

Minutes Book

Tuesday 16 May 2017



Minutes of Cabinet and Committees

February to May 2017

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CABINET

DRAFT MINUTES OF THE CABINET MEETING HELD ON 14 MARCH 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Baroness Scott of Bybrook OBE, Cllr John Thomson, Cllr Fleur de Rhé-Philippe, Cllr Laura Mayes, Cllr Jonathon Seed, Cllr Toby Sturgis, Cllr Dick Tonge, Cllr Jerry Wickham, Cllr Stuart Wheeler and Cllr Philip Whitehead

Also Present:

Cllr Jon Hubbard, Cllr Richard Gamble, Cllr Richard Clewer, Cllr Alan Hill, Cllr Glenis Ansell, Cllr Chris Caswill, Cllr Bill Moss and Cllr Ian West

26 Apologies

There were no apologies made. All members of the Cabinet were present.

27 Minutes of the previous meeting

The minutes of the meeting held on 7 February 2017 were presented.

Resolved

To approve as a correct record and sign the minutes of the meeting held on 7 February 2017

28 Declarations of Interest

There were no declarations of interest.

29 Leader's announcements

The Leader welcomed all those present and reminded the meeting that the proceedings would be webcast for live broadcast.

30 Public participation and Questions from Councillors

The Leader drew the meeting's attention to the questions and statements received for this meeting as circulated in the Agenda Supplement together with the Cabinet members' responses.

The Leader invited Caroline Brown and Gisella Norman to address the meeting with their questions regarding the siting of a mobile phone mast in Bradford-on-

Avon. In response to the issues raised, including the implications on the conservation area, public health and insurance considerations, the Leader requested that officers arrange to meet with the parties to clarify the position of the Council. It was noted that a statement had also been received from Emma Darling on the same matter.

31 **Performance Management and Risk Outturn Report: Q3 2016/17**

Councillor Dick Tonge presented a report which provided an update on third quarter outturns against the measures and activities compiled and reported through the council's website via the [Citizens' Dashboard](#) and other key measures, as well as latest outturns on the council's strategic risk register.

In presenting the report, Councillor Tonge, and other Cabinet members, drew attention to areas where performance had improved such as: increasing usage of leisure centres and libraries; reductions in residual waste created; and increases in employment in the County.

In response to an issue raised by Councillor Jon Hubbard, officers agreed to consider how the wording in relation to the risks associated to safeguarding could be more sensitively worded.

Resolved

To note updates and outturns:

- 1. Against the measures and activities ascribed against the council's key outcomes.**
- 2. To the strategic risk register.**

Reason for Decision:

The performance framework compiles and monitors outturns in relation to the outcomes laid out in Wiltshire Council's Business Plan. The framework is distilled from individual services' delivery plans. In doing so, it captures the main focus of activities of the council against each outcome.

The strategic risk register captures and monitors significant risks facing the council: in relation to significant in-service risks facing individual areas, in managing its business across the authority generally and in assuring our preparedness should a national risk event occur.

32 **Wiltshire Council 2016 staff survey outcomes**

Councillor Stuart Wheeler presented a report which provided an overview of the 2016 staff survey results, highlighting key messages and priorities arising. The results had also been reported to the Staffing Policy Committee on 1 March 2017.

Issues highlighted in the course of the presentation and debate included: how the Council had responded to the areas of further development highlighted in the survey; the increased response rate, and the measures taken to reach non-office-based staff and the importance of good management in engaging staff in developing and maintaining a positive work culture.

Dr Carlton Brand, Corporate Director, pointed out that Wiltshire Council was rated by Glassdoor to be the number one council to work for.

Resolved

To note the content of the corporate staff survey report and priorities arising.

Reason for Decision:

Cabinet have requested to be kept updated regarding staff survey outcomes and trends, particularly regarding staff engagement, recognising that the ability to deliver business plan outcomes relies on having an engaged workforce.

33 **Report on Treasury Management Strategy 2016/2017 – Third Quarter ended 31 December 2016**

Councillor Dick Tonge presented a report which enabled Cabinet to consider the performance of the Council in the period to the end of the quarter against the parameters set out in the approved Treasury Management Strategy for 2016/2017.

In response to a question raised by Councillor Jon Hubbard, it was noted that whilst it was not unexpected for there to be an underspend on the capital programme; that the issues he raised would be considered by officers when projecting capital spend in future periods.

Resolved

To note that the contents of this report were in line with the Treasury Management Strategy.

Reason for Decision:

To give members an opportunity to consider the performance of the Council in the period to the end of the quarter against the parameters set out in the approved Treasury Management Strategy for 2016/2017.

34 **Adoption Chippenham Site Allocations Plan**

 Councillor Toby Sturgis presented the report which informed Cabinet of the Inspector's Report into the examination of the Chippenham Site Allocations Plan and his conclusions regarding legal compliance and soundness; sought approval that the Chippenham Site Allocations Plan, as amended by the Main

Modifications in the Inspector's Report and other Additional Modifications that have arisen during the examination or been made in the interest of accuracy and consistency, be recommended to Council for adoption; and sought approval for the Associate Director for Economic Development and Planning, in consultation with the Associate Director for Legal and Governance and the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste, to undertake the final stages associated with the formal adoption by the Council of the Chippenham Site Allocations Plan.

In presenting the report, Councillor Sturgis referred to the history of the development of the plan and the importance of having a sound plan to lead development in the area. He also praised the work of the officers in developing the plan.

The Leader drew attention to the questions and answers circulated in the agenda supplement, and invited Councillor Chris Caswill to ask any supplementary questions.

In response to a supplementary question from Councillor Caswill, Councillor Sturgis stated that the issues of traffic flows had been considered at the examination, and that the Inspector had found the plan to be sound.

In response to a supplementary question from Councillor Caswill, Councillor Sturgis stated that there was the willingness to work with local business Wavin on their concerns about the road access to the nearby development area. Additionally officers stated that Wavin was aware of the issue, as recorded in the information submitted in their recent planning application, and that a solution was possible.

In response to a supplementary question from Councillor Caswill, officers stated that the Inspector had requested the addition of the text related to alternative traffic measures if a link road was not deliverable as part of the development. It was also acknowledged that previously submitted plans accompanying the Rawlings Green planning application would likely have to be resubmitted taking the Inspector's findings into account.

Resolved

- i) To note the content of the Inspector's report into the examination of the Chippenham Site Allocations Plan (Appendix 1) and his conclusions regarding legal compliance and soundness and accepts the modifications in the Appendix of the Inspector's report, which the Inspector considers are necessary to make the plan sound in accordance with legislation;**
- ii) To recommend to Council that the Chippenham Site Allocations Plan, as amended as set out in (i) above and attached at Appendix 2, including the Additional Modifications set out in Appendix 3, be adopted as part of the development plan for Wiltshire.**

- iii) **To delegate authority to the Associate Director for Economic Development and Planning in consultation with the Associate Director for Legal and Governance and the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste for the Policies Map to be amended in line with the modifications identified in (ii) and for further minor textual changes to be made to the Chippenham Site Allocations Plan prior to publication in the interests of accuracy and consistency.**
- iv) **Following approval of Council, agrees that the Associate Director for Economic, Development and Planning in consultation with the Associate Director for Legal and Governance and the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste, undertakes the final stages associated with the formal adoption and publication of the Chippenham Site Allocations Plan.**

Reason for Decision:

The Chippenham Site Allocations Plan will form part of the Council's Policy Framework. In accordance with the Local Government Acts 1972 and 2000, and the Council's constitution it must first be approved by Cabinet before it is adopted by Council. As the document has been found sound by the Inspector its adoption by the Council would help ensure up to date planning policy is in place at Chippenham and provide effective policies to ensure the sustainable development of Chippenham.

35 **A303 Amesbury to Berwick Down Road Scheme**

 Councillor Fleur de Rhé-Philippe presented a report which informed Members of the route options appraisal methodology and outcome selected by Highways England to take to public consultation; sought to confirm the Council's response to the public consultation; and asked Cabinet to note the resource and financial implications for the Council with regard to this road improvement scheme.

The Leader invited Dr Andy Shuttleworth, Chair of Winterbourne Stoke Parish Council who had submitted a statement as circulated in the Agenda Supplement; Henry Colthurst; and Councillor Ian West, local division member, to address the meeting.

Issues discussed in the course of the meeting included: the impacts of the various proposals; the history or previous proposals and the views of various stakeholders.

In presenting her report, Councillor Fleur de Rhé-Philippe emphasised that plans were at the initial stage and it was important for the Council to express its support in principle to enable a more detailed plan to be consulted on. It was at that point, she hoped, that further improvements could be sought to mitigate the

concerns of the community. However a delay at this time could jeopardise the project which currently had central government funding attached to it.

In response to some of the matters raised in the course of the debate, Councillor Fleur de Rhé-Philippe proposed two additional resolutions to clarify the Council's position.

Following a debate, the Cabinet;

Resolved

- 1. To note the contents of this report**
- 2. To agree the proposed response to Highways England for this options appraisal and route selection public consultation**
- 3. To note the additional potential financial implications arising as a result of this scheme, which will require more detailed discussion as the preferred route is established.**
- 4. To restate the Council's support in principle for the proposal from HE to bring about substantial improvements to the a303 at Stonehenge by building a dual carriageway and tunnel, subject to the comments listed in Appendix 1 of the report presented.**
- 5. To welcome the input from the local community and any technical and information support they can supply.**

Reason for Decision:

The case for dualling the A303 between Amesbury and Berwick Down has long been established through promoting economic growth in the South West, increasing safety, improving connectivity with neighbouring regions and protecting and enhancing the environment Highways England have assessed approximately 60 historic routes and identified the 2.9km tunnel with a bypass either North or South of Winterbourne Stoke as the better performing and more deliverable route. Whilst there are several issues which will require resolution as the design is further developed, on the whole officers believe that both options are capable of addressing the transport, economic, heritage and community issues associated with the A303. They will also enable the timeframe dictated by the Development Consent Order (DCO) process to be met, achieving start on site by March 2020.

36 Wiltshire Council's Housing Board Annual Report

Councillor Jonathon Seed invited Councillor Richard Clewer, Chair of the Housing Board, to present the annual report to Cabinet in accordance with the terms of reference of the Board.

In presenting the report, Councillor Clewer highlighted some of the successes of the Board and the future challenges ahead. In response to a question from Councillor Laura Mayes, Councillor Clewer stated that independent members of the board were appointed following an interview as part of an open recruitment process, and that these members tended to come from a housing professional background. It was suggested that subject to meeting national requirements, the number of properties awaiting reletting be reconsidered to ensure that the figures related to those properties available for relet and not those which were not available due to refurbishments or other works taking place.

Resolved

To note this Annual Report.

Reason for Decision:

Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.

37 **Sub Regional Independent Fostering Framework**

 Councillor Laura Mayes presented the report which sought Cabinet's agreement for the Council to continue to collaborate with other regional local authorities and join the new South West Framework Agreement for the procurement of Independent Fostering Agency (IFA) placements for looked after children and young people from 1 April 2017 to 31 March 2021, with an option to extend, subject to fee negotiations.

Resolved

To approve Wiltshire Council to continue to collaborate with other regional local authorities and join the new South West Regional Independent Fostering Agency Framework for placements for looked after children and young people from 1 April 2017 to 31 March 2021, with an option to extend, subject to fee negotiations.

Reason for Decision:

There are currently no other procurement options available once the existing framework contract term ceases. Should the Authority not join the new framework then the procurement of independent fostering placements will be off contract with the risk of uncontrolled spend and non-compliance. The Authority will be unable to hold providers to agreed fees, resulting in a risk that the cost of placements will continue to increase year on year, which will clearly impact on the placements budget.

Sub-regional working has proven helpful in terms of bringing consistency to some aspects of IFA provision.

The participating Local Authorities aspire to work with IFA providers who are

delivering good outcomes for children and young people.

38 **Care Home Tender - Contract Awards**

Key Councillor Jerry Wickham presented a report which requested that Cabinet awards contracts for block and framework care home beds as recommended in Appendix 1 of the report presented and taken under Part II of the meeting. Councillor Wickham also requested that Cabinet authorise the Council to go out to tender again for Nursing and Residential Framework beds due to the current tender process generating a reduced number of bids and a shortfall in the above provision.

In response to a question, it was noted that some smaller providers could receive additional support to access the tender process.

Following a short discussion, and after considering the information in the part II report, the meeting;

Resolved

- 1. To approve the award of the block and framework contracts as recommended in Appendix 1 as presented in the Part II paper.**
- 2. To approve the undertaking of a re-tendering exercise for further Block Nursing, Framework Nursing and Framework Residential Services in order to address the potential shortfall in the required level of service provision; and**
- 3. To delegate authority to the Corporate Director following consultation with the Cabinet Member for Adult Care, Public Health and Public Protection to approve in consultation with the Cabinet member for finance for the award of contracts within the approved budget**

Reason for Decision:

Awarding block and framework contracts will secure better rates and better availability of care home beds in Wiltshire. This supports budget management and gives greater control on spend. The contracts place requirements on providers with regard to the quality of care that they provide and also with regard to the speed of assessment and admissions. This supports the health and well-being of individuals, and the health and social care system as a whole.

39 **Governance arrangements for the prioritisation of Community Infrastructure Levy (CIL) spending**

Councillor Toby Sturgis presented a report which sought agreement for the process for prioritising the spending of the strategic funds raised through Community Infrastructure Levy (CIL) and reviewing the Regulation 123 List to ensure open and transparent decision making in the allocation of strategic funds.

In response to a question from the Leader, it was clarified that Cabinet would make the final decision at the end of the process.

Resolved

- (i) To approve the process for the review of the Regulation 123 List and prioritising the spending of strategic funds raised through the Community Infrastructure Levy as set out in Appendix 2; and**
- (ii) Agrees that for 2017, the next step would be to prioritise projects for funding consistent with the current Regulation 123 List.**

Reason for Decision:

To assist with the effective operation of CIL and ensure open and transparent decision making in the allocation of strategic CIL funds.

40 **Urgent Items**

There were no urgent items.

41 **Exclusion of the Press and Public**

Resolved

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

Reason for taking the item in private:

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

No representations had been received as to why these items should not be held in private.

42 **Care Home Tender - Contract Awards (Part II)**

The content of the report was noted.

43 **Governance arrangements for the prioritisation of Community Infrastructure Levy (CIL) spending**

The content of the report was noted. It was further noted that the document presented was not in fact confidential and would be made available with the agenda papers for this meeting.

Councillor Alan Hill suggested that the governance arrangements for the prioritisation of CIL was an area that would benefit from involvement by Scrutiny. The Leader explained that whilst it was up to the Overview and Scrutiny Management Committee to set its workplan the Cabinet would be happy to suggest that the Committee include the matter of community and non-executive councillor involvement in the governance arrangements as part of its considerations of legacy issues to the new Council.

44 **Porton Business Plan**

 Cllr Fleur de Rhé-Philippe presented the report which sought the Cabinet's endorsement of the proposed business plan to achieve the long term vision for growing high value activity in the defence and health/life sciences sectors at this centre of excellence; and recommended delegated authority be given to officers to finalise and enact the plan.

Resolved

To endorse the Porton Science Park Business Plan and delegate authority to the Associate Director, Economic Development and Planning, in consultation with the Leader of the Council, and the Cabinet Member for Economic Development, Skills, Strategic Property, to finalise the plan and undertake those activities that may be required, working in partnership with the Porton stakeholders in particular Dstl and PHE, to establish a suitably constituted company which will take forward and implement the vision for the Science Park.

Reasons for Decision:

To continue Wiltshire Council's support of Porton Science Park in partnership with Dstl and PHE.

45 **Procurement of housing repairs and maintenance service**

Councillor Jonathon Seed presented the report which outlined the proposed actions and timeframes for procuring new contracts for the Repairs and Maintenance service for the upkeep and improvement of the Council's Housing Stock for the next 5-10years.

Resolved

- 1. To approve, in principle, the process that will be followed in order to deliver the required outcomes, including the various stages that will be undertaken and how suitable contractors can be selected.**

- 2. To note that all options for delivery of services considered within the report in Appendix 1, in light of the report's conclusions, agrees in principle:**
- i. To progress with the enlargement of the DLO to take on all responsive repairs and voids work, and look to recruit a new managerial structure to lead and co-ordinate this service**
 - ii. To extend the current partnership contracts with Ian Williams, British Gas and Wessex Electrical for a further two years and then look to migrate some of these services to the DLO, subject to a further review; and**
 - iii. That a further report will be presented to Cabinet in June 2017 with costings and potential savings in support of the above**

Reason for Decision:

On average Wiltshire Council plans to spend some £12m from the Housing Revenue Account (HRA) each year on the repairs and maintenance of the housing stock. This includes all emergency and day to day repairs, works to void properties, gas servicing, electrical testing, lift maintenance, as well as replacement works and meeting the Decent Home Standard.

The majority of this work is currently out-sourced through 4 main contracts and these are either ending or up for extension, so key decisions on how these services are delivered in the future will need to be made. A Repairs and Maintenance (R&M) Steering Group including members of the Housing Board has been formed to advise on progress through a number of stages in order to advise the future of both service delivery models and the most effective route to deliver the required service outcomes.

(Duration of meeting: 9.30 am - 12.43 pm)

These decisions were published, earlier, on the 17 March 2017 and will come into force on 27 March 2017

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CABINET

DRAFT MINUTES OF THE CABINET MEETING HELD ON 4 APRIL 2017 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Baroness Scott of Bybrook OBE, Cllr John Thomson, Cllr Fleur de Rhé-Philippe, Cllr Laura Mayes, Cllr Jonathon Seed, Cllr Toby Sturgis, Cllr Jerry Wickham, Cllr Stuart Wheeler and Cllr Philip Whitehead

Also Present:

Cllr Alan MacRae, Cllr Richard Gamble, Cllr Fred Westmoreland, Cllr Richard Clewer, Cllr Glenis Ansell, Cllr Gordon King and Cllr Sheila Parker

46 Apologies

Apologies were received from Councillor Dick Tonge, and from Corporate Director, Dr Carlton Brand.

47 Minutes of the previous meeting

The minutes of the meeting held on 14 March 2017 were presented.

Resolved

To approve as a correct record and sign the minutes of the meeting held on 14 March 2017.

48 Minutes - Capital Assets Committee

The minutes of the meeting held on 14 March 2017 were presented.

Resolved

To note the minutes of the meeting held on 14 March 2017.

49 Declarations of Interest

There were no declarations of interest.

50 Leader's announcements

As it was the last meeting of the Cabinet before the election, and noting the fact that he would not be seeking re-election, the Leader offered her sincere thanks

to Councillor Dick Tonge for all his years of service in local government in Wiltshire. The Leader noted that Councillor Tonge had served as Leader of North Wiltshire District Council and as Cabinet Member at Wiltshire Council. She stated that, in her opinion, he had been the best Cabinet Lead Member for Finance and had done an incredible job for which he would be missed.

51 Public participation and Questions from Councillors

There were no members of the public present nor questions submitted.

52 Wiltshire End of Life Care Strategy

Councillor Jerry Wickham presented the report which sought an endorsement of the Wiltshire End of Life Care Strategy as presented.

In presenting the report, Councillor Wickham highlighted the following matters: that the Strategy had been revised following the version adopted in 2014; that the intention was to adopt a community approach to end of life care; what the impact of the national Strategy and local priorities on the Strategy was; the partnership approach with the Wiltshire Clinical Commissioning Group and the role of the voluntary sector; the consultation undertaken with Healthwatch and the recommendation to have an easy-read version of the Strategy; that an implementation plan would be developed; that it was a pity that Strategy had not been considered by the Health Select Committee in time to comment to this Cabinet, noting that it would be considering the Strategy at its meeting in June to discuss the implementation of the Strategy.

Councillor Gordon King, Vice-Chair of the Health Select Committee, endorsed much of what Councillor Wickham said in highlighting the positive aspects of the Strategy. He also talked about his personal experience and what lessons could be learnt from the experience of others in the communities, with a particular focus on the areas that can be improved including making sure people have information about what happens next at each stage

Councillor Wickham thanked Councillor King for his feedback and looked forward to an opportunity to discuss these matters further.

The Leader stated that she was encouraged to see that the hospices are fully involved as part of the strategy and their role is better recognised. In response to a question from the Leader, Councillor Wickham stated that, whilst the issue of Delayed Transfers of Care was a complex matter, it was recognised within the strategy that delays to discharging someone to enable them to die at home should be a more streamlined matter. Additionally, Councillor Wickham stated that he would continue to monitor this matter.

In response to a matter raised by Councillor John Thomson, the Leader recognised that there was a wider debate, held at a national level, regarding assisting those who wished to hasten their own death.

There being no other matters raised, the meeting;

Resolved

To adopt the End of Life Care Strategy.

Reason for Decision:

To reinforce our commitment to improving and developing end of life care and support services across Wiltshire and to embed the recommendations from the National Palliative and End of Life Care Partnership ambitions framework, which builds on the 2008 Department of Health (DH) Strategy for End of Life Care.

53 A350 Chippenham Phase 3 and M4 Junction 17 Improvement contract award

Councillor Philip Whitehead presented the report which sought approval to award contracts for the A350 Chippenham Phase 3 and M4 Junction 17 Improvement Works.

In presenting the report, Councillor Whitehead highlighted the following issues; that the project was part of a continued programme of works to improve the A350 which was recognised as the main north/south link road in the County; with major businesses like Dyson expanding. it was important to keep this road fit to support local business activity; that the results of the tender process would be discussed in part II of the meeting; the improvements to the major road would also decrease traffic impacts on smaller roads and villages; that the decision today would be subject to final decision to be made by the Swindon and Wiltshire Local Enterprise Board.

There being no other matters raised, the meeting;

Resolved

To approve the award of contract for the A350 Chippenham Phase 3 and for the M4 Junction 17 Improvement Works following consideration of the information contained in the Part II report

Reason for Decision:

- (i) There is a need for a specialist contracts to be awarded to deliver these two important improvement schemes on the A350.*
- (ii) Following a procurement exercise in accordance with the 'Restricted Procedure' tenders were submitted and have been assessed in terms of price and quality.*
- (iii) The most advantageous tender for the Council, taking into account quality and price, should be accepted in accordance with the procurement procedures. The detailed scoring and financial information is contained in a confidential report to be considered in Part 2 of this meeting.*

54 **Urgent Items**

There were no urgent items.

55 **Exclusion of the Press and Public**

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

Reason for taking the item in private:

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

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

56 **A350 Chippenham Phase 3 and M4 Junction 17 Improvement contract award - Part II**

Following consideration of the additional information contained in the report exempt from publication, the Cabinet meeting;

Resolved

- (i) The A350 Chippenham Phase 3 contract should be awarded to Contractor 1, Alun Griffiths (Contractor) Ltd, subject to funding approval by the SWLEP Board.**
- (ii) The M4 Junction 17 Improvement contract should be awarded to Contractor 1, Alun Griffiths (Contractor) Ltd, subject to funding approval by the SWLEP Board.**
- (iii) Cabinet delegates authority to the Corporate Director, to proceed with the award of these contracts, subject to the approval by the SWLEP Board, and as agreed by the Cabinet Capital Assets Committee at its meeting of 13 September 2016 following consultation with the Cabinet member for Highways and Transport, the Cabinet member for Finance and the Associate Directors for Legal and Governance and Finance.**

Reason for Decisions:

- (i) There is a need for a specialist contracts to be awarded to deliver these two important improvement schemes on the A350, which will reduce delays and improve safety on this important route.*
- (ii) Following a procurement exercise in accordance with the 'Restricted Procedure' tenders were submitted and have been assessed in terms of price and quality.*
- (iii) The most advantageous tenders for the Council, taking into account quality and price, should be accepted in accordance with the procurement procedures.*
- (iv) There are processes in place to monitor the performance of the successful tenderer, and supervise the work of the contractor*

(Duration of meeting: 9.00 - 9.48 am)

These decisions were published, earlier, 6 April 2017 and will come into force on xx
14 April 2017

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CABINET CAPITAL ASSETS COMMITTEE

**DRAFT MINUTES OF THE CABINET CAPITAL ASSETS COMMITTEE MEETING
HELD ON 14 MARCH 2017 AT THE KENNET ROOM - COUNTY HALL,
TROWBRIDGE BA14 8JN.**

Present:

Cllr Baroness Scott of Bybrook OBE, Cllr John Thomson, Cllr Fleur de Rhé-Philipe,
Cllr Toby Sturgis and Cllr Dick Tonge

Also Present:

Cllr Stuart Wheeler and Cllr Chris Caswill

76 Apologies and Substitutions

All members were present.

77 Minutes of the previous meeting

The minutes of the meeting held on 17 January 2017 were presented.

Resolved

**To approve as a correct record and sign the minutes of the meeting held
on 17 January 2017.**

78 Leader's Announcements

There were no leaders announcements.

79 Declarations of interest

There were no declarations of interest.

80 Public Participation and Questions from Councillors

The Leader drew attention to the questions submitted by Marilyn Mackay, and to the answers circulated in the agenda supplement.

In response to a follow up question raised at the meeting from Councillor Chris Caswill, it was clarified that it was expected that the infrastructure requirements arising from the Rawlings Green application would be met by the developer, but that the Inspector had requested information as to what steps would be taken if this was not the case.

81 **Wiltshire Growth Deal Update**

Councillor Fleur de Rhé-Philippe presented the report which provided Cabinet Capital Assets Committee with an update on the development and delivery of Wiltshire Growth Deal projects and provide detail on the outcome of the Growth Deal round 3 bid.

The Leader welcomed the update particularly in relation to funding for Wiltshire College which would enable further improvements to their estate.

Resolved

- 1. To note the progress of Growth Deal projects; and**
- 2. To note the outcome of the round 3 bid.**

82 **Compulsory Purchase Order (CPO) Powers**

The Leader invited Councillor Stuart Wheeler to present a report which sought delegated authority to officers to establish the Council's process for carrying out the compulsory purchase of land to ensure the timely delivery of infrastructure, regeneration projects and development sites.

In presenting the report, Councillor Wheeler set out the main considerations and emphasised the importance of having a clear procedure in place should it be required.

Resolved

- (i) To note the main considerations for the Council in relation to compulsory purchase powers.**
- (ii) To delegate authority to the Associate Director for Economic Development and Planning in consultation with the Associate Director for Legal and Governance and, the Associate Director for Finance to establish the Council's process for carrying out the compulsory purchase of land to ensure the timely delivery of infrastructure, regeneration projects and development sites.**

83 **The Maltings and Central Car Park - Update**

🔑 Cllr Fleur de Rhé-Philippe presented the report which updated Members on the current status of the Central Car Park & Maltings regeneration scheme, and sought delegated authority to progress the project.

In presenting her report, and prior to consideration of exempt information in part ii of the agenda, Councillor Fleur de Rhé-Philippe reminded the meeting that the project would be in receipt of monies from the Growth Fund which would enable progress on the matter.

Resolved

To delegate authority to the Associate Director of Economic Development and Planning in consultation with the Cabinet Member for Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property to proceed as advised in the exempt report considered at this meeting.

84 Urgent items

There were no urgent items.

85 Exclusion of the Press and Public

Resolved

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

Reason for taking the item in private:

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

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

86 The Maltings and Central Car Park - Update (Part ii)

The meeting considered the content of the report.

87 Professional Services Framework

Councillor Stuart Wheeler presented the report which described the procurement process that will be followed to establish a framework of providers for the delivery of capital building projects, and requested authority from the Cabinet for the execution of contracts on that basis.

Resolved

- 1. To note the Property related Professional Services Framework, which was entered into in 2012, will expire in November 2016; and**

- 2. To delegate authority to the Associate Director for People and Business Services, in consultation Associate Director for Corporate Services and Procurement, Associate Director for Legal Services and Section 151 officer with their respective Cabinet Members, to enter into a procurement for the provision of Consultancy Services in support of delivery of the Council's ambitious Building Programme across the Wiltshire.**

(Duration of meeting: 1.00 - 1.21 pm)

These decisions were published on the 17 March 2017 and will come into force on 27 March 2017.

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 28 MARCH 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr Alan Hill (Vice Chairman), Cllr Jon Hubbard, Cllr George Jeans, Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr Jacqui Lay, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman and Cllr Ian Thorn (Substitute)

Also Present:

Cllr John Thomson and Cllr Philip Whitehead

28 Apologies

Apologies were received from Councillor Steve Oldrieve, who was substituted by Councillor Ian Thorn.

29 Minutes of the Previous Meeting

The minutes of the meetings held on 3 January, 1 February and 14 February 2017 were presented for consideration, and it was,

Resolved:

To approve and sign as a true and correct record.

30 Declarations of Interest

There were no declarations.

31 Chairman's Announcements

Councillor Simon Killane announced that as he was not standing in the May 2017 Unitary Elections, it would be his final meeting as Chairman of the Overview and Scrutiny Management Committee. He thanked the Committee for providing him the opportunity and paid tribute to the work of members and officers in developing the excellent level of scrutiny that had taken place.

The Vice-Chairman, Councillor Alan Hill, on behalf of the Committee thanked Councillor Killane for his service as Chairman, wishing him well in his future endeavours and praising his dedicated and assured chairmanship of a sensitive and vital service.

32 **Public Participation**

There were no questions or statements submitted.

33 **Management Committee Task Group Updates**

Updates were received regarding the Committee's tasks groups as follows:

Financial Planning Task Group – no meetings since the last update,

Swindon and Wiltshire Local Enterprise Partnership Task Group – The next meeting would take place on 5 April 2017 and it was recommended it continue in the next council to ensure the responsibilities of the LEP be monitored by scrutiny services in Swindon and Wiltshire.

MyWiltshire Task Group – The Task Group was still awaiting requested details of the project, which was more convoluted than originally anticipated, and work was needed to focus the activity appropriately.

Resolved:

To note the updates from the Task Groups.

34 **Report of the Military Civilian Integration Partnership (MCIP) / Army Basing Task Group**

The Committee received the report of the task group as included in the agenda, recommending additional scrutiny engagement continue. The Committee discussed how the task group could demonstrate it was adding value through its work to ensure both that lessons were learned for the various partners involved, and inform future processes.

A motion was moved by Councillor Alan Hill, seconded by Councillor Gordon King, and it was,

Resolved:

- 1) **There is a need to scrutinise the final Army Basing Peer Review report when published.**
- 2) **Scrutiny could have a valuable role to play in ensuring that lessons are learnt from Wiltshire Council's involvement in the initial army basing and applied to the arrival of future cohorts.**
- 3) **There may be an opportunity to scrutinise any commitment to military/civilian integration made in the council's next business plan.**

35 **Review of the work of Overview and Scrutiny - 2013-2017**

A report had been prepared for the Committee to reflect upon the activity undertaken by Overview and Scrutiny during the four years of the council 2013-2017. The report detailed key pieces of activity as well as potential topics for inclusion in future work programmes following the May 2017 Unitary Elections, as suggested by the select committees. The report also reviewed the effectiveness of Overview and Scrutiny, as well as analysis of discussion points raised at councillor workshops to review the legacy of the work undertaken.

The Committee discussed the comprehensive list of proposed activity, and how much the topics could or should be prioritised by the outgoing Management Committee to aid the incoming Management Committee, on top of the scheduled dates and other indicators as already included.

A motion was moved by Councillor Alan Hill, seconded by Councillor Christine Crisp to delegate to the Chairman and Vice-Chairman, in discussion with Chairman and Vice-Chairman of the Select Committees, to further prioritise the proposed legacy work to provide additional guidance to the incoming Management Committee, taking into account current council priorities. Following a vote the motion was lost.

Following agreement to defer recommendation five of the report until Minute 37, responding to the enquiry into local government scrutiny by the Department for Communities and Local Government, the remaining recommendations were moved by Councillor Simon Killane, seconded by Councillor Gordon King, and it was,

Resolved:

- 1) To thank all those councillors, partner organisations and officers who have positively contributed to the work of the select committees and in the effective delivery of the Overview and Scrutiny (OS) work programme;**
- 2) To acknowledge that the content of the report, including the key activities listed at Appendix A, demonstrates the significant contribution that OS is making to open and honest decision-making and to the overall good governance of the authority;**
- 3) To include the topics listed in Appendix B in the legacy report for the OS work programme of the new Council;**
- 4) To note the development areas identified at the OS Legacy workshop and ask Management Committee under the new Council to consider how they might be taken forward as appropriate;**
- 5) To note the delivery of the 4-year OS learning and development programme so far and ask Management Committee under the new Council to consider whether a review of the programme is required to**

ensure it remains appropriate and deliverable;

6) To note the next steps described in paragraphs [27 and 28](#) of the report.

36 Overview and Scrutiny Annual Report 2016-17

The Committee considered a draft annual report, produced in the format of previous years with summaries of key work undertaken by the Committees as well as messages from the Chairmen and Vice-Chairmen.

The Committee discussed the layout and content of the report, and requested that additional text be included detailing that additional scrutiny activity also included representatives on project boards, for example regarding the rollout of high speed broadband.

Resolved:

To approve the annual report.

37 Wiltshire Council Response to CLG Enquiry into Overview and Scrutiny in Local Government

On 24 January 2017 the Department of Communities and Local Government launched an enquiry into overview and scrutiny arrangements in England, seeking to determine that the arrangements are effective and monitorable by local communities. The Committee received a report on the themes focused on by the enquiry, noting that the enquiry was almost two decades after the original legislation which introduced the scrutiny arrangements, and following some high profile failures at councils and other authorities.

Owing to the submission deadline for responses, it was not possible for the Committee to be provided a draft response to the enquiry on behalf of Wiltshire Council. A response was therefore prepared by officers in consultation with the Chairman and Vice-Chairman of the Management Committee, the Cabinet Member for Hubs, Heritage and Arts, Governance and Support Services, and relevant Corporate and Associate Directors.

The Committee welcomed the government was seeking evidence, and looked forward to receiving details of the findings of the enquiry, in particular should there be committee processes and recommendations arising from parliament.

There was a strong view that improved effectiveness was essential for scrutiny work, and the committee endorsed the response from Wiltshire Council highlighting strengths of the system and less strong areas within Wiltshire and elsewhere. Effective and frequent working relationships with council Executives and earlier and significant input of decision making were two areas highlighted. It was also noted that while most councillors had, at one point, had some involvement with the scrutiny process, there was still a need in Wiltshire for greater and more substantive involvement from a wider array of councillors.

At the conclusion of discussion, it was,

Resolved:

To endorse the Wiltshire Council response to the Department for Communities and Local Government's call for evidence under its enquiry into overview and scrutiny in local government.

38 **Date of Next Meeting**

The date of the next meeting was confirmed as 6 June 2017.

39 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.05 pm)

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CHILDREN'S SELECT COMMITTEE

DRAFT MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 31 JANUARY 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Jon Hubbard (Chairman), Cllr Jacqui Lay (Vice Chairman), Cllr Pat Aves, Cllr Mary Champion, Cllr Atiqui Hoque, Cllr Chris Hurst, Cllr James Sheppard, Cllr Philip Whalley, Rev Alice Kemp, Dr M Thompson, Miss Tracy Cornelius, Mr J Hawkins, Cllr Anna Cuthbert (Substitute) and Cllr Andrew Davis (Substitute)

Also Present:

Cllr Trevor Carbin, Cllr Richard Gamble and Cllr Laura Mayes.

1 Apologies

Apologies for absence were received from Cllr Mary Douglas (who was substituted by Cllr Andrew Davis), Cllr Sue Evans, Cllr Simon Jacobs (who was substituted by Cllr Anna Cuthbert), Cllr Helen Osborn, Cllr Ricky Rogers, Miss Sarah Busby, Miss Cathy Shahrokni (who was substituted by Ms Jen Jones) and James Wilkins.

2 Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 6 December 2016, subject to the following amendment:-

Minute No. 95 – Final Report of the Child Sexual Exploitation Task Group

To add the following words at the end of the third paragraph:

“The prevent strand was all about preventing our young people from being targeted, groomed and falling victims. What it didn’t cover was how we prevent those who fall victims becoming perpetrators themselves when they move on into adulthood. To stop behaviour that is unacceptable the mould has to be broken and behaviour which

intimidates, bullies, abuses and damages lives is unacceptable and we are as a society challenging those who perpetrate such behaviour.”

3 Declarations of Interest

There were no declarations of interest made at the meeting.

4 Chairman's Announcements

The Chairman made the following announcements:-

a) Overview & Scrutiny Legacy Workshop 2013-2017

A scrutiny legacy workshop was held on 17th January 2017 for scrutiny and executive members. The activity provided an opportunity for Members to reflect on Overview and Scrutiny's approaches, successes and challenges during the current Council. Attendees were asked to consider what messages and recommendations should be passed on to O&S in the next Council, so that it could continue to build on its contribution to delivering the Council's priorities.

b) Cabinet items

On 7 February 2017 Cabinet was due to consider the following item:

- School Admission 2018/19

5 Public Participation

Cllr Jacqui Lay asked the following question:-

“In Wiltshire the Duke of Edinburgh Scheme is operated in a number of our schools but in RWB & Cricklade Area Board, Bradon Forest School does not operate the scheme, hence there is an independent group who are running the scheme for young people from the Purton area and young people who attend Bradon Forest School. I have been notified that the support Wiltshire Council is giving in relation to Safeguarding, Health and Safety and Insurance is being withdrawn as from August 2017. When enquiries were made it seems this decision may not only affect this independent group but also the schools operating the scheme. It would be good to have a briefing on this for all councillors so that we are aware of any impact it would have on our young people and those offering the scheme.

To add to this I understand that a number of the sporting associations, for example All England Badminton, offer Safeguarding, Health and Safety and Insurance to their affiliated coaches hence I would have thought that the national Duke of Edinburgh Scheme could be offering this support. If not then is this something the Area Boards could buy through Youth Action Wiltshire? I think we would all agree the DofE Schemes are very worthwhile for our young people who participate and if we can support this locally then there needs to be a process to allow us to do so.”

The Chairman stated that a written response would be prepared for Cllr Lay which would also be copied to other members of this Committee for information.

6 Pupil Performance in Public Tests and Examinations 2016

The Committee received a report by Carolyn Godfrey, Corporate Director, which provided an overview of pupil performance at the end of each key stage and compared attainment in Wiltshire with national, south west and statistical neighbour performance.

It was pointed out that information regarding the performance of vulnerable learners at Key Stage 4 had not yet been published and that provisional figures had been included that were subject to validation and therefore might be subject to change.

Members noted that Wiltshire continued to have a high and increasing percentage of places in good and outstanding schools and there had been consistent improvement in this measure over the last few years. Educational outcomes at key Stages 4 and 5 remained high, but performance in primary schools was not as good, particularly in phonics and maths. The attainment of disadvantaged learners (pupils eligible for the pupil premium) at each Key Stage continued to be a high priority for improvement as did improving the educational outcomes of other vulnerable pupils at all key stages. The School Effectiveness Team continued to work with all schools, including academies, to support and promote improvements.

During discussion, Members expressed concern at the continuing performance gap between Wiltshire and the National average especially regarding children with Special Educational Needs and Disabilities (SEND).

Regarding phonics and maths, Members enquired if Wiltshire schools were differing in their approach to schools elsewhere in the England. It was reported that schools had been visited in Wandsworth and Somerset but no appreciable differences in style or method had been found. It was felt that children should be taught these subjects by qualified teachers rather than by teaching assistants as was happening sometimes at present. However, Members were informed that there had been a 60% reduction in the School Improvement Budget during the last four years. An Education Transformation Board had been set up in order to help develop a new model.

Resolved:

- (1) To note the contents of the report.**
- (2) To congratulate all learners in Wiltshire on the progress being made, recognising the efforts put in by children and to thank teachers and the officers for their continuing dedicated hard work.**

7 Nursery Places

Consideration was given to a report by Carolyn Godfrey, Corporate Director which highlighted the demand for childcare in Wiltshire and also provided information on the sufficiency of places in different parts of the County.

It was noted that currently there was sufficient provision, though it was acknowledged that parents might not be able to obtain their first choice of nursery.

However, in September 2017 there would be the introduction of 30 hours free entitlement for working parents with children aged three and four. Each parent would be earning, on average, a weekly minimum amount equivalent to 16 hours at the national minimum wage and less than £100,000 per year. It was noted that currently all three and four year olds received 15 hours free entitlement. Many of those parents who would be eligible to take up the 30 hours free entitlement would be parents who would have always traditionally returned to work at this stage. The increased demand for childcare places would come from those parents who had been incentivised to take up employment due to the opportunity to access the 30 hours free entitlement so making childcare affordable. A consultation had recently been carried out with parents and early signs indicated that a high number of parents would be interested in using 30 hours of free entitlement.

The Committee noted that there was also extensive housing development across Wiltshire which would impact on demand for nursery provision particularly around the larger market towns and Salisbury. There would also be a growth in population as a result of army rebasing.

Within the majority of the community areas across Wiltshire there appeared to be sufficient childcare provision. However, the areas of highest concern were Trowbridge, Melksham and the Ridgeway Farm Estate at Purton. Plans were being made to increase provision in these areas. Demand in all Community Areas would continue to be monitored so that the Council would be able to meet its childcare sufficiency duty.

After some discussion,

Resolved:

To note the contents of the report and request an update in 12 months' time to find out the impact of the increased childcare entitlement from September 2017.

8 Early Help Dataset

The Committee received a report by Carolyn Godfrey, Corporate Director which presented the Dataset as part of the reviewing cycle. It was noted that the Early Help Dataset had been created in September 2014 and had undergone a formal review by the Early Help Task Group, its findings having been endorsed by this Committee in May 2016.

Since the last presentation of the Dataset, work had continued to establish indicators for those items for which data did not exist or was difficult to access. New indicators had also been added, including baselines and targets where this data was available.

It was pointed out that discussions were taking place with other local authorities as part of the ongoing development work to ensure that the Dataset remained fit for purpose. It was noted, in particular, that under the outcome RAG rating, further work was needed to assess those indicators about children and young people with CAFs (Common Assessment Framework).

Resolved:

To endorse the latest version of the Early Help Dataset and to thank the officers for the detailed work involved.

9 Final Report of the Safeguarding Children and Young People Task Group

Consideration was given to a report which presented the conclusions and recommendations of the Safeguarding Children and Young People Task Group.

The Chairman, as Chairman of the Task Group, introduced the report and explained that the Task Group had originally been established following a multi-agency Ofsted inspection of Wiltshire, undertaken in March 2012. A report was presented to this Committee on 28 March 2013. Recommendation 32 of the report re-established the Safeguarding Children and young People Task Group with new terms of reference for at least 18 months.

In January 2016 the Committee endorsed an interim report from the Task Group and endorsed the following four areas of future work for the Task Group, following which it would be disbanded:-

- (1) To review the internal case file audit process and the format and contents of the internal case file audit reports.
- (2) To meet with the Wiltshire Safeguarding Children's Board (WSCB) Chair to agree how recommendations 3, 28, 29 and 30 of the Task Group's interim report would be implemented and how this should be monitored.
- (3) "Getting to Good" – to review the work planned to achieve at least "Good" from OFSTED. To identify comparable Local Authorities, who achieved good at the OFSTED inspection and investigate the differences in processes with the potential to gather examples of good practice.
- (4) To consider how to make the practice of Independent Reviewing Officers more pro-active and ensure there is engagement between reviews.

It was pointed out that some of the recommendations had already been implemented and others were being considered and included in a scoping exercise.

The Local Government Association (LGA) topic was noted as a possible future pre-meeting briefing topic for the committee.

Resolved:

To endorse the report of the Task Group and refer it to the Cabinet Member for Children's Services for response at the Committee's next meeting.

10 Final Report of the School Improvement Strategy Task Group

Consideration was given to a report which presented the conclusions and recommendations of the School Improvement Strategy Task Group.

Cllr Philip Whalley, as Chairman of the Task Group, introduced the report and explained that at its meeting on 14 October 2014, this Committee agreed to include the School Improvement Strategy as a work priority.

A task group was established by this Committee on 14 April 2015 to consider the effectiveness of the School Improvement Strategy in its first year, including a comparison with other local authority areas. The following terms of reference were subsequently approved by this Committee:-

- (1) To review the efficiency and effectiveness of the Wiltshire School Improvement Strategy.
- (2) To compare Wiltshire's School Improvement Strategy with those of other local authorities.
- (3) To make recommendations aimed at meeting our collective goal of ensuring all pupils attend an excellent school and achieve their full potential.

Cllr Whalley stated that the Task Group had concluded that currently Wiltshire had a robust and effective school improvement strategy which was "fit for purpose". This was verified by the general performance of Wiltshire's schools as set out in the latest OFSTED data which showed that 98% of Wiltshire's secondary pupils were now taught in a good or outstanding school. Furthermore, because of the direct impact of the school improvement programme, 72.5% of schools that received intensive support from the School Improvement Team (because they were assessed as in need of improvement) improved their grade to G or O at their next OFSTED inspection.

However, it was pointed out that all the evidence received had led to the conclusion that a failure to offer schools and academies an effective School Improvement service was likely to have a detrimental impact on the quality of education in Wiltshire, and this would also negatively affect the LA's education, economic and social objectives. As such, the ultimate aim should be to retain an effective school improvement service and to develop the present level of knowledge, experience and expertise currently available.

The Committee noted that further conclusions had been difficult to draw because of the changes and reversals in Government policy during the review period and the uncertainty over the transitional financial arrangements.

Members were informed that trading services were being developed which would be available to all schools and academies.

Resolved:

To endorse the report of the Task Group and refer it to the Cabinet Member for Children's services for response at the Committee's next meeting.

11 Executive Response to the Final Report of the Child Sexual Exploitation Task Group

Consideration was given to a report setting out the response of the Cabinet Member for Children's Services to the final report of the Child Sexual Exploitation Task Group which had been presented to this Committee at its meeting on 6 December 2016 and had been endorsed.

During discussion, it was considered that every effort should be made to ensure that the recommendations put forward by the Task Group were progressed. It had been suggested that the Community Engagement Managers be encouraged to draw to the attention of their area boards the need for everyone to be vigilant to the very serious problem of safeguarding and child sexual exploitation. To progress this proposal Members reiterated their previous suggestion that a workshop be arranged with Community Engagement Managers to consider how best to raise awareness of these issues in their communities.

Members also drew attention to the need to ensure that all councillors and staff were adequately trained and it was noted that this subject had been included as part of the induction of all councillors after the local elections in May.

It was noted that future updates from the Safeguarding Children and Young People Panel would now include a section on child sexual exploitation.

Resolved:

To endorse the executive response to the Final Report of the Child Sexual Exploitation Task Group and to thank the members of the Task Group for the valuable work they had undertaken.

12 DfE Changes - Update from Department for Education

The Committee received an update from Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the Department for education from November 2016 to January 2017 as follows:-

- Early Years Funding consultation – government response
- Early Years National Funding Formula: allocations and guidance
- Schools National Funding Formula: Government consultation response – stage 1
- Schools National Funding Formula – stage 2 consultation
- Proposal for National Funding Formula for High Needs
- High needs strategic planning fund
- New funding for school improvement
- Academies update
- Annual Report 2015/16
- National Assessment and Accreditation System for child and family social workers
- Junior individual saving accounts for looked-after children
- Government response to Sir Martin Narey’s independent review of residential care
- Youth Justice Review
- Update on the social care common inspection framework
- Update on the new inspections of local authority children’s services

During discussion, it was noted that the Government’s ambition was that all schools would become academies forming a fully school-led system, where head teachers and school leaders collaborated to drive improvement in their schools. Furthermore, the Government had announced that from April 2019 school would be directly funded from the Department for Education. Cllr Laura Mayes reported that she had held a meeting with Nick Gibb, MP, Schools Minister regarding this but further discussions would be needed on the impact this announcement would have on Wiltshire schools.

Resolved:

To note the update provided.

13 **Forward Work Programme**

The Committee received a document showing the relevant items from the Overview & Scrutiny Forward Work Programme.

Resolved:

To note the Forward Work Programme for this Committee.

14 **Date of Next Meeting**

Resolved:

To note that the next scheduled meeting of this Committee was scheduled to be held on Tuesday 28 March 2017 at County Hall, Trowbridge, starting at 10.30am.

15 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 2.00 - 4.20 pm)

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CHILDREN'S SELECT COMMITTEE

MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 14 MARCH 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Jon Hubbard (Chairman), Cllr Jacqui Lay (Vice Chairman), Cllr Pat Aves, Cllr Mary Douglas, Cllr Sue Evans, Cllr Atiqul Hoque, Cllr Simon Jacobs, Cllr Ricky Rogers, Cllr Philip Whalley, Rev Alice Kemp, Dr M Thompson, Miss Tracy Cornelius, Mr J Hawkins and James Wilkins

Also Present:

Cllr Richard Gamble and Cllr Laura Mayes

16 Apologies

Apologies for absence were received from Cllr Chris Hurst, Miss Sarah Busby and Miss Cathy Shahrokni (who was substituted by Ms Jen Jones).

17 Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 31 January 2017.

Arising therefrom:

Minute No 5 – Public Participation – Duke of Edinburgh Scheme In answer to a question from Cllr Jacqui Lay, Terence Herbert, Associate Director, Operational Children's services, reported that a written response to the questions posed at the last meeting about the Duke of Edinburgh Scheme would be circulated very shortly.

Minute No 12 – DfE Changes – Update from Department for Education – School Funding In answer to a question from Cllr Mary Douglas about school funding arrangements from April 2019, Carolyn Godfrey, Corporate Director, reported that Cllr Laura Mayes, Cabinet Member for Children's Services, had written to the Prime Minister setting out this Council's objections to the Government's proposals that schools would be directly funded from the department for Education from April 2019. Further details about these initial proposals would be considered by the Schools Forum when received.

However, it was noted that funding for high needs children and early years children would continue to be distributed via the Local Authority.

18 **Declarations of Interest**

There were no declarations of interest made at the meeting.

19 **Chairman's Announcements**

The Chairman made the following announcements:-

a) Children's Select Committee Parent Governor Representative Nominations

The current term of office for the Parent Governor Representatives (Ken Brough and Rev. Alice Kemp) was due to cease on 30 April 2017, which made this their last meeting. Calls for nomination had been sent out to eligible parent governors and the new representatives would be in office from 30 April 2017 – 30 April 2021.

The Chairman took this opportunity to thank the representatives for their hard work as members of this Committee.

b) Cabinet items

On 23 May 2017 Cabinet would consider the following item:

- Adoption West Implementation Decision Report

c) Last meeting of the Committee

The Chairman reported that along with the Parent Governor Representatives this was the last meeting of this Committee's membership prior to the May elections. He thanked Members of the Committee for their hard work and dedication throughout the last four year term of this Committee. He also thanked officers for their support and co-operation.

20 **Public Participation**

There were no declarations of interest made at the meeting or Councillors' questions.

21 **Activities of the Wiltshire Assembly of Youth (WAY)**

The Committee received an update on the activities of the WAY which was presented by James Wilkins, Children's & Young People's representative. He reported that WAY members had met on two occasions since the last report, one of which was at the Wiltshire Youth Summit on 8 February 2017. The January meeting had been held at County Hall, Trowbridge. In addition, members of the UK Youth Parliament had attended a Regional Convention in Bristol in December at which they considered the campaign priority for the coming year, which was Votes at 16.

James Wilkins went on to explain that WAY was seeking to organise its activities in relation to its Agenda for Action which had the following five priorities:-

- (1) Improve emotional being and mental health support for young people.
- (2) Personal, Social, Health and Economic Education
- (3) Bullying
- (4) Public Transport
- (5) Environment

WAY members, Freya Piggott and Rebecca Richards had run a workshop on youth voice at the Wiltshire Youth Summit. The workshop had provided the chance to discuss and evaluate the value and meaningfulness of participation activities they had been involved in. These included opportunities to interview staff, taking part in community meetings, achieving outcomes such as free gym memberships for young people and campaigning for more after school clubs.

The Chairman considered that the Wiltshire Youth Summit was outstanding and included some excellent workshops.

Members referred to the Public Transport issues and recognised the problems faced by many young people living in a rural county, many parts of which did not have good transport links particularly during the evenings. James Wilkins explained that this issue had been addressed and a transport officer from Wiltshire Council had been invited to attend a WAY meeting to discuss the issues involved. Unfortunately, it transpired that there was little the Council could do to help at this time, particularly in view of tight budgets.

Resolved:

To thank James Wilkins for his excellent report and presentation which was noted with much interest.

22 **Children's Services Integration Project**

The Chairman reminded the Committee that the Council's Children's Services Leadership Team on 10 January 2017 had agreed some initial proposals to establish a new service model to achieve the Children's Services vision of:-

"One joined up approach to making a positive difference to outcomes for Wiltshire's children and young people, ensuring they are safe and have high aspirations."

The Chairman noted that a report had been provided which gave an oversight of these proposals.

It was reported that the proposal would impact on all Operational Children's Services teams including Early Help, MASH and Safeguarding & Assessment Services in Phase 1 of the proposal and Children in Care, Youth Offending Team, CSE and SEND in Phase 2. The existing statutory functions would continue to be delivered as well as some non-statutory work. The key change would be the way in which services would be delivered to children and families. The project would be phased to allow a focus on, in the first instance, what could realistically be achieved in the short term (i.e. in Phase 1).

During discussion Members were informed that it was expected that Phase 1 of the proposal would be completed by October 2017 but that Phase 2 was likely to be split into different phases and would take longer to bring into operation.

Resolved:

- (1) To note the report and fully endorse the direction of travel being scoped by the Children's Services Integration Project Phase 2, including the desire to work with partners in a more joined up and integrated way to deliver improved outcomes for children and families.**
- (2) To request the Chairman to write to the Director of Children's Services in support of these proposals, to be included with the bid for financial assistance to progress the Project.**

23 **Obesity and Child Poverty Update**

The Chairman reminded the Committee that the Final Report of the Obesity and Child Poverty Task Group was endorsed by the Health Select Committee on 8 March 2016 and by this Committee on 22 March 2016. An Executive Response was subsequently presented to this Committee on 31 May 2016 and the Health Select Committee on 21 June 2016.

A six month update was being provided on the implementation of Wiltshire's Reducing Child Poverty Strategy following the outcomes, recommendations and executive response of the Obesity and Child Poverty Task Group.

Attention was drawn, in particular, to the most recent data from the National Child Measurement Programme (NCMP) which showed that across Wiltshire excess weight (overweight and obese combined) among reception year children (4-5 years) had increased slightly by 0.1% and decreased slightly by 0.1% for children in year 6 (10-11 years).

Wiltshire remained below the 2015-16 South West average of excess weight among reception aged children (21.9%) and year 6 children (30.3%). Nationally, during the same period, there had been an increase in the percentage of reception year children with excess weight from 21.9% to 22.1% and in year 6 children from 33.2% to 34.2%. It was encouraging to note that Wiltshire's prevalence of excess weight was positive in relation to rising national and regional prevalence.

Members noted that Wiltshire's Obesity Strategy included a priority to reduce the variation in excess weight in children between the least and most deprived areas by 2% by 2020.

Data had been shared as part of the Community Joint Strategic Assessment (CJSA) events to enable local areas to identify priorities and actions around childhood obesity and child poverty. Several area boards had voted to prioritise the reduction of childhood obesity and a few so far had prioritised a reduction in child poverty, which was very encouraging.

During discussion, Members recognised that the lifestyle of children and their families was a major factor to be taken into account with the eating of fast and convenient foods.

Resolved:

- (1) To note the update provided on the implementation of Wiltshire's Reducing Child Poverty Strategy.**
- (2) To request a progress report in 12 months' time.**
- (3) To draw the attention of all Members to the Obesity Summit planned to be held on 21 July 2017.**

24 **Executive Response to the Final Report of the School Improvement Strategy**

Consideration was given to a report setting out the response of the Cabinet Member for Children's Services to the final report of the Improvement Strategy Task Group. It was noted that the report had been presented to this Committee at its previous meeting and had been endorsed.

During discussion, Cllr Philip Whalley, Chairman of the Task Group, stated that he was very pleased to see the positive executive responses to the recommendations. He stressed the need to offer School Improvement Services as a traded service as soon as possible, especially because of the move to direct funding of all schools. It was most important that the Council had a comprehensive and attractive offer on traded services available as soon as possible. The Associate Director, Commissioning, Performance & School Effectiveness confirmed that the timing of this was regarded as being of a high priority and every effort was being made to ensure that the traded service would be fully implemented by the time that direct funding of all schools was implemented, anticipated to be in September 2018.

Cllr Whalley also stressed the importance of continuing the programme which enabled advisors to make three half-day visits each year to their allotted schools in order that the Council was able to provide timely interventions and appropriate levels of support.

After discussion, during which members supported the views expressed by Cllr Whalley,

Resolved:

To note the executive response to the School Improvement Strategy Task Group's final report.

25 **Executive Response to the Final Report of the Safeguarding Children and Young People Task Group**

The Committee considered a report setting out the response of the Cabinet Member for Children's Services to the final report of the Safeguarding Children and Young People Task Group. It was noted that the report had been presented to this Committee at its previous meeting and had been endorsed.

The Associate Director, Operational Children's Services drew attention to the recommendation regarding the adding of dedicated "practice weeks" to the Council's social care learning and improvement framework. He referred to the current programme of auditing, learning and development which allowed for a more dynamic analysis to lead directly to practice improvement. Consideration had been given to the introduction of "practice weeks" but it was not viewed at present to be an improvement on the current programme. However, this would be kept under review.

The Committee noted that there were a number of social work models currently implemented across the sector, many of which were subject to innovation research and analysis. Wiltshire was developing its intervention on the Relationship Based practice model and its integration into the new Children's Services Integration (CSI) model, which it was hoped would lead to a Good rating.

Resolved:

To note the executive response to the Task Group's final report.

26 **Task Group Update**

The Committee received updates on the activities of the following Task Groups/Boards:-

- SEND Task Group - The Revd. Alice Kemp, Chairman of the Task Group, reported that this was the conclusion of a long and complex piece of work and drew particular attention to the housing needs of young people which was a priority.
- Education Transformation Board
- Design and Task Board

Resolved:

- (1) To note the update on task group/board activity provided.
- (2) To request the Cabinet Member for Children's Services to consider the recommendations of the SEND Task Group, as set out in the report, regarding additional data to support more effective planning for future SEND housing needs.
- (3) To thank the Revd. Alice Kemp for all her work, particularly as Chairman of the SEND Task Group, noting that she would cease to be a parent governor representative (SEN) on this Committee.

27 **DfE Changes - Update from Department for Education -**

The Committee received an update from Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the Department for Education from January to February 2017 as follows:-

- Study of early education and development (SEED)
- Staffing and employment: advice for schools
- Academies update
- Academy conversion grant for local authorities
- Lenehan review into care of children with learning disabilities
- SEND: 19 - 25 year olds entitlement to EHCPs
- Statutory definition of child sexual exploitation
- Tackling child sexual exploitation: progress report
- Special guardianship: statutory guidance update
- Adoption Support Fund 2017/18
- Youth justice reforms

Resolved:

To note the update provided.

28 **Review of the Work of the Children's Select Committee**

The Committee considered a report which highlighted key aspects of the work undertaken by the Select Committee during the 2013-17 Council. The report also provided topics recommended as legacy items for consideration to be referred to the Overview & Scrutiny Management Committee for possible inclusion in a new overview and scrutiny work programme after the imminent elections.

After some discussion,

Resolved:

- (1) To note the report and send it to the Overview & Scrutiny Management Committee for approval.

(2) To recommend that the following items be included in a new overview and scrutiny work programme:-

- DfE “Vision for Change” Report
- Adoptions West
- Wiltshire Safeguarding Children Board – Annual Reports
- School Improvement Strategy – Disadvantaged Learners
- Children’s Services Integration Project
- Children’s Community Centre Services
- Education and Employment
- SEND Partnership Working Update
- Regular Updates on Topical Issues
- Apprenticeships offered by Wiltshire Council and subsequent opportunities for employment
- Housing

29 **Forward Work Programme**

The Committee received a document showing the relevant items from the Overview & Scrutiny Forward Work Programme.

Resolved:

To note the Forward Work Programme for this Committee.

30 **Date of Next Meeting**

Resolved:

To note that the next scheduled meeting of this Committee was due to be held on Tuesday 13 June 2017 at County Hall, Trowbridge, starting at 2.30pm, with an information briefing at 1.30pm.

31 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 2.00 - 4.20 pm)

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ENVIRONMENT SELECT COMMITTEE

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 22 FEBRUARY 2017 AT KENNET COMMITTEE ROOM.

Present:

Cllr Bridget Wayman (Chairman), Cllr Rosemary Brown, Cllr Dennis Drewett, Cllr Peter Evans, Cllr Jose Green, Cllr Mike Hewitt, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Ian McLennan, Cllr James Sheppard, Cllr Tony Trotman and Cllr Trevor Carbin (Substitute)

Also Present:

Cllr Jonathan Seed, Cllr Toby Sturgis, Cllr Jonathon Seed, Cllr Richard Clewer and Cllr Philip Whitehead

1 Apologies

Apologies were received from Cllr Peter Edge who was substituted by Cllr Trevor Carbin. Apologies, were also received from Cllr Brian Dalton.

2 Minutes of the Previous Meeting

To approve the minutes of the last meeting held on Tuesday 13 December 2017.

RESOLVED:

To sign the minutes as a true and accurate record.

3 Declarations of Interest

There were no declarations of interest.

4 Chairman's Announcements

The Chairman announced to the Members, that this would be the last Environmental Select Committee meeting, until after the Local Government Elections in May 2017.

5 Public Participation

There were no public speakers.

6 **Annual Housing Board Report**

Cllr Jonathon Seed gave a brief introduction to the report. Members were asked to consider and comment on the draft version of the Annual Housing Board Report. Cllr Seed introduced Cllr Richard Clewer, as the lead in Housing Board item.

Cllr Richard Clewer, gave a broad overview of the details of the report and its context. He spoke of impact of the Housing Bill and the difficulty in providing concrete answers to some of the issues identified in the reports.

Attention was drawn towards the financial impact of the Housing Bill but also whether the work of the Housing Board would continue in its current form, after the Local Government elections in May, and with the impending legislative changes brought about by the Housing Bill. It was highlighted that the table on page 25 of the agenda was out of date as much of the data in the table had already been finalised.

Members were invited to ask questions and express views on the report.

A question was raised regarding page 21 of the agenda, asking what was meant by “The need for a wider social housing register”. It was confirmed that there was a need to look at affordable housing for those who were not eligible for social housing but still needed support.

Councillors discussed practical service delivery issues, with some reference to customer complaints of substandard, or incomplete works carried out on residences. It was confirmed that there had been some cases of service shortcomings, but that the number were relatively few given the portfolio of nearly 6000 properties and large-scale programme of refurbishment being undertaken.

A question was asked as to what the future solutions were going to be for providing more social houses. The difficulties surrounding the Right to Buy Scheme, were discussed and the need for the Council to protect their investment in properties. In response it was noted that under the new proposals, 10% of affordable housing was going to be for First Time Buyer properties.

Other options for social housing and affordable housing were discussed, including shared ownership, and Members expressed approval and current plans and proposals. Approval was also given to the quality of some of the new houses being built in the county.

After further technical questions and points were raised, it was;

RESOLVED:
To note the contents of the report.

To receive the report in 12-months provided it is reported under the same format.

7 Housing Repairs Contract Procurement

Cllr Jonathan Seed introduced the report, explaining that the purpose of the report was a review of Housing Repairs services and presenting proposals on how to procure, monitor and deliver these services.

Janet O' Brien, Head of Housing Strategy and Assets, delivered a presentation which gave an overview of the report and looked broadly at all contract services and explained the overall cost summaries and figures. The different options considered for future procurement of services were highlighted and the Steering Group's proposals were put forward. The proposal was to develop the Council's Direct Labour Organisation (DLO), to take on all Responsive Repairs and Void Works from 1st April 2018, and either to Either develop management expertise in house or procure externally. In regards to the Planned Works and Adaptations the proposal was to extend the current contract to April 2020, and for the DLO to take it on from April 2020.

Members were then invited to ask questions and comment on the report.

The debate focused on the issue of management, and whether this should be sourced internally or externally. Members expressed views that it would be better to have internal management so that the Council have control and can adapt to changing demands. Members supported the DLO approach.

The potential benefits of expanding the DLO in recruitment of young people and apprenticeships was also noted by Members.

Carlton Brand, Corporate Director, spoke regarding the proposals. He expressed his support for expanding the DLO. On the question of Management, he said that sourcing externally came with risks, clarifying that you can train for skills but not necessarily the attitude required for Local Government. In this respect, he highlighted the need to be able and willing to adapt to changing needs and priorities, referencing the upcoming legislative changes under the Housing Bill. He urged Members to consider the issue, as part of a wider corporate solution, rather than solely a housing solution.

In regards to the specific proposal to expand the DLO and to phase out other contractors members expressed support to transition as quickly as possible.

RESOLVED:

To note the draft report on Housing Repairs Contract Procurement and support Option 1 as described in the report, so long as there is a suitable manager available/dependent on volume of business.

8 **Update report from Leisure Services**

A brief introduction was given by Councillor Jonathon Seed emphasising that Public Health and Leisure Activity were intertwined. He said that the health of the population was very important to Wiltshire Council and there was a real drive towards promoting physical activity.

A presentation was delivered by John Goodall, Consultant in Public Health, Health Improvement, and Physical Activity. He gave an overview of the aims of Leisure Service in improving the health of Wiltshire's population. He gave statistics and figures, highlighting some of the health issues faced by the County, such as obesity, and compared it to national figures. Attention was also drawn towards the service improvements and expansions, including reference to new Leisure centres that had been built or improved across the County. The financial indicators were also shown, with a graph showing budget savings. Although, it was noted that there was still a £100,000 deficit for the service area.

In the debate that followed, much discussion was held on the benefits of Leisure Activity in the prevention of ill-health, and the dependence on social and health care services. It was highlighted that, whilst there are clear savings, it is difficult to quantify exact figures as the savings may be made by other bodies, such as the NHS. It was explained as more of a cost preventing exercise, rather than a cost saving one.

A final point was considered, noting that the increased costs of improving Leisure facilities had to be balance against potential increased profits. It was stated that with enhanced sites there was a wider potential to increase income by proving additional or alterative services, such as hiring out venues.

RESOLVED:

To note the contents of the report.

9 **Calne Library Model**

Councillor Jonathan Seed introduced the report explaining that the Calne Library Model had been a success. He stated that the Library was now being used for lots of different uses and the Community Hub was receiving regular bookings. The Hub was now not limited by staff, allowing it to be open for longer. He said that the "Open Plus" system benefited working people and allowed the library to be used at times convenient to the wider public.

A question was asked regarding potential security issues and abuse of the facilities. It was explained that there was card access and CCTV. Furthermore, there had been no reported instances of misuse or anti-social behaviour.

RESOLVED:

To note the contents of the report.

10 **Gypsy and Traveller Plan (G&T Plan)**

Cllr Toby Sturgis introduced the report, explaining that the term Gypsy Travellers now also referred to canal boaters. He spoke of the existing problem of a lack of suitable pitches for Gypsy Travellers and issues with finding suitable land where the essential services can be provided.

Councillors discussed the need to accommodate Gypsy Travellers in the area, particularly to the benefit of the children from these communities, and their education. The situation with canal boaters in Bradford on Avon was also noted.

Some Councillors asked whether it should be the Council's responsibility to provide suitable sites and services. Cllr Sturgis stated that the Council was working with all partners to achieve the aims.

RESOLVED:

To note the contents of the report.

11 **Housing Service Support Contracts Rapid Scrutiny Final Report**

A brief overview was given of the Rapid Scrutiny report. The deliberations of the Group were outlined and the proposal for Option 3 to be carried forward was discussed.

The Committee discussed the need for scrutiny in this area to reflect the up to date needs of the customer group.

RESOLVED:

To note the report and to set up another Rapid Scrutiny Exercise to investigate the form in which the recommissioning of housing support service contracts under Option 3 will take.

12 **Review of the Work of the Environment Select Committee**

The Chairman asked Members to note the on-going work of the Committee, detailed on page 96 of the agenda.

Members were also asked what topics to take forward as recommended legacy topics. A number of areas were identified including:

- Maintenance of Pavements,
- Maintenance of Footpaths and Byways,
- Parking spaces for residential accommodation,
- Allocation of funding for Local Highways to Area Boards
- A review of speed limits, traffic calming measures and vehicle emissions.

RESOLVED:

To note the report and list of legacy topics to be sent to the Management Committee for consideration.

13 **Forward Work Programme**

RESOLVED:

To note the Forward Work Plan.

14 **Urgent Items**

There were no urgent items.

15 **Date of Next Meeting**

The date of the next meeting was set as Tuesday 20 June 2017.

(Duration of meeting: 10.30 am - 1.50 pm)

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HEALTH SELECT COMMITTEE

DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 10 JANUARY 2017 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Chuck Berry (Chairman), Cllr Chris Caswill, Cllr Mary Champion, Cllr Christine Crisp, Cllr Sue Evans, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr John Knight, Cllr Paul Oatway QPM, Cllr John Walsh, Diane Gooch, Steve Wheeler, Cllr Graham Wright and Cllr Atiqul Hoque.

1 Apologies

Apologies were received from Irene Kohler.

2 Minutes of the Previous Meeting

Resolved

To approve as a correct record for signing the minutes of the meeting of the Health Select Committee held on the 10 January 2017.

3 Declarations of Interest

There were no declarations of interest.

4 Chairman's Announcements

The Chairman made the following announcements:

a) Pre-meeting information briefing

That a briefing giving an overview of health system finances had been organised for the Committee's next meeting on 7 March.

b) Overview & Scrutiny Legacy Workshop 2013-2017

The Chairman drew the meetings attention to the "*Overview & Scrutiny Legacy Workshop 2013-2017*" arranged for the 17th Jan , 2-4pm Council Chamber, County Hall Trowbridge

c) Joint Scrutiny of Avon & Wiltshire Mental Health Partnership Trust

In September the Chairman announced that CQC had published a follow-up report following its full inspection AWP's services in May 2016 and rated the Trust overall as 'requires improvement'.

Members were reminded that AWP attended a meeting in April to present their Quality Account and gave a verbal update on the CQC inspection, which was ongoing at the time.

Wiltshire was previously a member of a Joint Scrutiny Working Group looking at AWP's improvement programme (chaired by Cllr John Noeken). When endorsing the working group's final report the committee resolved that any decision regarding further joint scrutiny of AWP should await their CQC inspection results.

Having reviewed this in September the Committee agreed to assess other councils' interest in taking part before making a decision. Officers had done this and the following was reported:

- North Somerset District Council support the idea of continuing the joint working group in principle, but would need to confirm whether a member or members will put themselves forward to take part.
- BANES have declined to take part due to a lack of resources.
- Bristol have not given a firm answer, but AWP only now provide a small proportion of their mental health provision so may be unlikely to take part.

The meeting was asked to consider how they would wish to proceed. Following a short debate, the meeting;

Resolved

That scrutiny of Avon & Wiltshire Mental Health Partnership Trust's improvement programme be referred as a legacy issue to Overview and Scrutiny to consider under the 2017-21 Council.

- d) Update on the Obesity and Child Poverty Task Group

In March the Committee endorsed the final report of this task group, which was formed jointly with Children's Select Committee, and referred the report to Cabinet for response. In December, Children's Select Committee received a further response from the Cabinet Member for Waste and Planning to Recommendation 12.

The recommendation reads;

"The Cabinet Member for Health and Adult Social Care, and the Cabinet Member for Planning, Property, Waste and Strategic Housing, to advise if the council currently

seeks to influence the proliferation of fast food outlets (particularly near schools) through the planning process and, if not, whether there are plans to consider doing so.”

The full minutes of Children’s Select Committee’s discussion would be available at a later date but in summary:

- Cllr Sturgis advised that the Council considered each application on its own merits, taking into account of all the material considerations. Matters such as highway safety and residential amenity are normally the more critical issues. Proximity to a school might be considered but would by itself rarely be a determining factor in a planning application in the absence of any planning policy setting out such criteria.
- There is currently no specific policy within the Core Strategy that would enable the provision of new fast food outlets to be restricted near to schools and college campuses.
- However, Public Health and Public Protection are working together to research local data and evidence in order to establish if there are any areas in Wiltshire where there appears to be a proliferation of fast food outlets near to schools and colleges.
- Ultimately, Children’s Select resolved to consider this as a possible legacy issue for referral to OS in the next Council .

5 Public Participation

There were no questions or statements from the public.

6 Urgent Item - Emerging Sustainability and Transformation Plan

The meeting’s attention was drawn to the Agenda Supplement, under Urgent Items, a link to the Emergent Sustainability and Transformation Plan (STP) which had been provided and the link to the latest version of the STP was published with the Health and Wellbeing Board agenda on 14th December.

Following a request from Councillor Chris Caswill, the Chairman agreed that there should be an opportunity for the members of the committee to see the latest STP, this is an opportunity to raise any questions or suggest areas for focus that we can address at the next meeting in March, to which the lead officers for the STP have been invited.

Councillor Chris Caswill presented the following questions, received in advance of the meeting, which received the following response from the officers:

1. *For the record, is it correct that the Sustainability Transformation Plan (STP) covering Wiltshire was published on 14 December, and also highlighted on the Council web site on that day?*

Yes, the 'Emergent STP' document was published as an agenda supplement to the Health and Wellbeing Board agenda on the council website on 14 December and considered at its meeting on 15 December (which Chuck attended).

2. *Was the existence of the STP drawn to the attention of the officers of this Committee before the Christmas break?*

Officers in the Corporate Officer monitor relevant health and care items going to Cabinet, Health and Wellbeing Board etc in order to support the Chairman with the oversight of the Committee's forward work programme.

On this occasion the Emergent STP on the Health and Wellbeing Board agenda was not spotted until after this meeting's agenda was published. However, officers were aware that the STP would remain a developing document for some time and that the approach agreed by the Committee was to receive periodic updates rather than as a standing item.

3. *Given that the STP plans are far more extensive than the summary provided for the Committee's last meeting(eg more use of PFI, weight management for employees, and a ceiling of clinical and care priorities, as only a few examples) and the Minute of that meeting calls for 'updates at appropriate milestones', why is the full plan not now on the agenda for the Health Select meeting on 10 January, 15 working days after its publication?*

Ultimately the item hasn't appeared on the agenda because it was not requested by a member of the committee (as is provided for under the Constitution). However, there will now be an opportunity to discuss the Emergent STP under Urgent Items.

Subsequent question asked at the meeting included:

- What will happen to the surpluses?
- How had the £50M gap in SC funding come about and how will it be distributed?
- How will the projected savings be distributed across the five priorities?
- What does "capitalising on the collective estate" mean?
- Please explain the "clusterisation" of GP surgeries further.
- Please provide further detail on how 7-day working will be achieved within the financial framework outlined.
- Can an update on public engagement be given.

Resolved

1. **To note that a full update on the Sustainability and Transformation Plan has been requested for the Committee's next meeting on 7 March 2017.**
2. **That questions raised by members will be forwarded to the relevant officers for answering at the Committee's next meeting in March.**

7 Wiltshire Health & Care (Adult Community Health Care Service)

At the time of the agenda publication it had expected a written update on the delivery of the Wiltshire Health and Care community services since it commenced in July to follow. Unfortunately it was subsequently confirmed that a full update could not be provided for the meeting, but would instead be brought to the Committee's next meeting on 7th March. This will also allow officers to provide some information on the plans for the Adult Community Services for 2017 to 2018.

8 NHS Health Check Evaluation

The meeting received the report which provided an update on the NHS Health Checks Programme Evaluation currently underway in Wiltshire.

Issues discussed included: that the committee had received a report on the matter in January 2016; that further evaluation of the data was required; and that further reports would be presented.

Resolved

To receive the final evaluation report on the NHS Health Checks project at the next meeting on 7th March 2017.

9 Wiltshire Domestic Abuse Support Services Procurement

The meeting received the report which provided an overview of the domestic abuse reduction agenda in Wiltshire and current developments.

Issues discussed included: the procurement exercise being undertaken; the prevalence of the problem in different parts of the community; and that further information could be provided to the Committee.

Resolved

- 1. To note the overview of the domestic abuse reduction agenda in Wiltshire provided and that, following completion of needs assessment, work to procure a new integrated service model to tackle domestic abuse will commence in Spring 2017 with the intention to award the contract by end of May 2017.**
- 2. To receive the findings of the Domestic Abuse needs assessment once completed including any available demographic breakdown of those involved.**

3. **To receive an update on the procurement of the new integrated service model at a later date.**

10 **Final Report of the Better Care Plan Task Group**

The Chairman invited Councillor John Walsh to present the final report of the Better Care Plan Task Group which detailed the findings and recommendations of the task group for endorsement and referral to the relevant decision makers. In giving his presentation, Cllr Walsh praised the hard work of the members and officers who supported the work of the group.

Councillor Gordon King asked that the an assessment of the innovation taking place across Wiltshire's health and care system be recommended to form part of the work of the new Health Select Committee formed following the next election. This proposal was accepted into the subsequent recommendation.

Resolved

1. **To endorse the Final Report of the Better Care Plan Task Group, including recommendations 1 to 9, which are referred to the Health Select Committee itself and include suggestions for future scrutiny work under Recommendations 7, 8 and 9.**
2. **To refer recommendations 10 to 12 to the relevant parties for response.**
3. **To recommend an assessment of the innovation taking place across Wiltshire's health and care system as a legacy topic for consideration by Overview and Scrutiny under the 2017-21 Council.**

11 **Care Home Tender Contract Awards**

The meeting considered the report the informed the Committee that the Council has recently tendered for contracts for care home beds (both residential care and care with nursing) for older people, and that tenders were being evaluated and the decision to award contracts will be made by Cabinet at its meeting on 13th February 2017.

Resolved

To note that the Council has recently tendered for contracts for care home beds (both residential care and care with nursing) for older people. Tenders are being evaluated and the decision to award contracts will be made by Cabinet at its meeting on 13th February 2017.

12 **Dorset and Wiltshire Vascular Network - update**

The Chairman drew the meeting's attention to the update on the Dorset and Wiltshire Vascular Network. The Chairman had decided, following a telephone briefing on the content in December from officer, that he wanted to see if members had questions or concerns before asking the relevant colleagues to travel up from Bournemouth to present a report.

The Committee felt generally that further information regarding the outcomes for those with longer-term sickness, but that it was not necessary for the officers to attend, in person, a future meeting of the Committee.

Resolved

To note the update.

13 Task Group Update

The meeting considered the update on the work of the Task Groups noting that there were two active task groups: Better Care Plan, which had presented its final report; and Obesity and Child Poverty, which has concluded its work with the final executive response having been received by Children's Select Committee in December.

Resolved

To note the update on task group activity provided

14 Forward Work Programme

The forward work programme was noted.

15 Urgent Items

There were no additional urgent items.

16 Date of Next Meeting

The meeting noted that the next meeting would be held at 10.30am, Tuesday 7th March 2017.

(Duration of meeting: 10:30 – 12:12)

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HEALTH SELECT COMMITTEE

DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 7 MARCH 2017 AT KENNET COMMITTEE ROOM.

Present:

Cllr Chuck Berry (Chairman), Cllr Chris Caswill, Cllr Christine Crisp, Cllr Sue Evans, Cllr David Jenkins, Cllr John Knight, Cllr Paul Oatway QPM, Cllr John Walsh, Diane Gooch, Irene Kohler, Steve Wheeler, Cllr Trevor Carbin (Substitute), Cllr Peter Evans (Substitute) and Cllr Graham Wright

Also Present:

Cllr Jerry Wickham

17 Apologies

The meeting received the following apologies:

Councillor Atiqul Hoque substituted by Councillor Peter Evans
Councillor Bob Jones MBE – substituted by Councillor Trevor Carbin
Councillor Mary Champion

18 Minutes of the Previous Meeting

The meeting considered the minutes of the previous meeting.

Resolved

To approve and sign the minutes of the Health Select Committee meeting held on 10th January 2017.

19 Declarations of Interest

There were no declarations of interest.

20 Chairman's Announcements

The Chairman thanked Steve Wheeler, who was stepping down as a trustee from Healthwatch.

The Chairman drew the meeting's attention to senior positions in the Council that were being advertised.

21 **Public Participation**

There were no questions submitted under this item.

22 **Sustainability and Transformation Plan (STP) - update**

David McClay, Programme Director, attended the meeting to give a presentation and an update on progress made on the Sustainability and Transformation Plan (STP).

Issues highlighted in the course of the presentation and discussion: the common challenges across the Bath, Wiltshire and Swindon footprint including workforce, infrastructure and estate coordination; the scope for collaboration between acute providers; that the plan was published in December; that officers acknowledged it was very technical but an easy read document has been developed ([Link to short version](#)); the relationships with Councils and CCGs identifying what is and not in scope; how best to engage with the public – focusing on the higher level strategy; that specific plans in particular communities would take places as they would have done normally through CCGs and GP mechanisms; a move away from competition between acutes towards more clinical specialisms; coordination of some back office functions; how the STP governance is structured and how election may delay some further engagement; the links to the Single View of the Customer programme;

Concern was expressed by Councillor Chris Caswill as to how effectively the Committee could engage with the process of the development of the STP and hold the partners to account.

In response to questions from Councillor Caswill, it was noted that 7 day working was already an area of work prior to the STP and was a recognised challenge; that clustering of GPs will take on a different form depending on the needs of each area; that targets for finance savings will be allocated using a model developed by NHS England who will be validating this model using local information on costs; that the £50m funding gap in social care finding across whole STP area was based on demographic assumptions of pressures, that CCGs are required to generate surplus and Foundation Trusts can invest their surplus; that the STP is a planning vehicle, a coalition of the willing, not a statutory body.

In response to a question from Councillor King, it was noted that officers were confident of a successful change programme due to the degree of cooperation and the use of data to plan changes.

The Chairman thanked Mr McClay for his presentation and for answering the questions of the Committee.

Resolved

To note the update on the STP provided and to recommend that the successor Committee under the next Council continues to focus on it as a work priority, with consideration given to a dedicated task group.

23 Wiltshire Health & Care (Adult Community Health Care Service)

The Chairman invited Douglas Blair, Chief Executive of Wiltshire Health & Care, to give a presentation on the delivery of the Adult Community Health Care Service, following its commencement in July 2016. The slides of the presentation were included in an Agenda Supplement.

Issues highlighted in the course of the presentation and discussion included: the staff and governance structure of the new organisation; the length of the contract awarded; the typical work load for community services; how community services have increased activity bearing in mind the pressures on the health system overall; the five main areas of change and the work required to enact those improvements including recruitment; the link to the Better Care Plan and Fund including the ambition of improving patient pathways to help tackle delays in discharge from acute to community services; how training has been given to staff to improve how they support patients in taking control of their health and care; the new ICT equipment and software that has been used to allow staff to update records in the field and thus save on time spent on travel and administration; that all ICT is encrypted to maintain security; the plans and challenges for next year including some possible redesigns of services; the role of the organisation in the wider programme of Health transformation.

The Chairman thanked the officer for the presentation and the overview.

Resolved

- 1. To note the update on the Wiltshire Health and Care service following its commencement in July 2016, and**
- 2. To recommend that the successor Committee under the next council receives a further update in September 2017.**

24 Response to the Final Report of the Better Care Plan Task Group

The meeting considered the report, circulating as an **agenda Supplement, which** provided the responses of the Health & Wellbeing Board and other partners to the recommendations of the Better Care Fund task group, which were endorsed by Committee in January.

Also included in the agenda pack was the BCP update report considered by the Health and Wellbeing Board in February.

James Roach, Integration Director, introduced the responses to the Task Group's recommendations.

Issues highlighted in the course of the presentation and discussion included: the impact of the steps already taken; the focus for activity in 2017/18; the significant pressures that may limit innovations and investments; the work to enable the Choice policy to be provided across the area and how staff are trained to enable good use of this; that Single View of the customer is a key programme across a range of services; how the balance between seeking swift discharge and patient care would be considered when the policy is reviewed; how can the Better Care Plan model evolve to apply to the wider population.

In response to a question from Councillor Caswill, it was noted that there was good evidence, in comparison to similar authorities, that Wiltshire had performed well.

The Chairman thanked Mr Roach for his work in this area and for responding well to the issues raised by the Task Group.

Resolved

- 1. To note the responses to the Final Report of the Better Care Plan Task Group and the actions outlined in the report;**
- 2. To note the outline approach for the Better Care Plan in 2017/18;**
- 3. To invite the new Director of Integration and the Better Care Fund for Wiltshire Council to a future meeting of the Committee once appointed; and**
- 4. To note that in its final report the Better Care Plan Task Group recommended further scrutiny work under the next Council on:**
 - The Single View project**
 - Performance monitoring of the Better Care Plan's five national performance areas**
 - The integration of services across Wiltshire's health care sector**

25 Wiltshire Safeguarding Adults Board - Priorities for 2017-18

The Chairman welcomed Richard Crompton, Chairman of the Wiltshire Safeguarding Adults Board, to present his priorities for 2017-18.

The LGA Members guide to Safeguarding Adults was included in the Agenda papers for Members' information.

Issues highlighted in the course of the presentation and discussion included: that the report had previously been considered by the Health Select Committee; the picture based on previous the year and the issues arising for the coming year; how the Care Act, placing Adult Safeguarding on a similar statutory footing to Children's Safeguarding, had brought the work into greater focus; the different partners and agencies involved in the Board; the impact of demographic and financial pressures on the issues of adult safeguarding; the three main areas of focus; the development and publication of staff guidance; the information sharing protocol; the high-risk behaviour policy which identifies preventative work; efforts to enhance training; auditing case files to enhance self-assessment; the increased officer support to the Board; increasing the profile of the Board through better visibility; the funding made available from Health and Police, along with the Council; the need to review performance data from a range of partners; the links to Healthwatch; how the adult and children safeguarding boards can work together to identify transition issues; how boards look at family issues not just at individuals; the potential to develop a hub based approach; whether Adult Safeguarding could have a stronger presence on the revamped YourCareYourSupport website; and that financial exploitation was an important issues to address.

Resolved

- 1. To thank the Chairman of the Wiltshire Safeguarding Adults Board for outlining the Board's priorities for 2017-18.**
- 2. To note that the Board's three overarching priorities for 2017-18 are:**
 - a) Overall effectiveness of the Board**
 - b) Personalising safeguarding, and**
 - c) Prevention.**
- 3. To note the increasing emphasis on a joined up approach to child and adult safeguarding, including the Single View project.**

26 Adult Care Charges Policy

At their meetings in April and June 2016 the Committee received reports on proposed changes to the Adult Care Charges Policy.

At the June meeting, the Committee resolved;

- 1. To express concern at the reported level of response to the consultation and ask Cabinet to consider whether it provides a sufficient basis from which to implement changes.*

2. *If Cabinet implement changes to the charges, to receive an update on their impact, six months after implementation.*

The proposed changes were subsequently agreed by Cabinet in July 2016.

At the invitation of the Chairman, Cllr Jerry Wickham, Cabinet Member for Health and Adult Social Care, introduced a further which outlined the further engagement work being delivered by Healthwatch in order to assess the impact of the Policy.

Issues highlighted in the course of the presentation and discussion included: that new people to the system were, on the whole, accepting the changes, but that there had been a small number of complaints from existing customers being reassessed; that Healthwatch had been commissioned to undertake some engagement work; that senior officers would attend to explain the changes; individuals can receive some targeted support at those meetings; how lessons can be learnt for the future to make the information clearer for people to understand; and how vulnerable people can be supported to understand changes.

Resolved

To note that the Cabinet Member has commissioned Healthwatch Wiltshire to undertake a more thorough investigation into the impact of the implementation of the new Policy, and following this work a full report will be made available to the Committee and Cabinet.

27 **Review of Health Select Committee work 2013-2017**

Henry Powell presented the report which highlighted key aspects of the work undertaken by the Select Committee during the 2013-17 Council, and which recommend topics as legacy items to the Management Committee for possible inclusion in a new overview and scrutiny work programme after the elections.

The Chair thanked all for their contributions over the course of the last four years, and invited members to contact Henry with any additional suggestions.

Resolved

1. **To agree that the topics listed in the report be recommended to the Management Committee as requiring further work in the new Council.**
2. **To note the next steps described in paragraph 8.**
3. **For the Committee's terms of reference to be circulated to its membership under the new Council.**

4. For further suggestions to be sent to the officers.

5. For the final list of topics suggested for future scrutiny to be circulated.

28 Urgent Items

There were no urgent items.

29 Date of Next Meeting

It was noted that the next meeting would be at 10.30am, Tuesday 27 June, County Hall

(Duration of meeting: 10.30 am - 1.24 pm)

The Officer who has produced these minutes is Will Oulton, of Democratic Services, direct line (01225) 713935, e-mail william.oulton@wiltshire.gov.uk

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STRATEGIC PLANNING COMMITTEE

MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 8 FEBRUARY 2017 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Andrew Davis (Chairman), Cllr Glenis Ansell, Cllr Trevor Carbin, Cllr Terry Chivers, Cllr Stewart Dobson, Cllr Charles Howard, Cllr David Jenkins, Cllr Christopher Newbury, Cllr Bridget Wayman, Cllr Fred Westmoreland and Cllr Christine Crisp (Substitute)

Also Present:

Cllr Mollie Groom, Cllr Allison Bucknell, Cllr Mary Champion and Cllr Chris Hurst

1 Apologies

Apologies were received from Councillor Tony Trotman, who was substituted by Councillor Christine Crisp.

2 Minutes of the Previous Meeting

The minutes of the meeting held on 14 December 2016 were presented for consideration, and it was,

Resolved:

To approve and sign as a true and correct record.

3 Declarations of Interest

There were no declarations.

4 Chairman's Announcements

There were no announcements.

5 Public Participation

The rules on public participation were noted.

6 Planning Appeals & Updates

An update on planning appeals and decisions was received.

Mr Francis Morland delivered a statement querying the council's position on its five-year land supply at recent appeal hearings. Following discussion from the Committee it was requested an update to the briefing note prepared in the new year on the five-year land supply be prepared.

Resolved:

To note the update.

- 7 **16/10934/FUL - Land Adjacent Old Telephone Exchange, Seagry Hill, Sutton Benger, Wiltshire, SN15 4SA - Change of use of land to one gypsy and traveller pitch, the erection of a day room, siting of a static home together with space for the parking of two cars, a mobile home, space for a garden and the siting of a cess pit.**

The Senior Planning Officer, Mark Staincliffe, presented a report recommending that approval be granted for change of use of land to one gypsy and traveller pitch, erection of a day room, siting of a static home with parking space for two cars, a mobile home, space for a garden and the siting of a cess pit. Key issues included the principle of development, impact on character and appearance of the area and highway safety. Details were provided on conditions to control landscaping and drainage, and the level of work that had already taken place on the site.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought on the level of need for further gypsy and traveller pitches under the Core Strategy. It was stated that during the examination of the Core Strategy the government inspector had questioned the methodology and so the council had committed to preparing a development plan document to further demonstrate the total need, but that in its absence the Core Strategy figure, which had been met, was a minimum need, and any applications should be judged in accordance with Core Policy 47. Officers were of the opinion that the application met the necessary criteria in that policy.

No members of the public had registered to speak regarding the application.

During the debate that followed the Committee further discussed relevant policies and the level of unmet need for gypsy and traveller pitches.

Councillor Trevor Carbin, seconded by Councillor Terry Chivers, moved the recommendation as detailed in the officer report, and at the conclusion of discussion, it was,

Resolved:

That planning permission be GRANTED subject to the following conditions:

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

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

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

TP1- Received 09/11/2016

TP2- Received 09/11/2016

TP 3 REV B- Received 12/01/2017

TP4 REV A- Received 12/01/2017

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

- 3 Within 3 months from the date of this permission the parking areas shown on the approved plans shall have been consolidated, surfaced and laid out in accordance with the approved details. Those areas shall be maintained and remain available for that use at all times thereafter.**

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

- 4 No development shall commence on site until the exact details and samples of the materials to be used for the external walls and roofs of the 'Day Room' 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: The application contained insufficient information to enable this matter to be considered prior to granting planning permission.

- 5 Within three months of the date of this decision a scheme of hard and soft landscaping shall have been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:-**

a detailed planting specification showing all plant species, supply and planting sizes and planting densities;

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

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

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

- 7 The site shall not be permanently occupied by persons other than gypsies and travellers as defined in Annex 1 of Planning policy for traveller sites, August 2015.**

REASON: Planning permission has only been granted on the basis of a demonstrated unmet need for accommodation for gypsies and travellers and it is therefore necessary to keep the site available to meet that need.

- 8 Within 3 months of the date of this decision, details of the retaining wall shall have been submitted for the approval of the local planning authority. The wall shall then be completed in strict accordance with the details as approved within 3 months of the local planning authority's decision.**

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission.

- 9 Occupation and use of the Mobile home and touring caravan hereby permitted shall be limited solely to and by close family members of the occupants of the application site. Close family members defined as dependents, sons, daughters and grandchildren.**

REASON: In the interests of residential amenity.

- 10 There shall be no more than one (1) permanent pitch on the application site.**

REASON: In the interests of visual amenity and the amenity of occupants of the site.

- 11 No more than one (1) commercial vehicle shall be kept on the land for use by the occupiers of the caravan hereby permitted, and they shall not exceed 3.5 tonnes in weight and no commercial activity or use, including the storage of materials and waste, shall be carried out on the site.

REASON: In the interests of residential amenity, highway safety and the character of the countryside.

- 12 There shall be no more than two (2) caravans as defined in the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968 on the application site, of which no more than one (1) shall be a static caravan or mobile home and no more than one (1) shall be a touring caravan, shall be stationed on the site at any time.

REASON: It is important for the local planning authority to retain control over the number of caravans on the site in order to safeguard interests of visual and residential amenity in accordance with CP47 of the Wiltshire Core Strategy 2015.

- 13 Within three months from the date of this permission details of the works for the disposal of sewerage shall have been submitted to and approved in writing by the Local Planning Authority. Within 1 month of the Council's approval of the above details the approved sewerage details shall be fully implemented in accordance with the approved plans.

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the proposal is provided with a satisfactory means of drainage and does not increase the risk of flooding or pose a risk to public health or the environment.

- 14 Within three months from the date of this permission a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, shall be submitted to and approved in writing by the Local Planning Authority. Within one month of the Council's approval of the above details the surface water drainage shall be constructed in accordance with the approved scheme.

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the development can be adequately drained.

INFORMATIVE TO APPLICANT:

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

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

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

INFORMATIVE TO APPLICANT:

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

INFORMATIVE TO APPLICANT:

Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

8 **14/08060/OUT - Land at Marsh Farm, Coped Hall, Royal Wootton Bassett SN4 8ER - Mixed Development of up to 320 Dwellings, Community Hub Comprising of 500sqm of A1/A2/A3/A4/A5/D1 & D2 Uses, Public Open Space, Landscaping, Extension to Approved Sports Hub & Access**

Public Participation

Mr Chris Wannell, resident, spoke in objection to the application.

Mr Steve Walls, resident, spoke in objection to the application.

Mr Mike Drury, resident, spoke in objection to the application.

Mr Steve Sensecal, agent, spoke in support of the application.

Councillor Peter Willis on behalf of Lydiard Tregoze Parish Council, spoke in objection to the application.

Councillor Paul Heaphy, on behalf of Royal Wootton Bassett Town Council, spoke in objection to the application.

The Development Management Team Leader, Lee Burman, introduced a report which recommended that authority be delegated to the Head of Development Management to grant planning permission for Mixed Development of up to 320 Dwellings, a Community Hub Comprising of 500sqm of A1/A2/A3/A4/A5/D1 & D2 Uses, Public Open Space, Landscaping, Extension to Approved Sports Hub and Access subject to the conditions and the signing of a Section 106 legal agreement. If the legal agreement was not completed within six months of delegation, the application would be refused.

Key issues were stated to include the scale of development and its visual, environmental and highways impact, and design, also including impact upon the curtilage of a nearby listed building. It was stated that the site lay outside boundaries identified in the Core Strategy meaning it should only be approved if material reasons it should and its benefits outweighed the harm. The council not currently having the required level of Wiltshire housing land supply was

highlighted as a material consideration. Officers detailed the site history and the relationship between applications submitted at the site and reported on the agenda.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought on potential noise pollution on the site, assessment of drainage issues and mitigating proposals on the site which officers considered acceptable, and detail on relevant council policies, highway speed limits and the council's lack of a current five-year housing land supply and the impact of that lack when weighing the planning balance.

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

Local Unitary Division Members Councillors Mollie Groom, Mary Champion and Chris Hurst then spoke in objection to the application, raising concerns about the impact on highways. Green space, overdevelopment in the community area and lack of adherence to Core Policies 1, 2 and 19.

The Committee then debated the application, noting the complexity of the site and significant potential impacts on several issues that had been raised, and it was raised whether a delay to inspect the site might resolve some of the concerns that had been raised.

Councillor Christopher Newbury, seconded by Councillor Charles Howard, moved that the application be deferred for a site visit and opportunity for request of additional information if required, and at the conclusion of discussion, it was,

Resolved:

To DEFER the application for arrangement of a site visit, and to allow members of the Committee and local Unitary members to submit requests for further information to be provided within two weeks of this meeting (i.e. no later than 22 February 2017).

- 9 **16/06995/FUL - Land North of Malmesbury Road, Royal Wootton Bassett SN4 8AY - Hybrid Application for a 2,469 m2 (GIA) supermarket with access and landscaping (detail), up to 33 senior living units and Class C2 care home of up to 3,000 m2 (outline).**

Public Participation

Mr Alan Williams, Planning Potential (Cambria Automobiles plc), spoke in objection to the application.

Mr Chris Wannell, resident, spoke in objection to the application.

Mr Steve Walls, resident, spoke in objection to the application.

Mr Steve Sensecal, agent, spoke in support of the application.

Councillor Peter Willis, on behalf of Lydiard Tregoze Parish Council, spoke in objection to the application.

Councillor Paul Heaphy, on behalf of Royal Wootton Bassett Town Council, spoke in objection to the application.

The Development Management Team Leader, Lee Burman, introduced a report which recommended that authority be delegated to the Head of Development Management to grant planning permission for a 2,469 m2 (GIA) supermarket with access and landscaping (detail), up to 33 senior living units and Class C2 care home of up to 3,000 m2 (outline) subject to conditions and the signing of a Section 106 legal agreement. If the legal agreement was not completed within six months of delegation, the application would be refused. Given the previous resolution in respect of the related application a limited scope presentation was given.

Key issues were stated to include retail impact on the town centre and the sequential approach to site selection;, surface and foul water outage and the location outside the settlement boundary. Detail was provided on the sequential tests to be followed when determining application for large scale retail.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details on the care home element of the application was sought.

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

Local Unitary Division Members Councillors Mollie Groom, Mary Champion and Chris Hurst then spoke in objection to the application and requested the application also be deferred for a site visit.

A debate followed, where the impact of the out of centre retail development proposed was assessed, along with whether a care home operator was or shortly would be in place for the proposed units.

Councillor Fred Westmoreland, seconded by Councillor Bridget Wayman, moved that the application be deferred pending a site visit. At the conclusion of debate, it was,

Resolved:

To DEFER for a site visit.

10 **Date of Next Meeting**

The date of the next scheduled meeting was confirmed as 8 March 2017.

11 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 1.40 pm)

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

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STRATEGIC PLANNING COMMITTEE

MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 26 APRIL 2017 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Andrew Davis (Chairman), Cllr Tony Trotman (Vice Chairman), Cllr Trevor Carbin, Cllr Stewart Dobson, Cllr Charles Howard, Cllr David Jenkins, Cllr Christopher Newbury, Cllr Fred Westmoreland, Cllr Magnus Macdonald (Substitute) and Cllr Bridget Wayman

Also Present:

Cllr Toby Sturgis, Cllr Mollie Groom, Cllr Chris Hurst and Cllr Richard Britton

12 Apologies

Apologies were received from Councillor Glenis Ansell, who was substituted by Councillor Magnus Macdonald, who was present for application 16/09386/WCM only.

13 Minutes of the Previous Meeting

The minutes of the meeting held on 8 February 2017 were presented for consideration and it was,

Resolved:

To approve and sign as a true and correct record the minutes of the meeting held on 8 February 2017.

14 Declarations of Interest

Councillor David Jenkins declared a non-pecuniary interest in application 16/09386/WCM by virtue of being a member of the Wiltshire Wildlife Trust. He stated he would consider the application with an open mind.

Councillor Andrew Davis declared that in addition to many communications from members of the public he had received an unsolicited gift of a book from a member of the public lobbying regarding application 16/09386/WCM. He stated he would be donating the book to charity and would continue to consider all information relating to the application on its merits and with an open mind.

15 **Chairman's Announcements**

During the meeting it was announced that it was the final meeting of the Strategic Planning Committee before the May 2017 Unitary Elections. The Chairman thanked all members for their service to the Committee and the people of Wiltshire over the past four years.

16 **Public Participation**

The rules on public participation were noted.

17 **14/08060/OUT - Land at Marsh Farm, Coped Hall, Royal Wootton Bassett, SN4 8ER - Mixed Development of up to 320 Dwellings, Community Hub comprising of 500sq m of A1/A2/A3/A4/A5/D1 & D2 Uses, Public Open Space, Landscaping, Extension to Approved Sports Hub & Access**

Public Participation

Stephen Walls, James Shannon, Brenda Lyall and Alan Butler spoke in objection to the application.

Cllr Peter Willis, Chairman of Lydiard Tregoze Parish Council, and Paul Heaphy, Chairman of Planning on Royal Wootton Bassett Town Council, spoke in objection to the application.

The Development Management Team Leader, Mr Lee Burman, presented a report which recommended that planning permission for a mixed development of up to 320 Dwellings, Community Hub comprising of 500sqm of A1/A2/A3/A4/A5/D1 & D2 Uses, Public Open Space, Landscaping, Extension to Approved Sports Hub & Access, be refused.

Key issues included the scale and impact of development outside the settlement boundary, accordance with local and national policies, highways and drainage. Attention was drawn to the late representations and comments that had been received, and that a site visit had taken place by the Committee.

It was also explained that the item had been considered at the previous meeting on 8 February 2017 before being deferred, where it had been recommended for approval. This had been as a result of the council at that time being unable to demonstrate a five-year housing land supply, requiring a balancing of the positives and negatives of the scheme despite lack of adherence to the Wiltshire Core Strategy. Since that time a Planning Inspector had ruled the council's Site Allocation Development Plan document for Chippenham to be sound, and it was anticipated to be approved by Council on 16 May 2017 following the resolution of the Cabinet in March 2017 recommending that the Council adopt it. This significant change had resulted in the Council issuing an updated Housing Land Supply Statement in March that concluded that the Council could demonstrate a five year land supply for the north and west housing market area. This change meant that the policies in the Wiltshire Core Strategy relating to housing land supply could now be considered up to date, giving significant weight to the Core Strategy.

It was also clarified that one of the reasons for refusal was Core Policy 19, rather than Core Policy 18 as incorrectly listed in the report at one point.

Members of the Committee then had the opportunity to ask technical questions of the officers.

Members of the public then had the opportunity to present their views to the Committee as detailed above.

Local Unitary Councillors Mollie Groom and Chris Hurst then spoke in objection to the application. A statement in objection on behalf of Local Unitary Councillor Allison Bucknell was also read. Local Unitary Councillor Mary Champion was unable to attend but the Committee was informed she objected to the application.

A debate then followed where Councillor Trevor Carbin moved that the application be refused in accordance with the officer's recommendation, seconded by Councillor Christopher Newbury.

It was then,

Resolved:

That planning permission be refused for the following reasons:

- 1) The proposals by virtue of scale and location in the open countryside outside of any defined settlement boundary on land not allocated for development are contrary to the Wiltshire Core Strategy (Adopted January 2015) Core Policies CP1, CP2, CP19 and National Planning Policy Framework (NPPF) paragraphs 7, 14, 17.**
- 2) The proposals by virtue of scale and location will result in the loss of open countryside resulting in harm to the character and appearance of the locality contrary to Wiltshire Core Strategy (Adopted January 2015) Core Policies CP51 and CP57 (I, ii & iii) and National Planning Policy Framework (NPPF) paragraphs 17 & 109.**
- 3) The application fails to meet the identified and necessary supporting services and infrastructure requirements generated by the development, including Affordable Housing, Education, Highways and Open Space Management and is therefore in conflict with Wiltshire Core Strategy (Adopted January 2015) Core Policies CP3, CP43, CP60 & CP61; and National Planning Policy Framework (NPPF) paragraphs 2, 7, 17 & 196.**

18 **16/06995/FUL - Land North of Malmesbury Road, Royal Wootton Bassett, SN4 8AY - Hybrid Application for a 2,469 m2 (GIA) supermarket with access and landscaping (detail), and Class C2 care home of up to 3,000 m2 (outline)**

Public Participation

Stephen Walls, James Shannon, John Wilks Chair of the Town Team and Chris Wannell spoke in objection to the application.

Steve Sensecall, agent, spoke in support of the application.

Cllr Peter Willis, Chairman of Lydiard Tregoze Parish Council, and Paul Heaphy, Chairman of Planning on Royal Wootton Bassett Town Council, spoke in objection to the application.

The Development Team Leader, Mr Lee Burman, presented a report which recommended that permission be granted subject to the signing of a section 106 agreement for a Hybrid Application for a 2,469 m2 (GIA) supermarket with access and landscaping (detail), and Class C2 care home of up to 3,000 m2 (outline). The 33 senior living residential units previously included with the application had been removed following amendment of the application. The amended application was therefore only for the supermarket and care home, and any references on the agenda or in the report were in error following the deferral from the previous meeting.

Key issues were stated to include scale and impact of the development outside the settlement boundary, access, impact on retail and highways. Attention was drawn to the late representations and comments, and being on the same area as the preceding application, a site visit had taken place by the Committee. It was stated that retail and elderly persons care accommodation development outside the settlement boundary was permitted under policy subject to various assessment criteria and officers were of the view the application met the necessary sequential tests, and that comprehensive information had been submitted to address any drainage concerns regarding the site, and extensive conditions were felt to address the concerns that had been raised in other areas.

It was also confirmed that should the recommendation for approval be accepted, the application would need to be referred to the Secretary of State for Communities and Local Government before the Council could grant planning permission.

Members of the Committee then had the opportunity to ask technical questions of the officer. Further details were sought on the flood risk assessment and operation of the proposed care home. It was stated officers had been informed by the applicants an operator was already lined up for the proposed care home should permission be granted.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

Local Unitary Councillors Mollie Groom and Chris Hurst then spoke in objection to the application. A statement in objection on behalf of Local Unitary Councillor Allison Bucknell was also read. Local Unitary Councillor Mary Champion was unable to attend but the Committee was informed she objected to the application.

A debate followed, where details of vehicle and pedestrian access, and the impact on the town high street were raised, including discussion of the report on the impact of the supermarket on retail in the town. The scale of the development on the site outside the settlement boundary in the open countryside was emphasised.

A motion to refuse the application was moved by Councillor Tony Trotman, seconded by Councillor Stuart Dobson, and following debate it was resolved that consent ought to be refused due to the harmful impact to the character and appearance of the area resulting in loss of open countryside, with this harm not being outweighed by any benefits as the proposed development was not considered to be necessary or needed and poorly related to the town and its services and facilities. In this context the development of the care home was identified as in conflict with CP46 criteria ix.

Resolved:

That planning permission be refused for the following reason:

The proposals by virtue of their scale and location in an open field beyond the built-up limits of the settlement will result in the loss of open countryside resulting in harm to the character and appearance of the locality, contrary to Wiltshire Core Strategy (Adopted January 2015) Core Policies CP46 (ix), CP51 and CP57 (I, ii & iii) and National Planning Policy Framework (NPPF) paragraphs 17 & 109.

The Committee requested it be recorded that its decision had been unanimous.

A recess was taken from 1240-1250.

- 19 **16/09386/WCM - Brickworth Quarry, Whiteparish, Salisbury, SP5 2QE - Proposed extension of Brickworth Quarry (Minerals Local Plan Site Allocation Areas A and B) for the extraction of sand, infill with imported inert materials and quarry waste and restoration to commercial forestry and agriculture at original ground levels; retention of plant site and storage areas.**

Public Participation

Dr Peter Claydon on behalf of the Campaign for the Protection of Rural England, Ivor Ellis on behalf of the Whiteparish Preservation Group and Gordon King spoke in objection to the application.

Robert Westell, Applicant, spoke in support of the application.

Cllr Leo Randall on behalf of Whiteparish Parish Council spoke in objection to the application.

The Minerals and Waste Planning Officer, Jason Day, presented a report which recommended that permission be granted for the proposed extension of Brickworth Quarry (Minerals Local Plan Site Allocation Areas A and B) for the extraction of sand, infill with imported inert materials and quarry waste and restoration to commercial forestry and agriculture at original ground levels; retention of plant site and storage areas.

Key issues included the principle of development, loss of area classified as ancient woodland, need for and supply of minerals, ecology and landscape and visual impact. The site had been in operation for many years and was seeking an extension, and the site was identified in the Wiltshire and Swindon Minerals Site Allocations Local Plan as suitable for future mineral working. The woodland was a commercial coniferous crop ready for felling and the site would be replanted with native broadleaf trees over an increased area.

Members of the Committee then had the opportunity to ask technical questions of the officers, including a council ecologist. Details were sought on the material that would fill the quarry void and standard of replanting required.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Local Unitary Councillor, Councillor Richard Britton, then spoke in objection to the application, highlighting the irreplaceability of designated ancient woodland sites and, despite the commendable management of the existing site by the developers, felt the need did not outweigh the harm caused by the application.

A debate followed, where the details of soil handling and replacement were discussed, along with the commercial nature of the existing trees on the site, the need for minerals and the lack of objection from Natural England. It was noted that the site was included within the Development Plan, and the council could be acting unreasonably to refuse an application without very clear reasons to indicate why the proposals were not in accordance with the Plan.

A motion to approve the application in accordance with the officer's recommendation was moved by Councillor Christopher Newbury, seconded by Councillor Charles Howard, and it was,

Resolved

That planning permission be granted subject to the following conditions:

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission. Written notification of the date of commencement shall be sent to the Mineral Planning Authority within 7 days of such commencement.**

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

- 2) The development hereby permitted shall be limited to a period of eleven years from notified date of commencement of the development by which time extraction/tipping operations shall have ceased and the site shall have been restored in accordance with Drawing No. B19/RBA/2/09/E dated 15/09/16.

REASON: To ensure development is carried out in accordance with submitted application and approved details.

- 3) The development hereby permitted shall be carried out and completed in all respects strictly in accordance with the following approved plans and as stipulated in the conditions set out below together with those further details required to be submitted for approval:

- Drawing Ref: BRCKPLAN1608 Drawing No 7 C dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 8 C dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 9 C dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 10 C dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 11 C dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 12 C dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 13 B dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 14 B dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 15 B dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 16 B dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 17 B dated 12.09.2016
- Drawing Ref: BRCKPLAN1608 Drawing No 18 B dated 12.09.2016
- Drawing No. B19/RBA/2/09 E dated 15/09/16.

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

- 4) No development shall commence until the applicant or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted to, and approved in writing by, the Mineral Planning Authority and that programme shall thereafter be implemented as approved.

REASON: To enable sites of archaeological interest to be adequately investigated and recorded.

- 5) No development shall commence until a detailed Construction Environment Management Plan (CEMP), incorporating an Ecological

Monitoring Strategy, has been submitted to and approved in writing by the Mineral Planning Authority. The Plan shall incorporate all the avoidance and mitigation measures for mineral, ecological, landscape and restoration operation programmes as set out in the following documents contained within the Environmental Statement:

- Chapter 10 of the Hydrogeological and Hydrological Environmental Impact Assessment and Flood Risk Assessment prepared by GWP Consultants LLP dated September 2016;
- Chapter 5 of the Impact Assessment on Soil Resources prepared by Askew Land and Soil Ltd dated 16 September 2016;
- Chapter 15 of the Ecological Assessment prepared by Ward Associates dated September 2016; and
- Chapter 5 of the Landscape and Visual Impact Assessment prepared by Corylus Planning and Environmental Ltd dated September 2016

Thereafter the development shall be fully undertaken in accordance with the approved CEMP.

REASON: To secure the mitigation measures contained in the Environmental Statement in the interest of protecting environmental quality and of biodiversity.

- 6) No development shall take place until a Landscape and Ecological Management Plan (LEMP) has been submitted to and approved in writing by the Mineral Planning Authority. The plan shall include details and specifications for the management of habitats and other features of biodiversity interest. Thereafter the development shall be fully undertaken in accordance with the approved LEMP.

REASON: To provide a reliable process for aftercare and remedial measures to ensure the protection and survival of important protected and notable species and features of nature conservation importance.

- 7) The development hereby permitted shall not be commenced until such time as a scheme for each of the following has been submitted to, and approved in writing by, the Mineral Planning Authority:
- a. *the storage of materials;*
 - b. *the storage of chemicals;*
 - c. *the storage of oil;*
 - d. *the storage of hazardous materials;*
 - e. *the proposed method of working;*
 - f. *the proposed phasing of development;*
 - g. *the proposed maintenance and after-care of the site;*
 - h. *future landscaping;*
 - i. *the provision of road and wheel cleaning facilities;*
 - j. *proposed scheme for groundwater and surface water monitoring on and off site designed to ensure the protection of off-site potential*

receptors as identified in GWP Consultants Hydrogeological and Hydrological Environmental Impact Assessment and Flood Risk Assessment for the Proposed Quarry and Inert Fill Extension Areas at Brickworth Quarry for Raymond Brown Minerals and Recycling Ltd, dated September 2016.

Any such scheme shall be supported, where necessary, by detailed calculations; include a maintenance programme; and establish current and future ownership of the facilities to be provided. The scheme shall be fully implemented and subsequently maintained, in accordance with the timing / phasing arrangements embodied within the scheme, or any details as may subsequently be agreed, in writing, by the Mineral Planning Authority.

REASON: Protection of the water environment is a material planning consideration and development proposals, including mineral extraction, should ensure that new development does not harm the water environment. In this case the proposal poses a threat to water quality because of the location within SPZ3 of Woodgreen PWS, the proximity to the Drinking Water Protected Area Groundwater Safeguard Zone, two private water abstractions down gradient of the site. and Carbonne SSSI which receives spring flow when the watertable is elevated.

- 8) Nothing other than inert waste shall be imported into the site and used in the restoration of the site.

REASON: Waste materials outside these categories raise environmental and amenities issues which would require consideration afresh.

- 9) No operations authorised by this permission shall take place outside of the following times:

Soil stripping and overburden removal: Monday – Friday 07.30 – 17.00

Mineral extraction and infilling: Monday – Friday 07.30 – 17.00
Saturday 07.30 – 12.00

There shall be no working on Sundays or Bank or Public Holidays.

REASON: To protect local amenity.

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

REASON: To safeguard the amenity of local residents.

11)No plant, equipment and machinery including vehicles shall be operated on the site unless equipped with effective silencing equipment that has been installed and is maintained at all times in accordance with the manufacturer's, and/or supplier's instructions.

REASON: In the interests of neighbouring amenity.

12)No mobile plant or vehicles shall be operated on the site other than those with a 'white noise' type of reversing warning alarm system, or an alternative system approved in writing by the Mineral Planning Authority.

REASON: In the interests of neighbouring amenity.

13)The Dust Assessment and Dust Control Management Scheme prepared by DustScan Ltd dated September 2016 shall be implemented from the date of commencement of the development and shall be complied with at all times for the duration of the development hereby permitted.

REASON: To protect the amenities of the locality from the effects of any dust arising from the development.

14)All vehicles shall enter and leave the site via the existing junction onto the A36 Brickworth Corner and no other point.

REASON: In the interests of highway safety and to protect the amenities of the local area.

15)Except for sand, no mineral, topsoil or subsoil shall be exported from the site.

REASON: To ensure the preservation of such materials for use in restoration and landscaping.

16)No materials shall be stockpiled or stored at a height greater than 5 metres when measured from adjacent ground level.

REASON: In the interest of landscape character.

17)All restored areas of the Site shall undergo aftercare management for a 5 year period. The aftercare period for each part of the site will begin once the restoration condition for the relevant part of the site has been met, the date of which shall be notified in writing to the Mineral Planning Authority within 21 days.

REASON: To ensure that the site is restored to an acceptable standard.

18)An aftercare scheme, requiring that such steps as may be necessary to bring each phase of the land reclaimed under condition 2 to the required standard for use for forestry and agriculture shall be submitted for the approval of the Mineral Planning Authority not later than 6 months prior to

the start of aftercare on all or part of the site and thereafter be implemented as approved.

REASON: To ensure satisfactory aftercare suitable for the intended afteruse.

19) In the event of a cessation of winning and working of minerals prior to the achievement of the completion of the approved scheme as defined in this permission, and which in the opinion of the Local Planning Authority constitutes a permanent cessation within the terms of paragraph 3 of Schedule 9 of the Town and Country Planning Act 1990, a revised scheme, to include details of reclamation and aftercare, shall be submitted in writing for approval to the Local Planning Authority, within 6 months of the cessation of winning and working. The site shall be restored and landscaped in accordance with that approved revised scheme and within the timescale set out therein.

REASON: To enable the Local Planning Authority to adequately control the development and to ensure that the land is restored to a condition capable of beneficial afteruse.

20 **Date of Next Meeting**

The date of the meeting was confirmed as 24 May 2017.

21 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.35 am - 2.00 pm)

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

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NORTHERN AREA PLANNING COMMITTEE

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 15 FEBRUARY 2017 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.

Present:

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Mollie Groom, Cllr Toby Sturgis, Cllr Glenis Ansell, Cllr Howard Greenman, Cllr Jacqui Lay (Substitute) and Cllr Chris Hurst

Also Present:

Cllr Dick Tonge and Cllr Sheila Parker

12 **Apologies**

Apologies were received from Cllr Chuck Berry who was substituted by Cllr Jacqui Lay. Apologies were also received by Cllrs Christine Crisp and Terry Chivers.

13 **Minutes of the Previous Meeting**

The minutes of the meeting held on Wednesday 4 January 2016 were presented.

RESOLVED:

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

14 **Declarations of Interest**

There were no declarations of interest.

15 **Planning Appeals and Updates**

The Committee noted the contents of the appeals update.

16 **Chairman's Announcements**

There were no Chairman's announcements.

17 **Public Participation**

The Committee noted the rules on public participation.

18 **Rights of Way Modification- Parish of Box**

Members of the public Paul Turner, Anne Cleaverley and David Wright spoke in favour of the Modification Order. Parish Councillor Sid Gould spoke briefly on the item, stating that the Parish Council had no objections to the Order

The Rights of Way Officer Sally Madgwick, introduced the Definitive Map Modification Order. A short presentation was given, showing photographs of the worn footpaths and the surrounding areas, including tree lines and hedgerows. A summary of the evidence was provided, explaining that 42 witness statements had been received, dating back to the 1960's. This included a local councillors reference to over 30 years of use. It was highlighted that for the Order to be approved, 20 years of uninterrupted use needed to be evidenced. The Officer also gave an overview of the ownership and use of the area over the years. Finally, the Officer gave an account of the relevant legislation and regulatory position of the Committee, stating that due to the existing objection to the modification, the Committee could not confirm the Order but could forward it to the Secretary of State for determination, with a recommendation for it to be confirmed, with or without modification, or with a recommendation for it not to be confirmed. Attention was drawn to the late items and it was identified that no new matters were raised that had not already been addressed in full in the report to Committee.

In response to technical questions from Councillors regarding the meaning of "uninterrupted use", the Officer explained that interruption does not have to be physical or literal exclusion, it could be served by the use of signage or other publication.

Cllr Sheila Parker, the neighbouring division member, spoke with her approval of the Order.

In the debate that followed, Councillors discussed the public health benefits of public footpaths and Wiltshire Council's interest in maintaining them. Cllr Peter Hutton proposed the officer's recommendation which was seconded by Cllr Howard Greenman and approved by the Committee.

RESOLVED:

That "The Wiltshire Council Parish of Box 107A, 107B and 107C Rights of Way Modification Order 2016 is forwarded to the Secretary of State for Environment, Food and Rural Affairs with the recommendation that it is confirmed as made.

19 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and attached to these minutes, in respect of Agenda Item 7- The Wiltshire Council Parish of Box 107a, 107b and 107c Rights of Way Modification Order 2016 and

Agenda Item 8d- 16/09314/OUT Old Glove Factory, Adj. 25 Brockleaze, Neston, Corsham, Wiltshire, SN13 9TJ, as listed in the agenda pack.

20 **15/10682/FUL- Marden Farm, Rookery Park, Calne, SN11 0LH**

The Chairman explained that this Item would no longer be determined in the meeting, after the disputed s.106 agreement was signed the previous night and as such the recommended further extension of time was not required.

21 **16/09038/LBC & 16/08525/FUL Thistle Barn Stable Block, Ashley, Box, SN13 8AJ**

Members of the public, Bob Alderman and Kevin Ford, spoke against the application, whilst the applicant's agent, Alvin Howard, spoke in favour. Parish Councillor Pauline Lyons spoke against the application on behalf of Box Parish Council.

The Team Leader Lee Burman, introduced the application which sought works to, and the change of use of, stable blocks into holiday lets. A presentation was shown with photographs of the site and existing stables. Diagrams were shown with proposed plans of development. It was explained that there was to be minimal change to the external appearance of the building. It was confirmed that the proposed plans were within national and local policy. The local policy to promote tourist accommodation was emphasised and it was confirmed that whilst there were concerns as to character and design, this was not in and of itself a sufficient ground for refusal, given the nature of the proposals involving conversion of existing buildings.

Technical questions were asked by Councillors regarding the retention of the roof and the possible risk from asbestos. The Officer confirmed that the existing and proposed plans and supporting statements demonstrated that the proposal was to retain the roof and insert a ceiling internally. Furthermore, in response to some of the issues raised by the public speakers, it was also clarified that all surveys and observations has been completed by experienced professionals.

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

Local Division Member Sheila Parker voiced her concerns for the application, asking that it be deferred for further surveys to be done as to the suitability of the site and the impact on highways.

The Officer explained that for impact on highways to be the grounds for refusal under national planning guidance contained in the NPPF, the impact must be severe.

In the debate that followed, the need for quality tourist lets was considered along with the need for clarity in regards to the retention of the roof under the plans.

An initial proposal to approve the officer's recommendations was moved by Cllr Tony Trotman, seconded by Cllr Toby Sturgis but voted against by the Committee.

Debate then followed as to the possibility of refusal on the grounds of design, lack of amenity and highways concerns. A motion was then proposed by Cllr Peter Hutton that the recommendations be approved subject to the same requirement for delegation to officers to confirm that the development proposed is as referenced in the plans. This motion was seconded by Cllr Toby Sturgis and passed by Committee.

Later in the meeting, a further motion was proposed by Cllr Tony Trotman and seconded by Cllr Peter Hutton, to approve the Listed Building Consent, as per the officer's recommendations, subject to the same condition of delegation to officers to confirm the development is as referenced in the plans. This was also passed by the majority.

RESOLVED:

To delegate authority to the Head of Development Management Services to approve the Planning Permission application subject to the conditions in the report and officers confirming with the applicant that the scheme is as proposed, and will be built in accordance with, the approved plans.

Planning Permission GRANTED subject to conditions;

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

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

- 2. The development hereby permitted shall be carried out in accordance with the following approved plans: Existing Stable Plan 2276/2, Existing Elevations 2293/3 and Proposed Ground Floor 2293/4 rev. A (all received 1 September 2016), Proposed Rear (East)Elevation 2276/6 rev.D, Proposed End Elevations 2293/7 rev.C and Proposed Front (West) Elevation 2276/9 rev.E (all received 8 November 2016) and Location and Block Plan 2293/1 rev.B (received 6th December 2016)**

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

- 3. No development shall commence on site until details of the works for the disposal of sewerage including details of the existing septic tank connection have been submitted to and approved in writing by the Local Planning Authority. No part of the development shall be first occupied until the approved sewerage and septic tank details have been fully implemented in accordance with the approved plans.**

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the proposal is provided with a satisfactory means of drainage and does not increase the risk of flooding or pose a risk to public health or the environment.

4. **Notwithstanding Class C3 of the Schedule to the Town and Country (Use Classes) Order 1987 (as amended)(or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification), the accommodation hereby permitted shall be used to provide holiday accommodation only, which shall not be occupied as permanent, unrestricted accommodation or as a primary place of residence. An up to date register of names and main home addresses of all occupiers shall be maintained and shall be made available at all reasonable times to the Local Planning Authority.**

REASON: This site is in a position where the Local Planning Authority, having regard to the reasonable standards of residential amenity, access, and planning policies pertaining to the area, would not permit permanent residential accommodation.

5. **INFORMATIVE TO APPLICANT:** Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.
6. **INFORMATIVE TO APPLICANT:** The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence. If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.
7. **INFORMATIVE TO APPLICANT:** Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.
8. **INFORMATIVE TO APPLICANT:** The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.

9. INFORMATIVE TO APPLICANT: The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy

RESOLVED:

To delegate authority to the Head of Development Management Services to approve the Listed Building Consent application subject to the conditions in the report and officers confirming with the applicant that the scheme is as proposed, and will be built in accordance with, the approved plans.

Listed Building Consent GRANTED subject to conditions;

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

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

2. The works hereby permitted shall be carried out in accordance with the following approved plans: Existing Stable Plan 2276/2, Existing Elevations 2293/3 and Proposed Ground Floor 2293/4 rev. A (all received 1 September 2016), Proposed Rear (East) Elevation 2276/6 rev.D, Proposed End Elevations 2293/7 rev.C and Proposed Front (West) Elevation 2276/9 rev.E (all received 8 November 2016) and Location and Block Plan 2293/1 rev.B (received 6th December 2016)

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

3. Notwithstanding the approved drawings, no works shall commence until details of the following have been submitted to and approved in writing by the Local Planning Authority:
- (1) Large scale details of all external joinery (1:5 elevation, 1:2 section) including vertical and horizontal cross-sections through openings to show the positions of joinery within openings, depth of reveal, heads, sills and lintels;
 - (2) Full details of external flues, background and mechanical ventilation, soil/vent pipes and their exits to the open air;
 - (3) A full schedule and specification of repairs including:
 - (4) a structural engineer's report setting out the nature of, and suggested remedial work to, structural defects;
 - (5) Full details of external decoration to render, joinery and metalwork; and
 - (6) Full details and samples of external materials.

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

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

4. No render shall be applied to any building or walls on site until a sample panel of the render to be used on the external walls not less than 1 metre square, has been made available 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: In the interests of visual amenity and the character and appearance of the listed building and its setting.

5. **INFORMATIVE TO APPLICANT:** The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence. If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.
6. **INFORMATIVE TO APPLICANT:** Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

7. **INFORMATIVE TO APPLICANT: Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.**
8. **INFORMATIVE TO APPLICANT: The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.**

22 **16/09353/FUL - London Road Streetworks, London Road, Box, Corsham SN13 8LU**

Members of the public Dr Brian Mathew, Owen Hurst and Tim Walton spoke against the application. Parish Councillor Pauline Lyons also spoke against the application, on behalf of Box Parish Councillor.

The application was introduced by the Senior Planning Officer Charmian Burkey in a presentation which included photographs of the site and diagrams showing proposed plans for the construction of 4G mast. It was explained that the site was within the Green Belt, Cotswold Area of Outstanding Natural Beauty and also a Conservation Area and the setting of designated heritage assets. However, there was an identified need to provide telecoms coverage through Box tunnel especially for emergency purposes. The proposed installation was described as a 12 metre high mast with 4 cabinets. It was highlighted that the proposal had certification of compliance with national policy, regarding the public health safety of telecommunication masts. Therefore, despite public concerns, the potential health impact, was not a planning matter to be considered by the committee. Attention was drawn to the late items on this item.

A number of technical questions were asked by the committee. Notably, the issue of whether alternative solutions had been properly explored was raised by a number of Councillors, such as running cables through Box tunnel itself. Cllr Mollie Groom declared that she would be abstaining, having campaigned against a similar application previously, on grounds of impact to public health. It was also confirmed by officers, after questioning, that colour of the mast could be conditioned by officers.

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

The Local Division Member Cllr Sheila Parker spoke against the proposals, stating that the positioning of the mast on the narrow pavement, on a busy road, would add to the risks to children, who use the route on the way to school.

Cllr Parker also referred to two petitions against the application, which had received over 400 signatures combined.

In the debate that followed, an initial proposal by Cllr Peter Hutton, to approve the officers recommendation, with two additional conditions regarding the restriction of further cabinets and the colour of the mast itself was not seconded.

Cllr Toby Sturgis proposed that the application be deferred, until additional information was provided, as to the efficiency and necessity of the mast in the location sought, along with an explanation of why cabling through the tunnel could not be used, as well as other options. This was seconded by Cllr Jacqui Lay. This motion was debated and approved by the Committee.

RESOLVED:

To defer for 1 cycle for officers to provide additional technical information regarding:-

- **Line of sight through Box Tunnel and the proposed location of the mast;**
- **Alternative locations considered/ investigated including mast sharing and use of Network Rail land and facilities;**
- **Technical details and constraints information as to the use of Box Tunnel / cabling as alternative proposals;**
- **Clarification as to why enhanced emergency services coverage in the tunnel is necessary over and above Network Rail communications technology.**

23 **16/09314/OUT-Old Glove Factory, Adj. 25 Brockleaze, Neston, Corsham, SN13 9TJ**

Member of the public, Jeremy Reece, spoke against the application. The applicant's agent, Alvin Howard, spoke in favour of the application.

The Senior Planning Officer Chris Marsh introduced the application which sought approval for Demolition of redundant factory storage units, and replacement with 10 new dwellings, associated works & landscaping. Photographs were shown of the existing site and diagrams were shown of the proposed development. The condition of the buildings and the scope for re-use/conversion as per previously permitted proposals was discussed as were concerns as to existing infrastructure. The reasons for refusal were summarised as there being too many unknowns to the plans and insufficient evidence being provided in respect of the scope or otherwise for re-use, the need for redevelopment and Ecological constraints and requirements. Attention was also drawn to the late submissions of the ecology report and late items were referenced.

After technical questions, the Planning Officer confirmed that a preferred option would have been for the conversion and retention of some part of the existing structure, but that the applicants were seeking complete demolition and rebuild. The Officer also explained that concerns regarding highways would have to be

measured against the potential commercial use of the property, and that he highways impact would have to be severe to give grounds for refusal.

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

Local Division Member Dick Tonge spoke in favour of the application, stating that applications on this site had been going on for years, and that he was keen for it to be developed. He also expressed concerns as to the sites disrepair. He noted that the site already had permissions for the conversion to residential use and suggested that permission be given for demolition, before the buildings fell down.

In the debate that followed, Councillors noted that the site could be suitable for residential development but not in the form set out in the existing application and raised concerns as to the lack of detail and necessary supporting information to facilitate the full and necessary consideration of the impact of the scheme proposals. Cllr Peter Hutton moved the Officer's recommendation for refusal, which was seconded by Cllr Jacqui Lay and approved by the Committee.

RESOLVED:

That the Application be refused for the following reasons:

- 1. In the absence of appropriate exceptional justification, the proposed development, by reason of its amount and location outside of the built area of Neston, represents inappropriate residential development in the open countryside in conflict with Core Policies 2 and 48 of the adopted Wiltshire Core Strategy, saved Policy H4 of the North Wiltshire Local Plan and Paragraph 55 of the National Planning Policy Framework.**
- 2. The proposed development, located remote from a range of services, employment opportunities and being poorly served by public transport, is contrary to the key aims of local and national sustainable transport policy guidance which seeks to reduce growth in the length and number of motorised journeys. The proposal is contrary to Core Policy 60 of the adopted Wiltshire Core Strategy and Paragraph 34 of the National Planning Policy Framework.**
- 3. The proposed development will result in the permanent and unjustified loss of an undesignated heritage asset of local value. No meaningful investigation of alternative options comprising the retention/conversion of the asset and accompanying enabling residential development has been undertaken, such that the proposals conflict unduly with the asset's conservation. The proposal conflicts with Core Policies 57(i) and (xiii) and 58 of the adopted Wiltshire Core Strategy and Paragraphs 129, 131 and 135 of the National Planning Policy Framework.**

4. **Insufficient information has been submitted with the application to enable the Council to carry out an appropriate assessment of the proposals or determine whether an appropriate assessment is required, in accordance with the requirements of Regulation 61 of the Habitats Regulations. The proposals are also likely to negatively affect protected / priority species in a manner contrary to Core Policy 50 of the adopted Wiltshire Core Strategy, Paragraph 118 of the National Planning Policy Framework and Circular 06/2005.**

24 **16/11413/FUL- Mobile Home, Woodbarn Farm, Stanton St Quintin, Chippenham, SN14 6DJ**

The applicant's agent Gerald Blain spoke in favour the application.

Team Leader Lee Burman introduced the application which sought the replacement of an existing mobile home with a twin unit Static Lodge, as retirement accommodation. The Officer gave a presentation, showing photographs of the existing site, along with diagrams and photos of the proposed development. It was confirmed that this was a resubmission of a recent application, which had been refused in October 2016 and that the existing mobile home was unauthorised and no planning permission for residential development on this site existed. In this context, the officer also referenced the refusal of a previous Certificate of Lawfulness application for the mobile home. The planning policy objections to the application were explained, along with concerns as to the suitability of the site for retirement accommodation, along with concerns for the proposed design and character of the development.

A technical question was asked, to whether a temporary permission could be granted for the applicant's lifetimes, but the Officer confirmed that the circumstances did not meet the criteria of such an exception.

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

The Local Division Member, Cllr Howard Greenman, spoke in support of the application. He said that Councillors had to take a wider view, than that of the policy. He highlighted the benefits to the applicants, in allowing them to live in the area which they had farmed for most of their lives and raised concerns as to where they would live if the application was refused, and the potential cost to Wiltshire Council. He also addressed the view that approving the application would set a precedent, by stating that the circumstances were unique, an approval could not be easily applied to another application.

In the debate that followed, Councillors noted the circumstances of the applicants and discussed alternative accommodation options for them, which would be within Council policy and national legislation. Cllr Toby Sturgis then moved the Officer's recommendation, which was seconded by Cllr Peter Hutton. Councillors approved the Officer's recommendation.

RESOLVED:

That planning permission be REFUSED, for the following reasons:

1. The development would be in a rural location outside any recognised development limits or settlement, resulting in the formation of a new dwelling in the countryside. This is contrary to Paragraph 55 of the National Planning Policy Framework, Policies CP1 and CP2 of the Wiltshire Core Strategy (Adopted January 2015) and Saved Policy H4 of the North Wiltshire Local Plan, which restrict development outside of the towns and villages in rural areas and the open countryside except in a number of exceptional circumstances which are listed under Paragraph 4.25 of the Wiltshire Core Strategy and Paragraph 55 of the NPPF, none of which apply in this instance. As such, the proposal fails to promote a sustainable pattern of development within the County and is contrary to the aforementioned local and national policies.
2. The proposal, located remote from services, employment opportunities and not well served by public transport, is contrary to Paragraph 34 of the National Planning Policy Framework which seeks to promote sustainable development and reduce growth in the length and number of motorised journeys. The proposal also is contrary to the principles of sustainable development set out in policies CP1, CP2, CP60 and CP61 of the Wiltshire Core Strategy (Adopted January 2015).
3. Due to the use of materials proposed, the development would represent poor quality design which would fail to improve the character and quality of the area and would not respond positively to local distinctiveness. The proposal is therefore in conflict with Paragraph 64 of the National Planning Policy Framework and Core Policy 57 (i and iii) of the Wiltshire Core Strategy (Adopted January 2015).

Cllr Howard Greenman requested that is opposition to the motion to refuse be recorded.

25 **Urgent Items**

There were no urgent items.

(Duration of meeting: 15:00- 18:15 hours)

The Officer who has produced these minutes is Edmund Blick of Democratic Services, direct line 01225 718059, e-mail edmund.blick@wiltshire.gov.uk

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NORTHERN AREA PLANNING COMMITTEE

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 8 MARCH 2017 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.

Present:

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Christine Crisp, Cllr Mollie Groom, Cllr Toby Sturgis, Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Howard Greenman, Cllr Howard Marshall and Cllr Chris Hurst

Also Present:

Cllr Dick Tonge

26 Apologies

There were no apologies.

27 Minutes of the Previous Meeting

The minutes of the meeting held on Wednesday 15 February 2017 were presented.

RESOLVED:

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

28 Declarations of Interest

Cllr Tony Trotman declared an interest in agenda item no. 7f. He informed the Committee that he knows the applicant Mr Mel Wilkins, however he declared that he would participate in the debate and vote for each item with an open mind.

29 Chairman's Announcements

The Chairman confirmed that items 7b and 7c had been withdrawn and would not be considered in the meeting.

The Chairman also referred to the supplementary Late Items and announced the Committee had been asked to defer agenda item 7g, in light of the revised Housing Land Supply Statement which was published on 3 March 2017. Cllr

Tony Trotman moved this motion, which was seconded by Cllr Howard Greenman and approved by the Committee.

RESOLVED:

That the application, 16/11427/FUL- Land adjacent to Sharplands, Sutton Lane, Sutton Benger, Chippenham, SN15 4RS, be deferred until 24 May 2017 to enable the applicant sufficient time to consider the updated housing land supply statement and to respond accordingly.

30 **Public Participation**

The Committee noted the rules on public participation.

31 **Planning Appeals and Updates**

The Committee noted the contents of the appeals update.

32 **Planning Applications**

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

32a 16/12097/FUL- Tisbut House, Box Hill, Corsham, Wiltshire SN13 8HG

The applicant Daniel O'Hara spoke in favour of the application. Parish Councillor Alan Clench from Box Parish Council, spoke against the application.

The Team Leader, presented the application for a first floor extension to an existing flat roof projection. It was explained that this property was within the Western Wiltshire Green Belt and the Cotsworld Area of Outstanding Natural Beauty. Photographs were shown of the existing site, along with diagrams showing proposed development, detailing intended elevations. A summary of previous planning history was also provided, explaining that the property had already received permissions to allow significant increase to the size of the property. Previous permissions were granted on the basis of the removal of the first floor element which was now the subject of a further application to include in the expansion of the dwelling.

The Officer's recommendation for refusal was explained on the grounds that the extension was disproportionate to the size of the original building and therefore constituted inappropriate development in a Green Belt area. Attention was also drawn to the Late Items, that identified that the officers accepted the applicant's view that the proposed extension was a 45% increase from the original, as opposed to the 50% referred to in the Officer's report. However, it was clarified that this figure did not change the Officer's recommendation for refusal.

Councillors were invited to ask technical questions. Members expressed concerns as to the cumulative nature of the planning permissions, incremental development, potential precedent and pursuit of the first floor extension element

previously deemed disproportionate. Members asked Officer's whether, if planning permission was granted in this instance, could a condition be put in place to prevent further development. The Officer clarified that each application had to be considered on it's own merits and such a condition could not be applied to an approval.

Members of the public were invited to speak, as detailed above.

The Local Member Cllr Dick Tonge spoke in favour of the application. He said that there was no strict definition of a disproportionate build in a Green Belt area and that each had to be considered on it's own merits. He also noted the Late Items and that fact that applicant had been working in good faith on the 50% figure. He also pointed out that the dwelling stood within a large acreage and that the extension would not have an increased footprint, nor would it impact neighbours or the surrounding area.

In the debate that followed, Members expressed their sympathy for the applicant, stating that they did not consider the proposal to be an inappropriate build in a Green Belt area. Members noted that there were a number of other large houses in the area and it was not out of keeping with the locality. It was also stated that the existing flat roof projection looked untidy and that the extension would be an improvement.

Cllr Glenis Ansell proposed that the application be granted with suitable conditions to be delegated to Officers to determine, on the grounds that it was not a disproportionate addition of the original, and that it was an appropriate development in a Green Belt Area, acceptable and in accordance with Wiltshire Core Strategy and NPFF. This was seconded by Cllr Howard Greenman and approved by the Committee.

RESOLVED:

To grant planning permission subject to appropriate conditions (the formulation and imposition of which were delegated to the Head of Development Management Services) and were subsequently proposed as:

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

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

2 The development hereby permitted shall be carried out in accordance with the approved plans, to be determined by officers:

3 The materials to be used in the construction of the external surfaces of the extension hereby permitted shall match in material, colour and texture those used in the existing building.

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

Reason for granting planning permission:

This application, as we see it, does not result in a disproportionate addition over the original building and is appropriate development in the Green Belt. In all other respects the development is considered acceptable and accords with the Wiltshire Core Strategy and NPFF.

32b 16/03721/REM- Land North of Bath Road, Corsham, Wiltshire, SN13 0QL

Item was withdrawn as listed above.

32c 16/04544/REM- Land North of Bath Road, Corsham, Wiltshire, SN13 0QL

Item was withdrawn as listed above.

32d 16/11658/FUL- 14 Church Farm, Yatton, Keynell, SN14 7FD

The applicant Nick Coombes spoke in favour of the application, along with his agent John Armstrong. Parish Councillor Alistair Parker, from Yatton Kennel Parish Council, spoke against the application.

The Team Leader introduced the application for a single storey extension. A presentation was shown with photographs of existing site, including images of the neighbouring property, from which an objection to the plans had been received. It was explained that whilst the conservatory would be visible from the public street and the neighbours property, merely being visible was not a reason to refuse in itself. Attention was also drawn to the Late Items, clarifying that reference to Listed Building Consent in section 1 of the Officer's report is incorrect. The property in question is not listed and LBC is not required for this development.

A technical question was asked by Councillors as to why the extension could not be included within permitted development rights. It was explained that although the property was not a Listed Building, permitted rights do not apply to buildings in conservation areas.

Members of the public were invited to speak, as detailed above.

Cllr Toby Sturgis spoke on behalf of Local Member, Baroness Cllr Jane Scott. He asked Members to look at the wider visual impact of the proposals on the conservation area.

In the debate that followed, Councillors expressed support for the extension, stating that it was a moderate extension and would not have a negative impact on the conservation area, with very little impact on visual amenity. However, Members thanked the Parish Council for raising their concerns.

Cllr Peter Hutton proposed a motion to accept the Officer's recommendation for approval and Cllr Mollie Groom seconded. This was approved by the Committee.

RESOLVED:

To GRANT planning permission subject to the following conditions:

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

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

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

Location Plan (received 29 November 2016), Existing Ground Floor Plan AJ/16/17/01, Existing Section AJ/16/17/02, Existing Elevations AJ/16/17/03, Existing Site Plan AJ/16/17/04, Proposed Ground Floor Plan AJ/16/17/05, Proposed Section AJ/16/17/06 rev. A, Proposed Elevations AJ/16/17/07 rev.A and Proposed Site Plan AJ/16/17/08 (all received 18 January 2017)

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

3 INFORMATIVE TO APPLICANT:

Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

4 INFORMATIVE TO APPLICANT:

The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence. If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

5 INFORMATIVE TO APPLICANT:

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

6 INFORMATIVE TO APPLICANT:

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

32e 16/11277/FUL- Land adjacent 76 Bryans Close Road, Calne, Wiltshire, SN11 9AD

The Senior Planning Officer introduced the application for the demolition of existing garage and erection of a new dwelling. A presentation was shown which included photographs of existing site, along with diagrams of the proposed build. Attention was drawn towards the sites location in relation to the highway and the positioning of the neighbouring properties window was also noted.

There were no Technical Questions.

There were no public speakers.

The Local Member Cllr Tony Trotman spoke in regard to the application, explaining that since he had called in the application, amendments had been made. He considered the proposals to be squeezed into a small site, although he noted the length of the garden. The Councillor also raised concerns as to reports of near-miss accidents on the bend of the highway, where the proposed development is situated, however noted that the highways officer had raised no objections to the scheme.

In the debate that followed, some Members emphasised concerns raised as to the potential added hazard to the highway in that area. Members spoke of their own experience of what they described as a busy and fast section of road. However, Members noted the size of the plot and expressed support for the plans, in light of the moderating amendments.

Cllr Peter Hutton proposed to accept the Officer's recommendation and approve the plans, which was seconded by Cllr Chuck Berry. Councillors then approved the application.

RESOLVED:

That planning permission is GRANTED, subject to the following conditions:

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

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

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

CB/C/02/16.A - Proposed Block Plan, Floor Plans & Elevations

Received 31 January 2017

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

3 No development shall commence on site until the exact 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: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.

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

REASON: In the interests of highway safety.

5 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (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 northeast elevation of the development hereby permitted.

REASON: In the interests of residential amenity and privacy.

6 INFORMATIVE TO APPLICANT:

Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

7 INFORMATIVE TO APPLICANT:

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

importance, available access and the ground conditions appertaining to the sewer in question.

8 INFORMATIVE TO APPLICANT:

The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence. If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

9 INFORMATIVE TO APPLICANT:

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

10 INFORMATIVE TO APPLICANT:

The proposal includes alteration to the public highway. The consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a license may be required from Wiltshire's Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway. Please contact the vehicle access team on telephone 01225 713352 or email vehicleaccess@wiltshire.gov.uk for further details.

32f 16/10805/FUL & 16/10963/LBC- 30 Church Road, Hilmarton, SN11 8SE

The applicant Mel Wilkins spoke in favour of the application, along with his agent Colin Johns. Parish Councillor Jeff Files spoke in favour of the application on behalf of Hilmarton Parish Council.

The Senior Planning Officer introduced the application which was for a single storey rear extension of a listed building, for ancillary use. A presentation was given which included photographs of existing property and showed diagrams of the proposed build. The planning history of the building was explained and Members were informed that having been converted into a single dwelling previously, permissions had been granted to revert it back to two dwellings, but that more living space was required, to make it habitable for modern day living. The Officer explained the significance of this listed building and the conservation area and the perceived harm that the proposed extension would cause.

Technical Questions were asked surrounding the need for the "link" design and it was explained that following to previous consultations with conservation officers, it was thought that by keeping the new build separate to the listed building appearing as a clearly defined new extension, the lightweight structure would retain the character of the original and do less harm to both the listed

building and the conservation area. Members also noted that the photographs provided did not do justice to the original charm and beauty of the conservation area.

Members of the public were invited to speak, as detailed above.

Local Member Cllr Christine Crisp spoke with regard to the application, stating the property had been maintained to a very high standard and that to refuse would be penalising the applicant, who had enabled the building to continue as a habitable and attractive dwelling. The Councillor said that there was a public benefit in providing a second home to the village and that would outweigh any perceived harm to the conservation area.

In the debate that followed, Cllr Peter Hutton first proposed that the application be deferred for a site visit, to allow members to visit the listed building, surrounding area and understand more about the extensions to other listed buildings in the locality. This was seconded by Cllr Mollie Groom. However this was on going to the vote the motion was refused. Officer's used Google Street view to show the street scene. Members expressed sympathy for the need to develop listed buildings, in order to make them suitable for modern living.

A second motion was moved by Cllr Christine Crisp to approve the Planning Permission and Listed Building Consent, on the grounds that the public benefit, of bringing the building up to modern standards and providing an additional small dwelling to the village, outweighed the harm to the listed building and conservation area, which was less than substantial. This was seconded by Cllr Glenis Ansell.

The Committee considered, that in its current layout, the building was not suitable for family accommodation and highlighted that the proposal would be a constructive form of consideration. Members questioned the materials to be used for link, recommending that it be clear that this was a modern extension to the listed building, the planning officer confirmed that details of the glazing would be submitted to officers to ensure there would be a distinction between the old and the new and the link would be 'lighweight'.

RESOLVED:

Resolved to GRANT full planning permission and Listed Building Consent, subject to conditions (the formulation and imposition of which were delegated to the Head of Development Management Services) which were subsequently proposed as follows:

Officers now recommend the following conditions:-

16/10805/FUL

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

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

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

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

16/10963/LBC

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

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

2 No development shall commence on site until the exact 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: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area

3 No paint or stain finish shall be applied to external timber (including external walls and window joinery, until details of the paint or stain to be applied have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details prior to the development being first brought into use.

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

4 No external flue(s) shall be installed unless the design, color and location is first agreed in writing with the Local Planning Authority, carried out in accordance with the approved details and maintained as such thereafter.

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

5 No works shall commence on site until details of all new (which shall be of cast metal construction) and their means of fixing to the building have been submitted to and approved in writing by the Local Planning Authority. The works shall be carried out in accordance with the approved details.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in

an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

6 No works shall commence on site until details of all new external window and door joinery have been submitted to and approved in writing by the Local Planning Authority. The submitted details shall include 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: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

7 No works shall commence on site until details of all new or replacement internal joinery, including doors, door linings, architraves, beading and skirtings, have been submitted to and approved in writing by the Local Planning Authority. The works shall be carried out in accordance with the approved details.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

8 The rooflights hereby approved shall be of the 'conservation' type with a single vertical glazing bar and mounted flush with the roof slope.

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

Reason for granting full planning permission and Listed Building Consent:

The proposed development would result in harm and is therefore in conflict with CP58 of the Wiltshire Core Strategy. However, the NPPF at paragraph 134 allow planning permission to be granted where public benefit outweighs harm. In this instance, the harm is considered to be less than substantial and the public benefits (being the bringing of the building up to a modern standard for those who choose to live there) are considered to outweigh that harm. The proposal is also considered to be of a high quality and accord with CP57 and all other policies within the Wiltshire Core Strategy and NPPF.

32g 16/11427/FUL- Land adjacent to Sharplands, Sutton Lane, Sutton Benger, Chippenham, SN15 4RS

Item was deferred as announced above. (See Late Items in agenda pack for details).

33 Urgent Items

There were no urgent items.

(Duration of meeting: 15:00- 17:10)

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NORTHERN AREA PLANNING COMMITTEE

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 15 FEBRUARY 2017 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.

Present:

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Mollie Groom, Cllr Toby Sturgis, Cllr Glenis Ansell, Cllr Howard Greenman, Cllr Jacqui Lay (Substitute) and Cllr Chris Hurst

Also Present:

Cllr Dick Tonge and Cllr Sheila Parker

12 Apologies

Apologies were received from Cllr Chuck Berry who was substituted by Cllr Jacqui Lay. Apologies were also received by Cllrs Christine Crisp and Terry Chivers.

13 Minutes of the Previous Meeting

The minutes of the meeting held on Wednesday 4 January 2016 were presented.

RESOLVED:

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

14 Declarations of Interest

There were no declarations of interest.

15 Planning Appeals and Updates

The Committee noted the contents of the appeals update.

16 Chairman's Announcements

There were no Chairman's announcements.

17 Public Participation

The Committee noted the rules on public participation.

18 **Rights of Way Modification- Parish of Box**

Members of the public Paul Turner, Anne Cleaverley and David Wright spoke in favour of the Modification Order. Parish Councillor Sid Gould spoke briefly on the item, stating that the Parish Council had no objections to the Order

The Rights of Way Officer Sally Madgwick, introduced the Definitive Map Modification Order. A short presentation was given, showing photographs of the worn footpaths and the surrounding areas, including tree lines and hedgerows. A summary of the evidence was provided, explaining that 42 witness statements had been received, dating back to the 1960's. This included a local councillor's reference to over 30 years of use. It was highlighted that for the Order to be approved, 20 years of uninterrupted use needed to be evidenced. The Officer also gave an overview of the ownership and use of the area over the years. Finally, the Officer gave an account of the relevant legislation and regulatory position of the Committee, stating that due to the existing objection to the modification, the Committee could not confirm the Order but could forward it to the Secretary of State for determination, with a recommendation for it to be confirmed, with or without modification, or with a recommendation for it not to be confirmed. Attention was drawn to the late items and it was identified that no new matters were raised that had not already been addressed in full in the report to Committee.

In response to technical questions from Councillors regarding the meaning of "uninterrupted use", the Officer explained that interruption does not have to be physical or literal exclusion, it could be served by the use of signage or other publication.

Cllr Sheila Parker, the neighbouring division member, spoke with her approval of the Order.

In the debate that followed, Councillors discussed the public health benefits of public footpaths and Wiltshire Council's interest in maintaining them. Cllr Peter Hutton proposed the officer's recommendation which was seconded by Cllr Howard Greenman and approved by the Committee.

RESOLVED:

That "The Wiltshire Council Parish of Box 107A, 107B and 107C Rights of Way Modification Order 2016 is forwarded to the Secretary of State for Environment, Food and Rural Affairs with the recommendation that it is confirmed as made.

19 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and attached to these minutes, in respect of Agenda Item 7- The Wiltshire Council Parish of Box 107a, 107b and 107c Rights of Way Modification Order 2016 and

Agenda Item 8d- 16/09314/OUT Old Glove Factory, Adj. 25 Brockleaze, Neston, Corsham, Wiltshire, SN13 9TJ, as listed in the agenda pack.

20 **15/10682/FUL- Marden Farm, Rookery Park, Calne, SN11 0LH**

The Chairman explained that this Item would no longer be determined in the meeting, after the disputed s.106 agreement was signed the previous night and as such the recommended further extension of time was not required.

21 **16/09038/LBC & 16/08525/FUL Thistle Barn Stable Block, Ashley, Box, SN13 8AJ**

Members of the public, Bob Alderman and Kevin Ford, spoke against the application, whilst the applicant's agent, Alvin Howard, spoke in favour. Parish Councillor Pauline Lyons spoke against the application on behalf of Box Parish Council.

The Team Leader Lee Burman, introduced the application which sought works to, and the change of use of, stable blocks into holiday lets. A presentation was shown with photographs of the site and existing stables. Diagrams were shown with proposed plans of development. It was explained that there was to be minimal change to the external appearance of the building. It was confirmed that the proposed plans were within national and local policy. The local policy to promote tourist accommodation was emphasised and it was confirmed that whilst there were concerns as to character and design, this was not in and of itself a sufficient ground for refusal, given the nature of the proposals involving conversion of existing buildings.

Technical questions were asked by Councillors regarding the retention of the roof and the possible risk from asbestos. The Officer confirmed that the existing and proposed plans and supporting statements demonstrated that the proposal was to retain the roof and insert a ceiling internally. Furthermore, in response to some of the issues raised by the public speakers, it was also clarified that all surveys and observations has been completed by experienced professionals.

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

Local Division Member Sheila Parker voiced her concerns for the application, asking that it be deferred for further surveys to be done as to the suitability of the site and the impact on highways.

The Officer explained that for impact on highways to be the grounds for refusal under national planning guidance contained in the NPPF, the impact must be severe.

In the debate that followed, the need for quality tourist lets was considered along with the need for clarity in regards to the retention of the roof under the plans.

An initial proposal to approve the officer's recommendations was moved by Cllr Tony Trotman, seconded by Cllr Toby Sturgis but voted against by the Committee.

Debate then followed as to the possibility of refusal on the grounds of design, lack of amenity and highways concerns. A motion was then proposed by Cllr Peter Hutton that the recommendations be approved subject to the same requirement for delegation to officers to confirm that the development proposed is as referenced in the plans. This motion was seconded by Cllr Toby Sturgis and passed by Committee.

Later in the meeting, a further motion was proposed by Cllr Tony Trotman and seconded by Cllr Peter Hutton, to approve the Listed Building Consent, as per the officer's recommendations, subject to the same condition of delegation to officers to confirm the development is as referenced in the plans. This was also passed by the majority.

RESOLVED:

To delegate authority to the Head of Development Management Services to approve the Planning Permission application subject to the conditions in the report and officers confirming with the applicant that the scheme is as proposed, and will be built in accordance with, the approved plans.

Planning Permission GRANTED subject to conditions;

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

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

- 2. The development hereby permitted shall be carried out in accordance with the following approved plans: Existing Stable Plan 2276/2, Existing Elevations 2293/3 and Proposed Ground Floor 2293/4 rev. A (all received 1 September 2016), Proposed Rear (East)Elevation 2276/6 rev.D, Proposed End Elevations 2293/7 rev.C and Proposed Front (West) Elevation 2276/9 rev.E (all received 8 November 2016) and Location and Block Plan 2293/1 rev.B (received 6th December 2016)**

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

- 3. No development shall commence on site until details of the works for the disposal of sewerage including details of the existing septic tank connection have been submitted to and approved in writing by the Local Planning Authority. No part of the development shall be first occupied until the approved sewerage and septic tank details have been fully implemented in accordance with the approved plans.**

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the proposal is provided with a satisfactory means of drainage and does not increase the risk of flooding or pose a risk to public health or the environment.

4. Notwithstanding Class C3 of the Schedule to the Town and Country (Use Classes) Order 1987 (as amended)(or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification), the accommodation hereby permitted shall be used to provide holiday accommodation only, which shall not be occupied as permanent, unrestricted accommodation or as a primary place of residence. An up to date register of names and main home addresses of all occupiers shall be maintained and shall be made available at all reasonable times to the Local Planning Authority.

REASON: This site is in a position where the Local Planning Authority, having regard to the reasonable standards of residential amenity, access, and planning policies pertaining to the area, would not permit permanent residential accommodation.

5. **INFORMATIVE TO APPLICANT:** Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.
6. **INFORMATIVE TO APPLICANT:** The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence. If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.
7. **INFORMATIVE TO APPLICANT:** Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.
8. **INFORMATIVE TO APPLICANT:** The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.

9. INFORMATIVE TO APPLICANT: The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy

RESOLVED:

To delegate authority to the Head of Development Management Services to approve the Listed Building Consent application subject to the conditions in the report and officers confirming with the applicant that the scheme is as proposed, and will be built in accordance with, the approved plans.

Listed Building Consent GRANTED subject to conditions;

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

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

2. The works hereby permitted shall be carried out in accordance with the following approved plans: Existing Stable Plan 2276/2, Existing Elevations 2293/3 and Proposed Ground Floor 2293/4 rev. A (all received 1 September 2016), Proposed Rear (East) Elevation 2276/6 rev.D, Proposed End Elevations 2293/7 rev.C and Proposed Front (West) Elevation 2276/9 rev.E (all received 8 November 2016) and Location and Block Plan 2293/1 rev.B (received 6th December 2016)

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

3. Notwithstanding the approved drawings, no works shall commence until details of the following have been submitted to and approved in writing by the Local Planning Authority:
- (1) Large scale details of all external joinery (1:5 elevation, 1:2 section) including vertical and horizontal cross-sections through openings to show the positions of joinery within openings, depth of reveal, heads, sills and lintels;
 - (2) Full details of external flues, background and mechanical ventilation, soil/vent pipes and their exits to the open air;
 - (3) A full schedule and specification of repairs including:
 - (4) a structural engineer's report setting out the nature of, and suggested remedial work to, structural defects;
 - (5) Full details of external decoration to render, joinery and metalwork; and
 - (6) Full details and samples of external materials.

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

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

4. No render shall be applied to any building or walls on site until a sample panel of the render to be used on the external walls not less than 1 metre square, has been made available 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: In the interests of visual amenity and the character and appearance of the listed building and its setting.

5. **INFORMATIVE TO APPLICANT:** The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence. If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.
6. **INFORMATIVE TO APPLICANT:** Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

- 7. INFORMATIVE TO APPLICANT: Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.**
- 8. INFORMATIVE TO APPLICANT: The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.**

22 **16/09353/FUL - London Road Streetworks, London Road, Box, Corsham SN13 8LU**

Members of the public Dr Brian Mathew, Owen Hurst and Tim Walton spoke against the application. Parish Councillor Pauline Lyons also spoke against the application, on behalf of Box Parish Councillor.

The application was introduced by the Senior Planning Officer Charmian Burkey in a presentation which included photographs of the site and diagrams showing proposed plans for the construction of 4G mast. It was explained that the site was within the Green Belt, Cotswold Area of Outstanding Natural Beauty and also a Conservation Area and the setting of designated heritage assets. However, there was an identified need to provide telecoms coverage through Box tunnel especially for emergency purposes. The proposed installation was described as a 12 metre high mast with 4 cabinets. It was highlighted that the proposal had certification of compliance with national policy, regarding the public health safety of telecommunication masts. Therefore, despite public concerns, the potential health impact, was not a planning matter to be considered by the committee. Attention was drawn to the late items on this item.

A number of technical questions were asked by the committee. Notably, the issue of whether alternative solutions had been properly explored was raised by a number of Councillors, such as running cables through Box tunnel itself. Cllr Mollie Groom declared that she would be abstaining, having campaigned against a similar application previously, on grounds of impact to public health. It was also confirmed by officers, after questioning, that colour of the mast could be conditioned by officers.

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

The Local Division Member Cllr Sheila Parker spoke against the proposals, stating that the positioning of the mast on the narrow pavement, on a busy road, would add to the risks to children, who use the route on the way to school.

Cllr Parker also referred to two petitions against the application, which had received over 400 signatures combined.

In the debate that followed, an initial proposal by Cllr Peter Hutton, to approve the officers recommendation, with two additional conditions regarding the restriction of further cabinets and the colour of the mast itself was not seconded.

Cllr Toby Sturgis proposed that the application be deferred, until additional information was provided, as to the efficiency and necessity of the mast in the location sought, along with an explanation of why cabling through the tunnel could not be used, as well as other options. This was seconded by Cllr Jacqui Lay. This motion was debated and approved by the Committee.

RESOLVED:

To defer for 1 cycle for officers to provide additional technical information regarding:-

- **Line of sight through Box Tunnel and the proposed location of the mast;**
- **Alternative locations considered/ investigated including mast sharing and use of Network Rail land and facilities;**
- **Technical details and constraints information as to the use of Box Tunnel / cabling as alternative proposals;**
- **Clarification as to why enhanced emergency services coverage in the tunnel is necessary over and above Network Rail communications technology.**

23 **16/09314/OUT-Old Glove Factory, Adj. 25 Brockleaze, Neston, Corsham, SN13 9TJ**

Member of the public, Jeremy Reece, spoke against the application. The applicant's agent, Alvin Howard, spoke in favour of the application.

The Senior Planning Officer Chris Marsh introduced the application which sought approval for Demolition of redundant factory storage units, and replacement with 10 new dwellings, associated works & landscaping. Photographs were shown of the existing site and diagrams were shown of the proposed development. The condition of the buildings and the scope for re-use/conversion as per previously permitted proposals was discussed as were concerns as to existing infrastructure. The reasons for refusal were summarised as there being too many unknowns to the plans and insufficient evidence being provided in respect of the scope or otherwise for re-use, the need for redevelopment and Ecological constraints and requirements. Attention was also drawn to the late submissions of the ecology report and late items were referenced.

After technical questions, the Planning Officer confirmed that a preferred option would have been for the conversion and retention of some part of the existing structure, but that the applicants were seeking complete demolition and rebuild. The Officer also explained that concerns regarding highways would have to be

measured against the potential commercial use of the property, and that he highways impact would have to be severe to give grounds for refusal.

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

Local Division Member Dick Tonge spoke in favour of the application, stating that applications on this site had been going on for years, and that he was keen for it to be developed. He also expressed concerns as to the sites disrepair. He noted that the site already had permissions for the conversion to residential use and suggested that permission be given for demolition, before the buildings fell down.

In the debate that followed, Councillors noted that the site could be suitable for residential development but not in the form set out in the existing application and raised concerns as to the lack of detail and necessary supporting information to facilitate the full and necessary consideration of the impact of the scheme proposals. Cllr Peter Hutton moved the Officer's recommendation for refusal, which was seconded by Cllr Jacqui Lay and approved by the Committee.

RESOLVED:

That the Application be refused for the following reasons:

- 1. In the absence of appropriate exceptional justification, the proposed development, by reason of its amount and location outside of the built area of Neston, represents inappropriate residential development in the open countryside in conflict with Core Policies 2 and 48 of the adopted Wiltshire Core Strategy, saved Policy H4 of the North Wiltshire Local Plan and Paragraph 55 of the National Planning Policy Framework.**
- 2. The proposed development, located remote from a range of services, employment opportunities and being poorly served by public transport, is contrary to the key aims of local and national sustainable transport policy guidance which seeks to reduce growth in the length and number of motorised journeys. The proposal is contrary to Core Policy 60 of the adopted Wiltshire Core Strategy and Paragraph 34 of the National Planning Policy Framework.**
- 3. The proposed development will result in the permanent and unjustified loss of an undesignated heritage asset of local value. No meaningful investigation of alternative options comprising the retention/conversion of the asset and accompanying enabling residential development has been undertaken, such that the proposals conflict unduly with the asset's conservation. The proposal conflicts with Core Policies 57(i) and (xiii) and 58 of the adopted Wiltshire Core Strategy and Paragraphs 129, 131 and 135 of the National Planning Policy Framework.**

4. **Insufficient information has been submitted with the application to enable the Council to carry out an appropriate assessment of the proposals or determine whether an appropriate assessment is required, in accordance with the requirements of Regulation 61 of the Habitats Regulations. The proposals are also likely to negatively affect protected / priority species in a manner contrary to Core Policy 50 of the adopted Wiltshire Core Strategy, Paragraph 118 of the National Planning Policy Framework and Circular 06/2005.**

24 **16/11413/FUL- Mobile Home, Woodbarn Farm, Stanton St Quintin, Chippenham, SN14 6DJ**

The applicant's agent Gerald Blain spoke in favour the application.

Team Leader Lee Burman introduced the application which sought the replacement of an existing mobile home with a twin unit Static Lodge, as retirement accommodation. The Officer gave a presentation, showing photographs of the existing site, along with diagrams and photos of the proposed development. It was confirmed that this was a resubmission of a recent application, which had been refused in October 2016 and that the existing mobile home was unauthorised and no planning permission for residential development on this site existed. In this context, the officer also referenced the refusal of a previous Certificate of Lawfulness application for the mobile home. The planning policy objections to the application were explained, along with concerns as to the suitability of the site for retirement accommodation, along with concerns for the proposed design and character of the development.

A technical question was asked, to whether a temporary permission could be granted for the applicant's lifetimes, but the Officer confirmed that the circumstances did not meet the criteria of such an exception.

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

The Local Division Member, Cllr Howard Greenman, spoke in support of the application. He said that Councillors had to take a wider view, than that of the policy. He highlighted the benefits to the applicants, in allowing them to live in the area which they had farmed for most of their lives and raised concerns as to where they would live if the application was refused, and the potential cost to Wiltshire Council. He also addressed the view that approving the application would set a precedent, by stating that the circumstances were unique, an approval could not be easily applied to another application.

In the debate that followed, Councillors noted the circumstances of the applicants and discussed alternative accommodation options for them, which would be within Council policy and national legislation. Cllr Toby Sturgis then moved the Officer's recommendation, which was seconded by Cllr Peter Hutton. Councillors approved the Officer's recommendation.

RESOLVED:

That planning permission be REFUSED, for the following reasons:

1. The development would be in a rural location outside any recognised development limits or settlement, resulting in the formation of a new dwelling in the countryside. This is contrary to Paragraph 55 of the National Planning Policy Framework, Policies CP1 and CP2 of the Wiltshire Core Strategy (Adopted January 2015) and Saved Policy H4 of the North Wiltshire Local Plan, which restrict development outside of the towns and villages in rural areas and the open countryside except in a number of exceptional circumstances which are listed under Paragraph 4.25 of the Wiltshire Core Strategy and Paragraph 55 of the NPPF, none of which apply in this instance. As such, the proposal fails to promote a sustainable pattern of development within the County and is contrary to the aforementioned local and national policies.
2. The proposal, located remote from services, employment opportunities and not well served by public transport, is contrary to Paragraph 34 of the National Planning Policy Framework which seeks to promote sustainable development and reduce growth in the length and number of motorised journeys. The proposal also is contrary to the principles of sustainable development set out in policies CP1, CP2, CP60 and CP61 of the Wiltshire Core Strategy (Adopted January 2015).
3. Due to the use of materials proposed, the development would represent poor quality design which would fail to improve the character and quality of the area and would not respond positively to local distinctiveness. The proposal is therefore in conflict with Paragraph 64 of the National Planning Policy Framework and Core Policy 57 (i and iii) of the Wiltshire Core Strategy (Adopted January 2015).

Cllr Howard Greenman requested that is opposition to the motion to refuse be recorded.

25 **Urgent Items**

There were no urgent items.

(Duration of meeting: 15:00- 18:15 hours)

The Officer who has produced these minutes is Edmund Blick of Democratic Services, direct line 01225 718059, e-mail edmund.blick@wiltshire.gov.uk

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EASTERN AREA PLANNING COMMITTEE

MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 16 FEBRUARY 2017 AT WESSEX ROOM, CORN EXCHANGE, DEVIZES.

Present:

Cllr Charles Howard (Chairman), Cllr Mark Connolly (Vice Chairman), Cllr Stewart Dobson, Cllr Peter Evans, Cllr Richard Gamble, Cllr Jerry Kunkler and Cllr Paul Oatway QPM

9. Apologies

Apologies were received from Cllr Nick Fogg

10. Minutes of the Previous Meeting

A motion was proposed by Cllr Peter Evans and seconded by Cllr Paul Oatway QPM, that the minutes of the Eastern Area Planning Committee held on 5 January 2017 were an accurate record.

Resolved:

To approve and sign the minutes of the meeting of the Eastern Area Planning Committee on 5 January 2017 as an accurate record

11. Declarations of Interest

Cllr Paul Oatway QPM and Cllr Richard Gamble both declared a non-pecuniary interest in respect of application 16/10483/FUL due to their prior contact with the local residents. Both councillors declared they would not vote on this application.

12. Chairman's Announcements

The Chairman had no announcements

13. Public Participation

The chairman explained the rules of public participation and confirmed that no questions had been submitted from members of the public

14. **Planning Appeals and Updates**

The written update on appeals was received.

In addition to the written report it was noted that the appeal in respect of application 15/11397/FUL had been dismissed.

Members congratulated officers on the appeal success rate.

15. **Planning Applications**

16. **16/11287/FUL - The Stables, High Street, Avebury, Marlborough, Wiltshire SN8 1RF**

Public Participation

Ms Jan Tomlin, applicant, spoke in support of the application

Ms Catherine Hovey, applicant, spoke in support of the application

Mr Andrew Williamson, of Avebury Parish Council, spoke with regard to the application.

The Development Management Team Leader, Karen Guest, introduced the report which outlined the application for the change of use of the vacant part of an existing building to a book sales/exchange store and a visitor information centre, and confirmed that this included no physical alterations to the building.

The officer recommended that the application be approved for the reasons set out in the report. Key issues included the principle of the change of use; the impact on heritage assets; the parking implications; and the highway safety impact. The officer highlighted that the proposed use was low key, it would bring an unused building back into use, and that any highway safety impact would not be severe.

Members of the Committee were invited to ask technical questions of the officer. There were none.

Members of the public were then invited to speak as detailed above.

The local unitary division member, Cllr Jemima Milton, spoke in reference to the application and explained that she was happy to support the application with the conditions outlined in the officer's report but that she felt it was a shame that the adjoining public toilets had not yet been brought back into use.

Cllr Mark Connolly, seconded by Cllr Jerry Kunkler, moved that the application for planning permission be granted subject to the conditions outlined in the officer's report.

In the debate that followed, the following points were discussed: that bringing the property back into community use would be positive; that the "resident-only"

status of the adjoining car park should be reinforced; and that the potential impact on the footfall of the post office in another part of the building could also be positive.

At the conclusion of debate, it was

Resolved:

To grant planning permission, subject to the following conditions:

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

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

2 The development hereby permitted shall be carried out in accordance with the following approved plans and documents: Application Form, Location Plan and Drawing No. AVE-01 Rev 1 'Proposed Shop'.

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

3 The part of the building to which the application relates shall be used as a voluntary book sales/exchange store and visitors information centre and for no other purpose (including any other purpose in Class A1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended) (or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification).

REASON: The proposed use is acceptable but the Local Planning Authority wish to consider any future proposal for a change of use having regard to the circumstances of the case.

4 INFORMATIVE TO APPLICANT:

The applicant is advised that this permission authorises a change of use only and does not authorise any works or alterations that may require listed building consent/planning permission or the erection of signage which may require advertisement consent.

17. 16/10483/FUL: Woodlands Farm, Witcha, Ramsbury SN8 2HQ

Public Participation

Mr John Kirkman, neighbour, spoke in objection to the application

Mr Peter Crozier, agent, spoke in support of the application

Mr Peter Crofton-Atkins, on behalf of the applicant, spoke in support of the application

Mr Roger Hicklin, on behalf of CRPE, spoke as a consultee in objection to the application

Ruaridh O'Donoghue, Senior Planning Officer, introduced the report which outlined the application for the demolition of the existing bungalow; the erection of a replacement dwelling with associated garaging, turning, landscaping, private amenity space; and the creation of a new vehicular access. The officer explained that this was a resubmission of a previous application (ref: 15/12652/FUL). Four late submissions had been received in response to the consultation process.

The officer recommended that the application be refused for the reasons set out in the report. Key issues were stated to include: the principle of a new dwelling in relation to Core Policy HC25; the scale of the development and its resulting impact on the rural character and landscape of the area; and its bulk, height and general appearance. The officer reported that there were no exceptional circumstances that would outweigh the detrimental impact the proposal would have on its surroundings.

Members of the Committee were invited to ask technical questions of the officer. In response to queries, a comparison was provided between the existing and proposed dwellings (in terms of percentage increase in floorspace) including the first floor.

Members of the public were then invited to speak as detailed above.

In response to comments raised during public participation, the planning officer clarified that the height and bulk of the building should be considered alongside the percentage increase in floorspace; and that the useable space for dwellings was more applicable to commercial properties.

Cllr Connolly, seconded by Cllr Dobson, moved that the application be refused for the reasons presented in the officer's report.

In the debate that followed, the following points were made: that in comparison to the existing building, the proposed dwelling was much larger in terms of both bulk and height; that the building was well designed but inappropriate for the proposed location; and that the replacement of the bungalow would be beneficial but that this proposal would not be a suitable replacement.

At the conclusion of debate, it was,

Resolved:

To refuse planning permission for the following reasons:

1) The scale of the replacement dwelling and garage is significantly larger than the original structure. As such, it does not comply with the terms of saved Policy HC25 of the Kennet Local Plan listed in Annex D of the Wiltshire Core Strategy 2015.

2) By reason of its height, size, scale and positioning in the open landscape the proposed dwelling would have a detrimental impact upon the landscape character and scenic quality of the area and the North Wessex Downs AONB. There are no material circumstances sufficient to justify approval against conflict with Core Policies 51 and 57 of the Wiltshire Core Strategy and with central government guidance contained with Section 11 of the NPPF.

18. **16/10866/FUL - 4 Union Street, Ramsbury SN8 2PR**

Public Participation

Mr Robert Hall, resident, spoke in objection to the application.

Ms Joanna Webster, resident, spoke in objection to the application.

Mr Eric Webster, resident, spoke in objection to the application.

Mr Richard Daniel, applicant, spoke in support of the application.

Mrs Judith Daniel, applicant, spoke in support of the application.

The Development Management Team Leader, Karen Guest, introduced the report which outlined the application for the erection of a shed within the rear garden of a cottage located within the Ramsbury Conservation Area. The officer then read out a late submission to the consultation process.

The officer recommended that the application be approved for the reasons set out in the report. Key issues were stated to include the impact on the character and appearance of the conservation area and the North Wessex Downs Area of Outstanding Natural Beauty (AONB); and the impact on residential amenity. It was highlighted that the proposed development would be taller than a typical shed but that this did not necessarily equate to harm since it would not be readily viewable from public areas. It was also highlighted that the neighbours' outlook would change as a result of the proposal but that it would not result in a loss of amenity.

Members of the Committee were invited to ask technical questions of the officer. In response to queries it was confirmed that the development would most likely take up 53% of the applicants' garden; and that the height of the development from ground level would be 3.8m.

Members of the public were then invited to speak as detailed above.

In response to points raised during public participation, the officer reminded members to consider whether the application would be likely to cause harm to the character and appearance of the conservation area; that outbuildings could be used for ancillary purposes without the need for planning permission; that the building would be predominantly built from concrete but would be timber clad; and that it would include a skylight and two entry points.

Cllr Stewart Dobson, seconded by Cllr Paul Oatway, moved that the application be refused because the proposal would not preserve or enhance the character and appearance of the conservation area due to its excessive size.

In the debate that followed, the key issues discussed included: the size and design of the proposal; its impact on the conservation area; and its impact on the amenities of the occupiers of surrounding properties. The use of the building was questioned, given its size, which was felt to be disproportionately large for its purpose.

Concerns were expressed that constructing such a building in the proposed location would be harmful to the character and appearance of the conservation area, as it would take up a significant amount of the rear garden and would be much taller than a standard shed and other typical outbuildings and structures in the vicinity. It was identified that the level of harm to the conservation area would be 'less than substantial'.

At the conclusion of debate it was:

Resolved:

To refuse planning permission for the following reason:

The proposed building, by reason of its scale and positioning, would cause less than substantial harm to the character and appearance of the conservation area. There would be no public benefits that would outweigh this harm. The proposal would therefore be contrary to Core Policies 57 and 58 in the Wiltshire Core Strategy and central government policy contained in the NPPF.

19. **Urgent items**

There were no urgent items

(Duration of meeting: 6.00 - 7.35 pm)

The Officer who has produced these minutes is Becky Holloway of Democratic Services, direct line 01225 718063, e-mail becky.holloway@wiltshire.gov.uk

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EASTERN AREA PLANNING COMMITTEE

MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 20 APRIL 2017 AT WESSEX ROOM, CORN EXCHANGE, THE MARKET PLACE, DEVIZES SN10 1HS.

Present:

Cllr Charles Howard (Chairman), Cllr Mark Connolly (Vice Chairman), Cllr Stewart Dobson, Cllr Peter Evans, Cllr Richard Gamble, Cllr Jerry Kunkler and Cllr James Sheppard (Substitute)

Also Present:

Cllr Philip Whitehead and Cllr Christopher Williams

20. Apologies for Absence

Apologies were received from Cllr Nick Fogg and from Cllr Paul Oatway QPC who was substituted for the meeting by Cllr James Sheppard.

21. Minutes of the Previous Meeting

Cllr Mark Connolly, seconded by Cllr Peter Evans, moved that that the minutes of the Eastern Area Planning Committee held on 16 February 2017 be accepted as an accurate record.

Resolved:

To approve and sign the minutes of the meeting of the Eastern Area Planning Committee on 16 February 2017 as an accurate record.

22. Declarations of Interest

Cllr Charles Howard declared a non-pecuniary interest in respect of agenda item 7a (application 17/00605/FUL) due to his prior business arrangements with the applicant, and that he would retire from the Chair and leave the room for the duration of the item.

23. Chairman's Announcements

The Chairman had no announcements to make.

24. **Public Participation and Councillors' Questions**

The Chairman explained the rules of public participation and confirmed that no questions had been submitted from members of the public.

25. **Planning Appeals and Updates**

The written update on appeals was received.

26. **Planning Applications**

27. **17/00605/FUL Castle Club, Ludgershall**

Cllr Mark Connolly was in the chair.

Public Participation

Mr Aaron Smith, agent, spoke in support of the application

Mr Mike Giles, Ludgershall Town Council, spoke in objection to the application.

Mike Wilmott, Head of Development Management, introduced the report which outlined the application for the demolition of a single storey extension to Old Castle social club and the erection of 2 dwellings with associated car parking and landscaping. Key issues included that the site was within the acceptable limits of development; that it would have a positive impact on the conservation area when compared to the current site; that the impact on the local residential amenity was acceptable; and that previous arrangements for parking on the site had been informal and should not be considered in determining the application. The officer recommended that the application be approved for the reasons set out in the report.

Members of the Committee were invited to ask technical questions of the officer. There were none.

Members of the public were then invited to speak as detailed above.

The local unitary division member, Cllr Christopher Williams, spoke in regards to the application. He reported that he was pleased that the proposal had been revised to include two rather than three new dwellings, and that he felt the development would be likely to have an impact on local highway issues including parking.

Cllr Richard Gamble, seconded by Cllr Jerry Kunkler, moved that the application for planning permission be granted subject to the conditions outlined in the officer's report.

In the debate that followed, the following points were discussed: the potential for parking and other highways issues to arise in the area; the impact on local businesses; the impact of the proposal on the conservation area and local amenity; and the history of the site and the conditioning for undertaking an archaeological study prior to work commencing.

At the conclusion of debate, it was

Resolved:

To grant planning permission, subject to the following conditions:

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

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

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

Ref: 160239-02 – Location Plan. Received 20.01.2017

Ref: 160239-03 Rev B – Design Scheme. Received – 09.03.2017

Ref: 160239-04 – As proposed. Received 04.04.2017

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

3 No development shall commence on site until the exact 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: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.

4 No development shall commence on site until details of all eaves, verges, windows (including head, sill and window reveal details), doors, rainwater goods, chimneys, dormers and canopies 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: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.

5 No development shall commence within the site until:

A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and

The approved programme of archaeological work has been carried out in accordance with the approved details

REASON: To enable the recording of any matters of archaeological interest.

6 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 detailed planting specification showing all plant species, supply and planting sizes and planting densities;
- Finished levels and contours;
- Means of enclosure;
- Car park layouts;
- All hard and soft surfacing materials.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

7 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 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 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.

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

REASON: In the interests of highway safety.

9 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development within Part 1, Classes A, B, C or E shall take place on the dwelling houses hereby permitted or within their curtilage without the prior grant of planning permission from the Local Planning Authority.

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

10 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (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 development hereby permitted.

REASON: In the interests of residential amenity and privacy.

11 Before the development hereby permitted is first occupied the first floor windows on the eastern elevation of Unit 1 shown to be serving a bathroom; and the windows on the southern and eastern elevations of Unit 2 shown to be serving a bathroom and a landing respectively, shall be glazed with obscure glass only [to an obscurity level of no less than level 5] and shall be fitted to be top hung only. The windows shall be maintained with obscure glazing in perpetuity.

REASON: In the interests of residential amenity and privacy.

INFORMATIVES

1 The applicant's attention is drawn to the comments received about the site to application ref: 16/09438/FUL, dated 19 October 2016.

2. The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website

www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy.

3 Please note that in respect of condition 4, off the shelf GRP porches will not be acceptable and will not satisfy the requirements of this condition.

4 Please note that in respect of condition 5, any archaeological work should be conducted by a professionally recognised archaeological

contractor in accordance with a written scheme of navigation approved by this office and there will be a financial implication for the applicant.

28. **16/10328/FUL Devizes Marina**

Cllr Charles Howard returned to the chair

Public Participation

Mr Tom Taylor, applicant, spoke in support of the application.

Mr D Carpendale, agent, spoke in support of the application.

Mr Eric Clark, on behalf of Bishops Cannings Parish Council, spoke in objection to the application.

Morgan Jones, Senior Planning Officer, introduced the report which outlined the application for eight holiday lodges and associated external works. One late submission had been received from the Canal and River Trust in which their objection as consultee had been withdrawn and a request had been made for additional conditioning should the application be approved. In response to the consultee's submission, the officer recommended that should the committee be minded to approve the application, an assessment be conditioned to determine the impact on the canal bank of the proposed development. The officer recommended that the application be approved for the reasons set out in the report.

Key issues were stated to include: the impact on the ecology, environment, and heritage of the area; the re-establishment of a 3metre landscaping buffer between the site and the canal bank; that a housing development had been approved on the neighbouring site; risk of flooding and consideration of drainage; and the impact on highway and pedestrian safety.

Members of the Committee were invited to ask technical questions of the officer and it was confirmed: that discussion was ongoing with the applicant regarding a temporary fence believed to encroach on a public right of way; that there was no public right of way between the site and the canal bank; that the lodges would be classified as caravans and temporary in nature; and that any mooring requirements or restrictions would be by agreement between the applicant and the Canal and River Trust.

Members of the public were then invited to speak as detailed above.

In response to comments raised during public participation, the planning officer clarified that the previous permission for the site included 6 lodges and a larger distance between the lodges and the canal bank but that the development site under consideration was larger than for the previous scheme.

Cllr Mark Connolly, seconded by Cllr Richard Gamble, moved that the application be approved for the reasons presented in the officer's report, with the addition of the following conditioning:

No development shall commence until an assessment of the loading of the lodges, including and foundations or supports, on the embankment and underlying soils shall be submitted to and agreed in writing by the Local Planning Authority and thereafter implemented in accordance with the agreed details unless otherwise agreed in writing.

In the debate that followed, the following points were made: that the number of lodges was acceptable; that the design of the lodges was in keeping with the local environment; that the width of the buffer between the canal bank and the lodges was of a suitable size; that the development would aid the viability of the Marina; that the restrictions on time and type of residency conditioned for were in line with national policy; and that the nature of the building materials used was appropriate.

At the conclusion of the debate, it was,

Resolved:

To grant planning permission subject to the following conditions:

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

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

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

Drawing no.13113-1 - Location Plan;

Drawing no.13113-2 - Existing Site Plan;

Drawing no.13113-3 Rev D - Proposed Site Layout Plan;

Drawing ref.40'x20' Tuscany - 2 Bed;

Drawing ref.40'x20' Custom - 2 Bed;

Drawing ref.40'x20' Tuscany Side Aspect - 2 Bed;

Document: Planning Application form dated 20.10.16.

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

3 Notwithstanding Class C3 of the Schedule to the Town and Country (Use Classes) Order 1987 (as amended)(or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification), the accommodation hereby permitted shall be used to provide holiday accommodation only, which shall not be occupied as permanent, unrestricted accommodation including as a person's sole or main place of residence. An up to date register of names and main home addresses of all occupiers shall be maintained and shall be made available at all reasonable times to the Local Planning Authority.

REASON: This site is in a position where the Local Planning Authority, having regard to the reasonable standards of residential amenity, access,

and planning policies pertaining to the area, would not permit permanent residential accommodation.

4 No development shall commence on site until the exact 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: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.

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

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

6 No development shall commence on site until an Ecological and Landscape Management Plan (ELMP) has been submitted to and approved in writing by the Local Planning Authority. The ELMP will cover management of all ecological and landscape features within the site, including responsibility for maintenance and mechanism for changes to the plan should these be necessary to ensure continued integrity of the landscape features. The ELMP shall be implemented in full in accordance with the approved details.

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure adequate protection, mitigation and compensation for protected species, priority species and priority habitats.

7 No part of the development hereby permitted shall be brought into use or 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.

8 No development shall commence on site until a scheme for the discharge of surface water from the site, incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first brought into use or occupied until surface water drainage has been constructed in accordance with the approved scheme.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the development can be adequately drained.

9 No development shall commence on site until details of the works for the disposal of sewerage including the point of connection to the existing public sewer have been submitted to and approved in writing by the Local Planning Authority. No lodge shall be first occupied until the approved sewerage details have been fully implemented in accordance with the approved plans.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the proposal is provided with a satisfactory means of drainage and does not increase the risk of flooding or pose a risk to public health or the environment.

10 No development shall commence on site until details of the proposed ground floor levels of the lodges 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: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity.

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

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

12 No development shall commence on site until a Construction Environmental Management Plan (CEMP) has been submitted to and approved in writing by the local planning authority. The CEMP shall include, but not necessarily be limited to, the following:

- a) Identification of 'biodiversity protection zones'**
- b) Practical measures (both physical measures and sensitive working practices) to avoid harm to biodiversity features (may be provided as a set of method statements)**
- b) The location and timing of sensitive works to avoid harm to biodiversity features**
- d) Responsible persons and lines of communication**
- e) The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person(s)**
- f) Use of protective fences, exclusion barriers and warning signs.**
- g) Ongoing monitoring, including compliance checks by a competent person(s) during construction and immediately post-completion of construction works. The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details.**

REASON: To ensure adequate protection, mitigation and compensation for protected species, priority species and priority habitats.

13 No development shall commence until an assessment of the loading of the lodges, including any foundations or supports, on the embankment and underlying soils shall be submitted to and agreed in writing by the Local Planning Authority and thereafter implemented in accordance with the agreed details unless otherwise agreed in writing.

REASON: To comply with paragraph 120 of the National Planning Policy Framework as excavation, earth removal and the construction of foundations have the potential to adversely impact on the integrity of the waterway infrastructure.

INFORMATIVES TO APPLICANT:

14 The attention of the applicant is drawn to the contents of the letter from the Dorset and Wiltshire Fire & Rescue Service, dated 16.11.16, which can be viewed on the Council's website at www.wiltshire.gov.uk

15 The attention of the applicant is drawn to the contents of the consultation response received from Wessex Water, dated 13.12.16, which can be viewed on the Council's website at www.wiltshire.gov.uk

16 The Environment Agency recommends that the development incorporates water and energy efficiency measures to reduce the water and energy consumption of the development hereby approved.

17 The applicant is advised to contact the Canal and River Trust in order to ensure that any necessary consents are obtained and that the works comply with the Canal & River Trust "Code of Practice for Works Affecting the Canal & River Trust.

18 The Environment Agency recommends that safeguards should be implemented during the construction phase to minimise the risks of pollution from the development. Such safeguards should cover:

- the use of plant and machinery
- wheel washing and vehicle wash-down
- oils/chemicals and materials
- the use and routing of heavy plant and vehicles
- the location and form of work and storage areas and compounds
- the control and removal of spoil and wastes.

19 The Council's Rights of Way & Countryside team advise that the public footpath abutting the east of the site is BCAN43 and has a recorded width of 4 metres. This should remain unobstructed and the full width should be available for the public to pass and re pass. The temporary fence is encroaching onto the footpath. Obstruction of the highway is an offence at common law as a form of public nuisance and also a crime by statute under Section 137 of the Highways Act 1980. The public are entitled to free passage along any highway and any building, fence, structure or deposited materials on the highway will be judged to be an obstruction in law. The Highway Authority is empowered to serve notice for the removal of obstructions and where not complied with the offence becomes a continuing offence liable to higher penalties. A court has the power to order the removal of an obstruction and failure to comply is punishable by a fine up to £5,000 with further failures to comply punishable by fines of up to £250 per day. If the Highway Authority removes the obstruction itself it has powers to recover costs from the offender. It is recommended that the applicant contacts the Council's Senior Rights Of Way Warden (West), Mr Paul Millard, on 01225 712821 to discuss and resolve the above issue.

29. Urgent items

There were no urgent items.

Cllr Mark Connolly, on behalf of the committee, thanked Cllr Charles Howard for all his work during his time spent as Chairman, and wished him well for his retirement from Wiltshire Council.

(Duration of meeting: 6.00 - 6.53 pm)

The Officer who has produced these minutes is Becky Holloway of Democratic Services, direct line 01225 718063, e-mail becky.holloway@wiltshire.gov.uk

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SOUTHERN AREA PLANNING COMMITTEE

MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 23 FEBRUARY 2017 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Fred Westmoreland (Chairman), Cllr Richard Britton, Cllr Richard Clewer, Cllr Brian Dalton, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian McLennan, Cllr Ian Tomes and Cllr John Smale (Substitute)

Also Present:

Cllr Tony Deane & Cllr Bill Moss

134 **Apologies**

Apologies for absence were received from:

- Cllr Chris Devine – who was substituted by Cllr John Smale

135 **Minutes of Previous Meetings**

The minutes of the last two meetings held on Thursday 12 January and Thursday 2 February 2017 were presented.

Resolved:

To approve as a correct record and sign both sets of minutes.

136 **Declarations of Interest**

There were none.

137 **Chairman's Announcements**

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

He noted that application 16/11929/FUL Nadder Centre, Tisbury which was due to be considered under Urgent items, had been withdrawn and deferred until a later date pending consultation with the public.

138 **Public Participation**

The committee noted the rules on public participation.

139 **Salisbury Cathedral Master Plan**

Public Participation

Jackie Molnar spoke in support of the application

Robert Titley spoke in support of the application.

The Team Leader for Major Projects gave an outline of the Salisbury Cathedral Master Plan which was proposed for endorsement as a relevant material planning consideration.

The Committee had the opportunity to ask technical questions of the Spatial Planning Manager, where it was noted that the Committee would retain the ability to consider future planning applications for any new builds within the development area covered by the Plan. The Plan was not a binding document but instead acted as an informative for future development.

Members of the public then had the opportunity to present their views as detailed above.

The Unitary Division Member Cllr Tomes praised the Deane and Chapter for the extensive consultation, which he felt had listened to what people have had to say. He felt they had become far more inclusive over last 20 years and now offered a bigger and better tourist attraction whilst maintaining a place of worship. Overall, opening up the southern side of the cathedral was good, and in principle it was a good proposal.

Cllr Tomes then moved APPROVAL that the Master Plan be adopted. This was seconded by Cllr Westmoreland.

The Committee then discussed the Master Plan, it was noted that although the consultation had been good, there was some concern regarding the proposal to develop a new house within the development site, however if in the future this aspect of the development was not to be approved, then the rest of the plan could go ahead.

The Committee voted on the proposal to APPROVE the Plan for endorsement.

Resolved

That the Salisbury Cathedral Master Plan be endorsed as a relevant material planning consideration to be taken into account when making decision on planning applications on any proposal set out in the master plan, as attached at Appendix 1 of the Report, subject to the amendment in paragraph 17 of the report, and any other minor alterations required to improve its clarity.

140 **Planning Appeals and Updates**

There were no new appeals or updates for the period 19/01/2017 to 10/02/2017.

141 **Planning Applications**

142 **16/11241/OUT - 142 Netherhampton, Salisbury, Wiltshire, SP2 8LZ**

Public participation

John Palmer spoke in objection to the application
Derek Symes spoke in objection to the application
Tim Stroud spoke in objection to the application
Darryl Howells (Agent) spoke in support of the application

The Senior Planning Officer noted that a site visit had taken place earlier in the day. He introduced the outline application which was to demolish and erect a pair of semi-detached 3 bed houses and 2 no. detached houses. The application was a resubmission of 16/07471/OUT. The application was recommended for APPROVAL with conditions.

The Committee had the opportunity to ask technical questions of the Officer, where it was noted that only the footprint and parking was set by the plan. Reasons for refusal of the earlier applications on this site had been due to general cramped and over developed form of development at that time and out of character with the area.

The red line shown on the plan went into Tylers Close which was not owned by the applicant, however the correct notices to the owners of Tylers Close had been made. Tylers Close provided the access to the proposed new dwellings.

The front two properties would have parking at the rear, with pedestrian access at the front only.

Members of the public then had the opportunity to present their views as detailed above.

The site was on the boundary of two Unitary Division Members. With Tylers Close in Cllr Tomes division and the property at 142 Netherhampton Road in Cllr Daltons division.

Cllr Tomes noted that having a fourth property as part of this application was one too many, resulting in cramped parking arrangements because of the over development.

There were issues around access, if the land was developed space for turning and manoeuvring the vehicles would need to be included. There was already a parking issue in Tyler's close.

Cllr Tomes then moved REFUSAL against Officer's recommendation. This was seconded by Cllr Dalton. On grounds of over development.

The Committee then discussed the application, it was noted that whilst the plan to have two semis on the front was in keeping with other properties in the same area, it was felt however that the owners of those properties would not park at the designated spaces at the rear of the garden and would instead park outside the front on Netherhampton Road, which would impact on amenities of the neighbours due to the detrimental effect on Tyler's Close.

To squeeze two semi-detached properties into the front of the site would mean in a loss of access at the front resulting in having to use Tyler's Close for access.

The Committee then voted on the motion to REFUSE the application against Officer's recommendation.

Resolved

That application 16/11241/OUT be REFUSED for the following reasons:

The proposal would involve the creation of four dwellings and parking spaces on this narrow elongated site served by a narrow private access way. It was considered to constitute a cramped form of development and an overdevelopment of the site, with consequential adverse impacts in terms of amenity and the limited ability to park and satisfactorily manoeuvre vehicles associated with the occupation of the proposed development and surrounding properties. Consequently, the proposed development was considered to be contrary to the aims of Core Policies CP57 and CP64 of the adopted Wiltshire Core Strategy.

143 **16/10220/FUL - Old Wardour Castle, Nightingale Lane, Wardour, Tisbury, Wiltshire, SP3 6RR**

Public Participation

Luke Hughes spoke in objection to the application

Richard Arundall spoke in objection to the application

Matt Bulford spoke in Support of the application

Cllr Jo Ings of Tisbury PC spoke in objection to the application.

The Senior Planning Officer introduced the application for the installation of a new parking meter at Old Wardour Castle, which was recommended for APPROVAL with conditions.

The Committee then had the opportunity to ask technical questions of the Officer. There were none.

Members of the public then had the opportunity to present their views as detailed above.

The Unitary Division Member Cllr Deane noted that he had called in the application because of the lack of consultation by English Heritage. Adding that the residents, the land owner and the Parish Council were all against having the pay meter. To introduce a charge to park may put off tourists and tourists were needed in this area. If English Heritage were to enforce parking charges at this site, it would encourage cars to park in other places, thus causing a negative impact on the surroundings.

The Committee then discussed the application where it was queried as to why the application had come to Committee, if it was at the privilege of the land owner to introduce parking charges, then why could he also not be able to refuse having them introduced.

Cllr Jose Green endorsed the views of those in objection to the application and moved REFUSAL against Officer's recommendation, on the grounds that the parking meter was of an alien appearance in the setting and detrimental to the landscape.

Cllr Green moved for REFUSAL, this was seconded by Cllr Hewitt.

The Committee then discussed the application. It was noted that there was little logic as to why the meter was proposed, as visitors parking and viewing the castle would receive a full refund on the parking charge.

Some felt that in terms of Planning, there was little reason for this application to be refused, whereas other Members felt that as the application was at the site of a significant ancient monument, the introduction of the pay meter was not inconspicuous and would be detrimental to the landscape. It was also noted that there had been clear indication from local community and the land owner that they were not in support of the introduction of the pay meter.

The Committee then voted on the motion of REFUSAL against Officer's recommendation.

Resolved

That application 16/10220/FUL, Parking Meter at Old Wardour Castle be REFUSED for the following reasons:

The proposed parking meter was considered to constitute an unjustified development with an urban appearance that would be discordant with the special character of the GII* registered Wardour Park, the character and setting of Old Wardour Castle (a Scheduled Monument) and the existing character of the surrounding Cranborne Chase and West Wiltshire Downs Area of Outstanding Natural Beauty. In these respects the proposed development was considered contrary to Core Policies CP51 and CP58 of the adopted Wiltshire Core Strategy, and the aims and objectives of the NPPF & NPPG.

144 **Urgent Items**

There were no urgent items

(Duration of Meeting: 6.00pm to 7.30pm)

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SOUTHERN AREA PLANNING COMMITTEE

MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 16 MARCH 2017 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman), Cllr Richard Britton, Cllr Richard Clewer, Cllr Brian Dalton, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian McLennan, Cllr Ian Tomes and Cllr Ian West

Also Present:

145 **Apologies**

There were none.

146 **Minutes of the Previous Meeting**

The minutes of the meeting held on Thursday 23 February 2017 were presented.

Resolved:

To approve as a correct record and sign the minutes.

147 **Declarations of Interest**

There were none.

148 **Chairman's Announcements**

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

149 **Public Participation**

The committee noted the rules on public participation.

150 **Planning Appeals and Updates**

The committee received details of the appeal decisions as detailed in the agenda for the period 19/01/2017 to 03/03/2017.

Resolved:

That the report be noted.

151 **Planning Applications**

152 **16/11929/FUL: Nadder Centre - APPLICATION WITHDRAWN**

This application had been withdrawn and therefore not considered by the Committee at this meeting.

153 **16/11803/FUL: Forest View, Clay Street, Whiteparish, Salisbury, Wiltshire, SP5 2ST**

Public Participation

Jenny Harrison spoke in objection to the application

Sara Webb spoke in objection to the application

Dan Roycroft (Agent) spoke in support of the application

The Planning Officer noted that a site visit had taken place earlier in the day and drew attention to the late correspondence circulated at the meeting. He introduced the application for the demolition of existing bungalow and erection of two new chalet bungalows. It was noted that improved access for units will be created off Clay Street, with hard and soft landscaping and associated works. This application was a resubmission of a previous application 16/07647/FUL. It was recommended that the application be APPROVED with conditions.

The Committee had the opportunity to ask technical questions of the Officer, where it was noted that the definition of a chalet bungalow was typically a bungalow that had some dormer windows in the roof. It was estimated that the retaining wall on the site would be approximately 2m high. Previous objections from Highways had been changed following further discussions which had taken place with the planning agent. The cost to repair the damage to the road caused by construction traffic could not be imposed on the developer as a planning condition as this was a civil matter.

Members of the public then had the opportunity to present their views as detailed above.

The Unitary Division Member Cllr Richard Britton noted that the photographs did not give a proper impression of the extent that this site sloped back to the tree line. To gouge out all the earth was a major excavation and would create an alien feature. Clay street itself was a footpath, the site was in a rural setting, not far from New Forest. There were a range of buildings along Clay Street but nothing like what was being proposed here. He felt that the scheme could be attractive in an appropriate setting, but felt that it was not right for this unique setting.

Adding that the impact of the construction process would be detrimental to the neighbouring amenity during construction. Going from 3 beds to 10 on this site

was a massive increase. Incongruous effect of levelling this site. The houses themselves are out of keeping with the surroundings.

Cllr Britton moved for REFUSAL against Officer's recommendation. This was seconded by Cllr West.

The Committee then discussed the application. It was noted that the proposals were 2-storey houses and not chalet bungalows. Digging out a vast amount of soil to facilitate building a 2-storey property made no sense, as it would damage the landscape.

It was felt that the proposed design did not fit with the other properties along Clay Street. It was noted that the effect of a development of this scale on neighbours during construction was a material consideration.

Given the layout of the street, it was noted that there would be difficulty for lorries to turn and manoeuvre taking away the spoil. Further discussion and conditions could be added to minimalise the disruption caused, however it was noted that any disruption would be for a short period.

The Committee felt that the application was a massive over development of the site.

The Committee then voted on the motion of REFUSAL.

Resolved

That application 16/11803/FUL; Forest View, Clay Street, Whiteparish, Salisbury, Wiltshire, SP5 2ST, be REFUSED against Officer's recommendation for the following reasons:

The site currently contained a modest single storey dwelling, set within a sloping and verdant plot, and was accessed via Clay Street, an unmade and poorly surfaced private track, which also served as a public footpath.

In order to mitigate against the prominence of the development, the proposed creation of two five bedroom dwelling houses and parking and turning areas would require the lowering of the site's ground level, and would involve a significant amount of excavation and retaining structures. The resulting development would be of a far more prominent urban character and, in combination with the large scale of the two dwellings and their contemporary character, the development was likely to be unsympathetic to and out of keeping with the more rural character of the area, and the development of the site in the manner proposed was also likely to have a significant impact on residential amenities during construction works.

The scheme was therefore considered to be contrary to the aims of Core Policy 57 of the Wiltshire Core Strategy and paragraph 17 of the National Planning Policy Framework.

154 **17/00342/FUL: Land adjacent to Wilwyn Lane, West Winterslow, Wiltshire, SP5 1RQ**

Public Participation

Karen Chalmers (Applicant) spoke in support of the application.
Cllr Brown, vice chair of NHP steering committee and Winterslow Parish Councillor spoke in Support of the application.

The Planning Officer drew attention to the late correspondence circulated at the meeting and introduced the application for erection of two new dwellings including garaging with office over and new pedestrian and vehicular access. The application was recommended for REFUSAL as it was sited outside of the housing policy boundary, however it has been identified as a possible site for development on the emerging West Winterslow Neighbourhood Plan (NHP).

The Committee had the opportunity to ask technical questions of the Officer, where it was noted that the development proposal was for 2 houses only and no further development on the site plan.

The Core Policy stated that there was sufficient housing in Winterslow at this present time.

The emerging NHP had 10 sites marked for development, which included three priority sites, and seven further sites in not order of preference. The NHP was yet to be adopted.

Members of the public then had the opportunity to present their views as detailed above.

The Unitary Division Member Cllr Chris Devine noted that this was a justifiable exemption under CP2. Communities grow, the NHP steering group had achieved balance here, with sites across Winterslow. The proposal would create 2 modest family homes to enable the owners to keep the family together in the Village, and would release a modest family house on to the market.

Cllr Devine moved APPROVAL against Officers recommendation.
This was seconded by Cllr Hewitt. On the grounds that this was a justifiable exception to CP2.

The Committee then discussed the application. It was noted that the site was suitable for a development of two houses, however the NHP was in draft plan, and although it had the support of the parish council, the Committee should consider what was best for the community as a whole, and whether the application should wait until after the referendum, to adopt the NHP.

The Committee then voted on the motion of APPROVAL

Resolved

That application 17/00342/FUL; Land adjacent to Wilwyn Lane, West Winterslow, Wiltshire, SP5 1RQ be APPROVED against Officer's recommendation, with the following conditions:

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

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

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

DWG No: CW/P/10 Site Location Plan, Proposed Block and Roof Plan Sections, Proposed Ground Floor and First Floor Plan Plot 1 Date Received 13.01.17

DWG No: CW/P/12 Proposed Sectional Elevation Date Received 13.01.17

DWG No: CW/P/13 Proposed Garage Elevations, Proposed Elevations for Plot 2, Proposed Roof Plan, Ground and First Floor Plans Date Received 13.01.17

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

3. The development hereby permitted shall not be first occupied until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.

REASON: In the interests of highway safety.

4. Any gate(s) shall be set back 4.5 metres from the edge of the carriageway, such gates to open inwards only.

REASON: In the interests of highway safety.

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

REASON: In the interests of highway safety.

6. The development hereby permitted shall not be first occupied until a 2 metre wide pedestrian footway (to be dedicated as public highway) has been constructed across the entire site frontage and should link with adjacent existing dedicated highway land in front of Wilwyn.

REASON: In the interests of highway safety.

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

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area

8. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the development can be adequately drained.

9. 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:-

- location and current canopy spread of all existing trees and hedgerows on the land;**
- full details of any to be retained, together with measures for their protection in the course of development;**
- a detailed planting specification showing all plant and hedgerow species, supply and planting sizes and planting densities;**
- means of enclosure;**
- all hard and soft surfacing materials;**

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission

10. 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.

11. Construction works shall take place only between the hours of 0800hrs to 1700hrs, Monday to Friday, and only between 0800hrs to 1pm Saturdays. No construction works shall take place on Sundays or Public Holidays.

INFORMATION

With regards condition 06 and the provision of a footpath, part of this footway would be within highway verge, the remainder would need to be dedicated as public highway. The developer should then contact the Council's Highways department to discuss the provision of this footpath and any dedication/adoption process.

155 **17/00526/FUL: Duchy Cottages, 2 North Road, Mere, Wiltshire, BA12 6HG**

Cllr Green left the meeting at this point and did not vote on this application.

Public Participation

Robert Pearce spoke in objection to the application

Roger Pitts spoke in objection to the application

Mr Sheldon spoke in objection to the application

Miss Hyde spoke in support of the application

Cllr Bret Norris spoke on behalf of Mere Town Council

The Planning Officer introduced the application for a two-storey extension to the rear of the property and proposed garage to the side of the terrace. The application was recommended for APPROVAL with conditions.

The Committee had the opportunity to ask technical questions of the Officer, where it was noted that both of the neighbouring properties either side of the site had single storey extensions. The Duchy had no objection to the changes.

Members of the public then had the opportunity to present their views as detailed above.

The Unitary Division Member Cllr George Jeans noted for transparency, that one of the objectors was on the Mere Town Council, which he was a member

of. However, as this did not constitute an interest he took part in the discussion and voted on the application.

He also noted that the houses by character had single storey extensions. The main contention here was that there was a patio at the rear of the neighbouring property, which was used regularly by the residents to enjoy the outside light when they came home from work. He had visited the site and felt that the proposed development was too large and would block the light coming in to the neighbouring properties.

Cllr Jeans moved for REFUSAL against Officers recommendation, this was seconded by Cllr Devine.

The Committee then discussed the application. It was noted that the combination of a 2-storey extension with a wrap around and a vast garage make an unpleasant proposal, and was felt to be out keeping with the four terraced cottages.

It was noted that development to terraced houses was often difficult to find a balance. It was felt that the proposed development would affect 2 neighbours quite heavily, and that there was over development on this site, with the planned garage also being too large. The Character of the terraced houses would need to be retained.

The Committee then voted on the motion of REFUSAL

Resolved:

That application 17/00526/FUL; Duchy Cottages, 2 North Road, Mere, Wiltshire, BA12 6HG be REFUSED against Officer's recommendation, for the following reasons:

- 1. The property is located within a terrace of dwellings, and the rear garden of the property extends behind No.1 Duchy Cottages. The proposed two storey extension, by reason of its excessive length and height and its siting within close proximity to No. 1 Duchy Cottages, and the side boundary of no3 Duchy Cottages, would introduce a large and oppressive built form that would unduly affect the amenities of the adjoining neighbouring properties by its dominating effect, and by the likely overshadowing of the rear windows of No. 1 Duchy cottages, and the patio area to the immediate rear of No. 3 Duchy Cottages.**

The proposed development is therefore considered contrary to the aims and objectives of CP57 of the Wiltshire Core Strategy and the aims and objectives of the National Planning Policy Framework.

2. The proposal site in relation to the garage directly abuts the side garden area serving No. 1 Duchy Cottages, and the site itself is readily visible in the surrounding street scene, being positioned closer to the road than the existing dwellings. The proposed garage, by reason of its excessive scale and mass and siting would have a detrimental impact on the character and setting of the street scene, and would have an overbearing impact on the amenities of neighbouring property No1 Duchy Cottages.

The proposed development is therefore considered contrary to the aims and objectives of CP57 of the Wiltshire Core Strategy and the aims and objectives of the National Planning Policy Framework.

156 **Urgent Items**

There were no urgent items

(Duration of meeting: 6.00 - 8.25 pm)

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SOUTHERN AREA PLANNING COMMITTEE

MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 6 APRIL 2017 AT SARUM ACADEMY, WESTWOOD ROAD, SALISBURY, WILTSHIRE, SP2 9HS.

Present:

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman), Cllr Richard Britton, Cllr Richard Clewer, Cllr Brian Dalton, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian McLennan, Cllr Ian Tomes and Cllr Ian West

Also Present:

Cllr Mary Douglas, Cllr Julian Johnson & Cllr John Walsh

157 **Apologies**

158 **Minutes of the Previous Meeting**

The minutes of the meeting held on Thursday 16 March 2017 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on Thursday 16 March 2017.

159 **Declarations of Interest**

There were none.

160 **Chairman's Announcements**

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

161 **Public Participation**

The Committee noted the rules on public participation.

162 **Salisbury Footpath No.9 - Definitive Map and Statement Modification Order 2016" Parish of Idmiston**

Public Participation

Mark Jones spoke in Objection to the Order

Don Whittlestone spoke in Objection to the Order

Bob Pope spoke in Objection to the Order on behalf of Mr and Mrs Tidd

Steve Castellano spoke in support of the Order

Valerie Creswell spoke in support of the Order

Wesley Bight spoke in support of the Order

Cllr Gould of Idmiston Parish Council spoke in Objection to the Order

The Rights of Way Officer; Janice Green drew attention to the late correspondence circulated at the meeting from the land owner. She presented the report for Footpath No.9 – Definitive Map and Statement Modification Order 2016 in the Parish of Idmiston. It was explained that Wiltshire Council received an application dated 3 November 2015 and made under Section 53 of the Wildlife and Countryside Act 1981, to add a footpath to the definitive map and statement of public rights of way in the parish of Idmiston.

The application was made on behalf of Porton Neighbourhood Plan Group, on the grounds that public footpath rights could be reasonably alleged to subsist or subsist over the claimed route, based on user evidence and should be recorded within the definitive map and statement of public rights of way, as such.

Key points noted were that part of the land the footpath would cross was privately owned and the other part in Bourne Close was across an un-adopted road.

The Committee was asked to consider the evidence of use over a 20 year period from 1995 to 2015, as supported in the evidence forms. Other matters such as planning matters could not be considered.

The Order would be forwarded to the Secretary of State for determination by an appointed Inspector.

There had been 27 completed user evidence forms detailing use within the 20-year period, with some evidence of use dating back as early as 1960.

The Committee then had the opportunity to ask technical questions of the Officer, it was noted that the evidence contained within the witness forms submitted, was consistent.

Prior to the housing estate being built, the site was part of Manor Farm, and a route (possibly a private access to the Manor Farm buildings), located alongside the boundary of Rose Cottage, as per the Order route, could be seen on historic mapping.

For transparency, Cllr Britton noted that he lived in Porton and regularly walked past the site, however he was not affected by the proposals at all.

Clarity was sought on whether the Order recommendation could be changed by the Committee. The Officer explained that the Secretary of State would consider only the Order before them and if the Committee were minded to make any amendments to the Order, i.e. moving that part of the Order route A-B onto the Bourne Close roadway, clear evidential reasons for Wiltshire Council's recommendation to the Secretary of State to confirm the order with modification, must be provided.

If the Committee were minded to support the Order in full, then there could be an opportunity at a later date, following the determination of the definitive map modification order, to divert the footpath.

Members of the public then presented their views as detailed above.

Cllr Gould of Idmiston Parish Council spoke in Objection to the Order.

The parish council had no objection to there being a public path, however felt that section A to B provided little or no benefit to pedestrians, and would be a disadvantage to the landowner of that section of the proposed path. They felt that the route should remain on the surfaced route through Bourne Close.

The Vice Chairman of Idmiston Parish Council noted that Cllr Gould's statement went far beyond the remit of what he had been asked to say by the Chairman.

The Unitary Division Member Cllr Mike Hewitt spoke in Objection to the proposed route, stating that he felt that the section of the Order route A to B should be moved to the surfaced route through Bourne Close, and points B to C should remain as per the Order.

He noted that there had been an attempt to make this path a Community Asset, which had been rejected, followed by an application to put a footway adjacent to the High Street at the southern edge of this land, which had been rejected by Highways.

He asked for the path to be put on the map at a better location than what was proposed, and that there was a purpose-built access by the river going into the park.

Cllr Westmoreland proposed the motion to support the Officers recommendation which was seconded by Cllr McLennan.

The Committee discussed the Order where it was noted that the report and the evidence provided by path users who had addressed the Committee, showed compelling evidence of public use of the Order route for a period of at least 20 years. Whether the proposed route was the best option could be debatable.

Resolved

That “The Wiltshire Council (Parish of Idmiston) Path no.9 Definitive Map and Statement Modification Order 2016”, be forwarded to the Secretary of State for determination, with a recommendation from Wiltshire Council that the Order be confirmed without modification.

163 **Salisbury Footpath No.6 - Diversion order and definitive map and statement modification order 2016. Stratford sub Castle**

Public Participation

Penny Fulton spoke in Objection to the Order

Arnold Harrison spoke in support of the Order

Richard Griffiths spoke in Support of the Order

WC Cllr John Walsh spoke (as a local resident) in Support of the Order

The Rights of Way Officer; Sally Madgwick presented the report for The Wiltshire Council City of Salisbury (Stratford sub Castle) Salisbury footpath No. 6 Diversion Order and Definitive Map Modification Order 2016 and The Wiltshire Council Stratford sub Castle footpath linking Salisbury 24 with Salisbury 6 Extinguishment Order 2016. Different legislation than the last RoW Order. The Committee has the power to abandon the order or to send to the Sec of State.

It was noted that due to Planning Permission already granted to the applicant for the replacement of a garage, alteration of vehicular access and a new boundary wall at Parsonage Farm House. If the committee is minded to abandon these Orders then a further Order under Town and Country Planning Act 1990 legislation would need to be made as the development would obstruct part of the path, therefore the footpath would need to be diverted to enable the consented development to proceed

The new route had uninterrupted views of Old Sarum. The use and enjoyment of the route was an important factor in the decision to move the route.

Advantages of the new route included better accessibility, as it was wider, easy to find, had no styles and was already in popular daily use.

There had been eighteen representations and one objection received to the making of the orders.

The Committee then had the opportunity to ask technical questions of the Officer, it was noted that the Order width of the path would be 3m. As the path was currently wider than 3m, the planting of a hedge would be permitted.

Members of the public then presented their views as detailed above.

The Unitary Division Member Cllr Douglas spoke in support of the order, noting that it was a sensible plan which would mean less mud, more use, and had wide community support.

Cllr Westmoreland then moved the motion to support the Order. This was seconded by Cllr Hewitt.

Resolved

That the Wiltshire County City of Salisbury (Stratford sub Castle) Salisbury Footpath No. 6 Diversion Order 2016 and Definitive Map Modification Order 2016 and the Wiltshire Council Stratford sub Castle Footpath Linking Salisbury 24 with Salisbury 6 Extinguishment Order 2016 are forwarded to the Secretary of State for the Environment, Food and Rural Affairs with the recommendation that they be confirmed as made.

164 **Planning Appeals and Updates**

The committee received details of the appeal decisions for the period of 03/03/2017 to 24/03/2017 as detailed in the agenda.

Resolved

That the report be noted.

165 **Planning Applications**

166 **16/09919/FUI & 16/10183/LBC - Old Ship Hotel, Castle Street, Mere, BA12 6JE**

Public Participation

Cllr Bret Norris of Mere Town Council spoke in Objection to the Application

The Planning Team Leader; Richard Hughes, introduced the application for the conversion and renovation of the existing Grade II* Listed Old Ship Inn into 7 Apartments and 2 x three bed cottages. To include the demolition of outbuildings and the construction of an additional new build two bed cottage to the rear (10 dwellings in total).

He drew attention to the combined report which included both Full and Listed Building applications for this development.

Key details stated included the insertion of new roof lights in the existing property. There were no elevations of the proposed cycle store included in the application, therefore a condition would need to be included if the application was approved, to request these prior to any work taking place.

There was a separate cottage at rear of the development which did not form part of the application site. There were planning restrictions in place on the historic car park.

The application was recommended for APPROVAL subject to conditions.

The Committee then had the opportunity to ask technical questions of the Officer. Details were sought on why the red line at the front of the site was shown on the highways owned road. It was explained that this was to show access and not ownership.

The garden space at the rear was the only amenity land on the proposal, and was to be accessed solely by the 2 bed property.

The 7 apartments would consist of 1 and 2 bedroom properties. The cottages were 3 bedrooms.

Historic England's had not imposed any conditions regarding their comments that there was an opportunity to reinstate some of the buildings historic layout. Any conditions were generally left to the Conservation Officer and the Local Authority to make judgement.

A vacant buildings credit was applicable to this development, which was a policy from Central Government allowing smaller developments of ten or less properties to avoid too many contributions in the planning system, such as affordable housing. Factors taken into consideration included the vacant building and the preference to see houses built and buildings being brought back into life with smaller requirements.

Members of the public were then able to present their views, as detailed above.

Cllr Bret Norris, Mere Town Council spoke in objection to the application. He noted that although the Planning team and applicant had been working to alleviate concerns, the parish still had some concerns with over development of the site, Inadequate parking, the bin area was insufficient and it was felt that this should be swapped for the cycle shelter. Measures should be taken to protect the tree roots in the car park during excavation of earth and associate works.

Other desired alterations included the front arched doors to remain as wood, and the bracket and sign to be retained at the front of the property to preserve the character of the building.

The Town Council was not against a residential accommodation in principle and would be supportive of revised plans which incorporated changes to address its concerns.

The Unitary Division Member Cllr Jeans moved the motion of APPROVAL in line with Officers recommendation. This was seconded by Cllr Devine.

Cllr Jeans withdrew this motion, before moving a second motion to defer the application.

He noted that he did not want to see the Kingston Avery brewery sign disappear from the front of the property. There were many issues with the proposals which he felt could be clarified before the Committee considered them.

He noted that there was no design for a cycle storage, and that the bin and cycle storage areas should be swapped over.

He asked for additional conditions to be added to include the car parking spaces to be allocated to the new properties, that the sign and bracket be retained,

The motion of deferral was not supported.

Cllr Westmoreland moved the motion of APPROVAL in line with Officer's recommendations and additional conditions as made by the Committee. This was seconded by Cllr Clewer.

The Committee then discussed the application where it was noted that the proposals included the wooden doors at the front be retained.

Other conditions to include the allocation of parking spaces to the new and existing properties, with these spaces meeting the minimum size (4.5 x 9). That the Brewery sign and bracket be maintained.

It was noted that as the Waste Officer was happy with the bin provision in the plan, it would be down to the applicant to decide whether in the future they wished to move the bin storage to the cycle shelter should it be found that the allocated space was inadequate.

It was disappointing that there was a central location in Mere which was missing out on Affordable Housing.

Some Members felt the internal layout of the apartments looked cramped. Having 10 properties squeezed on to this site, with virtually no amenity space, was felt to be over development.

The Committee voted on the motion of APPROVAL with conditions.

Decision

That application 16/09919/FUL be APPROVED in line with Officers recommendation, with the following conditions:

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

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

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

**Drawing number ASP.14.067.202 B dated 16.03.17, as deposited with the local planning authority on 05.04.2017, and
Drawing number ASP.14.067.203 B dated 16.03.17, as deposited with the local planning authority on 05.04.2017, and
Drawing number ASP.14.067.105 dated June 2016, as deposited with the local planning authority on 05.04.2017, and
Drawing number ASP.14.067.101 B dated 04.04.17, as deposited with the local planning authority on 05.04.17, and
Drawing number ASP.14.067.104 dated June 2016, as deposited with the local planning authority on 05.04.17, and
Drawing number ASP.14.067.201 B dated 02.02.17, as deposited with the local planning authority on 17.03.17, and
Drawing number ASP.14.067.100 B dated 02.02.17, as deposited with the local planning authority on 17.03.17, and
Drawing number ASP.14.067.301 dated Feb 2017, as deposited with the local planning authority on 17.03.17, and
Drawing number ASP.14.067.300 dated Feb 2017, as deposited with the local planning authority on 17.03.17, and
Drawing number ASP.14.067.200 B dated 02 Feb 2017, as deposited with the local planning authority on 17.03.17, and
Drawing number ASP.14.067.002 D dated 01.03.17, as deposited with the local planning authority on 17.03.17.**

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

- 3 Notwithstanding the approved drawings, no works shall commence until details of the following matters have been submitted to and approved in writing by the Local Planning Authority:**

- (i) Large scale details of all new external joinery (1:5 elevation, 1:2 section) including vertical and horizontal cross-sections through openings to show the positions of joinery within openings, depth of reveal, heads, sills and lintels;**
- (ii) Large scale details of all proposed new internal joinery (1:5 elevation, 1:2 section);**
- (iii) Full details of proposed rooflights, which shall be set in plane with the roof covering;**
- (iv) Full details of the routes of all proposed ventilation ducts and pipework to be incorporated within the existing building(s), to include details of how they access/exit the building;**
- (v) Full details of the proposed treatment of fireplaces, panelling, overmantles, ornate cornicing and historic wide floorboards;**
- (vi) Length and width wise sections of the proposed new staircase(s) for units 1 and 2;**
- (vii) Full details of proposed internal service routes;**
- (viii) A full schedule of internal finishes to walls, ceilings and floors;**

and
(ix) Full details and samples of external materials.

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.

- 4 No development shall commence on site until a scheme for the discharge of surface water from the site has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first brought into use/occupied until surface water drainage has been constructed in accordance with the approved scheme.

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

- 5 No development shall commence on site until details of the works/methodology for the disposal of sewerage have been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be first occupied until the approved sewerage details have been fully implemented in accordance with the approved plans.

REASON: To ensure that the proposal is provided with a satisfactory means of drainage.

- 6 Before any development commences, a scheme and suitable plans for the laying out and provision of the parking area shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall include as a minimum:

- Parking spaces be allocated and clearly marked for residents and new occupiers, and retained for the use of those units in perpetuity.
- Parking spaces all be built out to the minimum highway standard dimensions
- Details of the bin and cycle store structure
- Details of the protection of the mature tree and its root zone in the car park during construction and after completion of the car park

Development shall be carried out in accordance with the approved scheme and plans.

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

- 7 The secondary glazing described in the section: 'Recommended Noise Mitigation - Front Façade of the submitted ISVR Consulting Noise Assessment Reference 9813 - R01' dated August 2016 shall be implemented in full prior to the occupation of the dwelling(s) and shall be maintained in that way at all times thereafter.

Reason: To mitigate the impacts of road noise, in the interests of amenity.

- 8 No construction or demolition work shall take place on Sundays or Public Holidays or outside the hours of 07:30 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays.**

Reason: In the interests of amenity.

- 9 No development shall commence within the area indicated (proposed development site) until:**

- (i) A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and**
- (ii) The approved programme of archaeological work has been carried out in accordance with the approved details.**

REASON: To enable the recording of any matters of archaeological interest.

Further Recommendations in respect of Condition 9: The work should be conducted by a professional archaeological contractor in accordance with a Written Scheme of Investigation agreed by this office. There will be a financial implication for the applicant.

- 10 The main archway in the front (South) elevation of the building shall retain timber doors (not the originally suggested glass doors) and the archway shall not be used for vehicular access.**

Reason: In the interests of the character and setting of the listed building and the existing character of the conservation area.

- 11 The existing wrought iron wall mounted bracket and hanging sign on the front of the building shall be retained in perpetuity.**

Reason: To preserve the character and setting of the listed building and the surrounding conservation area.

Decision

That application 16/10183/LBC be APPROVED with the following conditions:

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

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

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

Drawing number ASP.14.067.202 B dated 16.03.17, as deposited with the local planning authority on 05.04.2017, and

Drawing number ASP.14.067.203 B dated 16.03.17, as deposited with the local planning authority on 05.04.2017, and

Drawing number ASP.14.067.105 dated June 2016, as deposited with the local planning authority on 05.04.2017, and

Drawing number ASP.14.067.101 B dated 04.04.17, as deposited with the local planning authority on 05.04.17, and

Drawing number ASP.14.067.104 dated June 2016, as deposited with the local planning authority on 05.04.17, and

Drawing number ASP.14.067.201 B dated 02.02.17, as deposited with the local planning authority on 17.03.17, and

Drawing number ASP.14.067.100 B dated 02.02.17, as deposited with the local planning authority on 17.03.17, and

Drawing number ASP.14.067.301 dated Feb 2017, as deposited with the local planning authority on 17.03.17, and

Drawing number ASP.14.067.300 dated Feb 2017, as deposited with the local planning authority on 17.03.17, and

Drawing number ASP.14.067.200 B dated 02 Feb 2017, as deposited with the local planning authority on 17.03.17, and

Drawing number ASP.14.067.002 D dated 01.03.17, as deposited with the local planning authority on 17.03.17.

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

3 Notwithstanding the approved drawings, no works shall commence until details of the following matters have been submitted to and approved in writing by the Local Planning Authority:

(i) Large scale details of all new external joinery (1:5 elevation, 1:2 section) including vertical and horizontal cross-sections through openings to show the positions of joinery within openings, depth of reveal, heads, sills and lintels;

(ii) Large scale details of all proposed new internal joinery (1:5 elevation, 1:2 section);

(iii) Full details of proposed rooflights, which shall be set in plane with the roof covering;

(iv) Full details of the routes of all proposed ventilation ducts and pipework to be incorporated within the existing building(s), to include details of how they access/exit the building;

(v) Full details of the proposed treatment of fireplaces, panelling, overmantles, ornate cornicing and historic wide floorboards;

(vi) Length and width wise sections of the proposed new staircase(s) for units 1 and 2;

- (vii) Full details of proposed internal service routes;
 - (viii) A full schedule of internal finishes to walls, ceilings and floors; and
 - (ix) Full details and samples of external materials.
- 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.

167 **17/00444/FUL - Florance House, Romsey Road, Witteparish, SP5 2SD**

Public Participation

Cllr Neil Sutherland of Witteparish Parish Council

The Planning Officer; Christos Chrysanthou introduced the application for the erection of a 2 bay garage to the front of Florance House.

The application was recommended for APPROVAL subject to conditions.

The Committee then had the opportunity to ask technical questions of the Officer.

Members of the public had the opportunity to speak as detailed above.

The Parish Council spoke in Objection to the application, and made the point that the primary consideration was the visual impact. The original development of two properties on the site of the old village hall, had been granted permission without garaging.

The two new houses sat back in line with neighbouring properties, none of which had garages at the front. It was noted that to have the garage at the side of the property may present issues relating to an underground sewer.

The applicant had made steps to reduce the size of the construction but it was felt that the visual impact was still too great.

The Unitary Division Member Cllr Britton spoke in Objection to the application. He noted his concerns in respect of the design of the development, visual impact upon the surrounding area and relationship to adjoining properties.

This was the site of the old village hall which had been a dilapidated building. These attractive houses were set back from the road, and in this case having a garage at the front would be an unnatural feature. He felt that the plot was quite large, going well back with ample room at the rear for a garage.

Cllr Britton moved the motion of REFUSAL against Officer's recommendation, this was seconded by Cllr Jeans.

The Committee then discussed the application, where it was noted that the streetscene would be impacted upon if there was a garage at the front of the property, along the edge of the road. In addition, there was ample space at the rear of the property where a garage would be better placed.

Resolved

That application 17/00444/FUL be REFUSED for the following reasons;

- 1. The proposed garage would be sited directly in front of the main dwellinghouse and would be readily visible in the surrounding street scene, being positioned closer to the road than the existing dwellinghouses. The proposed garage, by reason of its scale, mass and siting would be visually prominent and would have a detrimental impact on the character and setting of the street scene.**
- 2. The proposed development is therefore considered contrary to the aims and objectives of CP57 of the Wiltshire Core Strategy and the aims and objectives of the National Planning Policy Framework.**

168 **16/12123/FUL - Land at Whitsbury Road, Witsbury Road, Odstock, Salisbury**

Public Participation

Alison Whalley (Agent) spoke in support of the Application

The Planning Team Leader, Richard Hughes introduced the application for Construction of two residential dwellings. The application was recommended for REFUSAL

The Committee then had the opportunity to ask technical questions of the Officer.

Members of the public then presented their views as detailed above.

It was noted that the Parish Council was in support of the application.

The Unitary Division Member Cllr Johnson spoke in Support of the Application. He noted that Odstock was a small village, where an opportunity was available to build a couple of dwellings. He added that people should be encouraged to stay in the village, developments like this would assist with that.

Cllr Westmoreland moved the motion of REFUSAL in line with Officer Recommendation. This was seconded by Cllr Devine.

The Committee then discussed the application. The main points raised included that the proposal in the form suggested did not represent infill as defined by the Policy, and was considered as a back-land development. However, they noted that they liked the actual design of the dwellings, and may look more favourably on a scheme which located the dwellings along the main road.

The Committee voted on the motion for REFSAL in line with the Officer's recommendation.

Resolved

That application 16/12123/FUL be REFUSED for the following reasons:

- 1. The proposal is located within a small village which the Wiltshire Core Strategy identifies as having a low level of services and facilities. This proposal for two dwellings does not meet the definition of permitted infill development within small villages and the development will result in the creation of back-land development contrary to the established linear pattern of development along the eastern side of Whitsbury Road. The development will consolidate the existing loose knit sporadic development along Whitsbury Road and the proposal fails to promote a sustainable pattern of development with the resultant occupiers dependent on the use of private car for day-to-day activities and journeys. Therefore, the proposed development is considered contrary to Core Policies 1, 2, 44, 48 and 60 of the Wiltshire Core Strategy and paragraph 14 of the National Planning Policy Framework.**
- 2. The creation of two back-land dwelling houses would result in the introduction of direct overlooking to the side elevation of the application dwelling known as No.219 Whitsbury Road and undue overlooking across the rear garden area to the detriment of the privacy currently afforded to the neighbouring dwelling. The creation of the realigned vehicular entrance will bring an increased number of vehicles within close proximity to the front elevation of the neighbouring dwelling to the detriment of amenity. The proposed development is considered contrary to Core Policies 57 of the Wiltshire Core Strategy and paragraph 17 of the National Planning Policy Framework.**

169 **Urgent Items**

There were no urgent items

(Duration of meeting: 6.00 - 9.15 pm)

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WESTERN AREA PLANNING COMMITTEE

MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 15 MARCH 2017 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christopher Newbury (Chairman), Cllr John Knight (Vice Chairman), Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Dennis Drewett, Cllr Pip Ridout, Cllr Jonathon Seed, Cllr Roy While and Cllr Jerry Wickham (Substitute)

11 Apologies

Apologies for absence were received from Cllr Graham Payne who was substituted at the meeting by Cllr Jerry Wickham, and from Cllr Magnus Macdonald.

12 Minutes of the Previous Meeting

The minutes of the meeting held on 11 January 2017 were presented.

Resolved:

To approve and sign as a correct record the minutes of the meeting of the Western Area Planning Committee held on 11 January 2017.

13 Declarations of Interest

There were no declarations of interest

14 Chairman's Announcements

The Chairman welcomed Nick Hill, solicitor, to his first meeting.

15 Public Participation

The Chairman welcomed all present. He then explained the rules of public participation and the procedure to be followed at the meeting.

The Chairman reported receipt of one question from Cllr Ernie Clark, which had been circulated with the agenda along with a written response. Details of the question and answer were as follows:

Question

I and, I am sure, the other members of both the western and northern area planning committees, are very grateful to the Spatial Planning team for overcoming any capacity issues to confirm that this HMA now has a land supply figure in excess of the government required 5.25 years, thus giving full weight to the policies of the Core Strategy.

However, the long awaited Wiltshire DPD seems to have vanished, again, from the most recently published Cabinet forward work plan. Is there a date available for when this might be considered by Cabinet?

Response

In the light of the publication of the Inspector's Report into the Chippenham Site Allocations Plan on 21 February 2017 it is considered that the Chippenham site allocations can now contribute to the housing land supply for the North and West Housing Market Area. The Housing Land Supply Statement (Base Date April 2016) was therefore updated to take into account these sites and was published on 3 March 2017.

The Draft Wiltshire Housing Site Allocations Plan is on the Cabinet's Forward Work Plan for 23 May 2017.

16 Planning Appeals and Updates

The Planning Appeals Update Report for the period between 16/12/2016 and 03/03/2017 was received.

Resolved:

To note the Planning Appeals Update Report for the period of 16/12/2016 and 03/03/2017.

17 Planning Applications

The Committee considered the following applications:

18 16-09788-FUL: Land at 4 Coronation Road, Melksham

Public Participation

Mr Andy Hinchcliffe, resident, spoke in objection to the application

Eileen Medlin, senior planning officer, presented the report which comprised the demolition of a garage and erection of a new 3 bedroom detached dwelling with

car parking to also serve no. 4 and associated works. It was recommended that the application be approved with conditions.

The key planning issues identified in the officer's presentation were outlined to include: the principle of the development, the impact on the character and appearance of the area, the impact on neighbouring residential amenities, and highway safety and parking. Two additional letters had been received in relation to the application.

Members of the Committee then had the opportunity to ask technical questions of the officer. In response to questions it was confirmed that the highways team had not raised any concerns in regard to the positioning of the garage or dropped kerb.

Members of the public had the opportunity to present their views to the Committee, as detailed above.

Cllr Jon Hubbard, unitary division member for Melksham South, spoke in opposition to the application.

In response to points raised during the public participation, the senior planning officer clarified that: the proposed development was in keeping with the existing street scene; that the size of the proposed garden allowed the property to sit comfortably within the proposed plot; and that there was sufficient distance between the proposed and existing dwellings.

Cllr Christopher Newbury, seconded by Cllr Roy While, moved that the application be approved for the reasons presented in the officer's report.

In the debate that followed issues discussed included the size of the proposed gardens, and the size and style of the proposed dwelling compared with neighbouring properties.

At the conclusion of the debate, it was:

Resolved:

To grant planning permission with the following conditions:

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

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

2. The development hereby permitted shall be carried out in accordance with the following approved plans: Location Plan, received 17 October 2016; Site Survey, received 17 October 2016; Proposed Site Plan Rev B, received 13 January 2017; Proposed House Type Rev A, received 22 November 2017

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

3. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first brought into use until surface water drainage has been constructed in accordance with the approved scheme.

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

4. No development shall commence on site above slab level 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.

5. No development shall commence on site above slab level until details of the design, external appearance and decorative finish of all railings, fences, gates, walls, bollards and other means of enclosure have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details prior to the development being occupied.

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

6. The development hereby permitted shall not be first brought into use until the access and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

7. The development hereby permitted shall not be first brought into use until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.

REASON: In the interests of highway safety.

8. The dwelling hereby approved shall achieve a level of energy performance at or equivalent to Level 4 of the Code for Sustainable Homes. Within 6 months of any dwelling being occupied evidence shall be submitted to and approved in writing by the local planning authority certifying that the stated level or its equivalent has been achieved.

REASON: To ensure that the objectives of sustainable development equal or equivalent to those set out within Wiltshire Core Strategy CP41 are achieved.

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 those Orders with or without modification), no development within Part 1, Classes A-C and E shall take place on the dwelling house hereby permitted and the retained dwelling house (no 4 Coronation Road) 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.

11. Before the development hereby permitted is first occupied the upper floor window(s) in the rear south-east elevation shall be glazed with obscure glass only [to an obscurity level of no less than level 3] and the windows shall be maintained with obscure glazing in perpetuity.

REASON: In the interests of residential amenity and privacy.

PLANNING INFORMATIVES:

1. The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website

www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy

19 16-12059-FUL: Land to Rear of 11 Portway, Warminster

Public participation

Judith Scanlian, resident, spoke in objection to the application

Mark Sennitt, agent, spoke in support of the application

Steve Dancey, Warminster Town Council, spoke in objection to the application

Mathew Perks, senior planning officer, presented the report which comprised the demolition of an existing building and erection of two dwellings with

associated access and parking. It was recommended that the application be approved subject to conditions.

The key planning issues identified in the officer's presentation were outlined, and included: the principle of the development, the impact on the Conservation Area, access and parking impacts, and impact on the neighbouring amenity. The officer reported that following objections from neighbouring properties, the development would provide for only one habitable room at first floor level at the rear of the property and that obscured glazing would be used in the windows of all other rear facing first floor rooms.

Members of the Committee then had the opportunity to ask technical questions of the officer. In response to questions it was confirmed: that vehicular access to the site would not be through the neighbouring business's premises.

Members of the public had the opportunity to present their views to the Committee, as detailed above.

In response to the points raised during public participation, the senior planning officer confirmed that the height of the ridge of the proposed dwelling would be in keeping with neighbouring properties.

Cllr Andrew Davis, as the local unitary division member for Warminster East, spoke in regards to the application and expressed his opinion that the photos did not provide an adequate representation of the proposed development site.

Cllr Davis, seconded by Cllr Pip Ridout, moved that the determination of the application be deferred in order for a site visit to be arranged.

In the debate that followed, key issues included: that a site visit would enable members to get a better feel for the proposed development; and that it would be useful to see the proposed vehicular access to the site.

At the conclusion of the debate it was:

Resolved:

To defer the determination of the application until after the arrangement of a site visit.

20 **Urgent Items**

There were no urgent Items.

(Duration of meeting: 3.00 - 3.50 pm)

The Officer who has produced these minutes is Becky Holloway of Democratic Services, direct line 01225 718063, e-mail becky.holloway@wiltshire.gov.uk

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WESTERN AREA PLANNING COMMITTEE

MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 5 APRIL 2017 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christopher Newbury (Chairman), Cllr John Knight (Vice Chairman), Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Dennis Drewett, Cllr Magnus Macdonald, Cllr Pip Ridout, Cllr Jonathon Seed, Cllr Roy While and Cllr Graham Payne

Also Present:

Cllr Terry Chivers

21 **Apologies**

There were no apologies for absence.

22 **Minutes of the Previous Meeting**

The minutes of the meeting held on 15 March 2017 were presented.

Resolved:

To approve and sign as a correct record the minutes of the meeting of the Western Area Planning Committee held on 15 March 2017.

23 **Declarations of Interest**

Cllr Jonathon Seed declared a non-pecuniary interest in item 7b (application 16/11951/FUL) by virtue of having known the applicant previously, but that he would take part in the debate and vote.

24 **Chairman's Announcements**

The Chairman had no announcements to make.

25 **Public Participation**

The Chairman welcomed all present, including Cllr Terry Chivers who was in attendance as the local division member for application 16/11951/FUL. He then explained the rules of public participation and the procedure to be followed at the meeting.

One question had been received from Cllr Ernie Clark and a verbal response was given as detailed in the appendix.

In response to a supplementary question from Cllr Ernie Clark, it was explained that decisions to delay the determination of applications were made on a case by case basis with legal considerations sometimes having to be made, and that the implementation of a universal time limit for determination would not be appropriate. Negotiated extensions of time to determine applications required justification and often extended to no more than one month, after which time applicants would either proceed with, or withdraw, their application.

26 **Planning Appeals and Updates**

The Planning Appeals update report for the period between 03/03/2017 and 24/03/2017 was received.

Resolved:

To note the Planning Appeals update report for the period of 03/03/2017 and 24/03/2017.

27 **Planning Applications**

The Committee considered the following applications:

28 **16/12059/FUL - 11 Portway, Warminster**

Public Participation

Mrs Judith Scanlan, resident, spoke in objection to the application.
Mrs Hicks-Lobbecke, resident, spoke in objection to the application.
Mr Mark Sennitt, agent, spoke in support of the application.
Mr David Belben, resident, spoke in support of the application.

Matthew Perks, the senior planning officer, presented the report which comprised the demolition of an existing building and the erection of two dwellings with associated access and parking. Determination of the application had been deferred from a previous meeting and a site visit had been held. It was recommended that the application be approved with conditions.

The key planning issues identified in the officer's presentation were outlined to include: the principle of the development, the impact on the Conservation Area; access and parking; and impacts on the neighbouring amenity. In response to

concerns raised by neighbouring residents regarding reduced privacy and disruption during the construction of the property, it had been conditioned that the development would provide for only one habitable room at first floor level at the rear of the property and that obscured glazing would be used in the windows of all other rear facing first floor rooms, and that a construction management plan would be put in place.

Members of the Committee then had the opportunity to ask technical questions of the officer. Clarification was sought on the position of the adopted highway in relation to the development site, and the site boundary. In response to questions it was confirmed that the planning permission granted for the adjoining site did not include provision for parking within the proposed site boundary. It was confirmed that assurances had been given by the applicant in a letter sent to committee members and local residents, to limit the level of nuisance and disruption during the construction phase(s), Members were advised that the letter had not been approved by officers, but that it could be included within the construction management plan the applicant would be required to submit under Condition 5.

Members of the public had the opportunity to present their views to the Committee, as detailed above.

In response to points raised during the public participation, the senior planning officer confirmed that five of the six upper floor windows illustrated to face neighbouring properties would be fitted with obscure glazing, including non-habitable room windows and the one habitable room window at first floor level at the rear of the property which would not directly overlook the neighbouring property; and that concerns relating to the delivery and disposal of construction materials would be included within the construction management plan.

Cllr Andrew Davis, unitary division member for Warminster East, spoke in support of the application. He thanked members for attending the site visit and reported that this had been a useful exercise. He expressed his opinion that the site was of a suitable size for the proposed development and that it would be desirable to tighten up the conditions to reflect the offer made by the applicant to reduce disruption during the construction of the dwelling.

Cllr Andrew Davies, seconded by Cllr Pip Ridout, moved that the application be approved in line with the recommendation and conditions in the officer's report.

In the debate that followed issues discussed included: the potential disruption to local residents of the construction work, including the playing of music on site; and that the letter from the applicant could be made part of the construction management plan.

At the conclusion of the debate the proposer and seconded agreed to amend their motion to include that Condition 5 would be amended to include a measure to control on-site noise, and that the applicant's letter circulated to members and local residents could be incorporated within the construction management plan.

Following a vote it was:

Resolved:

To grant planning permission with the following conditions:

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

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

2. Notwithstanding the description in the application form, development shall not commence until details of: Roof tiles; Fenestration and front doors and the proposed canopies; and rainwater goods, have been submitted and approved in writing by the Local Planning Authority, it being further noted that natural Bath stone shall be utilised for the quoins and the proposed 'Blind' windows shall be a recessed panel (i.e. not flush with the building elevations).

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: all hard and soft surfacing materials including proposed planting; finished levels; and means of enclosure.

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, 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 or the completion of the development whichever is the sooner. 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. No development shall commence on site (including any works of demolition), until a Construction Management Plan, which shall include the following:

- a) the access and parking of vehicles of site operatives and visitors**
- b) the loading and unloading of plant and materials**
- c) the storage of plant and materials used in constructing the development**
- d) the measures to control the emission of noise, dust and dirt during construction; and**
- e) the hours of construction, including deliveries;**

has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be compiled with in full throughout the construction period.

The development shall not be carried out otherwise than in accordance with the approved construction method statement.

The applicant is invited to include in the CMP a programme based on the letter titled “Ref New build Newport”, distributed to local residents, aimed at the simultaneous development of the hereby approved plans and the adjacent development at 11 Portway, with a view to avoiding heavy vehicle construction traffic using Newport.

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

6. Before the development hereby permitted is first occupied all upper level windows in the west elevation barring that to the bedroom shall be glazed with obscure glass only and the windows shall be maintained with obscure glazing in perpetuity.

REASON: In the interests of residential amenity and privacy.

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

REASON: In the interests of highway safety and the amenity of future occupants.

8. The new dwellings hereby approved shall achieve a level of energy performance at or equivalent to Level 4 of the Code for Sustainable Homes. The dwelling shall not be occupied until evidence has been issued and submitted to, and approved in writing by, the local planning authority certifying that this level or equivalent has been achieved.

REASON: To ensure that the objectives of sustainable development equal or equivalent to those set out in Policy CP41 of the Wiltshire Core Strategy are achieved.

9. The development hereby permitted shall be carried out in accordance with the following approved plans: 8811/100 Rev D and 8811/101 Rev C received on 23 February 2017.

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

INFORMATIVES TO APPLICANT:

1. The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect.

2. The applicant is advised to contact Wessex Water with regard to new connections and in respect of any agreement that may be required with regard to the protection of existing infrastructure.

29 **16/11951/FUL - Land between 215 and 78-81 Corsham Road, Whitley**

Public participation

Mrs Caron Greene, agent, spoke in support of the application
Mr Tom Nicholas, applicant, spoke in support of the application

Eileen Medlin, the senior planning officer, presented the report which comprised the erection of one self-build 3 bedroom dwelling. The officer reported that a late submission had been made by the agent, to state that the parish council had given their support for development of the site in 2015 as part of the SHLAA process, but that this did not offer sufficient new evidence to change the report's conclusion. It was recommended that the application be refused.

The key planning issues identified in the officer's presentation were outlined, and included: the location of the site outside of the village settlement; that the proposal would be an unacceptable encroachment into the countryside; the

impact on the character and appearance of the area; the impact on neighbouring residential amenity; and highway safety and parking.

Members of the Committee then had the opportunity to ask technical questions of the officer. In response to questions it was confirmed: that the LPA could demonstrate a 5 year housing supply across the North and West HMA, and Wiltshire Council's Core Policies 1 and 2 had full weight in the committee's deliberations; that the existing houses along the eastern side of Corsham road were outside of the village settlement boundary and were classified as dwellings in the open countryside; that the site was not included on a register held by the LPA for self-build properties and that no exception policy was in place with regard to self-build residential developments, that the site was not part of a Neighbourhood Plan identifying it for residential development and that the Council's Sites Allocation DPD was not sufficiently advanced; and that the size of the site was 0.6 hectares.

Members of the public had the opportunity to present their views to the Committee, as detailed above.

Cllr Terry Chivers, as the local unitary division member for Melksham Without North, spoke in support of the application and asked committee members to consider the application for its individual merit. He reported that the applicant would agree to entering a legal agreement to provide a site for a school carpark should the application gain committee support. Cllr Chivers asked that, should the committee be minded to refuse the application, they arrange a site visit before reaching a decision.

In response to the points raised during public participation, the senior planning officer confirmed that: Wiltshire Council's housing delivery and settlement strategy policies are the LPAs adopted mechanisms of promoting sustainable and managed development; and that the proposed site could not be considered infill due to its distance from neighbouring properties and the established settlement boundary.

Cllr Jonathon Seed, seconded by Cllr Magnus Macdonald, moved that the application be approved.

In the debate that followed, key issues included: the location of the house in relation to nearby dwellings and the settlement boundary; the size and scale of the development in comparison to neighbouring properties; the sustainable use of land and the desirable density of any development; the level and extent of local support; and the potential for further applications to be made for the neighbouring land.

With invitation from the Chairman, the senior planning officer confirmed that should the committee be minded to approve the application, conditions from highways were set out within section 9.4 of the report, and that it would be advisable to impose additional conditions to include the use of building materials, surface water drainage, and energy efficiency. The proposer and seconder agreed to amend their motion to include these conditions.

At the conclusion of the debate the motion was lost.

Cllr Trevor Carbin, seconded by Cllr Ernie Clark, moved that the application be refused for the reasons laid out in the officer's report.

After a short debate covering issues raised previously, it was

Resolved:

To refuse the application for the following reasons.

1. The proposal is outside of the settlement boundary for Whitley and has not been allocated for residential development within the Wiltshire Core Strategy (January 2015), Housing Site Allocations DPD or Neighbourhood Plan. The development fails to meet any of the special circumstances for the creation of additional residential units in such circumstances listed under Paragraph 4.25 of the Wiltshire Core Strategy. The proposal fails to promote a sustainable pattern of development and is contrary to Core Policies 1, 2, 15, 51, 60 & 61 of the Wiltshire Core Strategy.

2. The proposed development would constitute an unwarranted encroachment of residential development onto agricultural land which lies outside of any defined development limits in the open countryside and in an established gap between two settlements, without any justification. This would result in the erosion of the separate identity of the countryside and harm the character and appearance of the area in an area where there is a general presumption against development. The proposal is therefore contrary to Core Policies 1 and 51 of the Wiltshire Core Strategy and Paragraph 17 of the National Planning Policy Framework which seek to preserve the intrinsic character of the countryside.

3. The proposed development would, by reason of its scale, appearance, siting, plot size, result in an incongruous development that does not respect the existing character and appearance of the area or the existing pattern of development contrary to Core Policy 57. It would also represent an inefficient use of land contrary to Core Policy 57.

30 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.20 pm)

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Wiltshire Council

Western Area Planning Committee

5 April 2017

Councillor Question

From: Cllr Ernie Clark – Hilperton Division

To: Cllr Christopher Newbury – Chairman of Western Area Planning Committee

Question

Why is it permissible, and under what circumstances, for an applicant to request that an application be held in abeyance until further notice, when that application is otherwise likely to be refused by the LPA?

Response

I fully respect that the question is not site specific. Officers within the development management service regularly receive and agree extensions of time (EoTs) with developers; and, there are numerous reasons to explain or justify why an applicant may request that their application be held in abeyance for a period of time.

Requests to delay the determination of an application can be due to a material change of circumstance, highlighted or introduced during the planning process. The recently published an updated housing land supply statement (HLSS) at the beginning of March acts as an example of a significant recent change. We currently have a number of applications lodged which need to be assessed against the updated HLSS and it is entirely reasonable to afford applicant's and their agent(s) time to reflect on its implications and to give them some time to decide what they intend to do next.

Applications can also be delayed in terms of their determination if legal/Counsel advice is deemed necessary, to schedule meetings or to undertake fresh assessments to address ecology, drainage or highway issues.

Officers are mindful that the government encourages LPAs to engage positively with applicants; and agreeing extensions of time forms a part of officer/developer discussions. It is also important to remember that every case requires to be assessed on its individual merits, and the Council should appraise each application and its detail with fresh eyes and consider all material planning considerations.

Drafting officer: Kenny Green, Area Team Leader

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LICENSING COMMITTEE

DRAFT MINUTES OF THE LICENSING COMMITTEE MEETING HELD ON 13 MARCH 2017 AT THE WEST WILTSHIRE ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Pip Ridout (Chairman), Cllr Desna Allen (Vice Chairman), Cllr Nick Blakemore, Cllr Allison Bucknell, Cllr Dennis Drewett, Cllr Sue Evans, Cllr Mike Hewitt, Cllr Simon Jacobs and Cllr George Jeans

Also Present:

1 **Apologies**

Apologies were received from Councillors Davis and Green and from Tracy Daszkiewicz (Consultant in Public Health).

2 **Minutes**

The minutes of the meeting held on 19 September 2016 were presented to the Committee.

Resolved:

That the minutes of the meeting held on 19 September 2016 be approved and signed as a correct record.

3 **Chairman's Announcements**

As this was the last meeting of this Council term, the Chairman wished to express her thanks to all Committee members, the Licensing Team and all other staff involved with licensing.

4 **Declarations of Interest**

There were no declarations of interest.

5 **Public Participation**

No questions had been submitted from the public prior to the meeting. There were two members of the public present and the Committee heard from Mr Adrian Berridge who wished to make a statement in respect of Agenda item 7 – Proposed Changes to Licensing Fees.

Mr Berridge stated that it was already struggle to recruit new drivers in Wiltshire as there are other costs involved including a medical and these costs could be in the region of £400/£450 as a start up cost. 50% of his drivers were due for retirement and if they all leave then he would struggle to cover the current demand for taxi journeys. He didn't feel that there should be an increase in the licensing fees, bearing in mind that admin costs should have come down now that there is not an annual renewal needed.

The Chairman thanked Mr Berridge for his comments.

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

Eastern Area

- 12/10/16 Application for a Premises Licence
Potterne Social Club, Ewarts Croft, Potterne, Devizes
- 31/10/16 Application for a Variation of a Premises Licence
Crown & Anchor, Crowood Lane, Ramsbury, Marlborough

Northern Area

- 21/09/16 Application for a Variation of a Premises Licence
SN15 Leisure Ltd, Station Hill, Chippenham
- 12/10/16 Application for a Premises Licence
Centre News, High Street, Calne
- 28/11/16 Application for a Variation of a Premises Licence
Calne Town Council, Bank House, The Strand, Calne

Southern Area

- 17/01/17 Application for a Personal Licence

Western Area

- 04/10/16 Application for a Variation to a Premises Licence
Center Parcs, Longleat Forest, Warminster

Resolved:

That the minutes of the meetings detailed above be approved and signed as correct records.

7 **Proposed Changes to Licensing Fees**

Ian Brown (Head of Environment Services) referred to the proposal to increase licensing fees for hackney carriage and private hire drivers and private hire operators within the administrative area covered by Wiltshire Council that was circulated with the Agenda. He highlighted the following:

- The current charges as proposed are set at a level which enables the Council to recover its reasonable costs of administering the service and would continue to be reviewed annually to ensure that this is still the case;
- The proposed 5% increase in charges would see a rise of £3.67 per year for a 3 year Hackney/Private Hire driver licence and £4.40 per year for a 5 year licence;
- Payment plans were available for anyone claiming hardship;
- The Immigration Act came into effect in December 2016 and on occasion the Council are required to issue a driver with a licence for a short period of time to correspond with the period covered by their visa. A monthly fee had been calculated to enable a licence to be granted with would terminate at the same time as the period covered by the visa expires;
- The proposed fees would be published for public consultation for a period of 28 days and if no significant objections were received then they would then come into effect;

Members raised the following:

- I understand the Council have a duty to recover costs, but if we approve the increase in fees and the trade realise the concerns raised would this cause an issue with our public transport infrastructure in that taxi services will not be able to be provided due to lack of drivers. What could we do to head off this problem?
- What had been the take up of the payment plans?

Out of 1085 drivers, 270 have used the payment plan option. Out of 103 operators, 25 have used the payment plan option. Those who have chosen to pay over 5 years won't see their fees increase until the time that they have to renew.

Cllr Peter Hutton (Portfolio Holder) thanked Mr Berridge for attending the meeting and confirmed that the Taxi Licensing Team liaised well with the trade

and that there was constant Officer/Trade dialogue which has greatly improved over the years. Over 1000 of drivers had completed the Safeguarding training. The Council would continue to review the fees each year as per the Trade's request and acknowledge the role that they play in providing community transport. The tariff increase had been well received as that had meant a wage increase for the drivers. If the changes to fees were to be approved today, then the details would go out to consultation and the trade would be able to make representations.

Members asked if there was anything else that could be done to attract new drivers to join the trade. It was acknowledged that Wiltshire has one of the lowest unemployment rates in the country and that could be a factor in not attracting new recruits.

Officers confirmed that there would be a review of Taxi tariffs in approximately 18 months and that the Council are looking at Uber and how to protect their existing trade and drivers.

Resolved:

- 1. That the Licensing Committee agreed the proposed revision of fees for hackney carriage and private hire driver and operator licences as set out page 75 of the Agenda.**
- 2. Officers be authorised to carry out the necessary public consultation in relation to the proposed fee changes and to implement the revised fees in the event that no significant objections arise from that consultation.**

8 Update from the Licensing Service

The Committee were referred to the Update on the Licensing Service which had been prepared by Linda Holland, Licensing Manager. Linda highlighted the following:

- The Immigration Bill 2016 will mean that Immigration Enforcement will become a responsibly authority. All personal and premises licence holders must have permission to live and work in the UK. Immigration offences will be relevant offences under the Licensing Act 2003 and Immigration Officers will have the power of entry to investigate immigration offences in licenced premises;
- The Police Crime Bill 2016 will amend the meaning of 'alcohol' to also include powdered or vaporised alcohol. Licensing Authorities will now have the authority to consider revoking a personal licence when notified of a conviction for a relevant offence with the list of relevant offences being expanded. The Government is proposing to amend the Late Night Levy and to place Cumulative Impact Policies on a statutory footing; and

- The Licensing Team wished to thank all Members for serving on the Licensing Committee and Sub Committee Hearings.

The Vice Chair wished to thank all Officers that supported licensing on behalf of the Committee.

Resolved:

That the Committee note the Licensing Update.

9 **Dates of Future Committee Meetings**

Members noted the dates of future meetings of the Licensing Committee as detailed below, all to start at 10.30am:

12 June 2017
11 September 2017
11 December 2017
12 March 2018.

It was planned to hold a general overview licensing training session for all Councillors after May 2017 and then specific Licensing Committee training for Committee members which would be led by Linda Holland.

10 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.05 am)

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STANDARDS COMMITTEE

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 25 APRIL 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Paul Oatway QPM (Chairman), Cllr Allison Bucknell (Vice Chairman), Cllr Trevor Carbin, Cllr Julian Johnson, Cllr Glenis Ansell (Substitute) and Cllr Magnus Macdonald (Substitute)

15 **Apologies for Absence**

Apologies were received from Councillors Desna Allen, Rosemary Brown, Howard Greenman, Sheila Parker and Mr Philip Gill MBE JP and Miss Pam Turner.

Councillor Allen was substituted by Councillor Glenis Ansell.

16 **Minutes**

The minutes of the meeting held on 26 January 2017 were presented for consideration. The minutes of the review sub-committee held on 2 February 2017 were also received.

Resolved:

To approve and sign as a true and correct record the minutes of the meeting held on 26 January 2017.

17 **Declarations of Interest**

There were no declarations.

18 **Chairman's Announcements**

Through the Chair it was announced that Mr Paul Neale had resigned as a non-voting co-opted member of the Standards Committee, to which he had been appointed in 2009/10 as a parish council representative, as owing to ill health he was no longer able to carry out responsibilities. On behalf of the Committee the Chairman thanked Mr Neale for all he had done to support the Committee and wish him a full and speedy recovery and the very best for the future.

As it was the final meeting of the Committee ahead of the May 2017 local elections, the Chairman thanked all members for their contributions, as well as

the officers who had supported and would continue to support the Committee in its work.

19 **Public Participation**

There were no questions or statements submitted.

20 **Appointment of Standards Independent Persons**

The Chairman verbally reported to the Committee that in accordance with its decision on 26 January 2017 the council had advertised for the positions of three Independent Persons, who would support the Monitoring Officer and councillors in respect of the standards complaints process.

The Chairman, Vice-Chairman and Miss Pam Turner, working with the Monitoring Officer, had assessed applications and prepared a shortlist of candidates for interview. Interviewing six candidates, three excellent candidates had been selected as follows:

Mrs Caroline Baynes, Mr Stuart Middleton, Mr Tony Drew.

Mrs Baynes and Mr Middleton were existing Independent Persons, with Mr Drew a new selection.

The Chairman also thanked the outgoing Independent Person Mr Colin Malcolm, who had not reapplied for a new term, for his exemplary work since July 2012 in shaping the statutory role.

It was therefore requested that the Committee endorse the recommendation to Council for the appointment of the three persons listed above.

Resolved:

To recommend that Council appoint Mr Caroline Baynes, Mr Stuart Middleton and Mr Tony Drew to the position of Independent Person.

21 **Appointment of Co-opted Members of the Standards Committee**

A report was received from the Monitoring Officer on the future appointment of non-voting co-opted members of the Standards Committee. The terms of reference for the Committee provide for the appointment of up to 8 non-voting co-opted members, 50% of whom must be serving town, parish or city councillors from within the Council's area who are not councillors or officers of the Council. For the current council term Full Council had resolved that four such members be appointed.

The Committee discussed the report, which invited them to consider whether it should continue to recommend the appointment of non-voting members, which was not a requirement, how many, and the arrangements for their appointment.

The Committee considered that the four co-opted members provided valuable input to the work of the Standards Committee, as detailed in the report, including across constitutional work and review and hearing sub-committees. They also considered that the number of co-opted members was currently correct considering the commitments and level of remuneration provided and the number of complaints received by the council.

Therefore, it was resolved:

Resolution:

To recommend that Council approve that four non-voting co-opted members be appointed, and to delegate the appointment of any non-voting co-opted members to the Standards Committee and the arrangements for selection of such members to the Monitoring Officer in consultation with the Chairman of the Standards Committee.

22 **Status Report on Complaints**

A report from the Monitoring Officer was received detailing the latest position regarding complaints received, including details of those referred for investigation.

Resolved:

To note the update.

23 **Code of Conduct Training**

A report was received detailing the proposed arrangements for training on the Code of Conduct for unitary and parish councillors following the local elections in May 2017. As principal authority Wiltshire Council is responsible through its Standards Committee and Monitoring Officer for dealing with all complaints made under the respective codes of conduct for the 256 parish, town and city councils within the unitary authority area.

The Committee was in agreement that all members and co-opted members therefore need to be aware of their obligations under their respective codes of conduct, and supported the proposed approach to provide training for all unitary councillors as part of their inductions, with follow-up workshops, and regional sessions for parish councils to attend. The Committee strongly encouraged all members to attend sessions when they were held, and supported measures to provide fuller training to parish councils on their obligations to both resolve difficulties and prevent them occurring.

The Committee also discussed informal or alternate resolutions that could be used to resolve standards issues, and that this should be encouraged further in the new council.

Resolved

To endorse the proposed arrangements for training of unitary and parish councillors on the code of conduct following the elections in May 2017.

24 **Forward Plan and Date of Next Meeting**

The date of the next meeting was confirmed as 7 June 2017, and the proposed forward plan was presented.

Resolved:

To approve the proposed forward plan.

25 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.00 - 2.35 pm)

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AUDIT COMMITTEE

MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 24 JANUARY 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Richard Britton (Vice Chairman), Cllr Rosemary Brown, Cllr Tony Deane (Chairman), Cllr Mike Hewitt, Cllr George Jeans, Cllr Julian Johnson, Cllr Sheila Parker, Cllr David Pollitt and Cllr James Sheppard

Also Present:

1 Apologies and Membership Changes

Apologies were received from Cllr Stewart Dobson, Cllr Linda Packard, Dr Carlton Brand, and Mr Robin Townsend.

Cllr Jeans apologised for his non-attendance at previous meetings and sought clarity from Democratic Services as to attendance at future meeting dates.

2 Minutes of the Previous Meeting

Resolved:

To agree and sign the minutes of the meeting of the Audit Committee on 26 October 2016 as a true record.

3 Declarations of Interests

There were no declarations of interest

4 Chairman's Announcements

The Chairman had no announcements to make.

5 Public Participation

There were no members of the public in attendance.

6 SWAP- Internal Audit Update and Quarter 3 report

Ian Withers, assistant director at SWAP, presented the internal audit update and quarter three report, and tabled an updated programme of future audits. The officer highlighted that the outstanding ICT audit carried over from the previous year's audit schedule, had now been finalised, and that there were no new risks to report.

In response to questions from members, the following points were made:

That SWAP would continue to chase up the outstanding priority four recommendations and would report back on progress at the next audit committee meeting.

That there was a discrepancy between the number of outstanding priority 4 recommendations in the report and in the schedule of upcoming audits and that SWAP would look into this.

That with regards to the large number of outstanding priority 3 and 4 recommendations relating to schools, targeting of the audit had been specifically at schools experiencing poorer outcomes and that the results had therefore not been unexpected. Michael Hudson (Associate Director for Finance) reported that he was confident that recommendations were all moving forward at an appropriate pace.

The results of the schools audit had been fed back to schools and that the issue would also be taken to the Schools Forum. It was clarified that problems were not purely financial.

The recommendations of the recently completed ICT audit would be reported back to the next Audit committee and that SWAP would make members aware if there were any matters requiring their more urgent attention.

Completion dates for the schedule audits would be included on the next report and updated on Healthy Organisations would be included in the forward work plan.

Audits that had commenced, but not completed prior to the year end, were considered on the 'older plan' whereas those that were planned, but were yet to commence, would be included with the main schedule of works for the new year.

The numbers assigned to recommendations could be used to look up more detailed information on a secure online system and that there would be refresher training on this after the elections.

Resolved:

To note the internal audit report for Q3 2016/17.

To request that an update 'Healthy Organisations' be added to the Forward Work Plan.

To request that realistic start and finish dates for the audit be added to the plan.

To request that any issues arising from the IT report be reported to the Committee.

7 **KPMG Grant Certification Report 2015/16**

Adam Bunting, from KPMG, presented the Annual Report on Grants and Returns 2015/16 and explained that the pensions and capital receipts audits had received clean bills of health and that the housing benefits audit report had a 'qualified' certification.

The auditor brought to the committee's attention page 15 of the report which highlighted key issues including income and rental, overpayments, and the backdating of housing benefits. The number of errors was higher than was desirable but an improvement on the previous year.

In response to questions, the following points were clarified:

That housing benefit fraud was not tested for explicitly but that the strength of the controls in place to mitigate against fraud was considered, including the fraudulent aspects of overpayment.

The responsibility for checking the legitimacy of benefit claims lay with the local authority but that carrying out investigations was now the responsibility of the Department for Work and Pensions.

That fraud was inherent in all systems and that instances in Wiltshire did not automatically reflect a weakness in the systems that were in place.

That audit tests were via a sample of claims and that the level of this was nationally prescribed. Extended sampling could be used where it was deemed necessary to challenge the DWP's extrapolation of the sample (i.e. if it was felt the first sample did not reflect the wider population). To aid their understanding wider trends, it would be helpful for members to have sight of comparative figures for recent years and not just a comparison with the previous year.

Work had been done locally to train assessors and this had led to a reduction in human errors being made in the claims process.

That the 'qualified' classification for the audit was a binary measure used for any report that included anything more than minor adjustments, and that this was common and not a cause of concern. The report had included no recommendations for improvement because the council were already undertaking all necessary actions.

Resolved:

To note the Grant Certification report 2015/16.

To request that a comparison of errors made in housing subsidy claims in the last year be made against previous years and that this be brought to a future meeting of the Audit Committee so that potential long-term trends may be considered.

8 Information Governance Update Report

Liz Creedy, Head of Partnerships and Governance, spoke to the written report on the Information Governance review. The officer reported that good progress was being made against the actions that had come from the review, and highlighted the following points: That the council were in the process of moving hard-copy records to Kemble and that this was due to be completed by the end of the financial year which would create savings in storage costs; That an assets register was in development which covered both capital assets and databases; That a review of the information held by Wiltshire Council was due to be completed by September 2017 and that this was linked to the maintenance of their public services certificate; That training in the secure storing of records would be provided to the relevant staff; and that the governance review had included penetration testing and the report from this was being used to tackle areas of concern, 90% of which had since been rectified. The officer reported that it was hoped that all actions would have been completed by the end of April 2017.

In response to questions it was explained and clarified that:

There would now be a single council policy on the maintenance and disposal of records but that records would still be retained for the requisite period of time dictated by statutory guidance and based on their nature.

The details of tests to the Council's IT system were strictly confidential. However, a high-level report would be made available to the audit committee in July.

That independent advice had been taken on the operation of facilities with a view to preventing data breaches.

That Freedom of Information requests (FOIs) were being dealt with more efficiently but remained resource intensive.

That Wiltshire Council's involvement with the Information Commissioner's Office (ICO) was now completed but that a voluntary update report would be sent to them when all the actions had been completed.

That training on information governance would be included in the induction of new members following the election in May 2017, and that senior members of staff had already received training which would be rolled out to other staff teams through a variety of formats.

That a progress report on actions from the inspection would be made to the Audit committee at their meeting in July.

Resolved:

To note the significant steps that have been taken to address and rectify the findings identified by the Information Commissioner's Office (ICO) and that the audit engagement with them is now complete.

To note the continued progress to address the actions identified in the two-year improvement programme, which goes beyond the ICO requirements to fully inculcate a new information governance culture and practices across the organisation, whilst ensuring compliance with statutory legislation.

To request that a high-level update on IT testing be presented to the July Committee meeting, alongside a general update on actions arising in respect of Information Governance.

9 Forward Work Programme

Members were reminded of the importance of attending a training event in July.

Resolved:

To consider the quarter 4 internal audit report as part of the yearly report to Committee in July.

10 Date of Next Meeting

The next meeting of the Audit Committee would be on 26 April 2017 at 2pm.

11 Urgent Items

There were no urgent items.

(Duration of meeting: 2.00 - 3.16 pm)

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STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 1 MARCH 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Allison Bucknell (Chair), Cllr John Smale (Vice Chairman), Cllr David Pollitt, Cllr David Jenkins, Cllr Tony Trotman (Substitute), Cllr Peter Evans (Substitute), Cllr Stuart Wheeler, Cllr Desna Allen (Substitute) and Cllr Glenis Ansell

13 Apologies for absence

Apologies for absence were received from Cllr Mike Hewitt (Who was substituted by Cllr Peter Evans), Cllr Baroness Scott of Bybrook OBE (who was substituted by Cllr Tony Trotman) and Cllr Bob Jones MBE (who was substituted by Cllr Desna Allen).

14 Minutes of Previous Meeting

Resolved:

To confirm and sign as a correct record the minutes of the previous meeting held on 4 January 2017.

15 Declarations of Interest

There were no declarations of interest made at the meeting.

16 Chairman's Announcements

The Chairman made the following announcements:-

- (1) **Wiltshire Council named best Council to work for in Great Britain** The Chairman was delighted to announce that Wiltshire Council had recently been named the best council in the country to work for, according to one of the fastest growing jobs and recruiting sites. The accolade came from Glassdoor, a website that held a database of millions of company reviews, salary reports, benefits reviews and interview reviews. The site compiled a list of the top councils based on reviews of current and former

employees with Wiltshire Council coming out on top, ahead of other councils such as the London Borough of Camden, Leeds City Council and Hertfordshire County Council.

- (2) **UNISON Branch Secretary** Sue Anderson had held the position of UNISON Branch Secretary since Wiltshire became a unitary authority in 2009. Sue was due to leave the Council at the end of March 2017 and Mike Osment had now been elected uncontested to the position. Mike would be seconded from his current role of Youth Offending Team Worker and would be taking over the branch secretary role in April 2017.

The Committee recorded its thanks to Sue Anderson for her hard work and commitment to her role of UNISON Branch Secretary and wished her every success for her future. The Chairman offered to write to Sue Anderson conveying the Committee's thanks and best wishes and also to Mike Osment inviting him to the first meeting of this Committee, after the forthcoming Local Government Elections, to explain his role.

17 **Public Participation**

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

18 **Delivering the Business Plan - December 2016**

The Committee received a workforce report, excluding fire, police and school staff, for the quarter ended 31 December 2016, concerning:-

- Staffing levels
- Sickness absence
- New health and safety RIDDOR related injuries
- New disciplinary, grievance and absence cases
- Voluntary staff turnover
- Employee costs
- Additional financial information
- Employee diversity

The Committee noted that the headcount across Wiltshire Council had decreased since the last quarter by 26 employees (-0.5%), with the figure now standing at 4,657.

Sickness rates had remained at a constant level of 2.1 days per FTE. It was noted that stress/depression/mental health/fatigue was the reason for the highest number of FTE days lost for long term absences (913.11 FTE days), whereas for all absences cold/flu and other infections had the highest total of FTE days lost (995.81 FTE days). Cold/flu and other infections was the top reason for absence for 9 of the 14 directorates.

The Committee was pleased to note that the number of new disciplinary cases opened in the quarter had decreased to 15, which represented a decrease of 2, there were no new grievance cases opened in the quarter.

The use of agency staff had decreased during the quarter with Wiltshire Council using the equivalent of 117 full time employees through Comensura agency.

It was pointed out that there had been a small increase in the casual wage bill (an increase of £53,507 to £484,733) which was due mainly to the use of external school improvement advisors.

Members were informed that the format of the current report template was being examined in order to provide more meaningful information to both Members and also to Managers. Members were asked to give some consideration to this and send any suggestions for improvements to the Chairman. The following initial suggestions were made:-

- Monitoring of recruitment campaigns, such as social worker and planning officer campaigns.
- Monitoring of sickness and the ability to quickly highlight any sudden changes in order to provide early intervention where necessary.

Resolved:

To note the contents of the report.

19 **Staff Survey 2016**

The Committee received a power point presentation setting out the corporate results of the Staff Survey 2016.

The headline results of the 2016 Survey were as follows:-

- Employee Engagement Index increased to 58% (from 56% in 2014)
- Fully engaged staff increased to 31.7% (from 29.5% in 2014)
- Fully disengaged staff reduced to 1.2% (from 2.1% in 2014)
- Staff survey response rate increased to 65.7% (from 60% in 2014)
- Appraisal completion rates increased to 59% (from 55% in 2014)

It was pointed out that after studying the responses and comments received the following four corporate priorities had been identified for development:-

1. Learning and development opportunities
2. Resources
3. Visibility of senior management
4. Communication

During discussion, Members recognised the need to encourage those staff who had not participated to complete the survey form in future. It was pointed out that local government benchmarks were used and Members appreciated being consulted before the survey form was finalised.

Resolved:

To note the results of the 2016 Staff Survey and the key priorities arising.

20 **Date of Next Meeting**

It was noted that the next meeting of this Committee was scheduled to be held on Wednesday 17 May 2017 at County Hall, Trowbridge, starting at 10.30am.

However, as this date was the day immediately after the Annual Meeting of the Council, when members would be appointed to this Committee, the Clerk was requested to investigate if it might be possible to bring forward the date of the next meeting to possibly late April.

(Note: Subsequent to this meeting, arrangements were made for the date of the next meeting to be brought forward to Wednesday 25 April 2017, starting at 10.30am.)

21 **Urgent Items**

The Chairman was of the opinion that the following matter should be considered as a matter of urgency because it could not wait to be considered at the next meeting.

22 **Exclusion of the Public**

Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute No. 23 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

23 **Local Government Pension Scheme (LGPS) Employer Discretions Payment of Deferred Benefits**

Consideration was given to a confidential report from the Associate Director, People & Business in which the Committee was asked to consider a request from a former employee for early release of deferred pension benefits held in the Local Government Pension Scheme on compassionate grounds.

After discussion,

Resolved:

To agree to the early release of the former employee's deferred pension benefits, as set out in the report, on compassionate grounds.

(Duration of meeting: 10.30 - 11.45 am)

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

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JOINT STRATEGIC ECONOMIC COMMITTEE (SWLEP)
MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE (SWLEP)
MEETING HELD ON 14 FEBRUARY 2017 AT COMMITTEE ROOM A - COUNCIL
OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr David Renard (Vice Chairman), Cllr John Thomson, Cllr Fleur de Rhé-Philippe, Cllr Garry Perkins, Cllr Oliver Donachie (Substitute - Part II), John Mortimer and Adam Schallamach

1 Apologies

Apologies were received from Councillor Russell Holland, who was substituted by Councillor Oliver Donachie.

2 Minutes

The minutes of the meeting held on 15 December 2016 and the minutes of the SWLEP Board meeting held on 24 November 2016 were presented, and it was,

Resolved:

To approve and sign as a correct record the minutes of the meeting held on 15 December 2016.

To receive and note the minutes of the SWLEP Board.

3 Declarations of Interest

There were no declarations.

4 Chairman's Announcements

There were no announcements.

5 Public Participation

A letter had been received from the Campaign for the Protection of Rural England (CPRE). Details were provided to the committee and a response would be provided from the Chairman of the Swindon and Wiltshire Local Enterprise Partnership, as attached.

6 SWLEP Commissioning Board Highlight Reports

The Committee received highlight reports and updates regarding all Local Growth Fund and other Local Enterprise Partnership projects as detailed in the agenda papers.

The Committee sought additional details regarding progression of the projects, such as the Compulsory Purchase Order process concluding for the Swindon Bus Exchange project and whether the status of the project would be changed from Red for the next meeting, and also plans for proposals for the Chippenham Station Hub to be presented to the SWLEP Board with a view to a business case being considered in May 2017. Other issues discussed included ongoing discussions for a joint venture agreement to progressed with the Wichelstowe project, and that a paper would be produced for a working group regarding the output for the Higher Futures project.

At the conclusion of discussion, it was,

Resolved:

To note the updates.

7 Outcomes of Local Growth Deal Round 3

The Committee was informed an announcement was expected from central government in the weeks following the meeting on the Local Growth Fund Round 3 allocations, and that fuller updates would be provided to member as soon as was practicable.

8 Summary of Funding Streams, to include LGF 1 and 2 profiling

A report was received on the current financial status across all streams of Local Growth Funding along with explanations for variances between the actual spend and the baseline grant issued to the SWLEP.

At its meeting in January 2017 the SWLEP had received the report along with plans to manage the spending for future years. There had been an underspend in 2015/16, and it was calculated there would be an overspend in 2016/17 to equalise the position. Full details on how this would be achieved were contained in the report and discussed.

Resolved:

To endorse the approach of the SWLEP Board at its meeting on 25 January 2017 to manage the Local Growth Fund profiling.

9 European Structural and Investment Funds (ESIF) Programme 2014-2020

A report was received as detailed in the agenda papers on the latest developments in respect of the European Structural and Investment Funds Programme following a recent hiatus to calls after the EU Referendum, with local specifications for the next rounds of European Social Fund (ESF) and European Regional Development Fund (ERDF) calls in development. The advisory sub-committee to government would be meeting in April 2017.

The Committee sought additional details from the reports, including update on the Rural Growth Programme and its successfully attended Rural Business Grants event

on 8 February to help rural businesses apply for grants. The Chairman of the SWLEP was in attendance and provided an update on the focus of investment for infrastructure, food and drink manufacturing, business development and other key areas.

The Committee also welcomed the opportunity for it and the SWLEP to contact businesses that are supported to monitor the successes that occur. Other topics discussed included the LEADER programme, technical assistance and the difficulties of some businesses to meet specifications for some programmes.

At the conclusion of discussion, it was,

Resolved:

To note the update.

10 **Functional Economic Market Area Assessment (FEMAA)/ Strategic Housing Market Assessment (SHMA) Update**

An update report on the Strategic Housing Market Assessment (SHMA) and Functional Economic Market Area Assessment (FEMAA) was received as detailed in the agenda supplement following a meeting of the Joint Working Group on 7 February 2017.

The two local authorities are working together on a joint evidence base to identify the level of housing and jobs that need to be planned for from 2016 through to 2036 to inform the review of both authorities' local development plans. It was also stated the recent government housing white paper would need to be assessed to see if it had impact on the current plans for both authorities.

Work to date on the SHMA had identified four housing market areas, centred on Trowbridge, Salisbury, Chippenham and Swindon. The FEMAA identified three functional economic market areas broadly corresponding to the Strategic Economic Plan of the SWLEP, along the Swindon/M4 corridor, A350/West Wiltshire towns and Salisbury/Amesbury/A30. It included projected future employment growth based on professional economic forecasts, identifying requirements per year for employment land. The housing and economic areas cross the boundaries of both authorities showing the need for further joint working in developing planning policies.

The recommendation was for the Committee to endorse the approach to joint working, which would inform development of the Councils Local Development Schemes before the they were formally considered in Summer 2017.

The Committee considered the options detailed in the report, including a single joint plan, a strategic only joint plan or the alignment of separate authority plans based on a joint evidence base and non-statutory joint framework, noting legal and policy requirements. It was confirmed each authority would still be responsible for its own plan under the recommended approach. Details were also sought on the findings in respect of employment areas and accessing land, the level of cooperation with neighbouring authorities, and the role of the SWLEP itself.

At the conclusion of discussion, it was,

Resolved:

To:

- (i) Note and endorse the approach to joint working as outlined in the report;**
- (ii) Agree that the Joint Working Group consider proposed changes to the Council's respective LDSs to ensure a coordinated approach in order to make recommendations to the Council's respective Cabinets;**
- (iii) Agree that the Joint Working Group consider the extended scope of the joint non-statutory framework and the appropriate joint approach to the Regulation 18 consultations; and**
- (iv) Agree that the final SHMA and FEMAA should be considered at JSEC in June 2017.**

11 SWLEP Assurance Framework

The Assurance Framework sets out various governance arrangements for the Swindon and Wiltshire Local Enterprise Partnership. Revised government guidance was published in November 2016, compliance with which is condition of Local Growth Fund 3 funding. A SWLEP working group had already been reviewing the assurance framework, and further revised them in order to comply with the new guidance. Among other changes it was proposed to increase the maximum size of the board to enable a more flexible business led approach. The section 151 officers and heads of legal services for both local authorities, the commissioning group of the SWLEP and the SWLEP Board all approved the proposed changes as detailed in the report.

The Committee noted the proposed changes and following discussion, it was,

Resolved:

To endorse the decisions made by the SWLEP Board with regard to the revised assurance framework; and,

To note the quick guide to the assurance framework document.

12 Forward Work Plan and Date of Next Meeting

The forward plan was received and noted.

The date of the next meeting was scheduled for 6 April 2017, but members would be canvassed to see if another date would be more appropriate for all participants.

13 Urgent Items

There were no urgent items.

(Duration of meeting: 9.00 - 10.05 am)

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

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Patron: Her Majesty The Queen
President: Mrs Sarah Rose Troughton, *HM Lord-Lieutenant of Wiltshire*
Branch Chairman: Anne Henshaw

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JSEC meeting on 14 February 2017 9am at Monkton Park, Committee Room A

CPRE ask that the Minutes of the SWELP Board be not received for the following reasons:

1. The Draft revised Assurance Framework, para 87, which allows for candidate schemes to be identified through SWELP running a formal call for schemes against the priorities in its strategic economic plan.
2. Hitherto schemes have been identified through the Planning processes conducted by the Councils involving public consultation. Where is the democratic process?
3. Planning is about social, environmental and economic issues, not just economic issues. Economic issues must be weighed against social and environmental through a consultative process.
4. Such a major change should not be brought about without full participation of all the Councillors in both Councils and wide public consultation.

Anne Henshaw

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The aim of holding open calls for organisations, including the two unitary authorities, to come forward with projects they wish to develop is to diversify the range and nature of the projects funded by the Swindon and Wiltshire LEP. The priorities of the strategic economic plan will form an essential element of the assessment criteria for projects. The two unitary authorities play an important role in constructing the strategic economic plan as their key priorities are included within it. In addition, the Assurance Framework ensures that in response to the initial open call, each project should include “an outline of how the scheme relates to...the other relevant key plans and strategies such as Local Plans and Transport Plans” (paragraph 87, SWLEP Assurance Framework).

The Assurance Framework requires projects to include “an outline of what consultation has taken place and what degree of consensus has been achieved” (para 87).

The assessment procedures used by the SWLEP follow The Green Book Guidance issued by HM Treasury.

There is an independent assessment of all submitted projects at this stage and one element of the assessment is “Is the scheme likely to be publically acceptable and supported by key partners/stakeholders (and any evidence)?” (para 88). The proposed projects move from an initial expression of interest, through strategic outline business case and assessment to outline business case and assessment and then final business case and assessment. At all stages, consultation is built into the process and any statutory consultation processes and timescales are followed. The detail is included in paras 94 to 134 of the Assurance Framework.

As the proposed projects develop, the assessment criteria include social, environmental and economic issues as these are included in The Green Book Guidance.

The use of open calls is not a major change which denies the democratic process. The key transport and economic priorities of both Councils are included in the SWLEP’s strategic economic plan; the assessment criteria for projects uses the accepted wide base included in The Green Book; likely acceptability to the public and evidence of consensus are included in the criteria for assessment and all statutory consultation requirements are built into the project selection process.

John Mortimer
Chairman, SWLEP
14 February 2017

JOINT STRATEGIC ECONOMIC COMMITTEE (SWLEP)

**MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE (SWLEP)
MEETING HELD ON 13 APRIL 2017 AT COMMITTEE ROOM A - COUNCIL
OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr David Renard (Vice Chairman), Cllr John Thomson, Cllr Russell Holland, Cllr Fleur de Rhé-Philippe, Cllr Garry Perkins, John Mortimer and Adam Schallamach

14 **Apologies**

Apologies were received from Paddy Ashley, Director of the SWLEP Secretariat.

15 **Minutes**

Resolved:

To approve and sign as a correct record the minutes of the meeting held on 14 February 2017.

To receive the Board minutes from 25 January 2017.

16 **Declarations of Interest**

There were no declarations

17 **Chairman's Announcements**

There were no announcements

18 **Public Participation**

A series of questions from Councillor Chris Caswill, Chippenham Monkton Division, Wiltshire Council, together with responses were received as detailed in the agenda supplement.

Supplementary questions were asked on SWLEP Sub-Group agenda and minutes availability, and on details regarding any Chippenham Station Hub application, with confirmation technical advisers would assess the project before any submission.

It stated that the SWLEP would confirm that the sub-group agenda and minutes would be published on the SWLEP website. This has subsequently been confirmed (i.e. sub-group agendas and minutes will be published on the website).

It was also stated the Chippenham Station Hub Phase 1 scheme would be considered at the July meeting of the SWLEP Board rather than May, and it was intended to consult, including with area boards.

It was also confirmed in response to a supplementary that details of the list of bids sent to central government were included on the SWLEP website.

Questions were also asked by Mrs Marilyn Mackay on digital capability and plans to reach those 5% of areas not included within early phases of the superfast broadband projects. Details were provided on the initial phases, and the technical challenges to achieve 100% coverage, as well as the investment and lobbying being undertaken to push for that level of coverage.

19 **SWLEP Governance Framework**

At the meeting of the SWLEP Board on 22 March 2017 the latest version of the proposed Governance Framework was received, following consideration by the Committee in February 2017. It was stated the proposed changes had been signed off by the s.151 officers of Swindon Borough Council and Wiltshire Council. The Board had proposed to endorse the Governance Framework, pending legal advice on queries relating to the conflicts of interest policy as detailed in the agenda.

The Committee discussed the proposals, and considered that wording on Board quorum could be clarified before endorsement, such as being a percentage of the total, fluid, membership rather than a set number. The Committee also noted the comments of the Board, and the answers that were provided.

At the conclusion of discussion, it was,

Resolved:

- 1) **To note that the advice of the Legal Team has been sought regarding the Conflict of Interest Policy paragraph 6 and a response is awaited.**
- 2) **To endorse the decision of the Board, subject to their response to the comments of the Committee as detailed above.**
- 3) **To note the Quick Guide to the Governance Framework document for use by Board Members and for posting on the SWLEP website.**

20 **Local Enterprise Partnership (LEP) Commissioning Group Updates**

The Highlight Reports as reviewed by the SWLEP Commissioning Group regarding Local Growth Fund and other projects were received.

During discussion it was stated construction has commenced at the Porton Science Park with a predicted date of completion in December 2017, consultation on a

planning application relating to Corsham Mansion House had recently closed, and a design review had just concluded in respect of the Swindon Bus Exchange.

It was noted the A350 Yarnbrook project had been re-baselined and is now rated Green with a new project plan and delivery for 2021. Details were also provided on the Ultra-Fast Broadband project, the Salisbury Plain Heritage Centre and other projects.

Resolved:

To note the updates to SWLEP projects.

21 SWLEP Sub Group Update Reports

A report was provided on progress updates relating to SWLEP Subgroups, which had been preparing action plans. Presently, estimated expenditure exceeded the agreed budget by £0.050m, so further negotiation was ongoing to recoup the predicted overspend.

At the conclusion of discussion, it was,

Resolved:

To note the reports.

22 European Structural and Investment Funds Programme 2014-2020

A report was received on the European Structural and Investment Funds Programme 2014-2020. On 8 February 2017 the SWLEP held its Rural Business Grants event at Devizes Corn Exchange to promote the £3.4m programme funding currently available in grants for rural business projects, and was attended by over 140 businesses.

With the declaration of Article 50 and the formal process for leaving the European Union underway, it was stated formal guidance had been issued on how to proceed with projects.

The report was discussed, with some noting that several similar funding streams were targeting similar areas, and attention was needed to ensure there was no duplication or waste, though it was noted the process was under control of the Department of Communities and Local Government, not local authorities or LEPS.

At the end of discussion, it was,

Resolved:

To note the report.

23 **Forward Work Plan**

It was noted the forward plan would include regular updates on Local Growth Fund and European Projects, as well as final approval of the Governance Framework.

24 **Date of the Next Meeting**

To note the date of the next meeting as 28 June 2017.

(Duration of meeting: 9.30 - 10.30 am)

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

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HEALTH AND WELLBEING BOARD

DRAFT MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 9 FEBRUARY 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Dr Peter Jenkins (Vice Chairman), Dr Richard Sandford-Hill, Angus Macpherson, Cllr Jerry Wickham, Carolyn Godfrey, Cara Charles-Barks, James Scott and Toby Sutcliffe.

79 **Chairman's Welcome and Introduction**

The Chairman welcomed all to the meeting, and introduced Cara Charles-Barks the new Chief Executive of Salisbury NHS Foundation Trust.

80 **Apologies for Absence**

Apologies were noted from:

- Tracey Cox (Wiltshire CCH) – represented by Mark Harris
- Dr Toby Davies and Dr Anna Collings
- Chris Graves (Wiltshire Healthwatch) – represented by Emma Cooper
- Nikki Luffingham (NHS England)

81 **Minutes**

The minutes of the previous meeting were considered.

Resolved

That the minutes of the meeting held on 15 December 2016 be approved as a correct record for signing by the Chairman.

82 **Declarations of Interest**

There were no declarations of interest.

83 **Chairman's Announcements**

The Chairman drew the meeting's attention to the following announcements:

- Commissioning for Better Outcomes Peer Challenge

It was noted that this would be the subject of a future report to the Board.

- Shingles

Dr Ardiana Gjini attended to present a further verbal update on the steps to promote the uptake of this vaccine, particularly the support offered to practices with low uptake.

84 **Public Participation**

There were no questions or representations made under this item.

85 **Wiltshire Safeguarding Adults Board Annual Report**

Richard Crompton, Independent Chair, presented the annual report of the Wiltshire Safeguarding Adults Board.

Issues highlighted in the course of the presentation and discussion included: that the report had previously been considered by the Health Select Committee; the picture based on previous the year and the issues arising for the coming year; how the Care Act, placing Adult Safeguarding on a similar statutory footing to Children's Safeguarding, had brought the work into greater focus; the different partners and agencies involved in the Board; the impact of demographic and financial pressures on the issues of adult safeguarding and on Deprivation of Liberty Safeguards; the three main areas of focus; the development and publication of staff guidance; the information sharing protocol; the high-risk behaviour policy which identifies preventative work; efforts to enhance training; auditing case files to enhance self-assessment; the increased officer support to the Board; increasing the profile of the Board through better visibility; the funding made available from Health and Police, along with the Council; the need to review performance data from a range of partners; the links to Healthwatch; how the adult and children safeguarding boards can work together to identify transition issues; how boards look at family issues not just at individuals; the potential to develop a hub based approach; that statistics show an increase in number of referrals, but is not uncommon, as a reflection of an increasing awareness and increased reporting overall; that four out of five reports are screened out in triage as not warranting further action; that 45% of referrals come from Care Home sector

The Chairman thanked Mr Crompton for the update and, noting the multi-agency hub approach had been a success in children's services, that she would welcome a future more detailed discussion on widening of the model at a future meeting.

Resolved

- 1. To note the publication of the Wiltshire Safeguarding Adults Board Annual Report;**
- 2. To agree to support the work of the Wiltshire Safeguarding Adults Board**
- 3. To receive a further report, in 6 months, updating on progress including the MASH and the emerging business plan.**

86 **Domestic Abuse**

Carolyn Godfrey, Wiltshire Council, presented the report which provided an update on the findings of the recent Joint Targeted Area Inspection on domestic abuse, together with proposals for procurement of the service and the future development of strategy in this area.

Issues highlighted in the course of the presentation and discussion included: the priority placed on abuse by all agencies; the opportunity to combine different contracts into one procurement exercise; the multi-agency approach to assess needs and develop the strategy; and that an action plan would be reported to the Board at a future date.

Resolved

To note the report and the implications for partners in the delivery of their services.

87 **Mental Health Crisis Care**

The meeting received a verbal update from the chair of the new Wiltshire and Swindon Mental Health Crisis Care Action Group, Ted Wilson. The action group is currently working to develop a revised action plan and progress agreement on Approved mental health professionals (AMHPs) and the places of safety.

Issues highlighted in the course of the presentation and discussion included: that a joint action plan for Wiltshire and Swindon was being developed; the implications of the Police & Crime Act; the investment to provide street triage 24/7 from April; the opening of places of safety in Devizes to be complete by March; the availability of s12 doctors across the Avon and Wiltshire footprint (and a named doctor in each of the CCG locality groups); the desire to make sure Wiltshire issues are picked up in the concordat.

The meeting also received a presentation from Keith Pople, outlining work to date on a review of s136 pathways.

Issues highlighted in the course of the presentation and discussion included: that the review was discussed at the recent Mental Health Summit convened by Mike Veale; the approach taken to the review; how better benefits can be gained from widening the

review across the Avon and Wiltshire footprint; how different views of the 23 organisations and service users fed into the review; how the system has been mapped and how a increased focus on preventative work should be done; the results seen already in street triage; the other best practice examples from around the country; the specific issues for Wiltshire: the pressures on the AMHPs system; the need to take volume out of the pathway, including getting hold of s12 doctors; how a reciprocal arrangement for AMHPs could be introduced to reduce travel time; and whether increasing facilities may increase referrals to them.

Resolved

To note the updates and to receive a further update at the next meeting.

88 **Wiltshire CCG Operational Plans 17/18**

Mark Harris, from the Wiltshire Clinical Commissioning Group (CCG), presented the Operational Plan for 2017 to 2019 which set out how Wiltshire CCG would work with its partners in Wiltshire Council and the wider care system across Bath & NE Somerset and Swindon to transform care for people in Wiltshire and beyond.

Issues highlighted in the course of the presentation and discussion included: that NHS England receives the plan to get reassurance that the CCG is covering the areas it needs to; the statutory responsibilities and priorities covered in the plan; the links to the Sustainability Transformation Plan (STP) and the work underway on a system control total; the financial assumptions outlined in the plan; how coherence is established, in the plans, with other neighbouring CCGs; the areas for improvement included in the plan; how the Operational Plan will translate into a business plan in six months time, and how performance and delivery will be reported to the Board.

Resolved

To note the strong alignment with the objectives of Wiltshire's Joint Health and Wellbeing Strategy as well as the objectives of the emergent Sustainability and Transformation Plan and those of NHS planning.

89 **Better Care Plan**

The meeting considered the report, circulated on the 8 February, which: provided an update on current performance against the key Better Care Plan indicators; an overview of the key conclusions and recommendations of the Better Care Plan Task Group and actions being taken; and a summary update on the proposed Better Care Fund budget for 2017/18 and the key commissioning intentions.

Issues highlighted in the course of the presentation and discussion included: that the commissioning intentions would be finalised in more detail by the end of February and would be presented to the next meeting; the significant pressures being felt locally; and the children's emergency admissions in Wiltshire.

The Chairman stated that James Roach was not at the meeting, as she wanted to thank him in person for his work on the Better Care Plan. She asked for a letter to be drafted.

Resolved

- 1. To note the current performance of the Better Care Plan in Wiltshire and the key operational risks**
- 2. To support and endorse the key recommendations from the Better Care Plan Task Group**
- 3. To approve the next steps in relation to finalising the Better Care Plan Commissioning priorities for 2017/18**

90 The Changing Ambulance Service

Andy Smith, from the South Western Ambulance Service NHS Foundation Trust, provided a verbal update on the changing ambulance service and the Ambulance Response Programme.

Issues highlighted in the course of the presentation and discussion included: the areas for improvement, and how quality can be monitored; identifying needs and establishing best practice pathways; how pre-triage questions can establish what resources should be sent to a call-out; how requests are categorised and prioritised; how to encourage the public to contact the right person in the system; how to address the future challenge of integrating better with social care to meet the needs of frail elderly patients e.g. in Hertfordshire a social worker is sent out on some calls; and the need to capture patient reported experience.

Resolved

To note the verbal update and to request a written update at later stage.

91 Healthwatch Wiltshire Report on Pathways to Making a Complaint

Emma Cooper and Sara Nelson presented the report which provided an update on the latest improvements to complaints processes within Wiltshire as part of Healthwatch Wiltshire's work.

Issues highlighted in the course of the presentation and discussion included: the follow-up work undertaken regarding the recommendations previously reported to the board; how the scope was expanded from NHS complaints to include social care complaints too; how the complaint liaison group was formed from Patient Advice & Liaison (PALs) and customer care officers; that this group

would continue to meet quarterly and discuss issues and best practice; how advocacy services have been included along with an increasing range of agencies and partners; that PALs managers have formed a sub-group along with their other staff; how future workshops would continue to focus on learning outcomes; the increased demand from people with mental health issues; that social care complaints appear to have less scrutiny nationally; how improvements can be made on accessing information about social care complaints; the links to national work aimed at supporting this work; and the next steps for the programme.

The Chairman thanked Healthwatch for their work in this area.

Resolved

- a) To recognise the commitment of Healthwatch Wiltshire, the acute hospital trusts, and mental health trust, NHS Wiltshire Clinical Commissioning Group (CCG), Wiltshire Council and SeAP Advocacy to continue to work together and share good practice on complaints handling.**
- b) To note the work that Healthwatch Wiltshire have done in this area of social care complaints and consider the recommendations for possible improvements in the system.**
- c) To note Healthwatch Wiltshire's continued involvement in the national work on complaints that has been carried out alongside Healthwatch England.**

92 Public Health Annual Report

Frances Chinemana, presented the Annual Report for Public Health which informed the Health and Wellbeing Board members of activity on public health in Wiltshire during 2016-17.

Issues highlighted in the course of the presentation and discussion included: the key areas of success including the increase in life expectancy; that obesity in children had reduced, the increase in leisure centre visitors; the numbers of children going into A&E; the public health issues benefited from links to the Clinical Commissioning Group, Sustainability and Transformation Plans and Better Care Plan work; that the public health team was part of an integrated Council department; the impact of local events to consider JSA data and how it was informing local priorities.

Resolved

To note the publication of the Annual Report.

93 **Date of Next Meeting**

The date of the next meeting, 18 May 2017, was noted.

94 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 - 11.58 am)

The Officer who has produced these minutes is Will Oulton, of Democratic & Members' Services, direct line 01225 713935, e-mail william.oulton@wiltshire.gov.uk

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LOCAL PENSION BOARD

DRAFT MINUTES OF THE LOCAL PENSION BOARD MEETING HELD ON 25 JANUARY 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

David Bowater, Lynda Croft, Sarah Holbrook, Mike Pankiewicz, Howard Pearce (Chairman) and Barry Reed

Also Present:

Kerry Chisholm and Ian Withers

1 **Membership**

There were no changes to the membership of the Board.

2 **Attendance of non-members of the Board**

Kerry Chisholm and Ian Withers from South West Audit Partnership were in attendance.

3 **Apologies**

Apologies for absence were received from Cllr Christopher Newbury.

4 **Minutes**

The Board considered the minutes of the previous meeting held on 20 October 2016. The Chairman advised that Cllr Newbury had contacted the Board Secretary and copied him in respect of changes needed to the minuting of item 78 on the subject of the Code of Conduct. After discussion the Board was happy to make the suggested changes.

The Head of Pensions provided a verbal update on items which remained outstanding on the Board's action log. Item 2.8 on the process for appointing auditors would be picked up at the April Board meeting, the Fund was still awaiting guidance on the implications of the Public Sector Exit Cap (Item 3.5), and on item 3.10 it was noted that only one Board members had not yet completed the tPR online toolkit. In respect of item 3.12, it was noted that

charge-out rates would be reviewed at the time the Fund was to review its administration strategy. It was explained that in reference to item 4.3, the Fund was still awaiting guidance from the Scheme Advisory Board (SAB) on the issue of indemnity insurance from the Board. The Head of Pensions advised, that if he had not heard from the SAB by April 2017, he would bring a commercial policy forward for the Board to consider, members asked that research be undertaken as to the approaches other Funds were taking.

The officer also explained that a full update would be provided on actions 4.5, 4.6 and 4.7 at the next meeting, and the completion of 5.8 in relation to the Statement of Investment Principles would also be checked. The internal audit would pick up Item 6.1 from the action log in relation to the assurance the Board could receive that the Fund was audited against the appropriate LGPS regulations. The Head of Pensions also advised that the Pensions Regulator (tPR) checklist on publishing scheme information would be included in the next Annual Report. Finally, the Board was reminded to contact the Pensions team if they were interested in attending the LGPS 'Trustees' Training Fundamentals three-day course.

Resolved:

To confirm the minutes of the meeting held on 20 October, subject to amendments to item 78 to now read:

Cllr Newbury expressed concern that the Code of Conduct and Conflict of Interest Policy went beyond the statutory requirements, another key concern included that it was not clear what constituted a conflict of interest. It was also questioned whether it was expected that in meetings members should declare interests already on the Register of Interests when they were relevant to an item on an agenda. The councillor also did not agree with the format of the Register of Interest form in that it required a date, signature and separated the interests of the member and their partner.

To request that a proposal for a commercial indemnity insurance be presented to the next meeting in the event that the Fund has not heard back from the Scheme Advisory Board. To request that this report also incorporates research from other Funds as to whether they have, or are purchasing, a commercial policy

To note the update on other items detailed in the Board's action log.

5 Declarations of Interest

There were no declarations of interest.

6 **Chairman's Announcements**

The Chairman updated that he had corresponded further with members of the public who had spoken at the last meeting in relation to fossil fuel divestment. The response that had been provided would be circulated to members of this Board and publicly available as a supplement to this meeting's papers. This supplement is now available [here](#).

Resolved:

To note the update and request that the response to public statements on fossil fuel divestments be published.

7 **Public Participation and Councillors Questions**

There were no members of the public present.

8 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee**

The Head of Pensions presented the minutes and key decisions of the Pensions Committee held on 15 December 2016, key updates included that the Fund's Stewardship Code had been revised to bring it up to the 'Tier 1' classification, the Statement of Investment Principles had therefore also been updated accordingly.

Resolved:

To note the minutes of the Wiltshire Pension Fund Committee held on 15 December 2016.

9 **Scheme, Legal, Regulatory and Fund update**

The Board heard that HM Treasury indexation and equalisation of GMP in public service pension schemes was being consulted on, this change would likely impact on the administration of the Fund. Head of Pensions also updated that the Financial Conduct Authority was currently consulting on the Markets in Financial Instruments Directive which would change the products on offer to the Fund as an investor, as such Brunel Pension Partnership had drafted a response. A further update included the release of example accounts and disclosure checklist (on which the Fund's accounts should be based) from CIPFA, as a consequence, the hierarchy of classifying investments for Wiltshire had been adjusted and the remuneration of senior officers would be included in the Fund's accounts. Members questioned the impact of the public sector exit cap and it was explained this would impact upon higher-earning, or long-serving, members and would cause more administration for the Fund.

The Chairman suggested that the consultation update report be colour-coded to reflect the level of risk the developments posed to the Fund and that this update

should also be shared with the Wiltshire Pension Fund Committee. It was also recommended that the Pensions Regulator toolkit on data management be added to the update, the Head of Pensions advised that training would be available for members at the next meeting on data management. It was discussed that the FCA position on cost transparency was in contrast to direction from CIPFA. It was confirmed to employer member representatives on the Board that employers were required to complete the Pensions Regulator employers returns where applicable.

Resolved:

To note the recent scheme and regulatory changes highlighted within the report and to recommend that items on the consultation update are colour-categorised to correspond with the Wiltshire Pension Fund Risk Register.

To recommend that the Pensions Regulator toolkit on data management be added to the consultation update.

To recommend that the update on Scheme, Regulatory, Legal and Fund matters is also presented to meetings of the Wiltshire Pension Fund Committee.

10 Code of Conduct and Conflict of Interest Policy Update

The Head of Pensions presented a report on the Board's Code of Conduct and Conflict of Interest Policy which had been adopted by the Wiltshire Pension Fund at its meeting on 15 December 2016. The Guidelines had been updated to reflect the new status of the Scheme Advisory Board however the Committee had not considered that any further updates were required. It was highlighted that following questions raised by a Board member on the Guidelines at the last meeting, legal advice on the policy had been sought and the policy had been compared to those of six other funds. The report concluded that the Guidelines were reasonable and comparable to those of other funds.

The Chairman updated that the Board Secretary had received further questions from Cllr Newbury on the Guidelines, which he had been copied. The questions were described and noted by the Board. Members were advised that a written response would be provided to the Councillor from the Committee Officer. The Board noted that the Guidelines had been finalised and agreed by the Administering Authority and therefore must now be implemented. Members were reminded to review their Register of Interest online and notify Democratic Services if any changes need to be made.

Resolved:

To note the updated Code of Conduct and Conflict of Interest Policy Guidelines and the request for members to review their Register of Interest and notify the Board Secretary of any changes.

11 Triennial Valuation 2016

The Head of Pensions advised that following the Triennial Valuation, officers were working to sign-off contribution rates with employers and expected to achieve this by the end of March deadline. The final results of the rate setting would be presented to the Wiltshire Pension Fund Committee in March. Following questions from the Board, it was confirmed that officers were not concerned that any employer issues could not be resolved, some employers had requested reprofiling of increases however this was considered manageable.

Resolved:

To note the verbal update provided on the position of the 2016 Triennial Valuation.

12 Risk Register update

The Head of Pensions explained the latest updates to the Wiltshire Pension Fund Risk Register: PEN006b 'Significant rises in employer contributions for non-secure employers due to increases in liabilities' had been reclassified from amber to green following the results of the 2016 triennial valuation. PEN011 'Lack of expertise of Pension Fund Officers' had been reduced from amber to green following the appointment of the Technical & Compliance Manager to cover the Benefits Manager maternity leave, with Hymans Robertson providing additional technical support. It was also noted that PEN020 'Pooling of LGPS assets' remained a red risk due to the significant resource required by officers to progress the project.

Members noted that the Fund's Accounting and Investment Manager was due to go on maternity leave in March and this could impact upon the ability to produce the accounts by June 2017, as such it was recommended that this be added to the Risk Register.

Resolved:

To note the attached Risk Register and measures being taken to mitigate risks and to recommend that the risk of reduced resource in the Accountancy team be added to the register, due to the potential impact on the production of the accounts by June 2017.

13 **Internal Audit report on the Fund's compliance with tPR Code of Practice Code 14, progress of actions from 2016 Key Controls report and audit plan for 2017**

Representatives from South West Audit Partnership outlined that the Fund had been audited for compliance with the Pension Regulators Code of Practice No 14 and a 'Reasonable Assurance' opinion had been given. There were no significant findings arising from the reports; two medium risks had been identified, with the agreed action plan included with the report. Of the two medium risks, the outstanding reconciliations between Altair and SAP were now up to date which had resulted from the change in staff within the accounting team. The reconciliation between Altair and the Pension Payroll records remained on-going and would be picked up as part of the GMP reconciliation project.

Following questions from the Board it was confirmed that the officer's assessment of the Fund's compliance with the tPR Code of Practice report had produced similar findings to SWAP's assessment. The Audit Plan for 2016/17 was noted and it was explained that the scope of the audit could possibly be expanded to include auditing against LGPS Regulations and other relevant best practice guidance. Members discussed the 'Priority 3' recommendations highlighted in the report and the need to implement a framework to pursue late and overdue contributions. The Internal Dispute Resolution Process was considered by the Fund to be an important priority and officers were also considering self-service for Annual Benefit Statements which had been delayed for different reasons the last two years. On discussion of the level of knowledge and understanding required of Board members, it was noted that Board member training was mandatory, the Committee by contrast did not have mandatory training, however a training plan was in place (based on the CIPFA framework) which members were encouraged to follow.

It was requested that an update on the actions arising from the audit be made to the next meeting and that an example process of how late contributions could be monitored be brought to the meeting in October. Members also requested that the auditors compare the Fund to other comparable funds in a future report.

Resolved:

To note the update and attached Internal Audit Report and updated Action Plan.

To request that an update on actions arising from the Audit be provided to the next meeting and an example of tracking late contributions be brought to the October meeting.

To request that SWAP benchmark the fund against other similar funds in a future audit report.

14 Update on Training Plans

The Head of Pensions advised that all Board members had now received a training handbook, and drew attention to the report which detailed the training undertaken by each member. It was noted that the training log would be published as part of the Fund's Annual Report. Members were encouraged to attend the LGPS fundamentals course and would receive further details about the course when they became available. It was highlighted that Investec had offered to provide some training to the Board and Committee members, Members were in favour of this as it would be tailored to the Fund and provided locally.

Members discussed the depth of knowledge required to fulfil their role and it was agreed that thorough knowledge of governance arrangements was needed although such detailed understanding of investment management was not required since it was beyond the remit of the Board. It was suggested that, to prioritise the many training events available to members, officer could highlight the courses they considered would be the most beneficial for members to attend. It was noted that Board members who had received employer member training should have this included in the training log. Board members commented they would like more information on investment pooling and suggested that, members could be invited to the Brunel engagement event and sessions run for employers within the Fund. It was also recommended that Brunel Pension Partnership invite the Board members from other Funds so that Board members would be able to discuss best practice. Similarly, it was recommended that a benchmarking exercise be undertaken, comparing the Board's training with those of other funds.

Resolved:

To note the current progress of the Members training plan and to request that training undertaken by members in their capacity as employer members also be included.

To recommend that officers investigate potential training to be provided by Investec.

To request that when training events are offered to members, these are accompanied with a priority recommendation by officers.

To request that Local Pension Board members be invited to the Brunel Pension Partnership engagement event, employer member events, and recommend that if feasible a networking session for Local Pension Boards within Brunel be organised.

To request that a benchmarking exercise be carried out against the training undertaken by Board members of other Funds.

15 **Investment Strategy Statement update**

The Head of Pensions advised that the Fund was working to develop and implement a new Investment Strategy Statement (ISS) by 1 April 2017. The ISS was required by the new investment regulations and would replace the Statement of Investment Principles. The Board heard that a draft Statement would be presented to the Investment Sub-Committee in March 2017, following which it would be circulated for consultation, including to Board members. The Chairman encouraged members to respond to the consultation.

It was confirmed that the Investment Strategy Statement would outline how the Fund would make investments, considering risk management, asset pooling, voting rights and environmental, social and governance ratings.

Resolved:

To note the progress of consulting on and developing an Investment Strategy Statement.

16 **Local Pension Board Proposed Budget**

The Fund's Investment and Accountancy Manager presented a proposed LPB budget for 2017/18 to be recommended to the Wiltshire Pension Fund Committee. It was explained that the budget had been reduced from the previous year and a breakdown of budget headings was provided. It was highlighted that the need for the Fund to purchase an indemnity policy for members was not accounted for in the budget and would need to be allocated funding if this matter arose.

It was discussed that the Board would hope to absorb any insurance costs within the proposed budget, and recommended that the Committee delegate authority to the Treasurer to move funds between budget headings and allocate further funding as required, subject to ratification at the subsequent Committee meeting.

Resolved:

To recommend the draft budget for the Board to the Wiltshire Pension Board and recommend that the Committee delegate authority to the Treasurer of the Fund to authorise expenditure in addition to the agreed budget and between budget headings if required between meetings of the Committee, subject to ratification at the next available meeting.

17 **Business Plan update**

The Head of Pensions presented a report on the progress of items from the Business Plan. It was acknowledged that officers were working to support high priority actions, such as collaboration with other Funds in asset pooling. The

Chairman recommended that officers review numerous actions which were categorised as low priority to evaluate if they should be either de-prioritised or upgraded to a higher priority level, and establish a process whereby the Committee could reconsider deadlines for actions where they had not been addressed within 12 months.

Resolved:

To note the updated position from the Business Plan to date and to recommend that officers review 'low priority' actions to evaluate if they should be either de-prioritise or upgraded to a higher priority level, and establish a process by which the Committee reconsiders deadlines for actions where they are not addressed within 12 months.

18 CIPFA Pension Administration Benchmarking Report

A report presented Wiltshire Pension Fund in comparison to 37 other LGPS schemes and demonstrated that the Fund was in a strong position in relation to its peers. Questions were raised over the staff turnover figures for Wiltshire Pension Fund which appeared high, the Board was reassured that officers were not overly concerned by this since the team was small and so any turnover had a large impact on the figures. A question was raised as to the 'other work; which contributed to the total figure for the administration costs of the LGPS, officers advised they would confirm this at the next meeting.

Resolved:

To note the report on the CIPFA benchmarking club results for 2016.

To request that officers confirm details of the 'other work' that contributed to the total figure for the administration cost of the LGPS in the CIPFA benchmarking report at the next meeting.

19 How did the Board do?

The Board considered that items tabled for discussion were relevant to the remit of the Board.

20 Urgent items

There were no urgent items.

21 Date of next meeting and Forward Plan

The next meeting of the Board was to be held on 6 April 2017.

Resolved:

To note the updated Forward Work Plan for the Board.

22 **Exclusion of the Public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Numbers 23-25 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

23 **Brunel Pension Partnership update**

The Head of Pensions provided an update on the progress of the Brunel Pension Partnership.

Resolved:

To note the update provided by the Head of Pensions on the progression of the Brunel Pension Partnership.

24 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee and Investment Sub-Committee**

Resolved:

To note the key decisions and minutes of the Wiltshire Pension Fund Committee and Investment Sub Committee.

25 **Minutes**

Resolved:

To confirm the Part 2 minutes of the meeting held on 20 October, subject to the amendment to the Part 1 section of the minutes, as detailed under item 4 above.

(Duration of meeting: 10.30 am - 12.50 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic Services, direct line 01225 718214, e-mail elizabeth.beale@wiltshire.gov.uk

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WILTSHIRE PENSION FUND COMMITTEE

PART 1 MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING HELD ON 23 MARCH 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Steve Allsopp, Cllr Tony Deane (Chairman), Cllr Charles Howard (Vice Chairman),
Cllr Gordon King, Mike Pankiewicz, Linda Stuart, Cllr Steve Weisinger and Cllr Roy While

Also Present:

Mr Jim Edney, Joanne Holden and Michael Hudson

1 Membership

There were no changes to the membership of the Committee.

2 Attendance of non-members of the Committee

There were no non-members of the Committee present.

3 Apologies for Absence

Apologies for absence were received from Cllr Sheila Parker, Sue Eley and Kerry Chisholm (South West Audit Partnership).

4 Minutes

Resolved:

To confirm the Part 1 minutes of the meeting held on 15 December 2016.

5 Declarations of Interest

Jim Edney, Independent Advisor to the Fund, advised that the contract for the Independent Advisor role was highlighted in the Business Plan as due for review in July 2018. There was no decision to be made at this meeting, the timeframe was just for note, therefore Mr Edney declared this only for transparency purposes.

Cllr Charles Howard later made a declaration under item 134 below.

6 **Chairman's Announcements**

There were no Chairman's Announcements.

7 **Public Participation**

There were no members of the public present.

8 **Local Pension Board Update**

The Head of Pensions introduced the minutes and recommendations arising from the Local Pension Board meeting held on 25 January 2017. It was noted that members had discussed their Code of Conduct and the issue of indemnity insurance which was still being investigated by officers. The Board members had reviewed their training plans and Committee members were also encouraged to use the Pensions Regulator toolkit for training. It was highlighted that the Board had reviewed the risk register, regulatory update and internal audit report which were also presented before the Committee. The Committee discussed the remit of the Board as a 'critical friend' and understood the Scheme Advisory Board would soon issue a survey on how the new governance arrangements were working. The Board's recommendation on its budget was noted along with a proposed £6,000 reduction in training budget.

Resolved:

To note the minutes and recommendations of the Local Pension Board meeting held on 25 January 2017.

9 **SWAP Audit Report**

The Committee was presented with reports updating on the latest two audits from SWAP on TPR compliance and key controls, along with an update on the implementation of recommendations from the previous audits. The Committee heard that SWAP had given the Fund a 'Reasonable Assurance' opinion, there were no significant findings in the report with only two medium risks identified. Of the two medium risks, the outstanding reconciliations between Altair and SAP were now back up to date, the reconciliation between Altair and Pension Payroll remained and was being addressed as part of the GMP reconciliation project. In respect of compliance with the Pension Regulator's Code of Practice No.14 there were no significant findings and the Fund was found to be fully compliant in publishing information about the scheme and managing risk, with only a few low priority recommendations.

The Chairman congratulated officers on a good audit report however expressed concern over overdue payments owed to the Fund. The Head of Pensions reassured members that this was a materially small figure, details of which

would be broken down in the Annual Report which would be presented to the next meeting. Members discussed the potential benefits or complications of schools joining Multi Academy Trusts (MATs) on the administration of the Fund, this could mean the fund would have fewer individual employers to manage however it could also complication valuations. The Chairman requested that officers and members consider the potential risks associated with MATs and update at the next meeting, it was noted that the situation was currently fluid and so a full paper on this would not be brought until later in the year.

Resolved:

To note the update and attached SWAP Internal Audit Reports and updated Action Plan.

To request that an initial update on the potential impact on the Fund of Multi Academy Trusts is reported to the next meeting in advance of a full report at a later meeting.

10 **Regulatory Update**

A report updated on the latest developments in respect of the LGPS scheme. In particular members discussed the Markets in Financial Instruments Directive II (MiFID II) which would take effect on 3 January 2018. The main concern for the Fund was that it would be treated as a 'retail' investor instead of 'professional' client, with implications for investment opportunities available to the Fund and on investment pooling. Members were updated that a response to the consultation had been sent on behalf of Brunel Pension Partnership.

Resolved:

To note the recent scheme and regulatory changes.

11 **Treasury Management Strategy**

A report on Treasury Management was presented to the Committee, the report identified that the Fund was in a cash neutral position, with any surplus cash being deployed into investments. Members understood there had been no changes to the Annual Treasury Management Strategy from the previous year.

Resolved:

To approve the Treasury Management Strategy for the Wiltshire Pension Fund.

12 **Investment Strategy Statement**

The Committee was presented with the draft Investment Strategy Statement for the Fund, and attention was drawn to the Agenda Supplement which contained

an amended version in response to consultation feedback which was also included. The Head of Pensions advised that the Investment Sub Committee, Local Pension Board and employer members had been consulted with, the draft Statement had also been available on the Fund's website for public comment. The Fund's Independent Advisor highlighted he had input into the statement following consideration at the Investment Sub Committee meeting.

The officer advised that the Investment Strategy Statement would replace the Statement of Investment Principles and include the financial and non-financial issues of investing. It was expected that the statement would be updated in the next 12-18 months as a result of asset pooling since this triggered a significant material change in the governance of the Fund. In response to questions, it was confirmed that most other Funds hadn't had a consultation on their respective statements and that Wiltshire welcomed feedback to allow a more robust Statement to be developed.

Resolved:

To note the consultation feedback and to approve the 2017 Investment Strategy Statement for final publication.

13 **Pension Fund Risk Register**

A report presented the latest Risk Register for review which highlighted two risks increasing from green to amber since the last report: PEN011: Lack of expertise of Pension Fund Officers and PEN012: Over-reliance on key officers. The Fund had been unable to recruit to the Pension Fund Accountant post to cover maternity leave, the Investment Officer had recently left the Fund and the Systems Manager and Senior Systems Officer had both resigned to take up other roles externally. It was also explained that the Strategic Pension Manager was committed to the Brunel Pension Partnership for 3 days a week.

The Head of Pensions advised that the Strategic Pension Manager would be available to the Fund for two weeks in April for the close of the accounts and the Fund Development Manager was covering the Systems roles. The Systems team would be reviewed with a view to developing a better staff structure. The Committee discussed that there was a general shortage in the industry of Systems and Software staff and expressed concern that the Fund was not able to pay the market rate to attract candidates due to being constrained by the Wiltshire Council salary bands. Concerns were raised over the potential impact of Financial Instruments Directive II (MiFid II) on the Fund from January 2018 and it was agreed this should be a specific risk on the register.

Resolved:

To note the attached Risk Register and measures being taken to mitigate risks.

To add Financial Instruments Directive II (MiFid II) regulation as a specific risk to the Risk Register.

14 **Business Plan Update**

A report updated on the implementation of actions in the Business Plan and suggested amendments to the plan. It was explained that the Business Plan was coded to reflect the risk associated with items and priority. The Triennial Valuation, performance reporting and GMP reconciliations were identified as high priority with medium resource risk. It was proposed that some items on the Business Plan be deferred to allow the focus of work to be on more critical areas. In response to a question on asset pooling, it was confirmed that the Finance and Legal Advisory Group in Brunel Pension Partnership would look at staffing for the company, recommendations would go to the Oversight Board and then to the Committee.

Resolved:

To note the updated position from the Business Plan and agree the revised target dates and priority order.

15 **Wiltshire Pension Fund Administration 2016-17 Budget Monitoring**

Members received the projected outturn of the Wiltshire Pension Fund Administration Budget for 2016/17. The Strategic Pension Manager highlighted that although the Fund was £581,000 overspent, this was mostly due to a high performance fee from Baillie Gifford, thus was not of concern. On discussion of manager fees it was understood these were difficult to estimate, they usually came in under budget, and often an overspend was positive as it represented increased asset values from good performance. The benefit of separating the investment budget from the administration budget was discussed and it was agreed a separation would be useful for future reports to show the differentiation between more 'controllable' operational costs and those related to financial markets.

Resolved:

To note the projected outturn of the Wiltshire Pension Fund Administration Budget 2016/17.

To recommend that future reports separate the budget for investment manager fees, investment and administration costs.

16 **Wiltshire Pension Fund Administration Budget 2017 -2020**

A report outlined the proposed Administration budget for 2017-18 and planned expenditure in 2018-19 and 2019-20 which was broadly the same as in previous years. The Treasurer to the Fund explained that the budget contained

controllable costs and non-controllable costs, such as fore investment manager fees. It was noted that budget increases were proposed in some areas due to joining Brunel Pension Partnership and increased use of consultants. It was proposed that a delegation be made to allow the Treasurer to approve variations to the budget between meetings of the Committee to ensure time critical decisions could be made, subject to ratification at the next meeting of the Committee, it was explained that in particular working capital may be needed to support the progression of Project Brunel.

The Committee discussed the Fund's administration cost per member which appeared high in comparison to the figures CIPFA produced for other Funds, in response to this it was explained that Funds measured the costs in different ways and the key fact to consider was that Wiltshire's costs had not changed materially year on year.

Resolved:

To:

- a) **Approve the Pension Fund Administration Budget for 2017/18 shown in the Appendix totalling £10.169m.**
- b) **Note the indicative budget allocations for 2018-19 and 2019-20.**
- c) **Approve that variations against the budget will be monitored and that authority is delegated to the Treasurer to the Pension Fund Committee to approve variations to the budget where these are urgent or very significant, and that this be reported to the Committee retrospectively for ratification. That no more than £100,000 additional capital be deployed to progress Brunel Pension Partnership under this delegation.**

17 **CIPFA Benchmarking Report**

The Committee was presented with the annual CIPFA Pension Administration Benchmarking results. In response to discussion over the benefit of comparison to other Funds it was considered that although Pension Funds had different structures and therefore different measures, the comparison was useful to spot anomalies and general trends. The Fund's Independent Advisor also highlighted that Section 5 of the report related to performance of the Fund which was a useful and positive measure. In response to questions it was confirmed that Wiltshire included recharges and overheads in the figures submitted to CIPFA however other Funds may submit different figures.

Resolved:

To note the annual CIPFA benchmarking results.

18 **Pension Fund Administration Key Performance Indicators (KPIs)**

The Head of Pensions introduced Key Performance Indicators officers would use to monitor the Fund's performance of its administration of pension benefits. The officer explained that it had been challenging to develop these indicators since it was difficult to distinguish whether delays in processes were due to the Fund or a hold up due to the employer or scheme member. Officers were pleased to introduce the indicators to identify where bottlenecks in processes occurred, where efficiencies could be made, or where more resource was needed. The KPIs were the first step to monitor performance and a further report would be brought to the Committee later in the year.

The Committee questioned what consultation had been undertaken on the Fund's performance from an employer or member perspective and was advised that feedback was sought on individual Fund responsibilities such as those outlined in the Administration Strategy, rather than on performance as a whole. There was also a facility on the website where members could submit general comments to the Fund; officers also confirmed that feedback was sought when issuing documents like the Annual Benefits Statements.

Resolved:

To note the proposed KPIs for measuring the summary of the Fund's performance against its key performance indicators.

19 **Date of Next Meeting**

The next meeting of the Committee was to be held on 28 June 2017.

20 **Urgent Items**

The Chairman advised that Cllr Charles Howard was to stand down as a councillor at the May 2017 election. The Committee and officers expressed their thanks to the Vice Chairman, for his dedication and contribution over the years to the Wiltshire Pension Fund.

21 **Exclusion of the Public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute Numbers 133-138 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 1 & 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

22 **Triennial Valuation Update**

The Head of Pensions updated on the Fund's Triennial Valuation and the agreement of contribution rates with employers.

Resolved:

To note the Valuation update provided, the 2016 Valuation report and the proposed finalised employer contribution rates for 2017-2020 as shown in the Appendix that will form the Rates and Adjustment certificate for the 2016 Triennial Valuation.

To provide the Scheme Advisory Board with the Fund's valuation funding level based on their bespoke assumptions.

23 **Brunel Pension Partnership Update**

Cllr Charles Howard declared a non-pecuniary interest due to potential future involvement in Brunel Pension Partnership. It was noted that the councillor was standing down in the forthcoming election, therefore would have no further involvement as a member of the Wiltshire Pension Fund Committee from May 2017.

The Treasurer to the Pension Fund updated on the progress of Brunel Pension Partnership.

Resolved:

To confirm a delegation to the Chief Legal Officer and Chief Finance Manager (Treasurer to the Fund) to take such actions necessary to progress Brunel Pension Partnership between meetings of the Committee. For the avoidance of doubt, this delegation includes the ability to inject up to £100,000 of additional capital into Brunel Pension Partnership as detailed under Minute 127 above.

To note the potential need to call an additional meeting of the Wiltshire Pension Committee in May or June.

24 **Liability Driven Investments Update**

A report from Mercers presented a high level review on the options for LDI and proposed an amendment to the current passive gilts allocation for Committee approval.

Resolved:

To approve the restructuring of its passive over 5 years Index linked gilts to two longer dated index linked gilt holdings to provide more hedging as outlined in the report from Mercer.

25 **Investment Quarterly Progress Report**

An update on the performance of the Fund's investments was circulated for members to note.

Resolved:

To note the performance of the Fund's investments as to the end of December 2016

26 **Investment Sub-Committee Update**

The Part 2 minutes and recommendations of the Investment Sub Committee meeting held on 1 March were available to the Committee.

Resolved:

To note the minutes and recommendations arising from the Investment Sub-Committee meeting held on 1 March 2017.

27 **Minutes**

Resolved:

To confirm the Part 2 minutes of the meeting held on 15 December 2016.

(Duration of meeting: 10.30 am - 1.00 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic Services, direct line 01225 718214, e-mail elizabeth.beale@wiltshire.gov.uk

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WILTSHIRE POLICE AND CRIME PANEL

**DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING
HELD ON 2 FEBRUARY 2017 AT COMMITTEE ROOM A - COUNCIL OFFICES,
MONKTON PARK, CHIPPENHAM SN15 1ER.**

Present:

Cllr Junab Ali, Cllr Abdul Amin, Alan Bishop, Cllr Richard Britton (Chairman),
Cllr Trevor Carbin, Cllr Chris Caswill, Cindy Creasy, Chris Henwood,
Cllr Peter Hutton, Cllr Julian Johnson, Cllr John Smale and Sydney-Smith

Also Present:

Angus Macpherson – Police & Crime Commissioner
Clive Barker - OPPC
Carolyn Filmore – OPCC
Kevin Fielding – Wiltshire Council

1 Apologies for Absence

Apologies were received from Cllr Caryl Sydney-Smith – Swindon Borough Council and Cllr Gordon King – Wiltshire Council.

2 Declarations of interest

There were no declarations of interest.

3 Chairman's Announcements

- PCP Workshop – Thursday 23 February 2017 at the History Centre, Chippenham.

4 Public Participation

There was none.

5 **Formal consideration of PCC Precept proposal**

The Commissioner explained that in January 2017 he had presented to the Panel a paper which outlined his thinking surrounding the 2017-18 budget.

The paper, which also included a copy of the Medium Term Financial Strategy (MTFS), reported that the Commissioner was thinking of increasing the Police part of the Band D Precept by 1.9% to £170.27, a £3.17 increase from the 2016-17 Police part of the Council Tax of £167.10.

The Police and Crime Panel were given the opportunity to discuss the Commissioner's proposals, after which a vote on the Police and Crime Commissioner's proposed Council Tax precept for the year 2017-18 was taken.

Decision

- **That a precept of £42.458m be set.**
- **This would require council tax to be set on all property bands based on £170.27 for a Band D property.**
- **This represented a £3.17 (1.9%) increase on the 2016-17 level.**

It was agreed that a Deficit Savings report would be presented at the 29 June 2017 by the OPCC.

The Chairman thanked the Commissioner for his report.

6 **Victim Support Service (Horizon) update**

The Commissioner gave the Panel an update on the development of the Horizon Victim and Witness Care Unit.

Points made included:

- Horizon Victim and Witness Care Unit had been commissioned by the Police and Crime Commissioner with the support of the Ministry of Justice Victim Service Fund. The service became fully operational in April 2015 and was provided by Wiltshire Police.
- Over the last year referrals into Horizon had increased. As the team had become embedded and skills had developed Horizon had taken on more responsibility for victims of domestic abuse, victims of fraud and all victims of domestic burglary.

- The team were now dealing with around 450 cases per month, some of which had more than one victim.
- Over the next year the OPCC and Horizon team would be continuing to build on the success of Horizon, looking at the support available to victims of crime and continuing to link into a wider network of appropriate support services.

It was noted that Cllr Abdul Amin – SBC, felt that Swindon victims of crime were not getting the level of follow up from the Horizon service as other parts of Wiltshire. The Commissioner advised that he would follow this matter up.

PCP members also requested that statistics for non-Wiltshire residents using the Horizon service would be provided by the OPCC.

The Chairman thanked the Commissioner for his update.

7 Review of Community Policing

The Commissioner advised that the PCP's input would be welcomed in the review. An invitation was therefore given for the PCP to work with Naji Darwish, with Cllr Richard Britton heading up the PCP input.

During the discussion it was felt that a review of the methodology of the new policing model would be welcomed by the PCP.

The Chairman invited all members of the PCP to get involved in the review if they were able.

8 Member Questions

Two question were raised by Cllr Richard Britten, (contained in the agenda pack) were noted, with replies awaited from the OPCC.

9 Forward Work Plan

The Forward Work Plan was noted with the following additions:

2 March 2017 meeting

- Police and Crime Plan.
- Review of Community Policing.

- Inter-Force Collaborations – services being commissioned during 2017/18.

29 June 2017 meeting

- Deficit savings report.

10 **Future meeting dates**

The next meeting of the Police and Crime Panel will be on Thursday 2 March 2017 at City Hall, Salisbury.

Future meeting dates were:

- Thursday 29 June 2017 – Corn Exchange, Devizes.
- Thursday 7 September 2017 – County Hall, Trowbridge.
- Wednesday 7 December 2017 – Swindon Borough Council Offices.

(Duration of meeting: 10.00 am - 12.00 pm)

The Officer who has produced these minutes is Kevin Fielding, of Democratic Services, direct line 01249 706612, e-mail kevin.fielding@wiltshire.gov.uk

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WILTSHIRE POLICE AND CRIME PANEL

**DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING
HELD ON 2 MARCH 2017 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE,
SALISBURY, SP2 7TU.**

Present:

Cllr Junab Ali, Cllr Abdul Amin, Cllr Alan Bishop, Cllr Richard Britton (Chairman),
Cllr Trevor Carbin, Cllr Chris Caswill, Cindy Creasy, Cllr Peter Hutton,
Cllr Julian Johnson, Cllr Gordon King, Cllr John Smale and Cllr Sydney-Smith

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPPC
Naji Darwish – OPCC
Ryan Hartley – OPCC

Kevin Fielding – Wiltshire Council

1 Apologies for Absence

Apologies were received from Chris Henwood – Co-Opted, Independent member.

2 Minutes and matters arising

Decision:

- **The minutes of the meetings held on Thursday 1 December 2016 and Wednesday 11 January 2017 were agreed as a correct record and signed by the Chairman.**

3 Declarations of interest

There were no declarations of interest.

4 **Chairman's Announcements**

- That the Workshop held on Thursday 23 February at Wiltshire History Centre had been well received. The Commissioner was thanked for his input, and the members for their valued contributions.
- The Chairman asked members for their views on whether future March meetings would be better moved to a late March, or April date, as the next meeting in the schedule was June.
- That at a recent meeting of PCP Chairmen it had been decided to pursue the establishing of a National Association of Police and Crime Panels.

5 **Public Participation**

There was no public participation.

6 **Quarterly data (Q3)- Performance / Risk / Finance / Complaints**

The Commissioner outlined a report setting out his quarterly performance data – Quarter Three 2016-17 (1 April – 31 December 2016).

Points made included:

- There were 10,834 crimes recorded during quarter three.
- In the 12 months to December 2016, 40,812 crimes were recorded. This represented an increase of 12 per cent on the previous 12 months.
- Wiltshire's position was not statistically an exception with the recorded crime rate per 1,000 population and also percentage increase both being in line with national average.
- Nationally, there continued to be an increase in recorded crime, with the latest Crime Survey of England and Wales (CSEW)¹ citing an eight per cent increase in police recorded crime in the 12 months to September 2016.
- That Wiltshire Police had been graded Good by HMIC in its latest PEEL report.

Requests from PCP members:

- That a new sub group for Aggravated and Hate Crime be added to future Crime volume comparison to previous year tables. *It was agreed by the OPPC that this would be done.*
- That the next report would contain statistical information for Cracked and Ineffective Trials.
It was agreed by the OPPC that this would be done for the Q4 report.
- That a report re Responses to 101 Calls to come to the June meeting.
It was agreed by the OPPC that this would be done.

Deep Dive – Focus on particular Police and Crime Plan objective.

The report was noted.

Risk Register – Quarter Three 2016-17 (1 April – 31 December 2016).

After discussion the report was noted.

The Chairman thanked the Commissioner for his report, and congratulated Wiltshire Police and the OPPC on the recent HMIC report.

7 Police and Crime Plan

The commissioner presented the revised Wiltshire and Swindon Police and Crime Plan 2017-2021.

The consultation report and final draft Police and Crime Plan were noted.

8 Review of Community Policing

Cllr Richard Britton advised that he had met with Naji Darwish and Chris McMullen – OPCC to look at the structure of the review process.

Cllr Britton was impressed by the scope and ambition of the study. PCP members had been invited to contribute to the process.

It was agreed that Cllr Richard Britton, Cllr Chris Caswill, Cindy Creasy and Chris Henwood, (on a limited basis) would head up the PCP involvement, and would meet with Naji Darwish and OPPC staff for further scoping at a date to be agreed.

9 Service Commissioning - 2017/18

The Commissioner outlined the report which highlighted the PCC commissioning allocations for the Community Safety Fund and Victims Fund 2017/18.

The Chairman felt that the plan contained good useful information.

The report was noted.

10 Member Questions

Three questions raised by Cllr Richard Britton. These questions and responses from the OPPC were contained in the agenda pack.

Supplementary question re Special Constables raised by Cllr Richard Britton.

How will you integrate Special Constables into the New Policing Model?

This was very much a work in progress, the Specials do wish to become part of the wider team. They are a great asset to have, and part of the core of policing.

11 Commissioner's Blog

The Commissioner's Blog was noted.

12 Forward Work Plan

The Forward Work Plan was noted.

13 Future meeting dates

The next meeting of the Police and Crime Panel will be on Thursday 29 June 2017 – Corn Exchange, Devizes.

Future meeting dates were:

- Thursday 7 September 2017 – County Hall, Trowbridge.
- Wednesday 7 December 2017 – Swindon Borough Council Offices.

(Duration of meeting: 10.00 am - 12.25 pm)

The Officer who has produced these minutes is Kevin Fielding, of Democratic Services, direct line 01249 706612, e-mail kevin.fielding@wiltshire.gov.uk

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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Minutes of the
Dorset & Wiltshire Fire and Rescue Authority
held at 10:00hrs on Thursday 9 February 2017 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury

Members present: Cllr Rebecca Knox (Chairman); Cllr Abdul Amin; Cllr Mark Anderson; Cllr Les Burden; Cllr Steve Butler; Cllr Mike Byatt; Cllr Ernie Clark; Cllr Ronald Coatsworth; Cllr Malcolm Davies; Cllr Chris Devine; Cllr Peter Edge; Cllr Spencer Flower; Cllr Mollie Groom; Cllr Colin Jamieson; Cllr Susan Jefferies; Cllr Trevor Jones; Cllr John Knight; Cllr Christopher Newbury; Cllr Graham Payne; Cllr Garry Perkins; Cllr Christopher Rochester; Cllr Ricky Rogers; Cllr Vikki Slade; Cllr Ann Stribley; Cllr Joe Tray; Cllr Bridget Wayman and Cllr Nick Martin.

Officer attendance: Clerk & Monitoring Officer, Mr Jonathan Mair; Chief Fire Officer, Mr Benjamin Ansell; Director of Finance & Treasurer, Mr Phil Chow; Democratic Services Officer, Mrs Marianne Taylor.

17/1 Welcome

17/1.1 The Chairman opened the meeting and welcomed attendees including members of the public and the press.

17/2 Apologies

17/2.1 Apologies were received from Cllr Bob Jones; Cllr Beverley Dunlop and Cllr Colin Lovell

17/3 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

17/3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act.

17/3.2 No disclosures of pecuniary interests were reported.

- 17/4 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 15 December 2016**
- 17/4.1 The Chairman asked Members to review and approve the minutes from the last meeting.
- 17/4.2 The Director of Finance & Treasurer, Mr Phil, Chow drew Members attention to item 8.3 of the Minutes: “Mr Chow advised Members that the Authority must appoint an auditor by December 2017”. It was not the responsibility of the Authority to appoint the external auditor, and therefore a change of wording was required. Mr Phil Chow went on to advise the minute to read: Mr Chow advised that the Authority must have an appointed external auditor by December 2017 for the auditing of the following years accounts, and recommended the approval of option 4: opting into a national scheme operated by Public Sector Auditor Appointments Ltd (PSAA).
- 17/4.5 Members discussed and agreed the change and approved the minutes of the meeting subject to this amendment.
- 17/4.6 The Chief Fire Officer, Benjamin Ansell, updated Members on the current position of the Safety Centre and advised that the procurement, tender and planning permission are underway. He further advised that ACFO John Aldridge will give a full update at the Authority meeting on 8 June.
- 17/4.7 **Resolved: Democratic Services to change minute 8.3 of the Fire and Rescue Authority meeting which took place on 15 December to read “Mr Chow advised that the Authority must have an appointed external auditor by December 2017 for the auditing of the following years accounts, and recommended the approval of option 4: opting into a national scheme operated by Public Sector Auditor Appointments Ltd (PSAA)”.**
- 17/5 Appointment of Assistant Chief Fire Officer**
- 17/5.1 The Appointments and Disputes Committee met on 31 January 2017 to consider the appointment of the Assistant Chief Fire Officer (Operations) following the recruitment process.
- 17/5.2 The Appointments and Disputes Committee recommended that James Mahoney be appointed as Assistant Chief Fire Officer (Operations); with a starting salary of £96,000, rising to £106,050; and that all other candidates be thanked warmly for their applications.
- 17/5.3 The Authority unanimously approved the appointment of James Mahoney and agreed the salary recommendation with a performance improvement plan of 6 months.
- 17/5.4 **Resolved: Members approved the appointment of James Mahoney to the post of Assistant Chief Fire Officer (Operations).**

- 17/5.5 **Resolved: Members approved a starting salary of £96,000 rising to £106,050**
- 17/5.6 **Action: the CFO will ensure that all other candidates be thanked warmly for their applications.**
- 17/6 Verbal update of the Policy and Resources Committee meeting of 25 January 2017**
- 17/6.1 The Chairman gave a brief review of the recent Policy and Resources Committee meeting updating Members on its focus, which was to obtain guidance on the 2017/18 Budget and to receive an update on the work that Officers are progressing with in relation to health. The Chairman recognised and welcomed the good work being carried out by Prevention and the work undertaken with Local Authorities and Social Care.
- 17/6.2 Members were advised that the Policing and Crime Act 2017 had now received Royal Assent and it was highlighted that this included a Duty for the Service to collaborate.
- 17/7 Budget 2017/2018**
- 17/7.1 The Treasurer, Mr Phil Chow introduced the report which provides the final position on the revenue and capital budget requirement for 2017/18; presented the Medium Term Financial Plan; and considered three options for fire precept Band D.
- 17/7.2 Mr Chow advised that the budget requirement for 2017/18 is set out on section 3 of the report. It included provisional sums for business rates income as at the time of writing we have yet to receive final confirmation from the billing authorities. The report considered three options for fire precept Band D, ie: 1.99% increase; 1% increase; and no increase. Option 1 was recommended by the Policy and Resources Committee for Fire Authority approval, endorsed by the Treasurer, ie: an increase of only £1.38 (2.6p per week) or 1.99% resulting in a fire precept Band D of £70.59, providing a net budget requirement of £53.735m.
- 17/7.3 Mr Chow also highlighted that the finance settlement was expected before this meeting however it had yet to be finalised by DCLG. He did not expect any change to the figures announced in the provisional finance settlement of 15 December 2016.
- 17/7.4 Members agreed the recommendations to: approve the revenue and capital budgets for 2017/18 and the Medium Term Financial Plan; approve the

basic amount of fire precept Band D for the Dorset & Wiltshire Fire and Rescue Authority as set out in the appendix C, i.e. an increase of £1.38 (2.6p per week) or 1.99% resulting in a fire precept band D of £70.59; and authorised the Treasurer to issue precept notices on the Dorset & Wiltshire collecting authorities accordingly.

17/7.5 **Resolved: Members approved the revenue and capital budgets for 2017/18 and the Medium Term Financial Plan.**

17/7.6 **Resolved: Members approved the basic amount of fire precept Band D for the Dorset & Wiltshire Fire and Rescue Authority as set out in the appendix C, i.e. an increase of £1.38 (2.6p per week) or 1.99% resulting in a fire precept band D of £70.59**

17/7.7 **Resolved: Members authorised the Treasurer to issue precept notices on the Dorset & Wiltshire collecting authorities accordingly.**

17/7.8 **Action: The Treasurer to issue precept notices on the Dorset & Wiltshire collecting authorities accordingly**

17/8 Treasury Management 2017/2018

17/8.1 Director of Finance & Treasurer, Mr Phil Chow presented the treasury management paper advising that it was a regulatory requirement to bring to the Authority Treasury Management Strategy, Prudential Indicators and the Minimum Revenue Provision Policy for 2017/18. He went on to advise that the regulation was part of the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management (TM) Code of Practice.

17/8.2 Mr Chow took Members through Appendix A the Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy); and Appendix B the Capital Prudential indicators

17/8.3 Members discussed the paper and Mr Chow confirmed there was a procedure in place to cover overseas investments, following the Icelandic Bank situation, which required sign-off by the Treasurer, in consultation with the Chairman of the Authority and the chairman of the Finance, governance and audit committee.

17/8.4 The Chairman outlined the recommendations detailed within the paper that the Members were being asked to approve.

17/8.5 Cllr Christopher Devine proposed that all four recommendations be agreed and this was seconded by Cllr Trevor Jones; Members unanimously supported the proposal.

- 17/8.6 **Resolved: Members approved the Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy)**
- 17/8.7 **Resolved: Members approved the Minimum Revenue Provision Policy Statement as defined in paragraph 3.11**
- 17/8.8 **Resolved: Members approved the Treasury Management Prudential Indicators as per Section 5 (Pages 25-29), Appendix A of the Annual Investment and Treasury Management Strategy**
- 17/8.9 **Resolved: Members approved the Capital Prudential Indicators in respect of the Capital Programme 2017/18 (as per Appendix B)**
- 17/9 Proposed changes to the Governance arrangements**
- 17/9.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, introduced the paper advising Members that the aim was to clarify the Committees and their format to provide a clearer approach. He highlighted that the report included some of the recommendations that had come from the internal audit report, noting that the internal Audit report included a suggestion to add governance arrangements to the terms of reference of the Finance and Audit Committee. Following this suggestion Mr Mair highlighted the suggestion to rename the Finance and Audit Committee to the “Finance, Governance and Audit Committee”.
- 17/9.2 The Chairman of the Governance working group, Cllr Spencer Flower, confirmed his support of the recommendations for change outlined within the report.
- 17/9.3 Members discussed the report, highlighting the need for a further change in the quorate numbers for the two sub committees (Finance and Audit Committee and Policy and Resources Committee) suggesting that the quorate numbers for the Policy and Resources Committee and the Finance and Audit committee should be set at five Members on each of the committees.
- 17/9.4 Members also suggested that Group Leaders should be consulted with regards to populating the Appeals Committee.
- 17/9.5 The Chairman suggested to Members that the changes Members proposed should be considered further and that proposed changes to procurement and contractual regulations should be discussed between the Clerk & Monitoring Officer and the Chief Fire Officer.
- 17/9.6 Members agreed to the amendments to the Members’ Handbook, subject to Members’ suggested changes being considered further. This was proposed by Cllr Christopher Newbury and seconded by Cllr Spencer Flower.

- 17/9.7 **Resolved: Members approved the changes to the Members' Handbook subject to amending the quorum for the Finance and Audit Committee and the Policy and Resources Committee to five.**
- 17/9.8 **Resolved: Members approved the change to the title of the Finance & Audit Committee to the "Finance, Governance and Audit Committee".**
- 17/9.9 **Action: the Clerk & Monitoring Officer to consult with Group Leaders about Populating the Appeals committee.**
- 17/9.10 **Action: the Clerk & Monitoring Officer to amend quorate numbers on the Policy and Resources Committee and the Finance, Governance and Audit committee should be set at five Members on each of the committees.**

17/10 Pay Policy Statement 2017/2018

- 17/10.1 Director of Finance & Treasurer, Mr Phil Chow, introduced the Pay Policy statement for 2017/18. He advised that the Localism Act 2011 places an annual requirement on Authorities to produce and publicise a statement setting out their policies on the remuneration of their Chief Officers and lowest paid employees.
- 17/10.2 Members discussed the paper and the pay gap between the lowest and highest paid members of staff. Mr Chow confirmed the pay multiple comparator used by the Government was 20 and referred Members to paragraph 8.10 of the report which provided details of the levels operated by the Service, which were considerably lower.
- 17/10.3 Members agreed they would like more information in the report when it is next provided, so that they are able to consider it more thoroughly, highlighting the requirement for transparency.
- 17/10.4 Referencing Pay Banding, Mr Chow advised that the information is available in the Authority's accounts on the website for the public to view and noted the requirement for further detail to support transparency. Members confirmed the importance of this, highlighting that not all members of the public had access to the internet.
- 17/10.5 Members requested that a breakdown of pay scales and wage brackets be provided to them separate from the meeting. Mr Chow confirmed that he would circulate these to Members.
- 17/10.6 Members suggested that within para 9.1 (Pensions) links should be provided to assist with access to other relevant information where it is available.

- 17/10.7 The Monitoring Officer & Clerk gave assurance that, with the links applied, the Pay Policy Statement would fulfil the requirement to 'produce and publicise' as set out in the Localism Act.
- 17/10.8 With that assurance Members approved the Pay Policy Statement for the financial year 2017/18 which was proposed by Cllr Ann Stribley and seconded by Cllr Garry Perkins.
- 17/10.9 **Resolved: Members approved the Pay Policy Statement for 2017/18.**
- 17/10.10 **Action: the Head of HR to provide links within para 9.1 (Pensions) of the Pay Policy statement to assist with access to other relevant information.**
- 17/11 Date of Next Meeting**
- 17/11.1 The Chairman confirmed with Members the date of the next DWFRA meeting as 9th March 2017 for principle discussion of the future size of the Fire Authority along with items brought forward from the cancelled Policy and Resources meeting, previously organised for 28 March 2017.

The meeting closed at 11:20am

Signature: _____

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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

DRAFT Minutes of the
Dorset & Wiltshire Fire and Rescue Authority
held at 10:00 hours on Thursday 9 March 2017 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury

These are draft minutes prepared by officers to be approved by the Fire and Rescue Authority at its next meeting.

Members present: Cllr Rebecca Knox, Chairman; Cllr Abdul Amin; Cllr Les Burden; Cllr Steve Butler; Cllr Ernie Clarke; Cllr Christopher Devine; Cllr Beverley Dunlop; Cllr Peter Edge; Cllr Spencer Flower; Cllr Mollie Groom; Cllr Susan Jefferies; Cllr Paul Kimber; Cllr John Knight; Cllr Colin Lovell; Cllr Nick Martin; Cllr Christopher Newbury; Cllr Graham Payne; Cllr Garry Perkins; Cllr Christopher Rochester; Cllr Ricky Rogers; Cllr Vikki Slade; Cllr Ann Stribley; Cllr Joe Tray and Cllr Bridget Wayman.

Officers in attendance: Chief Fire Officer, Benjamin Ansell; Director of Finance & Treasurer, Mr Phil Chow; Clerk & Monitoring Officer, Mr Jonathan Mair; and Democratic Services Officer, Mrs Marianne Taylor.

12/17 Welcome

12/17.1 The Chairman opened the meeting and welcomed attendees including Cllr Kimber to his first Authority meeting. The Chairman thanked the retiring Member, Cllr Mike Byatt, for his excellent contribution and commitment throughout his time as a member of the Authority.

12/17.2 **ACTION: The Clerk to write on behalf of the Authority to Cllr Byatt.**

13/17 Apologies

13/17.1 Apologies were received from Cllr Mark Anderson, Cllr Ronald Coatsworth, Cllr Malcolm Davies, Cllr Colin Jamieson, Cllr Bob Jones and Cllr Trevor Jones.

- 14/17 Code of Conduct and Declarations of Interest**
- 14/17.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act. No disclosures were made.
- 15/17 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 9 February 2017**
- 15/17.1 The Authority considered the minutes of the meeting held on 9 February 2017.
- 15/17.2 **RESOLVED that the minutes be confirmed without amendment, and signed by the Chairman as a correct record.**
- 16/17 Receive the Minutes of the Policy & Resources Committee meeting of 25 January 2017.**
- 16/17.1 The Authority received the minutes of the meeting of the Policy & Resources Committee held on 25 January 2017.
- 16/17.2 **RESOLVED that the minutes be received.**
- 17/17 Independent review of Conditions of Service for Fire and Rescue staff in England**
- 17/17.1 The Chief Fire Officer (CFO) introduced his presentation and provided Members with an update on the initial gap analysis presented to the Policy & Resources Committee on 29 November 2016. He outlined the links to the speech made by the Minister for Policing and the Fire Service on 7 February 2017. He further outlined the key focus areas for fire and rescue service reform.
- 17/17.2 The CFO advised Members that, to reinforce his message, the Minister had recently announced that the first areas of focus for the new inspection regime would be diversity, collaboration and flexible deployment.
- 17/17.3 The CFO added he was currently further strengthening the performance management regime within the Service and the Member oversight arrangements to ensure that the Authority was in the best possible position when the inspection process was initiated. He advised that a new further corporate priority and associated key lines of enquiry would be designed to respond to the Thomas Review to be monitored through the Finance, Governance and Audit Committee. This would be brought back to the Authority at its meeting on 8 June 2017 for its consideration.

- 17/17.4 Members' attention was directed to Appendix A to the report: Gap analysis. Members discussed a wide range of issues associated with the report and the position of the Authority in relation to the findings.
- 17/17.5 Members requested that the results of the staff engagement survey be presented to the next meeting of the Finance, Governance and Audit Committee on 7 July 2017.
- 17/17.6 Members discussed the Ministerial vision around the level of educational attainment for those entering the Fire and Rescue Service. Some Members agreed that there was a need to attract people with higher academic achievements into the Fire and Rescue Service. Other Members challenged the reasoning behind and expressed concern about changes which they believed would unnecessarily restrict entry to the Service by some candidates without the very highest standards of educational attainment.
- 17/17.7 Members requested that expected entry levels for firefighters, both whole time and retained (on-call), be reported to the next meeting of the Policy and Resources Committee on 27 June 2017 such that an Authority position could be communicated with the national working group via the Chairman
- 17/17.8 In considering the recommendations set out in the report, it was proposed that the word 'consult' be replaced with 'note'. Members agreed that this was appropriate.
- 17/17.9 **RESOLVED: That the progress made against the initial gap analysis since the first report was received be noted.**
- 17/17.10 **RESOLVED: That future reporting of progress be made to the Finance, Governance and Audit on a 6-monthly basis.**
- 17/17.11 **RESOLVED: Entry level qualifications for firefighters to be placed on the Policy and Resources Committee agenda for 27 June, for discussion.**
- 17/17.12 **ACTION: Democratic Services to update the Finance, Governance and Audit Committee agenda for 7 July 2017 to include monitoring of the gap analysis and results of the Staff survey.**
- 17/17.13 **ACTION: Democratic Services to update the Policy & Resources Committee agenda for 27 June 2017 to include expected entry levels for firefighters, both whole time and retained (on-call).**
- 18/17 Local Government Pension Scheme administration**
- 18/17.1 The Treasurer presented the report advising that it outlined the current position regarding the provision of administration of the Local Government

Pension Scheme (LGPS) and provides recommendations for the future harmonisation.

- 18/17.2 Currently the LGPS, applicable to corporate staff, was administered under two separate administrations. Staff who were previously employed by Wiltshire and Swindon Fire Authority were included in the Wiltshire Pension Fund administered by Wiltshire Council. Staff who were previously employed by Dorset Fire Authority were included in the Dorset County Pension Fund administered by Dorset County Council. He added that all new corporate staff employed since combination had been included in the Dorset scheme.
- 18/17.3 Members were informed that, whilst it would be possible to continue to participate in both schemes, it was recommended that participation in a single LGPS would provide for a simpler structure, reduce ongoing administrative costs and have more efficient and effective single procedures.
- 18/17.4 Members discussed the paper and the options contained within it, namely:
a) Option 1: Maintain two LGPS schemes;
b) Option 2: A non 'clear-out' transfer of members and associated funds; or
c) Option 3: A full 'clear-out' transfer of members and associated funds.
- 18/17.5 Members were advised that a contracted out reconciliation would need to be undertaken by the Service and that there would be a cost attached.
- 18/17.6 **RESOLVED: That the transfer of the LGPS administration to one of the current administrators under a full 'clear-out' option and application to the Secretary of State for this to go ahead be approved.**
- 18/17.7 **RESOLVED: That the Treasurer be delegated authority - after consultation with the Chairman, Chief Fire Officer and the Clerk & Monitoring Officer - to determine the LGPS administrator from April 2018**
- 18/17.8 **ACTION: The Treasurer to arrange to undertake a 'contracted out reconciliation'.**

19/17 Member Development

- 19/17.1 In the absence of Cllr T. Jones, Cllr Flower presented the paper, outlining the voluntary process for supporting Members in their role. He explained that this provided a personalised opportunity to increase understanding of a complex Service and to discuss areas of Members' personal development that may wish to be pursued. Cllr Flower advised that the process outlined within the paper would both support individual Members and allow the Authority to demonstrate effective governance arrangements and alignment to the Adrian Thomas review, adding that this may be the subject of interest by future government inspections.

- 19/17.2 Members discussed the paper and raised concerns about section 3 of the report stating that ungrouped Members would be disadvantaged by the proposed procedure and the ability of the Service to determine that all confidential conversations had been completed.
- 19/17.3 In order to address this, Members proposed that paragraph 3.1 be reworded to say "... meet individually with their Group Leader or the Chairman..." And that the wording at the beginning of paragraph 3.5 "Following completion of all conversations," be removed. This was agreed.
- 19/17.4 Having considered the paper, Members approved the Member development process as amended.
- 19/17.5 **RESOLVED: That the Member development process be approved, subject to the following amendments:**
- (i) paragraph 3.1 be amended to read "... meet individually with their Group Leader or the Chairman..."; and
 - (ii) the removal from paragraph 3.5 of the words "Following completion of all conversations".
- 19/17.6 **ACTION: Director of Corporate Services to amend the Member development process as agreed in minute 8.5 and put the necessary arrangements in place to deliver the process.**
- 20/17 Date of Next Meeting**
- 20/17.1 The Chairman confirmed with Members that the next meeting would be held on Thursday 8 June 2017 at DWFRS HQ, Wiltshire.
- 20/17.2 Chairman thanked Members and Officers for their hard work and dedication.
- 21/17 Consideration of the exclusion of the Press and Public**
- 21/17.1 The Clerk & Monitoring Officer outlined the law relating to the exclusion of the press and public from local authority meetings. He explained that there was a two-part test to be applied:
1. Is the subject matter of the report within one of the categories of potentially exempt information described in part 2 of schedule 12A Local Government Act 1972 and
 2. Is it in the public interest that the press and public should be excluded in order to enable confidential business to be dealt with in closed session.
- 21/17.2 In relation to the first part of the test the Clerk and Monitoring Officer explained that the information in the report related to the business affairs of

the Authority and so was potentially exempt from discussion in public. In relation to the second part of the test Members would need to decide whether the public interest required that the item should be dealt with in closed session. In this respect he referred to sensitivity around the pre-election purdah period and the timing of any consultation with constituent councils.

21/17.3 Members discussed the proposal to exclude the press and public for the reasons given by the Clerk & Monitoring Officer. However, following deliberation, Members voted in favour of keeping the meeting open to the public.

21/17.4 **RESOLVED: That the press and public not be excluded from the meeting for the remainder of the agenda.**

21/17.5 **ACTION: Democratic Service to ensure that the report was made publically available and publish in line with other papers.**

22/17 Possible change in the membership of the Fire and Rescue Authority

22/17.1 Cllr Flower introduced the report reminding Members that at its meeting on 23 June 2016 the Fire and Rescue Authority resolved that a Governance Working Group be formed to complete a review of the Authority's governance arrangements by May 2017.

22/17.2 The terms of reference of the Group included: to consider and provide options in respect of the total number of elected Members on the Authority and to determine the appropriate process for any subsequent amendment to the Combination Order and the Authority's standing Committees.

22/17.3 The Governance Working Group had met five times and a Governance Seminar was provided for all Members. There were a range of options for a possible reduction in the number of elected Members of the Authority; potential consequential changes to the Authority's governance arrangements and suggested next steps.

22/17.4 Members discussed the options fully and were generally in support of those options that gave equal representation between the north and south of the area served by the Authority. A number of Members raised issues associated with the timing of any potential reduction given that local government review was being considered across Dorset, Bournemouth and Poole. The Clerk and Monitoring Officer stated that any reviewed membership as a result of Local Government Reorganisation in Dorset would not have a significant impact on the proposals being considered by the Authority.

- 22/17.5 Members also raised issues about the effect that any potential membership might have on the existing governance arrangements and the committee structures. The Clerk and Monitoring Officer explained that any significant reduction would necessitate a review of the Authority's governance arrangements. Both of the predecessor fire and rescue authorities had operated effectively with fewer members and in a smaller Dorset and Wiltshire Fire and Rescue Authority it would be possible to devise governance arrangements which maintained local accountability and at the same time improved the efficiency and effectiveness of the Authority more generally.
- 22/17.6 The Clerk and Monitoring Officer also referred to the Adrian Thomas review, the Policing and Crime Act and recent announcements by the Minister for Policing and Fire as key factors driving the need to slim down governance structures across the fire and rescue service sector more generally.
- 22/17.7 After much debate and having been proposed by Cllr Flower and seconded by Cllr Perkins, upon being put to the vote, it was agreed in principle to support a reduction in the membership of the Authority to 18 members.
- 22/17.8 The Clerk & Monitoring Officer outlined the process that would follow this meeting; a letter would be sent to the five constituent councils seeking their views about the proposed changes. The views received would be presented to the meeting of the Authority on 8 September 2017.
- 22/17.9 **RESOLVED: That a proposed membership of the Dorset & Wiltshire Fire and Rescue Authority of 18 be approved in principle as the basis for consultation with constituent authorities.**
- 22/17.10 **RESOLVED: That the views of the constituent councils be reported at the meeting of the Dorset & Wiltshire Fire and Rescue Authority on 8 September 2017.**
- 22/17.11 **ACTION: the Clerk & Monitoring Officer to write to the constituent councils to consult them about the proposed membership changes.**

The meeting closed at 13:05hrs.

Signed: _____

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