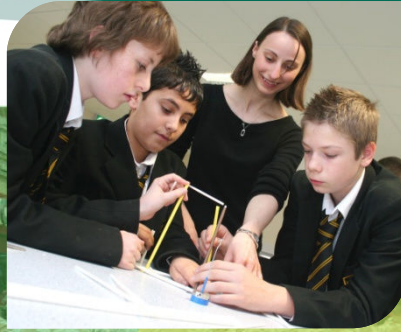
10 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.20 pm)

These decisions were published on the 24 March 2014 and will come into force on 1 April 2014
--

The Officer who has produced these minutes is Kirsty Butcher, of Democratic Services, direct line 01225 713948 or e-mail kirsty.butcher@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115



Benefits of Agile & Flexible Working



March 2014

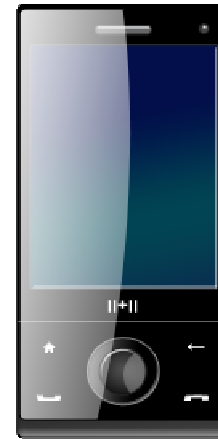


Transforming Wiltshire through innovation

Wiltshire Council
Where everybody matters

Purpose

- To describe agile and flexible ways of working and the benefit it is having in the Police



Strategic Partnership

Why?

- Provide Shared Accommodation
- Design accommodation
- Enhance Service Delivery
- Reduced costs
- Sharing skills and knowledge



Wiltshire and Swindon
Police and Crime Plan

2013-2017



Wiltshire Council
Business Plan
A new perspective 2013-2017



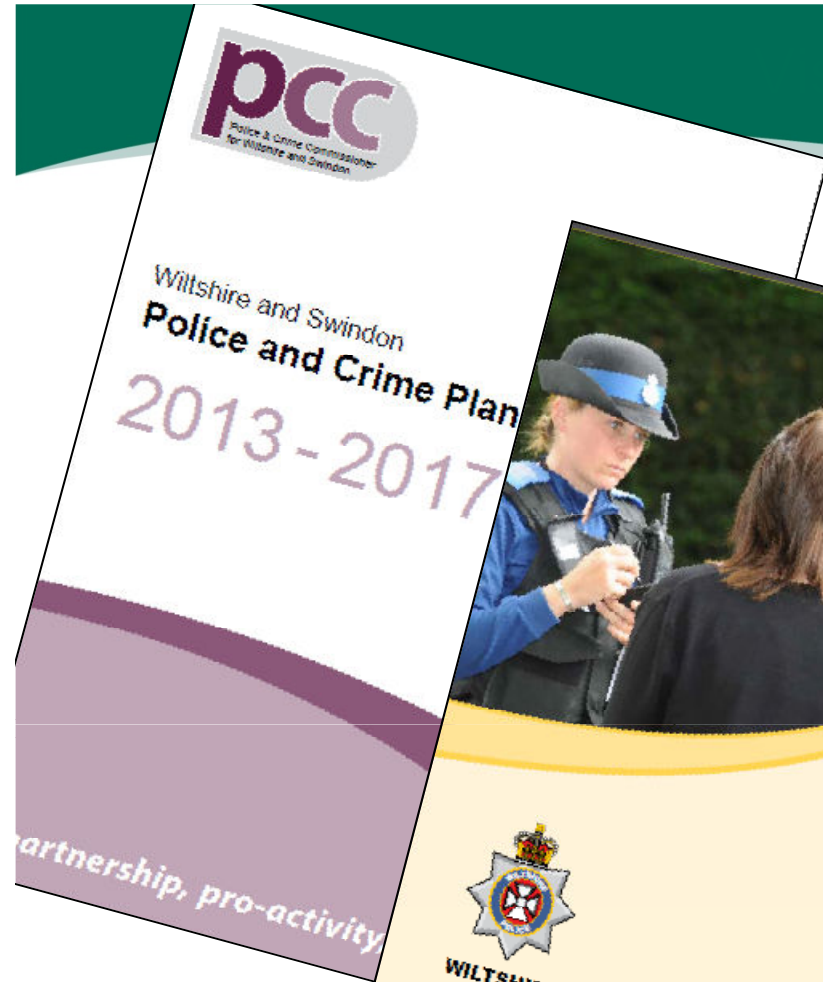
Police and Crime Plan

- ✓ Reduce crime and anti-social behaviour
- ✓ Protect the most vulnerable in society
- ✓ Put victims and witnesses first
- ✓ Reduce offending and re-offending
- ✓ Drive up standards of customer service
- ✓ Ensure unfailing and timely response to calls for assistance



Delivery

Activity

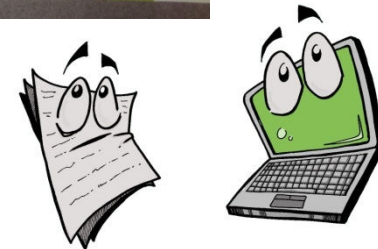


Priority	Objective	Initiatives on	Strategic Owner	Tactical Owner	Delivery Phase	1	2	3	4	5	6	7	8	9	10	11	12	Activities Planned (limited to 10000 characters)	
101	1. Reduce Crime and ASB	Greater community involvement and use of volunteers	Develop and implement volunteer strategy	Durrant, Zoe	Douma, Devalyn	Year 1													101: The Van However, no order for van
102	1. Reduce Crime and ASB	Greater community involvement and use of volunteers	Develop police cost scheme	Durrant, Zoe	Jacobs, Helen	Year 1													102: To build recall
103	1. Reduce Crime and ASB	Greater community involvement and use of volunteers	Implement neighbourhood watch and other watch initiatives	Mills, Paul (C/Capt)	Jacobs, Helen	Year 1													103: To build recall Chief Inspector Jace
104	1. Reduce Crime and ASB	Greater sharing of specialist resources	Protective Services Collaboration - enhanced	Pritchard, Nier	John, Nicholas	Year 1													The initial pilot is being followed the pilot on 19th Nov - Closing date 20th/21st Nov - Report Winter 2014 - Launch 18th
105	1. Reduce Crime and ASB	Greater sharing of specialist resources	Protective Services Collaboration - to be enhanced	Pritchard, Nier	John, Nicholas	Year 2													105: Review current Watch schemes 1. Identify opportunities for coordination 2. Consider IT solution for all Watch Schemes
106	1. Reduce Crime and ASB	Greater use of restorative practices (not of court disposals)	Implement restorative programmes - p. Neighbourhood Justice Panels & ASB	Loford, Sue		Year 4													106: Regional Collaboration continue forward on all business cases and submitted and agreed. These two or from the National ACPG group and it
						Year 1													107: Elements of M4 wider Protective Services 1. Elements of M4 wider Protective Services 2. Elements of M4 wider Protective Services 3. Elements of M4 wider Protective Services 4. Elements of M4 wider Protective Services 5. Elements of M4 wider Protective Services 6. Elements of M4 wider Protective Services 7. Elements of M4 wider Protective Services 8. Elements of M4 wider Protective Services 9. Elements of M4 wider Protective Services 10. Elements of M4 wider Protective Services



New ways of working and Cultural change

- Monkton Park – Response and NPT now work from 15 desks, 6:1
- Clear desk policy
- Reduced storage - Response and NPT now working from 8 tambours
- Shared use of briefing room
- Officers now utilising public spaces
- Trialling Enquiry Front Desk



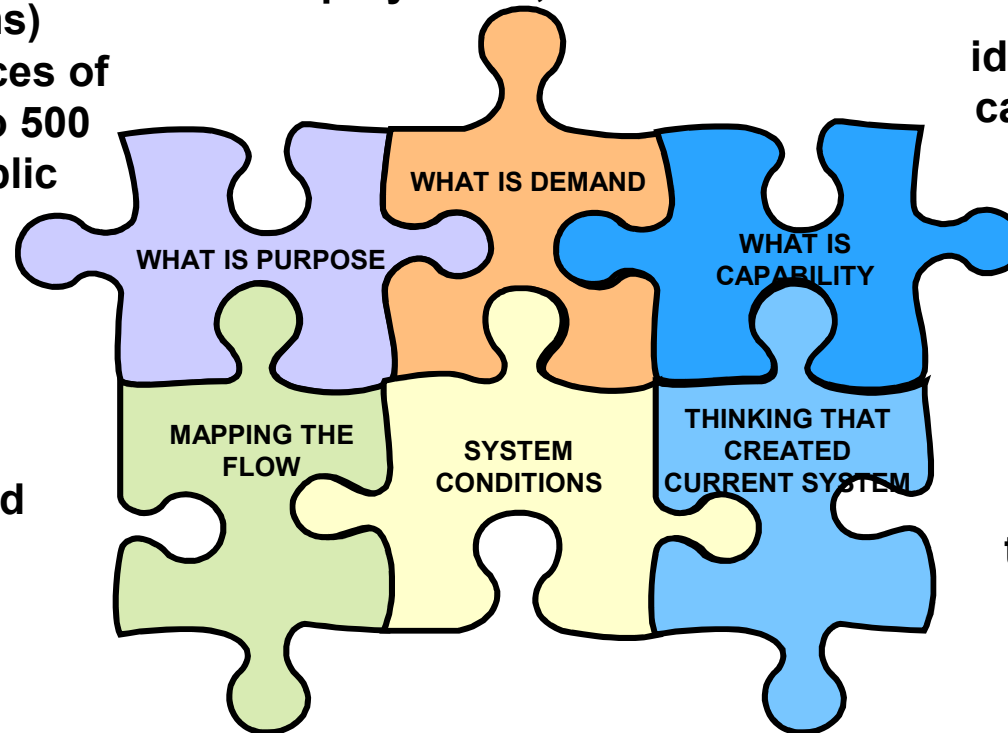
Customer Access

17,000 pieces of demand analysed through all customer access channels; phone, online, enquiry office, NPTs

Purpose of Wiltshire Police
(in customers terms)

Listened to 5000+ pieces of demand and spoke to 500 members of the public

End to end capability of the system identifying how long cases took and how many handoffs



Mapped flow from end to end of theft (high volume demand)

Understand what thinking created the current system

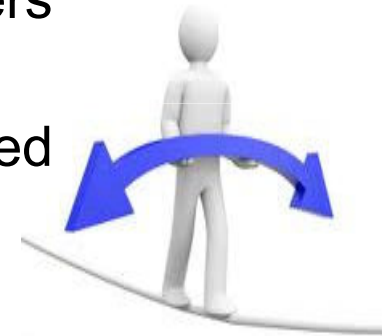
Understand what conditions imposed on the system that have to be carried forward to redesign





Flexible working – what we’ve found

- 36% of staff work from home at least once a week – huge leap forward over past 12 months
- Opportunities – 64% of staff are not regular homeworkers
25% of staff never work from home
- Staff felt they could work from home but were not allowed by their manager
- Still working in a culture of managing by presenteeism rather than through delivery and outcomes
- Opportunity to build on this learning from experience



Technology

- Identified remediation with servers
- Rolling out laptop to all staff
- Trialling tablets
- Trialling mifi devices



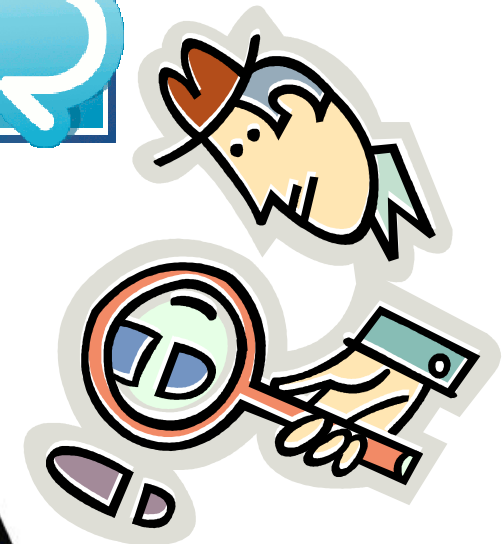
Wi-fi

- Wi-Fi currently available in the following locations:
 - All Wiltshire Council Buildings
 - Devizes Police HQ
 - Devizes Borough Station,
 - Gable Cross, Swindon
 - Law Courts - Swindon, Chippenham & Salisbury
- Mi-Fi devices being trialled across Response, NPT and Investigation teams



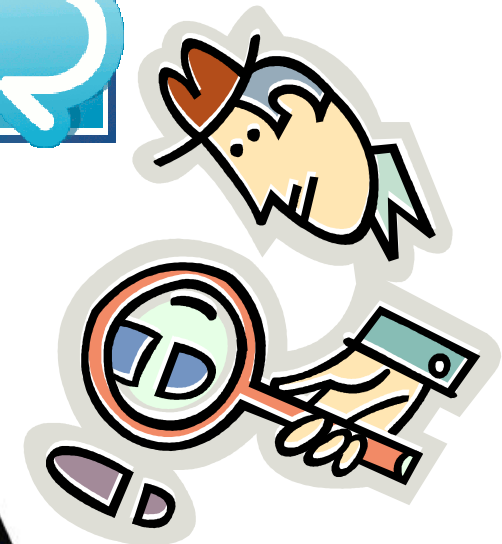
Mobile working

- CID testing Tablets - Lync video capability allows a *Live Crime Scene* back to station
- Camera has been enabled on the tablet emailing crime scenes live.
- Tablet has full functionality of the laptop
- CID carrying out vehicle checks and Niche lookups whilst on the go without calling the Control Room



Agile Working

- Further develop our Cloud solutions to underpin agile working
- Develop a more rounded mobile service
- Make better use of our information internally and externally
- Ensure the Council and Police deliver better outcomes for Wiltshire
- Help Wiltshire support the most vulnerable in our communities



Provide Shared Accommodation Multi Agency Safeguarding Hub

- Combined approach to managing all safeguarding referrals, sharing information and making joint decisions



Page 12



researcher



Robbery Old ways of working



Robbery New ways of working



Recommendation:

The committee is asked to acknowledge:

- ❖• the achievements to date towards collaborative working between the council and Wiltshire Police;
- ❖• how this work is successfully helping to deliver the council's Business Plan and the Police & Crime Plan
- ❖• the opportunities for further transformational improvements, led by new ways of working.

The committee is also asked to support this ongoing work to enable the police to 'unlock the resources' to continue to deliver more with less.



This page is intentionally left blank

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 4 MARCH 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Alan Hill, Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr Jacqui Lay, Cllr Helena McKeown (Substitute), 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 Mary Douglas, Cllr Jose Green, Cllr David Jenkins, Cllr Julian Johnson, Cllr Magnus Macdonald, Cllr Linda Packard, Cllr Jonathon Seed, Cllr Dick Tonge, Cllr Philip Whitehead and Cllr Christopher Williams

24 **Apologies**

Apologies were received from Councillor Jon Hubbard, who was substituted by Councillor Helena McKeown.

25 **Minutes of the Previous Meeting**

The minutes of the ordinary meeting on 7 January and the special meeting on 5 February 2014 were presented for consideration. It was,

Resolved:

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

26 **Declarations of Interest**

There were no declarations.

27 **Chairman's Announcements**

Following the decision of the Management Committee in January 2014, Overview and Scrutiny Training was arranged for 24 March, which had been fully booked. Additional sessions would be arranged following a review of the session and depending upon numbers wishing attend.

28 **Public Participation**

There were no questions or statements submitted.

29 **Final Report of the Review of Area Boards Task Group**

At its meeting on 8 October 2014 the Overview and Scrutiny Management Committee established the Review of Area Boards Task Group to review the function and role of Area Boards in consideration of their evolution in operation since their inception in 2009. Twelve themes were identified as potential focuses for the Task Group, as detailed in the report papers. Following three meetings where evidence was received and witnesses questioned, a final report was prepared for presentation.

The Chairman of the Task Group, Councillor Mary Douglas, presented the report to the Committee. It was noted that the Task Group's review was only one element of a wider review of Area Boards being undertaken by the Executive and leading officers, and that as a result had not had the opportunity to comment upon specific proposals regarding the future of Area Boards. It was also noted that the Cabinet Member for Area Boards, Libraries and Flooding, Councillor Jonathon Seed, had confirmed any changes to Area Boards resulting from the review would be unlikely to be undertaken through a formal Cabinet decision, instead comprising a series of smaller operational and budgetary changes.

Cllr Douglas thanked the Task Group members for their work during the review, and praised the work of the supporting officers in facilitating the work of the Task Group. The twelve recommendations of the task group were detailed, and attention drawn to concerns from some of the Task Group that Town and Parish Councils had not been adequately consulted as part of the wider review, and that inconsistent application of criteria for grant funding allocation led to confusion, with more explicit guidelines to be welcomed. An emphasis on ensuring a greater understanding of the council's campus ethos was also raised as a suggestion.

The Committee then discussed the Task Group report and its recommendations as detailed in the agenda papers, raising points including the following:

- Many Area Boards were quite dependent on the quality of the Community Area Manager (CAM), and there was a wide spectrum of styles by which CAMs operated depending on the Community Area, in addition to other variances such as the role of the Community Area Partnerships (CAP) differing within each area. A single approach to serving and administering an Area Board would not be appropriate or effective.
- Increased technical and legal support for Area Boards would most effectively take the form of increased cooperation and support ahead of a meeting rather than merely attending, which would not be an efficient use of resources.

- The use of more informal meetings and bodies such as the Community Area Transport Groups (CATGs) to conduct community business was welcomed, although there was some concern about public engagement and the overreliance on pressure groups for information in place of the community as a whole.
- Although the Committee supported the aim of building resilient communities and communities coming to Area Boards for what they need rather than being dictated to, it was also felt that there was still a role for Area Boards to be community leaders through ideas and example and not just follow their communities, so long as this did not restrict the voluntary sector from thinking and acting for themselves.
- The servicing of Community Campuses by volunteers was felt by some members to be ambitious, as it might prove difficult to find enough suitable volunteers for activities which were not as popular with volunteering as the Library Service.
- There was debate over the extent to which Area Boards should be automatically consulted on major changes to local amenity and developments at the pre-consultation stage, and whether a consistent approach should be recommended for all Area Boards or whether it should be left to each area Board to determine which forthcoming developments and amenity changes warranted Area Board consultation prior to an application being submitted to Wiltshire Council, at which point Area Board involvement should cease.

The Cabinet Member welcomed the report of the Task Group and stated that he would consider it and the comments of the Committee carefully in moving forward with the wider review of Area Boards.

In response to some of the points the Cabinet Member stated that Town and Parish Councils had been contacted as part of the consultations, and with regard to the future role of the CAMs, stated that the governance arrangements of the Community Campuses had not yet been finalised, and so any role or input the CAM might have with this had not yet been determined. It was also stated that an outcome of the consultation had been a clear recommendation that there be fewer formal meetings with Area Boards, and that a flexible approach would be adopted to currently uncertain areas, as there was a desire not to hinder the adaptability and creativity of solutions by being proscriptive in defining roles and approaches at too early a stage.

The Committee then voted on each of the Task Group's recommendations in turn. Of the 12 recommendations made 8 were endorsed as set out in the following resolution.

Resolved:

To endorse the following recommendations of the Task Group and forward them to the Cabinet Member for consideration and a response:

- 1) Explain how and when any decisions regarding changes to the role and remit of Area Boards will be taken and, once specific and detailed proposals are developed, what opportunity there will be for them to be scrutinised.**
- 2) Make it clear on every occasion that, as building stronger, more resilient communities is the aim, the proposed approach is one of communities telling Area Boards what they need, rather than Area Boards dictating what the voluntary sector does. Area Boards are to function as a means to communities' ends and a forum that helps communities to 'think' and act for themselves.**
- 3) Ensure that clear and transparent lines of accountability are maintained as the remit of Area Boards expands; to ensure that the public understands who is responsible for which decisions and which services. This is particularly important given the likely increase in business being conducted at smaller and less formal local meetings.**
- 4) Detail how performance across the county will be ensured and the risks of a 'postcode lottery' mitigated as further services and budgets are devolved to be managed at a local level.**
- 5) Put in place appropriate officer support structures to enable Area Boards to undertake their changed role effectively. Consideration should be given to how the following will be provided under a more localised model of decision making and service delivery:**
 - Technical and legal support to ensure that decisions are evidence-based and legal**
 - Administrative support to ensure effective governance and openness and transparency of decision making**
 - Community networking support to ensure effective communication between Area Boards and local partners**
- 6) Review the criteria stipulating how Area Boards can spend their grant allocations and communicate the results to all Area Boards. As the bodies with the greatest understanding of local needs, Area Boards should be given maximum freedom over how they can spend their grants and this freedom should be made explicit.**
- 7) Put in place a mechanism to enable Area Board members to understand and genuinely influence how the budgets for those services delegated to them are determined and apportioned across the 20 community areas.**
- 8) Report what steps will be taken to improve member and public understanding of the campus programme and the relationship between Area Boards and campuses, including;**
 - a) Clarity around the meaning of the word 'campus' and how we can ensure that it is used more consistently in future;**

- b) What role campuses will play in the more localised model of governance and service delivery proposed;
- c) What role Area Boards will play in governing or managing campuses;
- d) Clarity around whether additional powers and responsibilities will be devolved to Area Boards only when their campuses come on stream or whether this will happen in one tranche across all 18 Area Boards;
- e) How the lessons from the Corsham campus programme in terms of campus governance will be shared with other Area Boards and Community Operations Boards (COBs).

9) Detail the steps to be taken to market Area Boards more imaginatively as their role and remit expands, and responds to the Task Group's suggestions in this area.

30 Scrutiny of Major Contracts

The Management Committee at its last meeting received the report of its rapid scrutiny exercise on the Highways and Streetscene Contract, the Balfour Beatty Living Places (BBLP) contract. During discussion the issue of how the Environment Select Committee had engaged with development of this contract and its potential role in monitoring deliver and future performance was raised. There was a suggestion that the re-establishment of the major contracts task groups, perhaps in a reworked format, under each select committee could provide a useful forum for the future.

The Scrutiny Manager presented a report on the history of the scrutiny of major contracts and potential future options as detailed in the agenda papers. The Committee considered the successful outcome of the rapid scrutiny report on the BBLP contract, and debated whether a single body under the Management Committee to scope an approach for future contract scrutiny was the best approach, or whether each Select Committee should determine when and if they felt deeper scrutiny of a specific contract was warranted, in order to avoid being restrictive in approach.

It was,

Resolved:

- 1) To note the issues raised in this report in response to the request of the Management Committee at the last meeting following consideration of the rapid scrutiny report on the BBLP contract.
- 2) To continue to leave it to each Select Committee to determine if they felt specific contracts required further scrutiny.

31 Peer Challenge Review - Issues for Overview and Scrutiny

Following elections in May 2013 and the development of the new Business Plan for 2013-17, the Council invited a review team, consisting of six local authority peers, to carry out a corporate peer challenge during the last week of September 2013. The Chairs and Vice-Chairs of the Management Committee and Select committees were interviewed by the review team as part of their work.

A report was presented by the Scrutiny Manager detailing the conclusions of the review team as outlined in the agenda papers, and noted in particular their recommendation that Overview and Scrutiny be realigned to focus on outcomes for the public. Suggested actions in response to the Peer Review were outlined, including careful management of the work programme to ensure topics remain relevant and outcome focused, focusing on adding value and outcomes when scoping topics, and the possibility of producing guidance for a consistent approach across all scrutiny committees.

The Committee welcomed the report and the comments of the review team, though were keen to note that it was acknowledged the service was already moving in the direction of more outcome focused scrutiny. The working relationship with the executive was highlighted as crucial to remain outcome focused and adding value.

Following discussion, it was,

Resolved:

- 1) To note the comments and key recommendations of the Peer Challenge Review relating to OS as set out in paragraphs 6 and 8 of the report;**
- 2) To note the action agreed by Cabinet in response to the findings as set out in paragraph 9 of the report;**
- 3) To endorse the work identified to deliver the action as highlighted in paragraphs 16 – 21 of the report including any additional work required by the Management Committee**

32 Housing Allocation Policy

A rapid scrutiny exercise of the new Housing Allocation Policy was undertaken in October 2013 and its recommendations endorsed by the Management Committee on 5 November 2013. Cabinet approved the new policy for implementation in April 2014 at its meeting on 21 November 2013.

The Portfolio Holder for Housing, Councillor Richard Clewer, was asked to provide an update to the recommendations made by Scrutiny in conjunction with the Head of Strategic Housing.

The Committee received the update as detailed in the agenda papers, which included a recommendation that the Committee receive a further report after the implementation of the new Housing Allocation Policy.

It was,

Resolved:

To thank the Portfolio Holder and the Head of Strategic Housing for the update and to support the idea of a further report post implementation of the new Housing Allocation Policy.

33 Constitutional Changes

The Committee noted the decision of Council at its meeting on 4 February 2014 to approve changes to Part 8 of the Constitution - Overview and Scrutiny Procedure Rules - in relation to the Call-in procedure, such that Call-ins could now be made by any ten non-executive members of the Council, as opposed to any three members of the Management Committee, or at the discretion of the Chairman of the Management Committee.

The short timescales for a decision to be identified and called in by ten members, within five days of a decision being made and prior to its coming into force, was reiterated.

34 Overview and Scrutiny Councillor Remuneration

The Panel received a report from the Scrutiny Manager on the decision of Council on 4 February 2014 with regards the recommendation of the Independent Remuneration Panel (IRP) in respect of the overview and scrutiny (OS) fund within the Councillors' Allowances Scheme.

The Panel identified a number of weaknesses in the current arrangement and felt that the original intentions behind the creation of the fund to reward key positions had been diluted over the years. However they increased the fund to £15,000 and called for a change in how it was allocated.

Guidance was sought from the Management Committee over possible criteria for a revised scheme. However, it was,

Resolved:

To request the Chair and Vice-Chair to produce a report on a suggested scheme for the next meeting of the Committee.

35 Centre for Public Scrutiny Annual Conference

Members were asked to express their interest in attending the Centre for Public Scrutiny Annual Conference and represent Wiltshire Council at the Good Scrutiny Awards on 10 and 11 June 2014, where the main focus would be on

public sector commissioning as a lever for change and how scrutiny and accountability are vital to ensure commissioning improves outcomes.

Resolved:

To delegate to the Chair and Vice-Chair to liaise with members to arrange one other member to attend along with either the Chair or Vice-Chair, or for both the Chair and Vice-Chair to attend should no other member volunteer.

36 Communications

The written update on the work to improve the communication on the work and function of Overview and Scrutiny was received as detailed below:

The Chairman, Vice-Chairman and Scrutiny Manager met with representatives from the Communications Team again on 17 February to discuss progress. Communications have indicated that they will:

- Create an simpler page about scrutiny which will contain information in a bullet point-type format, such as:
 - What scrutiny does
 - Details about the team
 - Details about how to get involved
 - Work plan updates
 - Achievements – how scrutiny has helped influence policy
- Send an elected wire message directly to members to create as much engagement across all non-executives as we can.
- Hold a further follow-up meeting to review the action taken and develop ideas, including how to keep people updated.

It was also suggested that an end of year report be produced to identify outcomes that had been achieved by the select committees to better publicise the achievements of Overview and Scrutiny and focus them on specific outcomes.

Resolved:

To note the discussions held to date and the further work planned.

37 Task Group Updates

The written updates for the Financial Planning Task Group and the Local Enterprise Partnership (LEP) Task Group were received and noted.

Additionally, it was reported in respect of task groups under the select committees that the Contingence Task Group was expected to conclude its work by the end of March 2014, the CIL Task Group was still ongoing as a result of further governmental regulation changes, with the Waste and Air Quality Task Groups coming to a close.

A request from the Health Select Committee to bring the CCG Task Group to an end was also accepted.

Resolved:

To note the updates from the Task Groups and approve the ending of the CCG Task Group.

38 Forward Work Programme

The Forward Work Programme was noted.

39 Urgent Items

There were no urgent items.

40 Date of Next Meeting

The date of the next meeting was confirmed as 29 April 2014.

(Duration of meeting: 10.30 am - 1.20 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

This page is intentionally left blank

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 29 APRIL 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 Jacqui Lay, Cllr John Noeken (Substitute), Cllr Jeff Osborn, Cllr Mark Packard, Cllr John Walsh, Cllr Bridget Wayman and Cllr Roy While (Vice Chairman)

Also Present:

Cllr Mike Hewitt

41 **Apologies**

Apologies for absence were received from Councillors Pip Ridout and Gordon King.

Councillor Ridout was substituted by Councillor John Noeken.

42 **Minutes of the Previous Meeting**

The minutes of the meeting held on 4 March 2014 were presented for consideration, and it was,

Resolved:

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

43 **Declarations of Interest**

There were no declarations.

44 **Chairman's Announcements**

Through the Chair there were the following announcements:

- 1) The Safeguarding Children and Young People Task Group had been nominated for a Corporate Award for their work. The Chairman of the Task Group, Councillor Jon Hubbard, paid tribute to the contributions of

the Task Group and its members, Councillors Bridget Wayman and Andrew Davis, Mr Ken Brough and Rev. Alice Kemp.

- 2) It was noted an additional Children's Select Committee had been arranged for 1400 on 29 April, in order to receive the report and consider the recommendations of the Positive Leisure-time Activities for Young People Task Group on future options for the service ahead of a decision at Cabinet on 15 May.

45 **Public Participation**

There were no questions or statements submitted.

46 **Overview and Scrutiny Member Remuneration - Revised Scheme**

At the Council meeting on 12 November 2013, the recommendations of the Independent Remuneration Panel (IRP) which undertakes periodic reviews of the Councillors' Allowances Scheme were approved following debate and amendment. Within the Allowances Scheme is a fund available to reward councillor engagement in the Overview and Scrutiny Function, and this was increased to £15,000, to be allocated by the Chairman of the Overview and Scrutiny Management Committee in accordance with a scheme prepared by the Chairman and approved by the Committee.

The Chairman presented a report on the proposed revised scheme on Overview and Scrutiny Councillor Remuneration, refocusing the scheme to reward exceptional overview and scrutiny performance in task groups and rapid scrutiny exercises, with performance measures detailed in the report. It was stated that as the council was approaching the end of the 2013/14 municipal year, the new scheme would take effect with the start of the 2014/15 municipal year in May 2014 if approved.

The Committee discussed the proposal, supporting the focus on the outcome of Scrutiny work rather than merely attendance. In response to queries on scenarios where it was not felt a Task Group or other Scrutiny exercise had met the performance criteria, it was stated that the intent was to produce a supportive framework for the delivery of scrutiny work without restrictive judgement within that framework as identified.

It was noted that the proposed scheme would have the chairs of task groups being the main recipients, and there was some concern that the work of other members, which might equal or exceed that of the chairman of the task group, but who did not wish to be chairman themselves, could be overlooked.

There was also debate on wider councillor remuneration within scrutiny, in particular whether vice-chairman of select committees should be remunerated. It was noted the scheme was focused on the delivery of work at task group and rapid scrutiny level, with possible remuneration of vice-chairman a separate issue, although some members felt that with most other council committee vice-chairman not receiving remuneration, such a move could make any scheme more complex than appropriate and also be potentially divisive.

At the conclusion of debate, it was,

Resolved:

- 1) To endorse the suggestions of the Chair and Vice-Chair as detailed in paragraphs 4-5 of the report and to note that further consideration would be given to the exact method of calculation and limitations within the Scheme.**
- 2) To utilize the existing scheme for allocation of the fund in 2013/14 and apply the new scheme for 2014/15.**

47 Project Board Membership

The Management Committee has been approached on a couple of occasions recently to appoint a scrutiny member to (executive) project boards on reviews of Car Parking and Positive Leisure Time for Young People. In response, the Committee requested guidance be developed on the issue of what the role entails and the concern for potential for conflict of interest

A briefing note from the Scrutiny Manager was presented, detailing the background to the latest requests for scrutiny representation on project boards, past use of project boards with scrutiny representation and support that was provided. It was noted that the recent requests involved topics which were already the focus of existing task groups, and therefore the need to consider the respective roles of task group and scrutiny representative on the project board. The views of the Management Committee were sought on what future approach should be taken regarding project board representation and what guidance and structure would need to be in place.

The Committee discussed the briefing note and welcomed increased involvement of scrutiny at early stages of projects, but concerns were raised in a number of areas, including the following:

While Scrutiny involvement on project boards was seen as beneficial, that such representation was only at the invitation of the Cabinet Member was not seen as appropriate. It was also noted that the Committee had no indication how many project boards existed within the council.

The Committee discussed whether it was appropriate for a place for a Scrutiny representative on all project boards to be left open if required, or whether Scrutiny should be able to request there be a Scrutiny representative on a specific board if they felt it suitable to do so, in addition to or in place of a task group or other exercise, which might be constituted further into the project if deemed necessary. It was also raised that where invitations had been received, it should not be for a named member of scrutiny

It was considered strongly that any representative from Scrutiny on a project board should be provided with clear guidance as to their role and need to retain a strategic rather than locally focused approach to the subject. Some members

raised concerns that membership on the project board could be seen as a subject having been officially scrutinized despite single member involvement only, or that with existing task groups potentially receiving updates and questioning the Scrutiny representative on the project board, that this could replace or provide a buffer for working with and challenging the responsible Cabinet Member or Portfolio Holder, which would not be appropriate or effective scrutiny.

Other issues debated included the need for a clear reporting procedure either to committee or task group, and that when deciding which if any project boards a scrutiny representative should be included on, there should be a focus on the outcome that scrutiny wished to be achieved and what value would be added to the process, rather than being an additional part of the process adopted to little purpose depending on the subject. At the conclusion of debate, it was,

Resolved:

To request a further report with recommendations on possible approaches with regards Scrutiny representation on project boards, incorporating concerns raised above, in particular the need for a focus on outcomes, a clear remit for any member appointed to a project board, and a clear report process for that member.

48 Local Enterprise Partnership (LEP)

A Local Enterprise Partnership is a partnership between relevant local authorities and businesses from the local area to prioritise investments and facilitate economic development, based on a clear strategic vision to deliver on the priorities of the locality. It is designed to bring together business and civic leaders to set the strategy and take decisions for their area.

LEPs were created in 2011 and as a new organisation, the governance arrangements of the Swindon and Wiltshire LEP have been developing over time. To best reflect local circumstances, it has been recognised that there is a need to introduce a scrutiny mechanism for holding the LEP, and in particular its Strategic Economic Plan, to public account.

Discussions have now taken place at officer level between Swindon Borough Council and Wiltshire Council on the potential practical arrangements for the joint scrutiny of the Swindon and Wiltshire Local Enterprise Partnership. A report from the Scrutiny Manager on the options for that joint scrutiny was presented, for an initial meeting in June 2014.

It was noted that the development of the proposed scrutiny of the LEP had been the subject of extensive liaison between Swindon Borough Council, Wiltshire Council and the LEP, and that there was not a statutory requirement for the LEP to submit to the formal Local Authority scrutiny arrangements, and that the LEP had no experience of working alongside elected members in such a fashion, requiring additional development work prior to setting up scrutiny requirements.

The Committee discussed the options for any scrutiny structure of the LEP, including leaving each Authority to use their own arrangements, a formal Joint Committee of the two authorities, or an informal Joint Task Group with fixed membership from both councils, with the latter being the recommendation of the report.

For a Task Group, there was a debate as to whether like Joint Committees such a group should contain more Wiltshire Councillors than Swindon Councillors to reflect the proportionate populations, or whether for the initial group tasked with producing recommendations for how the LEP would be scrutinized in the future, equal membership was appropriate.

It was also raised that a clear timetable and terms of reference would be needed for any task group, and the involvement of the LEP at the initial stage of formulating a future scrutiny system to be adopted was discussed.

There was debate about how long the pilot Task Group option, if agreed should last, with members keen to move the process along but conscious of the need for both council's to further familiarize themselves with the LEP and its processes, as well as the impact of Swindon Borough Council's May 2014 elections on setting up the proposed Task Group.

It was also stated that any scrutiny arrangements should be as robust as possible.

At the conclusion of debate, it was,

Resolved:

To delegate to the Chairman and Vice-Chairman to appoint four non-executive members to an informal joint Task Group with fixed membership with equal numbers from both Councils which is accountable to the relevant Overview and Scrutiny parent committee for an initial 12 month period with the opportunity to review the arrangements and formalise it as necessary, subject to the agreement of both Councils.

49 **Scrutiny Training Update**

A scrutiny skills training event was held on 24 March organised by the Council's Learning and Development team. The event was delivered by a prominent and well-respected regional adviser on overview and scrutiny. Initial feedback was positive although not all evaluation forms have been received yet.

The Committee was invited to consider whether the event should be repeated in other locations across the county to increase engagement with all councillors. It was,

Resolved:

To arrange further training sessions of the same form in other locations around the county as appropriate.

50 **Attendance at the CfPS Annual Conference - 10 and 11 June 2014**

The Committee noted the written update in the agenda papers, with the need to appoint an additional member to attend the Centre for Public Scrutiny (CfPS) Annual Conference in June 2014.

It was,

Resolved:

To appoint Councillor Gordon King as a representative to attend the CfPS Annual Conference.

51 **Overview and Scrutiny Annual Report 2013/14**

The Wiltshire Council Constitution provides for an annual report to be made to full Council about the work of overview and scrutiny. In recent years the standing Council summons item on overview and scrutiny has allowed more regular reporting and therefore to a degree negated the need for an annual report.

The draft Annual report was presented by the Chairman, stating that the intention was to improve communications and promotion of the good work taking place in overview and scrutiny, though a brief report to be presented at full Council in May 2014 and then append to the council's website.

The Committee discussed the proposed draft and commented upon the need to format the document appropriately for an electronic version only, and noted the information in each section. It was,

Resolved:

To approve the Overview and Scrutiny Annual Report 2013/14 for presentation to Council in May 2014.

52 **Scrutiny of Major Contracts**

In January 2014 the Management Committee requested a report on options for future scrutiny of major contracts in the light of the experience regarding the early delivery of Highways and Street Scene contract by Balfour Beatty Living Places.

The report was considered at the last meeting on 4 March and it was decided to leave it to each of the select committees to determine how they might want to approach the issue for themselves. In support of this approach it was agreed to ascertain some more detailed information about the Council's top 50 vendors listed in the appendix to the report.

The Management Committee noted that this had now been done and circulated to the chairmen and vice-chairmen of the select committees, and further requested the information be circulated to the rest of the Management Committee. It was,

Resolved:

To note the update.

53 Task Group Updates

In addition to the written updates of Task Groups as contained in the agenda, there were the following updates:

Financial Planning Task Group

The intended future work of the Task Group was detailed for consideration.

Area Boards Review

The Committee expressed disappointment that the Review of Area Boards Task Group had not been able to review the Cabinet report prior to its consideration on 22 April, and felt that there were still several concerns with the ongoing review which required further consideration and details to be presented, such as the governance arrangements and proposed reliance on volunteering.

The Committee also wished to have sight of the email the Chairman sent to the Leader after the Cabinet meeting and a link to the various reports.

Health Select Committee

The Continence Task Group report was now available and would be considered at the next meeting of the Committee on 6 May.

Environment Select Committee

The Speedwatch Task Group was to be stood down to avoid duplicating work which was being undertaken by the Officer of the Police and Crime Commissioner.

The Community Infrastructure Levy (CIL) Task Group was once again delayed as a result of changes from central government, and would report when able.

As a result of the recent flooding several aspects of the council's Flood Plan had been identified as in need of revision. As a result, the Environment Select Committee would postpone scrutiny of the plan until it had been revised.

Children's Select Committee

As a result of staffing changes impacting the support of its intended work, the Education for 16-19s Task Group had been suspended. With the endorsement of the Management Committee the Children's Select Committee would instead create a Task Group to examine the development of the Early Help Strategy.

54 Forward Work Programme

The Committee noted the proposed Forward Work Programme, and the intention to review the overall programme following the annual meeting of council in May 2014.

55 Date of Next Meeting

The date of the next meeting was confirmed as 8 July 2014.

56 Urgent Items

There were no urgent items.

(Duration of meeting: 10.30 am - 1.00 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

CHILDREN'S SELECT COMMITTEE

DRAFT MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 25 MARCH 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Pat Aves, Miss Sarah Busby, Cllr Mary Champion, Cornelius, Cllr Andrew Davis (Substitute), Cllr Sue Evans, Mr J Hawkins, Cllr Jon Hubbard (Chairman), Kim Hunte, Cllr Chris Hurst, Cllr Simon Jacobs, Rev. A Kemp, Cllr Jacqui Lay (Vice Chairman), Cllr Bill Moss, Cllr Helen Osborn, Cllr Ricky Rogers, Swainston, Dr M Thompson and Cllr Philip Whalley

Also Present:

Cllr Richard Gamble, Cllr Alan MacRae and Cllr Laura Mayes

14 Apologies

Apologies for absence were received from Mr Ken Brough, Cllr Mary Douglas, who was substituted by Cllr Andrew Davis, Mr Kaylum House and Cllr Sheila Parker.

15 Minutes of the Previous Meeting

Resolved:

To approve and sign the minutes of the previous meeting held on 28 January 2014 as a true record.

16 Declarations of Interest

There were no declarations of interest made at the meeting.

17 Chairman's Announcements

The Chairman introduced and welcomed:-

- Mrs Lynne Swainston, from the Bristol Church of England Diocese as the Committee's new Church of England diocesan representative, and

- Miss Tracy Cornelius, Headteacher of Kington St Michael Primary School, as the Committee's new Primary Headteacher representative.

He reported that following on from the Committee's request at its December 2013 meeting, the Cabinet Member for Children's Services together with himself had sent a jointly signed letter to the Secretary of State for Education asking that the Parent Governor Representatives Regulations 2001 be amended. The current regulations only allowed parent governors from maintained schools to be appointed as parent governor representatives on overview and scrutiny committees. This had caused difficulties as most secondary schools were now academies or free schools. The Secretary of State had now replied stating that:

- (1) The Department for Education's powers were limited to requiring education committees to appoint parent governor representatives from maintained schools and the primary legislation did not allow for the introduction of legislation requiring governors to be appointed from academy or free schools.
- (2) However, the Localism Act 2011 permitted education committees to appoint parent governor representatives from academy or free schools, if they wished to do so.

The Chairman stated that he had asked officers to start the process in order to recruit a secondary school parent governor.

18 **Public Participation**

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

19 **Apprenticeships in Wiltshire**

Consideration was given to a joint report by the Associate Director, Commissioning, Performance & School Effectiveness and the Associate Director, Economic Development & Planning which described:

- What apprenticeships were
- The Council's role in supporting young people and employers to provide/take up apprenticeships, including those with SEND
- The number of apprenticeships currently in place in Wiltshire
- Details of the Council's own apprenticeships programme as an employer.

The Employment & Skills Manager, Economic Development & Planning explained work underway to maximise apprenticeship growth in Wiltshire. She

stated that the number of apprenticeship starts had risen from 1,620 in 2005/06 to 5,110 in 2012/13. There had been 1,080 apprenticeship starts in the first quarter of 2013/14. Members were pleased to note, in particular, the steady growth in apprenticeship starts by learners with learning difficulties and disabilities (LDD); in this category the percentage of apprenticeship starts aged 16-18 had risen from 11.3% in 2010/11 to 14.1% in 2012/13.

Much valuable work was being undertaken with schools to bring apprenticeship schemes and traineeships to the attention of students. It was noted that traineeships had been introduced in 2013 for young people aged 16-24 who were aiming to look for work within a period of six months. It was explained that traineeships consisted of a high quality work placement and a focused period of work preparation training. They were also flexible to include other elements such as vocational/industry specific content and qualifications.

The Council had been encouraging the growth of apprenticeship schemes within the County through its Apprenticeship Campaign and had been persuading companies of the business benefits of investing in school and college leavers to meet their recruitment needs. Members requested that they be provided with a full list of employers across Wiltshire who were participating in apprenticeship schemes in order to see how evenly spread they were across the County.

Members noted that a new apprenticeship wage rate had recently been approved for lower level apprenticeships and that new jobs advertised as apprenticeship posts would be paid at the bottom of Grade A, currently £6.45 per hour which was well above the apprenticeship national minimum wage of £2.65.

After further discussion,

Resolved:

- 1. To note the progress made on Apprenticeships in Wiltshire, the activity in place to maximise and sustain this improvement, the influence of national policy and funding arrangements, the recent key announcements affecting this area, and to thank the officers for the comprehensive report and briefing provided and commend their determination to increase the employment opportunities available for young people in Wiltshire.**
- 2. To request that a list of employers offering apprenticeships in Wiltshire is circulated to the Committee (unless this is commercially sensitive).**

3. To request figures showing the retention rates of apprentices in Wiltshire and the percentage who go on to further employment or training with the same company once their apprenticeships are complete.
4. To request a report in October 2014 providing further details on what steps the Council could take to include a commitment to providing employment and training opportunities for young people in its assessment criteria when awarding contracts to private companies. To include details of other local authorities and public bodies who do use this criterium when awarding contracts.
5. To recommend that the Cabinet Member for Children's Services makes representations to Cabinet regarding how the Council can increase its use of apprentices, and reports back to the Committee.

20 **Final Report of the Positive Leisure Activities for Young People Task Group**

The Chairman referred to the update report which had been circulated and informed the meeting that the Committee had expected to receive the Task Group's final report at that meeting because Cabinet had originally planned to take its final decision on 22 April 2014.

Cabinet had now decided to take its final decision at an extraordinary meeting to be held on 15 May 2014. Accordingly, it was therefore proposed to hold an extraordinary meeting of this Select Committee to consider the Task Group's final report. This would give the Task Group more time to consider further evidence and undertake a more in-depth scrutiny review in detail. If endorsed, the Task Group's final report would then be referred to Cabinet for consideration on 15 May 2014.

Resolved:

- (1) To note the progress update.
- (2) To agree that, following an extension to the original Cabinet timescale, the Task Group's review should be extended and an extraordinary meeting of the Committee should be held on Thursday 1 May 2014 to consider its final report, prior to referral to the Cabinet Member.

(NOTE: Subsequent to this meeting, it was agreed that this extraordinary meeting be held on Tuesday 29 April 2014, starting at 2.00pm, due to unforeseen availabilities.)

21 **Executive Response: Further Education in the Salisbury Area - 18 Month Progress Review**

The Committee received a report by the Cabinet Member for Children's Services setting out her response to a report of the Further Education in the Salisbury Area Task Group which was received by the Committee on 28 January 2014. This presented the results of a progress review undertaken by the Task Group 18 months after its final report had been endorsed.

Resolved:

To note the Executive Response to the Further Education in the Salisbury Area - 18 Month Progress Review.

22 **Non-Maintained Schools and the Local Authority**

The Chairman reminded the Committee that at its previous meeting, some Members had expressed some concern about the level of Council involvement with non-maintained schools in Wiltshire.

The Associate Director, Commissioning, Performance & School Effectiveness explained that the only responsibility maintained by the Local Authority in respect of private schools was safeguarding. However, there were a number of examples where some private schools worked in partnership with local authorities, including the joint provision of some academies, such as Wellington Academy, Ludgershall and Clarendon College, Trowbridge.

Resolved:

To note the verbal report provided.

23 **Task Group Update**

The Select Committee received an update on the activity of the following Task Groups:-

- Education for 16-19s Task Group
- Safeguarding Children and Young People Task Group
- Schools and the Local Authority Task Group

- SEND (Special Educational Needs and Disabilities) Task Group
- Positive Leisure Time Activities for Young People Task group

Resolved:

- (1) To note the update on Task Group activity provided.
- (2) To appoint Ken Brough to the Schools and the Local Authority Task Group.

24 Forward Work Programme

The Committee received a document showing the relevant items from the overview and scrutiny forward work programme.

Resolved:

To note the contents of the Forward Work Programme for this Committee.

25 Coalition Update - Changes from the 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.

Carolyn Godfrey drew attention to advice recently published by Central Government to help schools deliver free school lunches to all infant children. It was noted that each small school (up to 150 pupils) would be allocated a minimum of £3,000 funding to extend or improve kitchen facilities and address transitional costs in addition to the revenue funding.

During discussion, Members recognised the problems of persuading eligible parents to apply for free school meals and considered that more work needed to be undertaken to overcome this problem. It was noted that a cashless system of payment for free school meals was being introduced in a number of schools which would anonymise those pupils receiving free school meals.

Resolved:

To note the update provided.

26 **Date of Next Meeting**

Resolved:

- (1) To note that the next scheduled meeting of the Select Committee would be held on Tuesday 3 June 2014 in the Kennet room at County Hall, Trowbridge, starting at 10.30am.
- (2) To hold an extraordinary meeting of the Select Committee on Thursday 1 May 2014 at 10.30am to consider the final report of the Positive Leisure Activities for Young People Task Group.

(Note: Subsequent to this meeting, it was agreed to hold this extraordinary meeting on Tuesday 29 April 2014 at County Hall, Trowbridge, starting at 2.00pm.)

27 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.50 am - 1.00 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

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

HEALTH SELECT COMMITTEE

MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 11 MARCH 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Mary Champion, Cllr Christine Crisp (Chair), Cllr Bob Jones MBE, Cllr Gordon King, Cllr Helena McKeown, Cllr John Noeken (Vice Chairman), Cllr Jeff Osborn and Cllr Pip Ridout

18 **Apologies**

Apologies were noted from the following:

Cllr Mary Douglas
Cllr Sheila Parker
Cllr Nina Phillips
Cllr Ricky Rogers
Cllr Keith Humphries

Steve Wheeler – Healthwatch Wiltshire
Diane Gooch – Wiltshire and Swindon Users Network
Irene Kohler - SWAN Advocacy
Brian Warwick – Advisor on Social inclusion for Older People
Kevin McNamara – Great Western Hospital
Steve Rowlands – Wiltshire Clinical Commissioning Group
Debbie Fielding - Wiltshire Clinical Commissioning Group

19 **Minutes of the Previous Meeting**

The minutes of the previous meeting held on 14 January 2014 were presented and it was:

Resolved:

To sign and agree the minutes of the previous meeting as a true and accurate record.

20 **Declarations of Interest**

There were no additional Declarations of Interest made at the meeting. The Committee noted the standing declarations made by members at previous meetings.

21 **Chairman's Announcements**

The Health Select Committee were very sad to hear of the death of Ken Parker, Cllr Sheila Parker's husband, and passed on sincere condolences to Sheila and her family of behalf of the Committee.

The Chair noted that the Health and Wellbeing Strategy was launched at County Hall on 12 February and, at the launch, the Better Care Plan was also signed and was subsequently sent to the Department of Health for approval.

The Chair announced that, following a tendering exercise, the Community Maternity Contract currently held by Great Western Hospital had been awarded to the Royal United Hospital in Bath. The new contract would be effective from June 2014 and run for 3 years.

The Chair discussed the recent workshop held in February, to gain stakeholders views and insights to feed into the national 5 year strategy for NHS England specialised commissioning, which is currently being developed.

The Chair discussed the Cabinet Transformation Committee working groups that had been established to develop a strategic framework for engaging health partners in hubs, campus development and future estates management to ensure that the Council can make the most of the opportunities to work closely with our health partners. The Transformation Committee will be receiving a paper on 'Transformation and Health' at its meeting on 18 March, and members of the Committee were encouraged to attend the sessions.

The Vice Chair, Cllr Noeken, gave a brief update of the Joint Health Overview and Scrutiny Committee for the South Western Ambulance Service (SWAS) that was attended by the Vice Chair and Cllr Ridout. Members were invited to attend the next Joint Scrutiny event to be held at County Hall on 11 April 2014, as the Committee was entitled to 3 members on the Joint Committee, with currently only 2 places occupied.

The Chair also discussed the invitation to attend a stakeholder event in respect of vascular services at Bradford on Avon in the week preceding the Committee. It was noted that at the meeting it was clarified that the service specification for the vascular service cannot be changed, but the local NHS England team was keen to know what local people think about the proposal and to learn from their experiences of vascular services so that their insights and ideas can inform the thinking of commissioners before final decisions were taken about how best to develop the service. Comments on the proposals can be fed back to Tracy Torr at the Wiltshire CCG.

22 **Public Participation**

There were no questions submitted to the Committee and no members of the public expressed a desire to speak.

23 Royal United Hospital

James Scott, Chief Executive at RUH Bath, gave a presentation to the Health Select Committee detailing the recent outcome of the CQC Inspection. Mr Scott focussed on the changes in the inspection methodology, and detailed which areas of the Hospital had been examined under the new regime. Mr Scott expressed great pleasure in the findings of the report. As the RUH was a pilot Hospital under the new inspection regime, they were not given an official rating. However, they were informed that they would have received a rating of 'good', so this enables them to apply for Foundation Trust status.

James Scott outlined the inspection teams and the approach adopted by the CQC and the areas that were reviewed during the January inspections. It was stated that more work would be needed regarding the discharge of patients with complex care needs, and that the RUH was working with health partners in the county to address the concerns raised in the report. The Committee were informed of the areas of good practice identified by the CQC. James Scott introduced Dr Tim Craft, Medical Director at RUH who then outlined the areas for improvement highlighted by the CQC.

The Committee offered its congratulations to RUH and welcomed the news of improvements in performance. The Committee questioned the current discharge arrangements in place, and how it was planned they be improved. The primary issues were said to be discharging patients with complex care requirements such as the frail elderly. The RUH was looking to engage all services in the area to ensure that complex care needs could be met.

The Committee questioned the difference in treatment requirements of patients using RUH. It was clarified that the average Wiltshire patient stayed 2 days longer than patients from Bath and North East Somerset. The Committee then discussed the care model developed at RUH and the benefits of 'clinical villages'. Such benefits were said to be advantageous for co-locating staff and services and utilisation of specialist nursing staff. The Committee then discussed wages and salaries paid by RUH, discussing low paid nursing staff and minimum wage staff. It was clarified that all staff are paid in line with the 'Agenda for Change' guidelines. They have also formed a new focus group for cleaning staff.

The Committee discussed the development of the Coombe Ward and praised the way in which the staff on the ward delivered care and the manner in which they conducted their duties. The Committee discussed the £500k cost of the refurbishment of the ward and the number of beds (160) available to elderly patients on the ward. The Committee then discussed mortality rates, and the disparity in findings between Salisbury District Hospital and RUH, focussing in particular on the difference in the recording of patient deaths in hospice care. There was a debate on the Hospital Standardised Mortality Rate, and the difference in categorisation of hospice care arrangements at each hospital.

The Committee then discussed the ethics of recruitment of overseas nursing staff, and the impact on care and patients. It was clarified that RUH felt the training afforded to all its overseas nursing recruits ensured a staff and professional standard of care to its patients, and re-affirmed the difficulty in recruiting and training UK and EU nurses under current financial limitations.

The Committee discussed improvements in the Delayed Transfer of Care figures, and agreed that the figures should be monitored.

Resolved:

To monitor the Delayed Transfer of Care (DToc) figures for the regions acute hospitals on a bi-monthly basis.

24 South Western Ambulance Service Foundation Trust Performance

The Committee welcomed Neil Le Chevalier, Deputy Director of Delivery and Paul Burkett-Wendes, Head of Operations (North) to present a report to the Committee on how the Ambulance Service was performing in Wiltshire and how they were trying to reduce admissions to hospitals.

The presentation highlighted the differences and difficulties in balancing performance and quality. Neil le Chevalier stated that the Ambulance Trust was meeting its contracted performance standards, but were having difficulty meeting the 8min critical response time in such a rural county.

The categories for performance were clarified, and the performance report outlined. The Committee's attention was drawn to the comments made by Sir Bruce Keogh regarding the performance measures being fit for purpose in rural areas. It was clarified that quality outcomes for performance are measured in addition to the response and speed times.

Neil le Chevalier stated that in order to meet the future demand of the service, the Trust had essentially two options. These were to either:

- a) Control the demand for the service and the number of hospital admissions.
- b) Increase resources to better manage the increase demand.

It was stated that given current financial constraints, it was unlikely that the Trust could sustainably provide an increased service with regard to increasing the number of ambulance on call. Therefore the trust had no option but to control the demand and number of hospital admissions by better managing patients at the scene and providing structured care arrangements away from the hospital. Given that the trust is experiencing a 5% increase in demand year on year, the current arrangements are putting an ever increasing strain on resources. This was further exacerbated by a spike in the number of referrals from NHS 111.

The Committee discussed the role of community first responders and community defibrillators, to further support the front line ambulance staff tasked with reaching critical emergencies in rural parts of the county. Further discussion was also had on the number of ambulance staff and the level of investment required to meet the projected demand, currently estimated at £1.1 million. The Committee also discussed the increase in demand on the ambulance service over the weekend, with up to a 100% increase in calls over the weekend period. It was stated that an estimated 18 additional ambulances would be required to deal with the increased demand as a result of the substantial rise in the number of service users. SWASFT declined to pass comment on the performance of NHS 111, but noted that a large number of ambulance call outs received via NHS 111 were unnecessary, and placed a burden on the resources of the Ambulance Service.

The Committee then asked further questions on the operations of the Ambulance Service, in particular focussing on the control room and staff retention. The Ambulance service currently had 30 vacancies in the north division. As paramedics are university trained, only 1 cohort is available each year in October. The service will over recruit this year to allow for staff turnover throughout the year. The Committee then reaffirmed the importance of quality outcomes as opposed to quantitative measures, and supported the proposals for Community First Responders.

Resolved:

The Committee agreed to note the performance report from the South West Ambulance Service.

25 NHS 111 Performance

The Committee welcomed Patrick Malcahy, Interim Associate Director of Commissioning for Urgent Care at Wiltshire Clinical Commissioning Group (CCG) to give an update on the performance of NHS 111 and the Harmoni contract.

It was stated that the performance of the NHS 111 contract would be scrutinised in closer detail at the Joint Overview and Scrutiny Event where Harmoni had been invited to update the meeting with its performance data. Patrick Malcahy noted that a large volume in calls to NHS 111 were a result of an increase in the number of people needing access to Primary Care over the weekend, and then contacting NHS 111 where they are not able to access the service at Hospital or GP clinics. This in turn has a knock on effect with regard to the number of calls and subsequently the number of referrals made by the service, ultimately leading to additional strain on ambulances and hospitals. Patrick Malcahy outlined the process of 'warm transfers', whereby callers are transferred to a clinically trained call handler to better screen the patients care requirements.

Patrick Malcahy stated that as of April 2014, the Wiltshire and BANES CCG's would have the power to issue financial penalties to Harmoni based on performance data. It was suggested that this may yet lead to improved performance and better management of calls. It was stated that the contract was not performing in line with the required standard for the service, but that the CCG were working with partners and colleagues to improve performance.

The Committee then questioned the KPI's used to measure performance and the clinical outcomes of the service, and whether improvements were showing benefits in the treatment of patients and not how long they were waiting for their call to be answered. The Committee agreed that there were aspects of the service which did not meet requirements of the public nor of the CCG or stakeholders. The Committee expressed a formal vote of no confidence in the NHS 111 service following continued lacklustre performance of the Contract provider, stating that NHS 111 was a 'disaster story', and questioned how the service could resolve its problems before the deadline for financial penalties passes. The Committee noted that the service was placing a strain on other services including A&E and the Ambulance Service, and discussed monitoring the performance of NHS 111 at its future meetings.

Patrick Malcahy stated that whilst performance was below the preferred standard, benchmarking data for the winter pressure period stated that Harmoni had actually performed better than the majority of other NHS 111 providers across the country.

Resolved:

- 1) To note the report from Wiltshire CCG regarding the performance of Harmoni and the NHS 111 contract.**
- 2) To receive performance data on the Harmoni Contract and NHS 111 service at its future meetings in May and July 2014.**

26 Non-Emergency Patient Transport Service

The Committee welcomed Andy Jennings, Commissioning Manager (Wiltshire CCG) and Ed Potter, Head of Patient Transport Service South West (Arriva) to present a report on the progress of the Patient Transport Service contract.

A summary of the nature of the type of complaints was given under the contract complaints must be investigated and responded to within 25 days. Most complaints fell into the categories of:

- a) Waiting times for collection (from hospital);
- b) Ability to make bookings via the website;
- c) Errors with bookings

Some explanation was given to the types of complaints made under the aforementioned headings, stating that previously the PTS contract had inherited three different methods of booking and tracking as a result of the three different

Acute Hospitals that the PTS contract serves. This had been somewhat resolved since Arriva had implemented a unified booking system for all Acute Hospitals in the county.

Member's attention was drawn to an action plan developed by Arriva in accordance with Acute Hospitals in the County which allows for better management and monitoring of the service. It was noted that the Acute Hospitals had all independently raised concern regarding the previous service, and that performance had subsequently improved with the number of complaints falling dramatically since the unified service was launched.

Members questioned the eligibility of residents across the County with National Eligibility Criteria providing guidance to Arriva on who is able to use the service. Members also drew concern as to the number of agencies who are unaware of the service, with some care homes and residential homes instead opting to use a taxi service at a far higher cost. At the end of the item, the Committee;

Resolved:

To receive a performance update report from Arriva at the September Meeting of the Health Select Committee.

27 Sickiness/absence figures for Community Maternity Service

The Committee reviewed the written Sickiness Absence figures for Community Midwifery, and noted that the Service is due to transfer from Great Western Hospital to Royal United Hospital Bath in June 2014.

Resolved:

To note the Sickiness Absence figures for Community Midwifery as reported.

28 National Child Measurement Programme

The Committee received a report from John Goodall and Lucy James, Public Health into how the Council is addressing child obesity in Wiltshire.

An overview of the report was made, detailing the Council's statutory responsibility to monitor the health and wellbeing of the region's children. Findings of the National Child Measurement Programme detailed over 9000 school children who had been measured, with 20% of reception aged children classified as 'obese'. The report detailed key figures for Community Areas across the county.

The Committee questioned if the data was inclusive of progressive obesity. Unfortunately the data was not recorded from the same child, so previous measurements did not give an indicator of progression data.

The Committee also discussed the impact of the leisure services activity review and the impact that this would likely have on increasing child obesity levels in and around the County. John Goodall was keen to provide a number of examples of positive initiatives designed to combat the problem of obesity including the 'Active Wiltshire' campaign, along with diet and nutritional advice. Members highlighted the problems with take up in initiatives and stressed the importance of increasing participation, not just increasing participative opportunities.

John Goodall stressed the importance of early intervention and education and information initiatives.

Resolved:

To note the figures and update as reported in the 'Results of the National Childhood Measurement Programme for Wiltshire' 2012 School Year.

29 Bristol Royal Hospital for Children

The Committee received the letters that had been circulated by the Bristol Royal Hospital for Children in relation to the inquest into the death of a Wiltshire child, Sean Turner;

Resolved:

To note the findings and information circulated in the letters regarding the death of Sean Turner and to note that an inquiry is to be held into a number of deaths in the cardiac unit at the Hospital, headed by Sir Ian Kennedy.

30 Forward Work Programme

The Committee received a number of updates on the Forward Work Programme from the Chair.

- a) The Overview and Scrutiny Management Committee endorsed the disbanding of the CCG Task Group.
- b) The Winter Pressures Task Group that was formed to review the success of the plans put in place to deal with the winter pressures did not sit during winter months. However the mild weather, coupled with additional funding made available from central Government, has meant that the pressures on services over the winter period, both nationally and within Wiltshire, have not been excessive and that services have coped well. It was therefore proposed that there would be little value in the Task Group undertaking the proposed review, and instead requested that members of the Task Group remain as a 'rapid response team' ready to address

any urgent issues the Select Committee believes it should investigate in the near future.

- c) The Transfer to Care task Group was incorrectly omitted from the Forward Work Programme, and so an updated FWP was circulated at the meeting.

Resolved:

The Committee agreed to note the Forward Work Programme.

31 Task Group Update

Continence Task Group

A final meeting is being planned which will wrap up the findings of the Task Group, where it is hoped that service users will also have a chance to convey their experiences. It is hoped that a report will be made to the next Health Select Committee.

Transfer to Care Task Group

The next meeting of the Transfer to Care Task Group is to be held in March and will focus on reviewing the progress of the actions taken to reduce delays in transfers to care.

Avon Wiltshire Mental Health Partnership

Good progress had been made and work completed with RUH on the Dementia Ward. The Task Group also visited and spoke with patients and carers in Salisbury. The Task group wished to thank the work of Irene Kohler in progressing the remit of the Task Group.

Help to Live at Home Task Group

The Help to Live at Home Task Group was awaiting further information from the Associate Director of Adult Care and Housing Strategy before it could progress its scrutiny any further.

Resolved:

To note the updates from Task Groups.

32 Urgent Items

Members were informed of the changes to the NHS England Cystic Fibrosis service. There was relatively little difference in the service, but changes would result in 8 patients in Wiltshire being affected. All patients had been contacted

to explain the changes and, NHS England also welcomed comments from the Committee and patients as to how they think the service could be improved.

33 Date of Next Meeting

The Date of the next meeting was confirmed as being Tuesday **6 May 2014**, at 10:30am and would be held in the Kennet Room at County Hall, Trowbridge, Wiltshire BA14 8JN.

(Duration of meeting: 10:30am – 1:30pm)

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

ENVIRONMENT SELECT COMMITTEE

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 18 FEBRUARY 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

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

Also Present:

Cllr Jon Hubbard, Cllr Bob Jones MBE, Cllr Simon Killane, Cllr Jeff Osborn, Cllr John Thomson, Cllr Anthony Trotman and Cllr Philip Whitehead

1 Apologies

Apologies were received from Cllr Green.

2 Minutes of the Previous Meeting

The minutes of the meeting on 10 December 2013 were presented for consideration. It was,

Resolved

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

3 Declarations of Interest

4 Chairman's Announcements

The Chairman welcomed Emma Dove, Scrutiny Officer and Eleanor Slack, Democratic Services Officer. They would both be supporting the Committee in the future.

5 Public Participation

The rules on public participation were noted.

6 **Final Report of the joint Air Quality Task Group**

The Environment Select Committee had a long-standing interest in the development of the Council's Air Quality Strategy and following the receipt of a report which suggested a more holistic approach should be taken, it was suggested that the subject should also be considered by the Health Select Committee.

The joint Air Quality Task Group was formed in August 2012 to review and scrutinise the implementation of the Air Quality strategic objectives and action plan in addition to the effectiveness of Council Services working together holistically to ensure that respective service contributions were embedded within service delivery plans.

Cllr Peter Evans, Chairman of the Task Group, presented the final report of the Task Group. The Task Group was reassured that key services across the Council (Public Protection, Development, Transport and the ECO team) were working together to ensure that respective service contributions were embedded within service delivery plans and that they were effective in supporting the improvement of air quality across Wiltshire. Cllr Evans therefore asked the Committee to endorse the report's recommendations.

A discussion followed, where it was noted that Wiltshire had three particulate monitors. New research was mentioned which suggested a correlation between particulate pollution and nitrogen dioxide pollution, both were connected with car emissions. Some members felt that in light of new Air Quality Strategy expected later in the year that a new Task Group could be set up, but this would be a decision for the Overview and Scrutiny Management Committee.

Resolved

That the Committee:

- 1) Endorse the recommendations in paragraph 26 and refer the report to the relevant Cabinet members for response.**
- 2) Stand down the Task Group until new policy necessitated its reinstatement.**

7 **Update on Highways and Streetscene Contract (BBLP) rapid scrutiny**

At its meeting on 5 November 2013, the Overview and Scrutiny Management Committee agreed to a number of actions in respect of the Balfour Beatty Highways and Streetscene Contract (BBLP) following a request for its consideration by Cllr Jeff Osborn. They were that:

- A rapid scrutiny exercise would be conducted on the content of the report (from the Cabinet member) to enable greater clarity on the concerns raised.
- A progress report would be presented to the Environment Select Committee after the winter, addressing operational performance
- Environment Select Committee to conduct a full scrutiny exercise in June 2014 after the first full operational year of the contract.

Cllr Jeff Osborn, Chairman of Highways and Streetscene Contract Rapid Scrutiny updated the Committee on the progress of the Rapid Scrutiny Exercise. He confirmed that the group were due to meet in April to discuss matters outstanding from the earlier rapid scrutiny meeting. The Committee thanked Cllr Jeff Osborn for his well presented scrutiny exercise and report.

Cllr Thomson praised the work of Balfour Beatty and Council officers in dealing with the recent flooding issues. Council Officers had worked in partnership with the Fire Service and the Army to support those affected by the floods. The need to learn from the extreme weather events was noted and the need to consider implementing snow and water plans in the future was discussed. The Local Highways and Street Scene performance figures had changed, but had not yet been formally updated.

Members were informed that grass cutting plans, including timetables, were currently being distributed and they would all receive a copy shortly. Parish Councils had been informed that some areas of amenity grass would not be cut due to poor weather conditions.

The Committee also praised the leadership of Carlton Brand and the Corporate Directors in responding to the extreme weather.

Resolved

That the Committee note the report.

8 Response to Waste Task Group

The Cabinet received the report of the Waste Task Group at their meeting on 21 November 2013. The Task Group had scrutinised the high level service specification for the new waste contracts, the criteria to be used to develop the quality element of the tender evaluation models and the proposed re-modelling of waste collection and recycling rounds. The Task Group was pleased to note that their report had been taken into account in the drafting of the Executive report presented to Cabinet.

On behalf of the Chairman of the Task Group who was unable to be present, Cllr Horace Prickett, another member of the Task Group, gave an update on its work. The Task Group was currently scrutinising the communications plan developed to inform residents about changes to their waste collections.

The Task Group expressed concern that they had not had the opportunity to scrutinise the affordable plan for dealing with Wiltshire's waste in the future, for which contracts had been put out to tender. Concern was also expressed regarding the manner in which the proximity principle was addressed in the plan.

It was confirmed that Dr Peter Alberry would deliver his presentation at the same event as those invited to tender for the contracts. The financial data in the presentation would be revised.

In the discussion that followed, it was confirmed that a meeting had occurred between Dr Carlton Brand (Corporate Director), Cllr Alan Hill (Chairman of the Committee) and Tracy Carter (Associate Director Waste and Environment). As a result of this meeting it was confirmed that a report would be presented on the affordable plan when the tendering response was received. Concerns regarding communication during times of flooding were raised, particularly the need to rely on landlines to report flooding or fallen trees due to patchy mobile phone signal or lack of internet access. The need for the Task Group to continue their work was discussed, particularly with regard to scrutinizing the Affordable Plan.

Resolved

That the Committee note the update.

9 Response to CIL Task Group

The final report of the Community Infrastructure Levy (CIL) Task Group was presented at the Cabinet meeting of 17 December 2013. It recommended that the Council should adopt several rates on their charging schedule for CIL, based on the viability of those rates within specific settlement categories. They also advised that student housing should be included in the residential rates as it was considered a lucrative market and could withstand the higher charges.

The Task Group had completed its work in relation to its remit, but the Cabinet member welcomed the continuation of the CIL Task Group in the light of recent legislation and emerging Government guidance.

Cllr Tony Trotman, Chairman of the Task Group updated the Committee. CIL consultation papers had been circulated to Town and Parish Councils, the deadline for which was 24 February. Committee members were encouraged to circulate the consultation papers to members of the public for individual responses. Although the original remit of the Task Group had been fulfilled, the need for its continued existence was discussed. This would allow the Task Group to react to potential changes to the CIL charging schedules as well as the information arising from the consultation.

In the discussion that followed, the Committee noted the need for the Task Group to remain extant. Concern was expressed regarding the short timeframe of the consultation and it was suggested that local neighbourhood planning groups and Parish Clerks should be contacted to encourage consultation feedback.

The Committee thanked the Task Group for their hard work and expressed regret that the Cabinet had not taken on their advice regarding the CIL charging bands.

Resolved:

That the Committee note the update.

10 **Forward Work Programme**

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

Members were informed that the Committee would be receiving a report on the flood plan and lessons to be learnt from the recent conditions.

11 **Task Group Update**

The Committee noted previous discussions on the work of the existing Task Groups, and work to organize the initial meetings of other agreed Task Groups.

12 **Urgent Items**

The Committee discussed the recent increased popularity of property extensions and the possibility that such extensions could result in properties entering a higher Council Tax band. The Wiltshire Council Housing Assessment team had confirmed that assessments which could result in a property moving into a higher band were not carried out until the property was sold. As a result there could be a gap of several years between a property being extended and its subsequent move into the appropriate Council Tax band. The Committee noted that this delay could result in lost revenue for the Council.

The Committee discussed the potential of engaging in property assessments at an earlier stage with the view to exploiting this potential revenue stream. The Committee was informed that valuation of properties for Council Tax purposes was undertaken by the Valuation Office Agency; the Council could not undertake such valuations. Members also discussed the possibility of asking the national valuation service to engage in their service at an earlier point.

Some members also highlighted ongoing consultations with First Bus service, which was due to close on 16 March and could be accessed at www.firstgroup/faire/faresforall. This was a similar exercise to the consultation

that had already occurred in Bristol and had resulted in significant fare reductions.

In the discussion that followed, the Committee discussed the possibility of circulating a briefing note to members whose local area was served by First buses. Members also discussed the advantages of competitive bus routes where more than one company was running a service. This competition could remove Wiltshire Council's obligation to provide a subsidy. The Children's Select Committee was currently undertaking an exercise regarding children's services which would examine the relationship between Local Authorities and schools and the education of 16 to 19 year olds included the impact transport options had on their decisions over which courses to study. The Committee agreed that the transport topic warranted further investigation and it would consider this again in 4 – 6 months. This would enable it to use the evidence gathered from the Children's Services Task Group.

13 **Date of Next Meeting**

The next meeting would take place on 15 April 2014 in the Kennet Room, County Hall.

(Duration of meeting: 10.30 - 11.45 am)

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

ENVIRONMENT SELECT COMMITTEE

DRAFT MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 15 APRIL 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Rosemary Brown, Cllr Terry Chivers (Substitute), Cllr Brian Dalton, Cllr Peter Edge (Vice Chairman), Cllr Jose Green, Cllr Mollie Groom, Cllr Alan Hill (Chairman), Cllr Magnus Macdonald, Cllr Horace Prickett, Cllr James Sheppard, Cllr Bridget Wayman and Cllr Philip Whalley (Substitute)

Also Present:

Cllr Richard Britton, Cllr Jon Hubbard, Cllr Jeff Osborn, Cllr Toby Sturgis, Cllr John Thomson, Cllr Philip Whitehead and Cllr Jerry Wickham

14 Apologies

Apologies were received from Cllr Evans, Cllr McLennan and Cllr Drewett.

Cllr Evans was substituted by Cllr Whalley and Cllr Drewett was substituted by Cllr Chivers.

15 Minutes of the Previous Meeting

Minutes of the previous meeting held on 18 February 2014 were presented. It was;

Resolved:

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

16 Declarations of Interest

There were no declarations of interest.

17 Chairman's Announcements

There were no Chairman's announcements.

18 **Public Participation**

The rules on public participation were noted. There was no public participation.

19 **Highways and Streetscene Contract**

a) **Report from the Rapid Scrutiny Group**

At its meeting in November 2013 the O & S Management Committee agreed that a rapid scrutiny exercise should be undertaken on the content of the report submitted to it by the Cabinet member for Highways and Streetscene. Following the rapid scrutiny exercise in December a report was compiled and presented to the Management Committee in January. A subsequent meeting took place and a second report was produced and presented to the Environment Select Committee.

A successful Balfour Beatty community team event had occurred in Trowbridge, which provided important information regarding the relationship between Balfour Beatty and Wiltshire Council. Meetings for other community areas would begin in May 2014. Concerns were raised regarding the effectiveness of communication between Parish and Town Councils, Wiltshire Council officers and Balfour Beatty.

It was resolved;

That, having completed its work as directed by the Management Committee the existing members of the Rapid Scrutiny group, enhanced by two additional backbench members, form a Task Group to ensure that outstanding issues area addressed and to monitor the performance of the Highways and Streetscene Contract, including the report to be produced after the first full year of operation.

To recommend endorsement of this proposal by the Management committee and adjustment to the O & S Work Programme accordingly.

b) **Highways operational performance over winter**

At its meeting in November 2013 the O & S Management Committee agreed that a progress report would be presented to the Environment Select Committee after the winter, addressing operational performance and an amended report was contained within the agenda pack.

The Balfour Beatty Living Places contract was the largest contract procured by Wiltshire Council and had a value of £24 million, to which an additional £8.5 million had been added through the highways investment fund. Balfour Beatty

were developing data to inform local communities when they could expect grass in their area to be cut and by whom.

Wiltshire Council was adopting a longer term approach to maintaining roads, by scheduling improvement works rather than focusing on reactionary repair work. This had been particularly difficult in areas where Network Rail was carrying out work, which had resulted in the deterioration of minor roads following their use as diversion routes. The Council was consulting with central Government to determine who should pay for this repair work.

Advertisements had been placed for three desk-based apprentices, and 12 Prince's Trust road-based positions, which would be reduced to six road based apprentices. The highways team were working hard to repair road damage following flooding, they had completed 50 salt runs and cleared over 400 trees. The council was considering adopting a 10 month highways programme each year, to allow for two months when they might not be able to carry out works due to extreme weather

In response to members questions, Cllr Whitehead confirmed that Atkins check the quality of the work completed by Balfour Beatty and the highways team to ensure that it is of a high standard. When a pothole is identified, if it is deemed to be dangerous, it is filled and the road is later patched as a more permanent solution. A gully clearing program was in place, and the Council were developing information to determine which gullies were prone to blockage and flooding.

It was also confirmed that where possible road maintenance was scheduled after utilities works. The utility companies had a responsibility to repair any road damage or deterioration arising within 2 years of a repair. It was suggested that Town and Parish Councils should be advised to check on any repairs after 18 months to ensure they were still of a good quality and report deficiencies to Wiltshire Council.

20 **Flood Plan Update**

The flood plan, which was due to be reviewed in 2013, sets out Wiltshire Council's flood management arrangements and takes into account the Council's responsibilities under the Flood and Water Management Act 2010 and Reservoirs Act 1975. The flood plan details the coordinated response that would be required from Wiltshire Council in the event of severe flooding in the County.

The Committee praised the efficient and well coordinated response to the extreme winter weather. The ESC was advised that the lessons learnt during the period of extreme weather could be incorporated into the plan, following which a draft plan would be presented to the Committee later this year.

It was resolved to;

Note the interim report.

21 **Executive response to CIL Task Group**

Cllr Toby Sturgis gave an executive response to the CIL Task Group.

Cabinet had originally decided to utilise a single levy across all of Wiltshire. The Task Group had recommended CIL rates for all four settlement categories. It would have been a very difficult exercise to determine the boundaries for each settlement category and entail a great deal of work. Cabinet had decided to have two CIL rates. This approach had been assessed as a workable compromise had been submitted to the Inspector.

Many changes to the CIL concept had been announced by Central Government at different times. The changes would be incorporated into the draft CIL proposal which would then proceed to consultation. Although Cabinet had not accepted all of the Task Group's recommendations, Cllr Sturgis confirmed that they had adopted the recommendations they felt able to.

It was resolved to;

Continue the work of the CIL Task Group.

22 **Executive response to Air Quality Task Group report**

With the agreement of the Chairman, the Committee were permitted to ask questions of Cllr Toby Sturgis regarding the withdrawal of mini recycling facilities and he confirmed that this had occurred as part of the budget decision. Although use of the mini recycling centres had reduced considerably, the cost of maintaining them remained the same.

Cllr Sturgis was asked about the progress of the Gypsy and Traveller Development Plan Document. He confirmed that the Planning Inspector had challenged some of the evidence presented.

It was resolved to;

Note the executive response.

23 **Community Speedwatch**

The Police and Crime Panel (PCP) was running a Task Group to examine Voluntary Schemes, including Community Speedwatch. The main function of the PCP was to hold the Police and Crime Commissioner (PCC) to account for the delivery of the Police and Crime Plan. Although the Police and Crime Plan made no specific commitments to Speedwatch, it sought to help communities do more for themselves to improve safety. Cllr Richard Britton, Chair of the PCP

addressed the Committee. He confirmed that there would not be a detailed examination of Speedwatch as part of the Voluntary Schemes Task Group and the Panel was not in a position to consider many of the issues raised by the Committee. However, from his background knowledge, Cllr Britton was able to assist members regarding Speedwatch issues.

In order to develop a Speedwatch scheme, a metro count must be installed which identifies a speeding issue in the community. A risk assessment then takes place and if there is sufficient interest in the community, a Speedwatch training day is arranged.

Some members noted difficulty in accessing Speedwatch training for the members of their local community, whilst other members praised the support and training provided by the PCC's office. There were two members of staff running the Speedwatch scheme in the PCC office.

The Committee noted that resourcing problems were likely to occur as the Speedwatch scheme became more popular. A suggestion that volunteers could assist with office work was dismissed due to data protection issues. The panel considered that to minimise the number of interfaces and points of contact, the PCP should be the first point of contact for the Committee, should it wish to raise further issues.

24 **Forward Work Programme**

It was resolved to;

Note the Forward Work Programme.

25 **Task Group Updates**

a) Adoptable Estates Task Group

Cllr Edge advised the Committee that a meeting had taken place with the representatives of developers. It was expected that two further meetings would take place before the work of the Task Group was complete.

b) Parking Review Task Group

Cllr Wayman advised that two meetings had taken place and the Task Group were in the process of gathering information.

c) 20 mph Policy Task Group

Cllr Edge confirmed that the Task Group had met with Cllr John Thomson and the Traffic Engineering Manager. The group were arranging a meeting with 20's Plenty and other interested groups.

d) Waste Task Group

Cllr Green advised the Committee that the Task Group had not met recently and were awaiting a report on the Affordable Plan from the waste service. Tracey Carter will be meeting with Dr Peter Alberry on 30 April 2014 to discuss his presentation.

e) CIL Task Group

No update was given as the subject had been covered by the Cabinet Member under the earlier agenda item on the executive response to the CIL.

26 **Urgent Items**

There were no urgent items.

27 **Date of Next Meeting**

The next meeting of the Environment Select Committee would take place on Tuesday 10 June 2014.

(Duration of meeting: 10.30 am - 12.15 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

LICENSING COMMITTEE

DRAFT MINUTES OF THE LICENSING COMMITTEE MEETING HELD ON 17 MARCH 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Nick Blakemore, Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Sue Evans, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans, Cllr Bill Moss (Substitute), Cllr Leo Randall and Cllr Pip Ridout (Chairman)

Also Present:

Naji Darwish (Head of Service – Public Protection), Linda Holland (Public Protection Team Leader), Cllr Peter Hutton (Portfolio Holder), Lisa Pullin (Democratic Services Officer), Andrew Saxton (Fleet Services Manager), Emma Seria-Walker (Public Health Consultant), Paul Taylor (Senior Solicitor) and Peter White (Enforcement Manager)

1 Apologies

Apologies were received from Councillors Allen, Caswill and Jacobs and from Ian Brown (Head of Environment Services). Councillor Moss was substituting for Cllr Jacobs.

2 Minutes

The minutes of the meeting held on 5 November 2013 were presented to the Committee.

Resolved:

That the minutes of the Licensing Committee meeting held on 5 November 2013 be approved and signed as a correct record.

3 Chairman's Announcements

That Chairman made the following announcement:

Clarification on which Members can sit on a Licensing Sub Committee hearing

The Licensing Act 2003 requires the Council to establish a licensing committee to exercise its licensing functions. The licensing committee may then arrange for the discharge of some of those functions to licensing sub committees, made up of three members. The Licensing Act itself does not deal with who can sit on those sub committees.

Under the Council's constitution, members are selected to serve on individual Licensing Sub Committees by the Associate Director Corporate Function and Procurement having regard to a number of criteria. One of those is that the Councillors selected are not the representative for the area in which the premises concerned are situated. The reason for this is to try to avoid any arguments as to whether there may be any actual or apparent bias on the part of any member.

A Council decision can be challenged on the basis that, even if there was no actual bias on behalf of any of the decision-makers, there was the appearance of bias. The test for this is whether 'a fair-minded and informed observer would conclude that there is a real possibility of bias'.

The Council's view is that, in order to address the issue of apparent bias, it is appropriate for the division member for the premises concerned not to participate in a licensing sub committee hearing, but that, in general, it is reasonable for members representing adjoining divisions to do so. This approach is consistent with that taken by many other authorities and is in line with LACORS guidance issued at the time the Act came into force.

4 **Declarations of Interest**

There were no declarations of interest.

5 **Public Participation**

No questions had been submitted prior to the meeting and there were no members of the public present.

6 **Minutes of the Licensing Sub-Committees**

The draft minutes of all Licensing Sub Committees between the 20 August 2013 and 17 January 2014 were presented for consideration.

It was,

Resolved:

To APPROVE the minutes of the following Licensing Sub Committee meetings:

Eastern Area

20.08.13 Application for a Premises Licence - The Vaults, Devizes

Southern Area

29.11.13 Variation to a Sex Establishment Licence – My Amazing Fantasy, 105 Fisherton Street, Salisbury

Western Area

18.09.13 Review of Premises Licence – Club Ice, Westbury

22.10.13 Application for a Premises Licence – Waterhouse, Waterhouse Lane, Monkton Combe, Bath

07.01.14 Variation of a Premises Licence – Favourite Chicken & Ribs, 3 Market Street, Trowbridge

17.01.14 Variation of a Premises Licence – Harveys Nightclub and Sports Bar, Church Street, Trowbridge

7 Update on the Changes to the Licensing Service

Linda Holland (Public Protection Team Leader) presented an update on the changes to the Licensing Service as at March 2014. She highlighted the following points:

- That the Licensing Team now consists of herself as Team Leader and 7 Licensing Officers (not full time equivalents) although two of these Licensing Officers would be leaving in March which would leave the team under resourced for a period of time;
- Out of 509 transactions dealt with by the Licensing Team during 1 January and 1 March 2014, three of these had resulted in the need for a decision to be made by the Licensing Sub Committee;
- There had been recent press interest in the euthanasia of lions at Longleat and the team were able to confirm to the press that no breaches of the licence had occurred and that Wiltshire Council had no concerns over those events;
- The Hackney Carriages and Private Hire Vehicles function transferred over smoothly to Neighbourhood Services on 1 March 2014 – an experienced member of the Licensing Team had been employed as a

Compliance Officer from 10 March to aid ongoing progression of the taxi service within the Fleet service;

- Thanks should be expressed to the Neighbourhood Team following the smooth transition of the Street Trading and Street Collections service to them;
- Three computerised systems had migrated to one combined system and there had been some problems with historical data not transferring across;
- Officers are working proactively to work with troubled licenced premises at an early stage when issues arise with residents and management of licences. Linda was providing training to new licencees of Wadworths and was looking to extend this out to other local breweries;
- Linda and her team would be happy to attend meetings of Community Safety Partnerships to discuss what to do with any potential problems with licenced premises and link in with Area Boards as relevant;
- Councillor Bucknell enquired if there could be a mini toolkit for members of what they could do to assist and try and alleviate problems. They often have concerns from the constituents and would like to work with officers. Linda agreed that this was a great idea and perhaps they would have a meeting to explore this further; and
- The team were aware of the changes to the clubs in Amesbury opening and closing and changing hands and the need for future provision when the Army personnel and their families are relocated in the next few years. Meetings would be taking place with the trade to minimise the impact on the community and to ensure adequate provision.

8 **Licensing Update**

Linda Holland (Public Protection Team Leader) presented updates on the following issues:

Licensing Policy Review

Wiltshire Council's Licensing Policy has to be updated every 5 years and the last one was agreed on 1 December 2009.

A draft of the revised Policy was being prepared and Linda informed the Committee that this would be circulated to them via email in the next week for their comments. At the Committee's next meeting on 28 April the draft Policy would need to be approved for consultation and following that would commence a 3 month consultation exercise in early May 2014.

After the consultation a final draft Policy would be prepared to be considered by the Committee at the 8 September meeting and then recommendation of the Policy by full Council would be requested at the meeting on 21 October 2014.

Consultation on Implementing a Cumulative Impact Area in Salisbury

Linda explained that Cumulative Impact Area (CIA) policies were introduced as a tool for licensing authorities to limit the growth of licensed premises in a particular area. If a CIA policy was to be adopted this would create a presumption that where representations are received in respect of any applications for new or varied licences with the CIA those applications will be refused or granted subject to certain conditions unless the applicant can demonstrate that there will be no adverse cumulative impact on the area.

In order to gain the views of residents and businesses within the proposed area in Salisbury a consultation is running from 27 January to 20 April 2014. Subject to this consultation and agreement by Councillors a CIA in Salisbury could be in place by Christmas 2014. To date 35 responses have been received with 27 in favour of the proposal.

Events in Wiltshire 2014

Linda referred to the list of possible events for Wiltshire for 2014. She had been informed that the Nomansland Festival for 4-6 July had been withdrawn. Work was being undertaken by her team to engage with the event organisers so that the relevant advice and assistance can be provided.

If members required more information about a particular event or wished to attend with officers at the events, this would be welcomed and they should contact Linda and/or her team.

The issue of engagement with local Councillors was raised to assist with the application for and planning of these events.

Night Time Levy

Linda reported that a report on Night Time Levies (NTL) was considered by the Committee in September 2012 which outlined the changes to the legislation and the new powers that were to be enacted as a result of the Police Reform and Social Responsibility Act, 2011.

Since then the guidance has been updated which outlines a number of exemptions that licensing authorities may consider. Wiltshire Council has made a commitment to Business Improvement Districts (BIDs) with a number of areas already being signed up to this. If we were to implement the NTL this would mean that some businesses will be required to pay additional charges.

Members considered whether Wiltshire Council should go out to consultation on this issue and noted that very few other local authorities had implemented NTLs following consultation. The general view was that this would entail a lot of work for officers for not much benefit.

Resolved:

Not to pursue the introduction of Night Time Levies for Wiltshire by going out to public consultation at this time.

Military Rebasing

The following update was unfortunately missed off the Agenda –

“The Army Rebasing programme will see more than 4,000 army personnel and their families (6,000 – 8,000) relocate to Wiltshire over the next five years, in Tidworth, Ludgershall, Bulford and Larkhill.

The increase number of military personal has the potential to have an impact on the licensed premises operating in the night time economies of the areas that will be frequented by the soldiers. The Licensing team will be working in partnership with, purple flag, pub watches, community safety groups and the licensed premises to ensure there is no detrimental impact on the towns and villages from any enhanced use of licensed premises, and actively seek to promote a positive outcome to the military re-basing.

A Health Impact Assessment has been undertaken to look at all the possible impacts on the community etc, which will inform service development as well as support licensing efforts in terms of targeting etc.”

It was also noted that college students would be moving into the former RAF Lyneham base and so consideration would need to be given to the facilities available in the surrounding areas (Calne and Royal Wotton Bassett). This should include a good offering of facilities and not just be drinking establishments. Meetings should be arranged with local licensees in preparation for this.

9 **Sex Establishment Licensing Policy and Conditions**

Linda Holland presented a report which explained that a recent variation application for a Sex Shop was received and the consultation process was carried out in line with the current policy. A member of the Licensing Authority raised questions at the time as to whether there should be a wider consultation process in some circumstances, particularly where the application is in an urban area.

Following this Linda suggested ways in which the Council's current Policy in relation to Sex Establishments could be amended to take regard of the Member's concerns.

It was noted that there were now only two sex establishments in Wiltshire – one in Salisbury and one in Trowbridge.

The Committee discussed this were minded to accept the second proposal – namely that "The Licensing Committee agrees to amend the policy to widen the consultation process to include neighbouring local divisional members where the premise is located close to the border of two wards. It would be for the Licensing Officer to determine whether such additional consultation should be carried out in any particular case".

It was then suggested that a weekly list of all licensing applications could be circulated to Councillors electronically (as is the case with planning applications) and then the onus is on Councillors to check this list and see if they have any items in their area. The Committee agreed to trial this on a temporary basis until the next meeting (28 April 2014). Linda Holland reported that in light of the new combined computer system this would be possible and that she would look into the possibility of splitting up the information into North/South/East/West areas.

Resolved:

That Licensing Committee members receive a weekly electronic list of all licensing applications that are received on a trial basis until 28 April 2014.

10 **World Cup 2014 Update**

Linda Holland reported that following the briefing note prepared by Roy Bahadoor in the Agenda the Government had just released a two week consultation document which considers a relaxation of licensing hours whilst England games are being played during the Football World Cup tournament. She did not feel that this was particularly helpful as most premises were open to 11pm/12am already and other team's games might also want to be enjoyed by Wiltshire's residents.

Details of the consultation would be sent out to Councillors after the meeting so that they could make their own responses to it. The deadline was for responses would be 26 March 2014.

Linda reported that it would be very likely that premises would use Temporary Events Notices to cover the extension of the hours. TENs could now cover a 7 day period and these would likely be applied for during the World Cup period.

Councillor Hutton, Portfolio Holder for Licensing wished to express his thanks to Roy Bahadoor for his preparation work and stated the importance of linking in

with individual Councillors to engage with the licensees in their area to find out their plans and to assist the officers. He also suggested that the trade be asked to consider using plastic glasses during this period for the sake of public protection.

11 **Update on Hackney Carriage and Private Hire Licensing**

Andrew Saxton (Fleet Services Manager) presented a report which updated the Committee on the changes in the delivery of the Council's Hackney Carriage and Private Hire Licensing service since the internal reorganisation of the function following the voluntary redundancy programme in 2013. He highlighted the following points:

- Thanks to be given to colleagues in the licensing team for their support during the transition period;
- A number of improvements had been made and good feedback had been received on the new appointment system for taxi drivers whereby they could make mutually convenient appointments to deal with the necessary paperwork, etc;
- A new quarterly newsletter to all operators and drivers had been well received and members requested that this be shared with them via the Elected Wire; and
- Formal consultation would be instigated into the commencement of one single tariff for the County following the approval in principle which was given by the Committee in September 2013.

Councillor Hutton (Portfolio Holder) reported that he had attended meetings with the trade and the importance of engagement with the users. He wished to thank Jo Hulbert for her support during the transition.

Councillor Bucknell questioned the process followed when applicants for licences had relevant unspent convictions. Previously at the District Council this decision whether to grant a Licence would be made by a Licensing Sub Committee. Andrew Saxton reported that he believed that this would now be a delegated officer's decision, but would confirm and let Councillor Bucknell know.

Resolved:

That the update be noted.

12 **Dates of Future Committee Meetings**

Members noted the dates of future meetings of the Licensing Committee, as detailed below, all to start at 10:30am:

- Monday 28 April 2014
- Monday 2 June 2014
- Monday 8 September 2014
- Monday 8 December 2014.

13 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30am to 12.00pm)

The Officer who has produced these minutes is Lisa Pullin, of Democratic Services, direct line 01225 713015, e-mail lisa.pullin@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

NORTHERN AREA PLANNING COMMITTEE

**DRAFT MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING
HELD ON 12 MARCH 2014 AT COUNCIL CHAMBER - COUNCIL OFFICES,
MONKTON PARK, CHIPPENHAM, SN15 1ER.**

Present:

Cllr Chuck Berry (Substitute), Cllr Christine Crisp, Cllr Bill Douglas, Cllr Mollie Groom,
Cllr Chris Hurst, Cllr Peter Hutton (Vice-Chair), Cllr Simon Killane, Cllr Mark Packard,
Cllr Toby Sturgis, Cllr Anthony Trotman (Chairman) and Cllr Philip Whalley

18 Apologies

Apologies were received from Cllr Parker.

Cllr Parker was substituted by Cllr Berry.

19 Minutes of the previous Meeting

The minutes of the previous meeting held on Wednesday 29 January were presented.

Resolved:

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

20 Declarations of Interest

Cllr Groom declared an interest in agenda item no. 7b as she served on the Lydiard Millicent Parish Council. She declared she would participate in the debate and vote for each item with an open mind.

21 Chairman's Announcements

There were no Chairman's announcements.

22 Public Participation and Councillors' Questions

The Committee noted the rules on public participation.

23 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and attached to these minutes, in respect of application 13/05724/OUT and 7a as listed in the agenda pack.

1a **13/05724/OUT - Land South of Bradford Road, Rudloe, SN13 0**

Kieth Chubb, Juliett Powell and Paul Turner spoke in objection to the application.

Chris Watt, Jamie Lewis and Cllr Whalley (speaking on behalf of Corsham Town Council) spoke in support of the application.

The officer introduced the report which recommended planning permission be delegated to the Area Development Manager to GRANT subject to the signing of a s106 agreement and conditions.

He explained that the proposal comprised of 12 small commercial units, two slightly larger commercial blocks, 88 dwellings and landscaping surrounding the central area. Neighbouring the site were several business units. It was proposed that the site was access by a right-turn lane. A toucan crossing and a crossing island on the road neighbouring the site were also proposed. Attention was drawn to the late observations circulated at the meeting.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that the commercial sites proposed were for B1 use and that further applications would be required to alter this use.

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

The local member, Cllr Tonge spoke in objection to the application. He noted other proposed developments in the area and concern that the application could set a precedent for future developments.

In the debate that followed, some members noted potential benefits for the local community such as providing housing for local workers and the possibility that the development would serve as a catalyst for the improvement of local services. The Committee highlighted difficulty in striking a balance between permitting development to meet government policy whilst also respecting the local community.

It was resolved to:

Delegate to the Area Development Manager to grant planning

permission, subject to all parties entering into an agreement under S106 of The Act (as amended) in relation to the following matters:

- Delivery of affordable housing;
- Delivery and maintenance of on-site play provision and public open space;
- Provision of a contribution in respect of local leisure provision;
- Provision of a contribution in respect of local cemetery facilities;
- Delivery of site access works and other off-site highways works;
- Provision of costs associated with the requisite Travel Plan;
- Provision of a contribution in respect of strategic highways works;
- Provision of contributions in respect of local primary and secondary education.

And subject to the following conditions:

- 1 The development hereby permitted shall be begun either before expiration of three years from the date of this permission, or before the expiration of two years from the date of approval of the last reserved matters to be approved, whichever is the later.

REASON: To comply with the provisions of Section 92 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 of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:

- (a) The scale of the development;
- (b) The layout of the development;
- (c) The external appearance of the development;

(d) The landscaping of the site;

The development shall be carried out in accordance with the approved details.

REASON: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 3(1) of the Town and Country Planning (General Development Procedure) Order 1995.

3 An application for the approval of all of the reserved matters shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990.

4 No development shall commence on site until full details of both hard and soft landscaping works have been submitted to and approved in writing by the local planning authority. The approved works shall be carried out in full prior to first use/occupation of the development hereby permitted and maintained thereafter in accordance with an approved scheme.

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

5 No development shall commence on site until provision has been made for open space, amenity areas and play areas in accordance with the submitted details. The plans shall define the boundaries and shall include details of the intended future uses of each area, in particular the user age groups of play areas together with the features and items of play equipment it is proposed to install.

REASON: To ensure a satisfactory provision of open space throughout the development in the interests of the amenity of future residents.

6 Prior to first occupation of any dwelling hereby permitted a 2 metre wide footway shall be constructed and made permanently available for public use, along the frontage of the site between the site access

and the bus stop located north-east of Skynet Drive, in accordance with details to be first submitted to and approved by the Local Planning Authority.

REASON: In the interests of providing safe and convenient pedestrian link to serve the development.

- 7 The details of the residential development submitted for reserved matters approval shall include a 2 metre wide footway link to the south-eastern boundary of the site.**

REASON: In the interests of providing permeable pedestrian links and direct access to the primary school and Skynet Drive.

- 8 The details of the residential development submitted for reserved matters approval shall include a 2.5 metre wide cycleway / footway link from the residential part of the site to the employment area.**

REASON: In the interests of providing permeable pedestrian links and enabling the employment units to have good access to public transport.

- 9 The employment units hereby approved in outline shall not be first brought into use until separate vehicle access to Park Lane for those units has been provided and made available for use, in perpetuity.**

REASON: In the interests of providing safe and convenient access to the employment units.

- 10 No part of the development hereby permitted shall obstruct a visibility splay at the junction of Skynet Drive with Bradford Road such that nothing exceeds a height of 600mm above carriageway level between the carriageway edge, and a line drawn from a point 2.4 metres back along the centre-line of Skynet Drive from the carriageway edge to a point on the nearside carriageway edge 120 metres to the southwest.**

REASON: In the interests of highway safety.

- 11 Prior to occupation of the 20th dwelling hereby permitted, parking laybys situated either side of the access road and extending a distance of 60m into the site from its junction with Bradford Road, as**

indicated in outline on Indicative Masterplan drawing number 13/052/100 shall be provided and made permanently available for public use.

REASON: In the interests of avoiding excessive school parking on nearby roads.

- 12 No development shall commence on site until a surface water drainage scheme for the site based on sustainable drainage principles (SUDS) and an assessment of the hydrological and hydrogeological context of the development has been submitted to and approved in writing by the Local Planning Authority. The scheme shall subsequently be implemented in accordance with the approved details prior to completion of the development. The scheme shall also include details of how the scheme is to be managed after completion.

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:

Figure 1 – Site Location Plan

13.052.101 – Site Boundary Plan

13.052.200 rev A – Land Uses Plan

101 rev B – Proposed Site Access Right Turn Lane

Untitled indicative open space/pedestrian links/cycleway overlay plan

Received 6 November 2013

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

- 14 **INFORMATIVE TO APPLICANT:**
For the avoidance of doubt, the landscape strategy as required by Condition 4 above, should include details of the following:

- a) Retention and successful integration of important existing site trees, hedgerows and landscape features, wherever possible;
- b) Strong Green Infrastructure linkages into the wider GI network.
- c) Reinforcement of the northern perimeter hedge line/tree belt along Bradford Road (within the site) by introducing an

additional wooded belt of tree planting in order to reinforce and extend wooded skyline backdrop for new urban development viewed from lower local vantage points from the south, west and east and also from longer southern countryside vantage points;

- d) Introduction of a structured landscape buffer separation and transition with countryside along the eastern boundary (Skynet Drive) of the proposed residential area;**
- e) Additional structural tree planting areas (i.e. wooded belts, space for larger species tree planting within and bordering the residential development block areas) that in combination with landform should aim to better integrate the introduction of new urban development massing on this sloping site over the longer term;**
- f) Incorporation of a multifunctional SUD System for functional attenuation, aesthetic/amenity & ecological value and benefit purposes;**
- g) High quality design of centrally located and easily accessible and overlooked equipped areas of useable open space, which reinforces appropriate local character and a 'sense of place';**
- h) Legible, direct and clear footpath and cycleway linkages with adjoining built development and PRow network;**
- i) Incorporation of the use of natural stone within boundary treatments and dwellings where they would offer the greatest public amenity function and design value; and**
- j) Sustainable landscape maintenance and management arrangements.**

15 INFORMATIVE TO APPLICANT:

For the avoidance of doubt, drawing reference 13/052/100 (Indicative Masterplan) does not form part of the formal planning application hereby approved. Its content is for illustrative purposes only and is subject to change in respect of scale, layout, external appearance and landscaping at the reserved matters stage.

16 INFORMATIVE TO APPLICANT:

Any alterations to the 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.

17 INFORMATIVE TO APPLICANT:

This permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 and dated the [INSERT].

18 INFORMATIVE TO APPLICANT:

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.

1b 13/05388/FUL - 30 Stone Lane, Lydiard Millicent, Swindon

Angelo Papa, Chris Wannell and Simon Chambers spoke in support of the application.

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

He explained that the application was to convert an existing property into a self-contained four bedroom dwelling. Permission was originally granted to construct a building for equine use, a larger building than that permitted was constructed and retrospective permission was granted.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that refusal was recommended due to the proposal's poor design and cramped, close relationship with the dwelling it was originally intended to serve. It was also confirmed that the building had been used for equine use for over two years and was located in open country-side.

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

The local member Cllr Groom spoke in support of the application. She noted the lack of local objection, the need for housing in the area and that the building's design was consistent with the adjacent house.

In the debate that followed concern was expressed that the development could set a precedent for the future conversion of other agricultural buildings. The Committee also discussed the benefit of converting the redundant building to meet local housing needs and the benefit of demolishing the garage. NPPF paragraph 55 was noted as was the proposal's poor design which did not enhance the immediate setting.

It was resolved to:

REFUSE planning permission for the following reasons:

By reason of the proposal's poor design and cramped, close relationship with the dwelling it was originally intended to serve, the development would have an unacceptable impact on residential amenity and would not present an enhancement of the immediate setting. Accordingly, it is considered that the proposed development conflicts with the principles in the National Planning Policy Framework relating to the re-use of redundant buildings and Policy C3 of the adopted North Wiltshire Local Plan 2011.

1c N/13/00958/S73A - Oaksey Park, Lowfield Farm, Oaksey.

Simon Chambers spoke in support of the application.

Cllr Martin Davies spoke in objection to 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 s106 agreement and conditions.

He explained that the application concerned a number of holiday let properties which had been granted planning permission on appeal and which were adjacent to a nine-hole golf course and supporting club house facility. A number of these properties had been sold as holiday lets. Planning permission existed for another phase of building which had not yet begun.

The application concerned eight of the units on the site. It sought to remove the conditions which restricted their use to holiday lets, allowing them to be used as residential properties. An independent advisor had confirmed that in their current form, the units were unviable as holiday lets. The units had been marketed at a heavily discounted price but had not sold. He confirmed that conditions one and two required re-wording.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that the application would not affect the open space on the site and that the site consisted of a mixture two and three

properties.

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

The local member Cllr Berry highlighted the challenge the Committee faced, seeking to ensure that a local business did not fail, whilst also ensuring that the site was suitable for residential properties. He noted the difficulty of considering the application in isolation from the site as a whole.

A motion to delegate to the Area Development Manager to grant planning permission subject to the signing of a s106 agreement and subject to conditions was moved and seconded.

In the debate that followed the Committee discussed other holiday lets in the area and the lack of local amenities. The Committee noted that planning permission existed for the final phase of development, but that work had not yet begun. Concern was expressed that the application if granted could set a precedent for others to seek to vary the restrictive conditions on their properties. The lack of private open space was discussed as was the difficulty of considering one element of a development in isolation.

The motion was voted on and lost.

A motion to refuse planning permission was moved and seconded. In the debate that followed the Committee noted insufficient detail of a number of elements of the application including private amenity space, s106 agreement and details of the provision of council services including waste. Following advice from the legal officer, the motion was withdrawn.

Resolved:

To defer the application to allow officers to gather more information.

24 **Urgent Items**

There were no urgent items.

(Duration of meeting: 8.45 am)

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

This page is intentionally left blank

NORTHERN AREA PLANNING COMMITTEE

**DRAFT MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING
HELD ON 2 APRIL 2014 AT COUNCIL CHAMBER - COUNCIL OFFICES,
MONKTON PARK, CHIPPENHAM, SN15 1ER.**

Present:

Cllr Chuck Berry (Substitute), Cllr Bill Douglas, Cllr Mollie Groom, Cllr Chris Hurst,
Cllr Peter Hutton (Vice-Chair), Cllr Jacqui Lay (Substitute), Cllr Mark Packard,
Cllr Sheila Parker, Cllr Toby Sturgis and Cllr Philip Whalley

25 **Apologies**

Apologies were received from Cllr Trotman, Cllr Crisp and Cllr Killane.

Cllr Trotman was substituted by Cllr Berry and Cllr Crisp was substituted by Cllr Lay.

26 **Minutes of the previous Meeting**

The minutes of the meeting held on 12 March 2014 were presented.

Resolved:

Subject to amending the meeting times and the reason to refuse application 13/05388/FUL – 30 Stone Lane, Lydiard Millicent, to include reference to the garage; to approve as a true and correct record and sign the minutes.

27 **Declarations of Interest**

There were no declarations of interest.

28 **Chairman's Announcements**

The Chairman explained that application 13/00958/s73a – Oaksey Park, Lowfield Farm, Oaksey was withdrawn from the agenda. A report relating to the application had not been made publicly available because it was considered to contain personal and financially sensitive information. Following a request under the Freedom of Information Act, a redacted version of the report was made available. Following legal advice, the redacted report was published on the Wiltshire Council website, and the application was withdrawn to allow for consideration of the report.

29 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

30 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and attached to these minutes, in respect of applications **8** and **9** as listed in the agenda pack.

31 **13/00958 - ITEM WITHDRAWN - Oaksey Park, Lowfield farm, Oaksey, Wiltshire - ITEM WITHDRAWN**

Application 13/00958 – Oaksey Park, Lowfield Farm, Oaksey, Wiltshire was withdrawn from the agenda and was not considered by the Committee.

32 **13/05989 - Land opposite 21 Greenhill, Wootton Bassett, Wiltshire, SN4 8EH**

Jonathan Hearn and Mrs Phillips spoke in objection to the application.

Andy Wakeley Mr Patnaik and Cllr John Bennett spoke in support of the application.

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

She explained that the majority of the structures on the site would be demolished under the proposal. Much of the vegetation on the site was overgrown and there was a high hedge at the front of the site. Highways officers had objected to the development on the grounds of sustainability. The proposed development did not accord with planning policy and although fly tipping and anti-social behaviour occurred in the area, the officer did not believe that these provided sufficient reason to grant planning permission. She noted the late observations which were circulated at the meeting and were published as an agenda supplement.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that the site did not have brownhill status.

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

The local member Cllr Groom spoke in support of the application. She highlighted the problems with fly tipping in the area and noted that the application had received support from the Parish Council.

In the debate that followed the Committee discussed planning policy, and the lack of policy justification for the development. The Committee noted other disused agricultural land in Wiltshire, and the possibility that allowing the development could result in a floodgate of similar applications.

It was resolved to:

REFUSE planning permission for the following reasons:

- 1) The proposal is for a new dwelling in the countryside without special justification contrary to policies C3 and H4 of the North Wiltshire Local Plan 2011 and guidance given in 6 of The National Planning policy Framework 2012.**
- 2) The proposal, located remote from services, employment opportunities and being unlikely to be well served by public transport is contrary to key aims of local and national sustainable transport policy guidance which seeks to reduce growth in the length and number of motorised journeys. It is therefore contrary to policy C3 and the tenor and guidance given in National Planning Policy Framework 2012.**
- 3) The Council has been unable to secure a Section 106 Agreement in respect of financial contributions to upgrade Public Open Space in the area. The development is thus contrary to Policies H3 and CF3 of the adopted North Wiltshire Local Plan 2011.**

33 **13/06430/OUT - Hunting Villa Farm, Hunts Mill Road, Royal Wootton Bassett, Swindon, SN4 7FS**

Philippa Hussey, Richard Hussey and Cllr Chris Wannell spoke in support of the application.

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

She highlighted an error in the report, and confirmed that the site should be described as a dwelling in association with an equine enterprise. The site was contained within open fields, to the north of a flood zone. There was one single

mare on site, with a foal imminent which the applicant hoped would increase to three mares with offspring resulting in a total of 15 horses on site. There was no way to control the value of the stock and the application did not contain a financial plan to set out how the development could produce an agricultural wage.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that a bus service ran close to the site. It was also confirmed that the plan contained within the agenda was incorrect.

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

The local member Cllr Hurst spoke in support of the application. He noted the lack of local objection to the application, policies C4 and T1 of the Local plan and a number of services on site and in the local area including water, a BT connection and a bus service.

A motion to delegate to the Area Development Manager to grant planning permission subject to conditions was moved and seconded, voted on and lost.

In the debate that followed the Committee noted the lack of a financial plan, and the potential for the planning application to lead to other similar developments. The specialist nature of the industry was noted as was the shortage of horses available to compete.

It was resolved to:

REFUSE planning permission for the following reasons:

- 1) The application is for a new dwelling in the countryside without sufficient justification and is thus contrary to policies C3 and H4 of the North Wiltshire Local Plan 2011 and guidance contained in section 6 of the National Planning Policy Framework 2012.**
- 2) The proposal, located remote from services, and being unlikely to be well served by public transport, is contrary to the key aims of both National and Local Planning Policies which aim to encourage sustainable development. It is therefore contrary to policies C3 of North Wiltshire local Plan 2011 and the advice and tenor the guidance given in the National Planning policy Framework 2012 on promoting sustainable development.**

34 **Urgent Items**

There were no urgent items.

(Duration of meeting: 6.00 - 7.15 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

This page is intentionally left blank

NORTHERN AREA PLANNING COMMITTEE

**DRAFT MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING
HELD ON 23 APRIL 2014 AT COUNCIL CHAMBER - COUNCIL OFFICES,
MONKTON PARK, CHIPPENHAM, SN15 1ER.**

Present:

Cllr Christine Crisp, Cllr Chris Hurst, Cllr Simon Killane, Cllr Jacqui Lay (Substitute),
Cllr Mark Packard, Cllr Sheila Parker, Cllr Toby Sturgis, Cllr Anthony Trotman (Chairman)
and Cllr Philip Whalley

Also Present:

35 **Apologies**

Apologies were received from Cllr Douglas and Cllr Groom.

Cllr Groom was substituted by Cllr Lay.

36 **Minutes of the previous Meeting**

The minutes of the meeting held on 2 April 2014 were presented.

Resolved:

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

37 **Declarations of Interest**

There were no declarations of interest.

38 **Chairman's Announcements**

There were no Chairman's announcements.

39 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

40 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and later published as an agenda supplement, in respect of applications **6a** and **6e** as listed in the agenda pack.

41 **13.00958.S73A - Oaksey Park, Lowfield farm, Oaksey, Wiltshire**

With the approval of the Chairman, application 13/00958/S73A, Oaksey Park, Lowfield Farm, Oaksey, Wiltshire was considered first.

The Chairman explained that prior to the Committee meeting further evidence had been provided which needed to be considered, and as a result of this further evidence it was unsafe to debate the item.

It was resolved to;

Defer the application.

42 **12.03594 - Octavian, Eastlays, Gastard, Wiltshire, SN13 9PP**

Sheena Audrey, Peter Davis, Charlotte Dives and Cllr Rod Taylor spoke in objection to the application.

Ben Pearce spoke in support of the application.

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

The application was for the construction of a building for the storage of fine wine which was 6,200 square meters in total, and was on a site of 17 hectares. The building proposed was substantial in size, being a total of 132 meters long, 70 meters wide and 11 meters high. An extensive landscaping scheme was proposed. The landscaping officer had confirmed that the impact of the building would be limited to particular viewpoints.

The Committee had the opportunity to ask technical questions of officers and it was confirmed that a drainage scheme did not form part of the application. The structure would sit on the existing site level and some areas of the ground level would be raised.

Members of the public addressed the Committee as detailed above.

The local member, Cllr Tonge addressed the Committee and spoke in objection to the application, noting the mass of the structure, its location in the countryside and its impact on the landscape.

In the debate that followed the Committee noted the size of the structure, its rural setting and the potential for the site to result in further above ground developments.

It was resolved to;

Refuse planning permission for the following reason.

By reason of its scale, massing and external appearance, the proposed building would not respect the character and distinctiveness of the rural locality and landscape. As such, the proposed development would be contrary to the provisions of Policies C3 and NE15 of the adopted North Wiltshire Local Plan 2011.

43 **13.05668.VAR.SS - Bassett Down Golf Club, Hay Lane, Bassett Down, Swindon, SN4 9QP**

John Ingleson spoke in objection to the application.

Rob Dance spoke in support of the application.

The officer introduced the report which recommended that condition 13 to planning permission 09/00079/COU be varied.

The officer explained that although the site itself was in Wiltshire, the adjacent road was maintained by Swindon Borough Council. Planning permission to extend the site had been granted in 2009, and condition 13 of that permission had set a start and completion date for the importation of fill to the site, which subsequently expired in December 2013.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that 282,000 cubic meters of fill was required to complete construction. 192,000 cubic meters had been delivered. Approximately 141 HGV movements would occur from the site each day.

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

The local member, Cllr Groom was absent and Cllr Lay spoke on her behalf. She noted the condition of the adjacent road and questioned its suitability for use by HGVs.

It was resolved;

That planning permission be GRANTED subject to conditions imposed under 09/00079/COU together with minor amendments to wording of conditions so as to reflect the fact that development has already commenced, including conditions 03 (Ecology), 08 (hours of operation), 12 (duration of construction phase) and additional condition 14 (survey of highway damage), to read as follows :

- 1) 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.

- 2) Development shall take place in complete accordance with the approved surface water drainage scheme for the site (prepared by DJP Consulting Engineers, April 2009), which was based on sustainable drainage principles and an assessment of the hydrological and hydrogeological context of the development. In particular, run off from the site following development to not exceed Greenfield rates calculated on page 2 of the letter from DJP Structural and Civil Engineers dated 21 October 2009**

Reason: To prevent the increased risk of flooding, to improve and protect water quality, improve habitat and amenity and ensure future maintenance of these.

- 3) Within 3 months of the date of this planning permission, an updated Landscape and Ecological Management Plan, including long-term design objectives, management responsibilities and maintenance schedules for all landscaped areas shall be submitted to and approved in writing by the Local Planning authority. The Landscape Management Plan shall be carried out as approved and any subsequent variations shall be agreed in writing by the Local Planning authority. The Scheme shall include the following elements:**

- a) design details of all water features to ensure they are designed to maximise the benefits for biodiversity. Lakes should have significant areas of shallows and be planted with native wetland plants
- b) suitably sized buffer strips of vegetation left between the water features and the main fairways. These strips should be left to develop with limited management. They will provide protection for the water features from intensive management such as fertilise spraying
- c) drainage channels and SUDS should be designed to maximise their benefits for biodiversity
- d) chemical treatments for green/fairways should be limited and sufficient distances from water features, should always be maintained during these operations to prevent them being impacted by direct application or spray drift.

Reason: To ensure protection of wildlife and supporting habitat and secure opportunities for the enhancement of the nature conservation value of the site in line with national planning policy

- 4) The development hereby permitted shall be carried out in complete accordance with the approved Construction and Environmental Management Plan (prepared by MJ Church, dated 13th July 2011).

Reason: To minimise the impact on construction vehicles on Junction 16 of the M4

- 5) The importation of inert fill to the site shall take place in complete accordance with the Environmental Permit (permit number: EPR/AB3804CL), which transferred to the current operator (Earthline) by the Environment Agency on 13th October 2013.

Reason: To safeguard the amenities of local residents and the wider environment during the construction phase.

- 6) No materials other than inert waste and topsoil shall be imported into and deposited on the site.

Reason: To control the type of waste imported.

- 7) There shall be no screening or processing of inert waste material on the site at any time.

Reason: To safeguard the amenities of local residents and the wider environment during the construction phase.

- 8) No operations relating the formation of the course, including HGVs entering and leaving the site, shall take place except between the following times:**

07.30 – 17.00 Mondays to Fridays

No operations related to the formation of the course shall take place on Saturdays, Sundays, Bank or Public Holidays.

Reason: To safeguard the amenities of local residents and the wider environment during the construction phase.

- 9) All vehicles, plant and machinery operated within the site shall be maintained in accordance with the manufacturer's specification at all times and shall be fitted with, and use, effective silencers. No reversing beepers or other means of warning of reversing vehicles shall be fixed to, or used on, any mobile site plant other than white noise alarms or beepers where noise levels adjust automatically to surrounding noise levels.**

Reason: To safeguard the amenities of local residents and the wider environment during the construction phase.

- 10) During the permitted working hours the freefield equivalent continuous noise level (LAeq, 1 hour) for the period due to normal waste importing and depositing operations shall not exceed 55dB as recorded at the boundary of any inhabited property.**

Reason: To safeguard the amenities of local residents and the wider environment during the construction phase

- 11) The deposit of waste and all earthworks required to form the approved development shall be completed no later than 31st December 2016. Within a period of a further 12 months (i) all plant and machinery shall be removed from the site (except which the local planning authority agrees in writing is required for future maintenance of the site); and (ii) the temporary access road shall be closed and the restored in accordance with a scheme first submitted to and approved in writing by the Local Planning Authority.**

Reason: To enable the Council to control the development and monitor the site to ensure compliance with the planning permission.

12) In complete accordance with the submitted details, no more than 141 heavy goods vehicle movements to and from the site shall occur on any working day.

Reason: To limit the volumes of traffic in the interests of the amenity of residents on and near the approaches to the site.

13) Within 2 months of the date of this planning permission, a photographic survey of Hay Lane between the M4 junction and the site entrance shall be carried out. Upon completion of the construction phases, a post construction survey shall be carried out at the same locations. Details and results of both before and after survey shall have been submitted to the Local Planning Authority (who will liaise with Swindon Borough Council as the Highway Authority) within 3 months of the first use or occupation of the development. Those submitted details and results shall be accompanied by a plan and timing schedule for the repair of any damage identified and attributable to the construction of the development, to be carried out at the expense of the applicant, which shall have been agreed in writing with the Local Planning Authority beforehand.

Reason: So as to secure a scheme for the repair of the public highway following completion of substantive construction works.

44 13.06672 - 56 New Road, Chippenham, SN15 1ES

Mark Willis and Tony Gill spoke in support of the application.

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

He explained that the application was for the change of a retail unit into a gym. The proposal included an extension to the side and to the rear of the property and an alteration to the building frontage. The application included a noise assessment.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that further planning permission would be required for the installation of air conditioning units. The opening hours were not restricted through conditions. Environmental Health officers had not raised any concerns regarding noise levels. Although the building concerned was not listed, others in the vicinity were.

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

The local member, Cllr Caswell spoke in objection to the application. He noted that the proposed extension would create a unified frontage with the listed buildings adjacent to the site and that the fire escape had been moved as part of the proposal.

In the debate that followed the Committee noted the increased number of service businesses in the vicinity and the potential for the development to assist the night-time economy.

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 & Country Planning Act 1990 as amended by the Planning & Compulsory Purchase Act 2004.

- 2. No development shall commence on site until details of the formal noise assessment as required by the Environmental Health Officer email dated 06.02.2014 and mitigation measures (if any) have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details and decibel rating.**

REASON: In order to prevent loss of amenity to the flats through the noise and to ensure the viability of the business from unnecessary enforcement action from Public Protection.

- 3. No development shall commence on site until details of the materials to be used for the external walls and roof 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 this part of the Conservation Area and adjacent Listed Buildings.

- 4. The following plans and documents were taken into account in the consideration of the application:**

Dwg No: 2472/01 Various 06.12.2013	Dated
Dwg No: 2472/02A Plans and elevations as existing 13.12.2013	
Part Superseded Dwg No: 2472/03A Plans & elevations as proposed 13.12.2013	
Revised Dwg No: SK.01 New shop front with two glazing bars 06.02.2014	
Additional Information on Ceiling Treatments 21.03.2014	

INFORMATIVES TO THE APPLICANT:-

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 of 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 it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 2006.

2. This permission does not permit the display of any advertisements which require consent under the Town

45 **13.07226 - 9 Gaston Lane, Sherston, Wiltshire, SN16 0LY**

Mike Moss spoke in objection to the application.

Gina Butler 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 a s106 agreement and conditions.

Outline approval for the construction a building on the site was previously granted, and the application before the Committee included slight amendments to the original plans.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that any external building materials would be subject to approval.

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

The local member, Cllr Thomson spoke in support of the application. He noted the need to minimise disruption to local residents and to improve the quality of the final build. He highlighted the need for an agreed finished floor level, a condition survey on the site lane and the need to ensure that a fire hydrant close to the site was clearly painted and left serviceable.

In the debate that followed the Committee noted the importance of achieving a high quality finish, the need to control deliveries to the site and to ensure that the garage was used for parking a vehicle.

It was resolved to;

DELEGATE to Area Development Manager for APPROVAL subject to the applicant entering into a legal agreement under S.106 of the Town and Country Planning Act 1990 in respect of the provision of a financial contribution towards public open space and affordable housing, as required by policies CF3 and H6 of the adopted North Wiltshire Local Plan 2011 and 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 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. finished levels and contours;**
 - e. means of enclosure;**
 - f. car park layouts;**
 - g. all hard and soft surfacing materials;**

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

- 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 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.

- 4) No development shall commence on site until details of the finished floor levels and maximum height of the dwelling have been submitted to and agreed in writing by the local planning authority. Development shall be carried out in accordance with the agreed finished floor levels.**

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

- 5) Notwithstanding the submitted plans the front (North-East) and rear (south-west) elevations shall be constructed using natural stone and shall not be rendered. No development shall commence on site until details and samples of the natural stone to be used have been made available and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**
- 6) No development shall commence on site until details and samples of the materials to be used for the external 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.

- 7) 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, 'Proposed Site Plan' 3909/53 Rev B. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

- 8) No development shall commence on site until visibility splays have been provided in accordance with the approved plan 'Proposed Site Plan' 3909/53 Rev B with the wall reduced in height to 1 metre for 3 metres either side of the access as demonstrated. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 1 metre above the level of the adjacent carriageway.

REASON: In the interests of highway safety.

- 9) 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 hereby permitted shall not be converted to habitable accommodation and shall be available to be used as a parking space at all times.

REASON: To secure the retention of adequate parking provision, in the interests of highway safety.

- 10) 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.

- 11) 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), no habitable room windows, doors or other form of openings other than those shown on the approved plans, shall be inserted in the north west or south west elevations at first floor level of the development hereby permitted.

REASON: In the interests of residential amenity and privacy.

12) Before the development hereby permitted is first occupied the first floor hallway window in the north west elevation shall be glazed with obscure glass only and the windows shall be permanently maintained with obscure glazing in perpetuity.

REASON: In the interests of residential amenity and privacy.

13) A pre-commencement site meeting shall be held and attended by the developer's arboricultural consultant, the designated site foreman and a representative from the Local Authority to discuss details of the proposed work and working procedures prior to any demolition, site clearance and any development. Subsequently and until the completion of all site works, site visits should be carried out on a monthly basis by the developer's arboricultural consultant. A report detailing the results and any necessary remedial works undertaken or required shall be submitted to and approved in writing by the Local Planning Authority. Any approved remedial works shall subsequently be carried out under strict supervision by the arboricultural consultant following that approval.

REASON: In order that the Local Planning Authority may be satisfied that the trees to be retained on site will not be damaged during the construction works and to ensure that as far as possible the work is carried out in accordance with best practice.

14) 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) measures to control the emission of dust and dirt during construction;**
- e) measures to ensure that the condition of Gastons Lane is**

monitored and any damage attributable to construction activity is repaired – measures should include a survey of the highway prior to commencement of development and following completion of the development and measures to address any identified issues.

- f) hours of construction - to avoid undue disturbance to neighbouring residents in the early mornings, evenings or at weekends/and bankholidays, (including deliveries which should be restricted to not before 09:30 or after 15:00 on any weekday;

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.

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

- 3909/53 Rev B (Proposed site plan)
- 3909/51 Rev B (Proposed floor plans & elevations)
- 3909/54 (Proposed floor plan & elevations of garage)
- 3909/02 (Site location)

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

INFORMATIVES TO APPLICANT:

The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.

Please be advised that nothing in this permission shall authorise the diversion, obstruction, or stopping up of any right of way.

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.

Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.

Any alterations to the 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.

The applicant should note that there is a fire hydrant close to the site and that it should remain accessible and serviceable at all times.

46 **Urgent Items**

There were no urgent items.

(Duration of meeting: 6.00 - 8.25 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

This page is intentionally left blank

EASTERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 20 FEBRUARY 2014 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 Nick Fogg MBE, Cllr Richard Gamble, Cllr Charles Howard (Chairman), Cllr Jerry Kunkler and Cllr Paul Oatway

Also Present:

Cllr Stuart Wheeler

1. Apologies for Absence

There were no apologies received.

2. Minutes of the Previous Meeting

The Minutes of the previous meeting held 5 December 2013 were presented. It was;

Resolved:

To approve and sign the minutes of the meeting held 5 December 2013, as a true and accurate record.

3. Declarations of Interest

There were no declarations of interest.

4. Chairman's Announcements

The Chairman outlined the procedures for the meeting. There were no further announcements

5. Public Participation and Councillors' Questions

The Chairman outlined the procedure for public participation. No questions had been submitted from the public or Councillors.

6. Rights of Way Items

7. The Wiltshire Council Collingbourne Kingston 1B (part) & 33 and Chute 3 (part) Rights of Way Modification Order 2013

Public Participation

No members of the public registered to speak on this application.

Sally Madgwick, Rights of Way Officer (RWO), outlined the officer's report which recommended the Modification Order be forwarded to the Secretary of State for Environment, Food and Rural Affairs for determination with the recommendation that the Order be confirmed as made.

The RWO outlined the description of the existing route and the proposed changes, focusing in particular on the classification of the route as a restricted by-way. The RWO stated that the application must be considered by the inspectorate even if there is only a single anonymous objection. The RWO proceeded to outline the evidence in support and objection to the order, and detailed the implications of the order with regard to economic and environmental impact.

Members were presented with an opportunity to ask technical question for the application and these focused on the use of the lane as a restricted by-way and limitations on motor traffic users. Questions on access for other land owners were asked and clarification sought on the nature and relevance of the objections received.

Members of the public were given the opportunity to address the Committee as detailed above.

Cllr Howard spoke as the local member for the application and spoke in support of the Officers recommendation.

The Committee then entered debate on the order, and raised the possibility of the land owner installing bollards to limit the usage of the restricted by-way. It was confirmed that this would not be lawful given the current legislation, but that proposals to change the law may allow for the installation of a cattle gate. The Committee decided against amending the recommendation with any conditions and, at the end of the debate, the Committee:

Resolved:

To forward the Wiltshire Council Collingbourne Kingston 1B (part) & 33 and Chute 3 (part) Rights of Way Modification Order to the Secretary of State for Environment, Food and Rural Affairs for determination, with the recommendation that the Order be confirmed as made.

To place on record the commendation of the Rights of Way Team for their work in producing such a substantial report.

8. Planning Applications

9. 13/06529/OUT - Land East of High Street Burbage Wilts

Public Participation

Mr Glen Godwin spoke in support of the application.

Mr Steve Colling Burbage Parish Council, spoke in support of the application.

Local member Cllr Stuart Wheeler spoke in support of the application.

The Area Development Manager outlined the report which recommended the application be granted planning permission. The Area Development Manager outlined the late item that had been received which detailed late representations received from the applicant. The Area Development Manager outlined the details of the site, noting that the site comprised of an L-shaped parcel of land approximately 2.5h in size with the High Street located on its western side, and that part of the proposed development was situated outside of the Burbage specified limits of development. The Area Development Manager also outlined existing access routes across the site including a footpath running north to south.

The key planning policy considerations were noted as being: Kennet Local Plan 2011: HC26 Housing in the countryside and HC34: Recreation provision on large developments. Policy NR7 states that where developments are outside the Limits of Development, the council will seek to protect and enhance the character and quality of the environment. The Committee also gave weight to the emerging Core Strategy although this was not formally considered in the decision as the document is yet to be formally adopted by the council.

The Area Development Manager outlined the consultations that had been undertaken, and noted that no objections had been received. As a result of discussions with consultees and the Parish Council, the applicant had agreed to reduce the number of dwellings on the site.

The Committee were then invited to ask technical questions of the application. Particular focus was afforded to the impact of the development on the highstreet

and the impact of increased traffic flow as a result of the proposed development.

Members of the public (above) were then invited to speak on the application.

Local Member Cllr Stuart Wheeler spoke in support of the application stating that the area has been unkempt for a long time and that it was the most suitable place for additional housing to be built within the village. Cllr Wheeler stated the importance of affordable homes with good access, and it was clarified that 40% of the dwellings would be classified affordable housing, and would not negatively impact on the high street. Cllr Wheeler noted the importance of a section 106 agreement in providing the necessary contributions that would be required as a result of any development to the site.

Members then entered into debate on the application, and the main concerns were summarised as being: the traffic increase and developer contributions to the local school under a s106 agreement to enable the village to accommodate the increase in numbers.

Resolved:

To GRANT planning permission for the application subject to the completion of a Section 106 and/or other legal agreement to secure:

- 1) 40% affordable housing;**
- 2) Educational Contributions;**
- 3) Open space contributions;**
- 4) Transfer of land and associated maintenance payment around Seymour Pond to Parish Council.**

And subject to the following conditions:

- 1 The development hereby permitted shall be begun either before the expiration of three years from the date of this permission, or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.**

REASON: To comply with the provisions of Section 92 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 of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:**

- (a) The scale of the development;**
- (b) The layout of the development;**
- (c) The external appearance of the development;**
- (d) The landscaping of the site;**

The development shall be carried out in accordance with the approved details.

REASON: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 3(1) of the Town and Country Planning (General Development Procedure) Order 1995.

- 3** An application for the approval of all of the reserved matters shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990.

- 4** **INFORMATIVE TO APPLICANT:**
This permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 and dated the [INSERT].

- 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 buildings 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 development shall commence on site until details of the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, visibility splays, accesses, carriageway gradients,

drive gradients, car parking and street furniture, including the timetable for provision of such works, have been submitted to and approved by the Local Planning Authority. The development shall not be first occupied until the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, visibility splays, accesses, carriageway gradients, drive gradients, 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.

REASON: To ensure that the roads are laid out and constructed in a satisfactory manner.

- 7 No part of the development shall be first brought into use until the visibility splays shown on the approved plans have been provided with no obstruction to visibility at or above a height of 500mm 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

- 8 No dwelling on the development hereby approved shall be occupied until sufficient space for the parking of vehicles, in accordance with current standards, together with a vehicular access thereto, has been provided in accordance with details submitted to and approved in writing by the Local Planning Authority. The said spaces shall not be used other than for the parking of vehicles or for the purpose of access.

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

- 9 No development shall commence on site until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses has been carried out and all of the following steps have been complied with to the satisfaction of the Local Planning Authority:

Step (i) A written report has been submitted to and approved by the Local Planning Authority which shall include details of the previous uses of the site for at least the last 100 years and a description of the current condition of the site with regard to any activities that may have caused contamination. The report shall confirm whether or not it is likely that contamination may be present on the site.

Step (ii) If the above report indicates that contamination may be present on or under the site, or if evidence of contamination is found,

a more detailed site investigation and risk assessment has been carried out in accordance with DEFRA and Environment Agency's "Model Procedures for the Management of Land Contamination CLR11" and other authoritative guidance and a report detailing the site investigation and risk assessment shall be submitted to and approved in writing by the Local Planning Authority.

Step (iii) If the report submitted pursuant to step (i) or (ii) indicates that remedial works are required, full details have been submitted to the Local Planning Authority and approved in writing and thereafter implemented prior to the commencement of the development or in accordance with a timetable that has been agreed in writing by the Local Planning Authority as part of the approved remediation scheme. On completion of any required remedial works the applicant shall provide written confirmation to the Local Planning Authority that the works have been completed in accordance with the agreed remediation strategy.

REASON: To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

- 10 No development shall commence until a foul water drainage strategy has been submitted to and approved in writing by the local planning authority. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed.

REASON: To ensure that proper provision is made for sewerage of the site and that the development does not increase the risk of sewer flooding to downstream property.

- 11 No development shall commence until a surface water drainage scheme for the site, based on sustainable drainage principles and an assessment of the hydrological and hydrogeological context of the development, in accordance with the Flood Risk Assessment (PFA Consulting, Ref: P576, dated 22/08/2013), has been submitted to and approved in writing by the local planning authority. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed. The scheme shall also include details of how the scheme shall be maintained and managed after completion.

REASON: To prevent the increased risk of flooding and ensure future maintenance of the surface water drainage system.

- 12 No development approved by this permission shall be commenced until a Construction Environmental Management Plan, incorporating

pollution prevention measures, has been submitted to and approved by the Local Planning Authority. The plan shall subsequently be implemented in accordance with the approved details and agreed timetable.

REASON: To prevent pollution of the water environment.

- 13 No development approved by this permission shall commence until a scheme for water efficiency has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented in accordance with the agreed details.**

REASON: In the interests of sustainable development and prudent use of natural resources.

- 14 INFORMATIVE TO APPLICANT:
An appropriate submitted scheme to discharge the above condition will include a water usage calculator showing how the development will aim not to exceed a usage level of 105 litres per person per day.**

- 15 INFORMATIVE TO APPLICANT:
There should be no interruption to the surface water drainage system of the surrounding land as a result of the operations on the site. Provisions should be made to ensure that all existing drainage systems continue to operate effectively.**

- 16 INFORMATIVE TO APPLICANT:
Safeguards should be implemented during the construction phase to minimise the risks of pollution from the development. Such safeguards should cover:
- the use of plant and machinery
- oils/chemicals and materials
- the use and routing of heavy plant and vehicles
- the location and form of work and storage areas and compounds
- the control and removal of spoil and wastes.
The applicant should refer to the Environment Agency's Pollution Prevention Guidelines at:
<http://www.environment-agency.gov.uk/business/topics/pollution/39083.aspx>.**

- 17 INFORMATIVE TO APPLICANT: The reserved matters application should be accompanied by updated ecological survey reports, a site drawing showing ecological enhancement features and an ecological management plan.**

- 18 The development hereby permitted shall be carried out in accordance with the following approved plans: P.0796_04, P.0796_07C and P576/2A**

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

9.a 13/05630/FUL - Fiddlers Cottage, Urchfont, SN10 4RG (THIS APPLICATION HAS NOW BEEN WITHDRAWN)

This application was withdrawn by the applicant.

10. 13/05650/LBC - Fiddlers Cottage Urchfont SN10 4RG (THIS APPLICATION HAS NOW BEEN WITHDRAWN)

This application was withdrawn by the applicant.

11. Planning Enforcement Update - Untidy site at Rum Jungle, Snails Lane, Devizes, Wiltshire SN10 1DB

The Area Development Manager outlined the Planning Enforcement report which provided a summary of enforcement action taken on Rum Jungle, Snails Lane, Devizes. Members commented on the good work of the Enforcement Team, and it was noted that a local land charge has been put on the land in order to recover the costs incurred when the site is sold in future.

Resolved:

To note the report from the Planning Enforcement Team.

12. Urgent items

There were no urgent items.

(Duration of meeting: 6.00 - 6.45 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

This page is intentionally left blank

EASTERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 3 APRIL 2014 IN THE WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

Cllr Mark Connolly (Vice-Chair), Cllr Stewart Dobson, Cllr Nick Fogg MBE, Cllr Richard Gamble, Cllr Charles Howard (Chairman), Cllr Jerry Kunkler, Cllr Paul Oatway and Cllr Christopher Williams (Substitute)

Also Present:

Cllr Stuart Wheeler

13. Apologies for Absence

Apologies were received from:

Cllr Evans

Cllr Williams was present as a substitute.

14. Minutes of the Previous Meeting

The minutes of the previous meeting held on 20 February 2014 were presented. It was;

Resolved

To approve and sign the minutes of the meeting held on 20 February 2014, as a true and accurate record.

15. Declarations of Interest

There were no declarations of interest.

16. Chairman's Announcements

The chairman outlined the procedures for the meeting. There were no further announcements.

17. **Public Participation and Councillors' Questions**

The Chairman outlined the procedure for public participation. No questions had been submitted from the public or Councillors.

18. **Alton Village Design Statement**

Public Participation

No members of the public registered to speak on this application.

Mike Wilmott, Area Development Manager, outlined the officer's report which recommended that the Village Design Statement (VDS) for The Altons be approved as a material consideration for the purposes of development management.

The VDS outlined the characteristics of the village and the surrounding countryside focusing on the landscape setting, shape of the settlement and the nature of the buildings noting that the VDS had been carried out according to Wiltshire Council's Village Design Statement Protocol.

There were no technical questions.

The members entered into debate focusing mainly on the amount of work put into the VDS.

It was;

Resolved

To APPROVE The Alton Village Design Statement as a material consideration for the purposes of development management.

19. **Rights of Way Items**

Public Participation

Mr Bernie Gribble spoke in objection to the application.

Mr Colin Philips spoke in objection to the application.

Sally Johnson spoke in support of the application.

Mr Michael Wood spoke in support of the application.

Mr Tony Prior spoke in support of the application.

Mr Peter Gallagher spoke on behalf of the Ramblers Association in support of the application.

Local Member Cllr Sheppard spoke in objection to the application.

Sally Madgwick, Rights of Way officer (RWO), outlined the officer's report which recommended the Wiltshire Council Parish of Baydon Path 2 (part) and Path 11 (part) Diversion Order and Definitive Map Modification Order 2013 is sent to the Secretary of State for Environment, Food and Rural Affairs and that Wiltshire Council takes a neutral stance in the proceedings.

The RWO outlined the description of the existing routes and the proposed changes highlighted on page 12 of the agenda, focusing in particular on the planned development that would obstruct the paths, which had been granted planning permission. The applicant had supplied an alternative route and agreed to pay costs relating to the order. The RWO stated that the application must be considered by the inspectorate. The RWO proceeded to outline the evidence in support and objection to the order, and detailed the implications of the order with regard to the width of the new path and the surface area.

No technical questions were asked.

Members of the public were given the opportunity to address the Committee as detailed above.

The meeting was adjourned for 2 minutes whilst the Chairman consulted with Mr Neil Weeks, the legal representative from Wiltshire Council.

Cllr Sheppard spoke as the local member for the application and spoke in support of the Officers recommendation. Cllr Sheppard supported the new route and noted the old route was dangerous for horse riders especially in winter.

The RWO responded to comments made by the public on the obstruction of Baydon path 11, noting that the applicant had made an application to divert the route from the obstruction but the two applications had to be handled separately with the planning application taking priority, as such the current application had to be taken first.

The Committee then entered debate on the order which focused on the Baydon 11 path obstruction. The committee asked if the two applications could be submitted to the Secretary of State together. The RWO advised the committee that the law does not allow two applications at a time as each application has to stand wholly on their own.

A suggestion was made that the community get together to discuss the problem and create a statement of common grounds. The committee was advised that that would delay the process meaning the application would have to come back to the committee. It would be quicker to go to the Secretary of State and have a community meeting in the mean time, at the end of the debate, the Committee:

Resolved

To forward the Wiltshire Council Parish of Baydon Path2 (part) and Path 11 (part) Diversion Order and Definitive Map Modification Order 2013 to the Secretary of State for Environment, Food and Rural Affairs for determination, with the recommendation that Wiltshire Council takes a neutral stance.

20. **Planning Applications**

The committee considered the following applications.

21. **13/03736/FUL - Fernbank, Chimney Lane, Honeystreet, Pewsey, Wiltshire, Sn9 5PS**

Public Participation

Mr David Couison spoke in objection to the application.

Elizabeth Kellett spoke in objection to the application.

Mr Charles Reiss spoke in objection to the application.

Mr Richard Cosker spoke in support of the application.

Mr Hepworth, Alton Parish Council, spoke in objection to the application.

Local Member Cllr Oatway spoke in objection to the application.

The Planning Officer outlined the report which recommended the application be granted planning permission with conditions. The Planning officer outlined the details of the site, noting access to the development would be via a narrow lane although highways had not objected to the application..

The new proposal would be to demolish the existing 2 dwellings and replace by the erection of three dwellings and associated works

The key planning policy considerations were noted as being:

The National Planning Policy Framework chapters; 6 – Delivering a wide choice of high quality homes, 7 – requiring good design, 11 – conserving and enhancing the natural environment, 12 – conserving and enhancing the historic environment.

The Kennet Local Plan 2011: PD1, NR4, HC5, HC6, HC24, NR6 and NR7.

The emerging Core Strategy was also referred too although this is still at an emerging stage and therefore only carries limited weight.

The Planning Officer outlined the consultations that had been undertaken noting that 22 objections had been received. Concerns from environmental health in regards to the noise from the saw-mill opposite could, in the view of the officer, be resolved, with conditions attached to the application.

The committee were then invited to ask technical questions on the application. The main focus of which was based on the adequacy of the environmental measures relating to the noise.

Members of the public (above) were then invited to speak on the application during which there was a 5minute adjournment due to the rain making the speakers hard to hear.

Local Member Cllr Oatway spoke in objection to the application noting that the design was out of keeping with the area of outstanding beauty and that there had been many objections and no support from the local area. Cllr Oatway mentioned that if the application was an appropriate development then there would be support.

Members then entered into debate on the application, and the main concerns were summarised as being: The impact on the character and appearance of the area and the need for the developers to speak with the community and the parish council to agree a suitable development and, at the end of the debate, the Committee:

Resolved

To REFUSE planning permission for the following reasons:

The proposed development would be incongruous with the village of Honeystreet in terms of its scale, design, character and massing and would consequently be contrary to Policies PD1 and HC24 of the adopted Kennet Local Plan 2011, Chapter 7 of the National Planning Policy Framework with particular regard to paragraphs 58, 60, 61 and 64 and the Honeystreet Village Design Statement.

22. 13/07057/FUL - Homesteads Rivar Road Shalbourne Marlborough SN8 3QE

Public Participation

Mr Philip Newton spoke in support of the application.

Mr George Lewis spoke in support of the application.

Mr Mike Lockhart, Shalbourne Parish Council, spoke in support of the application.

Local Member Cllr Wheeler spoke in support of the application.

The Area Development Manager outlined the report which recommended the application be refused planning permission for a single storey extension and replacement garage. The Area Development Manager outlined the details of the

proposal noting that it was similar to a previous application which had been refused by the committee. The Homestead is a grade 2 listed building located in the conservation area of Shalbourne village. The site is also located within the North Wessex Downs Area of Outstanding Natural Beauty.

The key planning policy considerations were noted as being:

The Kennet Local Plan 2011: policy PD1 – General development principles.

The Planning (Listed Building and Conservation Areas) Act with regards to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.

Section 72 of the Planning (Listed Building and Conservation Areas) Act with special regard to the desirability of preserving or enhancing the character or appearance of the conservation area.

Planning Policy Statement 5 – Practice guide.

The Shalbourne Conservation Area Statement.

The emerging Core Strategy was also referred to although this is still at an emerging stage and therefore only carries limited weight. The Area Development Manager outlined the consultations that had been undertaken noting that there had been no objections.

The committee were then invited to ask technical questions on the application which focused on whether planning permission for the previous extension had been granted before or after being given listed status. It was noted that the extension was granted after being listed.

Members of the public (above) were then invited to speak on the application.

Local Member Cllr Stuart Wheeler spoke in support of the application stating that the new extension had a natural look and the development would benefit the local community as the dwelling would become a suitable family home. Cllr Wheeler also noted that adding extensions to listed buildings can add to their history.

The Area Development Manager commented stating that the dwelling had already been allowed an extension and another of this scale would be too much. The reason the property is listed is because of its national importance not just a local importance.

Members then entered into debate on the application and the main concerns were summarised as being the lack of change from the original application, the over powering of the new extension on the original house and the affect this would have on its history and listed status. Arguments were made quoting the

English Heritage Conservation Principles, Policy and Guidance document stating that the consequence of not undertaking periodic renewal is normally more extensive loss of both fabric and heritage values. The replacement garage was discussed noting this would provide a third bedroom for the property making it a family home.

Resolved

To REFUSE planning application for a single storey extension and replacement garage for the reasons below

The scale of the proposed extension in relation to the original dwelling and the deviation away from the established plan form would harm the character and setting of the listed building and diminish its significance as a designated heritage asset. The extension would also fail to preserve the character or appearance of the conservation area. As such, the proposal is contrary to government policy contained within Section 12 of the NPPF, guidance contained in the PPS5 Practice Guide, policy PD1 of the adopted Kennet Local Plan 2011 and supplementary planning guidance contained in the Shalbourne Conservation Area Statement.

23. 13/07058/LBC - Homesteads Rivar Road Shalbourne Marlborough SN8 3QE

This was a counterpart application to 14/07057/FUL item number 22.

The Area Development Manager outlined the report which recommended the application be refused listed building consent. The listed building considerations were similar to those set out in the report for the accompanying planning application.

Resolved

To REFUSE listed building consent for the following reasons:

The scale of the extension in relation to the original dwelling and the deviation away from the established plan form would harm the character and setting of the listed building and diminish its significance as a designated heritage asset. As such, the proposal is contrary to government policy contained within Section 12 of the NPPF and guidance contained in the PPS5 Practice Guide.

24. Urgent items

There were no urgent items.

(Duration of meeting: 6.00 - 8.40 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

Press enquiries to Communications, direct line (01225) 713114/ 713115

SOUTHERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 20 MARCH 2014 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Richard Britton, Cllr Richard Clewer, Cllr Brian Dalton, Cllr Christopher Devine (Vice-Chair), Cllr Jose Green, Cllr George Jeans, Cllr Mike Hewitt, Cllr Ian McLennan, Cllr Ian Tomes and Cllr Fred Westmoreland (Chairman)

26 Apologies for Absence

No apologies for absence were received.

27 Minutes

The minutes of the meeting held on 6 February 2014 were presented.

Resolved:

The minutes were approved as a correct record of the meeting and signed by the Chairman.

28 Declarations of Interest

There were no declarations.

29 Chairman's Announcements

The Chairman raised the suggestion of an earlier start time for the future consideration of the Committee.

30 Public Participation and Councillors' Questions

The committee noted the rules on public participation.

31 Planning Appeals

The committee received details of the appeal decisions as detailed in the agenda.

Members discussed the growing need for gypsy sites in the south of Wiltshire. The Committee raised concern that the Development Plan Document (DPD) had not been produced yet and this is resulting in planning appeals. The Committee intends to raise the profile of this issue.

The dismissal of the appeal at Hillbilly Acre, Claredon was noted. An update by enforcement officers is to be provided at the next meeting.

32 **Planning Applications**

33 **13/4728/OUT - Land adjacent 1 Longhedge Cottages, Longhedge, Salisbury, SP4 6BP**

The planning officer presented the report to the Committee which recommended approval to be granted and circulated an item of late correspondence to be included on the council website with the agenda.

Members discussed the footpath on the parish boundary and clarification was sought over surrounding buildings on the site. In response to Committee questions, the planning officer confirmed that most of the surrounding buildings were light industrial and should not cause an issue with residential developments.

A potential restriction on the number of houses that could be constructed was discussed. In response, it was stated by the planning officer that Members would be agreeing to the access arrangements and the four dwellings only.

The access to the four dwellings was discussed by Members. It was stated by the planning officer that Highways would object to any additional accesses being added.

The level of screening required in this rural area was also raised. Concern was raised over the visibility of the four dwellings and also the development of a footpath that could be detrimental to the rural landscape. In response to these concerns, was stated that hedges cannot be used to screen two storey houses. There was little room remaining after the development of the dwellings, parking and the access road.

The significant development of the adjoining Longhedge site was also discussed. It was stated that the area was about to become a very urban development and it was queried whether a restriction could be put on this application until a roundabout has been built as part of the Longhedge development. In response, it was stated that the decision on the current application could not be made dependent on the accounts of a third party.

Concern was raised that if Longhedge was not developed then this would have been four dwellings approved in the open countryside, rather than next to another development.

The local member, Cllr Ian McLennan, spoke in objection to the application.

At the conclusion of debate, it was,

Resolved:

That the application be refused for the following reason:

The proposed dwellings would be located on a site which is currently located in the open countryside, and is not specifically allocated for housing development in the South Wiltshire Core Strategy or the draft Wiltshire Core Strategy. The adjacent A345 road onto to which the dwellings would have a vehicular access is a very busy arterial road between Salisbury and Amesbury, where traffic speeds are very high. A large area of land immediately adjacent the site has been allocated for a significant mixed development within the development plan, and planning permission has been granted. A new highway arrangement has been proposed as part of the adjacent development, which will help improve highway safety and reduce traffic speeds.

However, this adjacent permission is in outline form and development has yet to commence. Consequently, at the current time, the surrounding land remains of a rural character, and it may be some time before the land is actually developed, including the provision of a roundabout. As a result, there is no certainty that the final development will resemble the layout currently envisaged or that the future developments would not conflict.

Consequently, due to the lack of certainty that the development of the area would occur as currently envisaged, it is considered that the scheme would be likely to result in housing development within the open countryside also result in additional traffic generation onto a busy arterial road to the detriment of highway safety, contrary to policies CP6, C2, C7, H23 & G2 of the adopted South Wiltshire Core Strategy.

34 **13/02520/FUL - The White Hart, 1 Dean Lane, Whiteparish, Wiltshire, SP5 2RG**

Public Participation

Mr Peter Stone, Whiteparish Parish Council, spoke in objection to the application.

The planning officer presented a report to the Committee which recommended that the application be approved.

Members then had the opportunity to ask technical questions of the officer. Concern was raised over the narrow access to the site and failure to meet parking standards and potential worsening congestion.

It was stated that parking standards should be enforced and that parking on the road would not be suitable.

Members of the public then had the opportunity to present their views to the Committee, as detailed above

The Local member, Cllr Richard Britton, then spoke in support of the application.

A debate followed where clarification over the speed limit in the area was sought, and there was discussion over the suitability of parking on the road and the need for appropriate parking standards to be enforced.

Resolved:

That the application be approved 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 first occupied until the first five metres of the access to the west of the dwelling, 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.

3. The development hereby permitted shall be carried out in accordance with the following approved plans: parking layout, site location plan, design and access statement, DRG No. 13061/1, 13061/2 received 6/8/14.

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

Cllr Richard Britton requested that his vote against the motion to approve permission be recorded.

As he had arrived late to the meeting and missed part of the report process, Cllr George Jeans took no part in the debate or vote on the item.

35 **Urgent Items**

There were no urgent items

(Duration of meeting: 5.00 - 6.10 pm)

The Officer who has produced these minutes is David Parkes of Democratic Services, direct line (01225) 718220, e-mail david.parkes@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

SOUTHERN AREA PLANNING COMMITTEE

**MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING
HELD ON 20 MARCH 2014 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE
LANE, SALISBURY, SP2 7TU.**

Present:

Cllr Richard Britton, Cllr Richard Clewer, Cllr Brian Dalton, Cllr Christopher Devine (Vice-Chair), Cllr Jose Green, Cllr George Jeans, Cllr Mike Hewitt, Cllr Ian McLennan, Cllr Ian Tomes and Cllr Fred Westmoreland (Chairman)

26 Apologies for Absence

No apologies for absence were received.

27 Minutes

The minutes of the meeting held on 6 February 2014 were presented.

Resolved:

The minutes were approved as a correct record of the meeting and signed by the Chairman.

28 Declarations of Interest

There were no declarations.

29 Chairman's Announcements

The Chairman raised the suggestion of an earlier start time for the future consideration of the Committee.

30 Public Participation and Councillors' Questions

The committee noted the rules on public participation.

31 Planning Appeals

The committee received details of the appeal decisions as detailed in the agenda.

Members discussed the growing need for gypsy sites in the south of Wiltshire. The Committee raised concern that the Development Plan Document (DPD) had not been produced yet and this is resulting in planning appeals. The Committee intends to raise the profile of this issue.

The dismissal of the appeal at Hillbilly Acre, Claredon was noted. An update by enforcement officers is to be provided at the next meeting.

32 Planning Applications

33 13/4728/OUT - Land adjacent 1 Longhedge Cottages, Longhedge, Salisbury, SP4 6BP

The planning officer presented the report to the Committee which recommended approval to be granted and circulated an item of late correspondence to be included on the council website with the agenda.

Members discussed the footpath on the parish boundary and clarification was sought over surrounding buildings on the site. In response to Committee questions, the planning officer confirmed that most of the surrounding buildings were light industrial and should not cause an issue with residential developments.

A potential restriction on the number of houses that could be constructed was discussed. In response, it was stated by the planning officer that Members would be agreeing to the access arrangements and the four dwellings only.

The access to the four dwellings was discussed by Members. It was stated by the planning officer that Highways would object to any additional accesses being added.

The level of screening required in this rural area was also raised. Concern was raised over the visibility of the four dwellings and also the development of a footpath that could be detrimental to the rural landscape. In response to these concerns, it was stated that hedges cannot be used to screen two storey houses. There was little room remaining after the development of the dwellings, parking and the access road.

The significant development of the adjoining Longhedge site was also discussed. It was stated that the area was about to become a very urban development and it was queried whether a restriction could be put on this application until a roundabout has been built as part of the Longhedge development. In response, it was stated that the decision on the current application could not be made dependent on the accounts of a third party.

Concern was raised that if Longhedge was not developed then this would have been four dwellings approved in the open countryside, rather than next to another development.

The local member, Cllr Ian McLennan, spoke in objection to the application.

At the conclusion of debate, it was,

Resolved:

That the application be refused for the following reason:

The proposed dwellings would be located on a site which is currently located in the open countryside, and is not specifically allocated for housing development in the South Wiltshire Core Strategy or the draft Wiltshire Core Strategy. The adjacent A345 road onto to which the dwellings would have a vehicular access is a very busy arterial road between Salisbury and Amesbury, where traffic speeds are very high. A large area of land immediately adjacent the site has been allocated for a significant mixed development within the development plan, and planning permission has been granted. A new highway arrangement has been proposed as part of the adjacent development, which will help improve highway safety and reduce traffic speeds.

However, this adjacent permission is in outline form and development has yet to commence. Consequently, at the current time, the surrounding land remains of a rural character, and it may be some time before the land is actually developed, including the provision of a roundabout. As a result, there is no certainty that the final development will resemble the layout currently envisaged or that the future developments would not conflict.

Consequently, due to the lack of certainty that the development of the area would occur as currently envisaged, it is considered that the scheme would be likely to result in housing development within the open countryside also result in additional traffic generation onto a busy arterial road to the detriment of highway safety, contrary to policies CP6, C2, C7, H23 & G2 of the adopted South Wiltshire Core Strategy.

34 **13/02520/FUL - The White Hart, 1 Dean Lane, Whiteparish, Wiltshire, SP5 2RG**

Public Participation

Mr Peter Stone, Whiteparish Parish Council, spoke in objection to the application.

The planning officer presented a report to the Committee which recommended that the application be approved.

Members then had the opportunity to ask technical questions of the officer. Concern was raised over the narrow access to the site and failure to meet parking standards and potential worsening congestion.

It was stated that parking standards should be enforced and that parking on the road would not be suitable.

Members of the public then had the opportunity to present their views to the Committee, as detailed above

The Local member, Cllr Richard Britton, then spoke in support of the application.

A debate followed where clarification over the speed limit in the area was sought, and there was discussion over the suitability of parking on the road and the need for appropriate parking standards to be enforced.

Resolved:

That the application be approved 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 first occupied until the first five metres of the access to the west of the dwelling, 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.

3. The development hereby permitted shall be carried out in accordance with the following approved plans: parking layout, site location plan, design and access statement, DRG No. 13061/1, 13061/2 received 6/8/14.

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

Cllr Richard Britton requested that his vote against the motion to approve permission be recorded.

As he had arrived late to the meeting and missed part of the report process, Cllr George Jeans took no part in the debate or vote on the item.

35 **Urgent Items**

There were no urgent items

(Duration of meeting: 5.00 - 6.10 pm)

The Officer who has produced these minutes is David Parkes of Democratic Services, direct line (01225) 718220, e-mail david.parkes@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

WESTERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 5 FEBRUARY 2014 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Trevor Carbin, Cllr Terry Chivers (Substitute), Cllr Ernie Clark, Cllr Andrew Davis, Cllr John Knight, Cllr Christopher Newbury (Chairman), Cllr Horace Prickett, Cllr Pip Ridout, Cllr Jonathon Seed and Cllr Roy While (Vice Chairman)

1 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.

2 Apologies for Absence

Apologies for absence were received from Cllr Russell Hawker, who was substituted by Cllr Terry Chivers.

3 Minutes of the Previous Meeting

The minutes of the meeting held 18 December 2013 were presented and it was;

Resolved:

To sign and approve minutes of the meeting held on 28 December 2013 as a true and accurate record.

4 Declarations of Interest

A number of members declared non pecuniary interests for items at the meeting. Including;

Cllr Ernie Clark stated that he was a member of Hilperton Parish Council, and had been in attendance when the application 13/02820/FUL had been discussed. Cllr Clark stated that he had not previously voted on the application.

Cllr Christopher Newbury stated that he had been in attendance when Warminster Town Council had discussed application 13/05406/FUL. Cllr Newbury stated that he would proceed to vote with an open mind.

Cllr John Knight stated that he had been in attendance when Trowbridge Development Committee had discussed application 13/06834/VAR. Cllr Knight stated that he would proceed to vote with an open mind.

Cllr Jonathon Seed declared a personal interest, stating that he knew the applicant for application 13/06834/VAR personally. Cllr Seed stated that he would contribute to the debate and approach the matter with an open mind.

5 **Public Participation and Councillors' Questions**

The Following Question had been submitted by Cllr Ernie Clark:

Q) There seems to be confusion between different departments at Wiltshire Council as to whether a 'material commencement' has been made on construction of the Hilperton Relief Road. In planning terms, has a 'material commencement' been made, and if so, on what date? If it has been made, by what date must any S.106 funds have been allocated/spent in order that the monies do not revert to the applicant? If a 'material commencement' has not been made it is presumed that a new planning application will have to be made as the earlier permission would now have expired?

The following response was made from The Area Development Manager (Central Area), and read out by the Chairman:

A) A material commencement was made on the construction of the Hilperton Relief Road in early December 2010. Highway contributions of £50,895 were received in relation to the requirements of the associated Section 106 agreement. Unless the terms of the agreement are modified by consent between the Council and the landowner, any monies that are unspent from this sum after the expiry of 5 years from commencement are required to be reimbursed to the developer. The five year period expires in early December 2015.

The Chairman then welcomed all those present at the meeting and explained the rules of public participation and the procedure to be followed at the meeting.

6 **Right of Way Items**

The following Rights of Way items were discussed:

7 **The Wiltshire Council North Bradley 1 (Part) Extinguishment Order and Definitive Map Modification Order**

Public Participation

Mr Francis Morland spoke in objection to the order.

Mr Roger Evans spoke in support of the order.

The Definitive Map and Highways Records Team Leader, presented the report on the Wiltshire Council North Bradley 1 (Part) Extinguishment Order and Definitive Map Modification Order, which recommended the Order be forwarded to the Secretary of State for Environment Food and Rural Affairs, to confirm the extinguishment of the existing Right of Way. It was stated that after extensive evaluation, it had been determined that the existing Right of Way was “not needed for use”.

Members were given the opportunity to ask technical questions of the application of which there were none. The Chairman then invited members of the public to speak (as detailed above).

The Committee then debated the application, noting in particular the impact that closure of the path would have on the users of both the football pitch and local walkers. Members also discussed the proposed diversion and the impact that this would have on users. It was agreed that the impact of the diversion would be minimal and as a result, at the end of the debate it was;

Resolved:

That the Wiltshire Council North Bradley 1 (Part) Extinguishment Order and Definitive Map Modification Order, be forwarded to the Secretary of State for Environment, Food and Rural Affairs for determination, with the recommendation that the existing Rights of Way be extinguished.

8 Planning Applications

The Committee considered the following planning applications:

9 13/02820/FUL - 202a Devizes Road, Hilperton, Trowbridge, Wilts, BA14 7QR

Public Participation

No members of the public spoke on this application.

The Area Team Leader (ATL): Central Area, outlined the officers report which recommended the application be retrospectively approved. The ATL reviewed the site description and the relevant planning policy which included West Wiltshire District Plan 1st Alteration 2004, C19 – Alterations in Conservation Areas; C31a – Design; C38 – Nuisance. The ATL outlined the consultations that had taken place, which included an objection from Hilperton Parish Council, and no objection raised from Wiltshire Council’s Drainage Engineer. The main planning considerations were summarised as the impact of the development on

Drainage, and the impact of the development on neighbours and the immediate surroundings.

Members of the Committee were invited to ask technical questions of the ATL and Drainage Engineer. The Committee in particular, questioned the installation and location of drainage on the site, with concerns about the drainage of surface water, and the drainage of water into the sewer. The answers to these questions were not readily available.

Members of the public were then given the opportunity to address the committee (as detailed above).

The Committee then entered into debate on the application, which was primarily focussed on the drainage concerns as raised previously.

At the end of the debate it was;

Resolved:

To DEFER the application, in order to allow the Drainage Engineer to review the adequacy of the drainage installed on the site and liaise with Cllr Clark.

10 **13/06123/FUL - Lansdowne, Littleton, Semington**

Public Participation

Mr Tony Phillips spoke in support of the application.

Mr Brian Smith spoke in objection to the application on behalf of Semington Parish Council.

The Area Team Leader (ATL) outlined the Officers report which recommended the application be granted planning permission subject to conditions. The ATL outlined the site details and the proposal, which included 4 additional pitches and landscaping on the site. The ATL reviewed the relevant planning policy including: West Wiltshire District Plan 1st Alteration (2004) C1: Countryside Protection; C31a: Design; C38: Nuisance; and CF12: Gypsy Caravan Sites. Some weight was also given to the Emerging Wiltshire Core Strategy (eWCS) although the document was yet to be formalised by Wiltshire Council. The main considerations were said to be CP1: Settlement Strategy; and CP47: Meeting the needs of Gypsies and Travellers. The ATL also referenced the National Planning Policy Framework (NPPF) and Planning Policy for Traveller Sites (PPTS). The ATL reviewed the previous planning history and referred to 2 recent planning appeal decisions which were allowed by the Planning Inspectorate.

Members were given an opportunity to ask technical questions of the application. These included questions surrounding access, highways usage and the impact on the surrounding area. Members were concerned about access to

the site via an unclassified single track road, and it's suitability for regular usage. Members were also concerned about pedestrian access to the site and neighbouring village given the proximity to the A350.

After the technical questions from the Committee, members of the public were given an opportunity to address the committee (as detailed above).

Cllr Seed as local member was given the opportunity to address the committee and highlighted his objection to the application. Cllr Seed cited the impact on the countryside, impact on the neighbouring towns and parish, impact on surrounding agricultural land, unsuitable vehicular access and inadequate pedestrian access as the main concerns with the application.

Members then entered debate on the application, with particular focus on the value of a site visit. The Committee also questioned a mismatch between CP47 and CF12, in particular; the balance of requirement versus need and whether this requirement was a minimum or maximum requirement. Members debated the suitability of access to the site and pedestrian safety, and at the end;

Resolved:

To DEFER the application, in order to allow for the Highways Officer to re-assess with a detailed response to concerns of the members regarding; the suitability of the access lane and its safety implications because of the increased number of users, the unauthorised access and use of it, the use of the unclassified road for pedestrian and vehicular access, and pedestrian access along the A350 into the village.

11 **13/05142/FUL - Land to the Rear of 63 Shaw Hill, Shaw, Wiltshire**

Public Participation

Mr Nathan Hall spoke in objection to the application.

Mrs McNeilage spoke in objection to the application.

Dr John Brennan spoke in objection to the application.

Mr Mark Hallett spoke in support of the application.

Mr Adam Nardell spoke in objection to the application on behalf of Melksham-Without Parish Council.

The Senior Planning Officer (SPO) outlined the officer's report which recommended the application for approval. The SPO outlined the site description and the proposed development, focussing on the location of the development in relation to the surrounding countryside and neighbouring properties. The SPO also outlined the applicants plan to widen the access lane to improve both vehicular and pedestrian access along the lane. The relevant planning policy was outlined as being: the National Planning Policy Framework (2012) and West Wiltshire District Plan 1st Alteration 2004 - :C1 Open Countryside; H17 Development within Village Policy Limits; T12 Footpaths and bridleways; C31a Design; and C38 Nuisance. The main planning considerations

were summarised as being: impact on the highway, impact on the open countryside, impact on the public right of way, design considerations and impact on neighbouring amenity.

Members of the committee were given the opportunity to ask technical questions of the application. Member's questions focussed on the agreed amendment to the lane and the intrusion of the construction on the open countryside. This was confirmed as impacting 12m² of the land deemed to be open countryside.

Members of the public were given the opportunity to address the committee (as detailed above).

Cllr Chivers as local member was given the opportunity to address the committee, and objected to the application for the following reasons: scale of the development; visual impact; relationship to adjacent property; design and the environmental/highway impact. Cllr Chivers supported the Parish Council in their objection, stating that the lanes access onto the main carriageway was unsuitable and dangerous, citing a recent accident.

The Committee then debated the application, focussing on the impact of the development on open countryside and the impact of the proposed changes to access and safety of road users. Members debated the benefit of a site visit, and after discussion, a proposal to refuse the application was defeated. After further discussion the Committee;

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

Block Plan and Street Scene A21 dated 7/10/2013, Block Plan and Street Scene A01 dated 7/10/2013, Elevations proposed dwelling A24 dated 7/10/2013, Elevations refurbished No.63 A23, Dated 7/10/2013, Garage floor plans, Planting Scheme proposed A26 dated 7/10/2013, Proposed Floor Plans A22 dated 7/10/2013, Proposed Materials A27 7/10/2013, Road Layout Plan Detail A dated 7/10/2013, Road Layout

Plan Proposed dated 23/10/2013, Road Layout Plan Detail dated 7/10/2013.

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

- 3. 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.**

REASON: To ensure a satisfactory landscaped setting for the development.

- 4. 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.

- 5. 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 those Orders with or without modification), no development within Part 1, Classes A-H shall take place on the dwellinghouse hereby permitted or within their curtilage.**

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 enlargements.

- 6. Prior to the commencement of development details shall be submitted to and approved by the Local Planning Authority for the provision within the curtilage of No.63 Shaw Hill for the parking and turning of three vehicles; (please note a garage is not considered to be a car**

parking space). The parking and turning shall thereafter be carried out in accordance with the approved details.

REASON: To ensure sufficient off road parking is provided.

7. No development shall commence on site until details of the stopping up of all existing accesses for No.61A Shaw Hill, both pedestrian and vehicular, have been submitted to and approved in writing by the Local Planning Authority. That stopping up shall take place in accordance with the approved details within one month of the first occupation of the development. No later than one month after the first occupation of the development, the sole means of vehicular and pedestrian access to the development shall be as shown on the plans hereby approved.

REASON: In the interest of highways safety.

8. No part of the development hereby permitted shall be first occupied until the access, turning area and parking spaces for No.61A Shaw Hill and the proposed dwelling have been completed in accordance with the details shown on the approved plan reference Road Layout Plan Detail dated 7/10/2013 and Block Plan and Street Scene A21 dated 7/10/2013. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interest of highways safety.

9. The alterations proposed for No.63 Shaw Hill shall not commence 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 600mm above the nearside carriageway level. That area shall be maintained free of obstruction at all times thereafter.

REASON: In the interest of highways safety.

10. 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 sufficient surface water drainage is provided on site.

11.No development shall commence on site until the widening of the access road to 5.8m has been constructed in accordance with the Road Layout Plan dated 7/10/2013.

REASON: In the interests of highway safety.

NB

Cllr Chivers vote against the application has been publicly recorded

12 **13/04201/FUL - Ellbridge Farm, Lower South Wraxall, Bradford On Avon, Wiltshire, BA15 2RR**

Public Participation

Mr Adam Tucker spoke in support of the application.

Mr David Ingram spoke in support of the application.

The Area Team Leader (ATL) outlined the report which recommended the application for refusal. The ATL stated that the application was for retrospective permission for a wooden structure on agricultural land. The ATL outlined the site description and proposals, and focussed on the relevant planning policy. This was said to be: National Planning Policy Framework (NPPF) and West Wiltshire District Plan First Alteration 2004 H19: Development in the Open Countryside. The ADM focussed on the agricultural consultants report which recommended that the business model did not support a viable prosperous and sustainable business.

Members were given the opportunity to ask technical questions of the application, and particular focus was given to the sustainability of the business given the lack of a viable business model and failure to provide additional supporting documentation to the agricultural consultant. Members also questioned the nature of the Parish Councils objection as it was mentioned that the objection was a result of a bureaucratic requirement to indicate a comment on the consultative document.

Members of the public were given an opportunity to address the Committee (as detailed above). Cllr Carbin had called the item to committee as he believed that the business supported the local economy, and was given the chance to address the committee as the local member.

After receiving comments from the public, the Committee debated the applications merit, focussing on the business' viability and contribution to the local economy. The Committee also questioned the agricultural consultant's report stating that it appeared to contradict itself. The Committee noted that the site required an occupant to manage the land, but did not agree with the consultant comments regarding the current occupants attempt to start a

business located on the site. The Committee were sympathetic with attempts to support the local economy and following debate, the Committee;

Resolved:

To APPROVE the application subject to the following conditions:

1. The occupation of the timber chalet hereby permitted shall only be by the applicant (Mr. Adam Tucker) and his resident dependants, whilst he is solely or mainly working in the locality in agriculture or in forestry. When the timber chalet ceases to be occupied by the applicant; or, he is no longer solely or mainly employed in agriculture in the locality; or, at the end of three years from the date of this permission, whichever event occurs first, the residential use hereby permitted shall cease and the timber chalet and other structures, vehicles, materials and equipment brought on to the land or works undertaken to it in connection with the use, shall be removed and the site restored to its condition before the development took place.

REASON: Permission would not normally be granted for this development because the site is in an area where residential development is not normally permitted unless there is a proven essential need for agricultural or forestry purposes; and to allow the local planning authority to review whether such a need has been established at the end of the limited period specified.

2. Within six months of the date of this permission, the accesses to the site shall have been built in accordance with the approved access plan PL3072/2A, dated 5th July 2013.

REASON: To ensure that there is satisfactory access to the development, in the interests of highway safety.

3. The development shall be carried out in accordance with the hereby approved plans (other than where amended by details submitted to and approved in writing in any subsequent discharge of planning condition application(s):

**Location Plan Drawing No. PL3072/1, received 5th July 2013
Plans and Elevations Drawing No. PL3072/3, received 5th July 2013**

REASON: In order to define the terms of this permission.

13 **13/05406/FUL - 2 The Downlands, Warminster, Wilts, BA12 0BD**

Public Participation

Mr Mark Thornton spoke in objection to the application.

Mr Richard Wardell-Yerburgh spoke in objection to the application.

Mr Tony Greenouff spoke in objection to the application.
Mr Mike Turner spoke in support of the application.
Dr Michael Turner spoke in support of the application.

The Area Team Leader (ATL) outlined the officers report which recommended the application be granted with conditions. The ATL addressed a late item that had been received which was a notification of incorrect details within the officers report. The ATL made a verbal amendment to the report in section 9.2 (amending the distances stated 36m to 17m and 37m to 18m). The ADM then reviewed the design and layout of the proposals, and detailed the site description. The relevant planning policy was clarified as being the West Wiltshire District Plan 1st Alteration (2004): C31a Design and C38 Nuisance. The ATL outlined amendments that had been made to the plans in order to reduce the impact of overlooking on a neighbouring property.

The Committee were then given the opportunity to ask technical questions of the application, which included clarifying the measurements stated on the officer's report, and the possibility of permitted development rights should the application be refused.

Members of the public were given an opportunity to address the committee as detailed above, and local member Cllr Newbury was also given an opportunity to address the Committee. Cllr Newbury stated that there was a disparity between the Neighbours and the Planning department regarding the potential impact of overlooking.

After receiving submissions from the public, the Committee entered into debate, and focussed on the possibility of a site visit to overcome the conflicting opinions regarding overlooking. Members discussed the site as a possible example of overdevelopment and considered the previous planning application history as an indicator. Members also discussed the positioning of windows on the proposed development and considered the possibility of obscured glazing conditions.

At the end of the debate it was;

Resolved:

To REFUSE permission for the development for the following reasons:

- 1. The proposed two storey pool building by reason of its height, size and scale in this location would represent overdevelopment of the site and would be out of keeping of the area contrary to Policy C31a of the West Wiltshire District Plan (1st Alteration 2004).**
- 2. The proposed two storey pool building by reason of its height, size, scale and proposed roof lights would have an overbearing and unacceptable impact on the amenities of the neighbouring**

properties contrary to Policy C38 of the West Wiltshire District Plan (1st Alteration 2004).

14 13/06834/VAR - Land to the Rear of 90, 88a and 88b Dursley Road, Trowbridge, Wiltshire

Public Participation

Mr Geoffrey Taylor spoke in support of the application.

Mr Brian Toogood spoke in support of the application.

The Senior Planning Officer (SPO) outlined the officer's report which recommended the application for retrospective approval subject to conditions. The SPO outlined the site plans and proposals and discussed the consultations with various agencies. The SPO discussed the relevant planning policy, mainly the West Wiltshire District Plan 1st Alteration 2004 C31a Design, C38 Nuisance and H1 Further Housing Development within Towns. The SPO noted there had been no objections received from highways with regard to the impact on traffic as a result of the development. The SPO detailed the planning history on the site and noted the extent of applications that had previously been approved and then deviated from, resulting the retrospective permission being sought. It was noted that as a result of the deviation from the existing permission, there had been no substantial impact on any existing planning policy.

Members of the Committee were given the opportunity to ask technical questions of the application. These focussed on the level change from the approved original plan, and the retrospective application presented to the Committee.

Members of the Public were given the opportunity to address the Committee, and Cllr Chivers spoke on behalf of Cllr Payne as the local member. The main concerns were noted as being an increase in the size of the development by 11.8% beyond the reasonable size of the plot and position relative to other houses. It's significant detriment to the amenity of neighbouring properties and the visual impact upon the surrounding area as a result of the scale of the development.

Members then entered into a debate, focussing on the impact on the residential amenity, neighbouring properties and the surrounding area.

At the end of the debate it was:

Resolved;

To APPROVE the application subject to the following conditions:

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

2013-16: 01A, 02A, 03A, 04 received by the Local Planning on 31st December 2013

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

- 2. The materials to be used in the construction of the external surfaces of the development hereby permitted shall be as stated in the application form received by the Local Planning Authority on 8th April 2013 for application W/13/00618/FUL unless otherwise agreed in writing by the Local Planning Authority.**

REASON: In the interests of visual amenity and the character and appearance of the area having regard to Saved Policy C38 of the West Wiltshire District Plan 1st Alteration 2004

- 3. 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 to, or extensions or enlargements of 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 enlargements having regard to Saved Policy C31a and C38 of the West Wiltshire District Plan 1st Alteration 2004

- 4. No part of the development hereby permitted shall be occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on drawing number 2013-16 03A received on 31/12/13 unless otherwise agreed in writing by the local planning authority. The parking and turning areas shall be maintained for those purposes only at all times.**

REASON: In the interests of highway safety having regard to advice in the National Planning Policy Framework and the Wiltshire Local Transport Plan 2011-2026: Car Parking Strategy.

15 Urgent Items

There were no Urgent Items.

(Duration of meeting: 6.00 - 9.40 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

WESTERN AREA PLANNING COMMITTEE

MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 19 MARCH 2014 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Russell Hawker, Cllr Gordon King (Substitute), Cllr John Knight, Cllr Christopher Newbury (Chairman), Cllr Horace Prickett, Cllr Pip Ridout and Cllr Jonathon Seed

16 Apologies for Absence

Apologies for absence were received from Cllr Magnus McDonald who was substituted by Cllr Gordon King.

17 Minutes of the Previous Meeting

The minutes of the meeting held on 5 February 2014 were presented to the Committee and it was;

Resolved:

To approve and sign the minutes of the meeting held on 5 February 2014 as a true and accurate record of events.

18 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.

19 Declarations of Interest

There were no Declarations of Interest made at the meeting.

20 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.

21 **Planning Applications**

The Committee considered the following applications:

22 **13/06123/FUL - Lansdowne, Littleton, Semington**

Public Participation

Mr Tony Phillips (Agent) spoke in support of the application.
Mr Brian Smith spoke in objection to the application on behalf of Semington Parish Council.

The Area Development Manager outlined the report which recommended the application for approval subject to conditions. The site description and an overview of the proposed development were also given. The site would essentially consist of 9 static sites on 3 plots. The application had been heard at the previous Western Area Planning Committee but was deferred by the Committee subject to a further report from Highways following concerns raised by members at the last meeting.

The Area Development Manager outlined the relevant planning policy which included: West Wiltshire District Plan 1st Alteration (2004)

- C1: Countryside Protection;
- C31a: Design;
- C38: Nuisance;
- CF12: Gypsy Caravan Sites;
- U1a: Foul Water Disposal;
- U2: Surface Water Disposal.

Some weight was also afforded to the Emerging Wiltshire Core Strategy, however as it was yet to be formally adopted by the Council, only partial weight could be given to the policy. Members attention was also drawn to the Planning Policy for Travellers Sites (PPTS).

The Area Development manager outlined the comments and objections received through consultation, which included comments of 'no objection' from: Wiltshire Council's Drainage Engineer, Environment Agency, Environmental Health, Highways and Wessex Water.

The Area Development manager drew attention to the relevant planning considerations which were summarised as being the principle of the development, the status of the applicant, the existing provision and need for suitable traveller sites, the availability of alternative accommodation, impact on the local community, Highway safety, infrastructure and proximity of local services.

The Area Development Manager outlined amendments to plans which included passing bays for traffic in the lane and landscaping conditions to address concerns of members regarding the impact of the site. In addition the Area

Development Manager stated that insufficient land supply for the traveller community had been identified by the planning inspectorate for the next 5 years. It was also noted that following a further inspection of the site, there were no Highway objections to the site proposals.

Members were invited to ask technical questions of the site. These included questions regarding the current 'illegal access' to the site and its future use as an access point. It was stated that the access had been conditioned for reinstatement in the recommendation to the committee.

Members of the public were invited to speak on the application as listed above.

Cllr Seed as local member, spoke in objection to the application stating; overdevelopment of the site, unacceptable visual impact upon the surrounding area, detrimental impact to adjoining properties; unacceptable design given bulk, height, general appearance; unsustainable location, contravention of Wiltshire Council's Gypsy and Traveller Policy, and an unacceptable impact on highway safety. Cllr Seed stated that any move to approve the application should include conditions to reinstate the verge and hedge.

Members then entered debate and questioned the condition of the access road to the site, and raised concern over the number of vehicles using the track. Members were also concerned about the intention to install passing bays, and questioned if this would resolve the problem if the work was to even be completed. Members questioned ownership of the land and whether this would prevent any works being completed and it was clarified that this would not be an issue as there was one sole land owner. Members also questioned the forecasting requirements for transient communities and questioned the accuracy and reliability of any such modelling.

The Area Development Manager spoke to clarify the comments raised in debate and public speaking, and provided the Committee with previous planning decisions for guidance in the decision.

Cllr Seed raised an objection to the submission from the Area Development Manager. The Chairman stated that the Area Development Manager was entitled to address the concerns raised by members of the public and those concerns raised in the debate.

Cllr Seed stated that the Officers response amounted to a rebuttal of concerns raised by members in the debate and sought clarification on procedure. The Area Development Managers comments were allowed by the Chairman.

At the end of the debate, the Committee;

Resolved:

To REFUSE planning permission for the application for the following reasons:

- 1) The proposal represents an overdevelopment of the existing site, with the number of pitches increasing by the addition of 4 new pitches on the land adjacent to the existing authorised site.
- 2) The proposal would encroach into the open countryside and would have an unacceptable impact on the appearance of the area, and its character, increasing the number of pitches in the immediate area from 5 to 9. This would conflict with policies C1 and CF 12 B of the West Wiltshire District Plan and with policy CP47 of the emerging Wiltshire Core Strategy.
- 3) The site is located in an unsustainable location, with no footpaths for access to the nearest bus stops and with its location such that two very busy main roads must be crossed to reach facilities in Semington Village, including the local primary school. In addition, the narrow lane on which the site is located leaves no room for pedestrian refuge onto verges in the face of vehicular traffic and the number of vehicle movements generated by the traveller pitches is considered to be incompatible with this single track lane that lacks opportunities for vehicles to pass. The proposal therefore conflicts with policy CF12 D of the West Wiltshire District Plan (1st alteration) and policy CP47 of the emerging Wiltshire Core Strategy.

23 **14/00096/FUL - 145 Chantry Gardens, Southwick, Trowbridge, BA14 9QP**

Public Participation

Mr Roger Boor spoke in support of the application.

Mr Francis Morland spoke in objection to the application on behalf of Southwick Parish Council

The Area Development Manger outlined the report which recommended the application for approval subject to conditions. The site description for the application was outlined, noting that the application was for a demolition of the existing garage & erection of three bed detached dwelling in existing garden.

The Area Development Manager summarised the relevant planning history as outlined in the report, and noted that the proposals to the interior of the dwelling were revised from application W/12/01232/FUL that was previously refused.

The relevant planning policy was identified as being that of West Wiltshire District Plan 1st Alteration (2004): namely;

- C31a Design;
- C38 Nuisance;
- H17 Village Policy Limits

Some weight was also afforded to the Emerging Wiltshire Core Strategy although as this document was yet to be formally approved by Council, only partial credence could be given.

The Area Development manager summarised the relevant consultations that had been undertaken, noting objections received from Southwick Parish Council. No objections had been received from Wiltshire Fire and Rescue, Wiltshire Council's Ecologist, Wessex Water or Highways.

The Area Development Manager summarised the relevant planning considerations noting in particular the previous decision from the Planning Inspectorate, and the revisions made to the proposals as a result.

Members were invited to ask technical questions of the application, of which there were none.

Members of the public were invited to speak on the application as listed (above).

Local member Cllr Horace Prickett spoke in objection to the application stating: the scale of development, visual impact upon the surrounding area, relationship to adjoining properties, design (bulk, height, general appearance), and highway impact and car parking as reasons for his objection.

Members then entered into debate on the application and comments were made regarding conflicting comments made by Highways Officers. It was:

Resolved:

To DEFER the application to the next Western Area Planning Committee subject to a site visit from members to allow the Committee to further inspect the site access in person.

24 **13/04111/FUL - Land south of East View, Green Road, Codford, BA12 0NW**

Public Participation

Mrs Bueno De Mesquita spoke in objection to the application.

Mr Chris Brayne spoke in objection to the application on behalf of Codford Parish Council.

The Area Development Manager outlined the report which recommended the application for approval. The Area Development Manager outlined the site description and access to the site. This amounted to the erection of a wooden stable and store located approximately within the centre of the site, to the north of the existing gated access and the nearby mature tree. The site was said to be occupied with a dismantled building that appeared to have formerly stood on the site. The proposed stable would measure 8.8 metres (length) by 6.1 metres

(width) with a pitched roof height of 4.2 metres and would contain two stables and one store and with 7 solar panels on the roof.

The various consultative parties' comments were then highlighted which included objections from Codford Parish Council. No objections were received from Highways, Environmental Protection, or the AONB Landscape Advisor.

The Area Development manager drew attention to the relevant planning policy which included the West Wiltshire District Plan 1st Alteration (2004): namely;

- C1 Countryside;
- C31a Design;
- C38 Nuisance;
- E10 Equestrian;

The Area Development Manager then cited the relevant planning considerations which were summarised as being: change of use for equestrian facilities, the location, scale and design of the proposals, and the combined effect of these factors on the local area and neighbour amenity.

Members were then invited to ask technical questions of the application. These consisted of clarification on the animal welfare suitability of the design.

Members debated the dimensions of the stable and the size of the land in comparison to the suggested guidelines. Members questioned the AONB findings and the impact on neighbour amenity, and questioned the sites suitability and desirability for use as a stable.

Members of the public were invited to speak on the application as detailed (above).

Cllr Newbury then spoke as the local member against the application citing the scale of the development, visual impact on the surrounding area, the relationship to neighbouring properties, as principle reasons for his objection.

The Committee then entered into debate on the application and discussed the acceptable dimensions of the stable. Members debated conditioning the use of the site and questioned conditioning any permitted development rights that may arise as a result of the applications approval. At the end of 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 roof 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. No horse manure or any other materials shall be burnt on site.

REASON: In order to minimise nuisance and safeguard the amenities of the area.

4. 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/or to protect the living conditions of nearby residents.

5. No development shall commence on site until details for the storage of manure and soiled bedding (including the location of such storage) and its disposal from site (including frequency) have been submitted to and approved in writing by the Local Planning Authority. Before the development is first brought into use, the works for such storage and disposal shall be completed in accordance with the approved details and shall subsequently be maintained in accordance with the approved details. No storage of manure and soiled bedding shall take place outside of the storage area approved under this condition.

REASON: In the interests of public health and safety, in order to protect the natural environment and prevent pollution.

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

Drawing reference P-01 B received on 03 February 2013

Drawing reference P-02 received on 11 September 2013

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

7. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) (or any Order revoking or re-enacting or amending those Orders with or

without modification), no development within Schedule 2 of that Order that relates to the extension or alteration of this building shall take place without the prior grant of planning permission by the local planning authority.

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 any extensions or alterations to this stable building.

25 Future Meeting Arrangements

The Area Development Manager outlined suggested options for future meeting arrangements including the pro's and con's with amending the start time of future meetings. The Area Development Manager stated that all Parish Councils in the 'Western Area' had been contacted to request comments on any potential change to the existing arrangements and noted that only a limited number of responses had been received from 40 Parish Councils.

The Area Development Manager also drew on statistics from previous meetings detailing the number of applications considered and the representation from Parish Councils at each meeting, and the impact that any change could have on future attendance. The Committee's attention was also drawn to the impact on the public, and invited members to consider how the change could affect elected members.

The Committee heard from Mr Francis Morland who spoke as a resident, stating that any change could make it more difficult for members of the public to attend meetings.

The Area Development manager then discussed the previous arrangements of West Wiltshire District Council which previously held meetings in the afternoons, and the impact this had on attendance and the committee calendar.

Members debated the comments made by the Area Development Manager, and cited concern at the impact on the public and potential conflict with members official and private business. Members also debated the benefits that earlier meetings could have including; cost savings on facilities management and staff TOIL claims. In addition members stated that it would make public access to the chamber easier and access to other Council Services also.

At the end of the debate, the Committee:

Resolved:

To AMEND the start time of all future meetings from 6pm to 3pm, to take effect from the start of the new municipal year, with the first 'afternoon meeting' scheduled for Wednesday 21 May 2014.

NB: The following Committee Members asked for their vote to be recorded.

**Cllr Russell Hawker voted against the resolution.
Cllr Ernie Clark voted against the resolution.**

26 Urgent Items

There were no Urgent Items.

(Duration of meeting: 6.00 - 8.20 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

This page is intentionally left blank

WESTERN AREA PLANNING COMMITTEE

**DRAFT MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING
HELD ON 9 APRIL 2014 IN THE COUNCIL CHAMBER - COUNTY HALL,
TROWBRIDGE BA14 8JN.**

Present:

Cllr Trevor Carbin, Cllr Terry Chivers (Substitute), Cllr Ernie Clark, Cllr Andrew Davis, Cllr John Knight, Cllr Magnus Macdonald, Cllr Christopher Newbury (Chairman), Cllr Horace Prickett, Cllr Pip Ridout, Cllr Jonathon Seed and Cllr Roy While (Vice Chairman)

Also Present:

Cllr Jerry Wickham

27 Apologies for Absence

An apology for absence was received from Councillor Russell Hawker, who was substituted by Councillor Terry Chivers.

28 Minutes of the Previous Meeting

The minutes of the meeting held on 19 March 2014 were presented for consideration, and it was,

Resolved:

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

29 Chairman's Announcements

There were no announcements.

30 Declarations of Interest

There were no declarations.

31 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.

32 **Planning Applications**

The Committee considered the following applications:

33 **14/00096/FUL - 145 Chantry Gardens, Southwick, Trowbridge, BA14 9QP**

Public Participation

Mr Roger Boor, applicant, spoke in support of the application.

Mr Francis Morland, on behalf of Southwick Parish Council, spoke in objection to the application.

The Area Team Leader presented a report which recommended that the application be approved. The application was a revision of a previously refused application, and the key issue was therefore stated to be whether the revisions overcome the previous reasons for refusal, while taking into account the judgements from a previous successful appeal decision from 2008 for four one bedroom flats on the site.

A site visit had taken place prior to the meeting, as agreed by the Committee at its meeting on 19 March 2014.

Members of the Committee then had the opportunity to ask technical questions of the officer, and sought details of the entrances and exits of the proposed properties, and whether Highways considerations required an appropriate turning circle for vehicles on the site. It was noted that Highways officers had raised no objections following consideration of previously permitted developments on the site.

Members of the public then had the opportunity to present their views to the public, as detailed above.

The Local Member, Councillor Horace Prickett, then detailed the reasons he had called the item in for determination by the Committee, as laid out in the report papers.

A debate followed, where members discussed if the amenity areas for the proposed dwellings were sufficient, and whether the provision for parking was suitable.

At the conclusion of debate, it was,

Resolved:

That Planning Permission be APPROVED 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 No part of the development hereby permitted shall be occupied until the access 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.

- 4 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 new dwelling shall not be occupied until surface water drainage has been constructed in accordance with the approved scheme.**
- REASON: To ensure that the development can be adequately drained.**
- 5 Details of the cycle storage facilities shall be submitted to and approved by the Local Planning Authority before installation on the site. The development shall subsequently be carried out before occupation of the new dwelling in accordance with the approved details.**

REASON: In the interests of amenity

- 6 The first floor window serving the bathroom in the south west elevation to the new dwelling shall be obscure glazed prior to the first occupation of the development hereby permitted and shall be maintained as such at all times thereafter.**

REASON: In the interests of amenity and privacy

- 7 The development hereby permitted shall be carried out in complete accordance with the details shown on the submitted plans:**

**DWG 01 received on 06/01/2014; DWG 02 received on 06/01/2014;
DWG 10A received on 26/02/2014; DWG 11B received on 26/02/2014;
And DWG 12A received on 26/02/2014**

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.

Public Participation

Mr Chris Beaver, agent, spoke in support of the application.

Gwen Allison, Bradford on Avon Town Council, spoke in objection to the application.

The Area Team Leader presented a report which recommended that the application be delegated to the Area Development Manager to approve permission, subject to the signing of a legal agreement to secure appropriate financial contributions as detailed in the report. The application formed part of a site which has extant permission for four houses, and would add an additional four flats in place of additional extant permission for workshop and office accommodation.

Key issues were stated to include the loss of employment space and parking considerations. Attention was drawn to the marketing exercise undertaken at the instigation of the applicants to establish the level of interest in retaining the site for mixed residential and business use.

Members of the Committee then had the opportunity to ask technical questions of the officer, where it was confirmed the proposals allocated one visitor space for the eight dwellings that would have permission on the site should the additional four be approved, along with the parking provided for the residents. Members also discussed the possibility of seeking a financial contribution as requested by the Wiltshire Fire and Rescue Service, and it was stated that due to the lack of a locally saved planning policy or the implementation of the Community Infrastructure Levy, officers were currently unable to include the requests from the Fire Service within the Heads of Terms for the securing of a legal agreement.

Members of the public then had the opportunity to present their views, as detailed above.

Councillor Magnus Macdonald, a Local Member for the Bradford on Avon area, then spoke in objection to the application.

A debate followed, where members discussed whether the marketing of the site for mixed use had been sufficient, highlighting the high footfall of the area due to being close to the popular canal and the lack of visitor parking on the site and potential difficulties parking in the surrounding area was discussed.

Members also discussed whether, should the application be approved, whether it would be possible to include the Fire and Rescue Service financial obligation request. Whilst the planning officer advised that such a request failed to satisfy the essential planning obligation tests, during the discussions, it was raised that in the Salisbury Plan Area, such requests had been sought, and given such inconsistency members agreed that further clarification was necessary for the County as a whole, and to consider the impact on future delegated and committee determined applications.

At the conclusion of debate, it was,

Resolved:

To delegate authority to the Area Development Manager to GRANT planning permission subject to a legal agreement to secure the following against planning references 14/01695/FUL and 08/00754/FUL:

- i) a financial contribution towards the provision of secondary school places totalling £38,168 which would be index linked;**
- ii) a financial contribution towards the provision of primary school places totalling £33,536 which would be index linked; and**
- iii) a financial contribution towards public open space facilities in the vicinity totalling £12,967 which would be indexed linked.**

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. A schedule of the materials to be used in the external surfaces of the development shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of the development.**

REASON: To ensure that the development harmonises with its setting.

- 3. No development shall take place until samples of the materials to be used in the construction of the external surfaces of the development hereby permitted 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: To ensure that the development harmonises with its setting.

- 4. The flatted development hereby permitted shall not begin until an acoustic survey has been submitted to the local planning authority for its written approval to establish noise impacts emanating from neighbouring land uses and traffic noise. Any scheme of appropriate mitigation shall require the written approval of the Council. Following agreeing any such scheme, the identified measures shall be completed before the any of premises are first occupied and thereafter, be maintained in effective condition at all times.**

REASON: In order to safeguard the future residential amenities.

- 5. The development hereby permitted shall not begin until a scheme to deal with asbestos has been submitted to and approved by the Local**

Planning Authority. The scheme shall include an investigation and assessment to identify the extent of asbestos, and the measures to be taken to avoid risk to the public or the environment when the site is developed which shall be implemented before the development begins. The scheme shall be carried out in accordance with the approved details.

REASON: In the interests of public health and safety.

- 6. The development hereby permitted shall not be commenced until surface water drainage works have been carried out and completed in accordance with details to be submitted to and approved in writing by the Local Planning Authority.**

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

- 7. The development hereby permitted shall not be occupied until works for the disposal of sewage have been provided on site to serve the development hereby permitted, in accordance with details to be submitted to and approved in writing by the Local Planning Authority.**

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

- 8. During the course of construction, should any sources of land contamination be identified, the applicant shall submit a remediation plan for the written approval of the Council. Such a plan should detail the following:**
 - i) provide an updated risk assessment for chemical contamination**
 - ii) detail the necessary works to remediate any chemical contamination identified, that is unacceptable in the context of the approved development and its environmental setting, as identified by the site investigation and risk assessment work;**
 - iii) remediation validation works**

Any site investigation works shall be carried out in line with the main procedural requirements of BS 1017:2001 - Investigation of Potentially Contaminated Sites - Code of Practice.

Where a requirement for quantitative risk assessment is identified, the assessment works shall be carried out in line with the requirements of the UK Contaminated Land Exposure Assessment (CLEA) guidelines, for assessment of human health risks. Also for ground and surface water risk assessment the Environment Agency R&D Publication 20 "Methodology for the Derivation of Remedial Targets for Soil and Groundwater to Protect Water Resources" protocol shall be utilised.

REASON: In order to prevent contamination conflicts and in the interests of consistency with planning permission 08/00754/FUL.

9. No part of the development hereby permitted shall 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. No part of the development hereby permitted shall be occupied until the details of secure cycle provision has been submitted to and approved in writing by the local planning authority and subsequently have been completed in accordance with the details approved. The provision shall be maintained and made available to residents for those purposes at all times thereafter.

REASON: In the interests of sustainability.

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

**Location plan received on 14 February 2014;
Topographical survey received on 14 February 2014;
Floor Plans - P02 Rev B - received on 21 March 2014;
Elevations - P03 Rev B - received on 21 March 2014; and
External works layout - L07 Rev C - received on 21 March 2014.**

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

INFORMATIVES

Pursuant to cited planning condition no.4 the developer is advised that Wiltshire Council's Environmental Health officers have requested an acoustic impact assessment pursuant to same condition appended to extant planning application 08/00754/FUL, which remains outstanding. The Council recommends that the impact of ventilation, people and music noise from The Canal Road Tavern and highway traffic on the proposed development should be subject to acoustic assessment and where appropriate mitigation measures.

The developer is also encouraged to consider the opportunity to provide nesting boxes suitable for swifts, sparrows and starlings on the site as recommended by the Climate Friendly Bradford on Avon Swift Group.

In addition, the applicant/developer is further advised to take note of the following guidance provided by the Wiltshire Fire and Rescue Service:

Consideration should be given to ensure access to the site, for the purpose of fire fighting, is adequate for the size and nature of the development.

Consultation should be undertaken with the Fire Authority to ensure the site is provided with adequate water supplies for use by the fire service in the event of fire. Arrangements may include a water supply infrastructure, suitable siting of hydrants and/or access to an appropriate open water supply. Consideration should be given to the National Guidance Document on the Provision of Water for Fire Fighting and specific advice from the Fire Authority on the location of fire hydrants.

Wiltshire Fire and Rescue Service's core objectives include the reduction of deaths, injuries and property damage caused by fire. The following recommendations are made with this in mind and, whilst not requirements, may become so during the formal Building Regulation process and are made without prejudice to that process.

A core objective of the Wiltshire Fire and Rescue Service is to support and encourage an increase in the provision of residential sprinklers in domestic properties in Wiltshire and Swindon. Residential sprinklers are not new and, although a British invention, significant developments have been made in the United States, Australia and New Zealand. In these countries there are whole communities with such installations and a zero fatality rate from domestic fires where a sprinkler system is installed.

The following information may be of interest:

- **Sprinklers work from a standard main, although a 32mm connection is required**
- **Are inexpensive to install, particularly in a new building**
- **Do not activate by accident causing unwanted damage**
- **Only operate through individually activated heads, not the whole system**
- **Are not unsightly as they fit flush to the ceiling behind a flat cover**
- **Cause less water damage in a fire than normal fire fighting operations**
- **Significantly reduce fire and smoke damage**
- **If you would like more information on these systems please contact this Authority.**
- **Fire Warning Systems in Communal Areas of Purpose-built Flats**
- **Fire detection and alarm systems are not normally provided in the communal parts of purpose built blocks of flats, as these areas should be kept sterile. However, such systems may be required in exceptional circumstances, or when identified by the fire risk assessment. The on-going ability to adequately manage the system must also be considered**
- **Fire detection may also be required to operate automatically opening vents or magnetically locked fire exit doors, for example, but these may not incorporate a means to warn the occupants of the flats in the event of a fire.**
- **A fire detection system provided in the communal parts must comply with BS5839 Part 1.**

Councillor Ernie Clark requested that his vote in support of a motion to refuse the application be recorded.

35 Urgent Items

There were no Urgent Items.

(Duration of meeting: 6.00 - 7.20 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

This page is intentionally left blank

STRATEGIC PLANNING COMMITTEE

MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 12 FEBRUARY 2014 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, Cllr Fred Westmoreland and Cllr Graham Wright

Also Present:

Cllr Trevor Carbin, Cllr Magnus Macdonald, Cllr Laura Mayes, Cllr Toby Sturgis and Cllr Philip Whitehead

12 Apologies for Absence

There were no apologies for absence.

13 Minutes of the Previous Meeting

On considering the accuracy of the previous minutes,

Resolved:

To confirm and sign as a correct record the minutes of the previous meeting held on 22 January 2014, subject to the following amendment:-

Minute No. 8 – N13/01747/FUL – Hunters Moon, Easton Lane, Chippenham, SN14 0RW

To amend the resolution to read as follows:-

“Subject to all parties entering into an agreement under s106 of The Act (as amended) in relation to the following matters:

- **The delivery of affordable housing**
- **The delivery and maintenance of on-site play and public open space**

- The delivery of site access works, cycleways, off-site works including works to Pheasant roundabout, and provision of new bus to allow dedicated service to run through the site
- The delivery of costs associated with proposed Travel Plan
- The delivery of a contribution towards strategic highways works
- The delivery of 1.2 hectare of land for the provision of a single-form entry primary school
- The delivery of a contribution towards local education provision

to delegate to the Area Development Manager to grant planning permission, subject to the following conditions:-" (the conditions to remain as set out in the Minute)

The Committee received representations from a member of the public for alterations to Minute No.9 – N/12/0438/OUT – Marden Farm, Rookery Park, Calne, SN11 0LH – Update. The Committee did not consider that the Minute should be amended.

14 **Declarations of Interest**

There were no declarations of interest made at the meeting.

15 **Chairman's Announcements**

The Chairman referred to questions that had been raised by Mrs Anne Henshaw and Mr John Kirkman of CPRE at the last meeting concerning solar farm developments. Since that meeting supplementary questions had been received to which answers would be provided and passed to members of the Committee for approval prior to being signed off by the Chairman and sent to the questioners.

16 **Public Participation and Councillors' Questions**

There were no questions received from members of the public or members of the Council.

17 **E/13/01243/OUT - Land at Lay Wood, South of Horton Road, Devizes, Wiltshire**

The following people spoke against the proposal:

Mr William May Smith, a local resident
 Mr Rick Rowland, representing Devizes Community Area Partnership
 Mr Simon Fisher, representing the Neighbourhood Plan Steering Group
 Mr John Jenkins, representing the CPRE
 Mr Eric Clark, Clerk to Bishops Cannings Parish Council
 Cllr Judy Rose, representing Devizes Town Council

The following person spoke in favour of the proposal:

Mr Neil Hall, representing the applicant

The Committee received a presentation by the Case Officer which set out the main issues in respect of the application. She introduced the report which recommended that the planning application be delegated to the Area Development Manager to approve, subject to the prior completion of a Section 106 legal agreement and also subject to conditions.

Members of the Committee then had the opportunity to ask technical questions after which the Committee received statements from members of the public as detailed above, expressing their views regarding the planning application.

Members then heard the views of Cllr Philip Whitehead, the local Member who objected to the application on the grounds that the proposal did not meet with the requirements as set out in the Devizes Neighbourhood Plan, the draft Wiltshire Core Strategy or the Devizes Transport Policy.

Members had also received a copy of a letter to the Editor of the Wiltshire Gazette & Herald from seven local Members of the Council and also emails from Mrs S Buxton and Mr F Morland all objecting to the proposal.

During the ensuing discussion, whilst Members expressed much sympathy for the views expressed by the objectors to the proposal, they appreciated that the views expressed by the Core Strategy Inspector by suggesting that the Core Strategy housing requirement should be increased by 5,000 to 42,000 homes in Wiltshire, had in effect rendered objection to the proposal untenable.

Resolved:

To delegate to the Area Development Manager to grant planning permission, subject to the prior completion of a Section 106 legal agreement in relation to the following matters:-

- **The delivery of affordable housing**
- **The delivery of a contribution towards local education provision**
- **The delivery of a contribution towards on site-play and open space and off-site recreation provision**
- **The delivery of a contribution towards public transport improvements, measures in the Devizes Transport Strategy and the implementation of a Travel Plan.**
- **The delivery of a contribution towards the maintenance and upgrading of the canal towpath in the vicinity of the site.**
- **The delivery of a contribution to help undertake general highway works in the vicinity of Bishops Cannings school and village hall.**

And subject to the following conditions:-

- 1 The development hereby permitted shall be begun either before the expiration of three years from the date of this permission, or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.**

REASON: To comply with the provisions of Section 92 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 of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:**

- (a) The scale of the development;**
- (b) The layout of the development;**
- (c) The external appearance of the development;**
- (d) The landscaping of the site;**

The development shall be carried out in accordance with the approved details.

REASON: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 3(1) of the Town and Country Planning (General Development Procedure) Order 1995.

- 3 An application for the approval of all of the reserved matters shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990.

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

Figure 1.1 (Ref 33976-LEA02d) and Figure 8.1 (Ref 33976-LEA12B) received on 19th June 2013

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

- 5 No dwellings shall be constructed 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.

- 6 No dwelling shall be constructed on site until there has been submitted to and approved in writing by the Local Planning Authority, a plan indicating positions, design, materials and type of boundary treatment to be erected. The boundary treatment shall be completed, before the buildings are occupied, in accordance with a timetable agreed 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.

- 7 No development shall commence on site until a hard and soft landscaping scheme and implementation programme has been submitted to and approved in writing by the Local Planning Authority, details of which shall include:**

- indications of all existing trees and hedgerows on the land;**
- details of any to be retained, together with measures for their protection in the course of development;**
- 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;**
- finished levels and contours of the land;**
- means of enclosure;**
- car parking layouts;**
- other vehicle and pedestrian access and circulation areas;**
- hard surfacing materials;**
- minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);**

All hard and soft landscape works shall be carried out in accordance with the approved details and shall be completed prior to the occupation of any part of the development or in accordance with a programme agreed in writing by the Local Planning Authority. 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.

REASON:: To ensure a satisfactory landscaped setting for the

development and the protection of existing important landscape features.

- 8 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 tree/s 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.

- 9 No development shall commence on site until details of all earthworks have been submitted to and approved in writing by the Local Planning Authority. These details shall include the proposed grading and

mounding of land areas including the levels and contours to be formed, and the nature of the material, showing the relationship of proposed mounding to existing vegetation and surrounding landform. Development shall be carried out in accordance with the approved details.

REASON: To ensure a satisfactory landscaped setting for the development

- 10** Construction of dwellings hereby permitted shall not commence on site until details of the storage of refuse, including details of location, size, means of enclosure and materials have been submitted to and approved in writing by the Local Planning Authority. A dwelling shall not be first occupied until the approved refuse storage for that dwelling has been completed and made available for use in accordance with the approved details and it shall be retained in accordance with the approved details thereafter.

REASON: In the interests of public health and safety

- 11** Construction of dwellings hereby permitted shall not commence until details of the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture, including the timetable for provision of such works, have been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be occupied until the approved items serving that dwelling have been carried out in accordance with the approved details.

REASON: To ensure that the roads are laid out and constructed in a satisfactory manner

- 12** 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 garages hereby permitted shall not be converted to habitable accommodation.

REASON: To secure the retention of adequate parking provision, in the interest of highway safety

- 13** Prior to first occupation of the 100th dwelling hereby approved an emergency vehicular access link to Horton Road, suitable for pedestrian and cycle use shall have been provided in accordance with details to be first submitted to and approved by the local Planning Authority. The link to be positioned to provide convenient pedestrian

access to the bus stops on Horton Road.

REASON: In the interests of safe and convenient access to the site.

- 14** Prior to the occupation of the 100th dwelling a bus turning facility or a loop road suitable for use by buses shall have been provided and made available for use on the section of the development to the north of Lay Wood, in accordance with details to be first submitted to and approved by the Local Planning Authority. A bus turning facility in this area of the site shall at all times thereafter be kept available for use by buses.

REASON: In the interests of the site being conveniently served by public transport.

- 15** Prior to first occupation of any dwelling hereby approved the site access roundabout as indicated in outline on drawing Transport Assessment Figure 8.1, and including street lighting in accordance with BS5489-1:2013, BS EN123201-2:2003, shall have been constructed and made permanently available for use

REASON: In the interests of providing safe and convenient access to the development

- 16** Prior to any reserved matters approval, details of a surface water drainage masterplan shall be submitted to and agreed in writing by the Local Planning Authority. The masterplan shall be in accordance with the Flood Risk Assessment (AMEC, June 2013) and include details of the phasing of surface water drainage infrastructure including source control measures. The development shall be implemented in accordance with the approved scheme.

REASON: To prevent the increased risk of flooding as a result of the development in accordance with NPPF

- 17** No development shall commence on site until a surface water drainage scheme, based on sustainable drainage principles and an assessment of the hydrological and hydro-geological context of the development in accordance with the Flood Risk Assessment prepared by RPS Health, Safety & Environment, reference RCEB23864-001R and dated January 2013 , together with a phasing scheme and a timetable explaining when the works are to be constructed, have been submitted to and approved in writing by the Local Planning Authority. The scheme shall include details of how the scheme shall be maintained and managed after completion. The scheme shall subsequently be implemented in accordance with the approved details and no dwelling shall be first occupied before the surface water drainage scheme for that dwelling has been provided.

REASON: To prevent the increased risk of flooding as a result of the development in accordance with NPPF.

- 18 The reserved matters application shall include details of the proposed finished floor levels which shall be set no lower than 129.0 metres above Ordnance Datum (AOD), in accordance with the Flood Risk Assessment (AMEC, June 2013).**

REASON: To reduce the risk of flooding to the proposed development and future occupants.

- 19 No development approved by this permission shall be commenced until a Construction Environmental Management Plan, incorporating pollution prevention measures, has been submitted to and approved by the Local Planning Authority. The plan shall subsequently be implemented in accordance with the approved details and agreed timetable.**

REASON: To prevent pollution of the water environment

- 20 No development approved by this permission shall commence until a scheme for water efficiency has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented in accordance with the agreed details.**

REASON: In the interests of sustainable development and prudent use of natural resources.

- 21 No development shall commence on site until details of the works for the disposal of sewerage, together with a phasing scheme, have been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be first occupied until the approved sewerage details for that dwelling have been fully implemented in accordance with the approved plans and phasing scheme.**

REASON: In the interest of future residential amenity

- 22 No development shall commence until:**

A written programme of archaeological investigation and mitigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results conducted by a professional recognised archaeological contractor, has been submitted to and approved by the Local Planning Authority; and

The approved programme of archaeological work has been carried out in accordance with the approved details.

REASON: To enable the recording of any matters of archaeological interest.

- 23** No dwellings shall be constructed on site until a scheme of acoustic insulation and mitigation for the purposes of attenuating the affects of noise on the occupants of the development from road traffic and the adjacent Wiltshire Council Depot have been submitted to and approved by the Local Planning Authority. No dwelling shall be first occupied until the approved insulation and mitigation measures for that dwelling have been fully implemented in accordance with the approved details.

REASON: In the interest of future residential amenity

- 24** No development shall commence on site (including any works of demolition), until a Construction Method Statement has been submitted to, and approved in writing by, the Local Planning Authority. It shall include the following:
- the parking of vehicles of site operatives and visitors;
 - loading and unloading of plant and materials;
 - storage of plant and materials used in constructing the development; the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
 - wheel washing facilities;
 - measures to control the emission of dust and dirt during construction;
 - measures for the protection of the natural environment; and hours of construction, including deliveries.

The approved Statement shall be adhered to throughout the construction period. The development shall not be carried out other than in accordance with the approved construction method statement without the prior written permission of the Local Planning Authority.

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.

- 25** Demolition or construction works shall not take place outside 08:00 hours to 18:00 hours Mondays to Fridays and 08:30 hours to 13:00 hours on Saturdays nor at any time on Sundays or Bank Holidays.

REASON: To protect neighbouring amenity.

- 26** No more than 230 dwellings shall be constructed on the site pursuant

to this planning permission.

REASON: To define the limits of the planning permission and to set the maximum number of dwellings to be constructed on the application site.

INFORMATIVE TO APPLICANT:

This permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 and dated the ?? 2014

INFORMATIVE TO APPLICANT:

It is important for the applicant to note that the indicative layout has not been considered acceptable in terms of ecology due to the location of proposed footpaths which the Local Planning Authority will expect to be provided to create links to the neighbouring residential development and to the canal. A further ecological mitigation strategy relevant to species found within the site will also need to be submitted with any reserved matters application for approval.

INFORMATIVE TO APPLICANT:

The attention of the applicant is drawn to the following informatives requested by the Environment Agency:

- 1) There must be no interruption to the surface water drainage system 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 and that riparian owners upstream and downstream of the site are not adversely affected.
- 2) Any 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.
- 3) There are ordinary watercourses within or in close proximity to the site. If it is intended to obstruct the flow in the watercourse (permanently or temporarily, including culverting) prior Land Drainage Consent will be required from Wiltshire Council as the Lead Local Flood Authority. Please contact the Drainage Team to discuss their requirements
- 4) Wetlands are important wildlife habitats that support a wide variety of plants and animals, including rare and endangered species. Development should aim to prevent deterioration and enhance the status of aquatic ecosystems and associated wetlands. Furthermore a key output of the England Biodiversity Strategy for 2008 is a 50 year vision for wetlands. The Wetland Vision looks forward 50 years to a

future where freshwater wetlands full of wildlife are found across the urban and rural landscapes, and where they are valued by society for the services they provide.

5) In England, it is a legal requirement to have a site waste management plan (SWMP) for all new construction projects worth more than £300,000. The level of detail that a SWMP should contain depends on the estimated build cost, excluding VAT. The duty of care for waste must also be complied with. Because all waste movements need to be recorded in one document, having a SWMP will help to ensure compliance with the duty of care.

18 **E/13/0083/OUT - Land at Coate Bridge, Adjacent to Windsor Drive, Devizes, Wiltshire**

The following people spoke against the proposal:

Mr Rick Rowland, representing Devizes Community Area Partnership
Mr Simon Fisher, representing the Neighbourhood Plan Steering Group
Mr Tony Duck, representing the Trust for Devizes
Mr John Kirkman, representing the CPRE
Cllr Andy Geddes, representing Roundway Parish Council
Cllr Judy Rose, representing Devizes Town Council

The Committee received a presentation by the Area Development Manager which set out the main issues in respect of the outstanding appeal. He reported that this application had been previously refused planning permission by Strategic planning Committee at its meeting on 25 September 2013. The applicants had subsequently lodged an appeal and a Public Inquiry was scheduled to take place week commencing 7 April 2014.

The Inspector's tenth procedural letter (2nd December 2013) to the Wiltshire Core Strategy had changed the context within which this application should be considered and impacted upon the reasons for refusal. The Inspector had suggested that the Core Strategy housing requirement should be increased by 5,000 to 42,000 homes in Wiltshire and it is currently unclear what impact this would have on the number of homes planned for Devizes and the East Housing Market Area. This Committee was therefore being requested to consider the approach to the conduct of this appeal.

Members had also received a copy of a letter to the Editor of the Wiltshire Gazette & Herald from seven local Members of the Council and also emails from Mr D Buxton, Mrs S Buxton, Mr F Morland and Mrs M Taylor all objecting to the proposal.

Members of the Committee then had the opportunity to ask technical questions after which the Committee received statements from members of the public as detailed above, expressing their views regarding the planning application.

Members then heard the views of Cllr Laura Mayes, the local Member, who spoke in objection to the application, noting that there was no objection in principle to some new housing being developed in the Devizes area, but highlighting the significant extent of the application in an area not identified through policy for such development. She also considered that an additional 580 house development (the total of Laywood and Coate Bridge proposals) was more than the target figure for the period to 2026.

After a full discussion

Resolved:

To request the Officers to vigorously defend the Council's decision to refuse planning permission for this development at the forthcoming Public Inquiry in April 2014 for the original reasons the application was refused in September 2013, namely:-

- 1) The site lies outside of the limits of Development defined for Devizes in the Kennet Local Plan 2011. In this location, new development is restricted to that which is of benefit to the rural economy or the social well-being of the community. The Council does not consider that a housing development of this scale would support the rural economy or benefit the social well-being of the rural economy. The proposal would therefore conflict with policy NR6 of the KLP.**
- 2) The Draft Wiltshire Core Strategy, through CP2, requires development outside of the Limits of Development for Devizes to be identified through community-led planning policy documents including neighbourhood plans, or a subsequent development plan document which identifies specific sites for development. This site has not been identified through this process and it would therefore conflict with policy CP2 if planning permission were to be granted.**
- 3) The Council is satisfied that there is no overriding need to bring forward this site outside the Limits of Development for residential development at this stage as it is satisfied that there is adequate land available to meet the Government requirement expressed in the NPPF for a 5 year land supply.**
- 4) The site includes within its boundaries potential heritage assets with archaeological interest, including a number of earthworks recorded on the Historic Environment Record. The Council considers that in these circumstances, and in accordance with paragraph 128 of the NPPF, an**

archaeological field evaluation is required to properly inform the Council of the impact of the development on archaeological remains. No such evaluation has been undertaken on the site and the proposal is therefore considered to be premature as the Council is unable to assess properly the impact on any potential archaeological heritage asset on the site.

(At the conclusion of this item the Committee recessed for 10 minutes from 1.25pm until 1.35pm.)

19 **W/13/00643/FUL - Land South West of Kingston Farm Buildings, Holt Road, Bradford on Avon, Wiltshire**

The following person spoke against the proposal:

Mr Godfrey Marks, representing Bradford Preservation Trust

The following people spoke in favour of the proposal:

Mr Chris Beaver, the applicant's agent
Mr David Maude, a local resident
Cllr John Potter, Mayor of Bradford on Avon

The Committee received a presentation by the Area Development Manager which set out the main issues in respect of the application. He introduced the report which recommended that planning permission be granted subject to the satisfactory completion of a legal agreement and conditions.

Members of the Committee then had the opportunity to ask technical questions after which the Committee received statements from members of the public as detailed above, expressing their views regarding the planning application.

Members then heard the views of Cllr Magnus Macdonald, a local Member who was attending on behalf of Cllr Rosemary Brown, the local Member, both of whom welcomed and fully supported the application, stating that it was crucial to the future of Bradford on Avon.

After discussion,

Resolved:

To delegate authority to the Area Development Manager to grant planning permission subject to a legal agreement to secure the following:

- i) 30% Affordable Housing to be provided on site.**

- ii) **A financial contribution towards the provision of secondary school places totalling £498,030 which would be index linked.**
- iii) **A financial contribution towards the provision of primary school places totalling £470,381 which would be index linked.**
- iv) **A financial contribution towards the provision of affordable childcare totalling £161,530 which would be indexed linked.**
- v) **A financial contribution towards the provision of GP surgery facilities totalling £53,750 which would be indexed linked.**
- vi) **A financial contribution towards Phase 3 of the Bradford on Avon Historic Core Zone works totalling £155,000 which would be indexed linked (in the event that this works does not occur monies will be made available to bus service enhancements to serve the development site).**
- vii) **A financial contribution towards the cost of making Traffic Regulation Orders relating to waiting, speed limits, weight limit and temporary closure of Cemetery Lane totalling £15,000 which would be indexed linked.**
- viii) **A financial contribution towards the monitoring of the Travel Plans for the Development totalling £5,000 which would be indexed linked.**
- ix) **A financial contribution towards the outdoor leisure facilities at Culver Close / Victory Field totalling £30,907 which would be indexed linked.**
- x) **A financial contribution towards the expansion of Bradford on Avon cemetery totalling £3,750 which would be indexed linked.**
- xi) **A financial contribution towards monitoring, improving and mitigating air quality issues within the Bradford on Avon Air Quality Management Area totalling £20,000 which would be indexed linked.**
- xii) **The practical completion of the new Anthony Best Dynamics factory and the relocation of the business onto the development before the first occupation of the 50th open market dwelling.**
- xiii) **The practical completion of phase 1 of the 'work-hub' development before the first occupation of the 80th open market dwelling.**
- xiv) **The provision of circa 1.5 hectares of public open space on site (including equipped play areas), with payment of a commuted sum towards its initial management if the Council is requested to adopt it.**

- xv) The provision of private allotments.
- xvi) The provision of a series of highway improvement works including widening of pedestrian facilities from the site to the junction of Wooley Street/Silver Street; provision of a new roundabout; provision of a new access to the employment area with realignment to highways; and dedicated pedestrian crossings and refuges on Holt Road.

And subject to the following planning 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 the housing development until details and samples of the materials to be used for the external walls and roofs of the housing 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 No development shall commence on the employment development until details and samples of the materials to be used for the external walls and roofs of the employment 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.

- 4 No development shall commence on the allotment development until details and samples of the materials to be used for the external walls and roofs of the communal barn 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.

- 5** No development shall commence on the respective employment or housing sites until a scheme of hard and soft landscaping has been submitted to and approved in writing for those sites by the Local Planning Authority, the details of which shall include for each:-

- location and current canopy spread of all existing trees and hedgerows on the land;
- full details of any to be retained, together with measures for their protection in the course of development;
- a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
- finished levels and contours;
- means of enclosure;
- car park layouts;
- other vehicle and pedestrian access and circulation areas;
- all hard and soft surfacing materials;
- minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);
- proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports etc); and
- retained historic landscape features and proposed restoration, where relevant.

REASON: To ensure a satisfactory landscaped setting for the development and to protect and enhance biodiversity interests.

- 6** No development shall commence on site until a scheme of phasing programme for the development and associated landscaping has been submitted to and approved in writing by the Local Planning Authority.

REASON: To ensure the development is phased so as to minimise any harm during the construction period and that a satisfactory landscape setting is created and to protect and enhance biodiversity interests.

- 7** All soft landscaping contained in the approved details of landscaping shall be carried out in accordance with the approved phasing programme required by condition 4.

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 to protect and enhance biodiversity interests.

- 8** No building shall be first occupied until a landscape management plan, including long-term design objectives, management responsibilities and maintenance schedules for all landscape areas, (other than small, privately owned, domestic gardens, but for the avoidance of doubt including the allotments) has been submitted to and approved in writing by the Local Planning Authority. The landscape management plan shall be carried out in accordance with the approved details.

REASON: To ensure the proper management of the landscaped areas in the interests of visual amenity.

- 9** No development shall commence on site until a habitat and ecological management plan has been submitted to and approved in writing by the Local Planning Authority. This shall include:
- * a set of detailed objectives;
 - * a drawing showing the locations of habitat features of importance for bats;
 - * a requirement for those with landscape management responsibilities to ensure bat habitat features are retained and enhanced through appropriate management for the lifetime of the development;
 - * a programme of management works including annual and less frequent works required to maintain the bat habitat features in good condition.
 - * details of monitoring for compliance against the plan objectives.

The habitat and ecological management plan shall be carried out in accordance with the approved details.

REASON: In the interests of preserving and enhancing biodiversity and protected species.

- 10** Notwithstanding the hereby approved plans, no development shall commence on site until details of the design, external appearance and decorative finish of all railings, fences, gates, walls, bollards and

other means of enclosure have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved phasing programme required by condition 4.

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

- 11 No development shall commence on those parts of the site within the root protection areas/canopies of protected and retained trees until a full 'No-Dig' specification for works within these areas has been submitted and approved in writing by, the Local Planning Authority. The construction of the surface shall be carried out in accordance with approved details and thereafter retained.

REASON: In order to protect trees on and adjacent to the site which are to be retained with surfacing placed near to or over the trees root system.

- 12 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), no windows, doors or other form of openings other than those shown on the approved plans, shall be inserted in the:
- east elevation of plot 11;
 - north elevation of plot 67; and
 - north elevation first floor of plot 133.

REASON: In the interests of residential amenity and privacy.

- 13 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 garages hereby permitted shall not be converted to habitable accommodation.

REASON: To secure the retention of adequate parking provision, in the interests of highway safety.

- 14 No development of the proposed impermeable parking areas and hardstandings shall commence on site until details of surface water drainage from these areas, including oil interceptors has been submitted and approved by the Local Planning Authority. The areas/hardstandings shall not be first brought into use until the oil

interceptors have been installed in accordance with the approved details. Thereafter the oil interceptors shall be retained in accordance with the approved details. Roof water shall not pass through the interceptors.

REASON: To minimise the risk of pollution of the water environment.

- 15** No development shall commence on site until the final scheme for the discharge of foul water from the site, 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 foul water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained, minimise the risk of pollution and minimise the risk of flooding on the site and downstream.

- 16** Any facilities above ground for the storage of oils, fuels or chemicals shall be sited on an impervious base and surrounded by impervious walls. The volume of the bunded compound shall be at least equivalent to the capacity of the tank plus 10%. All filling points, vents, gauges and sight glasses must be located within the bund. The drainage system of the bund shall be sealed with no discharge to any watercourse, land or underground strata. Associated pipe work should be located above ground and protected from accidental damage. All filling points and tank overflow pipe outlets should be detailed to discharge into the bund. The associated development shall not be first occupied until such facilities have been constructed and completed in strict accordance with plans approved by the Local Planning Authority.

REASON: To prevent pollution of the water environment

- 17** No development shall commence until:
- a) A written programme of archaeological investigation, which should include on-site work and off-site work such as the 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.

Furthermore the development shall be carried out in accordance with the 'Method Statement for Landscape Construction Works within Area of Archaeological Interest' by McGregor Smith received on 20 December 2013.

REASON: To protect archaeological interest and to enable the recording of any matters of archaeological interest.

- 18** No development shall commence until a surface water drainage scheme for the site, based on sustainable drainage principles and an assessment of the hydrological and hydrogeological context of the development, has been submitted to and approved in writing by the local planning authority. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed. The scheme shall also include details of how the scheme shall be maintained and managed after completion.

REASON: To ensure that the development can be adequately drained, minimise the risk of pollution and minimise the risk of flooding on the site and downstream.

- 19** No development approved by this permission shall be commenced until a Construction Environmental Management Plan, incorporating:

- a working method statement for road construction detailing how the works will be controlled;
- details of how bat monitoring and vibration monitoring will be used during construction to avoid harm to bats and instability in the mine;
- position, design and timescale for protective fencing which will be erected to exclude construction machinery from land above Coombe Mine;
- working restrictions to minimise impacts on bat movement at night;
- pollution prevention measures,

has been submitted to and approved by the Local Planning Authority. The plan shall subsequently be implemented in accordance with the approved details and agreed timetable.

REASON: In order to protect the natural environment.

- 20** All fixed plant and machinery shall be so sited and designed in order to achieve a Rating Level of -5dB below the lowest measured background noise level, determined at the nearest noise sensitive receptor. Measurements and assessment shall be carried out in accordance with BS4142:1997.

REASON: In order to safeguard the amenities of the area in which the development is located.

- 21** The working hours during the construction phase shall be limited to:
Monday – Friday: 0800 - 1800
Saturdays: 0830 – 1300

Sundays/Public Holidays: None

REASON: In order to safeguard the amenities of the area in which the development is located.

- 22 Vehicle deliveries shall be limited to:-**
Monday – Friday: 0800 – 1800
Saturdays: 0900 – 1300
Sundays/Public Holidays: None

REASON: In order to safeguard the amenities of the area in which the development is located.

- 23 No development shall commence until a final external lighting scheme has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include plans showing all public, private domestic and private commercial external lighting. The scheme shall detail the type of light appliance, the height and position of fitting, illumination levels and light spillage. The scheme shall achieve Environmental Zone Category E2 levels or less, complying with guidance issued by the Institution of Lighting Engineers. Furthermore the scheme shall be designed specifically to achieve light levels that avoid harm as far as reasonably practical to bats by complying with the lux plot contained in scheduled additional information “eg12492: Further Information to Inform a HRA” and scheduled drawing “0066-1300-004 Rev A”; and reducing light levels towards 1 lux near trees along the sites northern boundary. The scheme shall include details of when lanterns will be switched off at night.**

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

- 24 No development shall commence on site until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses has been carried out and all of the following steps have been complied with to the satisfaction of the Local Planning Authority:**

Step (i) A written report has been submitted to and approved by the Local Planning Authority which shall include details of the previous uses of the site and any adjacent sites for at least the last 100 years and a description of the current condition of the sites with regard to any activities that may have caused contamination. The report shall confirm whether or not it is likely that contamination may be present on the site and the potential impact of any adjacent sites.

Step (ii) If the above report indicates that contamination may be present on, under or potentially affecting the proposed development site from adjacent land, or if evidence of contamination is found, a more detailed site investigation and risk assessment should be carried out in accordance with DEFRA and Environment Agency's "Model Procedures for the Management of Land Contamination CLR11" and other authoritative guidance and a report detailing the site investigation and risk assessment shall be submitted to and approved in writing by the Local Planning Authority.

Step (iii) If the report submitted pursuant to step (i) or (ii) indicates that remedial works are required, full details must be submitted to the Local Planning Authority and approved in writing and thereafter implemented prior to the commencement of the development or in accordance with a timetable that has been agreed in writing by the Local Planning Authority as part of the approved remediation scheme. On completion of any required remedial works the applicant shall provide written confirmation to the Local Planning Authority that the works have been completed in accordance with the agreed remediation strategy.

REASON: To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

- 25 No development shall commence until a scheme of public art, including a timetable for delivery, has been submitted to and approved in writing by the Local Planning Authority. The public art shall be provided in accordance with the agreed timetable.**

REASON: In the interest of public amenity and appearance of the development.

- 26 No development shall commence until details of bat and bird boxes (including those integrated into the fabric of the built environment), including a plan to show their location have been submitted to and approved in writing by the Local Planning Authority. These shall subsequently be installed before any dwelling is first occupied.**

REASON: In order to preserve and enhance biodiversity interests.

- 27 No part of the development shall be first occupied until the entrance of Combe Mine county wildlife site has been fitted with a protective metal grill to prevent public access.**

REASON: In order to minimise potential disturbance to protected species and their habitat.

- 28 No tree will be felled or pruned unless it has been assessed by a professional ecologist for risks to bats within the previous 12 months and the works are undertaken following the advice of the ecologist.**

REASON: In the interests of protected species.

- 29 No hedgerow or tree removal will be undertaken on the site until advanced planting works are completed in accordance the approved phasing programme required by condition 4.**

REASON: In the interests of protected species.

- 30 Notwithstanding the details submitted, no development shall commence on site until details of the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture, including the timetable for provision of such works, have been submitted to and approved by the Local Planning Authority. No part of development shall be first occupied until the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture that serve that part of the development have all been constructed and laid out in accordance with the approved details, unless an alternative programming arrangement is agreed in the approved details.**

REASON: To ensure that the roads are laid out and constructed in a satisfactory manner.

- 31 The roads, including footpaths and turning spaces, shall be constructed so as to ensure that, before it is occupied, each dwelling has been provided with a properly consolidated and surfaced footpath and carriageway to at least base course level between the dwelling and existing highway.**

REASON: To ensure that the development is served by an adequate means of access.

- 32 The Class B1 and B2 development hereby approved shall not be first brought into use until that part of the service road which provides access to it has been constructed, and all parking and manoeuvring spaces have been completed in accordance with the approved plans. The parking and manoeuvring spaces shall only be used for the purpose of parking and manoeuvring at all times.**

REASON: To ensure that the development is served by an adequate means of access and parking.

- 33** No Class B1 or B2 development shall commence on site until details of secure covered cycle parking and changing and shower facilities have been submitted to and approved in writing by the Local Planning Authority. The spaces, and changing and showering facilities, shall be made available for use prior to the first occupation of the development hereby permitted and shall be retained for use at all times thereafter.

REASON: To ensure that satisfactory facilities for the parking of cycles are provided and to encourage travel by means other than the private car.

- 34** No building shall be occupied on the respective parts of the site (employment/residential) until a Green Travel Plan for the respective part of the site has been submitted to and approved in writing by the Local Planning Authority. The Residential Travel Plan shall include details of implementation and monitoring and shall be implemented in accordance with these agreed details. The employment use Travel Plan shall identify measures that are disincentives for employee travel as single car occupants. 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 travel plans shall each have a minimum period of operation of 6 years from the date of first occupation of the respective land uses.

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

- 35** Before the development hereby permitted is commenced, a Construction Traffic Management Plan shall be submitted to and approved in writing by the local planning authority. The Plan shall identify what routes are to be used by construction lorries and vans to serve the site, how the construction traffic will avoid adding to congestion in Bradford on Avon and Holt, what arrangements will be put in place to ensure exiting lorries and vans do not cause mud and other deleterious materials being deposited on the local roads

REASON: In order to ensure that existing highway users are not unduly inconvenienced by development related construction traffic

- 36** The access to the designated allotments shall be limited to maintenance and service vehicles only.

REASON: In order to define the terms of this permission and highway safety.

- 37** The 25 parking spaces opposite residential units 68-80 within the work-hub employment area shall be made available for public parking at weekends, bank holidays and from 18.00 to 07.00 hrs (the next day) on all other days.

REASON: In order to alleviate on-street parking demand and make an efficient use of the development's off-street parking provision.

- 38** No development shall commence until detail of new bus stop positions and facilities within the vicinity of the site have been submitted to and approved in writing by the Local Planning Authority. Those details shall include an agreed timetable for the works.

REASON: In order to improve sustainable transport options for those living and/or working at the development without prejudice to existing residents and workers.

- 39** The development hereby permitted shall be carried out in accordance with the following approved plans listed in schedule

Submission Document Schedule: Issue no.10 – 28/01/2014 by Planning Sphere

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

Informative(s):

- 1** There must be no interruption to the surface water drainage system 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 and that riparian owners upstream and downstream of the site are not adversely affected.

- 2** There are ordinary watercourses either within or in close proximity to the site. If you intend to obstruct the flow in the watercourse (permanently or temporarily, including culverting) you will require prior Land Drainage Consent from Wiltshire Council as the Lead Local Flood Authority. You are advised to contact the Drainage Team to discuss their requirements:-
<http://www.wiltshire.gov.uk/communityandliving/civilemergencies/dra inage/drainageordinarywatercourseconsent.htm>

- 3 Safeguards should be implemented during the construction phase to minimise the risks of pollution from the development. Such safeguards should cover:**
- the use of plant and machinery
 - oils/chemicals and materials
 - the use and routing of heavy plant and vehicles, including wheel-wash
 - the location and form of work and storage areas and compounds
 - the control and removal of spoil and wastes.

The applicant should refer to the Environment Agency's Pollution Prevention Guidelines at:
<http://www.environment-agency.gov.uk/business/topics/pollution/39083.aspx>.

- 4 The archaeology work should be conducted by a professional archaeological contractor and there will be a financial implication for the applicant.**
- 5 It should be noted that the new Part L Clause 25 of the 2013 Building Regulations may require documentation of a low carbon/centralised energy strategy approved by the local authority.**
- 6 The developer is encouraged to consider the installation of sprinkler systems within the development in the interests of fire safety.**
- 7 The applicant is advised that erection of a grille across the entrance of Coombe Mine is likely to require a licence from Natural England.**
- 8 Within the submission of landscaping condition discharge the following matters will be expressly addressed:**
- * details of a planting scheme along northern boundary of the site and timescale for its implementation which is necessary to provide a commuting route for bats as soon as possible during the construction programme;
 - * details of planting that will be undertaken around the entrance to Coombe Mine to provide visual screening; and
 - * planting plans will demonstrate how dark bridges will be created to encourage bats to cross new roads.

20 **Date of Next Meeting**

Resolved:

To note that the next meeting was due to be held on Wednesday 12 March 2014 in the Council Chamber at County Hall, Trowbridge, starting at 10.30am.

21 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 am - 2.10 pm)

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

Press enquiries to Communications, direct line (01225) 713114/713115

STRATEGIC PLANNING COMMITTEE

MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 12 MARCH 2014 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, Cllr Fred Westmoreland and Cllr Graham Wright

Also Present:

Cllr David Jenkins, Cllr Gordon King, Cllr Jonathon Seed and Cllr Jerry Wickham

22 Apologies for Absence

There were no apologies for absence.

23 Minutes of the Previous Meeting

Resolved:

To confirm and sign as a correct record the minutes of the previous meeting held on 12 February 2014.

24 Declarations of Interest

There were no declarations of interest.

25 Chairman's Announcements

There were no Chairman's announcements.

26 Public Participation and Councillors' Questions

There were no questions received from members of the public or members of the Council.

27 **W/13/06140/FUL - Land at Snarlton Farm, Snarlton Lane, Melksham, Wiltshire, SN12 7QP - Development of 80.5 ha Solar Photovoltaic Farm with Attendance Equipment and Infrastructure**

The following people spoke against the proposal:

Mr Jack Churchill, a local resident
Ms Sue McCulloch, a local resident
Mr John Kirkman, representing the CPRE

The following people spoke in support of the proposal:

Mr Roger Keen, a local resident
Ms Shirley McCarthy, a local resident
Mr St J Hughes, the applicant

The Committee received a presentation by the Area Development Manager which set out the main issues in respect of the application and updated the Committee with details of the National Planning Practice Guidance relevant to this proposal that had been issued by the Government since publication of the officer's report. He introduced the report which recommended that planning permission be granted subject to conditions.

Members of the Committee then had the opportunity to ask technical questions after which the Committee received statements from members of the public as detailed above, expressing their views regarding the planning application.

Members then heard the views of Cllr Terry Chivers, as local Member who explained that he called this application for Members to determine in view of:

- The scale of the development
- The visual impact upon the surrounding area
- The relationship with adjoining properties
- The design, bulk, height and general appearance
- Environmental and/or highway impacts
- Public interest

He went on to inform the Committee that despite wide consultation within his constituency, he had only encountered one objection to the proposal.

Cllr Jonathon Seed, an adjoining local Member reported that a number of his constituents in Seend objected to the proposal principally on account of visual impact from their properties.

Resolved:

To defer consideration of the application pending the holding of a site visit on Wednesday 23 April 2014 and that consequently the start time of

the scheduled meeting of the Committee due to be held on that date be delayed until after the completion of the site visit.

28 **W/13/03568/OUT - Land at The Mead, Westbury, Wiltshire - Up to 220 Dwellings (C3), Creation of a New Access from The Mead, Creation of a New Emergency/Cycle and Pedestrian Access from Trowbridge Road, Open Space, Drainage Works and Ancillary Works**

The following person spoke against the proposal:

Mr Francis Morland, a resident of Chapmanslade

The following person spoke in support of the proposal:

Mr John Hall, the agent

The Committee received a presentation by the Case Officer which set out the main issues in respect of the application. She introduced the report which recommended that planning permission be granted, subject to the prior completion of a Section 106 legal agreement and also subject to conditions.

Members of the Committee then had the opportunity to ask technical questions after which the Committee received statements from members of the public as detailed above, expressing their views regarding the planning application.

Members then heard the views of Cllr David Jenkins, the local Member objecting to the proposal on the grounds of its scale considering that Westbury was overdeveloped. He also drew attention to the need for a second exit from the site and was concerned that the land might well be susceptible to flooding.

Cllr Gordon King, an adjoining local Member, also expressed his opposition to the proposal principally on the grounds of insufficient infrastructure and lack of adequate highway facilities.

During the following discussion, Members were informed that no objections had been received from Wessex Water or the Wiltshire Council Drainage Officer regarding flooding or drainage. Furthermore, no objections had been received from Wiltshire Council's Highways Officer to highway proposals.

After further discussion,

Resolved:

To delegate to the Area Development Manager to grant planning permission, subject to the prior completion of a Section 106 legal agreement in relation to the following matters:-

- The delivery of affordable housing
- The delivery of a contribution towards local education provision
- The delivery of a contribution towards on site play and open space provision
- The delivery of a contribution towards the introduction, improvement and enhancement of bus services, footways and cycle improvements, to be decided after consultation with Westbury Town Council and Westbury Area Board.

And subject to the following conditions:-

- 1 The development hereby permitted shall be begun either before the expiration of three years from the date of this permission, or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.

REASON: To comply with the provisions of Section 92 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 of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:

- (a) The scale of the development;
- (b) The layout of the development;
- (c) The external appearance of the development;
- (d) The landscaping of the site;

The development shall be carried out in accordance with the approved details.

REASON: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 3(1) of the Town and Country Planning (General Development Procedure) Order 1995.

- 3 An application for the approval of all of the reserved matters shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990.

- 4 No more than 220 dwellings shall be erected on the site.

REASON: To accord with the terms of the submitted application.

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

Figure 1.1 (Ref 33507-Shr83.dwg), Drawing labelled as Detailed Main Access received on 16th August 2013.

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

- 6** No dwellings shall be constructed 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.

- 7** No dwelling shall be constructed on site until there has been submitted to and approved in writing by the Local Planning Authority, a plan indicating positions, design, materials and type of boundary treatment to be erected. The boundary treatment shall be completed, before the buildings are occupied, in accordance with a timetable agreed 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.

- 8** No development shall commence on site until a hard and soft landscaping scheme and implementation programme has been submitted to and approved in writing by the Local Planning Authority, details of which shall include:

- indications of all existing trees and hedgerows on the land;
- details of any to be retained, together with measures for their protection in the course of development;
- 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;
- finished levels and contours of the land;
- means of enclosure;
- car parking layouts;
- other vehicle and pedestrian access and circulation areas;
- hard surfacing materials;

**-biodiversity enhancement proposals
- minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);**

All hard and soft landscape works shall be carried out in accordance with the approved details and shall be completed prior to the occupation of any part of the development or in accordance with a programme agreed in writing by the Local Planning Authority. 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.

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

- 9 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 tree/s 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.

- 10** No development shall commence on site until the Local Planning Authority has been provided with written confirmation that, in the opinion of the developer, the site is likely to be free from contamination which may pose a risk to people, controlled waters or the environment. Details of how this conclusion was reached shall be included.

If, during development, any evidence of historic contamination or likely contamination is found, the developer shall cease work immediately and contact the Local Planning Authority to identify what additional site investigation may be necessary.

In the event of unexpected contamination being identified, all development on the site shall cease until such time as an investigation has been carried out and a written report submitted to and approved by the Local Planning Authority, any remedial works recommended in that report have been undertaken and written confirmation has been provided to the Local Planning Authority that such works have been carried out. Construction shall not recommence until the written agreement of the Local Planning Authority has been given following its receipt of verification that the approved remediation measures have been carried out.

REASON: To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

- 11** No works shall commence on site until an ecological mitigation plan has been submitted to and approved in writing by the Local Planning Authority. The plan will contain details of measures necessary to avoid impacts to protected species and valuable habitats during the construction phase. The works shall then be implemented in accordance with the approved details.

REASON: In the interest of ecology

- 12** No works shall commence on site until a lighting scheme has been submitted to the Local Planning Authority. The lighting scheme shall then be carried out in accordance with the approved details.

REASON: In the interest of ecology

- 13** Construction of dwellings hereby permitted shall not commence on site until details of the storage of refuse, including details of location, size, means of enclosure and materials have been submitted to and approved in writing by the Local Planning Authority. A dwelling shall not be first occupied until the approved refuse storage for that dwelling has been completed and made available for use in accordance with the approved details and it shall be retained in accordance with the approved details thereafter.

REASON: In the interests of public health and safety

- 14** Construction of dwellings hereby permitted shall not commence until details of the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture, including the timetable for provision of such works, have been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be occupied until the approved items serving that dwelling have been carried out in accordance with the approved details.

REASON: To ensure that the roads are laid out and constructed in a satisfactory manner.

- 15** 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 garages hereby permitted shall not be converted to habitable accommodation.

REASON: To secure the retention of adequate parking provision, in the interest of highway safety

- 16** Prior to first occupation of any dwelling on site, the two bus stops on The Mead near to the site shall have been relocated, with high access kerbs installed at the new locations, in accordance with details to be first submitted to and approved in writing by the Local Planning Authority

REASON: In the interests of safe and convenient access to public transport.

- 17** Prior to first occupation of any dwelling on site, a pedestrian refuge with illuminated bollards and associated lowered kerbs and tactile paving shall have been constructed on The Mead in accordance with details to be first submitted to and approved by the Local Planning Authority.

REASON: In the interests of safe and convenient pedestrian access to and from the development.

- 18** Prior to first occupation of any dwelling on the site, the site access shall have been laid out and constructed including the installation of pipes to take the water flow in the frontage ditch, in accordance with details to be first submitted to and approved by the Local Planning Authority. The details to be submitted shall include a vehicle track of a large refuse vehicle, (10.5 metres long) entering and leaving the site to establish that the proposed pedestrian refuge in the mouth of the junction is correctly located.

REASON: In the interests of highway safety

- 19** Prior to the occupation of the 20th dwelling on site, a 2 metre wide footway over the site frontage along The Mead between the end of the existing footway at The A350 / The Mead roundabout and a point 30 metres south-east of Bitham Brook shall have been constructed in accordance with details to be first submitted to and approved by The Local Planning Authority. The submitted details are likely to include a retaining wall to support the footway with safety rails on top of the wall (given the proximity of the substantial frontage ditch), and will include details of the relocation of the existing lighting columns to the back of the new footway.

REASON: In the interests of highway safety.

- 20** No development shall commence on site until a Full Travel Plan based on the submitted Framework Travel Plan has been submitted to and approved by the Local Planning Authority. The Full Travel Plan shall include details of implementation and monitoring including the appointment of a travel plan co-ordinator for 6 years, and shall be implemented in accordance with the 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.

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

- 21** Prior to commencement of the development the two farm gate access points from the site to the A350 shall have been properly and permanently closed with the existing lowered kerbs being replaced by full height kerbs and the footway locally resurfaced to suit the revised levels.
- REASON:** In the interests of highway safety.
- 22** No access including pedestrian access points shall be made from the site to the A350 at any time, other than that shown on the approved plans.
- REASON:** In the interests of highway safety.
- 23** The development hereby permitted shall not be commenced until such time as a scheme to ensure no raising of ground levels within Flood Zones 3 and 2 as determined within the FRA prepared by AMEC Revision 5 dated 15 August 2013 has been submitted and approved in writing by, the local planning authority.
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:** To prevent increased flood risk by ensuring the satisfactory fluvial floodplain storage
- 24** No development approved by this permission shall be commenced until a Construction Environmental Management Plan, incorporating pollution prevention measures, has been submitted to and approved by the Local Planning Authority. The plan shall subsequently be implemented in accordance with the approved details and agreed timetable.
- REASON:** To prevent pollution of the water environment
- 25** The development hereby permitted shall not be commenced until such time as a scheme to ensure finished floor levels are set as described within the FRA prepared by AMEC Revision 5 dated 15 August 2013 has been submitted and approved in writing by, the local planning authority.
- REASON:** To reduce the risk of flooding to the proposed development and future occupants
- 26** No development shall commence until a surface water management scheme for the site as outlined within the FRA prepared by AMEC

Revision 5 dated 15 August 2013, based on sustainable drainage principles and an assessment of the hydrological and hydrogeological context of the development, has been submitted to and approved in writing by the local planning authority. The scheme shall be situated outside of Flood Zones 3 and 2. The submitted details shall clarify the intended future ownership and maintenance provision for all drainage works serving the site. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed.

REASON: To prevent the increased risk of flooding, and ensure future maintenance of the surface water drainage system.

27 No development shall commence on site until:

A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and

The approved programme of archaeological work has been carried out in accordance with the approved details.

REASON: To enable the recording of any matters of archaeological interest.

28 No development shall commence on site until a Construction Method Statement has been submitted to, and approved in writing by, the Local Planning Authority. It shall include the following:

- the parking of vehicles of site operatives and visitors;**
- loading and unloading of plant and materials;**
- storage of plant and materials used in constructing the development; the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;**
- wheel washing facilities;**
- measures to control the emission of dust and dirt during construction;**
- measures for the protection of the natural environment; and hours of construction, including deliveries.**

The approved Statement shall be adhered to throughout the construction period. The development shall not be carried out other than in accordance with the approved construction method statement without the prior written permission of the Local Planning Authority.

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.

- 29** Demolition or construction works shall not take place outside 08:00 hours to 18:00 hours Mondays to Fridays and 08:30 hours to 13:00 hours on Saturdays nor at any time on Sundays or Bank Holidays.

REASON: To protect neighbouring amenity.

- 30** The reserved matters application shall include site layout, orientation of the dwellings and facade treatments and ventilation schemes designed to minimise the effect of both road and rail noise on the occupants by:

" Siting external recreation areas on the protected facade of the dwellings

" Siting windows to habitable rooms on the protected facade of the dwellings; or where that is not possible

" Upgrading the windows, doors and building envelope and providing mechanical ventilation so as to obviate the need to open windows on the noise affected facade.

The details submitted shall be sufficient to meet the "good" standard, as described in BS8233:1999 in all habitable rooms either with windows open, or with windows closed if the second option for treatment is required; and shall achieve a maximum level of 55 dBA Leq in all recreational areas.

REASON: To protect the amenity of future occupants.

- 31** **INFORMATIVE TO APPLICANT:**
This permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 and dated the ?? 2014

- 32** **INFORMATIVE TO APPLICANT**
The Developer should be encouraged to submit an application for prior consent under the Control of Pollution Act, 1974 to the Local Authority to address mitigation of noise from the construction phase.

- 33** **INFORMATIVE TO APPLICANT:**
It is important for the applicant to note that the indicative layout has not been considered acceptable in terms of ecology due to the location of proposed footpaths which the Local Planning Authority will expect to be provided to create links to the neighbouring residential development and to the canal. A further ecological mitigation strategy relevant to species found within the site will also need to be submitted with any reserved matters application for approval.

34 INFORMATIVE TO APPLICANT:

The attention of the applicant is drawn to the following informatives requested by the Environment Agency:

1) There must be no interruption to the surface water drainage system 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 and that riparian owners upstream and downstream of the site are not adversely affected.

2) Any 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.

3) There are ordinary watercourses within or in close proximity to the site. If it is intended to obstruct the flow in the watercourse (permanently or temporarily, including culverting) prior Land Drainage Consent will be required from Wiltshire Council as the Lead Local Flood Authority. Please contact the Drainage Team to discuss their requirements.

4) Wetlands are important wildlife habitats that support a wide variety of plants and animals, including rare and endangered species. Development should aim to prevent deterioration and enhance the status of aquatic ecosystems and associated wetlands. Furthermore a key output of the England Biodiversity Strategy for 2008 is a 50 year vision for wetlands. The Wetland Vision looks forward 50 years to a future where freshwater wetlands full of wildlife are found across the urban and rural landscapes, and where they are valued by society for the services they provide.

5) In England, it is a legal requirement to have a site waste management plan (SWMP) for all new construction projects worth more than £300,000. The level of detail that a SWMP should contain depends on the estimated build cost, excluding VAT. The duty of care for waste must also be complied with. Because all waste movements need to be recorded in one document, having a SWMP will help to ensure compliance with the duty of care.

6) It is important for the applicant to note that the members of the Strategic Planning Committee would like to see a further access to the site which should be agreed with the highways officers at Wiltshire Council.

29 **Date of Next Meeting**

Resolved:

To note that the next meeting was due to be held on Wednesday 23 April 2014 in the Council Chamber at County Hall, Trowbridge.

(Duration of meeting: 10.30 am - 1.00 pm)

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

Press enquiries to Communications, direct line (01225) 713114/713115

AUDIT

DRAFT MINUTES OF THE AUDIT MEETING HELD ON 11 MARCH 2014 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Richard Britton, Cllr Tony Deane (Chairman), Cllr David Jenkins, Cllr Julian Johnson, Cllr Helen Osborn, Cllr Linda Packard, Cllr David Pollitt and Cllr James Sheppard

Also Present:

Cllr Jane Scott OBE, Cllr Dick Tonge and Cllr Philip Whitehead

1 Apologies and Membership Changes

Apologies were received from Cllr Stephen Oldrieve and Cllr Stewart Dobson. Cllr Sheila Parker was unable to attend due to a family bereavement; a minutes silence was held as a mark of respect.

2 Chairman's Announcements

3 Minutes of the Previous Meeting

The minutes of the Audit Committee meeting held on 18 December 2013 were signed and approved by the Chairman.

4 Members' Interests

There were no declarations.

5 Public Participation and Committee Members' Questions

There were no public or councillor questions or statements submitted.

6 Scrutiny Management Committee Request

In response to the Overview and Scrutiny Management Committee Request from their 7 January 2014 meeting stating that the Audit Committee arrange a full audit of the Balfour Beatty Living Spaces Contract, the Chairman stated that an audit was already due in Q2 of the 2014/15 year and that it was part of the future plan which was to be approved later in the agenda.

Members raised concern at communication methods used by Balfour Beatty and a need to improve the reporting mechanisms in the contract. Dr Carlton

Brand (Corporate Director) provided clarity on the process and stated that improvements in the contract were to be reported in the next scrutiny meeting.

Resolved

To note the request from the Overview and Scrutiny Management Committee, and that a full audit of the contract was scheduled for the second quarter of 2014/15.

7 Internal Audit 2013/14 March Update Report

The report was introduced by the Associate Director (Finance) who thanked senior officers and the committee for their feedback.

David Hill (South West Area Partnerships) discussed areas where value had been added and thanked participants for their work on the customer satisfaction survey. Explanation was then provided on the appendices as detailed in the report papers.

Members raised concern over the delivery of projects over the year. It was stated in response that plans had been made to allocate reports differently and that some audits had been deferred due to the timing of the business plan and staff restructuring.

Conversation continued into the allocation of resources and centralisation. The nature of the partnership and the 95% target of the audit delivery were also discussed.

It was noted that there were no recommendations from the Pensions and System Administration.

David Hill stressed the need to be flexible and the intention to smooth delivery across the partnership.

Resolved

To note the update.

8 Internal Audit Plan 2014/15

The Associate Director (Finance) provided a brief introduction on the plan and request Members input.

Discussion continued on the benefits of joint audits and the need for flexibility in the programme.

Members discussed the new projects and requested clarification on the timing or process involved in such projects. Discussion continued on to the work plan

and a request was made for assurances that it would be completed on time. It was stated that more audits had been completed since the publication of the report.

The private meeting between internal audit and Members without the presence of council officers which had taken place in January was discussed and the potential to go forward with more of these meetings was raised.

Resolved:

To approve the internal audit plan

To arrange an annual meeting between the Committee and internal audit without the presence of council officers.

9 **KPMG - Certification of grants and returns**

Tara Westcott (KPMG) provided a summary of grants and reports for the 2013/14 financial year. The auditing grants were discussed and the adjustments that were made were explained. Recommendations and the reduction in audit fees was also highlighted.

Resolved:

To note the report from KPMG.

10 **KPMG - Protecting the Public Purse Fraud Briefing**

Tara Westcott (KPMG) presented to the Committee and provided a short introduction; stating the findings from the audit commission report and fraud protection result. The Committee noted a national fall in detected fraud. Detail was provided in regards to the Council Tax and Housing Benefit fraud, with specific detail into the 'Fraud Drivers' (or motives).

The Associate Director explained Wiltshire Council's fraud policy and that the figures provided in the presentation were not the Council's own but were instead that of the Audit Commission. A corporate fraud team has been installed within Wiltshire Council to revise the current fraud and corruption strategy.

The Chairman sought a conclusion to the report but in response, it was stated that the statistics were there to provide guidance and that further issues of fraud were 'still out there'.

Members asked questions of KPMG in relation to their findings and trends that could be seen in the figures. Concern was raised by Members in relation to the housing benefit and council tax benefit fraud figures.

Resolved:

To note the report from KPMG

To request a further update in six months to assess the progress in fraud detection

11 **KPMG - External Audit Plan**

Darren Gilbert (KPMG) introduced the External Audit Plan and explained the audit process to the Committee. The key audit risks were highlighted and it was stated that there were 'no significant risks' to the pension fund at this point.

Discussion included a request for clarification on the status of the Shurnhold site on the balance sheet, as to whether it was vacant or in use. The value of such a property on the balance sheet was explained and fees determined by the audit commission for Wiltshire Council were highlighted.

12 **Accounting Policies**

The Chief Accountant explained the accounting policies document to the Committee prior to it coming into effect.

Members discussion included 'limits to component account' and a request was made for more plain English to be used within the reports.

13 **Forward Work Programme**

No items were received for the Forward Work Programme.

14 **Date of next meeting**

The next meeting will be held on the 24 June 2014 (10:30AM) in the Kennet Room, County Hall, Trowbridge.

15 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.00 - 4.00 pm)

The Officer who has produced these minutes is David Parkes, of Democratic Services, direct line (01225) 718220, e-mail david.parkes@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

OFFICER APPOINTMENTS COMMITTEE

**DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING
HELD ON 4 MARCH 2014 AT WEST WILTSHIRE ROOM - COUNTY HALL,
TROWBRIDGE BA14 8JN.**

Present:

Cllr Peter Edge (Substitute), Cllr Nick Fogg MBE, Cllr Keith Humphries (Substitute),
Cllr Fleur de Rhé-Philippe and Cllr Jane Scott OBE (Chairman)

In attendance:

Mr Jon Houlihan, Gatenby Sanderson
Dr Jane Scarlett, Consultant in Public Health, Kingston Public Health Team – Faculty of
Public Health
Dr Shona Arora, Centre Director, Avon, Gloucestershire & Wiltshire PHE Centre, Public
Health England

1 **Apologies**

Apologies for absence were received from Cllr Jon Hubbard, who was substituted by Cllr Peter Edge and Cllr John Thomson, who was substituted by Cllr Keith Humphries.

2 **Minutes of Previous Meetings**

Resolved:

To confirm and sign as a correct record the minutes of the two Committee meetings held on 18 October 2013.

3 **Declaration of Interests**

There were no declarations of interest.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Public Participation**

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

6 **Urgent Items**

There were no items of urgent business.

7 **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 No. 8 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 1 of Part 1 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.

8 **Appointment of Associate Director, Public Health & Protection**

The Committee conducted a competitive selection process to appoint to the role of Associate Director, Public Health & Protection prior to appointing to that post.

A confidential candidate application report compiled by Gatenby Sanderson who had been leading the executive search and selection for this post was received. From this summary and the CV's received, three candidates had been shortlisted by Maggie Rae, Corporate Director and it was noted that the shortlist had been approved by the Faculty of Public Health, which was a requirement due to the qualification requirements of the role.

After conducting formal interviews, the Committee decided to adjourn in order that Members could give further consideration to various issues that had been raised and to reconvene the following day at 9.00am in the Leader's Office.

The Committee, consisting of Cllr Jane Scott OBE (Chairman), Cllr Fleur de Rhe-Philippe and Cllr Keith Humphries, reconvened on Wednesday 5 March 2014 in the Leader's Office at 9.00am and Cllr Humphries produced a number of additional questions which he considered should be asked of the preferred candidate.

After some discussion, the Committee decided to adjourn once again until Thursday 13 March 2014 at 11.00am in the Leader's Office and to ask the preferred candidate to attend once again in order to answer these further questions.

The Committee, again consisting of Cllr Jane Scott OBE (Chairman), Cllr Fleur de Rhe-Philippe and Cllr Keith Humphries, reconvened on Thursday 13 March

2014 in the Leader's Office at 11.00am and put further questions to the preferred candidate.

After discussion

Resolved:

To not make an appointment to the post of Associate Director, Public Health & Protection at this time.

(Duration of meetings:
Tuesday 4 March 1.00 pm - 6.00 pm
Wednesday 5 March 9.00 am – 9.10 am
Thursday 13 March 11.00 am – 1.00 pm)

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

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 5 MARCH 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Allison Bucknell (Chair), Cllr Mike Hewitt, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Bill Moss (Substitute), Cllr David Pollitt, Cllr John Smale (Vice Chairman) and Cllr Stuart Wheeler

Also Present:

Cllr Peter Evans and Cllr Jeff Osborn

12 Apologies for absence

Apologies for absence were received from Cllr David Jenkins and Cllr Jane Scott OBE who was substituted by Cllr Bill Moss.

13 Minutes of Previous Meeting

Resolved:

To confirm and sign as a correct record the minutes of the Committee meeting held on 8 January 2014.

14 Declarations of Interest

There were no declarations of interest made at the meeting.

15 Chairman's Announcements

There were no Chairman's announcements.

16 Public Participation

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

17 Domestic Abuse Policy and Procedure

Consideration was given to a report by the Associate Director, People and Business which presented a domestic abuse policy and procedure.

Officers from the Public Protection Unit attended and explained that this policy and procedure would provide managers and staff with a framework of guidance, support and advice on domestic abuse. The domestic abuse policy was closely linked to the employee health and wellbeing policy and brought together existing good practice into one place.

It was noted that the Public Protection Unit was producing a short DVD to support managers in meetings with staff where a disclosure of domestic abuse took place and in discussions about putting support measures in place which might assist staff at work. Additional guidance would also be provided on the issue of perpetrators at work.

The draft policy had been approved by the JCC on 19 February 2014 following consultation and an Equality Impact Assessment had also been undertaken.

It was anticipated that once the policy and toolkit were operating within the Council, then similar information on domestic abuse would be made available for use as a model in other organisations in Wiltshire.

Members of the Committee commended the authors of the policy and procedure on its clarity.

Resolved:

To approve the publication of the Domestic Abuse Policy and Procedure.

18 **Bring Your Own Device (BYOD) Policy**

The Committee received a report by the Associate Director, People and Business which presented a policy prepared by Information Services which sought to clarify the responsibilities of employees who would like access to Wiltshire Council data using their own IT devices such as smartphones and tablets.

Representatives from Information Services attended the meeting and explained the policy which would be amended as and when the advent of new technology necessitated this.

During discussion, some Members questioned the need for devices to lock after a five minute period of non-use and also the current policy of emails being cleared from personal devices after a period of three days, bearing in mind that this included weekends when recipients might be away and not be able to

access their emails. However, it was generally accepted that the current arrangements were satisfactory for staff.

Resolved:

To approve the Bring Your own Device (BYOD) Policy for use by staff but to refer the policy to the Standards Committee for consideration in terms of Members.

19 **Job Families Approach Report**

The Committee considered a report by the Associate Director, People and Business which outlined the likely timescales for the implementation of the job family approach, it being noted that the Committee at its previous meeting had requested a report outlining the next steps including timescales for implementation of the job family approach.

It was noted that the Corporate Leadership Team would be considering a report later in the month which would set out various options for implementing the job family approach. The key considerations would include:-

- Whether to restructure services in order to implement the job family approach or whether to implement job families into current structures.
- What the options were for exploring how the pay and grading system could be amended.
- What budget would be available to implement the job family approach.
- What organisational structure design principles would be agreed.
- What governance model for the project would be determined.

Members were informed that it was likely to take around 18 months for the project to be implemented which was in line with other local authorities who had introduced the job family approach.

Resolved:

To note the current position regarding the implementation of the job family approach and that a progress report would be presented to this Committee in due course.

20 **Delivering the Business Plan October to December 2013**

The Committee received a quarterly workforce report, excluding fire, police and schools staff, for the quarter ended 31 December 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:-

- Since the last quarter, the overall headcount had reduced by 89 to 4954 (-1.8%). The overall full time equivalent count had reduced by 87 to 3693 (-2.3%). The most common reason for leaving was due to redundancy with 121 taking place across the Council.
- The turnover rate for the rolling year was 8.0%, this being 1.0% above the benchmark figure. During the quarter the voluntary turnover rate had reduced from 2.3% to 1.9%.

Resolved:

To note the contents of the report.

21 **Recruiting and Retaining Young People**

The Committee considered a report by the Associate Director, People & Business Services which provided an update on the schemes used to recruit and retain young people, particularly those under 25 years.

It was noted that Wiltshire Council's people strategy 2012-15 identified the under 25s workforce as an under-represented group. Wiltshire's workforce statistics showed that 7.5% were under 25 in comparison with 16% of the working age community. However, Wiltshire Council's percentage of under 25's was high when compared with the level seen across other local authorities at 4.8%.

The Committee noted the various schemes which the Council had in place to target young applicants and in particular:

- The National Graduate Development Programme
- Apprenticeships
- Traineeships
- Volunteering
- Work experience

Members also noted that the following schemes were being evaluated to decide if they would add value and complement the other strategies already implemented:

- Social Worker Academy - to help social workers who had been qualified for 6 months or less.
- Supported Internships – programmes of work and study based primarily at an employer’s premises for disabled young people with learning difficulties and/or disabilities.
- GROW Events – currently being designed by Human Resources along with existing National Management Trainees as part of their personal development.
- Support to School Leavers – the Council was looking at ways to liaise with Wiltshire schools and colleges and develop apprenticeship opportunities and thus provide opportunities for young school leavers.
- Changes to Job Descriptions and Interviews – looking at the recruiting process to make it more attractive and offer equal opportunities to younger applicants.

A number of retention initiatives had also been implemented such as HR Rising Stars, Wiltshire Rewards and learning & development opportunities.

During discussion, it was suggested that every effort should be sought to advertise career opportunities in local government through career fayres and at schools, colleges and universities. Members were informed that work was already being carried out but that there was still much to do in this area.

Members expressed their high regard at the calibre and standard of work of many of the young people currently working for the Council and noted with pleasure that Adam Feather, Workforce Data Analyst had been shortlisted for an award from the Public Sector People Management Association for writing a business case for an innovative idea, presenting it and then implementing it.

The Chairman reported that Paul Rouemaine, HR Information Manager, would be leaving the employment of the Council shortly on being successful in obtaining a position with John Lewis Partnership in London. Members thanked him for all the workforce reports he had presented to this Committee in such a clear and concise manner and warmly congratulated him on his new appointment.

Resolved:

To note the contents of the report.

22 **Date of Next Meeting**

Resolved:

To note that the next meeting of the Committee was due be held on Wednesday 7 May 2014 in the North Wiltshire Room, County Hall, Trowbridge, starting at 10.30am.

23 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 am - 12.25 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

Press enquiries to Communications, direct line (01225) 713114/713115

WILTSHIRE HEALTH AND WELLBEING BOARD

MINUTES OF THE WILTSHIRE HEALTH AND WELLBEING BOARD MEETING HELD ON 6 FEBRUARY 2014 AT KENNET ROOM, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Jane Scott OBE (Chairman and Leader of the Council), Dr Stephen Rowlands (Vice Chairman and CCG Chairman), Carolyn Godfrey (Wiltshire Council Corporate Director), Christine Graves (Healthwatch Wiltshire), Julie Hankin (Avon & Wiltshire Mental Health Partnership (AWP)), Cllr Laura Mayes (Cabinet member for Childrens Services), Maggie Rae (Wiltshire Council Corporate Director), Deborah Fielding (Chief Officer CCG), Simon Truelove (Chief Finance Officer CCG)

Also Present:

Deborah Beale (CCG), Laurie Bell (Wiltshire Council Associate Director), David Bowater (Senior Corporate Support Officer Wiltshire Council), James Cawley (Associate Director Wiltshire Council), Julia Cramp (Associate Director Wiltshire Council), Jocelyn Foster (Bath RUH), Sue Geary (Head of Performance Wiltshire Council), Maggie McDonald (Senior Scrutiny Officer Wiltshire Council), Cllr Jemima Milton (on behalf of Great Western Hospital), Geoff Shone (NHS England) and Douglas Blair (NHS England).

10 Chairman's Welcome, Introduction and Announcements

The Chairman welcomed all and clarified the purpose of the meeting which was to consider the draft Better Care Plan.

The Board had requested at the last meeting held in January to arrange an extraordinary meeting for the purpose of reviewing the draft Better Care Plan before its submission to NHS England on 14 February.

Once agreed, Laurie Bell, Head of Communities and Communications, would ensure the draft Plan was of an appropriate design to be presented.

11 Apologies for Absence

Apologies for absence were received as follows:

Cllr Keith Humphries (Cabinet member Public Health, Protection Services, Adult Care and Housing)

Debra Elliott - (NHS England)

Dr Helen Osborn - (CCG Chair WWYKD Group)

James Scott - (Bath RUH)
Nerissa Vaughan - (Great Western Hospital)
Ken Wenman - (South West Ambulance Service Trust – SWAST)
Angus Macpherson - (Police and Crime Commissioner)
Gareth Bryant (Wessex Local Medical Committee)
Cllr Ian Thorn (Opposition Group Representative)

12 **Declarations of Interest**

No declarations of interest were received.

13 **Better Care Plan**

The Chairman introduced the draft Plan as circulated, hard copies of which were available at the meeting.

In introducing the item the Chairman clarified that the purpose of the Plan was to demonstrate to ministers how the Health and Wellbeing Board intended to take forward the vision of health integration in the future.

Sue Geary, author of the report, was welcomed to the meeting to run through the report itself and in receiving thanks for her hard work in preparing the report, also gave thanks to fellow colleagues both in the authority and at the CCG whose assistance allowed for the report to be presented.

Sue Geary went through the Plan section by section to allow the Board to make contributions as appropriate, where the following points were made:

Further engagement with the public would be required which it was hoped would commence from March. This would include awareness through the Council Area Boards and the Disabilities Partnership Board.

The person centred approach to future provision should be better highlighted throughout the plan as well as within the Introduction.

Further information should be included on Dementia, to include the campaign being launched regarding the development of dementia friendly communities, the missing people scheme run by the police authority and the joint care coordinator positions.

The 'onion' diagram highlighting the support around the person centred approach should be titled and provided with further explanatory text.

The principles of joint commissioning as agreed by the Joint Community Board for Adults Services and through the Health and Wellbeing Board should be highlighted, including the Health and Wellbeing Strategy.

Details of the Wiltshire Council Business Plan should also be included as a demonstration of the understanding of joint future working.

The implications of the change in future care provision should be highlighted, noting that if integration was to succeed changes would be required to achieve a future care provision suitable for the needs of future generations.

Appropriate 'non jargon' wording understandable to the public should be used.

The Plan should be clear on demonstrating how integration is working, how risks will be monitored and what plans surrounded it in terms of contingency planning.

The Plan should acknowledge the strong position of Wiltshire noting the additional funding contributions by both Wiltshire Council and the CCG for integrated working and the already established and ongoing partnership working.

The Chairman thanked all for their contributions and asked that any further comments should be provided to Sue Geary no later than midday on Friday 7 February, noting that the final draft would need to be signed and sent to NHS England on Wednesday 12 February.

The Board were reminded that this was the initial draft to which NHS England would perhaps comment and request change and therefore the final plan submitted was subject to ministerial approval.

The draft Plan would now be amended to reflect the comments of the Board, a copy of which would be signed by the Chairman and Vice Chairman at the Health and Wellbeing Board lunch taking place on Wednesday 12 February. The Chairman looked forward to seeing members at the lunch.

14 **Date of Next Meeting**

The next scheduled meeting of the Board would take place at 3pm on 20 March 2014 and would be held in Jenner House, AWP Headquarters, Langley Park, Chippenham.

(Duration of meeting: 5:30pm - 6:55pm)

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

Press enquiries to Communications, direct line (01225) 713114/713115

Better Care Plan



Welcome

- Engagement
- Vision
- Aims and objectives
- Planned changes
- Implications
- Governance
- National conditions
- Key risks



This document sets out our shared vision for Better Care and provides details about how the Wiltshire Health and Wellbeing Board expects the Better Care Fund to act as a catalyst for change.

Approximately £800m is spent in Wiltshire on health and social care. We see the £27m of Better Care funding as a driver for stimulating the integration of health and social care services. Both the council and the Clinical Commissioning Group (CCG) are investing additional resources in the Better Care Fund in 2014/15, and we will see a move to increasing pooled budgets in future years.

Our Better Care Plan is built upon our overriding vision of care as close to home as possible, with home always as the first option.

We can also demonstrate that the Better Care Fund will help us deliver on the national conditions and our local priority; such as:

- protecting social care services – through increased investment in social care services to meet the requirements of demography and of the Care Bill
- 7-day services to support discharge from hospital – through increased investment across the whole system
- data Sharing – through working together on new systems and developing our ability to share information not just between health and social care, but more widely with other public sector services
- joint assessments and accountable lead professional – through local joint working and the development of patient/service user-held records
- ensuring services support people to remain at home or in their community.

We are confident that the priority schemes set out in our plan will enable us to maintain and improve performance in relation to the national outcomes. We understand the need to achieve balance between each of these areas of performance and will not allow performance against one indicator to outweigh our ability to achieve improvements against all five:

- Admissions to residential and nursing care
- Success of reablement and rehabilitation
- Delayed transfers of care
- Avoidable emergency admissions
- Patient and service user experience

We are clear that the governance of the Better Care Fund sits with the Wiltshire Health and Wellbeing Board and see that the Wiltshire Health and Wellbeing Board, as systems leaders, will play a key role in ensuring each of the partners delivers on our plan.

This plan must focus on services for adults – specifically on older people, because we know that this is where the Better Care Fund can have the greatest impact. However, the Wiltshire Health and Wellbeing Board believes that many of the changes described in the plan will be of benefit to everyone in Wiltshire, including disabled children, disabled adults and people with mental health needs. We therefore intend to expand the vision document for better care to ensure it encompasses everyone in Wiltshire and will publish that shared vision in the next few months.

We are proud to be launching our Better Care Plan at a Health Fair event in Trowbridge on 12 February and it will then be submitted, as a draft, for ministerial approval on 14 February. The final version of the Better Care Plan will be available by 31 March 2014.



Jane Scott
Jane Scott OBE,
 Chair,
 Wiltshire Health and
 Wellbeing Board



Steve Rowlands
Dr Steve Rowlands,
 Vice-chair,
 Wiltshire Health and
 WellBeing Board

Engagement with the service provider

Please describe how health and social care providers have been involved in the development of this plan, and the extent to which they are party to it

In discussion with stakeholders, including health and social care providers, we have adopted the National Voices definition (2) of good integrated care:



Health and social care providers all recognise that delivering our vision will involve us in significant changes to the way services are designed and delivered, and that those changes are already underway.

We have engaged providers in a number of ways:

- Through a Health and Wellbeing Board hosted event on the Better Care Plan (14 January 2014) attended by Acute Trusts, community health social care and mental health, providers and the voluntary sector
- Through work with the Wiltshire Care Partnership, the membership organisation for social care providers
- Through the Health and Wellbeing Board itself – the board is made up of a range of stakeholders, including the three district general hospitals serving Wiltshire people, the Mental Health Trust and the Ambulance Trust
- Through the work underway on the CCG's Five Year Plan. The Five Year Plan has been developed jointly with council colleagues and has involved extensive provider engagement. The information gathered at these events is also informing our Better Care Plan.

The Better Care Plan also reflects a number of existing programmes of joint work which have engaged with health, social care and voluntary sector providers as active participants. Examples include:

- engagement on the Joint Health and Wellbeing Strategy
- engagement on the CCG's Community Transformation Programme
- workshops with providers on a whole system workforce strategy
- a steering board for the development of intermediate care services (STARR).

Engagement Patient, service user and public

Please describe how patients, service users and the public have been involved in the development of this plan, and the extent to which they are party to it

Our vision is set out below. It is based upon what people have told us is most important to them.

We have developed this vision with the public, patients and service users in a number of ways:

- Wiltshire Council area board meetings. All area boards have run engagement sessions on the Joint Strategic Assessment, which has created a public debate on priorities for each community. To reinforce the health and wellbeing focus of area boards, all meetings are attended by a CCG Group Director and have an aligned GP. The CCG uses the area boards as an opportunity to listen and respond to local issues and to be informed about local priorities
- Consultation events on the Joint Health and Wellbeing Strategy
- NHS Wiltshire CCG Stakeholder Assemblies
- Work on a Home Truths project which involved a survey of older people about their care choices and discussions with patients in GP surgeries about access to social care
- Adult Social Care customer reference group which assists with service development, the contract review process and gathers service user feedback on our behalf
- A wide group of stakeholders (70+ individuals) attended our workshop on Better Care hosted by the council on 14 January 2014. The workshop focussed on principles and priorities for the Better Care Fund. Attendance included user-led organisations, voluntary and community sector organisations, scrutiny councillors, health and social care providers and more.

Throughout March, we will continue to run stakeholder engagement events on our Better Care Plan. We will work with the Wiltshire Care Partnership to discuss the plan in more detail with social care providers. The Better Care Plan is likely to be a theme at our Skills for Care Partnership conference. Throughout April and May we will work with Wiltshire's area boards to generate local debate and local actions in support of our Better Care Plan in each of our 20 community areas most important to them.



Throughout the life of the Better Care Plan, we intend to strengthen our patient and service user involvement in service development. We will use the council's research team and will also commission Healthwatch to understand what people really think about current services and what they want to see in the future.

We will use National Voices outcome statements and test these with patients, service users and staff to develop our own "I statements" (e.g. "I was always kept informed about what the next steps would be."; "I always knew who was the main person in charge of my care.") and patient stories that reflect our aspirations for better co-ordinated care. We will use these "I statements" and stories to measure our success in delivery.



Engagement Related documents

Please include information/links to any related documents such as the full project plan for the scheme and documents related to each national condition

The following list is a current synopsis of some of the key published source documents that have informed this plan.

<p>Joint Strategic Assessment (JSA) www.intelligentnetwork.org.uk/joint-strategic-assessment</p>	<p>A joint assessment of population needs produced for different audiences, including local community area information.</p>
<p>Joint Health and Wellbeing Strategy (JHWS) www.wiltshire.gov.uk/healthandsocialcare/jointhealthandwellbeingstrategy.htm</p>	<p>Setting out the priority outcomes and actions for the year ahead.</p>
<p>Pioneer Application, June 2013</p>	<p>Wiltshire was unsuccessful in its application for pioneer status. However, the application sets out our emerging vision for integrated care and support.</p>
<p>Wiltshire Council Business Plan www.wiltshire.gov.uk/council/howthecouncilworks/plansstrategiespolicies.htm</p>	<p>The plan sets out priorities for the next four years, as follows:</p> <ul style="list-style-type: none"> • Protect those who are most vulnerable • Boost the local economy • Bring communities together to enable and support them to do more for themselves.
<p>Wiltshire Clinical Commissioning Group, The Right Healthcare for you, with you, near you (High Level Strategic Plan) www.wiltshireccg.nhs.uk/publications/reports-and-strategies</p>	<p>The plan sets out priorities up to 2014/15. It will be updated by the Five-year Plan, developed alongside the Better Care Fund Plan.</p>
<p>Health and Social Care Integration Update Report www.wiltshireccg.nhs.uk/tuesday-26th-november-2013</p>	<p>This update paper was presented to the CCG Governing Body and the Health and Wellbeing Board in November 2013, providing a summary of current initiatives to integrate health and social care commissioning and provision.</p>
<p>Joint submission for Local Vision: Systems Leadership programme</p>	<p>This document elaborates on our intention to improve urgent care, through the story of Gwen Wiltshire, a persona developed to illustrate the current and future system to reduce inappropriate hospital admissions.</p>
<p>Community Campuses in Wiltshire www.wiltshire.gov.uk/communityandliving/communitycampuses.htm</p>	<p>A series of documents describing the council's proposals for innovative community campuses across the county. Campuses will help deliver services which are value for money, tailored to local need and influenced by local people and partners. They are a key opportunity for health and social care integration at a community-level.</p>
<p>Help to Live at Home Service: an outcomes approach to social care www.ipc.brookes.ac.uk/publications/index.php?absid=691</p>	<p>This paper by Professor John Bolton of the Institute of Public Care, describes Wiltshire Council's approach to developing its Help to Live at Home Service for older people. The approach has focussed on the outcomes older people wish to gain from social care and involved an overhaul of care management and contracting within the council.</p>
<p>Wiltshire Dementia Strategy 2014-2021 www.cms.wiltshire.gov.uk/ieListDocuments.aspx?CID=141&MIId=7216&Ver=4</p>	<p>This is a joint strategy, currently out to consultation. The aim of the strategy is to ensure that all people with dementia in Wiltshire are treated as individuals and are able to access the right care and support, at the right time so that they can live well with dementia and can remain independent and living at home for as long as possible within supportive communities.</p>
<p>NHS Wiltshire CCG Five Year Plan and Two Year Plan</p>	<p>First drafts are being developed in parallel, and linked, to the Better Care Fund Plan.</p>

Publications



Vision for Health and Care Services

Please describe the vision for health and social care services for this community for 2018/19 – what changes will have been delivered in the pattern and configuration of services over the next five years? What difference will this make to patient and service user outcomes?

Our Better Care Plan is built upon our overriding vision of care as close to home as possible, with home always as the first option.

We are clear about the challenges facing us and know that without a change in the health and care system there is a significant risk that service quality will decline.



Context

Our Joint Strategic Needs Assessment provides us with the detailed information we need to inform our vision. Overall health and life expectancy in Wiltshire are well above the national average. **People over 65 make up 20% of the county's population and will make up 22.5% of the county's population within the next seven years** and the number of older people is rising much faster than the overall population of the county. Older people are more likely to need health and care services and we know that nearly half of Wiltshire's NHS resources (47.4%) are consumed by people aged over 65. Much of this resource is needed for frail and vulnerable older people. Dementia in particular can affect people of any age, but is most common in older people. One in 14 people over 65 has a form of dementia and one in six people over 80 has a form of dementia.

The prevalence of dementia in Wiltshire is predicted to rise because of this ageing population. Oxford Brookes University and the Institute of Public Care (2013) estimate that there are approximately 6,538 people with dementia. It is predicted that this number will increase by 27.8% by 2020 – equating to an additional 1,800 people with dementia and will nearly double by 2030 to 11,878 people. It is also estimated that there will be an increase in those people with severe dementia from approximately 800 in 2012 to 1,600 in 2030.

Whilst increased life expectancy is a cause for celebration, the high rate in growth in the number of elderly people and people with dementia in Wiltshire is placing a burden on care budgets, creating financial pressures and capacity issues for health and social care. Table 1 shows that whilst the rate of growth of the total population is below the South West and national average, the rate of growth in the older population in Wiltshire exceeds the rate of growth in the rest of the South West, and exceeds the average for England.

Table 1 – rate of population growth – Wiltshire comparison

Area	Growth in 65 or older population	Growth in 85 or older population	Growth in all age population	% growth in 65 or older population	% growth in 85 or older population	% growth in all age population
Wiltshire Unitary Authority	27,981	5,161	31,097	32.4%	42.4%	6.6%
South West	264,085	53,491	442,388	25.3%	34.5%	8.3%
England	2,057,457	459,573	4,580,615	23.6%	38.5%	8.6%

For NHS services, we have estimated that without transformational change, we would need an additional £60.1m by 2021 – of that 97.85% (£58.8m) would be required for people aged 65 and over. Tables 2 and 3 below show the impact of the growth in population of older people on resources required. Table 2 illustrates that the biggest impact is of the increase in numbers of people aged 85 and over.

Table 2 – The impact of population growth on resource requirements – all age groups

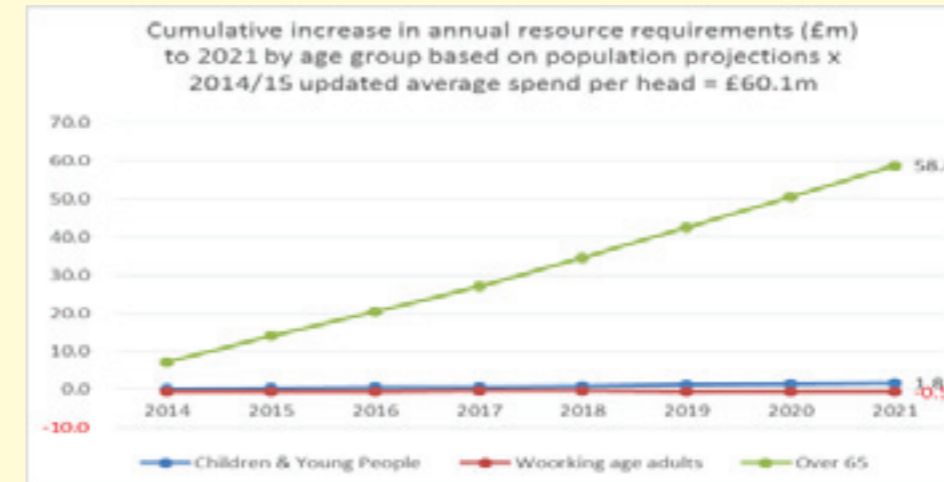
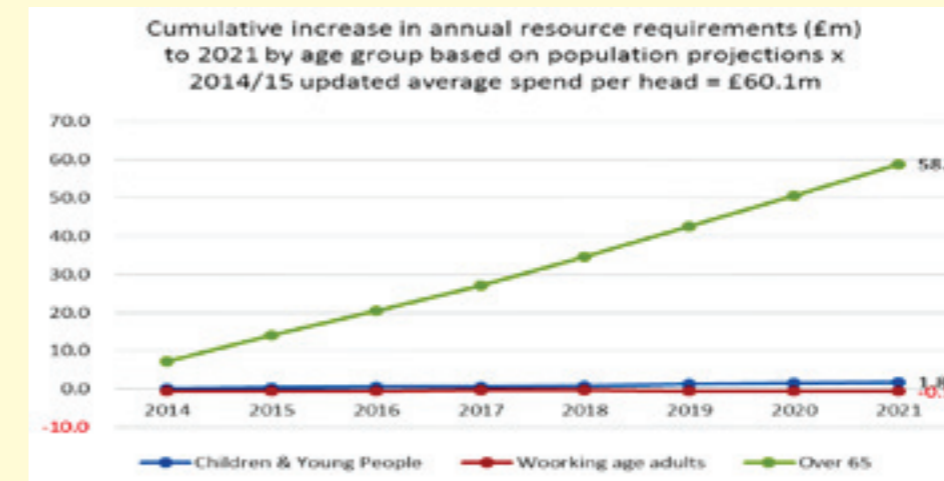


Table 3 – The impact of population growth on resource requirements – older people



We are clear about the challenges facing us and know that without a change in the health and care system there is a significant risk that service quality will decline



We are aware of other challenges within the health and care system:

- Care and support is fragmented, so people experience gaps in care and patients are treated as a series of problems rather than as a person. Care and support plans do not link together, which is inefficient and frustrating for people on the receiving end of our services. People have to repeat their stories to different agencies and are not always kept informed.
- The health and care system gives a higher priority to treatment and repair, rather than prevention or early intervention. Often, people are not eligible to receive services until they reach a point of crisis, when a little support earlier may have avoided the crisis from developing.
- Acute hospitals, specialist hospitals, including mental health hospitals, and emergency departments are under pressure, with unacceptably high levels of delayed transfers of care and extended lengths of stay in hospital.
- Too many people make a decision about their long-term care and support whilst they are in hospital, and this may result in frail elderly people being rushed into decisions and possibly an unnecessary admission to a residential or nursing home.

Developing our vision

Our focus for the Better Care Fund must therefore be upon frail older people. We know that if we do not, the impact will be felt by people of all ages.

We want people in Wiltshire to say...

There are no gaps in my care, and I don't need to worry about who is paying for my care, I contact one person and it's all sorted

Our vision for better care is based upon the four priority outcomes which are set out in our Joint Health and Wellbeing Strategy

I will be supported to live healthily

For example

- through health promotion and prevention activities
- through the provision of appropriate information and advice
- through treating me as a person, not just a set of conditions.

I will be listened to and involved

For example

- through services working together to treat the person, not the condition
- through having to tell my story only once, rather than repeat it to different organisations
- through involving me in my care arrangements
- through involving me in how services are developed.

I will be supported to live independently

For example

- through the right care being provided in the right place and at the right time
- through helping me recover from any episode of injury or illness
- through supporting my network of family, friends and neighbours to help me.

I will be kept safe from avoidable harm

For example

- through a culture that treats people the way we would all like to be treated ourselves
- through care being joined up, with appropriate sharing of information
- through providing me with a plan to help me cope if things get worse.



Our Pioneer Bid helped us consolidate our vision for a clear and simple system of care closer to home. It set out a vision for healthy, resilient communities.

Our vision is based upon the overriding principles of care closer to home, with health care led by local GPs. We have adopted the following principles:

- Care will be as close to home as possible, with home always as the first option.
- We will shift our services from being paternalistic to ensuring that **services are designed for and with the people who use them.**
- We will focus **care around the person**, building from communities of approximately 20,000 people.
- We will join up care at a local level and will **work with communities** to integrate care around clusters of GP practices and other community settings.
- We will ensure that **care is co-ordinated** for all older people, particularly to support those at risk of deterioration and hospital admission.
- We will create a team around the person, with someone to co-ordinate care between all the professionals and agencies involved, so that the person at the receiving end feels in control.
- We will build on the council's work with local communities on the development of **campuses** to incorporate health and care facilities.
- We will support individuals and communities to take more **personal responsibility** for their own health and wellbeing.
- We will ensure that **carers are supported** and that contingency plans are in place, to recognise when informal care arrangements may break down.
- We will develop our **intermediate care services** so that more people can be supported to be independent.
- We will ensure people have access to the right support when they need it, even if this is **24/7.**
- We will take a holistic approach, with locally accessible services to support **mental health needs.**
- We will ensure that people with dementia can remain independent and living at home for as long as possible within supportive communities.
- We will launch **dementia** friendly communities and towns where people can feel safe and looked after.
- People with dementia will be diagnosed early, so that the most appropriate treatment and support is provided to maintain independence for as long as is possible and to allow people and their carers to plan for the future.
- We will continue to develop **outcomes-focused commissioning**, based on the principles of our Help to Live at Home services.
- We will reduce duplication of assessments and support plans, so that there are **shared assessments and support plans** owned by the individuals they support.
- We will **minimise delays**, with a focus on reducing high numbers of delayed transfers of care across the system.
- We will invest in the capacity and competency of the health and care **workforce**, so that people with complex needs can be supported safely in their communities.



We want people in Wiltshire to say...

I know that services provide good value for money

In future, we want people in Wiltshire to say things like:

"There are no gaps in my care, and I don't need to worry about who is paying for my care, I contact one person and it's all sorted out."

"I am always kept informed, and I always know who is in charge of my care and who to contact."

"I don't have to keep repeating myself to lots of different professionals."

"The people who support me provide a good quality of service."

"If things get worse, I have a plan to help me cope, to make sure I stay at home and don't go to hospital or to a care home."

"I know that services provide good value for money."

Our future health and care system model

The diagram shows how we expect that health and care services will wrap around the person to support them at the appropriate level. The diagram is made up of rings of support wrapped around the individual.

The extended Primary Care Team (Amber ring – 20,000 population)

These services are those that are wrapped immediately around the patient and are accessed and co-ordinated through the extended Primary Care Team. Each team serves a population of approximately 20,000 people (typically, one or two GP practices). Enhanced General Practitioner Services will be supported by 'wrap-around' community nursing teams, care co-ordinators, primary care mental health liaison and psychological therapies, memory nurses, access to intermediate care, therapies and reablement, carer support, etc. Enablers will include multi-disciplinary team working, health stratification tools, care co-ordination, personalised care planning and enhanced interconnectivity of personal data across organisational boundaries.

Expected additional services provided for a market town population (Blue ring – 40,000 population)

These services include those available in the community covering the 7-day period provided for a market town and may include out-of-hours access for minor injuries and ailments, services for nursing and care homes and frail elderly people in their own homes, support for rapid admission and discharges to local District General Hospitals and access to community-based rapid response via the single point of access.

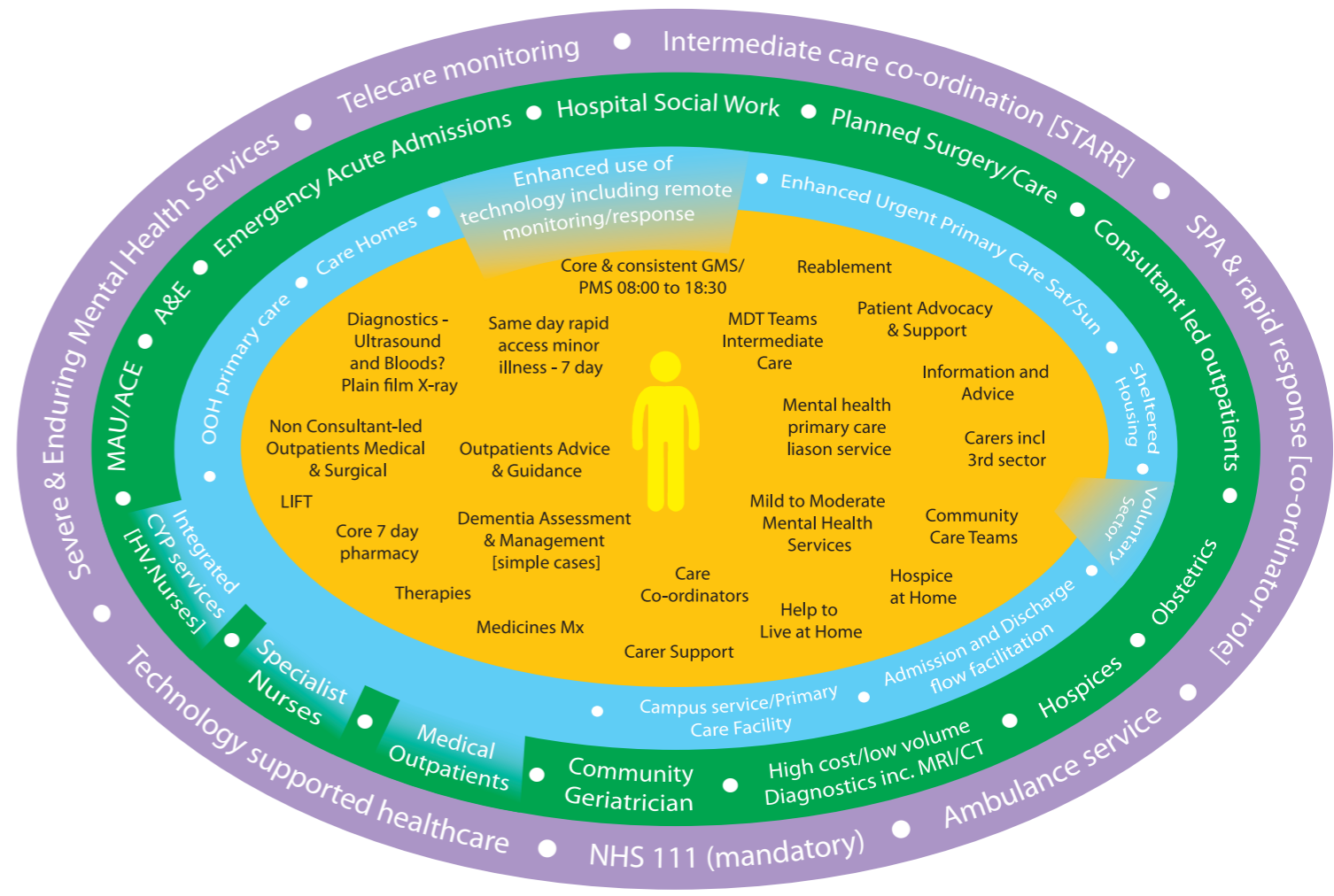
Expected service provision for a group area (Green ring-100,00 + population)

These are more specialist services provided within a maximum travel time of one hour. These services would include obstetrics and accident and emergency units, ambulatory and medical assessment units and hospice services. There should also be access to most surgical and intervention services and complex diagnostics, specialist nursing and outpatients and outreach advice from consultants in elderly medicine, dementia and long-term conditions.

Services provided on whole Wiltshire scale (Lilac ring)

To cover the whole of the county, a simple point of access will be provided which will work for professionals to co-ordinate and facilitate rapid access to services 24 hours, 7-days a week. This will include co-ordination of intermediate care and hospital discharge. Ambulance services and access to NHS 111 will also be co-ordinated at this level. There will be greater use of technology to support health and social care delivery and there will be access to health and care records across the system. It is at this level that we will co-ordinate services for people with severe and enduring mental health difficulties.

Table 4 – Our future health and care model





Paigag808

Integration aims and objectives

Please describe your overall aims and objectives for integrated care and provide information on how the Better Care Fund will secure improved outcomes in health and care in your area. Suggested points to cover:

- What are the aims and objectives of your integrated care system?
- How will you measure these aims and objectives?
- What measures of health gain will you apply to your population?

We understand that in order to secure improved outcomes, we must address integration through a number of routes:

- Joint commissioning
- Joint service delivery – co-ordinated pathways of care and co-ordinated services
- Joined-up governance.

Joint commissioning

We believe that integrated services are based on joint commissioning and our Joint Commissioning Board agreed the following principles in July 2013:

- We will take account of local needs and priorities, as set out by the Wiltshire Health and Wellbeing Board through the Joint Strategic Assessment and the Joint Health and Wellbeing Strategy.
- We will take account of an evidence base of what works to deliver the best outcomes for local people.
- We will focus on early, creative preventive approaches, based in local communities.
- We will adopt a shared understanding of risk.
- We will improve information, advice and signposting about services available to people.
- We will acknowledge the national direction and national outcomes frameworks for the NHS and social care.

We expect to see joint commissioning teams, based upon the above principles, implemented from 2015.

We expect commissioners to be managing and tracking outcomes through the intelligent use of data. We will be developing systems to track total activity and cost data across health and social care, for individuals and for whole segments of our local population.

We will develop information systems to identify people who incur the greatest health and social care costs and use this information to identify interventions that could have made a difference earlier to achieve better outcomes and reduce overall costs and to begin to shift the allocation of funding towards more early intervention and prevention.

We believe that integrated services are based on joint commissioning and key principles

Integration aims and objectives

Joint service delivery

We expect our principles for better care to be translated into integrated services and better outcomes for people who use services. We have summarised these in the table below:

Our principle	Our objectives for integration	Our measures
We will shift our services from being paternalistic to ensuring that services are designed for and with the people who use them.	People will be involved in the redesign of integrated services.	<ul style="list-style-type: none"> Patients and service users will be involved in pathway reviews, service specifications and tendering.
Care will be as close to home as possible, with home always as the first option.	We will create multi-disciplinary teams, wrapped around primary care clusters, providing integrated, accessible care in local communities. These teams will work across community health services, social care, mental health, voluntary sector, commissioned Help to Live at Home providers and other community resources such as sheltered housing.	<ul style="list-style-type: none"> Emergency attendances and admissions to acute hospitals will not increase. Long-term care home admissions will be reduced. Activity levels of community health services will increase. Patient and customer experiences of services will improve.
We will focus care around the person, building up from communities of approximately 20,000 people.	Services will match levels of needs in each community and existing inequalities in levels of service provision in some parts of the county will be levelled out.	
We will join up care at a local level and will work with communities to integrate care around clusters of GP practices and other community settings.	We will create a team around the person, with someone to co-ordinate care between all professionals and agencies involved, so that people at the receiving end feel in control.	<ul style="list-style-type: none"> Emergency attendances and admissions to acute hospitals will not increase. Every older person will have a named GP and a co-ordinated support plan. It will be possible to share information between professionals so that care is more effective, more timely and safer.
We will ensure that care is co-ordinated for all older people, particularly to support those at risk of deterioration and hospital admission.	Within the next five years, we will see an accessible location within each community bringing together services such as primary and community health with leisure, library and other council services and the voluntary sector. Facilities can be used imaginatively as a resource to promote health and wellbeing and provide treatment.	<ul style="list-style-type: none"> Patient and customer experiences of services will improve.
We will build on the council's work with local communities on the development of campuses.	We will focus our investment in voluntary and community services, working towards a shift in investment towards more preventative services and more accessible information and advice to promote self care and independence.	<ul style="list-style-type: none"> Reliance on urgent and crisis services will reduce. Patient and customer experiences of services will improve – people will feel more in control of their care.
We will support individuals and communities to take more personal responsibility for their own health and wellbeing.	We will continue to use our carers pooled budget to provide options for carers and we will plan for new responsibilities to carers under the Care and Support Bill. We will offer carers personal budgets to allow them more choice and control over their support.	<ul style="list-style-type: none"> Carers' experiences of services will improve.

Our principle	Our objectives for integration	Our measures
More people will be supported to remain independent.	<p>We will develop our intermediate care services to prevent hospital admission and provide a 'stepping stone' for people recovering from a hospital stay.</p> <p>Intermediate care for people with mental health and dementia needs will be strengthened.</p> <p>We will open a new Extra Care scheme in Malmesbury in 2015/16 and will commence work on a similar scheme in Devizes in 2015/16. This is part of our programme to ensure all market towns offer appropriate supported housing for frail elderly people.</p>	<ul style="list-style-type: none"> Delayed transfers of care will be reduced. Emergency attendances and admissions to acute hospitals will not increase. Decisions about long term care will not be taken in hospital and admissions to long term care will be reduced. Activity levels of community health services will increase. The option of extra care housing will be available in more communities in Wiltshire.
We will ensure that people have access to the right support when they need it.	People with complex health conditions, including dementia, often need support in the middle of the night or at weekends, and we believe community health and support services should be available 24/7.	<ul style="list-style-type: none"> People will access new out-of-hours services and unnecessary admissions to acute hospitals will be avoided.
We will take a holistic approach, with locally accessible services to support mental health needs.	We will integrate mental health and dementia care into our local services and we will support communities to be dementia friendly.	<ul style="list-style-type: none"> Long-term care home placements will be reduced for people with dementia. People with mental health needs will not be delayed in hospital.
We will ensure that people with dementia can remain independent and living at home for as long as possible within supportive communities.		<ul style="list-style-type: none"> A toolkit for dementia friendly communities and towns will be available for area boards to use. A Neighbourhood Return scheme will be trialled to support people with memory problems who go missing.
People with dementia will be diagnosed early, so that the most appropriate treatment and support is provided to maintain independence.		<ul style="list-style-type: none"> Diagnosis of dementia within primary care will increase.
We will continue to develop outcomes-focussed commissioning, based on our Help to Live at Home model of commissioning.	We will commission service providers, including care homes, to focus on outcomes for individuals, in order to give people the maximum independence and choice.	<ul style="list-style-type: none"> Care providers will work to contracts with incentives to deliver the best outcomes for individuals.
We will reduce duplication of assessments and support plans.	<p>We will develop shared assessments and support plans, with appropriate information-sharing systems, and support plans owned by the individuals that they support.</p> <p>We will develop our IT systems.</p>	<ul style="list-style-type: none"> The number of people with their own single support plan will increase. Patients and customers will say they are better informed about services.
We will minimise delays, with a focus on reducing high numbers of delayed transfers of care across the system.	<p>We will review processes for discharge from hospital to minimise delays.</p> <p>We will invest in capacity planning and in 'surge' capacity for community-based services so that our services can better cope when demand is greatest.</p>	<ul style="list-style-type: none"> The number of delayed transfers of care will be reduced.
We will invest in the capacity and competency of the health and care workforce.	We will increase the capacity of the community-based workforce, and ensure they have the skills to support people with complex needs.	<ul style="list-style-type: none"> The objectives of our workforce plan will be met, including increased competencies, improved recruitment and retention of care and support staff. The workforce will say they feel valued. The domiciliary care workforce will have a structured career path and zero hour contracts will be minimised.

Description of planned changes

Please provide an overview of the schemes and changes covered by your joint work programme.

We recognise that achieving our vision will mean change across the whole of our current health and care landscape. All providers of health and care services will need to change how they work and how they interact with their patients, customers or service users and with each other.

Investing in transformation

During 2014/15

- We will establish a joint integration programme team, using new capacity (a programme director) and existing resources from within the council and the CCG. This team will lead the implementation of joint commissioning and joint delivery and ensure we achieve the objectives set out within this plan.
- We will undertake a systems review of the pathway of care for older people. This will tell us where different organisations invest and what outcomes are achieved. It will allow us to see a shift in investment from repair to preventative services that can make the biggest difference.
- We will use the systems review to prioritise the areas for development in 2015/16 and beyond. The first area for development will be hospital discharge.

Joint commissioning

During 2014/15

- We will plan for joint commissioning teams for specialist services (learning disabilities and mental health).
- We will scope the potential for further pooled budget arrangements.
- We will evaluate options for joint commissioning of community health and care services.
- We will build on developing systems to share information to support commissioning. This will inform us how investment decisions across the whole system can be changed to get the best overall outcomes.
- We will start the implementation of a joint workforce strategy, which has been developed across acute, community and social care providers.

During 2015/16

- We will implement joint commissioning teams for learning disabilities and mental health.
- We will implement further pooled budgets as scoped in 2014/15.



We will support informal carers in their caring role, listen to their views and realign the services funded through our carers pooled budget

Supporting individuals and communities to take more responsibility for their own health and wellbeing

During 2014/15

- We will commission an information and advice portal to support healthy lifestyles, independent living and self care.
- We will support informal carers in their caring role, listen to their views and realign the services funded through our carers pooled budget.
- We will review our existing investment in preventative services and maximise the opportunities for joint commissioning of voluntary and community sector services.

During 2015/16

- We will continue to invest in preventative services.

Description of planned changes



Supporting care closer to home

During 2014/15

- We will review processes for hospital discharge so that people do not make a decision about their long-term care arrangements in an acute hospital. This will reduce delays in hospital.
- We will implement our model of local multi-disciplinary team working, moving staff and services into local clusters.
- We will realign investment in community health services to ensure we address inequity of provision across the county.
- We will review the provision of bed-based care in the county, including the commissioning of care home beds. We will re-commission care home beds using an outcomes-based approach to ensure that all care takes an enabling approach and achieves the right outcomes to maximise independence. The council and the CCG will ensure care home beds are commissioned in a consistent way.
- We will make the best use of telecare and telehealth services to increase the range of equipment used and the number of people benefitting.
- We will increase investment in capacity and skills for intermediate care and reablement in the community. This will be through a review of our existing STARR step up and step-down bedded scheme with a view to moving more of the investment from beds to support in people's own homes.
- We will review the implementation of Help to Live at Home processes to improve outcomes for intermediate care.
- We will ensure the availability of additional capacity within intermediate care services for escalation beds in the community, when the whole system is under pressure, for example, over the winter period.
- We will work explicitly with NHS England to develop capacity in General Practice in Wiltshire.

During 2015/16

- We will implement new contracts for care home beds.
- We will continue to increase investment in community-based therapy and support for rehabilitation and re-ablement and further shift to more re-ablement at home rather than in hospital or care home beds.

The right support when people need it

During 2014-15

- We will continue to invest in 24/7 rapid response services
- We will continue to invest in acute liaison services to support hospital discharge at weekends
- Our pathway review will help us determine where to invest in 24/7 services to get the best outcomes.

During 2015-16

- We will implement 24/7 and weekend working, as determined by our pathway review.

Shared assessments and support plans

During 2014/15

- We will develop and pilot a single support plan record which is held by the patient/service user.
- We will scope requirements for information systems to allow people to share information at a local level about patients and service users. This will avoid the need for people to repeat their story to different agencies.

During 2015/16

- We will implement a single assessment and support plan.
- We will implement information sharing systems.

How you will ensure other related activity will align, including the JSNA, JHWS, CCG commissioning plan/s and Local Authority plans/s for social care

The Health and Wellbeing Board will assure that organisations are working together and in line with the Joint Strategic Assessment and the Joint Health and Wellbeing Strategy.

Our schemes for integration will be reported for information to the Wiltshire Urgent Care Board. This board will ensure alignment to other services such as 111, ambulance and out-of-hours GP services.

We will use the Systems Leadership Local Vision Programme to support the Health and Wellbeing Board to meet the challenges of implementing the Better Care Plan and working effectively as a system. The programme will focus on understanding roles and responsibilities at different levels and in different organisations, and of what organisations can expect and need from others.

Wiltshire Council's Business Plan (2013-2017) is based on a vision to create stronger and more resilient communities. One of the council's priorities is to continue to protect the most vulnerable in its communities. Within the plan, Outcome 5 focusses on people having healthy, active and high quality lives, whilst Outcome 6 is focussed on ensuring people are as protected from harm as possible and feel safe. The priority actions set out in the plan are fully consistent with the vision and objectives of the Better Care Plan.

The Clinical Commissioning Group's Two Year Plan and Five Year Plan are framed on the principles set within the Wiltshire Health and Wellbeing Strategy. Our joint working on these plans over the coming months will ensure that we are driving a coherent approach on our shared vision, building on work already achieved within the community transformation programme.

The CCG's Two Year and Five Year Plan are framed on the principles set within the Wiltshire Health and Wellbeing Strategy



Implications for the acute sector

Set out the implications of the plan on the delivery of NHS services including clearly identifying where any NHS savings will be realised and the risk of the savings not being realised. You must clearly quantify the impact on NHS service delivery targets including the scenario of the required savings not materialising. The details of this response must be developed with the relevant NHS providers.

The biggest impact is expected in year one as the CCG and council move to reduce the average length of stay experienced by patients

Supporting care closer to home

We have assessed the impact on the local acute system which includes the Royal United Hospital, Bath, NHS Trust (RUH), Great Western Hospitals NHS Foundation Trust (GWH), and Salisbury Hospitals NHS Foundation Trust (SFT). The innovation and transformation that the BCF strategy sets out aims to reduce Wiltshire's dependency on acute hospital bed capacity as a result of reducing the average length of stay that Wiltshire's patients currently experience as well as reducing the number of inappropriate admissions to the acute sector. This will allow the three trusts to reduce their bed occupancy rates therefore making the acute system far more sustainable. It will increase their ability to manage future fluctuations in emergency activity demand. This impact will only materialise once the service changes set out in this plan have been delivered and the acute hospitals have experienced the impact.

Our shared ambition is to reduce the average length of stay of emergency admissions by 20% (approximately two days) over the next two years. This will be achieved by improving the flow through the acute hospitals by enhancing the services on the front of the emergency system as well improving the discharge process.

We are also expecting to see a reduction in non-elective admissions of 4.5% in 2014/15 and for 2015/16 commissioners are setting an ambition of minimising the impact of demographic growth which equates to approximately 2%. This will be achieved by reducing the level of inappropriate admissions through the enhancement of health and social care services to support people more effectively in the community. This will include the enhanced community response to supporting clients in crisis situations.

The CCG and council have modelled the potential impact of the Better Care Plan on the three trusts for 2014/15 and have set an ambition of reducing the demand on acute bed capacity by 20%. For patients who stay longer than two days this will equate to approximately 37,000 bed days by reducing the average length of stay by two days. Table 5 represents the potential impact across the three acute hospitals.

Table 5 – The impact of reducing the average length of stay across the three acute hospitals

Hospital	RUH	GWH	SFT	RUH	GWH	SFT	RUH	GWH	SFT
	Admissions			Reduced bed-days			Average LoS reduction		
Length-of-Stay (LoS) reduction	0	0	0	13,094	7,566	12,720	2.1	2.0	2.3
Admissions reductions	538	424	471	1,076	848	942			
Total	538	424	471	14,170	8,414	13,662			

The Length-of-Stay (LoS) reductions will benefit both commissioners and the acute trusts, with the greatest impact on the trusts which will be expecting to reduce the number of beds in the three hospitals. In reality the trusts will be able to close escalation beds that have been opened in 2013/14 allowing them to reduce their cost base and contribute to the delivery of the annual 4% efficiency challenge set by the Department of Health.

The results for commissioners will be some reduced numbers of 'excess bed days', although it is not possible to quantify the detailed impact due to the changes in the nationally defined 'trim points'. The CCG will work in partnership with the three acute trusts and has made a commitment that there will be no contractual changes with the acute hospitals that stipulate a bed day reduction, providing assurance to the three trusts that they will not be financially disadvantaged by the impact of the Better Care Fund.

The impact of not delivering our Better Care Plan objectives

We will work in partnership with the acute hospitals to reduce length of stay and the non-elective admission reductions will have a number of effects. We know that the result of not doing this would be as follows:

- Hospitals would struggle to expand their current bed capacity as growth of 3.3% or more would impact on the acute system in 2014/15 and 2015/16. The predicted extra number of required beds could be as many as 15 beds per year across the three acute hospitals.
- The CCG would experience 'over performance' on the three acute hospital contracts as non-elective QIPP targets would not be deliverable. The financial impact of non-delivery of the Better Care Plan objectives in relation to length of stay and reduced admissions is £3m for the CCG in 2014/15. The impact would approximately double in 2015/16 if growth could not be contained and the Better Care Plan and other initiatives did not deliver. The CCG will have only limited reserves to mitigate this over performance in 2014/15 and 2015/16 due to the creation of the Better Care Fund.
- The result of longer stays in hospital will mean there will be a rise in care home admissions. The Better Care Fund includes a growth prediction of £1.8m over and above the Wiltshire Council funded growth. If the objectives of the Better Care Plan are not delivered, then the £1.8m will be required for care home placements, and will have a recurrent impact in 2015/16.

The Better Care Fund includes a growth prediction of £1.8m over and above the Wiltshire Council funded growth of £2.5m



Governance

Please provide details of the arrangements in place for oversight and governance for progress and outcomes.

We see strong joint governance as one of the routes to integration

Page 307

We see strong joint governance as one of the routes to integration.

The **Wiltshire Health and Wellbeing Board** will oversee the delivery of Better Care and has already taken an active interest in the development of our plans. Health providers are all represented on the Health and Wellbeing Board.

Elements of our plan that require key decisions will, as required, be reported to the **CCG Governing Body** and to the **Wiltshire Council Cabinet**.

We have a **Joint Commissioning Board** for adult services and many of the emerging service changes have been developed and overseen by this board.

We have a number of existing joint arrangements between the council and the CCG, including pooled budgets for carers' services. These agreements sit within a single overarching **Joint Business Agreement** which is overseen by the Joint Commissioning Board. We will expand this agreement to cover the Better Care Fund pooled budget.

We are developing a **joint integration programme team**, led by a jointly-appointed programme director and including specialist capacity from the council's system thinking team and information management team.

The host arrangements for the pooled budgets are still to be determined. The Joint Commissioning Board will be responsible for monitoring the pool and taking any in-year decisions to manage the budget. The Better Care Fund will be allocated against areas for investment and a manager with accountability will be identified for each area of investment.

Providing effective oversight and co-ordination

There will be bi-monthly update reports on the delivery of Better Care and the use of the pooled funds to our Joint Commissioning Board. The Joint Commissioning Board has developed a **dashboard of performance outcomes** which it monitors at every meeting. This dashboard will be expanded to include the key performance outcomes for the Better Care Fund.

There will be six-monthly **public reports** on the delivery of Better Care. These reports will be circulated to the council's cabinet, the CCG's governing body and the Health and Wellbeing Board. In this way, we will ensure that the leadership of the CCG and the council have clear and shared visibility and accountability in relation to all aspects of the joint fund.

We will also ensure that the public are informed of progress, both through the publication of six-monthly reports and through regular updates in the Your Wiltshire Magazine. We will work with our Older People's Reference Group and with Healthwatch Wiltshire to ensure that we develop our patient and customer feedback and can respond to people's views.



National conditions Protecting social care services

Please outline your agreed local definition of protecting social care services.

...we expect the Better Care Fund to help focus an investment in information, advice, preventative services and re-ablement order to improve outcomes and provide more choices for self funders

Pages 08

Protecting social care services in Wiltshire means ensuring that those in need within our local communities continue to receive the support they need in a time of growing demand and budgetary pressures. We expect to maintain our current eligibility criteria for social care services, but also expect to develop more alternatives to support people to remain healthy and well and have the maximum independence. This will benefit individuals but also delay the need for more intensive, and more expensive services.

Wiltshire is a county with a large percentage of 'self funders' – people who do not currently meet the financial threshold for support from the council for their social care needs – we expect the Better Care Fund to help focus an investment in information, advice, preventative services and re-ablement in order to improve outcomes and provide more choices for self funders.

The new Care Bill will bring, amongst other things, major changes for eligibility, assessment and support planning and an element of the Better Care Fund will help the council meet additional demand. We will use the next year to assess additional demands for social care services and the likely impact upon the Better Care Fund.

Please explain how local social care services will be protected within your plans

The financial appendix for this plan sets out how much of the Better Care Fund is invested in social care services.

Funding currently allocated within the social care 'Health Gains' transfer and reablement transfers have been used to enable the local authority to meet increased demands for services and sustain the current level of eligibility. This has been through investment in 2013/14 on the following

Direct care provision

- Admissions to care homes
- Help to Live at Home services
- Care for people with complex needs (delegated healthcare)
- Step up and step down beds (STARR)
- Telecare response service
- Services for carers.

Capacity to support discharge from hospital

- Additional social work capacity
- Liaison services to support discharge teams
- Information services to support self-funders.

We will sustain these funding allocations for 2014/15 to protect social care services. However, our review of the pathway for frail older people, and review of hospital discharge arrangements will allow us to refocus this investment to ensure that there is a shift from placements to care at home and intermediate care services.

The financial appendix for this plan sets out how much of the Better Care Fund is invested in social care services. We have agreed that Wiltshire's fund includes an additional £1.833m investment by Wiltshire Council.

National conditions 7-day services to support discharge

Please provide evidence of the strategic commitment to providing 7-day health and social care services across the local health economy at a joint leadership level (Joint Health and Wellbeing Strategy).

In the last year, we have used NHS Health Gains transfer to enhance our 24/7 telecare response service and provide with an urgent domiciliary care response. We will sustain this funding and evaluate this service in early 2014 to determine future investment.

We have increased capacity for 24/7 nursing care services and weekend community discharge liaison staff based in three acute hospitals.

The CCG has used Winter Pressures funds to pilot 7-day working in primary care. Some practices have evidence of reduced emergency admissions and the CCG are currently considering plans to roll-out successful pilots across the county.

The council used Winter Pressures funds to pilot social care 7-day working in acute hospitals. The results of this pilot were reported in our winter plan, and demonstrated to us that social work alone cannot make a difference to weekend discharges. The whole system, including therapy, discharge liaison, transport, pharmacy etc needs to be geared to full 7-day working.

We are therefore proposing to invest an element of the Better Care Fund to pump-prime 7-day working across the whole health and social care sector.

Please describe your agreed local plans for implementing 7-day services in health and social care to support patients being discharged and prevent unnecessary admissions at weekends.

Our systems review of the pathway for frail elderly people and of processes for hospital discharge will allow us to see where 7-day services will be best targeted to get the best outcomes. We will then produce a costed plan for 7-day services across the whole system.



National conditions Data sharing

Please confirm that you are using the NHS Number as a primary identifier for correspondence across health and care services.

All health services use the NHS number as the primary identifier. The adult social care system records the NHS number and the council subscribes to the national tracing service. 84% of all current social care customer records have a validated NHS number. We are committed to increasing the percentage and ensuring the NHS number's use in all correspondence between agencies.

If you are not currently using the NHS number as primary identifier for correspondence please confirm your commitment that this will be in place and by when.

The number will be the primary identifier by April 2015.

Please confirm that you are committed to adopting systems that are based upon Open APIs and Open Standards (i.e. secure email standards, interoperability standards (ITK))

We are committed to adopting systems based upon Open APIs and Open Standards. This is being reflected in the forthcoming ICT Strategy being compiled for Wiltshire CCG by Central Southern Commissioning Support Unit (CSCSU) and in relevant ICT tender requirements. A cross organisational IT Forum is in operation that reviews and ratifies technical proposals and designs concerning transfer of and access to information between partners.

Primary care uses System One, a clinical computer system that allows service users and clinicians to view information and add data to their records; 98% of GP practices in Wiltshire use System One.

Social care uses Carefirst 6, a software solution from OLM, that provides a range of functionality and content for both adult and children's social care. GPs are being given access to a 'cut down' view in the form of a system called Multi Agency View (MAV) for adult care information. It is the intention that this will be rolled out further over the next 12 months.

The council is investing resources and expertise into developing shared information systems to create a single view of the customer – bringing together information from council systems, including revenue and benefits, housing, social care, and from the police. There is potential to develop this work further to include health data from a range of sources and to form the basis of a shared record.

An electronic based modelling tool will be developed that provides a statistical description of need, demand, provision, capacity and outcomes in Wiltshire. It will contain pseudo-anonymous data supplied by social care, data from the acute hospitals and from community health systems and primary care, mental health and out of hours' services. This will form the basis of good commissioning intelligence.

The Devon Risk tool is utilised by Wiltshire GPs to identify patients at risk. It is intended to add the social care module to further improve the risk stratification process.



Please confirm that you are committed to ensuring that the appropriate IG controls will be in place. These will need to cover NHS Standard Contract requirements, IG Toolkit requirements, professional clinical practice and, in particular, requirements set out in Caldicott2.

We are committed to maintaining five rules in health and social care to ensure that patient and service user confidentiality is maintained:

- Confidential information about service users or patients should be treated confidentially and respectfully.
- Members of a care team should share confidential information when it is needed for the safe and effective care of an individual.
- Information that is shared for the benefit of the community should be anonymised.
- An individual's right to object to the sharing of confidential information about them should be respected.
- Organisations should put policies, procedures and systems in place to ensure the confidentiality rules are followed.

A cross organisational Information Sharing Group is in operation, composed primarily of IG Managers/Caldicott Guardians, to review and ratify any proposed changes to information sharing. An overarching AWG Information Sharing Core Principles document is in place with level 2 protocols (Data Deposit Agreement and Commercial Data Sharing Agreement) created to underpin the statistical modelling tool.

Wiltshire Council is IGSOE compliant and utilises N3 network connectivity when sharing data with health partners.

National conditions Joint-assessments and accountable lead professional

Please confirm that local people at high risk of hospital admission have an agreed accountable lead professional and that health and social care use a joint process to assess risk, plan care and allocate a lead professional.

Please specify what proportion of the adult population are identified as at high risk of hospital admission, what approach to risk stratification you have used to identify them, and what proportion of individuals at risk have a joint care plan and accountable professional.

Wiltshire CCG and the council's public health team have developed data to segment the older population according to risk. This has been presented as a report: "Quantifying the number of vulnerable older people in Wiltshire" – prepared in January this year by a public health consultant. The report acknowledges the high number of indicators for vulnerability which makes it difficult to define a cohort that is not duplicated. It uses a number of proxy measures to estimate the population. Table 6 shows census data, whilst Table 7 shows the work undertaken by using the Devon Risk Tool to produce a risk score for patients aged 65 and over.

GPs have used the Devon Risk Tool to identify the top 5% of people at risk in their practice (21,000 people across the county). A GP Local Enhanced Scheme is in place to support risk stratification. We are working towards at risk individuals having a joint care plan and an accountable professional. At the end of December 2013, 27% of patients receiving care co-ordination had a care plan in place and 43.9% of identified patients had an identified clinician supporting them.

The next stage will be to include social care information within the risk stratification process.

The development of the role of the care co-ordinator within primary care, and the use of multi-disciplinary team meetings on high risk patients will increase that number of patients with a care plan to approximately 85%.

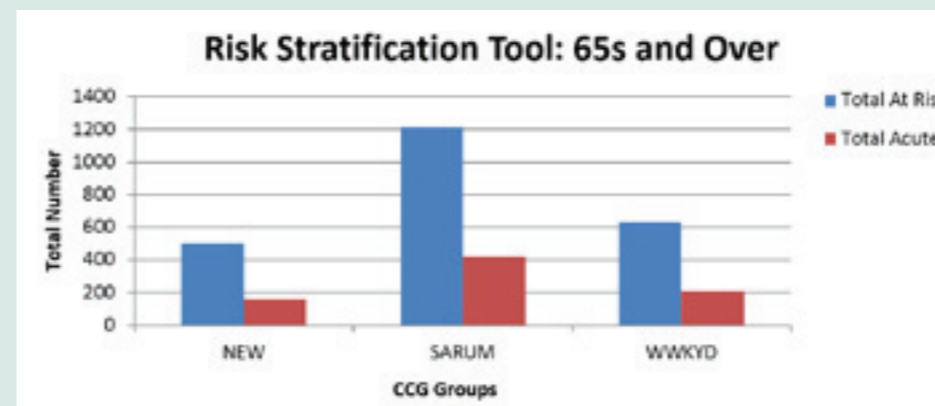


Table 6 – People aged 65 and over with a long-term health problem or disability

Age	All categories: General health	Very good or good health	Fair health	Bad or very bad health
Age 65 and over	85,488	48,156	27,849	9,483

(Census, 2013)

Table 7 – People aged 65 and over who are indicated as at risk through the use of risk stratification



	At risk (score 60-80)	Acute (score 80+)	Both
Overall total	2,351	787	3,138

The intention is to commission services to support the numbers of people in at risk groups and strengthen the clinical pathways associated, providing services in a more holistic way across health and social care rather than by disease.



Key risks

The table below provides an overview of some of the key risks identified through the co-design process to date. A full risks and mitigations log is being produced.

Ref	Risk	Status	Mitigating actions
R1	The introduction of the Care Bill, currently going through Parliament and expected to receive Royal Assent in 2014, will result in a significant increase in demand for assessments and an increase in the cost of care provision from April 2016 onwards that is not fully quantifiable currently and will impact the sustainability of current social care funding and plans.	High	<p>We are undertaking an initial impact assessment of the effects of the Care Bill and will continue to refine our assumptions around this as we develop our final Better Carer Fund response, and begin to deliver upon the associated schemes.</p> <p>We have identified a specific sum within the Better Care Fund for 2015/16 to be held against this risk until the impact assessment has been completed.</p> <p>We believe there will be potential benefits that come out of this process, as well as potential risks.</p>
R2	The expected shift to more community-based services will not deliver the expected benefits, for example because of the acuity levels of people requiring services.	High	Each element of our Better Care Plan will be monitored and project-managed, with timeframes for delivery and early evaluation. Service developments will be flexible to reflect evidence of what is working or not working well. Contingency plans will be in place for all new service developments.
R3	A lack of high quality and meaningful local key performance indicators will make it difficult to monitor outcomes.	High	The integration programme will work with the council's research team and will commission Healthwatch to work on some patient/service user-led outcome measures. We will work with service providers on outcomes-based commissioning specifications.
R4	Operational pressures will restrict the ability of our workforce to deliver the required investment and associated projects to make the vision of care outlined in our Better Care Fund submission a reality.	High	<p>Our 2014/15 schemes include specific non-recurrent investments in the infrastructure and capacity to support overall organisational development.</p> <p>We will use expertise within Wiltshire Council's transformation team to build on integration and transformation work already undertaken with other services, including the police.</p>
R5	Improvements in the quality of care and in preventative services will fail to translate into the required reductions in acute and nursing/care home activity by 2015/16, impacting on the overall funding available to support core services and future schemes.	High	<p>We have modelled our assumptions using a range of available data, including metrics from other localities.</p> <p>We will use data from a number of existing pilot projects.</p> <p>2014/15 will be used to test and refine these assumptions, with a focus on developing detailed business cases and service specifications.</p>
R6	Recruitment and retention of health and care staff is challenging. This is due to the population profile in the county, high employment and high cost of living. This may impact upon our ability to increase capacity of community health and care services.	High	We will work together to implement our workforce strategy, including joint recruitment, retention and workforce development plans.
R7	The extent of cultural and behavioural change required of the public and of professionals working in the system will not be achievable.	High	<p>The public and professionals must be given confidence in the quality and competence of all the options for care delivery, wherever they are provided. This will be achieved through rigorous monitoring and through a robust communications strategy.</p> <p>The use of personalised care plans for people with long term conditions and/or at risk of hospital admission will also help reassure people that services are co-ordinated and information is shared in order to support them safely and in the best place.</p>



Appendix 1: Financial Plan

Note – All schemes to report to Health and Wellbeing Board in first quarter 2014/15 to agree detail of investment, delivery and expected outcomes.

Ref	2014/15 £m	2015/16 £m	Detail
Scheme 1 - Intermediate Care			
Intermediate Care Schemes to avoid hospital admission and reduce delayed transfers of care.	6.80	8.30	4.3m currently committed to STARR + 0.5m to support community services. Assume £2m new investment in intermediate care in 14/15 and further £1.5m in 1/16.
Scheme 2 – 7-day working			
Single Point of Access, Rapid Response, Telecare, services to support hospital discharge over days.	3.39	6.89	Additional 3m in 16/17 for whole system working 7/7. Investment priorities will be determined by a systems review of the pathway for frail elderly - allowing us to target changes in areas to make the biggest difference.
Scheme 3 – Protecting social care services			
Maintaining services for vulnerable people, including demographic growth.	9.18	9.18	Includes Wiltshire Council investment in adult care £1.833m.
Scheme 4 – Care Bill requirements			
Anticipated additional demand for assessments and services.	0.13	2.50	0.13m in 14-15 for carers assessments in advance of Care and Support Bill.
Scheme 5 – Supporting communities to be more resilient			
Carers services and increased investment in communities.	1.47	2.47	0.89m in carers pool from CCG. 0.58m in carers pool from Wiltshire Council. Additional investment in 2015-16 in community capacity.
Scheme 6 – Data sharing and joint assessments			
Shared records and information portal.	1.20		New commitment. Includes Wiltshire Council investment of 0.7m non recurring funds.
Scheme 7 – Service user feedback and involvement			
Investment in involvement.	0.10	0.10	New commitment.
Total investment	22.28	29.44	
New investment recurrent and non-recurrent	6.93	8.00	

Funds available	2014/15 £m	2015/16 £m
Better Care Fund	11.58	27.10
CCG non recurring funds	11.58	27.10
Wiltshire Council growth	11.58	27.10
Wiltshire Council adult care contribution to carers	11.58	27.10
Wiltshire Council non recurring funds	11.58	27.10
Total	22.37	29.51



Signed

Jane Scott OBE,
Chair,
Wiltshire Health and
Wellbeing Board

Dr Steve Rowlands,
Vice-chair,
Wiltshire Health and
WellBeing Board

Better Care Plan 2014 – 2016



Clinical Commissioning Group

NHS Wiltshire
Clinical Commissioning Group
Southgate House
Pans Lane
Devizes
Wiltshire SN10 5EQ

Telephone: 01380 728899
Email: WCCG.info@nhs.net
Web: www.wiltshireccg.nhs.uk



Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire BA14 8JN

Telephone: 0300 003 4566
Email: PublicHealth@wiltshire.gov.uk
Web: [www.wiltshire.gov.uk/
healthandsocialcare/publichealthwilts](http://www.wiltshire.gov.uk/healthandsocialcare/publichealthwilts)

This page is intentionally left blank

WILTSHIRE PENSION FUND COMMITTEE

DRAFT MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING HELD ON 6 MARCH 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Tony Deane (Chairman), Cllr Brian Ford, Cllr Charles Howard (Vice-Chair), Cllr Des Moffatt, Cllr Mark Packard and Cllr Roy While

Also Present:

Mr Jim Edney, Tony Gravier, Joanne Holden and Mike Pankiewicz

11 **Membership**

There were no changes of membership.

12 **Attendance of Non-Members of the Committee**

There were no non-member attendees.

13 **Apologies for Absence**

Apologies for absence were received from Cllr Shelia Parker, Cllr Dick Tonge, Mrs Lynda Croft and Mr Tim Jackson.

14 **Minutes**

The minutes of the meeting held on 4 December 2013 and the special meeting on held on the 24 January 2014 were presented for consideration. It was;

Resolved:

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

15 **Chairman's Announcements**

It was announced that the committee were invited to attend the LGPS Road show following the meeting at 12:15pm.

The Chairman gave feedback following discussions with Claire Perry MP as agreed at minute 99 of the meeting on 4 December 2013, noting there had been would be no changes to the implementation of the new system.

16 **Declarations of Interest**

There were no declarations of interest.

17 **Public Participation and Councillors' Questions**

There were no questions or statements submitted.

18 **Treasury Management Strategy**

The Strategic Pension Manager noted the key points of the strategy and highlighted that there had been no changes made to the Treasury Management Strategy for Wiltshire Pension Fund since last year.

A question was raised asking how often the Money Market accounts were managed and reviewed and it was explained that the accounts were managed by consultants and reviewed regularly. It was noted that more information on the reviews and updates was required by the committee and should be included in the agenda going forward. It was;

Resolved:

To APPROVE the Treasury Management Strategy.

19 **Pension Fund Risk Register**

The Head of Pensions presented the updated Pensions Fund Risk Register, noting there had been 4 changes since the last meeting.

Attention was drawn to items 5 to 8 in the report noting the changes from amber to green. It was mentioned that PEN012 – Over reliance on key officers, had reduced from amber to green reflecting the appointment of the Strategic Pension Manager. A question was raised concerning the change from amber to green and it was explained that the pension team had not been affected by Council wide redundancies and it was a separate budget funded by all the employer bodies in the scheme and as such the risk level was lower than that of the council. It was also mentioned that training for the pension fund committee would be arranged shortly to take place on topics that need to be addressed for the following year.

A question was raised that if employer bodies are increasing then the risk should also increase. It was explained that the additional employers are academies joining the pension scheme and that the liabilities already existed

but had been transferred from the relevant local authority. However, this situation would be monitored. Concerns were raised on the amount of control the pension scheme had on the amount of employers joining the scheme. It was explained that most of the new employers were academies who as Scheduled Bodies had to be allowed to enter the Fund. However, regular reporting to Committee of new entrants would be implemented. It was suggested that early warning systems were needed and tighter controls on payments to ensure organisations do not get behind with their contributions. It was explained that there is a monitoring system in place which follows up regularly with late payers and that in future the Pension Regulator will require disclosure of late payment to them when they become responsible for the LGPS from April 2015.

It was noted that the number of employers had risen from 63 to 133 and that the Fund was currently looking into expanding additional risk controls and employer covenant monitoring to ensure the security of all these employers..

It was;

Resolved:

That the committee note the Risk Register and measures being taken to mitigate risks.

20 **Public Service Pension Act and LGPS Structural Reforms Update**

The Head of Pensions gave a presentation on the Pension Act and LGPS Structural Reforms. He provided background information on the Government's objectives for LGPS structural review and explained it was thought that initially their intentions could be to merge funds in an attempt to reduce deficits. Wiltshire Council's views included that collaboration was working and getting the best results and did not agree on reducing the number of funds would assist in the primary objectives of reducing deficits and improving investment performance.

A shadow scheme board had recently analysed and made recommendation to the Government highlighting that the funds are hard to compare and a format is needed to enable comparison. Attention was drawn to the recommendations that:

- Government should consult on options for reform ASAP.
- The Government by summer 2014, agree a realistic timetable for reform.
- The Board support the Government by a) developing a shortlist of feasible options for managing deficits and b) conducting further research on key options for reform.

It was mentioned that the Government are now waiting for the Hymans Robertson report which is considering 3 options:

- Merging of funds into a fewer number

- National Collective Investment Vehicles
- Regional Collective Investment Vehicle

The latter two would aim to merge assets together to reduce investment fees either on a national or regional basis.

Attention was drawn to the Public Services Pension Act 2013 and the regulatory requirements of public pension schemes. It was noted that the structure of the public pension schemes would change to include a local pension board and that it was a requirement of Wiltshire Council to have a board.

Questions around conflicts of interest on the local pension board was raised and it was mentioned that this was a concern considering that the pension committee where decisions are made, do not mandatorily have to have extensive knowledge and skills in relation to pensions, whereas the local pension board members do require extensive skills but do not make executive decisions. It was suggested that the committee examine existing boards and the models other authorities have taken and an update would be given for the next agenda.

Resolved

That the committee note the updates on the LGPS.

21 **2014 Triennial Valuation Update**

The Head of Pensions gave a verbal update on the employer contribution rates from April 2014 and it was;

Resolved

That the committee note the finalised employer contribution rates for 2014 to 2017.

22 **LGPS 2014 Implementation Update**

The Head of Pensions introduced the item and gave a verbal update drawing attention to the communications strategy and the work the pension's team have carried out to communicate with members and employers. An update was given on where the pension's team was on implementing the LGPS, highlighting the current testing of the software and that everything was on track and should be ready for 2015.

It was suggested by the Committee that the current employee's communications be collated and circulated in a pack Members to see.

23 **Wiltshire Pension Fund Administration 2013-14 Budget Monitoring**

The Strategic Pension Manager introduced the budget drawing attention to the under spend explaining that this had occurred mainly due to lower investment manager fees due to the move to more 'pooled fund' mandates which had reduced the fees.

Following which it was,

Resolved

That the committee note the 2013-2014 Budget Monitoring and thanked the pension team for their work.

24 **Wiltshire Pension Fund Administration Budget 2014-17**

The Treasurer to the pension fund outlined the proposed administration budget for 2014-2015 and the planned expenditure in 2015-2016 and 2016-2017.

Attention was drawn to item 7 on the report highlighting the difficulty of estimating management fees. Although, increased management fees should reflect the good performance by the investment managers.

As a result, it was;

Resolved

That the committee:

A) Approve the Pension Fund Administration Budget 2014-2015

B) Note the indicative budget allocations for 2015-2016 and 2016-2017.

25 **Date of Next Meeting**

It was confirmed that the next regular meeting of this Committee would be held on Tuesday 5 June 2014.

26 **Urgent Items**

There were no urgent items.

27 **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 Number 28 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).

28 Investments Quarterly Progress Report

The Strategic Pension Manager reported on the key issues of the Fund's investment performance as at 31 December 2013. It was said to have been a busy period but with good performance.

It was;

Resolved

That the committee note the two investment reports and updates.

29 LGPS 2014 Roadshow

The committee attended the LGPS road show.

(Duration of meeting: 10.30 am - 12.15 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

Press enquiries to Communications, direct line (01225) 713114/713115

WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 6 MARCH 2014 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Abdul Amin, Cllr Glenis Ansell, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Brian Ford (Vice Chairman), Malcolm Grubb, Cllr Charles Howard, Cllr Peter Hutton, Amanda Newbery, Cllr Linda Packard and Cllr Teresa Page

Also Present:

Carlton Brand (Corporate Director WC), Kieran Kilgallen (Chief Executive OPCC), Sarah Kyte (Business Manager OPCC), Angus Macpherson (Commissioner OPCC), Cllr John Adams (Dorset Council), Alissa Davies (Senior Corporate Support Officer WC), Henry Powell (Senior Scrutiny Officer WC) and Karen Spence (Senior Corporate Support Officer WC)

14 Apologies for Absence

Apologies were received from Cllr Russell Hawker and Cllr Julian Johnson.

Cllr Chris Caswill substituted for Cllr Russell Hawker
Cllr Sue Evans substituted for Cllr Julian Johnson

15 Minutes and matters arising

Decision:

The minutes of the meeting held on 6 February 2014 were agreed as a correct record with the following amendments:

Item 7 – Formal consideration of the PCC’s proposed precept for 2014-15

Paragraph 10 to read:

Clive Barker, Chief Finance Officer, confirmed that the 1.99% increase would generate £770,000 and explained that the strategy was to allow funding to be available in the future as there was no certainty on the future of the freeze grant, which was worth £435,000 in 2014/15 which would be forfeited if the 1.99% increase was implemented.

The final sentence of paragraph 11 to read:

The general reserve had been reviewed and would now hold a level of 3% rather than 4% of the spend.

The first sentence of paragraph 12 be amended to read:

Policing numbers would be maintained at a minimum of 1,000, however the management structure was being reduced and the Chief Constable's operation review had not been finalised so this was a working assumption.

Item 8 – Police accountability Landscape review

The final sentence in paragraph 4 to read:

Contracts over £40,000 were dealt with regionally.

Item 10 - Volunteers and Specials scrutiny review update

The words 'had been given access to' be removed from the first bullet point.

16 **Declarations of interest**

No declarations of interest were received.

17 **Chairman's Announcements**

The Chairman announced that no paper copies of the agenda would be circulated to Panel members for future meetings. Members would be alerted and directed to the publication of agenda papers via the usual electronic link via e-mail.

Thanks were provided to Malcolm Grubb, co-opted independent member of the Panel, for his valuable contribution noting that this would be his last meeting. Malcolm Grubb was relocating to West Sussex and officers would be looking to appoint a replacement in due course.

18 **Public Participation**

There was no public participation.

19 **PCC Diary report**

The PCC Diary Report, which provided a summary of the commitments undertaken by the Commissioner since the last meeting held on 6 February 2014, was presented to the Panel by Angus Macpherson where the following information was provided.

Operation Harness, the day of action organised to tackle drug gangs, included special constables.

The work of the Safe Places Scheme in Salisbury was highlighted with a request for clarification on whether this would be rolled out across Wiltshire, particularly the supported expansion of the scheme in Warminster, Chippenham and Westbury. Clarification was provided that funding given towards the Group was not specific for the Salisbury area. The Salisbury and Devizes Groups were well established and the Commissioner was supportive of the roll out of further Groups across the county.

The Commissioner continued to remind the force of the impact non-domestic burglary also had on the victim, reiterating that the work undertaken by the force should always be centric to the victim and not centric to the crime.

The Commissioner was due to meet shortly with the Chief Fire Officer where discussion would take place regarding the proposed merger of the Wiltshire and Dorset fire services. Discussions were already underway with the Leaders of both Wiltshire and Swindon Councils to ensure the final arrangements were the right solution for the County.

Following concerns raised with how those with autism were dealt with by the force, clarification was provided that further details on the Force Champion were awaited but that it was recognised that strong communication was required to ensure all within the force were appropriately trained to give appropriate care. Notices were also within custody suites as a reminder to officers.

The Commissioner was informed that the Chief Executive of the National Autism Society may be able to provide assistance in developing awareness and it was agreed that Cllr Andrew Bennett would endeavour to arrange a meeting.

In highlighting the success of the Bluez N Zuz discos the Commissioner confirmed that a meeting with Positive Futures (who were looking to run similar events) had taken place. The force was looking to agree a new champion for these events noting that the founder of the Bluez N Zuz, Superintendent Dawson, had now left.

The Chairman thanked the Commissioner for the report.

20 **Monitoring of Force Performance**

A report outlining how the performance of the Constabulary was monitored was presented where the following information was provided.

Regular meetings with the Chief Executive and Business Manager of the OPCC took place as well as informal Performance Monitoring meetings.

Although the Terms of Reference for the Strategic Improvements Board (SIB) indicated that neither the Commissioner nor the Chief Executive were members, both were in regular attendance.

In seeking clarity on the different roles of the Commissioner's Monitoring Board (CMB) and the SIB, the Commissioner confirmed that the CMB often identified areas that the SIB were then requested to consider.

The Risk Register was that of the OPCC and not the force's and was therefore not operational based. However, as a member of the SIB any issues identified from that Board (which held its own Register) if appropriate could be included within the OPCC Register.

In noting the suggestion for a member of the Panel to attend a meeting of both SID and CMB as an observer the Chief Executive confirmed that this would be discussed with the Chief Constable and a response provided.

The Chairman thanked the Chief Executive and Commissioner for the report presented.

21 **Quarterly Data**

Quarterly data and exception reports were presented by the Chief Executive and Commissioner. Following questions received information was provided as detailed below.

The Risk Register was monitored every 2 weeks, the classifications given altered accordingly by the Commissioner and were subject to review by the Audit Committee. Those categorised as 'red' were given priority consideration by the management team. Apologies were provided that the key detailing the classification of the categories was not included for reference.

The Panel were informed that point 8 'Collaboration (Benefits)' was given a 'red' rating due in part to the difficulties experienced in joined up working with neighbouring forces in some areas. This had been explored in February and Commissioners had now been requested to put forward ideas on future working arrangements.

The Commissioner had met with the Chief Finance Officer and was assured that the IT system was secure and was now working effectively.

Details of the audit on equipment was still awaited but was expected to provide clarity on any missing equipment.

The classification of 'red' against 'Whistle blowing' raised concern. It was understood that the constabulary policy had now been agreed and would be available on the Force website. The OPCC policy which was being developed by Expolink would need to be broader and therefore the policy was still in development. The Chief Executive would circulate details of the OPCC Policy to Panel members once available.

The second stage transfer of a large number of operational staff was the main factor in the scoring given to 'Maintenance of an Efficient and Effective Force'.

The fall in the number of special constables was thought to be a contributing factor in the performance of the reducing crime and anti-social behaviour.

The Police and Crime Plan set a threshold of 24,700 in total crime figures in 2013/14 with a benchmark of no more than 30,000 by 2017 and the Chief Constable was reassured that the recording of these figures was in line with National Crime recording measures.

The recording of hours worked by Special Constables remained a challenge. This was in part due to the transfer to a new recording system which did not include backdated data. The new system should provide more accurate data by the end of the financial year.

In the first 9 months of the year 603 offences were recorded as serious harm crime against a threshold of 542. This was due to an increase in the number of serious sexual offences which made up 70% of this grouping. This reflected national figures which had also increased.

The resolution of many crimes (44.4% against a threshold of 48.8%) were as a result of restorative justice in the form of community resolutions. These had been piloted before any guidance published.

A range of measures had been used to ensure licensed premises were meeting their obligations. Within a 9 month period there had been 46 interventions by licensing officers. 4,194 licensed premises checks had been carried out by police or licensing officers during this period. The reduction is understood to have been caused by some officers not recording the checks.

88 complaints had been received against a year to date threshold of 92 and were recorded as per the IPCC requirement within 10 days. Although not in the Plan measures of public satisfaction in terms of delivering an efficient and effective service were also monitored via a twice yearly survey. The autumn data was currently being analysed..

Two separate pieces of work had been commissioned which included victim support. This should result in a detailed and interactive pathway for victims to navigate the justice system confidently.

From 1 April 2015 NHS England would take over the responsibility of commissioning health services. The OPCC were now looking to identify the services and where gaps may arise.

At a recent performance review meeting a reduction of those being held under S136 in custody suites was reported. To date this year none had been reported.

The addendum to the Police and Crime Plan was expected to come to the Panel in June together with the Annual Report.

Operation Harness had resulted in more robust policing and it was felt that this was likely to be the cause for the increase in the number of complaints received. An explanation of the complaints procedure was given which was regulated by the IPCC. The procedure itself was available on line but details would also be sent for circulation to the Panel members.

In noting concerns raised in relation to the transfer of responsibility for low and medium risk offenders to a newly formed Community Rehabilitation Company (CRC) the Commissioner agreed to the circulation to Panel members of a briefing paper on the proposals following the meeting.

The Commissioner confirmed that the quarterly report was felt to be a true reflection of Wiltshire Police and that the thresholds set were appropriate. Although Wiltshire performance had been categorised as fair (amber), the Commissioner confirmed that this had been the third year in which monitoring had been consistently applied and it was suggested that the Panel may wish to focus on those categorised as red. It was noted that the scorecard itself was specific to Wiltshire only.

With reference made to the information provided on agency staff, the Chief Executive confirmed that there was a continued drive to reduce this figure wherever possible. The figure provided for other employee costs included the cost of redundancy. These were effectively one off costs but as future budget cuts were expected this cost was likely to reoccur.

The Chairman thanked the Commissioner and Chief Executive for the information provided.

22 Procurement - the national, regional and Wiltshire picture

A report outlining procurement developments affecting the police service was presented. This included that local procurement services for Wiltshire Police were provided by the South West Police Procurement Department (SWPPD) which had resulted in cost savings for Wiltshire Police. The SWPPD also provided services to Dorset, Gloucestershire and Devon and Cornwall with Avon and Somerset receiving procurement services from South West One.

Commissioners and Chief Constables recognised that further efficiency savings could be achieved. Consultants would be appointed to explore this further across the region.

Reference was made to the National Police Procurement Hub and the work that it undertook at a national level, including the procurement of police vehicles as well as the procurement of uniforms.

The updated was noted and the Panel looked forward to receiving further details in due course.

23 **Volunteers and Special Constables Task Group - update**

Malcolm Grubb gave a verbal update on the work of the Volunteers and Special Constables Task Group noting that it had met immediately before the Panel meeting.

The Group looked forward to receiving details on the current status of the review being undertaken regarding special constables and also progress in relation to the volunteer strategy that was being led by the Chief Constable.

The Panel were invited to contact the OPCC to arrange a date when the Commissioner could present the report on special constables which would also be circulated to Panel members. The volunteer strategy was expected to be received from the Chief Constable by the OPCC in June and would be made available accordingly.

Thanks were given to the Group and to Malcolm Grubb for his involvement in the work undertaken and the Panel looked forward to receiving the final report before it was presented to the Commissioner. The Group hoped to deliver this around the end of March.

24 **Forward Work Plan**

The Panel agreed to take this item was taken ahead of Item 11 (Potential Topics for Future Focus) to allow the Commissioner to leave the meeting if required.

In noting the Plan provided the following additions would be included:

- Police and Crime Plan update to be considered in June, inclusive of the addendum relating to special constables as discussed earlier in the minutes.
- Review of Restorative Justice, including Neighbourhood Justice Panels, to be added in November.
- Complaints Procedures would be added to the Plan for June.

The Forward Plan would be revised and circulated to Panel members ahead of the next meeting.

Decision:

To amend the Forward Work Plan to include the topics as detailed above.

25 Potential Topics for Future Focus

A report prepared by the Senior Scrutiny Officer, Henry Powell, was presented for the Panels consideration. This included proposals for potential topics that the Panel may wish to consider for review by way of dedicated Task Group.

The Chair proposed that whilst a scrutiny review was underway the Panel should establish the next topic for a task and finish group.

The Panel were asked for their suggestions which included an exercise on complaint handling and whistle blowing policy of the OPCC. Reference was also made to the Joint Strategic Assessment (JSA) which was considered an appropriate source that highlighted areas of interest to the public. This was likely to be available late spring and would be added to the Forward Work Plan (FWP) for consideration in June.

Licensing would also be added to the FWP to include consistency of approach and partnership arrangements. This would be the next topic for review.

The following Panel members expressed an interest as members of the Task Group:

Amanda Newbury
Cllr Brian Ford
Cllr Chris Caswill
Cllr Linda Packard

Decision:

That the topics identified above be added to the Panel's Forward Work Programme with Licensing identified as the next topic for review for a Task Group of the Panel.

26 Future meeting dates

The next meeting of the Police and Crime Panel would take place on 11 June 2014 in the Wessex Room, Corn Exchange, Market Place, Devizes SN10 1HS.

Future meeting dates were:

4 September 2014
19 November 2014

(Duration of meeting: 2:00 pm to 4:30 pm)

The Officer who has produced these minutes is Sharon Smith, of Democratic Services, direct line 01225 713948378, e-mail kirsty.butcher@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

WILTSHIRE & SWINDON FIRE AUTHORITY

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES
on THURSDAY 13 FEBRUARY 2014**

Present : Cllrs G Payne (Chairman), A Bennett, E Clark, P Edge, Mrs M Groom, R Jones MBE, J Knight, N Martin, C Newbury, G Perkins Mrs B Wayman and R Wright.

71 Minutes of Last Meeting

The minutes of the meeting held on 12 December 2013 were amended to reflect the fact that Cllr Wright had sent his apologies and signed.

72 Apologies

Apologies were received from Cllr Devine.

73 Members' Interests

The Chairman reminded members of the need to declare any interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or by the Ethics Committee.

74 Chairman's Announcements

- a) The Chairman reminded members to submit their travelling expenses by early March in order that they could be processed within this financial year.
- b) The Chief Fire Officer gave a brief resume on the FRS's role during the current flooding crisis and the support and advice it was offering to communities. He was asked to collate the costs involved and any monies recovered and report back to the CFA. The Chairman expressed the CFA's thanks and admiration to all staff for their work at this particularly difficult time.
- c) The Chairman reported that he had discussed the issue of Council Tax increases with Brandon Lewis MP.
- d) It was proposed to start a programme of Station visits in the Spring.

75 Questions from the Public

There were no questions from the public.

76 Finance Review and Audit Committee

The minutes of the Finance Review and Audit Committee held on 17 December 2013 were received.

77 Capital Programme 2014/15, Minimum Revenue Provision Policy Statement 2014/15 and Prudential Indicators

On considering a paper by the Brigade Manager (& Treasurer),

WILTSHIRE & SWINDON FIRE AUTHORITY

Resolved:

- a) *To approve the Capital Programme for 2014/15 as set out in Appendix A of the paper.*
- b) *To approve the Minimum Revenue Provision Policy Statement for 2014/15.*
- c) *To approve the prudential indicators in respect of the Capital Programme 2014/15, as set out in Appendix B of the paper*
- d) *That the Chairman write to the Minister highlighting concerns about the system of bidding for funds.*

78 Revenue Budget 2014/15 and Fire Precept Resolution

The Authority received a paper by the Brigade Manager (& Treasurer) and requested that a comprehensive report on chargeable services and the costs of their recovery be submitted to the Programme & Scrutiny Board for their consideration.

On considering a paper by the Brigade Manager (& Treasurer),

Resolved:

- a) *To set the Fire Precept Band D at £63.62, Precept Requirement at £14,860,300 and Budget Requirement of £24,804,000 for 2014/15*
- b) *To authorise the Brigade Manager, Governance & Assurance to give notice of the approved precept to the appropriate billing authorities.*
- c) *To authorise the Brigade Manager, Governance & Assurance to pay out of the combined fire service fund sums in respect of :*
 - (i) *All accounts and debts due by the Authority forming the Authority's gross revenue expenditure for 2014/15 in the approved budget and such changes as may be agreed subsequently by the Authority;*
 - (ii) *The cost of capital items including the purchase and leasing of equipment specified in the capital budget, and*
 - (iii) *Such loans made by the Authority as may be approved.*
- d) *To authorise the Brigade Manager, Governance & Assurance to borrow such sums as may be required in respect of schemes in the capital budget.*

79 Medium Term Financial Strategy 2014-19

On considering a report by the Brigade Manager (& Treasurer),

Resolved:

To approve the Medium Term Financial Strategy 2014-19 as set out in Appendix A of the paper.

WILTSHIRE & SWINDON FIRE AUTHORITY

80 Extension To Existing Contracts

The Clerk briefed the Authority on the requirement for an extension to a contract with 3tc Software which ended on 3 December 2013

Resolved:

To approve a three month extension to the contract and a further three months if required, further to discussions with the Chairman.

81 Protection, Prevention and Intervention.

A short visual presentation was made to members and it was agreed that this should be distributed to Area Boards and Locality meetings.

82 Fire Safety Primary Authority Scheme (PAS)

The Members noted the contents of a paper by the Chief Fire Officer on the extension of the Primary Authority Scheme to the Regulatory Reform (Fire Safety) Order 2005 and the requirement to abide by the terms and conditions of the Scheme when undertaking its regulatory activities.

Resolved:

That the Authority take an active participation but targeted approach in the Primary Authority Scheme.

83 WFRS Website Update

A presentation was made on the new WFRS website.

84 Staffing Committee

The minutes of the Staffing Committee meeting of 31 January 2014 were received.

85 Pay Policy Statement 2014/15

The Members received a paper by the Brigade Manager, People & Development.

Resolved:

To approve the pay policy statement on the proviso that further information is provided to the Staffing Committee regarding limits on severance payments not covered under paragraph 39 of the pay statement.

86 Pensions Discretions – Local Government Pension Scheme (LGPS)

The Members received a paper by the Brigade Manager, People & Development,

Resolved:

To approve the revised discretions policy as recommended by the Staffing Committee.

WILTSHIRE & SWINDON FIRE AUTHORITY

87 Pensions Discretions – Firefighters’ Pension Scheme & New Firefighters’ Pension Scheme (FPS & NFPS)

The Members received a paper by the Brigade Manager, People & Development on the Pensions Discretions for the two Firefighters’ Pension Schemes and requested that the potential cost to the Authority of increasing the commutation limit be submitted to the Staffing Committee for consideration.

88 Combination Oversight Board

A paper by the Clerk to the Authority on the revised terms of reference for the Combination Oversight Board was received

Resolved:

To agree the revised terms of reference

89 Urgent Business

There was no urgent business.

(Duration of meeting 10.30 a.m. to 12.40 p.m.)