

# Minutes Book

Tuesday 22 May 2018

Council Chamber - County Hall, Trowbridge BA14 8JN



## Minutes of Cabinet and Committees

### February 2018 – May 2018

Meeting	Date	Page Nos.	Chairman (Cllr)
<b>Cabinet</b>			
Cabinet	27 March 2018	<u>5 - 14</u>	Baroness Scott of Bybrook OBE
Cabinet	24 April 2018	<u>15 - 22</u>	Baroness Scott of Bybrook OBE
<b>Overview and Scrutiny Select Committees</b>			
Overview and Scrutiny Management Committee	20 March 2018	<u>23 - 28</u>	Graham Wright
Overview and Scrutiny Management Committee	10 April 2018	<u>29 - 34</u>	Graham Wright
Children's Select Committee	6 February 2018	<u>35 - 42</u>	Jon Hubbard
Children's Select Committee	17 April 2018	<u>43 - 54</u>	Jon Hubbard
Environment Select Committee	13 March 2018	<u>55 - 68</u>	Matthew Dean
Health Select Committee	9 January 2018	<u>69 - 76</u>	Christine Crisp
Health Select Committee	6 March 2018	<u>77 - 84</u>	Christine Crisp
Health Select Committee	24 April 2018	<u>85 - 94</u>	Christine Crisp
<b>Planning Committees</b>			
Strategic Planning Committee	31 January 2018	<u>95 - 114</u>	Fleur de Rhé-Phllipe
Strategic Planning Committee	28 February 2018	<u>115 - 130</u>	Fleur de Rhé-Phllipe
Strategic Planning Committee	25 April 2018	<u>131 - 156</u>	Fleur de Rhé-Phllipe
Northern Area Planning Committee	21 February 2018	<u>157 - 164</u>	Tony Trotman
Northern Area Planning Committee	21 March 2018	<u>165 - 182</u>	Tony Trotman
Eastern Area Planning Committee	22 March 2018	<u>183 - 190</u>	Mark Connolly
Eastern Area Planning Committee	19 April 2018	<u>191 - 198</u>	Mark Connolly
Southern Area Planning Committee	8 March 2018	<u>199 - 224</u>	Fred Westmoreland
Southern Area Planning Committee	12 April 2018	<u>225 - 248</u>	Fred Westmoreland
Western Area Planning Committee	7 March 2018	<u>249 - 268</u>	Christopher Newbury
<b>Joint Committees</b>			
Health and Wellbeing Board	25 January 2018	<u>269 - 366</u>	Baroness Scott

Health and Wellbeing Board	29 March 2018	<u>367 - 374</u>	of Bybrook OBE Baroness Scott of Bybrook OBE
Joint Strategic Economic Committee (SWLEP)	21 February 2018	<u>375 - 378</u>	Baroness Scott of Bybrook OBE
Local Pension Board	15 March 2018	<u>379 - 388</u>	Mr Howard Pearce
Wiltshire Pension Fund Committee	15 March 2018	<u>389 - 396</u>	Tony Deane
Wiltshire Police and Crime Panel	1 February 2018	<u>397 - 400</u>	Richard Britton
<b>Governance Committees</b>			
Audit Committee	14 February 2018	<u>401 - 404</u>	Richard Britton
Audit Committee	11 April 2018	<u>405 - 408</u>	Richard Britton
Standards Committee	18 April 2018	<u>409 - 414</u>	Paul Oatway QPM
<b>Other Committees</b>			
Electoral Review Committee	17 April 2018	<u>415 - 416</u>	Richard Clewer
Officer Appointments Committee	2 February 2018	<u>417 - 418</u>	Baroness Scott of Bybrook OBE
Officer Appointments Committee	10 April 2018	<u>419 - 422</u>	Baroness Scott of Bybrook OBE
Staffing Policy Committee	7 March 2018	<u>423 - 428</u>	Allison Bucknell
<b>Dorset and Wiltshire Fire Authority</b>			
Dorset and Wiltshire Fire Authority	9 February 2018	<u>429 - 438</u>	Spencer Flower (Dorset)

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## **CABINET**

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### **MINUTES OF THE CABINET MEETING HELD ON 27 MARCH 2018 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

#### **Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

#### **Also Present:**

Cllr Jon Hubbard, Cllr Tony Jackson, Cllr Richard Britton, Cllr Clare Cape, Cllr Matthew Dean, Cllr Mary Douglas, Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble, Cllr Gavin Grant, Cllr Jose Green, Cllr Ross Henning, Cllr Darren Henry, Cllr Alan Hill, Cllr Sven Hocking, Cllr Atiqul Hoque, Cllr Bob Jones MBE, Cllr Jerry Kunkler, Cllr Brian Mathew, Cllr Horace Prickett, Cllr Fleur de Rhé-Philipe, Cllr Tom Rounds, Cllr Jonathon Seed, Cllr John Smale, Cllr Ian Thorn, Cllr John Walsh, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Christopher Williams and Cllr Graham Wright

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#### **199 Apologies**

There were no apologies as all members of the Cabinet were present.

#### **200 Minutes of the previous meeting**

The minutes of the meeting held on 6 February 2018 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 6 February 2018**

#### **201 Declarations of Interest**

There were no declarations of interest.

#### **202 Leader's announcements**

At the invitation of the Leader, Councillor John Thomson gave an update on the progress made to address the issue of the Salisbury Athletics Track that had been subject to a Notice of Motion at the meeting of Council in February 2018.

Councillor Thomson stated: that there had been a number of constructive meetings between the parties involved in the issue of access; that the school had committed some money to bring the track back into use for training after

Easter; that a revised business plan for the track would be produced concerning the long-term future of the track; that the council would provide funding to assist in delivering the plan subject to its agreement for long-term use, and that further funding should be made available to encourage use of the track to ensure its long-term sustainability; and that further discussions to secure the access to club-house were ongoing.

## 203 **Public participation and Questions from Councillors**

The Leader drew the meeting's attention to the questions and answers circulated in supplement to the agenda.

In response to a supplementary question from Mrs Spickernell regarding the Environment Agency's view of the compliance issues at the Everleigh site, and a supplementary question from Mr Gale regarding the accuracy of the visitor information, Councillor Bridget Wayman stated that she would be happy to meet with representatives from the CPRE and the Community Area to discuss the issues.

In response to a supplementary question from Cllr Brian Mathew regarding the importance of maintaining impetus in for the Share Lives scheme, Cllr Jerry Wickham stated that: he was aware that the scheme applied to older people and adults with learning difficulties but that the scheme had been focused on the latter group as that was where the best savings could be achieved; that he was content that officers would progress this without further political input that he would retain oversight; but that he would be happy to work across party lines as necessary to ensure the success of the project.

## 204 **Community Recovery Update**

Prior to the start of the meeting, there was a presentation regarding the community recovery plan in Salisbury followed by an opportunity to ask questions.

Under the item, in response to an issues raised by Councillor Gavin Grant, the Leader thanked him for his words of support to the council, staff and the Cabinet, and confirmed that locally organised efforts to promote Salisbury, such as #LoveSalisbury and #SalisburyisOpen, would be promoted on the council's dedicated page: <http://www.wiltshire.gov.uk/salisbury>

## 205 **Corporate Peer Challenge**

The Leader presented the report which provided cabinet with the feedback report received from the Local Government Association following the Corporate Peer Challenge that took place in November 2017; and the draft action plan which had been developed to reflect the feedback and recommendations made.

Matters highlighted in the course of the presentation and discussion included: the composition of the team undertaking the review; the methodology of the review; the positive messages arising from the review, and the areas for further

action; that the Overview and Scrutiny Management Committee would be considering how best to add value to the process of implementing the recommendations and would be reviewing progress in 6 months; how the changes in national planning guidance will impact on the plans to support housing growth; and a recognition that current additional pressures meant that there may be some slippage on the delivery of actions.

### **Resolved**

- 1. To note the feedback and recommendations from the Corporate Peer Challenge;**
- 2. To approve the draft action plan and receive an update on implementation in 2019; and**
- 3. To note the offer of a follow up visit in two years to help the Council assess the impact of the peer challenge and demonstrate the progress it has made against the areas of improvement and development identified by the peer team.**

### 206 **Performance Management and Risk Outturn Report: Q3 2017/18**

Councillor Philip Whitehead presented the report which provided an update on performance against the stated aims in the council's new Business Plan 2017-27. The information provided includes key measures as well as the council's strategic risk register.

Matters highlighted in the course of the presentation and discussion included: the recent changes to the format of the report; that further work can be done to allow for trends to be analysed; and the local issues that impact on performance such as road maintenance.

In response to a question from Councillor Gavin Grant, Councillor Laura Mayes stated that whilst the powers available to the local authority to address performance in schools was more limited than in previous years, the council was developing a more proactive relationship with academy schools and the regional schools commissioner.

### **Resolved**

**To note updates and outturns: against the measures and activities ascribed against the council's priorities; and to the strategic risk register.**

*Reasons for Decision:*

*The current corporate performance framework compiles measures used to monitor progress in service areas against planned objectives that relate to the goals laid out in Wiltshire Council's current Business Plan 2017-27.*

*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.*

## 207 **Income Generation - Advertising**

🗝 Councillor John Thomson presented the report which set out proposals to adopt a more commercial approach – in line with the council’s 10 year Business Plan - to generate income through third party advertising opportunities.

Councillor Stuart Wheeler, as chairman of the Scrutiny Task Group, presented their recommendations and highlighted the need for flexibility when contracts were awarded to allow for them to be brought back inhouse as appropriate more easily. In response, Councillor Thomson stated that he was happy to incorporate this more explicitly in proposals to Cabinet.

Matters highlighted in the course of the presentation and discussion included: how best to promote local businesses and charities as appropriate through the application of the policy; the lessons to be learnt from other councils; and the opportunities for working with local parish and town partners in the promotion of devolved land for advertising.

### **Resolved**

- 1. To approve the policy for third party advertising, noting that the draft policy has been shaped and developed by an Overview and Scrutiny Third Party Advertising Task Group to ensure that it reflects the vision, priorities and values of the council (Appendix 1).**
- 2. To thank the Task Group for their work; and to note, in reference to recommendation 6 b) from the Task Group, the potential advantages of being able to bring the function inhouse when appropriate without significant complication or delay (through an appropriate contract).**
- 3. To approve the procurement of an external provider to secure third party advertising, on behalf of the council:**
  - a. Third party advertising income is a new venture for the council and to secure the income commercial expertise, specialist skills and capacity is required that the council does not currently have.**
  - b. There is also the requirement to deliver the income generation targets in the budget timelines for 2018/19 (circa: £150,000).**
  - c. The specification to contract an appropriate provider will require careful consideration to ensure that it can capitalise on the**

**opportunities available and adhere to the vision, priorities and values of the council.**

*Reasons for Decision:*

*Wiltshire Council has to become more business-like and find opportunities to generate additional income.*

*£25 million of savings have to be found in 2018/19 and the communities and communications department has a target to generate an additional £1.2 million, of which, £150,000 has been aligned to advertising and better utilisation of space in the council's community campuses and hubs.*

*The council has a substantial asset base; including buildings, livery, street scene facilities such as lampposts, roundabouts and digital channels. These assets provide an opportunity to reach a wide range of audiences through third party advertising and as an outcome generate additional revenue income.*

## **208 Proposals for the Creation of a Major Road Network - Consultation**

Councillor Bridget Wayman presented the report which advised Cabinet of a new significant funding opportunity for major road scheme funding, and to seek views on the need to establish associated regional governance.

Matters highlighted in the course of the presentation and discussion included: the views of the council in relation to the inclusion of certain roads in the network; the additional funding that could be accessed; the need to set up a sub-national transport body to enable the region to speak with one voice on strategic transport planning; that other local authorities such as Gloucestershire should be involved; and that a further report could be made to Cabinet in 3 months time.

### **Resolved**

- 1. Note the contents of this report.**
- 2. Delegate responsibility to the Director of Highways and Transport in consultation with the Cabinet Member for Highways, Transport and Waste to enter into discussions with neighbouring authorities in the South West, to establish:**
  - a) the level of individual and collective support for establishing a Sub-National Transport Body (or Bodies) and**
  - b) the geography over which that Body or Bodies are most likely to be most effectively defined.**
- 3. Note the additional potential financial implications arising as a result of this opportunity, which will require more detailed discussion as the Council's position is further developed.**

*Reasons for Decision:*

*To ensure that the Council is best placed to take advantage of this significant funding opportunity.*

## 209 **The Enterprise Network - Old Fire Station Extension**

➤ The Leader presented the report which sought authorisation for the submission of the full application to European Structural and Investment Fund (ESIF) with £500k match funding provided by borrowing from the Public Works Loan Board.

### **Resolved**

**To approve borrowing £500k from the Public Works Loan Board to match against £500k secured through European Structural and Investment Fund (ESIF) to refurbish an extension at the Old Fire Station Enterprise Centre in Salisbury enabling the previously approved business case to progress to delivery.**

*Reasons for Decision:*

*Funding for this project has been sought through an initial application to the Growing Places Infrastructure Fund (GPIF) which was not awarded, on the recommendation of the Section 151 officer, advising that funds could be borrowed more cheaply elsewhere.*

*A subsequent application was made to the European Structural and Investment Fund for an amount of £500k– to be matched by the applicant / partners 50:50 (total project value £1m). This has passed the first stage and has now proceeded to full application.*

*Cost effective borrowing of £500k from the Public Works Loan Board would match £500k secured through European Structural and Investment Fund (ESIF).*

*Cabinet approval is sought as Council funding through the Public Works Loan Board is required to realise the business case for the extension of the Old Fire Station Enterprise Centre.*

## 210 **Land at Middlefields, Hungerdown Lane Chippenham**

Councillor Toby Sturgis presented the report which sought authorisation to the Director for Housing and Commercial Development, in consultation with the Cabinet Member for Spatial Planning, Development Management and Property, to dispose of freehold interest of around 0.59 hectares (1.45 acres) forming part of the land at Middlefields, Hungerdown lane, Chippenham, at Best Value. The meeting's attention was drawn to the two offers made by Pilgrims' Friend Society and GreenSquare. Stephen Hammersley, Chief Executive of the Pilgrims'

Friend Society highlighted some of the issues in the submission appended to the report.

In response to a question from Councillor Jerry Wickham, Councillor Sturgis clarified that when considering what constituted 'best value' the council could take into account the social and economic benefits of the offer as well as the price.

### **Resolved**

**To authorise the Director for Housing and Commercial Development, in consultation with the Cabinet Member for Spatial Planning, Development Management and Property to dispose of freehold interest of around 0.59 hectares (1.45 acres) forming part of the land at Middlefields, Hungerdown lane, Chippenham, at Best Value.**

*Reasons for Decision:*

*To generate a capital receipt in support of the Council's capital programme.*

### 211 **Integrated Community Equipment and Support Services - Recommissioning**

☛ Councillor Jerry Wickham presented the report which outlined the options for recommissioning of the Integrated Community Equipment and Support Services.

Councillor Graham Wright confirmed that the Chair and the Vice-Chair of the Health Select Committee had had a briefing on the matter and had not raised any issues.

The Cabinet also noted that there was additional financial information included in an exempt appendix and concluded that there was no need to discuss the matter further in part ii of the meeting.

### **Resolved**

- a) **To agree to the opportunities being explored for a joint commissioning exercise between BaNES, Swindon and Wiltshire STP, of integrated community equipment and support services.**
- b) **To authorise an exemption to Wiltshire Council's Integrated Community Equipment and Support Services to enable up to a further 18 months extension of the Medequip contract, that will be applied in a 12 months period, plus the option for a further 6 months.**

*Reasons for Decision:*

1. *The purpose of this paper is to outline the potential of a joint commissioning process between BaNES, Swindon and Wiltshire Sustainability and*

*Transformation Partnership, of integrated community equipment and support services.*

2. *This report is seeking for Cabinet to grant a formal exemption to the procurement rules to enable a further 18 months extension of the Medequip contract, that will be applied in a 12 months period, plus the option for a further 6 months, to deliver Wiltshire Council's Integrated Community Equipment and Support Services.*

## 212 **Urgent Items**

There were no urgent items.

## 213 **Exclusion of the Press and Public**

Following a question from Councillor Stuart Wheeler, it was confirmed that the report on Outdoor Education had been made exempt from publication for the reasons set out in paragraphs 4 below.

### **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 Items Number 16 and 17 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 and 4 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

Reason for taking item in private:

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

Paragraph 4 - information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under the authority.

## 214 **Integrated Community Equipment and Support Services - Recommissioning (Part ii)**

The meeting noted the information in the appendix.

## 215 **Outdoor Education**

🔑 Councillor Laura Mayes presented the report which advised Cabinet of outcome of the Outdoor Education Review including the recommendations of the Task Group established by the Children's Select Committee.

### **Resolved**



**To approve the recommendations contained in the report presented**

(Duration of meeting: 9:30 – 14:03)

These decisions were published, earlier, on the 28 March 2018 and will come into force on 9 April 2018

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

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## **CABINET**

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### **MINUTES OF THE CABINET MEETING HELD ON 24 APRIL 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

#### **Also Present:**

Cllr Ian Blair-Pilling, Cllr Clare Cape, Cllr Pauline Church, Cllr Matthew Dean, Cllr Richard Gamble, Cllr Gavin Grant, Cllr Deborah Halik, Cllr Darren Henry, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr Tony Jackson, Cllr David Jenkins, Cllr Jerry Kunkler, Cllr Brian Mathew, Cllr Stewart Palmen, Cllr Fleur de Rhé-Philipe, Cllr Tom Rounds, Cllr Jonathon Seed and Cllr Ian Thorn

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#### **216 Apologies**

Apologies were received from Councillor Graham Wright, Chairman of the Overview & Scrutiny Committee.

#### **217 Minutes of the previous meeting**

The minutes of the meeting held on 27 March 2018 were presented.

#### **Resolved**

**To approve as a correct record and sign the minutes of the meeting held on 27 March 2018**

#### **218 Declarations of Interest**

There were no declarations of interest.

#### **219 Leader's announcements**

There were no formal announcements.

#### **220 Public participation and Questions from Councillors**

The Leader outlined the approach taken to public participation encouraging representations to be made under the item for debate. There were no representations made on items not on the agenda.

## 221 **Sexual Health and Blood Borne Virus Strategy 2017-2020**

Councillor Jerry Wickham presented the report which briefed Cabinet of the results of the Sexual Health and Blood Borne Virus HNAs (Appendix 2 and 3) and presented the final Sexual Health and Blood Borne Virus Strategy (SHBBVS (Appendix 1)) for approval. In presenting the report, Councillor Wickham expressed his desire to see the strategy adopted by partners through the Health and Wellbeing Board and the option to report progress to the Board and through the Health Select Committee.

In response to an issue raised by Councillor Ian Thorn, Councillor Wickham confirmed that he was satisfied that the resources were in place to implement the strategy, and that the pilot approach taken with the new Area Coordinators would include the aims of the strategy amongst their priorities.

In response to an issue raised by Councillor Jon Hubbard, Councillor Wickham supported officer comments that there were officers available to speak to groups in the community about these issues but that he should contact him personally if support was not forthcoming.

In response to an issue raised by Councillor Clare Cape, Councillor Richard Clewer stated that dedicated outreach works were available to offer support to rough sleepers on this and other health issues.

### **Resolved**

- 1. To acknowledge the Sexual Health and Blood Borne Virus Health Needs Assessments and approve the strategy document (see appendix 1, 2 and 3);**
- 2. To delegate authority to the Director of Public Health and Public Protection and Cabinet Member for Adult Social Care, Public Health and Public Protection, to finalise the strategy document for publication and to approve a corresponding implementation plan;**
- 3. To request the Health and Wellbeing Board consider the Strategy document and note the evidence used to develop it;**
- 4. To request that updates on implementation of the strategy be made to the Health & Wellbeing Board and the Health Select Committee as appropriate.**

*Reason for Decision:*

*The finalised HNAs and the draft Sexual Health and Blood Borne Virus Strategy (SHBBVS) has gained approval from the Wiltshire Sexual Health Partnership Board and seeks Cabinet approval to action its contents and develop a corresponding implementation plan.*

## 222 **Learning Disabilities In-house Respite Services**

➤ Councillor Jerry Wickham presented the report which: provided background information regarding the current Respite offer for people with learning disabilities including the current council owned and operated residential respite services and the reduction in the usage of these services; informed cabinet of the consultation process that was undertaken regarding the proposal to close 70 Derriads Lane Residential Respite Unit; and sought approval for the closure of 70 Derriads Lane Residential Respite Unit. In presenting his report, Councillor Wickham highlighted the following matters: the description of the facilities in question; the CQC report and their view on the inadequacy of some facilities; the reduction in the demand on the facilities; the results of the consultation undertaken; the impact on those using the facility and how their needs could be met at other facilities.

Councillor Christine Crisp, in her capacity as Chair of the Health Select Committee, confirmed that the committee had not had an opportunity to discuss the report due to the timing of meetings but that the Chair and Vice-Chair had been offered a briefing by officers on the matter. She expressed her personal view that the proposal appeared reasonable and stated that the committee would consider a update report in the future.

In response to concerns raised by Councillor Ian Thorn, Councillor Wickham restated his belief that it would not be appropriate to redevelop the site as a respite unit as alternative sites provided more appropriate facilities. Councillor Wickham also confirmed, in response to a question from Councillor Laura Mayes, his view that the three remaining centres would have sufficient capacity to meet future demand.

In response to concerns raised by Councillor Brian Mathew, Councillor Laura Mayes confirmed that a decision had been made three years ago to cease funding for overnight respite stays at Rowdeford School in response to the changing demand of families most of whom preferred to seek alternative types of respite with a view to maximising their children's time at home in their communities.

In response to a representation received from Councillor Gavin Grant, the Leader stated that she would ask officers to look at how the scheduling of meetings can best accommodate the needs of effective scrutiny.

In response to a representation received from Mr Colin Gale regarding his experience as a carer, Councillor Wickham reconfirmed his commitment to providing the best respite services in the appropriate locations; and the Leader encouraged all carers to stay in contact with the Council so that they could receive up to date advice about what support was available.

## **Resolved**

- 1. To note the background information regarding the current Respite offer for people with learning disabilities including the current council**

**owned and operated residential respite services and the reduction in the usage of these services;**

- 2. To note the consultation process that was undertaken regarding the proposal to close 70 Derriads Lane Residential Respite Unit; and**
- 3. To approve the closure of 70 Derriads Lane Residential Respite Unit.**

*Reason for Decision:*

*There has been a reduction in the demand for residential respite for people with learning disabilities with 20% fewer people accessing the services compared with 2015/16 resulting in an overall reduction of 13.8% usage.*

*A recent CQC inspection of 70 Derriads Lane has highlighted concerns with the overall condition of the building and issues around limited storage of equipment. Due to the building type (adapted bungalows) the building offers limited scope to further adapt it to meet the demands of people with complex needs in the future that increasingly require respite services.*

## 223 **A303 Amesbury to Berwick Down Road Scheme**

➔ Councillor Bridget Wayman presented the report which sought: to inform Members of the actions taken by Highways England since the previous report and outline the scheme, which is the subject of this public consultation; to confirm the Council's response to the statutory public consultation; and seek agreement to the proposed delegated authority provisions to enable the Council to fulfil its statutory duties with regard to the Development Consent Order (DCO) process for this road improvement scheme. In making her presentation, Councillor Wayman drew attention to the proposals relating to Byways 11 and 12 and the option which officers were recommending Highways England pursue (paragraphs 89-101 within Appendix 1 of the report). She also stated that officers would be asked to consider including a statement proposing an assessment of the effect of the proposals on the Nile Clumps, and if necessary their potential replanting in an alternative position.

Councillor Mathew Dean spoke as Chair of the Environment Select Committee and confirmed that whilst there had not been an opportunity for the committee to discuss the report at their meeting, the views of the members of the committee had been sought. He also confirmed that whilst there was a diversity of the opinion, the majority of the members who had responded were in favour of the proposals.

Councillor Brian Mathew spoke against the proposals for the tunnel emphasising the desire to preserve the view of the site from the highway.

Councillor Fleur de Rhé-Philippe emphasised the community and heritage group support for the principle of the tunnel.

**Resolved**

- To note the contents of this report
- To agree the proposed response to Highways England for this statutory public consultation
- 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 considerations listed in Appendix 1
- To Agree the proposed delegated authority provisions outlined below to enable the Council to fulfil its statutory duties with regard to the Development Consent Order (DCO) process for this road improvement scheme.

- 1) Endorses the response to Public Consultation document, as set out in Appendix 1 subject to amendment in (2), for the purpose of submission to Highways England
- 2) Authorises the Director for Highways and Transport in consultation with appropriate Cabinet Member(s) to:
  - a. Finalise the consultation documents and make any necessary minor changes in the interests of clarity and accuracy before they are submitted to Highways England as the Council's formal consultation response;
  - b. Make arrangements for any subsequent consultation responses that may be requested by Highways England; and
  - c. Respond to any queries that may arise as a result of the submission of this consultation response.
- 3) Delegated authority to be granted to Director for Highways and Transport to prepare the Local Impact Report on behalf of the Council and submit to the Planning Inspectorate in accordance with the timetable for the examination process
- 4) Delegated authority to be given to Director for Highways and Transport to make minor amendments to the Local Impact Report to rectify such matters as typographical or grammatical errors
- 5) Delegated authority to be given to the Director for Highways and Transport to formally contribute to, agree and sign a statement of common ground to be submitted to the Examining Authority of the Planning Inspectorate in accordance with the timetable for the Examination process and within the terms of the Council's Local Impact Report
- 6) Delegated authority to be given to Director for Highways and Transport to prepare on behalf of the Council and

**submit to the Planning Inspectorate:**

- a. **An adequacy of consultation representation (if required)**
  - b. **Representations on the Environmental Statement**
  - c. **The relevant representation and written representations on the application**
- 7) **Delegated authority to be given to Director for Highways and Transport to formally respond to the Examining Authority's Inspector's questions in accordance with the timetable for the examination process during the course of the Examination and also to make comment on the submissions of other parties including the applicant**
  - 8) **Delegated authority to be given to the Director for Highways and Transport to formally represent the views of the Council at the preliminary meeting, any topic specific hearing and subsequent requirements in accordance with the timetable for the examination process during the course of the examination, within the terms of the Council's Local Impact Report**
  - 9) **Delegated authority to be given to the Director for Highways and Transport to add formal comments on the draft requirements (conditions) and planning obligations of the Development Consent Order**
  - 10) **Delegated authority to be given to Director for Highways and Transport to carry out all non-statutory community benefit negotiations and to make decisions relevant to such negotiations in connection with or arising from the A303 Amesbury to Berwick Down Road Scheme**
  - 11) **Delegated authority to be given to Director for Highways and Transport to carry out all statutory functions of the Council under the Planning Act 2008 as both Local Authority and Planning Authority in connection with the A303 Amesbury to Berwick Down Road Scheme.**

*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 improved the scheme previously consulted on and are now seeking views on a detailed scheme in advance of its Development Consent Order (DCO) application. Whilst, there are issues which will require resolution and further information is required before the Council can fully assess the scheme, officers believe that the proposed scheme is capable of addressing*



*the transport, economic, heritage and community issues associated with the A303.*

*The Council will continue to work with Highways England and other key stakeholders to further develop the scheme proposals in advance of the DCO application being submitted.*

## **224 Melksham King George V Field**

Councillor Toby Sturgis presented the report which sought approval to taking all steps necessary to ensure the transfer of the Legal Title to the King George V Field, Melksham to Melksham Town Council. A representation was received from Councillor Jon Hubbard on behalf of Melksham Town Council.

In response, Councillor Sturgis confirmed that the proposed decision should allow for further productive negotiations which he hoped would be able to lead to the successful transfer to the Town Council.

Councillor John Thomson also commented that he would discuss with officers the best way to support community groups in accessing power for events.

### **Resolved**

- a) That Wiltshire Council, in its capacity as sole trustee of the King George's Field (the Trust), make any changes to the Trust documents that may be necessary to appoint Melksham Town Council as a trustee of the Trust and to resign as a trustee following that appointment;**
- b) That officers should, if appropriate, liaise with the Charity Commission and Fields in Trust to seek, if required, the approval of either of those bodies for the appointment of Melksham Town Council as trustee of the Trust;**
- c) Following the securing of any such approval and the appointment of Melksham Town Council as trustee of the Trust to transfer the Legal Title to the King George's Field to Melksham Town Council and then resign as trustee of the Trust; and**
- d) To authorise the Corporate Director for Growth Investment & Place to enter into any legal documentation which is required to enable the above to be implemented.**

*Reasons for Decision:*

*To enable the Legal Title of the King George's Field, Melksham that is the subject of the Trust to pass to Melksham Town Council in the most cost effective and efficient way.*

## **225 Freehold of assets to be sold**

➤ Councillor Toby Sturgis presented the report which recommended that the Cabinet declare that freehold interest of the 3 assets can be sold by the Council.

The meeting's attention was drawn to two written statements, circulated in the supplement to the agenda, made by interested parties in relation to the Marlborough site. Representations in person were made by Councillor Mervyn Hall and Councillor Guy Loosmore on behalf of Marlborough Town Council; Councillor Jane Davies on behalf of local division member Councillor Stewart Dobson; and from Councillor Jon Hubbard on behalf of Melksham Town Council.

In the course of the presentation and discussion, the following issues were raised: the possible future uses for the site; the views of different groups as to the best use of the sites; the requirement for the Council to achieve Best Value, as defined by statute; that the Cabinet was only making a decision, at this stage, about whether the sites could be declared surplus for possible sale.

### **Resolved**

- 1. That the freehold interest of the three assets identified in the report can be sold by the Council.**
- 2. That members note the continuing approach set out in paragraph 8 Authorise the Director for Housing and Commercial Development to dispose of freehold interest of the assets, or in absence Corporate Director for Growth, Investment and Place.**

*Reasons for Decision:*

*To confirm the freehold interests of the assets can be sold in order to generate capital receipts in support of the Council's capital programme.*

### **226 Urgent Items**

There were no urgent items.

(Duration of meeting: 9.30 am – 11:03am)

These decisions were published, earlier, on the 30 April 2018 and will come into force on 9 May 2018

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## **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

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### **DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 20 MARCH 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Ian Blair-Pilling, Cllr Christine Crisp, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr David Halik, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Simon Jacobs, Cllr Gordon King, Cllr Jacqui Lay, Cllr Andy Phillips, Cllr John Walsh and Cllr Graham Wright (Chairman)

#### **Also Present:**

Cllr Baroness Scott of Bybrook OBE, Cllr Toby Sturgis, Cllr John Thomson, Cllr Tony Trotman, Cllr Stuart Wheeler and Cllr Philip Whitehead

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#### **19 Apologies**

There were no apologies.

#### **20 Minutes of the Previous Meeting**

**The minutes of the meetings held on 5 and 9 February 2018 were presented for consideration and it was;**

#### **Resolved:**

**To approve and sign as a true and correct record.**

#### **21 Declarations of Interest**

There were no declarations of interest.

#### **22 Chairman's Announcements**

There were no announcements.

#### **23 Public Participation**

A petition was received and the following spoke in support of the petition:

Margaret Cavanna  
Lauraine Alford  
Marie Hilcoat

The Chairman informed the committee that a petition, expressing concern over the thermal treatment plant at the Northacre site in Westbury, had been received via the Council's website on 22 January which had gathered 129 online signatures.

The committee discussed the issue noting that it was important for the wider area to be taken into consideration and not just Westbury and it was;

### **Resolved**

- 1. To thank the petitioners for their time attending the Committee and to note the petition;**
- 2. To note the further responses from service departments provided;**
- 3. To make the Cabinet Member for Highways, Transport and Waste and the Cabinet Member for Spatial Planning, Development Management and Property aware of the matter; and**
- 4. The Chairman and Vice-Chairman of the Committee to discuss the potential for scrutiny work in the area with the Cabinet Members, Officers and relevant select committee chairs and vice-chairs before making a decision.**

## **24 Corporate Peer Challenge**

Baroness Scott OBE introduced the item and thanked all those involved with the review for their contribution and hard work.

It was noted that the report was positive with the key points focusing on: The strong accessible and visible leadership; A creative and enthusiastic workforce; The quick turn around of the new business plan; Being an innovative and progressive Council; Praised on community working and relationships; Financially secure and the council was praised on how it responded to the Ofsted inspection of 2012 and how the organisation learnt from it and now stood in a good place. There were a number of recommendations suggested which would be taken into account moving forward.

The Committee welcomed the report and made comments on Area Boards and the recommendations for strategic housing sites noting the need for appropriate housing, delivering affordable housing; fairness of shared responsibility of town services and that smaller villages welcomed development. It was also noted

that the idea to breakdown the business plan into manageable actions was a good idea.

Baroness Scott OBE summed up agreeing on the need to break the business plan down into actions; the need for further investment of skills for future success; to keep building on the success of Area Boards by being creative; to display openness and accountability in times of change and that communication with senior management needed to be enhanced.

At the end of the discussion it was;

### **Resolved**

- 1. To note the feedback report received from the LGA following the Corporate Peer Challenge that took place in November 2017; and the draft action plan which has been developed to reflect the feedback and recommendations made.**
- 2. The Chairman and Vice-chairman to consider how the recommendations of the Peer Challenge can be reflected within the OS forward work programme, to be discussed with the relevant select committee chairmen, and brought back to Committee.**
- 3. Committee to receive a general update on implementation of the Peer Challenge Action Plan in 6 month's time.**

## **25 Final Report of the Third Party Advertising Policy Task Group**

Councillor Stuart Wheeler, Chairman of the Third Party Advertising Policy Task Group, introduced the report, which was included in the agenda and thanked Henry Powell, Senior Scrutiny Officer, for his hard work.

The Committee commented on the report focusing on the need to control advertising and to keep it appropriate to the area whilst maximising revenue.

### **Resolved**

- 1. To endorse the findings and recommendations of the Third Party Advertising Task Group and, where appropriate, refer them to Cabinet for consideration and response.**
- 2. Regarding Task Group recommendation 5:**

- a) **To ask the task group to reconvene and receive an update on the development of the advertising function in 6 month's time; and**
- b) **In light of that update, the task group to bring a recommendation back to the Committee regarding any appropriate further scrutiny of this area.**

## **26 Final Report of the Planning Committee System Task Group**

Councillor Ruth Hopkinson introduced the item, on behalf of the Chairman of the Task Group, and thanked those involved with the review and to those who responded to the consultation. It was noted that a potential saving of £11,774 was identified although due to the ongoing Boundary review which could impact the number of councillors and committee structures, no pre-emptive assumptions would be made.

The Committee had the opportunity to comment with the main points focusing on: Whether different planning committee models were considered; How in-depth the information was analysed and the need for the Task Group to wait for the outcome of the Boundary Review before assessing whether there should be a change to the planning committee structure. At the end of the discussion it was;

### **Resolved**

- 1. To note that Recommendation 5 should refer to a potential financial saving of £11,774 rather than £10,000.**
- 2. To ask the Task Group to meet with the Cabinet Member for Planning and Property to discuss its report and to bring any further proposals to the next meeting.**

## **27 Communities and Local Government (CLG) Enquiry into Overview and Scrutiny in Local Government**

Henry Powell, Senior Scrutiny Officer, introduced the report.

The Committee made comments noting the positives of the report and thanked the scrutiny team for their dedication and the Executive for continuing to dedicate resources to enable the scrutiny function to operate well.

### **Resolved**

- 1. To note the report of the CLG Committee review of OS in local government.**

2. To note the Government Response to the CLG Committee's recommendations.
3. That the Committee is kept informed of progress with the Government's review of guidance for OS in local government and any opportunities to influence this.
4. To note the commitment of the Executive and officers to Overview and Scrutiny at Wiltshire Council.

28 **Forward Work Programme**

The forward work plan was considered.

**Resolved**

**To note the forward work plan.**

29 **Management Committee Task Groups**

The following Task Groups gave an update:

**Financial Planning Task Group**

No further update – report in the agenda pack

**Swindon and Wiltshire Local Enterprise Partnership Task Group**

It was noted that a meeting would be taking place in Birmingham to look at scrutinising Local Enterprise Partnership and a report would follow.

**Digital Strategy and Implementation Task Group**

Councillor Hubbard informed the committee that he had been attending the digital board meetings which was a great experience that had opened his eyes to help identify ways of aligning work programmes.

**Military-Civilian Integration Partnership Task Group**

No further update – report in the agenda pack

30 **Date of Next Meeting**

The next meeting would be held on the 5 June 2018.

31 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 2.00 pm)

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## **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

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### **MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 10 APRIL 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Christine Crisp, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr David Halik, Cllr Alan Hill (Vice-Chairman), Cllr Jon Hubbard, Cllr Simon Jacobs, Cllr Jacqui Lay, Cllr Graham Wright (Chairman), Cllr Gavin Grant (Substitute), Cllr David Jenkins (Substitute), Cllr Pip Ridout (Substitute) and Cllr Roy While (Substitute)

#### **Also Present:**

Cllr Laura Mayes, Cllr Richard Clewer, Cllr Baroness Scott of Bybrook OBE, Cllr John Thomson, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Pat Aves, Cllr Trevor Carbin, Cllr Sarah Gibson, John Hawkins, Cllr Ross Henning, Cllr Brian Mathew, Cllr Hayley Spencer, Cllr Ian Thorn, Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble, Cllr Jonathon Seed, Cllr Tony Trotman and Cllr Tom Rounds

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#### **32 Apologies**

Apologies were received from Councillors Ian Blair-Pilling, Ruth Hopkinson, Gordon King and Andy Phillips.

Councillor Blair-Pilling was substituted by Councillor Pip Ridout. Councillor Hopkinson was substituted by Councillor Gavin Grant. Councillor King was substituted by Councillor David Jenkins. Councillor Phillips was substituted by Councillor Roy While.

#### **33 Declarations of Interest**

There were no declarations.

#### **34 Chairman's Announcements**

The Chairman provided details of the procedure for the meeting.

#### **35 Public Participation**

In respect of Minute 36, Call-in of Executive Decision 'Outdoor Education', representations were received from the following public speakers:

David Borrie - Chairman of Managers at Braeside Education and Conference Centre

Lucy Gomes - Organiser of a Petition requesting the proposed closure of Braeside and Oxenwood Outdoor Education Centres be stopped

Bob Walker - Vice-Chairman of Managers at Braeside Education and Conference Centre  
Judy Rose - Devizes Town Council  
Steve Dewar  
Chris Greenwood - Devizes Town Council

The speakers supported the call-in request, criticising the decision to close the centres and also the process by which the decision was taken, in particular in relation to consultation with affected parties.

### 36 **Call-in of Executive Decision: 'Outdoor Education'**

On 27 March 2018 a decision was taken by Cabinet relating to Outdoor Education. The decision was taken under Part 2, meaning the public and press were excluded during discussion and resolution of the item. The decision was then published on 28 March 2018, with the resolution of Cabinet to approve the recommendations contained in the report of the Corporate Director, Children and Education, as follows:

- 1) *Cabinet notes the outcomes of the outdoor education review and key decisions required at this stage.*
- 2) *Cabinet resolves to close both Braeside and Oxenwood outdoor education sites from the 31st August 2018.*
- 3) *Commence consultation with staff in line with the Councils HR Policies.*
- 4) *Engage with Wiltshire Schools and key stakeholders on the development of a sustainable plan for the Councils future role in outdoor education in Wiltshire.*
- 5) *Continues to support the broader benefits of outdoor education, and supports schools to access appropriate services.*

On 5 April 2018 a request was received by the Designated Scrutiny Officer by ten non-executive councillors to 'call-in' the decision, and a meeting of the Overview and Scrutiny Management Committee was arranged to consider the matter.

The Chairman detailed the procedure that was to be followed at the meeting. In particular, it was emphasised that the Committee was to consider evidence as to whether the principles of decision making as set out in Article 13.2 of Part 2 of the Wiltshire Council Constitution had been followed, not whether it agreed or disagreed with the decision which had been taken by the Cabinet. If the call-in was upheld the matter would be referred to the Cabinet to reconsider their decision, where it could decide to amend, or not, the original decision. If the call-in was rejected the decision could be implemented with immediate effect.

Prior to presentation of the reasons for the call-in request, members of the public as detailed under Minute 35 made representations to the Committee. A point of order was also made to clarify that the decision in question had been taken in Part 2 session of a publicly advertised meeting of the Cabinet, not a secret meeting.

The lead signatory of the call-in, Cllr Jon Hubbard, then outlined why he considered that the decision on Outdoor Education had not been made in accordance with the principles of decision making.

Cllr Hubbard noted the purpose of the meeting, which was not to debate the merits of the decision, but the process by which it had been taken. He outlined where he considered that the principles of decision making had not been adhered to, including as follows below and detailed in full in the agenda papers.

The decision was not proportionate to the desired outcome, with a large impact on children and young people, as well as other service users, for an unclear level of savings.

The decision had been neither open nor fair, with no substantive details in the public domain prior to the decision being taken, preventing the operators of the centres, schools and young people from commenting. There had been a lack of consultation, and even the Scrutiny Task Group had not had sufficient information provided.

The decision had not been clear in its desired outcome and aims, with additional options to save money not properly explored. Best value had not been obtained as the repair bill for works at the centres had been known about for some time, and there were other options than to close in order to obtain best values. Wiltshire Communities were not served with a closure, when third parties were interested in running the centres. The closure also put a number of other programmes which use the centres at risk, and would not keep and sustain what was useful in the traditions of the authority, nor promote the economic and social wellbeing of the county.

In conclusion, Cllr Hubbard reiterated that upholding the call-in did not mean the Committee was saying the decision of Cabinet was right or wrong, but he argued that with the reasons given above there was justification to ask that Cabinet reconsider their decision, paying full attention to the letter and spirit of the principles of decision making.

Cllr Laura Mayes, Cabinet Member for Children, Education and Skills, then responded to the points raised and described how she considered the Cabinet had followed the necessary processes and principles of decision making, with support from other members of the Cabinet.

Cllr Mayes noted that this was the first decision affecting her area of responsibility to be called-in, and noted that it was a decision which had been very complex and taken a long time to gather all necessary information and arrive at a recommended course of action. Education provision in Local Authorities faced a need to adapt, and the services were reviewed 18 months prior to the decision, identifying the key priorities of ensuring enough school places, protecting the most vulnerable, and driving high standards of education. Schools were informed about the review, and time was spent with staff at the outdoor education centres to understand the service fully, and staff were informed that a review was ongoing and that all options were being considered.

Following discussions with the Chairman of the Children's Select Committee, Cllr Hubbard, a task group was formed in September 2017 on 'Traded Services', which met on several occasions and were supplied with all information that was available in order to form a picture of the service.

Four options were explored, being to retain both sites, to transfer the sites to a third party, to close one centre, or to close both centres. As noted in the Cabinet report £1.412m capital investment was needed to keep the centres open.

While the service offered by the centres was valued, it had been identified that 70% of schools did not use the centres at all, and used alternate providers. It was noted that closing the centres would not mean schools and children would not have access to outdoor education, just not using these two centres, so there would not be a detrimental impact on schools and children.

It was clarified that legal advice had been taken on the Cabinet report, and due to the impact of the decision on staff, it had been determined to consider the matter in Part 2 session, so that affected staff could be informed of the decision before the information was in the public domain.

The outcome to prioritise resources had been clear, and interested parties had been given a deadline of 24 April 2018 to submit an outline business case to run the centres, although this would need to address the need for capital investment to ensure the buildings remained fit for purpose. Competition with the private sector also made obtaining best value very difficult with the centres requiring so much capital investment.

In conclusion, Cllr Mayes stated that the approach taken had been lengthy, but clear, that outside education was continuing but not in the same fashion, and that the papers and processes demonstrated that the principles of decision making had been followed throughout.

Prior to debate, Mr John Hawkins, Co-Opted Member of the Children's Select Committee and Chairman of the Traded Services Task Group, addressed the Committee. He thanked all the councillors and officers who had supported the task group, and paid tribute to the honesty and integrity of the staff with whom they had spoken. Although he could not comment on the legal procedures, he expressed concern that the report of the task group was not able to be made available prior to the decision itself being made.

The Committee then proceeded to debate the request for a call-in of the Cabinet decision regarding Outdoor Education, taking account of the response of the Cabinet Member.

In discussing the call-in, it was acknowledged that the decision that had been taken was not an easy one in light of the budgetary challenges faced by the council and its Cabinet, but some members felt that the process had the perception of being rushed given the short timescales for alternate providers to express an interest, especially with the centres to be closed at the end of August 2018, and details were sought on if any expressions had been received already. The number of schools using the centres was raised, with some

members noting that the centres were not used by a high percentage, with others arguing the centres might be at capacity, not that they were not sought after for use. Details were also sought on when the capital investment was required by.

Some members stated that there had been a full discussion at the Cabinet meeting among councillors, and no concerns had been raised as to the process at that stage, and the Cabinet Member had provided a full explanation of the reasoning behind the decision, its aims and outcomes, and the lengthy process that had been followed, as well as the reason for the final decision to have been taken with the press and public excluded.

Other members felt the Cabinet report relied upon information which was not necessarily up to date and may not be sufficiently accurate. Others felt that staff could and should have been informed that a decision to close was likely to be taken, and so the decision could then have been made in public, following appropriate levels of consultation with affected parties, and this failure to do so constituted a failure to uphold the principles of decision making.

In summing up, Cllr Mayes stated she had involved scrutiny processes as soon as possible, all options had been properly investigated and assessed, outdoor education in some form would continue, and all procedures had been followed correctly.

In summing up, Cllr Hubbard stated that there were many decisions he disagreed with but did not consider calling-in, as the appropriate processes had been followed, but that in this case too much information was withheld from the public and those affected by the decisions and the impacts had not been properly assessed.

On a proposal from Cllr Alan Hill, seconded by Cllr Simon Jacobs, at the conclusion of debate, it was,

**Resolved:**

**On balance of the written and oral evidence presented, to find that there were insufficient grounds to demonstrate that the principles of decision making had not been followed by the Cabinet in this case, and therefore the decision can be implemented with immediate effect.**

*A recorded vote having been requested by the necessary numbers of councillors, the vote was as follows:*

For the Motion(8)

Cllr Christine Crisp  
Cllr Mathew Dean  
Cllr Howard Greenman  
Cllr Alan Hill  
Cllr Simon Jacobs  
Cllr Jacqui Lay  
Cllr Pip Ridout  
Cllr Roy While

Against the Motion(5)

Cllr Stuart Dobson  
Cllr Gavin Grant  
Cllr David Halik  
Cllr Jon Hubbard  
Cllr David Jenkins

Abstention(1)

Cllr Graham Wright

37 **Date of Next Meeting**

The date of the next meeting was confirmed as 5 June 2018.

(Duration of meeting: 10:05 - 12:15)

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## **CHILDREN'S SELECT COMMITTEE**

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### **MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 6 FEBRUARY 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Mary Champion, Cllr Anna Cuthbert, Cllr Christopher Devine, Cllr Mary Douglas, Cllr Sue Evans, Cllr David Halik, Cllr Deborah Halik, Cllr Jon Hubbard (Chairman), Cllr Chris Hurst, Cllr Jacqui Lay (Vice-Chairman), Cllr Hayley Spencer, Cllr Roy White, Dr M Thompson, John Hawkins and Cllr James Sheppard (Substitute)

#### **Also Present:**

Cllr Trevor Carbin, Cllr Pauline Church, Cllr Jane Davies, Cllr Laura Mayes and Cllr Philip Whalley

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### **1 Apologies**

Apologies for absence were received from:-

Cllr Andrew Davis, who was substituted by Cllr James Sheppard  
Miss Sarah Busby  
Miss Tracy Cornelius

### **2 Minutes of the Previous Meeting**

#### **Resolved:**

**To confirm and sign the minutes of the previous meeting held on 19 December 2017.**

### **3 Declarations of Interest**

There were no declarations of interest made at the meeting.

### **4 Chairman's Announcements**

#### **(a) Cabinet Items**

**On 30 January 2018 Cabinet considered the following items:-**

- School Admissions Policies 2019/20  
Lead Officer: Debbie Clare
- School Capital Programme 2018-2021 Report  
Lead Officer: Clare Medland – The Chairman informed the meeting that Ms Medland would shortly be leaving the employment of the Council to take up a position with Gloucestershire County Council. The Chairman and Members requested that their best wishes be conveyed to Ms Medland, together with their thanks for the considerable contributions that she had made particularly regarding school places.
- Wiltshire Council Adoption Service: 2017 Q1-2 6 Month Report  
Lead Officer: Matthew Turner

**On 27 March 2018 Cabinet would be considering the following items:-**

- Outdoor Education (Part 11 Report)  
Lead Officer: Alan Stubbersfield
- Special School Provision in Wiltshire  
Lead Officer: Susan Tanner

**(b) Budget Scrutiny Timetable**

- Overview & Scrutiny Management Committee – Monday 5 February
- Cabinet budget meeting – Tuesday 6 February (am)
- Overview & Scrutiny Management Committee to consider the opposition budget Friday 9 February
- Council to consider and decide the budget – Tuesday 20 February

**5 Public Participation**

No questions had been received from councillors or members of the public.

**6 Pupil Performance in Public Tests and Examinations**

Consideration was given to a report on pupil performance in public tests and examinations. The report provided an overview of pupil performance at the end



of each key stage using the latest available data. It compared attainment in Wiltshire with national, south west and statistical neighbour performance and where possible performance trends were identified.

It was noted that at the end of the academic year 2016/17 the majority of pupils in Wiltshire were educated in high quality provision with 88% of pupils in good or outstanding schools.

There had been improvements and continuity of high outcomes for pupils on a number of indicators. Rapid and sustained improvement in phonics had now resulted in Wiltshire being in line with comparators. Results in Key Stage 4 continued to be high as were those for A level results in Key Stage 5.

However, there were some specific areas where improvements were required and these had become strategic priorities. Outcomes in primary schools at Key Stages 1 and 2 had not kept pace with improvements elsewhere and Wiltshire was now below the national average. In particular, Maths at Key Stages 1 and 2 continued to be a priority.

The outcomes for vulnerable groups and especially for Disadvantaged Pupils (pupils eligible for additional funding through the pupil premium), continued to be a priority as outcomes in Wiltshire still needed to be improved to match national figures and those of other pupils in the County at all Key stages.

Cllr Laura Mayes drew attention to the action plan at the end of the report. It was noticed that there were plans to raise the overall standards and ensuring that school standards did not decline any further. This would be achieved by:-

- Monitoring school outcomes through the LASER process and the new annual performance assessments to identify and intervene early with underperforming schools.
- Liaising with the Regional Schools Commissioner to challenge underperforming schools.
- Increase the number of outstanding schools with a focus on developing leadership and high-quality teaching to improve outcomes particularly in Key Stages 1 and 2 through liaising with teaching Schools Outstanding Teaching programmes.
- Implement processes designed by the Education Transformation Board to support self-improving, self-sustaining schools in Wiltshire.

There were also plans to raise the achievements for Disadvantaged Learners particularly in Primary Maths.

During discussion, Members expressed the view that further detailed work needed to be undertaken to identify reasons for the sub national standards in

Maths in Key Stages 1 and 2, although it was appreciated that work was already being carried out regarding this. It was also noted that Wiltshire was the fourth lowest funded local authority for children's services.

Cllr Mayes noted that it would be useful to arrange a meeting with the Chairman and Vice-Chairman of the Committee to discuss the future monitoring of school performance in Wiltshire.

**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 officers for their continuing dedicated hard work.**

**7 Home Schooled Children**

The Committee received a report by the Director, Family and Children's Services in response to a query regarding arrangements for monitoring Elected Home Educated Children.

It was explained that Wiltshire Council had specific responsibilities under the Children Act 2004 and the Education Act 2002 to make arrangements to safeguard and promote the welfare of children that were educated at home. This responsibility was exercised on behalf of the Council by the Support and Safeguarding Service. It was pointed out that these powers did not bestow on local authorities the ability to see and question children subject to elected home education and establish whether they were receiving a suitable education. Powers were restricted to acting in the best interests of the child where there was a concern that the child was suffering from significant harm. This was noted as the test for all such interventions whether the child was electively home educated or otherwise.

During discussion, Members questioned why parents elected to home educate their children; it was pointed out that there were a number of reasons why parents came to this decision in particular the inability to obtain a place at the school of their choice. In a few cases the decision to home educate was to avoid prosecution for unauthorised absences.

It was generally agreed that the current system was not satisfactory, the local authority in many cases being totally unaware of the existence of home educated children. In order that a local authority could monitor the education, physical and emotional wellbeing of children, ideally there should be a requirement for parents to register their children with the local authority so that annual interviews could take place and the children's work monitored.

Members recognised that in the majority of cases parents chose home education for their children for the best of reasons and these children were generally performing well but the challenge lay in those few cases where this was not the case.

After further discussion,

**Resolved:**

- (1) To acknowledge the arrangements for monitoring elective home educated children in Wiltshire.**
- (2) To request the Chairman to discuss with the Cabinet Member for Children, Education and Skills exactly what concerns should be addressed with the possibility of establishing a Home Education Task Group and to bring back suggestions to the next meeting of this Committee in April for consideration.**

## **8 Population Growth**

The Committee received a report by the Head of Children's Commissioning and Joint Planning which provided an overview of the population growth data sets, which were and would continue to inform commissioning decisions in future years, with a particular example of how this was being used in the Special Schools Provision Project.

It was noted that there were three main contributing factors to the projected number of children who would be living in Wiltshire over the coming nine years, these being:-

- The birth rate
- The housing development plans for Wiltshire
- The military redeployment into Wiltshire.

**Resolved:**

**To note the report.**

## **9 Nursery Places – 30hours Free Entitlement for Working Parents**

The Committee received an update report by the Head of Children's Commissioning and Joint Planning on the impact of the increased childcare entitlement from September 2017, as requested in January 2017.

It was noted that the work being carried out was to meet the requirement to make available sufficient childcare in Wiltshire, so far as was reasonably

practicable, for working parents, or parents who were studying or training for employment, for children aged 0-14 (or up to 18 for disabled children).

The information and data collected formed an important role in the success of funding applications to the Department for Education to support sufficiency and the sector. Members were pleased to note that in the last year Wiltshire was successful in securing additional Early Years capital funding of £1.4 million to support areas in Wiltshire in most need of additional Early Years provision. Further funding had been accessed to provide Early Years provision via the Section 106 agreement funding from housing developers. The funding received had contributed to sufficient capacity for Early Years places for children to access both 15 and 30 hours Free Entitlement in most areas of the County.

**Resolved:**

**To note the contents of the report and to thank the officers for the information provided.**

**10 Final Report of the Children in Care Leavers Rapid Scrutiny Exercise**

At the suggestion of the Chairman, and with the agreement of Cllr Christopher Devine as Chairman of the Rapid Scrutiny Exercise,

**Resolved:**

**To defer consideration of the report from the Children in Care Leavers Rapid Scrutiny Exercise until the next meeting in order that some outstanding work could be completed.**

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

The Committee received an update from Terence Herbert, Corporate Director, on developments relating to children's services arising from the Department for Education from December 2017 to January 2018 as follows:-

- Ministerial reshuffle
- Improving social mobility through education
- Schools causing concern
- Sexual violence and sexual harassment between children in schools and colleges
- Searching, screening and confiscation: guidance for schools
- Careers guidance and access for education and training providers
- Keeping children safe in education: proposed revisions
- Academies update
- Government response to the National Assessment and Accreditation System consultation (NAAS)
- SEND single route to redress national trial – regulations

- Transforming children and young people's mental health provision: a green paper
- Evaluation of the Troubled Families programme: emerging findings
- Update to joint targeted area inspections and arrangements for 2018

**Resolved:**

**To note the update provided.**

## 12 **Task Group Updates**

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

- SEND School Provision Task Group
- Child and Adolescent Mental Health (CAMHS) Task Group
- Education Transformation Board

**Resolved:**

**(1) To note the updates on task group activity provided.**

**(2) To endorse that Cllr Clare Cape remains on the Children and Adolescent Mental Health (CAMHS) Task Group and that, during meetings where Oxford Health are in attendance as either a witness or to provide evidence, Cllr Cape acts as an 'observer' and does not participate in discussion towards any recommendations of this Task Group, due to a possible conflict of interest as she currently undertakes some work with Oxford Health as part of her employment.**

## 13 **Forward Work Programme**

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

Cllr Christopher Devine suggested that the officers prepare a short resume of the work currently being undertaken by this Committee.

**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 due to be held on Tuesday 17 April 2018 at County Hall, Trowbridge, starting at 10.30am.**

**15 Urgent Items**

There were no urgent items of business.

(Duration of meeting: 2.30 - 4.40 pm)

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

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**2b**

## **CHILDREN'S SELECT COMMITTEE**

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**MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 17 APRIL 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

**Present:**

Cllr Jon Hubbard (Chairman), Cllr Mary Champion, Cllr Andrew Davis, Cllr Christopher Devine, Cllr Mary Douglas, Cllr David Halik, Cllr Deborah Halik, Cllr Chris Hurst, Cllr Hayley Spencer, Cllr Roy While, Dr M Thompson, Miss Sarah Busby and John Hawkins

**Also Present:**

Cllr Trevor Carbin, Cllr Pauline Church, Cllr Laura Mayes and Cllr Philip Whalley.

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16 **Apologies**

Apologies for absence was received from Cllr Sue Evans and Cllr Jacqui Lay.

17 **Minutes of the Previous Meeting**

**Resolved:**

**To confirm and sign the minutes of the previous meeting held on 6 February 2018.**

18 **Declarations of Interest**

There were no declarations of interest made at the meeting.

19 **Chairman's Announcements**

(a) **Cabinet Items**

On 27 March 2018 Cabinet considered the following item:-

- Outdoor Education  
Lead Director: Alan Stubbersfield (Interim Director – Education & Skills)  
Contact: Nick Cave, Interim Head of Traded Services

On 24 April 2018 Cabinet would be due to consider the following item:-

- Learning Disabilities In-house Respite Services

Lead Officer: Rhonda Ward

(b) **Outdoor Education**

The Chairman reported that he had both witnessed and had also been informed subsequently that during the debate on the Call-in of the Executive Decision on Outdoor Education which took place at the meeting of the Overview & Scrutiny Management Committee held on 10 April 2018, some Members tended to speak from a party-political viewpoint. He considered this to be most unfortunate as debates in a scrutiny arena, especially in this Select Committee, were always evidenced based and non-political and he hoped that this would continue to prevail in the future.

20 **Public Participation**

The Committee received a question which had been submitted by Cllr Sue Hughes, a member of Royal Wootton Bassett Town Council and also a member of the Royal Wootton Bassett Local Youth Network (LYN) who she was representing at this meeting. A copy of the question and the response is attached as Appendix 1 to these minutes.

The Chairman thanked Cllr Hughes for her question and explained the 'call-in' process. He stated that this Committee did not have the opportunity to consider the matter as the Committee's Outdoor Education task group report was received at the relevant Cabinet meeting on 27<sup>th</sup> March and subsequently the matter was debated an extraordinary meeting of the Overview & Scrutiny Management Committee, both of which met prior to this Select Committee meeting.

Cllr Laura Mayes stated that she recognised the benefits of outdoor education which was seen to be a positive experience for children. However, the decision to close Braeside and Oxenwood was not taken lightly and was made after 18 months of work. There had been no evidence that the due process had not been carried out correctly. She went on to explain that although it was anticipated that there would be an annual saving of £130,000 a year following the closure of these two outdoor facilities, £1.4 million would be required to improve the buildings which were in urgent need of restoration. The Council's Capital Budget was very limited and the Council had to balance this with the needs of other services. The Council was prioritising children with special needs.

Cllr Hughes then asked a supplementary question (Appendix 2) to which she was promised a written response.

21 **Family and Children's Transformation (FACT) - Phase One Assessment**

Consideration was given to a report by the Director, Family & Children's Services, which provided an update on the transformation of the Children & Families Service.



It was noted that the Support & Safeguarding Service was launched on 2 October 2017, alongside a new single point of entry to Wiltshire Children & Families Service, thus marking the completion of phase 1 of the Children's Services Integration Project. The report thus provided an overview of the first six months of operation as requested by this Committee in March 2017.

The service aims and objectives were outlined in a report considered by this Committee on 14 March 2017 and it was noted that the Early Help Service and Safeguarding and Assessment Service and their associated teams, including the Multi-Agency Safeguarding Hub – MASH were directly affected by Phase 1 of the project. The principle aim was to be able to intervene early, when this was necessary, with a family focused approach and minimising the number of officers working with a family and avoiding duplication. Co-location with other services and partners had been pursued persistently over the previous months resulting in greater integrated working with domestic abuse, drug and alcohol and child and adolescent mental health teams. This had resulted in more flexible and prompter working with families.

It was explained that mechanisms for performance management had been maintained and extended to cover this support activity. This included, amongst other things, fortnightly Performance and Outcomes Group meetings, Support & Safeguarding Managers meetings, Annual Service Reviews and a new overarching whole service Performance and Outcomes Board.

During discussion, Members welcomed the changes that had been made so far but did express some concern at the functioning of the Multi-Agency Safeguarding Hubs which appeared to be not functioning efficiently in some areas. It was explained that there were 19 of these Hubs strategically placed around Wiltshire and it was true that some were more successful than others at present.

**Resolved:**

- (1) To note the progress made by the Family and Children's Transformation Project as outlined in the report.**
- (2) To request a further progress update in six months to mark one year since the launch of the new service and to include an update on the functioning of MASH.**

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

The Committee received an update from Terence Herbert, Corporate Director, on developments relating to children's services arising from the Department for Education from February to March 2018 as follows:-

- Consultation outcome on eligibility for free school meals and the early years premium under Universal Credit.
- Review of school exclusions

- Alternative provision
- Academies update
- Review of post-18 education
- SEND Tribunal: single route of redress national trial
- Implementation of Children and Social Work Act 2017 Sections 1-7
- Working Together consultation response
- Consultation on Social Work England
- Improvement standards for child and family social workers
- Review of children in need
- Plans to tackle child abuse

Reference was made to the consultation which was currently being carried out on the use of Section 19 permits for road passenger transport in Great Britain and Members enquired as to whether the Council would be responding to this consultation. Officers were aware of this and would respond to Members once they had ascertained the facts.

**Resolved:**

**To note the update provided.**

## 23 **Task Group Updates**

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

- Child and Adolescent Mental Health (CAMHS) Task Group
- SEND School Provision Task Group
- Children in Care Leavers Rapid Scrutiny Exercise
- Traded Services for Schools and Outdoor Education Task Group
- Education Transformation Board

**Resolved:**

**(1) To note the updates on task group activity provided.**

**(2) To endorse the following proposals from the CAMHS Task Group:-**

- (a) that Cllr Clare Cape remain on the CAMHS Task Group as a full member.**
- (b) to note that Cllr Hayley Spencer had stepped down from the CAMHS Task Group and endorse that it continue as a 4-member Task Group.**

## 24 **Forward Work Programme**

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

Cllr Christopher Devine enquired if it might be possible for the officers to produce an executive summary of the work undertaken by this Select Committee, ideally sub-divided into areas of service. The Chairman considered this to be a good suggestion and the summary to include current policies and strategies. The officers agreed to look into the possibility of producing such a document.

**Resolved:**

**To note the Forward Work Programme for this Committee.**

25 **Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of this Committee was due to be held on Tuesday 19 June 2018 at County Hall, Trowbridge, starting at 10.30am.**

26 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.50 am - 12.40 pm)

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### WILTSHIRE COUNCIL

### CHILDREN'S SELECT COMMITTEE

17 April 2018

### Public Question received from Cllr Sue Hughes, Royal Wootton Bassett Town Council

#### Question

**Given what is understood, by Wiltshire County Council and the Children's Select Committee, about the state of young people's mental health in young people across Wiltshire:**

1) From the Wiltshire pupil health and well-being survey 2017, which reported that:

- **Poor mental health:** *"by year 12/FE nearly a third of the sample reported poor mental health."*
- **Satisfaction with life:** *"reduced to 57% for the year 12/FE girls"*
- **Confidence in the future:** just *"49% of year 12/FE respondents...felt confident about their future"*
- **Happiness:** 1 in 5 or 21% of secondary and 23% of Year 12/FE, reported being unhappy/quite unhappy over the last week.

2) Which was further documented, in the Wiltshire Children and Young People's Health and Wellbeing Survey 2017: Overview Report as follows:

- **Poor mental health:** *"A national survey found a mean score for 15-year olds of 47.6 (What about youth WAY survey, 2014/15). The mean score from Wiltshire's Secondary children was 47.2. This could suggest slightly poorer mental health in children in Wiltshire than in England."*
- **Satisfaction with life and confidence in the future:** *"Many of the key indicators in the secondary phase have declined since 2015, in particular the percentage of young people who are satisfied with their life and are confident about the future; both of these have dropped significantly in 2017."*

3) Whose findings were echoed, in the report by the Children's Society for James Gray MP, written in the Autumn of 2017:

- **Poor mental health:** *"Based on the latest prevalence survey we estimate that there would be 1,349 young people aged between 5 and 16 with clinically diagnosed mental health problem in Wiltshire"*
- **Satisfaction with life / happiness:** *"The proportion of 10 to 15-year-old girls who are unhappy with their life as a whole has risen from 11% to 14% in just 5 years"*

• **Referral and treatment:** “...thresholds for clinical interventions from their local Child Adolescent Mental Health Services (CAMHS) are too high...too many are left waiting an average of 94 days from referral to first appointment.”

4) Which were echoed by findings of:

a) The Princes Trust Macquarie Youth Index Survey 2017:

• **Happiness:** “young people’s happiness across every single area of their lives has never been lower”

• **Confidence:** “54% believe a lack of self-confidence holds them back”

• **Confidence in the future:** “Two in ten young people (21 per cent) think that their life will amount to nothing, no matter how hard they try”

b) The Sport England Youth Insights Pack sport England August 2018:

• **Stress & Pressure:** “A challenging economic environment has added pressure to this generation. They feel more stressed and believe that experiences need to help them develop and progress in life.”

## Response

### **How can Wiltshire County Council be confident, that it can successfully utilise alternative providers, to meet the needs of young people across Wiltshire and protect their mental health and well-being?**

Improving children and young people’s mental health and wellbeing is a shared national and local priority. Like many areas across the country the key challenges we are working hard to overcome include rising demand; children, young people and parent/carers feeling ‘bounced’ around what to them feels like a complex system when they do not require a mental health response; long waiting times for assessment and treatment; children and young people having to re-tell their stories to multiple professionals; arbitrary divisions between services; a lack of clarity about thresholds and what support is available; and not enough investment in early help.

Working with the NHS Wiltshire CCG (through our joint commissioning arrangements) along with key partners from across health, education and social care (as well as children, young people and parents/carers) we have developed a Local Transformation Plan for Children and Young People’s Mental Health and Wellbeing. This sets out our vision for improving children and young people’s emotional wellbeing and mental health and how we are using additional investment from central Government to drive service transformation across the whole system. Key priorities include enhancing early intervention and prevention; improving access to the right support first time around; and providing better care for our most vulnerable children and young people.

Through our Local Transformation Plan, in Wiltshire overall annual spend on CAMHS (including the local authority, the CCG and NHS England Specialist Commissioning) has increased from £6.5m in 2015-16 to £6.9m in 2016/17. The

increase is the result of new CAMHS funding which has been made available nationally to CCGs to support the implementation of Local Transformation Plans.

Key local achievements that are making a positive difference to children and young people's life chances include:

- A re-commissioned new and modern CAMHS service across Swindon, Wiltshire and Bath and North East Somerset, which started on 01 April 2018
- Significant improvement in waiting times for both referral to assessment and referral to treatment. For example, the % of CYP waiting 12 weeks from referral to assessment for primary CAMHS have increased from 65% in 2015/16 to 95% in 2017/18 (Year to date). 83% of CYP wait 12 weeks for access to treatment. This compares to a national average of 17 weeks
- Wiltshire has a community eating disorder service that is recognised nationally as an example of best practice – waits from referral to assessment are already on track with the national target that doesn't need to be achieved until 2020/21
- Online counselling service put in place for teenagers – over 2000 registered for the service, 97% would recommend to a friend
- 118 schools engaged with Healthy Schools programme
- 10 secondary schools delivering peer mentoring, 20 school staff trained, 115 peer mentors trained and 123 mentees supported
- Mental Health Liaison workers put into acute hospitals – 100% of children and young people who arrive at A&E presenting with self-harm have a psychosocial assessment
- 100% of referrals to CAMHS that don't need a specialist mental health response are getting an offer of early help
- CAMHS workers co-located / integrated into Wiltshire Council Children and Families teams, 170 children and young people supported
- 12 Thrive Hubs established in secondary schools with named CAMHS workers

There are a wide range of organisations and agencies (including the voluntary and community sector) which are supporting the delivery of these priorities.

The physical and emotional wellbeing of children and young people is also being supported by our successful community led model for youth activities where we have seen better engagement rates than ever before – probably because young people are actually involved in deciding what activities they want. Through our community led model for youth services we've seen our voluntary and community sector grow and take up the challenge of supporting children and young people's needs within their local community. All 18 Area Boards have identified mental health and wellbeing of young people as one of their three top priorities 2017-2019 and, of those, 12 have made it their No.1 priority for action.

We are therefore confident that with the strong commitment of all partners across the system and by working together we can continue to transform services so that all our children and young people have timely access to an integrated system of excellent,

coordinated and effective promotion, prevention, early intervention, and community support and treatment programmes that work.

The proposals to close Braeside and Oxenwood Outdoor Education were reviewed in a special session of the Wiltshire Council Scrutiny Committee on 10/04/18 at which members of the public were present. Key issues were aired and the resolution was that an appropriate process has been followed by the council. It was noted that currently, only approximately 30% of Wiltshire Schools use the residential provision at Oxenwood and Braeside with many choosing to go outside of the county to one of the numerous alternative providers within reasonable travelling distance from Wiltshire. There is no evidence that Wiltshire based children will lose out as a result of the decision because there remain many outdoor education options in the market, many of whom offer a greater range of activities at cheaper rates currently than Braeside and Wiltshire.



## Supplementary question to the Children's Select Committee, April 17<sup>th</sup> 2018

### Regarding agenda items:

#### 5: Public Participation / 9: Task Group Updates

This question comes from me, Cllr Sue Hughes, as parent and as a tax payer.

Following:

- 10 months of consideration\* <sup>1</sup>
- Direction to complete work "*within 9 months*"<sup>2</sup>
- Cost savings, which I now understand could be as small as £135k<sup>3</sup> \*\*
- And the need to call the decision in, to confirm that it was "*fair*"<sup>4</sup>

As well as, all the Wiltshire County Council documentation highlighting the decision to be (and this is in your words not mine):

- "*premature*"<sup>5</sup>
- lacking in "*evidence*"<sup>6</sup> and "*due diligence*"<sup>7</sup>
- not having enough understanding of "*costs and risks*"<sup>8</sup>
- being made without alternative outdoor provision<sup>9,10</sup> or "*AG&T provision in place*"<sup>11</sup>

<sup>1</sup> Report of the Traded Services for Schools Task Group on Outdoor Education – para 3: "During the 13 June 2017 meeting of the Children's Select Committee, Cllr Laura Mayes, Cabinet Member for Children, Education and Skills asked if the Committee Would consider looking into Traded Services for Schools." – Now April 17<sup>th</sup> 2018.

<sup>2</sup> Report of the Traded Services for Schools Task Group on Outdoor Education – para 5: "The Committees agreed the establishment and commencement of the Traded Services for Schools Task Group (thereafter referred to as "the task group"), to complete its work **within 9 months**"

<sup>3</sup> Report of the Traded Services for Schools Task Group on Outdoor Education – para 16: "Following the 7 February 2018 meeting it was noted by members of the task group that the budget papers, in the "Summary of Savings and Income Proposals" (page 6 of 10) listed **savings of £0.135m** through "proposal to be brought to Cabinet to consider review of Outdoor Education Centres", however the budget papers included no further details on how these savings would be made."

<sup>4</sup> Swindon Advertiser, Wiltshire Council Under Scrutiny Over Braeside And Oxenwood Closure, 10<sup>th</sup> April: "Cllr Hubbard said: "What is fair about a decision where the people who run the facilities are not given the opportunity to contribute towards the decision to close them? Where the users and stakeholders are excluded from the decision-making process. There was nothing **fair** and open about this decision." "

<sup>5</sup> Report of the Traded Services for Schools Task Group on Outdoor Education – para 38: "Based on the evidence available **the task group could not be convinced that a decision to close both centres would not be premature** and could have a higher cost in the immediate future than retaining the centres."

<sup>6</sup> Report of the Traded Services for Schools Task Group on Outdoor Education – para 45: "With regards to the draft Cabinet report it considered on 7 February 2018, the task group concluded that there was **insufficient evidence within the draft report for Cabinet to make an evidence-based decision on any of the four options.**"

<sup>7</sup> Report of the Traded Services for Schools Task Group on Outdoor Education – para 39: "The main reason for this was that **the task group had not received evidence that due diligence in terms of true costs, and potential risks, of closure had been undertaken.**"

<sup>8</sup> Report of the Traded Services for Schools Task Group on Outdoor Education – para 43: "The task group reached the same conclusions for this option [Option 4] as it did for Option 3 (closing the centres) in so far as it had not received evidence confirming the true costs and potential risks, of closure."

<sup>9</sup> Report of the Traded Services for Schools Task Group on Outdoor Education – para 40: "**...no alternatives were identified for the relocation of the Able, Gifted and Talented (AG&T) Programme or the offsite services offered by Oxenwood.**"

<sup>10</sup> Report of the Traded Services for Schools Task Group on Outdoor Education – para 36: "there was no consultation with Wiltshire Schools currently using the centres to ensure that they would be able to access those alternative (either because of travelling distance, difference of activities on offer or increased cost."

<sup>11</sup> Report of the Traded Services for Schools Task Group on Outdoor Education – para 40: "Additionally, **no alternatives were identified for the relocation of the Able, Gifted and Talented (AG&T) Programme**"

And, in the context of well over 11,000 parents and teachers telling you that this, is the wrong choice, by means of a petition.

Please can the Committee provide clarity, on where Wiltshire County Council plans to go from here, with regards to outdoor provision for our young people?

## **ENVIRONMENT SELECT COMMITTEE**

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### **MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 13 MARCH 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Ian Blair-Pilling, Cllr Derek Brown OBE, Cllr Matthew Dean, Cllr Peter Evans, Cllr Peter Fuller, Cllr Sarah Gibson, Cllr Mike Hewitt, Cllr Tony Jackson, Cllr Ian McLennan, Cllr Nick Murry, Cllr Brian Mathew (Substitute) and Cllr Stewart Palmen (Substitute)

#### **Also Present:**

Cllr Richard Clewer, Cllr Richard Gamble, Cllr Jerry Kunkler, Cllr Tom Rounds, Cllr John Thomson, Cllr Bridget Wayman and Cllr Philip Whitehead

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#### **14 Apologies**

Apologies for absence were received from Councillors Bob Jones MBE and Steve Oldrieve, who were substituted by Councillors Stewart Palmen and Brian Mathew respectively.

#### **15 Minutes of the Previous Meeting**

##### **Resolved:**

**To confirm the minutes of the meeting held on 16<sup>th</sup> January 2018, subject to the following being added to minute 8 – Local Provision on Public Transport – Rail:**

**‘It was noted that the report did not include a reference to either Pewsey or Bedwyn Stations being recognised as commuter stations in the Council’s Core Strategy. The Committee were informed that the Local MP and residents, who use the rail services from these stations, considered the stations as major commuting stations.’**

#### **16 Declarations of Interest**

There were no declarations of interest.

#### **17 Chairman's Announcements**

The Chair made the following announcements:

1. Members' visit to Hills Waste plant depots

The Committee was advised that Hills Waste Services (HWS) had offered to receive a visit by members at their facilities as detailed below:

- Mechanical biological treatment (MBT) plant, Northacre, Westbury
- Materials recovery facility (separating plastic bottles and cardboard), Porte Marsh, Calne
- Landfill site, waste transfer station and household recycling centre, Lower Compton, Calne
- Composting facility and household recycling centre, Parkgate Farm, Purton Waste transfer station, Amesbury

**Resolved:**

**To arrange a visit to the Committee's preferred site out of those detailed above, on a date to be agreed.**

2. A303 Amesbury to Berwick Down Road Scheme:

The Committee noted that the report for the A303 Amesbury to Berwick Down Road Scheme was not available for this meeting due to the Consultation only commencing on 8 Feb and responses requiring further time to consider fully.

A Briefing Note, incorporating the results of the public consultation, would be circulated towards the end of March 2018 to early April 2018 ahead of the publication of the consultation results to the public and the Cabinet's April meeting. Any feedback from the Committee would be incorporated into the Cabinet report.

3. Draft Waste Management Strategy:

The Committee noted that this item had been deferred until the Committee's next meeting in May 2018, due to tight timescales to provide the report to this meeting and the recent severe weather presenting an additional hurdle to progressing the report.

18 **Public Participation**

The Chairman explained the rules of public participation and invited the following to make their statements and ask questions:

- i. Marie Hillcoat – Statement, attached as an appendix to the minutes, about the Forward Work programme and in particular about the Waste Contracts Task Group.

The Cabinet Member for Highways, Transport and Waste agreed to respond to the comments and issues raised in the statement.

ii. Cllr Brian Mathew asked the following question:

Following the Cabinet member for Health's (inc Public Health) & Social Care, very welcome letter concerning the proposed Advanced Thermal Treatment facility - Ref: JW/PT/ WK201802542

We would like to know if Hills have as requested submitted a permit application so that an open and considered consultation process in relation to the ATT plant can be undertaken well before any construction phase commences.

The following response was provided by the Director of Waste and Environment:

Hills Waste Solutions (HWS) have previously set out their estimated timetable for submitting the environmental permit application during quarter two of 2018. They have a programme to prepare and submit the application. This involves a significant amount of technical information from a number of sources and the work takes time and diligence. HWS have estimated that construction will commence in summer/autumn 2018.

The Environment Agency has undertaken to carry out a public consultation as part of their process for determining the application. This is for the Environment Agency to programme regardless of the date of submission of the application.

Cllr Mathew asked a supplementary question about the release of particulate matter in exhaust fumes at the proposed ATT plant in Westbury. He asked if the Council was aware of wet filtration and suggested that this system needed to be a part of the plants construction.

iii. Harriet James asked the following question:

I am a member of the Westbury Gasification Action Group. We are opposed to the plan to build a waste incinerator in Westbury or anywhere else. I'd like to ask about Air Pollution in Westbury. It's related to Cllr. Matthews' comments.

Air quality in Westbury is already poor because of pollution from heavy traffic and other industries.

National Planning Policy for Waste states that waste planning authorities should consider the cumulative impact of existing and proposed waste disposal facilities on the well-being of the local community.

The Environment Agency has told us that they cannot include particulate matter smaller than 2.5 microns in size in the permit conditions for the incinerator, so we'd like to know who is responsible for monitoring the fine particulate matter below 2.5 microns as this has been implicated in particularly bad health effects under new research which has happened since the incinerator was given planning permission. So, there was a Public Health England guidance issued to Directors of Public Health particularly outlining that these micro-particulates were the dangerous ones. And I want to know whether the MBT plant is at the moment capable of filtering these micro-particles below 2.5.

I also wanted to ask if the Environment Committee could ensure that the Council starts monitoring cumulative air pollution in Westbury, not just traffic pollution.

The Cabinet Member for Highways, Transport and Waste agreed to respond to the questions.

- iv. Chris Walford asked a question about the support the Council could provide to a group of community volunteers in Warminster who are proposing a food waste collection service in the town. He asked if the Cabinet Member for Highways, Transport and Waste would meet the group and whether there would be any possibility of the Council helping to fund the project.

The Cabinet Member for Highways, Transport and Waste confirmed that she would meet the group to discuss their proposals, however, due to the latest budget position, the Council would not be able to offer any funds towards the project.

The Cabinet Member also agreed to provide an update to the Committee at its next meeting.

The Chair thanked members of the public for attending to speak and ask questions.

## 19 **Annual National Highways and Transport Network Survey Report**

The Cabinet Member for Highways, Transport and Waste presented a report about the National Highways and Transport (NHT) survey and how the information is used by the Council.

The Chair welcomed Sharon Andrews, National Highways and Transport Network Account Manager, to the meeting.

The Committee was informed that the Council had taken part in the NHT public satisfaction surveys since 2008, and during this time, the surveys had proved helpful in identifying trends and provided an opportunity to compare public satisfaction results with those of other authorities.

The Head of Highways Asset Management and Commissioning explained that the surveys had been posted to members of the public using a random probability sampling methodology and the results were weighted to ensure that the achieved sample was fully representative and better reflected the known population profile. Wiltshire received a higher response rate compared to other authorities in 2017. It was noted that the information obtained from the surveys helped inform benchmarking being undertaken with other authorities through various groups and that it is proposed to continue the Council's participation in the surveys in future years.

The following matters were raised during the debate:

- The response rates in Wiltshire and stability of public perception.
- The differing highway challenges faced by urban and rural authorities.
- The use of emerging technologies and materials on highways to provide long term savings and increasing safety standards.
- Public perception of pot holes.
- The ongoing process to combat litter and the impact of Clean up Wiltshire Campaign.
- Promotion and introduction of best practice amongst authorities.
- Breakdown of information relating to specific communities in Wiltshire.

The Committee noted that public satisfaction with many aspects of road maintenance levels in Wiltshire had remained stable, against a background of reducing budgets and staffing levels since 2008.

**Resolved:**

- i) To recognise the value of the NHT survey in helping to understand public satisfaction regarding highway services.**
- ii) To support the continuing participation of this Council in the NHT survey.**
- iii) To thank Sharon Andrews for attending this meeting.**

## 20 **Streetworks and Utilities Management**

The Committee considered a report of the Cabinet Member for Highways, Transport and Waste, outlining how street works by utility companies and others are managed by the Council.

The Committee was reminded that during their Executive Annual Meeting on the 'Highways and Transport' portfolio, it had requested information about how streetworks operate in Wiltshire, to help the Committee's understanding of the partnerships between the Council and Utilities Management companies.

The report highlighted detailed information about the highway network in Wiltshire, the Councils responsibilities in managing the highway network, including reinstatements of the highway and inspections of works undertaken by utility companies. In addition, the report contained information about the new Highways Infrastructure Management System and how the Council engaged with national policy.

The following matters were raised during the debate:

- The quality of reinstatements and the materials used to match existing materials.
- Introduction of new powers to encourage streetworks during quiet periods.
- Guidelines on 'Ghost Works' where works had commenced then been left unattended for a period of time.
- Examples of the use of universal conduit to house services pipes and cables alongside pavements.
- The coordination of Council streetworks to coincide with utility companies.
- Repairs to street lights and future use of LED lights retro-fitted to existing lighting columns.
- Suitability of diversion routes during works to major roads, for example the A303 and proposed works at Stonehenge, and the impact on trade in town centres.
- Dropped kerbs for residential properties.
- The new Highways Infrastructure Management System (HIAMS) and how it provides mobile working for street works technicians, and links to the Councils website providing improvements to the information available to the public.

The Head of Highways Asset Management and Commissioning informed the Committee that temporary reinstatements may be left for six months and that the utility company only guaranteed the reinstated surface for two years. After this time, responsibility for the reinstated surface became the responsibility of the Council. It was noted that in some instances reinstated surfaces start to fail with a short space of time. It was suggested that Parish Councils check the reinstatement works after a period of eighteen months and report any defects to the Highways Engineers. This would then enable the responsibility of a reinstatement repairs to be with the utility company.

**Resolved:**

- i) To acknowledge the high number of works activities and notices on the highway network dealt with annually by the Council's street works team.**
- ii) To recognise the efforts made by the Council's Network management team to balance the competing demands for the limited road space on the highway network.**



- iii) **To support the efforts being made to provide better information to the public through the website and the introduction of more mobile working for the street works team.**
- iv) **To encourage the engagement of the Council's street works team in national working groups and with the Department for Transport.**
- v) **The Chairman to ask the Committee in one year's time whether they would wish to review how HIAMS has impacted on streetworks and, if so, an item be added to the Committee's Forward Work Programme.**

## 21 **Reduced Road Casualties 2016**

The Committee considered a briefing note of the Cabinet Member for Highways, Transport and Waste and Portfolio Holder for Strategic Highways, Areas of Outstanding Natural Beauty, European Structural Investment Fund, Canals and Military Civilian Integration, providing an update about the data from recorded road traffic collisions in 2016, with a summary of the accident prevention/reduction activities undertaken by the Council and its partners.

The Committee was reminded that during their Executive Annual Meeting on the 'Highways and Transport' portfolio a discussion was held about the Council's promotion of the 'Staying Alive' campaign for road users and cyclists. It was noted that this was the nineteenth report highlighting the progress of the Wiltshire and Swindon Road Safety Partners towards reaching the 2020 casualty reduction target adopted by the Wiltshire and Swindon Road Safety Partnership.

Officers responded to questions about the Council's spend on road casualties compared to the base budget for Highways; and performance comparisons between local authorities in relation to the reduction in the number of killed and seriously injured casualties.

### **Resolved:**

- i) **To note the 2016 road traffic collisions report.**
- ii) **To receive an update from the Head of Service – Sustainable Transport, following discussions with Somerset about the recent reduction achieved in killed and seriously injured casualties in the county.**

## 22 **Updates from Task Groups and Representatives on Programme Boards**

The Committee received updates on recent activity for the following Task Groups:

- i) The Council's Playing Pitch Strategy

The Committee received an update from the Cabinet Member for Communities, Communication, Leisure and Libraries about the

development and delivery of actions following the adoption of the Wiltshire Playing Pitch Strategy (WPPS) in February 2017.

The report highlighted that the WPPS was endorsed in 2017 by Cabinet following the Environment Select Committee input into the Strategy at their meeting on 13 December 2016. The Committee agreed to receive annual updates on the development of the Strategy. In addition, the report indicated that the WPPS supplemented the Local Plan with regard to the protection of open spaces and assuring that appropriate facilities are constructed in the right place. The WPPS works in partnership with developers to guarantee funding for these open spaces.

The Cabinet Member for Communities, Communication, Leisure and Libraries referred to the allocation of developers S106 monies to three key projects detailed in the report. He explained that the Council is working closely with the Wiltshire Football Association about the provision of six 3G pitches, and that two Wiltshire rugby clubs had been identified in the Rugby Football Union National Facilities Strategy to receive financial support for development. He also gave an update on a recent meeting between representatives from Wiltshire Council, South Wilts Grammar School for Girls and Salisbury Athletics and Running Club. Copy attached to these minutes.

The Committee was informed of the Strategy's Implementation Group membership, noted their input into the annual report and how the allocation of S106 monies was being replaced by Community Infrastructure Levy monies. In addition, the Committee discussed the differences and potential influences for the funding of different sports, including football and hockey. It was suggested that Ministry of Defence (MOD) sporting facilities could be made available for community use. The Cabinet Member confirmed that he was in discussions with the MOD about this matter.

**Resolved:**

**i) To note the update about the development and the delivery of actions following the adoption of the Wiltshire Playing Pitch Strategy in February 2017.**

**ii) To agree that no further overview and scrutiny engagement, by way of an annual update, is necessary, unless the topic becomes a matter of public interest again.**

ii) Waste Contracts Task Group

The Committee were reminded that following their Annual Meeting on the 'Waste Portfolio' it was agreed that a Waste Contracts Task group be established and this was endorsed by the Committee at its meeting on 21<sup>st</sup> November 2017.

The Chair of the Task Group and Senior Scrutiny Officer explained that the first meeting of the Task Group was held on 27<sup>th</sup> February 2018 and that the Task Group had decided to present a report to the Committee requesting delegated authority to endorse a particular option of the Waste Service's Marketing Plan, as tight timescales may not allow the Task Group to report their findings to the Committee prior to the sign off of the Marketing Plan.

The Chair referred to the public statement at Minute 18 above, relating to the Waste Strategy Task Group and their desire to present evidence to the Task Group. He explained the role of the Task Group, how they operated and the preparation of recommendations for consideration by the Environment Select Committee. He further indicated that the public were invited to lobby the Cabinet Member and Portfolio Holder and that the public views would then be considered as appropriate by the Task Group.

**Resolved:**

- i) To support the Waste Contracts Task Group receiving the requested additional information around pricing, before giving their support to a particular option identified within the Waste Service's Communications Strategy;**
- ii) To endorse the Waste Contracts Task Group's approach that, in order to help protect the environment, it is imperative that communications about changes to waste services collection be as effective as possible.**

**23 Forward Work Programme**

The Senior Scrutiny Officer introduced the Committee's Forward Work Programme, asked for confirmation about how to progress a number of items and provided updates on the following areas:

- Position Statement on the Council's ECO Strategy
- Emissions and the Government's 25 Year Environment Plan
- Re-Commissioning of Housing Service Support Contracts

In considering the Council's ECO Strategy, it was suggested that the report be deferred to the next meeting of the Committee, to enable the appropriate Cabinet Members and Director to be in attendance and respond to comments and questions.

**Resolved:**

- i) To request information relating to: air quality and the emissions issues around waste management processes; an explanation on air quality management plans; the process when areas of**

- Wiltshire exceed are quality limits; lessons learned from part of the County to the other in regard to minimising poor air quality.
- ii) To defer consideration of the ECO Strategy to the next meeting of the Committee.
  - iii) That the Forward Work Programme be updated to reflect the changes detailed above.

24 **Urgent Items**

There were no urgent items.

25 **Date of Next Meeting**

The next meeting is scheduled for 1<sup>st</sup> May 2018 at 10.30am.

(Duration of meeting: 10.30 am - 1.20 pm)

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@wiltshire.gov.uk)

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

Environment Select Committee 13<sup>th</sup> March 2018

Public Participation:

With the formation of the Waste Contracts Task Group and the awaited publication of the draft Waste Strategy there are still opportunities to make strong decisions on Wiltshire's path toward a sustainable future. A 'deep dive' is indeed needed to understand the environmental and social consequences of a strategy that seeks to change behaviour and recover value from waste.

Many of us have already dived in and now know the term, Waste Hierarchy. Many people involved in the campaign against the proposed incinerator in Westbury, know it too. They are asking questions, looking at the science, at planning, at what it means to win a contract from Wiltshire Council.

Which councillors here know and understand the technology planned? Their knowledge of incineration will lead to the best decisions. Councillors should rightly question not only the finer points of labelling bins which are significant but also the costs of entering into contracts requiring oversight and scrutiny.

For example, to dig into the proposed contract with Hills - do councillors know the effect the treatment of bottom ash from the incinerator will have on gate fees? I trust committee members to be informed on costings. And to know that ash may become subject to the same controls as for natural and secondary aggregates ie., heavy metal removal from incinerator stock. Wiltshire Council does not currently publish the gate fees so I cannot form my own opinion.

As council tax payers we want to be as involved as our councillors so that partnerships can thrive. The partnership I have with Hills Waste Recovery is an unequal one – I do not charge for sorting out my recycling, my goods, or for carrying them to the kerbside. I pay Hills to take my recycling and then to process it for the company's profit. What direct return do I receive in this transaction or 'contract'? The income I receive is not tangible to me as a council tax payer. My labour, my time has not been costed. I would work even harder if I knew this exchange meant income generation for the council and services for other Wiltshire residents.

We urge councillors and officers to further engage with the public and delve into terms like the circular economy, income generation, regional waste disposal, joint procurement and finally, to fully apply the Waste Hierarchy.

Marie Hillcoat

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Environment Select Committee – 13 March 2018

Cllr Thomson statement regarding Salisbury Athletics Track

Representatives from Wiltshire Council, South Wilts Grammar School for Girls and Salisbury Athletics and Running Club met to explore new solutions to enable the athletics track to be used by the school, the athletics and running club, and other users.

The meeting was productive and both long and short term options were discussed and further work is now underway to take these options forward.

A second meeting has taken place and received an update on this work and discussed and agree the next steps.

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## HEALTH SELECT COMMITTEE

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### **DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 9 JANUARY 2018 AT KENNET COMMITTEE ROOM, COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

#### **Present:**

Cllr Christine Crisp (Chairman), Cllr Clare Cape, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Andy Phillips, Cllr Pip Ridout, Cllr Tony Trotman, Cllr Fred Westmoreland, Cllr Graham Wright, Diane Gooch, Irene Kohler, Cllr Anna Cuthbert (Substitute), Cllr Robert Yuill (Substitute) and David Walker

#### **Also Present:**

Cllr Jerry Wickham

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#### **1 Apologies**

Apologies were received from: Councillor Deborah Halik (substituted by Councillor Anna Cuthbert) Councillor Mollie Groom (substituted by Councillor Robert Yuill) and Councillor Mary Champion.

#### **2 Minutes of the Previous Meeting**

The minutes of the meeting held on the 7 November 2017 were considered.

#### **Resolved**

**That the minutes of the meeting held on the 7 November 2017 were agreed as a correct record.**

#### **3 Declarations of Interest**

David Walker declared an interest in items 4a and 4b, that Health Watch Wiltshire has been involved in engagement work on these issues.

Diane Gooch declared an interest in item 4a.

Cllr Pip Ridout declared an interest in the update from AWP and stated that she would listen to the debate but not participate.

#### **4 Chairman's Announcements**

The following announcements were noted as follows:

- User engagement with Adult Care

At its meeting on [7 November 2017](#), with regards to User Engagement with Adult Care, Cabinet resolved to agree to adopt Option 2 in the report it considered (to commission two separate services: one to deliver the statutory HealthWatch function and the other to deliver the non-statutory functions which would ensure a co-ordinated user engagement service and provide opportunities for efficiencies). This was on the condition that the delivery of this provision should be achieved by either two or one organisations, and that, if in the latter case, there would be a requirement for the contacted organisation to commission user led services from a number of providers and for them to ensure that the widest range of users are included.

Cabinet also resolved to secure delegated authority for the Corporate Director for Adult Care and Health, in consultation with the Cabinet Member for Adult Social Care, Public Health and Public Protection and the Associate Director for Finance to award a contract to the preferred provider/s when identified, as a result of the tender process.

At its March meeting the Health Select Committee would receive an update on the outcome of the tender process.

The evaluation of submissions would conclude on 16 January and the committee will receive an update at the March meeting.

- CCG Strategic Outline Case

The Governing Body of the CCG requested that a Wiltshire-wide strategic outline programme be developed. It was noted that this was underway and linked into the development of the CCG's primary care strategy, the Joint Strategic Needs strategy from Public Health and the CCG's Care Operating Model. There would be a report on the overall programme in the summer of 2018.

- NHS England South procurement of orthodontic services

Committee members were invited to respond to NHS England on its proposals in relation to orthodontic services by 20 December 2017.

A number of contracts to provide orthodontic services in the south of England would be coming to an end on 31 March 2019. NHS England would be holding a procurement process in the New Year to award new contracts to provide orthodontic services from 01 April 2019.

Further information can be found on:

<https://www.england.nhs.uk/south/info-professional/dental/>

It was noted that members were sent an email, and that the consultation had now concluded.

- Consultation on a new model for radiotherapy services in England

NHS England is consulting on a new model for radiotherapy services in England.

The consultation is seeking feedback on a new specification for adult radiotherapy services and has recently been extended to 24 January 2018 and can be accessed on:

<https://www.engage.england.nhs.uk/consultation/radiotherapy-service-specification-consultation>

It was noted that members were sent an email, and that members could engage with consultation until 24 January.

## 5 **Public Participation**

There were no public questions or statements.

## 6 **Adult Care Charging Policy - Update**

Following previous considerations of the matter by the Committee, the meeting received a further progress report on the Adult Care Charging Policy since it was initially introduced in August 2016, including how lessons had been learnt, as agreed at 5 September 2017 meeting of Health Select Committee.

Matters highlighted in the course of the discussion included: whether there was a need for further overview or scrutiny; the additional resources required to meeting the additional processing needs; a recognition that staff had worked hard to meet this need; and the recommendations arising from the Healthwatch report.

### **Resolved**

**That confirmation be given to the meeting, possibly via an announcement after 31 March 2018, to confirm all re-assessments undertaken.**

## 7 **Maternity Care Strategy - Update**

The meeting received a verbal update regarding the progress from the NHS Wiltshire Clinical Commissioning Group.

Matters highlighted in the course of the debate included: that service reconfiguration was a key focus; that the meeting would welcome another opportunity to discuss options, given to mothers, after May 2018; that options for meeting the midwifery team be discussed.

The Chair thanked the officer for the update.

## 8 **Non-Emergency Patient Transport Service - Update**

The meeting received an update on progress from the NHS Wiltshire Clinical Commissioning Group regarding non-emergency patient transport.

Matter highlighted in the course of the debate included: the results of the recent consultation; the engagement via stakeholder events; the plans to promote the Healthcare Travel Cost Scheme more widely; that the draft contract should be reading in February with a view to go out market over the next 6 months; that the expectation was for the new provider to be in place in June 2019.

At the conclusion of the debate, the meeting;

### **Resolved**

- 1. To receive a further update, possibly in July, including further details of the contract;**
- 2. To receive, in the interim, further information regarding the breakdown of the consultation responses.**

## 9 **Wiltshire Health & Care (Adult Community Health Care Service) - CQC report**

Following a presentation, at the September meeting, on the delivery of the service since its commencement in July 2016, the Committee had resolved to consider the CQC report once published following the inspection of the Wiltshire Health & Care.

The Committee considered the CQC report, published on 09 November 2017, which can be accessed [here](#).

Douglas Blair, Managing Director, Wiltshire Health and Care and Sarah Jane Peffers, Head of Quality, provide an update which informed the committee of the actions planned by Wiltshire Health and Care following the CQC report. The slides to accompany their presentation are attached here for reference.

The Committee also consider the need for further overview or scrutiny.

Matters highlighted in the course of the debate included the review of delivery structure; the further review of Board governance structure; the review of clinical leadership structure; the impact on funding on the security of the posts; the further integration with urgent care system; and Homefirst and care pathways.

Following the conclusion of the debate, the meeting;

### **Resolved**

**To receive a further update, possibly in July 2018, providing further information regarding the implementation of actions, and the development of the trust.**

**10 Avon & Wiltshire Mental Health Partnership Trust - CQC report**

Having previously received an update on improvement from the Avon & Wiltshire Mental Health Partnership Trust on [21 June 2016](#), the meeting considered a further update including the CQC report, published on 3 November 2017, which can be accessed [here](#).

A representative of the Avon & Wiltshire Mental Health Partnership Trust attended the meeting to inform the Committee of the Trust's planned actions following the CQC report.

The Committee was asked to consider the appropriateness of further overview or scrutiny, jointly with other local authorities, of the Avon & Wiltshire Mental Health Partnership Trust.

During the debate, particular attention was given to issue of provision of 'places of safety'. Newlands Anning, AWP's representative at the meeting, informed the meeting of the temporary closure of the places of safety in Salisbury and Swindon. This was identified as an area that would require further involvement by the committee.

It was agreed that the way in which this future work would be undertaken would be confirmed by the Chair and Vice-Chair following information gathering by contacting the Chair of Swindon's Health Select Committee and liaising with Wiltshire's Cabinet Member for Adult Social Care, Public Health and Public Protection, as well as relevant partners

**Resolved**

**That a further update be provided.**

**11 Task Group and Programme Boards Representatives Updates**

The meeting received the updates on recent activity for active task groups. The meeting was also asked to confirm the creation of the CAMHS (Children and Adolescents Mental Health Services) Task Group.

The meeting noted that both chair and vice-chair had been appointed as representatives on the Adult Social Care Transformation Programme Board; and that would attend the Joint Strategic Needs Assessment meeting prior to the Health and Wellbeing board on 25 January 2018.

**Resolved**

1. **To note the update; and**
2. **To confirm the establishment of the CAMHS (Children and Adolescents Mental Health Services) Task Group as set out in the report.**

## 12 **Forward Work Programme**

The Committee considered the work programme included in the agenda pack.

It was noted that following the annual meetings between the Chair and Vice-Chair of the Committee and Executive Members:

1. That the feasibility of the following areas of work for overview and scrutiny was being scoped:
  - SEND employment support;
  - Transition from children services to adult care;
  - Sustainability and Transformation Plans;
  - Community Area Health and Wellbeing Groups;
  - Embedding public health across the council's services.
2. That the following items were added to the committee's forward work programme:
  - Pre-meeting briefing on the Adult and Social Care transformation programme;
  - Public Health annual report to the Health Secretary;
  - Update on Domestic Abuse Service;
  - Update on Substance Abuse.

It was also decided that officers would discuss with chair the inclusion following additional matters:

- CCG forward work programme after the end of January.
- Recruitment and retention of staff at 999.
- Winter performance 24 April meeting

## 13 **Date of Next Meeting**

It was noted that the next meeting would be on 6 March 2018 at 10.30am.

14 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.38 pm)

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## HEALTH SELECT COMMITTEE

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**DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 6 MARCH 2018 AT KENNET COMMITTEE ROOM, COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Gordon King (Vice-Chairman), Cllr Chuck Berry, Cllr Clare Cape, Cllr Mary Champion, Cllr Gavin Grant, Cllr Mollie Groom, Cllr Deborah Halik, Cllr Andy Phillips, Cllr Pip Ridout, Cllr Fred Westmoreland, Cllr Graham Wright and Diane Gooch

**Also Present:**

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**15 Apologies**

Apologies were received from Cllr Christine Crisp – Wiltshire Council (substituted by Cllr Robert Yuill), Cllr Howard Greenman – Wiltshire Council, Irene Kohler – SWAN Advocacy and Steve Madern – Wiltshire Council.

**16 Minutes of the Previous Meeting**

The minutes of the meeting held on 9 January 2018 were agreed as the correct record.

*Note: Cllr Gavin Grant requested answers raised with South West Ambulance re the Non-Emergency Patient Transport Service update.*

**17 Declarations of Interest**

There were no declarations of interest.

**18 Chairman's Announcements**

To note any announcements through the Chairman, including:

**Woman's Health Week**

This week was Women's Health Week with opportunities to learn more

about some common health issues the council's female employees had said they'd like more information about. There was a programme of events and details were accessible on the Wire.

#### **User engagement with Adult Care - tender process update**

In December last year, Wiltshire Council tendered for Healthwatch Services and for Service User Engagement services (the latter jointly with the CCG). Officers were currently evaluating the bids received, and results would be known by the end of the month. New contracts start in June this year.

#### **CCG Strategic Outline Case**

In September 2017, The Governing Body of the CCG requested that a Wiltshire-wide strategic outline programme be developed, which was underway and weaved into the development of the CCG'S primary care strategy, the Joint Strategic Needs strategy from Public Health and the CCG's Care Operating Model. It was anticipated that the committee would receive a report on the overall programme in the late summer of 2018.

#### **NHS Funded Patient Transport Survey**

At its last meeting, the Committee requested further information regarding the breakdown of the consultation responses between users and non-users of Patient Transport. The attached document provided this information.

The Committee would receive a further overall update on Patient Transport, possibly in July, including further details of the contract.

Cllr Berry requested that it was noted, a thank you to those who delivered care in the adverse weather and army of farmers and 4x4 drivers.

#### **19 Public Participation**

There was no public participation.

#### **20 Avon and Wiltshire Mental Health Partnership - Transformation Programme**

Sue McKenna - Chief Operating Officer and Liz Richards - Associate Director for BANES, Swindon & Wiltshire gave a short presentation that outlined the Avon and Wiltshire Mental Health Partnership - Transformation Programme.

Points made included:

- Providing good shared services.

- Enabling local people to stay in their own local community areas for as long as possible, with a strategy to enable people to receive the right care in the right place.
- Providing high levels of delivery.
- One model across all CCG areas, providing a robust community service.
- A more flexible use of hospital beds.
- Creating a point of contact for service users.

### **Resolved**

- 1. That the committee supports the Transformation Programme as presented and would welcome an update on implementation at the 11 July meeting, with a written report provided.**
- 2. That a statement to town and parish council to inform them of the transformation programme would be provided by the CCG.**

The Chairman thanked Sue McKenna and Liz Richards for attending the meeting.

## **21 Age UK Contracts - 2016 and Beyond**

Sue Geary - HOD Commissioning - Community Services Commissioning, Wiltshire Council presented a written report which updated the Committee on the current Age UK contracts.

Points made included:

- Wiltshire Council and Wiltshire CCG established the Long-Term Investment Grant with Age UK in April 2015. The grant reflected a shift from commissioning a suite of services to an approach based on system wide outcomes and strategic collaboration.
- The LTIG was established for a term of two years with the inclusion of an optional extension clause.
- Commissioners had worked with Age UK to reduce reliance on statutory funding and encouraged a more commercial approach which would mean Age UK could operate as a viable strategic organisation.
- During the term of this agreement commissioned community services previously provided by Age UK have been de commissioned delivering an efficiency to the Council of £126,000 in 2017-18.

## **Resolved**

- 1. Long-Term Investment Grant: that the committee would receive an update to confirm whether or not the contract was extended.**
- 2. Home from Hospital scheme:**
  - **That the chair and vice-chair be briefed on the specification and performance outcomes once they had been finalised by commissioners and Age UK.**
  - **That the committee would receive an update on implementation of the scheme in March 2019 (one year operational by then), including performance indicators / confirmation that the specification and performance outcomes were being met.**

The Chairman thanked Sue Geary for her report.

## **22 NHS Health Checks - update**

John Goodall - Consultant in Public Health, Health Promotion & Prevention, Wiltshire Council and Dr Alice Beech – GP Registrar, Wiltshire Council presented the NHS Health Checks update. Which provided an evaluation update on the NHS Health Checks programme to the Committee.

Points made included:

- NHS Health Checks are intended to identify early signs of cardiovascular disease. They are delivered by primary care providers (general practice) to adults in England aged between 40 and 74 years without any pre-existing cardiovascular disease every five years. The NHS Health Checks programme was commissioned by Wiltshire Council as a mandated service required by the Health and Social Care Act (2012).
- The NHS Health Check programme began in Wiltshire in 2011. This programme was evaluated by the public health team in May 2017. The evaluation showed an increase in the percentage of the eligible population invited to attend an NHS Health Check: from 21.7% in 2012 – 2013 to 32.2% in 2015 - 2016.
- From 2012 to 2016 an average of 45.5% of patients who were invited for an NHS Health Check attended and the percentage uptake increased from 2012 to 2016. On average from 2012 to 2016, 55.5% of patients who were invited for an NHS Health Check did not attend.
- In 2017 the results of the evaluation were presented to the Health Select Committee at Wiltshire Council. The committee requested more

information regarding the outcomes of patients who had been invited to attend an NHS Health Check but did not attend.

### **Resolved**

- 1. That the Committee supports the conclusion that this study had highlighted the potential poor health outcomes related to not attending an NHS Health Check when invited.**
- 2. That a Rapid Scrutiny exercise be carried out to:**
  - a. Determine how much further the data available could be used to analyse the costs of non-attendance as well as informing a more focused promotion / advertising of the Health Checks based on:**
  - b. Demographic analysis of those who do not attend and the understanding of the reasons for non-attendance to inform promotion activities.**
  - c. Review the provision and “advertising” of Health Checks by GPs / surgeries.**
  - d. Analyse comparative outcome for attendees / non-attendees.**

The Chairman thanked John Goodall and Dr Alice Beech for their report.

### **23 Sexual Health and Blood Borne Virus Strategy 2017-2020**

Vicki Lofts – Wiltshire Council presented the report which sought to seek support for the final Sexual Health and Blood Borne Virus Strategy ahead of going to Cabinet in April 2018.

Points made included:

- That tackling sexual and reproductive health inequality had been a priority both nationally and locally for many years. Improving sexual health and wellbeing presents a significant challenge for public health and the wider health and social care system, as well as for the individuals who experience poor health outcomes as a result of a sexually transmitted infection (STIs), blood borne viruses (BBVs) or an unplanned pregnancy.
- There was considerable inequality in the distribution of STIs, BBVs and unplanned pregnancies across the population. The 2013 Framework for Sexual Health Improvement placed health promotion and education as the cornerstones of infection and pregnancy prevention by improving awareness of risk and encouraging safer sexual behaviour.

- Prevention efforts needed to include universal and targeted open access to sexual health and contraceptive services with a focus on groups at highest risk of sexual health inequality such as young people, black ethnic minorities and men who have sex with men.

### **Resolved**

- 1. To support endorsement of the proposed Strategy by Cabinet, but also recommend that the strategy includes how the outcomes will be achieved (following the SMART model).**
- 2. To receive an update around March 2019 on the implementation of the strategy, especially progress achieved on the Strategic Aims (Prevention, Diagnosis and Treatment) and the measuring of their stated outcomes.**

The Chairman thanked Vicki Lofts for presenting her report.

### **24 Places of safety - update**

Ted Wilson – CCG presented the written update from the CCG regarding the temporary closure of the Places of Safety in Salisbury and Swindon following the announcement at the meeting of this Committee on 9 January 2018.

It was agreed to defer discussion of the written report until the Chairman and Vice-Chairman of the Committee had had the opportunity to discuss with the relevant Wiltshire Council cabinet member.

### **Resolved**

- 1. That evidence be provided to the chair and vice-chair that the issues of funding and organisation (especially out of hours provision) for AMHP had been satisfactorily resolved between the CCGs, Swindon and Wiltshire Councils.**
- 2. That the risk around capacity for AMHP around out of hours service be closely monitored and that the chair and vice-chair are regularly updated by Wiltshire Council's Adult Care.**
- 3. To receive the evaluation of the service, led by the CCG and involving service users, in December 2018. This should include the outcome / analysis of the feedback that would be collected by providers, commissioners and Healthwatch to consider the impact the temporary closure was having on the populations of Swindon and Wiltshire and individuals using the service.**
- 4. To receive updates on progress from the CCG when / if key issues arise during the 9 months period of evaluation.**

The Chairman thanked Ted Wilson for the update.

**25 Integrated Urgent Care mobilisation programme - update**

This item was deferred as Sarah MacLennan was unable to attend.

**26 Task Group and Programme Boards Representatives Updates**

The written update and terms of reference of the CAMHS task group were noted.

**27 Forward Work Programme**

The Forward Work Plan was noted.

**28 Urgent Items**

There were no urgent items.

**29 Date of Next Meeting**

- Tuesday 24 April 2018.

(Duration of meeting: 10.30 am - 1.30 pm)

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## HEALTH SELECT COMMITTEE

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**DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 24 APRIL 2018 AT KENNET COMMITTEE ROOM, COUNTY HALL, TROWBRIDGE.**

**Present:**

Cllr Christine Crisp (Chairman), Cllr Gordon King (Vice-Chairman), Cllr Chuck Berry, Cllr Clare Cape, Cllr Mary Champion, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Deborah Halik, Cllr Andy Phillips, Cllr Pip Ridout, Cllr Fred Westmoreland, Diane Gooch and Irene Kohler

**Also Present:**

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**30 Apologies**

An apology for absence was received from Cllr Graham Wright.

**31 Minutes of the Previous Meeting**

**Resolved:**

**To approve and sign the minutes of the previous meeting of this Select Committee held on 6 March 2018.**

**32 Declarations of Interest**

There were no declarations of interest made at the meeting.

**33 Chairman's Announcements**

The Chairman made the following announcements:-

1. **SWAST - 2017/18 Quality Report**

South Western Ambulance Service NHS Foundation Trust would welcome the Committee's comments on its 2017/18 Quality Report. This was due to be circulated on 16 April but had been

slightly delayed. The Quality Report had now been received and would be circulated to members of this Committee for comments to be sent back to the Senior Scrutiny Officer.

Cllr Gavin Grant was reassured that his request for the additional information following the September meeting had not been forgotten; a reminder had been sent and a response from Paul Birkett-Wendes was awaited.

2. **Adult Care Charging Policy update**

At the 9 January 2018 meeting the Committee resolved to receive confirmation, possibly via an announcement after 31 March 2018, that all re-assessments had been undertaken. The following update had now been received:

Until recently, the Financial Assessments and Benefits Team had been on schedule to complete all re-assessments by the end of March 2018. All service users had been contacted about the reassessment process and to offer a date for an appointment.

Many of the remaining cases were more complex and, unfortunately, more recently, a number of service users had not been at home at the time of their appointments or had called to rearrange (for example because a family member was no longer available to support them). Some appointments had needed to be rescheduled several times. This meant that by the end of March there were a number (around 80) reassessments still outstanding. Most of these had now been rescheduled and it was expected that all would be complete by the end of May 2018.

3. **Corporate Peer Challenge**

The feedback report received from the Local Government Association following the Corporate Peer Challenge that took place in November 2017; and the draft action plan which had been developed to reflect the feedback and recommendations made had been considered by [Overview and Scrutiny Management Committee on 20 March](#) and [Cabinet on 27 March](#).

4. **Integrated Community Equipment and Support Services - Recommissioning**

[Cabinet on 27 March 2018](#) resolved to:

a) To agree to the opportunities being explored for a joint

commissioning exercise between BaNES, Swindon and Wiltshire STP, of integrated community equipment and support services.

b) To authorise an exemption to Wiltshire Council's Integrated Community Equipment and Support Services to enable up to a further 18 months extension of the Medequip contract, that will be applied in a 12 months period, plus the option for a further 6 months.

The committee would be kept informed of progress on this.

5. **NHS Health Checks Rapid Scrutiny**

An opportunity to take part in this Rapid Scrutiny exercise on Tuesday 26 June 2018 at County Hall, with a briefing at 9.00am and the meeting starting at 10.00am (until 12noon) had been advertised in the previous week's Elected Wire. Any Member wishing to take part or have any questions were requested to contact Marie Gondlach, Senior Scrutiny Officer.

6. **Places of Safety**

The CCG had provided the following update.

Since the last Health Select Committee meeting the issues raised by the then Interim Director of Adult Social Services and Public Health regarding the Place of Safety and Section 136 assessments for Swindon patients in Wiltshire had been satisfactorily resolved, with a workable solution reached between Swindon CCG and Wiltshire Council.

7. **User engagement with Adult Care**

The Committee had been informed at its January meeting of Cabinet's review of its commissioning of the statutory HealthWatch function and the delivery the non-statutory functions with regards to user engagement with Adult Care. The Committee was also given a tender process update at the March meeting.

Wiltshire Council had now awarded the supplier contracts as follows:

Help and Care had secured the contract for the Healthwatch Wiltshire tender. Help and Care already had Healthwatch contracts across the south

Wiltshire Centre for Independent Living (WiltsCIL) had secured the contract for the Service User Engagement service. It was

already an established provider in Wiltshire, delivering support services to adult social care customers over the past eight years.

Both contracts were awarded for three years to run from 1 June 2018 with an option to extend for a further two years.

#### 34 **Public Participation**

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

#### 35 **Wiltshire Safeguarding Adult Board - update**

Consideration was given to a report by the Chairman of the Wiltshire Safeguarding Adults Board which updated the Committee on:-

- Two Safeguarding Adults Reviews the Board had undertaken.
- How the learning from those reviews would help more effectively.
- The Board's Business Plan for 2018-2019.

The Board Chairman explained in some detail the process that had taken place in carrying out the two anonymised Safeguarding Reviews and stressed that much had been learnt from the process and some changes had already been implemented. Further changes would be introduced and he would update the Committee in due course. It was important to note that the reviews did not seek to apportion individual blame for shortcomings but that all involved sought to work together to determine how improvements and further safeguards could be brought about.

During discussion, it was acknowledged that there was a need to ensure that before a patient was discharged from care, there was a need to ensure that the person was being discharged to a safe environment and that any appropriate care required was available, including in that individual's own home. There was generally more emphasis on keeping vulnerable people in the community as much as possible but at the same time due attention needed to be given to potential risks.

Members were pleased to note the development of an adult Multi-Agency Safeguarding Hub (MASH). However, it was pointed out that the implementation of a MASH in itself would not help agencies to improve outcomes but with adequate resources and successful planning there would be potential for this new operation arrangement to help:

- Provide effective, consistent, multi-agency safeguarding arrangements.
- Increase understanding and application of the Mental Capacity Act.
- To more effectively assess risk.

- To identify emerging concerns.

The Committee sought reassurance that advocacy was always considered when appropriate as it appeared not to have been used in one of the cases. The Chairman of the Board offered to look into this and report back.

After further discussion during which Members examined the Board's Business Plan.

**Resolved:**

- (1) To thank the Chairman of the Wiltshire Safeguarding Adult Board for presenting his report and answering the Committee's questions.**
- (2) To welcome the Chairman's offer to circulate, for the Committee, the outcome of the Board's discussion regarding the data charts included in the report.**
- (3) To invite the Chairman of the Board to update the Committee on the outcome of the safeguarding adults reviews mentioned at this meeting, including the offer of advocacy.**
- (4) To receive the Board's next three-year strategy in 2019.**

**36 Maternity Transformation Plan**

The Committee received the following update which had been provided by the Clinical Commissioning Group (CCG) regarding the Maternity Transformation Plan.

"The CCG has received positive feedback from NHS England on its maternity transformation plan.

The CCG's dedicated project midwife has commenced in post and they are moving to mobilisation phase.

The dads pad app will be launched in May and work has commenced on developing the maternity app – they had offers of help with the Dads Pad app from interested grandparent members on this committee, so watch this space!

In terms of talking to the public about findings and options, they have extended the timeframes for public consultation to ensure they have appropriate time.

This means the CCG will be seeking the public view on options from September through to December this year. They will come back to the committee to share the options and all supporting evidence, including next steps when available, and will make sure committee members remain fully briefed."

**Resolved:**

**To note the contents of the update provided and to welcome further updates at key stages of the project.**

**37 Extra Care Housing and Housing Related Support**

The Committee received a short verbal update on extra care housing and housing related support prior to consideration by Cabinet on 15 May 2018. It was noted that there was still some work to be completed in relation to Extra Care Housing and Housing Related Support before the Council could consider tendering for a new provider, which included:-

- Customer consultation in relation to the type and level of services they would like to be provided at these schemes.
- Review of care and funding models to ensure that the schemes provided a service which was appropriate and affordable for both the customer and the Council.
- Develop a specification for each service and commissioning intentions for delivering the service.

It was noted that this work was likely to take 12 to 18 months to complete and that contracts would need to be awarded to ensure that current arrangements were maintained in the intervening period.

The Chairman suggested that a task group with a limited number of meetings, or a Rapid Scrutiny Exercise, might be useful to consider the key points of the review, alternatively an overview & scrutiny Member could be appointed as a representative on the relevant board. Furthermore, she enquired as to whether the review also included Sheltered Housing.

**Resolved:**

**To note the update and that consultation would take place with the Cabinet Member for Adult Social Care, Public Health & Public Protection and appropriate officers to agree the best format of scrutiny involvement with the review.**

**38 Better Care Plan**

Consideration was given to an update report from the Portfolio Delivery Manager – Integration, Wiltshire Council and Clinical Commissioning Group on the Better Care Funding Programme, which included an update on the Section 75 agreement for 2018/19. This had been presented to the Health and Wellbeing Board on 29 March 2018.

It was pointed out that:-

- Overall non-elective admissions for Wiltshire were around 10.7% higher than last year, but this was driven in the main by changes in coding at a couple of trusts and some transfer of responsibility from Specialised to CCG Commissioning, without these changes the increase would be around 4.8%. Avoidable emergency admissions were down 1% and admissions from non-LD (Learning Disability) care homes were down nearly 3% on the same period last.
- New permanent admissions to care homes remained at historically low levels due in part to availability of care homes.
- The percentage of people at home 91 days post hospital discharge had reduced, data quality issues were causing issues with regards to the production of accurate performance information which was being managed to ensure reliable information for 2018-19.
- The number of Delayed Transfers of Care days continued to fall and performance was improving on that seen earlier in the year, however our position remained above the planned trajectory.
- Urgent care at home continued to see more referrals, with 72 in January, which was close to the target of 80 people, however the % of admissions avoided was lower at 75%
- Help to live at home activity increased in January for new cases, the total was 47 compared to 28 in December
- Urgent Care at home activity had increased 36% on the same period last year which aligned to the delayed days that had reported 6.4% lower than the same period last year, but remained well above trajectory for October 2017. This was a positive move as the Better Care Fund workstreams embedded; however further work was required to enable the system to be sustainable in 2018 and into 2019.
- Intermediate Care Bed admissions were at a level broadly similar to the same period last year but discharges were 2% higher. Domiciliary Care activity for new clients was 4.5% higher than the same period last year and ongoing support was 7.2% higher suggesting the new models of care to support Home First was starting to change the system model from residential to normal residential of choice.

During discussion, Members enquired as to how reliable was the data information provided for 2017/18; it was explained that the figures for 2015/16 were somewhat overstated but new systems were now in place which resulted

in the provision of more accurate data and also the easier and more efficient discharge of patients from hospital with a new recording system.

The Committee was reminded that the Better Care Plan Task Group had previously recommended to this Committee at its meeting on 10 January 2018 that the monitoring of the Better Care Plan be monitored, as a topic for scrutiny, against the following five national performance areas:-

- Admissions to residential and nursing care.
- Success of reablement and rehabilitation.
- Delayed transfers of care.
- Avoidable emergency admissions.
- Patient and service user experience.

After further discussion,

### **Resolved**

- (1) To note the contents of the update report.**
- (2) To request an update from officers on the Better Care Plan Task Group's recommendations, including confirmation that "User experience" was being monitored.**

## **39 Delayed Discharges**

The Committee received a summary of DTOC (Delayed Transfer of Care) delayed days for January 2018 which showed:-

- Wiltshire delayed days increased by 29.8% (482 days) in January, which was 775 days higher than the trajectory of 1,325 days.
- NHS delays were 1,306:
  - Increased in January by 26.4% over trajectory by 511 days.
  - Great Weston Hospital, Swindon, Royal United Hospital, Bath and Wiltshire Health & Care had the largest number of delays.
- Adult Social Care delays were 657:
  - Increased in January by 37.1% over trajectory by 236 days.
  - Salisbury NHS Foundation Trust and Wiltshire Health & Care had the largest number of delays.
  - Acute delays accounted for around 65% of Adult Social Care delays.

During discussion, it was noted that there was a great deal of work being undertaken by all agencies involved to help overcome the problems associated with delayed discharges. The Care Quality Commission (CQC) was due to



publish a report on a systems review but this would not be available until June 2018.

Members considered how best scrutiny could be involved in helping to overcome this problem and a suggestion was made that possibly a member of this Committee might be appointed to one of the boards involved with the Better Care Plan, possibly the Integration and Better Care. A further suggestion was made that possibly the Chairman and Vice-Chairman of this Committee attend meetings of the Health and Wellbeing Board and report back on issues to this Committee.

**Resolved:**

- (1) To ask the Cabinet Member for Adult Social Care, Public Health & Public Protection to provide a brief update, possibly as a Chairman's Announcement, on the outcome of the CQC review (to be published in June) and the key actions for Wiltshire.**
- (2) To welcome an update on the Better Care Plan and Delayed Transfers of Care after winter 2018 (in the spring of 2019) including Allocation of Better Care Fund.**
- (3) To invite the Cabinet Member to consider further scrutiny involvement such as appointing a member of this Committee to one of the boards involved with the Better Care Plan.**

**40 Task Group and Programme Boards Representatives Updates**

The Committee received updates on the activities of active task groups and from members of this Committee who had been appointed as overview & scrutiny representatives on programme boards.

**Resolved:**

- (1) To note the updates on task group activity provided.**
- (2) To note that Cllr Haley Spencer had stepped down from the Children & Adolescents Mental Health Services (CAMHS) Task Group and endorse that it continue as a 4-member task group.**
- (3) To congratulate Natalie Heritage, Senior Scrutiny Officer, on the considerable contribution she had made to the work of this Task Group.**

**41 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.**

**42 Urgent Items**

There were no urgent items of business.

**43 Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of the Committee was due to be held on Wednesday 11 July 2018, at County Hall, Trowbridge, starting at 10.30am.**

(Duration of meeting: 2.00 - 4.40 pm)

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**1b**

## **STRATEGIC PLANNING COMMITTEE**

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### **MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 31 JANUARY 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Fleur de Rhé-Philippe (Chairman), Cllr Clare Cape, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Stewart Dobson, Cllr David Jenkins, Cllr Christopher Newbury, Cllr James Sheppard, Cllr Tony Trotman, Cllr Fred Westmoreland and Cllr Matthew Dean (Substitute)

#### **Also Present:**

Cllr Richard Britton, Cllr David Halik, Cllr Jon Hubbard and Cllr Ian McLennan

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#### **1 Apologies**

An apology for absence was received from Cllr Derek Brown OBE, who was substituted by Cllr Matthew Dean.

#### **2 Minutes of the Previous Meeting**

##### **Resolved:**

**To confirm and sign the minutes of the previous meeting held on 6 December 2017.**

#### **3 Declarations of Interest**

Cllr Stewart Dobson declared a non-pecuniary interest in Application No. 15/04004/OUT: Old Sarum Airfield Ltd, Lancaster Road, Old Sarum, Salisbury (Minute No. 83a below) as he personally knew the applicant 12 years ago as they owned adjoining land in a village in a different part of Wiltshire. He intended to withdraw from the meeting during consideration of this application.

#### **4 Chairman's Announcements**

There were no Chairman's announcements made at the meeting.

#### **5 Public Participation**

The rules of public participation were noted.

## 6 Planning Appeals and Updates

An update on planning appeals and decisions was received together with information on the legal duty to state reasons for making decisions on planning applications particularly where the Committee departs from officer recommendations.

**Resolved: To note the contents of the updates.**

## 7 Planning Applications

**7a 15/04004/OUT: Old Sarum Airfield Limited, Lancaster Road , Old Sarum, Salisbury, Wiltshire, SP4 6DZ**

Outline application with all matters reserved, except from the means of access to the site for the demolition, modification and renovation of existing buildings, structures and site development. Provision of approximately 18.6ha (gross) of residential land accommodating approximately 462 residential dwellings. Provision for a mixture of employment, commercial/leisure, and aviation uses on 3.1ha of land at Area B, including a "flying hub" comprising a control tower, heritage centre, visitor centre, café/restaurant, parachute centre, aviation archives and aircraft hangars. Provision of associated access, including the construction of new points of vehicles access to the surrounding highways network, car parking and connections to the surrounding footpath and cycle networks. Green infrastructure provision, including open space, play space, recreational footpaths, cycle paths and landscape enhancement areas; the provision of above and below ground utilities, including a sustainable urban drainage system. Associated vegetation removal, ground modification and engineering works.

### Public Participation

Mr Ron Champion, a local resident, spoke against the application.

Mr Graham Renshaw, a local resident, spoke against the application.

Cllr Vic Bussereau, representing Laverstock & Ford Parish Council, spoke against the application.

The Committee received a presentation from the Case Officer which set out the issues in respect of the application. It was explained that following a protracted period of discussions and negotiations, the applicant had chosen to exercise their right to appeal against non-determination of the application. This meant that the Council no longer had the powers to formally determine the application, as this power now rested with the Planning Inspectorate. This matter was scheduled to be considered at a Public Inquiry for which no date had been set.

The views of the Committee on the application were now being sought to enable the Council to make its case to the Inspector. The Head of Development Management reported that he had received a letter from the applicant the previous day requesting that the application be withdrawn from the agenda for today's meeting to enable further dialogue and discussion to take place. This request had not been agreed as the application had been appealed

and was now being dealt with by the Planning Inspectorate who required the Council to set out its statement of case.

Members then had the opportunity to ask technical questions after which they heard the views of members of the public as detailed above, expressing their views regarding the planning application.

Members then heard the views of Cllr Ian McLennan, the local Member, who set out his objections to the proposal. In particular, he drew attention to the need to protect the Old Sarum Conservation Area and considered that the proposals would destroy the character of the priceless World War 1 flying field. The plans proposed would also result in a massive overdevelopment of the northern area of Laverstock and Ford Parish and would also jeopardise the current flying arrangements.

During discussion, Members considered that the level of proposed development was completely unacceptable and noted the impact this would have on local bus services, roads and local amenities. Concern was expressed at the minimum amount of consultation that the developer had held with local people. The reasons for refusal were examined and it was generally considered that they needed strengthening especially regarding reference to Core Policy 25 and the number of dwellings.

On the proposal of Cllr Fred Westmoreland, which was seconded by Cllr Andrew Davis,

**Resolved:**

**To delegate authority to the Head of Development Management to strengthen the reasons for refusal as set out in the Case Officer's report with particular reference to Core Policy 25 and to advise the Planning Inspectorate that the Council would have refused the scheme for these reasons.**

(Note 1: Cllr Stewart Dobson declared a non-pecuniary interest, as detailed in Minute No. 79 above and withdrew during consideration of this application.)

(Note 2: The reasons for refusal subsequently strengthened by the Head of Development Management are attached to these minutes at Appendix 1.)

**7b 17/09248/VAR: Land East of Spa Road, Melksham, Wiltshire - Variation of Condition 32 of 14/10461/OUT relating to site access**

The Committee received a presentation from the Case Officer which set out the issues in respect of the application, with a recommendation that the application should be approved subject to a revised Section 106 Agreement and conditions.

The proposal sought to vary Condition 32 of consented application 14/10461/OUT which listed the 2016 approved plan drawings, to allow the proposed northern vehicular site access located along Thyme Road, to be relocated approximately 150 metres further to the west. The variation proposal also included removing the second internal access road into the proposed development site.

Members then had the opportunity to ask technical questions after which they heard the views of Cllr Jon Hubbard, the local Member. He stated that, whilst generally supporting the scheme, he was concerned at the proposal to route construction traffic along Snowberry Lane, rather than along the new relief road, and the potential impact on residents in Snowberry Lane with regard to noise, traffic congestion and highway safety, bearing in mind that Snowberry Lane was used as a walking route to Melksham Oak School.

During discussion, it was noted that the Council's Highways Officer raised no objections to the proposed change of the northern access into the site.

On the proposal of Cllr Christopher Newbury, which was seconded by Cllr Tony Trotman,

**Resolved:**

**To grant planning permission, subject to the completion of a supplemental Section 106 Agreement to the existing Section 106 Agreement relating to planning permission 14/10461/OUT so that the planning obligations secured therein apply to this planning permission and subject to the following conditions:**

**1 The development hereby permitted shall be begun either before the expiration of three years from the date of the original outline permission (i.e. by 22 September 2019), or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.**

**REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

**2 No phase as referred to in Condition 5, of the development hereby permitted shall commence, other than the site access until details of the following matters for that phase (hereinafter called "the reserved matters" have been submitted to and approved in writing by the Local Planning Authority.**

- (a) The scale of the development;**
- (b) The layout of the development;**
- (c) The external appearance of the development;**
- (d) The landscaping of the site;**
- (e) The internal access arrangements**
- (f) The mix and type of housing**

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

**REASON: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 5 (1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.**

**3 Applications for the approval of reserved matters for a minimum of 300 dwellings shall be made to the Local Planning Authority before the expiration of three years from the date of the original outline permission (i.e. by 22 September 2019). Applications for the approval of the reserved matters for the residual amount of dwellings (any additional dwellings in excess of 300 units) shall be made to the Local Planning Authority before the expiration of five years from the date of the original permission (i.e. by 22 September 2021).**

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

**4 Development shall not be commenced on site until a supplemental planning obligation has been completed by the Council and the freehold owner of the land comprised in title number WT72400**

**REASON: To ensure the land is bound by the relevant covenants in the Section 106 Legal Agreement related to this permission**

**5 No development shall commence on site until a phasing scheme has been submitted to and approved in writing by the Local Planning Authority. The development shall then be carried out in accordance with the approved details.**

**REASON: To ensure the satisfactory delivery of the development and facilitate the proper planning of the area**

**6 No development shall commence on each relevant phase (as referred to in Condition 5) until a scheme of hard and soft landscaping for that phase 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 species, supply and planting**

**sizes and planting densities;**

**\* proposed seed mix for the neutral grassland areas**

**\* finished levels and contours;**

**\* means of enclosure;**

**\* boundary treatments;**

**\* car park layouts;**

- \* other vehicle and pedestrian access and circulation areas;
- \* all hard and soft surfacing materials;
- \* minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);
- \* proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports);
- \* retained historic landscape features and proposed restoration, where relevant.
- \* arboricultural method statement

**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 for each relevant phase (as referred to in Condition 5) 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 within that phase 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 in the relevant phase 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.

**8** No development shall commence on each relevant phase (as referred to in Condition 5) until details of the estate roads, footways, footpaths, cycle tracks, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture within that phase and a timetable for implementation and provision of such works has been submitted to and approved in writing by the Local Planning Authority. The development shall then 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 and to ensure that the roads are laid out and constructed in a satisfactory manner**

**9 No development shall commence on site until details of how and when an access will be provided to the offsite ecology area and how the proposed development hereby approved including the construction period will ensure that the adjacent sports field access (to Melksham Rugby and Football Club) remains unobstructed. The 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.**

**10 No development shall commence on site until a written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority. The approved programme of archaeological work shall then 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, to enable the recording of any matters of archaeological interest.**

**11 No development shall commence on site until a Construction Traffic Management Plan (CTMP) which shall include inter alia, proposals for the phasing of the development, and how this might influence construction traffic routeing, and proposals to ensure that the adjacent highway is kept clear of site detritus has been submitted to and approved in writing by the Local Planning Authority. The development shall then 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 and to ensure that the amenity of the local highway network is adequately protected.**

**12 No development shall commence on site until a dust suppression scheme has been submitted to and approved in writing by the Local Planning Authority and shall be designed to minimise any windblown dust from the construction of the development affecting adjoining neighbouring properties. This scheme should cover all the phases of the construction site, including earth works, spoil heap storage, vehicle**

movements and cutting of materials. The 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.

**13** No development shall commence on each relevant phase (as referred to in Condition 5) until a noise impact assessment and a scheme for protecting the affected proposed dwellings and their curtilages within that phase from road traffic noise has been submitted to and approved in writing by the Local Planning Authority. Any works which form part of the details approved by the Local Planning Authority shall be completed before occupation of any approved residential dwelling affected by the road traffic noise (as determined by the assessment within that phase).

**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 protect the amenity of future residents.

**14** No development shall commence on each relevant phase (as referred to in Condition 5) until details of a foul drainage disposal scheme to serve the development within that phase has been submitted to and approved in writing by the Local Planning Authority. The scheme shall subsequently be implemented in accordance with the approved details prior to the occupation of any approved building within the relevant phase.

**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.

**15** No development shall commence on each relevant phase (as referred to in Condition 5) until details of a storm drainage disposal scheme to serve the development within that phase has been submitted to and approved in writing by the Local Planning Authority. The scheme shall subsequently be implemented in accordance with the approved details prior to the occupation of any approved building within the relevant phase.

**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.

**16 No development shall commence on each relevant phase (as referred to in Condition 5) until details of a surface water management scheme for that phase, based on sustainable drainage principles and an assessment of the hydrological and hydrogeological context of the development, has been submitted to and approved in writing by the Local Planning Authority. The submitted details shall clarify the intended future ownership and maintenance provision for all surface water drainage works serving the development within that phase. The scheme shall subsequently be implemented 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, to prevent the increased risk of flooding, and ensure future maintenance of the surface water drainage system.**

**17 No development shall commence on site until a scheme for water efficiency has been submitted to and approved in writing by the Local Planning Authority. The development shall be implemented 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 and to maximise water efficiency on the development.**

**18 No development shall commence on site until a landscape environment management plan (LMP), including long-term design objectives, management responsibilities and maintenance schedules for all landscape areas (other than small, privately owned, domestic gardens) and a timetable for implementation has been submitted to and approved in writing by the Local Planning Authority. The landscape environment management plan shall be carried out and implemented in accordance with the approved details.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to the granting of planning permission and the matter is required to be agreed in writing by the Local Planning Authority before development commences in order to ensure the proper management of the landscaped areas in the interest of visual amenity and protection of adjacent listed buildings.**

**19 No development shall commence on site until a Landscape and Ecological Management Plan (LEMP) has been submitted to, and approved in writing by, the Local Planning Authority. The content of the LEMP shall include, but not necessarily be limited to, the following information:**

- a) Full specification of habitats to be created, including locally native species of local provenance and locally characteristic species;
- b) Description and evaluation of features to be managed; including location(s) shown on a site map;
- c) Landscape and ecological trends and constraints on site that might influence management;
- d) Aims and objectives of management;
- e) Appropriate management options for achieving aims and objectives;
- f) Prescriptions for management actions;
- g) Preparation of a work schedule (including an annual work plan capable of being rolled forward over a 5-10 year period);
- h) Details of the body or organisation responsible for implementation of the plan;
- i) Ongoing monitoring and remedial measures;
- j) Timeframe for reviewing the plan; and
- k) Details of how the aims and objectives of the LEMP will be communicated to the occupiers of the development. The LEMP shall also include details of the legal and funding mechanism(s) by which the long-term implementation of the plan will be secured by the developer with the management body (ies) responsible for its delivery. The Plan shall also set out (where the results from monitoring show that the conservation aims and objectives of the LEMP are not being met) how contingencies and/or remedial action will be identified, agreed and implemented. The LEMP shall be implemented in full 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 to ensure the long-term management of protected and priority habitats and other landscape and ecological features, and to maintain and enhance these habitats and features in perpetuity.

**20** No development shall commence on site until a habitat creation plan has been submitted to and approved in writing by the Local Planning Authority. The development shall then 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.

**21** No development shall commence on the relief road until details of how the relief road will be designed to avoid impact on amphibians have been submitted to and approved in writing by the Local Planning Authority. The relief road shall then be constructed 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 and in the interest of biodiversity**

**22 The construction of dwellings within each relevant phase (as referred to in Condition 5) shall not commence on site until details of the storage of refuse, including details of location, size, means of enclosure and materials to serve dwellings within that phase have been submitted to and approved in writing by the Local Planning Authority. A dwelling shall not be first occupied until the approved refuse storage for that dwelling has been completed and made available for use in accordance with the approved details and it shall be retained in accordance with the approved details thereafter.**

**REASON: 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 and in the interest of public health and safety**

**23 No development shall commence on site until a waste audit regarding the construction of the site (Part a-g) of Policy WCS6 of the Waste Core Strategy) has been submitted to and approved in writing by the Local Planning Authority. The development shall then 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 in the interests of minimising waste from the construction development.**

**24 No external lighting shall be installed within each relevant phase (as referred to in Condition 5) until plans showing the type of light appliance, the height direction and position of fitting, illumination levels and light spillage of external lighting within that phase designed 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, 2011)" and areas to be maintained as dark corridors (including the green corridor along the relief road around the southern and eastern sides of the site) 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 including towards designated and nondesignated heritage assets and to protected ecological species.**

**25 Prior to the occupation of each dwelling, the roads including footpaths and turning spaces serving that dwelling shall be constructed with a properly consolidated and surfaced to at least binder course level between the dwelling and the existing adopted highway.**

**REASON: To ensure that the development is served by an adequate means of access**

**26 Prior to the occupation of the first dwelling hereby permitted, the highway infrastructure identified as Phase 1 on drawing number 10154-PP-01 Rev A shall be constructed and completed in accordance with the approved plans.**

**REASON: In the interest of highway safety**

**27 No more than 250 dwellings hereby permitted shall be occupied until the highway infrastructure identified as Phase 2 on drawing number 10154-PP-01 Rev A has been constructed and completed in accordance with the approved plans.**

**REASON: In the interest of highway safety**

**28 No more than 350 dwellings hereby permitted shall be occupied until the highway infrastructure identified as Phase 3 on drawing number 10154-PP-01 Rev A has been constructed and completed in accordance with the approved plans.**

**REASON: In the interest of highway safety**

**29 No dwelling hereby permitted shall be occupied until a public art scheme for the site and a timetable for installation has been submitted to and approved in writing by the Local Planning Authority. The development shall then 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, to ensure the proposal complies with the relevant public art policies.**

**30 The dwellings hereby permitted shall achieve a level of energy performance at or equivalent to Level 4 of the Code for Sustainable Homes. No dwellings shall 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 comply with Core Policy 41 of the Wiltshire Core Strategy 2015.**

**31 Demolition or construction works on the site hereby approved shall not take place outside 07:30 hours to 17:30 hours Mondays to Fridays and 08:00 hours to 12:30 hours on Saturdays nor at any time on Sundays or Bank Holidays.**

**REASON: In the interest of protecting the amenity of nearby residential properties.**

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

**Site Location Plan 4769-L-03-C - received 16 January 2015; Transport Statement, Phasing Plan -10154-PP-01-REV C, Eastern Relief Road Sheet 1 10154-HL-03-Rev D, Eastern Relief Road Sheet 2 10154-HL-04-Rev E, Eastern Relief Road Sheet 3 10154- HL-05-Rev D, Eastern Relief Road Sheet 4 10154-HL-07-Rev F, Indicative Landscaping Plan 4769-L-05-REV G, Northern Access Plan 10484-SK-03-Rev C, Indicative Planting Scheme 4769-L-04-Rev K, Parameters Plan 4769-L-06-Rev J, Green Infrastructure 4769-L08-Rev F and Accessible Open Space 4769-L-08-Rev H - all received on 21 December 2017**

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

#### **Planning Informatives**

**1 This permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 and dated 22nd September 2016**

**2 In order to discharge the surface water management scheme the Environment Agency would expect to see the inclusion of the following: A clearly labelled drainage layout plan showing the pipe networks and (where appropriate) any attenuation ponds, soakaways and drainage storage tanks. This plan should show any pipe node numbers referred to in the drainage calculations and the invert and cover levels of manholes; A manhole schedule; Model runs to demonstrate that the critical storm duration is being used; Confirmation of the appropriate discharge rates and volumes, with any flow control devices indicated on the plan with the rate of discharge stated; It is noted that discharge is to be to a single ditch. This ditch must currently receive flows from this site and the post development discharge rate and volume into that ditch must not exceed the existing rate and volume of discharge into the ditch. A 'site-wide' catchment analysis will be required to verify how much of the site currently flows into the ditch and hence to determine the acceptable flows. Calculations showing the volume of attenuation provided, demonstrating how the system operates during a 1 in 100 critical duration storm event; Exceedence flow can occur during short but very intense rain storms, or if system blockage occurs etc. The large volume of runoff generated from impermeable surfaces during such events may not all be captured by the drainage system and unless otherwise intercepted a proportion would**

flow downslope possibly onto land under other ownership. For surcharge / flooding from the system, overland flood flow routes and "collection" areas on site (e.g. car parks, landscaping) must be shown on a drawing. CIRIA good practice guide for designing for exceedance in urban drainage (C635) should be used. The run-off from the site during a 1 in 100 year storm plus an allowance for climate change must be contained within the site and must not reach unsafe depths on site; A 30% allowance for climate change should be incorporated into the scheme in accordance with PPS25; Where infiltration forms part of the proposed stormwater system such as infiltration trenches and soakaways, soakage test results and test locations are to be submitted in accordance with BRE digest 365. Specification of how the scheme will be maintained and managed after completion.

3 The applicant is advised that the development hereby approved represents chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. A separate Community Infrastructure Levy Liability Notice will be issued by the Local Planning Authority. Should you require further information with regards to CIL please refer to the Council's Website

[www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy)

4 The applicant is advised that the reserved matters application should include low-rise development to ensure no harm is raised to the significance of the existing built historic environment.

5 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 Safeguards should be implemented during the construction phase to minimise the risks of pollution and detrimental effects to the water interests in and around the site. Such safeguards should cover the use of plant and machinery, oils/chemicals and materials; the use and routing of heavy plant and vehicles; the location and form of work and storage areas and compounds and the control and removal of spoil and wastes. We recommend the applicant refer to our Pollution Prevention Guidelines, which can be found at:

<https://www.gov.uk/government/collections/pollution-prevention-guidance-ppg>

7 It is important for the applicant to note that the reserved matters application(s) should respect the setting of the listed buildings and listed walls and should include details of how they will be protected.

8 The Strategic Planning Committee welcomes the fact that the Developer has agreed to form a Neighbourhood Liaison Group.

## 8 Urgent Items



There were no urgent items of business.

(Duration of meeting: 10.30 am - 12.20 pm)

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

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

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## APPENDIX 1

### **Minute 83(a) 15/04004/OUT: Old Sarum Airfield Limited, Lancaster Road , Old Sarum, Salisbury, Wiltshire, SP4 6DZ**

#### **Reasons Committee would have been minded to refuse the application for**

1. The proposal envisages a total of up to 462 dwellings, 302 on Area A which will utilise access points with the Portway, and 160 dwellings in Area C, utilising a new access onto the "C" Class Roman Road, as well as the additional facilities in Area B. Traffic calming measures and road improvements are suggested along the Roman Road adjacent Area C.

In relation solely to highway matters, the development of Areas A & B are considered to be acceptable subject to the enhancement of the local bus services. However, Area C, would have a vehicular access onto Ford Road, which is a relatively narrow rural lane which serves the local community and a degree of non-access through traffic. The lane has no footways to provide for safe pedestrian movement between upper and lower Ford areas, or to facilities in Castle Road and beyond; a greater intensity of conflict between increased vehicular and pedestrian and cycle movements on this road would present a higher and unacceptable safety risk.

Local bus services convenient to the site are very limited; this, together with the potential perceived threats to local pedestrian and cycle movement on Ford Road demonstrates the site does not have adequate sustainable transport facilities to provide a real or acceptable choice to future residents. The width of Ford Road is generally narrower than would be required within the development site; the resultant increase in traffic movements on the road will add an unacceptable level of conflict and inconvenience to existing users.

Whilst the applicant has agreed in principle to a financial contribution related to a scheme of highway improvements along the Roman Road, it is unclear whether this will mitigate against all highway impacts including improving the local bus services.

Given current outstanding viability issues, such mitigation may not be forthcoming. Furthermore, at the time of writing, no formal S106 exists which would secure this mitigation. Consequently, in the absence of such a legal agreement which secures the required mitigation, the Local Planning Authority must assert that the scheme as proposed would be likely to have a significant adverse impact on the wider highway system

The proposal would therefore be contrary to the aims of the Local Transport Plan, and adopted policies CP60-64 and CP3 of the Wiltshire Core Strategy, as well as the guidance within the NPPF.

2. Notwithstanding the impact on the road system immediately around the site, Highways England has recommended that the application is acceptable, solely in terms of the impact on the trunk road network, subject to the implementation of an enhanced traffic management scheme, which would improve the issues surrounding

the impact of traffic from the development on the wider network, in particular in relation to how the impact of additional traffic would exacerbate existing congestion issues at the existing junction between Castle Road and the A36 trunk road.

Whilst the applicant has agreed in principle to a financial contribution to such a scheme of £500,000, at the time of writing, no formal S106 exists which would secure this mitigation. Consequently, in the absence of such a legal agreement, the Local Planning Authority must assert that the scheme as proposed would be likely to have a significant impact on the wider highway system, particularly the A345 Castle Road and its junction with the A36 Trunk Road at Castle Roundabout. The proposal is therefore contrary to the aims of the Local Transport Plan, and adopted policies CP60-64 of the Wiltshire Core Strategy, as well as the guidance within the NPPF.

3. The proposals would be located adjacent to a working airfield and airstrip. A primary reason for the inclusion of Policy CP25 within the adopted Wiltshire Core Strategy is to secure a scheme to reduce historic noise and disturbance emanating from the use of the airfield. Notwithstanding this matter, the housing proposal sites Areas A & C would be located closer to the operating airfield than existing dwellings in the surrounding area. Several of the dwellings planned within Areas A & C would, in the opinion of the Council, be likely to suffer noise disturbance from the operation of the airfield.

Notwithstanding, in recent months the applicant has apparently increased flying activities at the airfield, including the introduction of helicopter training flights. This has resulted in additional complaints to the Council regards noise disturbance, and it is unclear whether these additional flights have been included in any updated noise assessment. It is also understood that these additional training flights would need to continue for the foreseeable future, due to contractual arrangements.

In addition, it is understood from viability discussions that the number of flights that would be needed to attain the viability the applicants seek would need to be above 50,000 a year. This raises the issue of whether, at this sort of scale of operation, the aim of achieving reduced noise disturbance can be realistically achieved.

Whilst the applicant has offered in principle to agree to restrictions and limitation on the operation of the airfield, at the time of writing, no binding S106 legal agreement has been entered into, and therefore it is not clear what measures the Council could reasonably impose on the airfield operations which would reduce the impact of the operations on existing and future residential amenity, and whether such restrictions would in any event adversely affect the long term viability of the airfield.

Consequently, in the absence of such a legal agreement which would achieve reasonable noise controls whilst maintaining the flying operations, the current proposal would be likely to have an adverse on existing and future residential amenity, contrary to the aims of policy CP25, and policy CP57 of the Wiltshire Core Strategy, and the guidance provided in the NPPF and the NPPG, and associated Aviation guidance, regards amenity and noise disturbance, and maintaining airfield operations.

4. The proposal is located within close proximity to and within the setting of the Old Sarum Scheduled Ancient Monument and its surrounding Conservation Area, and is

located within the Conservation Area encompassing the Old Sarum Aerodrome, which itself contains several listed hangar buildings. The site currently has an open character.

The proposal is in outline form, with only access being a detailed matter, but the number of dwellings being fixed. The applicants own visual assessments and other graphical information suggest that the residential development on Areas A & C would be readily visible from the Old Sarum Ancient Monument, with Area C likely also to be visible above the ridge line. The applicant's submitted information shows only a small area of landscaping, and to achieve the number of dwellings indicated on Area A, the indicative plans suggest the need to build up to three and four stories across much of the site, with some properties requiring under-croft parking arrangements.

Thus, the development of Area A as suggested with the number of dwellings proposed would be highly prominent and intrusive in the landscape. In relation to Area B the details of the buildings and uses within this area are sketchy and it is unclear how tall these buildings would be, or how they would relate to the adjacent development or surrounding open land, or how visible they would be within the surrounding area. In relation to Area C, the large number of dwellings proposed would significantly enlarge the size of the existing small settlement of Ford, a settlement designated with Laverstock in the Wiltshire Core Strategy as a 'small village' where development is normally restricted to a few dwellings. This scale of development, together with its extent would have an unacceptable impact on the character of the village, and would also have an adverse impact on the character and appearance of the landscape and the Old Sarum Airfield Conservation Area. The northern edge of this scheme would be visible across the airfield and would be likely to visually amalgamate with the development of Area A and B as seen from higher land to the south, including the Old Sarum Monument.

Consequently, the current quantum of residential development is unacceptable and it is considered that the scheme as proposed would have a significant visual impact and be likely to cause substantial harm, to the character and setting of the surrounding heritage assets, including the historic landscape of Conservation Area surrounding the Old Sarum Monument, and the airfield Conservation Area itself. The proposal would therefore be contrary to the aims of policies CP1, CP2, CP23, CP25 and CP58 of the Wiltshire Core Strategy, and the guidance given in the NPPF, and sections 66 and 72 of Town and Country Planning (Listed Building and Conservation Areas) Act 1990.

5. Notwithstanding the heritage issues related to Areas A, B & C, the application suggests that enhancement works would be undertaken to the heritage assets currently present within the airfield site, including the listed hangars. Whilst such a commitment is welcomed, it is currently unclear exactly what such enhancement works would entail and to which structures. Consequently, and in the absence of a suitable legal agreement to secure such works, it is considered that proposal would therefore be contrary to the aims of policy CP3, CP25 and CP58 of the Wiltshire Core Strategy, and the guidance given in the NPPF, and sections 66 and 72 of Town and Country Planning (Listed Building and Conservation Areas) Act 1990.

6. The application scheme suggests the provision of a large area of public open space, including pathways and cycleways, picnic areas, and interpretation information. The

applicant has also confirmed the proposal would mitigate its impacts with respect to waste and recycling matters.

However, at the current time, the applicant's viability assessment suggests that no mitigation is able to be offered in respect of the on-site provision of affordable housing, or towards mitigating the off-site impacts of the development in terms of educational provision, and does not make provision for public art.

Consequently, in the absence of a suitable legal agreement to secure such mitigation, it is considered that the proposal would not be sustainable development and would be contrary to the aims of policy 6 of the Wiltshire Waste Core Strategy, policies CP3, CP25, CP43, CP57, and CP61- 64 of the Wiltshire Core Strategy, including saved policy D8 and R2, and the guidance given in the NPPF regarding planning obligations and the provision of sustainable development which mitigates its impacts.

7. The application site abuts Green Lane, a right of way running to the north east of the airfield perimeter. Insufficient information has been submitted to demonstrate that potential bat corridors along Green Lane can be maintained in the long term. No survey information was provided in relation to this corridor and, in light of the use made by bats of Green Lane at Hampton Park II to the south, the Council assumes it forms a commuting and potential foraging route for bats at Old Sarum. The Illustrative Landscape Plan is unclear on the treatment of this boundary. In addition, the Council remains to be convinced that boundary features under private control and located so close to adjacent dwellings will be maintained and managed appropriately for bats in the long term as experience from other schemes demonstrates new owners often remove or degrade hedgerows.

Additionally, Green Lane appears to be promoted in some of the application literature as a sustainable transport route. This has the potential to diminish the significance of the route for bats. The appellant has yet to demonstrate how such impacts will be avoided if there is future pressure from users to light this route.

Consequently, in the absence of information to the contrary, the proposal would be likely to have an adverse impact on protected species and the River Avon Special Area of Conservation, contrary to the aims of policies CP50 & 52 of the Wiltshire Core Strategy and the guidance provided by the NPPF regards biodiversity and habitat management.

## **STRATEGIC PLANNING COMMITTEE**

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### **MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 28 FEBRUARY 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Fleur de Rhé-Philippe (Chairman), Cllr Derek Brown OBE (Vice-Chairman), Cllr Clare Cape, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Stewart Dobson, Cllr David Jenkins, Cllr James Sheppard, Cllr Tony Trotman, Cllr Fred Westmoreland and Cllr Ian Blair-Pilling (Substitute)

#### **Also Present:**

Cllr Howard Greenman

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#### **9 Apologies**

An apology was received from Councillor Christopher Newbury, who was substituted by Councillor Ian Blair-Pilling.

#### **10 Minutes of the Previous Meeting**

The minutes of the meeting held on 31 January 2018 were presented for consideration. Subject to amending the numbering to begin at One, it was,

#### **Resolved:**

**To approve and sign the minutes of the meeting held on 31 January 2018 as a true and correct record.**

#### **11 Declarations of Interest**

Councillor Derek Brown OBE declared a non-pecuniary interest in application 17/03417/OUT by virtue of his daughter working for Savills, who were acting as agents, though she did not work on the project in question. He stated he would consider the application on its merits and with an open mind.

Councillor James Sheppard declared a non-pecuniary interest in application 17/03417/OUT by virtue of having sat with the landowner in meetings of the Wiltshire National Farmers' Union. He therefore withdrew from the meeting in his capacity as a councillor and took no part in the debate or vote.

#### **12 Chairman's Announcements**

There were no announcements.

13 **Public Participation**

There were no questions or statements submitted.

14 **17/03417/OUT: Land South-East of Junction 17 of M4 Motorway, Kington Langley, Chippenham, Wiltshire - Outline Planning for the Erection of up to 1,000,000 sq ft of Class B8 (storage and distribution) Employment Space and Associated Infrastructure.**

Public Participation

Elizabeth Lawer, local resident, spoke in objection to the application.

Bill Ford, local resident, spoke in objection to the application.

Edward Buchan, local resident, spoke in objection to the application.

Geraint Jones, Planning Director at Savills, agent, spoke in support of the application.

Mark Thorne, on behalf of the developer St Modwen, spoke in support of the application.

Giles Weir, Industrial Agency Director at JLL, spoke in support of the application.

Philip Jones, Chairman of Sutton Benger Parish Council, spoke in objection to the application.

Lee Burman, Development Management Team Leader, presented a report which recommended authority be granted to the Head of Development Management to grant permission for outline planning for the erection of up to 1,000,000 sq ft of class B8 (storage and distribution) employment space and associated infrastructure, subject to conditions and the signing of a section 106 legal agreement to address highways, transport and local employment matters within six months of the date of the decision.

Key issues were stated to include the impact on the landscape, ecology, highways implications, drainage concerns as well as policy considerations in particular Core Policy 34 of the Wiltshire Core Strategy. It was stated that through conditions and legal agreements most impacts had, in the opinion of officers and statutory consultees, been sufficiently mitigated. The impact on the landscape including trees was noted, and it was stated the public benefit of the additional employment space needed to outweigh the harm.

Members of the Committee then had the opportunity to ask technical questions of the officers. The level of demand for the B8 employment space was queried, and officers stated there had been a confirmed level of demand, which was unusual at the outline planning stage. Details were also sought on how B8 usage would be ensured, and it was stated a condition was included which would require a new application were there an attempt to change the employment use of the site. Additional details were also sought on transport links to the site, indicative designs for buildings on the site and if expressions of interest from operators came from those already operating within Wiltshire or from without.



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

The local unitary division member, Councillor Howard Greenman, then spoke in objection to the application, in which he noted concerns raised by parishes and residents on traffic and drainage, and that he considered Core Policy 34's requirements had not been met sufficiently to permit the application.

A debate followed where the level of mitigation measures proposed to address the impacts of the proposal were assessed, along with discussion of the benefits of attracting business interest through a fast-growing sector such as B8 use. The location of the site was raised, and whether the wider road network in the area was suitable for the proposed use. The local plan review presently underway was also raised, and whether the application was therefore premature, and it was stated that due to its very early stage prematurity would not be regarded as a sound basis to delay determination.

At the conclusion of discussion, and on the moving of Councillor Tony Trotman, seconded by Councillor Fred Westmoreland, it was,

**Resolved:**

**To delegate authority to the Head of Development Management to grant outline planning permission, subject to the conditions as set out below and the signing of a S106 agreement within 6 months of the date of the resolution of this Committee to address the following requirements:**

- **Contributions to Identified highways works**
- **Travel Plan including Shuttle Bus Service provisions**
- **Traffic Regulation Order Contributions**
- **Local Labour Agreement**

**In the event that the parties do not agree to complete the S106 agreement within this timeframe to delegate authority to the Head of Development Management to refuse outline planning permission for the following reason:**

**The application proposal fails to provide and secure the necessary and required Services and infrastructure and community related requirements supporting the proposed employment development including Highways Improvements, Travel Plan including Shuttle Bus, Traffic Regulation Order and Local Labour Agreement and is therefore contrary to Policies CP3, CP60, CP61 & CP62 of the Wiltshire Core Strategy Adopted January 2015 and Paras 7, 14 & 17 of the National Planning Policy Framework March 2012.**

**CONDITIONS**

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

expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.

**REASON:** To comply with the provisions of Section 92 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

**2. No development shall commence on a phase of the approved development until details of the following matters (in respect of which approval is expressly reserved) for that phase and the layout of estate roads and footpaths to access that phase have been submitted to, and approved in writing by, the Local Planning Authority:**

- (a) The scale of the development;**
- (b) The layout of the development;**
- (c) The external appearance of the development;**
- (d) The landscaping of the site.**

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

**REASON:** To comply with the provisions of Section 92 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

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

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

**4. A Landscape & Ecological Management Plan shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development. This will detail all prescriptions for management of key ecological features within the site and the species they support, as set out in the agreed Landscape Strategy.**

**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 adequate protection, mitigation and compensation for protected species, priority species and priority habitats.

**5. Prior to the commencement of any development within the site, a Construction Ecological Management Plan will be submitted to and for approval by the Local Planning Authority's ecologists. Section 7.1 of the**

**Ecological Appraisal by Green Ecology should provide the basis for the content of the CEMP.**

**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 adequate protection, mitigation and compensation for protected species, priority species and priority habitats.**

**6. Prior to the earlier of either the occupation of more than 350,000 sq ft of floorspace on the site, or 5 years from the commencement of development, capacity improvements to M4 Junction 17 (mitigation works) shall have been completed in accordance with details which shall first have been agreed by the local planning authority, and generally be in accordance with the submitted sketch drawing 37813-5502-001 Rev E**

**REASON: To ensure the safe and efficient operation of the SRN i.e. M4 J17**

**7. Notwithstanding the site access arrangements submitted for approval, the site access junction, including a footway link between the roundabout and the Chippenham Pit Stop access, shall be completed in accordance with detailed drawings which shall first have been submitted to and approved by the Local Planning Authority. The roundabout junction shall be completed in accordance with a programme of works which shall first have been approved by the local planning authority; the programme of works shall specify that the site access junction shall be completed no later than 18 months after the commencement of development or prior to the first occupation of the second of the buildings hereby approved whichever is the sooner. The programme of works may provide for a temporary site construction access to the B4122, whilst the roundabout is under construction, subject to temporary access details (including wheel washing facilities on the site) having been first approved by the local planning authority. Any temporary access shall not be retained in use beyond a time when the roundabout access can be brought into use, and shall be used for no purpose other than for site construction traffic. The roadside verge affected by any temporary access shall be reinstated as soon as is reasonably practicable after the roundabout can provide safe access to the site.**

**REASON: To ensure that an adequate 4-arm roundabout is provided to serve the application site and the controlled land to the north of the B4122 before the main construction works commence, in the interests of highway safety**

**8. The internal site access infrastructure, for both motorised and non-motorised users, shall be provided in accordance with details and to a programme to be agreed prior to commencement of the development by the Local Planning Authority or as subsequently varied as to positioning**

**& location within the site and timing of provision by the written agreement of the local authority.**

**REASON: To ensure that adequate access is provided at an appropriate time to all parts of the site.**

**9. The site shall be provided with adequate parking and manoeuvring space for the forecast numbers of commercial vehicles and staff and visitor vehicles expected to use the site. The forecast numbers to be provided for shall first have been agreed with the Local Planning Authority, and the provision of parking and manoeuvring space shall be provided in accordance with a programme of works which shall also have been approved by the Local Planning Authority. Car parking shall not be provided at below the maximum provision of parking set out in the Council's adopted car parking strategy, dated March 2015. The proposal for parking and manoeuvring space shall have been agreed with the Local Planning Authority before commencement of the development.**

**REASON: In order to ensure that adequate provision is made, clear of the access roads, and at an appropriate time, for the manoeuvring and parking of operational and other vehicles using the site.**

**10. Prior to the commencement of the development a scheme shall be submitted to the Local Planning Authority setting out details of how operational goods vehicles (carrying goods received or goods delivered) in excess of 7.5 tonnes maximum authorised mass shall be restricted from using the B4122 to the east of the site access roundabout. The scheme shall fully explain how it is proposed to communicate the restrictions to all employees, contractors out-going drivers and those involved in the delivery supply chains associated with lorry traffic visiting the site.**

**REASON: In order to minimise the adverse amenity consequences for residential properties on routes to the east of the site, and to help minimise the structural damage to local roads resulting from extraordinary traffic.**

**11. Prior to the commencement of the development a construction traffic management plan (CTMP) shall have been approved by the Local Planning Authority and the site thereafter operated in accordance with the approved plan. The CTMP shall include, inter alia, details of the method to be employed to ensure that detritus from the site is not transferred to the highway, and, if so, by what means it will be removed; details of any construction traffic signing measures to direct construction traffic to the site; and, arrangements to ensure that the routing of construction traffic lorries avoids or minimises using the B4122 and other routes in the vicinity of the town centre.**

**REASON To ensure that appropriate measures are in place to effectively control the local impacts of construction traffic.**

**12. Before the commencement of the development a carriageway condition survey shall have been undertaken and a report completed for that part of the B4122 between the roundabout of the M4 motorway junction, Junction 17, and the site access roundabout. The condition survey and report shall be undertaken in accordance with a scheme and format which shall first have been agreed by the local planning authority; the results of the survey and report shall be submitted to the local planning authority and copied to the highway authority within one month of the survey and report having been completed.**

**REASON: In order that a baseline condition survey and report of the B4122 (part) can be established as a reference document to enable anticipated road damage, attributable to extraordinary traffic on the B4122 associated with the development, to be identified.**

**13. 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), the site shall be used solely for purposes within Class(es) B8 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, other than a use within the same class(es), having regard to the circumstances of the case.**

**14. The B8 Storage and Distribution uses hereby permitted shall be limited to a maximum of up to 1,000,000 sq ft and shall not exceed this amount.**

**REASON: For the avoidance of doubt and in the interest of proper planning**

**15. No development shall commence on a phase of the approved development until a scheme of hard and soft landscaping for that phase and the estate roads and footpaths to access that phase have 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 species, supply and planting sizes and planting densities;
- finished levels and contours;
- means of enclosure;

- car park layouts;
- other vehicle and pedestrian access and circulation areas;
- all hard and soft surfacing materials;
- minor artefacts and structures (e.g. furniture, refuse and other storage units, signs, lighting etc);
- proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports etc);
- 3 hectares of land for tree(s)/woodland planting as shown on strategic landscape plan reference A097398 LS02v1 dated 21 October 2017, of a size and species to be agreed in writing with the Local Planning Authority, shall be planted in accordance with BS3936 (Parts 1 and 4), BS4043 and BS4428

**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.

**16. No development shall commence on site until a scheme of phasing of landscaping has been approved in writing by the Local Planning Authority. All soft landscaping comprised in the approved details of landscaping pursuant to condition 2 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.

**17. No development shall commence on site until details of all earthworks have been submitted to and approved in writing by the Local Planning Authority. These details shall include the proposed grading and mounding of land areas including the levels and contours to be formed, and the nature and source of the material, showing the relationship of proposed mounding to existing vegetation and surrounding landform. The development shall not be [occupied/first brought into use] until such time as the earthworks have been carried out in accordance with the details approved under this condition.**

**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.

**18. No development shall commence on site until a landscape management plan, including long-term design objectives, management responsibilities and maintenance schedules for all landscape areas (other than small, privately owned, domestic gardens) has been submitted to and approved in writing by the Local Planning Authority. The landscape management plan shall be carried out as approved 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, to ensure the proper management of the landscaped areas in the interests of visual amenity.

**19. 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 mezzanine or other form of internal floor to create a first-floor level shall be constructed in the development hereby permitted.**

**REASON:** For the avoidance of doubt and in the interest of proper planning

**20. 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), there shall be no additions / extensions / external alterations to any building forming part of the development hereby permitted and no plant or machinery shall be installed outside any such building on the site on the approved plans.**

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

**21. 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), the site shall be used solely for purposes within Class(es) B8 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, other than a use within the same class(es), having regard to the circumstances of the case.

**22.** There shall be no areas of open storage in any phase of the approved development except in accordance with a plan for that phase and specifying a maximum height of open storage within such area(s) that has been submitted to and approved in writing by the Local Planning Authority. No materials, goods, plants, machinery, equipment, finished or unfinished products/parts of any description, skips, crates, containers, waste or any other item whatsoever shall be placed, stacked, deposited or stored on the site outside the approved storage area, or above the height agreed as part of this condition.

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

**23.** Prior to the occupation of each building hereby permitted details of the hours of operation for each of the building shall be submitted to and approved in writing by the Local Planning Authority.

**REASON:** To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

**24.** No part of the development shall be occupied until details showing ventilation and extraction equipment for that part of the development (including details of its position, appearance and details of measures to prevent noise emissions) have been submitted to and approved in writing by the Local Planning Authority, and the approved ventilation/extraction equipment has been installed in accordance with the approved details. The approved ventilation and extraction equipment shall thereafter be maintained in a serviceable condition in accordance with the approved details.

**REASON:** In the interests of the amenities of the area.

**25.** No part of the development shall be occupied until plans showing the external lighting to be installed for that part of the development and any related access and including the type of light appliance, the height and position of fitting, illumination levels and light spillage in accordance with the appropriate Environmental Zone standards set out by the Institute of Lighting Engineers in their publication "Guidance Notes for the Reduction of Obtrusive Light" (ILE, 2005)", have been submitted to and approved in writing by the Local Planning Authority. The approved lighting shall be



installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.

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

**26. Prior to the commencement of development an Air Quality Assessment (AQA) shall be undertaken, submitted to and agreed by the LPA. This must quantify the effect of development on existing local authority air quality monitoring locations and sensitive receptors as well as the proposed development. Subject to the outcome of any assessment propose necessary mitigation to address identified impacts also to be agreed by the Local Planning Authority. Any works which form part of the scheme approved by the Local Planning Authority shall be completed before any permitted building is first occupied, unless an alternative period is agreed in writing by the Local Planning Authority.**

**REASON:** In the interest of Air Quality, public and employee health and the amenities of the area in which the development is located.

**27. Prior to the Commencement of Development a Noise Impact Assessment shall be submitted to and agreed by the Local Planning Authority. This must quantify the effect of development on noise sensitive receptors and propose any necessary mitigation to address identified impacts. Any works which form part of the scheme approved by the Local Planning Authority shall be completed before any permitted building is first occupied, unless an alternative period is agreed in writing by the Local Planning Authority.**

**REASON:** In order to safeguard the amenities of the area in which the development is located.

**28. 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. No phase of the development shall be first brought into use until surface water drainage provision serving that phase 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.

**29. 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 building 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.**

**30. Any facilities above ground for the storage of oils, fuels or chemicals shall be sited on an impervious base and surrounded by impervious walls. The volume of the bunded compound shall be at least equivalent to the capacity of the tank plus 10%. All filling points, vents, gauges and sight glasses must be located within the bund. The drainage system of the bund shall be sealed with no discharge to any watercourse, land or underground strata. Associated pipe work shall be located above ground and protected from accidental damage. All filling points and tank overflow pipe outlets shall be detailed to discharge into the bund. The detail of any such facilities shall be submitted to and approved by the Local Planning Authority, and not be first brought into use unless they have been constructed and completed in strict accordance with the approved details.**

**REASON: To prevent pollution of the water environment**

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

**REASON: 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.**

**32. No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:**

- a) the parking of vehicles of site operatives and visitors;**
- b) loading and unloading of plant and materials;**
- c) storage of plant and materials used in constructing the development;**
- d) the erection and maintenance of any security hoarding including decorative displays and facilities for public viewing, where appropriate;**
- e) wheel washing facilities;**
- f) measures to control the emission of dust and dirt during construction;**

- g) a scheme for recycling/disposing of waste resulting from demolition and construction works; and**
- h) hours of construction, including deliveries;**

has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

**REASON:** 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 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.

**33. The development hereby permitted shall be carried out in accordance with the following approved plans and documents:**

**Tree Survey 04686 08/06/2016 incorporating Drawing No. 04686 TCP  
Received 04/04/2017  
Preliminary Noise Impact Assessment Received 04/04/2017  
Preliminary Air Quality Appraisal Received 04/04/2017  
Framework Travel Plan Received 04/04/2017  
Construction Management Plan Received 04/04/2017  
Preliminary Geo-environmental Report Received 04/04/2017  
Transport Assessment 37813/5503/A including Drawing 37813/2001/710  
Received 04/04/2017  
Ecological Appraisal Ref. 0229-EA-FM 04/04/2017  
Addendum to Ecology Survey 0229-EAdd1-180717 Received 11/08/2017  
Archaeological Evaluation 11/08/2017  
Flood Risk Assessment & Drainage Strategy REV 3 as informed by  
5150100-ATK-CHI-ZZ-DR-C-0117 Rev P2 Received 11/08/2017  
2502 S001-C Received 11/08/2017  
2502 L 001-G Received 11/08/2017  
A097398 LA01 11/08/2017  
Parameters Plan 5150110-AMA-17-XX-DR-A-PR01 Rev D Received  
11/08/2017  
Illustrative Masterplan 2502 F011-L & 2502-F011-L\_colour Received  
31/10/2017  
LVIA Addendum & Appendices A097398 LA.06 – Rev B; A097398 LS01-2  
v5; A097398 LS01-1 v5 Received 31/10/2017  
A097398 LS01-2 v5 31/10/2017  
A097398 LS01-1 v5 Received 31/10/2017  
A097398 LS02 v1 Received 31/10/2017  
PBA Technical Notes TN003 & TN004 Received 11/08/2017 & 31/10/2017  
37813-2001-700-D Received 31/10/2017**

37813-2001-720-A Received 31/10/2017  
37813-2001-500-A Received 31/10/2017  
Design and Access Statement REV C 11/08/2017 & Design and Access  
Statement Addendum REV B Received 31/10/2017  
37813-5502-001 Rev E Received 18/01/2018  
37813/5502/SK08 REV B Received 07/02/2018

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

**INFORMATIVE TO APPLICANT:**

The site falls within a groundwater Source Protection Zone 2 (SPZ 2). This is a zone of protection surrounding a nearby drinking water borehole, which is vulnerable to pollution. It therefore requires careful protection from contamination. The proposed package treatment plant may require an Environmental Permit to be granted by the Environment Agency. The applicant can find further details on applying at the following link - <https://www.gov.uk/topic/environmental-management/environmental-permits>

**INFORMATIVE TO APPLICANT:**

An Environmental Permit (from the Environment Agency) will be required for the foul drainage package treatment plant. Due to the sensitive groundwater beneath the site it cannot be guaranteed that this will be granted. Further details on requirements and applying for the Permit can be found here - <https://www.gov.uk/guidance/check-if-you-need-an-environmental-permit>

**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.

**INFORMATIVE TO APPLICANT:**

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

**INFORMATIVE TO APPLICANT:**

Please be advised that nothing in this permission shall authorise the diversion, obstruction, or stopping up of any right of way that crosses the site. You are advised to contact the PROW officer.

**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.

**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:**

The applicant should note that under the terms of the Wildlife and Countryside Act (1981) and the Habitats Regulations (2010) it is an offence to disturb or harm any protected species, or to damage or disturb their habitat or resting place. Please note that this consent does not override the statutory protection afforded to any such species. In the event that your proposals could potentially affect a protected species you should seek the advice of a suitably qualified and experienced ecologist and consider the need for a licence from Natural England prior to commencing works. Please see Natural England's website for further information on protected species.

**INFORMATIVE TO APPLICANT:**

The consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a license may be required from Wiltshire's Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway.

**INFORMATIVE 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:**

The applicant is requested to note the consultation response of Wessex Water particular in respect of Water Supply and potential infrastructure requirements. The consent issued should not be construed as authority to carry out any works to the service infrastructure of Wessex Water.

*Councillor Ernie Clark requested that his vote in opposition to the motion be recorded.*

15 **Date of Next Meeting**

The date of the next meeting was confirmed as 28 March 2018.

16 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.50 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](mailto:kieran.elliott@wiltshire.gov.uk)

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

## STRATEGIC PLANNING COMMITTEE

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### MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 25 APRIL 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Fleur de Rhé-Philippe (Chairman), Cllr Clare Cape, Cllr Ernie Clark, Cllr Andrew Davis, Cllr David Jenkins, Cllr Christopher Newbury, Cllr James Sheppard, Cllr Tony Trotman, Cllr Fred Westmoreland and Cllr David Halik (Substitute)

#### Also Present:

Cllr Trevor Carbin and Cllr Toby Sturgis

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#### 17 Apologies

An apology for absence was received from Cllr Stewart Dobson, who was substituted by Cllr David Halik.

#### 18 Minutes of the Previous Meeting

##### **Resolved:**

**To confirm and sign the minutes of the previous meeting held on 28 February 2018.**

#### 19 Declarations of Interest

Cllr David Halik declared a non-pecuniary interest in application no. 15/04736/OUT by virtue of being a member of Trowbridge Town Council. He stated that he would consider the application on its merits and with an open mind.

#### 20 Chairman's Announcements

There were no Chairman's announcements.

#### 21 Public Participation

There were no questions or statements submitted.

22 **16/05720/FUL: Land adjacent B4040, Minety, Wiltshire, SN16 9RQ - Change of use of land to 2 permanent Gypsy pitches including 2 day rooms, 2 mobile homes and 2 touring caravans, and associated works (Resubmission of 15/12615/FUL)**

The Committee received a presentation from the Head of Development Management which set out the issues in respect of the application. He also summarised late representations which had been received following publication of the agenda papers. The purpose of the report was to assess the merits of the proposals against the policies of the Development Plan and other material considerations with a recommendation to grant planning permission subject to conditions.

Members then had the opportunity to ask technical questions after which they heard a statement from Dr Simon Ruston, the agent, in support of the application.

The Chairman reported that Cllr Chuck Berry, the local Member and also Minety Parish Council had both registered their objections to the proposal.

During discussion, Members noted that a previously approved site was less than 200 yards away from the proposed site and it was underused. It appeared, therefore, that there was not a demonstrable need for a further two pitches on a separate site so close. It was also suggested that the site was outside the limits of development of the village and would not obtain normal residential permission as the building would be on agricultural land in a rural setting.

It was noted that the key issues were as follows:-

- Principle of the development.
- Impact on character and appearance of the area.
- Flooding and drainage
- Highway matters
- Residential amenity

Members were informed that the application was considered acceptable when measured against the criteria in Wiltshire Core Strategy Policy 47 and the government advice in Planning Policy for Traveller Sites.

On the proposal of Cllr Andrew Davis, which was seconded by Cllr Fred Westmoreland

**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:

Flood Risk Assessment (ref: 407.05774.00001, version 2,V.2) SLR (dated September 2017)

SLR letter (dated 14th February 2018)

1553/02D

1553/04

1553/03B

BC16-SLP

**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 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.

**4** No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority.

**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.

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

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

**6** The development hereby permitted shall not be 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.

**7** 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.

**8** No development shall commence on site until details of the works for the disposal of foul water from the site has been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be first occupied until the approved foul water drainage 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.

**9** 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 in this rural location on the basis of a need for accommodation for gypsies and travellers assessed against the criteria in policy CP47 of the Wiltshire Core Strategy and it is therefore necessary to keep the site available to meet that need as residential development in this location without this occupancy restriction would conflict with the policies of the development plan.

**10** Occupation and use of the Mobile home and touring caravan hereby permitted for each pitch shall be limited solely to and by close family members of the occupants of that pitch. Close family members defined as dependents, sons, daughters and grandchildren.

**REASON:** In the interests of residential amenity.

**11** There shall be no more than two (2) permanent pitches on the application site.

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

**12** No more than one (1) commercial vehicle shall be kept on each pitch for use by the occupiers of the individual caravan hereby permitted, and each vehicle 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.

**13** There shall be no more than two (2) caravans as defined in the Caravan Sites and Control of Development Act 1960 and the caravans Sites Act 1968 on each pitch hereby approved, 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 each pitch 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.

**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.

- 23 **15/04736/OUT: Land south east of Trowbridge - Outline planning application for mixed use development comprising: residential (up to 2,500 dwellings - Classes C3 & C2); employment (Class B1, B2, and B8); two local centres (Classes A1 - A5, D1, C2, and C3); two primary schools, one secondary school, ecological visitor facility, public open space, landscaping and associated highway works including for the 'Yarnbrook / West Ashton Relief Road' and the access junctions.**

Public Participation

Mrs Rosie Fell, representing Larkrise Community Farm, spoke against the application.

Mr Patrick Kinnersly, Secretary, White Horse Alliance, spoke against the application.

Mr John Cox, Chairman, Wiltshire West District Scout Council, spoke against the application.

Mr Glenn Godwin, agent, spoke in support of the application.

The Committee received a presentation from the Case Officer which set out the issues in respect of the application, with a recommendation to grant planning permission, subject to the completion of appropriate section 106 legal agreements and conditions. He also summarised late representations which had been received following publication of the agenda papers.

The Case Officer explained that on 17 April 2018 the Environment Agency had withdrawn its holding objection to the planning application following its consideration of additional flood compensation modelling information provided by the applicant.

Members then had the opportunity to ask technical questions after which they heard statements from members of the public as detailed above, expressing their views regarding the planning application.

During discussion, Members generally supported the proposals but did express concern regarding:-

- The perceived increased traffic implications at the Yarnbrook junction following completion of the project.
- The danger resulting from increased traffic on Road A350 at the existing accesses to Larkrise Community Farm and the scout camp.

The officers explained that any changes to the Yarnbrook junction were outside the scope of this application and would have to be considered separately by the Highway Authority.

The Highways Engineer was satisfied that the proposals would not cause any new danger at the junction of Road A350 and the accesses to Larkrise Community Farm and the scout camp.

After further discussion, on the proposal of Cllr David Halik, which was seconded by Cllr Fred Westmoreland

**Resolved:**

**To grant planning permission, subject to the following Section 106 legal agreements being entered into and also the following conditions, including any subsequent changes agreed with the Head of Development Management :-**

1. an obligation under Section 106 of the Town and Country Planning Act 1990 between the applicant and Wiltshire Council requiring provision of the following:
  - 30% affordable housing with suitable mix;
  - Two new primary school sites of at least 1.8 ha each. Primary education financial contribution (of £9,509,390 (2017 figure) based on 2,500 dwellings; adjusted accordingly depending on final numbers) completion of two schools;
  - One new secondary school site of 5.24 ha. Secondary contribution (of £8,463,708 (2017 figure) based on 2,500 dwellings; adjusted accordingly depending on final numbers);
  - 'Early Years' education contribution (of £3,863,313 (2017 figure) based on 2,500 dwellings; adjusted accordingly depending on final numbers) or on-site provision;
  - Health / dental care contribution of £1,108,500 (2015 figure, to be adjusted for indexation), to be used for sites in Trowbridge Community Area only and subject to such sites remaining in NHS/public ownership;
  - Elements of open space (equipping/phasing/maintenance contributions/etc.);
  - Ecological mitigation, to be set out in a Biodiversity Management Plan covering the management, mitigation, monitoring and enhancement of all habitats and species affected by the development during the pre-construction, construction and operational phases, both within the application boundary and on land owned by Wiltshire Wildlife Trust. To include –
    - Provision of, and/or provision of funding for, a Steering Group to oversee implementation of the Biodiversity Management Plan;
    - Provision of, and/or provision of funding for, visitor facility, and related land transfer arrangements;
    - Provision of ecology Green Infrastructure, related maintenance/long term management contributions, ecological monitoring including remedial works triggered by monitoring and related land transfer arrangements;
    - Provision of, and/or provision of funding for, full time wildlife warden, and mechanism for his/her perpetual funding;
    - Agreement that no public access will be allowed through the agricultural land identified for employment use other than to areas which have been developed for that purpose. An impenetrable barrier will be maintained between housing and employment land on the east side of West Ashton Road until at least 75% of the employment site has been completed at which

point a public footpath will be provided between the two which will breach the impenetrable barrier at a single point.

- Financial contribution towards the cost of monitoring implementation and maintenance of mitigation, with bond or other means of security secured against non-delivery and/or non-maintenance of mitigation.
  - Provision for revision of the Green Lane and Biss Woods Management Plan to incorporate requirements arising from the Biodiversity Management Plan and the Habitats Regulations Assessment (including Appendix 2).
- Elements of transport infrastructure in line with the Trowbridge Transport Strategy, notably –
    - Completion of funding agreement with Wiltshire Council for the provision of YWARR and commuted sum for structures maintenance;
    - Provision and completion of Yarnbrook and West Ashton Relief Road (including works to redundant A350 and all other associated highway works), phased or in entirety, subject to the timescales set out by the HIF and LEP;
    - Provide and deliver a Bus Strategy for the site, identifying how a half hourly service between the site and the town centre can be achieved, firstly through the negotiation with commercial operators for a commercial service, or, secondly, and in the event that a commercial service cannot be initiated and/or maintained, by a supported service, funded at the reasonable cost of the developer. The bus service shall be provided for a period from occupation of the 50<sup>th</sup> dwelling to up to three years following occupation of the 2,450<sup>th</sup> dwelling, the exact period dependent on the commercial viability or otherwise of the service at the time. The Bus Strategy shall set out how the funding arrangements will work in the event that a supported service is required;
    - Provision of travel plans for the separate land uses on the site;
    - Financial contributions towards the legal costs associated with making of traffic regulation orders at a cost of £6,000 per identified TRO;
    - Implementation of all made legal orders relating to highways and transport issues associated with the site;
    - ‘Contingency Plan’ for planned diversion of public footpaths NBRA9 and NBRA11;
    - Design and provide a wayfinding scheme aligned to the phasing of the development;
    - Construction and improvement of off-site highway works associated with the Yarnbrook and West Ashton Relief Road, alterations to West Ashton Road and improved connectivity to the town centre and to the White Horse Business Park;
    - Connectivity (vehicular) between Drynham Lane and site, unless secured by alternative means;

- **Waste collection facilities contribution.**
- 2. A legal agreement between Wiltshire Wildlife Trust and Wiltshire Council to achieve implementation and maintenance of ecology mitigation measures relevant to the Trust via a revised Management Plan for Green Lane and Biss Woods covering the following:**
- **To provide an account of the role the site plays in achieving the conservation objectives of the Bath and Bradford on Avon Bats SAC, and a specific objective to maintain the population of Bechstein's bats through maintenance of the structure and function of the habitats within the plan area;**
  - **To incorporate all relevant land transfers to WWT and commit the trust to managing these in line with the objectives of the revised plan;**
  - **To define the operating constraints for the ecological visitor centre and car parking arrangements which arise from the potential for recreational pressure to reduce the value of the site for Bechstein's bats;**
  - **To set out types and levels of acceptable amenity and educational use and the means by which these will be monitored and reviewed;**
  - **To set out what constitutes acceptable and unacceptable fire making and a protocol to be followed to minimise and deal with the latter;**
  - **To include an objective regarding the maintenance, and where necessary, replacement, redesign and / or repositioning of bat boxes for Bechstein's bat use;**
  - **To recognise the role of the Steering Group in reviewing the implementation of relevant aspects of the management plan, monitoring results and implementation of remedial measures;**
  - **To anticipate the potential effects of increased visitor numbers and identify monitoring to be undertaken, thresholds for unacceptable change and remedial measures.**

**Management Plan to be implemented by Wiltshire Wildlife Trust with governance of relevant elements by the Steering Group.**

**The agreement will also commit the Trust to employ a full time warden to implement the plan and to engage with local residents in order to enhance understanding of local ecological features with a view to reducing impacts from potentially damaging behaviours.**

## **Conditions**

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

**REASON:** To comply with the provisions of Section 92 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

**2** No development shall commence on site until details of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:

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

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

**REASON:** The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 5 (1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

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

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

**4** The outline element of the development hereby approved shall make provision for the following:

- (i)** At least 13.6 ha of land for employment purposes (Class B1, B2 and/or B8 uses);
- (ii)** Two separate sites of at least 1.8 ha each and two separate 14-class primary schools thereon, and a single serviced site of at least 5.24 ha for a secondary school;
- (iii)** Two separate sites of at least 1 ha and 0.2 ha respectively for two separate 'local centres'; in combination the local centres to provide suitable premises for a mix of convenience shops and small other shops (Class A1 uses), financial and professional services (Class A2 uses); 'food



**& drink', 'drinking establishments' and 'hot food & takeaway' uses (Class A3, A4 and A5 uses); if/as required, community facilities and/or 'early learning' facilities (Class D1 uses); and residential units in the form of 'flats above shops' (Class C2 and C3 uses).**

**(iv) Sites for public open space to be sited, laid-out and equipped in accordance with the specifications set out in the West Wiltshire Leisure and Recreation DPD (or any subsequent replacement DPD); and to include at least 6.35 ha of formal sports pitches with pavilion / changing rooms, at least 1.2 ha of 'designation play' area, at least 44.4 ha of major open space or country park (to include an Ecological Visitors Facility), at least 14.4 ha of natural and semi-natural open space including structural planting, and at least 0.9 ha of allotments;**

**(v) An 'Ecology Visitors Facility'; and**

**(vi) Up to 2,500 dwellings (Class C2 and/or Class C3 uses) of which no more than 315 (including within the 'local centre') are to be provided on the north-east side of West Ashton Road.**

**'The scale of the development', 'the layout of the development', 'the external appearance of the development' and 'the landscaping of the development' (as to be submitted and approved under condition no. 2) shall accommodate all of the above substantially in accordance with the 'Indicative Masterplan' (drawing no. A.0223\_77-01 Rev AC) dated 20/04/17, the parameters plans ('Land Use Parameter Plan' no. A.0223\_18-1N, 'Access & Movement Parameter Plan' no. A.0223\_17-2G, 'Building Heights Parameter Plan' no. A.0223\_19-1L and Green Infrastructure Plan no. A.0223\_16-1M) (including inset plans A.0223\_105A and A.0223\_72-01C)), and the Design & Access Statement (A.0223\_26-2T dated April 2018).**

**REASON: To ensure the creation of a sustainable and balanced urban extension, in accordance with the requirements of the Wiltshire Core Strategy and the intentions of the Design and Access Statement accompanying the planning application.**

**5 No application for reserved matters shall be submitted until there has been submitted to and approved in writing by the local planning authority a detailed Phasing Plan for the entire application site indicating geographical Phases and/or Sub Phases for the entire development. Where relevant these Phases or Sub Phases shall form the basis for the reserved matters submissions. Each Phase or Sub Phase shall include within it defined areas and quantities of housing and infrastructure relevant to the Phase or Sub Phase. No more than 50% of the houses (or no more than a meaningful percentage of the houses to be first agreed in writing by the local planning authority) to be built in any particular Phase or Sub Phase shall be occupied until the infrastructure relevant to the Phase or Sub Phase has been completed.**

The development shall be carried out strictly in accordance with the approved Phasing Plan.

**REASON:** To ensure the proper phasing and delivery of the development, and in particular the essential infrastructure the development has made necessary, in accordance with the overall proposal and good planning in general.

[For the purposes of this condition 'infrastructure' is defined as the schools, local centres, open space, and ecology visitors centre; and the 'means of access' to the site including the entire Yarnbrook & West Ashton Relief Road and its related new roundabout junctions, the alterations to the existing West Ashton Road/Bratton Road/A350 junction, the new roundabout 'R4', the new spur roads and related bridges (from West Ashton Road and new roundabout R2)].

**6** Before any other parts of the development hereby approved are commenced the following shall have been carried out:

(a) The submission to the local planning authority for approval in writing of detailed schemes for 'advance ecology mitigation', broadly in accordance with the Green Infrastructure & Biodiversity Strategy dated September 2017, as follows -

(i) a scheme for strengthening of the hedgerow alongside West Ashton Road to the south-west corner of Biss Woods with thorny planting and fencing, and provision for future maintenance;

(ii) schemes for the 100m buffer between Biss Woods and the employment land and between the employment land and the east of West Ashton Road housing land, to include landscaping with appropriate impenetrable fencing and hedge planting and provision for future maintenance in accordance with Figure 6.2 of the ES Addendum Volume 1;

(iii) a scheme for the Attenuation pond based on Figure 6.1 of the ES Addendum Volume 1, creating a barrier to pedestrian access between the Green Lane Nature Park Extension and the east of West Ashton Road residential area to include landscaping, fencing and provision for future maintenance;

(b) The implementation and completion of all of the above schemes as approved and continuing maintenance thereafter in accordance with the maintenance elements of the schemes.

Before 150 of the dwellings on that part of the application site to the east of West Ashton Road are first occupied the following shall have been carried out:

**(a) The submission to the local planning authority for approval in writing of detailed schemes for 'further ecology mitigation', broadly in accordance with the Green Infrastructure & Biodiversity Strategy dated September 2017, as follows –**

**(i) A scheme for a circular pedestrian footpath route which will be at least 3km in length and link the Green Lane Nature Park with the River Biss (with minimal use of roads). The scheme will include details of the footpath – its width, surfacing materials, fencing and signposting. The scheme may in the first instance offer a temporary route and temporary signposting, and in these circumstances it should include a related scheme and programme for delivery of the permanent footpath route.**

**(ii) a scheme for the laying out and equipping of the 'Biss River Corridor' and enhanced planting between Biss Woods and the River Biss and the Green Lane Nature Park Extension, to include landscaping, boundary treatments and provision for future maintenance, where relevant in accordance with the specifications set out in the West Wiltshire Leisure and Recreation DPD (or any subsequent replacement DPD);**

**(b) The implementation and completion of all of the above schemes as approved.**

**REASON: To safeguard ecological interests, and specifically bats and their habitats.**

**7 The 'means of access' to the site (which for the purposes of this condition includes the entire proposed Yarnbrook & West Ashton Relief Road and its related new roundabout junctions, the alterations to the existing West Ashton Road/Bratton Road/A350 junction, the new roundabout 'R4', the new spur roads and related bridges (from West Ashton Road and new roundabout R2), and the West Ashton Road Cycleway Provision) shall be constructed substantially in accordance with the following 'PFA Consulting' drawings:**

- P480/100 Figure 6.5 Rev F (Yarnbrook & West Ashton Relief Road Sheet 1 of 4) dated 18/08/17**
- P480/101 Figure 6.6 Rev G (Yarnbrook & West Ashton Relief Road Sheet 2 of 4) dated 18/08/17 (as amended through an email from Aspect Ecology (AB to LK) dated 2/3/18)**
- P480/102 Figure 6.7 Rev F (Yarnbrook & West Ashton Relief Road Sheet 3 of 4) dated 28/07/17**
- P480/103 Figure 6.8 Rev E (Yarnbrook & West Ashton Relief Road Sheet 4 of 4) dated 18/08/17**
- P480/104 Rev D (Central Roundabout (R4) Access on West Ashton Road) dated 18/08/17**
- P480/105 Rev E (Northern Site Accesses & Cycleway Provision) dated 08/09/17**

- P480/106 Figure 6.4 Rev F (Yarnbrook & West Ashton Relief Road Overview) dated 18/08/17
- P480/107 Rev E (Northern Junctions & Cycleway Provision Overview) dated 08/09/17
- P480/108 Figure 6.9 Rev B (Typical Section H-H through Relief Road with Elevation of Culvert) dated 07/07/17
- P480/109 Rev C (West Ashton Road Northern Cycleway Improvements) dated 09/09/17
- P480/110 Figure 6.10 Rev E (Yarnbrook & West Ashton Relief Road. Possible Planting Along Existing A350) dated 18/08/17
- P480/111 Rev C (Typical Section Through Relief Road (Roundabout R1-R2)) dated 18/08/17
- P480/112 Rev F (Primary Highway Works Plan) dated 08/09/17
- P480/113 Rev C (Access Junctions Swept Paths) dated 18/08/17
- P480/26 Figure 6.11 Rev D (Yarnbrook & West Ashton Relief Road Indicative Bridge General Arrangement) dated 18/08/17
- P480/41 Figure 6.12 Rev D (Yarnbrook & West Ashton Relief Road Southern Access Bridge General Arrangement) dated 18/08/17
- P480/51 Figure 6.13 Rev A (Northern Access Bridge General Arrangement) dated 02/04/14
- P480/114 Rev A (Highway Long Sections Sheet 1 of 4) dated 07/07/17
- P480/115 Rev B (Highway Long Sections Sheet 2 of 4) dated 07/07/17
- P480/116 (Highway Long Sections Sheet 3 of 4) dated 04/14
- P480/117 Rev A (Highway Long Sections Sheet 1 of 4) dated 07/07/17
- P843/08 Rev A (Biss Wood Scout Camp Site Access Visibility) dated 02/01/18
- P480/118 (Yarnbrook and West Ashton Relief Road. Minor amendment to R1 to access Paddock) dated 25/01/18

The means of access shall be provided in accordance with the Phasing Plan to be submitted and approved under condition 5.

**REASON:** To ensure proper and timely delivery of the means of access in accordance with the agreed scheme and in the interests of highway safety.

**8** With regard to the reserved matter relating to the landscaping of the site, the details to be submitted for each Phase or sub Phase shall be substantially in accordance with the following documents forming part of the application:

- Green Infrastructure and Biodiversity Strategy (September 2017);
- ES Addendum Volume 1 Figures 6.1 and 6.2 showing details of design of attenuation ponds and buffer between employment and residential land;
- ES Addendum Volume 1 Figures 6.4, 6.17, 6.18 and 6.19 showing details of dark corridors through mixed use development.

The details themselves shall include where relevant the following:

- location and current canopy spread of all existing trees and hedgerows on the land;
- full details of any trees and hedgerows to be retained, together with measures for their protection in the course of development;
- a detailed planting specification for new planting showing all plant species, supply and planting sizes and planting densities;
- finished levels and contours;
- means of enclosure;
- car park layouts;
- other vehicle and pedestrian access and circulation areas;
- all hard and soft surfacing materials;
- minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);
- proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports etc);

**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 and ecology features.

**9** Notwithstanding the landscaping details submitted for the 'access' elements of the application (including the Yarnbrook / West Ashton Relief Road), no development within any Phase or sub Phase relevant to that part of the access shall commence until a scheme of soft landscaping for that part of the access 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 species, supply and planting sizes and planting densities;
- finished levels and contours;
- means of enclosure;
- minor artefacts and structures (e.g. signs, etc);
- proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports etc);

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

**10 All soft landscaping comprised in the approved details of landscaping for any particular Phase or sub Phase of the development shall be carried out in the first planting and seeding season following the first occupation of any building within the Phase or sub Phase or the completion of the Phase or sub Phase 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 No demolition, site clearance or development shall commence on site within any particular Phase or sub Phase, and; no equipment, machinery or materials shall be brought on to site for the purpose of development within the particular Phase, until a Tree Protection Plan showing the exact position of each tree/s and their protective fencing in accordance with British Standard 5837: 2012: "Trees in Relation to Design, Demolition and Construction -Recommendations"; has been submitted to and approved in writing by the Local Planning Authority, and;**

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

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

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

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

metres of the trunk of any tree or group of trees to be retained on the site or adjoining land.

[In this condition "retained tree" means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs above shall have effect until the expiration of five years from the date of commencement of the Phase or sub Phase].

**REASON:** To safeguard trees to be retained in the interests of amenity.

**12** Where a particular Phase or sub Phase of the development includes a play area(s), before 50% of the dwellings in that Phase or sub Phase are first occupied (or before a percentage/number to be otherwise agreed in writing by the local planning authority are first occupied) the following shall have been carried out:

(a) The submission to the local planning authority for approval in writing of a scheme for the laying out and equipping of the play area(s), to include landscaping, boundary treatment and provision for future maintenance and safety checks of the equipment; and

(b) The laying out and equipping of the play area in accordance with the approved scheme.

**REASON:** To ensure that the play areas are provided in a timely manner in the interests of the amenity of future residents.

**13** Before the first occupation of 1,250 dwellings on any part of the application site (or before a percentage/number to be otherwise agreed in writing by the local planning authority are first occupied) the following shall have been carried out:

(a) The submission to the local planning authority for approval in writing of a scheme for the marketing of the 'Proposed Employment' land and the commercial elements of the 'Proposed Local Centres';

(b) Implementation of the marketing scheme in accordance with the approval;

(c) Construction and operation of the roundabout junction (R4) and at least 20m of the spur road and related services into the 'Proposed Employment' land.

**REASON:** To accord with the proposal and the requirements of the Wiltshire Core Strategy in that it allocates part of the application site for employment development.

**14** With the exception of the 'Advance Ecology Mitigation', prior to the commencement of the development Stage 2 Road Safety Audit(s) shall be carried out for the Yarnbrook & West Ashton Relief Road and all other elements of the 'access' (either singly or in combination), and this/these

shall be submitted to the local planning authority for approval in writing before any highway construction works begin. Thereafter, no development shall commence in any particular Phase or sub Phase of the development until full construction details/drawings of the means of access within that Phase or sub Phase have been submitted to and approved in writing by the local planning authority. Following approval the 'access' shall be constructed in accordance with the approved details/drawings and agreed Stage 2 Road Safety Audit(s).

**REASON:** In the interests of highway safety.

**15** Notwithstanding the references in the Design and Access Statement, the development hereby approved shall make provision for vehicle parking in accordance with the Wiltshire Council Local Transport Plan 3 dated 2015. In this Strategy domestic garages will only count towards the parking provision if the minimum dimensions specified in the Strategy are achieved.

**REASON:** To ensure sufficient vehicle parking in the development in the interests of highway safety.

**16** No development shall commence within any particular Phase or sub Phase of the application site until:

(a) A written programme of archaeological investigation for the Phase, 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

(b) The approved programme of archaeological work has been carried out in accordance with the approved details.

**REASON:** The application contains 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 enable the recording of any matters of archaeological interest.

**17** No development hereby approved shall commence in any Phase or Sub Phase of the development which includes land either adjacent to the railway line or adjacent to the 'green corridor' alongside the railway line until details of measures to safeguard the amenities of future occupants of the development within the Phase or Sub Phase from potential noise disturbance from trains have been submitted to and approved in writing by the local planning authority. The Development shall then be carried out in accordance with the approved details.

**REASON:** The railway line will be a potential source of noise disturbance to future nearby occupants of the development. This disturbance can be



removed and/or reduced to acceptable levels through appropriate design and layout.

**18** The application is supported by evidence which demonstrates that the potential for significant concentrations of contaminants to be present within the application site is low. However -

**(a)** If, during any Phase or sub Phase of the development, any evidence of historic contamination or likely contamination is found, the developer shall immediately cease work within the Phase or sub Phase and contact the Local Planning Authority in writing to identify what additional site investigation may be necessary; and -

**(b)** In the event of unexpected contamination being identified, all development within the relevant Phase or sub Phase of development shall cease until such time as an investigation has been carried out and a written report submitted to and approved in writing by the Local Planning Authority, any remedial works recommended in that report have been undertaken and written confirmation has been provided to the Local Planning Authority that such works have been carried out. Construction shall not recommence until the written agreement of the Local Planning Authority has been given following its receipt of verification that the approved remediation measures have been carried out.

**REASON:** To ensure that potential land contamination is dealt with adequately in the interests of protecting the environment.

**19** Prior to the commencement of any Phase or sub Phase of the development which includes or affects public rights of way NBRA43, NBRA30, NBRA10, WASH16, NBRA11, NBRA44 and/or NBRA12 within the site, detailed schemes for the improvement of these rights of way (including, widening and/or re-surfacing) and a programme for implementing the improvements shall be submitted to the local planning authority for approval in writing. Thereafter the development shall be carried out strictly in accordance with the approved improvements and the programme.

**REASON:** Improvements will be required to these public footpaths as a consequence of the additional use they will endure as a result of the development. The improvements will ensure the continued safe use and enjoyment of the footpaths in the interests of amenity.

**INFORMATIVE:** The Design & Access Statement indicates that parts of public rights of way NBRA9, NBRA10, NBRA11 and NBRA44 may be re-routed. No works affecting these rights of way and/or no stopping-up of these rights of way may commence unless or until a stopping-up or diversion order has come into effect, unless the LPA agrees to a temporary closure or re-routing of the rights of way. The applicant must apply separately to Wiltshire Council for such an order, and it cannot be presumed that the granting of this planning permission will automatically

be followed by the making of the order. If Wiltshire Council makes an order and any objections to it cannot be resolved, the matter will be referred to the Secretary of State for determination. The Planning Inspectorate will make the determination on behalf of the Secretary of State.

**20** No later than first occupation of 90% of the dwellings in any part of a Phase or Sub Phase of the development through which public rights of way NBRA11 and NBRA9 pass, a report comprising an assessment of past and present use of these public rights of way where they cross 'at level' the railway line and, if/as necessary, a scheme of measures to ensure their continued safe operation together with a related programme for their implementation, shall be submitted to and approved in writing by the local planning authority. The development shall then be carried out if/as necessary in accordance with the approved scheme of measures and the related programme for its implementation.

**REASON:** To ensure the continued safe operation of the at-level railway crossings.

**INFORMATIVE:** The need for this condition may fall away in the event of these public rights of way being first stopped-up or diverted.

**21** Prior to first occupation of the first 150 houses on the development hereby approved, a Public Art Strategy shall be submitted to the local planning authority for approval in writing. The Strategy shall set out how public art will be provided as part of the development, and a programme for this. Thereafter the development shall be carried out in accordance with the approved Strategy and programme.

**REASON:** To achieve a high quality living environment in the interests of amenity, and to accord with policies CP3 and CP57 of the Wiltshire Core Strategy.

**22** No development shall take place within individual Phases or sub Phases of the development until a site specific Construction Environmental Management Plan, or Plans, (CEMP(s)) for that Phase or sub Phase, or an overarching CEMP for the entire application site, has been submitted to and approved in writing by the local planning authority. The CEMP(s) must demonstrate the adoption and use of the best practicable means to reduce the effects of noise, vibration, dust and site lighting. The plan(s) should include, but not be limited to:

- Procedures for maintaining good public relations including complaint management, public consultation and liaison;
- Arrangements for liaison with the Council's Public Protection Team;
- All works and ancillary operations which are audible at the site boundary, or at such other place as may be agreed with the Local Planning Authority, shall be carried out only between the following hours:

**08:00 Hours and 18:00 Hours on Mondays to Fridays and 08:00 and 13:00 Hours on Saturdays and; at no time on Sundays and Bank Holidays;**

- **Deliveries to and removal of plant, equipment, machinery and waste from the site must only take place within the permitted hours detailed above;**

- **Mitigation measures as defined in BS 5528: Parts 1 and 2 : 2009 Noise and Vibration Control on Construction and Open Sites shall be used to minimise noise disturbance from construction works;**

- **Procedures for emergency deviation of the agreed working hours;**

- **Control measures for dust and other air-borne pollutants;**

- **Measures for controlling the use of site lighting whether required for safe working or for security purposes;**

- **Construction traffic routing details.**

- **Ecology mitigation measures to cover –**

- **protection of retained habitats;**

- **creation of new habitats including provision of bat boxes;**

- **management and monitoring of created and retained habitats (until taken over by management company or WWT);**

- **precautionary working method statements and works to be overseen by an ecologist; monitoring requirements and details of frequency of monitoring, thresholds, remedial measures and timescales for remediation;**

- **monitoring requirements for habitats, mitigation features and species including details of frequency of monitoring, thresholds, remedial measures and timescales for remediation (to cover amongst other things, establishment / width of hop-overs, habitat structure / composition of woodland in Biss and Green Lane Woods, bat use of underpasses);**

- **testing and adjusting lighting, in accordance with monitoring results’;**

- **compliance procedures.**

- **And with particular regard to the Yarnbrook & West Ashton Relief Road the following specific ecology mitigation information –**

- **Long and cross sections for each underpass based on site surveyed; measurements showing the relative positions of hedgerows, existing ground levels, earthworks and underpass;**

- **The timetable of works required to complete the culvert works having regard to seasonal ecological and planting constraints;**

- **The programme of construction works to demonstrate how the ecological constraints of the culverts works have been fully integrated into the project programme (i.e. Gantt chart) and how it affects the critical path.**

- **A protocol for constructing underpasses and hop-overs including exact timescales, demonstrating removal of as little hedgerow as possible, erection of 4m high bat fencing and establishing new planting.**

**The approved CEMP(s) shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details.**

**A report prepared by the Ecological Clerk of Works certifying that the required ecology mitigation and/or compensation measures identified in the CEMP(s) have been completed to their satisfaction, and detailing the results of site supervision and any necessary remedial works undertaken or required, shall be submitted to the Local Planning Authority for approval within 3 months of the date of substantial completion of the development or at the end of the first planting season following this, whichever is the sooner. Any approved remedial works shall then be carried out under the strict supervision of a professional ecologist following that approval.**

**REASON: In the interests of the amenities of surrounding occupiers and of wildlife during the construction of the development.**

**23 A Landscape and Ecological Management Plan, or Plans, (LEMPs) for the 'River Biss Corridor', the '100m buffer' between Biss Woods and the employment land, the 'Green Lane Nature Park Extension', the 'Attenuation pond ... creating barrier to pedestrian access', other barriers to control access to Biss Woods, dark corridors through the mixed use development, and the Yarnbrook & West Ashton Relief Road shall be submitted to, and approved in writing by, the Local Planning Authority before commencement of the development. The content of the LEMP(s) shall include the following information:**

- a) Description and evaluation of features to be managed;**
- b) Landscape and ecological trends and constraints on site that might influence management;**
- c) Aims and objectives of management;**
- d) Appropriate management options for achieving aims and objectives;**
- e) Prescriptions for management actions;**
- f) Preparation of a work schedule (including an annual work plan);**
- g) Details of the body or organisation responsible for implementation of the plan;**
- h) Ongoing monitoring and remedial measures;**
- i) Details of how the aims and objectives of the LEMP will be communicated to future occupiers of the development.**

**The LEMP(s) shall also include details of the legal and funding mechanism(s) by which the long-term implementation of the plan will be secured by the developer with the management body/ies responsible for its delivery.**

**The LEMP(s) shall also set out (where the results from monitoring show that the conservation aims and objectives of the LEMP(s) are not being met) how contingencies and/or remedial action will be identified, agreed and implemented.**

**The LEMP(s) 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.**

**24 No development in any particular Phase or sub Phase of the development shall commence on site until a scheme for the discharge of surface water from the Phase or sub Phase, incorporating sustainable drainage details, and any related programme for delivery, has been submitted to and approved in writing by the Local Planning Authority. The development within the Phase or sub Phase shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme and related programme.**

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

**25 No development shall commence on site (save for the construction of the Yarnbrook & West Ashton Relief Road) until details of the works for the disposal of sewerage, including the point of connection to the existing public sewer and any off-site works, and any related programme for delivery have been submitted to and approved in writing by the Local Planning Authority. The details shall be substantially in accordance with the 'Proposed Foul Water Drainage Arrangements' set out in the Flood Risk Assessment by PFA Consulting dated September 2017. No dwelling shall be first occupied until the approved details have been implemented in accordance with the approved plans and related programme.**

**REASON: 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.**

**26 There shall be no surface water drainage connection from this development to the foul water system.**

**REASON: To safeguard the integrity of the foul water system.**

**27 No external lighting (other than normal domestic lighting) shall be installed on site within each Phase or sub Phase until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage in accordance with the appropriate Environmental Zone standards set out by the Institute of Lighting Engineers in their publication Guidance Notes for the Reduction of Obtrusive Light (ILE, 2005) (or any standards updating or replacing these standards), for that**

Phase have been submitted to and approved in writing by the Local Planning Authority.

Where lighting is proposed in ecologically sensitive areas (such as the 'dark corridors' for bats) the lighting details and related scheme shall ensure minimum impact on the ecological interests of these areas and accord with:

- 'Interim Guidance Recommendations to help minimise the impact of Artificial Lighting' (Bat Conservation Trust 03/06/14);
- ES Addendum Volume 1 Figures 6.4, 6.18 and 6.19 showing principles of lighting design;
- Lighting of the Yarnbrook & West Ashton Relief Road to be in accordance with Figure 6.17 and 6.20 of the ES Addendum Volume 1.

The approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall then be installed.

In addition there will be no lighting above or beneath bridges except at B3 where lighting will be in accordance with Figure 6.17 and 6.20 of the ES Addendum Volume 1.

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

**28** No development shall commence in any particular Phase or sub Phase of the development hereby approved until a scheme for the provision of fire hydrants to serve the Phase or sub Phase and any related programme for delivery has been submitted to and approved in writing by the local planning authority. Thereafter no dwelling shall be occupied within the Phase or sub Phase until the fire hydrant serving the dwelling has been installed as approved.

**REASON:** To ensure the safety of future occupiers of the dwellings.

**29** Notwithstanding the information set out in the Waste Management Strategy (May 2015) accompanying the planning application, a further more detailed waste management strategy shall be submitted to the local planning authority for approval in writing prior to commencement of the development. The more detailed strategy will add detail to the initial Waste Management Strategy, specifying in particular where and how construction waste (notably the waste material excavated from the site to enable construction works) will be, in the first place, re-used on site (including estimates of quantities to be re-used and where); and, in the second place, removed from the site (including quantities, end disposal locations and transportation routes thereto). Additionally, the detailed strategy will provide a 'plan' for the management of other waste arising from civil and building construction, including measures to minimise such

waste generation in the first place and to re-cycle wherever possible. The development shall be carried out strictly in accordance with the original Waste Management Strategy (May 2015) and the subsequent approved and complementary more detailed waste management strategy.

**REASON:** The original Waste Management Strategy contains insufficient detail to enable waste management to be agreed at this stage. The requirement for a more detailed waste management strategy arises from Wiltshire Council's Waste Core Strategy Policy 6 (Waste Reduction and Auditing), and in particular its requirement to demonstrate the steps to be taken to dispose of unavoidable waste in an environmentally acceptable manner and proposals for the transport of waste created during the development process.

**30** Prior to commencement of the local centres hereby approved a strategic level scheme for the provision of ultra low energy vehicle infrastructure (electric vehicle charging points) and a programme for delivery shall be submitted to the local planning authority for approval in writing. The approved scheme shall inform the subsequent reserved matters applications, and shall be implemented as approved and in accordance with the programme.

**REASON:** In the interests of air quality and reducing vehicular traffic to the development.

**INFORMATIVE:** It is recommended that the ultra low energy vehicle infrastructure should be provided at appropriate publicly accessible locations such as the local centres but not for individual residential dwellings.

**31** Prior to the commencement of each Phase or sub Phase of the development hereby approved a scheme of ecology enhancement measures as identified in the Environmental Statement Addendum Volume 1, to include (as appropriate) designs, locations, numbers and sizes of each measure and a programme for their delivery, for each Phase or sub Phase shall be submitted to the local planning authority for approval in writing. The scheme shall be implemented as approved in accordance with the programme and maintained thereafter.

**REASON:** In the interests of safeguarding other ecological interests.

**32** No development in any Phase or Sub Phase of the overall development hereby approved shall commence until a scheme for water efficiency relevant to all the buildings within the Phase or Sub Phase has been submitted to and approved in writing by the Local Planning Authority. Thereafter no building within the Phase or Sub Phase shall be first occupied until the water efficiency measures relevant to the building have been installed and are operational in accordance with the approved scheme.

**REASON:** In the interests of sustainable development and climate change adaptation.

**INFORMATIVE:** The development should include water efficient systems and fittings. These should include dual-flush toilets, water butts, water-saving taps, showers and baths, and appliances with the highest water efficiency rating (as a minimum). Greywater recycling and rainwater harvesting should be considered. An appropriate submitted scheme to discharge the condition will include a water usage calculator showing how the development will not exceed a total (internal and external) usage level of 110 litres per person per day.

**33.** No development hereby approved shall be first occupied until a scheme setting out a strategy for the control / removal of Himalayan balsam has been submitted to and approved in writing by the local planning authority. The scheme shall include a programme for the implementation of the strategy. The strategy shall be implemented in accordance with the approved scheme and programme.

**REASON:** In the interests of ecology and to ensure compliance with the Wildlife & Countryside Act 1981 (as amended).

24 **Date of Next Meeting**

**Resolved:**

To note that the next scheduled meeting of the Committee was due to be held on Wednesday 23 May 2018 in the Council Chamber at County Hall, Trowbridge, starting at 10.30am.

25 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 am - 12.10 pm)

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

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## **NORTHERN AREA PLANNING COMMITTEE**

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**MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 21 FEBRUARY 2018 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.**

**Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice-Chairman), Cllr Chuck Berry, Cllr Howard Greenman, Cllr Gavin Grant, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Toby Sturgis, Cllr Brian Mathew, Cllr Ashley O'Neill and Cllr Jacqui Lay (Substitute)

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**9 Apologies**

Apologies were received from Cllr Christine Crisp

Cllr Christine Crisp was substituted by Cllr Jacqui Lay

**10 Minutes of the Previous Meeting**

The minutes of the meeting held on 24<sup>th</sup> January 2018 were presented.

**Resolved:**

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

**11 Declarations of Interest**

There were no declarations of interest.

**12 Chairman's Announcements**

There were no Chairman's announcements.

**13 Public Participation**

The Committee noted the rules on public participation.

## 14 **Planning Appeals and Updates**

The Chair commented on the Planning Appeals decided between 12<sup>th</sup> January 2018 - 9<sup>th</sup> February 2018 that had all been dismissed at Appeal and thanked the Planning Officers for the recommendations they had made on the applications, as these had been upheld at the Appeal.

The Committee noted the contents of the appeals update.

## 15 **Planning Applications**

To consider and determine the following planning applications:

### **15a 17/11259/VAR - Oak Hill House, Henn Lane, Upper Seagry, Chippenham**

#### **Public Participation**

Simon Chambers, agent, spoke in support of the application.

Cllr Michael Barber, Chair of Seagry Parish Council, spoke in objection to the application.

The case officer, Mark Staincliffe, introduced a report which recommended planning permission be granted, subject to conditions, for the variation of condition 13 of planning permission 16/04077/FUL (Erection of 2 No dwellings) to allow for repositioning of the proposed dwellings and alterations to the eaves height and ridge height. Key issues highlighted included the principle of development; the impact on residential amenities of adjoining neighbours and impact on character and appearance of the area. Reference was made to late items.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: landscaping plan, potential planning applications for individual plots, change of orientation of plot 2 within the site, alterations to the eaves height and ridge height, the role of building control within the various phases of the build.

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

Councillor Howard Greenman, Division Member, spoke in objection to the application with the main points focusing on: consideration of the application on its merits.

At the start of the debate a proposal was moved by Councillor Howard Greenman and seconded by Councillor Gavin Grant to refuse planning permission based on core policy 57 where the development would not integrate with the surrounding area, in particular subsections 3 and 6. During the debate the main points raised were: concerns about the felling of a Chestnut tree in the vicinity of the site; the compatibility of the planting scheme, within the site, in

relation to the native plant species existing in the village; the need to plant 2 Common Oak; the erection of two new dwellings allowed at appeal;

During debate, as indicated above, a motion to refuse was moved by Cllr Greenman and seconded by Cllr Grant. Following a vote the motion was lost. A motion to grant was then moved by Cllr Trotman and Cllr Sturgis, and it was:

### **Resolved**

**To delegate authority to the Head of Development Management Services to grant planning permission, subject to conditions:**

- 1. The materials to be used in the development hereby approved shall be constructed in accordance with the details submitted to the Council and approved by the council on 15 March 2017.**

**REASON: For the avoidance of doubt and to ensure the satisfactory appearance of the development**

- 2. The hard and soft landscaping for the development hereby approved shall be carried out in accordance with the details submitted to and approved by the Council on 15 March 2017.**

**REASON: For the avoidance of doubt and to ensure the satisfactory appearance of the development and to respect the character and appearance of the street scene.**

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

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

- 4. No part of the development hereby approved shall be occupied until the parking area shown on the approved plans has been consolidated, surfaced and laid out in accordance with the**

approved details. This area shall be maintained and remain available for this use at all times thereafter.

**REASON:** To ensure that adequate provision is made for parking within the site 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), the garage(s) hereby permitted shall not be converted to habitable accommodation.

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

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

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

7. The bin storage and recycling facilities for the development hereby approved shall be carried out in accordance with the details submitted to and approved by the Council on 15 March 2017. These shall be provided prior to first occupation of the property and shall thereafter be retained.

**REASON:** To ensure the provision of satisfactory facilities for the storage of refuse and recycling.

8. The scheme for the discharge of foul water from the site for the development hereby approved shall be carried out in accordance with the details submitted to and approved by the Council on 15 March 2017.

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

9. The scheme for the discharge of surface water from the site for the development hereby approved shall be carried out in accordance with the details submitted to and approved by the Council on 15 March 2017.

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

- 10.** The dwellings hereby approved shall achieve a level of energy performance at or equivalent to Level 4 of the Code for Sustainable Homes. No dwelling shall 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.

- 11.** 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 access shall be a minimum of 4.5m width and properly consolidated for the first 7 metres, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The ditch within the access shall be piped accordingly. The access shall be maintained as such thereafter.

**REASON:** In the interests of highway safety.

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

Site Layout Plan  
Site Location Plan  
001 Plot 1 Elevations  
002 Plot 1 Elevations  
003 Plot 2 Elevations  
004 Plot 2 Elevations  
LPC/3074/SD1/5E  
LPC/3074/SD1/2B

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

- 13.** To secure additional landscaping within the land owned by the applicant adjacent the site and the highway to secure two additional trees the details of which to be agreed with the Council's Trees officer but Common Oak (*Quercus Robur*).

**REASON:**

- 1.** To mitigate the visual impact to the character and appearance of the locality caused by the alterations to the bulk, mass and form of the as built dwellings in particular the bale projection of Plot 2.

2. The additional trees are required to mitigate the loss of the Horse Chestnut Tree which was marked for retention on the originally consented landscape plan but was subsequently felled. Had the tree been marked for removal additional landscaping in this area would have been requested when considering the previous application.

**14. 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.

**15. 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.

**16. 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.

**17. 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.

**15b 17/12043/FUL - Methuen Park, Chippenham**

Public Participation

Meghan Rossiter, agent, spoke in support of the application;  
John Owen, applicant, spoke in support of the application;

Spencer Crowder, applicant, spoke in support of the application.

The case officer, Charmian Eyre-Walker, introduced a report which recommended planning permission be refused for the erection of 66 dwellings with access via Methuen Park. Key issues highlighted included the loss of employment, urban design, affordable housing, trees, landscape, public open space, drainage, public protection matters and lack of S106 agreement. Reference was made to late items.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the designated school for children living on an adjacent mixed housing and employment development; Conversion of commercial buildings to housing under permitted development rights; Market price for the land at Methuen Park; site density compared to adjacent development site; Availability of public open space within the site; Lack of S106 Agreement; The level of affordable housing; Proposals for stacked parking arrangements.

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

Councillor Peter Hutton, Division Member, spoke in support of the application and thanked officers for their views and opinions during the consideration of the application. The main points focused on: the piece of land remaining unused for 15 years; The availability of community facilities within the vicinity of the development site; Potential to provide affordable housing within walking distance of employment opportunities;

At the start of the debate a proposal was moved by Councillor Peter Hutton and seconded by Councillor Gavin Grant to grant planning permission based on Core Policy 35, subject to the Head of Development Management Services being given delegated authority to agree conditions including Section 106. During the debate the main points raised were: High density of the site; lack of amenities on site; location of the site and proximity between two employment sites and A350 dual carriageway; Issues of stacked parking on site; Current lack of employment sites to meet demand within Chippenham; Available information about the marketing of the site.

During debate, as indicated above, a motion to grant was moved by Cllr Hutton and seconded by Cllr Grant. Following a vote the motion was lost. A motion to refuse was then moved by Cllr Trotman and seconded by Cllr O' Neill, and it was:

## **Resolved**

**To refuse planning permission, for the following reasons:**

- 1. The proposal would lead to the loss of a major employment allocation of land, which is part of the strategic objective set out in the Wiltshire Core Strategy to deliver a thriving economy to provide**

a range of jobs in Wiltshire with dependence on retaining the availability of and enhancing existing employment sites. The loss of this site would also be contrary to the aims of the Wiltshire Core Strategy which seeks to protect Wiltshire's most sustainable and valued employment areas by applying policies to favour employment uses on these sites. The proposal would therefore be contrary to the aims of the Wiltshire Core Strategy and to Policy CP35 of the Wiltshire Core Strategy and the advice within section 1 of the NPPF in particular.

2. The application does not satisfactorily demonstrate through a robust and comprehensive marketing exercise that its retention is no longer warranted. This would be contrary to the employment led emphasis of the Wiltshire Core Strategy and the requirements of CP35 of that document together with advice in Section 1 of the NPPF.
3. The proposal does not make provisions to secure contributions to affordable housing; education; public art; waste collection and recycling; the ongoing provision and maintenance of open space. The application is therefore contrary to Core Policies 3, 43, 45 of the Wiltshire Core Strategy and saved policy CF3 of North Wiltshire Local Plan 2011.

(Informative: The applicants have expressed a willingness to make off site contributions to POS and to enter into discussion about other requirements, so that this reason could fall away)

## 16 Urgent Items

There were no urgent items.

(Duration of meeting: 3.00 - 5.10 pm)

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@wiltshire.gov.uk)

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## NORTHERN AREA PLANNING COMMITTEE

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**MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 21 MARCH 2018 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.**

**Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice-Chairman), Cllr Chuck Berry, Cllr Christine Crisp, Cllr Howard Greenman, Cllr Gavin Grant, Cllr Toby Sturgis, Cllr Brian Mathew, Cllr Ashley O'Neill and Cllr Bob Jones MBE (Substitute)

**Also Present:**

Cllr Nick Murry

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17 **Apologies**

Apologies were received from Cllr Chris Hurst and Mollie Groom.

Cllr Chris Hurst was substituted by Cllr Bob Jones MBE.

18 **Minutes of the Previous Meeting**

The minutes of the meeting held on 21<sup>st</sup> February 2018 were presented.

**Resolved:**

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

19 **Declarations of Interest**

There were no declarations of interest.

20 **Chairman's Announcements**

There were no Chairman's announcements.

21 **Public Participation**

The Committee noted the rules on public participation.

22 **Planning Appeals and Updates**

The Committee noted the contents of the appeals update.

23 **Planning Applications**

To consider and determine the following planning applications:

**23a 17/05828/FUL - Former Wiltshire College, Cocklebury Road, Chippenham**

**Public Participation**

Thomas Mallard, local resident, spoke in objection to the application.

Mark Collis, local resident, spoke in objection to the application.

Geoff Barrett, Civic Society, spoke in objection to the application.

Chris Carpmael, applicant, spoke in support of the application.

Paul Davis, applicant, spoke in support of the application.

The Area team Leader, Lee Burman, introduced a report which recommended delegating authority to the Head of Development Management to grant planning permission, subject to conditions and completion of a S106 legal agreement within three months of the date of this meeting, for the Demolition of Existing Buildings and the Erection of a 140 Unit Extra Care Facility (of which three are duplexes) (Use Class C2) Comprising of 21,602.6 sq m (gross external) of Floorspace Over Five Storeys (four storey building with a five storey recessed), Three Units for Uses within A1/A2/A3, 97 Car Parking Spaces Split Across the Basement (85 no. spaces) and Ground Floor Level (12 no. spaces) and Associated Access and Landscaping. Key issues highlighted included, principle of the development, impact on residential amenities of adjoining neighbours, impact on character and appearance of the area, loss of non-designated heritage asset, impact of the development on the character and appearance of the Conservation Area and highway impact.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: hours of operation of external lighting, car parking bay for emergency services, land ownership of the site, artefacts of historic value to be made available for preservation by local history and civic societies, external cladding of the building, affordable housing provision, adequacy of car parking spaces and S106 contributions.

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

Councillor Nick Murry, Division Member, spoke in objection to the application with the main points focusing on: traffic volume issues, height and mass of the proposed building, access onto Sadlers Mead and impact on neighbouring residential amenities.

At the start of the debate a proposal was moved by Councillor Peter Hutton and seconded by Councillor Christine Crisp to grant planning permission as detailed in the report. During the debate the main points raised were: the need for the

applicant to engage with the community during the development process, regeneration of a brownfield site, concerns about the availability of on-site car parking and possible impact on neighbouring roads, comparisons with similar developments and the provision of car parking spaces, references to Core Policy 57, i, ii and iii.

**Resolved:**

**To delegate authority to the Head of Development Management to GRANT planning permission, subject to conditions and completion of a S106 legal agreement within three months of the date of the resolution of this Committee.**

**In the event of failure to complete, sign and seal the required section 106 agreement within the originally defined timeframe to then delegate authority to the Head of Development Management to REFUSE planning permission for the following reason:-**

**The application proposal fails to provide and secure the necessary and required services and infrastructure supporting the proposed residential development including Affordable Housing is therefore contrary to Policies CP3 and CP43 of the Wiltshire Core Strategy Adopted January 2015**

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

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

- 2. No part of the development shall be occupied until all the existing buildings on site have been permanently demolished and all of the demolition materials and debris resulting there from has been removed from the site.**

**REASON: In the interests of the character and appearance of the area and neighbouring amenities.**

- 3. No development shall commence on site until the exact details and samples of the materials to be used for the external walls, roofs, Windows, balconies and rain water goods 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 external natural stonework shall be constructed on site, until a sample panel of stonework, not less than 1 metre square, has been constructed on site, inspected and approved in writing by the Local Planning Authority. The panel shall then be left in position for comparison whilst the development is carried out. Development shall be carried out in accordance with the approved sample.

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

5. No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include
  - a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
  - finished levels and contours;
  - means of enclosure;
  - all hard and soft surfacing materials;
  - minor artefacts and structures (e.g. furniture, planters, and other storage units, signs, lighting etc);

**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. No development shall commence on site until the trees on the site which are protected by a Tree Preservation Order have been enclosed by protective fencing, in accordance with British Standard 5837 (2012): "Trees in Relation to Design, Demolition and Construction -Recommendations". Before the fence is erected its type and position shall be approved with the Local Planning Authority and after it has been erected, it shall be maintained for the duration of the works and no vehicle, plant, temporary building or materials, including raising and or, lowering of ground levels, shall be allowed within the protected areas(s).

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

8. No part of the development hereby permitted shall be brought into use or occupied until all access, 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.

9. The A3 unit here by approved shall not be brought into use, until details showing ventilation and extraction equipment within the site (including details of its position, appearance and details of measures to prevent noise emissions) have been submitted to and approved in writing by the Local Planning Authority, and the approved ventilation/extraction equipment has been installed in accordance with the approved details. The approved ventilation and extraction equipment shall thereafter be maintained in a serviceable condition in accordance with the approved details.

**REASON:** In the interests of the amenities of the area.

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

**details and no additional external lighting shall be installed. To require agreement over the hours of operation of any external lighting to be approved.**

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

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

- **AA6717-2001 REV A**
- **AA6717-2002 REV A**
- **AA6717-2003 REV A**
- **AA6717-2115 REV B**
- **AA6717-2110 REV C**
- **AA6717-2111 REV B**
- **AA6717-2112 REV A**
- **AA6717-2113 REV B**
- **AA6717-2114 REV A**
- **AA6717-2116 REV B**
- **AA6717-2600 REV B**
- **AA6717-2400 REV A**
- **AA6717-2401 REV A**
- **AA6717-2402 REV A**
- **AA6717-2403 REV A**
- **AA6717-2404 REV A**
- **AA6717-2405 REV A**
- **AA6717-2601 REV B**
- **AA6717-2700**
- **AA6717-2701 REV A**
- **AA6717-2602**
- **AA6717-2604**
- **AA6717-1032 REV D**

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

**12. None of the individual units of residential accommodation at the development shall be used otherwise than as a private place of residence for a person or persons of whom at least one must be a 'qualified person' (defined below) at the date of his or her first occupation of the unit in question. For the purposes of this schedule a 'qualified person' means a person who is or has attained the age of 65 years and thereby in need of personal care by reason of old age or by reason of disablement. (whether or not such person suffers from a registered disability under the terms of the Chronically Sick and Disabled Persons Act 1970). An occupier of**

one of the individual units of residential accommodation who is not a 'qualified person' but who shares or previously shared the accommodation with a 'qualified person' (e.g. a spouse or surviving spouse) must have attained the age of at least 55 years.'

**REASON:** The application has been considered on the basis of occupation by elderly persons in class C2 accommodation and the Local Planning Authority wishes to consider any future changes to occupation of the building.

- 13.** The development hereby permitted shall only be used for the purposes specified in the application and for no other purpose (including any other purpose in Class C2 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 or any provision equivalent to that Class in any Statutory Instrument revoking and/or reenacting that Order).

**REASON:** The application has been considered on the basis of occupation by elderly persons in class C2 accommodation and the Local Planning Authority wishes to consider any future changes to occupation of the building.

- 14.** No development shall commence on site (other than that required to be carried out as part of a scheme of remediation approved by the Local Planning Authority under this condition), until steps (i) to (iii) below have been fully complied with. If unexpected contamination is found after development has begun, development must be halted on that part of the site affected by the unexpected contamination to the extent specified by the Local Planning Authority in writing until step (iv) has been complied with in full in relation to that contamination.

**Step (i) Site Characterisation:**

An investigation and risk assessment must be completed to assess the nature and extent of any contamination on the site, whether or not it originates on the site. The investigation and risk assessment must be undertaken by competent persons and a written report of the findings submitted to and approved in writing by the Local Planning Authority. The report of the findings must include:

- A survey of the extent, nature and scale of contamination on site;
- The collection and interpretation of relevant information to form a conceptual model of the site, and a preliminary risk assessment of all the likely pollutant linkages;
- If the preliminary risk assessment identifies any potentially significant pollutant linkages a ground investigation shall be carried out, to provide further information on the location, type and concentration of contaminants in the soil and groundwater

and other characteristics that can influence the behaviour of the contaminants;

- **An assessment of the potential risks to:**
  - human health,
  - property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes,
  - adjoining land,
  - groundwater and surface waters,
  - ecological systems,
  - archaeological sites and ancient monuments;

**Step (ii) Submission of Remediation Scheme:**

If any unacceptable risks are identified as a

**Step (iv) Reporting of Unexpected Contamination:**

In the event that contamination is found at any time when carrying out the approved development that was not previously identified it should be reported in writing immediately to the Local Planning Authority. An investigation and risk assessment should be undertaken in accordance with the requirements of step (i) above and where remediation is necessary, a remediation scheme should be prepared in accordance with the requirements of step (ii) and submitted to and approved in writing by the Local Planning Authority.

**Step (v) Verification of remedial works:**

Following completion of measures identified in the approved remediation scheme a verification report should be submitted to the Local Planning Authority. The report should demonstrate the effectiveness of the remedial works.

A statement should also be provided by the developer which is signed by a person who is competent to confirm that the works detailed in the approved scheme have been carried out (The Local Planning Authority can provide a draft Remediation Certificate when the details of the remediation scheme have been approved at stage (ii) above).

The verification report and signed statement should be submitted to and approved in writing of the Local Planning Authority.

**Step (vi) Long Term Monitoring and Maintenance:**

If a monitoring and maintenance scheme is required as part of the approved remediation scheme, reports must be prepared and submitted to the Local Planning Authority for approval at the relevant stages in the development process as approved by the Local Planning Authority in the scheme approved pursuant to step



(ii) above, until all the remediation objectives in that scheme have been achieved.

All works must be conducted in accordance with DEFRA and the Environment Agency's "Model Procedures for the Management of Land Contamination, CLR 11" and other authoritative guidance.

15. No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:

- a) the parking of vehicles of site operatives and visitors;
  - b) loading and unloading of plant and materials;
  - c) storage of plant and materials used in constructing the development;
  - d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
  - e) wheel washing facilities;
  - f) measures to control the emission of dust and dirt during construction;
  - g) a scheme for recycling/disposing of waste resulting from demolition and construction works; and
  - h) measures for the protection of the natural environment.
- i) hours of construction, including deliveries;

has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

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

16. There shall be no subdivision of, extension to or amalgamation of the A1, A2 and A3 units shown on the approved plans.

**REASON:** The proposed use and size of the units is considered acceptable but the Local Planning Authority wish to consider any future proposal as it may result in conflict with the Wiltshire Core Strategy.

- 17. No deliveries shall be made to or collections made from the A1, A2 or A3 units hereby approved except between the hours of 06:00am and 22:00pm Monday to Saturday and 07:00am and 17:00pm on Sundays.**  
**(ii) There shall be no use of reverse beepers on delivery or collection vehicles between 06:00am and 07:00am Monday to Saturday and between 07:00am and 09:00am on Sundays.**

**REASON: To limit the impact of the development on adjacent residential amenity and prevent undue disturbance**

- 18. 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), the A1, A2 and A3 units shown on the approved plans site shall be used solely for purposes within these use Classes 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, other than a use within the same classes, having regard to the circumstances of the case.**

- 19. The A1 and A2 use hereby permitted shall not be open to the public except between the hours of 08:00am to 22:00pm Monday to Saturday, 09:00am to 18:00pm on Sunday & Public Holidays.**

**REASON: To limit the impact of the development on residential amenity.**

- 20. There shall be no customers/members of the public within the A3 unit hereby approved except between the hours of 07:00am to 22:00pm on Monday to Saturday, 07:30am to 20:00pm on Sunday & Public Holidays.**

**REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.**

- 21. No development shall commence on site (including any works of demolition), until a Commercial Waste Management and Collection plan, which shall include the following:**

- a) Means of collection of commercial waste;**
- b) Means of collection of clinical waste;**
- c) Means of collection of domestic waste;**
- d) Details of the operator**

**e)Procedures and plans setting out how all waste will be collected to ensure that collection vehicles are not parked on the public highway. has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full. The collection of waste shall not be carried out otherwise than in accordance with the approved statement.**

**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 minimise detrimental effects to the highway network, the amenities of the area in general.**

**22. Prior to the demolition of the existing buildings on site until a full survey, including analysis, and photographic record of the historic Wiltshire College building has been submitted to and approved in writing by the Local Planning Authority. Any artefacts of historic value to be made available for preservation by local history and civic societies.**

**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 secure the proper recording of the undesignated heritage asset.**

**23b 17/09336/FUL - Land at Three Bridges, Ashton Keynes, Swindon**

Public Participation

David Norman, local resident, spoke in objection to the application.

Sarah Shepherd, local resident, spoke in objection to the application.

June Bull, local resident, spoke in objection to the application.

Paul Eastman, local resident, spoke in support of the application.

James Wood, local resident, spoke in support of the application.

Cllr David Wingrove, Chair of Ashton Keynes Parish Council, spoke in support of the application.

The case officer, Richard Sewell, introduced a report which recommended planning permission be granted, subject to conditions, for the partial change of use of land to form a coach depot with improved access and enhanced landscaping. Key issues highlighted included, the principle of development, the scale, design, layout and materials of the proposed parking facility and impact on visual amenity, impact on the residential amenity, impact on highways, impact on ecology, impact on drainage and the impact on the historic character and appearance of the Ashton Keynes Conservation Area.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the storage of materials and unauthorised equipment on site, the existing hedgerow, Ashton Keynes Neighbourhood Plan, external lighting within the application site, reasons for the transfer of business operations to the application site, the potential for setting personal use conditions within any grant of the application.

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

Cllr Berry spoke in respect of the both the site specific impacts of the proposals, concerns raise by some local residents and the wider benefits of the scheme

At the start of the debate a proposal was moved by Councillor Toby Sturgis and seconded by Councillor Ashley O' Neill to grant planning permission as detailed in the report. During the debate the main points raised were: The hedge fronting the application site and potential planting schemes, and potential for an increase in light nuisance from higher traffic flows from the site.

**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: Drawing No. 1920/PA/4 Site Location Plan and Drawing No 1920/PA/2 Rev Site Layout and Landscape Scheme D both received 26.09.17**

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

- 3. No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, 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 species, supply and planting sizes and planting densities, means of temporary support and protection from livestock and vermin;**
- finished levels;**
- means of enclosure including gates;**

- all hard and soft surfacing materials;
- minor artifacts and structures (e.g. refuse and other storage units, signs, bollards, street lighting etc);
- proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports etc);

**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.

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

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

5. No development shall take place until a landscape management plan, including long term design objectives, management responsibilities and maintenance schedules for all landscaped areas shall be submitted to and approved in writing by the local planning authority, in consultation with the Environment Agency. The landscape management plan shall be carried out as approved and any subsequent variations shall be agreed in writing by the local planning authority. The scheme shall include the following elements:
  - detailed extent and type of new planting (NB. planting to be of native species)
  - details of maintenance regimes
  - details of any new habitat created on site

- details of treatment of site boundaries and/or buffers around water bodies (including measures to ensure the riverbank is not allowed to scrub up to the extent that they become unsuitable for wolverines).
- details of management responsibilities

**REASON** This condition is necessary to ensure the protection of wildlife and supporting habitat and secure opportunities for the enhancement of the nature conservation value of the site in line with national planning policy.

6. The development shall be carried out as specified in the approved Arboricultural Impact Assessment incorporating Tree Survey, Tree Protection Plan and Arboricultural Method Statement (AMS) prepared by S J Stephens Associates dated 24th August 2017, and shall be supervised by an arboricultural consultant.

**REASON:** To prevent trees on site from being damaged during construction works.

7. The development will be carried out in strict accordance with the prescriptions given in Section 6 of the Ecological Appraisal by Malford Environmental Consulting dated 8<sup>th</sup> September 2017.

**REASON:** To ensure protection of ecologically sensitive habitats and species within or adjacent to the site.

8. No infiltration of surface water drainage into the ground is permitted other than with the written consent of the Local Planning Authority. The development shall be carried out in accordance with the approved details.

**REASON** The use of the site as a coach park has the potential to release hydrocarbons to ground. Ground water is likely to be close to the surface.

9. No development approved by the permission shall be commenced until a scheme of surface water drainage, focusing on pollution prevention, is submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented as agreed, in the timescales agreed.

**REASON:** To ensure that the development is not put at unacceptable risk from, or adversely affected by, unacceptable levels water pollution caused by mobilised contaminants in line with paragraph 109 of the National Planning Policy Framework.

10. No part of the development hereby permitted shall be first brought into use until the turning area and parking spaces have been completed in accordance with details shown on the approved plans.

The areas shall be maintained for those purposes at all times thereafter.

**REASON:** In the interests of highway safety.

11. No part of the development hereby permitted shall be first brought into use until full technical detail of the access have been submitted to and approved in writing by the Local Planning Authority. The details shall be broadly in accordance with 'Junction visibility requirement Sheet 1 of 5' ST17110-01 details. The radius of the access shall be increased for the coaches. No part of the development shall be first brought into use until the access has been completed in accordance with the approved details. Provision shall be made within the site for the disposal of surface water so as to prevent its discharge onto the highway details of which shall have been submitted to and approved in writing by the Local Planning Authority.

**REASON:** In the interests of highway safety.

12. No development shall commence on site until visibility splays have been provided between the edge of the carriageway and a line extending from a point 2.4m back from the edge of the carriageway, measured along the centre line of the access, to the points on the edge of the carriageway 160m metres in both directions from the centre of the access in accordance with the approved plans. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 1m above the level of the adjacent carriageway.

**REASON:** In the interests of highway safety.

13. No development shall commence on site until a Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall include details of implementation and monitoring and shall be implemented in accordance with these agreed details. The results of the implementation and monitoring shall be made available to the Local Planning Authority on request, together with any changes to the plan arising from those results.

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

14. No development shall commence until a Site Management Plan detailing measures to minimize noise disturbance has been submitted to and approved in writing by the Local Planning Authority. The development hereby approved shall be implemented and operated in accordance with the approved details thereafter.

**REASON:** In the interest of residential amenity

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

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

**16. No materials, goods, plant, machinery, equipment, finished or unfinished products/parts of any description, skips, crates, containers, waste or any other item whatsoever shall be placed, stacked, deposited or stored outside anywhere within the site.**

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

**17. The occupation of the site hereby permitted shall only enure for the benefit of the following Business/Persons and their Dependents: Ellisons Coaches/Barry Ellison.**

**REASON:** Permission would not normally be granted for this development, but regard has been paid to the personal circumstances of the applicant which are considered, exceptionally in this case, to be sufficient to outweigh the normal planning policy considerations which would normally lead to a refusal of planning permission.

**18. 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.**

**19. 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.

**20. 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.

**21. 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.

**22. INFORMATIVE TO APPLICANT:**

Safeguards should be implemented during the construction phase to minimise the risks of pollution from the development. Such safeguards should cover:

- the use of plant and machinery
- 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.

24 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 5.30 pm)

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@wiltshire.gov.uk)

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

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## EASTERN AREA PLANNING COMMITTEE

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### MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 22 MARCH 2018 AT WESSEX ROOM, CORN EXCHANGE, THE MARKET PLACE, DEVIZES SN10 1HS.

#### **Present:**

Cllr Mark Connolly (Chairman), Cllr Paul Oatway QPM (Vice-Chairman), Cllr Ian Blair-Pilling, Cllr Stewart Dobson, Cllr Peter Evans, Cllr Nick Fogg MBE, Cllr James Sheppard and Cllr Christopher Williams (Substitute)

#### **Also Present:**

Cllr Philip Whitehead

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#### 1. **Apologies**

An apology was received from Councillor Richard Gamble, who was substituted by Councillor Chris Williams.

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

The minutes of the meeting held on 30 November 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 30 November 2017.**

#### 3. **Declarations of Interest**

Councillor Paul Oatway QPM declared a non-pecuniary interest in Minute Item 8 by virtue of being a member of Milton Lilbourne Parish Council. He confirmed he had considered all evidence related to the application with an open mind and would participate and vote on the item.

#### 4. **Chairman's Announcements**

There were no announcements.

#### 5. **Public Participation**

The rules on public participation were noted.

6. **Planning Appeals and Updates**

The report on completed and pending appeals, and an update on recent case law from the Head of Development Management, were presented for consideration.

**Resolved:**

**To note the updates.**

7. **ARTICLE 4 DIRECTION: Land at Crookwood Farm, Crookwood Lane, Potterne, Wiltshire, SN10 QS**

**Public Participation**

Mervyn Dobson spoke in objection to the retention of the permitted development rights on the site.

Judie Boyt spoke in objection to the retention of the permitted development rights on the site.

Johnny Cayford spoke in objection to the retention of the permitted development rights on the site.

Tim Truman spoke in support of the retention of the permitted development rights on the site.

Adrian Harris spoke in support of the retention of the permitted development rights on the site.

Councillor Chris Saunders, Chairman of Easterton Parish Council, spoke in objection to the retention of the permitted development rights on the site.

Councillor Peter Balls OBE, Chairman of Potterne Parish Council, spoke in objection to the retention of the permitted development rights on the site.

Councillor Bill Donald, Urchfont Parish Council spoke in objection to the retention of the permitted development rights on the site.

Andrew Guest, Major Projects and Performance Manager, presented a report which recommended the making of a 'non-immediate' Direction under Article 4 of the Town and Country Planning (General Permitted Development) Order (as amended) to remove 'permitted development' rights for the land at Crookwood Farm. The effect of an Article 4 Direction would remove the permitted development right to hold motor car and motorcycle racing events on the land without planning permission, as was currently permissible for 14 days per year.

The background to the consideration of making the Article 4 Direction was detailed, including the events that had taken place on the site and the raising of concerns over noise, traffic, access and the impact on bridleways. It was confirmed that a planning application to retain motocross jumps on the site had been withdrawn. The requirements under which an Article 4 Direction could be made were detailed, along with explanation that an order could be immediate or non-immediate. The report recommended a non-immediate order, which would require additional consultation and permit the events planned for 2018 to proceed, with a lesser risk of compensation to be offered.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought on liability in the event accidents took place on the site, and clarification of the processes for both immediate and non-immediate orders.

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

The local Unitary Division Member, Councillor Philip Whitehead, then spoke in objection to the retention of permitted development rights on the site. He supported the making of an immediate Article 4 Direction in order to address the serious concerns raised by the current activities on the site.

A debate followed, where the history of the site in its current use was further raised, along with confirming that any Direction would cover the entire farm area, so that any activity could not be moved into another field should a Direction be made. The positive health and social benefits of the activity were debated, but the majority of councillors considered the negative impacts from noise, traffic impact, environmental concerns and more indicated the site was inappropriate for the current use, and that the problems were sufficiently serious to warrant immediate action, particularly as the potential for such a direction had been raised across a long period.

At the beginning of the debate a motion was moved by Councillor Stuart Dobson, seconded by Councillor Chris Williams, to authorise an immediate Direction under Article 4. The reasons for an immediate Direction rather than a non-immediate Direction were given as follows:

- In view of the unsuccessful attempts to obtain a meaningful events management plan to ensure the safety of all users of the highways hereabouts, including emergency services, and to safeguard the amenities of nearby residents from noise and general disturbance.
- In view of the immediate impact of the events themselves on local amenity and the well-being of the area in terms of the traffic generation and the resulting implications for highway safety, and in view of the general disturbance caused by noise in an otherwise tranquil location.

At the conclusion of discussion, it was,

**Resolved:**

**That the Head of Development Management be authorised to make an immediate Direction under Article 4 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended), to remove 'permitted development' rights under Part 4, Class B of Schedule 2 with all necessary public consultation.**

8. **WILDLIFE AND COUNTRYSIDE ACT 1981: The Wiltshire Council Parish of Pewsey Path No. 82 and Path No. 82A and the Parish of Milton Lilbourne Path No.34 and Path No. 34A Definitive Map and Statement Modification Order 2017**

Public Participation

Sarah Ingram Hill, on behalf of impacted landowners, spoke in objection to the Order.

Bernie Bradshaw, on behalf of Pewsey East Walkers, spoke in support of the Order.

George Haddock, on behalf of Pewsey East Walkers, spoke in support of the Order.

Councillor David Fall, on behalf of Milton Lilbourne Parish Council, spoke in support of the Order.

Craig Harlow, acting Rights of Way Officer, presented a report which recommended that the proposed Order be forwarded to the Secretary of State for Environment, Food and Rural Affairs with a recommendation that the Order be confirmed without modification.

The background to the making of the order was detailed, along with explanations of actions that could be taken by landowners to demonstrate a lack of intent for land to be used as a public right of way and summaries of the evidence submitted by users and landowners on the proposed routes. Conflicts of evidence between supporters and objectors of the Order would be tested by the Secretary of State, with the report proposing to support the Order as originally made. The required legal tests for creation of a right of way were also detailed, being that the land must have been used as such without force, without secrecy and without permission, for a continuous period of at least 20 years.

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

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

A debate followed, where the evidence in support and objection to the use of the land was assessed, along with the strength of that evidence. A motion was moved by Councillor Paul Oatway QPM, seconded by Councillor Ian Blair-Pilling, to forward the Order to the Secretary of State in accordance with the officer's recommendation. At the conclusion of debate, it was,

**Resolved:**

**That "The Wiltshire Council Parish of Pewsey Path No. 82 and 82A and the Parish of Milton Lilbourne Path No. 34 and 34A Definitive Map and Statement Modification Order 2017" is forwarded to the Secretary of State for the Environment, Food, and Rural Affairs with the recommendation that it is confirmed as made.**

9. **COMMONS ACT 2006 SECTION 15(1) AND (2): Application to Register Land as a Town or Village Green - The Play Area in Morris Road/College Fields in the Baron Park/College Fields Residential Area, Marlborough**

Public Participation

Mr Paul Grace, on behalf of Marlborough College, spoke in objection to the registration of the town or village green.

Mr Ian Mellor, applicant, spoke in support of the registration of the town or village green.

Sally Madgwick, Acting Team Leader - Definitive Map and Highway Records, presented a report which recommended that Wiltshire Council, as Commons Registration Authority, accept the recommendation of the independent inspector to reject the application made under Sections 15(1) and (2) of the Commons Act 2006 to register land at Barton Park, Marlborough, as a town or village green.

The background to the application to register the play area in Morris Road/College Fields, Barton Park, as a town or village green was detailed. The application was submitted on 18 May 2015. As Wiltshire Council, in its capacity as landowner, was a statutory objector to the application to register the land, the Committee at its meeting on 5 January 2017 resolved to appoint an independent inspector to hold a non-statutory public inquiry to examine and establish the facts and relevant law, and to provide a report and a recommended course of action. The inquiry took place in January 2018. The inspector's report and its findings, and relevant evidence, was included with the Committee report. Correspondence since the inquiry report between the council as Commons Registration Authority, the inspector, applicant and objectors, had also been circulated to the Committee.

The legal tests for approving the registering of a town or village green were outlined as detailed further in the report, but in particular that, on the balance of probabilities, applicants must prove that a significant number of local people indulged in lawful sports and pastimes on the land for a period of at least 20 years, in this case from 1995-2015, and that their usage of the land must have been 'as of right'. This would require the use of the land for such purposes to have been without force, without secrecy and without permission.

The independent inspector, following the public inquiry, had concluded that while it was not in dispute that lawful sports and pastimes had taken place on the land across the required period, that use had been 'by right', meaning it had been permitted or actively allowed by the landowners, or otherwise carried out by statutory right. As a result, he had recommended that the application to register the land be rejected, with the full details and reasoning set out in the inspector's report.

Sarah Marshall, Senior Solicitor, confirmed to the Committee that it was able to come to a different decision to that recommended by the independent inspector, but that it could only do so where it considered that the inspector had made a significant error of law or fact, and could support that consideration with clear and valid evidence. Additionally, the Committee was reminded of the

requirement not to predetermine the application, but to consider it with an open mind, taking into consideration all the evidence before it, and to assess whether or not the legal tests for registration of a town or village green had been met as the inspector had concluded.

It was also confirmed that officers acting for the council as a landowner making objections, had received separate legal support than the Committee and supporting officers acting as Commons Registration Authority, to ensure all parties, including applicants and objectors, were treated fairly.

Following the presentation members of the Committee were given the opportunity to ask technical questions of the officers.

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

The Committee then debated the application for registration, and the recommendations of the independent inspector. Some members raised concerns regarding elements of the inspector's report, in particular reference to relevant legislation under which land was registered and transferred, whether the land had properly been listed as public open space in the past, and past intentions for use of the land. However, a majority of members stated that no significant errors of law or fact had been identified which gave reason to doubt the recommendation of the inspector, and that on the balance of evidence it was therefore clear that while lawful sports and pastimes had taken place on the land, the required legal tests for registration had not been met. In particular it was emphasised that a very clear process had been followed, including the holding of a non-statutory inquiry to test evidence and claims, as well as relevant law, in order for the conclusion to have been properly and fairly arrived at.

A motion to reject the registration of the land in accordance with the reasoning of the independent inspector's report was moved by Councillor Mark Connolly, seconded by Councillor Paul Oatway QPM. At the conclusion of debate, it was,

**Resolved:**

**That the application to register the play area in Morris Road/College Fields, Barton Park, Marlborough, as a town or village green be rejected for the reasons set out in the inspector's report dated 2 March 2018.**

*A recorded vote having been requested by the required number of members, the votes for and against the application were as follows:*

**For (6)**

*Cllr Ian Blair-Pilling  
Cllr Mark Connolly  
Cllr Peter Evans  
Cllr Paul Oatway QPM  
Cllr James Sheppard  
Cllr Chris Williams*

**Against (2)**

*Cllr Stewart Dobson  
Cllr Nick Fogg MBE*

**Abstentions (0)**



10. **Urgent items**

There were no urgent items.

(Duration of meeting: 3.00 - 5.15 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services,  
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## **EASTERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 19 APRIL 2018 AT WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.**

#### **Present:**

Cllr Mark Connolly (Chairman), Cllr Paul Oatway QPM (Vice-Chairman), Cllr Richard Gamble, Cllr Jerry Kunkler (Substitute) and Cllr Christopher Williams (Substitute)

#### **Also Present:**

Cllr Stuart Wheeler

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#### **11. Apologies**

Apologies were received from Cllr Peter Evans, Cllr Nick Fogg MBE, Cllr James Sheppard, Cllr Stewart Dobson who was substituted by Cllr Jerry Kunkler and Cllr Ian Blair-Pilling who was substituted by Cllr Christopher Williams.

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

The minutes of the meeting held on 22 March 2018 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 22 March 2018.**

#### **13. Declarations of Interest**

There were no declarations of interest.

#### **14. Chairman's Announcements**

The Chairman thanked officer Kieran Elliott for his work supporting the Eastern Area Planning Committee.

#### **15. Public Participation**

The rules on public participation were noted.

16. **Planning Appeals and Updates**

The report on completed and pending appeals was presented for consideration.

**Resolved:**

**To note the updates.**

17. **Planning Applications**

The following planning applications were considered.

18. **18/01938/FUL Land off Aldbourne Road, Baydon, Wiltshire**

Public Participation:

Mr Nick Patterson-Neild, Agent, spoke in support of the application.

Mr Bill Evans, Applicant, spoke in support of the application.

The Planning Officer, Jonathan James, introduced a report which recommended that planning permission be refused for the erection of a residential dwelling. Key details were stated to include the principle of development, as the site lies within open countryside outside any defined Limits of Development and impact upon the character and appearance of the landscape, as the site lies within the North Wessex Area of Outstanding Natural Beauty.

Attention was drawn to late correspondence circulated at the meeting which was summarised by the officer.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought on whether the Parish was in the process of preparing a Neighbourhood Plan.

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

A debate followed, whereby the key issues raised included; that the site was outside the settlement boundary of the village of Baydon; and that the application did not meet the criteria for an exception to the policy to restrict residential development outside of the settlement boundary. Paragraph 55 of the NPPF was cited, which supports dwellings, beyond those necessary for essential needs or supporting heritage, where they are considered to be of exceptional quality or of innovative nature in design. However, the Design Review Panel did not feel that the applied for dwelling met those criteria. Other issues raised included the location of the site in the Area of Outstanding Natural Beauty, and the potential for other similar applications in the open countryside and the precedent this would set.

Following debate, and following a motion from Cllr Mark Connolly, seconded by Cllr Jerry Kunkler, the Committee voted on the motion to refuse as recommended by officers and it was:

**Resolved:**

**To refuse planning permission for the following reasons:**

- 1. The site is located in open countryside, outside of the limits of development for any nearby settlements (as defined in the Wiltshire Core Strategy) and in a location poorly-served by local services and amenities, where none of the exceptions policies listed at paragraph 4.25 are applicable. Nor has the site been identified through the neighbourhood planning process. The proposal would therefore conflict with Core Policies 1, 2, 14 and 60 of the Wiltshire Core Strategy (2015), which seeks to properly plan for sustainable development of housing in Wiltshire and to central government policy contained within the National Planning Policy Framework.**
- 2. The proposal would result in residential development and associated domestic paraphernalia within the countryside which, in turn, would erode the rural character of the area and negatively impact on the appearance of the landscape, which is designated as the North Wessex Downs Area of Outstanding Natural Beauty. This would conflict with Core Policies 51 and 57 of the Wiltshire Core Strategy and with paragraph 115 of the National Planning Policy Framework, which gives great weight to conserving the landscape of areas of outstanding natural beauty.**

**19. 18/01196/FUL Land to the rear of 11 White Street, Market Lavington, SN10 4DP**

**Public Participation:**

Mr Fred Davis spoke in objection to the application.

Mr John Williams spoke in objection to the application.

Miss Rada Tintor spoke in objection to the application.

Mr Paul Oakley, Agent, spoke in support of the application.

Ian Myhill of Market Lavington Parish Council spoke in objection to the application.

The Planning Officer, Ruaridh O'Donoghue, introduced a report which recommended that planning permission be granted, subject to conditions, for the demolition of existing garages and the erection of two houses with garages plus the provision of a passing space adjoining The Clays (amendment to 17/07414/FUL). Key issues were stated to include; the principle of residential development on the site; impact upon neighbouring residents; impact on the conservation area, and impact upon highway safety/parking arrangements.

The main issue to be considered was whether the proposal had now overcome the Committee's reason for refusal on highways grounds in respect of the previous application at its meeting on 2 November 2017. The applicant had amended the plans to include a passing bay to try to address this issue.

Attention was drawn to the late observations, which were summarised by the officer.

Members of the Committee then had the opportunity to ask technical questions of the officer. In response to questions, the officer clarified that The Clays is a Bridleway, so is designated for use by horses, pedestrians and bicycles; there are no vehicular access rights. However, there are at present cars using the bridleway - 6 or 7 properties currently use it for access. It was confirmed by the officer that no complaints have been received regarding unauthorised use of The Clays, so residents either have a demonstrable private right to use The Clays or have not caused a nuisance that has been reported. The officer also advised that the garages currently on the site pre-date some of the houses so the applicant may well be able to demonstrate a right of access. It was further confirmed that the granting of planning permission does not give applicants a vehicular right of access.

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

In response to public statements the planning officer stated that a condition was proposed requiring the submission and approval of a construction method statement to ensure that safe vehicle access by construction vehicles can be achieved.

A debate followed, whereby the main issues raised included access and parking. Some members felt that, although a small improvement had been made to the application through the addition of a passing bay, it was not felt that this was sufficient to overcome the previous highway refusal reason. It was also raised that there was evidence of other problems, including damage to local buildings and emergency vehicles not being able to gain access due to parking problems in the area, and that parking rules were not currently being obeyed and subsequently enforced. Concerns were raised that the construction of these properties would make the situation worse. However, some members felt that changing the site's use from garages to residential would result in a reduction in traffic and that the narrowness of the lane restricted speed. Therefore, conflict with other Bridleway users would be reduced and they were in support of the application.

During the debate Cllr Richard Gamble proposed a motion to refuse planning permission, against officer recommendation, for the same reasons as the original application as it was considered that the addition of the passing bay did not go far enough in addressing the highway safety concerns previously raised. This was seconded by Cllr Chris Williams.

Following debate, the Committee voted on the motion to refuse, and it was:

**Resolved:**

To refuse planning permission for the following reason:

1. The Clays is a bridleway (MLAV24) with a definitive width of just 3 metres across its entire length. It is unsuitable, by reason of its narrow width and poor quality surfacing, to provide safe and suitable access to the development or to accommodate the additional vehicular movements associated with it. This would cause conflict with users of the bridleway, including cyclists and pedestrians. Furthermore, the proposed layout is such that the development cannot be readily serviced by vehicles, in particular Plot 1. The proposal would therefore be contrary to Core Policy 61 of the Wiltshire Core Strategy, which requires that proposals are capable of being served by safe access to the highway network, Core Policy 57 (vi) of the Wiltshire Core Strategy, which requires that development should take account of a site's characteristics and relate effectively to the immediate setting and the wider character of the area, and paragraph 32 of the National Planning Policy Framework, which requires that safe and suitable access to the site can be achieved for all people.

20. **18/00127/FUL The Elms, Kingstone Road, Shalbourne, SN8 3QF**

Public Participation:

Mr Mike Long, the occupant of Beekeepers Cottage, spoke in objection to the application.

Ms Rebecca Lord, Agent, spoke in support of the application.

Mr Mike Lockhart of Shalbourne Parish Council spoke in objection to the application.

The Planning Officer, Ruaridh O'Donoghue, introduced a report that recommended that planning permission be granted, subject to conditions, for the erection of one detached dwelling and detached garage. Key issues were stated which included the principle of development and the impact upon the Shalbourne Conservation Area and local heritage assets. It was stated that there was extant planning permission on the site, for a dwelling, and that it would be possible to construct both schemes. As such, it was stated that a legal agreement could be put in place to prevent both applications being built.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought on the legal agreement. It was clarified that the legal agreement usually takes the form of 'This permission shall not be exercised in conjunction with the extant permission', so if the new permission was granted, the applicant would not be able to implement the extant planning permission as well.

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

The unitary division member, Cllr Stuart Wheeler then spoke in objection to the application.

There was also a question as to whether a section 106 agreement may be required. The officer clarified that the proposed informative numbered 2 on the condition list refers to the section 106 agreement and that a legal agreement is stronger than a condition - this would be used to ensure that if permission was granted for this application, only one of the permissions on the site could be implemented.

After further questions the officer clarified that the property, The Elms, would be retained. If granted permission, the new house in the application would be built. The legal agreement would prevent the extant planning permission being exercised if they chose to implement the new consent. However, there was nothing to prevent them applying for further planning permissions in the future.

Cllr Mark Connolly proposed a motion to grant the permission, with conditions, as per the officer recommendation. This was seconded by Cllr Jerry Knuckler.

A debate followed whereby in opposition to the proposed motion to approve the application, some members stated that they did not consider the application met the requirements of Core Policy 57 in relation to high quality design, or Core Policy 58 in relation to ensuring conservation of the historic environment. The scale of the property in relation to the site was debated, and whether it constituted overdevelopment of the site. Issues of amenity were also raised, in relation to the storage of bins adjacent to Beekeepers Cottage and the subsequent impact this would have on occupants' living conditions by reason of smell.

Following the debate, the Committee voted on the motion to grant planning permission with conditions. The motion was lost.

A motion to refuse planning permission was then proposed by Cllr Gamble and seconded by Cllr Oatway. Grounds for refusal included overdevelopment, not being sympathetic to historic buildings and landscapes, not enhancing the special character of the conservation area and not being compatible with neighbouring issues. Specifically, the proposal was considered to be contrary to Core Policy 57, points i, iii, iv, vi, vii and Core Policy 58. It was felt that the previous reasons for refusal on this site, stated in paragraphs 2 and 3 on page 56 of the agenda (save for reason for refusal 4) covered the reasons for refusal for this application subject to some revision. Councillors were happy to delegate the final wording of the reason for refusal to officers.

Following a vote on the motion to refuse planning permission it was:

**Resolved:**

**That planning permission be refused for the following reasons:**



1. The proposed development would be excessively large and would represent an overdevelopment of the site. As such, it would not be complimentary to the locality and would conflict with Wiltshire Core Strategy Core Policy 57 point i which requires development to enhance local distinctiveness, to point ii) which requires development to relate positively to the existing pattern of development, to point iii which requires development to respond positively to the existing townscape in terms of building layout, form, height, mass, scale, plot size and materials, to point iv, which requires development to be sympathetic to the historic environment and to point vi, which requires development to be appropriate to the immediate setting of the site and the wider character of the area. For this reason, the proposed development would also cause less than substantial harm to the character and appearance of Shalbourne Conservation Area and less than substantial harm to the setting of both the grade II listed Bee Keepers and The Old Chapel, which is a non-designated heritage asset. There are no public benefits arising from the proposal which would outweigh the identified level of harm and it would conflict with paragraph 134 of the National Planning Policy Framework. The proposal would also be contrary to Core Policy 58 of the Wiltshire Core Strategy, which requires development to protect, conserve and where possible enhance the historic environment.
2. The proposed development would result in material harm to the level of amenity currently enjoyed by the occupiers of Beekeepers Cottage. It would therefore be contrary to Core Policy 57 of the Wiltshire Core Strategy and to the core planning principle set out in paragraph 17 of the National Planning Policy Framework that planning should always seek to secure a good standard of amenity for existing occupants of land and buildings.

21. **Urgent items**

There were no urgent items.

(Duration of meeting: 3.00 - 5.00 pm)

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## SOUTHERN AREA PLANNING COMMITTEE

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**MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 8 MARCH 2018 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Richard Britton (Vice-Chairman), Cllr Matthew Dean, Cllr Christopher Devine, Cllr Jose Green, Cllr Mike Hewitt, Cllr Sven Hocking, Cllr George Jeans, Cllr Ian McLennan, Cllr John Smale and Cllr Trevor Carbin (Substitute)

**Also Present:**

Cllr Tony Deane  
Cllr Mary Douglas  
Cllr Bridget Wayman

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253 **Apologies**

Apologies were received from:

- Cllr Brian Dalton who was substituted by Cllr Trevor Carbin.

254 **Minutes of the Previous Meeting**

The minutes of the meeting held on 10 January 2018 were presented.

Cllr Britton noted that in relation to minute number 250 - Nightwood Farm – the accuracy of our resolution, is correct, but not consistent with the decision notice that had been published.

This matter would be addressed under Public Participation of the meeting, when responding to the Public Question that had been submitted in relation to this application.

**Resolved:**

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

255 **Declarations of Interest**

There were none.

256 **Chairman's Announcements**

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

257 **Public Participation**

The committee noted the rules on public participation.

A question had been submitted in advance of the meeting by Dr Claydon.

Question

In relation to application 17/10079/FUL: Nightwood Farm, Lucewood Lane, West Grimstead, SP5 3RN, considered by Committee on 10 January 2018:

1. Why was the full resolution, which required the removal of the bunds, excluded from the Notification of Refusal letter?
2. What has the Enforcement Department done about the resolution since 10<sup>th</sup> January?

Response

Planners response to question 1

The removal of the bunds are purely an enforcement matter, thus they are not referred to by the decision notice. However, it is quite correct that the minutes of the meeting refer to the possibility of future action to remove the bunds as this is what members resolved to do.

Enforcement response to question 2

Following the refusal of the application at Committee officers have been requesting updates from the Environment Agency (EA) as to their intentions given that matters such as asbestos are usually dealt with directly from that organisation. The EA have come back to us in recent days that they intend to take no further action. We are aware of members views on this matter and therefore will be taking the matter forward with the owner seeking to remedy the breach.'

Dr Claydon was granted one supplementary question.

Since it was a retrospective application for the authorisation of unlawful bunds, and the bunds should not have been there in the first place, it was essential that they be removed.

I have been in correspondence with Environment Agency (EA) for many months, they informed me that the Local Planning Authority (LPA) chose to write to the wrong office.

They informed me that they had made a decision based on the fact that they were told the bunds were not on ancient woodland but adjacent to it. They had been misled from the start.

The LPA is perfectly entitled to remove the bunds in their own right. I would hope that within two months after the SAPC made their decision nothing has been done. I believe the EA are reviewing the matter.

The Chairman noted that the Committee would continue to monitor the situation through updates from the Officers.

258 **Path No. 83 Diversion Order and Definitive Map and Statement Modification Order 2017 - Tisbury**

Public Participation

Dr Myers spoke in support of the recommendation  
Tim Martin spoke in support of the recommendation  
Jeremy Hooper spoke in support of the recommendation  
Janet Amos spoke on behalf of Tisbury Parish Council

The Acting Team Leader for Definitive Map and Highway Records, Sally Madgwick, introduced the report which recommended the diversion order be abandoned and revoked.

An Order had been made to divert the footpath to the dashed line, as indicated in the pack and on the screen at the meeting.

The route of the current path was explained by the Officer. The path travelled past St Anne's Cottage, then past the Priory, it was the owners of the Priory who had made the application for a diversion. The diversion route was then explained.

These Orders were a power that the Council has, it may choose to abandon the order or to support it.

The Officer noted that they had not realised that one of the land owners objected to the Order. They had also received objections from residents of St Anne's Cottage and the owners of Spring Cottage and School Cottage which lay beside the school and used the path to access the chapel and the wider network.

There had been 33 objections made to the Order.

The Officer drew attention to some irrelevant points as listed on page 18, paragraph 36.

Members had no technical questions to ask the Officer.

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

The Division Member Cllr Tony Deane then spoke in support of the abandonment of the order.

He noted that this was the first time he had heard a public debate on this footpath. He offered to Chair a meeting of interested parties, to be held at Wardour School to see if some of the concerns could be addressed, to enable those involved to agree a way forward.

Cllr Westmoreland moved Approval, in support of the Officers recommendation to revoke the order, this was seconded by Cllr Hewitt. He suggested that the parties get together and find a way forward.

**Resolved**

**That the Wiltshire Council Parish of Tisbury Path No. 83 Diversion Order and Definitive Map and Statement Modification Order 2017 is revoked and the application abandoned.**

259 **Planning Appeals and Updates**

The committee received details of the appeal decisions as detailed in the agenda.

**Resolved**

**To note the update for the period 21/12/2017 to 23/02/2018**

260 **Planning Applications**

261 **17/00842/OUT - Land opposite Horefield, Idmiston Road, Porton, SP4 0LD**

**Public Participation**

Kevin Hannah spoke in objection to the application

Hayley Hannah spoke in objection to the application

David Neal spoke in objection to the application

Valarie Creswell (Idmiston NP) spoke in support of the application

Tony Allen (Agent) spoke in support of the application

Andrew Oliver spoke on behalf of the Parish Council in support of the application

The Senior Planning Officer, Lucy Minting introduced the report for Outline Planning permission for a residential development of 16 dwellings with all matters reserved. Provision of new footways and dropped kerb crossings to Nicholas CofE Primary School and 18 public car parking spaces for Horefield residents/school use. This application was recommended for approval subject to a S106 agreement.

The Officer clarified a mistake in report – p205, refers to it as full planning application, where as it actually is an outline application with all matters reserved.

The site was outside the limits of development and had been identified as a site for development in the adopted NP.

There was an outstanding permission for 20 dwellings at Porton, thus leaving a gap for a remaining 12 dwellings to be developed. This proposal of 16 dwellings was considered as filling that gap.

The LPA required the results of the tree survey and bats roost survey, this had now been submitted and was contained in the report.

Policy 12 of the NP identifies a lack of parking outside of the school. The application included the provision of 18 public parking spaces for public use. That number had increased from 15 to 18 since the last meeting.

A list of conditions was included at page 209.

Members then had the opportunity to ask technical questions, where it was noted that the probable reason for the proposed path crossing the road and not running through the existing school path was due to the need for public use ~~whit~~ when the school was closed.

The report stated that there was no to negligible evidence of bats. The use of the parking spaces was recommended to be included as part of the S106 agreement as they were not managed by Wiltshire Council.

The legal agreement would be delegated back to Officers, however when the full application was submitted it would come back to committee for consideration.

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

The representative from Idmiston Parish Council (IPC) noted that it had met to consider the application in May 2017 and supported the aims and objectives, adding that the proposal would deliver smaller housing for people to downsize and stay in the village.

The Division Member Cllr Mike Hewitt then spoke. There were 3 large sites brought forward for development. Two sites were not accepted by the IPC planning team, one came to this committee (Chalke House) and was approved. The time to develop that site was running out. This was the only other larger site to be built on. It was not easy to restrict development to just one or two. The village want smaller properties for elderly people to downsize into, and affordable housing. The developer has done a lot to try and alleviate the parking issues. The committee deferred the application last time pending further info on the ecology report for bats, this has now come back.

Cllr Hewitt moved the motion of Approval this was seconded by Cllr Westmoreland.

A debate followed where the key issues raised included, that during the school drop off times the road was congested.

Concerns about loss of on street parking to existing houses in Horefield.

A development of this scale may change the nature of the area. It was for the Parish Council to now engage with the developer and the existing residents to discuss the parking arrangements.

There had been a 47% turn out for the referendum on the NP.

This was an outline application. This proposal was for 2 sites which could each take 10, however the proposals were proposing 16 between the two.

Condition 4 may need adjusting, this could be delegated to Officers.

The Committee then voted on the motion of Approval in line with Officer's recommendation, with conditions.

### **Resolved**

**That application 17/00842/OUT be APPROVED with conditions:**

**To delegate to officers to grant planning permission:-**

- (a) Subject to the prior completion of a Section 106 legal agreement (for the provision of 5 affordable dwellings; financial contribution for waste and recycling containers; financial contribution towards off site recreational open space and the provision and transfer of 18 "public" spaces for Horefield resident/school use to the Parish Council.**

**And subject to the following conditions:**

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

**REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

**(2) No development shall commence on site until details of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:**

- (a) The scale of the development;**
- (b) The layout of the development;**
- (c) The external appearance of the development;**
- (d) The landscaping of the site;**
- (e) The means of access to the site.**



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

**REASON:** The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 5 (1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

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

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

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

Plan Reference: 1:500 and 1:1000 Site Location Plans received by this office 19/12/2017, in so far as identifying the site location and red line of the application site only.

Bat Potential Roost Feature Inspection Survey & Bird Potential Report January 2018, received by this office 20/02/2018

**REASON:** For the avoidance of doubt and in the interests of proper planning. This is an outline application to establish the principle of the residential development of the site with 16 dwellings, the provision of new footways and dropped kerb crossings to Nicholas CofE Primary School and 18 public car parking spaces for Horefield resident/school use only. All matters are reserved (Scale, layout, external appearance, landscaping and means of access) so all submitted drawings are indicative only.

(5) No development shall commence on site until the exact details and samples of the materials including any finishes 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.

(6) No development shall commence on site until a scheme for the discharge of foul water from the site has been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be first occupied until foul water drainage for that dwelling has been constructed in accordance with the approved scheme and the last dwelling to be occupied on the site shall not be so occupied until the foul water drainage scheme for the whole of the site has been completed 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 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.

(7) No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the accesses/driveways), incorporating sustainable drainage details together with permeability test results to BRE365 has been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be first occupied until surface water drainage for that dwelling has been constructed in accordance with the approved scheme and the last dwelling to be occupied on the site shall not be so occupied until the surface water drainage scheme for the whole of the site has been completed 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.

(8) 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;
- \* other vehicle and pedestrian access and circulation areas;
- \* 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.

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

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

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

**(10)** No development shall commence on site until details of the proposed paved footway, accesses, drive gradients, car parking and any other associated highway works, have been submitted to and approved by the local planning authority. The development shall not be first occupied until the works referred to above have been constructed and laid out in accordance with the approved details.

**REASON:** To ensure that the paved footways and associated highway works are constructed in a satisfactory manner.

**(11)** No development shall commence on site until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses has been carried out and all of the following steps have been complied with to the satisfaction of the Local Planning Authority:

**Step (i)** A written report has been submitted to and approved by the Local Planning Authority which shall include details of the previous uses of the site for at least the last 100 years and a description of the current condition of the site with regard to any activities that may have caused contamination. The report shall confirm whether or not it is likely that contamination may be present on the site.

**Step (ii)** If the above report indicates that contamination may be present on or under the site, or if evidence of contamination is found, a more detailed site investigation and risk assessment has been carried out in accordance with DEFRA and Environment Agency's "Model Procedures for the Management of Land Contamination CLR11" and other authoritative guidance and a report detailing the site investigation and risk assessment shall be submitted to and approved in writing by the Local Planning Authority.

**Step (iii)** If the report submitted pursuant to step (i) or (ii) indicates that remedial works are required, full details have been submitted to the Local Planning Authority and approved in writing and thereafter implemented prior to the commencement of the development or in accordance with a timetable that has been agreed in writing by the Local Planning Authority as part of the approved remediation scheme. On completion of any required remedial works the applicant shall provide written confirmation to the Local Planning Authority that the works have been completed in accordance with the agreed remediation strategy.

**REASON:** 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 land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

(12) No development shall commence until details for the provision of a water supply and fire hydrants necessary to meet the fire-fighting needs of the housing development (including the installation arrangements and the timing of such an installation) have been submitted to and approved in writing by the Local Planning Authority. The approved measures shall be implemented in full accordance with the agreed details.

REASON: To ensure that adequate measures for fire-fighting can be incorporated into the development, including the construction phase.

(13) No construction shall take place on Sundays or Public Holidays or outside the hours of 08:00 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays.

REASON: To minimise disturbance to nearby residents during the construction.

(14) The proposed development shall be undertaken in accordance with the recommendations and timings stipulated in section 4.0 of the Bat Potential Roost Feature Inspection Survey & Bird Potential Report (Daniel Ahern Ecology, January 2018).

REASON: To ensure implementation of appropriate mitigation measures for protected species and to ensure compliance with wildlife legislation and the NPPF.

(15) The proposed development shall retain vegetative boundary features and shall not include the felling of any trees along the boundary of the site. Trees and hedgerow along the boundaries of the site shall be suitably protected during the pre-construction and construction phase.

REASON: To ensure appropriate protection for habitats and protected species and to ensure compliance with wildlife legislation and the NPPF.

(16) No development shall commence until a Landscape and Ecological Management Plan (LEMP) has been submitted to the local planning authority for written approval. The LEMP shall include but not be limited to including the following: details of ecological mitigation measures to be implemented during construction including the protection of hedgerows and trees; details of the ecological enhancement measures to be implemented in accordance with section 4.0 of the Bat Potential Roost Feature Inspection Survey & Bird Potential Report (Daniel Ahern Ecology, January 2018) and these shall be shown on a site plan; and shall provide details/plans and schedules of proposed planting and soft landscaping.

REASON: To ensure appropriate avoidance, mitigation and enhancement measures for biodiversity and landscape.

(17) No new external lighting shall be installed until a Sensitive Lighting Strategy has been submitted to the local planning authority for approval in writing. The lighting strategy shall specify the number, type and

location of luminaires and lighting columns to be installed and will be accompanied by a lighting contour plan/lux plot. In addition, details of mitigation measures setting out how light spill onto retained habitats will be minimised and how the boundaries will be retained as dark corridors shall be submitted for approval.

**REASON:** To ensure appropriate mitigation for protected species and the retention of dark corridors along the site boundaries.

**INFORMATIVE TO APPLICANT: S278 Agreement**

The applicant should be advised that he will be required to enter into a S278 Legal Agreement with the Council to secure the highway works including the adoption of the new paved footway across the frontage of the application site.

**INFORMATIVE TO APPLICANT: Reserved Matters Outstanding**

The indicative layout submitted with the application is not considered acceptable, particularly with respect of the access and parking arrangements. The applicant is advised to discuss the detailed proposals further with the parish council and the LPA (using the pre-application advice service) prior to submission of any reserved matters application/s.

**INFORMATIVE TO APPLICANT: Wessex Water  
Water Supply and Waste Connections**

New water supply and waste water connections will be required from Wessex water to serve this proposed development. Application forms and guidance information is available from the Developer Services web-pages at our website [www.wessexwater.co.uk](http://www.wessexwater.co.uk).

Further information can be obtained from our New Connections Team by telephoning 01225 526222 for Water Supply and 01225 526333 for Waste Water.

**Separate Sewer Systems**

Separate systems of drainage will be required to serve the proposed development. No surface water connections will be permitted to the foul sewer system. An extract plan from Wessex Water records showing the approximate location of our apparatus within the vicinity of the site can be found on the application file which can be viewed on the council's website against the relevant application record.

**INFORMATIVE TO APPLICANT: Community Infrastructure Levy**

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/communityinrastructurelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinrastructurelevy).**

**INFORMATIVE TO APPLICANT: Material Samples**

**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.**

262 **17/06709/FUL - Corrindale, The Street, Teffont Magna, SP3 5QP**

Public Participation

Rowena Taylor spoke in objection to the application

Chris Edwick spoke in support to the application

David Gregory spoke in support to the application

Cllr Tony Deane spoke on behalf of the Parish Council.

The Senior Planning Officer Lucy Minting introduced the report detailing the proposed construction of a new house and vehicular access, which was recommended for Approval.

The proposals included the removal of five trees, with the dwelling set in to the existing landscaping. Level one was an under croft area, Level 2 included the entrance, and Level 3 had 3 bedrooms and a study.

The site was part of a previously proposed development which had been refused.

The recommendation included the removal of permitted development rights.

Members then had the opportunity to ask technical questions, where it was clarified that the proposed access to the site would be a new access.

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

Cllr Tony Deane spoke on behalf of Teffont PC, as Cllr Wood had sent his apologies. He noted that the PC's objections were included in the agenda, adding that it recognised there would be a house at this site at some time, however the present design was considered as over development of the plot. Cllr Dean thanked the Officers for the balanced report and conclusion.

The Division Member Cllr Bridget Wayman then spoke in Objection to the application, noting that there had been around 15 new properties in Teffont over the last 10 years, which she felt was quite a high number.

Teffont was a small village, the site lay within the designated conservation area. The Teffont VDS had a section on the settlement layout of the village. If this site was granted permission there would be a further decline in gaps between dwellings within Teffont. She urged the Committee to refuse this application.

Cllr Devine moved the motion of approval this was seconded by Cllr John Smale.

He noted that this would be a perfect place for infill in this village. He felt that if someone was proposing to bring a family with young children to settle, this was a good thing.

A debate followed where the key issues raised included, that a house on this site would fill an obvious space, however to minimise the excavation to the rear of the property had been brought forward, in comparison to the neighbouring dwellings.

The proposals had been changed to reflect the comments of the Conservation Officer, to move the dwelling back and down in height, through further excavation.

The design was imaginative, and there was already a good mix of historic and contemporary design properties in the village.

### **Resolved**

**That application 17/06709/FUL be APPROVED with conditions:**

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

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

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

**Plan Ref: 1689.P-01 Rev A, received by this office 02/11/2017**

**Plan Ref: 1689.P.02 Rev A, received by this office 02/11/2017**

**Plan Ref: 1:1250 Location Plan Position of Cottage Revised Oct 2017, received by this office 03/11/2017**

**Biodiversity survey/assessment, received by this office 12/07/2017**

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

**(3) No development shall commence within the area indicated (proposed development 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.

**(4)** No development shall commence on site until a scheme for the discharge of surface water from the site access/driveway, incorporating sustainable drainage details, together with permeability test results to BRE365, to prevent discharge onto the highway has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

**REASON:** To ensure that the development can be adequately drained, in the interests of highway safety.

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

- location and current canopy spread of all existing trees and hedgerows on the land;
- full details of any to be retained, together with measures for their protection in the course of development;
- a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
- finished levels and contours;
- means of enclosure;
- 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, in the interests of visual amenity and the character and appearance of the area.

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

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

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

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

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

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

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

**(8) Notwithstanding the approved drawings, no walls of the development hereby permitted shall be constructed until details of the following have been submitted to and approved in writing by the Local Planning Authority:**

**(i) 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;**

- (ii) Full details of proposed rooflights and solar panels, which shall be set in plane with the roof covering;**
- (iii) Full details of external flues including finish, background and mechanical ventilation, soil/vent pipes and their exits to the open air;**
- (iv) Full details of rainwater goods;**
- (v) Large scale details of proposed eaves and verges (1:5 section)**

**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 visual amenity and the character and appearance of the area, to ensure that the development is appropriately detailed due to its location within the conservation area and setting of listed building.**

- (9) All windows shall be of timber. No paint or stain finish shall be applied to external timber 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 occupied.**

**REASON: In the interests of visual amenity and the character and appearance of the area, to ensure that the development is appropriately detailed due to its location within the conservation area.**

- (10) No walls of the development hereby permitted shall be constructed until details and samples of the materials and finishes 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.**

- (11) No walls of the development hereby permitted shall be constructed until a sample panel of stonework, not less than 1 metre square, has been constructed on site, inspected and approved in writing by the Local Planning Authority. The panel shall then be left in position for comparison whilst the development is carried out. Development shall be carried out in accordance with the approved sample.**

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

- (12) No external lighting shall be installed on site until details of external lighting 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, to prevent light pollution and harm to the AONB.**

**(13) 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.**

**(14) No part of the development hereby permitted shall be first occupied until the access, turning area and parking spaces (including the undercroft car and cycle 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.**

**(15) The development hereby permitted shall not be occupied until the area between the nearside carriageway edge and a line drawn 2.4m metres parallel thereto over the entire site frontage has been cleared of any obstruction to visibility at and above a height of 600mm above the nearside carriageway level. That area shall be maintained free of obstruction at all times thereafter.**

**REASON: In the interests of highway safety.**

**(16) The development shall be undertaken and completed in accordance with recommendations and precautionary mitigation measures outline on section 5 of the Biodiversity survey/assessment Version 2 dated 11 May 2017.**

**REASON: To ensure adequate protection, mitigation and compensation for protected species.**

**(17) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no additions to, or extensions or enlargements of any building forming part of the development hereby permitted.**

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

**(18) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending that Order with or without modification), no window, dormer window or rooflight, other than those shown on the approved plans, shall be inserted in the elevations, roofslopes or gable ends of the development hereby permitted.**

**REASON: To safeguard the character and appearance of the area and in the interests of residential amenity.**

**(19) 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 garages, sheds, greenhouses and other ancillary domestic outbuildings shall be erected anywhere on the site on the approved plans.**

**REASON: To safeguard the character and appearance of the area.**

**INFORMATIVE: Material samples**

**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: External lighting**

**The application site is located within the countryside of the AONB which is currently bidding for 'Dark Sky Reserve Status' (further information can be found via - <http://www.ccwwdaonb.org.uk/our-work/dark-night-skies/>). It is therefore recommended the applicant consider a scheme of screening/louvres to be attached to and used on all approved rooflight windows in the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site.**

**In considering any proposed external lighting, the applicant should comply with the Cranborne Chase and West Wiltshire Downs AONB position statement on Light Pollution available from: [http://www.ccwwdaonb.org.uk/projects/pub\\_other.htm](http://www.ccwwdaonb.org.uk/projects/pub_other.htm)**

**INFORMATIVE: CIL**

**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](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy).**

**INFORMATIVE TO APPLICANT: Works on the highway**

**The application involves an extension to the existing dropped kerb. The consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a licence will 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 our Vehicle Crossing Team on [vehicleaccess@wiltshire.gov.uk](mailto:vehicleaccess@wiltshire.gov.uk) and/or 01225 713352.

**INFORMATIVE TO APPLICANT: Archaeological work**

The work should be conducted by a professionally recognised archaeological contractor in accordance with a written scheme of investigation approved by this office and there will be a financial implication for the applicant.

If archaeological remains are encountered, this may have an effect on the programme of works.

**INFORMATIVE TO APPLICANT: Exhumation of Human Remains**

Nothing in this permission shall authorise the exhumation, removal, or interference with human remains which may exist on the site. Separate legislation exists for such matters.

**INFORMATIVE TO APPLICANT: Wessex Water  
*Water Supply and Waste Connections***

New water supply and waste water connections will be required from Wessex water to serve this proposed development. Application forms and guidance information is available from the Developer Services web-pages at our website [www.wessexwater.co.uk](http://www.wessexwater.co.uk).

Further information can be obtained from our New Connections Team by telephoning 01225 526222 for Water Supply and 01225 526333 for Waste Water.

***Separate Sewer Systems***

Separate systems of drainage will be required to serve the proposed development.

No surface water connections will be permitted to the foul sewer system. Please find attached an extract from our records showing the approximate location of our apparatus within the vicinity of the site (this letter can be found on the application file which can be viewed on the council's website against the relevant application record)

**INFORMATIVE TO APPLICANT: Surface Water and Foul Drainage**

The application form states foul drainage disposal will be main sewer – the applicant will need to investigate the location of existing foul drainage system and pipework within the site as there may be S105A public sewers crossing the site which would require permission from Wessex Water.

The application form states storm water drainage disposal to be via a soakaway in the driveway – Any proposed use of soakaways will need to be backed up by permeability testing to BRE 365 plus in chalk areas any soakaway needs to be at least 10m from buildings/structures.

**INFORMATIVE TO APPLICANT: Wildlife and Countryside Act**

The applicant should note that under the terms of the Wildlife and Countryside Act (1981) and the Habitats Regulations (2010) it is an offence to disturb or harm any protected species, or to damage or disturb their habitat or resting place. Please note that this consent does not override the statutory protection afforded to any such species. In the event that your proposals could potentially affect a protected species you should seek the advice of a suitably qualified and

experienced ecologist and consider the need for a licence from Natural England prior to commencing works. Please see Natural England's website for further information on protected species.

263 **17/11250/FUL & 17/11681/LBC - Little Manor Nursing Home, Manor Farm Road, Millford, Salisbury, SP1 2RS**

Cllr Hewitt and Cllr Jeans left the meeting.

Public Participation

Mr Fuller spoke in Objection to the application

Matthew Airey spoke in Support of the application

Matthew Holmes spoke in Support of the application

Jonathan Ross spoke in Support of the application.

The Senior Planning Officer Becky Jones introduced the report for external and internal alterations/refurbishments of the historic part of a 24 bed residential care home. Demolition of the recent extensions to the rear, and construction of a Care Quality Commission (CQC) compliant replacement extension, increasing the capacity to 30 beds and alteration to existing access. Demolition of 2 ancillary buildings and associated landscape works. The application was recommended for refusal.

The Officer noted that the proposed site plans had been amended since publication of the agenda, as detailed in the late correspondence circulated at the meeting. As a result the Conservation Officer had removed a reason for refusal. He had also asked for the scale and amenity to be added to the reasons for refusal.

Members then had the opportunity to ask technical questions, where it was Clarified that the recommended reasons for refusal had been edited since the report was published.

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

The Division Member Cllr Sven Hocking then spoke in support of the application. Noting that with regards to conservation and heritage, the front of the property did have character, however he felt that the rest of the building did not, adding that there was a need to bring the facility up to the required standards.

He acknowledged that Mr Fuller would have a large development at the rear of his property and that would need to be addressed, however the benefits outweighed the negatives, so he supported the application. He would expect the applicant to work with the residents to mitigate the negatives to their properties.

Cllr Hocking moved the motion of approval this was seconded by Cllr Smale.

A debate followed where the key issues raised included that the Applicant Wessex Care were a major provider in care for the elderly in the area, however it was a matter of balance, to consider the local need for the nursing provision over the loss of the protection to the building and limiting the impact on neighbouring properties.

The Conservation Officer had raised some concerns on the effects the proposed development would have on the listed building. The residents living at the property next door had raised concerns on the impact of the development would have on them.

The scale of the proposed building was too big and would impact on those around it.

The Committee voted on the motion of approval, this motion was not carried.

The Chairman then moved the motion of Refusal, for application 17/11250/FUL, this was seconded by Cllr Britton.

### **Resolved**

**That application 17/11250/FUL be REFUSED for the following reasons:**

**1. The development seeks to remove modern extensions and to extend and alter a Grade II listed building comprising a 24 bed nursing home. The proposed extension and alterations would add six new bedrooms and other facilities, to create a modern, 30 bed nursing home facility. The listed building, despite its relatively poor quality extensions, is pre-eminent on the site and the present extensions are very much secondary and partially obscured from view from Manor Farm Road. The proposed extension is a substantial three-storeyed cranked range occupying a footprint that is significantly disproportionate to its host.**

**Whilst there are some elements of heritage gain within the proposals (such as the proposed stairs to the front door) and neutrality by removing the poor quality modern extensions and refurbishment works to the original building, the alterations to the historic core of the listed building (such as removal of masonry walls to the rear of room 3 and the kitchen) appear to result in the loss of historic fabric and are inadequately justified in public benefit terms as required by NPPF para 134.**

**Therefore, the proposed extension, by virtue of its overall design, height and footprint, would cause “substantial” harm to the character and setting of the listed building, contrary to section 16 and 66 of The 1990 Act and paragraph 133 of the NPPF and the aims of Wiltshire Core Strategy Core Policy 58; and alterations to the historic core of the listed building would cause “less than substantial” harm and are inadequately justified in public benefit terms, contrary to NPPF paragraph 134.**

**2. The site lies adjacent to No 10 Westbourne Close, Milford Grove and White Lodge. The proposed 3 storey extension to the listed building, by virtue of its design, scale, massing and proximity to boundaries would result in an unacceptable level of actual and perceived overlooking towards neighbouring residential properties, is likely to give rise to unwanted light intrusion and would appear unduly dominant, to the detriment of the neighbouring occupiers,**

contrary to Wiltshire Core Strategy Core Policy 57 (vii) and paragraphs 9, 56 and 64 of the NPPF.

The Chairman then moved the motion of Refusal for application 17/11681/LBC, this was seconded by Cllr Britton.

### **Resolved**

**That application 17/11681/LBC be REFUSED for the following reasons:**

**1. The development seeks to remove modern extensions and to extend and alter a Grade II listed building comprising a 24 bed nursing home. The proposed extension and alterations would add six new bedrooms and other facilities, to create a modern, 30 bed nursing home facility. The listed building, despite its relatively poor quality extensions, is pre-eminent on the site and the present extensions are very much secondary and partially obscured from view from Manor Farm Road. The proposed extension is a substantial three- storeyed cranked range occupying a footprint that is significantly disproportionate to its host.**

**Whilst there are some elements of heritage gain within the proposals (such as the proposed stairs to the front door) and neutrality by removing the poor quality modern extensions and refurbishment works to the original building, the alterations to the historic core of the listed building (such as removal of masonry walls to the rear of room 3 and the kitchen) appear to result in the loss of historic fabric and are inadequately justified in public benefit terms as required by NPPF para 134.**

**Therefore, the proposed extension, by virtue of its overall design, height and footprint, would cause “substantial” harm to the character and setting of the listed building, contrary to section 16 and 66 of The 1990 Act and paragraph 133 of the NPPF and the aims of Wiltshire Core Strategy Core Policy 58; and alterations to the historic core of the listed building would cause “less than substantial” harm and are inadequately justified in public benefit terms, contrary to NPPF paragraph 134.**

264 **17/10559/OUT - 34 Park Lane, Salisbury, SP1 3NP**

### **Public Participation**

Mr Weaver spoke in Objection to the application

Rachel Yeomans spoke in Support of the application

Rodney Job spoke in Support of the application

The Senior Planning Officer Warren Simmonds introduced the report for an outline planning application for demolition of existing five bedroom detached bungalow and replacement with two detached chalet style dwellings and a single block containing four apartments. which was recommended for approval with conditions.

Members then had the opportunity to ask technical questions, where it was clarified that the Ecologist had not visited the site, but had instead conducted a desktop study.

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



The Division Member Cllr Douglas had had to leave the meeting, provided a statement which was read out by the Officer:

I have called this to committee due to concerns regarding visual impact, relationship to surrounding properties and design. Although I recognise that this is an outline application, and that the accompanying design and layout is merely indicative, I want to stress that the design and layout are not acceptable, as indicated in the officers report (section 9.2, para 3 and 4 under 'Impact on the amenity of neighbours'; and INFORMATIVE at the end of the report). I would urge the committee to make that very clear in their decision.

The Chairman moved the motion of approval this was seconded by Cllr Devine

A discussion then took place, where the main points raised included that during the site visit it was evident how enormous the site actually was. It was felt that a development of the proposed size would still leave a reasonable amount of amenity space around it. The front building would be placed inline with the building next door, and the 2 chalets seem of an entirely reasonable size.

The application if approved would need to be followed up by an un reserved matters application.

The Committee then voted on the motion of approval with conditions.

### **Resolved**

**That application 17/10559/OUT be APPROVED with the following conditions:**

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

**REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

**2. No development shall commence on site until details of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:**

- (a) The external appearance of the development;**
- (b) The landscaping of the site;**
- (c) The scale of the development;**
- (d) The layout of the development;**
- (e) The means of access to the site.**

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

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

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

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

**4. The development shall be limited to a maximum of 6 dwellings only, and in terms of the access and parking arrangements and protection of existing trees only, the scheme shall be carried out in general accordance with the following plans:**

**Drawing number 1710-SK002 revision E dated 01.02.18, as deposited with the local planning authority on 06.02.2018, and**

**Drawing number 1710-SK003 revision E dated 01.02.18, as deposited with the local planning authority on 06.02.2018, and**

**REASON: The proposal is only acceptable in terms of the number of dwellings, the general parking, turning and access provisions, and in terms of how the mature trees on the site would be retained and protected.**

**5. No development shall commence on site until a scheme for the discharge of foul water from the site has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until foul water drainage has been constructed in accordance with the approved scheme.**

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

**6. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access / driveway), incorporating sustainable drainage details together with permeability test results to BRE365 with location of ground water levels, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.**

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

**7. Development shall be carried out in strict accordance with the submitted Arboricultural Impact Statement and Method Statement (Woodland & Countryside Management Ltd, 2nd February 2018) and associated submitted documentation.**

**REASON: To ensure the retention and protection of important trees.**

**8. 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, unless an alternative layout arrangement is otherwise agreed in writing by the local planning authority as part of a future consent.**

**The areas and spaces so agreed shall be maintained for those purposes at all times thereafter.**

**REASON: In the interests of public safety.**

**9. No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:**

- the parking of vehicles of site operatives and visitors;
- loading and unloading of plant and materials;
- storage of plant and materials used in constructing the development;
- the erection and maintenance of security hoarding including decorative displays;
- wheel washing facilities;
- measures to control the emission of dust and dirt during construction;
- a scheme for recycling/disposing of waste resulting from demolition and construction works;
- measures for the protection of the natural environment.
- hours of construction, including deliveries;

has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement without the prior written permission of the Local Planning Authority.

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

**10. 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. No burning of waste or other materials shall take place on the development site during the demolition/construction phase of the development.**

**Reason:** In the interests of amenity

#### **INFORMATIVE**

The Council considers that the overall design and positions of the two suggested chalet bungalows shown on the indicative plans may need further consideration prior to the submission of a future reserved matter or full application, so that the impacts of the scheme on neighbouring amenity can be limited as far as possible, whilst retaining adequate parking and turning areas and protecting/retaining existing trees on site. It is recommended that any future scheme is discussed with officers prior to any future application being submitted.

#### 265 **Urgent Items**

There were no urgent items

(Duration of meeting: 3.00 - 7.05 pm )

The Officer who has produced these minutes is Lisa Moore of Democratic Services,  
direct line (01722) 434560, e-mail [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)

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

## SOUTHERN AREA PLANNING COMMITTEE

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**MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 12 APRIL 2018 AT ALAMEIN SUITE, CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Richard Britton (Vice-Chairman), Cllr Matthew Dean, Cllr Jose Green, Cllr Mike Hewitt, Cllr Sven Hocking, Cllr George Jeans and Cllr Ian McLennan

**Also Present:**

Cllr Leo Randall  
Cllr Atiquel Hoque

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266 **Apologies**

Apologies were received from:

- Cllr John Smale
- Cllr Brian Dalton

267 **Minutes of the Previous Meeting**

The minutes of the meeting held on 8 March 2018 were presented.

**Resolved:**

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

268 **Declarations of Interest**

During debate on application 17/08832/FUL Cllr Dean declared a non-pecuniary interest as the acoustic consultant was known to him. He took part in the discussion and vote on this application.

During debate on application 17/12499/FUL & 18/00274/LBC Cllr Matthew Dean declared a pecuniary interest as he was acquainted with a supplier to the business and opted to leave the room. He did not take part in the discussion or vote on this application. He did not return to consider the last application on the agenda.

269 **Chairman's Announcements**

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

The Committee thanked Senior Planning Officer Matthew Legge for his support and work with the Council, as it was his last meeting.

270 **Public Participation**

The committee noted the rules on public participation.

271 **Planning Appeals and Updates**

The committee received details of the appeal decisions as detailed in the agenda.

272 **Planning Applications**

273 **18/00898/FUL - Land at Ridge Farm, Woodfalls, Salisbury, SP5 2LW**

**Public Participation**

John Kenny spoke in objection to the application

John Kent spoke in objection to the application

Ben Kelly spoke in objection to the application

Paul Street spoke in support of the application

Cllr John Blocksidge representing Redlynch PC spoke in objection

The Planning Team Leader Adam Madge introduced the report detailing the application for the installation of a 17.5m slimline telecommunications column with 3 no. antennas within shroud, 2 no. 300mm dishes, with installation of 1 no. equipment cabinet and 1 no. meter cabinet and ancillary works within a secure fenced compound, which was recommended for approval subject to conditions.

Attention was drawn to late correspondence circulated at the meeting.

There was already consent for another mast approximately 2m away from the site of the proposed slimline mast, up for consideration today. The one already permitted was of a different style, with a thicker pole, and more columns around the top.

Some trees had been removed on the site since the photos were taken. There were still some trees, but less than shown in the photos.

The nearest property would have two windows facing the mast.

The reason for a new mast was that one had to be taken down in another area, due to redevelopment of the site it was currently on. That was a 2G mast 12m high. The new mast would have 4G capability and was 17.5m high.

Members then had the opportunity to ask technical questions, where it was clarified that if planning permission was granted today, then the slimline mast would be built, however if it were refused then the applicants could go ahead and build a mast 2m from this position.

With regards to the removal of the trees, the Officer confirmed that it was not considered detrimental to the amenity to a degree that he would refuse the application.

The list of sites detailed in the report which were assessed by Vodafone, were accepted as satisfactory by the Officer.

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

Key points raised included that the trees had been completely removed, not partially.

The Parish representative noted that previous correspondence from 2014 detailed Redlynch playing field as a possible site, if agreement with landowners could be reached. The mast suggested for that site was 20m high.

The Division Member, Cllr Leo Randall then spoke in objection to the application, noting that when the previous application first got approval, there was an error on behalf of the PC, and when they started construction some six months later, that was the first time the locals found out it had approval. In that six months they could have been trying to find a better site but nobody knew about it so this was not done.

The Code of best practice for mobile network details public consultation. Specifies that consultation, when local concern, and media interest then there should be significant public consultation on the application.

There should have been site notices and informal drop-ins with leaflets in the local press, all prior to the submission of the planning application. None of that happened. The local authority should be advising the applicant to do all of this, but we are not sure if that happened or not?

I spoke to Mike Wilmot, the Head of Planning and he said there was further information which had been provided to them, however they have had problems getting these documents uploaded to the website. A resident then contacted Cllr Jane Scott, who then extended the response time by 6 days. We were not told. The process has fallen down.

There was a poor mobile signal in Lover and Redlynch. The new position of the mast was the other side of the hill, there will be a worse signal for those villages. To be effective the mast would need to be somewhere along the ridgeline of the hill.

Cllr Matthew Dean noted that he was astonished that they find themselves in a position with a deemed consent in place. He was disappointed with the lack of authority of the Planning team and the agent company's actions.

While mobile phone coverage was important, the infrastructure supporting that coverage needed to be acceptable. He did not feel that the application was

acceptable and the proposed mast would be visible and oppressive and there would be a loss of amenity to villages and local people. He felt that a 17.5m antenna would be of detriment to the village itself.

Cllr Matthew Dean moved the motion of refusal on grounds of loss of visual amenity, and contrary to Core Policies 47, 51, & 58. This was seconded by Cllr Ian McLennan.

A debate then followed, where the key issues raised included that an application could not be refused because of its history, what had gone before was irrelevant.

The refusal of this application would not necessarily lead to Vodafone starting the process again in the correct manner, and the deemed site would remain.

There had been a lack of communication with the village.

The 56 days that had elapsed, without correct procedure and the Planning Team not doing their bit properly, should have been detailed in a report for Committee to consider.

The New Forest National Park Authority had no objection.

The situation was that there was consent for a mast at the site. The difference between the two sites was not a factor as 2m was not a huge amount. We cannot do anything to stop a mast from going there, all we can do is to decide if this one was better than the other one.

The Committee then voted on the motion of Refusal against Officer's recommendation. That motion was not carried.

Cllr Westmoreland then moved the motion of Approval in line with Officers recommendation, this was seconded by Cllr Richard Britton.

The Committee then voted on the motion of Approval.

### **Resolved**

**That application 18/00898/FUL be approved subject to the following conditions:**

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

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

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



Drawing number 201 issue G dated 10.01.18, as deposited with the local planning authority on 26.01.18, and  
Drawing number 301 issue F dated 10.01.18, as deposited with the local planning authority on 26.01.18, and  
Drawing number 100 issue A dated 07.09.16, as deposited with the local planning authority on 26.01.18.

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

3. All equipment, apparatus and structure(s) hereby approved provided shall, when no longer reasonably required, be removed as soon as reasonably practicable from the land and the land restored to its condition before the development took place.

**REASON:** To ensure the removal of equipment, apparatus and structures and the restoration of the land when no longer reasonably required, in the interests of amenity.

4. Within three months of the bringing into use of the telecommunication apparatus hereby approved, the existing mast and apparatus at the Skylark Motors site in Woodfalls shall be decommissioned and removed from the site.

**REASON:** To prevent the proliferation of new telecommunication apparatus, in the interests of the character and appearance of the area, as the justification for this new mast relies partly on the need to replace the mast at Skylar Motors.

5. Before the mast hereby is erected on the concrete slab, details of the external colour paint to be applied to it shall be submitted to and approved in writing by the local planning authority. The mast shall be painted in the approved colour before being brought into use.

**REASON:** To protect the character and appearance of the area, by ensuring the mast is painted in a suitable colour.

Informative:

The section of hedge from the gateway to a point approximately 3 metres beyond the utility pole should be cut back level with the existing fence. Once construction is complete this section of hedge should be maintained to this standard to ensure that the right of way is not obstructed.

The Committee also requested

1. For the Case Officer write to Vodafone to inform them that it was unhappy with the position it had been put in, to approve one of the masts, and for them to consider putting the mast elsewhere.

2. A report to be sent to Members outlining why the first original application got permission, and what has been done to make sure this sort of mistake did not happen again.

274 **17/10167/FUL - The Grey Fisher, Harnham, Salisbury, SP2 8DW**

Public Participation

Barrie Sutherland spoke in objection to the application  
Jerome Renouard spoke in objection to the application  
Anne Waddington spoke in objection to the application  
Mr Cooper (Agent) spoke in support of the application

The Senior Planning Officer Matthew Legge introduced the report detailing the application for the erection of a two storey, 20 bedroom hotel with associated car parking, cycle parking and landscaping following demolition of derelict garages. The application was recommended for approval subject to conditions.

The applicant would install a 2m high acoustic fence. The height to the ridge was 8m. The windows to north and south were proposed to be obscured glaze.

Attention was drawn to late correspondence circulated at the meeting.

Members then had the opportunity to ask technical questions, where it was clarified that signage and lighting did not form part of this application.

Members of the public then had the opportunity to present their views as detailed above. Some of the main points raised included a lack of signage to control the traffic and parking which created issues at the rear of the premises.

It was noted that the current filter system in the kitchen omitted a strong food smell outside towards the gardens of the residents which was considered as horrific.

The Division Member, Cllr Sven Hocking then spoke in objection to the application, noting that Salisbury was a tourism driven city which needed more accommodation, however, in this case he supported the residents. Their lives would be affected by the build and general daily life. The scale of the proposed works was quite big, as there would be an almost 30ft high structure outside of their back gardens.

The noise and smell from the kitchen would need to be revisited. When someone used satnav to navigate to the pub, they were taken to rear of the building not the front car park. That would put significant pressure on the roads and this part of the city.

Residents were happy to engage with the applicant again, and would be happy for a hotel of some sort, but for one where the structure blended in with the environment.

Cllr Hocking then moved the motion of refusal against Officer's recommendation, due to the scale and the bulk of the development and the impact on neighbouring amenity. This was seconded by Cllr Matthew Dean.

A debate then followed, where the key issues raised included, that there had been a history of antisocial behaviour at the site.

Most of the reasons for refusal could be enforced with conditions. This was a sensible place to have a hotel, close to town.

The conditions included in the report did cover extractors and lighting and acoustic fencing had been clearly specified. The travel plan section could be adjusted to address the vehicular problem at the rear.

The Committee then voted on the motion of refusal against Officer's recommendation. This motion was not carried.

Cllr Fred Westmoreland then moved the motion of approval in line with the Officer's recommendation, and with added conditions.

No.6 to be widened to include 'appropriate signage approved by the LPA'

No. 5 to include a specific reference to a landscaping plan to include a protection of screening for the house named Norrick.

The Committee then voted on the motion of approval with the edited conditions.

### **Resolved**

**That application 17/10167/FUL be Approved subject to conditions:**

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

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

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

<b>DRG No. Proposed Site Plan 2895-04-09</b>	<b>26/01/2018</b>
<b>DRG No. Proposed Elevations 2895-05-03</b>	<b>26/01/2018</b>
<b>DRG No. Proposed Ground Floor Plan 2895-06-02</b>	<b>26/01/2018</b>
<b>DRG No. Proposed Ground Floor Plan 2895-07-01</b>	<b>26/01/2018</b>
<b>DRG No. Proposed First Floor Plan 2895-08-01</b>	<b>26/01/2018</b>
<b>DRG No. Proposed Hotel West Elevation 2895-11-00</b>	<b>26/01/2018</b>
<b>DRG No. Proposed Standard Details 2895-12-00</b>	<b>26/01/2018</b>
<b>DRG No. Acoustic Fence 2895-13-00</b>	<b>26/01/2018</b>
<b>DRG No. Window Details 2895-14-00</b>	<b>26/01/2018</b>

**DRG No. Proposed Dormer & Lobby Window Details 2895-15-00  
26/01/2018**

**DRG No. Proposed Entrance Door & Lobby Details 2895-16-00  
26/01/2018**

**DRG No. Proposed External Service Door Details 2895-17-00  
26/01/2018**

**DRG No. Proposed Landscape Plans (Sept 2017) 19/10/2017**

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

**3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), the hotel shall be used as a hotel and for no other purpose (including any other purpose in Class C1 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: For the avoidance of doubt and in the interests of proper planning.**

**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**

**5. All soft landscaping comprised in the approved details of landscaping (Proposed Landscape Plans (Sept 2017) shall be carried out in the first planting and seeding season following the first occupation of the hotel building or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.**

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

**6. A Travel Plan statement (a list of actions that the hotel will take to minimise its transport impact) should be submitted to and approved in writing by the local planning authority prior to first use of the accommodation approved. Such a plan should include the following:-**

- **Promoting the Connecting Wiltshire website to both restaurant and hotel guests (via their websites)**
- **Providing information about public transport (bus and rail) and walking / cycling routes to both restaurant and hotel guests (via any website or providing timetables/maps to guests).**
- **Parking management policies**
- **Delivery management policies.**

**REASON: In the interest of highway safety.**

**7. No part of the hotel development hereby permitted shall be brought into use/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 externally mounted plant (including air conditioning units, extraction systems or other air handling plant etc) shall be sited until such a scheme has been approved in writing by the Local Planning Authority. The design of externally mounted plant shall achieve a Rating Level (BS4142:2014) below the background noise level (LA90T) determined at the nearest noise sensitive receptor, when the plant is intended to operate.**

**REASON: In the interest of neighbouring amenity.**

**9. No external lighting shall be installed on site until a scheme of external lighting, including the measures to be taken to minimise sky glow, glare and light trespass, has been submitted to and approved in writing by the Local Planning Authority. The external lighting scheme shall be designed so as to meet the criteria for Environmental Zone E4 as defined by the Institute of Lighting Professionals 'Guidance Notes for the Reduction of Obtrusive Light' 2012. The approved scheme shall be implemented in full before the development is first brought into use and shall be maintained in effective working order at all times thereafter.**

**REASON: In the interest of neighbouring amenity.**

**10. Before the development hereby permitted is first occupied/brought into use the first floor windows in the southern and northern elevations 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.**

**11. Prior to first occupation of the development hereby approved, the acoustic fencing detailed on DRG No. 2895-13-00 as shown on site plan DRG No. 2895-04-09 shall be erected and at a height of 2m other than on the northern site boundary where the acoustic fencing shall be erected at a height of 2.5m. The acoustic fencing shall be maintained at the stated heights in perpetuity.**

**REASON: In the interest of neighbouring amenity.**

**12. No development shall commence on site until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses has been carried out and all of the following steps have been complied with to the satisfaction of the Local Planning Authority:**

**Step (i) A written report has been submitted to and approved by the Local Planning Authority which shall include details of the previous uses of the site for at least the last 100 years and a description of the current condition of the site with regard to any activities that may have caused contamination. The report shall confirm whether or not it is likely that contamination may be present on the site.**

**Step (ii) If the above report indicates that contamination may be present on or under the site, or if evidence of contamination is found, a more detailed site investigation and risk assessment should be carried out in accordance with DEFRA and Environment Agency's "Model Procedures for the Management of Land Contamination CLR11" and other authoritative guidance and a report detailing the site investigation and risk assessment shall be submitted to and approved in writing by the Local Planning Authority.**

**Step (iii) If the report submitted pursuant to step (i) or (ii) indicates that remedial works are required, full details have been submitted to the Local Planning Authority and approved in writing and thereafter implemented prior to the commencement of the development or in accordance with a timetable that has been agreed in writing by the Local Planning Authority as part of the approved remediation scheme. On completion of any required remedial works the applicant shall provide written confirmation to the Local Planning Authority that the works have been completed in accordance with the agreed remediation strategy.**

**REASON: In the interest of neighbouring amenity.**

**13. 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 and no burning of waste or other materials shall take place on the development site during the demolition/construction phase of the development.**

**REASON: In the interest of neighbouring amenity.**

**14. No development shall commence on site until a scheme for the discharge of foul water from the site has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until foul water drainage has been constructed in accordance with the approved scheme.**

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

**15. 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 together with permeability test results to BRE365 and location of top ground water level to ensure at least 1m of unsaturated soil between base of any soakaway and the agreed top water level of ground water taking into account seasonal variations, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.**

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

INFORMATIVE:

1. This permission does not permit the display of any advertisements which require consent under the Town and Country Planning (Control of Advertisements) (England) Regulations, 2007 or under any Regulation revoking and re-enacting or amending those Regulations, including any such advertisements shown on the submitted plans.

**275 17/08832/FUL - 40 Blue Boar Row, Salisbury, SP1 1DA**

Cllr Dean declared a non-pecuniary interest, he took part in discussion and the vote for this application.

Public Participation

Tim Denholm spoke in objection to the application  
Steve Gosling spoke in objection to the application  
Gary Griffiths spoke in objection to the application  
Mark Shearman spoke in support of the application  
Amanda Newbery spoke in support of the application

The Planning Officer Christos Chrysanthou introduced the report detailing the application for alterations to the shopfront and change of use of ground floor from A3 use (Restaurant) to A4 use (Bar) and part first floor from B1 use (Office) to A4 use (Bar). The application was recommended for approval subject to conditions.

A neighbour had also conducted an independent noise management survey which contradicted that of the authorities.

A noise limiter would be installed within the premises. There would be an acoustic roof canopy and the external lighting would be switched off after the hours in which external use was to end.

Members then had the opportunity to ask technical questions, where it was clarified that the beer garden would be locked at the stated closure times to prevent patrons from entering after that time.

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

Some of the main points included that the premises would be open until 2am most evenings, with intoxicated people having access to the rear beer garden until 10pm. Chipper lane had high buildings either side and noise would reverberate back and forth into the flat next door.

A late-night economy would be created here if the bar was permitted to open until 2am, there were concerns that this could not be properly policed in this section of the city.

The applicant had worked to address the concerns raised, and had liaised with the Environmental Health Office in agreeing to the conditions as set out in the report.

Salisbury's Purple Flag wanted a vibrant late-night economy and welcomed investment in the City, however with the rear garden closing from 10pm, this would push all of the smokers out onto the front of Blue Boar Row until 2am when the bar closed, sending the patrons out to linger in market square.

The Division Member, Cllr Atiqul Hoque then spoke in objection to the application, noting the concern raised by the residents. Noting that the applicant calls the business a bar however they had applied for 11 toilets, which seemed to imply the nature of the business was something else, such as a club.

Cllr Matthew Deane noted for transparency that Mr Gosling was known to him, but that this was not a prejudicial interest, so took part in the discussion and vote for this application.

Cllr Dean noted that the company specialised in a niche of young professionals, supplying draft beer and cocktail drinks with a strong food offering. As the evening goes on the food diminishes and dancing and drinking increases.

The sites can be quite noisy internally due to music. There would be a large number of people leaving during the early hours of the morning, through the front doors onto Market Place.

Up until now Salisbury had not had any late-night operators in the market square.



There would need to be SIA door staff on the back door otherwise people would leave that way to smoke.

After 11pm the food offer would inevitably dwindle to almost nothing. This would not be fair to the residents around this site to have an operation open every day until 2am.

To open a large venue on this part of the City would be problematic for policing. When police coverage was focused on Milford Street. He was in support of the application however felt there should be a reduction to the hours of opening, not to include hours past midnight.

Cllr Matthew Deane moved the motion of approval with an adjusted permitted opening time to end at 12 midnight 7 days of the week. This was seconded by Cllr Sven Hocking.

A debate then followed, where the key issues raised included that several of the concerns raised could be controlled by Licensing conditions.

The hours of opening until 2am was too late for the area. This building would take several hundred people, who would then flood out on to the street at the front.

A condition that required the applicant to clean up externally every night could be applied.

The Committee then voted on the motion of approval with the amended hours of opening to end at 12 midnight 7 days a week.

**Resolved**

**That application 17/08832/FUL be approved 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 and documents:**

**Location Plan Date rec. 15/09/17**

**Drawing No. 101/C Plans as Proposed (Revised) Date rec. 02/02/18**

**Drawing No. 102/B Elevations as Proposed (Revised) Date rec. 02/02/18**

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

**3) External Music noise level (MNL) shall not at any time, exceed the following levels: LAeq, 5 min 40dB,  
Leq, 5 min 55dB in the 63Hz octave frequency band,  
Leq, 5 min 50dB in the 125Hz octave frequency band,  
(when measured at 1m outside the façade of the nearest noise sensitive residential property; 26 Chipper Lane).**

**Beyond 11pm on any day the external music noise levels shall not exceed the following levels:**

**LAeq, 5 min 25dB,  
Leq, 5 min 45dB in the 63Hz octave frequency band  
Leq, 5 min 40dB in the 125Hz octave frequency band  
(when measured at 1m outside the façade of the nearest noise sensitive residential property; 26 Chipper Lane).**

**REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.**

**4) The premises shall not be occupied until a written scheme for post completion noise measuring has been submitted to and approved in writing by the local planning authority. The written scheme shall provide details of how compliance with the sound levels in condition 3 will be demonstrated and include times and locations at which noise monitoring will take place and the equipment that will be used to take measurements.**

**REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.**

**5) The premises shall not be occupied until a post completion noise monitoring exercise has been completed in line with the agreed scheme in condition 4 demonstrating the Music Noise Levels in condition 3 have been achieved. The scheme shall be designed by a suitably competent and qualified person. The results of the noise monitoring exercise shall be submitted and approved by the local planning authority.**

**REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.**

**6) The councils Public Protection officers shall be invited to attend the setting of the noise limiter controlling music noise levels inside the premises. The exercise will be undertaken by a suitably qualified acoustic engineer through making observations from the boundary with the neighbouring residential property. Where Music Noise Levels can be detected the frequency bands will be adjusted to reduce the levels ensuring that the music levels achieve the levels specified in condition 3 and ensuring there is no loss of amenity to the nearest noise residential property.**

**REASON:** To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

**7) All external windows and doors shall be kept closed at all times when amplified or live music is taking place except when being used for access and egress.**

**REASON:** To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

**8) All building services plant shall be so sited and designed in order to achieve a Rating Level of -5dB below the lowest measured background noise level, determined at the nearest noise sensitive receptor.**

**Measurements and assessment shall be carried out in accordance with BS4142: 2014.**

**REASON:** In the interests of the amenity of the area.

**9) The noise mitigation measures proposed by the applicant both in the original noise report dated 1st December 2017 (171107-R001) and addendum to the original report dated 2nd February 2018 (171107-R003) shall be implemented in full prior to the use of the outside area.**

**REASON:** To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

**10) The outside area (beer garden) to the rear of the premises shall not be used for patrons (including smoking) after 21:00 Sunday to Thursday and 22:00 on Friday and Saturdays.**

**REASON:** In the interests of the amenity of the area.

**11) The door to the rear of the premises that opens out onto Chipper Lane shall only be used by members of the public for access and egress in the event of an emergency.**

**REASON:** In the interests of the amenity of the area.

**12) The premises shall not be occupied until a scheme of works for the control and dispersal of atmospheric emissions, and in particular odours and fumes from cooking processes has been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented in full before the development is first brought into use and shall be maintained in effective working condition at all times thereafter.**

**REASON:** In the interests of the amenity of the area.

**13) No external lighting shall be installed on site until a scheme of external lighting, including the measures to be taken to minimise sky glow, glare and light trespass, has been submitted to and approved in writing by the Local Planning Authority. The external lighting scheme shall be designed so as to meet the criteria for Environmental Zone E2, as defined by the Institute of Lighting Professionals 'Guidance Notes for the Reduction of Obtrusive Light' 2012. The approved scheme shall be implemented in full before the development is first brought into use and shall be maintained in effective working order at all times thereafter.**

**The approved external lighting shall not be illuminated outside the hours of 21:00 Sundays to Thursdays and 22:00 on Fridays and Saturdays.**

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

**14) No deliveries shall be made to or collections made from the development hereby approved except between the hours of 08.00 and 18:00 Monday to Friday 08:00 and 13:00 Saturdays and none on Sundays and Public Holidays.**

**REASON:** In the interests of the amenities of the area

**15) No bottles or refuse shall be placed outside in the patio area except between the hours of 08.00 and 18:00 Monday to Friday; 08.00 and 13:00 Saturdays and none on Sundays and Public Holidays.**

**REASON:** In the interests of the amenities of the area

**16) No construction or demolition work shall take place on Sundays or Public Holidays or outside the hours of 08:00 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays.**

**REASON:** In the interests of the amenities of the area

**17) The use hereby permitted shall only take place between the hours of 10:00 and 00:00 (midnight) on Mondays to Sundays and Bank Holidays.**

**REASON:** To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

Informative

This permission does not permit the display of any advertisements which require consent under the Town and Country Planning (Control of Advertisements) (England) Regulations, 2007 or under any Regulation revoking

and re-enacting or amending those Regulations, including any such advertisements shown on the submitted plans.

276 **17/12499/FUL & 18/00274/LBC - The Kings Head, The Street, Whiteparish, SP5 2SG**

Cllr Matthew Dean declared a pecuniary interest in this application and left the meeting. He did not take part in the discussion or the vote for this application.

Public Participation

Dr M Byfield spoke in support of the application

Mr Robin Bell spoke in support of the application

The Planning Team Leader, Adam Madge introduced the report detailing the application for a Single Storey Rear Extension (Orangery) to Pub Building & Separate Barn Conversion / Restoration with extension to provide Lodging. The application was recommended for refusal.

The Conservation Officer was in attendance to note her concerns. These included the impact of the works and how they would affect the character and interest of the listed building. The works would make lasting changes.

The host building was the listed building. There was no objection to the rear extension. Concerns related to the rear barn building, of which she felt the use was unclear.

The barn was listed by association to the main building and not in its own right. The manner of the conversion, lack of conservation and the design were of concern. There had been little information provided on how the proposals would impact on the structural fabric, and no structural survey was available. There was a level of ambiguity.

A single-story extension would have been preferable.

Members then had the opportunity to ask technical questions, where it was clarified that the applicant utilised the existing footprint of the barn building.

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

The main points raised included that the pub had been closed for 3 years. The application had support from 52 local residents and the parish council.

Whiteparish PC were in support of an increased dining area and the provision of accommodation for visitors to the village since the Fountain B&B was made into residential housing.

The Division Member, Cllr Richard Britton then spoke in support of the application, noting that a more attractive design could have been produced, however the impact of this design on the barn was not significant enough to reject the whole application. 2 other pubs in the village had been lost to housing development.

He felt the Conservation Officer's concerns were not dramatic, and was sure that these could be looked at and overcome.

This extension would not be visible from the road, and therefore there was no impact on the street scene. There had also been no objections from neighbours.

Cllr Britton then moved the motion of approval, against Officer's recommendation. This was seconded by Cllr Hocking.

A debate then followed, where the key issues raised included that the proposals were not visible from the front at all. The comments and wishes of the community showed an overwhelming community support for the proposals.

In relation to application 17/12499/FUL, the Committee then voted on the motion of approval against Officer's recommendation on the grounds of "the public benefit of the project in terms of providing additional income to help with the future viability of this public house outweighed the perceived harm to the listed building and as such complies with core policy 58 of the Wiltshire Core Strategy and the NPPF.

In relation to application 18/00274/LBC, the Committee then voted on the motion of approval against Officer's recommendation for the same reasons as above.

### **Resolved**

**That application 17/12499/FUL be approved with conditions, against Officer's recommendation on the grounds of "the public benefit of the project in terms of providing additional income to help with the future viability of this public house outweighed the perceived harm to the listed building and as such complies with core policy 58 of the Wiltshire Core Strategy and the NPPF.**

- 1. The development hereby permitted shall be commenced 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:**

**DRG No. A00662-P003-1-A 28/02/2018**  
**DRG No. A00662-P003-2-A 28/02/2018**  
**DRG No. A00662-P003-3-B 28/02/2018**

**DRG No. A00662-P004-1-B 28/02/2018**  
**DRG No. A00662-P004-2-A 28/02/2018**

**Ecology Statement - Lowans Ecology & Associates Biodiversity assessment report, 18/12/17**

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

**3. The owners/ operators of the site shall maintain an up-to-date register of the names of all occupiers of the guest rooms on the site (DRG No. A00662-P004-2-A) and of their main home addresses, and shall make such information 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 person shall occupy the holiday accommodation hereby permitted for a continuous period of more than [3 months] in any calendar year and it shall not be re-occupied by the same person/s within 28 days following the end of that period.**

**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. No development shall commence on site until samples of the materials to be used for the external walls and roofs of the new development have been submitted to and approved in writing by the Local Planning Authority. The samples will include bricks for the plinth; render for the 'orangery'; horizontal timber cladding (extension to stable block); plain clay roof tiles (extension to stable block), new rainwater goods (extension to stable block). 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**

**6. 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:**

- a) The link roof on the stable building will be a metal standing seam and a sample of the proposed metal roofing shall be submitted for approval.**
- b) New windows for the converted stable block shall be flush-framed timber painted casement windows.**
- c) The rooflights should be conservation style and lie flush with the roof. Details of the proposed rooflights, together with a section showing how they will sit within the roof, shall be submitted.**
- d) Details of the proposed lantern light for the orangery shall be submitted.**
- e) The proposed French doors and windows for the orangery shall be painted timber.**

**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 in the interests of preserving the character of a listed building**

**7. The mitigation measures contained within section 5 of the approved Ecological Assessment [Lowans Ecology & Associates Biodiversity assessment report, 18/12/17] shall be carried out in full prior to the first bringing into use of the development and/or in accordance with the approved timetable detailed in the Ecological Assessment.**

**REASON: To mitigate against the loss of existing biodiversity and nature habitats.**

**8. No development shall commence within the area indicated (proposed development 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.**



**9. No part of the development hereby permitted shall be brought into use/occupied until the parking spaces have been completed in accordance with the details shown on the approved plans (P-004-1-B). The areas shall be maintained for those purposes at all times thereafter.**

**REASON: In the interests of highway safety.**

**10. 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.**

**11. Prior to first use or completion of the development a scheme of hard and soft landscaping shall be submitted to and approved in writing by the Local Planning Authority, the details of which shall include:**

- full details of any to be retained, together with measures for their protection in the course of development;**
- a detailed planting specification showing all plant species, supply and planting sizes and planting densities;**
- means of enclosure;**
- car park extension surfacing;**
- all hard and soft surfacing materials;**

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

**12. 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.**

**13. Prior to the first use of the holiday letting units, the privacy screens as shown on DRG No. 004-1-B and 004-2-A shall be erected. The screens shall be maintained in perpetuity.**

**REASON: In the interest of neighbouring amenity.**

#### **INFORMATIVE**

1. There is a low risk that bats may occur at the development site. Many species of bat depend on buildings for roosting, with each having its own preferred type of roost. Most species roost in crevices such as under ridge tiles, behind roofing felt or in cavity walls and are therefore not often seen in the roof space. Bat roosts are protected all times by the Conservation of Habitats and Species Regulations 2010 (as amended) even when bats are temporarily absent because, being creatures of habit, they usually return to the same roost site every year. Planning permission for development does not provide a defence against prosecution under this legislation or substitute for the need to obtain a bat licence if an offence is likely. If bats or evidence of bats is found during the works, the applicant is advised to stop work and follow advice from an independent ecologist or to contact the Bat Advice Service on 0845 1300 228, email [enquiries@bats.org.uk](mailto:enquiries@bats.org.uk) or visit the Bat Conservation Trust website.

#### **Resolved**

**That application 18/00274/LBC be approved with conditions, against Officer's recommendation on the grounds of "the public benefit of the project in terms of providing additional income to help with the future viability of this public house outweighed the perceived harm to the listed building and as such complies with core policy 58 of the Wiltshire Core Strategy and the NPPF.**

**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:**

**DRG No. A00662-P003-1-A 28/02/2018**

**DRG No. A00662-P003-2-A 28/02/2018**

**DRG No. A00662-P003-3-B 28/02/2018**

**DRG No. A00662-P004-1-B 28/02/2018**

**DRG No. A00662-P004-2-A 28/02/2018**

**Ecology Statement - Lowans Ecology & Associates Biodiversity assessment report, 18/12/17**

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

**277 18/00115/VAR - Mayfield, White Way, Pitton, SP5 1DT**

Public Participation

Cllr Rod Coppock – Pitton and Farley PC

The Planning Officer Christos Chrysanthou introduced the report detailing the application for the variation of conditions 2 and 3 of planning permission 16/09446/FUL to allow for alterations to the materials for the approved extension. The application was recommended for approval subject to conditions.

Members had no technical questions for the Officer.

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

Pitton PC spoke in objection to the application as the proposals contravened CP57. Noting that at the original debate to consider the planning application it had been agreed that it could be detrimental to the street scene. The property was not in the conservation area, but was surrounded on 3 sides by it.

The Division Member, Cllr Chris Devine was not in attendance to speak on the application.

Cllr Fred Westmoreland moved the motion of Approval in line with officer recommendation, this was seconded by Cllr Mike Hewitt.

The Committee then voted on the motion of approval in line with Officer's recommendation.

Resolved

**That application 18/00115/VAR be approved with conditions:**

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

**REASON:** To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by 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  
Block Plan  
Drawing No. 16053/3/B Elevations

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

3) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (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 southeast or northwest roof slopes of the development hereby permitted.

**REASON:** In the interests of residential amenity and privacy.

278 **Urgent Items**

There were no urgent items

(Duration of meeting: 3.00 - 7.05 pm)

The Officer who has produced these minutes is Lisa Moore of Democratic Services, direct line (01722) 434560, e-mail [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)

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

## WESTERN AREA PLANNING COMMITTEE

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**MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 7 MARCH 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

**Present:**

Cllr Christopher Newbury (Chairman), Cllr Jonathon Seed (Vice-Chairman), Cllr Phil Alford, Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Peter Fuller, Cllr Sarah Gibson, Cllr Edward Kirk, Cllr Stewart Palmen and Cllr Pip Ridout

**Also Present:**

Cllr David Halik, Cllr Tony Jackson and Cllr Graham Payne

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1 **Apologies**

There were no apologies.

2 **Minutes of the Previous Meeting**

The minutes of the meeting held on 11 January 2018 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 11 January 2018.**

3 **Declarations of Interest**

In relation to application 17/05669/FUL Councillors Peter Fuller, Edward Kirk and Stewart Palmen declared non-pecuniary interests by virtue of being members of Trowbridge Town Council.

4 **Chairman's Announcements**

The Chairman gave details of the procedure to be used in the event of an emergency.

5 **Public Participation**

No questions had been received from councillors or members of the public.

The rules of public participation and the procedure to be followed at the meeting were noted.

6 **Planning Appeals and Updates**

A planning appeals update report was received, along with a report from the Head of Development Management regarding a December 2017 Supreme Court ruling (under Dover District Council v CPRE Kent) pursuant to a decision made by Dover District Council on a hybrid planning application and its implications. In referencing the published information report, the reporting officer reminded members of the legal duties imposed on decision makers to state material planning reasons when making decisions on planning applications. The officer also informed the committee of the importance attached to seeking officer guidance and advice prior to voting on a motion to deviate from an officer recommendation.

**Resolved:**

**To note the Planning Appeals Update Report and the legal update from the Head of Development Management.**

7 **Planning Applications**

The Committee considered the following applications:

8 **17/05669/FUL - Former West Wiltshire District Council Office site, Bradley Road, Trowbridge, BA14 0RD**

**Public Participation**

Nigel Urch spoke in objection to the application

Julia Urch spoke in objection to the application

Anthony Barber spoke in objection to the application

Chris Beaver, agent, spoke in support of the application

Eileen Medlin, Senior Planning Officer, presented a report which recommended that authority be delegated to the Head of Development Management to grant full planning permission subject to planning conditions and informatives and following the completion of a draft s106 Agreement to cover the necessary developer obligations, as summarised within section 10 of the report and as stipulated at condition 23 and to approve planning permission for the erection of 79 dwellings and associated works, following the demolition of existing buildings.

Updates to the report were explained, which included the recommendation of imposing an additional condition to bind any consent to prevent development being commenced until the planning obligations in a form annexed to the planning permission has been completed by all parties with an interest in the development land and approved in writing by the Council. The officer also reported a correction to the report relative to the number of trees that would be removed from the site which currently have Tree Protection Orders (TPO).

Key issues included the principle of development, impact upon trees, highways and parking and education provision.

Members of the Committee then had the opportunity to ask technical questions of the officer. In response to question relating to the reported education objection, the reporting officer advised members that earlier in the day, a meeting had taken place involving service directors and senior officers from development management as well as the education and estates team. Committee members were informed of the adopted methodology used to calculate future school places by the education service and their appraisal of existing school capacities.

The reporting officer informed the committee that following a detailed inspection of the latest shared calculations, several applications documented by the education team as being ahead in the application registration queue that would generate school space demand, had been recently refused by the planning authority; whilst others had appeals withdrawn or were considered to be undeliverable.

In the case of the projected strategic development at Ashton Park members were informed that the indicative housing trajectories and subsequent school demands to be generated by the development is likely to be delayed by several years at least. Members were further advised that planning officers had properly weighed up the education objection, had recognised the reasons behind the objection, but argued that the application must be appraised in light of current spare school infrastructure provision and be fully mindful of the evolving status of planning applications and appreciate that once an application is refused and appeal is dismissed or withdrawn, the associated calculated school needs should be deleted and in terms of the current application, there is a need to apply the appropriate NPPF and WCS policy tests in terms of supporting sustainable housing development proposals.

As a result, and in light of the above, planning officers reported that the application should be approved having due regard to the particular set of circumstances that apply at this time.

Additional detail and commentary was sought on the parking provision, the demolition of the former driving centre building and how the nuclear bunker underneath would be dealt with. There were additional questions raised about the existing trees and the proposed landscaping. It was confirmed that one of the recommended conditions would remove permitted development rights for the proposed garages which were necessary to provide allocated parking on the site, which would mean that future occupiers seeking to convert the garaging, would require planning permission to do so.

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

The local unitary division member, Councillor Graham Payne, then spoke in opposition to the application, drawing attention to the density of housing, education capacity concerns, the removal of significant and TPO'd trees. Cllr Payne furthermore argued that in the event permission is granted the quoted developer obligation for off-site play equipment should be utilised at the nearby Queen Elizabeth Field rather than in the more generic 'local vicinity', as recommended. The neighbouring unitary division member, Councillor David Halik, also spoke in opposition to the application.

A debate followed, where members discussed whether the proposed parking provision for the site was adequate. The consultation response provided by the Council's tree officer was subject to debate in terms of appreciating the argued merits for agreeing to some TPO'd trees to be felled. The design of the houses and layout of the site was also debated, along with further questions being asked about education needs and provision.

During debate a motion was moved from Councillor Jonathon Seed to delegate authority to the Head of Development Management to grant permission in accordance with the officer's recommendation, with an amendment to stipulate that the Queen Elizabeth field should be the specified recipient of the financial contribution for off-site play provision to be enshrined within the s106 Agreement, and to also include two additional informatives to be drafted by officers relating to liaising further with the applicant to ascertain whether there was any provision for additional screen planting along the site boundary shared with the Halfords site and to include reference to a s38 agreement to secure on-street car parking restriction along part of the main road into the site from Wiltshire Drive, should problems develop near the site access. The motion was seconded by Councillor Pip Ridout.

At the conclusion of discussion, it was,

### **Resolved**

**That the committee delegates authority to the head of development management to grant full planning permission subject to the planning conditions and informatives listed below; and, following the completion of a draft s106 Agreement to cover the developer obligations as summarised within section 10 above and as stipulated by condition 23.**

### **CONDITIONS**

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

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



2. No development shall commence within the area indicated (proposed development 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. The approved programme of archaeological work shall be carried out in accordance with the approved details.

**REASON:** To enable the recording of any matters of archaeological interest.

**NOTE:** The work should be conducted by a professional archaeological contractor to which there will be a financial burden for the applicant.

3. No development shall commence on site until a scheme for the discharge of foul water from the site, and abandonment of existing sewers within site not being re-used, has been submitted to and approved in writing by the Local Planning Authority in consultation with the sewerage undertaker. The development shall not be first occupied until foul water drainage has been constructed in accordance with the approved scheme.

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

4. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access / driveway), incorporating sustainable drainage details and appropriate attenuation measures, limiting the runoff to a maximum of 47.7 l/s and relevant permission for diversion of existing storm sewers, has been submitted to and approved in writing by the Local Planning Authority in consultation with the sewerage undertaker. The development shall not be first occupied until surface water drainage, including diversions of existing storm sewers 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 (other than that required to be carried out as part of a scheme of remediation approved by the Local Planning Authority under this condition), until steps (i) to (iii) below have been fully complied with. If unexpected contamination is found after development has begun, development must be halted on that part of the site affected by the unexpected contamination to the extent specified by the Local Planning Authority in writing until step (iv) has been complied with in full in relation to that contamination.

**Step (i) Site Characterisation:**

An investigation and risk assessment must be completed to assess the nature and extent of any contamination (including asbestos) on the site, whether or not it originates on the site. The investigation and risk assessment must be undertaken by competent persons and a written report

of the findings submitted to and approved in writing by the Local Planning Authority. The report of the findings must include:

- A survey of the extent, nature and scale of contamination on site;
- The collection and interpretation of relevant information to form a conceptual model of the site, and a preliminary risk assessment of all the likely pollutant linkages;

If the preliminary risk assessment identifies any potentially significant pollutant linkages a ground investigation shall be carried out, to provide further information on the location, type and concentration of contaminants in the soil and groundwater and other characteristics that can influence the behaviour of the contaminants;

- An assessment of the potential risks to
- human health,
- property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes,
- adjoining land,
- groundwater and surface waters,
- ecological systems,
- archaeological sites and ancient monuments;

This must be conducted in accordance with DEFRA and the Environment Agency's "Model Procedures for the Management of Land Contamination, CLR 11" and other authoritative guidance.

**Step (ii) Submission of Remediation Scheme:**

If any unacceptable risks are identified as a result of the investigation and assessment referred to in step (i) above, a detailed remediation scheme to bring the site to a condition suitable for the intended use must be prepared. This should detail the works required to remove any unacceptable risks to human health, buildings and other property and the natural and historical environment, should be submitted to and approved in writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, a timetable of works and site management procedures.

**Step (iii) Implementation of Approved Remediation Scheme:**

The approved remediation scheme under step (ii) must be carried out in accordance with its requirements. The Local Planning Authority must be given at least two weeks written notification of commencement of the remediation scheme works.

**Step (iv) Reporting of Unexpected Contamination:**

In the event that contamination is found at any time when carrying out the approved development that was not previously identified it should be reported in writing immediately to the Local Planning Authority. An investigation and risk assessment should be undertaken in accordance with the requirements of step (i) above and where remediation is necessary, a

remediation scheme should be prepared in accordance with the requirements of step (ii) and submitted to and approved in writing by the Local Planning Authority.

**Step (v) Verification of remedial works:**

Following completion of measures identified in the approved remediation scheme a verification report must be produced. The report should demonstrate the effectiveness of the remedial works.

A statement should also be provided by the developer which is signed by a person who is competent to confirm that the works detailed in the approved scheme have been carried out (The Local Planning Authority can provide a draft Remediation Certificate when the details of the remediation scheme have been approved at stage (ii) above).

The verification report and signed statement should be submitted to and approved in writing of the Local Planning Authority.

**Step (vi) Long Term Monitoring and Maintenance:**

If a monitoring and maintenance scheme is required as part of the approved remediation scheme, reports must be prepared and submitted to the Local Planning Authority for approval at the relevant stages in the development process as approved by the Local Planning Authority in the scheme approved pursuant to step (ii) above, until all the remediation objectives in that scheme have been achieved.

All works must be conducted in accordance with DEFRA and the Environment Agency's "Model Procedures for the Management of Land Contamination, CLR 11" and other authoritative guidance.

**REASON:** To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors.

6. No development shall commence on site until details of the estate roads, footways, footpaths, cycle bollards, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture, including the timetable for provision of such works, have been submitted to and approved by the Local Planning Authority. The development shall not be first occupied until the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture have all been constructed and laid out in accordance with the approved details, unless an alternative timetable is agreed in the approved details.

**REASON:** To ensure that the roads are laid out and constructed in a satisfactory manner.

7. No development shall commence on site until visibility splays have been provided between the edge of the carriageway and a line extending from a point 2.4m metres back from the edge of the carriageway, measured along the centre line of the access, to the points on the edge of the carriageway 43m in both directions from the centre of the access in accordance with the approved plans 'External Works Layout' (1 of 3) 750-141-1 Rev B received on the 15th February 2018. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 0.6m above the level of the adjacent carriageway.

**REASON:** In the interests of highway safety.

8. No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:
- a) the parking of vehicles of site operatives and visitors;
  - b) loading and unloading of plant and materials;
  - c) storage of plant and materials used in constructing the development;
  - d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
  - e) wheel washing facilities;
  - f) measures to control the emission of dust and dirt during construction;
  - g) a scheme for recycling/disposing of waste resulting from demolition and construction works; and
  - h) measures for the protection of the natural environment.
  - i) hours of construction, including deliveries;
- has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

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

9. No development shall commence on site until a waste audit regarding the construction of the site (part a – g) of Policy WCS6 of the Waste Core Strategy) has been submitted to and approved in writing by the Local Planning Authority. The development shall then be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to the grant of planning permission.

10. No development shall commence on site above ground floor 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.

- 11.** All demolition, site clearance and development works shall be carried out in strict accordance with the approved details contained in the Arboricultural Report containing: Arboricultural Constraints, Arboricultural Impact Assessment (AIA), Tree Protection and Arboricultural Method Statement prepared by Silverback Arboricultural Consultancy and received by the council on 8<sup>th</sup> December 2017.

The Tree Protection Fencing shown on Tree Protection Plan Phase 1 included in the above report shall remain in place until a full 'No-Dig' specification for works within the root protection area/canopies of protected and retained trees has been submitted and approved in writing by, the Local Planning Authority. The construction of the surface shall be carried out in accordance with approved details and thereafter retained.

**REASON:** In order that the Local Planning Authority may be satisfied that the trees to be retained on and adjacent to the site will not be damaged during the construction works and to ensure that as far as possible the work is carried out in accordance with current best practice and section 197 of the Town & Country Planning Act 1990.

- 12.** No dwelling shall be occupied until the means of site/plot enclosures as shown on the approved plans have been provided in accordance with the approved plans.

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

- 13.** No dwelling shall be occupied until the associated car parking spaces outlined on the approved plans and Parking Allocation schedule (750-106 Rev C received 16<sup>th</sup> February 2018) have been consolidated, surfaced and laid out in accordance with the approved details. This area shall be maintained and remain available for this use at all times thereafter.

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

- 14.** No dwelling shall be occupied until a public art scheme for the site and a timetable for its subsequent installation have been submitted to and approved in writing by the local planning Authority. The development shall then be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to the grant of 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 the proposal complies with the relevant public art policies.

15. The roads, including footpaths and turning spaces, shall be constructed so as to ensure that, before it is occupied, each dwelling has been provided with a properly consolidated and surfaced footpath and carriageway to at least base course level between the dwelling and existing highway.

**REASON:** To ensure that the development is served by an adequate means of access.

16. No dwelling shall be first occupied until the approved refuse storage for that dwelling has been completed and made available for use in accordance with the approved details and it shall be retained in accordance with the approved plans thereafter.

**REASON:** To ensure adequate facilities are in place upon occupation of the development

17. No dwelling shall be first occupied until the cycle parking facilities as shown on the approved plans have been provided in full and made available for use. The cycle parking facilities shall be retained for use in accordance with the approved details at all times thereafter.

**REASON:** To ensure that satisfactory facilities for the parking of cycles are provided and to encourage travel by means other than the private car.

18. No dwelling shall be first occupied until the works comprised in the scheme for mitigating the effects of noise for that dwelling as set out in the Noise Impact Assessment prepared by Matrix Acoustic Design Consultants received by the council on the 16<sup>th</sup> February 2018 have been completed.

**REASON:** To minimise the disturbance which that could otherwise be caused to incoming occupiers by noise from the nearby noise sources.

19. No dwelling shall be first occupied until the mitigation measures set out in The Extended Phase 1 Ecology Report prepared by Stark Ecology received by the Council on the 7<sup>th</sup> December 2017 are implemented. The mitigation measures shall be retained on site thereafter.

**REASON:** To ensure adequate ecological mitigation for the development for foraging and roosting bats and nesting sparrows.

20. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the buildings or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained in accordance with the 10 Year Maintenance Programme prepared by Peter Quinn Associates, received by the Council on the 20<sup>th</sup> December 2017. 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.

21. 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 garage hereby approved which is required to satisfy on-plot parking standards (as identified Parking Allocation schedule - 750-106 Rev C received 16th February 2018) shall be converted to ancillary habitable accommodation without first obtaining planning permission.

**REASON:** To safeguard the amenities and character of the area and in the interest of highway safety and to ensure there is adequate car parking provision.

**NOTE:** Future PD rights to convert garaging into additional ancillary habitable accommodation would still apply to plots that can accommodate the requisite parking provision on-site. This condition would only apply for plots/properties that rely on the garaging for off-street car parking

22. The development hereby permitted shall be carried out in accordance with the approved plans contained within the plan list schedule set out in the letter received from Planning Sphere and dated 22 February 2018.

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

23. Development shall not be commenced until a planning obligation requiring compliance with the obligations set out in the draft form of deed annexed hereto has been completed by all parties with an interest in the land and accepted in writing by the Council.

**INFORMATIVES:**

1. This permission shall be read in conjunction with an agreement made under Section 106 of the Town and Country Planning Act, 1990 (and to be dated).
2. Bats have been found roosting in the former Driving Test Centre and a licence from Natural England is required before its demolition. Please note that this consent does not override the statutory protection afforded to any such species. All British bat species are protected under The Conservation of Habitats and Species Regulations 2010 (as amended) which implements EC Directive 92/43/EEC in the United Kingdom, and the Wildlife and

**Countryside Act 1981 (as amended). This protection extends to individuals of the species and their roost features, whether occupied or not.**

- 3. 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](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy)**

- 4. The applicant is encouraged to liaise further with officers to review the potential for more screen planting along the site boundary shared with Halfords.**
- 5. The applicant and highways authority should liaise further to enshrine traffic regulation order provisions within a s38 agreement to restrict car parking along the main road into the site off Wiltshire Drive.**

**9 17/04647/VAR - Land Between 1a Mill House & 1 Lower Road, Bratton, Westbury, BA13 4RG**

Public Participation

David Tombleson spoke in objection to the application.

Colin Tagg spoke in objection to the application.

Neil Brawn spoke in objection to the application.

Peter Grist, agent, spoke in support of the application.

Mr Pratt, applicant, spoke in support of the application.

Councillor Jeff Ligo, Chairman of Bratton Parish Council, spoke in objection to the application.

Steven Vellance, Planning Officer, presented a report which recommended that permission be granted for a variation to condition 14 of planning permission W/12/02101/S73 to allow for minor material alterations and additions to the previously approved dwelling that had been partially constructed on site. Key issues included the principle of the development, reflecting upon the minor material changes that had been undertaken and comparing these with what had been previously approved in 2012.



The officer explained why the planning team had registered and processed the application under s73 of the Town and Country Planning Act; and had, after visiting the site, taken physical measurements of the building to firstly obtain accurate plans from the applicant; and secondly, to allow officers to make a full and proper assessment of the modifications made and proposed on the site.

The officer advised members of the receipt of two late public representations which were verbally reported along with an officer response to each point raised.

The committee was advised of the inspections carried out by the Council's conservation officer who, in addition to the case officer, made a site inspection and reported that the works which had been undertaken (included within the submitted regularised retrospective application submission) was acceptable in terms of adopted and legislative standards and policies. In addition to heritage asset and planning policy interests, expert input was obtained in terms of highway safety and flood risk impacts, and the responses were also reported.

Members of the Committee then had the opportunity to ask technical questions of the officer. Detailed questions were asked about the roofing material used on the 'as built' house compared to what was previously approved; and about the extent of the physical amendments made to the site and house compared to the consented scheme.

Officers reported the physical measurements which had been taken on site and with the fixed datum point of Mill Lane that had not changed since 2012 officers reported that the 'as built' house had a lower ridgeline compared to what was previously consented. The fenestration changes were reported as being minor material changes the s73 application could adequately appraise as well as the minor amendments made to the site. It was also reported that under the separate building arrangement process, the Council's building control surveyors had visited the site and had checked drawings and had found them to be accurate.

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

A statement from the local unitary member, Councillor Jerry Wickham, citing opposition to the application was presented by Councillor Jonathon Seed, which included an appraisal of the site history and the different house that had been built retrospectively and also referenced detrimental impacts the 'as built' house has, to which local residents raised representation about.

A debate followed, which led to further questions being asked of officers, with some members expressing concern about the retrospective nature of the application and the extent of the changes that had been undertaken and questioned whether a s73 application was the appropriate type of application. At the request of the committee chairman, the Council's planning lawyer was asked whether or not the application could be determined under a s73 application. In response, the committee was advised that it was a matter of planning judgement to what degree the material changes were minor and that the committee was

being advised in this case that the 'as built' house was subject to minor material changes - which planning officers had verbally explained during the presentation and through responding to member's technical questions.

The committee was then advised that if members were convinced the 'as built' house constituted more than minor material amendments from the approved drawings in the original planning permission it would amount to development without permission. Members would therefore not be able to vary the original planning permission by way of a s73 planning application. In these circumstances, it was within the committee's remit to defer the application and to seek the applicant to resubmit a full planning application.

During debate a motion to approve the application in accordance with the officer's recommendation was moved by Councillor Andrew Davis, seconded by Councillor Trevor Carbin. 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 carried out in accordance with the following approved plans: Proposed site location and block plan rev. B received on 24.01.2018; Proposed elevations and section received on 12.02.2018; Proposed floor plans received on 22.08.2017.**

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

- 2 No part of the development hereby approved shall be first occupied until the parking and turning area shown on the approved plans has been laid out in accordance with the approved details. This area shall be maintained and remain available for this use at all times thereafter. The access area shall be formed of a properly consolidated surface (not loose stone or gravel).**

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

- 3 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 north and south elevations.**

**REASON: In the interests of residential amenity and privacy.**

- 4 The development hereby permitted shall not be occupied until the area between the nearside carriageway edge and a line drawn 2 metres parallel thereto over the entire site frontage to the north from the centre of the access has been cleared of any obstruction to visibility at and above a height of 900mm above the nearside carriageway level. In addition, a visibility splay being provided between the edge of the carriageway and a**

line extending from a point 2 metres back from the edge of the carriageway, measured along the centre line of the access, to the point on the edge of the carriageway 25 metres to the south. These areas shall be maintained free of obstruction at all times thereafter.

**REASON:** In the interests of highway safety.

**Planning Informatives:**

1. The applicant is advised that separate land drainage consent is required for any operational development works within 8 metres of the watercourse.
2. Whilst it is acknowledged that the dwellinghouse is not on flood zone 2 or 3 land, the applicant is nevertheless advised to incorporate flood proofing measures respecting the proximity to the watercourse and flood zones 2 and 3.
3. 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](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy)

*Councillor Ernie Clark requested that his vote in opposition to the resolution be recorded.*

*Following this item Councillor Christopher Newbury left the meeting at 1755. Councillor Jonathon Seed thereafter took over as Chairman.*

10 **17/05359/FUL - Land at Boreham Road, Rear of 10 Rock Lane, Warminster, BA12 9JZ**

Public Participation

Margaret Donald spoke in objection to the application.

Chris Dance, agent, spoke in support of the application.

Councillor Sue Fraser, on behalf of Warminster Town Council, spoke in objection to the application.

Katie Yeoman, Planning Officer, presented a report which recommended planning permission be granted for the erection of a dwelling. Key issues included the principle of development, highway safety matters, landscape and trees, drainage, and impacts on neighbouring amenity.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought about the adjoining site's planning history and officers were asked about previously refused developments based on highway safety and loss of a hedgerow and roadside embankment. Ecology and tree impacts were discussed as well the implications relative to a nearby bus-stop and the reported need for it to be relocated.

Members were also advised that the historic refusals relating for a neighbouring plot dated back to 1999, 2007 and 2008 and since then, local and national planning policy had evolved, although it still remained the case that that the hedgerow and embankment could be removed without planning permission. No highway safety concern had been raised by the Council's highways officer and members were reminded of the Council's and NPPF policy relative to highway safety and that there was no evidence the proposed development would result in harm to justify a refusal.

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

The local unitary member, Councillor Andrew Davis, then spoke in opposition to the application, and also considered further information was required and sought to have a highway officer present.

A debate followed where the design and nature of the proposed dwelling was considered in relation to the neighbouring area, along with further discussion of the practicalities of moving the bus-stop.

During debate a motion to defer the application for a site visit and to request additional information was moved by Councillor Andrew Davis, seconded by Councillor Pip Ridout. Following a vote the motion was defeated.

A motion was then moved by Councillor Trevor Carbin, seconded by Councillor Sarah Gibson, to approve the application in accordance with the officer's recommendation.

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: Location plan – received on 15/12/2017; Existing and proposed sections - received on 15/12/2017; Existing and proposed street scene - received on 15/12/2017; Proposed site plan and roof plan - received on 15/12/2017; Parking Plan Space 1 - received on 15/12/2017; Parking Plan Space 2 - received on 15/12/2017; Proposed elevations - received on 15/12/2017; Proposed floor plans - received on 15/12/2017; Proposed landscaping plan - received on 15/12/2017; 3D view from Boreham Road - received on 15/12/2017; 3D south west view - received on 15/12/2017; 3D south east view - received on 15/12/2017; Birds eye view from north east - received on 15/12/2017; North west birds eye view - received on 15/12/2017; Tree survey – drawing no. 16 – dated 05/01/2016; Tree protection plan – drawing no. 17 – dated 20/02/2018; Topographical survey – drawing no. 1 – dated April 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. All hard landscaping shall 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. The existing boundary hedgerow to the southern boundary of the application site shall be retained in accordance with the approved landscaping plan

(proposed landscaping plan – received on 15/12/2017) and maintained at all times thereafter unless otherwise agreed in writing by the local planning authority.

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

6. 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.

7. The development hereby permitted shall not be first occupied until visibility splays have been provided on both its sides of the access to the rear of the existing footway based on co-ordinates of 2.4m x 2.4m. The splays shall be kept free of obstruction above a height of 600mm at all times.

**REASON:** In the interests of highway safety.

**NOTE:** This condition requires the applicant to obtain separate consent from the Council's highway Authority to re-locate the bus-stop. Planning informative no.2 refers.

8. Any gates shall be set back 4.5 metres from the edge of the carriageway, such gates to open inwards only.

**REASON:** In the interests of highway safety.

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

10. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first brought into use 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.

#### **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](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy)**
- 2. The proposal comprises a proposed alteration to the public highway. The applicant is advised that a separate license is 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. Contact should be made with the vehicle access team on telephone 01225 713352 or email [vehicleaccess@wiltshire.gov.uk](mailto:vehicleaccess@wiltshire.gov.uk) for further details.**
- 3. No works should take place that would result in harming nesting birds from March to August inclusive. All British birds (while nesting, building nests and sitting on eggs), their nests and eggs (with certain limited exceptions) are protected by the Wildlife and Countryside Act 1981 (as amended). If birds are nesting within the proposed development, work should be undertaken outside the breeding season for birds to ensure their protection, i.e. works should only be undertaken between September and February. Further advice on the above can be sought from the Council Ecologists.**
- 4. The applicant should note that under the terms of the Wildlife and Countryside Act 1981 (as amended) and the Conservation of Habitats and Species Regulations 2010 (as amended) it is an offence to disturb or harm any protected species, or to damage or disturb their habitat or resting place. Please note that planning permission does not override the statutory protection afforded to any such species. In the event that your proposals could potentially affect a protected species and/or a suspected protected species is encountered during the works you should stop works immediately if applicable, and seek the advice of a suitably qualified and experienced ecological consultant who will advise of the appropriate course of action and consider whether a licence is required from Natural England prior to recommencing/commencing works.**

5. The applicant is advised that new water supply and waste water connections will be required from Wessex water to serve this proposed development. Application forms and guidance information is available from the Developer Services web pages at the following website [www.wessexwater.co.uk](http://www.wessexwater.co.uk) Further information can be obtained from our New Connections Team by telephoning 01225 526222 for Water Supply and 01225 526333 for Waste Water.

*Councillor Andrew Davis requested that his vote in opposition to the resolution be recorded.*

11 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 6.40 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](mailto:kieran.elliott@wiltshire.gov.uk)

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## HEALTH AND WELLBEING BOARD

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**DRAFT MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 25 JANUARY 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

**Present:**

Cllr Baroness Scott of Bybrook OBE (Chair), Dr Toby Davies, Dr Andrew Girdher, Christine Graves, Angus Macpherson, Cllr Laura Mayes, Cllr Ian Thorn, Cllr Jerry Wickham, Cllr Ben Anderson, Linda Prosser, Andy Hyett and Dr Anna Collings

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**1 Chairman's Welcome and Introduction**

The Chair welcomed all to the meeting.

**2 Apologies for Absence**

Apologies were received from Chief Insp. Mike Veale, Nerissa Vaughan, Dr Andy Smith, and Dr Bill Bruce-Jones, James Scott and Cara Charles-Barks.

**3 Minutes**

The meeting considered the minutes of the meeting held on 9 November 2017.

**Resolved**

**To approve as correct record for signing by the Chair the minutes of the meeting held on 9 November 2017.**

**4 Declarations of Interest**

There were no declarations of interest.

**5 Chairman's Announcements**

The Chairman drew the meeting's attention to the following announcements detailed in the pack:

- CQC inspection in March
- Mention the Ofsted inspection of SEND
- Progress on integration

## **6 Public Participation**

There were no public questions or statements received.

## **7 Sustainability and Transformation Partnership Update**

Chris Bown gave a presentation, appended to these minutes, regarding the current priorities for collaborative working, and to introduce the board to the new senior responsible officer for the Sustainability and Transformation Partnership (STP).

Matters highlighted in the course of the presentation and discussion included: the overview of the national picture and the context in which the STP had been drawn up; the need for better engagement with local government; that a plan was established in 2016 and focused on the 5 year forward view; the 44 STPs in England and the desire to become accountable care systems (now retitled as integrated care systems); the focus on improving health outcomes for the population, particularly narrowing the gap on life expectancy between those living in more deprived areas; that there are 20 plus partners involved in delivering the aspirations; the desire to reduce duplication and variation with the intention of making the system more efficient and less confusing to the individual; the five key focuses of the plan: proactive and preventative care, planned/consistent care; acute collaboration; digital and workforce issues; the key role of the Health & Wellbeing Boards in providing strategic leadership along with the STP; the key areas for future work: mental health and well-being, a greater emphasis on self and community care; and better integration with social care; that some services should be commissioned or transformed at STP level where appropriate; the desirability of an update on maternity at a future meeting, the need to address the financial challenge of a projected deficit of £110m (without savings across the STP); how cost improvement programmes are developed; the importance of developing a workforce and estates strategy; the complexities of the geography in Wiltshire; the work to provide greater emphasis on children's services; the piloted approaches in areas of deprivation; and the further discussion required on governance.

The Chairman thanked Mr Bown for his presentation, and welcomed the opportunity to continue discussions.

## **8 Winter Pressures - Update**

Jo Cullen gave a presentation, appended to these minutes, on the implementation of winter planning measures, the additional funding announced in the budget and to consider the current situation across the system.

Matters highlighted in the course of the presentation and discussion included: that this was an interim update which presented some of the lessons learnt from experiences so far this winter; the increase in ambulance demand compared to the previous year; the variance in attendances at the three acute centres and the

reasons for this; the impact of Christmas events on demand; how actual demand matched with predicted demand on 111 services; the symptoms of people presenting at 111 and how they can be appropriately diverted to self-care and pharmacy when routine services aren't available; the volume of calls for out of hours services; how extra demand was managed with additional resources; that care homes that had been seeking repeat prescriptions over weekends had been identified and were targeted for action; the services provided by walk-in centres; that average length of stay in acute settings had reduced; the integrated control centre in Wiltshire, supported by partners, to enable capacity can be managed; and the lessons learnt and the interim actions already taking place.

The Chairman asked the thanks of the Board to all staff supporting the system be recorded.

## 9 **Delayed Discharges**

Jeremy Hooper presented an update on the latest figures for delayed discharges (DTCO).

Matters highlighted in the course of the presentation and discussion included: that DTCO numbers were being brought down; that some further work was required including regarding mental health partners; the greater focus on increasing weekend working to facilitate 7 days a week discharges; the work of the JCB, the discussion of equipment provision and the implementation of the choice policy and the further work required; that further work on the efficacy for dementia strategy was required; and the thanks to the teams for their continued hard work.

### **Resolved**

- i) To note performance, variation for DTCO trajectory and actions interwoven in the delivery of the 8 High Impact Actions**
- ii) To note the delivery and actions to support winter pressures capacity**
- iii) To note the establishment of the Better Care Fund DTCO sub group**

## 10 **Better Care Plan**

Jeremy Hooper presented an update, appended to these minutes, on the delivery of the Better Care Plan for Wiltshire and emerging plans for 2018/19.

Matters highlighted in the course of the presentation and discussion included: that non-elective admissions were higher than last year across all age bands; the changes to the model of home care; the activity on intermediate care beds; the new governance arrangements, and the changes made to better manage the number of projects that need to be

delivered; and that the project board would be meeting the following month and establishing a deliver group.

#### **Resolved**

- 1. To note the new Better Care Fund Dashboard**
- 2. To note the Better Care Fund Risk Register 2017/18**
- 3. To consider the emerging plan for 2018/19**
- 4. To give strategic approval to the proposed draft BCF Section 75 Agreement 2017/2019 between Wiltshire Council and NHS Wiltshire CCG which will continue to provide the legal framework for the Better Care Fund and underpin the Better Care Plan (delegating any future minor amendments to the Chair and Vice Chair).**

#### **11 Pharmaceutical Needs Assessment**

Steve Maddern presented the report which asked the Board to agree the final Pharmaceutical Needs Assessment (PNA), following recent consultation.

Matters highlighted in the course of the presentation and discussion included: that the draft was considered at a previous meeting; that issues raised in the consultation had been addressed in the revised draft; that young peoples' needs have been highlighted; and that officers had been providing response to the PNAs from neighbouring areas.

The Chairman thanked Steve and his team for their hard work.

#### **Resolved**

- 1. To note the public consultation feedback in the draft PNA document.**
- 2. To approve the final PNA 2018 document to come into effect as of 01 April 2018.**

#### **12 CCG Local Transformation Plan (CAMHS) Refresh**

Ted Wilson presented the report which asked the Board to approve the refresh of the CCG's local transformation plan for child adolescent mental health services in 2018/19.

Matters highlighted in the course of the presentation and discussion included: that the plans expanded upon the plan from 2015; the relevance of the green paper of 2017 from DoE and DfH and the links to those ambitions; the improved resources available to schools; that twelve secondary schools now had dedicated workers; how officers were leading on STP-wide work looking at the

reprocurement of CAMHS services; that there is now a single point of access for self-referral and for professionals; the welcome expansion of online counselling service, and that 2000 individuals had accessed this service; the work of Healthwatch and the training of Young Listeners, the increasing levels of self-harm and the aim increase early intervention; that work was ongoing to reduce relatively high waiting times; and that officers were pleased with the progress made so far.

Councillor Laura Mayes expressed her thanks for the progress made, and gave examples of the positive feedback received from young people.

In response to a question from Angus MacPherson, it was noted that all secondary schools had welcomed the offer of new services, but there was a concern that those with school nurses may see the expanding service as a way how making cut backs to their own provision. It was also hoped to expand the offer of services to primary settings.

Dr Toby Davis gave an example from his practice which showed a marked improvement in the services available.

In response to a question raised by Christine Graves, it was noted that further training to be given to all teachers so that they are confident in signposting children to support.

### **Resolved**

- 1. To note the progress to date on the implementation of the CCG local transformation plan for children and young people's mental health and wellbeing;**
- 2. To endorse the refreshed and expanded plan including its commissioning intentions, local priorities and updated budget proposals;**
- 3. To encourage partner agencies to consider contributing their views to the green paper on improving mental health support for children and young people.**

### **13 Wiltshire CCG Care Operating Model**

Mark Harris gave a presentation, appended to these minutes, regarding the proposed care operating model for Wiltshire.

Matters highlighted in the course of the presentation and discussion included: the services included in the model; the basis on how the capital investment is made; the different groups within each geographical footprint and what can be expected in which footprint; and the vision of having GP practices working together at hubs.

The Chairman thanked the officers for the presentation and requested that a further discussion take place at a future meeting.

#### 14 **Domestic Abuse**

Tracy Daszkiewicz presented the report which gave an update on domestic abuse strategy, the needs assessment and contract award.

Matters highlighted in the course of the presentation and discussion included: how the needs assessment was undertaken and published; the procurement process undertaken; that the new strategy had been developed in line with the national strategy; that there were approximately 15,000 people at risk or suffering from domestic abuse; that addressing this was a key priority; and that about 50% of children in contact with children's services are affected by domestic abuse; how support can be integrated with housing policies; that services are available to all victims so that there is no discrimination based on gender; the links to substance abuse and how the work is partnered; and the work with police and fire service partners.

#### **Resolved**

#### **To note the report**

#### 15 **Adult Social Care Transformation Programme**

Catherine Dixon presented the report which provided an update on the delivery of the programme.

Matters highlighted in the course of the presentation and discussion included: how the funding had been used to develop the model of prevention; the work to promote reablement and increasing capacity in the market; that the project had looked at local area co-ordination; the proposed links to the STP and how this might be reflected in the CCG plans; the desire to include partners in steering group; the commissioning intentions and developing strategies for services for adults with learning difficulties; that there would be further work on co-production to bring partners; that an innovation grant was awarded to look at workforce capacity; the changes to staffing structures and setting up own reablement services; that the project would be continuing to look at services and looking at elderly and mental health in stage two; and how the project is monitored through transformation board.

#### **Resolved**

To note the progress made

**16 Health and Wellbeing Board progress report 2017**

David Bowater presented the report that provided an update on progress in delivering the joint health and wellbeing strategy. Matters highlighted included: the importance of highlighting the progress made against the public strategy; that some issues could be looked at in the future e.g. personal health budgets; and the effectiveness of taking a partnership approach to shared problems.

**Resolved**

**To note the progress made in delivering key objectives over the last year.**

**17 Date of Next Meeting**

It was noted that the date of the next meeting would be the 29 March 2018.

**18 Urgent Items**

There were no urgent items.

(Duration of meeting: 9.00 - 11.17 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](mailto:william.oulton@wiltshire.gov.uk)

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# Health and Wellbeing Board

25 January 2108

- Chairman's welcome, introduction
- Apologies for absence
- Minutes
- Declarations of Interest
- Announcements

- Questions
- Statements

**Sustainability and Transformation  
Partnership Update**  
Chris Brown

# Winter Pressures

Jo Cullen



Wiltshire

Clinical Commissioning Group

# Health and Wellbeing Board: Winter Performance – so far!

Page 282

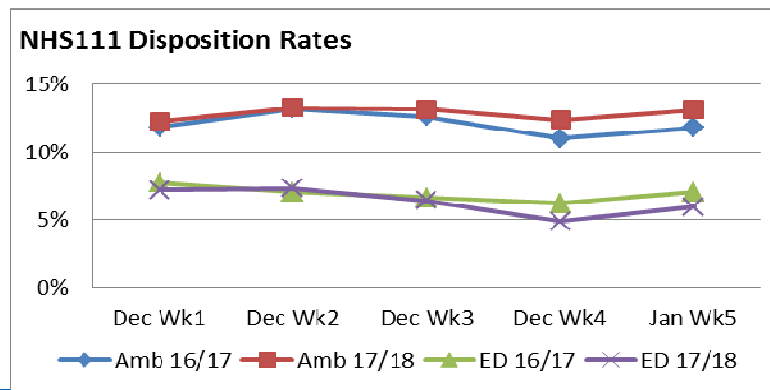
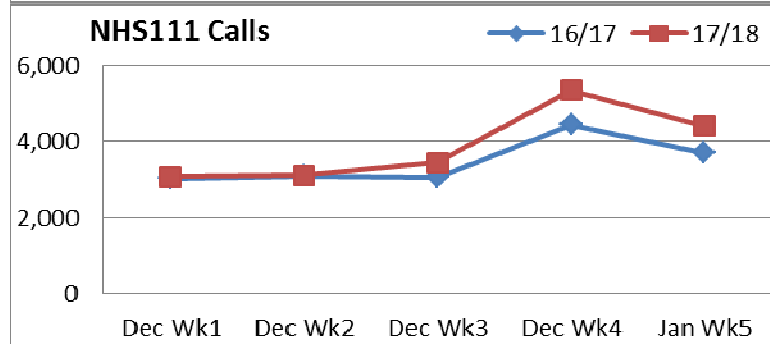
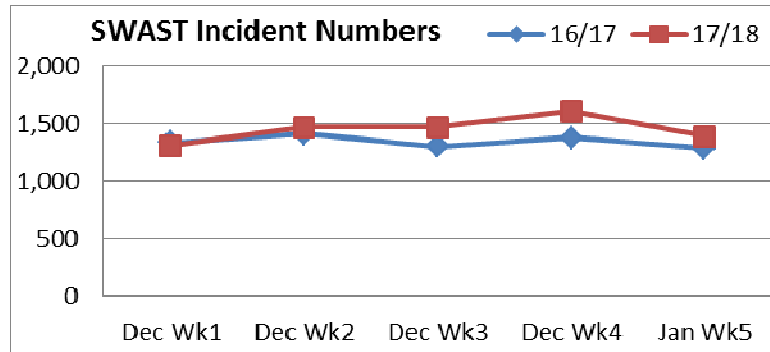
## Initial review of activity and performance (Dec-Jan)

*'The right healthcare for you, with you, near you.'*



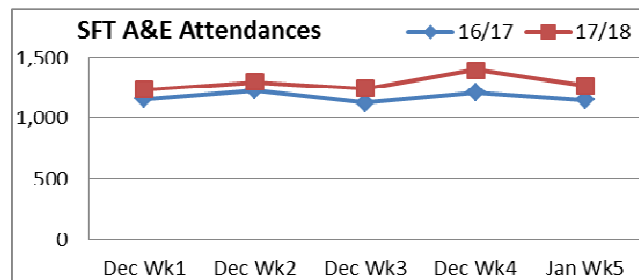
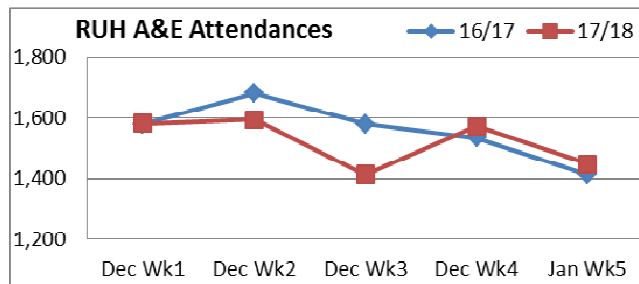
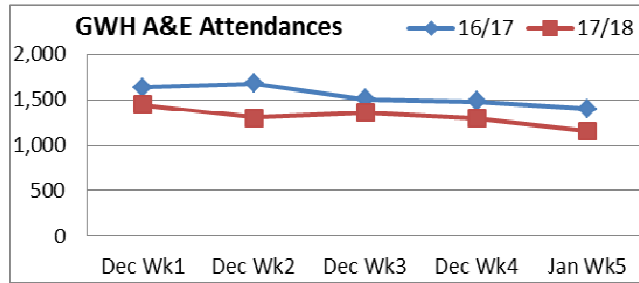
WORKING  
FOR  
CARERS

# Headlines (1<sup>st</sup> Dec – 4<sup>th</sup> Jan)



- Both SWAST and NHS 111 have seen an increase in activity in 2017/18 compared to the same period in 2016/17
- 2017/18 shows an increase in ambulance activity generated from NHS111; but decrease in ED activity generated from NHS111 (may be due to implementation of contingencies such as ED validation line and the clinical hub).

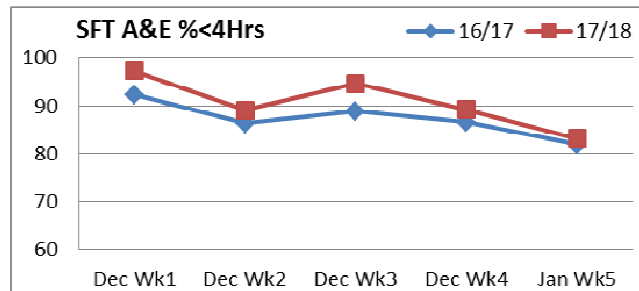
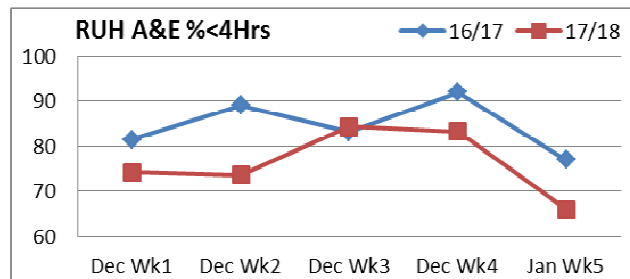
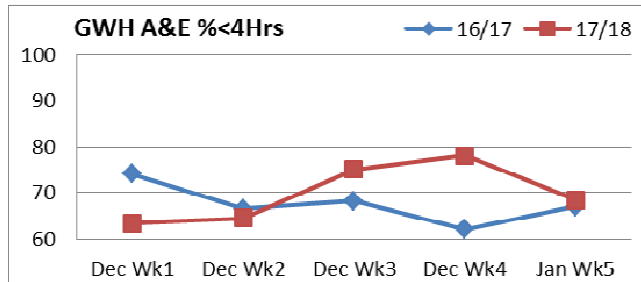
# A&E headlines.. (1<sup>st</sup> Dec – 4<sup>th</sup> Jan)



- GWH A&E attendances over the period appear lower than 2016/17 but trend distorted as some patients are by-passing straight to front door assessment units in 17/18.
- RUH A&E attendances over the Xmas/New Year period were up 2% (some through UCC)
- SFT A&E attendances over the Xmas/New Year period were up 13%



# A&E headlines.. (1<sup>st</sup> Dec – 4<sup>th</sup> Jan)



- A&E performance details – target 95% of patients seen within 4 hours
- GWH and SFT overall increase in performance 2017/18 compared to 2016/17
- But unvalidated figures for December performance show the challenging picture across all

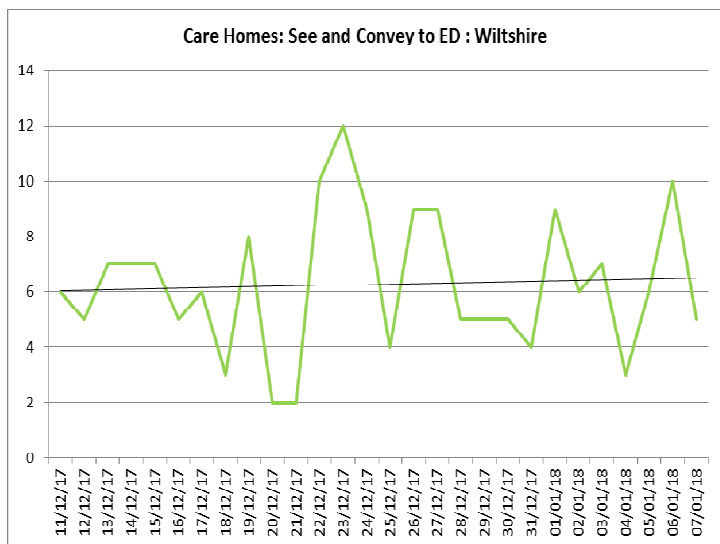


# Wiltshire Ambulance Calls by Day

- Calls for Wiltshire were 10.5% higher than compared to same period in 2016/17
- Overall total SWAST activity was over forecast for period – with some significantly post Christmas handover delays of over 15mins
- Longest time lost of 08:52hrs on 31st Dec

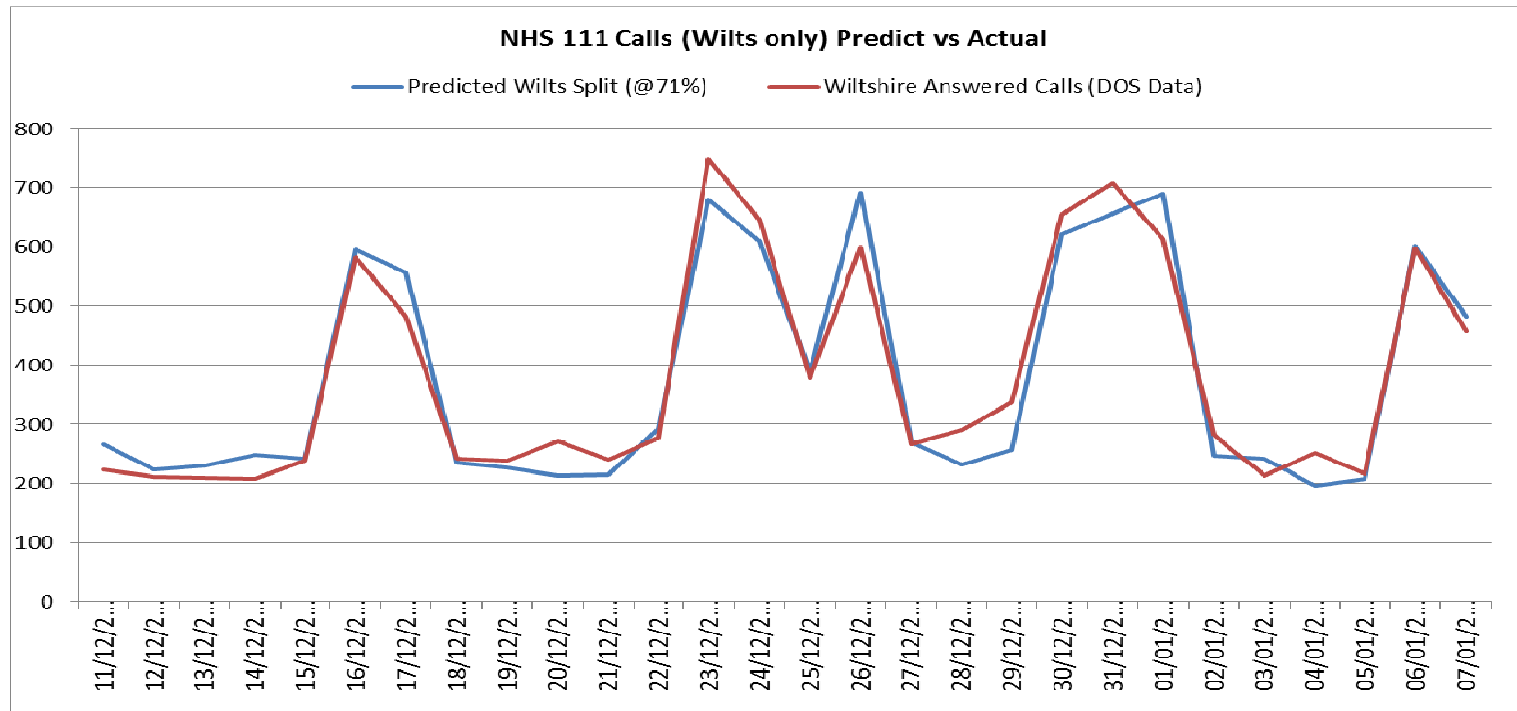
		2013/14	2014/15	2015/16	2016/17	2017/18	Variance between 16/17 & 17/18	Variance %
11/12/2017	Monday	144	181	187	200	219	19	9.5%
12/12/2017	Tuesday	175	195	167	196	204	8	4.1%
13/12/2017	Wednesday	167	171	186	200	192	-8	-4.0%
14/12/2017	Thursday	153	190	160	206	224	18	8.7%
15/12/2017	Friday	179	218	199	194	219	25	12.9%
16/12/2017	Saturday	173	223	228	199	223	24	12.1%
17/12/2017	Sunday	177	228	208	222	219	-3	-1.4%
18/12/2017	Monday	179	175	184	188	218	30	16.0%
19/12/2017	Tuesday	165	196	163	154	202	48	31.2%
20/12/2017	Wednesday	174	163	166	184	210	26	14.1%
21/12/2017	Thursday	177	194	166	166	193	28	17.0%
22/12/2017	Friday	140	222	192	183	209	26	14.2%
23/12/2017	Saturday	190	247	203	199	245	46	23.1%
24/12/2017	Sunday	177	239	219	198	231	33	16.7%
25/12/2017	Monday	146	194	192	221	234	13	5.9%
26/12/2017	Tuesday	170	181	192	235	231	-4	-1.7%
27/12/2017	Wednesday	221	198	170	172	221	49	28.5%
28/12/2017	Thursday	163	251	149	170	220	50	29.4%
29/12/2017	Friday	169	189	221	198	228	30	15.2%
30/12/2017	Saturday	186	231	229	198	260	62	31.3%
31/12/2017	Sunday	156	216	217	249	280	31	12.4%
01/01/2018	Monday	155	192	177	230	270	40	17.4%
02/01/2018	Tuesday	130	163	195	219	215	-4	-1.8%
03/01/2018	Wednesday	143	160	174	196	191	-5	-2.6%
04/01/2018	Thursday	158	152	162	176	177	1	0.6%
05/01/2018	Friday	146	155	168	201	177	-24	-11.9%
06/01/2018	Saturday	168	210	204	194	220	26	13.4%
07/01/2018	Sunday	146	166	186	192	187	-5	-2.6%
		<b>4,627</b>	<b>5,500</b>	<b>5,264</b>	<b>5,530</b>	<b>6,119</b>	<b>580</b>	<b>10.5%</b>

Page 28



- Whilst calls and conveyance to ED increased, conveyance to ED from Care Homes was stable (n = 176 conveyed to ED)
- CCG are reviewing this data against Care Home LES and TCOP initiatives

# NHS 111 Activity (11<sup>th</sup> Dec – 7<sup>th</sup> Jan)



- Call answering performance affected by national auto-divert policy, impacting delays in call answering response times.
- Care UK revised Christmas and New Year rotas during period as a result of un-expected peaks

*'The right healthcare for you, with you, near you.'*

# NHS 111 Activity (All Triage Calls) (11<sup>th</sup> Dec – 7<sup>th</sup> Jan)

Top 80% of Symptoms *(excluding blanks = 22% of total calls):*

Symptom Group	Total	%
NHS Pathways in House Clinician	1353	16%
Toothache Without Dental Injury	567	7%
Breathing Problems, Breathlessness or Wheeze	445	5%
Chest and Upper Back Pain	392	5%
Cough	358	4%
Pain and/or Frequency Passing Urine	339	4%
Repeat Prescription	292	4%
Sore Throat	273	3%
Vomiting	226	3%
Earache	221	3%
Skin, Rash	199	2%
Predetermined Management Plan	175	2%
Urinary catheter Problems	168	2%
Lower Back Pain	153	2%
Unwell, Under 1 Year Old	137	2%
Diarrhoea	129	2%
Abdominal Pain	121	1%
Fever	120	1%
Cold or Flu	107	1%
Diarrhoea and Vomiting	103	1%
Headache	100	1%
Face, Neck Pain or Swelling	99	1%
Health and Social Information	94	1%
Other Dental Problems - Fillings, Crowns Bridges, Appliances etc	87	1%
Dizziness or Vertigo	79	1%
Wound Problems	79	1%
Flank or Side Pain	70	1%
Knee or Lower Leg Pain or Swelling	68	1%
Worsening known Mental health problem	60	1%

- Where did the NHS Pathways in House Clinician direct 1353 patients?

Symptom Discriminator	Total
ED full ED assessment and management capability	186
ED mental health crisis	1
PC assessment and management capability, minor condition	14
PC full dental assessment and prescribing capability	31
PC full Primary Care assessment and prescribing capability	1121
<b>Grand Total</b>	<b>1353</b>

- What happened to the 22% of blank symptom patients?

Dispo Broad Group	Total
Ambulance	1534
ED	1
Others - not referred to other service	812
Others - referred to other service	25
Pass to Clinician	1
Primary Care Routine	5
Primary Care Urgent	2
<b>Grand Total</b>	<b>2380</b>

Page 28

*'The right healthcare for you, with you, near you.'*

# NHS 111 Activity (All Triaged calls) (11<sup>th</sup> Dec – 7<sup>th</sup> Jan)

Dispo Group	Total	%	Disposition Channels					
			NHS 111 / Freq Caller	Self-Care / Pharmacy	Primary Care	Other Service	Ambulance	ED
Contact Primary Care 6+ hrs	3387	32%			32%			
Contact Primary Care 2 hrs	1816	17%			17%			
Ambulance (New ARP Group)	793	7%					7%	
Speak Primary Care 1 hr	792	7%			7%			
ED	780	7%						7%
Dental	687	6%				6%		
Home Management	405	4%		4%				
Ambulance (Green 2)	404	4%					4%	
Call Ended No Dispo	377	4%	4%					
Speak Primary Care 6+ hrs	300	3%			3%			
Speak Primary Care 2 hrs	269	3%			3%			
Ambulance (Red 2)	236	2%					2%	
Others - referred to other service	122	1%				1%		
Ambulance (Other)	93	1%					1%	
111 Repeat Caller	89	1%	1%					
Health Information	42	0%		0%				
Pharmacy	42	0%		0%				
Others - not referred to other service	24	0%	0%					
Ambulance (Red 1)	12	0%					0%	
Symptom Management	4	0%		0%				
Midwifery	3	0%				0%		
Pass to Clinician	2	0%				0%		
<b>Grand Total</b>	<b>10679</b>	<b>100%</b>	<b>5%</b>	<b>5%</b>	<b>61%</b>	<b>8%</b>	<b>14%</b>	<b>7%</b>

Yellow = Top 80% of NHS 111 Wilts Call Final dispositions

Data source = IDT data, DOS team

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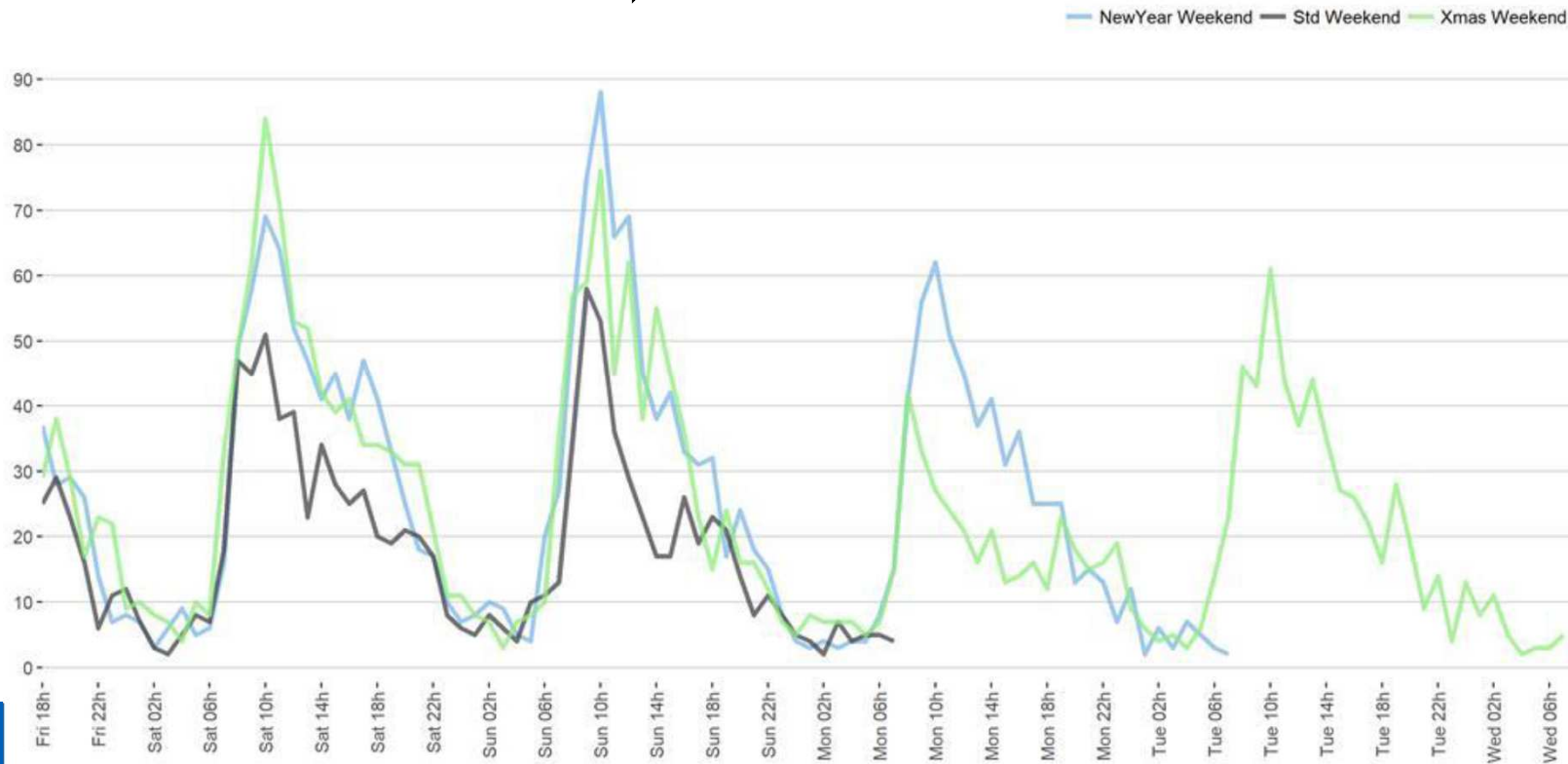
# Medvivo – All OOH Case Volumes



- Experienced some high peaks – 86 per hr.
- In comparison to normal activity volumes:
  - 23<sup>rd</sup> Dec – 48% higher than usual Saturday
  - 24<sup>th</sup> Dec – 46% higher than usual Sunday
  - 25<sup>th</sup> Dec – 15% down on usual Saturday
  - 26<sup>th</sup> Dec – 4% higher than usual Saturday

And post Christmas:

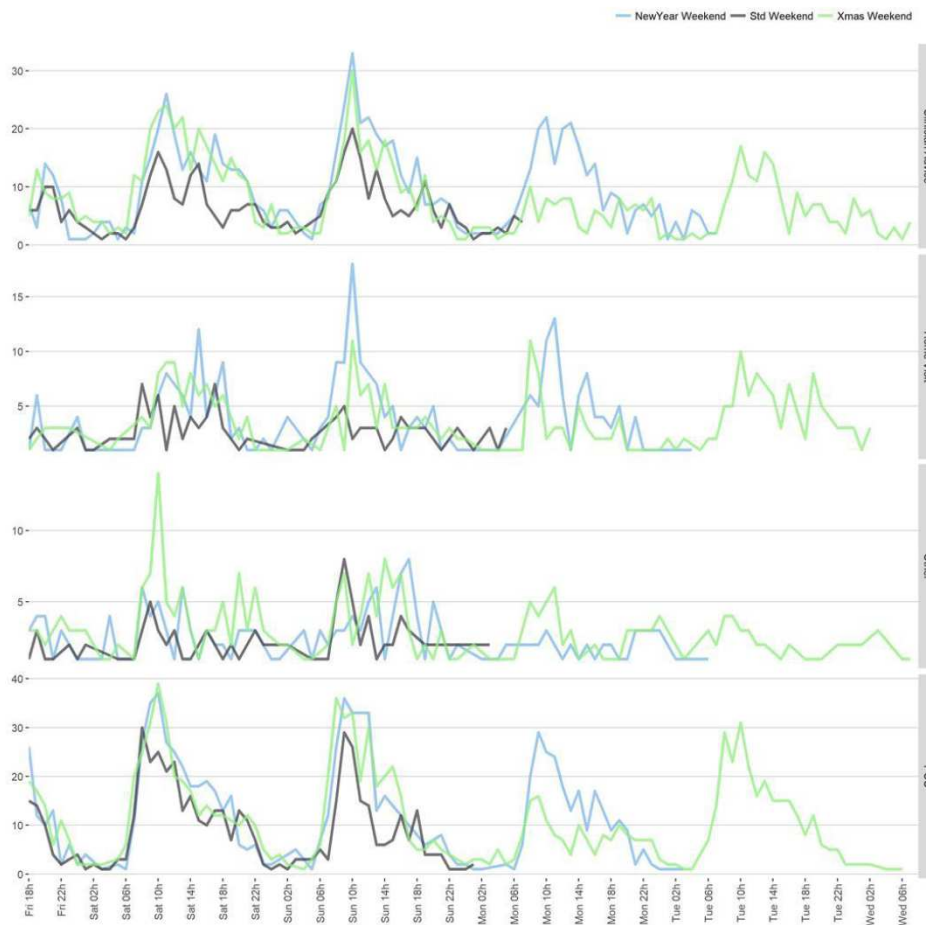
- 30<sup>th</sup> Dec – 36% higher than usual Saturday
- 31<sup>st</sup> Dec – 62% higher than usual Sunday
- 1<sup>st</sup> Jan – 8% down on usual Saturday



Page 22

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# Medvivo – OOH Case Volumes - Outcome



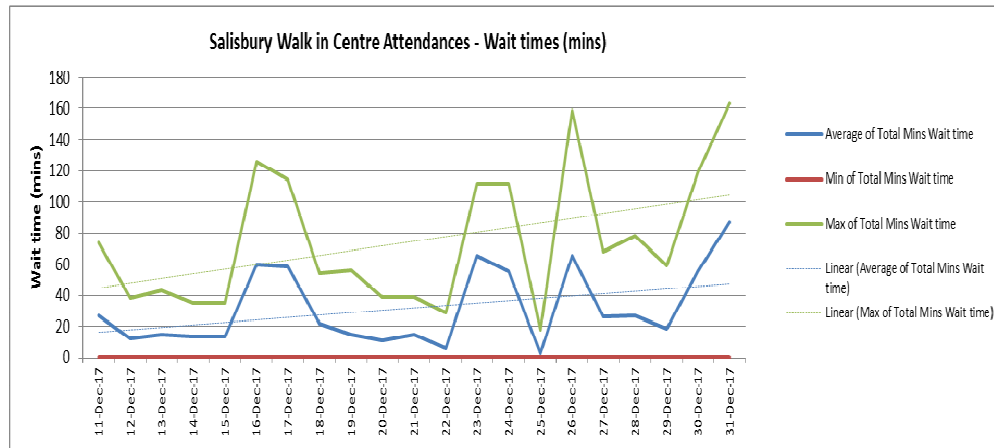
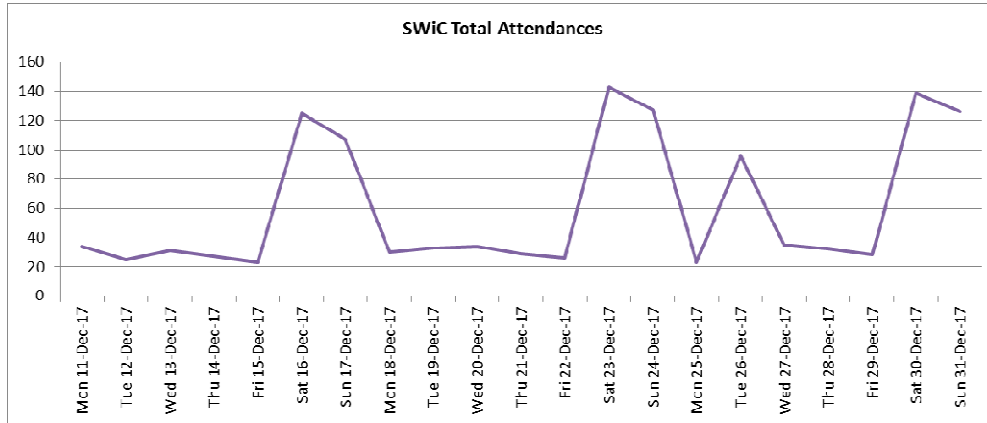
## Types of patients:

- Complexity
- Palliative
  - 26 patients on Box Day,
  - 12 on New Years Eve
- Nursing homes
  - Requests for repeat Meds

## Issues:

- Late release of national funding
- Competitive market pressures to attract staff for additional winter monies
- Pharmacy provision
  - Incorrect information
  - Not open / limited hours in key area

# Salisbury Walk in Centre Activity (inc Hot Kidz)

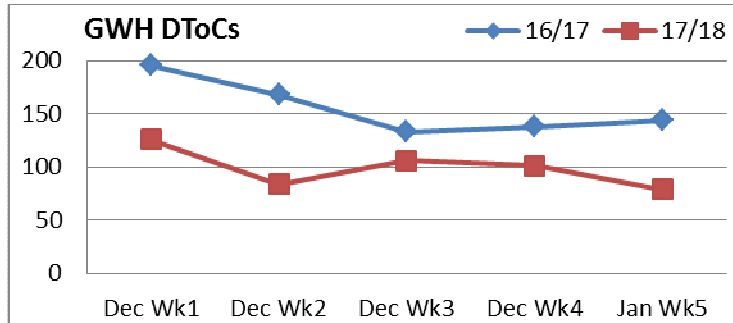


- 25% increase in activity than expected
- 2<sup>nd</sup> and 3<sup>rd</sup> On-Call were used as contingency
- On New Years Eve: 96 patients arrived within 5 hours which created bottle neck in service and increased wait time
- Patients present early to the service e.g. 10 patients queuing at 8am on 31<sup>st</sup> December

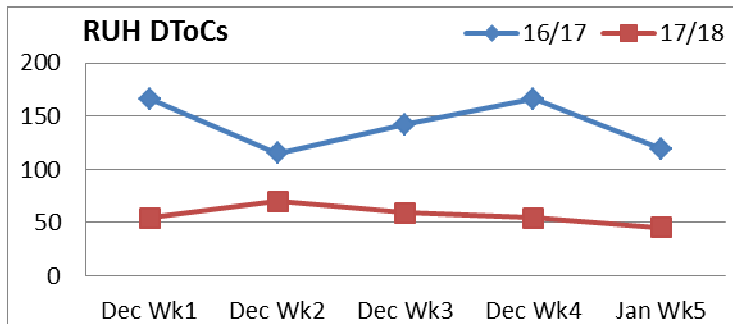
*'The right healthcare for you, with you, near you.'*



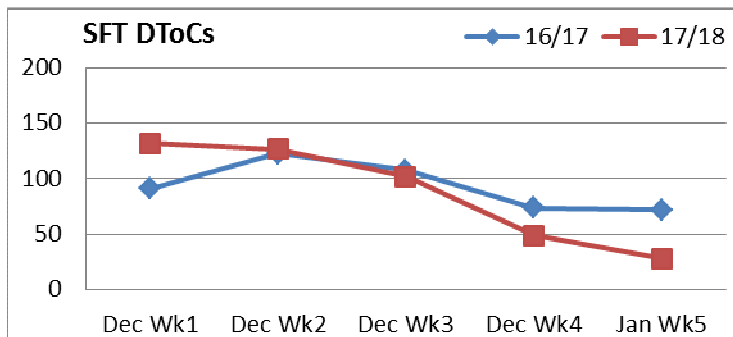
# DToC headlines.. (1<sup>st</sup> Dec – 4<sup>th</sup> Jan)



- DToCs bed days have reduced at all 3 acute hospitals compared to the previous year.



- Now reviewing data from January week 2



# Average Length of Stay

Discharge ward

Ailesbury ward

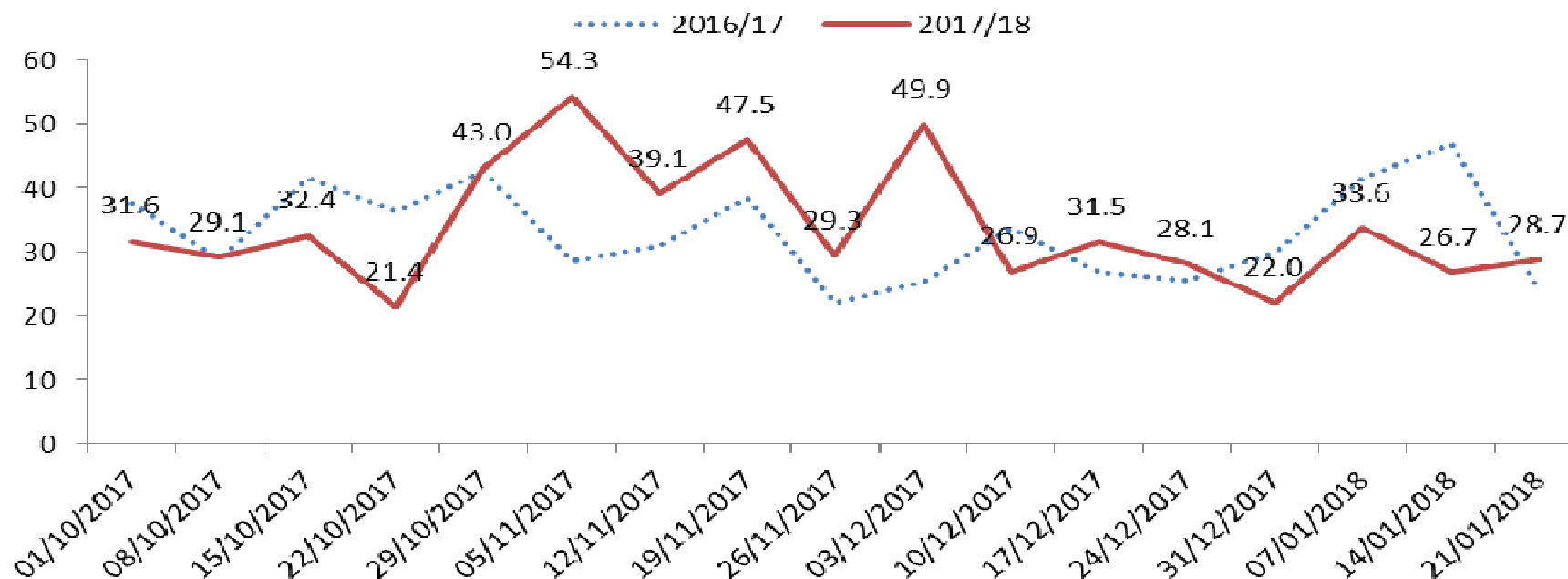
Cedar ward

Longleat ward

Mulberry ward

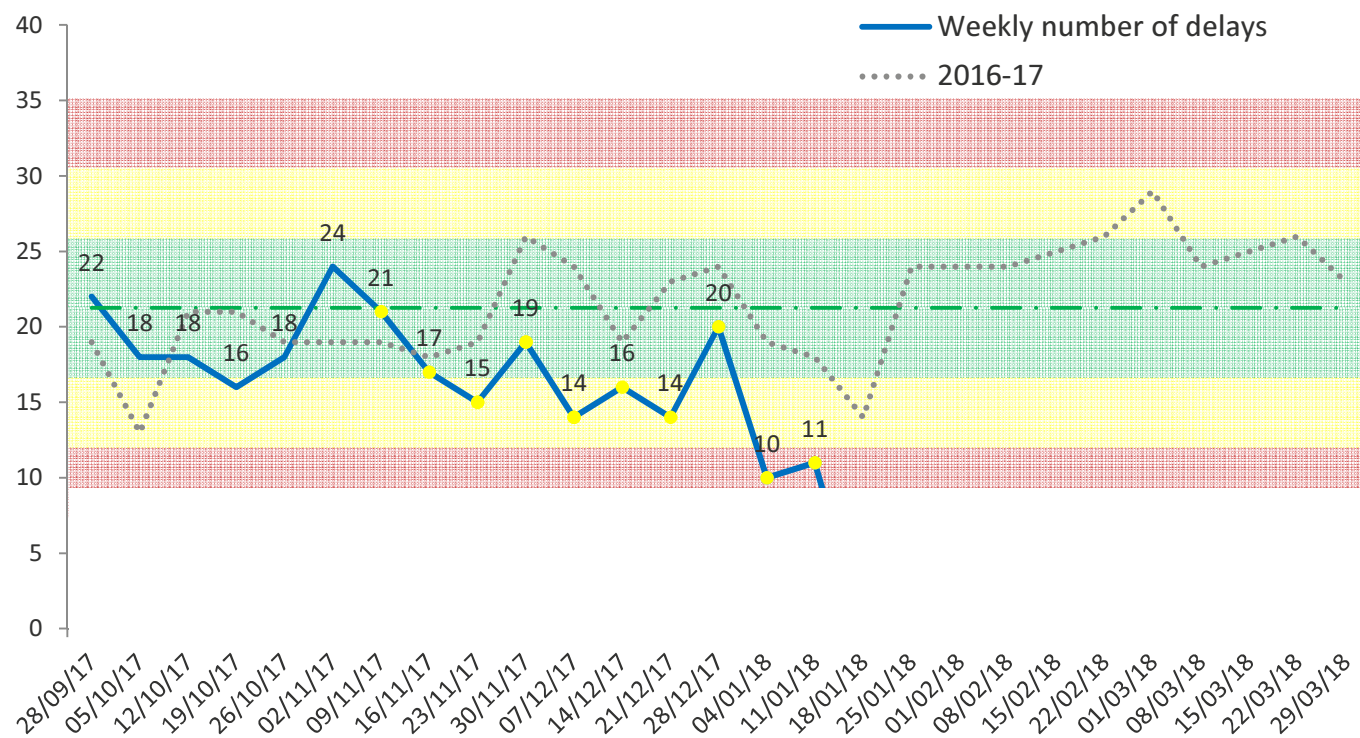
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Page 228



# Delayed Transfers of Care

Page 205



# Wiltshire Integrated Control Centre

Page 28

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# Wiltshire Integrated Control Centre (WICC)

- Set up prior to the Christmas and New Year period to:
  - Ensure that flow was maintained and that patients were discharged to the right place at the right time.
  - Reducing delays and enhancing patient experience
  - Manage the response across whole Wiltshire to demands across 3 systems
- This was supported by Wiltshire CCG, Wiltshire Health and Care, Medvivo, and Wiltshire Council.
- A joint approach to support WICC enabled all capacity to be visible and show transparency across the system.
- A clear reduction in DToCs & LoS in all areas across Wiltshire.
- Support all 3 systems but as CCG lead on SFT via A&E Local Delivery Board.

# Lessons Learnt and Actions

## Lessons Learnt:

- Communication – No 1 key lesson learnt
- Too many incorrect lists
- Duplication of work / too many steps in the processes / fragmented systems
- Too many phone calls
- Lack of proactive discharge planning
- Lack of Integration (Health & Social Care)
- DToC & LoS – reduced regular reviews and appropriate discharges. Timely referrals
- Decisions made in acute setting with limited understanding of community services

## Key Actions:

- Robust clear review for Stroke patients
- One single view of Active Patient Lists across the system
- Management of improving flow through Home First. Manage through WICC
- How WICC supports Primary Care & Care Homes
- Clarity of accountability for managing and maintaining flow

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# Delayed Discharges

Sue Shelbourn-Barrow

Director Transformation and integration



# ***BCF November DTOC Summary***

***11<sup>th</sup> January 2018***





## November DTOC Delayed Days - Summary

- Wiltshire delayed days decreased 10.4% (214 days) in November but remain higher than trajectory (1,275).
- NHS delays (1,120):
  - Reduced in November by 15.5% over trajectory by 361 days.
  - GWH RUH & WH&C have the largest number of delays
- ASC delays (611):
  - Reduced in November by 4.5% over trajectory by 204 days.
  - SFT & WH&C have the largest number of delays
  - Acute delays account for around 38.9% of ASC delays

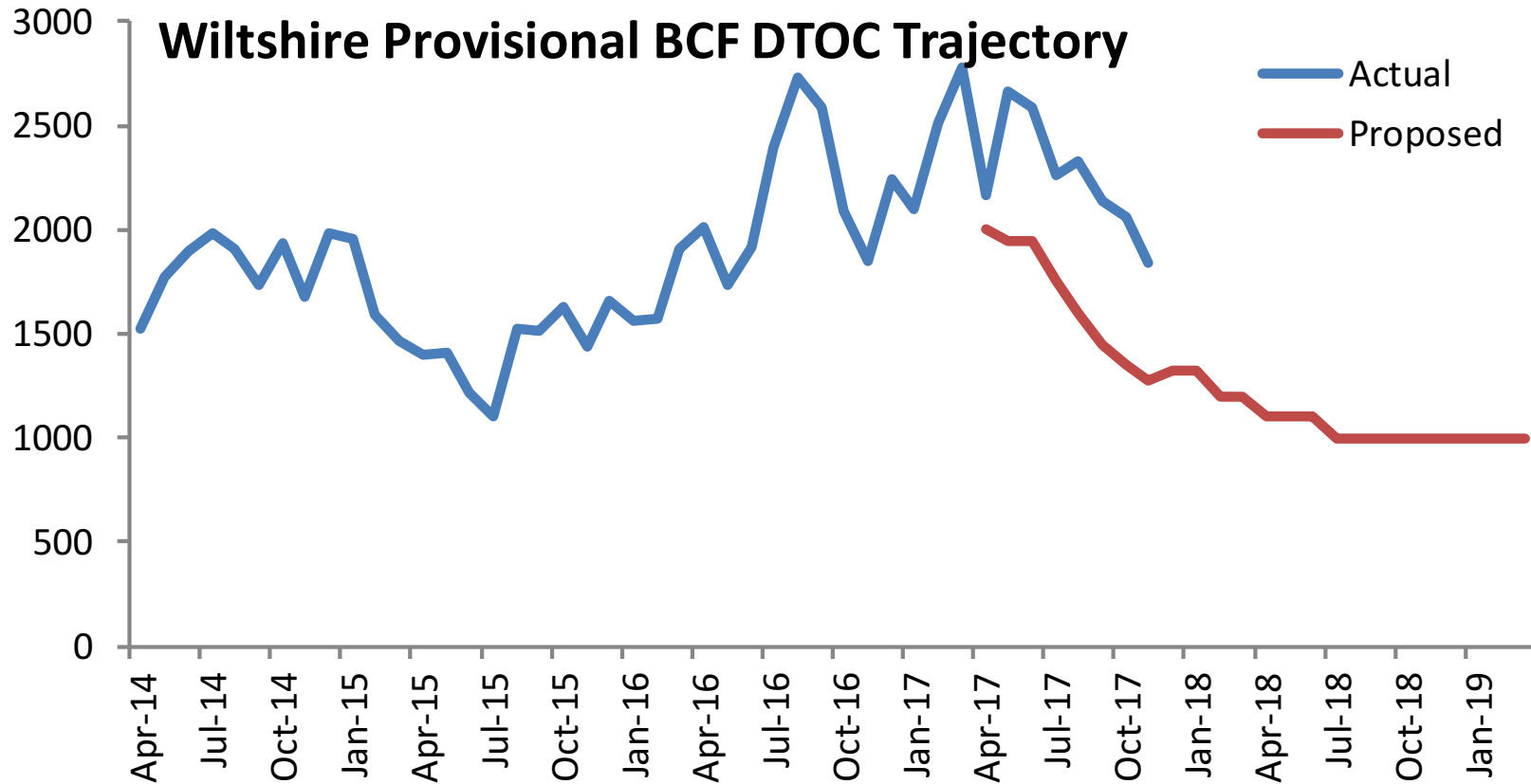
# November DTOC Delayed Days

	NHS	ASC	Both	Total	Trajectory
Wiltshire	1,120	611	113	1,844	1,275
GWH	232	27	0	259	150
RUH	150	15	0	260	175
SFT	150	196	5	351	250
AWP	70	102	108	280	200
WH&C	408	200	0	608	450
Others	15	71	0	86	50

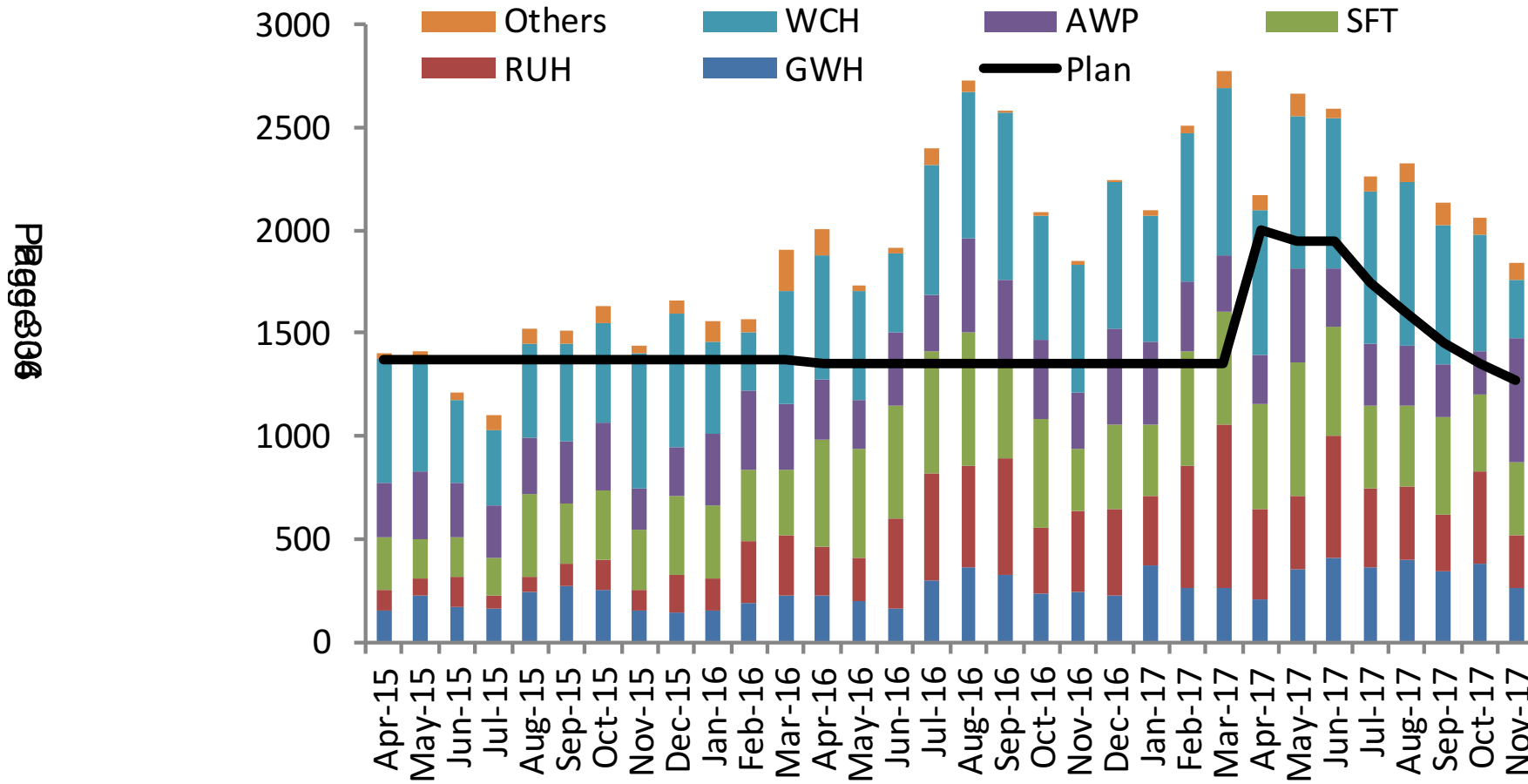
Page 302



# Trend for All Delayed Days



# Trend for All Delayed Days by Provider



# Reason for All Delayed Days

Reason	2015-16	2016-17	2017-18 (to M8)	Nov 2017
Assessment	36.6	53.2	74.6	32
Public Funding	10.2	8.0	28.0	6
Non Acute transfer	299.0	447.3	301.1	139
Residential home	191.2	301.3	324.5	252
Nursing home	343.2	378.5	504.3	449
Dom Care	435.2	795.3	714.6	622
Equipment/ adaptations	39.8	76.7	97.5	106
Patient/ family choice	88.0	128.2	205.4	230
Disputes	9.7	14.0	1.4	7
Housing	42.8	43.3	45.3	1



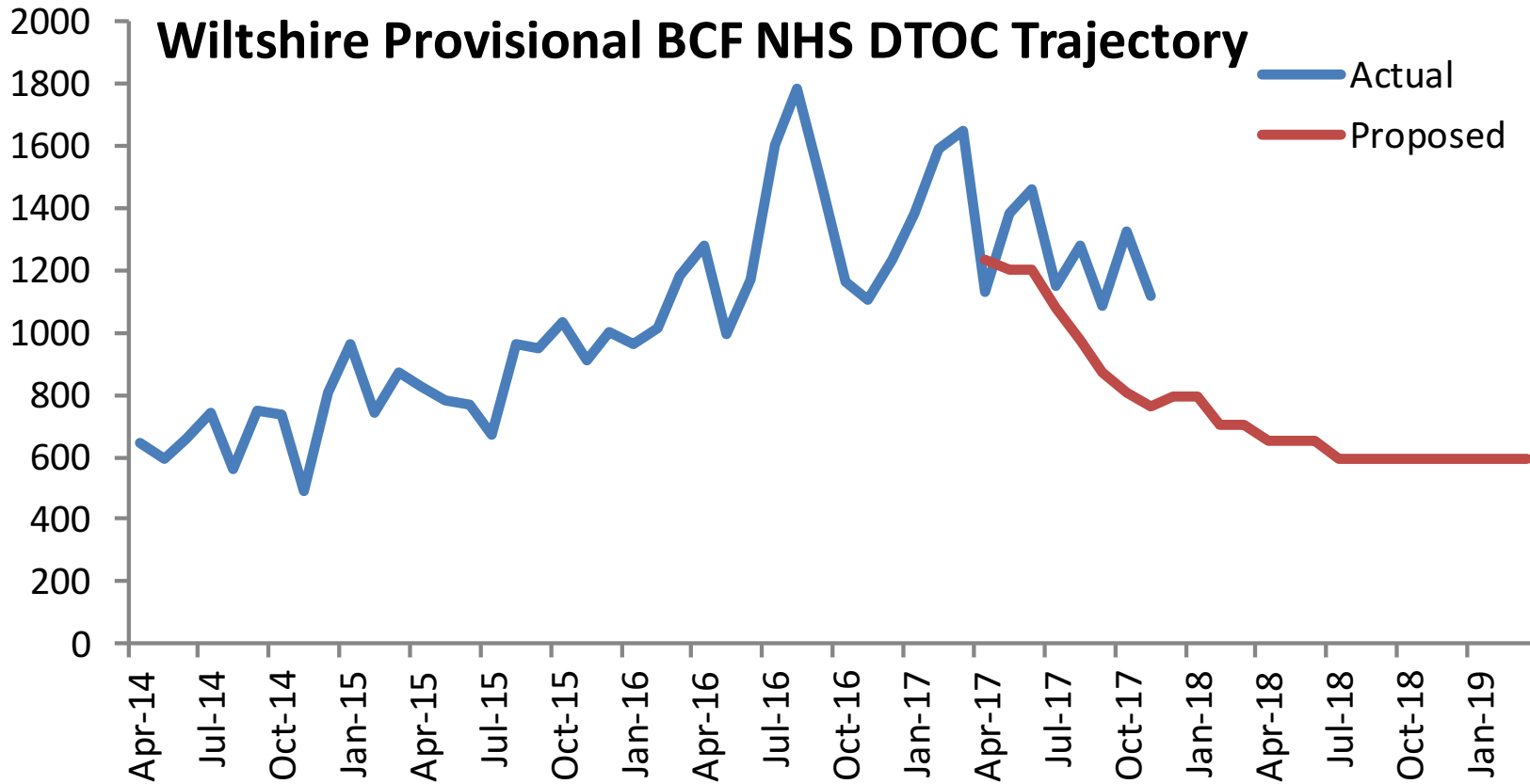
# November NHS DTOC Delayed Days

	NHS	Trajectory	Gap	% of GAP
Wiltshire	1,120	759	361	47.6
GWH	232	126	106	84.1
RUH	245	139	106	76.3
SFT	150	143	7	4.9
AWP	70	56	14	25.0
WH&C	408	271	137	50.6
Others	15	23	-8	-34.8

Page 3 of 8



# Trend for NHS Delayed Days



# November ASC DTOC Delayed Days

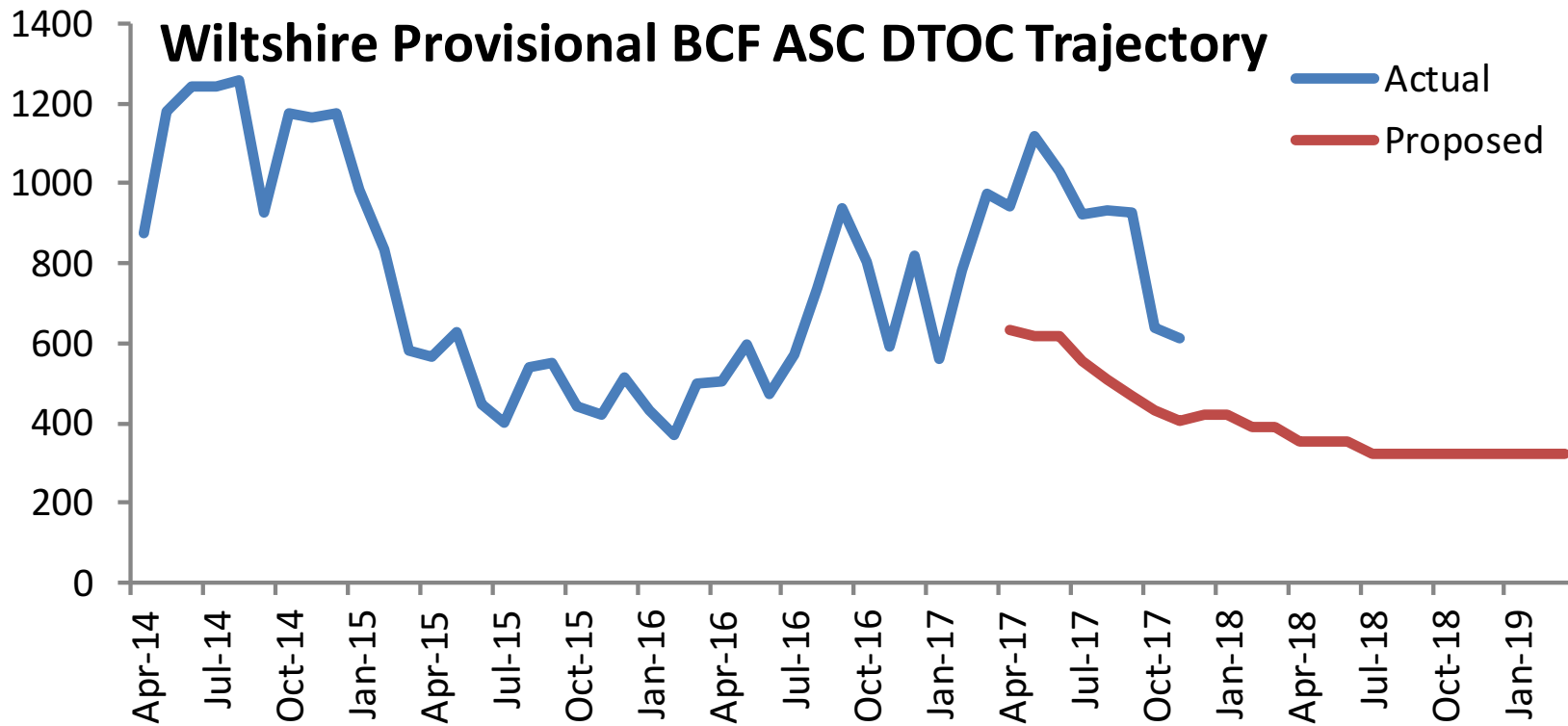
	ASC	Trajectory	Gap	% of GAP
Wiltshire	611	407	204	50.1
GWH	27	23	4	17.4
RUH	15	35	-20	-57.1
SFT	196	103	93	90.3
AWP	102	56	46	82.1
WH&C	200	171	29	17.0
Others	71	18	53	294.4

Page 308



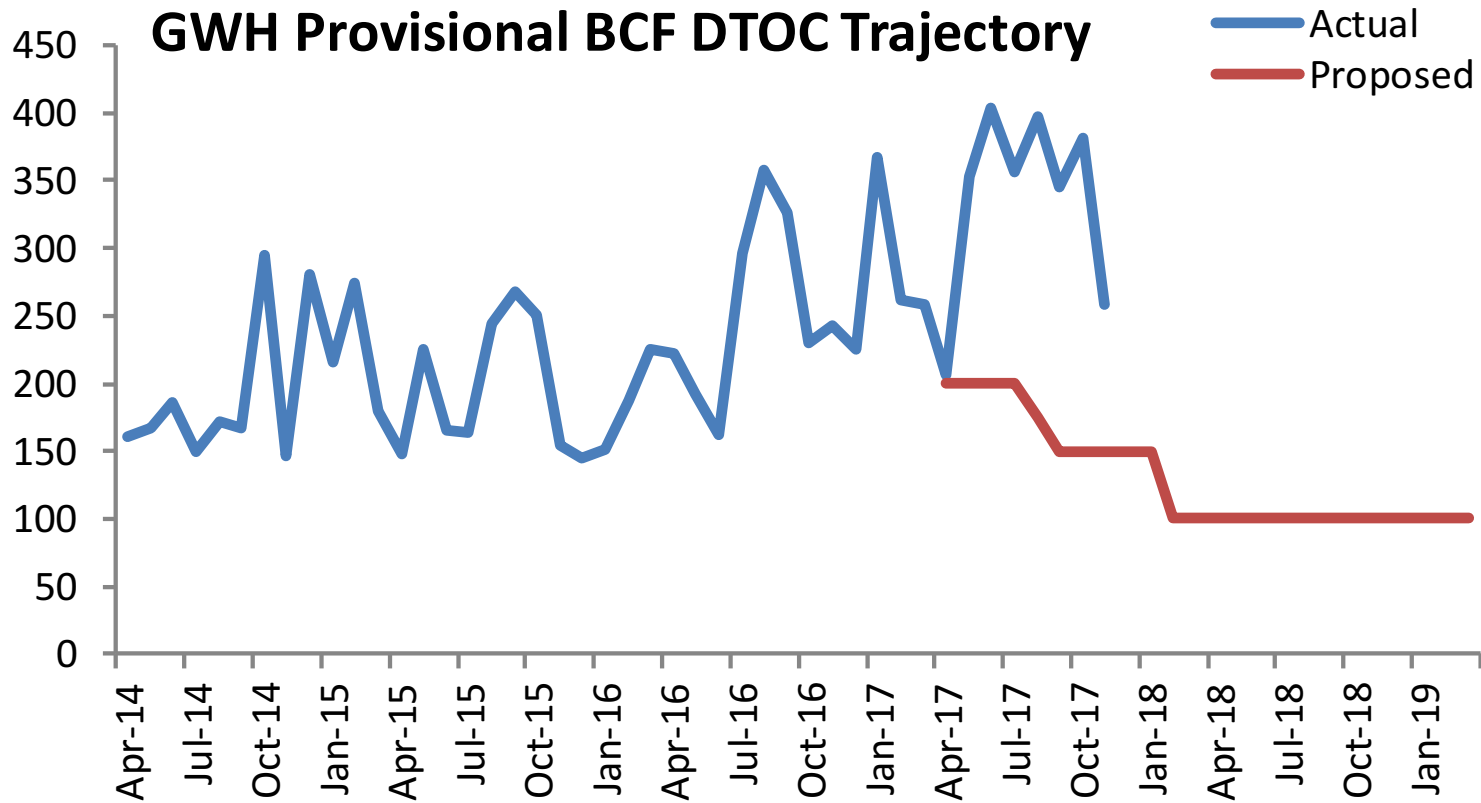


# Trend for ASC Delayed Days



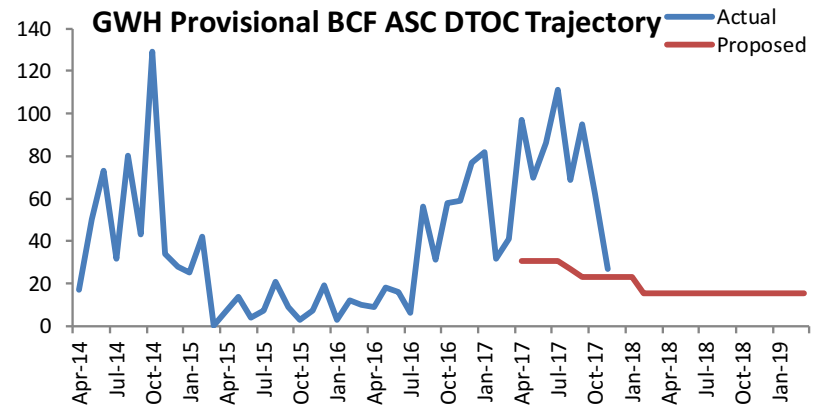
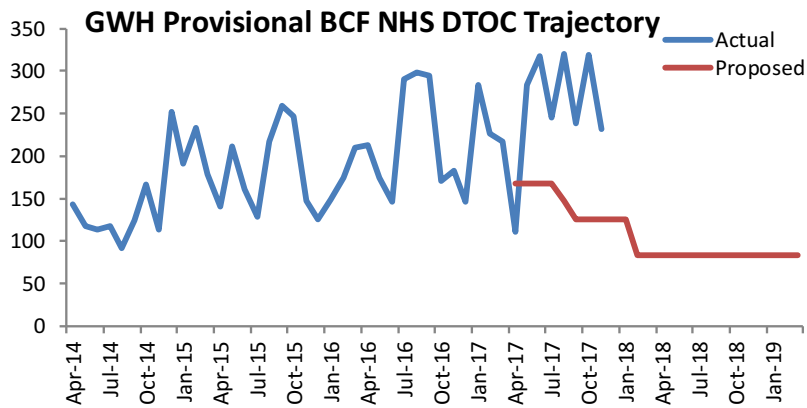
# Trend for GWH Delayed Days

Page 34



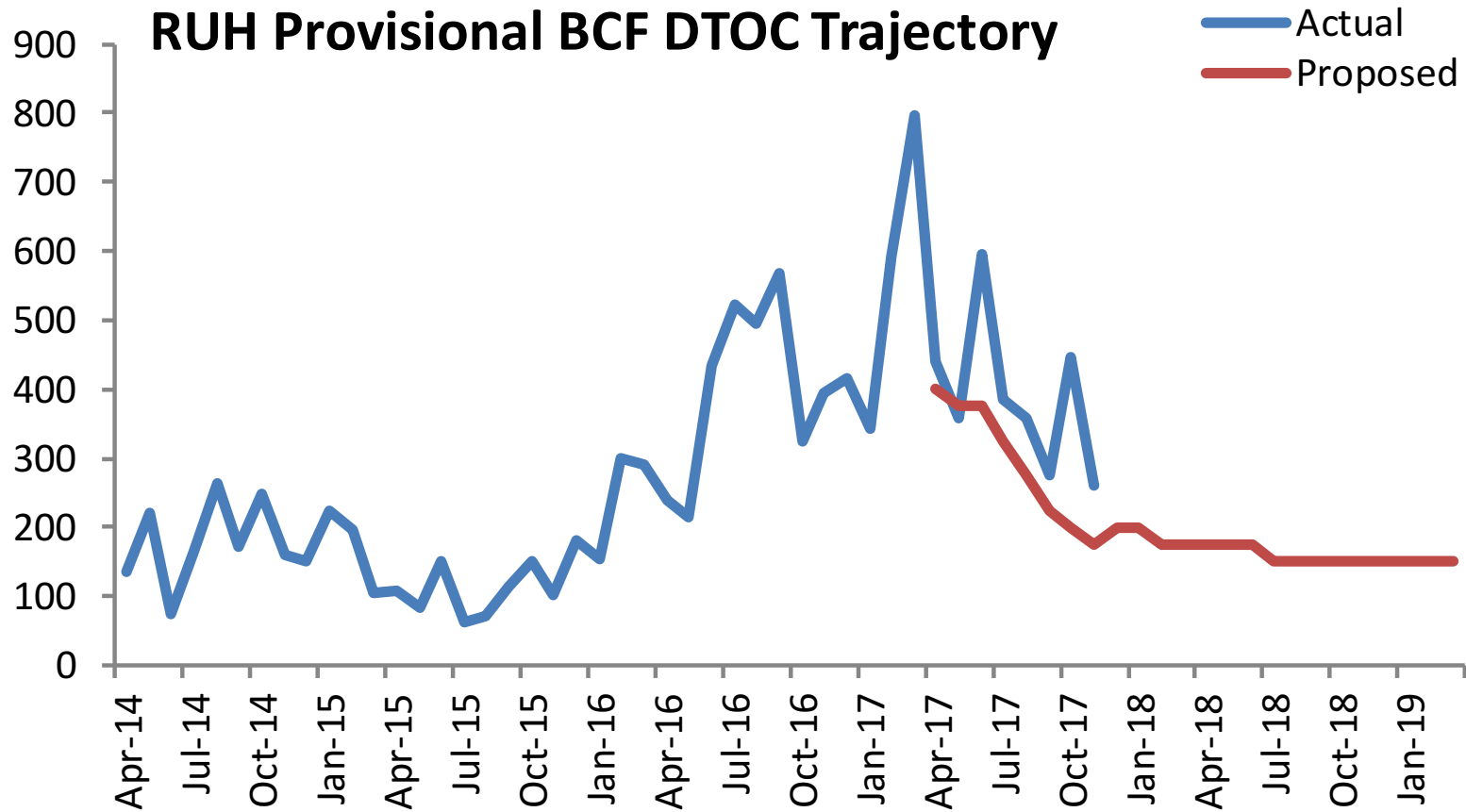
# Trend for GWH Delayed Days

Page 331

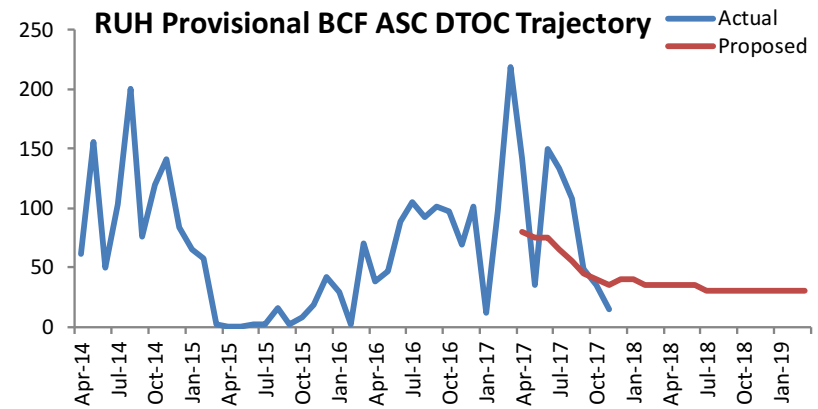
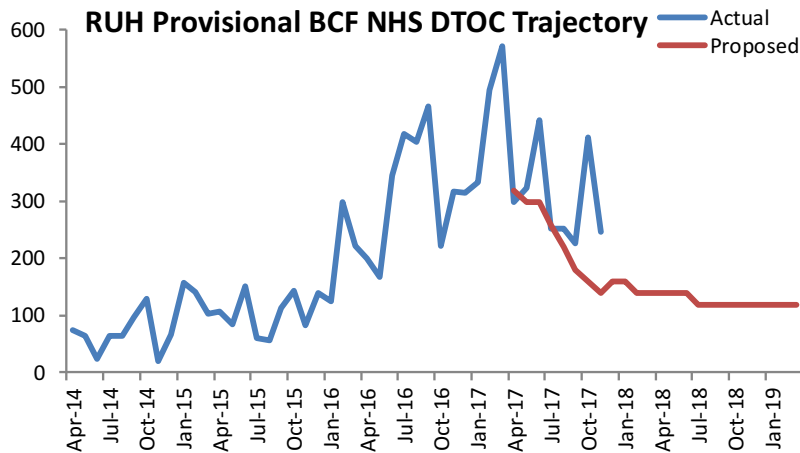


# Trend for RUH Delayed Days

Page 34

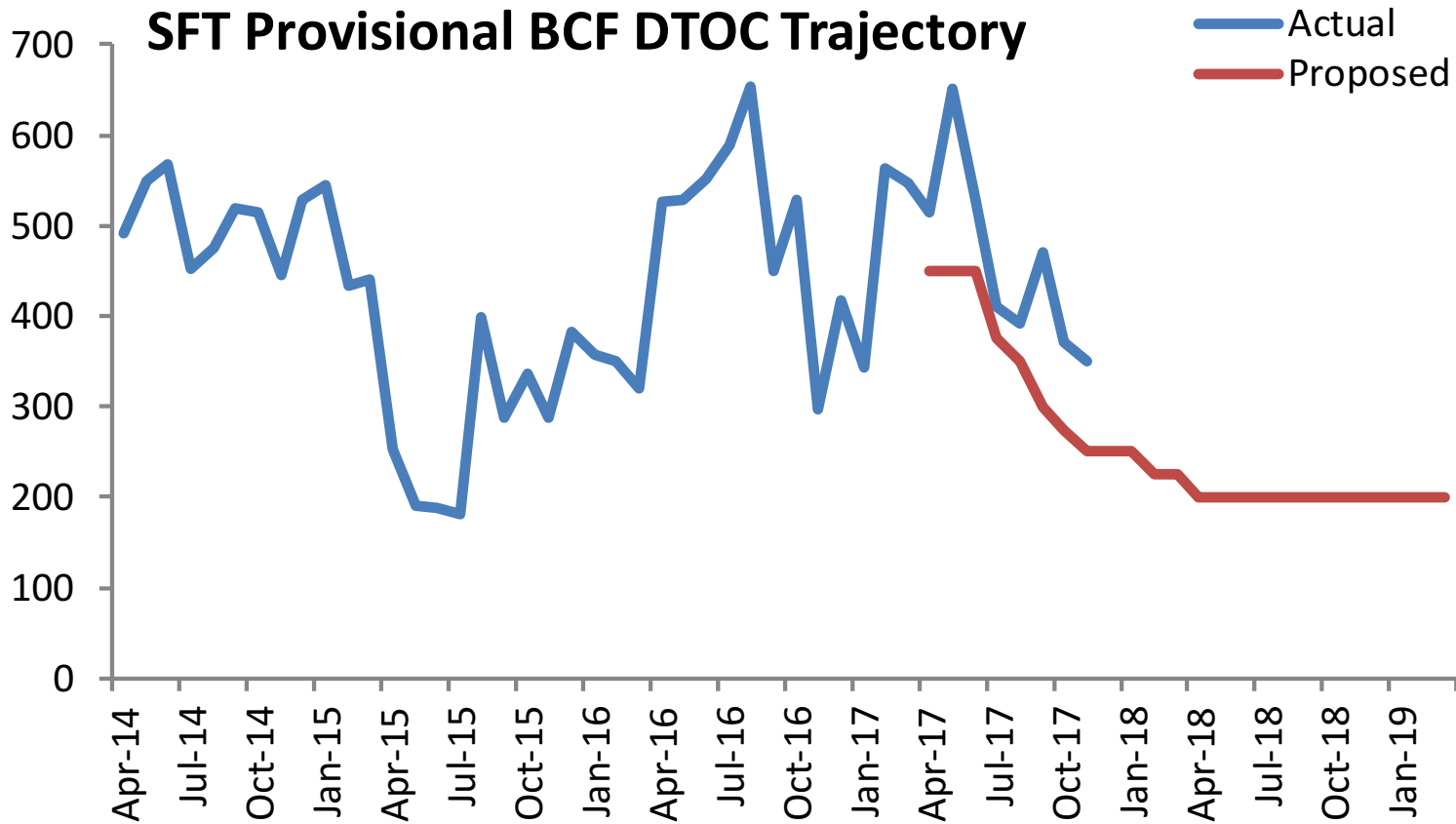


# Trend for RUH Delayed Days



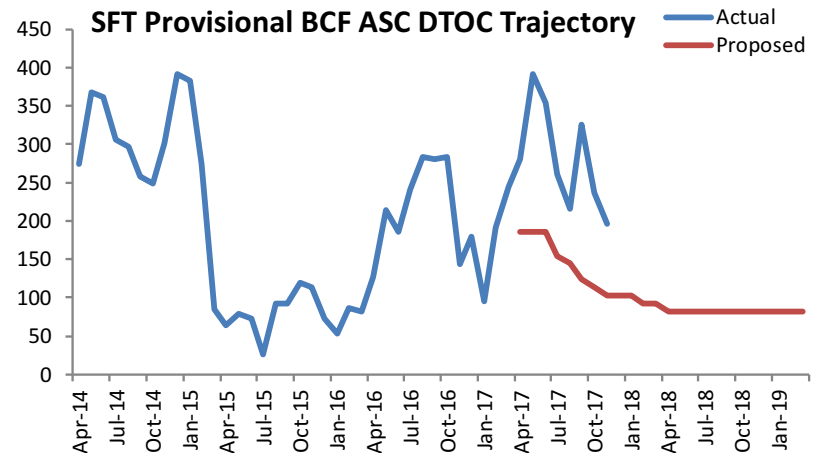
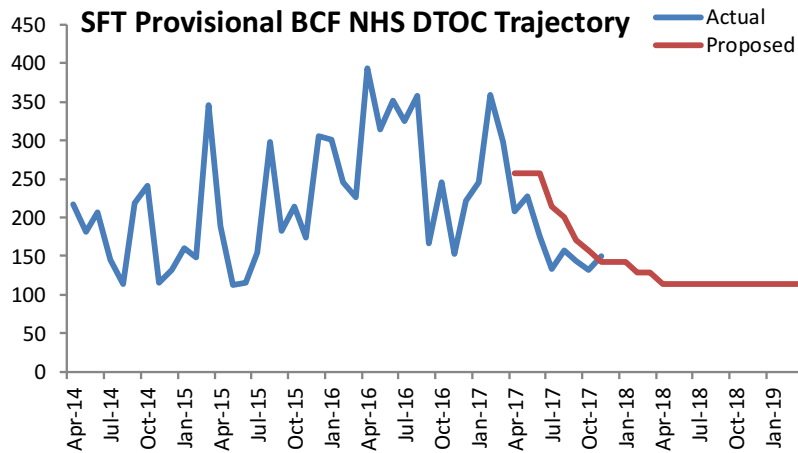
# Trend for SFT Delayed Days

Page 10



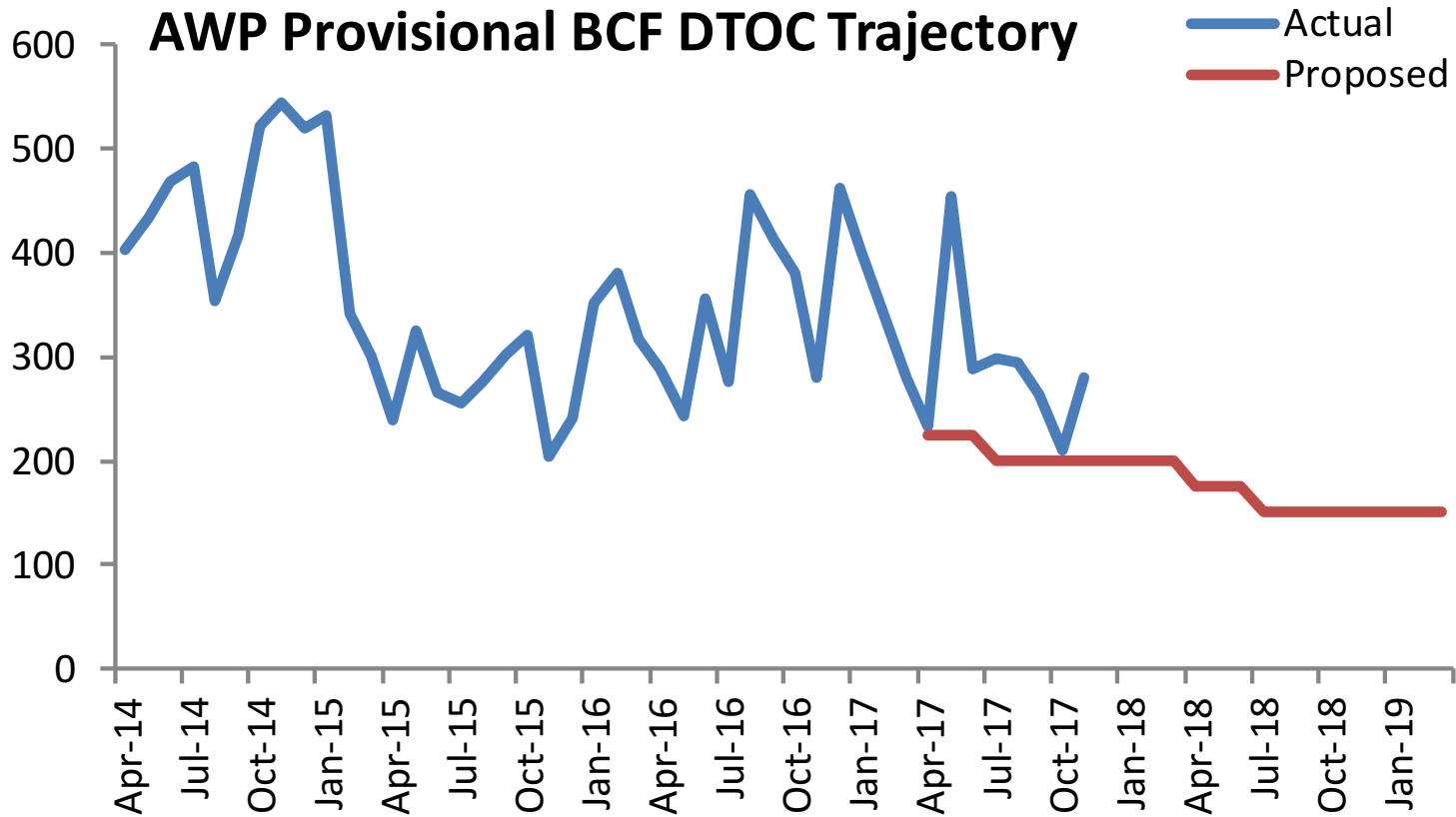
# Trend for SFT Delayed Days

Page 375



# Trend for AWP Delayed Days

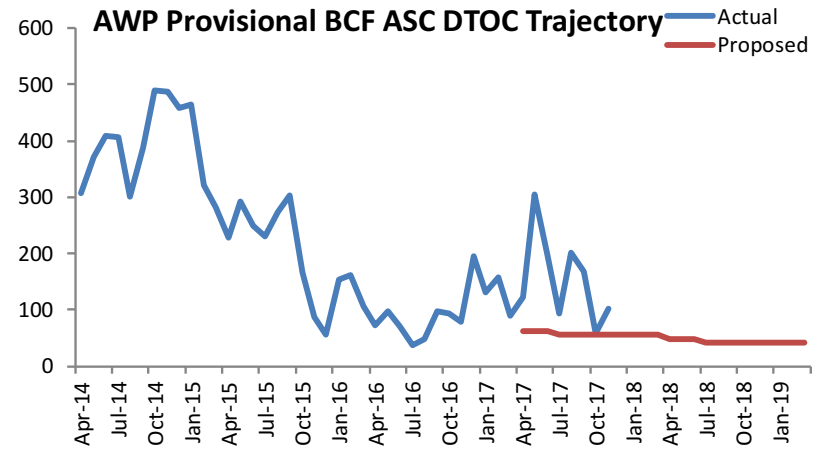
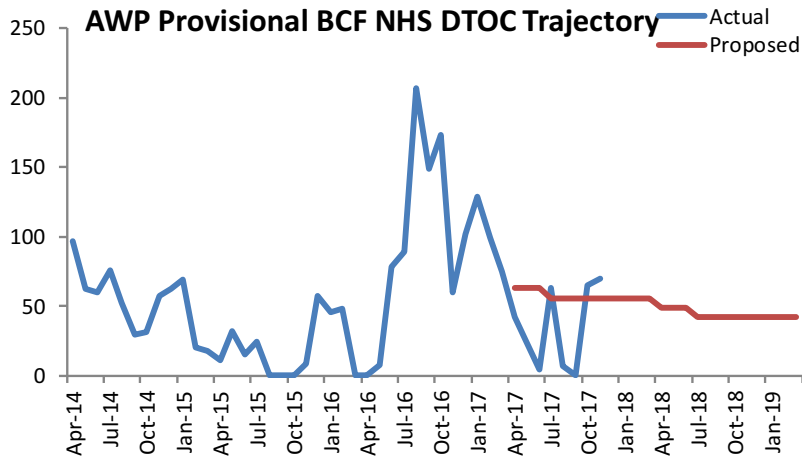
Page 348



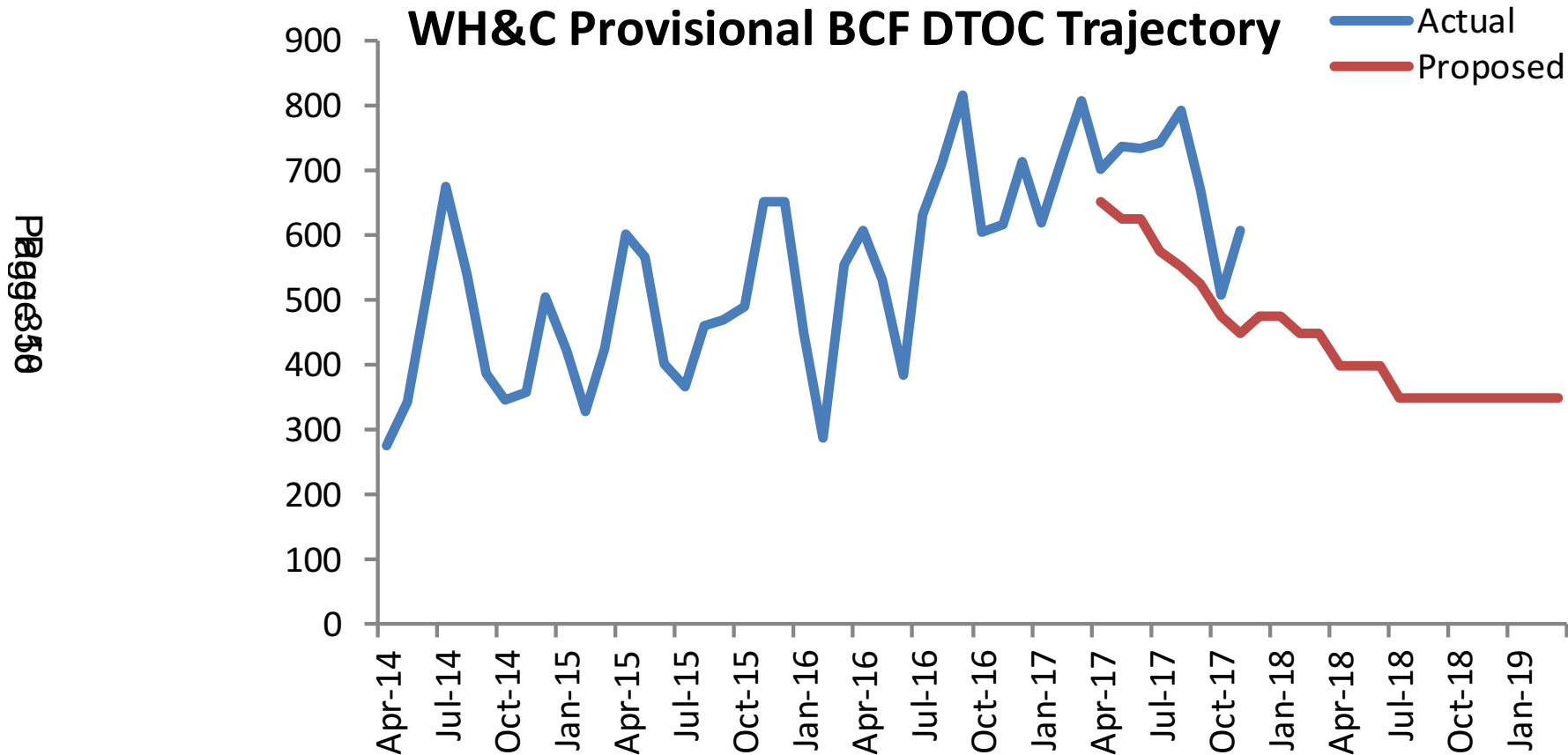


# Trend for AWP Delayed Days

Page 397

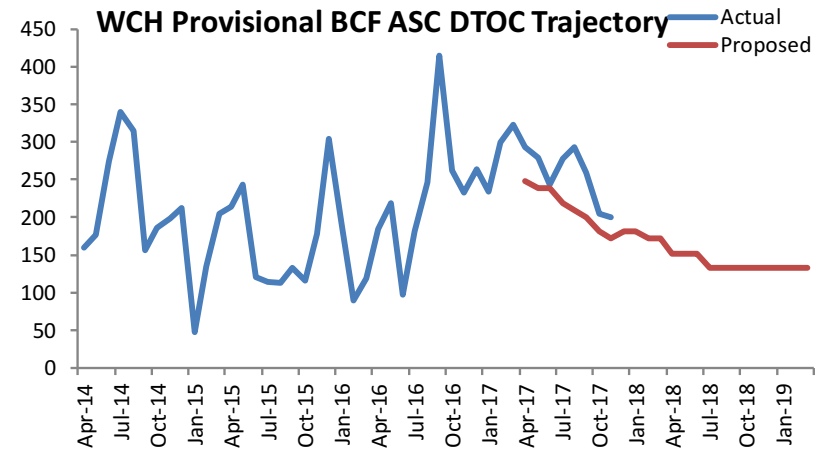
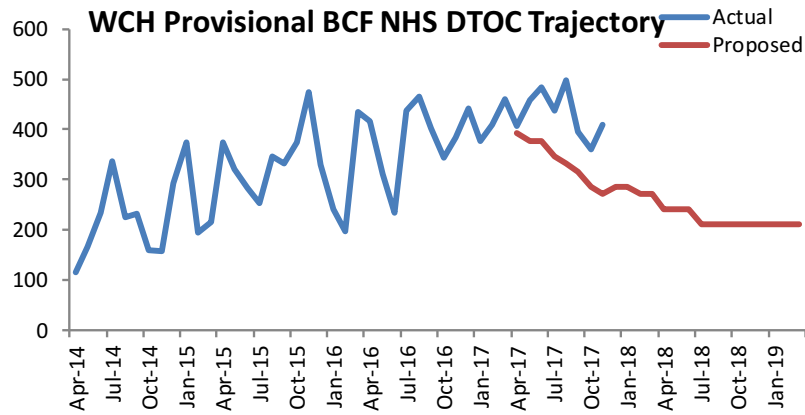


# Trend for WH&C Delayed Days



# Trend for WH&C Delayed Days

Page 519



# Benchmarking Performance

Table shows percentage increase or reduction in delayed days from October to November.

Page 32

	NHS	ASC	Total
England	-6.9%	-12.1%	-8.8%
South West	-15.9%	-14.1%	-13.9%
Statistical Neighbours	-9.2%	-14.2%	-11.4%
Wiltshire	-15.1%	-4.5%	-10.4%



# Benchmarking Performance

This shows the Wiltshire rank nationally, 151 would be the highest and 1 would be the lowest.

	NHS	ASC	Total
July 2017	117	130	132
August 2017	128	128	137
September 2017	116	133	134
October 2017	135	127	134
November 2017	128	125	126



## Delayed Discharges

The Board is asked to:

- **To note performance, variation for DTOC trajectory and actions interwoven in the delivery of the 8 High Impact Actions**
- **To note the delivery and actions to support winter pressures capacity**
- **To note the establishment of the Better Care Fund DTOC sub group**

# Better Care Plan

Sue Shelbourn-Barrow

Director Transformation and integration



# ***BCF Data Dashboard Summary***

***January 2018***

Page 33



Wiltshire Better Care Fund Dashboard - January 2018



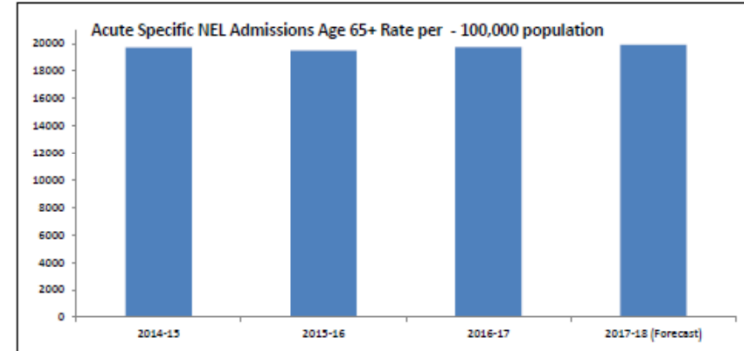
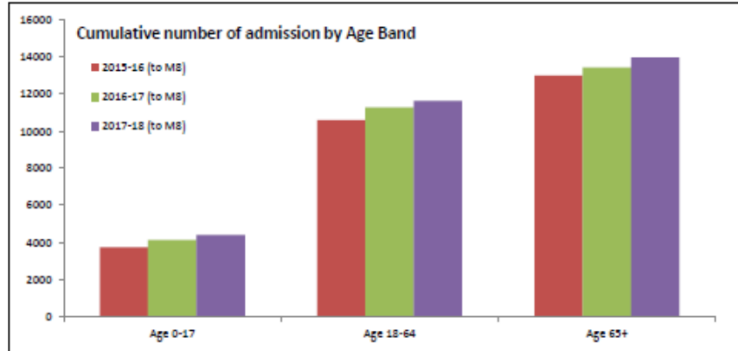
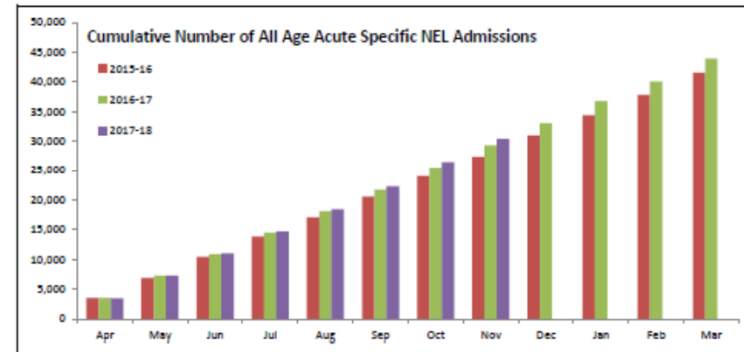
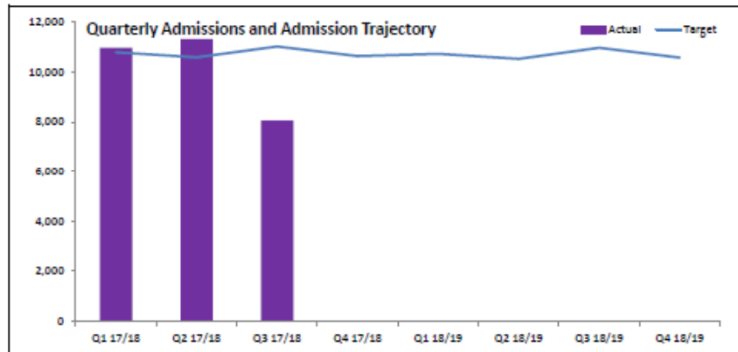
DTOC has continued to report improvement in Q3 as an aggregate with both NHS delays and ASC delays reducing in November. The overall Better Care Fund Programme has seen non-elective admissions increase by 4.0% when compared to last year and Urgent Care at Home has continued to see more referrals. Help to Live at Home has taken forward the person centered model to enable individuals to have care that enables resilience and self care. However looking forward into 2018/19 the new market model for Wiltshire that supports the transformational change of delivering care closer to home or at home will be strengthened by a domiciliary care market development, Home First and the in house reablement service that will provide a platform for performance to be sustained once embedded.

	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Red	Amber	Green
<b>National Indicators</b>															
Specific Acute Non Elective Admissions	3,373	3,914	3,833	3,813	3,842	3,977	4,126	3,934					<3250	3250 or <37	>3750
Permanent Admissions to Care Homes	300	276	348	474	518	496	423	423	433				>525	<525 or >50	<500
At Home 91 days post discharge with reablement		70.9											<80%	80% or <86	>86%
Delayed transfers of Care	2,169	2,697	2,789	2,280	2,329	2,134	2,058	1,844					>1500	1500 or >13	<1323
<b>Wiltshire BCF Schemes</b>															
Intermediate Care Beds - Step Down	54	47	52	47	42	49	43	47					<45	>45 or <60	>60
Intermediate Care Beds - Step Up	2	6	5	3	6	1	3	4					<7	>7 or <10	>10
Community Hospital Beds - Admissions	79	73	93	70	74	78	72	80					<60	>60 or <80	>80
High Intensity Care - Referrals	17	16	21	24	25	23	23	13					<12	>12 or <18	>18
Urgent Care at Home	49	60	64	64	68	62	77						<60	>60 or <80	>80
Rehab Support Workers	13	31	47	38	67	65	73	38					<60	>60 or <80	>80
Community Geriatrics															
Fracture Liaison															
CHS															
<b>Wiltshire IBCF Activity</b>															
20 Additional SD IC Beds															
3 Specialist MH IC Beds															
Additional RSW / UCAH Reablement															
Housing Adviser															

## Acute Specific Non Elective Admissions



Activity has been increasing through the year and at M7 admissions are 4.0% (1,140 admissions) higher than the same period last year. This year admission growth is broadly the same in each of the 3 broad age bands. The forecast admission rate in those aged 65 and over looks as if it will increase slightly this year.

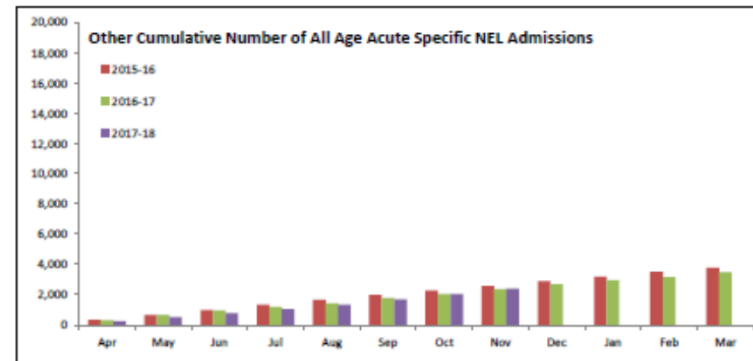
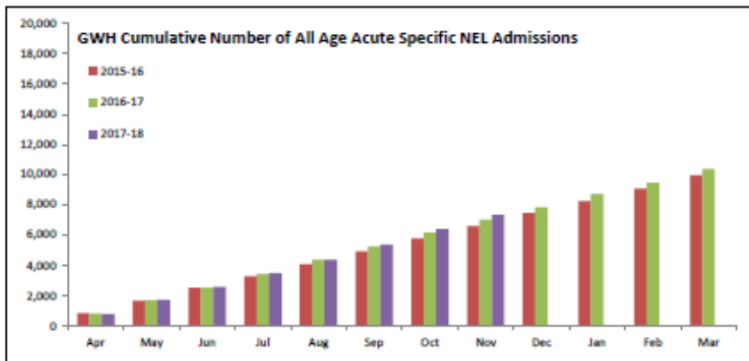
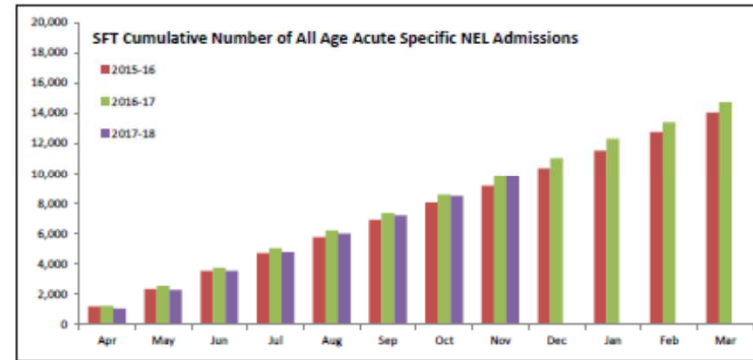
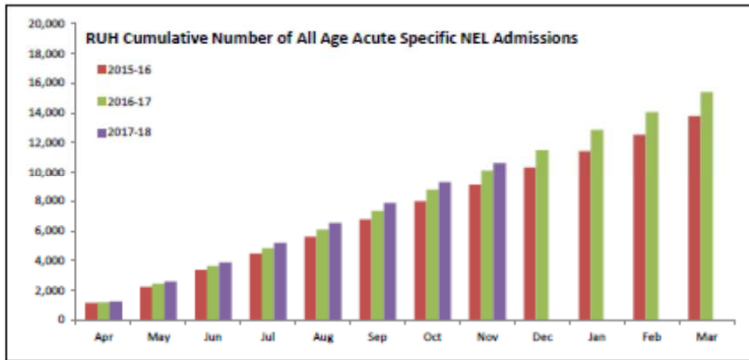


Source: CCG SUS Data

Acute Specific Non Elective Admissions



GWH and RUH have seen increases of 5.1% (744 adms) and 2.5% (246 adms) respectively while SFT is broadly similar to the same period last year. RUH has seen a 5.0% (211 adms) rise in admissions for those aged 65 and over, while at GWH there has been a 27.1% (211 adms) increase in admissions for young people aged under 18. Admissions out of area to other providers are broadly similar to the same period last year.



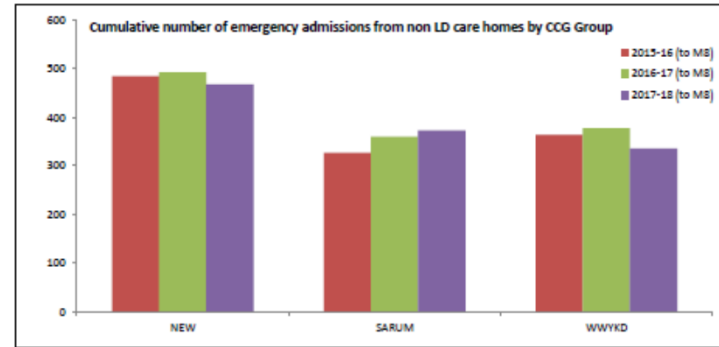
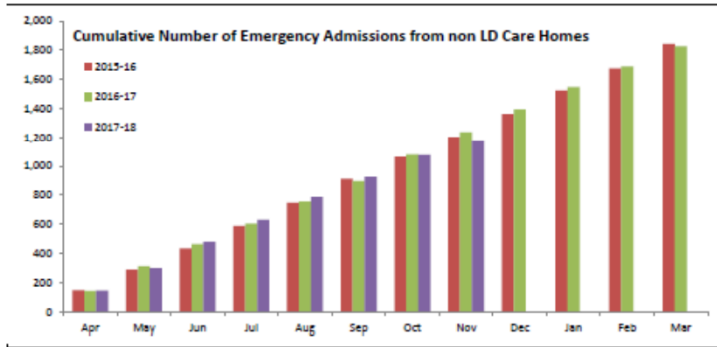
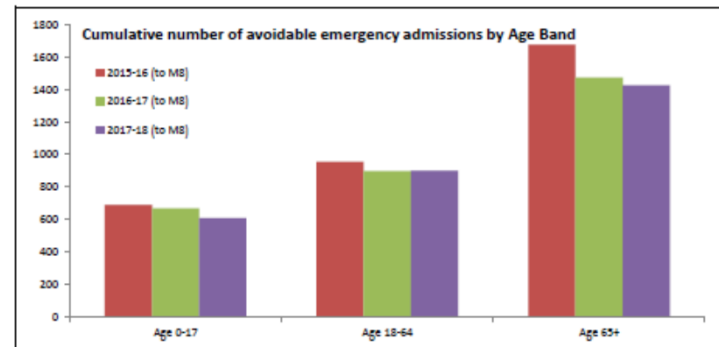
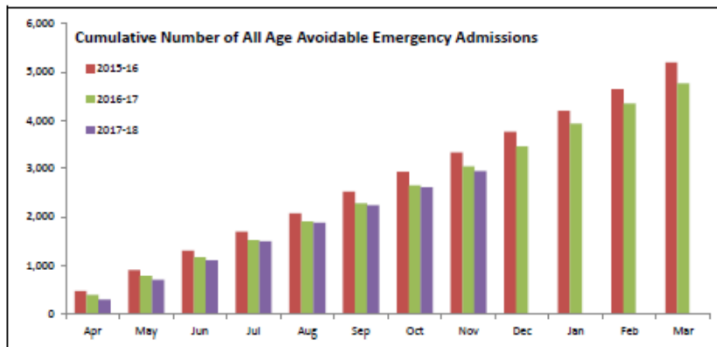
Source: CCG SUS Data



Available Emergency Admissions & Admissions from Care Homes



Available emergency admissions are around 4% lower (109 admissions) lower than for the same period last year, although the cost of these admissions is around 6% higher. These admissions are lower in both young people and older people but slightly higher in those of working age. Admissions from non LD care homes are also down on the same period last year by around 4% (55 admissions). When split by CCG group area we see a slight increase in the South, a decrease in the West and North.

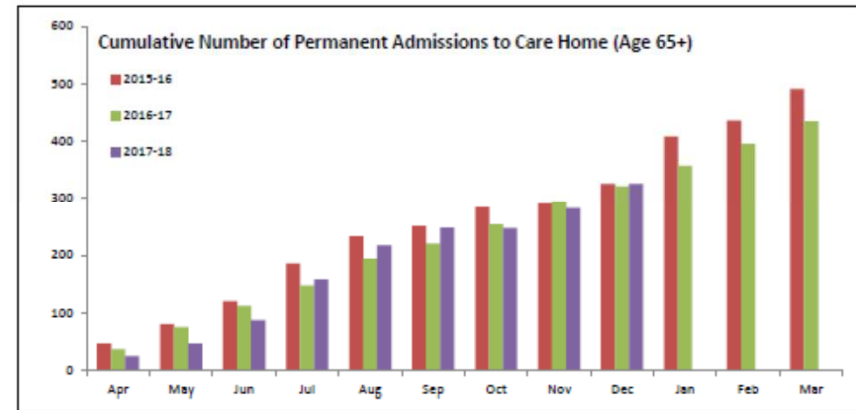
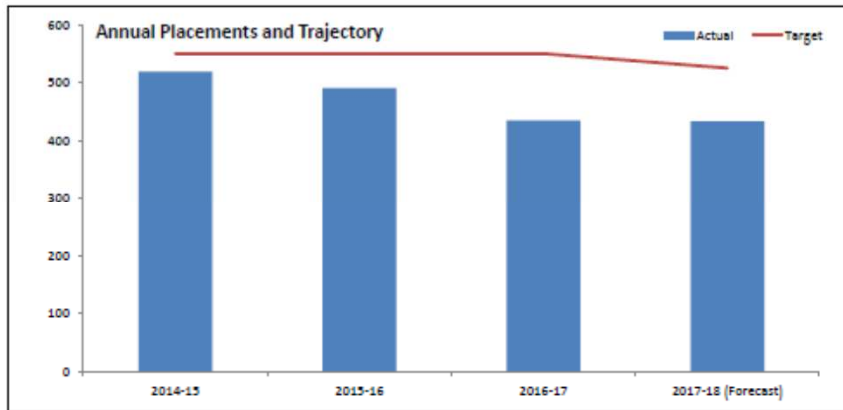


Source: CCG SUS Data

## Permanent Admissions to Care Homes



There was a net increase of 43 permanent placements in December, this is around 19% higher than the monthly average for this year and 2016-17 (36). A simplistic forecast for year end remains around 435 which is well under the 525 target.



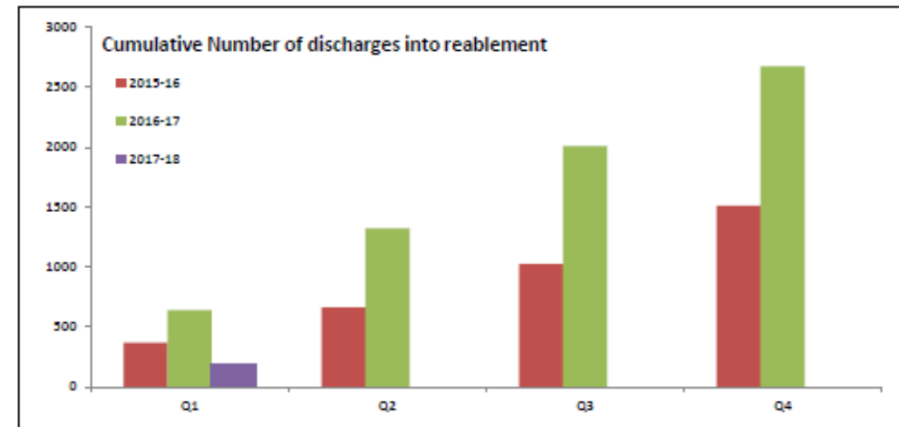
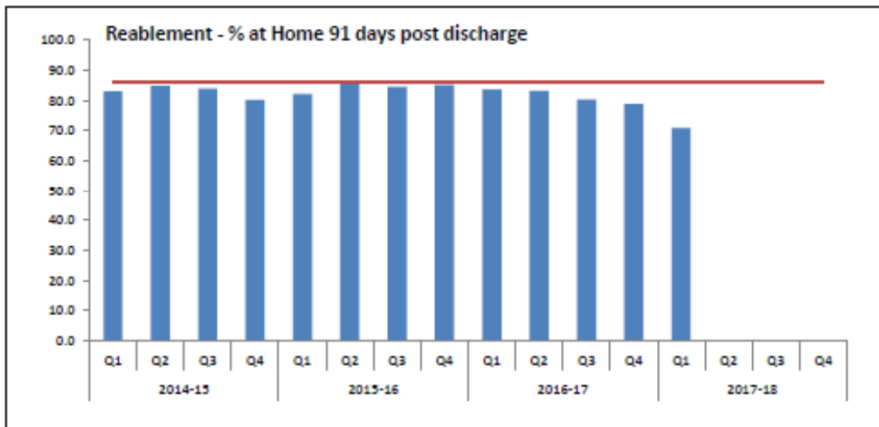
Source: ASC Performance Team





## Patients at home 91 days post discharge from hospital

The number of patients entering reablement has reduced due to changes in the discharge pathway following the introduction Home First. Discussions with WH&C confirm this is likely to be more accurate than the 2016-17 position and numbers will return to expected levels in the coming months. Performance has also dropped slightly but should improve in the coming months.



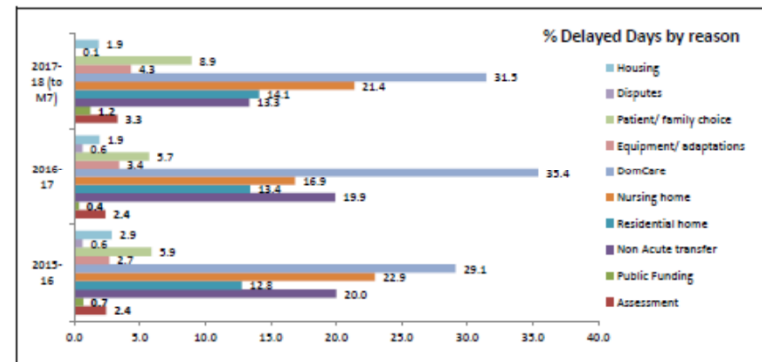
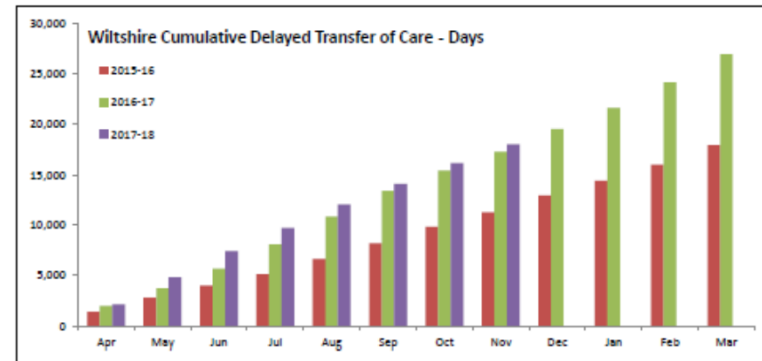
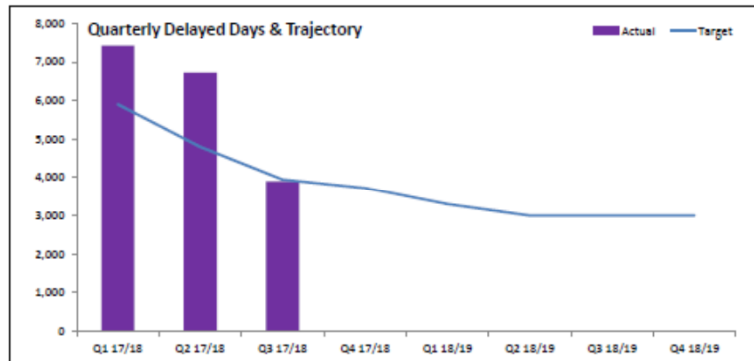
Source: ASC Performance Team & WH&C



## Delayed Transfers of Care - Delayed days



The number of delayed days reduced by 10.4% (214 days) in November to 1,844 but this remains well above the trajectory target of 1,275. Both NHS and ASC attributable delays improved in November. Waiting for Packages of Care and Nursing Home Placements account for over 50% of the delayed days.

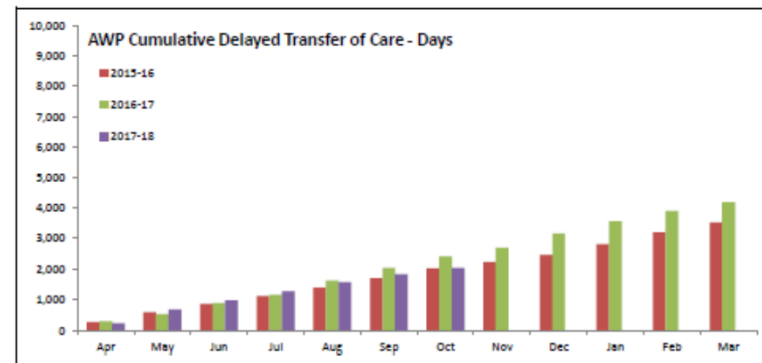
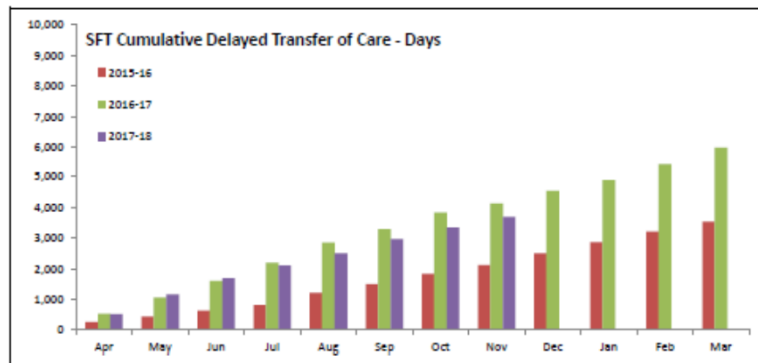
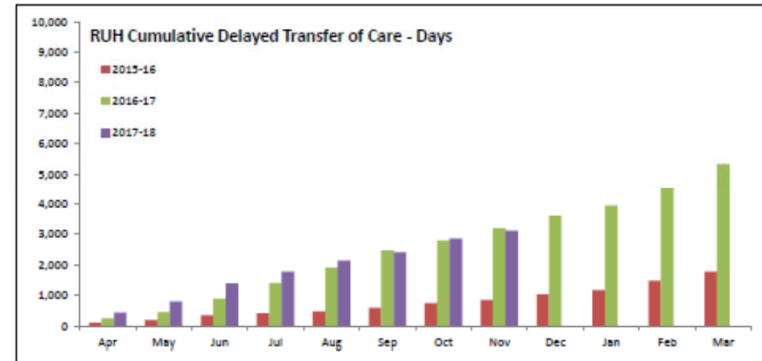
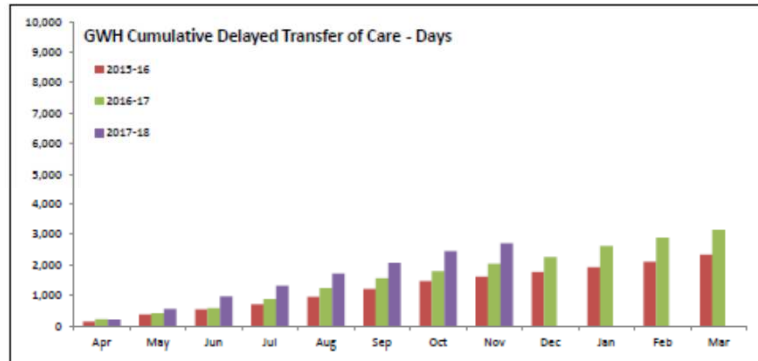


Source: NHS England Monthly Data

Delayed Transfers of Care - Delayed Days



RUH, SFT and AWP have seen a reduction in delayed days compared to the same period last year, while GWH has seen a rise.



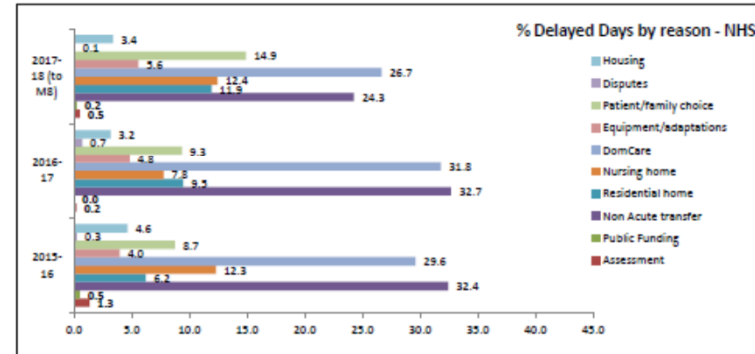
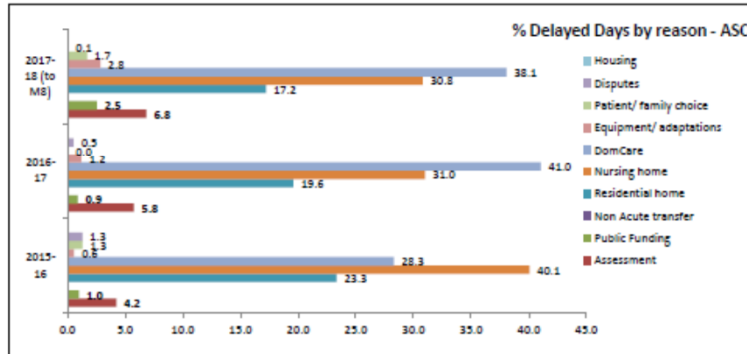
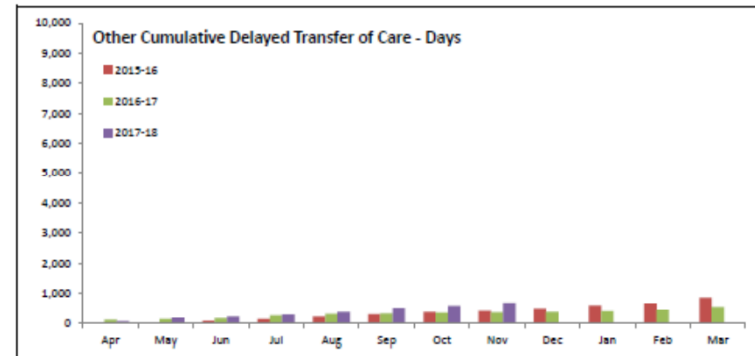
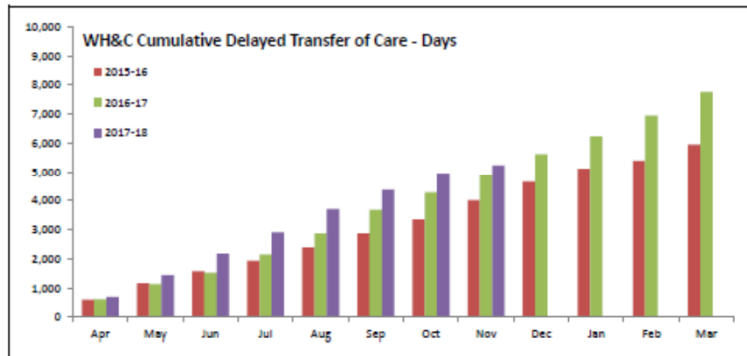
Source: NHS England Monthly Data



## Delayed Transfers of Care - Delayed Days



Delays in Community Hospital and in Out of Area Hospitals have increased compared to the same period last year. For NHS delays there has been an increase in the percentage of delays due to choice and waiting for a residential home. For ASC delays the percentage of delays associated with assessment and waiting for a package of care have increased.



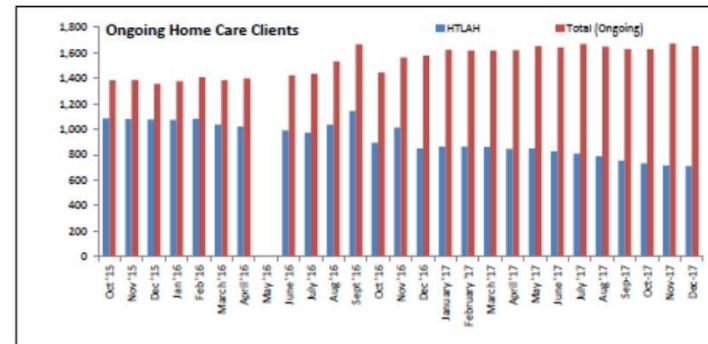
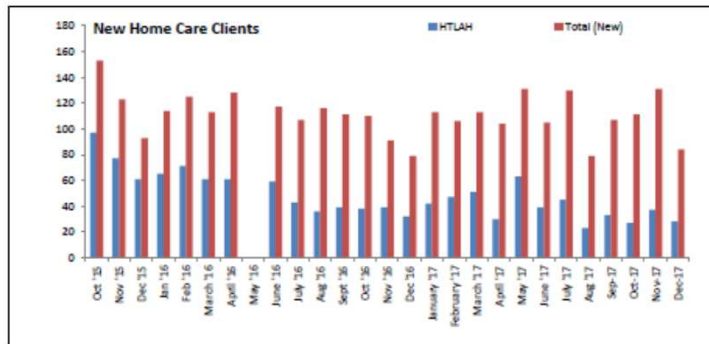
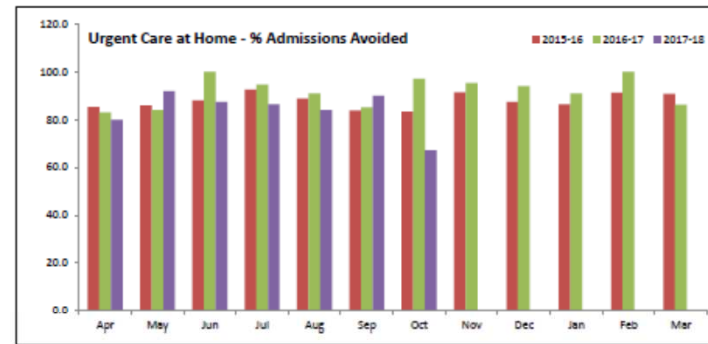
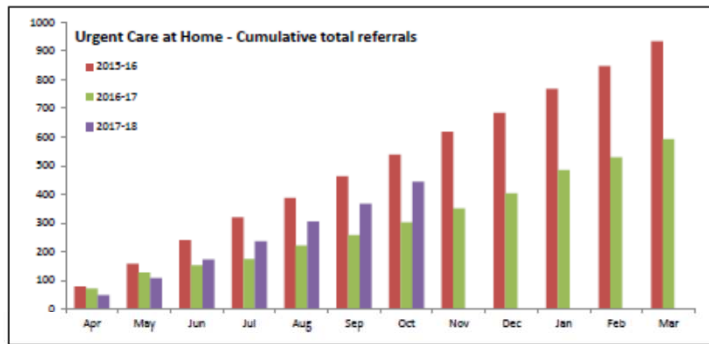
Source: NHS England Monthly Data



Home Care and Urgent Care at Home Activity



Urgent Care at Home referrals were higher in October at 77, which is close to the 80 target, however the % of admissions avoided reduced to around 67%. The average number of referrals to M7 is now around 63 per month which is higher than the 2016-17 of 50. The average percentage of admissions avoided is around 85%. The average number of referrals to support discharge is now around 17, this is higher than 2016-17 (9) and 2015-16 (12). New Help to live at Home activity was lower in December for new cases the total was 28 compared to 37 in November for ongoing cases it was 712 clients in December compared to 716 in November. Overall total clients (including SPOT purchase) decreased from 1,673 in November to 1,653 in December.

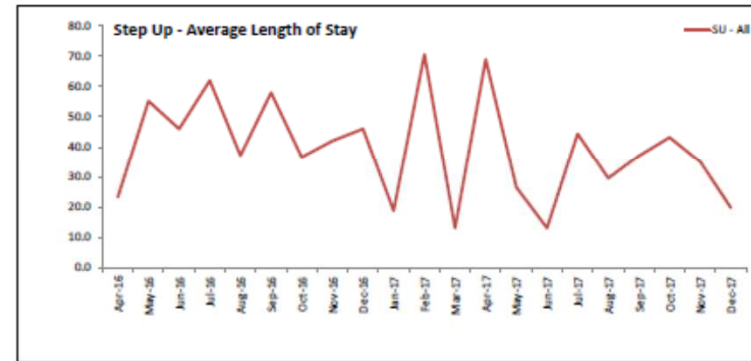
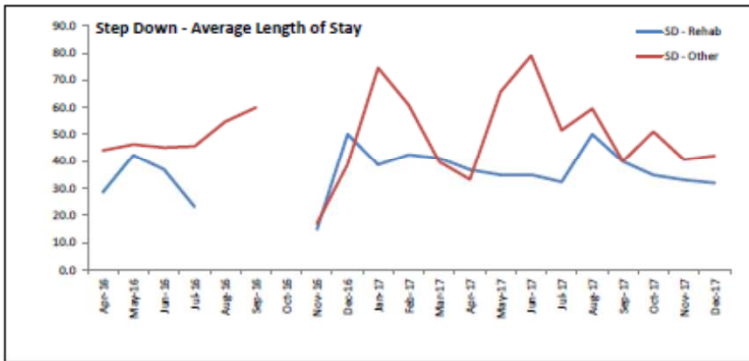
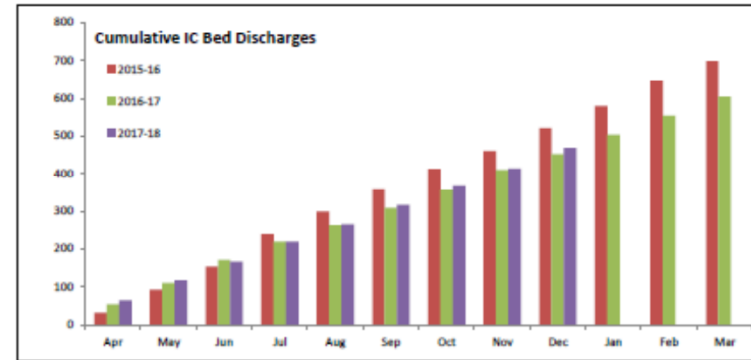
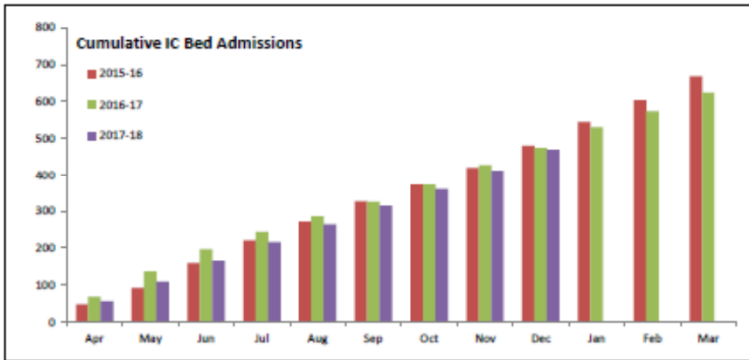


Source: Home Care Data, Wiltshire Council ASC Performance Team. UC@H Data, MEDVIVO

Intermediate Care Beds



Length of stay for rehab patient has fallen to around 31.6 days, for non rehab patients the length of stay is higher at around 42 days. Admissions have increased despite one of the homes is on the Council "red list" due to a poor CQC inspection, increased SPOT purchase has been used to help maintain flow. Step up bed admissions remain very low at around 5 per month.



Source: ASC Performance Team

BCF Scheme Activity & Outcomes



This is the proof of concept of this new format for the dashboard, work is ongoing to develop this sheet to include the main KPI information for the schemes managed under the Better Care Fund. It is hoped over the coming months we will be able to update this to include more information on the schemes.

Scheme	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Acute Trust Liaison												
GWH												
RUH												
SFT												
Access to Care (Including Single Point of Access)												
Carers Emergency Card												
Telecare Call Centre												
Telecare Equipment												
Urgent Care and Response at Home	49	60	64	64	68	62	77					
Hospital at Home												
SFT												
Integrated Discharge												
GWH												
RUH												
SFT												
Enhanced Discharge Service for EOL Pathway												
IC Beds - SD												
Admissions	54	47	52	47	42	49	43	47	52			
LoS	37.5	40.8	35.0	36.7	46.4	38.8	37.3	34.4	33.2			
IC Beds - SIU (South)												
Admissions	2	6	5	3	6	1	3	4	5			
LoS	40.3	26.5	13.0	44.4	29.5	37.0	43.2	35.0	19.7			
Therapy provision for Intermediate Care Beds												
Step Up Beds (WHC)												
High Intensity Care (WHC)												
Admissions	17	16	21	24	25	23	23	13				
LoS	28.6	30.7	22.2	43.7	23.3	34.7	29.6	48.5				
Care Home Liaison												
East Kennet SHARP												
Community Geriatricians												
Home First (Rehab Support Workers Initiative)	13	31	47	58	67	65	75	56				
Carers												
Integrated Community Equipment												
Community Services												
EOL												
The Leg Club Model												
IBCF Schemes												
SFT Dom Care												
20 addition SD Beds												
3 MH CH Beds												
Housing Adviser												

Page 33





## Better Care Plan

The Board is asked to:

- **Note the new Better Care Fund Dashboard**
- **Note the Better Care Fund Risk Register 2017/18**
- **Consider the emerging plan for 2018/19**
- **Give strategic approval to the proposed draft BCF Section 75 Agreement 2017/2019 between Wiltshire Council and NHS Wiltshire CCG which will continue to provide the legal framework for the Better Care Fund and underpin the Better Care Plan (delegating any future minor amendments to the Chair and Vice Chair)**

# Pharmaceutical Needs Assessment

Steve Maddern

## **Pharmaceutical Needs Assessment**

**The Board is asked to:**

- **Notes the public consultation feedback in the draft PNA document.**
- **Approves the final PNA 2018 document to come into effect as of 01 April 2018.**



# CCG Local Transformation Plan (CAMHS) Refresh

Ted Wilson

## **CCG Local Transformation Plan (CAMHS) Refresh**

The Board is asked to:

- **Notes the progress to date on the implementation of the CCG local transformation plan for children and young people's mental health and wellbeing;**
- **Endorses the refreshed and expanded plan including its commissioning intentions, local priorities and updated budget proposals;**
- **Encourages partner agencies to consider contributing their views to the green paper on improving mental health support for children and young people.**

# **Wiltshire CCG Care Operating Model**

Mark Harris

# Introduction

Purpose – three fold:

Introduce the work being done to describe:

- Care Operating Model = Localising the “Onion” Diagram, enabling us to make it happen
- Urgent Care Strategy = setting the parameters for decisions such as Urgent Treatment Centres , extended access, and hubs
- Primary Care Strategy – setting the expectations regarding Primary Care at Scale and locality hubs

# Objectives for today

- To signal that this work will generate parameters for future decision making
- Start to take this all forward with stakeholders and discuss appropriate engagement or consultation where required (recognising NHS England requires even more thorough assurance on engagement process than before)

# Care Operating Model

## The Wiltshire Care Model

Page 37



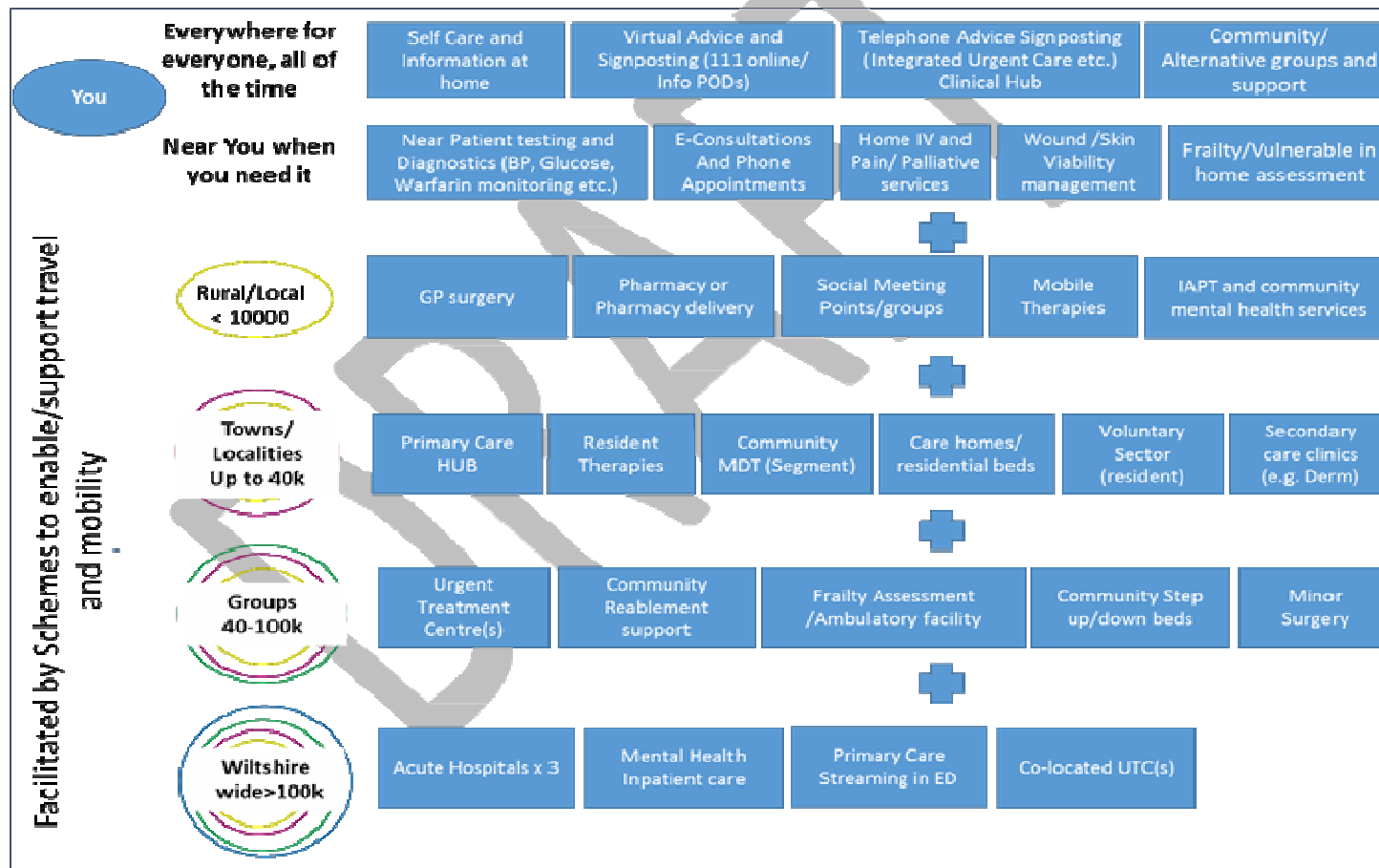
*'The right healthcare for you, with you, near you.'*

## Rationale:

- Model previously agreed – but implementation was varied
- Components of the model had been commissioned in silos and there was a general lack of clarity on how components were meant to ‘fit’ together
- True integration had not been achieved
- Need more on measurement of impact and achievement of benefits
- Mental Health and Social Care components were under-developed

# What it does:

- Defines levels and sets minimum service expectations



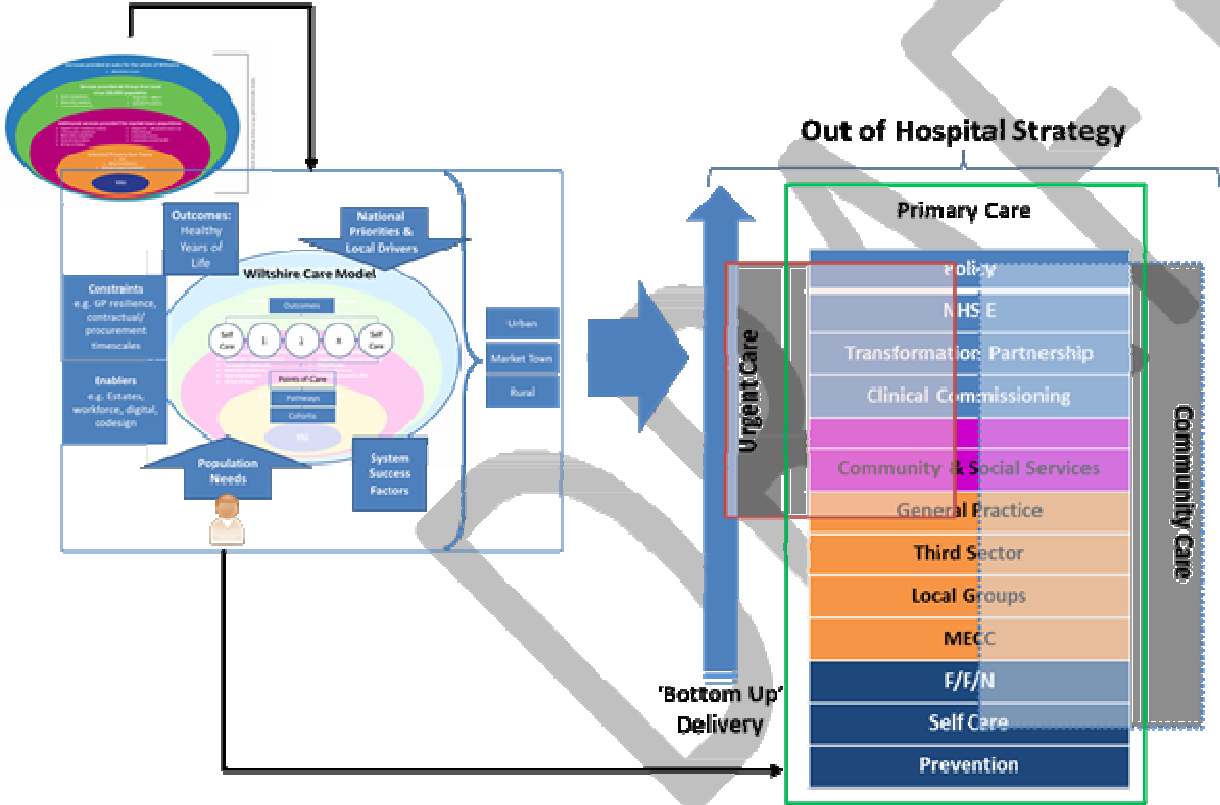
Page 38



# Primary Care Strategy

Key features:

- Builds on the Care Operating Model



Page 849

- ‘Organisation’ of Primary Care to deliver sustainably – Alliance and local federations / collaboration
- Multi Disciplinary Team working
- Standardisation of Primary Care Offer
- Creates platform for delivery of Urgent Care strategy
- Sets parameters for the ‘Extended Access’ procurement

# Urgent Care Strategy

Key features:

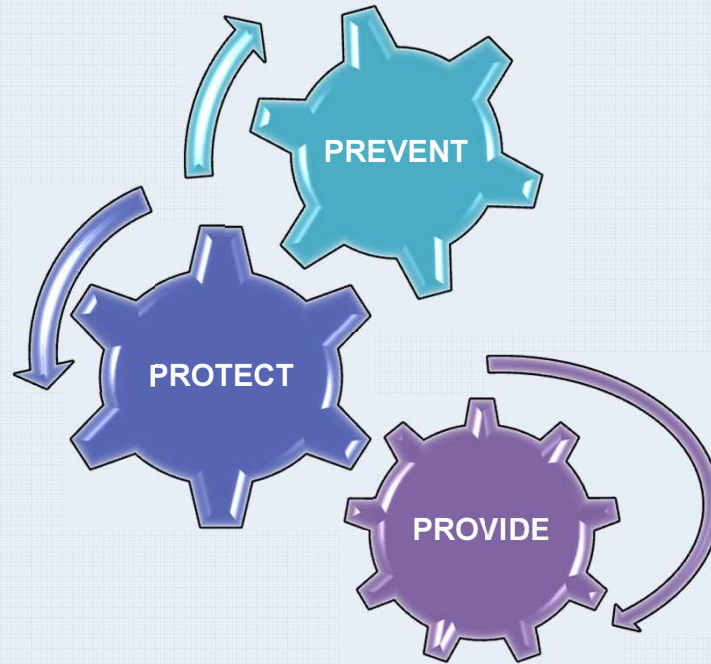
- Describes in detail the whole range of Urgent Care services and how they fit together
- Adds Older Persons Assessment Service
- Includes Urgent Treatment Centres definition
- Care Operating Model will guide thinking on locations
- The two documents together will inform the Wiltshire Strategic Outline Case for Estate

# Summary and next steps

- Board's view on engagement?

## **Domestic Abuse**

Tracy Daszkiewicz



# [DRAFT] WILTSHIRE

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## Domestic Abuse and Sexual Violence Strategy 2017-2020

## Introduction

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This is the first Wiltshire domestic abuse and sexual violence strategy setting out our vision, aims and objectives for tackling domestic abuse and sexual violence and the outcomes we expect to see.

The key groups intended to benefit from this strategy are:

- Victims (direct and indirect) and survivors of domestic abuse and/or sexual violence
- Children and young people who have witnessed or experienced domestic abuse and/or sexual violence
- Perpetrators or those at risk of perpetrating, to work to reduce the ongoing harm caused by domestic abuse and/or sexual violence
- Partner agencies working to support adults, children and young people affected by domestic abuse and/or sexual violence

## National Strategy

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The Government's [Violence Against Women and Girls Strategy 2016-2020](#) published in March 2016 continued with the 2010 pillar approach of:

- Prevention
- Provision of services
- Partnership working
- Pursuing perpetrators

Wiltshire has recently completed a [health needs assessment](#) (HNA) on domestic abuse.

The health needs assessment and the national strategy have been used to provide the strategic framework to inform Wiltshire's approach.

# Definitions

## What is domestic abuse?

<p><b>Home Office Definition</b></p>	<p><b>Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. (HO, 2013)</b></p>
<p><i>This can encompass, but is not limited to, the following types of abuse:</i></p> <p><b>Physical, Emotional, Sexual, Financial and/or Psychological</b></p>	
<p><b>Controlling Behaviour</b></p>	<p>A range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.</p>
<p><b>Coercive Behaviour</b></p>	<p>An act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.” This definition includes so called ‘honour’ based violence, female genital mutilation (FGM) and forced marriage, and it is clear that victims are not confined to one gender or ethnic group.</p>

Whilst the definition applies to young people aged 16yrs and above, it is critical to acknowledge that domestic abuse can have far reaching impacts on children and young people under 16.

## What is sexual violence?

<p><b>Sexual Violence Definition</b></p>	<p><b>Any behaviour of a sexual nature, which is unwanted and committed against someone without that persons freely giving consent. (Centres for Disease Control and Prevention,2014)</b></p>
<p><i>This can encompass, but is not limited to, the following types of abuse:</i></p> <p><b>Sexual Abuse within families</b></p> <p><b>Sexual Exploitation by individuals and/or groups</b></p> <p><b>Online Sexual Abuse</b> such as online grooming and/or sharing images of sexual violence on the internet.</p>	
<p><b>Sexual Offences</b></p>	<p>Sexual offences including sexual activity with a child under 16 years of age are governed by the Sexual Offences Act 2003 (England and Wales).</p>
<p>The sexual offences act (2003) includes:</p> <p><b>Rape</b></p> <p><b>Sexual Assault</b></p> <p><b>Serious Sexual Assault</b></p> <p><b>Sexual Activity with a Child under 16years</b></p>	



# National context - domestic abuse and sexual violence

Each year an estimated **1.9 million people** in the UK suffer from domestic abuse

 1.2 million women  700,000 men

**85,000 women and 12,000 men** are raped each year

 2 in 4 UK rapes are committed by a current or ex-partner

 1 in 5 women (16-59) has experienced some form of sexual violence since the age of 16

Each year more than **100,000** adults are at **HIGH** risk of being murdered or serious injury as a result of domestic abuse

Over 130,000 children live in these homes

The UK cost of domestic abuse each year



**£15.8 billion**

plus a further £9.9 billion on emotional and human costs

The cost of domestic abuse to health services **£1.73 billion**



4 in 5 victims of domestic abuse don't tell the police



Only 15% who experience sexual violence choose to report to the police



**85%**

**90%** of those raped will know the perpetrator

of victims sought help five times on average the year before they got effective help

**30% of DA starts or escalates during pregnancy**

# Local context - domestic abuse and sexual violence

**15,300** adults in Wiltshire are believed to be living with domestic abuse

**9,400** women

**5,900** men

80% Female  
20% Male

Underreporting is a real issue

**3,300** incidents of domestic abuse were reported to Wiltshire Police in 2015/16

**403** rapes recorded to Wiltshire police in 2016/17

**925** reports of other sexual offences

referrals to the ISVA service **563**

9% of cases referred for ISVA support were Male victims

A recent review identified of 128 rape investigations **half** were DA related



Both court mandated and community programmes have low completion rates

Wiltshire currently provides **0.7** refuge units per 10,000 population

**110** in 2015/16 refusals "Support needs too high"



**1,000** Cases

Over 50% of Children's Services' cases involved Domestic Abuse in 2015/16

An additional **1,500** Children's Services' contacts were made that include domestic abuse

Wiltshire Multi-Agency Risk Assessment Conference discussed

**500**

cases in 2015/16

including over **650**



children and young people in the HIGH risk household

Wiltshire Council

Where everybody matters

## Strategic Framework

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**Our vision is to significantly reduce domestic abuse and sexual violence and the harm caused by it, to keep our communities safe and encourage healthier, happier lives**

This will be supported by three key aims of prevention, protection and service provision.

Wiltshire aims to:

- Prevent domestic abuse and sexual violence from happening in the first place, challenging behaviours and attitudes and intervening earlier to prevent it from continuing, reoccurring or escalating.
- Reduce the risk and impact on victims, children and young people and vulnerable adults, by holding perpetrators to account and support them to change their behaviour.
- Work together in partnership to provide appropriate levels of support where abuse occurs.

Wiltshire's priorities (objectives) are to:

- Target activity on education, training and earlier intervention to prevent abuse/violence from occurring, continuing, re-occurring or escalating.
- Identify, assess and reduce risk to victims, children and young people and vulnerable adults.
- Protect victims across all levels of risk through access to appropriate interventions
- Provide appropriate support to adults, children and young people living with the effects of domestic abuse and/or sexual violence to reduce its impact.



## Wiltshire domestic abuse and sexual violence strategy - overview

**Our Vision** To significantly reduce domestic abuse and sexual violence and the harm caused by it, to keep our communities safe and encourage healthier, happier lives

	Strategic Aim	Outcomes
<b>PREVENT</b>	Prevent domestic abuse and sexual violence from happening in the first place by challenging the attitudes and behaviours which foster it, and intervening early where possible to prevent it from continuing, recurring or escalating.	Victims, perpetrators and their children are identified early and provided with the appropriate level of support to break cycles of domestic abuse and sexual violence and overcome the impact it has on their lives.
		Communities and professionals understand what domestic abuse is, and know how to respond. Challenging attitudes or behaviours to reduce its prevalence.
		Increased reporting of domestic abuse and sexual violence to the police and reducing the number of repeat victims.
		Training is delivered to all relevant practitioners, organisations and businesses.
<b>PROTECT</b>	Reduce the risk and impact on victims, children and young people and vulnerable adults, by holding perpetrators to account and support them to change their behaviour.	Children and young people at risk of harm are identified and referred appropriately.
		Victims are safer and have improved resources to remain safe.
		Victims have increased access to justice and perpetrators are held to account through the policing and justice system.
		Perpetrators of domestic abuse and sexual violence are supported to change their behaviour and improve their overall wellbeing., reducing the risk of repeat perpetration.
<b>PROVIDE</b>	Work in partnership to provide appropriate levels of support where abuse occurs	Victims have access to responsive services through coordinated pathways, which support sustained recovery, mitigating the risks of further abuse.
		All identified victims are offered an equally accessible service which meets their needs.
		Victims report improved health, wellbeing and resilience for themselves and their families.
		Effective sharing of lessons learned through service evaluations and domestic homicide reviews

## **Domestic Abuse**

**The Board is asked to:**

- **Note the report**

# Adult Social Care Transformation Programme

Catherine Dixon

## **Adult Social Care Transformation Programme**

**The Board is asked to:**

- **Note the report**

# Health and Wellbeing Board progress report 2017

David Bowater



## **Health and Wellbeing Board progress report 2017**

**The Board is asked to:**

- **Note the report**

## **Date of Next Meeting**

29 March 2018

## HEALTH AND WELLBEING BOARD

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### MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 29 MARCH 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Baroness Scott of Bybrook OBE (Chair), Dr Toby Davies, Dr Lindsay Kinlin, Angus Macpherson, Cllr Laura Mayes, Dr Richard Sandford-Hill, Cllr Ian Thorn, Cllr Jerry Wickham, Cllr Ben Anderson, Terence Herbert, Linda Prosser and Kier Pritchard

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#### 19 **Chairman's Welcome and Introduction**

The Chairman welcomed all to the meeting.

#### 20 **Apologies for Absence**

Apologies were received from Dr Andrew Girdher, Cara Charles-Barks (represented at the meeting by Andy Hyett), Tracey Dasziewicz, Nerissa Vaughan, Dr Bill Bruce-Jones and Chris Graves.

The Chairman noted that the Health Select Committee Chairman Councillor Christine Crisp was not able to attend but that the Committee's Vice-Chair Councillor Gordon King was in attendance.

#### 21 **Minutes**

The minutes of the previous meeting were considered.

#### **Resolved**

**That the minutes of the meeting held on the 25 January 2018 be confirmed as a correct record.**

#### 22 **Declarations of Interest**

There were no declarations of interest.

#### 23 **Chairman's Announcements**

The following announcements were made:

- CQC review in March

It was noted that there had been a recent CQC inspection that would be the subject of a report to the Health & Wellbeing Board at a later date once the full report had been released.

The Leader also took the opportunity to thank Graham Wilkin for his work at the authority as this would be his last day with the council.

- Local Area SEND Inspection Outcome

It was noted that Ofsted and Care Quality Commission had undertaken an inspection to assess Wiltshire's effectiveness in identifying and meeting the needs of children and young people who have special educational needs and/or disabilities (SEND). It was noted that the inspection letter had only been published recently, and that the authority was pleased overall with commendation for the ambitious outcomes and good partnership working, but there remained areas for further focus including improving outcomes at KS4 and reducing exclusions.

- Salisbury

The Chairman gave an update on the situation on Salisbury and recorded the thanks of the Board for the good partnership working evident in the aftermath.

## 24 **Public Participation**

There were no public questions or statements received.

## 25 **Safeguarding Adults Reviews**

Richard Compton, Chairman of the Wiltshire Safeguarding Adults Board presented the item to report to the Health and Wellbeing Board the outcome of two Safeguarding Adults Review (SAR) completed by the Wiltshire Safeguarding Adults Board (WSAB) in March 2018 and which are due to be published by the Board in April 2018. It was noted that the Safeguarding Adults Board must arrange a Safeguarding Adults Review (SAR) when an adult in its area dies as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult.

Matters highlighted in the course of the presentation and discussion included: the plans for next year, and how it will reflect any lessons learned from the reviews; how national changes and challenges are reflected in the incidents under review; the impact of financial and demographic pressures; the implications of legislative changes; that the last time there was a SAR/Serious

Case Review in 2014; the processes for strengthening learning and partnership approaches to address the issues highlighted in the review; the learning from areas such as discharge and the opportunities that were not taken that could have improved the outcome; the concerns over self-neglect; that understanding in professionals about capacity and understanding was not deep-enough; issues in relation to self-funding and their impact; the adequacy of discharge planning; that there had been some failures in communication and coordination; the continued focus on supporting training in particular; the impact of the reviews on the business and strategic plans; desire to continue to build capacity of board and agencies; the focus on preventative work; the opportunities to work with partners; that both reviews would be on the website in April, and that work had begun to develop plans in response to key recommendations and those needed for different individual agencies.

It was discussed that further information on the plans could be shared as soon as possible, and that the Board would want to see progress by summer and have review to the Health & Wellbeing Board at an appropriate date.

It was noted that discussions had started at the Joint Commissioning Board.

#### **Resolved**

- 1. To note the outcome of the 2018 Safeguarding Adults Reviews relating to Adult A and to Adult B**
- 2. To ensure that this learning has an impact on the work of its member agencies**
- 3. To ask the WSAB to share the finalised action plan with HWB to ensure that the recommendations of the two SARs and the learning from these reviews are shared and effect change.**
- 4. To support the necessary partnership resources to ensure that action plan can be delivered effectively.**
- 5. To acknowledge the aims of the WSAB's business plan for 2018-2019 and continues to support the work of the Board to safeguard vulnerable adults in Wiltshire**

#### **26 End of Life Care Implementation Plan for Children**

Ted Wilson and Myfi Champness presented the item which outlined the plan which had been developed following a multi-agency review of End of Life care for Wiltshire children against NICE guidelines. Chris Roys (Chief Executive of Jessie May) and Heather Philpotts (lead nurse for Julia's House) were also be in attendance.

Matters highlighted in the course of the presentation and discussion included: that the development of the plan had been requested following the presentation of the plan in relation adults; the differences in the relation to services for children's palliative care e.g that it is a smaller cohort and that there were different physical and psychological needs; that life-limiting conditions for children and young-people are often rarer conditions; the impact on the mental health of patients and families and the support to families; how the review has developed a better understanding and developed approaches to meet gaps in the care; that this was the start of an ongoing process; the importance of access to 24/7 medical cover and advice from paediatrics, and the options for providing this; that engagement with GPs is inconsistent, and the role for training and support; the support for other staff to develop specialisms in palliative care; how best to utilised data to help prevent deaths; that the steering group would meet quarterly; the desire to support people to die in the place of their choice.

In answer to a question from the Chairman, it was acknowledged that there could be greater provision for family support is before and after death and that could be considered in the plan.

### **Resolved**

- 1. To note the findings of the review and associated resulting actions; and**
- 2. That officers be asked to report progress to the Board at a later date.**

## **27 Maternity Plan**

Lucy Baker and colleagues presented the item which outlined the transformation plan for maternity ahead of consultation.

Matters highlighted in the course of the presentation and discussion included: that a Local Maternity System (LMS) had been created across our STP footprint to help the system respond to the nationally mandated Better Birth recommendations and further improve the experience for our local women and families; that the LMS was co-created, with service users and partner stakeholders, a Maternity Transformation Plan (MTP) to create a strategic vision for the future; the governance links to local, regional and national structures; the trend in births and the projections in different areas of the STP; the changes in demographics and challenges that this presents including obesity and breast-feeding initiation; the plans to reduce smoking; how best to incorporate other partners to progress the plan; the main aims driving the desire to change the service including a focus on safe outcomes, and parity of access; the financial and resource constraints; the timeline for the development of the project; how stakeholders are involved in the plan including those in hard-to-reach groups; the aim to make any changes cost-neutral; the increase in the take-up in flu vaccinations; the successes in reducing the risk of still-birth; the review of work-

force numbers to meet demand across the area; the identified risk including understanding demand, and training and recruiting staff; the impact of digitalisation and personalisation.

The Chairman requested that officers consider that officers consider undertaking a briefing for local councillors so they can understand it better.

### **Resolved**

- 1. To note the Maternity Transformation Plan; and**
- 2. To note the development of options for anticipated formal consultation from September 2018.**

### **28 Delayed Discharges**

Jeremy Hooper presented the item which gave an update on the latest figures for delayed discharges

Matters highlighted in the course of the presentation and discussion included: the January data and the trends; the different performances at different locations; the reasons for the delays; that the seasonal weather and flu were not the only reasons; that the JCB had considered the issues recently and discussed how family choice which impacts on these figures; the work to address domiciliary care issues; how to encourage smaller care providers in areas that larger organisation struggle to recruit.

### **Resolved**

#### **To note the update**

### **29 Better Care Plan**

Tony Marvell presented the item which gave an update on the delivery of the Better Care Plan for Wiltshire and emerging plans for 2018/19.

Matters highlighted in the course of the presentation and discussion included: the information in the dashboard, and the work to take stock of the Better Care Fund and whether the right schemes are in place to impact positively on the system; the changes to the governance of the BCF sitting alongside the JCB; the impact of the CQC review.

### **Resolved**

**To note the Performance levels contained in the Integration and Better Care Fund Dashboard and the completion of the Section 75 agreement.**

### **30 Wiltshire Information Sharing Charter (WiSC)**

Ian Baker and Liz Creedy presented the item which provided an update on the rollout of Single View and the requirement for additional information sharing protocols. The paper seeks approval to implement a single over-arching data sharing charter that will replace a number of existing agreements where partner organisations have a common obligation or desire to provide services within Wiltshire.

Matters highlighted in the course of the presentation and discussion included: the plans to revise existing data sharing agreements to have one data sharing agreement; the document was based on a Dorset charter already in use with over a 100 organisations; that proposals were fully compliant with new legislative requirements; that some organisations are already supportive; that there was some requirement for 2nd tier more detailed agreements; that police were very supportive; the wider role for the STP and that further information could be shared with them.

#### **Resolved**

**That the Board recommend to constituent Board Members to:**

- 1. Agree to progress the implementation of and sign up to the Wiltshire Information Sharing Charter (WiSC)**
- 2. Agree to circulate draft to all constituent organisations**
- 3. Bring back a later date to finalise signing.**
- 4. Agree to nominate an information governance lead from their organisation who can assist in establishing a single Information Governance (IG) Board to sit across the whole of Wiltshire, so progressing the implementation and continuation of the Wiltshire Information Sharing Charter.**
- 5. Encourage all partners to nominate IG contact.**

#### **31 Preventative Mental Health Concordat**

Kate Blackburn presented the item which sought agreement for Wiltshire's participation in the PHE Mental Health Concordat.

Matters highlighted in the course of the presentation and discussion included: that the concordat had been launched by Public Health England; that the concordat was looking at the wider determinants; the steps towards developing a plan, and what work was already in place including understanding needs and the resources available; that officers intended to come back with a local Wiltshire concordat to circulate to all organisations before adoption by the Board.

#### **Resolved**

**That the Health and Wellbeing Board take a lead role by:**



- **Signing up to an agreed concordat, and to recommend that constituent partners and wider stakeholders sign up too;**
- **agreeing to raise the profile of this work**
- **inviting partners and other groups to account for progress**
- **supporting coordination across the system**

**To ask officers to bring back a paper to:**

- **address how the Health and Wellbeing Board might identify, in its priorities, one or two additional specific preventative activities**
- **invite partners and other groups to account for progress**
- **support coordination across the system initiatives to promote good mental health and wellbeing in Wiltshire.**

### **32 Mental Health Crisis Care Concordat**

Ted Wilson gave the presentation updating the meeting on the mental health crisis care concordat.

Matters highlighted in the course of the presentation and discussion included: that the places of safety had now been centralised in Devizes; the instances of delays in assessment; the additional investment in medical resources needed to undertake assessments; that officers had led the project across the STP to develop a place of calm café with the voluntary sector but that officers were awaiting the outcome of the bid for funding for the project; the continuing challenges that need to be addressed with the wider-sector; that there are still a lot of police time taken up with dealing with issues.

The Chairman noted that she was pleased to see that an agreement with Swindon had been reached.

Cllr Jerry Wickham stated that information in further updates regarding occupancy rates and where people had been referred from.

#### **Resolved**

**To note the update.**

### **33 Date of Next Meeting**

It was noted that the next meeting would be on 17 May 2018

### **34 Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 am - 12.31 pm)

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](mailto:william.oulton@wiltshire.gov.uk)

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## **JOINT STRATEGIC ECONOMIC COMMITTEE (SWLEP)**

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**MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE (SWLEP)  
MEETING HELD ON 21 FEBRUARY 2018 AT COMMITTEE ROOM A - COUNCIL  
OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

### **Present:**

Cllr David Renard (Chairman), Cllr Russell Holland, Cllr Oliver Donachie,  
Cllr Toby Sturgis, John Mortimer, Adam Schallamach and Cllr Richard Clewer  
(Substitute)

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### **1 Apologies**

Apologies were received from Councillors Baroness Scott of Bybrook OBE and John Thomson.

Baroness Scott was substituted by Councillor Richard Clewer.

Apologies were also received from Paddy Bradley, SWLEP Director.

### **2 Minutes**

The minutes of the meeting held on 28 June 2017 were presented, along with the minutes of the SWLEP Board meetings on 20 September and 29 November 2017, and 24 January 2018.

### **Resolved:**

**To approve the minutes of the meeting held on 28 June 2017 as a true and correct record.**

**To receive the minutes of the SWLEP Board for 20 September and 29 November 2017 and 24 January 2018.**

### **3 Declarations of Interest**

There were no declarations.

### **4 Chairman's Announcements**

There were no announcements .

### **5 Public Participation**

There were no statements or questions submitted.

## 6 Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Commissioning Group Highlight Reports

A report was received summarising the status of each Local Growth Fund project and other Local Enterprise Projects, assessing their management in accordance with the Assurance Framework and their level of progress. It was explained that technical advisers to the SWLEP had assessed each project and identified six projects in particular as being 'high risk' due to scope, complexity and other factors, and the Committee sought details on those projects, as well as overall progress for all projects as detailed in the report.

Chippenham Station Hub was a multi-phase project of high complexity which requires input from multiple partners such as Network Rail and Great Western Railway. Work had been completed on gate-lines and ticket hall, and an outline business case for future phases had been agreed by the SWLEP Board at its January 2018 meeting.

Consultation was underway on a revised planning submission for the A350 Yarnbrook/West Ashton project. The revisions had been due to the need to accommodate the presence of bats. An application to the Housing Infrastructure Fund had been successful.

It was confirmed that there had been delays with the Maltings project in Salisbury due to the change in developer, and that heads of terms were still to be agreed. The Committee discussed the level of housing that might be proposed on the site.

In relation to the Swindon Bus Exchange it was confirmed a Housing Infrastructure Fund application had not been successful, and a programme was being developed to ensure continued delivery of the project. The Committee emphasised that the project was integral to the wider town centre development, and sought additional details. It was stated that a land release fund application in relation to the John Street Car Park had been successful, and that the overall funding shortfall was approximately £7millions, but this was being reduced.

The New Eastern Villages projects at the Southern Connector Road, A420 and Wichelstowe were also discussed. There had been increases in costs due to archaeological concerns, and Swindon Borough Council were also to consider approving potential compulsory purchase order action at its March Cabinet meeting. Design options for the A420 were being reviewed, and an outline business case for Wichelstowe would be considered at the May meeting of the SWLEP Board.

The Committee also discussed potential projects, in particular the Swindon Museum and Art Gallery project. There had been a visit from the Heritage Lottery Fund with SWLEP support, and responses were being provided to their questions, with an announcement to follow later in the year if successful.

Updates were also provided on the nearly complete Junction 16/17 upgrades, and discussions for the next phase of the Porton Science Park.

### **Resolved:**

**To approve the Commissioning Group's assessment that the highlight reports are an accurate representation of the status of all LGF projects.**

## **7 Joint Planning Update**

An update was provided from Tim Martiensen, Director of Economic Development and Planning at Wiltshire Council, and Philip Smith, Service Manager – Planning Policy at Swindon Borough Council. Following initial consideration by the Committee in 2017 the draft Strategic Housing Land Market Area Assessment (SHLAA) and Functional Economic Market Area (FEMA) had been released for public consultation in late 2017. Councillors and officers from both authorities were also working together on a Joint Spatial Framework.

It was stated the majority of public consultation responses to the SHLAA and FEMA had come from Wiltshire, but that all comments were being assessed for a paper to be considered as appropriate by the two cabinets. The next step would be for a Joint Strategic Framework to be developed.

The Committee was also advised that a revised National Planning Policy Framework from central government was due to be published for consultation around Easter, which would need to be taken into account in any joint planning work, and that a standardised methodology of assessing housing need was also due to be released. If that showed significant differences in housing need to that of the market assessment undertaken for the SHLAA, it could have a major impact.

In discussing joint planning work, it was raised whether areas within Wiltshire Council's areas such as Royal Wootton Bassett could be impacted should Swindon Borough Council not have a demonstrated five year housing land supply.

### **Resolved:**

**To note the update on joint planning work**

## **8 Date of the Next Meeting**

The date of the next meeting was confirmed as 19 April 2018.

It was raised that there was a ministerial review of Local Enterprise Partnerships underway and potential changes to status and governance as a result, with implications for the role of the JSEC, with updates to follow at future meetings when available.

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](mailto:kieran.elliott@wiltshire.gov.uk)

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## LOCAL PENSION BOARD

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### **PART 1 MINUTES OF THE LOCAL PENSION BOARD MEETING HELD ON 15 MARCH 2018 AT THE USHER SUITE, TROWBRIDGE CIVIC CENTRE, ST STEPHEN'S PLACE, TROWBRIDGE BA14 8AH.**

#### **Present:**

David Bowater, Cllr Richard Britton, Mike Pankiewicz (Vice-Chairman), Howard Pearce (Chairman) and Barry Reed

#### **Also Present:**

Cllr Tony Deane, Cllr Tony Jackson, Michael Hudson, Andy Cunningham, Richard Bullen and Jennie Green.

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#### **1 Welcome**

The Chairman welcomed those present to the meeting.

#### **2 Apologies**

Apologies for absence had been received from Sarah Holbrook.

The Chairman advised that Lynda Croft has resigned from the Board since she was no longer in post at Wiltshire College. The Board expressed their thanks to Lynda for her contribution to the work of the Board over the last 3 years.

#### **3 Minutes**

The minutes of the last meeting were presented, alongside the Board's Action Log.

#### **Resolved:**

**To confirm the minutes of the meeting held on 18 October 2018.**

**To make the following changes to the action log:**

- 4.7 is complete – remove
- 7.15 and 7.20 – defer until September
- 8.4 is complete – remove

- 8.5 – defer until April 2018 and further report in September 2018
- 8.6 is complete – remove
- 8.7 – include reference to statutory timeframes and defer until October 2018
- 8.8 – defer until April 2019
- 8.12 –defer until October 2018
- 9.5 – mark as complete
- 9.9 – defer until September 2018
- 9.13- defer until October 2018
- 10.5 – defer until September 2018
- 10.8 – mark as complete
- 10.9- mark as complete
- 10.11- defer until July 2018

#### 4 **Declarations of Interest**

There were no declarations of interest.

#### 5 **Chairman's Announcements**

The Chairman reminded members of the remit of the Local Pension Board and made the following announcements:

- The Pensions Regulator was to increase scrutiny of Funds and the Board would have a role supporting this;
- Board members should update Richard Bullen (Fund Governance and Performance Manager) on training they had undertaken and an update on training plans would be provided to the next meeting;
- The Pensions Advisory Service has been merged with the Pensions Ombudsman and it was recommended the fund update its Internal Dispute Resolution Process accordingly.

#### 6 **Public Participation and Councillors Questions**

There were no statements or questions from members of the public.

#### 7 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee**

The Board considered the minutes of the last Committee meeting and was updated that at the meeting of the Committee earlier that morning, the Board's budget had been agreed as part of the wider Administration Budget.

**Resolved:**

**To note the minutes of the Wiltshire Pension Fund Committee meeting held on 23 November 2017 and verbal update from the meeting on 15 March 2018.**



## 8 **Training Item: WPF Annual Reporting Requirements**

The Head of Pensions Administration and Relations presented a training session providing an overview of Wiltshire Pension Fund's annual reporting requirements as detailed in the report.

The majority of reporting requirements were statutory, and the Board noted the requirement seemed to be increasing. It was agreed as Brunel Pension Partnership became established, the Fund should compare performance on statutory and periodic reporting against other funds within BPP.

### **Resolved:**

**To note the Fund's Annual Reporting Requirements and benchmarking the performance of the fund against other funds within BPP be included in the LPB work plan.**

## 9 **Annual Business Plan Update**

An update from the Head of Pensions Administration was provided on the progress of implementing items on the Annual Business Plan. Two actions were high priority and with medium resource risk, these related to the implementation of performance reporting and covenant reviews for employers and the GMP reconciliation project. These workstreams were both in progress and resources had been prioritised to ensure their completion. The first phase of the GMP reconciliations project was expected to be completed by the end of the year.

It was explained some other, lower- priority, Business Plan action had been delayed due to recent changes in personnel and vacancies in the structure. It was noted the contract review of the Independent Governance Adviser was considered low priority, and therefore had been delayed, since this was one of many different sources of advice for the Fund. The establishment of a formal process for reviewing the performance of other advisors was also delayed since performance was already monitored informally. The Chairman advised the Pensions Regulator expected advisors to be regularly reviewed and requested this be allocated a higher priority.

A question was raised as to why completed actioned remained on the Business Plan and it was confirmed this was to demonstrate that action had been taken. It was noted the Business Plan was to be reviewed for 2019 as the current Plan ran until the end of 2018. Officers acknowledged that preparations for the General Data Protection Regulations were not included in the Plan, however this was captured on the Fund's Risk Register and pensions team were taking steps to prepare.

The Board discussed a self-service portal for members, officers advised this had been delayed due to a need to link this work up with a review of pensions

administration software that was to be completed later in 2018. On discussion of item 35 in respect of ESG arrangements, the Interim Investment Manager explained this had been raised with the Responsible Investment Officer at Brunel, and the Committee would receive further training on this.

**Resolved:**

**To note the progress of implementing items on the Annual Business Plan and to recommend item 12 be upgraded to medium priority.**

**To request that future Business Plan updates include new items which have occurred since the business plan was first produced, and include on going work items that have rolled-forward from previous plans, to capture the full picture of existing and new work.**

#### 10 **Local Pension Board Budget**

It was explained the Board's total budget had been agreed earlier in the day by the Pension Fund Committee, and since publication of this agenda the budget had been updated to include provision for an extension of the indemnity insurance policy. Despite this change, the overall budget remained the same, the updated budget is attached to these minutes.

The Chairman encouraged members to make the most of the training budget.

**Resolved:**

**To note the Board's budget.**

#### 11 **Scheme Legal, Regulatory and Fund update**

The Head of Pensions Administration and Relations presented the Fund, Scheme, Legal and Regulatory update for the Committee to consider. Key updates included that the Government had extended the temporary arrangements on Guaranteed Minimum Pensions (GMP), and a Private Member's Bill on reforms to public sector exit payments was expected in May 2018. Members also heard it was now confirmed the age for auto-enrolment into the LGPS would be lowered to 18, this was to take effect from the mid-2020s. The Officer also advised a pensions 'Dashboard' was planned for 2019 and this project was being led by the Department for Work and Pensions.

Following questions on preparations for the implementation of the General Data Protection Regulation it was confirmed the Fund was working with Wiltshire Council and other LGPS Funds to share best practice and preparatory work. It was highlighted the Fund now had a Governance and Performance Manager, Richard Bullen, now in post who would lead on this work.

The Chairman advised the Scheme Advisory Board was to start 3 projects in 2018 relating to: improving member data to meet the Pensions Regulator requirements, identifying regulations requiring statutory guidance and the drafting of such guidance, and the potential benefits of further increasing the level of separation between the host authority and scheme manager role.

**Resolved:**

**To note the changes highlighted within the report and request the three Scheme Advisory Board projects be included in future updates.**

## 12 Pension Fund Risk Register

The Head of Pensions Administration and Relations updated he had decreased one risk in the Fund's Risk Register, PEN023 'Resources of Officers and Members to meet the expansion of business items' since a Fund Governance and Performance Manager was now in post to support the Committee and the Board. Two high risks remained: PEN012 'Over-reliance on key officers', due to Treasurer leaving the Fund in May 2018, and PEN020: 'Pooling of LGPS assets' due to the resource required to produce the accounts and support Brunel Pension Partnership.

In respect of PEN021, it was noted the Risk Register should be updated to reflect the latest review date. It was also requested PEN019 be updated to reflect the establishment of the LPB.

**Resolved:**

**To note the Risk Register and request PEN021 and PEN019 be updated as detailed above.**

## 13 Administration Key Performance Indicators

An update was provided from the Head of Pensions Administration and Relations on the latest administrative KPIs for members to consider. The number of refund of contributions and leavers to deferred status processed within target time had fallen, this was due to the Fund processing a high number of backlog cases, therefore affecting the short-term performance indicator. It was however noted that performance on the active to retirement metric was down and improvement was need, therefore additional resources was to be deployed to these areas. The Head of Pensions advised he planned to develop the methodology for KPIs to provide more detail on the cause of delays by the October 2018 report, and would then progress work to link KPIs to statutory time limit requirements.

In response to questions, it was confirmed the Fund aspired to compare its KPIs against other funds, however this would not be a simple comparison as funds used different measures. The Chairman suggested CIPFA should be requested

to update their guidance. Officers confirmed the team working to support key tasks were trained to complete this specialist work and there was a good level of resilience within the service.

**Resolved:**

**To note the Fund's performance against Key Performance Indicators and the improvement work taking place.**

#### 14 **Review of the LPB Code of Conduct and Conflict of Interest Policy**

The Board was presented with its Code of Conduct and Conflict of Interest Policy which was due to be reviewed. No changes were proposed other than to review the document bi-annually instead.

**Resolved:**

**To endorse the Code of Conduct and Conflict of Interest Policy Guidelines to the Wiltshire Pension Fund Committee, subject to an amendment that these guidelines will be reviewed and approved by the Committee at least every two years, or upon any material changes to the Regulations, relevant legislation and scheme guidance.**

#### 15 **Governance Compliance Statement**

The Board was presented with the Fund's Governance Compliance Statement for review. It was suggested that information on the delegation of asset management to Brunel Pension Partnership be included, and also a link to the LPB Terms of Reference. Cllr Richard Britton suggested there was a requirement for the Pension Fund Committee to report into the Council's Audit Committee and recommended clarity on this matter be sought prior to final agreement of the Governance Compliance Statement.

**Resolved:**

**To note the Governance Compliance Statement and make the following recommendations to officers:**

- **That section 1A be updated to reflect the delegation of asset management to Brunel Pension Partnership**
- **That a hyperlink be added to the Board's Terms of Reference.**
- **In section Fc) TPR requirements be added at the end**

**To request that officers seek clarity on any requirement for the Pension Fund Committee to report into the Audit Committee, prior to consideration of the Governance Compliance Statement by the Committee.**

16 **How did the Board do?**

Members commented they were satisfied with the workplan of the Board.

17 **Urgent items**

There were no urgent items.

18 **Date of next meeting and Forward Plan**

It was noted the next meeting was planned for 18 April 2018, subject to there being sufficient business. An updated Forward Look would be presented to the next meeting.

19 **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 Minutes Numbers 20-22 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.**

20 **Brunel Pension Partnership Update**

The Interim Investment Manager updated on the progress of implementing asset pooling and minutes from the last meeting of Brunel Oversight Board were attached to the agenda.

**Resolved:**

**To note the update on the progress of Brunel Pension Partnership**

21 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee and Investment Sub Committee**

**Resolved:**

**To note the confidential update from the Wiltshire Pension Fund Committee, Investment Sub Committee and Brunel Oversight Board**

22 **Minutes**

**Resolved:**

**To confirm the Part 2 minutes from 18 October 2017.**

(Duration of meeting: 2.00 - 3.45 pm)

The Officer who has produced these minutes is Libby Johnstone, of Democratic Services, direct line 01225 718214, e-mail [libby.johnstone@wiltshire.gov.uk](mailto:libby.johnstone@wiltshire.gov.uk)

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## WILTSHIRE COUNCIL

## WILTSHIRE PENSION FUND LOCAL PENSION BOARD

15 March 2018

**Local Pension Board Budget****Purpose of the Report**

1. The purpose of this report is to present a proposed Local Pension Board Budget for 2018-19 for the Board to consider and recommend to the Pension Fund Committee for inclusion in the Wiltshire Pension Fund Administration Budget 2018-19.
2. The Wiltshire Pension Fund Committee will consider the Fund's Administration budget at its meeting on the morning of this meeting – 15th March 2018.
3. As such any decisions of the Board which require amendment to the budget will have to be subsequently reflected in the full Wiltshire Pension Fund Administration Budget at a later date.

**Background**

4. To ensure good governance, budgets are required to monitor the stewardship of the Fund's expenditure and financial plans assist in mitigating risks by allocating necessary resources to develop the service. The Wiltshire Pension Fund Committee approves the Pension Fund Administration budget each year.
5. The Scheme regulations state that the operational cost of the Local Pension Board must be borne as an expense to the administering Fund's budget.
6. Therefore, the Local Pension Board's budget is approved by the Pension Fund Committee when setting its budget for the year. Should any further expenditure be required beyond this, then approval must be obtained from the Wiltshire Council Associate Director, Finance.

**Main Considerations for the Board**

7. The main financial headings for the Local Pension Board Budget and key financial totals are presented in the table below.

**Wiltshire Local Pension Board Proposed Budget 2018-19**

	2016-17 Actual	2017-18 Budget	2017-18 Actual (Apr-Feb)	2017-18 Forecast	Changes	2018-19 Budget
	£	£	£	£	£	£
Independent Chair Remuneration	9,216	9,214	6,912	9,216	-	9,214
Independent Advisor Fees	5,000	7,000	3,205	4,905	-	7,000
Training	5,000	6,000	515	640	- 1,800	4,200
Printing	-	1,000	-	-	- 1,000	-
Committee Services Recharge	2,067	3,000	-	3,000	-	3,000
Travel & Subsistence & costs	331	800	790	1,053	-	800
Catering	-	400	87	87	-	400
Insurance	-	-	2,800	2,800	2,800	2,800
	21,614	27,414	14,309	21,701	-	27,414

8. The overall proposed budget for 2018-19 is £27,414, a continuation of the total budget for 2017-18.
9. The overall projection is for an underspend in 2017-18 circa £5,700.
10. During the year a Pensions Trustees Liability insurance premium including tax was paid totalling £2,800. As no provision was made in the budget for this it has been allocated a matching sum in the budget for 2018-19.
11. As the overall position seems to point to an underspend the insurance budget for 2018-19 has been made up from removing the Printing budget of £1,000 and reducing the training budget by £1,800.
12. We would propose retaining the £7,000 budget for an independent governance advice. The Terms of Reference entitles the Board to independent expert advice.

### **Environmental Impact of the Proposals**

13. There are none.

### **Legal Implications**

14. There are no known implications at this time.

### **Financial Considerations & Risk Assessment**

15. In line with good governance practice, officers bring budget monitoring reports back to the Pension Fund Committee twice a year. In the interim, variations against budget will be monitored and if they become very significant, the Associate Director, Finance will approve variations to the budget and report these to Committee retrospectively for ratification.
16. a

### **Safeguarding Considerations/Public Health Implications/Equalities Impact**

17. There are no known implications at this time.

### **Reason for Proposal**

18. The recommendation of the Local Pension Board budget to the Pension Committee is in line with best practice and assists in mitigating a number of risks outlined in the Risk Register.

### **Proposal**

19. The Board is asked to agree the draft Local Pension Budget and recommend to the Pension Fund Committee that this is included in the Fund's Administration budget for 2018-19.

MICHAEL HUDSON  
Treasurer to Pension Fund

Report Author: Chris Ashton, Fund Accountant - Maternity

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Unpublished documents relied upon in the production of this report: *None*



## WILTSHIRE PENSION FUND COMMITTEE

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### **PART 1 MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING HELD ON 15 MARCH 2018 AT THE USHER SUITE, TROWBRIDGE CIVIC CENTRE, ST STEPHEN'S PLACE, TROWBRIDGE BA14 8AH.**

#### **Present:**

Cllr Steve Allsopp, Stuart Dark, Cllr Tony Deane (Chairman), Jim Edney, Diane Hall, Cllr Simon Jacobs, Cllr Gordon King, Cllr Christopher Newbury, Mike Pankiewicz and Cllr Roy While (Vice-Chairman)

#### **Also Present:**

Cllr Richard Britton and Howard Pearce

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#### **1 Welcome**

The Chairman welcomed those present to the meeting.

#### **2 Apologies for Absence**

Apologies for absence were received from Linda Stuart and Cllr Steve Weisinger.

#### **3 Minutes**

Resolved:

To confirm the Part 1 minutes of the meeting held on 23 November 2017.

#### **4 Declarations of Interest**

Jim Edney, declared for transparency purposes, his role as the Independent Advisor to the Fund, the contract for which was referred to in the report on the Annual Business Plan.

#### **5 Chairman's Announcements**

The Chairman updated that efforts would be made to hold some future meetings of the Committee in Swindon.

It was also announced the Treasurer, Michael Hudson, was to step down from his role in May; the Chairman thanked Michael for his hard work supporting the Fund over the years.

## **6 Public Participation**

There were no members of the public present.

## **7 Scheme, Legal, Regulatory and Fund Update**

The Head of Pensions Administration and Relations presented the Fund, Scheme, Legal and Regulatory update for the Committee to consider. Key updates included the Government had extended the temporary arrangements on Guaranteed Minimum Pensions (GMP), and a Private Member's Bill on reforms to public sector exit payments was expected in May 2018. Members also heard it was now confirmed the age for auto-enrolment into the LGPS would be lowered to 18, this was to take effect from the mid-2020s. In response to questions, members were advised that employees could re-enrol after 3 years if they had previously declined and the obligation was on the employer to contact employees about auto-enrolment. The Officer also advised a pensions 'Dashboard' was planned for 2019 and this project was being led by the Department for Work and Pensions.

Following questions on preparations for the implementation of the General Data Protection Regulation, it was confirmed the Fund was working with Wiltshire Council and other LGPS Funds to share best practice and preparatory work. The Fund now had a Governance and Performance Manager, Richard Bullen, in post who would lead on this work.

The Committee discussed the Scheme Advisory Board's work on the impact of academies on the LGPS and noted Multi Academy Trusts cause complications for Fund administration due to the them crossing different funds and the need to absorb additional schools or academies or responding to a split. The Committee went on to discuss the Fund's current review of its Pension Administration Software to establish how best to use technology to meet longer-term goals in the Business Plan.

**Resolved:**

**To note the changes highlighted in the report.**

## **8 Pension Fund Risk Register**

The Head of Pensions Administration and Relations updated he had decreased one risk in the Fund's Risk Register, PEN023 'Resources of Officers and Members to meet the expansion of business items' since a Fund Governance and Performance Manager was now in post to support the Committee and the Board. Two high risks remained: PEN012 'Over-reliance on key officers', due to

Treasurer leaving the Fund in May 2018, and PEN020: 'Pooling of LGPS assets' due to the resource required to produce the accounts and support Brunel Pension Partnership.

The Chairman advised he had highlighted the importance that the new Finance Director have LGPS knowledge to support their role as Treasurer to the Fund. Members of the Committee were invited to ask questions, in response to which it was understood officers were confident they now had sufficient resource to support asset pooling as an interim Investment Manager was in post and Mercers were also providing short term support. On discussion of member training, it was understood the new Fund Governance & Performance Manager would review training plans and all members of the Committee, substitute members, and Local Pension Board members would continue to be invited to training events. Members were also assured that officers considered the Fund would be well-placed to become compliant with the GDPR, and was working to cover high risk areas first. The Fund was currently working on data mapping, privacy notices and responding to guidance from within the LGPS.

**Resolved:**

**To note the Risk Register and measures being taken to mitigate risks.**

**9 Annual Business Plan Update**

An update from the Head of Pensions Administration was provided on the progress of implementing items from the Annual Business Plan. Two actions were high priority and with medium resource risk, these related to the implementation of performance reporting and covenant reviews for employers and the GMP reconciliation project. These workstreams were both in progress and resources had been prioritised to ensure their completion.

It was explained some other, lower- priority, Business Plan actions had been delayed due to recent changes in personnel and vacancies in the structure. In particular, it was noted the contract review of the Independent Governance Adviser was considered low priority, and therefore delayed. The establishment of a formal process for reviewing the performance of advisors was also delayed since performance was already monitored informally. Further development of employer covenant reviews and KPIs was required and so a more realistic timeframe had been indicated in the report.

Officers advised the Pensions Regulator had updated its methodology on Record Keeping Requirements, in response to this the Fund would use software to reassess its level of compliance and put a data improvement plan in place if necessary. Following questions, it was confirmed a tender process for an investment consultant, and also for actuarial services would take place at the end of 2018. The Committee highlighted several items on the Business Plan had been delayed, to which the Treasurer advised the timescales for the GMP exercise had initially been underestimated. Members discussed the retender of

the Pension Administration Software contract and were advised the Fund prioritised the quality of an IT system as this could provide further efficiencies in administration. The Chairman questioned the final decision on the choice of Pension Administration Software, in response to which officers responded this decision was to be taken by officers. In response, the Chairman requested a business case be presented to the Committee.

**Resolved:**

**To note the updated position from the Business Plan and agree, where applicable, the revised target dates and priority order, with the inclusion of December 2018 deadlines for actions 12 and 17.**

**To request a business case outlining officers' considerations and analysis used in reaching a conclusion on the choice of Pension Administration software.**

10 **Administrative Key Performance Indicators**

An update was provided from the Head of Pensions Administration on the latest administrative KPIs for members to consider. The number of refunds of contributions and leavers to deferred status processes within target time had fallen, this was due to the Fund processing a high number of backlog cases, therefore affecting the short-term performance indicator. It was however noted that performance on the active to retirement metric was down on previous performance and improvement was need, therefore additional resources was to be deployed to these areas. The Head of Pensions Administration and Relations advised he planned to develop the methodology for KPIs to provide more detail on the cause of delays. The Chairman suggested it may also be useful to identify KPI trends on a line graph rather than a bar graph.

It was commented the Fund was usually successful at claiming back overpayment following the death of a member, since this could easily be done if the member's estate was still open. The Tell Us Once and National Fraud Initiative also helped the Fund mitigate against overpayments in these circumstanced. As part of the existing administration strategy, a recharge could also be made against employers if the level of their general administration reporting was poor. Officers explained the number of active to retirement cases that met targets in the last quarter had reduced due to further clarification needing to be sought from the employers on certain data received, in particular in relation to pay data.

**Resolved:**

**To note the Fund's performance against its key performance indicators.**

11 **Fund Administration Budget**

The Fund's proposed administration budget was presented, with a £1.5m increase largely due to an increase in Investment Manager fees. Officers considered the costs per member were inline with other funds and it was important the Fund invested in its administration processes to meet Regulations. Costs associated with asset pooling, members training, and the Local Pension Board has been factored into the budget.

**Resolved:**

**To approve the Pension Fund Administration Budget for 2018-19 shown in the Appendix totalling £11.703m;**

**To note the indicative budget allocations for 2019-20 and 2020-21; and**

**To agree variations against budget will be monitored and if they become very significant, the Treasurer to the Pension Fund will approve variations to the budget and report these to the Committee retrospectively for ratification.**

12 **Date of Next Meeting**

The next meeting of the Committee was to be held on 21 June 2018.

13 **Urgent Items**

There were no urgent items.

14 **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 15 – 19 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.**

15 **Report on investment performance including PIRC data/national comparisons**

The Interim Investment Manager provided a report on LGPS performance analytics from PIRC for the Committee to consider.

**Resolved:**

**To note the findings on the comparison of investment performance.**

16 **Brunel Pension Partnership Update**

The Interim Investment Manager updated on the progress of implementing asset pooling and minutes from the last meeting of Brunel Oversight Board were attached to the agenda.

**Resolved:**

**To note the update on the progress of Brunel Pension Partnership.**

17 **Investment Quarterly Progress Report**

Three confidential reports were circulated updating the Committee on the performance of the Fund's investments as to the end of December 2018.

**Resolved:**

**To note the attached investment reports.**

**To request officers feedback to State Street, the Committee's disappointment in the late report and incorrect references to Wiltshire County Council Pension Fund.**

**To agree the Fund move to a custodian-only report on investment in the future, once it is comfortable with the reporting arrangements.**

18 **Minutes and Key Decisions of the Investment Sub Committee**

The Committee considered the minutes and recommendations arising from the Investment Sub Committee meeting held on 21 February 2018.

**Resolved:**

**To endorse the recommendations arising from the Investment Sub Committee meeting held on 21 February 2018.**

19 **Minutes**

**Resolved:**

**To confirm the Part 2 minutes of the meeting held on 23 November 2017.**

(Duration of meeting: 10.30 am - 12.45 pm)

The Officer who has produced these minutes is Libby Johnstone, of Democratic Services, direct line 01225 718214, e-mail [libby.johnstone@wiltshire.gov.uk](mailto:libby.johnstone@wiltshire.gov.uk)

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## **WILTSHIRE POLICE AND CRIME PANEL**

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### **DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 1 FEBRUARY 2018 AT COMMITTEE ROOM A - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

#### **Present:**

Cllr Junab Ali, Cllr Abdul Amin, Alan Bishop, Cllr Richard Britton, Cindy Creasy,  
Cllr Anna Cuthbert, Cllr Ross Henning, Chris Henwood, Cllr Peter Hutton, Cllr Brian Mathew,  
Cllr Jonathon Seed and Cllr Sydney-Smith

#### **Also Present:**

Angus Macpherson – Police & Crime Commissioner  
Kieran Kilgallen – OPCC  
Clive Barker – OPCC  
Naji Darwish – OPCC

Emily Higson – Wiltshire Council  
Kevin Fielding – Wiltshire Council

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#### **10 Apologies for Absence**

There were no apologies.

#### **11 Declarations of interest**

There were no declarations of interest.

#### **12 Chairman's Announcements**

- The Chairman advised that Mike Veale's appointment as the Chief Constable for Cleveland Police had been given the green light by the Cleveland Police and Crime Panel.

Kier Pritchard had been appointed temporary Chief Constable for a twelve month period. The Commissioner advised that he wished to

recruit the permanent Chief Constable in a measured manner, and appoint the right person.

The Chairman raised concerns that he felt that it was likely that the temporary Chief Constable would be appointed as the permanent Chief Constable.

The Chairman invited Kier Pritchard to the March PCP meeting.

Cllr Anna Cuthbert expressed her thanks to Mike Veal for his thirteen years service to Wiltshire Police, and the positive contribution that he had made to policing in Wiltshire. This was echoed by the Chairman and Commissioner.

### **13 Public Participation**

There was no Public Participation.

### **14 Formal consideration of PCC Precept proposal**

The Commissioner explained that in January 2018 he had presented to the Panel a paper which outlined his thinking surrounding the 2018-19 budget.

Naji Darwish outlined the precept consultation process. It was noted that this consultation had received a much better response than previous consultations. It was hoped that a report covering the statistics from the consultation would be included as part of the Q1 report covered at the March meeting.

The paper, which also included a copy of the Medium Term Financial Strategy (MTFS), reported that a £12 increase in the Police part of the Band D Precept (a 7% increase) was appropriate. This would result in the Band D police part of the precept rising from £170.27 to £182.27 in 2018-19.

The PCP thanked Clive Barker for the content of the MTFS report.

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 2018-19 was taken.

The PCP advised the Commissioner that they felt that local money should be used to fund local frontline policing. That the public of Wiltshire would expect to see an increase in police visibility.

It was agreed that the OPCC would produce a report showing the current CPT structure and the establishment attached to each CPT as a baseline against which future comparisons might be made. This would enable the Panel to seek

assurance that the CPT resources were being protected by funds derived from a precept increase.

### **Decision**

- **Option C – To approve the increase in the police precept by £12 per annum (7%) as requested by the Commissioner**
- **That the Band D police part of the precept rising from £170.27 to £182.27 in 2018-19.**

The Chairman thanked the Commissioner for his report.

### **15 Member Questions**

The current outstanding member questions were noted.

### **16 Forward Work Plan**

The Forward Work Plan was noted with the addition that the new temporary Chief Constable would be invited to attend the 22 March PCP meeting.

### **17 Future meeting dates**

- 22 March 2018 – Corn Exchange, Devizes
- 14 June 2018 - Corn Exchange, Devizes
- 27 September – County Hall, Trowbridge
- 6 December 2018 – Civic Offices, Swindon

(Duration of meeting: 10.30 - 11.45 am)

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## AUDIT COMMITTEE

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### DRAFT MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 14 FEBRUARY 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Ian Blair-Pilling (Substitute), Cllr Richard Britton (Chairman), Cllr Tony Deane, Cllr Peter Evans (Substitute), Cllr Tony Jackson, Cllr Edward Kirk, Cllr Andy Phillips, Cllr Leo Randall and Cllr John Walsh

#### Also Present:

Michael Hudson, Ian Gibbons, Dr Carlton Brand, Cllr Philip Whitehead, Darren Gilbert and Ian Withers

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#### 1 Apologies

Apologies for absence were received from:

Councillor Stewart Dobson who was substituted by councillor Ian Blair-Pilling  
Councillor Mike Hewitt who was substituted by councillor Peter Evans  
Councillor Tony Trotman

#### 2 Minutes of the Previous Meeting

##### **Resolved:**

**To confirm the minutes of the meeting held on 12 December 2017.**

#### 3 Declarations of Interests

There were no declarations of interest.

#### 4 Chairman's Announcements

The Chairman made the following announcements:

- That Michael Hudson, Director Finance and Procurement, would be leaving Wiltshire Council in May 2018. The Chairman thanked Michael for his hard work.

- That Deloitte would be taking over as external auditors from KPMG in the new financial year. It was noted that a national procurement exercise had taken place in which Deloitte was the successful applicant. A meeting with key officers and members would take place on the 6 March with Deloitte to start planning the external auditing schedule and to manage the transition process. The Committee was advised that the transition process would need to be tightly managed by the Committee. An item would be on the next agenda for further discussion.

## 5 **Public Participation**

There were no members of the public present.

## 6 **SWAP Internal Audit Activity Update**

The report to the Committee updated on the progress of the Internal Audit in respect of delivering the 2017/18 Internal Audit and Counter Fraud Plans. This had been achieved by identifying audits completed or in-progress compared to the original plan; the progress of management responding to audit recommendations and the Council's overall control environment.

Ian Withers, SWAP highlighted key improvements which had been made since the last report to committee noting that as of the 13 February 23 audit recommendations had yet to be implemented, down from 74. Those areas with outstanding audit recommendations were making positive progress to completing the implementations.

Committee members asked questions which focused on; whether Wiltshire Council had an internal system to monitor and sign off implemented recommendations; how 51 recommendations were implemented so quickly between the 2 February to 13 February; the level of assurance awarded versus the number and priority of projects and the number of audits carried out within the organisation being deferred and the impacts they had on staff.

It was noted that the Council no longer had an internal system to monitor the status of recommendations, although the SWAP could be used to send email reminders to managers. 51 recommendations had been implemented quickly due to chasing managers and the influence from the Committee and the Corporate Leadership Team, although the organisation needed to adopt a culture of continuous improvement and for managers to own audit recommendations as part of their roles. The Committee was informed that the awarding of assurance was subjective and down to the judgement of the auditor. Finally the Committee was advised that the number of audits had significantly reduced over the last 8 years and it was key to find the right balance. The Chairman suggested making future plans more realistic and deliverable taking into account resources and other issues.

**Resolved:**

- 1. To note the Internal Audit Activity for 2017/18 and the outcomes of the audit and counter fraud work completed to date.**
- 2. To agree the amendments to the Internal Audit and Counter Fraud Plans for 2017/18 in respect of planned audits.**

**7 KPMG - Wiltshire Council - Annual Grants Report 2017/18**

Darren Gilbert, KPMG, gave an overview of the annual grants report 2017/18 noting that work had been carried out within Housing Benefit, Teachers Pensions Contributions and Pooling of Housing Capital Receipts. It was noted that no significant errors had been identified although there were a number of items identified which were reported to the Department for Work and Pensions through a qualification letter.

Questions were asked about the increased risks/ errors from universal credit. It was noted that the issues within the report related to data entry errors by employees and that there was still a lot of work to be done on moving people onto universal credit. The issues were being dealt with through additional training and quality assurance.

**8 KPMG - Wiltshire Council - Audit Plan 2017/18**

KPMG introduced the Audit Plan 2017/18 which highlighted a number of areas which had significant risks and where the external auditors would focus noting that frequent updates would be provided.

Accelerated accounts would come into force this new financial year which meant that the auditing of the accounts would need to be completed earlier, although Wiltshire council had been carrying out accelerated accounts for a while.

**Resolved:**

**To note the External Audit Plan 2017/18.**

**9 Audit Task and Finish Group**

The Chairman referred to the Audit Task & Finish Group which had been introduced at the last meeting noting that the proposed terms of reference were attached which included an indicative work programme and schedule.

**Resolved:**

**To approve the Audit Tsk & Finish Group inline with the Terms of Reference.**

10 **Forward Work Programme**

The Chairman referred to the forward work plan noting that more information would become available on Deloitte once they had met on 6 March.

11 **Date of Next Meeting**

The next meeting would be held on the 11 April 2018.

12 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 - 11.25 am)

The Officer who has produced these minutes is Jessica Croman, of Democratic Services, direct line 01225 718262, e-mail [jessica.croman@wiltshire.gov.uk](mailto:jessica.croman@wiltshire.gov.uk)

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## AUDIT COMMITTEE

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### DRAFT MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 11 APRIL 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Richard Britton (Chairman), Cllr Tony Deane, Cllr Stewart Dobson (Vice-Chairman), Cllr Peter Evans (Substitute - Part II), Cllr Gavin Grant (Substitute - Part II), Cllr Mike Hewitt, Cllr Tony Jackson, Cllr Edward Kirk, Cllr Jim Lynch, Cllr Leo Randall and Cllr John Walsh

#### Also Present:

Michael Hudson, Ian Duncan, Ian Gibbons, Dr Carlton Brand, Mathew Tiller and Ian Withers

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#### 13 Apologies

Apologies were received by:

Cllr Ian Thorn who was substituted by Cllr Gavin Grant  
Cllr Andy Philips who was substituted by Cllr Peter Evans

#### 14 Minutes of the Previous Meeting

The minutes of the meeting held on 14 February 2018 were presented and it was;

#### **Resolved**

**To approve and sign the Minutes of the meeting held on 14 February 2018.**

#### 15 Declarations of Interests

There were no declarations of interest.

#### 16 Chairman's Announcements

The Chairman welcomed all those present to the meeting.

Michael Hudson, being his last meeting, was thanked for his role, contribution and support throughout his time at Wiltshire council and wished well for his future and new role.

Ian Duncan was welcomed as the Interim Director of Finance & Procurement.

Michael Hudson informed the committee that a meeting had taken place to discuss any impacts the Salisbury incident would have had on the accounts and that the situation would be closely monitored.

17 **Public Participation**

There were no members of the public present.

18 **Internal Audit & Counter Fraud Plan 2018/19**

Ian Withers, SWAP, introduced the item noting that the counter fraud plan had been merged with the internal audit plan, additional unplanned audits would take place throughout the year and that SWAP fees had increased by 8% for the new financial year.

A question was raised about the reorganisation of fraud arrangements and what that involved. It was noted that around four years ago a corporate fraud unit was set up and given three years to become self-financing and after reviewing the unit it was identified that they were not self-financing and a decision was made to remove the unit and transfer responsibility to internal audit for no extra cost.

It was noted that the council had put themselves forward to take part in a pilot being run by CIPFA, to develop a counter fraud hub in the South West, and that SWAP would take the work forward. This work should not incur any extra cost due to staff providing the required data and the pilot would hopefully result in savings.

A question was raised on the timing of the increase in fees, at a time when the council was trying to reduce costs and cutting back. It was noted that when the council joined SWAP a part of the sign up was to accept the pension liability, which had caused the increase. There had been no increase in fee from SWAP since 2011 and savings had been achieved by changing the external audit provider from KPMG to Deloitte. The fees would be monitored and there were options to reduce the fee going forward, although it was believed that currently the internal audit plan delivered value for money and that careful consideration should be taken if the committee wanted to reduce the fee going forward.

A recommendation to quantify the work schedule so it was clear as to the scale of work involved with each of the audits was made. Officers advised not to impose a prescriptive audit approach as it was the responsibility of SWAP to deliver the audits as they deemed necessary and that the success of this was being monitored taking into account the outcomes, fees and quality. SWAP agreed that a further breakdown could be provided but for the committee to be mindful that the audits timescales could change from what is reported to what actually happens.

A question was asked about the homeless reduction act and it was noted that the council had received a grant to join child care and homelessness system's. The council had new responsibilities to try and prevent teenagers from becoming homeless. Or in a child homelessness case, to find accommodation quickly. A full report had gone to Children's Select Committee.

It was agreed that urgent changes to audits would be agreed with statutory officers, in consultation with the Chairman and reported at the next committee meeting.

At the end of the debate it was;

### **RESOLVED**

**To approve the Internal Audit Plan and the Internal Audit Charter.**

#### 19 **Audit Task Group Update**

The Chairman introduced the report included in the agenda and gave a summary of the actions that were taken.

It was noted that by carrying out the research and actions, gaps within the forward work plan had been identified. A question was asked that if the committee was to take on more work would there be enough resources and scheduled meetings throughout the year and it was agreed that the forward work plan would need to be carefully scheduled.

It was also noted that the new CIPFA guidance had not yet been published and would be monitored.

At the end of the discussion it was;

### **RESOLVED**

**It was agreed to:**

- 1. To note the report and the next steps required;**
- 2. To support the proposed changes to the Constitution agreed by the Constitutional Focus Group for submission to the Standards Committee on 18 April 2018;**
- 3. To agree the communication plan with OS, set out in the constitutional changes in paragraph 6.5 Part 2 Article 6, which recognises and accepts the separate and distinct roles of OS and Audit**

4. That further consideration be given to the inclusion of Independent Co-opted members in 12 months;

5. No further action be taken for the time being on the size of the Audit Committee.

20 **Forward Work Programme**

Transition from KPMG to Deloitte would need to be included on the forward work plan for the July meeting.

21 **Date of Next Meeting**

The next meeting would take place on the 24 July 2018.

22 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 - 11.30 am)

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## STANDARDS COMMITTEE

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### MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 18 APRIL 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Paul Oatway QPM (Chairman), Cllr Allison Bucknell, Cllr Peter Fuller, Cllr Ruth Hopkinson, Mr Michael Lockhart, Cllr Fred Westmoreland and Cllr Peter Hutton (Substitute)

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#### 11 Apologies for Absence

Apologies were received from Councillors Howard Greenman, Derek Brown OBE, Anna Cuthbert, Peter Evans, Russell Hawker and Bob Jones MBE.

Councillor Brown was substituted by Councillor Peter Hutton.

#### 12 Minutes

The minutes of the previous meeting were presented, along with the minutes of Review Sub-Committees where the complaints in question had been resolved since the last meeting.

#### Resolved:

**To approve and sign as a true and correct record the minutes of the meeting held on 17 January 2018.**

**To receive the minutes of the Review Sub-Committee minutes from the meetings held on 27 July 2017, 30 January, 15 February and 23 March 2018.**

#### 13 Declarations of Interest

In the interests of openness and transparency, the Chairman drew attention to the Review Sub-Committee minutes from 23 March 2018. He explained a complaint had been submitted against him, investigated, with a decision to dismiss the complaint, which was upheld by the Sub-Committee.

#### 14 Chairman's Announcements

Through the Chairman it was announced that it had not been possible due to resource issues to provide a report on town and parish council codes of conduct

and compliance with registering interests. A letter had now been circulated to towns and parishes seeking the relevant information, and members would be updated at the next meeting.

15 **Public Participation**

There were no statements or questions submitted.

16 **Appointment of Co-Opted Members**

Following an advertising period, the Chairman and two other members of the Committee had held interviews for the four positions for non-voting co-opted member of the Standards Committee. Following recommendation to appoint four of those interviewed, and on the moving of Councillor Paul Oatway QPM, seconded by Councillor Ruth Hopkinson, it was,

**Resolved:**

**To confirm the appointment of:**

**Mr Richard Baxter  
Mr Philip Gill MBE  
Mr Michael Lockhart  
Miss Pam Turner**

**As non-voting co-opted members of the Standards Committee.**

*Mr Lockhart was in attendance and invited to join the Committee's deliberations.*

17 **Status Report on Complaints**

It was also stated that following a recent review it had been noted that the current assessment criteria for complaints had as a test that if a member was no longer a member of a council, the complaint should not be investigated. However, a recent Tribunal case had suggested that in some instances it might still be in the public interest to proceed with an investigation.

It was requested that a revised assessment criteria be considered at the next meeting.

At the conclusion of discussion, it was,

**Resolved:**

**To note the complaints, and receive an update on the assessment criteria at the next meeting of the Committee.**

18 **Constitution Focus Group: Updates and Recommendations**

A report from the Monitoring Officer was presented detailing proposed changes to the constitution, following consideration and then recommendation from the Constitution Focus Group.

Changes were proposed in relation to Part 3D(3) of the Constitution, the Scheme of Delegation Specific to Planning. New regulations would come into effect from 1 June 2018 to allow applicants to submit applications for 'Permission in Principle' (PIP) for minor housing led developments of up to 9 houses. This process had a shorter timescale for determination, and existing procedures relating to call-in of items to committee were not appropriate.

The Focus Group had considered that call-in of planning applications was one of the more vital councillor powers, and did not consider that removing PIP from the call-in procedure was appropriate. Therefore, they had recommended wording to shorten the timescale for call-in of PIP, as well as expedited notification procedures. Wording was proposed to that effect, as detailed in the agenda papers.

The Committee discussed the proposed changes, amending the use of 'House' for 'Dwelling', as well as seeking details on how the new procedure would work in practice. It was also commented that the change in legislation had not been brought to the recent Planning Committee Task Group, and it was requested any future such changes be considered by such a task group in future, if it was still in place.

Other proposed changes related to the Audit Committee. The Audit Committee had set up a task and finish group to identify best practice in relation to Audit responsibilities, and to recommend changes where appropriate to the constitutions, as well as such corrections as necessary to ensure consistent referencing of audit responsibilities.

A report was taken to the Focus Group, identifying amendments to Part 2 (The Constitution), Part 3 (Responsibility for Functions), Part 9 (Finance Regulations) and Protocol 11 (Governance Reporting Arrangements). The changes clarified the distinct roles of Audit and Overview and Scrutiny, as well as making the various sections consistent and emphasising the key aspects of the audit function.

The Committee discussed the proposals, and supported the amendments, though it was requested in their presentation to Council the context of all sections be made clearer.

It was also noted by the Committee that various changes had been made under the delegated authority of the Monitoring Officer, which had been reported to the Focus Group. In particular it was noted that further changes would be necessary regarding clarity over the definition of the Proper Officer in relation to the Head of the Paid Service.

At the conclusion of discussion, and on the moving of Councillor Allison Bucknell, seconded by Councillor Ruth Hopkinson, it was,

**Resolved:**

**To recommend that Full Council approve the proposed changes to Part 2, Part 3, Part 3D(3), Part 9 and Protocol 11 of the Constitution as detailed in the report, subject to amending reference from 'House' to 'Dwelling' in Part 3D(3).**

19 **Local Government Ethical Standards: Stakeholder Consultation**

A report from the Monitoring Officer was presented informing the Committee of a review of local government ethical standards being undertaken by the Committee on Standards in Public Life.

Details of the consultation were provided, including all the questions, which related to existing structures and procedures for ensuring high standards of conduct, any gaps in the current regime, whether existing sanctions were sufficient, arrangements regarding whistleblowing and other questions as detailed in the report.

As the consultation would close on 18 May 2018, it was requested the Committee discuss the questions and provide direction for the Monitoring Officer, in consultation with the Chairman, to prepare a response on behalf of the Council.

The Committee therefore considered the consultation, where points including but not limited to the following were raised.

With over 250 parishes in the Wiltshire Council area, and no ability to enforce compliance with obligations, it was difficult as a principal authority to ensure towns and parishes in particular were adopting codes and registering interests appropriately. A single national code would simplify the process and make compliance with and understanding of that code easier. An alternate approach would be an opt-out system whereby parishes under a principal authority were automatically subject to the Code of the principal authority, unless they specifically determined otherwise. This would allow flexibility where desired, without over burdening smaller parishes, and remove confusion where more than one code applied to a member on more than one council.

It was also raised that a gap in the regime was that Code of Conduct complaints were often the only avenue for people to register concern with a parish council, when the main problem was the conduct of that council as a whole, and its operation, rather than an individual's personal conduct.

Options for online or in person training to improve compliance was discussed, with currently no ability to demand certain training be undertaken in order to undertake specific responsibilities



It was also felt that the current level of sanctions was insufficient for ensuring high standards of conduct, as the Committee had concluded in previous reviews of its own Code.

It was felt that clarity could be provided on whether it was necessary to withdraw following a declaration of pecuniary interest, as currently this was left up to individual councils to decide. Additionally, government guidance stated a councillor with a pecuniary interest could not speak as a member of the public, but Wiltshire had taken the view that this was not the case, in particular as it would disadvantage a councillor versus a regular member of the public, and clarity should be provided on this. The Committee also felt it should be mandatory to declare any relevant interests at a meeting, irrespective of whether the interest was on a register of interest.

A report was requested on the council's whistleblowing policy for the next meeting.

In respect of a question on intimidation of local councillors, the Committee noted the opportunity for more intimidation on social media in particular, but that they did not have any specific data to respond to that section of the consultation. They did, however, consider that some measure of support should be provided to town, parish and Wiltshire councillors who were subjected to intimidation.

At the conclusion of discussion, and on the moving of Councillor Allison Bucknell and Councillor Fred Westmoreland, it was,

**Resolved:**

**To ask the Monitoring Officer after consultation with the Chairman of the Committee, to prepare a response to the consultation reflecting the Committee's views on behalf of the Council.**

20 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.00 - 3.35 pm)

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## ELECTORAL REVIEW COMMITTEE

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### MINUTES OF THE ELECTORAL REVIEW COMMITTEE MEETING HELD ON 17 APRIL 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Clare Cape, Cllr Richard Clewer (Chairman), Cllr Gavin Grant, Cllr Ashley O'Neill, Cllr Jonathon Seed (Vice-Chairman) and Cllr Stuart Wheeler

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#### 24 **Apologies**

Apologies were received from Councillors Ian Blair-Pilling, Ian McLennan and Graham Wright.

#### 25 **Minutes**

The minutes of the meeting held on 7 February 2018 were presented and after consideration it was,

#### Resolved:

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

#### 26 **Declarations of Interest**

There were no declarations.

#### 27 **Chairman's Announcements**

There were no announcements.

#### 28 **Public Participation**

There were no questions or statements submitted.

#### 29 **Electoral Review Update**

Updates were provided to the Committee from the Project Team on the progress of the Electoral Review.

Following Council on 20 February 2018 where a draft submission on council-size had been approved, further minor and additional drafting changes had

been agreed under delegation to the Director for Legal and Democratic Services in consultation with the Chairman, following a further workshop of the Committee.

The Local Government Boundary Commission for England ('The Commission') were sent the final submission, and would be making a determination by the end of April 2018. They would then announce their 'minded to' decision on council size and begin a consultation on a pattern of divisions for that size from 1 May – 9 July 2018.

The Committee considered a draft briefing note setting out an intended council consultation process to help inform the preparation of a council submission. This note would emphasise that any interested parties should submit any representations directly to the Commission, but that the Committee invited any comments to also be sent to the council, to aid in its preparations, as well as the process of creating a submission.

The council approach would be to engage through the community area boards, with any information received considered through a series of workshops. Council would then approve a submission in early July 2018. Submissions would need to focus on providing electoral equality, community identity and cohesion, and effective and convenient local government. In particular, divisions would need to be as close as possible to an average electorate identified once the council was informed of the 'minded to' decision of the Commission.

The Committee sought additional details on the electorate projection figures that would be used in preparing a submission, with the numbers to be available down to polling district level. The Committee also discussed how the relevant information would be made available to the area boards and the public, and the nature and extent of the Commission's formal consultation. It was noted that in that consultation the council was simply a stakeholder.

The Committee also discussed the most effective method of additional engagement with parishes.

**Resolved:**

**To note the approach to be taken with area board and parish council consultation ahead of the next phase of the Electoral Review.**

**30 Urgent Items**

There were no urgent items.

(Duration of meeting: 1.30 - 2.05 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](mailto:kieran.elliott@wiltshire.gov.uk)

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## OFFICER APPOINTMENTS COMMITTEE

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**MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING HELD ON 2 FEBRUARY 2018 AT THE PITMAN ROOM, COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Jerry Wickham, Cllr Ian Thorn and Cllr Laura Mayes (Substitute)

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32 **Apologies**

An apology was received from Cllr Bridget Wayman, who was substituted by Cllr Laura Mayes.

33 **Minutes of Previous Meetings**

**Resolved:**

**To confirm and sign the minutes of the meetings held on 10, 16 and 26 January 2018.**

34 **Declaration of Interests**

There were no declarations of interest made at the meeting.

35 **Chairman's Announcements**

There were no Chairman's announcements.

36 **Public Participation**

No members of the public were present.

37 **Urgent Items**

There were no urgent items of business.

38 **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. 39 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.**

39 **Appointment of Director of Commissioning**

The Committee conducted an interview and selection process to appoint to the role of Director of Commissioning.

After conducting formal interviews, the Committee decided to adjourn in order that Members could give further consideration to various issues that had been raised and to reconvene on Thursday 8 February 2018 at 11.30am in the Leader's Office.

The Committee, reconvened on Thursday 8 February 2018 in the Leader's Office at 12.00noon and put further questions to one candidate.

After discussion

**Resolved:**

**To appoint Helen Jones to the post of Director, Commissioning from a date to be agreed, subject to consultation with the Leader and Cabinet Members in accordance with paragraph 5(2) of the Officer Employment Procedure Rules.**

(Duration of meeting:  
Friday 2 February 2018: 9.30am – 3.00pm  
Thursday 8 February 2018: 12.00noon – 1.45pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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## OFFICER APPOINTMENTS COMMITTEE

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**DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING  
HELD ON 10 APRIL 2018 AT LEADER'S OFFICE, COUNTY HALL,  
TROWBRIDGE.**

**Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman),  
Cllr Richard Clewer, Cllr Bob Jones MBE and Cllr Jerry Wickham

**Also Present:**

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40 **Apologies**

There were no apologies.

41 **Minutes of Previous Meeting**

**Resolved:**

**To confirm and sign the minutes of the previous meeting held on 2  
February 2018.**

42 **Declaration of Interests**

There were no declarations of interest made at the meeting.

43 **Chairman's Announcements**

There were no Chairman's announcements.

44 **Public Participation**

No members of the public were present.

45 **Urgent Items**

There were no urgent items of business other than that set out in Minute No 47  
below.

46 **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. 47 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.**

47 **Appointment of Director, Housing and Commercial Development**

The Committee received a confidential report by the Director, HR & Organisational Development regarding need for the appointment of a Director, Housing & Commercial Development.

It was noted that whilst it was normally a requirement to give five days' notice of a meeting it had been necessary to convene this meeting urgently in accordance with section 100E of the Local Government Act 1972. The convening of this meeting at shorter notice was due to the limited availability of those concerned, including the candidate, as adherence to the required five clear days' notice would in this instance mean that the Committee would have been unlikely to be able to meet the candidate for at least two weeks. This delay would affect the timescale for the appointments process further for this and other vacant director posts, which needed to be re-advertised as soon as possible. Any further delay in progressing the recruitment to these roles would adversely impact upon the delivery of the Council's business priorities.

The Committee thereupon conducted an interview and selection process to appoint a Director, Housing & Commercial Development.

After discussion,

**Resolved:**

**To appoint Simon Hendey to the post of Director of Housing & Commercial Development with a start date to be confirmed in due course, subject to consultation with the Leader and Cabinet Members in accordance with paragraph 5(2) of the Officer Employment Procedure Rules.**



(Duration of meeting: 3.30 - 4.45 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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## STAFFING POLICY COMMITTEE

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**DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 7 MARCH 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

**Present:**

Cllr Allison Bucknell (Chairman), Cllr Tony Jackson (Vice-Chairman), Cllr Richard Clewer, Cllr Mike Hewitt, Cllr David Jenkins, Cllr Andy Phillips, Cllr Hayley Spencer and Cllr Tony Trotman (Substitute)

**Also Present:**

Cllr David Halik

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12 **Apologies for absence**

Apologies for absence were received from Cllr Ricky Rogers and Cllr Baroness Scott of Bybrook OBE, who was substituted by Cllr Tony Trotman.

13 **Minutes of Previous Meeting**

**Resolved:**

**To confirm and sign as a correct record the minutes of the previous meeting held on 10 January 2018.**

14 **Declarations of Interest**

There were no declarations of interest made at the meeting.

15 **Chairman's Announcements**

The Chairman made the following announcements:-

- **Time off for fostering policy – update** The time off for fostering policy was presented at the last meeting of this Committee on the 10 January 2018. When the paper was presented to committee for approval for this policy it was done partly on the basis that it would enable the Council to become part of the fostering friendly network. However, the fostering

friendly network have since informed the Council that to be part of the network we would need to broaden out our policy to include all staff who were also foster carers, not just those who were foster carers in Wiltshire (as currently specified). This would mean extending the policy to include staff also fostering in other counties and with foster agencies. The conclusion from the fostering service was that they did not wish to open up the policy to include other agencies in this way and therefore the policy would remain unchanged in this respect. Members were asked to note that the Council would therefore not be part of the fostering friendly network but would still offer paid time off in line with the policy to Wiltshire foster carers.

- **EPIC Lecture** The meeting was informed that the Council was launching an exciting new series of free public lectures called #Epic Talks. The first of the #Epic Talks, 'The impact and influence of social media', was due to be held on 26 March 2018 from 5.30pm to 7.00pm at County Hall, Trowbridge and would be free for everyone to attend. The talk would be delivered by Dr. Charles Kriel specialist advisor to the DCMS (Digital, Culture, Media and Sport) Select Committee on fake news at the House of Commons. Dr. Kriel was from the Corsham Institute, whose work focused on education and research to promote lifelong learning in the digital age. Those who wished to attend would need to register on line at Event Brite.

## 16 **Public Participation**

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

## 17 **Equality & Diversity Monitoring Report**

The Committee received a report by the Director, HR & Organisational Development which presented the updated annual Equality and Diversity Employment Monitoring Report. It was noted that the Council was required to produce this information annually as part of the Public Sector Equality Duty in line with the Equality Act 2010.

In January 2017 the Council published its Equality and Diversity Employment Monitoring Report 2015/16 on its website. However, this year the Council would be required to publish its updated monitoring report for 2016/17 by 30 March 2018 in order to bring the publishing date into line with the new requirement for gender pay gap reporting which was introduced by the Government last year.

During discussion members noted the reluctance of some staff to complete an equalities monitoring questionnaire. Whilst this reluctance was appreciated, there was some concern that in some instances staff might be fearful of some perceived prejudice should the questionnaire be completed. It was noted that ongoing work was being carried out to explain to staff why this information was

required. Members suggested that the questionnaire be examined to see if the questions about bullying might be clarified and possibly made more user friendly.

**Resolved:**

- (1) To note the contents of the report.**
- (2) To request the officers to refer the draft equalities monitoring questionnaire to this Committee for approval prior to its next distribution.**

**18 Gender and Pay Gap Reporting**

Consideration was given to a report by the Director, HR & Organisational Development which presented the gender pay gap data and report, which was required to be published on behalf of Wiltshire Council for the reference date of 31st March 2017.

It was noted that gender pay gap reporting came into effect from April 2017 and required organisations with 250 or more employees to publish and report specific figures about their gender pay gap - the difference between the average earnings of men and women, expressed relative to men's earnings. These figures were also required to be published on the Council's website for a period of three years from the publication date to ensure accessibility to employees and the public.

Members noted with pleasure that the Wiltshire mean (average) gap between male and female staff was 7.81% compared with the national mean of 17.4%. They considered that the work being carried out was a great move towards equality and welcomed the ongoing work being undertaken which included the upskilling of apprenticeships and recruitment training.

**Resolved:**

**To note the contents of the gender pay gap report and the obligations placed on the Council with regards to the publishing of gender pay gap data.**

**19 Updated Discretions Policy for Wiltshire Council**

The Committee received a report by the Director, HR & Organisational Development about the updated Local Government Pension Scheme (LGPS) Employer Discretions Policy for Wiltshire Council.

The LGPS regulations 2014 required Wiltshire Council to regularly review its existing pensions discretions policy and to publish a new policy as appropriate.

The discretions policy stated how the Council would apply its discretionary powers in relation to specific provisions of the pension scheme.

The LGPS regulations provided a set of 12 discretions for employers to review and agree. Eight of these discretions were the same as stated in Wiltshire Council's existing discretions policy, with the addition of three new discretions and a minor amendment to one discretion.

The proposed changes were explained to members of the Committee.

**Resolved:**

**To approve the recommendations concerning the discretions policy as stated in paragraphs 5 & 6 of the submitted report, namely:**

- **Discretion 3 – flexible retirement (revised discretion);**
- **Discretion 7 – waiving actuarial reductions on compassionate grounds for rule of 85 (new discretion)**
- **Discretion 11 – extending the 30-day deadline for members to elect for a shared cost APC (new discretion)**
- **Discretion 12 – permitting arrangements for additional voluntary contributions (AVCs) of shared costs additional voluntary contributions arrangements (SCAVCs) (new discretion)**

20 **Trade Union Deduction of Contributions at Source (DOCAS)**

A report by the Director, HR & Organisational Development was received which provided an update on the Council's proposals regarding an appropriate calculation for each union so that deduction of contributions at source (DOCAS) regulations were complied with. The report presented the current draft "Service Level Agreement" (SLA) on DOCAS that would need to be signed by payroll and each trade union by 10 March 2018.

During discussion, Mike Osment, UNISON Branch Secretary confirmed that UNISON accepted the proposal to charge a 2.5% administration fee to process the monthly membership fee with effect from April 2018.

**Resolved:**

**To agree that a 2.5% charge is applied and that the Council and the trade unions sign the service level agreement as attached at appendix A to the report, subject to legal advice.**

21 **Quarterly Workforce Report: October to December 2017**

The Committee received a workforce report, excluding fire, police and school staff, for the quarter ended 31 December 2017.

The Committee noted that the report was being provided in a new format which aimed to raise awareness of the size and makeup of the workforce and of the issues that affected it. The first section of the report gave the key observations from the data analysed for the quarter. This was followed by a themed commentary which provided a deeper analysis and insight into a specific current topic for the Council. Indicators were provided at the end of the report which gave an instant view of selected trends over the last year in order to understand the wider picture of what was changing in the workforce.

During discussion, it was noted that the headcount had slightly increased (by 13), this being due to new employees and also to contractual arrangements for some existing staff. Members were also pleased to note that the level of sickness had decreased this quarter.

The use of agency staff had changed during this quarter, whereby the monetary cost had increased but the FTE number had slightly reduced. This was due to a higher than usual use of interim staff at a senior management level at tiers 1 and 2 of the organisation.

Given these results and the current focus on engagement, the current Quarterly Workforce report provided a detailed analysis of the Council's recent and planned engagement activities and their impacts.

Members noted that more use was being made of apprenticeship schemes at all levels. Apprenticeships were becoming increasingly popular and modules were being developed to provide new leadership and management apprenticeship schemes and in-house programmes. It was suggested that in future reports apprenticeship statistics should include grade and age. In particular it would be interesting to note the number of employees starting under the age of 25 years.

## **Resolved**

**To note the Quarterly Workforce Report.**

### 22 **Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of the Committee was due to be held on Thursday 10 May 2018 at County Hall, Trowbridge at 10.30am.**

### 23 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.40 am - 12.00 pm)

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

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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 Friday 9 February 2018 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 their next meeting.

Members present: Cllr Spencer Flower (Chairman); Cllr Garry Perkins (Vice Chairman); Cllr Steve Allsopp; Cllr Abdul Amin; Cllr Mark Anderson; Cllr Kevin Brookes; Cllr Les Burden; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Andrew Davis; Cllr Matthew Dean; Cllr Brian Dalton; Cllr Peter Hutton; Cllr Susan Jefferies; Cllr Bob Jones; Cllr Nick Martin; Cllr Christopher Newbury; Cllr Byron Quayle; Cllr Pip Ridout; Cllr Christopher Rochester; Cllr Vikki Slade; Cllr Ann Stribley; Cllr Robert Yuill

Officer attendance: Chief Fire Officer & Chief Executive, Mr Ben Ansell; Clerk & Monitoring Officer, Mr Jonathan Mair;; Director of Finance & Treasurer, Mr Phil Chow; Deputy Chief Fire Officer, Mr Derek James; Director of Service Support, Mr John Aldridge; Director of People Services, Ms Jenny Long; Director of Service Improvement, Mr Mick Stead; Head of Democratic Services and Corporate Assurance, Mrs Jill McCrae; Head of Financial Services, Mr Ian Cotter; Head of Information Management and Communications, Mrs Vikki Shearing

Guest: Project Manager and Partner, Ridge - Mr Scott Tacchi, (part)

Minute taker: Democratic Services Officer, Mrs Marianne Taylor

**18/1 Welcome**

18/1.1 The Chairman opened the meeting and welcomed attendees

18/1.2 The Chairman advised Members that there was a Service photographer present who would be taking photos to add to our photo library.

*Initials* \_\_\_\_\_

**18/2 Apologies**

18/2.1 Apologies were received from Cllr Richard Biggs; Cllr Steve Butler; Cllr Beverley Dunlop; Cllr Colin Jamieson; Cllr Rebecca Knox; Cllr Colin Lovell; Cllr Paul Oatway; and ACFO Jim Mahoney, (Director of Community Safety).

**18/3 Code of Conduct, Declarations of Interest and Notifications of Any Other Business**

18/3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures.

**18/4 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 5 December 2017.**

18/4.1 The Chairman asked Members to review and approve the minutes from the last meeting.

18/4.2 **RESOLVED: that the minutes be confirmed without amendment, and signed by the Chairman as a correct record.**

**18/5 Budget 2018-19**

18/5.1 The Director of Finance & Treasurer, Mr Phil Chow, took Members through the report highlighting that the final finance settlement had since been announced on 6 February, and had not changed from the provisional settlement published on 19 December, on which the report was based. Mr Chow advised that the report outlined the position on the revenue and capital budget requirements for 2018-19 and considered three options for the fire precept Band D for 2018-19.

18/5.2 Mr Chow also highlighted that with increasing cost pressures (e.g. increasing pension costs, and pay awards pending), current inflation levels and the Government's fiscal policy, pressures on future budgets will remain for a number of years. He therefore endorsed and recommended that Members approve Option 1. Noting that this option amounted to an increase of only £2.11 for the year or 4p per week, resulting in a fire precept Band D of £72.70.

18/5.3 **RESOLVED: Members approved the revenue and capital budgets for 2018-19**

18/5.4 **RESOLVED: Members approved the basic amount of fire precept Band D for the Dorset & Wiltshire Fire and Rescue Authority as set out in Appendix B, i.e. an increase of £2.11 (4p per week), resulting in a fire precept Band D of £72.70.**

*Initials* \_\_\_\_\_

- 18/5.5 **RESOLVED: Members provided authorisation for the Treasurer to issue precept notices on the Dorset and Wiltshire collecting authorities accordingly.**
- 18/6 Treasury Management 2018-19**
- 18/6.1 The Head of Financial Services, Mr Ian Cotter, took Members through the report which incorporated the Treasury Management Strategy, Prudential Indicators and the Minimum Revenue Provision Policy for 2018-19. Mr Cotter added that under the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management (TM) Code of Practice, the Authority is required to publish a Treasury Management Strategy each year. He also confirmed the strategy supported the provision of all services and functions by the management of the Authority's cash flow, debt and investments operations, and effectively controlled the associated risks, and the pursuit of optimum performance consistent with those risks.
- 18/6.2 Mr Cotter provided confirmation that the report and appendices reflected the requirements of the new CIPFA Code of Practice.
- 18/6.3 Mr Cotter advised Members that the annual Minimum Revenue Provision Policy Statement was aligned to the capital programme and the Treasury Management Strategy. This was the Authority's policy on setting aside revenue funds each year as provision for the repayment of debt. Section 3 of the report included the statement for 2018/19.
- 18/6.4 **RESOLVED: Members approved the Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy) 2018/19 as outlined in Appendix A.**
- 18/6.5 **RESOLVED: Members approved the Capital and Treasury Management Prudential Indicators 2018/19 as outlined in Appendix B.**
- 18/6.6 **RESOLVED: Members approved the Capital Strategy 2018/19 as outlined in Appendix C.**
- 18/6.7 **RESOLVED: Members approved the Minimum Revenue Provision Policy Statement as defined in paragraph 3.11 of the report.**
- 18/7 Draft Fire and Rescue National Framework for England 2018**
- 18/7.1 The Deputy Chief Fire Officer (DCFO), Mr Derek James, presented a report which summarised the key elements of the draft Fire and Rescue Service National Framework for England 2018 and proposed a consultation response from the Authority, which is required by the 14 February.

*Initials* \_\_\_\_\_

- 18/7.2 DCFO James advised that it was anticipated that the final version of the National Framework would be published in April 2018 and be subject to amendments following the outcome of the Grenfell inquiry and review. Once a final version was issued a gap analysis of the expectations and requirements would be undertaken, however at the time of this meeting Officers are confident that no significant issues arose from the consultation document
- 18/7.3 Members discussed the National Framework consultation questions and asked for an amendment to the response aligned to 'Governance' from "*broadly supportive of*" to "*accepted*" in Appendix A of the report.
- 18/7.4 **RESOLVED: Members approved the consultation response set up within Appendix A, as amended in 18/7.4 above.**
- 18/7.5 **ACTION: The Deputy Chief Fire Officer to change the emphasis from "broadly supportive of" (Governance changes) to "accepted" in Appendix A of the report before the consultation is submitted.**
- 18/8 Future Governance arrangements**
- 18/8.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, presented the paper reminding Members of their decisions in September 2017, for the formal request to be made to reduce the Dorset & Wiltshire Fire and Rescue Authority from 30 to 18. Mr Mair noted the Committee's prior approval for the future governance arrangements to be developed and initially considered by the Finance, Governance & Audit Committee and confirmed that this took place at the December 2017 meeting.
- 18/8.2 Mr Mair advised that this paper provided Members with an update on the current position of the combination order and the future governance change recommendations from Finance, Governance and Audit.
- 18/8.3 Mr Mair confirmed to Members that the amended order had completed its transition through Parliament and legislation was now in place for a Membership of 18.
- 18/8.4 Mr Mair added that the Local Performance and Scrutiny Committee (LPS) terms of reference had been strengthened and he outlined the addendum that had been circulated all Members on Monday 4 February.
- 18/8.5 Members discussed the proposed changes to the future governance arrangements and the roles. Members asked for reassurance that the new arrangements had considered the potential political changes within the constituent councils.
- 18/8.6 Mr Mair confirmed that the long-term view had been taken and that, as far as he is able, he has future proofed the governance arrangements and the links to constituent councils

Initials \_\_\_\_\_

- 18/8.7 Members requested a review of the new governance arrangements at the earliest opportunity, allowing for any likely changes under the local government reform taking place in the Bournemouth, Dorset and Poole constituent authorities, to be considered. Mr Mair outlined the expected timeframe of any review.
- 18/8.8 The Chairman of the Finance, Governance and Audit Committee (FG&A), Cllr Bob Jones, commended the governance changes to Members, which was further supported by Vice Chairman of this Authority, Cllr Garry Perkins.
- 18/8.9 Cllr Perkins highlighted that consideration would be given to amending meetings dates of smaller Local Performance and Scrutiny (LPS) committee meetings where it may not be possible to reach quorate numbers
- 18/8.10 The Chief Fire Officer confirmed that the LPSs were a very positive mechanism for Members to ensure local services are delivered, tailored to local need and that other fire and rescue authorities were interested in their success
- 18/8.11 Mr Mair outlined the consequential changes in relation to standing orders. He asked for delegated authority, in conversation with Chairman, to make changes relating to standing order group and committee numbers.
- 18/8.12 The Chief Fire Officer highlighted to Members the alignment that will take place between LPS and the Authority. Adding that the LPS Committee Chairs would have an opportunity twice a year to discuss matters arising from LPS at Authority meetings, allowing any concerns to be raised.
- 18/8.13 Members discussed the impact of the new governance arrangements and agreed to add the addition of '*and to make any recommendations to the Authority*' to paragraph 7 of the LPS standing orders.
- 18/8.14 **RESOLVED: Members approved the proposals to establish revised governance arrangements as set out in the report.**
- 18/8.15 **RESOLVED: Members approved the revised Standing Orders; Financial Regulations and Scheme of Delegations as appended to this report.**
- 18/8.16 **RESOLVED: Members agreed that, after 12 months of operation, an Independent Remuneration Panel will be convened by the Clerk and Monitoring Officer to review Member allowances.**
- 18/8.17 **RESOLVED: Members agreed that revisions to the Authority's governance arrangements are subject to review after 12 months of operation.**

Initials \_\_\_\_\_

- 18/8.18 **RESOLVED: Clerk and Monitoring Officer to reflect the wording on page 12 of his report, thereby providing confirmation that the revised arrangements would take effect at the annual general meeting, when advising Members of the changes.**
- 18/8.19 **RESOLVED: Members approved the delegation of authority to the Clerk & Monitoring Officer regarding consequential number alignment in standing orders, in consultation with the Authority Chairman**
- 18/8.20 **ACTION: Clerk & Monitoring Officer to add the wording “and to make any recommendations to the Authority” (see 18/8.4 above).**
- 18/8.21 **ACTION: Clerk & Monitoring Officer to discuss and amend, in conjunction with the Chairman, standing order numbering (see Resolve 18/8.19 above).**
- 18/8.22 **ACTION: Clerk & Monitoring Officer to update the Appeals Committee terms of reference as outlined within the report.**
- 18/8.23 **ACTION: Clerk & Monitoring Officer to advise Members of committee details at the time the revised Membership is announced.**

## **18/9 Fire & Rescue Service inspection update presentation**

- 18/9.1 The Director of Service Improvement, ACFO Mick Stead, provided Members with a presentation, which provided an update on the work of Her Majesty’s Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS), who now have responsibility for inspection of the Fire and Rescue Service.
- 18/9.2 ACFO Stead took Members through the presentation which had been provided by the HMICFRS, highlighting the inspection timetable and the information currently available regarding the inspection areas.
- 18/9.3 The ACFO confirmed that the Head of Democratic Services and Business Assurance, Mrs Jill McCrae, would be the Service Liaison Officer.
- 18/9.4 Members discussed the presentation and queried the benchmarking criteria. ACFO Stead confirmed that at present this was not available, noting that HMICFRS had confirmed this would be available shortly.

## **18/10 Members’ Podcast**

- 18/10.1 The Chief Fire Officer, Ben Ansell, introduced the podcast to Members. The podcast covered Christmas events, visits to local housing estates, the visit from an MP, Mr Michael Tomlinson to Wimborne fire station (during which time crews responded to an incident); and recruitment application success following the #BeOneOfUs positive action campaign, which resulted in over 200 people passing the fitness test.

Initials \_\_\_\_\_

18/10.2 The podcast also covered the Chairman of the Authority and the CFO signing the TUC 'Dying to Work' pledge in support terminally ill workers, the BBC Country File programme covering farm fire safety and rural on-call firefighter recruitment initiatives. It concluded with details of some of our operational incidents, community safety work and training events with partners

18/10.3 Members thanked the Head of Information Management and Communication, Mrs Vikki Shearing, and her team for the work undertaken to produce the podcast.

### **18/11 Draft Pay Policy Statement 2018-2019**

18/11.1 The Director of People Services, Ms Jenny Long, introduced the paper. Ms Long advised Members that the Localism Act 2011 placed 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.

18/11.2 **RESOLVED: Members Approved the Pay Policy Statement for the financial year 2018-19**

### **18/12 Gender Pay Gap report**

18/12.1 The Director of People Services, Ms Jenny Long, introduced the Gender Pay report advising that the Service had clear pay structure arrangements which provides for equal pay for both men and women across the roles throughout the organisation.

18/12.2 Ms Long highlighted that, like all fire and rescue services, the Service has an imbalance of male and female staff in some of the different occupational staff groups and at different levels/ranks. Ms Long advised that the Service has plans to support the bridging of this gender imbalance.

18/12.3 **RESOLVED: Members approved and endorsed the Gender Pay Gap report.**

### **18/13 Enhanced Redundancy – Review of Multiplier**

18/13.1 The Director of People Services, Ms Jenny Long, advised Members that the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 permit an authority to make redundancy payments at an enhanced rate. Commonly referred to as the 'redundancy multiplier', this discretion enabled authorities to multiply the number of weeks' statutory pay by a multiplier. Ms Long added that it

*Initials* \_\_\_\_\_

was necessary for Members to review the redundancy multiplier and that the paper recommended maintaining the current position.

- 18/13.2 **RESOLVED: Members agreed the existing redundancy multiplier be maintained at 1.75.**
- 18/13.3 **RESOLVED: Members supported the recommendation that the same level of multiplier be applied for compulsory and voluntary redundancy.**
- 18/13.4 **RESOLVED: Members retained the policy position that redundancy payments should be calculated on the basis of 'actual' salary.**
- 18/13.5 **RESOLVED: Members agreed to review the redundancy multiplier every two years.**

**18/14 To consider passing the following resolution:**

18/14.1 In accordance with Section 100A (2 & 3) of the Local Government Act 1972, to exclude the press and public for the business specified below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 2 & 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

18/14.2 **RESOLVED: that the meeting be closed to the press and public.**

**18/15 Date of Next Meeting**

18/15.1 The Chairman confirmed the date of the next DWFRA meeting as Wednesday 6 June 2018 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.

**Part 2**

**18/16 Safety Centre Options Paper**

- 18/16.1 The Chairman welcomed Ridge & Partners LLP Project Manager and Partner, Mr Scott Tacchi to the meeting.
- 18/16.2 The Director of Service Support, ACFO John Aldridge, provided Members with the background to this report
- 18/16.3 ACFO Aldridge provided a presentation to Members in support of the Safety Centre Options paper.

*Initials* \_\_\_\_\_



- 18/16.4 Members requested amendments to the wording of the recommendations of the report to '*noting*' recommendation 1, and '*supporting*' recommendation 2.
- 18/16.5 The Clerk and Monitoring Officer, Mr Jonathan Mair, reminded those present of the confidentiality involved with the entirety of this discussion.
- 18/16.6 **RESOLVED: Members approved and agreed all three recommendations provided with the amendments outlined above, see 18/16.4.**
- 18/16.7 **ACTION: The Director of Service Support to amend recommendations as described in 18/16.4 above.**
- 18/17 Exemption extension from the Procurement and Contract Procedures for technical rescue training**
- 18/17.1 The Director of People Services, Ms Jenny Long, provided Members with the background of the paper and took Members through the report.
- 18/17.2 **RESOLVED: Members approved recommendation 1 within the paper.**

*Signed:* \_\_\_\_\_

*Initials* \_\_\_\_\_

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