

# AGENDA SUPPLEMENT (1)

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**Meeting:** Council  
**Place:** Council Chamber, County Hall, Trowbridge  
**Date:** Tuesday 13 July 2010  
**Time:** 10.30 am

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**The Agenda for the above meeting was published on 1 July 2010 and indicated that the reports detailed below would be to follow. These are now available and are attached to this Agenda Supplement.**

Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic and Members' Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718024 or email [yaminarhouati@wiltshire.gov.uk](mailto:yaminarhouati@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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7. **Councillors' Questions** (Pages 1 - 24)

Questions have been received from the following Councillors:

Ernie Clark, Helen Osborn, Peter Colmer, Jeff Osborn, Jon Hubbard, Steve Oldrieve, Trevor Carbin and Chris Caswill.

Questions and responses attached.

10. **Minutes of Cabinet and Committees** (Pages 25 - 70)

Following minutes marked to follow in the Minutes Book are attached:

- Children's Services Select Committee - 8 June 2010
- Audit Committee - 30 June 2010
- Eastern Area Planning Committee - 1 July 2010
- Southern Area Planning Committee - 24 June 2010

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DATE OF PUBLICATION: 9 July 2010



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From Councillor Clark

## **WILTSHIRE COUNCIL**

**COUNCIL**  
**13 JULY 2010**

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### **COUNCILLORS' QUESTIONS**

#### **QUESTIONS FROM COUNCILLOR ERNIE CLARK** **HILPERTON DIVISION**

#### **TO COUNCILLOR JANE SCOTT** **LEADER OF THE COUNCIL**

##### **Question 1**

I understand that the Council has a group providing services for ethnic minorities. Bearing in mind that Wiltshire has a tiny ethnic minority population, can you tell me how big this group is, what they cost and what they actually do.

##### **Response**

All areas within the Council are committed to, and are providing services for all our communities, including Black & Minority Ethnic (BME) communities.

In reference to 'groups' in the Council providing services for ethnic minorities, within Department of Children and Education (DCE), the Ethnic Minority Achievement Service (EMAS) deliver educational support to all teaching/school staff and pupils. EMAS support schools to provide equal access to life opportunities for pupils vulnerable to lower attainment levels, and works to deliver national language and literacy strategies to improve access to language learning and attainment of pupils from all ethnic minority groups, including for example Polish migrant workers. EMAS also provides a very successful mentoring service for children and young people who are under achieving and are from lower socio-economic and BME backgrounds. The mentors are drawn from Wiltshire Council employees and this programme supports attainment and achievement, and also contributes significantly to the linking of Wiltshire Council with its schools and communities.

EMAS have a staff team of 6.5 FTE advisory teachers including the head of service; 1 consultant for equality and diversity; 1 mentoring coordinator; 1 bilingual support teacher (largely funded by Honda); 10 bilingual assistants. The overall budget for EMAS (2010/11) is £613k, made up of £133k from Standards Fund; £437k from Direct Schools Grant; £31k from donations; £12k from other income such as from running courses, undertaking specific pieces of work that the service is commissioned to do by external parties. The service provides support to 4761 pupils and their families.

From Councillor Clark

Also within DCE, the Traveller Education Service (TES) responds to the educational needs of Gypsy & Traveller children by supporting their inclusion in mainstream schooling, including outreach to families in order for pre-school children to access foundation stage curriculum. This service ensures that the outcomes of 'Every Child Matters' is the focus of its support, through implementing the government strategies on the Gypsy & Traveller educational achievements, (for example, the service provides training to teachers and governors so they are able to support Gypsy & Traveller children in education). The service also prepares young people 11yrs – 19yrs for working life, and to take up opportunities for further lifelong learning.

TES have a staff team of 2.4 FTE Teachers; 0.5 FTE Education Welfare Officer; and 2 teaching assistants covering the whole county, with an overall budget of £287k which is predominately derived from the Direct Schools Grant.

The TES service works with 326 pupils (to date), which includes pupils in early years and schools, pupils who received home education support, those who are out of school / disengaged, pupils from fairground and circuses who require on site teaching, and children who use the mobile library provisions for education.

Finally, at a corporate level, the Council has an equality and diversity team to support elected members/chief officers, and departments to work effectively so that we are able to meet our obligations under equality legislation, and promote all aspects of inclusion. The team works with partners to promote good community relations and participation in local democracy.

The team currently has 4 staff (2 x FTE and 2 x 0.75 FTE) and an overall budget of £177k (including staffing costs) within the Department of Community Services.

## **Question 2**

At the last full council meeting, questions were asked about the non-pensionable honoraria paid by Kennet District Council. In answer to my supplementary question you stated that WC was hoping to recover approx. £10k from two people. What progress has been made on these recoveries?

## **Response**

The Solicitor to the Council has written to the individuals concerned and is awaiting their response and proposals for repayment. Follow-up action will be taken as appropriate.

From Councillor Clark

**TO COUNCILLOR FLEUR DE RHE PHILIPPE**  
**CABINET MEMBER FOR FINANCE, PERFORMANCE AND RISK**

**Question 1**

The KPMG audit report last year (for the old county council) had 10 recommendations (6 red) – what is the average number of total recommendations and red recommendations for councils similar in size to Wiltshire Council?

**Response**

It is not possible to compare other Council recommendations in that detail. Even if it were collated, the information may not be meaningful as the Audit Commission use a range of companies to carry out audit work as well as undertaking some itself. Therefore there may be presentational differences.

KPMG however have confirmed that it is not unusual for Councils to have audit report recommendations including red ones. At the Audit Committee on 30 June KPMG reported that all actions had been progressed satisfactorily.

**Question 2**

The KPMG report states that bank reconciliations were not performed for part of the year and not signed off. How could the Chief Financial Officer be sure that the revenue budget monitoring that was being reported to Cabinet (for the months the reconciliations were not performed) was accurate? Equally how could he be sure that reports sent to external bodies, such as VAT return, did not contain significant errors?

**Response**

Difficulties were encountered during the early days in respect of bank reconciliations. Resolution of these was treated as high priority, and the bank reconciliation is now fully operational.

During the early months when it was not working properly, compensatory adjustments were made to ensure the accuracy and reliability of budget monitoring reports and external reports such as VAT. The Chief Finance Officer was satisfied that the compensatory adjustments were robust. This robustness is confirmed in terms of the Council's outturn for 2009-10 and level of General Fund balance which has been maintained in line with the budget strategy.

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**WILTSHIRE COUNCIL**

**COUNCIL**

**13 JULY 2010**

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**COUNCILLORS' QUESTIONS**

**QUESTION FROM COUNCILLOR HELEN OSBORN**  
**TROWBRIDGE LAMBROK DIVISION**

**TO COUNCILLOR LIONEL GRUNDY CABINET MEMBER FOR**  
**CHILDREN'S SERVICES**

**Question**

What is the rationale for continuing with the Special Educational Needs Review in light of the considerable cuts in this year's educational budget plus the certainty of future cuts and the consequences of a significant number of Wiltshire schools opting out of the Local Educational Authority to acquire the status of Academies and Free Schools?

**Response**

The Local Authority has not yet received any direct communication from the DfE on the future of SEN provision and two Education Bills are awaited; one on Academies and the other on Accountabilities.

However, the DfE website on Academies has an extensive list of Frequently Asked Questions. It explains that when a school becomes an Academy the existing educational provision transfers with it. The Local Authority has to be part of the conversion process where a school has a Specialist Learning Centre or Resource Base. Academies can be named as schools of choice where a child has a statement for SEN. Schools which convert to Academies retain the admissions criteria they currently use for pupils.

Therefore, most of the issues consulted on during the SEN consultation are not affected by the move of schools to academies. The only area directly affected could be the size of the SEN inclusion service being retained. All other recommendations from the consultation are part of a normal review of SEN provision which is the statutory responsibility of the Local Authority.

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**WILTSHIRE COUNCIL**

**COUNCIL  
13 JULY 2010**

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**COUNCILLORS' QUESTIONS**

**QUESTION FROM COUNCILLOR PETER COLMER  
CRICKLADE AND LATTON DIVISION**

**TO COUNCILLOR SCOTT  
LEADER OF THE COUNCIL**

**Question**

What are the quantifiable benefits of the Wiltshire Assembly to the ratepayers of Wiltshire and what are the associated costs in administering the process?

**Response**

Leading the Wiltshire family of partnerships (the local strategic partnership (LSP)) for the county are the three lead partnerships:

- Wiltshire Assembly conference –a very wide membership that brings together Wiltshire areas and the voluntary, public and business sectors. The Assembly looks at issues across Wiltshire and sets challenges, outlined in the Wiltshire Community Plan (SCS).
- I as Leader of the Council, chair the Wiltshire Public Service Board (PSB). It brings together chairmen or equivalent of the main public sector organisations to put in place arrangements to deliver shared priorities.
- Wiltshire Coordinating Group (WCG), which is chaired by Andrew Kerr and brings together representatives of Thematic Delivery Partnerships (TDPs), WFCAP (community area partnerships) and the voluntary sector to coordinate strategy and bring together information for the Assembly.

'One Wiltshire' is the principle aspiration for Wiltshire Council's in participating in partnership working. This means looking beyond the council's own responsibilities and making productive links with the work of other public agencies, the voluntary and community sector (VCS) and private businesses. Margaret West, Chief Officer, Voluntary Action Kennet, said 'The VCS welcome being involved in the Wiltshire Assembly as it is a gateway to enable the sector to join in at every partnership level and bring knowledge and experience of practically working with communities and making a difference locally. My view is that the VCS has been growing its voice and influence across Wiltshire partnerships, meaning the sector is making a real contribution to partnership working and is acknowledged as a true partner. From this position, the sector then can work with partners to address the challenges ahead'.

## **Benefits of the Wiltshire family of partnerships**

- **Working to a shared agenda.** The Wiltshire vision is cascading through the partnerships and organisations, ensuring our aspirations apply to service delivery in every organisation with less risk of duplication and conflicting interests, and more value for money. Without strong partnership arrangements, this would not be as effective.
- **Supporting local projects and initiatives.** The PSB coordinated the performance reward grant scheme for area boards which has so far allocated £376,604 to local initiatives. PRG of £1m was also allocated to Action for Wiltshire for initiatives to support Wiltshire people and businesses in the recession.
- **New relationships that the public want to see.** The partnerships are excellent networking and learning opportunities and open doors to new organisational links that have already started to make a difference to projects.
- **Making a difference.** Action for Wiltshire has been the most active Wiltshire Assembly project to date. Included in the project outcomes have been temporary job placements and work mentoring for young people, allocation of £288,000 to the Citizens' Advice Bureau to support them to handle extra calls, and a business support service.
- **Commitment and support.** The Assembly conference events are very popular with all member organisations – evident from evaluation feedback. These days provide a unique opportunity for specialists to stand back and take a broader view of Wiltshire, and what needs to happen to secure a successful future for the county.
- **Good governance.** Bringing all of the above together and reaping all the benefits requires good management and strong leadership. Wiltshire Council, as lead organisation and accountable body, provides this.

## **Partnership costs**

Annual administrative costs to the council for each of the three lead partnerships with estimated staff time, based on average salaries provided by HR, are:

**Wiltshire Assembly** - £17,500. This is an average costs based on the four meetings to date. There has been a reduction in the cost of the meetings since 2008 as a result of negotiation with venues and speakers. In line with this pattern, it is anticipated that costs for 2010/11 can be lower still. To date, all conferences have been funded from regional grants; therefore cost to the Wiltshire council tax payer has been minimal.

**Wiltshire Coordinating Group** - £4,437. This is based on nine meetings. The majority of this cost is staff time for arranging the meetings (£3987 and meeting venue costs are minimal. These costs do not include any time spent by officers preparing presentations or reports for the meetings.

**Wiltshire Public Service Board** - £1,957. This includes staff time (£1,673) to prepare for and support the PSB and additional venue costs (£958). Much of the ongoing costs have been funded by grant and therefore are at no additional cost

From Councillor Colmer

to the Wiltshire council tax payer. These costs do not include any time spent by officers preparing presentations or reports for the meetings.

**Total annual administrative costs**                      **£23,894**

#### **Further information**

More detailed information about the work of the partnerships is available in the Wiltshire Assembly annual report 2009. This is available on the website at <http://www.wiltshire.gov.uk/wiltshire-assembly-annual-report.pdf>.

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**WILTSHIRE COUNCIL**

**COUNCIL**

**13 JULY 2010**

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**COUNCILLORS' QUESTIONS**

**QUESTION FROM COUNCILLOR JEFF OSBORN**  
**TROWBRIDGE GROVE DIVISION**

**TO COUNCILLOR FLEUR DE RHE PHILIPPE**  
**CABINET MEMBER FOR FINANCE, PERFORMANCE AND RISK**

**Question**

Could members please be informed as to the extra audit fee that KPMG will be charging this Council to complete their external audit for 2009/10 as a result of deficiencies in the Council data originally provided?"

**Response**

There have not been deficiencies in the Council data originally provided.

At the Audit Committee, KPMG explained that in the first year of SAP teething problems were encountered in the early stages. This is common with the implementation of all new financial systems. As a consequence, KPMG will need to do more substantive detailed transactional testing than would be normal with an established finance system. The additional checking will be low level. KPMG will utilise Council Finance staff wherever possible to collate the information. Therefore the additional costs will be relatively low. As reported to the Audit Committee KPMG are not yet in a position to quantify these costs.

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From Councillor Hubbard

**WILTSHIRE COUNCIL**

**COUNCIL  
13 JULY 2010**

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**COUNCILLORS' QUESTIONS**

**QUESTION FROM COUNCILLOR JON HUBBARD**  
**MELKSHAM SOUTH DIVISION**

**TO COUNCILLOR JOHN NOEKEN**  
**CABINET MEMBER FOR RESOURCES**

**Question**

In the light of the yet unconfirmed changes to local government that the new government has hinted at with the proposed Localism Bill would it not be prudent to put the Workplace Transformation Project on hold until we know for certain what the role of local authorities such as Wiltshire Council will be?

Is there not a risk that we could waste millions of pounds of taxpayers money refurbishing and building new offices that will not be fit for purpose in just a few years time?

In this time of having to find savings and look at how we can best protect the taxpayers money, would we not be better off investing this money in protecting front-line services?

If you do insist on proceeding with the programme can you confirm what will be the total cost of moving County Hall staff to the George Ward school site in Melksham, including any loss of revenue caused by the delay in developing the site for residential use?

**Response**

Thank you for the question, which I welcome as it gives me the opportunity to restate what I said when originally taking the proposals to Cabinet - this programme is a true invest to save programme that generates savings which offer the opportunity to protect frontline savings. In fact, for the five year period 11/12 - 15/16 the Programme will deliver gross revenue savings of £24.99m, which after full capital repayment and interest charges equates to net revenue savings of £8.9 million. If the programme was paused, these savings which are already factored into the council's forward financial plan would need to be found from other sources, potentially including front line service reductions - the programme is in fact an excellent example of investing in frontline services and very much in line with the announcements made by government.

Councillors will all be aware that one of the areas highlighted within the Coalition Government's Emergency Budget that should be targeted in order to protect

From Councillor Hubbard

frontline services is property rationalisation and disposal - we are fortunate to be ahead of the curve in so far as we already have the WTP to deliver this

In addition to flexible better located buildings, the WTP delivers work anywhere telephony and ICT - tools that go to the heart of ensuring localisation of service delivery and ensuring that we have the flexibility to respond to evolving models of public service delivery. A major aim of the refurbishment programme is to ensure that the accommodation provided is highly flexible and as far as possible is future proofed, where as it can be guaranteed that our current estate is not. The Coalition Government is clear that this is a time for Local Government to be bold, to do the right things in order to deliver long term value for money to local residents and take the hard decisions that this involves - standing still is simply not an option. I and my cabinet colleagues are committed to continue to do all we can to reduce costs - and this programme is an excellent example of this. Far from saving money, if the programme was paused now there would be significant additional revenue demands placed on the council's budgets - something that would be irresponsible at any time, but especially now when we are being asked to deliver increased savings.

All Councillors will understand the difference between capital and revenue budgets - the vast majority of the Workplace Transformation Programme is capital spend, money that cannot be transferred to front line service delivery which, in the main, is revenue funded. However, this capital investment in the programme will ensure that savings are generated that will help us protect and develop frontline service delivery over the coming years rather than continue to meet the high annual running costs of our estate (from revenue). There has been a review with Finance of the Workplace programme, endorsed by the recent Programme Board meeting; ensuring that these benefits are still deliverable. We will continue to reassess, based on any subsequent announcements by central government and any necessary change within this council.

The temporary use of George Ward does not represent a loss of revenue to the council, as the asset will remain in council ownership (and will remain part of our capital funding) and will be sold as originally planned at the end of the decant period - the sale will be delayed for up to two years, but as we currently have no prospective purchaser its temporary use by the council removes the need for vacant site security to be undertaken and as myself and Toby Sturgis have indicated previously to cabinet, this delay will hopefully allow for some recovery in demand for residential development land as the Coalition's economic policies begin to have an impact. We do not have a purchaser for the site at present. The total cost of decant across the programme will be in the order of £2.4 million, again, much of this sum which will be capitalised expenditure and of course is already fully funded for within the net savings I identified earlier.

From Councillor Hubbard

**TO COUNCILLOR JANE SCOTT**  
**LEADER OF THE COUNCIL**

**Question**

I refer you to the answer you gave to Cllr Trevor Carbin in February this year regarding the "Your Wiltshire Magazine".

Could you please confirm if the sales of advertising to date are meeting the targets you previously stated?

Can you clarify if the advertising you seek is publicly funded or from the private sector?

In the previous question you were asked in February you were asked to give the projected cost of the production of the magazine. I cannot see this figure in your answer although you have indicated that your target advertising income would be £150,000. You also stated that the cost of the magazine will be offset against this advertising so I assume that the total cost for the year will be £150,000.

If this is the case can you confirm that future editions will cost only £15,000 each? If this is the case then why did the pilot editions cost over double this amount? Can you confirm that this cost includes distribution.

**Response**

**The net cost per magazine, per household is 11 pence including publication and distribution.**

Research from market research company Ipsos Mori clearly evidences that good communication and raising awareness of what councils deliver results in higher levels of public satisfaction and confidence in their local council and what it delivers.

Local intelligence evidences that people like to be made aware through direct marketing or mail to their household. Good communication is about targeting messages and information to different audiences and using the most appropriate and effective channel to do this.

One channel that the council uses is its residents' magazine that is delivered via Royal Mail door to door to over 200,000 households. Currently this channel is the only method to reach all households. The implementation of broadband and digital inclusion across the county in the future will see the channels evolve using multi-media and as a result a reduction in published materials.

The first two magazines generated £1,950 in advertising income from the private sector.

From Councillor Hubbard

We are currently investigating alternative ways to generate advertising income that will not be in competition with the local papers. Production and design of the magazine will be delivered in-house. Printing and distribution will be delivered by external companies.

In light of the economic climate we have reduced the number of magazines from ten to five per year and revised the advertising income to £5,000 per edition. The magazine has also been extended to promote public services and to streamline and target communications from Fire, Police, NHS, Probation, and Criminal Justice Board to local people.

The most recent edition of the magazine includes five pages of information from our partners generating an income of over £6,000.

Producing a magazine eliminates the need to publish separate service leaflets, booklets, flyers and other forms of communication. This is projected to save approx. £6,000 per edition.

Distribution cost of the magazine is around £18,500 an edition. The cost for printing is currently subject to a tender process. Previous editions print costs were approx. £20,000 per edition - total estimated gross cost - £37,000 per edition.

The combined income from partners, plus advertising, plus the saving from consolidating other communication materials into the magazine will reduce the cost to around £20,000 per edition. The net cost per household is likely to be around 11 pence per edition.

**WILTSHIRE COUNCIL**

**COUNCIL  
13 JULY 2010**

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**COUNCILLORS' QUESTIONS**

**FROM COUNCILLOR STEVE OLDRIEVE**  
**TROWBRIDGE PAXCROFT DIVISION**

**TO COUNCILLOR JOHN NOEKEN**  
**CABINET MEMBER FOR RESOURCES**

**Question**

Council at its meeting on 1 December 2009 adopted a notice of motion I had put forward on Fair Trade.

Can the Cabinet member please update me on how the actions agreed as part of the adopted motion have since been implemented.

In particular, I would like an update on the following points:

- How the requirements of the motion have been reflected in the Council's procurement and commissioning policies including the Council's contract regulations, procurement guidance and the manager procurement toolkit and
- How the Council is promoting the concept and practice of fair trade across Wiltshire.

**Response**

With the Council's increasing financial pressures the Procurement and Commissioning functions have focussed much of its efforts towards the planning and delivery of £9m savings year on year over the next 3 year period. Despite these financial pressures the concept of sustainable procurement, including the use of fairly traded products remains an important part of the Council's procurement strategy. With limited resources available key actions have been achieved since the Council meeting on 1 December 2009. These include:-

- Adoption in March 2010 of a new Corporate Procurement Strategy. Setting out our aspirations and communicating these to staff, partners and service providers.
- Detailed specific guidance regarding the purchase and use of Fairly Traded products for staff involved in tendering is being drafted and will be published on the procurement portal. This will support staff making procurement decisions.

From Councillor Oldrieve

- Talking to local suppliers via Meet the Buyer events as sustainable procurement should also include our local SME businesses in Fair Trading opportunities.
- Hosting Fair Trade event at County Hall.
- Engagement with local and regional groups regarding sustainable procurement.
- Developing the Council's targets on Climate Change.
- Attending South West Fair Trade events (next one is in October 2010).
- Encouraging suppliers, where appropriate to source Fairly Traded products as part of their service delivery (Councillors using the Byways restaurant will now see Sodexo provide a range of products for customers to choose).

So, despite the pressures on our procurement teams to achieve demanding cost savings, good progress is being made towards implementing the actions agreed by Council in December 2009.

**COUNCILLORS' QUESTIONS**

**QUESTION FROM COUNCILLOR TREVOR CARBIN  
HOLT AND STAVERTON DIVISION**

**TO COUNCILLOR TOBY STURGIS  
CABINET MEMBER FOR WASTE, PROPERTY AND ENVIRONMENT**

**Question**

Wiltshire Council's so-called 'consultation' on the future of waste collection is based on a fortnightly residual waste collection. However Eric Pickles, Secretary of State for Communities and Local Government, has stated that: "Fortnightly collections are unpopular and unhygienic. It's the traditional weekly bin round that people want. The new Government will work with councils to freeze council tax and help them improve the frequency of rubbish and recycling collections. Let's use incentives and rewards to increase recycling, rather than cuts, fines and taxes. Families now pay a fortune in council tax - it's time they got a better deal." How will WC respond to the Secretary of State's advice, and will it be taken into account during the current 'consultation'?

**Response**

**Why is the Council consulting on only one service option ?**

The Council has considered the views of Overview and Scrutiny Committee and the results of earlier surveys before looking at a number of options for waste and recycling collections before making this proposal.

The Council came to a view that the proposal is the only option that could achieve all our aims, as follows:-

- provides the same service everywhere
- provides service improvements and better recycling opportunities to all
- meet targets set out in our Waste Strategy at an affordable cost.
- Avoid potentially huge EU fines

For these reasons the Council believes that many residents will support the proposal.

If the “No” vote is large, the Council can carry out further research using the “peoples voice” focus group of local residents to find out which aspect of the proposal is not supported.

**The New Government has said that it is in favour of Weekly waste collections. Why is the Council not proposing to carry these out?**

The council has timed its consultation on the proposal so that emerging government policy on waste can be assessed.

Any government announcements will be taken into account by the council when it decides on the proposal during the Autumn, following this consultation.

Recently, statements expressing a preference for weekly collections have been made by The Rt Hon Eric Pickles MP, Secretary of State for Communities and Local Government, without any guidance how to increase recycling, whilst maintaining weekly collection of residual waste.

For example, Mr Pickles’ recent letter to the Audit Commission expressed anxiety that Councils might be given “perverse incentives” to cut the frequency of rubbish collections.

However, Mr Pickles also stated in the same letter that it was ultimately up to councils when they collected rubbish and recycling. This reflects his views about the importance of “localism”. In a speech about this, Mr Pickles also encouraged local councils to be innovative, taking opportunities to improve services and reflecting the views of residents.

Mr Pickles also praised a recycling trial scheme in Windsor and Maidenhead, where residents are rewarded for recycling. Wiltshire Council’s view of this is that the most effective and helpful way to encourage recycling is by offering more of the kerbside collection services that residents have asked for. Also, unlike any incentive scheme, the proposal does not involve weighing anybody’s wheely bin or recycling box and keeping information about residents.

Caroline Spelman MP is Secretary of State at the Department for Environment, Food and Rural Affairs, or DEFRA. Her responsibilities include waste management. In a recent speech, Mrs Spelman covered many subjects, including a commitment to “help councils deliver the quality and frequency of services their customers want whilst delivering our commitment to waste reduction.”

The Council’s view is that the proposal reflects these priorities, provided that it is supported by residents. If that support is forthcoming, a local solution has been found which delivers our aims at an affordable cost reducing landfill tax paid and the risk of EU fines which could be £150 per ton.

The Council is in discussion with a number of organizations to investigate the possibility of providing food waste treatment within the County.



From Councillor Caswill

**WILTSHIRE COUNCIL**

**COUNCIL**

**13 JULY 2010**

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**COUNCILLORS' QUESTIONS**

**QUESTIONS FROM COUNCILLOR CHRIS CASWILL**  
**CHIPPENHAM MONKTON DIVISION**

**TO COUNCILLOR JANE SCOTT**  
**LEADER OF THE COUNCIL**

**Question 1**

- 1) Did she raise any objections to the Grant Guidance recently issued to Area Boards?
- 2) Is she aware that it provides for Boards to "use a proportion of their funding for projects which fall outside the criteria of the Community Grant Scheme"?
- 3) Why did she intervene at the Chippenham Area Board to try and prevent the Board from exercising this choice?

**Response**

I did not raise any objections to the Grant Guidance as it is up to individual Area Boards to decide how to manage their grants.

I intervened at the recent meeting of the Chippenham Area Board, because, as a member of that Board, I voiced my objection to a percentage of the grant being placed at the disposal of members to facilitate their particular priorities. The Chairman asked for a show of hands in support, or otherwise, of my views and there was a large majority in support.

It was also felt that, as this item was not on the agenda and there was no supporting information for the meeting to consider, it was sensible to defer a decision until the next meeting.

From Councillor Caswill

## **Question 2**

Is she satisfied that all appropriate and necessary actions have been taken in respect of the payments made by Kennet District Council to staff of that Council in the transition to this unitary authority?

## **Response**

Yes I am satisfied. There is ongoing action in relation to the recovery of two payments, totaling approximately £20,000.

## **TO COUNCILLOR DICK TONGE** **CABINET MEMBER FOR HIGHWAYS AND TRANSPORT**

## **Question**

At the current rate of expenditure, how long would it have taken the Council to repair the potholes and larger scale road surface damage still visible all over the county?

## **Response**

I would like to thank Mr Caswill for his question as it allows me to tell members of the tremendous work that has been carried out by Highways since the severe winter weather.

The winter had a seriously negative effect on the condition of the road network, but an enormous amount of repair work has already been completed and will continue for the rest of the year.

It is estimated that over 7,000 potholes have been filled so far this year, including those repaired by the Parish Stewards who have been patrolling the network to fix the worst potholes quickly. Over 500,000 square metres of carriageway have been resurfaced, with a further 35,000 square metres currently underway.

Because of the extensive damage a programme of smaller localised repairs is underway with over 5,000 square metres of repairs completed, 17,000 square metres in hand, and further sites being identified in the south and east of the county.

The Velocity Repairers are working on repairing minor roads and have already treated over 15,000 square metres of road surface.

Mr Caswill will know that there is no answer to his question. A road network the size of Wiltshire's needs constant attention. Expenditure is broadly linear but slows as winter approaches as attention is turned to gritting and keeping the roads safe. I would like to point out that the road surface damage and the appearance of a road surface is not the

From Councillor Caswill

main criteria when choosing the schedule of works. The most important factors are skid resistance and where there are underlying structural issues.

The Council is making significant investment in bringing the road network up to standard, and we are seeing improvements across the county, but this is an on going process which will last all year.

**TO COUNCILLOR JOHN NOEKEN**  
**CABINET MEMBER FOR RESOURCES**

**Question**

- 1) Does the Council still have standards for the time taken to respond to requests from (a) members of the public and (b) Wiltshire Councillors and what are they in each case?
- 2) What procedures are in place to ensure those standards are met?

**Response**

Members of the public

The standards for responding to members of the public are:

Telephone calls – Answered within 20 seconds.

Email & Letter – Full response within 10 working days. (Emails to be acknowledged within 24 hours)

The flow of calls made to Customer Services is monitored and resources are adjusted as and when there is a spike in activity. Monthly reports are produced, which amongst other things, provides details of average response times. Individual members of customer services staff review their performance statistics in monthly one to one sessions with their line manager.

For emails direct to the customer services email box, there is an automatic acknowledgement which confirms the standard for response time. A number of these emails are forwarded to other service areas for action and response and when this happens, a reminder is given of the response standards with a request that they copy customer services in on the reply. This allows customer services to monitor any emails that may have gone over the 10 days.

You will appreciate that not everything goes through customer services and that most of the email and correspondence traffic goes direct to the individual service areas. Each Service Manager is responsible for ensuring the response standards are met. I hope this answers your question on responding to members of the public, but if you have a particular concern in mind, please do take this up with me after the meeting.

From Councillor Caswill

### Councillors

As far as responding to requests from Wiltshire Councillors is concerned, I would draw your attention to Appendix 2 of the Councillor/Officer Relations Protocol approved by Council and as contained in the Constitution.

This states that response to Councillor enquiries including emails and telephone calls *'will be acknowledged within two working days of receipt, giving details of an alternative contact if the officer concerned is absent from the office'* and that *'a substantive response will be provided within seven days of receipt. If that is not possible an explanation will be given as to the reason for the delay, what action is being taken, and when a response will be sent'*.

I appreciate that there are more and more pressures being placed on officers, but I would hope that these standards are being met. Councillors themselves will be the best judge of that and if you or any other Councillors have any concerns that this is not the case, please discuss this either with myself or John Quinton, Head of Democratic Services after the meeting and we will look into it.

## **CHILDRENS SERVICES SELECT COMMITTEE**

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### **DRAFT MINUTES OF THE CHILDRENS SERVICES SELECT COMMITTEE MEETING HELD ON 8 JUNE 2010 AT COUNCIL CHAMBERS, COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Paul Darby, Cllr Andrew Davis, Cllr Peter Davis, Mrs J Finney, Cllr Peter Fuller, Cllr Mark Griffiths, Cllr Russell Hawker, Mr J Hawkins, Mrs A Kemp, Mr Chris King, Cllr Helen Osborn, Mr Neil Owen, Mrs R Ryan, Cllr Carole Soden (Chairman) and Dr M Thompson

#### **Also Present:**

Cllr L Grundy OBE and Cllr R Clewer

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#### **69. Election of Chairman**

Cllr Carole Soden was elected as Chairman of the Committee for 2010/11.

#### **70. Election of Vice-Chairman**

Cllr Jon Hubbard was elected as Vice-Chairman of the Committee for 2010/11.

#### **71. Membership**

The Chairman welcomed Cllr Peter Davis who was appointed to this Committee by Full Council on 18 May, replacing Cllr Peter Hutton.

#### **72. Apologies and substitutions**

Apologies for absence were received from Mrs Di Dale, Cllr Mary Douglas, Cllr Jacqui Lay, Cllr Bill Moss and Cllr Pip Ridout.

#### **73. Minutes of the Previous Meeting**

The minutes of the previous meeting held on 18 March 2010 were approved and signed as a correct record.

#### **74. Declarations of Interests**

No declarations of interest were received.

75. **Chairman's Announcements**

**1. Special Educational Needs (SEN) seminar**

Following a request from Cllr Osborn, a seminar would be provided by officers on Special Education Needs (SEN) provision prior to the Committee's next meeting on 22 July 2010. This would provide some context to the SEN Review post-consultation report due for consideration at that meeting. The seminar would begin at 9.30am and it was requested that all councillors be notified of the seminar.

The Vice-Chairman requested that two Rapid Scrutiny Exercises be arranged: The first to look at the SEN Review consultation process. The Chairman and Vice-Chairman felt there has been weaknesses in the way the Review's rationale had been communicated. The second was to consider the SEN Review consultation results in order to add value to the recommendations to be submitted to Cabinet. The findings of both exercises would be reported to the full Committee's next meeting and considered alongside the post-consultation report.

Cllr Darby, Cllr Hubbard, Mrs Kemp, Cllr Osborn and Cllr Soden expressed interest in taking part in the exercise.

**Resolved:**

**To undertake Rapid Scrutiny Exercises into the SEN Review consultation process and consultation results prior to the next Committee meeting on 22 July 2010.**

**2. Letter regarding the proposed closure of the Special Learning Centre, Longleaze Primary School**

A letter from Mrs Ceri Seal and sent to Jon Hubbard was circulated. The letter outlined Mrs Seal's protest over the proposed closure of the Specialist Learning Centre at Longleaze School in Wootton Bassett. An officer response was also included for noting.

**3. Laverstock schools visit**

The visit to the St Edmunds, St Josephs and Wyvern College schools in Laverstock requested at the previous meeting would no longer take place on 29 June 2010. The Senior Scrutiny Officer would contact councillors to arrange an alternative date.

**4. New Corporate Plan**

The new Corporate Plan was approved by Full Council on 18 May. The Plan outlined the Council's priorities and where resources would be allocated to ensure the Council's goals and vision were realised.

The Plan's focus, in relation to children's services, was on improving Wiltshire's primary schools, pupil performance at Key Stage 2, and the reduction of attainment gaps between all children with Special Educational Needs, Looked After Children, children receiving Free School Meals and their peers.

A Delivery Plan would be produced by the Department of Children and Education (DCE) which would provide details on how these targets would be achieved, which was expected to be ready for consideration by the Committee in September.

#### **5. Downlands School funding**

At the Committee's previous meeting, Neil Owen, Secondary Parent Governor representative, expressed concern over the Schools Forum decision in January regarding Downlands School.

The decision related to the School being over-funded in previous years due to a mismatch between their census form and the formula used to calculate the appropriate funding. With this in mind, the Schools Forum agreed to implement a transition period whereby the school's funding would be reduced to the correct level over a period of four years.

Neil Owen and the Chairman of the Committee had arranged to meet with Carolyn Godfrey, Corporate Director DCE on 14 June to discuss the matter. A full update would be provided to the Committee in July.

#### **6. National Review of Children's Cardiac Surgery Services**

At its meeting in May, the Health and Adult Social Care Select Committee was informed of plans for a national review of specialised children's cardiac surgery. The results of the review would eventually determine where centres for children's cardiac surgery would be located around the country.

Recommendations would be developed in 2010 and shared with local commissioners and stakeholders, including the Health and Adult Social Care Select Committee, who were leading on this process for the Council. The Children's Services Select Committee would receive regular updates and given the opportunity to provide input.

#### **7. Coalition Government - Plans for Children's Services**

An outline of the new Government's proposals for children's services and education was circulated. Members of the Committee were requested to

consider the content of the paper outside of the meeting and provide the Chairman, Vice Chairman or Senior Scrutiny Officer with comments on proposed priorities by 1 July. It was also agreed that a standing item be included on each agenda for officers to update the Committee on the latest developments.

The Corporate Director for Children's Services reported that funding to Children's Services could be reduced by approximately £1m per year, every year.

**Resolved:**

**A standing item to be included on each agenda for officers to update the Committee on implications of the new Government's proposals for children's services and education.**

76. **Public Participation**

None.

77. **Primary School Strategy: Securing Primary School Improvement through the World Class Primary Plan**

Members considered a report from the Corporate Director for Children and Education, providing an update on recent developments within primary school improvement, including the World Class Primary Plan for Wiltshire and the programmes of support currently provided by the local authority to primary schools. Julie Cathcart, Head of School Improvement, and David Ross, Head of School Support, presented.

Ensuing discussion included:

- (a) The Council had been asked by the Department of Children, Schools and Families (DCSF) to produce a World Class Primary Plan for Wiltshire by end of April 2010. The future status of these plans was now unclear following election of the new coalition Government. Much of the Plan was built on existing strategies and activities and provided details on how the authority supported schools that were currently below the performance target, methods of maximising progression, how to encourage consistent performance and how to transform schools from good to great.
- (b) The report highlighted key features of Plan, to include the role of the School Improvement Partner (SIP). In March 2010, Wiltshire Council was asked to take part in a project to develop the role of the SIP and look at how they could take an increased role in brokerage.
- (c) Under the coalition's new Academies Bill, it was proposed that schools judged as 'outstanding' by Ofsted could be fast-tracked to academy



status by the autumn. 1,114 schools nationally had registered to become an academy, though it was still unclear how many schools in Wiltshire would do so.

- (d) The nature of academy status would change the way in which local authorities provided support to those schools, which could result in a change to the Plan. The local authority would have no responsibility for academies as they are independently run, but they were likely to retain some funding passing through the local authority such as for Special Educational Needs (SEN). Admission requirements were clearly set out prior to the announcement on academy status and it was hoped that academies would remain in the same situation as schools with Foundation Status. Funding arrangements were anticipated to be included within the documentation supplied for academy status.
- (e) Wiltshire Council had been contacted by the new Department of Children and Families to provide advice on the work of 'schools supporting schools' as the authority was considered to have expertise and experience in this area.
- (f) Links between the local authority and diocese schools were strong and work was underway to ensure that in future, diocese and council were heard as one voice.

**Resolved:**

- 1. To thank the department for the report and note its contents.**
- 2. To request that changes to the primary school policy framework and related resources implications were reported to the Committee when known.**

**78. School Performance**

Stephanie Denovan, Service Director for Schools and Learning, presented a report on why a high proportion of Wiltshire's primary schools were judged by Ofsted to be no better than satisfactory, with a small number inadequate, in the 2009 assessment of children's services in Wiltshire. The assessment also commented that the gap between the majority of children and young people and those in vulnerable circumstances was closing in some areas but that the picture was inconsistent for different groups. The report explained the factors influencing these results and the work being done to improve primary school performance and narrow the attainment gaps.

Ensuing discussion included:

- (a) Nationally, Wiltshire is in the top quartile at Foundation Stage profile and Key Stage 4 but over the last four years progress at Key Stage 2 has

been broadly in line with the national average. This is disappointing given the county's socio-economic position and the department will continue to strive to achieve the ambitious targets set out in the new Corporate Plan.

- (b) There are various factors correlating with poor primary school performance. Other local authorities producing similar results to those found in Wiltshire tend to have a similarly high proportion of small, rural schools. In Wiltshire, this has been addressed with closures, amalgamations, federations and collaborative re-starts involving Wiltshire's National Award Schools and National Leaders of Education. Attainment levels for paired infant and junior schools were also generally lower than those of primary schools, and this has also been addressed through amalgamation where appropriate.
- (c) Schools with a high proportion of children from a services background tended to show average or below average pupil performance. Wiltshire also has one of the highest proportions of voluntary-aided or voluntary-controlled schools in the country. Further partnership working with the Dioceses about our combined support and challenge work is underway.
- (d) It was unclear whether the Accredited Provider Programme would continue under the new government, but the principals would continue to be taken forward, with stronger supporting struggling schools to improve.
- (e) Some of the early intervention programmes that have shown significant success are under threat of removal of government funding. For example, the newly formed Department of Education (formerly the Department for Children, Schools and Families) is to be cut by £670 million, including £311 million from council spending on schools. In addition to this there is an announced £47 million nationally less for one-to-one tuition and £40 million less for Every Child schemes such as Every Child a Reader.
- (f) The three areas with the widest attainment gaps were Free School Meals (FSM), Children Looked After (CLA) and Special Educational Needs (SEN). The greatest attainment gap was in the SEN area, and the root and branch review of SEN services underway is intended to address this.

**Resolved:**

- 1. To thank the Department for the report and to note its contents.**
- 2. To request a breakdown of Wiltshire's schools by governance arrangements against Ofsted grading.**
- 3. To request that changes to the primary school policy framework and any resource implications are reported to the Chairman and Vice-Chair once known.**

79. **SEN Transport**

Trevor Daniels, Head of Special Educational Needs (SEN), and Jason Salter, Principal Officer – PTU, presented a report on joint working between officers from DCE and the Passenger Transport Unit (PTU) to reduce the cost of providing transport for children and young people with SEN. The report was requested following a DCE Fact-finding meeting that highlighted various issues relating to this historic area of overspend for the authority.

Ensuing discussion included:

- (a) Responsibility for procuring and managing transport arrangements and for managing the Passenger Assistants sits with the PTU. Responsibility for determining entitlement to transport, ownership of the budget, and responsibility for budget management, lies with DCE.
- (b) In recent years the SEN Transport budget had overspent while the mainstream transport budget had experienced significant under-spends. DCE had previously expressed concern that the savings achieved on the SEN Transport budget by applying eligibility criteria and implementing other measures had not been reflected in a proportionate reduction in the overspend.
- (c) The PTU would now be making every effort to achieve good value for money with its SEN Transport contracts and would be providing timely and comprehensive management information to allow more accurate forecasting and budget setting by officers in DCE.
- (d) It was acknowledged by members that the SEN Transport budget was extremely difficult to manage due to the fluidity of the requirements of children with widely varying needs.
- (e) Passenger Assistant salary costs had increased by £350,000 per annum over the last three years. The Council employs Passenger Assistants directly rather than contracts them through an agency, which is unusual amongst local authorities and carries its own associated costs. A preliminary review has already been undertaken, and further work is being commissioned as a matter of urgency to progress this further. A report outlining the recommendations from this work is expected in October 2010. It was requested that the Chairman and Vice-Chair be informed of the outcome of this review.
- (f) There was member concern that the Constitution does not make provision for scrutiny of 'internal contracts', such as the arrangement between DCE and the Passenger Transport Unit. It was agreed that a request would be submitted to Cabinet and the Focus Group on the Constitution to add such a provision.

**Resolved:**

- 1. To thank the Department for the report and to note its contents.**
- 2. To request that, once plans regarding the future provision of Passenger Assistants are known, the Chairman and Vice-Chair are kept informed so an update can be provided to the Committee.**
- 3. To recommend to Cabinet and the Focus Group on the Constitution that a provision be included within the Constitution allowing members to scrutinise internal contracts.**

**80. Food Technology**

The Final Report of the School Food Task Group, which made twelve wide-ranging recommendations on school food provision, was endorsed by Committee in March 2009. This update report included executive responses to Recommendations 5 & 6 of the report, plus updates on the implementation of the Task Group's other recommendations.

Mrs Rebecca MacDonald, Chairman of the Task Group and a co-opted member of the previous Committee, attended the meeting.

Carolyn Godfrey, Corporate Director for Children and Education, provided the following further information:

- (a) The latest statistics on obesity levels in Wiltshire indicated that Wiltshire was bucking the trend against national and regional levels of obesity. Weighing and measuring programmes were now taking place in Reception year and Year 6.
- (b) The Sodexo corporate school catering contract was due to expire last April but was extended on a 3-month rolling basis. An extensive consultation had taken place with schools, with Sodexo agreeing to provide a range of different options for schools to buy into. At the time of the original report, 120 schools were part of the corporate school catering contract but only around 30 schools now remain.
- (c) Concern was expressed that cuts in local authority funding could impact upon cooking and nutrition within schools.

**Resolved:**

- 1. To note the executive's responses to recommendations 5 and 6 of the final report of the School Food Task Group.**

2. **To note the progress made with respect to implementation of the School Food Task Group's recommendations.**

81. **Annual Report for Major Contracts Task Group 2009-10**

A report was presented to the Committee providing a round-up of the reviews undertaken by the Major Contracts Task Group. Since July 2009, the Task Group had considered the Council's contracts with:

- the White Horse Education Partnership (who are responsible for the accommodation at 3 North Wiltshire Schools)
- Sodexo, who supply school meals
- Wiltshire's children's centres, and
- Quarriers, who provide residential placements for young people with complex needs.

As well as noting the report, the Committee was asked to re-appoint the membership of the Task Group for 2010-11.

**Resolved:**

1. **To note the work of the Task Group in reviewing Major Contracts over the previous year.**
2. **To endorse the membership of the Task Group to continue over the coming year and report back to the Committee in 12 months time.**

82. **Task Group Update**

An update on the work of the Major Contracts Task Group was included in the previous item.

A written update on the Placements for Looked After Children Task Group's first meeting was provided with the Agenda. Further information had been requested for the next meeting, scheduled to take place in August.

**Resolved:**

**To note the updates.**

83. **Holding the Executive to Public Account**

Items from the Cabinet, Corporate Parenting and Schools Forum work programmes relevant to children's services were listed on the agenda for consideration by the Committee.

Ensuing discussion included how Youth Provision in Corsham had disappeared from the programme. The Portfolio Holder for Youth Services confirmed that he would investigate this outside of the meeting.

**Resolved:**

**To note the items in the Cabinet, Corporate Parenting Panel and Schools Forum forward work programmes listed in the Agenda.**

84. **Forward Work Programme**

Aftercare Provision for Young People leaving care

A recommendation was received from the Major Contracts Task Group requesting that a report on aftercare provision and the work towards independent living for young people leaving care be added to the Select Committee's work programme. This followed comments from Quarriers, one of the external residential foster placement providers, that this was lacking at present.

It was agreed that the remit of the Placements for Looked After Children (LAC) Task Group would include looking at aftercare, and so an item to Select Committee was unnecessary.

Basic Skills

Following the comment in the Common Area Assessment that Basic Skills was one of nine key areas requiring focus in Wiltshire, members requested that an initial report be brought to the Committee's next meeting.

Role of Schools Forum

Due to the Chairman of Schools Forum being unable to attend the Committee's July meeting, this item was slipped to September.

**Resolved:**

1. **To request that a report on the issue of Basic Skills be brought to the Committee's July meeting, including an outline of the partnership arrangements, what initiatives are in place and plans for the future.**
2. **To note the Forward Work Programme, with the amendments agreed.**

85. **Date of Next Meeting**

10.30am, Thursday 22 July, at County Hall, Trowbridge.

86. **Urgent Items**

None.

(Duration of meeting: 10.30 am - 1.00 pm)

The Officer who has produced these minutes is Sharon Smith, of Democratic & Members' Services, direct line (01225) 718378, e-mail [sharonl.smith@wiltshire.gov.uk](mailto:sharonl.smith@wiltshire.gov.uk)

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## AUDIT

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### **DRAFT MINUTES OF THE AUDIT MEETING HELD ON 30 JUNE 2010 AT COMMITTEE ROOM III, COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Richard Britton, Cllr Nigel Carter, Cllr Chris Caswill, Cllr Peter Doyle, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr Alan Macrae, Cllr Jeff Osborn (Reserve), Cllr Sheila Parker (Vice Chairman) and Cllr Roy While (Chairman)

#### **Also Present:**

Cllr Fleur de Rhe-Philipe and Cllr Jane Scott OBE

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#### **67. Apologies and Membership Changes**

Apologies for absence were received from Councillors Jemima Milton and Bridget Wayman. Councillor Helen Osborn was substituted by Councillor Jeff Osborn.

#### **68. Chairman's Announcements**

The Chairman drew member's attention to the pre-circulated CIPFA statement on the Role of the Head on Internal Audit.

#### **69. Minutes of the Previous Meeting**

The minutes of the last meeting held on the 24 March 2010 were presented.

#### **Resolved**

**To approve as a correct record and sign the minutes of the minutes of the meeting held 24 March 2010.**

Councillors asked for an update on Minute 66 - Audit of Non-Pensionable Honoraria. The Monitoring Officer, explained that two severance payments were being pursued and he agreed to write to members of the Committee once there were any significant developments to report.

#### **70. Members' Interests**

**Agenda item 9 – Wiltshire Council: Draft Set of Annual Accounts 2009 – 10.** Councillor Peter Doyle expressed a personal interest in this item, as the Draft Accounts show a payment to Wootton Bassett Town Council, of which he is a member.

**Agenda item 12 – Internal Audit Progress Report 2010 – 11.** Councillor Peter Doyle expressed a personal interest in this item, as he has been appointed a non-executive director of Sarsen Housing Association, which is involved in the West Wilts PFI.

71. **Public Participation**

The Chairman explained that he would be happy to allow the public to speak at the start of each item should they wish to do so. There were no questions from members of the public and no speakers at the meeting.

There was no public participation.

72. **KPMG: Interim Audit on 2009/10 Financial Year**

The Chief Finance Officer, introduced the report that identified a range of issues for which significant management action had been identified. The Senior Manager from the external auditors KPMG gave a progress report on Interim Audit on 2009/10 Financial Year drawing the Committees attention to the most salient points of the KPMG report.

- A number of issues had been raised as a result of the unprecedented change over the last year. Significant change had taken place due to implementation of the Unitary Council, changes in the IT environment and key financial systems.
- The overall message stressed the importance of the Council developing an appropriate and timely response to the recommendations of the report.

The issues identified this year in conjunction with the scale of change being undertaken have been recognised. Mitigating action has been implemented and the Chief Finance Officer reassured the Committee that he was confident that the organisation was taking responsibility through action plans.

The Corporate Director - Resources, addressed the Committee reiterating the huge undertaking that had taken place to bring five Councils into one coupled with the implementation of the SAP system. He stressed that savings were being delivered within frontline services and that the 'big bang' approach had worked. The vast majority of issues highlighted within the report had been addressed and those that had not would be looked at in the next four to six weeks.

After a lengthy debate during which members raised concerns seeking explanations and reassurances over a number of issues it was,

**Resolved**

- a) **That the outcomes contained within the Interim Report be noted.**
- b) **That mitigating action being undertaken be noted.**
- c) **That a paper is brought to Audit and the Budget and Performance Task Group addressing the cultural issues surrounding the use of SAP.**
- d) **The Head of Internal Audit to circulate to Members details of duplicate payments and consequent mitigating management action.**

73. **Annual Audit Fee 2010/11**

The Senior Manager from KPMG, the Councils external auditors explained the main proposals contained within the 2010/11 Annual Audit Fee (£410,094) those being:

- A risk based approach to audit planning as set out in the Code of Audit Practice and Work mandated by the Audit Commission.
- Reflecting only the work undertaken by KPMG any inspection and assessment fees being charged separately by the Audit Commission.

**Resolved**

**That the Annual Audit Fee for 2010/11 be noted.**

74. **KPMG: Data Migration Audit**

The Senior Manager from KPMG presented his report on the Data Migration Audit.

**Resolved**

- a) **That the report be noted.**
- b) **That a Comprehensive Post Implementation Review is undertaken, and the results brought to the September Audit Committee Meeting.**

75. **Wiltshire Council: Draft Set of Annual Accounts 2009-10**

The Chief Financial Officer presented the draft Statement of Accounts in respect of the 2009/10 financial year for Wiltshire Council. The completed set of accounts will be submitted to the Committee on 30 September 2010.

The accounts were reviewed and queries were raised by the Committee.

It was noted that the Reconciliation of Income and Expenditure Account contained the term 'Accounting Deficit' and this was a technical deficit encompassing issues including depreciation and pension adjustments. The Chief Finance Officer stated that he would prepare a report for the next Audit Committee to explain how the accounts were prepared.

**Resolved**

- a) **That the draft accounts for 2009-10 be noted.**
- b) **The Chief Finance Officer to prepare report for the next Audit Committee to accompany the accounts.**

76. **Internal Audit Annual Report 2009-10**

The Head of Internal Audit presented the first Internal Audit Annual Report 2010-11 for Wiltshire Council. In doing so he advised Members that this report contained considerable data, and drew the Members attention to the recently circulated CIPFA document on the role of the Head of Internal Audit in public service organisations. It was noted that information for comparisons with other similar Councils was not available. Currently a benchmarking exercise is underway and results of this will be brought to the September Committee meeting.

A range of audits were carried out across all service departments based on risks and issues identified at the start of the year and were incorporated into the audit plan. Action plans have been agreed with management which will enable to address and manage the risks indentified. Additional audit work has also been undertaken, of note the work surrounding Anti Fraud and Corruption and the National Fraud Initiative. Investigative work highlighted a number risks which are being pursued.

It was noted that there was a lot of work being undertaken and that the Internal Audit team were providing 'good value for money'. Members expressed concern that there appeared to be no plan to move forward, a systems plan. The Chief Finance Office acknowledged this but stressed that the way forward should come out of the post SAP Implementation analysis.

**Resolved**

- a) **That the report be noted.**
- b) **That the bench marking Report be brought to the September Committee meeting.**

77. **Internal Audit Plan 2010-11**

Consideration was given to the report by the Head of Internal Audit which presented the Internal Audit Plan 2009-10.

Members expressed a wish for a more informal Seminar to enhance their knowledge and understanding of the Audit Plan.

### **Resolved**

**That the content of the Wiltshire Council Internal Audit Plan for 2010-11 be noted, with particular regard to the following:**

- **The audit planning process, incorporating risk-based planning, departmental and corporate governance functions, and external audit liaison.**
- **Significant issues having an impact upon the plan.**
- **A summary of available audit resources, and where these will be employed over the operational year.**
- **Progress against the plan will be reported regularly throughout the year.**

### 78. **Internal Audit Progress Report 2010-11**

The Head of Internal Audit introduced the report and highlighted the main consideration for the Council.

He informed the Committee that this was the first progress report for the current financial year. The new style report, introduced at the request of the Committee, tracks management response and actions to Internal Audit recommendations. Follow up work concluded that management is responding properly to Audit reports with appropriate action to manage risks. Where assurance is not given issues would be taken up with Service Directors. Action with regard to car parking recommendations is still outstanding.

The Chief Finance Officer and Head of Internal Audit will report on a recommended response to CIPFA consultation document – Role of the Head of Internal Audit.

### **Resolved**

**That the report be noted.**

### 79. **Annual Governance Statement 2009/10**

The Monitoring Officer presented the Draft Annual Governance Statement

(AGS) for 2009-10 for the Committee's preliminary comments.

It was noted that the Council was required to prepare and publish an AGS as part of its annual review of the effectiveness of its governance arrangements.

The draft AGS would be revised in the light of any comments this Committee, or any other body consulted, wished to make and the ongoing review work by the Assurance Group.

The draft AGS would be presented to Cabinet, the Standards Committee and KPMG, External Auditors, with any comments being presented to this Committee at its meeting on 30 September 2010 when the AGS would be presented for final approval.

Members suggested that the AGS should be more robust in stating the many achievements of the Council over the past year and the benefits of moving to unitary status, at the same time reflecting openly on the challenges which have been met.

#### **Resolved**

##### **1) To ask the Assurance Group,**

- a) To review the AGS in light of the above comments and make appropriate amendments.**
- b) To include the issues relating to the implementation of SAP covered in KPMG's Interim Audit Report 2009/10 as a significant governance issue in Section E of the AGS.**

**2) To note that the draft of the AGS will be revised further in the light of ongoing work by the Assurance Group and any comments of the Standards Committee and Cabinet, before being brought back to the Committee for final approval on 30 September 2010.**

#### **80. Proposed Work Programme for the Audit Committee 2010/11**

The Committee received its proposed work programme for 2010-11, and was invited to identify any further areas which required its consideration and to advise officers of any specific issues it would like to see addressed in the reports included in the programme.

#### **Resolved**

- a) To amend the work programme as follows for the meeting on Wednesday 30 June:**

- **A joint paper surrounding the cultural changes surrounding SAP implementation to be submitted to Audit and Standards Committee.**
- **Post Implementation SAP Review Report.**
- **Internal Audit Benchmarking Report.**

**b) To review the papers received by the Audit Committee and address timings, frequency and length of meeting to facilitate improved functionality.**

**81. Date of next meeting**

The next regular meeting of the Audit Committee will be held on 30 September 2010 at 2.00pm.

**82. Urgent Items**

None.

(Duration of meeting: 10.35 am - 2.20 pm)

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## EASTERN AREA PLANNING COMMITTEE

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### DRAFT MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 1 JULY 2010 AT COUNCIL CHAMBER, WILTSHIRE COUNCIL OFFICES, BROWFORT, DEVIZES.

#### **Present:**

Cllr Philip Brown (Chairman), Cllr Jane Burton, Cllr Peggy Dow, Cllr Richard Gamble, Cllr Chris Humphries, Cllr Laura Mayes, Cllr Jemima Milton (Reserve) and Cllr Christopher Williams

#### 58. **Apologies for Absence**

Apologies were received from Cllr Nick Fogg and Cllr Charles Howard, who was represented by Cllr Jemima Milton.

#### 59. **Minutes of the Previous Meeting**

The minutes of the meeting held 10 June 2010 were approved as a correct record and signed by the Chairman.

#### 60. **Declarations of Interest**

E/10/0452/FUL – Cllr Richard Gamble declared a personal interest, as he is Portfolio Holder for Public Transport.

E/10/0485/FUL – Cllr Richard Gamble declared a personal interest as he had attending the ‘Kestrels’ on Conservative Party matters. However this was not deemed a close association and he would participate in the debate and vote.

Cllr Grundy clarified that he had no association with Mrs Wright.

E/10/0147/FUL – Cllr Jemima Milton declared a prejudicial interest as she knew the applicant and would leave the meeting and not participate in this item.

#### 61. **Chairman's Announcements**

There were none.

62. **Public Participation**

The Committee noted the rules on public participation and the manner in which the meeting would proceed.

63. **Planning Appeals**

The planning appeal detailed should be read in conjunction with planning application E/10/0485/FUL.

64. **Planning Applications**

65. **E/10/0452/FUL Full planning application for: Removal of existing prefabricated outbuilding. Erection of new single story extension (with related alteration) incorporating classrooms and ancillary accommodation At: Kennet Valley CE Aided Primary School, Lockeridge, SN8 4EL**

The Committee received a presentation from the Area Development Manager which set out the main issues in respect of the application, and drew the Committees attention to the Archaeological Evaluation Report, comments from the County Archaeologist and 11 letters of representation as tabled in the Late List.

The Committee then received statements from the following members of the public expressing their views regarding this planning application.

Public Participation:

1. Mr D Arkwright spoke in opposition of the application.
2. Mr Goodwin spoke in opposition of the application.
3. Mr B Thomas spoke in opposition of the application.
4. Mrs K Spencer spoke in support of the application.
5. Mrs J Davies spoke in support of the application.
6. Mr C Johns spoke in support of the application.

Following a lengthy discussion of a number of issues,

**Resolved**

**Planning Permission is granted, subject to the conditions set out below, for the following reasons;**

The decision to grant planning permission has been taken on the grounds that the proposed development would not cause any significant harm to interests of acknowledged importance and having regard to the following policies and proposals in the Kennet Local Plan 2011 namely: policy PD1 and NR7; and

Central Government planning policy set out in PPS1 and PPS5.

- 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 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) indications of all existing trees and hedgerows on the land;
- (b) details of any to be retained, together with measures for their protection in the course of development;
- (c) all species, planting sizes and planting densities, spread of all trees and hedgerows within or overhanging the site, in relation to the proposed buildings, roads, and other works;
- (d) finished levels and contours;
- (e) means of enclosure;
- (f) car park layouts;
- (g) other vehicle and pedestrian access and circulation areas;
- (h) hard surfacing materials;
- (i) minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);

REASON:

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

- 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 (a) No retained tree shall be cut down, uprooted or destroyed, nor shall any retained tree be topped or lopped other than in accordance with the approved plans and particulars, without the prior written approval of the Local Planning Authority. Any topping or lopping approved shall be carried out in accordance with British Standard 3998 (Tree Work).
- (b) If any retained tree is removed, uprooted or destroyed or dies, another tree shall be planted at the same place and that tree shall be of such size and species and shall be planted at such time, as may be specified in writing by the Local Planning Authority.
- (c) No equipment, machinery or materials shall be brought on to the site for the purpose of the development, until a scheme showing the exact position of protective fencing to enclose all retained trees beyond the outer edge of the overhang of their branches in accordance with British Standard 5837 (2005): Trees in Relation to Construction, has been submitted to and approved in writing by the Local Planning Authority, and; the protective fencing has been erected in accordance with the approved details. This fencing shall be maintained until all equipment, machinery and surplus materials have been removed from the site. Nothing shall be stored or placed in any area fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made, without the prior written consent of the Local Planning Authority.

In this condition "retained tree" means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs (a) and (b) 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.

- 6 No works shall commence on site until details of all new external window and door joinery and/or metal framed glazing have been submitted to and approved in writing by the Local Planning Authority. The submitted details shall include depth of reveal, details of heads, sills and lintels, elevations at a scale of not less than 1:10 and horizontal/vertical frame sections (including sections through glazing bars) at not less than 1:2. The works shall be carried out in accordance with the approved details.

REASON:

In the interests of preserving the character and appearance of the listed building and its setting.

- 7 The extension shall not be brought into use until a Green Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall include details of implementation and monitoring and shall be implemented in accordance with these agreed details. The results of the implementation and monitoring shall be made available to the Local Planning Authority on request, together

with any changes to the plan arising from those results.

**REASON:**

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

- 8 This decision relates to documents/plans submitted with the application, listed below. No variation from the approved documents should be made without the prior approval of this Council. Amendments may require the submission of a further application. Failure to comply with this advice may lead to enforcement action which may require alterations and/or demolition of any unauthorised buildings or structures and may also lead to prosecution.

Drawing nos. 1457-10, -11, -12, -13B & -14B received by the lpa 8 April 2010.

**Appendices:** None

**Background Documents Used in the Preparation of this Report:** The application file and relevant government guidance.

66. **E/10/0485/FUL Full planning application for: Erection of thatched cottage and cartshed style garage At: Land adjacent to 6 Oak Lane, EASTERTON SN10 4PD**

The Committee received a presentation by the Area Development Manager, which set out the main issues in respect of the application, also referring to Easterton Parish Council comments and 2 letters of representation tabled in the Late List.

The Committee then received statements from the following members of the public expressing their views regarding this planning application.

**Public Participation:**

1. Mr Jenssen spoke in opposition of the application.
2. Mr R Trevis spoke in opposition of the application.
3. Mr D Rowsell spoke in support of the application.
4. Mr D Green spoke in support of the application.

Following a lengthy debate of the salient points,

**Resolved**

**Planning permission is GRANTED for the following reasons:**

The decision to grant planning permission has been made because the local planning authority are satisfied that the development will not have any adverse impact on the setting of nearby listed buildings, due to its design and position,

and will preserve the character and appearance of the Conservation Area, due to its size, design (including thatched roof) and position. The distance from neighbouring properties and the obscure glazing of the rear first floor windows means that the development will not have any significant adverse impact on the amenity of neighbouring properties. The proposal is therefore in accordance with policies PD1 and HC24 of the Kennet Local Plan and national; guidance in PPS5.

- 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 Development shall be carried out in accordance with the Finished Floor Levels shown on drawing nos. PL03 Rev B, PL06 Rev A & PL09 Rev A received on 14th May 2010.

REASON:

In the interests of visual amenity.

- 3 Notwithstanding the details shown on the submitted application forms, no development shall commence on site until samples of the bricks to be used for the external walls of the dwelling and garage 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 secure harmonious architectural treatment, in the interests of preserving the character and appearance of the conservation area and the setting of the adjacent listed building.

- 4 No development shall commence on site until samples of the natural slates to be used for the roof of the garage 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 secure harmonious architectural treatment, in the interests of preserving the character and appearance of the conservation area and the setting of the adjacent listed building.

- 5 Notwithstanding the provisions of the Town & Country Planning (General Permitted Development) Order 1995 (or any Order revoking and re-enacting or amending that Order) with or without modification, the timber boarding to be used on the external walls for the garage shall be allowed to weather naturally and shall not be painted or stained without the prior written approval of the Local Planning Authority.

REASON:

To secure harmonious architectural treatment, in the interests of preserving the character and appearance of the conservation area and the setting of the adjacent listed building.

- 6 No development shall commence on site until a sample panel of brickwork, not less than 1 metre square and showing the proposed bricks, bond, mortar and pointing, has been constructed on site, inspected and approved in writing by the Local Planning Authority. The panel shall then be left in position for comparison whilst the development is carried out. Development shall be carried out in accordance with the approved sample.

REASON: To secure harmonious architectural treatment, in the interests of preserving the character and appearance of the conservation area and the setting of the adjacent listed building.

- 7 The bricks to be used in the construction of the dwelling hereby permitted shall be laid in Flemish type bond.

REASON: To secure harmonious architectural treatment, in the interests of preserving the character and appearance of the conservation area and the setting of the adjacent listed building.

- 8 The roof of the dwelling hereby permitted shall be thatched in long straw with a flush wrap-over ridge, unless otherwise agreed in writing by the Local Planning Authority.

REASON:  
To secure harmonious architectural treatment, in the interests of preserving the character and appearance of the conservation area and the setting of the adjacent listed building.

- 9 The windows in the dwelling hereby permitted shall be white painted timber flush casements installed in accordance with the details shown on drawing no. PL07 received on 15th April 2010. They shall be retained as such thereafter.

REASON:  
To secure harmonious architectural treatment, in the interests of preserving the character and appearance of the conservation area and the setting of the adjacent listed building.

- 10 The door in the front (south-west) elevation of the dwelling hereby permitted shall be constructed of timber and painted. The door shall be retained as such thereafter.

REASON:  
To secure harmonious architectural treatment, in the interests of preserving the character and appearance of the conservation area and the setting of the adjacent listed building.

- 11 No development shall commence on site until temporary protective fencing has been erected for the existing beech hedge, in accordance with details which have been first submitted to and approved in writing by the Local Planning Authority. After it has been erected, the fencing shall be maintained for the duration of the works and no vehicle, plant, temporary building or materials, including stacking of soil, shall be allowed within the protected area. There shall be no excavation within the protected area.

REASON:

To enable the Local Planning Authority to ensure the retention of the existing hedge on the site in the interests of visual amenity.

- 12 The existing beech hedge on the site frontage shall be retained and shall not be removed (in whole or part) or reduced in height without the Local Planning Authority's prior written approval. (For the avoidance of doubt this condition does not preclude the routine trimming of the external faces of the hedge)

REASON:

To ensure a satisfactory landscaped setting for the development.

- 13 No development shall commence on site until there has been submitted to and approved in writing by the Local Planning Authority a scheme of landscaping, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of development. Details shall also include species, planting sizes and planting densities for all new planting.

REASON:

To ensure a satisfactory landscaped setting for the development.

- 14 All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the occupation of the dwelling or the completion of the development whichever is the sooner; 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.

- 15 Before the dwelling hereby permitted is first occupied the access, driveway and turning head shall be completed in accordance with the details shown on the approved plans, and these areas shall thereafter be maintained for use in connection with the development.

REASON:

In the interests of highway safety.



- 16 Before the dwelling hereby permitted is first occupied the highway visibility area shall be cleared and kept free of all obstructions to sight above 1 metre above the adjoining carriageway from a point 2.0 metres back from the edge of the carriageway measured along the centre line of the access, to a point on the nearside carriageway edge at the north-western end of the site frontage.

REASON: In the interests of highway safety.

- 17 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking and re-enacting or amending that Order) with or without modification no wall, fence, gate or other means of enclosure shall be erected or placed within the application site forward of the principal elevation of the dwelling facing the highway.

REASON: To enable the Local Planning Authority to retain control over future development within the curtilage of the dwelling in the interests of the proper planning and amenity of the area.

- 18 Before the dwelling hereby permitted is first occupied the first floor windows in the rear (north-east) elevation serving the bathroom, landing and en-suite shall be glazed with obscure glass only and the windows shall be permanently maintained with obscure glazing at all times thereafter.

REASON: In the interests of residential amenity and privacy.

- 19 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 any of the elevations or roof slopes of the dwelling hereby permitted.

REASON:

In the interests of residential amenity and privacy and the character and appearance of the conservation area.

- 20 **INFORMATIVE TO APPLICANT:**  
The attention of the applicant is drawn to the contents of the attached letter from Wiltshire Fire & Rescue Service and dated the 7th May 2010.

- 21 This decision relates to documents/plans submitted with the application, listed below. No variation from the approved documents should be made without the prior approval of this Council. Amendments may require the submission of a further application. Failure to comply with this advice may lead to enforcement action which may require alterations and/or demolition of any unauthorised buildings or structures and may also lead to prosecution.

(a) Application Form, Design & Access Statement, 1:1250 Site Location Plan and

drawing nos. PL01 Rev A, PL04, PL05, PL07 & 0801/01 Rev A received on 15th April 2010.

(b) Drawing nos. PL03 Rev B, PL06 Rev A & PL09 Rev A received on 14th May 2010.

(c) Drawing nos. PL02 Rev B & PL08 Rev A received on 11th June 2010.

**Appendices:** Appeal decision for history application

**Background Documents Used in the Preparation of this Report:** The application file, history file E/09/0075/FUL, Kennet Local Plan 2011, Easterton Conservation Area Statement and government guidance contained in PPS1 and PPS5.

67. **E/10/0147/FUL Full planning application for: Demolition of existing farmhouse and erection of replacement farmhouse with new outbuilding range/garaging and farm office At: Knight Leaze Farm, URCHFONT SN10 4RA**

The Committee received a presentation from the Area Development Manager which set out the main issues in respect of the application.

The Committee then received statements from the following members of the public expressing their views regarding this planning application.

Public Participation:

1. Mr M Bodman spoke in support of the application.
2. Mr D Rowsell spoke in support of the application.
3. Mr S Holt (Urchfont Parish Council) spoke in support of the application.

Following a detailed discussion of a number of issues,

**Resolved**

**Planning Permission is granted, subject to the conditions set out below, for the following reasons;**

Although the size of the replacement dwelling does not comply with the requirements of policy HC25 of the Kennet Local Plan, the Council are satisfied that the design and proposed quality of the new dwelling will enhance the landscape character and the appearance of the area, and will be in accordance with policy NR7 of the Kennet Local Plan. Consequently, planning permission is

justified on this occasion.

- 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 occupation of the dwelling shall be limited to a person solely or mainly working, or last working, in the locality in agriculture or in forestry, or a widow or widower of such a person, and to any resident dependants.

REASON:

The site is in an area where residential development for purposes other than the essential needs of agriculture or forestry is not normally permitted and this permission is only granted on the basis of an essential need for a new dwelling/residential accommodation in this location having been demonstrated.

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

REASON:

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

- 4 No development shall commence on site until a scheme of landscaping for the new curtilage boundaries has been submitted to and approved in writing by the Local Planning Authority. The submitted details of which shall include details of all fencing, 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; and all species, planting sizes and planting densities for new planting.,

REASON:

To ensure a satisfactory landscaped setting for the development.

- 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 dwelling or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the

approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

REASON: To ensure a satisfactory landscaped setting for the development.

- 6 No development shall commence on site until details of the proposed ground floor slab levels have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved levels details.

REASON: In the interests of visual amenity.

- 7 Within three months of the first occupation of the dwelling hereby approved, the existing dwelling on the site, as shown on drawing number 06, shall be demolished and all of the demolition materials and debris resulting there from shall be removed from the site.

REASON:

To protect the character and appearance of the area, which is in open countryside, and permission has only been granted on the basis that the dwelling hereby approved is a replacement for the existing unattractive farmhouse, the retention of which would conflict with policies HC25 and NR7 of the Kennet Local Plan.

- 8 INFORMATIVE TO APPLICANT:

The amended plans show the curtilage of the site outside of the nearby routes of the public rights of way. Please be advised that nothing in this permission shall authorise the diversion, obstruction, or stopping up of these rights of way.

- 9 This decision relates to documents/plans submitted with the application, listed below. No variation from the approved documents should be made without the prior approval of this Council. Amendments may require the submission of a further application. Failure to comply with this advice may lead to enforcement action which may require alterations and/or demolition of any unauthorised buildings or structures and may also lead to prosecution.

Plan Refs Amended 1:2500 location plan, received on 11th June 2010; Drawing Numbers 01-06, received with the planning application and the Design and Access Statement received with the planning application.

68. **Urgent items**

None.

(Duration of meeting: 6.00 - 7.30 pm)

The Officer who has produced these minutes is Anna Thurman, of Democratic & Members' Services, direct line (01225) 718379, e-mail [anna.thurman@wiltshire.gov.uk](mailto:anna.thurman@wiltshire.gov.uk)

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

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## SOUTHERN AREA PLANNING COMMITTEE

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### DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 24 JUNE 2010 AT ALAMEIN SUITE, CITY HALL, SALISBURY.

#### Present:

Cllr Richard Britton, Cllr Christopher Devine, Cllr Jose Green (Vice Chairman),  
Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian McLennan, Cllr John Smale (Reserve),  
Cllr Ian West and Cllr Fred Westmoreland (Chairman)

#### Also Present:

Cllr Richard Clewer

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#### 53. Apologies for Absence

Apologies were received from Councillors Mary Douglas and Graham Wright.  
Councillor John Smale substituted for Councillor Douglas.

#### 54. Minutes

The minutes of the meeting held on 3 June 2010 were approved and signed as  
a correct record by the Chairman.

#### 55. Declarations of Interest

Councillors Richard Britton, Christopher Devine, Jose Green, Mike Hewitt,  
George Jeans, Ian McLennan, Ian West and Fred Westmorland declared  
personal interest in item 7c as they had served on a planning committee with  
the applicant in the past.

Councillor Richard Clewer (non member of the committee) declared a  
prejudicial interest in item 7c and left the room during consideration of this item.

#### 56. Chairman's Announcements

The Chairman explained the meeting procedure to the members of the public

57. **Public Participation**

The committee noted the rules on public participation.

58. **Planning Appeals**

The committee received details of the following appeals;

**Decisions**

S/2009/1029 - Unit 6 Stockport Business Park, Amesbury – dismissed – delegated.

S/2009/1786 - 2A Albany Road Salisbury – allowed – delegated

**New Appeals**

S/2009/1543 - Adjacent 19 Victoria Road, Wilton

S/2009/0732 - 44 York Road, Salisbury

S/2010/0112 - Land adjacent to Ebbleway, Crouchston Drove. Bishopstone

**Resolved**

**That the report be noted**

59. **Planning Applications**

59a **S/2010/0053 - Whiteparish Village Store Ltd The Street Whiteparish**

Public participation:

Mr Brian Cosstick spoke in support of the application

Mr Eric Chase spoke in support of the application

Mr Andrew Lax spoke in support of the application

Councillor Richard Clewer representing Whiteparish Parish Council spoke in support of the application.

With the Chairman's agreement, this application was considered together with the associated application for conservation area consent referred to at minute 59b below.

The application had been recommended for refusal, however members felt that the proposed shop building would actually result in a visual



improvement compared to the existing shop building and would enhance the Conservation Area. Concerns were expressed regarding the protected species and it was requested that, should issues arise following the phase 2 ecological survey, then the application should come back to the committee for further consideration.

**Resolved:**

**That the application be approved, subject to the completion within three months of a phase 2 ecological survey and a unilateral agreement in relation to policy R2 (public open space), and the following conditions:**

Reasons for approval

Members considered that the proposed shop building would result in a visual improvement compared to the existing building and would enhance the Conservation Area in accordance with policies CN8 and CN11. Therefore conditioned to ensure that the amenities of the neighbours and the Conservation Area were preserved, members considered that the scheme would provide an enhanced local facility and provide much needed modest housing, without affecting surrounding amenities in accordance with national guidance as expressed in PPS1, PPS3, PPS5 and policies CN8, CN11, G2 and PS3

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. This decision relates to documents/plans submitted with the application, listed below. No variation from the approved documents should be made without the prior approval of this Council. Amendments may require the submission of a further application.

Drawing ref.no. 0712/103

Drawing ref.no. 0712/01 rev A

Drawing ref.no. 0712/02 rev A

Drawing ref.no. 0712/03 rev C

Drawing ref.no. 0712/101 rev E

Archaeological evaluation Ref no. ACW275/2/0 dated May 2010

ECOSA Phase 1 Ecological Survey

3 No development shall commence on either the erection of the dwellings or the demolition of the shop 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.

#### POLICY D2 Design criteria and CN8 Development in Conservation Areas

4 No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:

- (a) indications of all existing trees and hedgerows on the land;
- (b) details of any to be retained, together with measures for their protection in the course of development;
- (c) treatment of the boundaries of the site and the boundaries between the different uses of the land, hereby approved;
- (d) hard surfacing materials;

REASON: To ensure a satisfactory landscaped setting for the development

#### POLICY G2 General criteria and CN11 protection of views in Conservation Areas.

5 No development approved by this permission shall commence until a scheme of water efficiency measures 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. Salisbury District Council's Supplementary Planning Guidance on Achieving Sustainable Development promotes the prudent use of natural resources. It is necessary to minimise the local demand for water to protect future supplies.

#### POLICY Salisbury District Council's Supplementary Planning Guidance on Achieving Sustainable Development

6 The three houses hereby permitted shall not be first occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

POLICY Policy G2 General criteria for development

7 The demolition of the existing shop hereby permitted shall not commence until the three houses hereby approved are erected, fully completed and capable of habitation, as agreed in writing with the Local Planning Authority

REASON To ensure that the proposed replacement shop is provided in a timely manner in the interests of the community .

POLICY PS3 Community facilities

8 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-C or Class E shall take place on the dwellinghouses 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.

POLICY G2 General criteria and CN11 Protection of views in Conservation Areas.

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), there shall be no additions/extensions or external alterations to any building forming part of the development hereby permitted.

REASON: In the interests of the amenity of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions/extensions or external alterations.

POLICY G2 General criteria for development, D2 Design criteria and CN11 protection of views in Conservation Areas.

10 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 window, dormer window or rooflight, other than those shown on the approved plans, shall be

inserted in the above ground floor ceiling level of the development hereby permitted.

REASON: In the interests of residential amenity and privacy.

POLICY G2 General criteria for development, D2 Design criteria and CN11 protection of views in Conservation Areas

11 During demolition and construction works, no machinery shall be operated, no process shall be carried out and no deliveries taken at or despatched from the site outside the following time 0800 to 1800 on Mondays to Saturdays and there shall be no activities/working on Sundays, Bank and Public Holidays.

REASON To avoid the risk of disturbance to neighbouring dwellings/the amenities of the locality during unsocial hours.

POLICY G2 General criteria for development

59b **S/2010/0098 - Whiteparish Village Store Ltd The Street Whiteparish**

**Resolved:**

**That the application be approved subject to the following conditions:**

**Reasons for approval**

**Members considered that the proposed shop building would result in a visual improvement compared to the existing building and would enhance the Conservation Area in accordance with policies CN8 and CN11. Therefore conditioned to ensure that the amenities of the neighbours and the Conservation Area were preserved, members considered that the scheme would provide an enhanced local facility and provide much needed modest housing, without affecting surrounding amenities in accordance with national guidance as expressed in PPS1, PPS3, PPS5 and policies CN8, CN11, G2 and PS3**

**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.This decision relates to documents/plans submitted with the application,

listed below. No variation from the approved documents should be made without the prior approval of this Council. Amendments may require the submission of a further application.

Drawing ref.no. 0712/103

Drawing ref.no. 0712/01 rev A

Drawing ref.no. 0712/02 rev A

Drawing ref.no. 0712/03 rev C

Drawing ref.no. 0712/101 rev E

Archaeological evaluation Ref no. ACW275/2/0 dated May 2010

ECOSA Phase 1 Ecological Survey

REASON For the avoidance of doubt

3 During demolition and construction works, no machinery shall be operated, no process shall be carried out and no deliveries taken at or despatched from the site outside the following time 0800 to 1800 on Mondays to Saturdays and there shall be no activities/working on Sundays, Bank and Public Holidays.

REASON To avoid the risk of disturbance to neighbouring dwellings/the amenities of the locality during unsocial hours.

POLICY G2 General criteria for development

4 No works for the demolition of the existing shop building or any part thereof shall commence on site until a valid construction contract has been entered into under which one of the parties is obliged to carry out and itself complete the works of development of the site for which planning permission has been granted under application reference S/2010/0053 or such other application(s) approved by the Local Planning Authority; and; evidence of the construction contract has first been submitted to and approved by the Local Planning Authority.

REASON: In the interests of the visual amenity of the locality, which is within a designated Conservation Area.

POLICY CN8 and CN9 Conservation Area

**5 Within three months of the demolition of the existing shop, all debris and materials arising from the demolition shall be permanently removed from the site, unless otherwise agreed in writing by the Local Planning Authority.**

**REASON In the interests of the amenity of the Conservation Area**

**POLICY G2 General criteria and CN8 Conservation Area**

59c **S/2009/1916 - Bathcroft House Morgans Vale Road Redlynch**

Public participation

Mrs Zoe Clewer spoke against the application

Mr Amrik Chahal spoke in support of the application

Mr Guy Anderson spoke in support of the application

Members considered the application which was recommended for approval. Issues regarding odours from the take-aways and also parking issues were raised however it was acknowledged that the application would provide much needed affordable housing in the area.

**Resolved:**

**That planning permission is granted subject to the completion of a unilateral agreement. For the following reasons**

**The site was historically used for employment purposes but it has been demonstrated that the premises were no longer viable for an employment generating use and therefore the site's redevelopment for a non employment generating use would be in accordance with the criteria of Policy E16 and supported by PPS3. Moreover as the site is located within the designated Morgan's Vale and Woodfalls Housing Policy Boundary its redevelopment for residential purposes would comply with the criteria of Local Plan Policy H16. This acceptance in principle would however, be subject to the proposal complying with national guidance as expressed in PPS4 which seeks to protect rural services/facilities. Whilst the proposed flats would be close to restaurants/takeaways and an industrial estate the internal design of the flats has been amended to overcome the noise and odour concerns of the Environmental Health Officer (policy G2). Therefore whilst the design of the apartment building would be unlike any of the other houses in the vicinity, (Policy D2) it will reflect the design of the building to the front of the site. would create a greater variety of accommodation in the area and therefore whilst the building would be out of character with the housing to the east and west, it would not be so incompatible with the appearance of the locality as to adversely affect its character and therefore on balance it is considered that the proposal would be in accordance with national and local guidance.**

**And subject to the following conditions**

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

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

2 No works shall commence until details of all materials and finishes, and where so required by the Local Planning Authority, samples of such materials and finishes, to be used for the external walls and roof and the parking areas of the proposed development shall be submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: To secure a harmonious form of development.

POLICY G2 General criteria for development

3 During demolition and construction works, no machinery shall be operated, no process shall be carried out and no deliveries taken at or despatched from the site outside the following time 0800 to 1800 on Mondays to Saturdays and there shall be no activities/working on Sundays, Bank and Public Holidays.

REASON: To avoid the risk of disturbance to neighbouring dwellings/the amenities of the locality during unsocial hours.

POLICY G2 General criteria for development

4 The development shall be undertaken in accordance with the detailed recommendations of the Report from 24 Acoustics and the drawings ref.nos. 3328/02 Rev S, 3328/03 Rev R, 3328/04 Rev D and 3328/06 Rev Q received on 14 May 2010.

REASON: To secure a harmonious form of development.

POLICY G2 General criteria for development

5 Prior to the commencement of development the applicant shall commission the services of a competent contaminated land consultant to carry out a detailed contaminated land investigation of the site and the results provided to the Local Planning Authority.

The investigation must include

A full desktop survey of historic land use data

A conceptual model of the site identifying all potential and actual contaminants, receptors and pathways (pollution linkages)

A risk assessment of the actual and potential linkages identified  
A remediation programme for contaminates identified. The remediation programme shall incorporate a validation protocol for the remediation work implemented, confirming whether the site is suitable for use.  
The remediation programme shall be fully implemented and the validation report shall be forwarded to the Local Planning Authority, prior to the first occupation of the dwellings.

REASON: In the interests of public health and safety

POLICY G2 General criteria for development.

### **INFORMATIVES**

#### **1: PARTY WALL ACT**

It is noted that the development hereby approved involves construction on or near a boundary with an adjoining property. The applicant is advised that this planning permission does not authorise any other consent which may be required from the adjoining landowner or any other person, or which may be required under any other enactment or obligation.

60. **Land at the former Wisma Poultry Farm/Stonehenge Campsite, Berwick Road, Berwick St. James**

Members considered a report on progress made in resolving the various breaches of planning control at the above site.

**Resolved:**

- 1. That the report be noted**
- 2. That a further report be brought to the next meeting of the committee to include the terms of the section 106 agreement.**

61. **Urgent Items**

There were no urgent items

(Duration of meeting: 6.00 - 7.40 pm)



The Officer who has produced these minutes is Pam Denton, Senior Democratic Services Officer, of Democratic Services, direct line (01225) 718371, e-mail [pam.denton@wiltshire.gov.uk](mailto:pam.denton@wiltshire.gov.uk)

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