

MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: Langley Burrell Village Hall, Langley Burrell, Chippenham, SN15 4LL
Date: Monday 2 November 2009
Start Time: 7.00pm
Finish Time: 9.20pm

Please direct any enquiries on these Minutes to:

Julia Densham (Senior Democratic Services Officer), direct line 01249 706610 or email julia.densham@wiltshire.gov.uk

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In Attendance:

Wiltshire Councillors

Desna Allen (Chairman), Chris Caswill, Paul Darby, Bill Douglas, Howard Greenman, Peter Hutton, Nina Phillips, Judy Rooke and Jane Scott

Cabinet Representative – Keith Humphries (Health and Well-being)

Service Director

Parvis Khansari (Major Projects)

Wiltshire Council Officers

Julia Densham (Senior Democratic Services Officer), Basil Nankevell (Community Librarian), Adam Nardell (Vision Director) and Victoria Welsh (Community Area Manager)

Town and Parish Councillors

Chippenham Town Council - Sylvia Gibson (Mayor), Andrew Noblet (Leader), Martin Coates, Mary Pile, Andy Phillips and Harry Purden

Biddestone and Slaughterford Parish Council - Alison Butler and Rachel de Fossard

Christian Malford Parish Council - Nigel Fairley

Grittleton Parish Council - Lesley Palmer

Hullavington Parish Council – Maggie Bawden and Sharon Neal

Kington Langley Parish Council - Maurice Dixon

Kington St Michael Parish Council - Ivan Balmforth

Langley Burrell Parish Council – B Miflin and Dave Kilminster

Sutton Bengers Parish Council – Derek Liddell

...continued

Partners

Wiltshire Police – Sergeant Allan George

Wiltshire Fire and Rescue Service –Mike Franklin (Partnership and Community Engagement Manager) and Group Leader Iain Hunter

Cepen Park North Residents' Association – Ann Brinkworth, Derek Brinkworth, Brian Burbidge, Margaret Burbidge and M Logan,

Chippenham and Villages Area Partnership (ChAP) – Jane Clark (Chairman)

Chippenham Chamber of Commerce – Adrian Whitbread

Chippenham Environmentalists (CAVE) – Gillian Wheeler and Ken Virr

Chippenham Methodist Churches – Rachel Flynn

Chippenham Vision Board – John Clark (Chairman)

Friends of Birds Marsh – A Blackmore, Ann Hawkins, John Hawkins, Peter Humphrey, Joy Keegan, Georgina Naylor and Martin Naylor

Gazette and Herald – Katie Bond

Westlea Housing – Helen Barbrook

Members of Public in Attendance: 26

Total Number in Attendance: 80

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>	<u>Action By</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting and introduced the Wiltshire Councillors. She handed the meeting to Charles Freeman, Chairman of the Village Hall Trustees, who gave a brief history of the hall and described its current uses. There was to be an event on 14 November 2009 featuring the Sahara Sisters to which all were warmly invited.</p>	
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Councillor Mark Packard, Councillor Christopher Dash (Yatton Keynell Parish Council), Castle Combe Parish Council, Inspector Kate Pain (Wiltshire Police) and Jo Howes (NHS Wiltshire).</p>	
3.	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meeting on 14 September 2009 were approved and signed as a correct record.</p>	
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>	
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <p><u>Conservation Statement</u></p> <p>A formal consultation on the draft Chippenham Conservation Area Management Plan was to take place during January and February 2010. An analysis of the conservation area, identifying its special features, was complete and the draft Management Plan built on that work. This was to provide guidelines that ensured that any proposals for new development within the conservation area respected its special character. It also identified potential opportunities for enhancement.</p> <p>This work had been done with substantial input from the local community including Chippenham Town Council, the Civic Society and the Chamber of Commerce. The next stage was the formal consultation with the wider public. It</p>	

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	<p>was hoped to start the consultation the week beginning 11 January 2010, with a public meeting on Wednesday 10 February, and completion of the exercise on 26 February.</p> <p>More detailed information was available as a handout at the meeting or from Judy Enticknap, Senior Conservation Officer, at judy.enticknapp@wiltshire.gov.uk or 01249 706660.</p> <p><u>Local Development Framework Consultation / Exhibition</u></p> <p>A series of exhibitions and workshops was to be held in each of the Community Areas. The exhibition for Chippenham Community Area would be held on Friday 6 November 2009 between 1pm and 7pm at the Neeld Hall, Chippenham. Members of the Spatial Planning Team from Wiltshire Council were to be available throughout the exhibition to explain the proposals for future development in the Chippenham area in further detail and to answer questions.</p> <p><u>Speed Limit Review</u></p> <p>The review of speed limits on A and B class roads was now complete and the strategy for dissemination and implementation was today signed off by the Cabinet Member for Highways and Transport, Councillor Dick Tonge.</p> <p>Detailed results and background information was to be sent on a CD to all Parish and Town Councils by late December / early January and this would be followed by an eight week period for comments to be returned.</p> <p>It was expected that a presentation giving an overview of the review would be made to all the Area Boards during January and February 2010.</p> <p>Further information was available from Parvis Khansari, Service Director of Major Projects at parvis.khansari@wiltshire.gov.uk or 01225 713340.</p> <p><u>No Barriers Week</u></p> <p>The meeting was reminded of the forthcoming events during No Barriers Week which would run from 1 to 5 December. Flyers were available at the meeting.</p>	

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	<p><u>Urgent Item regarding the recent Bus Tokens' Survey</u></p> <p>In accordance with Section 100B(4) of the Local Government Act 1972 having regard to the special circumstances pertaining in this matter – namely, the expiry of the consultation period and the need to feed the views of the Area Board into the report to be received by the Cabinet on 24 November 2009, I am of the opinion that, despite its non-inclusion on the Agenda, the matter of the Bus Token Consultation should be considered at this meeting as a matter of urgency. This item would be taken after Chairman's Announcements.</p>	
5b.	<p><u>Bus Tokens' Survey</u></p> <p>While the official consultation had ended, it was agreed that comments from this meeting would be taken into consideration. Eliminating taxi tokens posed the following issues:</p> <ul style="list-style-type: none"> • Rural areas were not well-served by buses; • The disabled faced difficulties getting on and off buses; and • Unused tokens could be donated to Community Link. <p><u>Decision</u> Chippenham Area Board recommended that:</p> <ul style="list-style-type: none"> • Wiltshire residents retain the choice to request travel tokens or vouchers instead of a bus pass; • the value of the tokens/vouchers be increased from £18 to £30; and • these recommendations would be forwarded to Eric Egar, the consultation co-ordinator, for inclusion in his report to Cabinet on 24 November. 	Victoria Welsh
6.	<p><u>The Role of the Service Director</u></p> <p>Parvis Khansari, Service Director for Major Projects and the Chippenham Area Board, gave a verbal presentation on his area of responsibility within the Council and his function on the Area Board. This included supporting the Chairman and the Community Area Manager to ensure that issues raised were resolved in a timely manner. His role was also to feed</p>	

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	<p>Anti-social behaviour at the Bath Road car park as minuted previously remained unresolved. Potential engineering solutions are currently being explored; however, funding streams had yet to be identified. There was some disagreement within the meeting as to which budget the monies should be taken from given that the Community Area Grants Scheme should consider the needs of the town and rural areas equally. The discussion included the following points:</p> <ul style="list-style-type: none"> • Wiltshire Police had adopted the issues at the car park as a priority and, while some enforcement had been made, they welcomed an engineering solution of collapsible bollards and partitioning the car park overnight; • Wiltshire Police had kept a log of all anti-social behaviour at the car park; • Support from the Community Safety Partnership with match funding from the Area Board and Town Council was suggested. <p>Wiltshire Police were thanked for their commitment to resolving the issue.</p> <p><u>Decision</u> A recommendation in principle to perform the work was agreed and a bid detailing the breakdown of costs of the engineering solution to be made to the next Area Board meeting.</p> <p><u>Decision</u> A one page fact sheet that offered guidance to parish councils on how they could influence the decisions regarding funding from budgets other than the Community Area Grants scheme. The guidance to include the various Area Board funding streams.</p> <p><u>Decision</u> The Head of Anti Social Behaviour to be requested to look at this issue across the county in order to draw upon best practice.</p> <p>The start date for the traffic calming work along Webbington Road agreed at an earlier meeting was queried. It was confirmed that work would begin in the first quarter of the next financial year. A plan of work was requested by the next meeting.</p>	<p>Councillor Chris Caswill</p> <p>Victoria Welsh</p> <p>Hilary Marsh</p>

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	<p><u>Decision</u> The Highways Department to inform the Area Board of the start date.</p> <p>The Chairman of the Friends of Bird's Marsh expressed the group's concerns over the possible earmarking of the reserve for future development. Whilst their concern was noted, it was pointed out that the group should first attend the Local Development Framework exhibition to express their concerns. Chippenham Town Council's Planning and Environment would also be meeting to consider the issue of development in the area and, as a public meeting, welcomed the attendance of the group.</p> <p>Given that this was a central government strategy, a formal debate on the subject was required; however, it was pointed out that the outcome of the general election next year could change this strategy. It was agreed that a development vacuum must be avoided to prevent ad hoc construction.</p> <p>It was noted that planning decisions were neither political nor relevant to the Area Board. Planning needs and consultations on the subject of any future development of the area would be considered by the Northern Area Planning committee.</p> <p>The Chippenham Community Area Partnership had recently delivered a questionnaire on local needs to 22,000 homes. Many had responded with a desire for more facilities and retail opportunities. Such development required an increased population to make such service provision sustainable. Quality consultation was required that was inclusive of the community at large. To this end, the Council was considering a semi-permanent exhibition in each town to raise awareness amongst the population.</p>	Martin Rose
9.	<p><u>Community Area Grants</u></p> <p>Consideration was given to three funding applications made to the Community Area Grants Scheme.</p> <p>Rachel Flynn, Youth Worker, addressed the meeting on behalf of the Methodist Churches in Chippenham.</p> <p>Margaret Burbidge addressed the meeting on behalf of the Cepen Park North Residents' Association.</p> <p>Ken Virr addressed the meeting on behalf of the</p>	

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	<p>Chippenham Environmentalists.</p> <p><u>Decision</u> Chippenham Methodist Churches were awarded £519 to purchase equipment and host workshops for youth clubs;</p> <p>Cepen Park North Residents' Association were awarded £400 for hire of halls and printing of initial newsletters; and</p> <p>CAVE (Chippenham and Villages Environmentalists) were awarded £2295 to purchase a thermal imaging camera and print stationery, conditional upon the balance of funding being in place.</p> <p><u>Reason</u> <i>The above applications met the Community Area Grant Criteria for 2009/10.</i></p>	
10.	<p><u>Cabinet Representative</u></p> <p>Councillor Keith Humphries invited questions about his cabinet responsibility for community safety, public protection, licensing and emergency planning. He also described his close working with the county's health services. Councillor Humphries had recently attended a successful crime reduction conference in Devizes that considered ways of addressing doorstep crimes (distraction burglaries and rogue traders). He also wished to alert residents in the area to two door-to-door enquiries that would take place over the coming weeks:</p> <ul style="list-style-type: none"> a. The digital switchover for the elderly and vulnerable was to be facilitated by the use of a special phone number whereby the resident could leave a secure password before accepting a visit; and b. Canvassers for the electoral roll would be making calls during the afternoons and evenings, but would always carry identification. <p>Councillor Humphries responded to the following questions:</p> <p><i>Could vital services such as environmental health be better publicised and did the Council support the government's view that licensing should be more proactive within the community.</i></p>	

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	The councillor agreed to review the issue of publicity for environmental services and stated that he believed that licensing should be brought back into the community for local decision-making.	
11.	<p><u>Chippenham Area Community Partnership</u></p> <p>The Chairman, Jane Clark, provided an update on current and future projects. The partnership was looking for support from the Area Board to set up a Community Action Forum which would be launched at the Wiltshire Assembly. Currently the alcohol strategy was being considered through a local multi-agency approach. The Chairman of ChAP had requested the help of Inspector Kate Pain of Wiltshire Police in creating the Forum's terms of reference.</p> <p><u>Decision</u> The terms of reference to be made available at the next meeting.</p> <p>A formal request was made for the second tranche of funding from Wiltshire Council.</p> <p><u>Decision</u> The request for the second tranche of funding was endorsed by the Area Board councillors.</p>	Inspector Kate Pain
12.	<p><u>Town, Parish and Partner Updates</u></p> <p><u>Wiltshire Police</u>: Sergeant George was pleased to report that the 30% crime detection rate target had been exceeded for the first time. With support from the community, the police had been able to issue eight warrants and make 11 arrests relating to drug and theft matters. The Neighbourhood Policing Team were currently working with Wiltshire Council's Highways Department on the Hardenhuish Lane parking issues and they were looking forward to progressing the situation as engineering works were anticipated to commence by late March 2010. Sergeant George added his support for the proposed Community Action Forum and welcomed any strategy that fast tracked the resolution of issues. Wiltshire Police would also be present at the Local Development Consultation exhibition on Friday 6 November 2009.</p> <p><u>Wiltshire Fire and Rescue Service</u>: Group Manager Iain Hunter gave a verbal update that included the following points:</p>	

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	<ul style="list-style-type: none"> • Accidental fires had increased but the service was carrying out Home Fire Safety Checks and working with partners such as the Bobby Van Trust to reduce the number of accidental fires; • The service had received 160 referrals via Home Fire Safety Checks; • A reminder was given to check chimneys were swept in preparation for the cold season; • There had been a reduction in road traffic collisions and much work was being done through the 'Safe Drive, Stay Alive' and 'Black Dog' educational programmes; and • A reminder to check the website on fire work safety was made. <p><u>Chippenham Vision</u>: Adam Nardell, Vision Director, gave a verbal update that included the following points:</p> <ul style="list-style-type: none"> • Encouragement to attend the Local Development Framework exhibition at the Neeld Hall, Chippenham, to contribute to the discussion on housing options; • Chippenham had been identified as a strategic site for regeneration; • A traffic and parking survey had been completed; and • A variety of projects to be considered under the Performance Reward Grant Scheme were being considered: <ul style="list-style-type: none"> ○ boat landing ○ community centre that used a vacant shop ○ skate park ○ safer routes to school from the periphery of the town. <p><u>Community Area Young People's Issues Group</u>: Richard Williams updated the meeting on the plans for the BMX and dirt jumps track. The Chippenham Trails Project Team had a funding shortfall of £3500, but was confident that this would soon be secured.</p> <p><u>Westlea Housing Association (WHA)</u>: Helen Barbrook gave a verbal update that included the following points:</p> <ul style="list-style-type: none"> • The association had been working with young people and children; 	

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	<ul style="list-style-type: none"> • There was an increased fear of crime and the proposal for a Community Action Forum was welcomed; • The Citizen's Advice Bureau had reported increased debt levels of £1.96 million in the area of which £650,000 was unsecured loans; Ms Barbrook warned of doorstep lenders and advised approaching the credit unions; • WHA were working to create allotments that would link into the Health and Well-being agenda; • Delays had been experienced with Choice Based Lettings due to limited access to the bidding process; and • There was still demand for family housing in Chippenham. 	
13.	<p><u>Evaluation and Close</u></p> <p>The Chairman invited any remaining questions from the floor.</p> <p>Chippenham Town Mayor Mrs Gibson reminded the meeting of the Remembrance Sunday parade that would take place on 7 November 2009 at the War Memorial.</p> <p>The Chairman requested two Wiltshire Councillors to volunteer to attend the next Area Board Co-ordinating (ABC) meeting that would be held at 10am on Thursday 10 December 2009 in the Brookfield Room at Monkton Park Offices, Chippenham.</p> <p><u>Decision</u> Councillors Caswill and Hutton to attend the ABC meeting with Councillor Bill Douglas in reserve.</p> <p>Councillor Allen thanked all those who had attended and asked that the evaluation sheets be completed. The next Area Board meeting would be held on Monday 11 January 2010 at Hullavington Village Hall.</p>	<p>Councillors Chris Caswill and Peter Hutton</p>