

Minutes Book

Tuesday 16 October 2018



Minutes of Cabinet and Committees

July to October 2018

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Dorset and Wiltshire Fire Authority	6 June 2018	<u>327 - 340</u>	Spencer Flower (Dorset)

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CABINET

MINUTES OF THE CABINET MEETING HELD ON 25 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Pauline Church, 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 Richard Gamble, Cllr Gavin Grant, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Stewart Palmen, Cllr Horace Prickett, Cllr Jonathon Seed, Cllr Ian Thorn, Cllr Philip Whalley, Cllr Robert Yuill, Cllr Steve Oldrieve, Cllr Tony Jackson, Cllr Matthew Dean, Cllr Stuart Wheeler and Cllr Allison Bucknell

269 Apologies

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

270 Minutes of the previous meeting

The minutes of the meeting held on 3rd July 2018 were presented.

In addition, the Cabinet was asked to correct an error in the publication of the minutes of the meeting held on 12th June 2018. The correction referred to minute 245 - Approval to Dispose of the Freehold Interest and where the text of Minute 244 had been replicated at minute 245.

The correct text for Minute 245 is detailed below and the Cabinet was asked to approve an amendment to the minutes of the meeting held on 12th June 2018, as follows:

'245. Approval to Dispose of the Freehold Interest

Councillor Philip Whitehead presented the report which asked Cabinet to consider declaring that freehold interest of the 2 assets referred to in Appendix 1 can be sold by the Council.

Resolved

- 1. To confirm that freehold interest of the 2 assets can be sold by the Council.**
- 2. To note the continuing approach set out in paragraph 8**
- 3. To Authorise the Director for Housing and Commercial Development to dispose of freehold interest of the assets, or in his or her absence the Corporate Director for Growth, Investment and Place.**

Reason 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'

Resolved:

- i) To approve as a correct record and sign the minutes of the meeting held on 3rd July 2018.**
- ii) To approve the amended minutes of the meeting held on 12th June 2018, as detailed above.**

271 Declarations of Interest

There were no declarations of interest.

272 Leader's Announcements

There were no announcements from the Leader.

273 Public participation and Questions from Councillors

The Leader reiterated the process for public participation at meetings.

1. Colin Gale asked a number of questions, appended to these minutes, regarding the Everleigh Recycling Centre on behalf of Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC). Responses had been previously circulated.

Mr Gale then asked a number of supplementary questions on the same matter. The Cabinet Member for Highways, Transport and Waste responded to a number of these questions in the meeting and agreed to have a full set of responses sent to Mr Gale and appended to these minutes.

2. Cllr Thorn asked when the Cabinet would be considering the report on 'Consideration of proposals for the development of special schools in the north of the county'.

The Leader explained that the report had been deferred from the Cabinet agenda for 9th October 2018, and a decision when it would be considered

would be made shortly. Councillors and the public would be informed of the date that Cabinet would consider the report once it was known.

274 **Consultation about option proposals for Lypiatt Primary School including possible closure**

Councillor Laura Mayes presented the report which provided relevant information for the Cabinet to make a fully informed decision on whether or not to issue the relevant statutory notice of a closure proposal in relation to Corsham Lypiatt Primary School. The report also provided details of stakeholder responses received by the Council during the consultation conducted between 12th June and 25th July 2018.

The Leader welcomed Carolyn Atkins, Headteacher of Lypiatt Primary School, who spoke about the proposed closure of the school. The Headteacher commented on the uniqueness of the school, the problems caused by lack of funding and falling pupil numbers, the need to offer pupils some stability, especially those moving to the UK for the first time, and acceptance that the school would close. The main issue of concern for the Headteacher related to when the closure of the school would take place and she expressed a preference for the end of the academic year 2018/19.

Councillor Ruth Hopkinson expressed her support for and gratitude to the Headteacher for the incredible work undertaken at the school and comments made at the meeting. Councillor Hopkinson reported that she had spent many hours at the school over the years and the Headteacher and staff had generated a unique and inclusive atmosphere.

Councillor Mayes explained that the school is located on the site of the Services Cotswold Centre near Corsham. The Centre provided secure and affordable temporary housing for Service families in need of short term accommodation. The numbers of children attending the school had traditionally been low and currently 27 pupils attended the school.

The main areas of concern to school staff, governors and the Council related to the financial viability of the school. The report detailed how the school was currently funded through a local funding formula and indicated that confirmation had been received from the Ministry of Defence (MOD) that no further grant funding support was available to the school. In the absence of further support, the cabinet noted that the school would have an in-year deficit of £106,000 in 2018/19, rising to £180,000 by 2021/22, with a cumulative deficit of £540,000 by 2021/22.

During a recent pre-statutory consultation which sought viable alternatives to closure, the MOD re-established the Education Support Fund for a limited period. Unfortunately, the bid for additional funding for the school was unsuccessful.

Councillor Mayes explained that, due to the lack of available funding, unfortunately the school would close with effect from 31st April 2019, however, if

additional funding was available, then ideally the closure should take place at the end of the academic year 2018/19 or later in order to minimise disruption to pupils. She also explained that local stakeholders would be consulted about the appropriate mechanisms to be put in place to support pupils transition to their new schools.

The Leader explained that the preferred option would be for the school to remain open until the end of the academic year, that discussions about the funding issues would continue with the MOD and transfer of knowledge to the pupil's new schools.

The Cabinet heard from Councillor John Hubbard, Chairman of the Children's Select Committee, who reported that he and Councillor Mary Douglas had received a briefing note about the school closure and a copy of the consultation. They concluded that no further scrutiny activity was required and Councillor Hubbard explained that the closure of the school was the most sensible option, the main concern related to when the closure would take place.

Resolved

- i) To note the feedback received from the pre-statutory consultation conducted in June and July 2018.**
- ii) To approve the issue of statutory notice of a proposal to discontinue Corsham Lypiatt Primary School with effect from 31st April 2019 or later if additional funding is secured from the Education Support Fund.**
- iii) To note that, following its approval of a statutory notice being issued, there will be a further four week statutory period for representations on that proposal and that a final decision as to whether or not the school will be closed will be required. It is anticipated that this decision will come to Cabinet in December 2018.**
- iv) That officers commence consultation with local stakeholders about the appropriate mechanisms to be put in place to support pupils transition to their new schools.**

Reason for Decision:

Given the size of the forecast deficit and the absence of sustainable additional funding, the only viable long term option is to close the school.

275 Appropriation of Education Land at Poulton Field, Bradford on Avon

Councillor Philip Whitehead presented the report requesting Cabinet approve the appropriation of land identified in the report from education purposes to

public open space to be held as a corporate asset under the Open Spaces Act 1906.

Matters highlighted in the course of the presentation and discussion included: the field previously being used by Fitzmaurice Primary School for recreation purposes; the school confirming that they no longer needed the field, due to the land being detached from the school's main boundary, concerns about subsidence and anti-social use of the land.

Councillor Ian Thorn expressed his support for the land to be held as a corporate asset.

Councillor John Hubbard indicated that the Children Select Committee had received a briefing from the Estates Officer about the appropriation and the protection in place for the land, including designation as Local Green Space. The Cabinet noted that the Select Committee's had sufficient input into the report.

The Leader thanked Councillor Hubbard for his comments and the added value provided by the Select Committee.

Resolved:

To approve the appropriation of the land at Poulton Field, Bradford on Avon (as shown on the plan in Appendix 1 of the report) from education purposes to open space to be held under the Open Spaces Act 1906.

Reason for Decision:

Following the decision of Fitzmaurice Primary School that they no longer require use of the land the appropriation is required to appropriate the field from education purposes to open space to be held by the Council as a corporate asset under the Open Spaces Act 1906.

276 **Salisbury Museum - Request for Support**

Councillor Richard Clewer presented the report which: informed Cabinet of an approach by Salisbury and South Wiltshire Museum Trust to support a grant bid from the Heritage Lottery Fund (HLF); a recent submission for grant was unsuccessful due to the Museum not being able to demonstrate assured financial backing; and a fresh application would be submitted with help from the Council to improve the Museums chances of success.

The Cabinet noted that the Council had been asked to pledge support of up to £500,000 which could be called upon if the Museums fundraising was not successful. It was clarified that the financial support requested was in the form of a loan which would be repaid to the Council at a later date.

Councillor Stuart Wheeler highlighted that: The Museum had additional space that was underutilised; it had a respectable track record of completing previous

projects on time and on budget, and he was confident in the ability of the Museum to deliver on this project and achieve funding from the HLF.

The Leader explained that Salisbury had been highlighted as a venue for national art exhibitions touring the country as part of the Salisbury recovery plan.

In response to a series of questions raised by Councillor Stewart Palmen about Council support for other Museums in the County, in particular Trowbridge Museum who had achieved a similar expansion plan, Councillor Clewer stated: that it was unfortunate that grants were no longer available for Trowbridge Museum and halved for Salisbury Museum, however, he congratulated Trowbridge Museum for achieving grants from a variety of sources including the HLF; it was the aim of the Council for all the county museums to achieve parity.

In response to further questions at the meeting about funding for Salisbury Museum, Councillor Matthew Dean confirmed that Salisbury City Council provide an annual grant to the Museum.

Councillor Ian Thorn indicated that the Financial Planning Task Group were supportive of the proposed financial commitment in light of the Salisbury recovery effort.

Councillor Clewer confirmed that requests for support would be considered by the Council on a case by case basis, in this instance, the Cabinet was being asked to consider the request from Salisbury Museum.

Resolved

- i) To approve the request for a pledge of financial support as set out in the report;**
- ii) To consider the form of assistance at the end of the two year project preparation period and in the meantime, to earmark £500k from reserves. A further report will be made to Cabinet at that time.**
- iii) To delegate authority to the Council's S151 Officer to:**
 - a. To approve and enter into a letter of intent or similar document demonstrating the Council's intention to grant or loan up to a maximum of £500,000 for the project; and**
 - b. To approve and enter into a formal grant agreement or loan agreement at the relevant time in approximately 2 years, up to a maximum of £500,000 for the project and otherwise on the terms set out in this report.**

Reason for Decision:

A recent submission for grant was unsuccessful and to improve its chances of success a fresh application is to be made together with help from the Council.

277 **Revenue and Capital Budget Monitoring Qtr 1 2018/2019**

Councillor Philip Whitehead presented the report which advised the Cabinet of: the revenue and capital budget monitoring positions as at the end of period 4 (31 July 2018) for the financial year 2018/19 with suggested actions as appropriate; and the position of the 2018/19 capital programme, as at period 4 (31 July 2018), including budget changes.

Matters highlighted in the course of the presentation and discussion included: comments about the general fund variance forecast of £2,558m if no further action was taken; the significant impact on senior capacity within the Council of the Salisbury incident; additional grant income from business rates; the difficulty in forecasting so early in the year given the short period of activity in services, particularly demonstrated with demand led services such as Children, Adults and Waste; recognition by the Corporate Leadership Team of the need to bring expenditure in line with the approved budget was a major priority; and changes to the Capital budget and the reprogramming of £9.520m between 2018/19 and 2019/20.

Cllr Ian Thorn, Chairman Financial Planning Task Group thanked Councillor Whitehead for meeting with the task group and referred to: the latest assessment on the deliverability of savings summarised in the report and welcomed Councillor Whitehead's confidence about how the savings would be achieved; and the receipt of higher than expected general Government Grants, particularly in respect of £7.2m from business rates.

Councillor Whitehead, in referring to the financial restrictions, explained that although officers made difficult decisions, there were opportunities and managing the council's budget in a positive way was key.

Resolved

- i) To note the outcome of the period 4 (end of July) budget monitoring and to approve all revenue budget amendments outlined in the report in appendix B.**
- ii) To reinforce the need for expenditure to be contained within the budget agreed in February 2018.**
- iii) To note:**
 - a. the budget movements undertaken to the capital programme shown in appendices E and F of the report; and**
 - b. the reprogramming of £9.520 million capital budget between 2018/19 and 2019/20.**

Reason for Decision:

To inform effective decision making and ensure a sound financial control environment.

To inform Cabinet of the position of the 2018/19 capital programme as at Period 4 (31 July 2018), including highlighting any budget changes.

278 **Performance Management and Risk Outturn Report: Q1 2018/19**

Councillor Philip Whitehead presented the report which provided an update on the progress against the stated aims in the council's Business Plan. It included measures from the corporate performance framework as well as the latest version of the council's strategic risk register and covered the period April to June 2018.

In response to questions raised by Councillor Ian Thorn, Councillor Jerry Wickham stated that the number of people supported by the Help to Live at Home Programme had remained fairly static over the last 12 months; the aim of the Programme was to increase the number of packages for people continuing to live at home and therefore reducing the number of people using residential care homes; reminded the cabinet that reablement commenced from May 2018 and the number of packages would start to rise; numbers of people requiring adult care services remaining static, and preventative measures working if the numbers of people requiring adult social care reduced.

In response to a question raised by Councillor Ian Thorn, Councillor Philip Whithead commented on how the graphs and arrows accompanying the graphs in the report should be interpreted.

Resolved

To note updates and outturns

- i) against the measures and activities ascribed against the council's priorities.**
- ii) to the strategic risk register.**

Reason 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 and in managing its business across the authority generally.

279 **Freehold of assets to be sold**

Councillor Toby Sturgis presented the report which asked Cabinet to declare that freehold interest in 3 assets referred to in Appendix 1 of the report can be sold by the Council.

The Cabinet noted that the Council continually reviewed and rationalised its assets portfolio in order to identify assets where freehold interest can be considered for sale. The 3 assets referred to in the report were considered to be surplus to the Council's operational requirements and recommended that they are added to the disposals list and progressed to sale in support of the council's wider capital programme.

In response to questions raised by Councillor Allison Bucknell, the Director for Economic Development and Planning confirmed that there would be an opportunity to market the Manor House, Royal Wootton Bassett for community uses; that engagement with the current tenants had not commenced as there were a number of outstanding issues to be resolved and that Members would be kept informed of developments with current tenants.

In response to a question raised by the Leader, Councillor Sturgis explained that any change of use would be subject to planning approval and conditions could be attached to any planning approval to encourage community use.

Councillor John Hubbard declared that he was the local member for 56a Spa Road, Melksham and also the Chair of the Board of Trustees for the Canberra Youth Centre and a Trustee for the Canberra Children's Centre, both located adjacent to the site. He suggested that the future use of this premises should be compatible with the current uses of the Youth Centre and Children's Centre.

Resolved

- i) To confirm that the freehold interest of the 3 assets, detailed in Appendix 1 to the report, can be sold by the Council.**
- ii) To note the continuing approach to disposals set out in paragraph 8 of the report.**
- iii) To authorise the Director for Housing and Commercial Development to dispose of the freehold interest in the assets or in his or her absence the Corporate Director for Growth, Investment and Place.**

Reason for Decision:

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

280 **Well Managed Highway Infrastructure Review**

Councillor Bridget Wayman presented the report to Cabinet which highlighted the implications of the new highways maintenance Code of Practice published by the Department of Transport in October 2016, and asked Cabinet to approve the adoption of the Wiltshire Highways Safety Inspection Manual (WHSIM) and related highways policies.

The Cabinet was informed that a review of the Council's highways maintenance activities had been undertaken in view of the new Code of Practice. The review indicated that most of the Code's recommendations had already been complied with, or were being implemented in connection with the Peer review and Incentive Funding assessments. However, the Council's Highways Inspection manual needed to be updated to conform to the new Code.

Councillor Toby Sturgis commented on the colour of lines used by the Council and utility companies to indicate repairs or work on the road network and suggested that a glossary of line colours employed by the council and their meaning to be included in the manual. He also highlighted that the Council needed to be more stringent in requiring utilities to use A board signs when undertaking road repairs to show which utility company is carrying out the work.

Councillor Matthew Dean reported that the Environment Select Committee considered the report at its meeting held on 4th September and the Committee supported the reports proposals, subject to some minor amendments. He also commented on; the condition of the county's A, B and C road network in comparison to the national and south west regional network; welcomed the risk management approach contained in the manual; consideration of the lifecycle costs of repairs to the network and delivery of value for money.

The Cabinet commented on the continual need to promote the 'My Wiltshire' app for reporting highway defects in light of the savings achieved compared to the traditional methods of phone or letter;

Mr Gale commented on the criteria for the use of temporary speed indicator devices and how it appears that a number of parish and town councils were exceeding the 14-day deployment period.

Resolved

- i) To adopt the proposed Wiltshire Highways Safety Inspection Manual, set out in Appendix 1 to the report, to be used for highway safety inspections from 1 November 2018.**
- ii) To adopt the amended Skid Resistance Policy, as set out in Appendix 3 of the report.**
- iii) To approve the highway policies set out in Appendices 4 and 5 of the report.**

- iv) That the Director, Highways and Transport, in consultation with the Cabinet Member, Highways, Transport and Waste, be authorised to make any appropriate and legally necessary amendments to the policies and inspection manual referred to above.
- v) That the Director, Highways and Transport prepare a glossary of line colours employed by the council and their meaning to be included in the Wiltshire Highways Safety Inspection Manual.
- vi) That Councillors and public be encouraged to contact the Council where the use of temporary speed indicator devices were exceeding the 14-day deployment period.

Reason for Decision:

There are serious risks in connection with road maintenance, which include safety, financial and reputational aspects, especially in connection with killed and seriously injured collisions on the highway network. In order to reduce these risks, it is important that the Council has clear highway inspection and maintenance procedures in place in accordance with the latest DfT guidance.

The proposed Wiltshire Highways Safety Inspection Manual takes a risk based approach to highways maintenance, and has been prepared to meet the requirements of the new Code of Practice 'Well-managed Highway Infrastructure' published in October 2016, taking into account local needs, priorities and affordability.

281 New Highways Term Consultancy Contract

Councillor Bridget Wayman presented the report seeking Cabinet approval for the invitation of tenders for a single supplier to provide Wiltshire's Consultancy services when the current Consultancy Contract comes to an end on 30 November 2019.

Councillor Matthew Dean, Chairman of the Environment Select Committee, reported that the Committee considered the report at its meeting held on 4th September 2018 and asked for the 'climate change considerations' section to be placed nearer the front of the draft report, due to the fact that they felt the environment was an important element. The Committee supported the proposals detailed in the report.

Resolved

- i) That tenders be invited for a single supplier to provide Wiltshire's Consultancy Services from 1 December 2019.
- ii) That the contract be tendered in accordance with the Council's procurement procedures, for a duration of five years with the option to allow the service manager to extend the contract for up to two more years subject to performance.

Reason for Decision:

There is a need for specialist advice and support in connection with roads, bridges and related services, and this would be most economically provided by a Highways Consultancy Contract.

282 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.30 - 11.00 am)

These decisions were published, earlier, on the 27th September 2018 and will come into force on 4th October 2018

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

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Wiltshire Council

Cabinet

25 September 2018

Question

Colin Gale - Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC) Questions on the status of the consultation on the proposed closure of Everleigh HRC

To Councillor Bridget Wayman – Cabinet member for Highways, Transport and Waste

The consultation on the proposed closure of Everleigh Household Recycling Centre closed on the 3rd September 2018. PCAP, CPRE and Pewsey Parish Council request Wiltshire Council provide answers to the following:

Question 1

Please advise the total number of questionnaire responses received by the council on the consultation and provide the numbers for online completed questionnaires and manual hardcopy questionnaires?

Response

The total number of consultation questionnaires received was 1,318. Of these 57 were submitted as paper copies rather than via the online portal. An additional 12 emailed responses were received that were not completed on the questionnaire format.

Question 2

When will the Everleigh Consultation Report be available to the public?

Response

Subject to sign off, the report will be published on the council's website on 1 October with the agenda for the Cabinet meeting to be held on 9 October.

Question 3

What scrutiny process will the Consultation Report be submitted through i.e. ESC and what date?

Response

There has been no specific engagement with Overview and Scrutiny Management Committee or Environment Select Committee on the report to Cabinet. However, Environment Select Committee and Cabinet have received representations from Pewsey Community Area Partnership and the Campaign for the Protection of Rural England on this subject.

Question 4

When will the Consultation Report and recommendations be submitted to Cabinet for a decision?

Response

The report will be submitted to the 9 October meeting of Cabinet.

Question 5

What part will the local Area Boards take in the process as noted in the Wiltshire Council General Consultation Strategy report?

Response

Consultation with Area Boards on this issue commenced in December 2015 when the then Cabinet Member and Portfolio Holder attended a joint Tidworth and Pewsey Area Board meeting. Those attending this meeting asked that a decision on closure of Everleigh HRC be postponed. The minutes record that this was agreed and that the site should remain open. It should be noted that this decision was made prior to the site surveys that identified drainage and other issues that would require additional investment at the site.

The Director of Waste and Environment attended Pewsey Area Board on 31 October 2016. The Director and the then Portfolio Holder also attended a further meeting of Pewsey Area Board on 5 March 2018. Following this meeting the Cabinet Member and Director held a meeting with representatives of PCAP and CPRE to provide responses to more detailed questions. Following this a meeting was held with councillors representing the Pewsey, Tidworth and Amesbury Community Areas.

The minutes of meetings and written representations received record that the attendees at area board meetings are mainly opposed to the closure of the site.

Question 6

- a. How does WC intend to handle the character limitation issue in the consultation questionnaire that limited the public's ability to provide a complete response.

Response

The character limits were increased on 10 July to 500 (approximately two sides of A4) for responses to questions 10a, 11a and 12a and 2,000 for question 13. Some respondents elected to submit either separate responses, or appended sheets to posted hard copies of the questionnaire, all of which

were included in the final analysis and used to help inform the report to the council's Cabinet.

Of the non-questionnaire responses six are of a length that means all wouldn't be accommodated in restricted character limits. Of the paper versions of the questionnaire there are two that would breach those limits. Of the responses received via the online portal, eight reached the limit on question 10a and seven reached the limit on question 11a.

- b. Note! This limitation was not declared in the questionnaire return and WC Waste Management staff when told said the limitation would be removed but this did not appear to happen.

Response

The limits were extended as described above but not removed completely.

Question 7

The Cabinet Agenda Pack for 25th September, Page 72, paragraph 35, refers to waste tonnages. Please can WC clarify if this is total waste tonnages or is limited to household non-recyclable waste?

Response

These are total waste tonnages as there are costs associated with collecting and managing all materials. In recent years the total tonnes of waste collected at the kerbside and at household recycling centres has reduced. The tonnes of non-recycled waste collected at the kerbside have reduced and there has been an increase in the tonnes of dry recyclable materials collected at the kerbside.

Question 8

The Cabinet Agenda Pack for 25th September, Page's 72 & 91: The theme from the finance statements appears to suggest that it is Wiltshire Councils strategy to make financial savings via the reduction in waste tonnage partially by influencing consumer behaviour but by also by making recycling more difficult for the public. Please can WC explain this strategy more fully and specifically identify how it will save money ie not just a top level statement that the reduction in the total level of waste tonnage to process will provide a financial saving.

The council is projecting that the tonnage of waste and recycling collected will continue to fall. It is not the council's intention to make recycling more difficult. From 30 July this year residents have been able to separate plastic pots, tubs and trays and food and drink cartons and put them in the blue lidded bin for collection for recycling. We are projecting a further reduction in non-recyclable waste as a consequence of introducing this service.

The council has to pay to treat every tonne of waste but the gate fee for treatment of recyclable material is less than that for treatment of non-recycled waste. Depending on the type of recyclable material there may be an income which helps to offset some of the cost of collection and treatment.

Question 9

The Cabinet Agenda Pack for 25th September, Page 95, 'Capital Programme Budget Movements and Spend to 31 July 2018' has a line item under 'Community' for 'Waste Services' for £0.300 million plus £0.182 million transferred from the last financial year and with £0.087 million spend to date. Please can WC advise the detail what this funding has been allocated for and if the identification in this statement provides the authority by cabinet to authorise the spend?

Response

This funding is for the purchase of bins and boxes for waste and recycling for new properties and to replace any which are lost or broken. Officers are authorised to spend this budget as allocated on bins and boxes under the council's scheme of delegation and in accordance with regulations.

Additional Questions

Colin Gale - Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC) Questions on the status of the consultation on the proposed closure of Everleigh HRC

To Councillor Bridget Wayman – Cabinet member for Highways, Transport and Waste

Further to the response to the questions provided on 17th September I wish to clarify and respond to a number of points:

Question 1

Please can you confirm that the 12 additional emailed responses are additional to the 1,318 total response's and if these emailed response which are not in the questionnaire format will be included in the consultation analysis?

Response

Yes, these are in addition to the 1,318. We can confirm that all responses have been included in the analysis regardless of whether they were emailed or sent as hard copy, and also irrespective of whether responses were made on the council's consultation template.

Question 2

The response identifies that there has been no engagement with ESC etc on the consultation report before the report is submitted to Cabinet but the response does not advise why not. The consultations recently observed seem to all go through some level of scrutiny before being submitted to Cabinet which would seem to be good practice. Is there a reason why this practice is not being carried out for the Everleigh Consultation report?

It should be noted that although PCAP and CPRE have made statements to ESC on Everleigh the statements have simply been acknowledged by the chairman with no discussion by the committee.

Response

Not all executive actions are subject to overview and scrutiny just those which are agreed as priorities by the non-executive members. Early discussion with the relevant leading members of the overview and scrutiny function is important.

As part of Environment Select Committee's (ESC's) work, the Waste Contracts Task Group (who report to ESC) discussed the consultation on the closure of Everleigh household recycling centre at their June meeting. The task group agreed that no further Overview and Scrutiny engagement was required.

Ultimately it is for Overview and Scrutiny to decide whether they engage with a particular issue.

Question 5

The response refers to additional investment at the Everleigh site. Wiltshire Council have previously acknowledged that there has been no investment at the Everleigh site since 1997 and that the drainage issue is due to the original drainage installation not being carried out in accordance with the installation drawings.

Response

The additional investment refers to the funding required at this time to install a new drainage system, replace the drainage tank and repair the retaining wall. This would be in addition to the investment under the new contract for provision of new containers and a new mobile compaction unit.

Question 6

The character limitation correction as identified in the response did not work as notified to the Director for Waste on 1st September 2018. I was only allowed to insert approximately four sentences before the character limitation restricted further input for both questions 10a and 11a.

Response

This was highlighted early in the process and the character limit increased to either 500 or 2000 (from 200 or 500), depending on the question, from 10 July – so, with nearly two months to run before the consultation close. In respect of questions 10a and 11a there was a limit of 500 characters. From 1,251 responses eight reached that limit and on Q11a seven from 1,251 reached that limit. I apologise that Mr Gale was not able to complete his responses in this format, however the extension to the character limit did work for some. The majority of respondents restricted their free text replies to one or two points.

Respondents were also free to submit comments by other channels to the council at any time, with a number of people and parish and town councils electing to do so.

Where submitted the comments have been added to the numbers reported and given equal weight to those recorded via the consultation portal.

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CABINET

MINUTES OF THE CABINET MEETING HELD ON 9 OCTOBER 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Pauline Church, 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 Trevor Carbin, Cllr Richard Gamble, Cllr Gavin Grant, Cllr Deborah Halik, Cllr Darren Henry, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Brian Mathew, Cllr Stuart Wheeler, Cllr Graham Wright and Cllr Robert Yuill

283 **Apologies**

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

284 **Minutes of the previous meeting**

The minutes of the meeting held on 25th September 2018, were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 25th September 2018.

285 **Declarations of Interest**

There were no declarations of interest.

286 **Leader's Announcements**

There were no announcements from the Leader.

287 **Public participation and Questions from Councillors**

The Leader reminded those present of the process for public participation at meetings.

1. Colin Gale asked a number of questions and made a number of comments regarding the Everleigh Household Recycling Centre on behalf of Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC). Responses had been previously circulated.

Mr Gale then asked a number of supplementary questions on the same matter. The Cabinet Member for Highways, Transport and Waste responded to a number of these questions in the meeting and agreed to have a full set of responses sent to Mr Gale.

2. Charmian Spickernell, local resident of the Pewsey area, made a number of comments about the Everleigh Household Recycling Centre.

288 **Care Leavers Council Tax Exemption**

Councillor Laura Mayes presented the report seeking endorsement from Cabinet for the proposed exemption of Wiltshire Care Leavers from Council Tax.

Councillor Mayes reported that following the implementation of the Children and Social Work Act 2017, the Council's duties and responsibilities to care leavers had been extended. Included in the Act was a requirement to publish a Local Offer for care leavers, providing information about services which the local authority offers that may assist care leavers in, or in preparing for, adulthood and independent living. Following broad consultation and analysis of local need a draft Local Offer has been prepared, and the Council planned to publish this ahead of National Care Leaver Week beginning on 22nd October 2018. Of the 215 care leavers, 40 would be liable to pay council tax.

The Cabinet noted that The Local Offer had been scrutinised by the Corporate Parenting Panel, a Rapid Scrutiny Working Group and Children's Select Committee, who have endorsed the core elements included in the Offer.

In response to questions raised by Councillor Ruth Hopkinson, about the number of care leavers housed outside of Wiltshire and whether they would also be included in the arrangements, Councillor Mayes confirmed that they would be included in the Offer.

The Cabinet heard from Councillor Philip Whitehead, reported that the total cost of the scheme would be in the region of £60,000 and shared by the Council, Wiltshire Police and Wiltshire and Dorset Fire and Rescue Authority. He confirmed that the Council's share would be absorbed within the Collection Fund, and the other two major precepting authorities detailed above had accepted their share of the cost.

Recommended to Full Council:

That Wiltshire Council Care Leavers are exempted from Council Tax, to include care leavers whom live within and outside the Wiltshire Council boundary, as set out in appendix B to the report.

Reason for Decision:

This proposal will assist care leavers in, or in preparing for, adulthood and independent living and thus support us in delivering our statutory duties.

289 **Consultation on the future of Everleigh Household Recycling Centre**

Councillor Bridget Wayman presented the report which provided an update to Cabinet on the results of the public consultation into the future of Everleigh Household Recycling Centre (HRC) in light of the proposal to close the site to avoid capital investment and save the operating costs of keeping this facility open.

Councillor Wayman reported that Everleigh HRC is one of a network of eleven HRC's across Wiltshire operated under contracts with the council. The council, including the waste service, has challenging financial savings targets to achieve for 2018-19 and beyond and site survey results show that Everleigh HRC required capital investment in order to continue to remain open. The HRC has fewer users than the other sites and collects less waste and recycling as a consequence.

The Cabinet noted that a public consultation was undertaken between June and September 2018, where residents were invited to comment on a proposal to close the site and identify the implications this might have. A good response was received with a large majority in favour of retaining the HRC at Everleigh. Many of the responses referred to loss of convenience if the site was closed and expressed concern about the risk of an increase in fly tipping.

Councillor Wayman explained that the impacts of closing Everleigh HRC were not sufficient to justify the capital investment required and the loss of the opportunity for revenue savings which the service and council needed to find. Reference was made to the guidance from the Waste Resources Action Programme about the number of HRC's that should be provided for a given number of residents and the location of these centres in relation to residential developments. It was noted that, if Everleigh HRC was closed, residents would be able to access sites at Marlborough, Devizes or Amesbury within the timescales stated in the guidelines, subject to any traffic delays.

The Leader welcomed the following residents and thanked them for their comments and questions:

- Colin Gale, local resident representing Pewsey Community Area Partnership, Campaign to Protect Rural England and Pewsey Parish Council.
- Curly Haskell, local resident and Chair of Pewsey Parish Council
- Charmian Spickernell, local resident and Pewsey Parish Council
- John Forder, local resident

The Leader referred to the comments in a letter received from Tidworth Town Council expressing concern about the proposed closure of the Everleigh HRC.

Councillors Jerry Kunckler, Stuart Wheeler, local members, commented on: the outstanding work undertaken and meetings attended over many months by Colin Gale on behalf of local residents and organisations in the Pewsey area; historical background of the HRC; outcomes of the consultation; the location of the site and convenience to residents; the ability of residents to travel to other sites further afield; potential for the Ministry of Defence using the site; including commercial waste in the sites waste streams; potential for mothballing the site; the impact on other council services if the site remained open; the preservation of services within financial constraints; increasing the opening times of other local sites; and recent increase in usage of the site. In addition, the contents of a letter from Councillor Paul Oatway QPM were read out at the meeting.

In response to a series of questions and comments from Councillors Jerry Kunckler, Stuart Wheeler, as detailed above, and Councillors Ian Blair-Pilling Brian Mathew, Alan Hill, Ruth Hopkinson, Toby Sturgis, Jerry Wickham and Philip Whitehead, Councillor Wayman stated: all options to retain the centre at Everleigh and undertake necessary repairs had been considered; that robust measures were being taken by the Council in tackling fly-tipping, and referred to a recent prosecution of a persistent fly-tipper who received a prison sentence for their fly-tipping activities; repairs to the HRC in Salisbury; as a consequence of demographics and the geographical positioning of towns and villages in Wiltshire, a large number of residents living in rural areas travelled longer distances to their local HRC's; financial savings within the revenue budget; the recent increase in number of recyclable materials collected from households, therefore, potentially reducing the demand for journeys to HRC's; and, the comments received as a result of the consultation feedback, along with the preferences of the local community.

The Cabinet heard from Councillor Graham Wright, Chairman of the Overview and Scrutiny Management Committee, who: offered to include a review of the way the Council undertakes consultations and assesses the results to assist policy development in the Management Committee Forward Work Plan; and read out a letter from Councillor Sven Hocking, Chairman of the Waste Contracts Task Group.

Resolved:

- i) **To note the results of the public consultation undertaken on the proposal to close Everleigh HRC**
- ii) **Approves the closure of Everleigh HRC as proposed.**

Reason for Decision:

1. *The proposed option generates the combination of the greatest annual revenue saving coupled with avoidance of additional in-year capital spend.*
2. *Although the consultation responses show high local opposition to the proposal, the risks of not taking the proposed action are greater than those associated with closing Everleigh HRC.*

290 **Microsoft Contract and Digital Update**

Councillor Philip Whitehead presented the report which provided an update to Cabinet on the Cloud Navigator Programme proposal and decision made to enter into the contract with both Microsoft and Thoughtonomy.

Councillor Whitehead highlighted that The Microsoft Cloud Navigator programme would deliver a suite of interdependent digital initiatives that would be developed and enhanced to achieve both short and long term outcomes of the Councils digital strategy and the over-arching business plan. Details of how the programme would enable the Council to achieve these outcomes were detailed in the report.

Resolved: To note that:

- i) The Council entered into the G-Cloud 9 Call-Off Contract with the supplier Microsoft Limited (MCS – Public Sector) on 29 June 2018.**
- ii) The Council entered into the G-Cloud 9 Call-Off Contract with the supplier Thoughtonomy Limited on 29 June 2018.**
- iii) The decision to enter into the contracts was made by the Corporate Director for Communities, Resources and Digital after consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, Corporate Director for Growth, Investment and Place, Corporate Director for Children and Education and the Director of Finance and Procurement.**
- iv) The progress of the Microsoft Navigator programme.**

Reason for Decision:

The provide an update on the Cloud Navigator Programme proposal and decision made to enter into the contract with both Microsoft and Thoughtonomy

291 **Housing Revenue Account Additional Borrowing Programme**

Councillor Richard Clewer presented the report seeking Cabinet endorsement of the bid submitted to Homes England for HRA Borrowing approval and for Homes England grant funding. A successful bid would enable the delivery of 49 new affordable rented council homes and increase the HRA debt cap by £7.5m.

Councillor Clewer reported that the bid for HRA borrowing approval had to balance the competitiveness of the request for borrowing, the amount of HE social housing grant required and deliverability of the proposed developments. A fund of £200m was being made available to local Authorities outside London, that could demonstrate affordability pressures where average private sector rents are £50 a week more than average affordable rents. The bids would be assessed against the three criteria of: value for money, deliverability and affordability. The outcome of the bid was expected in Autumn 2018 and following this revised indebtedness determinations would be made for April 2019.

The Cabinet noted that the bid proposed the delivery of 49 units of accommodation across 16 sites, 14 of which were held in the HRA and two that were held in the Council's general fund. The bid would increase the HRA debt cap from £127m to £134.5m, with a total scheme costs estimated to be £9.48m. This would be funded from £7.51m borrowing approval, £1.36m RTB receipts and £0.61m Homes England grant funding. All the schemes would pay back within 30 years and peak additional borrowing would be in 2020/21.

In response to a question raised by Councillor Stuart Wheeler about the Council's ability to borrow funds against housing stocks, Councillor Clewer confirmed that the Council was considering potential opportunities in relation to this.

In response to a question raised by Councillor Ruth Hopkinson about the need for additional affordable housing in the north of the county, Councillor Clewer explained that, apart from the Salisbury area, the Council's housing stock had been transferred to Housing Association's and they also had the ability to bid for grant funding and develop the land in their ownership. Councillor Clewer further explained that once the outcome of the bid was known, Councillors would be able to suggest potential sites for development.

Resolved:

- i) To endorse the bid to Homes England for £7.51 million additional borrowing approval and £0.61m Homes England grant funding.**
- ii) To endorse the use of £1.36 million Right to buy capital receipts to part fund the overall development, subject to the success of the funding bid.**
- iii) To endorse a programme to develop 49 new affordable homes across 16 sites as set out in appendix A to the report, subject to the success of the bid and planning permission.**

Reason for Decision:

The bid for funding if successful will deliver additional funding and borrowing approval to deliver 49 affordable homes across the County for people in housing need.

292 **Urgent Items**

There were no urgent items.

293 **Exclusion of the Press and Public**

Resolved

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 9 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.

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).

294 **Housing Revenue Account Additional Borrowing Programme**

The meeting considered information about the proposed schemes contained in the exempt report when making their decision as detailed in minute 291 above.

(Duration of meeting: 9.30 - 11.30 am)

These decisions were published, earlier, on the 11th October 2018 and will come into force on 19th October 2018

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

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 18 SEPTEMBER 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Chuck Berry, Cllr Matthew Dean, Cllr Mary Douglas, Cllr David Halik, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Gordon King, Cllr Pip Ridout, Cllr John Walsh, Cllr Stuart Wheeler, Cllr Graham Wright (Chairman) and Cllr Roy While (Substitute)

Also Present:

Cllr George Jeans, Cllr Ian Blair-Pilling, Cllr Tom Rounds, Cllr Baroness Scott of Bybrook OBE, Cllr John Thomson, Cllr Bridget Wayman, Cllr Philip Whitehead, Cllr Robert Yuill, Cllr Richard Britton, Cllr Richard Clewer and Cllr Tony Jackson

55 Apologies

Apologies were received from Councillors Christine Crisp, Stewart Dobson, Howard Greenman and Jon Hubbard. Councillor Dobson was substituted by Councillor Roy While.

It was also noted during the meeting that following Council on 10 July 2018 Councillor Mary Douglas has been added to the Committee in place of Councillor Jacqui Lay.

56 Minutes of the Previous Meeting

The minutes of the meeting held on 5 June 2018 were presented for consideration and it was,

Resolved:

To approve and sign as a true and correct record.

57 Declarations of Interest

There were no declarations.

58 Chairman's Announcements

Through the Chair there as a reminder of the Overview and Scrutiny Learning and Development Event, scheduled for 1300 on 10 October 2018. The theme of the event would be how to ensure effective overview and scrutiny meetings.

59 **Public Participation**

No questions were submitted.

A statement was received from Mr Stephen Eades, Wiltshire Friends of the Earth, requesting removal as an option of incineration as a strategic option in the revised Waste Management Strategy.

In discussing the FWP at Minute 60 the Chairman of the Environment Select Committee noted his committee had discussed the issues previously and many were in relation to national government and Environment Agency concerns, and that the committee had considered the draft Waste Management Strategy. The Cabinet Member for Highways, Transport and Waste also provided comment in response to queries from the Committee regarding the issuing of permits by the Environment Agency.

60 **Forward Work Programme**

The Forward Work Programmes as detailed in the agenda pack were considered.

Additional points raised but were not limited to the intention to set up a task group on elective home education, updates on apprenticeship growth targets and timeliness of permanent arrangements for Looked After Children. It was also requested wherever possible that meetings of the Children's Select Committee not take place in the first week of the school year as this was problematic for young people representatives.

Other points noted included a councillor appointment to the Traveller Reference Group, work looking at integrating transport arrangements for example regarding Special Educational Needs, and that the majority of waste contract task group proposals had been accepted by the Environment Committee.

Finally, it was stated there had been positive responses to the Health Select Committee rapid scrutiny exercise on NHS health checks, scorecards would be received quarterly on implementation of the adult social care transformation programme, and there was a proposed task group relating to the operation of health and wellbeing groups to identify best practice.

Resolved:

- 1. To thank Mr Stephen Eades for attending the meeting and speaking under the Public Participation item on the council's draft Waste Strategy.**
- 2. To approve the Overview and Scrutiny forward work programme.**

61 **Executive Response to the Final Report of the Planning Committee System Task Group**

At its meeting on 5 June 2018 the Committee received a report from the Planning Committee System Task Group, and endorsed most of the recommendations of the Task Group as noted in the minutes for the meeting. The Cabinet Member for Spatial Planning, Development Management and Property, Councillor Toby Sturgis, had verbally indicated his responses to the various recommendations at the meeting on 5 June 2018.

A written report was therefore provided confirming the executive response from the Cabinet Member.

Resolved:

To note the executive response to the Final Report of the Planning Committee System Task Group.

62 **Task Group and Programme Board representative update**

Reports and updates were provided by the Task Groups to the Management Committee as detailed in the agenda pack and supplements.

Additional points raised included queries relating to the Military Civilian Integration Partnership Task Group regarding areas of focus for surveying successful cooperation with the military, details on financial impacts of the army basing changes, usage of joint community facilities and staff supporting the programme.

There were also queries relating to the Wiltshire Online programme, details on levels of coverage, past funding, the impact of Brexit on state aid law and work to ensure no double funding would occur as a result of BT pushing hard to meet a government target for provision.

At the conclusion of discussion, it was,

Resolved:

- 1. To note the update on OS task group and programme board representative activity provided.**
- 2. To add Cllrs Britton and Grant to the membership of the Financial Planning Task Group.**
- 3. To remove Cllr Blair-Pilling from the MCIP Task Group as he is now an Executive member.**
- 4. To endorse the Digital Strategy and Implementation Task Group's amended Terms of Reference as set out in the report.**

63 **Review of OS Councillor Remuneration Allocation Scheme**

Since the creation of Wiltshire Council the Members' Allowances Scheme has included a fund specifically to remunerate councillors for work on scrutiny activities. The methodology for apportioning the fund had been altered several times following recommendation of an Independent Remuneration Panel, and current sets out that the Management Committee would be responsible for allocating the fund in accordance with a scheme to be approved annually. The existing scheme sets out fund amounts for vice-chairmanship, and chairmanship of task groups and was approved for the previous financial year on 5 June 2018.

The Committee request a review of the scheme and the Chairman and Vice-Chairman therefore presented a report setting out options for the scheme including no change, and three alternative methods for allocating the scrutiny fund. These included allocating shared based on the number of meetings an activity included, putting a minimum number of meetings before taking on a role such as Chairman of a Task Group qualified for a level of remuneration, and a method wherein shares were allocated based on number of meetings undertaken for a task group, but with a cap on the total amount.

The Committee discussed the options detailed, and some concerns were raised that a share based on numbers of meetings held could encourage needless meetings, although the presence of a cap was considered by others to prevent this. At the end of discussion, it was,

Resolved:

To adopt Option D (see Appendix A to the report) from the 2018-19 municipal years onwards as the method of allocating the £15,000 Overview and Scrutiny (OS) fund to better reflect the varying demands of leading different OS activities

64 **Date of Next Meeting**

The date of the next meeting was confirmed as 20 November 2018. It was agreed that a briefing for councillors would be held from 0930 in advance of the meeting start at 1030.

65 **Urgent Items**

As detailed in Agenda Supplement 1 the government was drafting new statutory guidance on overview and scrutiny in local government. The Committee had previously responded to the government consultation in March 2018.

The Centre for Public Scrutiny and Association of Democratic Services Officers were requesting feedback on what new government guidance should contain, and had provided a series of questions to councils. A proposed response was detailed in the report, and following discussion it was,

Resolved:

- 1)To note that Central Government will be publishing revised Statutory Guidance on OS in Local Government by the end of 2018.**
- 2)To receive the new Statutory Guidance once published.**
- 3)To approve the proposed Wiltshire Council response to a call for evidence from CfPS and ADSO, which are drafting sections of the new guidance.**

(Duration of meeting: 10.30 am - 12.05 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

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CHILDREN'S SELECT COMMITTEE

MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 19 JUNE 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Jon Hubbard (Chairman), Cllr Mary Douglas (Vice-Chairman), Cllr Jacqui Lay, Cllr Mary Champion, Cllr Andrew Davis, Cllr Sue Evans, Cllr Johnny Kidney, Cllr Chris Hurst, Cllr Hayley Spencer, Cllr Roy While, Cllr James Sheppard (Substitute), Cllr Stewart Dobson (Substitute), John Hawkins and Dr M Thompson

27 Election of Chairman

Nominations were sought for the position of Chairman for the municipal year 2018/19.

On there being no other nominations, it was

Resolved:

To elect Cllr Jon Hubbard as chairman of the Children's Select Committee for the municipal year 2018/19

28 Election of Vice-Chairman

Nominations were sought for the position of Vice-Chairman for the municipal year 2018/19.

On there being no other nominations, it was

Resolved:

To elect Cllr Mary Douglas as Vice-Chairman of the Children's Select Committee for the municipal year 2018/19.

29 Apologies

Apologies were received from Cllr David Halik and Cllr Deborah Halik.

Cllr Stewart Dobson and Cllr James Sheppard substituting.

30 **Minutes of the Previous Meeting**

Resolved:

To approve and sign the minutes of the meeting held on 17 April 2018 as a correct record with the amendments as detailed above.

31 **Declarations of Interest**

There were no declarations of interest.

32 **Chairman's Announcements**

The following announcements were made:

- Maisy Humphries was welcomed as the new young persons representative.
- Hello Yellow – Mental Health Awareness Campaign during October 2018.
- That the Chairman and Cllr Lay had met with the Project Manager of Re:Fresh. The Re:Fresh project was an important school-based project which provides toiletry and sanitary items to children and youth in need.

The potential for the future expansion of the project was discussed with the creation of more collection points and schools involved across Wiltshire.

More information on the project is available online at:
communityactionwestwilts.org/refresh

33 **Public Participation**

There was no public participation.

34 **Performance & Outcomes for Families & Children's Services (Social Care)**

A report that provided an overview of the performance and outcomes of children's social care was presented to the committee.

Points made included:

That the Local Authority delivered children's social care in Wiltshire. The performance of the Local authority was inspected by Ofsted. The last inspection was in 2016 and was a Joint Targeted Inspection to examine how local partners, including local authorities, police, probation, and health services, work together to protect children living with domestic abuse. The outcome was

positive, recognising many good aspects but JTAI's were not graded. In 2015 the Local Authority was inspected by Ofsted under the Single Inspection Framework which whilst finding a significant number of strengths declared the outcome to be "requiring improvement to be good".

In October 2017, a new Safeguarding and Support Service was created which expanded the work of the previous social care safeguarding and assessment teams to include resources to support children and families just below the social care threshold - support cases. The number of support cases had risen as the service continued to develop and embed reaching 422 at the end of March 2018. These cases were either new referrals (via the MASH) or from social care as step-downs.

That there had been a drop in the rate of referrals into social care which had continued from the end of last year and was being monitored as it was below our target range for this year and below comparators. The overall rate (350/10,000) might be expected given the Wiltshire population profile of relatively low deprivation and there was some reassurance that it is appropriate given the re-referrals remains low. (SN 457, Eng 548)

Re-referral rates had remained stable and were currently just below 18%. This was low supporting our position that the quality of social work practice and step-down arrangements had improved. (SN 22%, Eng 22%)

The numbers of open social care cases remained relatively stable.

Resolved

- 1) That the Children's Select Committee noted the report and data set.**
- 2) That the report would be viewed on an annual basis.**

35 Apprenticeship Update

A report was presented which outlined the progress on apprenticeships within the council's workforce since the implementation of the apprenticeship levy in May 2017, and to outline future plans to ensure the levy was maximised to support the development of our workforce.

Points made included:

In October 2013, the government announced a number of reforms to the national apprenticeship programme as a way of introducing more rigorous standards, being more responsive to the needs of employers and to meet the commitment of having 3 million apprenticeships in place by 2020. At the heart of these reforms was the aim to increase both the quantity and quality of apprenticeships.

The two elements of the above reforms which would have the most impact for Wiltshire Council was the levy, and the proposed public sector target.

The apprenticeship levy was charged at a rate of 0.5% of an employer's pay bill and was collected monthly by the HMRC through PAYE deductions, and was therefore another tax on employment costs. For the council's workforce the contribution was £470k in the first year and the total amount that the council, including maintained and VC schools, would pay into the levy during any one year roughly equated to £1m.

The public sector target was for public sector bodies with more than 250 employees in England to employ an average of at least 2.3% of their staff as apprentices from 2017-2021. This meant that the council needed to have approximately 106 apprentices in the workforce each year until 2021, and for schools this was approximately 150 apprentices.

That plans were being developed to further increase apprenticeships and sustain the progress.

That Initiatives were being progressed to help to raise the profile of the council with Care Leavers/LAC as an employer, as well as providing them with valuable employability skills and experience and pathways to apprenticeships with the aim of encouraging these young people to apply for and secure apprenticeships with the Council, and with other employers across Wiltshire.

Resolved

- 1) That the Children's Select Committee noted the report.**
- 2) To congratulate the work behind the progression towards the excellent number of apprentices working for Wiltshire Council**

36 Final Report of the Care Leavers Rapid Scrutiny

A report was provided for the Children's Select Committee which outlined the outcome of the rapid scrutiny exercise established on 13 June 2017 and held on 23 January 2018 and 27 April 2018 to consider Wiltshire's Local Offer for Care Leavers under the Children and Social Work Act 2017.

Resolved

To endorse the recommendations of the Care Leavers Rapid Scrutiny Exercise and to submit them to the Executive for response.

37 Final Report of the SEND School Provision Task Group

Cllr Laura Mayes, Cabinet Member for Children, Education and Skills presented a report that outlined the response of the Cabinet Member for Children, Education and Skills to the Interim Report of the SEND School Provision Task Group.

Points made included:

On 15 May 2018 the Interim Report of the Task Group, along with its recommendations, were received at a meeting of Cabinet alongside the report of Special School Provision in Wiltshire. The recommendations of the task group were presented to the relevant Cabinet member for response and then in a report for the Committee to consider.

Resolved

That the Children's Select Committee endorsed the executive responses to the interim report of the SEND School Provision Task Group.

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

Terence Herbert - Corporate Director, Wiltshire Council presented a report that updated developments relating to children's services arising from the Department for Education.

Points made included:

That the DfE had published its response to the *Schools that work for everyone* consultation which was seeking views on proposals to create more good school places. It details a package of measures will promote:

- a new wave of free school applications
- an expansion to the number of places at existing good or outstanding selective schools alongside measures to give more disadvantaged pupils the opportunity to attend these schools
- new support for faith schools where there was demand for good school places
- fresh agreement with the independent school sector to help improve outcomes for pupils of all backgrounds

These measures aimed to deliver a stronger partnership between different parts of the education system in local areas, to raise standards across the system and to create new good school places in areas where they were needed. The aspiration was to create more school places, give parents greater choice and raise education standards – including in disadvantaged areas.

Resolved

That the Children's Select Committee noted the update provided.

39 **Task Group Updates**

Updates from:

- CAMHS Task Group – Cllr Phil Alford – The report was noted.

- Traded Services for Schools and Outdoor Education Task Group – Mr John Hawkins – The report was noted.
- Education Transformation Board Update – Cllr Deborah Halik – That work was ongoing.

Resolved

To note the update on task group activity provided.

40 **Forward Work Programme**

Resolved

- 1) That the Children’s Select Committee noted the forward work programme.
- 2) That the Children, Education & Skills Strategy List would be received as a standing document under the Forward Work Programme item and to update when required.

41 **Date of Next Meeting**

Tuesday 4th September 2018 at County Hall, Trowbridge, starting at 10.30am.

42 **Urgent Items**

There were none.

(Duration of meeting: 10.30 am - 1.05 pm)

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CHILDREN'S SELECT COMMITTEE

MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 4 SEPTEMBER 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Jon Hubbard (Chairman), Cllr Mary Douglas (Vice-Chairman), Cllr Mary Champion, Cllr Andrew Davis, Cllr Christopher Devine, Cllr Sue Evans, Cllr David Halik, Cllr Deborah Halik, Cllr Johnny Kidney, Cllr Jacqui Lay, Cllr Hayley Spencer, Cllr Roy While, Thompson and John Hawkins

Also Present:

Cllr Jane Davies, Cllr Laura Mayes and Cllr Philip Whalley

43 Apologies

Apologies for absence were received from Cllr Chris Hurst, Miss Tracy Cornelius, Miss Sarah Busby, Miss Jen Jones, Maisy Humphrey and Declan Kiely.

44 Minutes of the Previous Meeting

Resolved:

To approve and sign the minutes of the previous meeting held on 19 June 2018.

45 Declarations of Interest

There were no declarations of interest made at the meeting.

46 Chairman's Announcements

The Chairman made the following announcements:-

a) Cabinet items

For information, On 3 July 2018, Cabinet considered the following item

Wiltshire Council Adoption Service: 2017-18 Year End Report

Lead officer: Matthew Turner

On 25 September 2018, Cabinet would consider the following items

Consultation about option proposals for Lypiatt Primary School including possible closure

Lead officer: Tom Lindsay

Chairman's Involvement: Briefing paper on the consultation was provided for the item.

Appropriation of Education Land at Poulton Field, Bradford on Avon New!

Lead officer: Will Gray

Chairman's Involvement: Meeting with Will Gray, Estate Surveyor, to assure that sufficient protections would be in place for the local green space.

b) Councillor workshop: Making scrutiny meetings more effective – 10 October 2018

This would be an event for all councillors who have had any role in the scrutiny arena and would look at how to ensure scrutiny meetings of any kind had maximum impact. This would include effective agenda setting, preparation, witnesses, chairmanship, debate, resolutions and tracking actions.

With 18 months' worth of meetings since the 2017 local elections, this was identified by scrutiny councillors as the most important topic to address in the Council's four-year Overview and Scrutiny (OS) Learning & Development Programme.

Through a combination of exercises and group discussion, attendees would be asked to discuss and examine

- what an effective OS meeting is
- what are the ingredients of an effective OS meeting
- what are everyone's responsibilities in terms of delivering those ingredients
- in Wiltshire, what is and isn't working well, and how can we continue to improve?

The results of the day's discussions would then be presented to the OS Management Committee to consider.

47 Public Participation

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

48 Update from Young Person's Representative

The Committee received an update on the activities of the Wiltshire Assembly of Youth (WAY), Youth Safeguarding Board (YSB) and the Children in Care

Council (CiCC) which was presented by the Senior Commissioning Officer in the absence of Maisy Humphries, Children & Young People's Representative.

It was noted that during the summer members of YSB, CiCC and WAY had attended a strategic youth engagement event at Devizes School in partnership with Wiltshire Police. There were a number of clear messages that came out of the event, which included:-

- Young people would rather speak/engage with a youth worker than with workers from across Wiltshire Council and Wiltshire Police.
- The Council and the Police were too formal. Young people considered that if engagements were to be made, then it was important to ensure that these were carried out in a relaxed environment.
- It was necessary for these engagements to take place where young people congregated, e.g. youth clubs, sports clubs and schools.
- Young people do not want to use social media as a form of communication with workers, although sometimes they would use Facebook messenger.
- Generally young people do not read emails but use text messaging as their main form of communication.

Following receipt of this information, and further work that would be carried out, the Senior Commissioning Officer would be looking at how to strengthen and further develop engagement with young people.

During discussion, it was suggested that town and parish councils might be prepared to act as a means of communication by publicising events and other information concerning young people.

Resolved:

To note the update on the activities of the WAY, the Youth Safeguarding Board, and the Children in Care Council and to thank Maisy Humphries for her update to the Committee.

49 **Corporate Parenting Panel Annual Report**

The Committee received the draft annual report prior to finalisation by the Corporate Parenting Panel at its meeting on 18 September 2018. The finalised report would be presented to Council 16 October 2018.

It was reported that meetings had been well attended with a young person being present at each meeting. However, as previously noted in Minute No 48 above, young people preferred to attend meetings in places which they regularly met and consideration would be given as to how this desire could be accommodated.

It was pointed out that the current strategic strategies were still relevant and had not been changed. They were as follows:-

- Strengthen the corporate parenting role and corporate parenting function across Wiltshire Council as a whole.
- Continue to improve timeliness of permanency for looked after children across the range of permanency options.
- Ensure that there is sufficient accommodation for looked after children within Wiltshire which meets the needs of those children. Prioritise placement within Wiltshire.
- Improve care leavers journey by ensuring an enhanced offer to care leavers across all areas: education, employment and training, independent living, housing options and health.
- Improve the educational outcomes for looked after children; closing the gap between looked after children and other children in the county.
- Ensure that looked after children are protected from the risk of child sexual exploitation and reduce the frequency with which some looked after children and care leavers currently go missing.
- Ensure that looked after children and care leavers have timely and easy access to mental health services.

During discussion, reference was made to the closure of Aspire House and its effect on the provision of virtual teaching in Wiltshire. It was explained that virtual teaching had now moved out of Aspire House on the recommendation of the virtual school headteacher and work was being carried out on developing a new service specification. It was generally considered that it was more beneficial for children to be educated in the community at a mainstream school as close to their home as possible.

In welcoming the draft annual report, it was hoped that a young person might be available to speak to this report when it was presented to Council.

Resolved:

- (1) To note and endorse the draft Corporate Parenting Panel Annual Report.**
- (2) To request further information on Priority 2 at a briefing session immediately before the meeting of this Committee on 5 March 2019.**

50 **Children not in Education Policy**

Consideration was given to a report by Terence Herbert, Corporate Director, which provided a copy of the following policies:-

- (1) Elected Home Education, and
- (2) Children Missing Out on Education/Children Missing Education

Members were pleased to see the development of these two policies and generally supported their contents. It was suggested that the draft letter to parents as set out on page 62 of the report be slightly amended so as to refer to *suitable* education rather than *appropriate* education, thus being consistent with the other draft letters to parents with children being home educated.

It was reported that statistical information on children missing out on education/children missing education was being held on a database.

After some discussion,

Resolved:

- (1) To receive a briefing session to present the new dataset on Elective Home Education and Children Missing Education.**
- (2) To receive the Elective Home Education and Children Missing Education dataset annually at Children's Select Committee.**

51 **Family and Children's Transformation (FACT) Update**

The Committee considered a report by the Director, Family & Children's Services which provided an update on progress of the Families & Children's Transformation (FACT) programme.

Members were reminded that at its meeting on 17 April 2018, the Committee received a report outlining the rebranding of the Children's Service Integration Project into the Families & Children's Transformation (FACT) programme and set out the activity that would be progressed through projects within the programme. The report before this meeting provided an update on the programme to progress service developments across the partnership that would support the programme to be driven by the following five key principles:-

- **Help when you need it**

We will intervene earlier; providing support early to prevent families' difficulties escalating and in doing so improve outcomes and reduce demand for higher tier services

- **We are Better Together**

We will simplify and integrate processes and improve multi-agency integrated working and collaboration and in doing so reduce spend by eradicating duplication.

- **More time to be with Families**

We will maximise the time our staff can spend with families and in doing so improve the child's experience of support.

- **Investing in our Staff**

We will ensure we are an effective confident workforce with an effective practice framework.

- **Resilient communities with Equity of Opportunity**

We want to ensure all our children and young people reach their full potential by having high aspirations for, and creating opportunities with, those who are disadvantaged through poverty or vulnerability. We want to support families in overcoming difficulties and being able to care for their children and each other.

It was noted that the FACT programme was being overseen by a multi-agency Board, comprising key partner agencies, which in turn reported to the Health & Wellbeing Board.

It was also noted that the FACT programme consisted of eight workstreams covering all aspects of a child and family's need for help and support.

The Chairman stressed the need for joined up working with Adult Services and it was reported that a new Case Management System (CMS) would bring together multiple IT systems across early years, education, early help, SEND and safeguarding into one system, so that all information on families, children and young people was shared in one place. Furthermore, this new CMS system would enable users to input, read and retrieve information relevant to the child and family they were working with and would provide a holistic view of the child and family to help with good decision making.

One of these workstreams was to support young people to live in their families and communities. This workstream was developing a number of projects to take a whole family approach, identifying causes of need and then using the support of relevant professionals and the voluntary sector to meet the needs of the family until stability was reached.

A wraparound multi-disciplinary approach was also supporting projects such as the *No Wrong Door* proposal which was implementing a service delivery model to divert adolescents from being taken into care by providing a multi-agency approach to targeted support including the provision of residential care if

required. Members requested that they be provided with more information about this, possibly by including this subject in a pre-meeting briefing.

Resolved:

To note the update on the Family and Children's Transformation programme.

52 **Update on Multi-Agency Forums (MAF's)**

The Committee is received a brief update on the performance and progress of Multi Agency Forums (MAFs) in Wiltshire.

The update followed previous work on MAFs performed by the Committee. In December 2015 a Task Group of the Children's Select Committee conducted a deep dive meeting focused on MAFs. The Committee endorsed the Task Group's recommendations regarding MAFs at its meeting on 26 January 2016. An Executive Response to the Interim Report of the Safeguarding Task Group was presented to the Committee on 22 March 2016, and monitoring of the outstanding actions taken up by the Safeguarding Children and Young People Panel.

The Director, Family & Children's Services explained that work had started on the standardisation of the MAFs terms of reference which would include:-

- Regular discussion of cases
- Meetings timed to allow schools to attend in the expectation that the head teacher, SENCO or any other appropriate representative of all schools would attend the MAFs.

During discussion, Members expressed concern that there was little evidence that the MAFs were meeting and functioning correctly. It was explained that the Council would be undertaking comprehensive quantitative and qualitative reporting to monitor the effectiveness of MAFs which would be regularly reported to and monitored by the Safeguarding Children & Young People Panel.

Resolved:

To note the updates on the ongoing transformation work both under Family and Children's Transformation and the Wiltshire Safeguarding Children's Board (WSCB) that may have an impact on the future of Multi-Agency Forums (MAFs).

53 **Education Transformation Board - Stage 2 Update**

Consideration was given to a report by the interim Director, Education & Skills which provided an update on the progress of the Education Transformation

Project in Wiltshire and outlined changes to the Local Authority's School Improvement Framework due to be implemented from September 2018.

This Project established the core vision -

'to create a strong, self-improving, self-sustaining school-led system to improve the educational outcomes for every child in Wiltshire.'

Following consultation leading to a conference in February 2018, various characteristics were identified that were desirable in the new system which was subsequently launched in July 2018.

It was noted that outcomes from this new system would be reviewed by the Wiltshire Education Standards Board which was tasked with ensuring that the thematic needs of schools and academies could be met through the providers of support within Wiltshire through Teaching School Alliances and other providers. These providers would need to be able to respond to demands placed upon schools for their continued improvement.

Members noted with some concern that some single school academies were not always engaging with partners and further work would need to be carried out to persuade these schools to collaborate and share their statistics.

After further discussion,

Resolved:

To note the update on stage 2 of the Education Transformation Board.

54 **School Ofsted Judgements**

The Committee received a report by the interim Director, Education & Skills which provided an overview of state funded school inspection outcomes at the end of the 2017/18 academic year, including an analysis of inspection outcomes by phase of school, by LA maintained or academies and trends from the previous year. The report also included an analysis of the current Ofsted position from published reports as at the end of July 2018 for all schools and academies and further considered outcomes for schools for inspections carried out during the 2017/18 academic year.

It was noted that Ofsted had the direct remit of 'Raising Standards, Improving Lives' and in its 2017-2022 strategy document stated that it

"exists to be: 'A force for improvement through intelligent, responsible and focused inspection and regulation' "

Inspections focused on the following four main areas

- Effectiveness of leadership and management
- Quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcomes for pupils

Where appropriate the effectiveness of early years or sixth form was also inspected.

From the evidence collected, schools were given an overall effectiveness grade:

- Grade 1 (outstanding)
- Grade 2 (good)
- Grade 3 (requires improvement)
- Grade 4 (inadequate)

It was noted that academies worked with the Regional School Commissioner rather than the Local Authority for school improvement.

From the statistical information provided, the Committee noted that Wiltshire's figures as at March 2018 were broadly comparable with the national average and more closely comparable with those schools in the South West. However, it was worrying to note that Wiltshire's figures (good & outstanding places) had fallen from 93% at August 2016 to 84% in March 2018.

78% of primary schools in Wiltshire with existing grades achieved Ofsted grades the same or better whilst 88% of Wiltshire secondary schools with existing grades achieved Ofsted grades the same or better.

It was drawn to Members' attention that whilst schools graded 2 to 4 required Ofsted inspections every three years, this was not a requirement of schools grading as being outstanding. Some concern expressed on receiving this information but Members were informed that Ofsted were always grateful to receive any concerns or complaints about school standards which could be investigated.

Resolved:

To note the update on school Ofsted judgements.

55 **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:-

- Public spending on children in England: 2000 to 2020
- 30 hours childcare to be extended to foster carers

- Gender separation in mixed schools
- Relationships education
- Academies update
- Working together to safeguard children
- Disqualification by association
- Information sharing advice for safeguarding practitioners
- Reporting a serious safeguarding incident
- Social Work England: secondary legislative framework and announcement of new Chief Executive Officer
- Family and friends care
- Placing a child under 13 in a secure children's home
- Grant funding for Virtual School Head role for previously looked after children
- Bursary for care leaver apprentices
- Stability Index 2018
- Secure schools
- Children and adolescent mental health services

It was drawn to Members' attention that under the new child safeguarding incident reporting procedure, Wiltshire had reported two serious cases in a two month period, this being the first serious referrals being made in two years.

Members were pleased to note that resulting from the Children & Social Work Act 2017, Wiltshire had been awarded £37,794.79 to support the implementation of the virtual school head's role for previously looked-after children. It was noted that additional funding for this would be provided by Wiltshire Council.

Resolved:

To note the update provided.

56 **Task Group and Board Representative Updates**

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

- Child and Adolescent Mental Health (CAMHS) Task Group.
- Traded Services Task Group. Mr John Hawkins, Task Group Chairman, reported that this Task Group had met the previous day. To reflect the changes to the situation with regards to outdoor education the task group would like to propose an amendment, already discussed with the relevant Cabinet Member and officers, to its terms of reference by including the following:
 3. To review and comment on:
 - a) the Council's advertising of the two outdoor education sites (Braeside and Oxenwood);
 - b) the Council's consideration of expressions of interest, including evaluation criteria and weighting;

c) the report to Cabinet presenting the findings on the expressions of interests.

Resolved:

To note the updates on task group activity provided.

57 **Forward Work Programme**

The Committee received a document showing the relevant items from the Overview & Scrutiny Forward Work Programme together with the Children's Services Strategy List.

Resolved:

To note the Forward Work Programme for this Committee and the Children's Services Strategy List.

58 **Date of Next Meeting**

Resolved:

To note that the next scheduled meeting of this Committee was due to be held on Tuesday 6 November 2018 at County Hall, Trowbridge, starting at 10.30am.

59 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.30 am - 1.20 pm)

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ENVIRONMENT SELECT COMMITTEE

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 1 MAY 2018 AT COUNCIL CHAMBER, COUNTY HALL.

Present:

Cllr Matthew Dean (Chairman), Cllr Bob Jones MBE (Vice-Chairman), Cllr Ian Blair-Pilling, Cllr Derek Brown OBE, Cllr Peter Evans, Cllr Peter Fuller, Cllr Sarah Gibson, Cllr Mike Hewitt, Cllr Tony Jackson, Cllr Ian McLennan, Cllr Nick Murry and Cllr Steve Oldrieve

Also Present:

Cllr Tom Rounds and Cllr Toby Sturgis

1 Apologies

Apologies for absence were received from Cllr Jacqui Lay.

2 Minutes of the Previous Meeting

Resolved:

To confirm the minutes of the meeting held on 13th March 2018.

3 Declarations of Interest

There were no declarations of interest.

4 Chairman's Announcements

The Chair made the following announcements:

1. Update on Salisbury Town Centre

The Chairman provided an update on Salisbury town centre following the recent nerve agent attack, in particular the continuing clean-up operation and increased workloads for Council Officers, impact on local business', the drive to promote Salisbury and securing high profile events in the City.

2. Malmesbury Town Council – Flood Defences

The Committee was advised of a letter received from Malmesbury Town Council thanking Wiltshire Council's Highways Principal Tech Officer,

Drainage for the contribution and positive engagement made towards arranging precautionary flood defences for St John Street, Malmesbury in December 2017.

3. Deferred Agenda Items

Members were informed that the following agenda items scheduled on the Forward Work Programme for consideration at this meeting had been deferred until the next meeting on 26th June 2018:

- Future Development;
- Development where it is needed; and
- The Draft Waste Management Strategy.

The Chair explained the reasons for the deferrals and confirmed that the Forward Work Programme would be updated accordingly.

4. Exploring Domestic Food Waste in Warminster

Members received an update about the meeting between the Director of Waste and Environment and Chris Walford representing a Volunteer Community Group from Warminster. The Committee were reminded that the meeting was a result of a request at the last meeting for discussions to be held about domestic food waste in Warminster (Min 18 iv – 13th March 2018).

The Group would now look to liaise with Warminster Town Council to establish if the Town Council is interested in establishing a voluntary local food waste collection scheme.

5 **Public Participation**

There was no public participation.

6 **Public Land Released for Homes and Jobs**

The Committee received a presentation from the Head of Development Management.

The presentation focussed on the national legislation that governs the use of developer contributions received by the Council (Community Infrastructure Levy and Section 106 agreements), the background to their introduction and current usage, income received from the contributions and how this is distributed between the Council and Town/Parish Councils, and Government proposals to modify these contributions.

The Head of Development Management and Cabinet Member for Spatial Planning, Development Management and Property responded to the following statements, issues and questions raised by the Committee:

- Council's approach to the payment of CIL and S106 by developers

- Increase in the housing supply and potential impact on CIL and S106 contributions
- Timeframes for transferring CIL and S106 contributions to Town and Parish Councils
- Return of CIL and S106 contributions to developers in the last 3 years
- Lapsed planning applications and the payment of CIL
- Activating S106 payments
- Level of engagement between developers and Town/Parish Councils prior to application submission
- Concerns regarding land banking
- Timeframes for the commencement of developments
- The measurement used for CIL payments
- Level of input by Town/Parish Councils and development of Neighbourhood Plans
- Differences between developers that promote land for development and those focusing on the construction of developments
- Infrastructure improvements linked to S106 contributions
- Impact of army rebasing to Wiltshire and inclusion within the figures for CIL and S106 contributions
- Monitoring of developers fulfilling their obligations in connection with S106 agreements
- Collection and repayment of CIL and S106 contributions
- Impact of developments on neighbouring Town/Parish Councils and their ability to claim a proportion of the S106 contribution
- Developments based on either CIL or S106 contributions, and the differences between CIL and S106 funding for each of these developments

The Chair thanked the Committee for their contributions during the consideration of this matter.

Resolved:

- i. **To thank the Head of Development Management for his presentation on Developer Contributions and the Cabinet Member for Spatial Planning, Development Management and Property for attending and responding to issues and questions raised.**
- ii. **That the Head of Development Management prepare an update on:**
 - a. **whether any S106 money was returned to developers in the last 3 years; and**
 - b. **the amount of S106 money listed as “time expired” and has plans for such funds**

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

i) Waste Contracts Task Group

The Committee received an update from Cllr Yuill, Chairman of the Task Group. He explained that the most recent meeting of the Task Group was held on 12th April 2018 where they discussed the amended pricing model of the Waste Service's communication strategy and reviewed the draft communication information, which included the leaflet design and bin sticker. The next meeting of the Task Group was scheduled for 20th June 2018 to receive a briefing on the Key Performance Indicators associated with the contract for Lot 2 (Management of HRCs).

Resolved: To thank Cllr Yuill for updating the Committee on the latest work being undertaken by the Waste Contracts Task Group.

8 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:

- Government's 25-year Environment Plan and potential topics for inclusion within the Forward Work Programme
- More affordable homes to rent and buy
- Eco Strategy
- Question asked by Cllr Murry and response from Cllr Seed, Portfolio Holder for Flooding
- Briefing on Air Quality
- Visit to Waste Depot

Resolved:

- i. **To defer consideration of the following reports to the next meeting on 26th June 2018:**
 - **Future Development**
 - **Development where it is needed**
 - **Draft Waste Management Strategy**
- ii. **To remove the following items from the Forward Work Programme.**
 - a. **More affordable homes to rent**
 - b. **Planning Enforcement Team**
- iii. **To add consideration of the Government's 25-year Environment Plan, in particular the future of plastics, to the Forward Work Programme**

iv. To note the 'Emissions' item previously scheduled on the Forward Work Programme as TBC, has now been scheduled for 6th November 2018

v. That:

- a. A visit to Northacre Waste Depot, Westbury be held on either Friday 11th or Friday 18th May 2018. Members to indicate their preferred date for the visit to the Senior Scrutiny Officer, and an invite to then be extended to all members of the Council following confirmation of the date.
- b. To invite a representative of the Environment Agency to attend the visit.

vi. That the Forward Work Programme be updated to reflect the changes detailed above.

9 **Urgent Items**

There were no urgent items.

10 **Date of Next Meeting**

The next meeting is scheduled for 26th June 2018 at 10.30am.

(Duration of meeting: 10.30 am - 12.40 pm)

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ENVIRONMENT SELECT COMMITTEE

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 26 JUNE 2018 AT COUNCIL CHAMBER, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Matthew Dean (Chairman), Cllr Bob Jones MBE (Vice-Chairman), Cllr Derek Brown OBE, Cllr Peter Evans, Cllr Clare Cape, Cllr Peter Fuller, Cllr Mike Hewitt, Cllr Jacqui Lay, Cllr Ian McLennan, Cllr Nick Murry, Cllr Steve Oldrieve and Cllr Sue Evans (Substitute)

Also Present:

Cllr Brian Mathew, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Alan Hill, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Jerry Wickham and Cllr Robert Yuill

11 Election of Chairman

Nominations were sought for the position of Chairman for the municipal year 2018/19. Cllr Peter Evans, seconded by Cllr Mike Hewitt, moved that Cllr Matthew Dean be elected as Chairman.

On there being no other nominations, it was

Resolved:

To elect Cllr Matthew Dean as chairman of the Environment Select Committee for the municipal year 2018/19.

12 Election of Vice-Chairman

The Chairman thanked the Committee for their support in his election and he called for nominations for the position of Vice Chairman.

Cllr Bob Jones MBE was proposed by Cllr Oldrieve, which was seconded by Cllr Cape. There were no other nominations.

Resolved:

Cllr Bob Jones elected as Vice- Chairman of the Environment Select Committee for the municipal year 2018/19.

13 Apologies

Apologies for absence were received from Cllr Tony Jackson.

Cllr Jackson was substituted by Cllr Sue Evans.

14 **Minutes of the Previous Meeting**

To confirm the minutes of the meeting held on 1st May 2018.

15 **Declarations of Interest**

There were no declarations of interest.

16 **Chairman's Announcements**

There were no Chairman's announcements.

17 **Public Participation**

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

- i. Maggy Daniell – A statement about the Waste Management Strategy was read out by the Chairman in the absence of Maggy Daniell.

The Chairman also read out a response from the Director Waste and Environment to the points raised in the statement.

- ii. Colin Gale – A statement read out on behalf of the Pewsey Community Area Partnership, Campaign to Protect Rural England and Pewsey Parish Council, about the Waste Management Strategy and in particular the consultation on the proposed closure of Everleigh Household Recycling centre.

The Chairman thanked Mr Gale for his representations and noted that he would progress his concerns regarding the Council's consultation process through the appropriate complaints process.

- iii. Stephen Eades – A statement read out on behalf of Wiltshire Friends of the Earth about the Waste Management Strategy and in particular, a concern at the strategic position of incineration within the strategy.
- iv. David Levy – A statement read out on behalf of The Air We breathe Network, Westbury, about the Waste Management Strategy, and in particular concerns about incineration and the need to recycle more waste.

18 **Wiltshire Council Waste Management Strategy**

The Committee received a presentation and considered a report of the Director for Waste and Environment about the Council's Waste Management Strategy.

The report set out the Strategy for comment ahead of its reporting to the Cabinet for consideration in advance of adoption by full Council. It provided an overview of the results of the consultation carried out in 2017, including a summary of all the written responses received during the consultation period. The report set out the key themes emerging from the comments, showing how they have influenced the development of the Strategy.

The Director for Waste and Environment explained that a) the Strategy is made up of three individual documents, i) the overarching strategy, ii) an annual performance review and iii) an annual action plan, and the following priorities were identified within the strategy, i) waste prevention, ii) repair and reuse, iii) recycling and composting, iv) energy from waste and v) litter and fly tipping. The Committee noted that the annual action plan set out the details of the actions the Council would take to meet the priorities, taking into account available resources, previous performance and any legislative changes.

The Director for Waste and Environment and Cabinet Member for Highways, Transport and Waste responded to the following issues raised and questions asked:

- The Household Recycling Centres (HRC's) increasing their operational hours.
- Measuring the success of longer opening hours at HRC's and determining increasing rates of recycling.
- The future of reusing materials from HRC's
- The success of litter picking campaigns.
- Engagement with voluntary groups through town and parish councils to help with regular litter picking.
- Potential for issuing fixed penalty notices to those offenders caught littering.
- The need to enlarge a number of the HRC's to accommodate the increasing demands for recycling.
- Promotion materials about reducing waste.
- Explanation of zero avoidable household waste.
- The need to reduce waste and packaging materials related to on-line shopping.
- The types of waste being received and treated at HRC's, and how this would evolve over the lifetime of the Strategy.
- The role of Wiltshire Wildlife Trust in engaging with schools to promoting recycling and waste reduction.
- Future facility to accommodate and sort co-mingled waste.
- Changing culture and attitudes towards littering and fly-tipping.
- Comparing the effectiveness of recycling between segregation at source and mixed recycling.
- Processing waste locally and the allocation of sites in the county.

- The dependency on a single supplier for recycling and energy recovery and the Council's ability to determine its own strategy and implementation.
- Concerns regarding the usage of gasification/incineration requiring plastics and food waste to function, rather than radically increasing recycling.
- The local impacts in terms of health risk and increased congestion on our roads through importing waste from outside the county.
- The increase in fly-tipping and its impact on the environment.
- Collecting litter from trunk roads during grass cutting sessions.
- Comparisons between the volume of waste being delivered to different HRC's during each trip by visitors.

The Chairman thanked the Cabinet Member for Highways, Transport and Waste and the Director for Waste and Environment for their contributions at the meeting. It was suggested that the Cabinet Member, portfolio holder and Director provide a 6 month progress report, to include costs and outcomes against the Action Plan to the Vice-Chairman and Cllr Oldrieve at a private meeting, on behalf of the Committee.

Resolved:

- i) That the Environment Select Committee endorse Wiltshire Council's Draft Waste Management Strategy.**
- ii) That the Cabinet Member for Highways, Transport and Waste, Portfolio Holder for Waste and the Director for Waste and Environment provide a 6 month progress report to Cllrs Jones and Oldrieve.**

19 The Use of Plastic Waste in Road Repairs, Re-Surfacing and Construction

The Committee considered a briefing note from the Head of Highways Asset Management and the Senior Scrutiny Officer about the potential use of plastic in Wiltshire roads.

It was noted that the briefing paper was prepared following a motion put forward at Full Council on 22nd May 2018 by Cllr Brian Matthew and Cllr Steve Oldrieve, asking Wiltshire Council to undertake a feasibility study into the method of using waste plastics in road repair, resurfacing and road rebuilding programmes. The matter was referred to the Overview and Scrutiny Management Committee on 5th June 2018, who asked this Committee to consider the proposal using the available evidence.

The report highlighted the process for using plastic within the current bitumen and asphalt mix and highlighted that a number of countries currently used plastic waste in their road maintenance programmes, in addition to a couple of other Local Authorities in England.

The Senior Scrutiny Officer explained that initial research indicated that using plastic in road repair was feasible and suggested that the committee establishes

a Rapid Scrutiny exercise to consider how feasible it would be for Wiltshire Council to use plastic waste, as part of its road maintenance programme.

Resolved:

- 1. That a Rapid Scrutiny exercise to consider how feasible it would be for Wiltshire Council to use plastic waste, as part of its road maintenance programme, be agreed.**
- 2. That the following membership be agreed, as follows:**
 - **Cllr Brian Matthew**
 - **Cllr Tony Jackson**
 - **Cllr Nick Murry; and**
 - **Cllr Jacqui Lay**

20 Housing Board - Annual Report

The Committee received a statement from the Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism introducing the Council's Housing Board and its Annual report.

In the absence of the Cabinet Member, the Committee were encouraged to submit any questions on the Annual Report to him directly.

Resolved – That the ongoing work of the Housing Board and its Annual Report be noted.

21 Housing Repairs and Maintenance Service

The Committee received a presentation from the Head of Housing Strategy and Assets on the Housing repairs and Maintenance Service.

The Head of Housing Strategy and Assets explained that the total spend on the service amounted to £14m per year, with only £1m spent through the DLO, leading to high contract management costs, inability to gain efficiencies with the DLO and a variation in quality and performance.

The Committee were informed that the Cabinet, in March 2017, had agreed to the DLO expanding to take on all responsive repairs and voids subject to a financial business case. It was noted that the work of the DLO achieved savings when compared to contractor costs. As a consequence, the Cabinet, at its meeting on 3rd July 2018, were being asked to agree the business case for progressing with the enlargement of the DLO to take on all responsive repairs and voids work with effect from 1st April 2019.

The Head of Housing Strategy and Assets responded to the following issues and questions raised by members:

- Any plans to undertake maintenance on properties not currently included in the Council housing stock.

- Competing with private contractors to generate savings for the Council.
- Recruitment of suitably qualified personnel.
- Managing capacity and demands placed on the team to achieve high level performance.

The Chairman thanked Head of Housing Strategy and Assets for the presentation and responding to the Committee's questions and comments.

Resolved: To support the report and recommend that Cabinet adopt the following recommendation on 3rd July 2018:

'to agree the business case for progressing with the enlargement of the DLO to take on all responsive repairs and voids work with effect from 1st April 2019.'

22 ECO Strategy

The Committee considered the report of the Director for Economic Development and Planning about the Council's Energy Change and Opportunity (ECO) Strategy and current Eco policies.

The Director explained that the Council have developed an ECO Strategy to meet the challenge of climate change in Wiltshire. The Strategy set out the Council's ambition to reduce its carbon emissions and lead the county's low carbon transition, and prepare for unavoidable climate change. Cabinet approved the Strategy and agreed that the ECO Board would oversee the delivery of the Strategy, and approve and monitor the delivery of Action plans listed in the report. It was noted that much of the delivery work coming out of the Action Plans would be resourced and taken forward by relevant service directorates.

It was noted that the Council is committed to work with partners through the Energy Resilience plan to reduce Wiltshire's carbon footprint, and promote Low Carbon Developments through planning policy. It was also noted that the Council aimed to meet and exceed household recycling targets, continue to reduce the amount of waste sent to landfill, and continue to reduce organisational energy demand through energy efficiency projects and renewable energy projects in managing its facilities.

Initially an ECO Team, accountable to the ECO Board, was established and responsible for strategic development, coordination, and administration of the ECO Board. With the ECO Strategy now embedded within the organisation and the administrative overhead of managing the Board being modest, there was no longer a requirement to maintain a dedicated ECO Team.

The Cabinet Member for Spatial Planning, Development Management and Property reported that ten years ago the Council had an average performance level in relation to the reduction of carbon emissions. Since the ECO Strategy has been embedded within the organisation, the Council has moved up to 2nd

place in the South West local authority ratings produced by Regen South West. A copy of the Regen report can be found [here](#).

The Director for Economic Development and Planning and Cabinet Member for Spatial Planning, Development Management and Property responded to the following issues and questions raised by the Committee:

- The Council's response to the Government's carbon reduction targets.
- The Council's strategy for the next stage of carbon reduction.
- Addressing the low carbon agenda more widely in Wiltshire through the influence of the ECO Strategy, for example in terms of planning and transport.
- Engagement with the Government's Industrial Strategy and other strategies.
- The leadership provided within directorates on eco issues compared to other local authorities.
- The frequency of Cabinet considering climate change issues.
- The use of Government grants to increase the availability of electric vehicle charging points.
- Government policy on climate change and how it influences the council's strategies and action plans.
- Frequency of ECO Board meetings and potential for attendance by the public at future meetings.

Resolved:

- i. **To thank the Director for Economic Development and Planning and Cabinet Member for Spatial Planning, Development Management and Property for attending the meeting and responding to comments and questions from the Committee.**
- ii. **To receive annual updates from the ECO Board commencing in 2019.**

23 **Development Where It Is Needed**

The Committee received an update from the Director Economic Development and Planning, Tim Martiensen, and Cabinet Member for Spatial Planning, Development Management and Property on employment land and how the relevant policy is implemented across Wiltshire, and on the progress of the Housing Sites Allocation (HAS) Plan.

The Director Economic Development and Planning commented on the availability of employment land in the County and the number of sites reviewed in the last year. It was noted that there was potential for an additional requirement for employment land towards the end of the Strategic Economic Plan period. A variety of sites are available to meet demand and there was a focus on those sites that were easy to develop and that would be fed into the local plan review.

The Committee was informed that consideration of the HAS by Council has been deferred to allow additional time for comments from Town and Parish Councils. It was noted that 19 additional responses had been received. It was planned that the HAS would be considered by Cabinet in July 2018, followed by Full Council and then receive independent consideration by a Government Inspector for a final decision.

Resolved:

- i. To thank the Director of Economic Development and Planning for his update on employment land and progress of the Housing Sites Allocation Plan and the Cabinet Member for Spatial Planning, Development Management and Property for attending and responding to issues and questions raised.**
- ii. To note the update provided.**

24 Traveller Reference Group

The Committee received an update from the Traveller Reference Group, seeking clarity about the frequency of updates on progress on the Group and the Traveller Strategy.

Resolved: That the Environment Select Committee continue to receive annual updates from the Traveller Reference Group, with the next annual update to be received at 4 September 2018 meeting.

25 Emergency Stopping Places

The Committee received the report of the Spatial Planning Manager about emergency stopping places for Gypsies and Travellers and the Draft Strategy being considered by the Cabinet at its meeting scheduled for 3rd July 2018.

The Cabinet Member for Spatial Planning, Development Management and Property and the Spatial Planning Senior Officer explained that currently there were no emergency stopping places to provide safe short term stay to meet gypsies and traveller's temporary accommodation needs in Wiltshire. Dealing with unauthorised encampments is a continuing issue, leading to nuisance to landowners and the public and implications for the Council in terms of clean-up costs and reputational costs.

The development of the Draft Strategy sets out how a network of emergency stopping places would be delivered to provide safe short term stay and manage the unauthorised encampments more effectively.

The Cabinet Member for Spatial Planning, Development Management and Property and Spatial Planning Manager responded to issues and questions raised by the Committee on the following:

- The differences between emergency stopping places and more permanent sites.

- Potential sites for emergency stopping places and collaboration with private land owners.
- Increasing issues of trespass where no emergency stopping places exist.
- The potential for bringing abandoned sites back into operation as emergency stopping places.
- Potential conflicts between culturally different groups and the placement of emergency stopping places.

The Chairman thanked the Cabinet Member and officer for attending the meeting and responding to the Committees questions.

Resolved: To inform the Cabinet that this Committee endorses Wiltshire Council establishing an Emergency Stopping Places Strategy.

26 Updates from Task Groups and Representatives on Programme Boards

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

i) Waste Contracts Task Group

The Committee noted that the task group's Chairman, Cllr Yuill had recently taken up a position of Portfolio Holder for Waste and would no longer be a member of the task group. The task group had appointed a new Chairman, Cllr Sven Hocking, at their meeting held on 20th June 2018.

ii) Hackney Carriage Late Night Tariffs

The Committee noted that the Overview and Scrutiny Management Committee (OSMC), at its meeting held on 5th June 2018, had agreed to establish a task group to undertake a review on late night tariffs for Hackney Carriages in the Salisbury area, following reports of high late-night fares in the Salisbury area and the Salisbury recovery effort.

The Chairman, Cllr Dean, was given authority by the OSMC to determine the task group's membership. He suggested that the review be widened to take in late night tariffs for Hackney Carriages in Wiltshire.

Resolved:

- To endorse the Waste Contracts Task Group electing Cllr Sven Hocking as Chairman, following Cllr Yuill taking up the position of Portfolio Holder for Waste.**

- ii. The Environment Select Committee establish a task group to consider late night tariffs for Hackney carriages with the following Terms of Reference:
- a) To investigate whether the current schedule of late-night tariffs for Hackney carriages, as adopted by the Licensing Committee in 2014,
 - b) Is supportive of Wiltshire's night time economy (NTE)
 - c) Is comparable to, and competitive with, night time centres in adjoining counties
 - d) Provides a fair system across all parts of the county.
 - e) To make any evidenced recommendations for improvement as appropriate
- iii. The Chairman of Environment Select Committee be given authority to determine the task group's membership as follows:
- Cllr Matthew Dean
 - Cllr Derek Brown OBE
 - Cllr Peter Evans
 - Cllr Ian McLennan

27 **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:

- Potential Scrutiny of the Council's Plastic Waste Management Policy
- Reduced Road Casualties
- Highways Term Consultancy Contract
- Government's 25 year Environment Plan

Resolved:

- i. **To delay a potential scrutiny of the Council's Plastic Waste Management Policy until after February 2019, once amendments to national guidance have been implemented and the Council's new waste contracts have been in operation for a sufficient time period.**
- ii. **To remove the Reduced Road Casualties item from the Forward Work Programme scheduled for 4th September 2018 – See statement from The Head of Service: Sustainable Transport at Appendix A to these minutes.**
- iii. **To add consideration of the new Highways Term Consultancy Contract to the Forward Work Programme for 4th September 2018,**

iv. That the Forward Work Programme be updated to reflect the changes detailed above.

28 **Urgent Items**

There were no urgent items.

29 **Date of Next Meeting**

The next meeting is scheduled for 4th September 2018 at 10.30am.

(Duration of meeting: 10.30 am - 2.15 pm)

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Reduced Road Casualties

Highways have spoken with counterparts in Somerset about the reduction in killed and seriously injured (KSI) casualties in the county, following the Committee's request for further info on Somerset's recent reduction in their 'KSI casualty list' (resolved at 13 March ESC). Due to the relatively smaller numbers of KSI collisions and their peaky nature, year on year it can look like a dramatic change either way when expressed as a percentage. However, there is no direct evidence to show a significant cause and effect that should be attributed to the Somerset data.

Somerset trialled some 'Red Route' treatment of some of their A roads prior to 2010 (mainly consistent provision of signs and lines), although that programme is no longer active. In Wiltshire, although we don't use the 'Red Route' label, we carry out corridor and whole town improvements in the same vein; as part of our annual programme of road safety engineering activity. Wiltshire's discussion with colleagues in Somerset has established what we hope will be an ongoing rapport, and we are arranging to meet shortly to explore how we might mutually benefit from sharing our own experience and evidence.

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HEALTH SELECT COMMITTEE

DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 11 JULY 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christine Crisp, Cllr Gordon King, Cllr Chuck Berry, Cllr Mary Champion, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Deborah Halik, Cllr Andy Phillips, Cllr Pip Ridout, Cllr Fred Westmoreland, Cllr Graham Wright, Diane Gooch, Irene Kohler and Cllr Trevor Carbin (Substitute)

Also Present:

Cllr Jerry Wickham

44 Election of Chairman 2018/19

Jessica Croman, Democratic Services Officer, called for nominations for the position of Chairman.

Councillor Christine Crisp proposed Chuck Berry be appointed Chairman of the Health Select Committee for the ensuing municipal year.

There being no other valid nominations, the Democratic Services Officer announced:

Councillor Chuck Berry was elected Chairman of Health Select for the ensuing municipal year 2018/19.

45 Election of Vice-Chairman 2018/19

Councillor Chuck Berry called for nominations for the position of Vice-Chairman.

It was proposed that Councillor Gordon King be appointed Vice-Chairman of the Health Select Committee for the ensuing municipal year.

There being no other nominations, it was announced that:

Councillor Gordon King was elected Vice-Chairman of Health Select Committee for the ensuing municipal year 2018/19.

Following, Cllrs Jerry Wickham, Cabinet Member for Adult Social Care, Public Health and Public Protection, read a statement clarifying his comments at the previous meeting, noting that Mears and Somerset Care were key partners and that the re-commissioning taking place was part of the contracted process and not based on performance.

46 **Apologies and Membership Changes**

Apologies were received from:

Councillor Claire Cape who was substituted by Councillor Trevor Carbin.

47 **Minutes of the Previous Meeting**

The minutes for the meeting held on the 24 April 2018 were presented.

Resolved:

To approve and sign the minutes of the previous meeting of this Select Committee held on 24 April 2018.

48 **Declarations of Interest**

There were no declarations of interest.

49 **Chairman's Announcements**

The Chairman made the following announcements:-

Green paper on care and support for older people

In June 2018, the Health and Social Care Secretary announced a delay to the publication of the Green Paper on social care to the autumn of 2018, following the announcement that a ten-year plan for the NHS would be developed. The Green Paper aimed to ensure that the care and support system would be sustainable in the long term and would include a variety of topics.

Adult Care Charging Policy update

It had been confirmed that all remaining reassessments under the new policy had been completed or are underway.

Local Area Coordinators

The Cabinet Member for Adult Social Care, Public Health and Public Protection gave a further update noting that all 3 coordinators had been recruited and

would start in September. The programme had been extended by another 6 areas and would be paid for by the better care fund for the next 3 years. The aim of the coordinators would be to primarily look at social deprivation, coordinate agencies and join up the working. The University of Southampton would be involved from the beginning helping implement and develop the programme.

50 Public Participation

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

51 Cabinet Items

The Committee was made aware of decisions made at Cabinet on items relevant to the committee and were outlined within the agenda.

It was noted that Cabinet had agreed changes to the structure of the council at the top tier and a decision was made not to appoint a fourth Corporate Director role, which was to be a joint post with Wiltshire CCG, due to the future publication of the Government Green Paper. The Green Paper was likely to focus on the continuation of collaborative working to integrate health and social care services. It was also anticipated that the green paper would provide clarity on the future direction for NHS commissioning; particularly commissioning by CCGs of health services. On this basis the council agreed with the CCG not to progress with the appointment to the joint Corporate Director role.

The Cabinet Member for Adult Social Care, Public Health and Public Protection agreed that an update would be provided once more information was available and for now one of the current Corporate Directors would oversee the responsibilities taking due regard to the advice of professional officers.

52 Relocation of Head and Neck Cancer Rehabilitation Services from Oxford to Swindon

The Chairman explained that the relevant officers were unable to attend the meeting and that officers would be in attendance at the September meeting to answer any questions.

A statement was read on behalf of Nick Crowson-Towers, a survivor of head and neck cancer and Patient Lead for "Care closer to Home project" and attached to the minutes.

53 **Integrated urgent care mobilisation programme - update**

Jo Cullen, Director of Primary and Urgent Care, Group Director West Wiltshire, Wiltshire CCG, gave an update on the Integrated Urgent Care Mobilisation programme with the key points focusing on:

The programme went live on 1 May 2018, Medvivo was the lead service provider and the NHS 111 service had been subcontracted to Vocare. Over 40,000 calls had been received since the service went live which was more than expected and work was being done to investigate why. Having only been in operation for 2 months more tweaks would occur to smooth out the operations, the winter period would also need to be carefully managed and monitored as well as the different segments such as the under 5s.

The Chairman praised their work noting that a visit to the centre would be a beneficial experience and invited Ms Cullen back in 6 months' time for a further update.

Resolved

- a. That the committee supports the proposed work**
- b. An update would be brought back to committee in 6 months**
- c. A visit to the call handlers and clinicians site in Chippenham would be arranged**

54 **Maternity Transformation Plan**

The Chairman introduced the item noting that the previous chair and vice-chair had been contacted by CCG officers who asked to bring an update on the maternity transformation plan and the proposals reached after the investigative work is undertaken. They would be seeking the committee's endorsement of their proposal, which meant a formal meeting would be required. Unfortunately, the information would not be available until after the next scheduled Committee meeting although an option would be to hold a rapid scrutiny meeting.

The Chair handed over to Sarah Merritt and Emma Mooney, who gave an update on the maternity transformation plan.

The transformation plan was a national ambition across maternity units to improve customer experience and to make the units more efficient. The offer would include; continuity of care; improved personalised care and choice with parity of access; creation of clinical hubs to provide care closer to home and to deliver seamless pathways across organisation and geographical boundaries.

It had been identified that births at freestanding units had dropped over time and more work was needed on the allocation of staff.

Currently assurance was being sought by NHS England and it was hopeful that assurance would be given. The next stage would be a formal public consultation which would start on the 27 September and finish on the 19 December 2018.

The Chair suggested holding a rapid scrutiny meeting jointly with Bath and Swindon and any other CCG areas, which was welcomed.

Resolved

To hold a Rapid Scrutiny on 27 / 28 September (or close to date). Joint with Bath and Swindon and any other CCG areas.

Volunteers: Gordon King and Chuck Berry

55 AWP Transformation Programme - update

The Chairman introduced the item which had been requested at the previous meeting.

Nicola Hazle, Clinical Director for BANES, Swindon and Wiltshire, Avon and Wiltshire Mental Health Partnership NHS Trust, gave an update on the implementation of the transformation programme and the next steps involved with the programme.

Points made included:

- Progress in the following areas was noted; Acute Community Unit, Primary Care Liaison Service, Place of safety, Standard Care and Discharge Packages and Bed Management.
- An update of the next steps of the transformation programme.
- The importance of integrating and sharing information.

In response to questions asked it was noted that: the telephone triage had been working well and enabled a quicker response; The Acute Community Units were voluntary with an offer of support was provided between 4-6 weeks with an expectation that the service use would reduce towards the end of the 4-6 weeks. An out of hours team was also in operation to support the service users and that some detailed work was being carried out on home treatment, crisis care and response.

Resolved

1. Feedback from service users on the place of safety + include profiles of which service users were contacted, to be provided to committee.

2. To receive an update in a year (December 2019).

56 Local Government and Social Care Ombudsman report (Ref 16 015 946)

The Chairman introduced the item noting that the report had been considered at Cabinet on the 3 July 2018.

The Cabinet Member for Adult Social Care, Public Health and Public Protection went on to note the response from Cabinet outlining and action plan on how to mitigate the issues going forward. It was explained that complaints within the council should be handled via a 2 stage process and external complaints follow a 1 stage process.

Resolved

To note the report, the findings from the LGO, the response provided by Cabinet and the proposed action plan and to welcome an update in 6 months on outstanding actions.

57 CQC review

The Cabinet Member for Adult Social Care, Public Health and Public Protection introduced the item and explained the outcomes of the review and the issues around not having enough carers in the community and the lack of joined up working.

Between receiving the draft report and the final report a lot of work, a long side partners, had taken place. An action plan had been produced, which was included with the agenda and work would start in July 2018.

Resolved:

To ask the Scrutiny Officer to include update on the actions from the action plan as per their due date on the committee's forward work programme.

To ask the committee to consider if there are any areas within the report that they feel require further OS involvement – suggestions to be emailed to the chair / scrutiny officer.

**Cllrs Groom and Greenman left at 13:00
Diane Gooch left at 13:10**

58 Rapid scrutiny report - NHS Health Checks

Members thanked and congratulated officers and members involved with the rapid scrutiny task for their hard work.

Resolved

To note the report and support the recommendations to the committee and to the Cabinet Member

59 Non-elected representation on Committee

Members discussed the non-elected representatives on the committee and it was;

Resolved

1. to agree the following appointments:

WSUN

SWAN

Healthwatch

Wiltshire Centre for Independent Living (WCIL)

With each organisation to nominate its representative.

2. to review the appointment of non-elected representatives on Health Select Committee on a yearly basis, at the meeting where the election of chairman and vice-chairman takes place, to ensure that the organisations remain representative of service users and / or Wiltshire residents.

60 Task Group and Programme Boards Representatives Updates

There were no further updates given as all of the information was outlined within the report.

61 Forward Work Programme

The committee considered the forward work plan and ways in which they would scrutinise the sustainability and transformation plan / partnership (STPs) for Wiltshire and the Health & Wellbeing Board.

Resolved

1. Invite STP to attend a meeting

2. To include the following on the forward work plan:

- **New Wiltshire health and social care model**
- **A single overarching health and social care strategy, improving outcomes with a focus on prevention and early intervention**
- **Strengthening joint commissioning across the whole system**

- **Improving Wiltshire's Health and Wellbeing Board effectiveness**
- **Unifying and developing whole system governance arrangements**
- **Developing a sustainable integrated workforce strategy**
- **Implementing digital opportunities and information sharing across the system**
- **Developing a single, integrated communications strategy**

62 **Urgent Items**

There were no urgent items.

63 **Date of Next Meeting**

The next meeting would take place on 11 September at 10:30am.

(Duration of meeting: 10.30 am - 1.20 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

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The Case for ‘Care Closer to Home’ Swindon and Wiltshire patients – the Patient View

To learn of one’s Head & Neck Cancer is a major shock!

The Medical Panel ‘Interview’ with the **Oxford Cancer Treatment Team** is the start of a long treatment journey through surgery, recovery and rehabilitation. Nothing can prepare you for the gruelling road ahead.

Head & Neck Cancer (HNC) treatment is *so* complex – involving many vital body areas – the face, throat, oesophagus, tongue, saliva glands, voice, jawbone or teeth for example - demanding numerous medical skills.

The nature of **HNC** can be devastating. Physical changes can affect how we look, can we or how we speak, what we eat or drink, and how well we swallow, if at all.

The psychological impact of all this and how we feel in ourselves commonly results in lack of confidence in returning to a reasonable life-style - anxiety regarding family or social excursions, even going out for a meal!

The surgery, radiotherapy, chemo-therapy and follow-on appointment journey spans 5 years, and requires numerous attendances typically at **Oxford HNC Blenheim Wing in the Churchill Hospital**.

A large number of follow up appointments may be needed per year with various members of the Oxford treatment team – on average around 25 per patient over the 5 years, and this is following the several journeys needed for chemo or radiotherapy.

One patient from Swindon needed 81 follow up appointments in one year.

The distance and time to travel between Swindon and Oxford can be so demanding:-

- The difficulty of travel when feeling ill or tired during treatment – up to 90 minute journeys each way if driving, then needing to add more time for Oxford traffic and parking,
- Use of public or hospital transport which overall can take a whole day for an appointment,
- Preparing suitable food/drink for a long day travelling,
- The need to be *dependent* on relatives or a carer can impact on family and working life, especially for the increasing number of younger **HNC** patients through Human Papilloma Virus!
- The impact on jobs, the family and babysitters - even if employers are supportive.
- **The cost/time of travel is a *major* issue.**

Fear/Uncertainty

Subsequently the *longer-term* after-effects of **HNC** treatments can be serious, alarming and unpredictable.

There always exists the fear of something going wrong, and knowing that help from someone with the HNC knowledge who *really* understands you is a *long way away*!

The uncertainty of treatment or advice, its availability and location-or NOT, can result in panic calls to The Oxford Blenheim Team, or worse still a visit to A & E at GWH in Swindon.

Head & Neck Cancer Rehabilitation: Care Closer to Home Project

How reassuring it will be to know that advice and rehabilitation will be available and performed by a specialist team closer to home.

Nick Crowson-Towers

HNC Survivor: Surgery – Oxford May 2004

Patient Lead 'Care Closer to Home Project'

Voluntary Supporter of Patient/Carer Groups, NHS TVCA, Macmillan

HEALTH SELECT COMMITTEE

DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 11 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Chuck Berry (Chairman), Cllr Gordon King (Vice-Chairman), Cllr Christine Crisp, 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, Cllr Graham Wright, Diane Gooch and Irene Kohler

Also Present:

Dr Carlton Brand and Cllr Jerry Wickham

64 Apologies

There were no apologies.

65 Minutes of the Previous Meeting

The minutes for the meeting held on the 11 July 2018 were presented.

Resolved:

To approve and sign the minutes of the previous meeting of the Select Committee held on 11 July 2018.

66 Declarations of Interest

There were no declarations of interest.

67 Chairman's Announcements

The Chairman to the opportunity to welcome Stacey Plumb, Interim Manager and temporary representative on the committee for Health Watch

Changes to Ailesbury Ward at Savernake Community Hospital

There is a proposal to change the way inpatient treatment and support are delivered on Ailesbury Ward at Savernake Community Hospital. All members of the committee will receive further information on this by email and there are 2 opportunities to get involved:

Monday 10 to Wednesday 19 September 2018 - the proposed changes will be on a display in the foyer of Savernake Community Hospital

Wednesday 12 September at 6pm - an open invitation for anyone with an interest in Ailesbury Ward to attend an open forum meeting at Savernake Community Hospital to talk to senior members of staff and ask any questions.

67a Carers strategy implementation

The Carers in Wiltshire Joint Strategy 2017/22 built on the progress made since the publication of the Joint Wiltshire Carers' Strategy in 2012.

The strategy was launched by the Wiltshire Carers' Action Group in March 2018 following approval by councillors at a full meeting of Wiltshire Council in February 2018.

The first annual carers' strategy implementation report had been published and could be accessed using the link provided in the agenda.

67b Health improvements briefing - 27 September 2018 (2-4pm)

Health Improvements Briefing – 27 September 2018

As part of the Rapid Scrutiny exercise on the NHS Health Checks it was resolved at the meeting on the 11 July 2018 to organise an information session on the work undertaken by Health Trainers, for members and substitutes of the Health Select Committee (with an open invitation to all Wiltshire Councillors).

The session had been organised for Thursday 27 September 2018 in the Council Chamber from 2pm to 4pm where the Public Health team will take the opportunity to inform members of the work they do beyond the Health Trainers.

67c Councillor workshop - Making scrutiny meetings effective – 10 October 2018

An event for all councillors who have any role in the scrutiny arena which will look at how to ensure scrutiny meetings of any kind have maximum impact. This includes effective agenda setting, preparation, witnesses, chairmanship, debate, resolutions and tracking actions.

This was identified by scrutiny councillors as the most important topic to address in the council's four-year Overview and Scrutiny (OS) Learning & Development Programme.

Through a combination of exercises and group discussion, attendees will be asked to discuss and examine

- what an effective OS meeting is
- what are the ingredients of an effective OS meeting
- what are everyone's responsibilities in terms of delivering those ingredients
- in Wiltshire, what is and isn't working well, and how can we continue to improve?

The results of the day's discussions will then be presented to the OS Management Committee to consider.

67d Maternity Transformation Programme - rapid scrutiny

Maternity Transformation Programme - rapid scrutiny

At the meeting on 11 July 2018 it was agreed to set up a Rapid Scrutiny joint with Swindon and BANES to look at the proposals following consultation on the Maternity Transformation Programme.

It was originally planned for the end of October but alternative dates were being looked at including the 7, 9 or 12 November to hold the exercise.

Members of this committee can still express an interest if they would like to take part.

68 Public Participation

There were no members of the public present.

69 Relocation of Head and Neck Cancer Rehabilitation Services from Oxford to Swindon - update

Anya Sitaram, Senior Communications and Engagement Manager, NHS England South West North, and Nick Crowson-Towers, a survivor of head and neck cancer and Patient Lead for "Care closer to Home project", gave an update on the relocation services.

It was noted that by relocating the services patients would benefit in a variety of ways.

In response to a question, it was confirmed that Wiltshire patients who were currently referred to GWH for head and neck cancer diagnosis would attend GWH for rehabilitation post treatment at Oxford University Hospitals.

Patients residing in Salisbury were usually referred to Southampton for diagnosis and treatment and would continue to receive follow up care in Southampton. Similarly, patients living in Wiltshire who were referred to RUH in Bath for diagnosis and treatment would receive follow up at RUH.

The new pilot covered patients living in Swindon and parts of Wiltshire.

70 **Adult Social Care - update on the implementation of the transformation programme**

Cllr Jerry Wickham, Cabinet Member for Adult Social Care, Public Health and Public Protection, and Carlton Brand, Corporate Director of Communication, Transport and Resources, gave an update on the implementation of the Adult Social Care transformation programme.

It has been identified that there was a need to deliver more savings across the social care service and that more work would need be done to recruit and retain staff.

It was noted that Carlton Brand had taken over the responsibilities for adult social care and was keen to carry on driving the transformation programme forward. Since the transformation programme went live, just under £1 million had been saved. Other recent successes included: the first three Local Area Coordinators starting in September and the Help to Live at Home programme recently going live.

In response to a question, it was agreed that performance data could be brought to the committee on a quarterly basis, following work with partners to produce metrics to measure the data.

In response to a question regarding recruitment and retention challenges, it was explained that the management within the service area was being looked at in terms of selection, management, growth and retention. Nationally there was a skills shortage in the adult social care sector and the transformation programme had a dedicated section for recruitment and tackling the issue in Wiltshire.

A fundamental part of the programme and service area was to build and nurture relationship with partners and communities. Health and Wellbeing Boards linked to Area Boards played an important role in helping to understand local communities and their needs.

It was noted that it was a complex programme working with many partners whose objectives did not always align, which could impact on the success of the delivery of the programme. The partnerships would need to be nurtured, monitored and frequent communication maintained, to ensure the programme was successful.

The committee considered the issue of recognition and sustainable support for carers and the need to ensure carers had a clear picture of the support that is available to them.

At the end it was;

Resolved

To note the report and to receive (quarterly) performance score card at committee meetings to monitor the delivery of the Adult Social Care Transformation Programme.

To receive an update at the next meeting on creating a list (or clear picture) of help and support available for carers.

71 Maternity Transformation – Communications and Engagement plan

Sarah MacLennan, CCG, gave an update on the Maternity Transformation programme noting that there had been a high amount of feedback received on the consultation, including consultation with military families. The communication plan was available in the report included in the agenda as well as the commitments outlined.

At the end it was;

Resolved

To approve the approach to consultation and the communications strategy.

72 Local area coordinators - update

Cllr Jerry Wickham and Victoria Lofts, Public Health Specialist Nurse, Public Health Wiltshire, gave an update on the Local Area Coordinators.

It was noted that the first three community coordinators had started in the Westbury, Trowbridge and Melksham area. Having gained partner approval, the role would be expanded into 6 more areas and it was hoped that the coordinators would be in post early next year.

Their role was key to the prevention of issues and aimed at protecting the most vulnerable in deprived areas. Currently the quality of life was unequal and

varied between those in affluent areas and those in deprived areas. The programme had been very successful in other parts of the country.

Due to the nature of the role, the recruitment process included both professionals and community members which was a recruitment model now considered by the Council's HR department for other community oriented roles.

Universities had been contacted and invited help to analyse and evident the outcomes of the roles.

A number of questions were asked on issues including: integration with other services; the need to monitor the wellbeing of the officers and delimitations of the designated areas.

In response it was noted that the coordinators would not be taking referrals, their role was about building relationships with professionals and communities. Discussions were underway to stop any duplication in services. The welfare of the officers would be monitored and that it was not the role of the coordinators to manage care plans and that software would be developed to show local area coordinators designated areas.

At the end it was;

Resolved

To note the report and endorse the proposed actions for implementation.

To support the local area coordinators once in post, the programme and the new way of working.

73 Rapid Scrutiny - NHS Health Checks - executive response

The committee welcomed the Cabinet Member's response to the report of the Rapid Scrutiny on NHS Health Checks and noted that 9 out of the 13 recommendations within the report had been accepted , with 2 being amended and only 2 being refused and reasons provided for this.

At the end it was;

Resolved

To note the Executive Response and to receive an update on the implementation of the accepted and amended resolutions after May 2019.

74 **Food Standard Agency**

Cllr Jerry Wickham and John Carter, Head of Public Protection, presented the report which was included in the agenda pack.

It was noted that the report gave an outline of the rating of the food premises in Wiltshire and highlighted capacity issues for inspections of category E premises and that to address those issues the service would need an extra 5 full time equivalent employees, which would need to be assessed in terms of best use of council's resources.

At the end it was;

Resolved

To note this report and support the approach outlined to address the concerns raised by the FSA.

To receive a progress report in 6 months (5 March 2019) to include comparative data measuring performance against comparative local authorities.

75 **CQC - action plan update**

Cllr Jerry Wickham and Carlton Brand gave an update on the Health and Social Care action plan following the CQC review process. The report provided an overview of activity undertaken to date, and included an updated action plan.

The committee were informed that the inspection was looking at the whole health and social system and not just Wiltshire Council. The inspection had been well lead and structured. The action plan for improvement would be implemented over the next 6 months, bearing in mind that there were likely to be changes to the CCG's which could have an impact on the action plan.

At the end it was;

Resolved

To request updates to the Health Select Committee at future meetings, focusing on actions that have been or should have been completed in the time period between committee meetings.

76 **Task Group Update**

The task group updates had been included with the agenda pack and no further verbal update was given.

77 Forward Work Programme

The forward work programme for the committee was noted.

78 Urgent Items

There were no urgent items.

79 Date of Next Meeting

The date of the next meeting was the 18 December 2018 at 10.30am.

(Duration of meeting: 10.30 am - 12.15 pm)

The Officer who has produced these minutes is Jessica Croman, of Democratic Services, direct line (01225) 713035, e-mail jessica.croman@wiltshire.gov.uk

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Wiltshire Council

Health Select Committee

11 September 2018

Overview of Local Area Coordination in Wiltshire

Executive summary

This report provides an overview of Local Area Coordination in Wiltshire and the current and future developments.

Proposal

It is recommended that HSC notes the report and endorses the proposed action for implementation, as approved by the Adult Social Care Transformation Board in December 2017 and in accordance with Wiltshire Council's vision to create strong communities. Utilising individual's passions, gifts and skills to build more welcoming, resilient and inclusive communities is a core principle of local area coordination and supports Wiltshire Council's broader agenda and overall business plan.

Reason for proposal

The Care Act 2014 set out responsibilities for local authorities including duties to promote individual wellbeing, prevent needs for care and support, provide information and advice, and promote integration of care and support with health services. An embedded Local Area Coordination programme will help the local authority to meet these legal requirements and to drive wider service reform and integration.

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Overview of Local Area Coordination in Wiltshire

Purpose of report

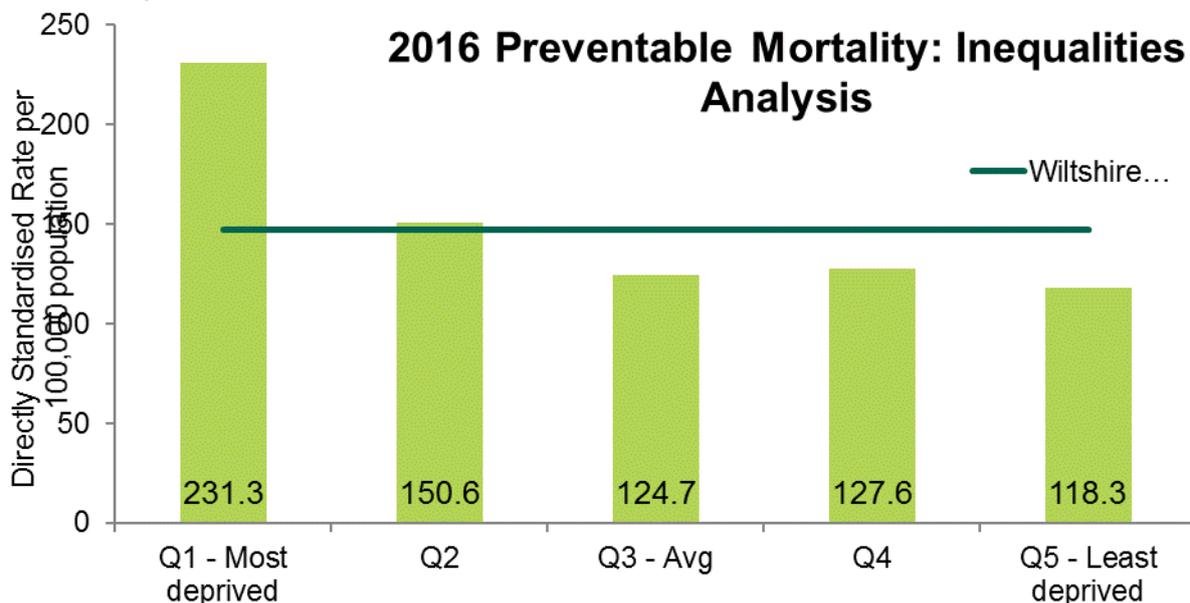
This report provides a brief overview of Local Area Coordination in Wiltshire and the current and future developments.

Background

Protecting the most vulnerable people in our communities is one of Wiltshire Council's key priorities. In recent years, there have been dramatic improvements in life expectancy, people are living longer, and between 2016 and 2030 it's expected that the number of people in Wiltshire aged over 65 will increase by around 41%. Whilst lots of people will enjoy good health in later life, a more elderly population typically has more health and social care needs and are at greater risk of being socially isolated and lonely.

The Wiltshire Health and Wellbeing Joint Strategic Needs Assessment highlights that there is a large health inequality across our population and that those people who lived in the most deprived areas of the county have significantly poorer health outcomes than those in the least deprived areas.

Figure 1 shows the rate of preventable deaths across Wiltshire in 2016 by deprivation quintile. The basic concept of preventable mortality is that these deaths could have been avoided by a Public Health intervention in the broadest sense. During 2013-2015 it is thought that 2,156 deaths were from causes considered preventable. There is a significantly higher rate in the most deprived quintile when compared to any of the other areas and highlights the inequality facing our most vulnerable communities. Universal services, to support people to live a healthy life, are not working for those people in the most deprived areas and, to reduce this type of inequality, targeted approaches and interventions that really work for different groups in communities must be implemented.



The Care Act 2014 set out responsibilities for local authorities including duties to promote individual wellbeing, prevent needs for care and support, provide information and advice, and promote integration of care and support with health services.

Within a health context, it is also increasingly accepted that services need to adopt a 'more than medicine' approach, which focuses on the individual, their aspirations, needs and assets and their context within the community. Simon Stevens, the Chief Executive of NHS England, has identified this as one of the key ways in which the NHS needs to change - moving from "a 'factory' model of care and repair" to one that focus on much wider individual and community engagement.

Prevention and early intervention approaches to improving health and wellbeing are often viewed as being the upstream approach that will reduce or stop an individual's need for health or social care services, and are very often targeted at or before the 'front door' function of health and care services. Whilst this should be the primary focus of most prevention activities there is also recognition that certain types of prevention and early intervention activities can be beneficial throughout all stages of an individual's care journey.

Within the BaNES, Swindon and Wiltshire Sustainability and Transformation Partnership, prevention is very much recognised as a key pillar of a healthy population and across the three areas, differing approaches are being applied. In Wiltshire, we believe that the Local Area Coordination programme is the most apt and likely to produce the necessary demonstrable improvements to our communities. These programmes are widely used across Great Britain with there being academic research and evaluation available to demonstrate the effectiveness and we believe that such a programme will help the local authority to meet its national legal requirements, the local population health needs, and will drive wider service reform and integration.

Local Area Coordination is about:

- supporting individuals and families to stay strong, safe, healthy, connected and contributing as local community members,
- nurturing more welcoming inclusive and supportive communities and
- driving systems change and reform – nurturing more local, personal, flexible, accountable and efficient services as a "back up" to local solutions.

Local Area Coordination provides the opportunity to shift the focus from people as "passive recipients of public services" to people as valued citizens, irrespective of service labels, who have gifts, assets, strengths and contributions; with communities as inclusive and welcoming places to live that have resources for mutual support and practical solutions.

Evaluation of these programmes is an essential element and we are in the process of obtaining quotes from 4 local academic institutions in line with the Council's procurement policy . Since the aim of these programmes is prevention, the benefits can be realised by many different partners and there are many cases of educational institutions, health providers, the police service as well as local authorities providing the necessary resources to maintain these programmes. At this present time, the Better Care Fund, together with a small grant from the STP, is the source of the

financing but through detailed evaluation, we intend to demonstrate the worth of the programme to encourage investment by other partners.

Local Area Coordination Update

Wiltshire Localities Phase 1

Data was collected from a range of health and social care organisations and analysed to determine the three most appropriate geographical areas to start in. Within parts of these community area boundaries each Local Area Coordinator will support a population of around 10,000 people. For Wiltshire, the first areas to implement local area coordination will be parts of Melksham, Trowbridge and Westbury.

For Local Area Coordination to succeed it is important for individual communities to feel engaged with the programme. The national model recommends the inclusion of community members in the recruitment and selection process of the Local Area Coordinators and in Wiltshire, time was spent in individual communities engaging with people, learning about them and their community and building trusting relationships.

The recruitment process consisted of two stages; a panel interview (with 2 community representatives on the panel) and a community interview (with up to 15 community members). Venues within each of the agreed local area coordination boundaries were researched and used for the panel and community interviews. These were spaces that community members identified with, felt shared ownership of and could easily access.

During the community interview, the candidates were asked to facilitate two activities and community members then scored candidates on their performance – thus helping to choose their new worker. This new process has been closely observed by Wiltshire Council’s Human Resources department throughout and we are keen to adopt similar processes for workers who will be community based in the future.

Following this very successful recruitment process, positions were offered to the three highest scoring candidates, in their preferred areas. HR clearance processes are being finalised and once completed the local area coordinators will make themselves known to their communities – they are due to begin their induction on 10th September.

Phase 2

We were fortunate to gain partner agreement to extend the roll out of Local Area Coordinators and through the use of Better Care Funds, a further 6 areas will benefit from their own coordinators. These new areas include Chippenham, Calne and Royal Wootton Bassett as well as Salisbury, Amesbury and Warminster. The likely timescales for recruitment, selection, induction and commencements is as follows:

North engagement (3 weeks for 3 areas)	3/09/2018 – 24/09/2018
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South engagement (3 weeks for 3 areas)	24/09/2018 – 15/10/2018
Advert live for North and South (4 weeks)	19/10/2018 – 16/11/2018
Shortlisting (2 days)	19/11/2018 and 20/11/2018
Interviews for North and South (3 weeks for 6 areas)	3/12/2018 – 21/12/2018
Enhanced DBS submitted (max 6 weeks)	4/01/2019
Cleared and max. 3 months' notice	15/02/2019
Start date	10/05/2019

Role of the Local Area Coordinator and how councillors can support them

We are working closely with our Communications team on a Communications strategy which will ensure a systematic approach for introductions and briefings between the local area coordinator programme and Councillors.

This is a new programme of work in Wiltshire however, as mentioned earlier, it has been successfully implemented in other parts of the country. It is a long term, integrated, evidence based approach and we have been working closely with the Local Area Coordination Network, acquiring valuable local area coordination knowledge and skills maximising shared learning (for further information, visit <http://lacnetwork.org/local-area-coordination/evidence-base/>).

Local Area Coordinators act as a single point of contact to provide advice, information and support in the community to the defined 10,000 population, of all ages, backgrounds, across service types, and with their families and carers. They will work alongside people who may be facing complex life situations including but not limited to those living with disabilities, poor mental health, drug and alcohol related issues and their families and carers.

Local Area Coordination is a long term, integrated, evidence based approach to supporting people to:

- Build and pursue their personal vision for a good life
- Stay strong, safe and connected as contributing citizens
- Find practical, non-service solutions to problems wherever possible
- Build more welcoming, inclusive and supportive communities

Therefore, it is about:

- Building individual, family and community capacity and resilience
- Preventing or reducing demand for costly services wherever possible
- Supporting service reform and integration, having high quality services as a valued back up to local solutions

Councillors can best engage and support the Local Area Coordinators by:

- Supporting the programme and this new way of working;
- Attending community engagement events, if available;
- Making everyone feel welcome and heard.

Learning from other areas indicates that high profile support from Council members impacts very positively on programme delivery

Financial Implications

The original business case for starting local area coordination in Wiltshire was approved at the Adult Social Care Transformation board in December 2017 to cover an initial 9 months set up and planning period followed by a 24-month period for the first three local area coordinators. This budget will end in September 2020 when, following evaluation of the model, it is anticipated that the cost of these three local area coordinators will be included within the public health budget.

The budget agreed is £355,880 for 24 months plus 9-month initiation period. This will cover the cost of a project officer full time for 6 months, three local area coordinators for a period of 24 months and travel and other costs to include IT equipment etc. This budget also covers cost of evaluation and benefits realisation with a local university.

In May 2018, Wiltshire's Joint Commissioning Board approved funding for a further six Local Area Coordinator posts. The Budget for this was a total of £562,944. This will fund a further six local area coordinators for 24 months, plus travel and other costs.

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LICENSING COMMITTEE

DRAFT MINUTES OF THE LICENSING COMMITTEE MEETING HELD ON 3 SEPTEMBER 2018 AT WEST WILTSHIRE ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Peter Evans (Substitute - Part II), Cllr Sue Evans, Cllr Jose Green (Vice-Chairman), Cllr Peter Hutton (Chairman), Cllr George Jeans, Cllr Pip Ridout, Cllr Ian Thorn and Cllr John Smale

Also Present:

Linda Holland (Licensing Manager), Tony Johnson (Solicitor), Jemma Price (Public Protection Officer – Licensing), and Lisa Pullin (Democratic Services Officer)

Julia Corbett – Wiltshire Times

11 **Apologies/Substitutions**

Apologies were received from Cllrs Mike Hewitt, Leo Randall and Pip Ridout and from Tracy Daszkiewicz (Director – Public Health and Protection) and Ceri Williams (Head of Prevention from Harm).

Cllr Peter Evans was substituting for Cllr Mike Hewitt.

12 **Minutes**

The Minutes of the meeting held on 4 June 2018 were presented to the Committee.

Resolved:

That the minutes of the meeting held on 4 June 2018 be approved and signed as a correct record.

13 **Chairman's Announcements**

The Chairman, Councillor Peter Hutton made the following announcement:

Update on Overview & Scrutiny Late Night Taxi Fares Task Group

The following update has been prepared by Henry Powell, Senior Scrutiny Officer - The task group held its first meeting on 31 July and discussed how it would address its terms of reference. It received evidence from members of the council's licensing team, including comparisons between the maximum tariffs set by Wiltshire Council and those set by neighbouring local authorities. Initial comparisons with other local authorities' tariffs suggest that Wiltshire's are comparable until 1.00am, but then rise steeply and can be as much as double those in some neighbouring areas.

Key discussion points:

- The current system was introduced by the Licensing Committee in 2014 in order to harmonise the different tariffs of the four district councils. It includes a single set of maximum tariffs that applies across the whole county.
- Members noted that the 2014 system followed consultation with the taxi trade, but not anyone else, e.g. representatives of the night-time economy (NTE). Members agreed to seek evidence from:
 - Taxi trade representatives
 - Salisbury Business Improvement District (BID)
 - Salisbury Chamber of Commerce
 - Pubwatch
 - Purple Flag (which includes representation from a number of other organisations)
 - Wiltshire Police
 - Licensing teams from neighbouring areas
- Members considered whether to engage with equivalent groups from other parts of the county e.g. Chippenham. However, it was believed that only Salisbury now has nightclubs (with Chippenham only now having bars) that open late into the night and the question of late-night tariffs was therefore significantly more relevant in that area.
- The task group agreed to meet again in Salisbury in September.

Licensing Events

Linda Holland (Licensing Manager) provided a verbal update on the activity of the Licensing Team and it was agreed that this update would be attached to the minutes as **Appendix 1**.

The Chairman wished to record his thanks to all the Licensing Officers for their work and support.

Appendix 1 to Minutes - Licensing Team Update - September 2018

14 **Declarations of Interest**

There were no declarations of interest.

15 **Public Participation**

No questions had been submitted to the Committee from the public prior to the meeting. There was one member of the public present to observe from the Wiltshire Times.

16 **Minutes of the Licensing Sub Committees**

Western Area

09/07/18 Application for a Premises Licence – The Toast Office, 116 Top Lane, Whitley, Melksham

Resolved:

That the Minutes of the meeting detailed above be approved and signed as correct records by the Chairman.

The Chairman wished to thank all Officers for the support received for Licensing Sub Committee hearings and for the Councillors that had sat on the hearings. A Councillor asked if more hearings were coming through and Linda Holland (Licensing Manager) reported that her Officers were pro-active in resolving concerns raised by those who make relevant representations, often resulting in hearings not being required.

17 **Statement of Gambling Principles**

Linda Holland (Licensing Manager) referred to the report circulated with the Agenda which asked the Committee to note the consultation that was undertaken and the subsequent amendments that were made to the Council's revised Statement of Gambling Principles. Linda highlighted the following:

- Following the last Committee meeting in June, a statutory consultation was carried out during which two responses were received – one from Wiltshire Council Planning Department (Responsible Authority) who requested additional wording in the document which sought to advise licence holders to seek planning guidance on any proposed changes to their building. The other response was from William Hill questioning the interpretation of Significant Change in relation to the Local Area Risk Assessment and remarking on an omission in the wording of section 5.2.1;
- Following the responses received, changes were then made to the Statement of Gambling Principles and that is now before the Committee;

- The Military were not consulted on this document because they are not a Responsible Authority and this was not a public consultation. As a licensing authority, we have had no issues with Military Personnel and our Gambling Premises within Wiltshire; therefore there has been no need for us to specifically engage with the Military in relation to the Statement of Principles. If this changed however we would of course consider the need to do so;
- The amendments of the document from the previous one for 2016 – 2018 were;
 - A change to the layout of the document to make it flow better
 - Addition of the Public Health and Money Laundering Section
 - Stronger and larger section on Social Responsibility
 - Inclusion of the Local Area Risk Assessment as the main document not an appendix.
 - Making the Local Area Profile an Appendix with more info that can be required instead of all needing to be requested
- Once approval from the Committee for the Statement of Principles is obtained, this would then be put forward to Full Council in October 2018 for final ratification. The Statement would then commence from January 2019.

The Chairman thanked Officers for the preparation of the document and commended its approval.

Resolved:

That the Licensing Committee notes the amendments made to the Statement of Gambling Principles and commends the final version of the Statement of Gambling Principles in relation to the Gambling Act 2005 to Full Council for approval at its meeting on 16 October 2018.

18 **Dates of Future Committee Meetings**

Members noted the date of future meetings of the Licensing Committee as detailed below, all to start at 10.30am-

3 December 2018

11 March 2019

3 June 2019.

19 **Urgent Items**

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Linda Holland (Licensing Manager) wished to give pre-warning to the Committee of animal welfare legislation that was due to come into force on 1 October 2018. A large guidance document was issued to the Local Authority at the end of July which gave details of the changes that are being made to improve the effectiveness of existing regulations and to simplify the application and inspection process for businesses as well as maintaining and improving existing animal welfare standards. All previous animal legislation relating to dog boarding, dog breeding, sale of pets, hiring out horses and exhibiting animals would cease from 1 October.

This change would bring a significant increase in workload to the Licensing Team as new licenses would be granted on a risk rating basis for a period of 1 – 3 years and each premise would receive a 1-5-star rating (as food premises currently do).

Linda would prepare a briefing note for all members as it was anticipated that there would be a lot of enquiries in relation to this. Wiltshire currently has 269 establishments. Linda was in the process of arranging three seminars across the county to inform on the new legislation. This would be to advise on changes and answer any questions.

Venues and times as follows:-

- County Hall, Bythesea Road, Trowbridge, BA14 8JN - 9th October 2018 - 6pm to 8pm. [Book here](#)
- Monkton Park, Chippenham, SN15 1ER - 10th October 2018 - 6pm to 8pm [Book here](#)
- The Old Fire Station, Salt Lane, Salisbury, SP1 1DU - 15th October 2018 - 6pm to 8pm [Book here](#)

Linda was currently working on setting up the fee structure and a full report on the implications of the legislation would be brought to the next meeting of the Committee. It was also agreed that a Chairman's announcement would be drafted for circulation at all upcoming Area Board meetings.

(Duration of meeting: 10.30 - 11.05 am)

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Update on the Licensing Service: September 2018

To update the Committee on the work of the Licensing Team in 2018

Licensing Activity Festivals

Wiltshire is a popular venue for festivals, by early intervention and positive engagement we are seeking to guide and educate organisers around managing alcohol consumption levels, drug prevention, antisocial behaviour, and wellbeing of all at the event.

Prevention of harm is a key element when planning an event; Licensing Officers are involved in considerable pre event work guiding organisers in managing their own event to lessen the impact on the local community and emergency services of Wiltshire.

Following the risk rating of the festivals over the past few years, the Licensing team have targeted its resources and focused on the events that are either high profile, have experienced issues previously or are new to Wiltshire. As with all our engagements with festival organisers and their staff, the focus is on a safe secure and enjoyable event for all, within sensible and responsible parameters.

A number of events are channelled through the Event Safety Advisory Group to be offered well informed advice and guidance from responsible authorities and emergency services in attendance, and to give the group the opportunity to learn more about the event and any potential issues and the positive benefits to Wiltshire from a well-run event taking place.

Wiltshire attracted a diverse range of events from motor bike rallies, pride marches to large events and small scale festivals in a rural location. Still planned for this year are carnivals, Christmas markets, Christmas lights switch on. A number of new events have come to Wiltshire this year.

Events 2018

The Licensing team have inspected / carried out prevention visits to festivals/ events during 2018, attending events over a number of weekends and evenings. The team were engaged in ensuring the safety of the public attending and staff working at the events and ensuring compliance with licences issued.

The weather played a significant part this summer; with events having to manage the very hot conditions, ensuring adequate water supply and increasing fire prevention measures, to reminding attendee's around sun prevention precautions.

Licensing Officers have been actively engaging with organisers prior to events in 2018, with the most high profile events being , Chalke Valley History Society in Broad Chalke in June, Womad in Charlton Park in July .

Visits were also made to:

Once Upton a Time in the West,
Trowbridge Festival
Trowbridge Armed Forces Day
Melksham Party in the Park
Field View Festival
Lamer Tree
Cock & Bull Festival
Saddlebacks Festival
Devizes Beer Festival
Westbury Festival

Womad

This year's event was a success with large numbers attending (the weather was very inclement and windy) with no significant issues noted by the Licensing or Public Protection Teams that visited the site. The team at Womad was geared up for the high winds and proactive measure meant the gusting winds caused little or no interference with the event, just inconvenienced the attendees who had been advised to collapse gazebos and ensure tents were securely rigged.

On A Disappointing Note

Sadly one event drew more attention of officers than others due to poor management and lack of planning, this required intervention by way of advice and a number of visits during the duration of the event.

Although the attendance was not significant in numbers the safety of the attendees was paramount and responsible agencies were asked to carryout joint visits to offer guidance to the licence holders. The event passed without incident and an urgent debrief was called by the Licensing Authority.

The event had been through an Event Safety Advisory Group meeting prior to the event taking place, which highlighted a number of concerns to the organisers.

Partnership Working

Purple Flag: Licensing supported Chippenham's recent re-assessment of their Purple Flag status by attending the meet and greet session with the assessors side a number of partner agencies, highlight the work of the licensing team and how it works with its key partners.

Wiltshire Council Licensing is working in partnership with Swindon Licensing and Wiltshire Police licensing preparing to launch the "Ask Angela" campaign as a cross county initiative.

“Ask Angela” campaign has been run successfully in Gloucester for the past year and its hoped to mirror is success in Swindon and Wiltshire, the launch will be through pub watches initially seeking the support of licensed premises whose participation will be recognised on our websites.

The aim of the scheme is to promote a safe route from an uncomfortable or difficult situation a person may find themselves in and applies equally to men and women when perhaps a date is not working out or they feel unsafe in the current situation.

Members will be asked to support this positive initiative to assist a person a time of vulnerability

The launch is aimed to coincide with fresher week at the local colleges

We are also working on a possible Christmas drink drive campaign as a across county initiative.

Licensing Applications

To give the Committee an update on the work of the Licensing Team, detailed in the table below are some the Licensing Applications from 1 January – 10 August 2018.

Licence Applications Jan – August 2017 &18

Year comparison	2017	2018
Temporary Events Notices	1053	1085
Late Temporary Events Notices	211	245
Licensing Applications (New /variation/minor variation/Variation of DPS)	581	615
Personal Licences	216	174
Gambling Permits (Gaming Machines)	25	27

Hearings

This year to date we have held 7 licensing hearings compare to 5 at the same time last year.

Off Licence Premises

The Licensing team have started a programme of inspections of all off licence shops within Wiltshire. The inspections are been carried out to check compliance and to ensure staff employed at these premises receive regular reminders / training in regard to the Licensing Act 2003.

Animal Licensing

As previously advised a new licensing regime for Animal licensing is taking effect from 1 October 2018, with significant implications for the service and new and existing licence holders

Links to the new regulations and DEFRA guidance documents are available on our website.

Below is a brief summary of the implications of the new regulations:

The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018 define the animal based activities that require licences as follows:

- Selling animals as pets (or with a view to their being later resold as pets) in the course of a business including keeping animals in the course of a business with a view to their being so sold or resold.
- Providing or arranging for the provision of accommodation for other people's cats or dogs in the course of a business on any premises where the provision of that accommodation is a purpose of the business.
- Hiring out horses in the course of a business for either riding, instruction in riding, or both.
- Breeding three or more litters of puppies in any 12-month period; or breeding dogs and advertising a business of selling dogs.
- Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes, either to any audience attending in person, or by the recording of visual images of them by any form of technology, or both.

All four existing types of licence, together with the additional activity of keeping and training animals for exhibition, will be encompassed by one new 'Animal Activity licence'. If an applicant is running more than one licensable animal related activity, each activity will be assessed separately and set out in one licence. The length of licence (previously one year in most cases) may be anything between one and three years dependent on the outcome of their inspection, and the type of licence

Our existing arrangements included locally set conditions. The new provisions contain nationally set regulations for each animal based activity, which cannot be changed in any way and form the basis for conditions on the new licences going forward.

The fees are now to be split into two parts – the application fee, payable at the time of submission to cover the Council's costs in considering and determining the application, and the licence fee, which covers ongoing enforcement and compliance requirements.

Ahead of the implementation date, revised fees need to be set to accommodate the changes.

Currently there are 269 licensed premises that will be affected by the changes and the majority will need to be inspected prior to 1st January 2019.

The new regime requires a 'qualified inspector' to carry out the inspections, and in the case of the grant of a dog breeding establishment and at grant and renewal of horse riding establishments they must be accompanied by a veterinary surgeon. To qualify to inspect these premises, a person must hold a Level 3 certificate granted by a body, recognised and regulated by the Office of Qualifications and Examinations Regulations which oversees training and assessment of persons inspecting and licensing certain animal activities businesses, and must have passed an independent exam. Their certificate must apply to the specific type of activities they are inspecting. If an inspector is not available, then a qualified veterinary surgeon must carry out the inspection.

Transitional provisions are in place to enable any person that can show evidence of at least one year of experience in licensing and inspecting animal activities businesses to carry out the inspections until October 2021. After that time, the above requirements will need to be met.

Nationally a new course is currently being developed to meet the new demands of the regulations and the indicated costs are over £1000 per person.

Under the new arrangements, the inspection process will be much more comprehensive, and built around providing the premises with a 'risk rating'. This process will establish whether the business is 'low risk' or 'higher risk' based on the level to which it meets the standards set out in regulations and guidance, and award between one and five stars, thus determining the length of the licence (with the exception of 'Keeping and Training Animals for Exhibition' for which all licences will be issued for 3 years as default). The star rating will be displayed on the licence, and included in the Council's public register, published on Wiltshire Councils website.

Conclusion

The Licensing function continues to develop within Wiltshire Council. The core activity of supporting the licensing process has shown year on year improvement. There is also now a greater focus on preventing harm.

The new Animal Licensing regime will place huge demands on the team to ensure that it is implemented in line with the new regulations.

Linda Holland
Licensing Manager
3 September 2018

STRATEGIC PLANNING COMMITTEE

MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 18 JULY 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Fleur de Rhé-Philippe (Chairman), Cllr Derek Brown OBE (Vice-Chairman), Cllr Ernie Clark, Cllr Andrew Davis, Cllr Stewart Dobson, Cllr Sarah Gibson, Cllr David Jenkins, Cllr Tony Trotman, Cllr Fred Westmoreland and Cllr David Halik (Substitute)

Also Present:

Cllr Christopher Newbury, Cllr Russell Hawker, Cllr Mark Connolly, Cllr Gordon King, Cllr Richard Britton, Cllr Tom Rounds and Cllr Robert Yuill

38 Apologies

Cllr David Halik substituted for Cllr Christopher Newbury who was absent at the start of the meeting.

39 Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 20 June 2018.

40 Declarations of Interest

Cllr David Jenkins declared a non-pecuniary interest in Minute Nos. 43 & 44 below as he was a member of Hills Waste Liaison Committee.

41 Chairman's Announcements

There were no Chairman's announcements.

42 Public Participation

The Chairman explained the rules governing public participation at meetings.
43 18/03366/WCM - Northacre Resource Recovery Centre, Northacre Industrial Estate, Westbury, BA13 4WD - Waste Management Facility and Welfare, Office and Workshop Building with ancillary development

The Case Officer informed the Committee that the Secretary of State had received a request to 'call-in' the two planning applications relating to the

Northacre Industrial Estate, Westbury. The Secretary of State would be unable to commence his consideration of this request until such time as this Council had reached its decision on the planning applications. Should this Committee be minded approve the applications then the Secretary of State could begin his consideration and decide whether or not to call in the applications for his own determination.

The Committee received a presentation from the Case Officer which set out the issues in respect of the application. The purpose of the report was to assess the merits of the proposal against the policies of the Development Plan and other material considerations and to consider the recommendation to grant planning permission subject to conditions, although now subject to the referral process set out above.

Members then had the opportunity to ask technical questions after which they heard statements from members of the public as follows, expressing their views regarding the planning application:-

- Mr Jim Marley, a local resident, spoke in opposition to the application.
- Ms Maggie Daniell, representing Westbury Gassification Action Group, spoke in opposition to the application.
- Ms Harriet James, a Warminster resident, spoke in opposition to the application.
- Cllr Mike Sutton, Deputy Mayor of Westbury, spoke in opposition to the application.

Members then heard the views of Cllr Russell Hawker, the local Member, who objected to the application and supported the views expressed by members of the public, particularly with regard to public health and safety and size of the proposal.

Cllr Gordon King, an adjoining Member, also expressed his opposition to the proposal, stating that he supported the views of Westbury Town Council and in particular, considered that the proposed development was too large.

During discussion, Cllr David Jenkins expressed concern especially regarding the impact such a proposal would have on the town and the likely effect it would have on the road network.

The Case Officer pointed out that for planning purposes the site and its close surroundings were designated as a Principal Employment Area and/or an Employment Allocation in the Wiltshire Core Strategy 2015. In addition, the Northacre Industrial Estate was an allocated Strategic Scale Waste Site in the Wiltshire & Swindon Waste Site Allocations Local Plan 2013.

The Case Officer stressed that the Committee could only consider the planning aspects of the proposal and that issues regarding health and safety and emissions were matters for consideration by the Environment Agency when issuing an environmental permit.

After further discussion, on the proposal of Cllr Tony Trotman, which was seconded by Cllr Fred Westmoreland,

Resolved:

Subject to the Secretary of State calling this application in for his determination, to grant planning permission, subject to the following conditions:-

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

- 18616-500-02 (red edged site plan) dated 03/2018
- site-extent_1734-planning.dwg dated 20/04/2018
- site-planning_1734-planning.dwg dated 08/04/2018
- WMB_1734-planning.dwg dated 09/04/2018
- OWB_1734-planning.dwg dated 09/04/2018

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

2 The development hereby permitted shall be begun before the expiration of three years from the date of this permission. Written notification of the date of commencement shall be sent to the local planning authority within 7 days of such commencement.

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

3 The Waste Management Building element of the development hereby approved shall be used for the unloading, storage and re-loading of recyclable waste materials (mainly paper, cans, plastics, cardboard, green waste and glass) and for the storage of material from the MBT facility only, and it shall not be used for the unloading, storage and re-loading of any other form of waste.

Un-loading, storage and re-loading of the above permitted waste shall take place inside the Waste Management Building only, and shall not take place at, on or over any other parts of the application site.

REASON: To comply with the terms of the planning application and its justification, and to ensure the amenities of the wider environment are safeguarded.

4 The total tonnage of waste material imported to the Waste

Management Building shall not exceed 25,000 tonnes in any twelve month period.

REASON: To ensure that the development substantially accords with the terms of the Transport Statement and Noise Assessment which accompany the planning application, and there conclusions that this scale of operation would not cause harm to highway safety and/or amenity.

- 5 A record of the quantity (in tonnes) of waste materials delivered to the Waste Management Building and all the waste and waste-derived products despatched from the site shall be maintained by the operator of the site and made available to the local planning authority upon request. All records shall be kept for at least 36 months.**

REASON: In order that the local planning authority can monitor the approved development.

- 6 The operational hours of the Waste Management Building shall be limited to the following:
Monday to Friday: 07:00 to 20:00
Saturday: 07:00 to 13:00 (extending to 20:00 after bank holidays)
Saturdays (waste from HRCs only): 13:00 to 20:00
Sundays (waste from HRCs only): 07:00 to 18:00
Bank Holidays: 07:00 to 20:00**

The shall be no operation of the Waste Management Building on Christmas Day, Boxing Day or New Years Day.

REASON: To safeguard the amenities of the wider area.

- 7 Prior to first operation of the Waste Management Building a Transport Plan for the routing of HGVs to and from the site (broadly in line with the 'Existing Travel Plan' at Appendix 2 to the Transport Statement accompanying the planning application) shall be submitted to the submitted to the local planning authority for approval in writing. The Transport Plan shall include details of implementation and monitoring and shall be implemented in accordance with the approval thereafter. 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 these results.**

REASON: To manage the routing of HGV traffic in the interests of protecting the amenities of the wider area.

- 8 The Waste Management Building shall not first operate 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 the development becomes operational 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 and hard landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following approval of the landscaping scheme; 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.

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

- 10** No part of the development hereby permitted shall be brought into use until the access, turning area and parking spaces serving that part 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.

- 11** No external lighting shall be installed on site until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage in accordance with the appropriate Environmental Zone standards set out by the

Institute of Lighting Engineers in their publication "Guidance Notes for the Reduction of Obtrusive Light" (ILE, 2005)", have been submitted to and approved in writing by the Local Planning Authority. The approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.

REASON: In the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site.

- 12 There shall be no surface water discharge connection to the foul water network.

REASON: To safeguard the integrity of the foul water network and prevent flooding.

- 13 No development hereby approved shall take place until a site specific Construction Environmental Management Plan has been submitted to and been approved in writing by the local planning authority. The plan must demonstrate the adoption and use of the best practicable means to reduce the effects of noise, vibration, dust and site lighting during construction. The plan 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.
- Construction 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 routes.

REASON: In the interests of the amenities of surrounding occupiers during the construction of the development.

- 14 No part of the development shall be brought into use until a Green Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall include details of implementation and monitoring and shall be implemented in accordance with these agreed details. The results of the implementation and monitoring shall be made available to the Local Planning Authority on request, together with any changes to the plan arising from those results.

The Travel Plan shall include provision for car sharing and for ultra low energy vehicle infrastructure (electric vehicle charging points).

REASON: In the interests of air quality and reducing vehicular traffic to the development.

- 15 Within 3 months of the waste management building hereby approved becoming first operational (including operation of the odour control plant) a noise assessment shall be carried out by an independent consultant to confirm compliance with the noise predictions set out in the 'Noise Assessment for Planning' by iON Acoustics Ltd dated 09/04/2018. The outcomes of the noise assessment shall be provided in writing to the local planning authority for agreement in writing no later than 1 month after the initial 3 month period. In the event that the noise assessment finds that the noise predictions have been exceeded then details of additional mitigation measures shall be provided as part of the noise assessment together with a timeframe for installation. The additional mitigation shall then be installed in accordance with the agreed noise assessment and retained and maintained thereafter.

REASON: To protect local amenity from the adverse effects of noise.

- 16 Prior to the waste management building hereby approved becoming first operational an odour management plan (for the management of odours, should they arise) and a pest management plan (for the management of flies, vermin, etc., should they arise) shall be submitted to the local planning authority for approval in writing. Thereafter, the approved plans shall be implemented as approved, if/as necessary.

REASON: To safeguard amenity.

- 17 **INFORMATIVE:** This activity will require a Permit under the Environmental Permitting Regulations 2010 (as amended) to

operate. Should the applicant wish to apply for a permit they are advised to visit our website at <https://www.gov.uk/guidance/check-if-you-need-an-environmental-permit> to help decide what sort of permit is required. Any successfully determined environmental permit application will not consider the following, which are all considered as part of the planning permission –

- Alternative locations and sizes for this proposed facility
- Operational hours
- The transport of waste to and from the site or vehicles
- Traffic, access and road safety issues
- Visual impacts
- Construction materials used in building

44 **18/03816/WCM - Northacre Resource Recovery Centre, Northacre Industrial Estate, Westbury, BA13 4WD - Revision of the layout and design of Advanced Thermal Treatment Facility permitted under consent 14/12003/WCM**

The Case Officer informed the Committee that the Secretary of State had received a request to ‘call-in’ the two planning applications relating to the Northacre Industrial Estate, Westbury. The Secretary of State would be unable to commence his consideration of this request until such time as this Council had determined the planning applications. Should this Committee approve this application then the Secretary of State could begin his consideration and decide whether or not to call in the application for his own determination.

The Committee received a presentation from the Case Officer which set out the issues in respect of the application. The purpose of the report was to assess the merits of the proposal against the policies of the Development Plan and other material considerations and to consider the recommendation to grant planning permission subject to conditions, although now subject to the referral process set out above.

Members then had the opportunity to ask technical questions after which they heard statements from members of the public as follows, expressing their views regarding the planning application:-

- Mr David Levy, representing The Air That We Breathe Network, Westbury, spoke in opposition to the application.
- Mr Stephen Eades, representing Wiltshire & North Wiltshire Friends of the Earth, spoke in opposition to the application.
- Mr David Davis, a local resident, spoke in opposition to the application.
- Cllr Mike Sutton, Deputy Mayor of Westbury, spoke in opposition to the application.
- Cllr Kathy Hutt, Chair, Dilton Marsh Parish Council, spoke in opposition to the application.

Members then heard the views of Cllr Russell Hawker, the local Member, who objected to the application and supported the views expressed by members of the public.

Cllr Gordon King, an adjoining Member, also expressed his opposition to the proposal, stating that he supported the views of the objectors and in particular, considered that the proposed development was too large for a town the size of Westbury. He considered that the infrastructure around Westbury was inadequate for the scale of the development and that the development would be visually intrusive and detrimental to the landscape. He also stated that assurances regarding public health were necessary.

During discussion, Cllr David Jenkins expressed concern especially regarding the impact such a proposal would have on the town and the likely effect it would have on the road network. He also expressed concern that the effect of the proposal would have on the health, particularly of children and the elderly.

The Case Officer stressed that the Committee could only consider the planning aspects of the proposal and that issues regarding health and safety and emissions were matters for consideration by the Environment Agency when issuing an environment licence. Objectors to the proposal had the opportunity of submitting their concerns regarding the possible effect on health and the danger of emissions direct to the Environment Agency when considering the issuing of a licence to the applicant, should planning permission be granted.

After further discussion, Cllr Tony Trotman proposed the following motion, which was seconded by Cllr Fred Westmoreland,

“Subject to the Secretary of State calling this application in for his determination, to grant planning permission, subject to the conditions set out in the Case Officer’s report.”

Cllr Ernie Clark requested a recorded vote, which was supported by Cllr Andrew Davis, Cllr Sarah Gibson and Cllr David Jenkins.

Thereupon the motion was put to the meeting and voting was as follows:-

For the motion

Cllr Fleur de Rhe-Philipe, Cllr Derek Brown, Cllr Tony Trotman and Cllr Fred Westmoreland.

Against the motion

Cllr Ernie Clark, Cllr Andrew Davis, Cllr Stewart Dobson, Cllr Sarah Gibson, Cllr David Halik and Cllr David Jenkins.

The motion being lost, further discussion took place, after which on the proposal of the Chairman, which was seconded by Cllr Fred Westmoreland,

Resolved:

Subject to the Secretary of State calling this application in for his determination, to refuse planning permission for the following reason:-

The proposed development, by reason of its height, bulk and location on rising ground on the edge of the built-up area, would have an adverse impact on the appearance of the area. This would conflict with Core Policy 51 in the Wiltshire Core Strategy, which seeks to protect, conserve and enhance the visual amenity of the landscape.

45

18/03716/FUL - Junction 20 at A338 Park Road/Pennings Road and Station Road/Lahore Road, Tidworth - Townscape and highway improvement scheme to enhance Park Road/Pennings Road and Station Road/Lahore Road including creation of traffic islands containing relocated traffic lights, the removal of the right turn lane from Station Road to Pennings Road and creation of a signalised slip lane from Park Road to Lahore Road.

The Committee received a presentation from the Case Officer which set out the issues in respect of the application and advised the Committee of the recent observations received from the Council's Drainage Engineer.

The purpose of the report was to assess the merits of the proposal against the policies of the development plan and other material considerations and to consider the recommendation to grant planning permission.

Members then had the opportunity to ask technical questions after which they heard a statement from Mr Christopher Tennant, WGI Planning, agent on behalf of the Secretary of State, in support of the application.

Members then heard the views of Cllr Mark Connolly, the local Member, who whilst supporting much of the scheme, objected to the removal of the right hand lane out of Station Road on to Pennings Road (Road A338) on the grounds that it would cause problems for both traffic exiting Tesco Store and in Station Road.

The Case Officer explained that the removal of this right hand lane would lead to the build up in traffic of a maximum of four vehicles which was not considered to be significant when compared with the benefits which would be made from the introduction of the scheme as a whole. It was noted that the Council's Highways Engineer had raised no objections to the scheme which would be kept under review. The Highways Development Control Officer advised that the section 278 Highways Act 1980 Agreement to secure the works could have a requirement for a Stage 4 Road Safety Audit to ensure the junction operates in a safe and efficient manner following the implementation of the improvement works.

After discussion, on the proposal of Cllr Andrew Davis, which was seconded by Cllr Tony Trotman,

Resolved:

To grant planning permission, subject to the following conditions and informatives:-

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

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

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

- Drawing No. SK20D LP01 Rev A – Location Plan, received 18.04.18;
- Drawing No. SK20D LP02 Rev A – Existing Layout Plan, received 18.04.18;
- Drawing No. A089116-10 – LS20-01 – Landscape Strategy, received 18.04.18;
- Drawing No. A089116-10 – LS20-02 – Landscape Strategy: Sections, received 18.04.18;
- Drawing No. 500 – General Arrangement, received 18.04.18;
- Drawing No. SK541 Rev A – General Arrangement Sections, received 18.04.18;
- Document. Junction 20 Flood Risk Assessment and Drainage Strategy (March 2018) (Report No. A089116-10/REP/005) by WYG.

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

- 3 The development hereby permitted shall be carried out in accordance with the Arboricultural Method Statement contained within the Arboricultural Report Salisbury Plain Junction 20 A388 Pennings Road, Tidworth (March 2018) by DIO.

REASON: In order that the development is undertaken in an acceptable manner, 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.

- 4 No development shall commence on site until all trees and other woody vegetation will be assessed for their ability to support roosting bats. Trees that have developed features suitable to support bat roosts will be subjected to a climbing survey to determine any current or recent bat use of suitable features. If any features are found to support bats, a licence, obtained from Natural England will be in place prior to any cutting, trimming or removal of trees.

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 militate against the loss of existing biodiversity and nature habitats.

- 5 No development shall commence on site until a lighting plan demonstrating that a level of 1 lux or less can be achieved at the edges of sensitive ecological receptors such as trees both within and adjacent to the site has been submitted to an approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved scheme.

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to militate against the loss of existing biodiversity and nature habitats.

- 6 Tree and vegetation removal will not be carried out between March and July inclusive, unless a documented search for nesting birds has been carried out and the area has been found to be clear of any active nests.

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 militate against the loss of existing biodiversity and nature

habitats.

7 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 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.

8 INFORMATIVE TO APPLICANT:

Please note the following guidance from the Environment Agency:

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.

In addition to any other permission(s) that you may have already obtained, e.g. planning permission, you may need an environmental permit for flood risk activities (formerly known as Flood Defence Consent prior to 6 April 2016) if you want to carry out work:

- in, under, over or near a main river (including where the river is in a culvert)
- on or near a flood defence on a main river
- in the flood plain of a main river
- on or near a sea defence

For further information and to check whether a permit is required please visit: <https://www.gov.uk/guidance/flood-risk-activities-environmental-permits>

For any further advice, please contact your local Environment Agency FRA Permitting Officer, daniel.griffin@environment-agency.gov.uk /

yvonne.wiacek@environment-agency.gov.uk

9 INFORMATIVE TO APPLICANT:

Please note the following guidance from Veolia Water:

The proposed development will impact Veolia Water public water and waste water apparatus which may / will required diversion, re-alignment or lowering. We would anticipate detailed consultation in a suitable and sufficient timescale to allow us to survey the area in question and to provide costed schemes under S185 of the Water Industry Act and in line with usual highway works practice.

10 INFORMATIVE TO APPLICANT:

The applicant is advised that the required Section 278 Highways Act 1980 Agreement to secure the works will have a requirement for a Stage 4 Road Safety Audit.

11 INFORMATIVE TO APPLICANT:

The applicant is advised that the flow rates from the surface water scheme will need to be agreed with the Lead Local Flood Authority and should not exceed existing flow rates.

46 17/01798/FUL- Valley View, East Grimstead - Change use of land for the stationing of one mobile home, one touring caravan, and a day/utility room building for residential purposes, together with the formation of hardstanding, and landscaping and erection of maximum 2.8 fence (retrospective).

The Committee received a presentation from the Case Officer which set out the issues in respect of the application.

The purpose of the report was to assess the merits of the proposal against the policies of the development plan and other material considerations and to consider the recommendation to grant planning permission.

Members then had the opportunity to ask technical questions after which they heard statements from the following members of the public expressing their views regarding the planning application.

- Ms Gwyneth Doran, a local resident, spoke in opposition to the proposal.

- Mr Nat Green, agent to the applicant, spoke in support of the application.
- Cllr Gill Sowerby, Chairman of Grimstead Parish Council, spoke in opposition to the proposal.

Members then heard the views of Cllr Richard Britton, the local Member, who expressed concern that the village of East Grimstead contained no shops, school or a public house and was therefore not a sustainable location for this proposal. He considered that the proposal was in conflict with Core Strategy Policy 47 which considered the needs of gypsies and travellers.

The Head of Development Management explained that there was a shortage of travellers' sites in the south of Wiltshire and an additional 37 pitches were required to bring numbers up to an acceptable level.

After discussion, on the proposal of Cllr Fred Westmoreland, which was seconded by Cllr Stewart Dobson,

Resolved:

To refuse planning permission for the following reasons:-

Notwithstanding the accepted shortfall in gypsy and traveller sites in the housing market area within which the site is located, the Council consider that the adverse impacts of granting permission on this site would significantly and demonstrably outweigh the benefits. The Council consider that these adverse impacts lie in the failure of the proposal to meet specific criteria set out for gypsy and traveller sites in Core Policy 47 of the Wiltshire Core Strategy, which is the development plan for the area, adopted in 2015. The proposal fails to meet criteria ii, in that the site is not served by a safe and convenient pedestrian access; criteria v, in that the site is not located within a reasonable distance of a range of local services and community facilities; criteria vi in that the site is located in an isolated position within a Special Landscape Area where the development will have an unacceptable impact on the character and appearance of the landscape; and criteria viii, in that when taken together with other gypsy and traveller sites in the vicinity, the cumulative impact is inappropriate to the small scale of the existing nearby settlement of East Grimstead.

47 **Date of Next Meeting**

Resolved:

To note that the next scheduled meeting of this Committee was due to be held on Wednesday 15 August 2018, in the Council Chamber at County Hall, Trowbridge, starting at 10.30am.

48 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 am - 2.15 pm)

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

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

STRATEGIC PLANNING COMMITTEE

MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 15 AUGUST 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Fleur de Rhé-Philippe (Chairman), Cllr Ernie Clark, Cllr Andrew Davis, Cllr Stewart Dobson, Cllr Sarah Gibson, Cllr David Jenkins, Cllr Christopher Newbury, Cllr Tony Trotman, Cllr Fred Westmoreland and Cllr Ian Blair-Pilling (Substitute)

Also Present:

Cllr Tony Jackson and Cllr Pip Ridout

49 **Apologies**

Apologies for absence were received from Cllr Derek Brown OBE who was substituted by Cllr Ian Blair-Pilling and also from Cllr James Sheppard.

50 **Minutes of the Previous Meeting**

Resolved:

To confirm and sign the minutes of the previous meeting held on 18 July 2018, subject to the inclusion of Cllr Christopher Newbury as being present.

51 **Declarations of Interest**

There were no declarations of interest made at the meeting.

52 **Chairman's Announcements**

There were no Chairman's announcements.

53 **Public Participation**

54 The Chairman explained the rules governing public participation at meetings.
17/01463/FUL - Bugley Barton Farm, Land South of Victoria Road, Warminster - A Comprehensive Development Comprising Demolition of the Existing Farm Buildings, Construction of 227 Residential Dwellings (Use Class C3), a New Vehicular Access, Public Open Space, Landscaping, Sustainable Urban Drainage and other Associated Infrastructure Works

The Committee received a presentation from the Case Officer which set out the issues in respect of the application. The purpose of the report was to assess the merits of the application against the relevant national and local development plan policies and other material considerations and to consider a recommendation that permission be granted, subject to the prior completion of a Section 106 legal agreement and planning conditions. He reported that Cranborne Chase & West Wiltshire Downs AONB had recently withdrawn their objection to the proposal on the grounds of visual and landscape impacts following some negotiation which led the officer to recommend an amendment to the published wording of condition 18 and to expand on the reason for the condition to make reference to the AONBs dark skies status and to secure the appropriate environmental zone standards for all external lighting within the scheme.

Members then had the opportunity to ask technical questions after which they heard a statement from Mr Chris Minors, the applicant, Persimmon Homes (Wessex) in support of the proposal.

Members then heard the views of Cllr Pip Ridout and Cllr Tony Jackson, the local Members, who were generally in support of the application and stressed the need for the new link road connecting Victoria Road and the Redrow estate to be delivered as part of the first phase of the development and sought to secure a local resident point of contact and adherence to the terms set out within the condition covering the need for a construction traffic management plan. The Case Officer advised the Committee that conditions 8, 9 and 14 would address these matters.

Members sought clarification about the bus strategy (referenced under the summarised s106 heads of terms) and the proposed attenuation basins and pond which formed a key part of the applicant's drainage strategy and asked about potential landscaping and the necessary management to avoid them becoming silted up, muddy and producing foul smells. The Case Officer pointed out that the S106 would require bespoke clauses to address the need for a bus strategy to be agreed through negotiation with the bus network manager (employed by Wiltshire Council) as well having direct liaison with bus providers; and that the s106 would require clauses covering the setting up of a management company to be fully responsible for the management and maintenance of the SUDs infrastructure. Members also sought to include an additional planning informative to secure the provision of swift bricks, bat boxes and encourage the developer to be sensitive to allowing hedgehogs to freely pass through hedgerows as part of planting up gaps and completing the landscaping scheme.

After some discussion, on the proposal of Cllr Andrew Davis, which was seconded by Cllr Fred Westmoreland,

Resolved:

To grant planning permission, subject to:-

(1) the completion of a legal agreement under Section 106 of the Town & Country Planning Act 1990 as summarised in paragraph 9.89 of the Case Officer's report, and

(2) 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 approved plans list as contained within the Schedule of Plans report dated 24 July 2018.

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 garage hereby approved which is required to satisfy the on-plot parking standards, shall be converted to ancillary habitable accommodation without first obtaining planning permission, no garage hereby approved 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.

4. No demolition or construction works shall take place on the site outside the following hours: 07:30 to 18:00 Mondays to Fridays; and 08:00-13:00 on Saturdays; and, at any time on Sundays or Bank Holidays.

REASON: In the interests of protecting the amenity of nearby residential properties.

5. The development hereby approved shall be carried out in full accordance with the noise mitigation recommendations as set out within the Addendum Noise Assessment (version 1 SLR ref: 422.00776.00050 ES Addendum Appendix 8.1) produced by SLR in March 2018 pursuant to glazing and ventilation components and sound abatement measures.

REASON: In the interests of protecting future residential amenity.

6. No vehicular access shall be made to the site for construction vehicles via the St Andrews Road cul-de-sacs during the construction phases.

REASON: To define the terms of this permission and in order to protect the amenities of local residents of the Broadway estate and to limit the adverse consequences of construction traffic.

7. No development shall take place on site until an archaeological watching brief has been submitted to and agreed in writing by the local planning authority. The watching brief shall include a written specification and agreed work practices that shall be followed should any archaeological remains be revealed whereupon works must stop to allow for archaeological appraisal. The written brief shall also include a scheme for allowing access at all reasonable times to any archaeologist nominated by the Local Planning Authority to observe site activities and any excavations and to record items of interest and finds, in accordance with the approved scheme.

REASON: To define the terms of this permission and to ensure that the development is undertaken in an acceptable manner that safeguards archaeological interests with the identification, reporting and recording of features of archaeological interest.

8. No development or works shall take place on site (including demolition, ground works and vegetation clearance) until a Construction Traffic Management Plan (CTMP) has been submitted to and approved in writing by the local planning authority. The CTMP shall include but not be restricted to details in relation to (i) the confirmed routing and signing of construction delivery routes to the site; (ii) the measures to be employed to ensure the suppression of dust and noise arising from construction traffic and processes within the site; (iii) the provision and exact location of wet wash vehicle tyre cleaning facilities on the exit route from the site; (iv) the location(s) and extent of the site compound(s) to include provision for delivery vehicles to unload and turn within the confirmed compound area at all times with specific care taken to avoid compounds backing onto neighbouring residential properties.

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

9. No development or works shall take place on site (including demolition, ground works and vegetation clearance) until a Construction Environment Management Plan (CEMP) has been submitted to and approved in writing by the local planning authority. The CEMP shall include, but not necessarily be limited to, the following:

- a. Identification of potentially damaging construction activities;
- b. Measures (both physical measures and sensitive working practices) to avoid, reduce and mitigate impacts during construction on protected and other species including breeding birds, barn owls, badgers, reptiles, amphibians, dormice, hares, hedgehogs, and any other relevant species to include the controls of using oils and chemicals and removal of spoil and waste;

- c. Measures to avoid, reduce and mitigate harm to habitats features including hedgerows, trees and ponds;
- d. Details of mitigation measures which will be provided for loss of wildlife habitat including bird boxes, barn owl box, bat boxes;
- e. Details of pollution avoidance and control measures to protect watercourses and groundwater;
- f. Details of the location and use of generators and any temporary site accommodation including portable toilets;
- g. Details of any proposed pile driving operations (if it is to be within 200m of residential properties);
- h. The times during demolition and construction when specialist ecologists including Ecological Clerk of Works, need to be present on site to oversee works;
- i. Details of the on-site responsible persons and local resident point of contact;
- j. The identification of “Biodiversity Protection Zones” and use of protective fences, exclusion barriers and warning signs; and,
- k. The ongoing monitoring, including compliance checks by a competent person(s) during construction and immediately post-completion of construction works.

The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details.

REASON: To ensure adequate protection, mitigation and compensation for protected species, priority species and priority habitats in accordance with submitted ecological reports.

NOTE: There shall be no burning of waste materials on the site during the demolition and construction phases.

10. Notwithstanding the details submitted pursuant to the Victoria Road junction, no development shall commence until full engineering plan details of the proposed temporary traffic signalled controlled access to the site including details of its later change to a roundabout junction to serve both north and south sides of Victoria Road, have been submitted to and approved by the local planning authority. The submitted details shall include all local measures to facilitate pedestrian movement through the junction, including any temporary footways and the measures to be employed to ensure that future local disruption for the construction of a roundabout is minimised through appropriate road infrastructure provision. The junction shall be constructed in accordance with the details to be approved and prior to any other part of the site construction works commencing.

REASON: In the interests of road safety and sustainable transport opportunities.

11. No demolition, site clearance or development, including the construction of the signal controlled junction shall commence, and; no

equipment, machinery or materials shall be brought on to site for the purpose of development within any particular phase, until a Tree and Hedgerow Protection Plan showing the exact position of each tree and hedgerow 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.

In this condition "retained tree and/or hedge" means an existing tree and hedgerow which is to be retained in accordance with the approved plans and particulars.

REASON: To safeguard trees to be retained in the interests of amenity.

12. No dwelling hereby approved (pursuant to each phase) shall commence until a land contamination remediation strategy (steps ii, iii and iv below) and a verification report along with any necessary long term monitoring (steps v and vi) have been submitted to and approved in writing by the local planning authority; and that during demolition and the construction phases, the development proceeds in accordance with the on-site measures to be deployed and recommendations set out within chapter 9 of the geo-environmental analysis and final report (ref 6271t2676) produced by the Earth Science Partnership (which forms part of the Environmental Statement) dated January 2017.

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 (referred to in the former PPS23 as a validation 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 the development does not pose unacceptable pollution risks to controlled waters or future users of the land and residents, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors. The previous site use as a

working farm may have caused contamination of soils/subsoils/groundwater, which should be fully assessed. In addition the site is within a Source Protection Zone 3.

13. No dwelling hereby approved (pursuant to each phase) shall commence beyond slab level until details of all internal roads, verges, junctions, street lighting, sewers, drains, any retaining walls, service routes, surface water outfalls, vehicle overhang margins, any embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture, footpaths and associated works; and, details of street lighting, fire-fighting apparatus and fire hydrants, have been submitted to and approved by the local planning authority. Thereafter, the roads, paths and associated works shall be provided in accordance with the approved details.

REASON: To ensure that the highway infrastructure is of an acceptable standard.

14. No dwelling hereby approved (pursuant to each phase) shall commence beyond slab level until a phasing plan for the delivery of the roads and paths on the site has been submitted to and approved by the local planning authority. The phasing plan shall include details of when the internal footpath and cycle track infrastructure and connection made to WARM6 shall be completed and when the site distributor road shall be completed to connect with the distributor road on the adjacent Redrow Homes site.

REASON: In order to ensure that local sustainable transport infrastructure is delivered to an acceptable timescale, and to aid the implementation of Travel Plan initiatives.

15. No dwelling hereby approved (pursuant to each phase) shall commence beyond slab level until a foul water drainage strategy has been submitted and approved in writing by the local planning authority to secure the following:

- A detailed drainage scheme which refers to a phased construction programme and includes appropriate arrangements for the agreed points of connections, discharge rates and the capacity improvements required to serve the proposed development phasing; and following the approval of the strategy; and,
- The drainage scheme shall be completed in accordance with the approved details and following a timetable to be agreed in writing with the local planning authority.

REASON: To ensure that the appropriate foul sewerage infrastructure is available to service the site and to ensure that the development does not increase the risk of sewer flooding to downstream properties.

NOTE: The above condition will require multipartite liaison with the local lead flood authority, the environment agency and Wessex Water.

16. No dwelling hereby approved (pursuant to each phase) shall commence beyond slab level until a scheme for the discharge of surface water from the site to include the provisions and measures to prevent pollution of receiving groundwater and/or surface waters, a timetable for its implementation; and a construction management and maintenance plan for the lifetime of the development incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. Thereafter, the phased development shall not be first brought into use until the surface water drainage provisions have been completed and connections are made available in accordance with the drainage scheme.

REASON: This matter is required to be agreed with the Local Planning Authority before development commences to ensure that the development is undertaken in an acceptable manner and to ensure that the development does not increase the risk of flooding.

NOTE: The formation of a Management Company is a s106 obligation to legally bind the permission. It should also be appreciated that discharging the above requirement will require multipartite liaison with the local lead flood authority, the environment agency and Wessex Water.

17. No dwelling hereby approved (pursuant to each phase) shall commence beyond slab level until a landscape delivery schedule for all the proposed tree and shrub landscape planting including the infilling of the existing hedgerow boundary have been submitted to and approved in writing by the Local Planning Authority. The schedule shall also identify the timescale provision of advanced strategic tree planting in communal areas and confirming the tree stock specification for the western and northern parts of the site in advance of the first phase of development; and, for the remainder of the scheme, the landscape planting (pursuant to each phase) shall be carried out in the first planting and seeding season following the first occupation of the related building(s). Any trees or plants which 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. The landscaping and hedgerow enhancement planting shall be implemented in full accordance with the agreed delivery timeframe and the location planting details as set out in the Schedule of Plans approved by condition 2.

REASON: This information is required to ensure that the phased development and proposed landscaping is undertaken in an acceptable manner.

18. No dwelling hereby approved (pursuant to each phase) shall commence beyond slab level until a lighting strategy for the site has been

submitted to and approved in writing by the local planning authority. The strategy shall:

- Show how and where external lighting would be installed (through the provision of appropriate lighting contour plans and technical specifications, including a Lux plot) so that it can be clearly demonstrated that areas to be lit would not result in light spill onto the nearby hedgerows or detrimentally affect the AONBs dark sky status;
- Specify luminaires, heights and positions of fittings, direction and other features e.g. cowls, louvres or baffles; and illumination levels in accordance with the appropriate Environmental Zone standards as set out by the Institute of Lighting Professionals in their publication GN01:2011, 'Guidance for the Reduction of Obtrusive Light' (ILP, 2011); and that,
 - All external lighting shall be installed in accordance with the specifications and locations set out in the strategy, and these shall be maintained thereafter in accordance with the strategy. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.

REASON: To minimise light spillage and pollution into hedgerows and trees, and to ensure that there is no illumination of the bat roost and to maintain dark foraging and commuting corridors for bats, particularly along the northern boundary hedgerow; and to safeguard the AONB dark skies character and status.

19. The residential development hereby approved shall be designed to ensure it does not exceed 110 litres per person per day water consumption levels (which includes external water usage). Within 3 months of each phase being completed and the housing brought into use, a post construction stage certificate certifying that this standard has been achieved shall be submitted to the local planning authority for its written approval.

REASON: To ensure that the development delivers betterment in terms of the level of discharge of phosphates from the sewage treatment plant into the River Avon SAC.

20. The roads, including footpaths and turning spaces pursuant to each phase of development shall be constructed so as to ensure that, before each dwelling is occupied it 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.

21. No dwelling hereby approved (pursuant to each phase) shall be occupied until the necessary foul drainage infrastructure and capacity

improvements have been completed in accordance with an agreed drainage strategy.

REASON: To ensure that the appropriate foul sewerage infrastructure is available to service the site.

22. No dwelling hereby approved shall be occupied 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) Details of the body (e.g. Management Company) responsible for implementing the LEMP
- b) Obligations and liabilities of the management company
- c) Identification of all communal ecological and landscape features to be managed on a scaled plan
- d) Aims of management for each feature
- e) Management prescriptions for each feature including timescales, equipment and manpower requirements
- f) 5 year work schedule capable of being rolled forward
- g) Outline management costs
- h) Mechanism for reviewing the plan

The LEMP shall also include details of the legal and funding mechanism(s) by which long-term implementation of the plan will be secured by the developer with the management body responsible for delivery.

The LEMP shall be implemented in full in accordance with the approved details.

REASON: 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.

NOTE: The LEMP should be written for the members of the Management Company who will include householders many of whom will have no knowledge or interest in landscape and ecology issues. It must explain the company's obligations and liabilities, identifying specific features and explaining how they need to be retained, protected and managed. It is best if it is a short document with a map showing the relevant features and a work programme. Baseline surveys from the application should not be repeated as these detract from the main purpose of the report and make the document too cumbersome and detailed for its readership.

23. No dwelling hereby approved (pursuant to each phase) shall be occupied until the parking space(s) together with the access thereto, have been provided in accordance with the approved plans.

REASON: In the interests of highway safety and the amenity of future occupants

24. No dwelling hereby approved shall be occupied until the visibility splays shown on the approved plans have been provided with no obstructions to hinder visibility at or above a height of 500mm above the nearside carriageway level. Thereafter, the visibility splays within the scheme shall be maintained free of obstruction at all times thereafter.

REASON: In the interests of highway safety.

25. No dwelling hereby approved (pursuant to each phase) shall be occupied until the enclosures, refuse storage and cycle parking respective to that dwelling has been provided in accordance with the approved plans.

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

26. That for the avoidance of any doubt, there shall be no vehicular access permitted to the site other than via the Victoria Road junction, unless and until the road connecting to the adjacent Redrow site has been completed and certified in writing by the local planning authority to be acceptable for use. Existing points of vehicular access to the site shall be closed prior to the commencement of the residential development (with the exception of the highway access works themselves) and their use prevented by means of an enclosure, the details of which shall require the written agreement by the local planning authority.

REASON: To ensure that access to and egress from the site is achieved in a safe manner.

NOTE: Construction traffic will only be permitted to access the site via Victoria Road.

27. The development hereby approved shall be completed in accordance with the submitted waste audit and management strategy.

REASON: In order to minimise waste production and the safe handling of any hazardous materials as well as ensuring that any waste is handled and transported in full accordance with the duty of care in full compliance with environmental requirements.

Planning Informatives

Planning Informatives

1. The applicant is required to contact Wessex Water and agree any diversion of the existing water main that runs through the site. The existing water main and associated 6m easement must be maintained following any agreed diversion with Wessex Water. Water Supply network

modelling would be required to determine if any off site reinforcement is required to accommodate extra demand on supply generated by the development. Buildings above two storeys would however require on-site boosted storage.

2. The applicant is advised that any works or alterations made to the existing watercourses or connections to them require separate land drainage consent from the appropriate drainage authority. In this case, the environment agency and lead local flood authority would be the appropriate bodies.

3. The development should include water efficient systems and fittings. This could include dual-flush toilets, water butts, water-saving taps, showers and baths, and appliances with the highest water efficiency rating. Greywater recycling and rainwater harvesting could also be considered.

4. An appropriate submitted scheme to discharge the condition 19 would include a water usage calculator showing how the development would not exceed a total (internal and external) usage level of 110 litres per person per day (lower figure given within Building Regulations Part G). The site is within the catchment of the Hampshire Avon River (SAC/SSSI) catchment which is already over-abstracted. Water efficiency measures can help to relieve abstraction pressures.

5. The applicant is advised that the local authority will require an indemnity in order to operate on any road within the scheme that serve any houses that are not formally adopted, even on a temporary basis whilst the development is being completed. The applicant should refer to Appendix C of the Council's Waste Management guidance which includes a sample indemnity agreement.

6. The Wiltshire Fire & Rescue Service recommends the provision of the following as part of satisfying Building Regulations and reducing the risk of death, injury and property damage:

Sprinklers work from a standard main, although a 32mm connection is required. They are inexpensive to install, particularly in a new building. They do not activate by accident causing unwanted damage. They only operate through individually activated heads, not the whole system. They can be designed to fit flush to the ceiling behind a flat cover. They cause less water damage in a fire than normal fire-fighting operations. They significantly reduce fire and smoke damage.

7. The applicant is furthermore encouraged to enter into a CoPA (Control of Pollution Act) s61 agreement with the Council to secure details on the construction phases, the construction compound locations, the hours of work, the delivery routes, the proposed plant and equipment to be used, identifying noise/vibration generators once the specific construction programme and plant type are known as well as identifying the measures to be adopted to minimise noise/vibration impacts (with community liaison, control measures and compliance monitoring schemes).

8. The applicant is encouraged to make contact with the Council's local highway authority pursuant to the necessary s278 agreement.

9. To avoid disturbing nesting birds and breeding season, no works should take place to the site boundaries between March to July inclusive. All British birds (while nesting, building nests and sitting on eggs), their

nests and eggs (with certain limited exceptions) are protected by law under Section 1 of the Wildlife and Countryside Act 1981 (as amended) and the Countryside and Rights of Way Act 2000. If birds are nesting on/in or within the vicinity of 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 August and February. Further advice on the above can be sought from the Council Ecologists.

10. The applicant is encouraged to provide at least one swift brick within at least 25% of the new houses and buildings with an attic space to encourage nesting swifts and to provide bat boxes throughout the scheme. The applicant is furthermore encouraged to ensure that when securing the improvements to the site boundaries, special regard is given to creating room for hedgehogs to pass through hedgerows to connect with other habitats.

11. 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

55 **17/07793/FUL - Wavin Ltd Parsonage Way Chippenham Wiltshire - Works to existing road to provide new road link connecting B4069 Langley Road and Parsonage Way, including the provision of a footway/cycleway and new landscaping. Construction of new gyratory junction on Langley Road. Stopping up of existing section of Parsonage Way and change of use to provide storage area. Construction of link to existing storage area and provision of security fencing.**

The Committee received a presentation from the Case Officer which set out the issues in respect of the application. The purpose of the report was to consider the proposed development in the context of national guidance and adopted development plan policies and site specific impacts and to consider a recommendation that planning permission be granted subject to the completion of a legal agreement under Section 106 of the Town & Country Planning Act 1990 to meet identified highways requirements within six months of the date of the Committee resolution and conditions. The Case Officer drew attention to a late representation received from Langley Burrell Parish Council and Langley

Burrell Residents' Association, which had been circulated to members of the Committee, drawing attention to certain areas of concern. The Case Officer confirmed that officers had reviewed and considered the submission and concluded that no new matters were raised that had not been considered and addressed in the report to the Committee. The Case Officer provided a response to concerns and proposals listed in the conclusion of the late representation.

Members then had the opportunity to ask technical questions after which they heard statements from members of the public as follows, expressing their views concerning the application:-

- Mr David Mannering, representing the Langley Burrell Residents' Association, spoke in opposition to certain aspects of the application as set out in the late submission.
- Mr Andrew Winstone, the agent, spoke in support of the application.
- Cllr Robert Whitrow, Chairman of Langley Burrell Parish Council spoke in opposition to certain aspects of the application as set out in the late submission.

It was noted that Cllr Nick Murry and Cllr Howard Greenman, the local Members, had sent their apologies for not attending due to prior commitments.

During discussion, Members considered requirements and provision of the proposed S106 agreement and a possible extension of the bund along the entire northern perimeter of the site and also the planting of a tree screen but after hearing from the Case Officer considered that the current arrangements were adequate.

Members also considered the design of the double roundabout system and considered that this would improve the flow of traffic.

After some discussion, on the proposal of Cllr Tony Trotman, which was seconded by Cllr Fred Westmoreland,

Resolved:

To grant planning permission, subject to:-

- (1) **The completion of a legal agreement under Section 106 of the Town & Country Planning Act 1990/planning obligation to secure Highways provisions with in six months of the date of this resolution. In the event of the applicant declining to enter into an agreement within this timeframe to refuse permission for the following reason:-**

The proposed development without the required planning obligation fails to deliver the necessary highways works and enhancements required to secure a safe and appropriate development and thereby conflicts with Wiltshire Core Strategy (Jan 2015) CP3 CP34(ix) CP57 (ix) CP60 CP61 CP62; and paragraphs 11 and 108 (b) 109 110 of the National Planning Policy Framework (July 2018)

(2) 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:

Ecological Assessment and Surveys Received 05 April 2018 and 09 July 2018

Transport Statement Final V6-2 20 April 2018

Landscape and Visual Impact Assessment 05 April 2018

Double Roundabout Junctions 9 Arcady Report 05 April 2018

Single Roundabout/Rail Bridge Link Junctions 9 Arcady Report 05 April 2018

Hydrock Road Safety Audit Stage 1 RDW/TS/18/1692/RSA1; Ref: C14930 – Stage 1 RSA Designer's Response 18 April 2018

C14930 D001 Topographical Survey A0 1:500

14930 C020c Engineering Layout Sheet 1 Of 5 A1 1:250

14930 C021c Engineering Layout Sheet 2 Of 5 A1 1:250

14930 C022c Engineering Layout Sheet 3 Of 5 A1 1:250

14930 C023d Engineering Layout Sheet 4 Of 5 A1 1:250

14930 C024d Engineering Layout Sheet 5 Of 5 A1 1:250

All Received 10 July 2017

Arboricultural Impact Assessment – D14 267 08 Rev A

Arboricultural Constraints Report – D14 267 07

Drawing AIA Plan – D14 267 P5

All Received 09 August 2018

Site Location Plan PH3B/01B

Double Roundabout General Arrangement 14930-P009.0 Revision P2

One way Gyratory Swept Path Analysis 14930-P009.1 Revision P1

Double Roundabout Visibility 14930-P009.2 Revision P1
Double Roundabout Deflection 14930-P009.3 Revision P1
Proposed Rail Bridge Link General Arrangement 14930-P008.0 Revision P2
Proposed Rail Bridge Link Swept Path Analysis 14930-P008.1 Revision P1
Proposed Rail Bridge Link Forward Visibility and Deflection 14930-P008.2 Revision P1
Phase 3B Change of Use PH3B/02A
Phase 3b Scheme Overview 1 PH3B/03B
Phase 3b Scheme Overview 2 PH3B/04B
Phase 3b Scheme Overview 3 PH3B/05B
Key To Larger Scale Plans PH3B/06B
Plan 1 PH3B/07B
Plan 2 PH3B/08A
Plan 3 PH3B/09B
Plan 4 PH3B/10A
Plan 5 PH3B/11
Plan 6 PH3B/12B
Section A-A PH3B/13B
Section B-B PH3B/14A
Section C-C PH3B/15
Section D-D PH3B/16
Panorama Images 1 – 25
Landscape Proposals Phase 3 683-02A
Landscape Context Plan 683-10C
Landscape Assessment Plan 683-11E
All received 05 April 2018

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

3. No demolition, site clearance or development shall commence on site until an Arboricultural Method Statement (AMS) prepared by an arboricultural consultant providing comprehensive details of construction works in relation to trees shall be submitted to, and approved in writing by, the Local Planning Authority. All works shall subsequently be carried out in strict accordance with the approved details. In particular, the method statement must provide the following: -

- A specification for protective fencing to trees during both demolition and construction phases which complies with BS5837:2012 and a plan indicating the alignment of the protective fencing;**
- A specification for scaffolding and ground protection within tree protection zones in accordance with BS5837:2012**
- A schedule of tree works conforming to BS3998.**
- Details of general arboricultural matters such as the area for storage of materials, concrete mixing and use of fires;**
- Plans and particulars showing the siting of the service and piping infrastructure;**

- A full specification for the construction of any arboriculturally sensitive structures and sections through them, including the installation of boundary treatment works, the method of construction of the access driveway including details of the no-dig specification and extent of the areas of the driveway to be constructed using a no-dig specification;
- Details of the works requiring arboricultural supervision to be carried out by the developer's arboricultural consultant, including details of the frequency of supervisory visits and procedure for notifying the Local Planning Authority of the findings of the supervisory visits; and
- Details of all other activities, which have implications for trees on or adjacent to the site.

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.

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 use of the land 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, commencing from the date of notified completion of the approved landscaping scheme to the LPA, 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 B8 Stockyard development and excluding the car park hereby approved being first brought into use 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 approved floodlight(s) existing within the site approved under application reference 15/04763/FUL shall not be illuminated outside the hours of 05:00am in the morning and 11pm in the evening from Mondays to Sundays. The floodlights shall not be illuminated at any time on Bank or Public Holidays.

REASON: To minimise the impact of the floodlight(s) and in the interests of the amenity of the area.

6. No additional external lighting beyond that approved under application reference 15/04763/FUL 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.

7. The B8 Stockyard use hereby permitted (excluding the use of the staff car park) shall only take place between the hours of 05:00am in the morning and 11pm in the evening from Mondays to Sundays. The use shall not take place at any time on Bank or 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.

8. The site shall be used for B8 Storage and Distribution and for no other purpose (including any other purpose in Class B of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended) (or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification).

REASON: The proposed use is acceptable but the Local Planning Authority wish to consider any future proposal for a change of use having regard to the circumstances of the case.

9. 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 all required supporting evidence, has been submitted to and approved in writing by the Local Planning Authority.

REASON: To ensure that the development can be adequately drained

10. The development shall not be first brought into use until surface water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained

11. The mitigation measures detailed in the approved Ecological Assessments [Wessex Ecological Consultancy March 2018 & Ellendale GCN Survey 11 June 2018 EEL138R18060SP] 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. The works will be carried out in strict accordance

with all recommendations given in the ecological survey reports by Wessex Ecological and Ellendale Environmental, to ensure that European Protected Species (especially great crested newts) are not adversely impacted by the works.

REASON: To mitigate against the loss of existing biodiversity and nature habitats.

12. There shall be no raising of existing ground levels on the site.

REASON: In the interests of visual amenity.

13. 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;
- 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.

14. Notwithstanding the detailed drawings submitted as part of the application, full details of the construction of all the alterations to the existing Parsonage Way and the existing haul road and its new junctions shall be submitted to and approved by the local planning authority prior to the works commencing. The details shall include, but not be limited to, carriageway and cycle track structure, drainage, signing, lining, street lighting, landscaping, levels, fencing, retaining walls, anti-incursion barriers (railway), visibility splays and treatment of residual non-stopped-

up elements of Parsonage Way. The works shall be undertaken in accordance with the details approved.

REASON: To ensure that an acceptable overall scheme is achieved.

15. Prior to the commencement of the development, the approved roundabout on the B4069 serving the North Chippenham mixed use site (Ref: N/12/00560/OUT) shall have been fully constructed and adopted, unless a formal legal agreement has otherwise been entered into between the local highway authority, the developer responsible for the North Chippenham B4069 roundabout and the applicant, which secures the delivery of a combined double roundabout junction.

REASON: To minimise highway disruption resulting from the double roundabout proposals, and to ensure that maintenance responsibilities are not obfuscated between developers.

16. The 'haul road' route shall not be opened for public use (and by inference, Parsonage Way shall not be stopped up) until the works have been completed in their entirety, including the closure of all accesses between the southern side of the 'haul road' and the adjacent storage yard and the approved fencing along the completed length of the 'haul road', and the local planning authority has confirmed that any recommendations of a Road Safety Audit ,Stage 3 have been appropriately addressed (certified as such in writing by the local highway authority) .

REASON: To ensure that the proposed alternative route to Parsonage Way is fit for purpose and safe for use by the public before Parsonage Way is closed to through traffic.

17. No works shall be undertaken on the site except in accordance with a programme of works which shall first have been submitted to and approved by the local planning authority.

REASON: In the interests of highway safety, and to ensure that existing access arrangements are not prejudiced.

INFORMATIVE TO APPLICANT:

The stopping up of Parsonage Way will only be addressed by way of an application to the Secretary of State for Transport, through the provision of s247 of Town and Country Planning Act 1990. If permitted, any planning permission resulting from this planning application will form the basis on which the s247 application will be determined.

A s278 agreement will be required between the applicant and Wiltshire Council in relation to the highway works shown in outline in the approved drawings. No works are permitted on the highway unless or until the agreement has been completed.

Statutory Undertakers having apparatus in Parsonage Way will retain rights of access even if the road is formally stopped up, unless agreement

on alternative routes can be reached; the applicant should be aware that, if new services are proposed for the Rawlings Green site, it could have implications for the proposals.

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 should note that the costs of carrying out a programme of archaeological investigation will fall to the applicant or their successors in title. The Local Planning Authority cannot be held responsible for any costs incurred.

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:

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:

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.

Appendices: none

Background Documents Used in the Preparation of this Report:

NPPF Revised July 2018
Wiltshire Core Strategy
Langley Burrell Neighbourhood Plan
Chippenham Site Allocations Development Plan Document
Application Supporting Documentation
Planning Practice Guidance
56 Date of Next Meeting

Resolved:

To note that the next scheduled meeting of this Committee was due to be held on Wednesday 12 September 2018, in the Council Chamber at County Hall, Trowbridge, starting at 10.30am.

57 Urgent Items

There were no items of urgent business.

(Duration of meeting: 10.30 am - 12.45 pm)

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

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

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NORTHERN AREA PLANNING COMMITTEE

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 11 JULY 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 Mollie Groom, Cllr Chris Hurst, Cllr Toby Sturgis, Cllr Brian Mathew and Cllr Ashley O'Neill

Also Present:

Cllr Baroness Scott of Bybrook OBE

23 Apologies

There were no apologies

24 Minutes of the Previous Meeting

The minutes of the meeting held on 13 June 2018 were presented.

Resolved:

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

25 Declarations of Interest

There were no declarations of interest.

26 Chairman's Announcements

There were no Chairman's announcements.

27 Public Participation

The Committee noted the rules on public participation.

28 Planning Appeals and Updates

The Committee noted the contents of the appeals update.

29 **17/05828/FUL - Former Wiltshire College, Cocklebury Road, Chippenham, Wiltshire, SN15 3QD - Update**

The Planning Officer, Simon Smith, introduced a report which provided an update of the actions taken by officers in relation to the Section 106 Agreement since the application was granted by the Committee on 21st March 2018.

The Planning Officer explained that there was a slight delay in the formal completion of the Section 106 Agreement, and the reasons for this were detailed in the report. He confirmed that the Agreement had now been completed and the decision issued.

Following a proposal by Councillor Peter Hutton, to note and approve the update, subsequently seconded by Councillor Gavin Grant, the meeting;

Resolved

That the update on the S106 Agreement for the Former Wiltshire College, Cocklebury Road, Chippenham, be noted and approved.

30 **Planning Applications**

To consider and determine the following planning applications:

31 **18/02153/FUL - Keynes House, The Derry, Ashton Keynes**

Public Participation

Natasha Inzani, local resident, spoke in objection to the application.
Alison Bone, local resident, spoke in objection to the application.

Councillor Dave Wingrove, Chairman of Ashton Keynes Parish Council spoke in objection to the application.

The Planning Officer, Simon Smith, introduced a report which recommended granting planning permission, subject to conditions, for the change of use of land from agriculture to a dog exercise / training area, the erection of a 1.9m deer patrol fence and the creation of a car parking area.

Key issues highlighted included: the location and orientation of the proposal in relation to the settlement framework boundary and within the conservation area; that some works had already been undertaken; the height of the fencing; the access to the site; the views from the site; the impact of the proposals regarding the amenity of residents and noise generated by the use on the site; that officers proposed a temporary permission to be able to assess the impact of the proposals; whether the plan was consistent with the neighbourhood plan; the views of the highways officer and how concerns had been addressed by a mitigation; collection of dog waste is conditioned if permission is granted.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: that the conditions don't control paraphernalia but could be added; the arrangements for addressing noise concerns; that the sand carpark development did require permission but that the existing fencing was permitted development; that four dogs could be using the paddocks and that they could see each other; that a person in charge of a dog and is deemed to be in charge and is referred to legally as the responsible owner.

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

Councillor Chuck Berry, Division Member, spoke regarding the application with the main points focusing on the impact of the neighbourhood plan, that the development is outside the settlement boundary, and whether the use proposed on the site was appropriate.

At the start of the debate a proposal was moved by Councillor Chuck Berry and seconded by Councillor Gavin Grant that permission be refused by reason of the nature of the activities being proposed and its sensitive location within the Ashton Keynes Conservation Area as well as its proximity to surrounding residential properties, it is considered that the proposal would harm the character and appearance of the locality and would adversely impact upon the amenities of residents. The proposal is therefore contrary to the requirements of Policies CP57 (vi) and (vii) and CP58 of the Wiltshire Core Strategy as well as Policy ENP3 of the Ashton Keynes Neighbourhood Plan 2015-2026

Resolved

That planning permission be refused for the following reason:

By reason of the nature of the activities being proposed and its sensitive location within the Ashton Keynes Conservation Area as well as its proximity to surrounding residential properties, it is considered that the proposal would harm the character and appearance of the locality and would adversely impact upon the amenities of residents. The proposal is therefore contrary to the requirements of Policies CP57 (vi) and (vii) and CP58 of the Wiltshire Core Strategy as well as Policy ENP3 of the Ashton Keynes Neighbourhood Plan 2015-2026

32 18/03185/FUL - The Barns at Mays Farm, Hullavington

Public Participation

Sue Upton, local resident, spoke in objection to the application.

Clare Wallace, local resident, spoke in objection to the application.

Kevin Hamilton, applicant, spoke in support of the application.

Simon Chambers, planning agent, spoke in support of the application.

Councillor Maggie Bawden, Chairman of Hullavington Parish Council, spoke in objection to the application.

The Planning Officer, Simon Smith, introduced a report which recommended granting planning permission, subject to conditions, for the erection of 2 new dwellings.

Key issues highlighted included: the location of the proposals within the settlement boundary and that the emerging plan agrees that the settlement boundary would mean that the site would be outside of that boundary but that the adopted plan should be given greater weight than the emerging plan; that the highway officer had not made an objections; the design and elevations of the proposals; the material to be used; the additional drainage conditions; the distances of the proposals in relation to existing proposals.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the arrangements for accessing the site; the arrangements for bins and refuse collections; the relevance of permitted development rights.

Specific advice was sought from officers regarding the weight that could be given to the proposed new settlement boundary adopted into the draft Wiltshire Housing Site Allocation Plan. The officers view was that Wiltshire Housing Site Allocation Plan still carries relatively limited weight and the application should be determined against the current adopted plan.

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

Councillor Baroness Jane Scott of Bybrook OBE, Division Member, spoke in objection to the application with the main points focusing on the concerns over access to the site, the difficulties of waste facilities for the proposal, the location of the proposal in relation to the settlement boundary, and the allocation of housing land existing for the village.

At the start of the debate a proposal was moved by Councillor Sturgis and seconded by Councillor Gavin Grant to refuse planning permission as the proposal results in the access road being routed through the open countryside, falling out side of the current settlement boundary for Hullavington village. Further, the Wiltshire Housing Site Allocations Development Plan Document, now formally approved by the Full Council on 10/07/18, substantively excludes the application site from the settlement boundary, and can therefore be given considerable weight in decision making. For the above reasons, the proposal would take place in the open countryside, outside of the village settlement boundary and would adversely impact upon the character and appearance of locality contrary to the provisions of Policies CP57 of the Wiltshire Core Strategy.

Prior to the vote, the Planning Officer reiterated his previous advice that only limited weight could be given to the emerging Wiltshire Housing Site Allocation Plan and that the application should be determined against the policies within the adopted Wiltshire Core Strategy.

At the conclusion of the debate, the meeting;

Resolved

That planning permission be refused for the following reason:

The proposal results in the access road being routed through the open countryside, falling out side of the current settlement boundary for Hullavington village. Further, the Wiltshire Housing Site Allocations Development Plan Document, now formally approved by the Full Council on 10/07/18, substantively excludes the application site from the settlement boundary, and can therefore be given considerable weight in decision making. For the above reasons, the proposal would take place in the open countryside, outside of the village settlement boundary and would adversely impact upon the character and appearance of locality contrary to the provisions of Policies CP57 of the Wiltshire Core Strategy.

33 17/12403/FUL - Land at Kent End, Back Street, Ashton Keynes

Public Participation

Callan Powers, planning agent, spoke in objection of the application on behalf of one of the local residents.

Laura Glynn-Jones, applicant, spoke in support of the application.

Dave Wingrove, Chairman of Ashton Keynes Parish Council, applicant, spoke in objection to the application.

The Planning Officer, Victoria Griffin, introduced a report which recommended refusing planning permission, for the erection of a two bedroom holiday cottage with mostly natural stone elevations and a natural slate roof above.

Key issues highlighted included: the location of the plan, and its location within the conservation area; the current buildings on the site; the orientation of the proposals and their elevation on the site; the views of the site from the highway; the proposed floorplan; the materials proposed to be used; the relationship of the proposals to existing buildings; the size of the proposals and their impact on the character of the conservation area;

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the views from different angles and the existing properties that had previously been on the site.

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

Councillor Chuck Berry, Division Member, spoke in relation to the application with the main points focusing on the relevance of the neighbourhood plan.

At the start of the debate a proposal was moved by Councillor Chuck Berry and seconded by Councillor Hutton for refusal as detailed in the report.

Resolved:

That Planning Permission be refused for the following reason:

The proposal would create a large dominant detached dwellinghouse within a modest plot which would cause an unacceptable level of visual and physical harm to the wider historic setting and setting within the Conservation Area contrary to policies CP58 & CP 57 (i) of the Wiltshire Core Strategy, policy HCP1 of the Ashton Keynes Neighbourhood Plan (2017) and the aims and requirements of Section 72 of the Planning (Listed Buildings & Conservation Areas) Act 1990 and Section 12 'Conserving and enhancing the historic environment' of the National Planning Policy Framework.

34 18/03233/FUL - Priestly Primary School, Prince Charles Drive, Calne

Public Participation

Anthony Dixon, applicant, spoke in support of the application.

The Planning Officer, Rose Fox, introduced a report which recommended granting planning permission, subject to conditions, for a phased 8 classroom extension with ancillary rooms, new main entrance, enlarged staff room and associated external works.

Key issues highlighted included: the phased developments for the plan; that the proposals would allow the school to take more pupils; the improvements to parking, classrooms, access and sports facilities; the elevations of the proposals; the impact on the proposals on the neighbours; that public protection officers had no objections in relation to increased noise arising from the developments; phase two may only be required if more housing was brought forward, but that phase one would meet current housing coming forward; seeking to relocate trees.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the loss of trees from the proposal; whether an advisory regarding a traffic management plan could be added.

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

At the start of the debate a proposal was moved by Councillor Gavin Grant and seconded by Councillor Peter Hutton to grant planning permission as detailed in the report with the addition of a condition regarding travel planning.

Resolved:

Delegate to office appropriate plan on tree planning and on landscaping and school travel plan.

To Grant planning permission, subject to the following conditions:

Time limit:

- 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.

Approved plans:

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

Plans as received by the LPA 04/04/2018:

Site Location Plan (0001 Rev: A, dated: 29/03/18)

Existing Site Plan (0002 Rev: B, dated: 13/04/18)

Existing First Floor Plan (0202 Rev: A, dated: 29/03/18)

Existing Roof Plan (0206 Rev: A, dated: 29/03/18)

Plans as received by the LPA 29/06/2018:

Proposed Phase 1 Site Plan (0003 Rev: D, dated: 29/06/2018)

Proposed Phase 2 Site Plan (0004 Rev: E, dated: 29/06/2018)

Contractor access plan (0005 Rev: C, dated: 29/06/2018)

Children's Centre Boundary (0006 Rev: C, dated: 29/06/2018)

Existing Ground Floor Plan (0201 Rev: B, dated: 27/06/18)

Proposed Phase 1 Ground Floor Plan (0203 Rev: B, dated: 27/06/18)

Proposed Phase 2 Ground Floor Plan (0204 Rev: C, dated: 27/06/18)

Proposed Phase 1 & 2 First Floor Plans (0205 Rev: B, dated: 27/06/18)

Proposed Phase 1 Roof Plan (0207 Rev: B, dated: 27/06/18)

Proposed Phase 2 Roof Plan (0208 Rev: B, dated: 27/06/18)

Existing Elevations (2001 Rev: B, dated 13/04/18)

Proposed Phase 1 Elevations (2002 Rev: C, dated: 27/06/18)

Proposed Phase 2 Elevations (2003, Rev: B), dated: 27/06/18)

Existing and Proposed Site Section A-A (3001, Rev: B, dated: 27/06/18)

Existing and Proposed Site Section B-B (3002, Rev: B, dated: 27/06/18)

Existing and Proposed Site Section C-C (3003, Rev: B, dated: 27/06/18)

Existing and Proposed Site Section D-D (3004, Rev: B, dated: 27/06/18)

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

Amenity:

- 3. No development shall commence on phase 1 (including any works of demolition) until a Construction Method Statement (CMS) has been submitted to and approved in writing by the local planning authority.**

The statement shall include details of 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;**
- h) measures for the protection of the natural environment;**
- i) hours of construction, including deliveries**

The approved Statement shall be adhered to throughout the construction period.

REASON: To minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through risks of pollution and dangers to highway safety, during the construction period.

- 4. No development shall commence on phase 2 (including any works of demolition) until a Construction Method Statement (CMS) has been submitted to and approved in writing by the local planning authority.**

The statement shall include details of 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;
- h) measures for the protection of the natural environment;
- i) hours of construction, including deliveries

The approved Statement shall be adhered to throughout the construction period.

REASON: To minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through risks of pollution and dangers to highway safety, during the construction period.

5. 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.

6. The development hereby permitted shall not be first brought into use until details of the play equipment proposed for relocation has been submitted to and approved in writing by the Local Planning Authority.

REASON: In the interests of residential amenity.

7. The new games court as indicated on the Proposed Phase 2 Site Plan hereby permitted shall not be enclosed by any boundary treatment unless this has been submitted to and approved in writing by the Local Planning Authority.

REASON: In the interests of residential and visual amenity.

8. No part of the relevant phases (1 or 2) shall be first brought into use until all the excess cut and fill from the levelling works related to that phase has been removed from the site.

REASON: In the interests of the character and appearance of the area and neighbouring amenities.

Highways:

9. No development shall commence on site until details of the proposed temporary site access have been submitted to and approved in writing by the local planning authority. The temporary access shall be constructed in accordance with the approved details. No later than one month after the new development is first brought into use, the temporary access shall be removed and the verge/footway crossing reinstated in accordance with details which shall have been submitted to and approved in writing by the local planning authority.

REASON: In the interests of highway safety.

10. Prior to the first occupation of phase 1 of development, the proposed parking areas (as demonstrated on Proposed Phase 1 Site Plan 0003 Rev D) must be consolidated, surfaced and laid out in accordance with the approved details. The parking areas 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.

11. Prior to the first occupation of the development hereby permitted, the footpath to the Western edge of the site shall be improved to form a 2.5m wide shared use surface, linking to the town recreation ground to the West of the site. The shared used path shall be completed in accordance with plans which shall have been submitted to and agreed in writing by the Local Planning Authority beforehand.

REASON: In the interests of promoting sustainable transport by the improving access to the school via means other than by the private car in accordance with Core Policies 60 & 61 of the Wiltshire Core Strategy.

Drainage:

12. 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, has been

submitted to and approved in writing by the Local Planning Authority.

REASON: To ensure that the development can be adequately drained.

13. The development shall not be first brought into use until surface water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained.

14. No part of the development shall be brought into use, until the schools Green Travel Plan has been updated and 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.

INFORMATIVES:

Wales and West Utilities gas pipelines may be affected and at risk during construction and you must contact Sophie Dawkins on 02920 278912 before starting any work.

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 the local highway authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway. Please contact the Council's Vehicle Crossing Team on vehicleaccess@wiltshire.gov.uk and/or 01225 713352.

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.

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

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

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

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

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

35 Urgent Items

There were no urgent items.

(Duration of meeting: 3.00 - 5.33 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

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

NORTHERN AREA PLANNING COMMITTEE

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 8 AUGUST 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 Mollie Groom, Cllr Chris Hurst, Cllr Toby Sturgis and Cllr Brian Mathew

36 Apologies

Apologies were received from Cllr Ashley O'Neill.

37 Minutes of the Previous Meeting

The minutes of the meeting held on 18 July 2018 were presented.

Resolved:

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

38 Declarations of Interest

There were no declarations of interest.

39 Chairman's Announcements

There were no Chairman's announcements.

40 Public Participation

The Committee noted the rules on public participation.

41 Planning Appeals and Updates

The Chair commented on the Planning Appeals decided between 29th June 2018 - 27th July 2018, and in particular highlighted the application for change of use to equestrian and erection of timber stables at Newlands, Little Drew,

Chippenham. The Chairman explained that the application had been allowed with conditions at appeal and costs had been awarded against the Council.

The Committee noted the contents of the appeals update.

42 **Planning Applications**

To consider and determine the following planning applications:

42a 18/04022/FUL - 74 Blain Place, Royal Wootton Bassett

The Area Team Leader (North), Lee Burman, introduced a report which recommended granting planning permission, subject to conditions, for a garage conversion and additional single storey side extension. The Committee was verbally advised of a late submission by the Agent and it was confirmed that it reflected closely the application submissions and so had been taken into account in the report prepared and the recommendation.

Key issues highlighted included, principle of the development, parking provision and highway safety, impact on the scale and character of the existing site/buildings, impact on neighbour amenity.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the need to consider fire safety issues following the relocation of the kitchen on the ground floor of the dwelling.

There were no members of the public attending the meeting and therefore, the Committee did not receive any comments from the public about the application.

Councillor Mollie Groom, Division Member, spoke in objection to the application with the main points focusing on the impact on the surrounding highway due to the removal of a garage parking space, and the availability of appropriate space at the front of the property to park two cars.

At the start of the debate a proposal was moved by Councillor Gavin Grant, seconded by Councillor Peter Hutton to grant planning permission as detailed in the report.

Resolved:

Planning Permission is 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:

74BP07EE
74BP03LBP
74BP0506FP
74BP08EP
74BP0512FP2
Registered 31.05.18

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

3. No part of the development hereby approved shall be brought into use 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.

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

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

5. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending 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.

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

7. **INFORMATIVE TO APPLICANT:**
The applicant 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.

8. 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.

9. 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. The applicant is also requested to note that internal alterations affecting walls, kitchens and staircases may have implications in respect of Fire Safety Regulations.

42b 18/04178/FUL - 62 Blain Place, Royal Wootton Bassett

The Area Team Leader (North), Lee Burman introduced a report which recommended granting planning permission, subject to conditions, for a garage conversion. Permitted development rights were removed prior to the building of the dwellings.

Key issues highlighted included, principle of the development, the scale, design and layout of the proposals and impact on visual amenity, impact on the residential amenity and impact on highways.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the need to consider fire safety issues following the relocation of the kitchen within the ground floor space of the dwelling.

There were no members of the public attending the meeting and therefore, the Committee did not receive any comments from the public about the application.

Councillor Mollie Groom, Division Member, spoke in objection to the application with the main points focusing on the impact on the surrounding highway due to the removal of a garage parking space, and the availability of appropriate space at the front of the property to park two cars.

At the start of the debate a proposal was moved by Councillor Gavin Grant, seconded by Councillor Peter Hutton to grant planning permission as detailed in the report.

Resolved:

Planning Permission is 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 01 (location plan, site plan, existing and proposed plans and existing and proposed elevations [Received on the 11th of May 2018])

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

- 3. No part of the development hereby approved shall be brought into use 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.

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

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

- 5. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending 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.

6. INFORMATIVE TO APPLICANT:

The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence

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

7. INFORMATIVE TO APPLICANT:

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

8. INFORMATIVE TO APPLICANT:

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.

9. 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. The applicant is also requested to note that internal alterations affecting walls, kitchens and staircases may have implications in respect of Fire Safety Regulations.

43 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 3.20 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

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

EASTERN AREA PLANNING COMMITTEE

MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 12 JULY 2018 AT WESSEX ROOM, CORN EXCHANGE, MARKET PLACE, DEVIZES SN10 1HS.

Present:

Cllr Mark Connolly (Chairman), Cllr Paul Oatway QPM (Vice-Chairman), Cllr Ian Blair-Pilling, Cllr Peter Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble, Cllr James Sheppard and Cllr Christopher Williams (Substitute)

Also Present:

Cllr Sue Evans

32. Apologies

Apologies were received from Cllr Stewart Dobson, who was substituted by Cllr Christopher Williams.

33. Minutes of the Previous Meeting

The minutes of the meeting held on 14 June 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 14 June 2018.

34. Declarations of Interest

Councillor Richard Gamble declared a non-pecuniary interest in application 18/04676/FUL by virtue of his position as Portfolio Holder for Heritage, Arts and Tourism. Due to that position he was also a Trustee of the Wiltshire Historic Buildings Trust. He declared he would consider the application on its merits with an open mind as he debated and voted on the item.

Councillor Richard Gamble also declared a non-pecuniary interest in application 18/03223/FUL by virtue of his previous position as Portfolio Holder for Education and Skills, during this tenure, the developer, McCarthy & Stone had offered to provide turning circles for buses at the Braeside outdoor education centre on the site. He declared he would consider the application on its merits with an open mind as he debated and voted on the item.

Both Councillor Mark Connolly and Councillor Christopher Williams declared a non-pecuniary interest in application 18/03223/FUL by virtue of the fact the builder was known to them. They declared they would consider the application on its merits with an open mind as they debated and voted on the item.

35. **Chairman's Announcements**

There were no announcements.

36. **Public Participation**

The rules on public participation were noted.

37. **Planning Appeals and Updates**

The report on completed and pending appeals was presented for consideration. The Chairman noted that the Committee had previously voted to refuse application 17/05767/FUL, however it was allowed on appeal.

Resolved:

To note the update.

38. **Planning Applications**

The following planning applications were considered.

39. **18/04676/FUL - Land rear of Perrys Cottage, 29 Andover Road, Ludgershall, Wiltshire SP11 9LU**

Public Participation

Mr Bob Edwards, on behalf of the applicant, spoke in support of the application.
Mr Aaron Smith, agent, spoke in support of the application.
Cllr Owen White, Chair of Planning for Ludgershall Town Council spoke in support of the application.
Cllr Christopher Williams, unitary division member for Ludgershall and Perham Down, spoke in support of the application.

Georgina Wright, Senior Conservation/Planning Officer presented a report which recommended that permission be refused for the erection of a dwelling with access and parking (following the withdrawal of 18/01573/FUL).

Key issues were stated to include the following:

This was a full application proposing the subdivision of the plot and the development of most of the existing garden with an additional two storey dwelling. The current property on the site, Perry's Cottage, was grade II listed for its historic significance. The Conservation Officer objected to the application

on the grounds that less than significant harm would be caused by the subdivision of the plot reducing the visual and physical separation of the cottage from its neighbours.

An update was provided to the Committee containing clarification relating to the heritage assessment of the application. The application had been accompanied by a Heritage Statement produced by Forum Heritage Services. This concluded that 'the setting of the listed building has been obliterated to such an extent that no further harm may be done'. After due consideration, the Conservation Officer's assessment was contrary to the applicant's heritage adviser. It was considered that the proposed severance and development of the plot would adversely affect the setting of the Grade II listed cottage, reducing its visual and physical separation from its neighbours. It was also likely to reduce its desirability/use and maintenance in the long term and therefore would result in less than substantial harm to the significance of the heritage asset. Therefore the recommendation was to refuse the application.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought on some of the photographs of the site regarding the positioning of the new dwelling. It was clarified that the new dwelling would face the shops adjacent to the site and would be situated 2m from the boundary fence.

Members of the public then had the opportunity to present their view to the committee as detailed above. During public statements Ludgershall Town Council and Councillor Christopher Williams, unitary division member for Ludgershall and Perham Down, highlighted that Perry's Cottage was owned by Ludgershall Town Council. It was stated that monies raised by the sale of the land would be used to renovate and maintain Perry's Cottage. Perry's Cottage would be rented out, therefore the application provided community benefit.

In response to public statements the officer stated that these details were not provided with the application, which was made by an independent person rather than Ludgershall Town Council, and therefore had not been taken into consideration.

A debate followed, whereby many members stated they felt that the damage to the site had already occurred due to the encroachment of many tall, modern buildings around the site. Therefore the addition of the new dwelling may enhance the appearance of the site, as the roofline, being slightly higher than that of the cottage, formed a 'visual bridge' between the cottage and surrounding buildings.

Other issues raised included the community benefit to be derived from the monies raised by sale of the land to a developer being used for the maintenance and upkeep of Perry's Cottage. It was also stated that the heritage asset would be enhanced as a result of the application as monies raised would go to the maintenance and upkeep of Perry's Cottage.

Councillor Christopher Williams proposed a motion to grant planning permission, against officer recommendation, with conditions being delegated to planning officers. This was seconded by Councillor Paul Oatway. At the conclusion of the debate it was;

Resolved:

To GRANT planning permission, with conditions to be delegated to planning officers.

Reason:

Paragraph 134 of the NPPF states that harm may be acceptable where there are clearly defined and achievable public benefits, and where those benefits could not be achieved by less harmful means, either at this site or elsewhere. The Committee stated that any harm caused to the heritage asset was outweighed by the community (public) benefit the application would bring. The Committee also stated that Core Policy 58 of the Wiltshire Local Development Framework applied as the heritage asset, Perry's Cottage, would be enhanced by maintenance undertaken with monies raised.

40. **18/03223/FUL - Browfort Campus, Bath Road, Devizes, Wiltshire SN10 2AP**

Public Participation:

Maggie Hemmings, Services and Development Manager for Vision West of England, spoke in objection to the application.

Alan Whetherley, Site Advisor for Vision West of England, spoke in objection to the application.

Carla Fulgoni, agent, spoke in support of the application.

Andy Geddes, Devizes Town Council, spoke in objection to the application.

Cllr Sue Evans, unitary division member for Devizes North spoke in objection to the application.

Morgan Jones, Senior Conservation/Planning Officer presented a report which recommended that permission be granted, subject to conditions, for the erection of six age exclusive chalet bungalows with car parking.

The main issues to be considered were:

The site is the former headquarters of Kennet District Council and was within the limits of development for Devizes. Planning permission had previously been granted in 2016 to demolish existing buildings on the site and build 55 assisted living apartments. That development was nearing completion. The current proposal was for 6 age exclusive bungalows on the same site. Policy H3 of the Devizes Area Neighbourhood Plan (DANP) allocated the site for 60 dwellings, so the combined applications adhered to the development plan. The proposed bungalows would match the apartments in style. Access would be provided using existing routes within the site and the scheme would not result in overdevelopment.

Details were provided of late correspondence received since the publication of the Committee report, including a heritage statement and comments on the Conservation Officer's observations from David Beardmore, Architect. The officer highlighted that no new issues were raised in this correspondence.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought on the number of dwellings on the site. The proposed scheme would take the number of dwellings to 61, when the DANP had allocated the site for 60 dwellings. The officer explained that the figure was a guide and as such the extra dwelling did not present any significant planning issues.

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

In response to public statements the officer stated that although there may be some loss of light on site, when planning standards were applied there would be no justifiable reason to refuse planning permission. It was felt that it would be unreasonable to expect the developers to change the layout of the site when they were using existing infrastructure. Regarding concerns raised about traffic on site, especially for users of Wiltshire Sight, a charity supporting blind and visually impaired people, the officer stated that traffic would be significantly reduced on site as compared to when the site was a functioning office complex. Heavy vehicles would reduce once the build was complete.

Councillor Mark Connolly proposed a motion to grant planning permission, with conditions, as per the officer recommendation. This was seconded by Councillor Paul Oatway.

A debate followed whereby concerns were raised by members about the number of dwellings going over that proposed by the DANP. However, others felt that this did not constitute overdevelopment, as the proposed scheme would mean the site was only 1 dwelling over the number stated in the DANP and 55 of these were apartments.

There were also concerns raised over the comparison of traffic on site when it was an office complex versus that associated with the proposed scheme, given that the office closed many years ago. In response others stated they did not feel that 6 extra dwellings would raise traffic levels significantly.

Other issues raised included the concerns raised by Wiltshire Sight and the feeling that these had not been properly addressed.

It was also stated that accommodation of the type proposed was needed.

At the conclusion of the debate 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 and documents:
 - Document. Design and Access Statement (ref 16.001 / April 2018) by HGP Architects, received 06.04.18;
 - Drawing. SO_2529_03_AC_001 Site Location Plan, received 11.05.18
 - Drawing. SO_2529_03_AC_005 Site Location Plan, received 06.04.18;
 - Drawing. SO_2529_03_AC_002 Existing Site Survey, received 06.04.18;
 - Drawing. SO_2529_03_AC_010 Proposed Site Layout - Roof, received 06.04.18;
 - Drawing. SO_2529_03_AC_011 Proposed Site Layout – Ground, received 06.04.18;
 - Drawing. SO_2529_03_AC_020 Rev A Bungalow Plans & Elevations, received 11.05.18
 - Drawing. SO-2529-02-LA-001 Rev B General Arrangement Plan - Wider Site, received 06.04.18;
 - Drawing. SO-2529-02-LA-003 Rev A Planting Plan - Wider Site, received 06.04.18;
 - Drawing. 9988-KC-XX-YTREE-TPP01Rev0 Tree Protection Plan, received 06.04.18;
 - Drawing. 9988-KC-XX-YTREE-TCP01Rev0 Tree Constraints Plan, received 06.04.18;
 - Document. Arboricultural Method Statement (ref: 9988-KC-XX-YTREEMethodStatement-Rev0) by Keen Consultants, received 29.05.18
 - Drawing. 034.0094.005.A Individual Access Visibility Splays, received 12.06.18;
 - Drawing. 034.0094.004.D Bungalow Tracking, received 12.06.18;

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

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 buildings or the completion of the development whichever is the sooner; All shrubs,

trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

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

4. 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 the tree protective fencing as shown on the approved Tree Protection Plan and in accordance with British Standard 5837: 2012: "Trees in Relation to Design, Demolition and Construction -Recommendations"; has been erected.

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: 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.

5. The development hereby permitted shall be carried out in accordance with the approved Arboricultural Method Statement (ref: 9988-KC-XX-YTREE-MethodStatement-Rev0) by Keen Consultants.

REASON: 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.

6. No railings, fences, gates, walls, bollards or other means of enclosure shall be erected in connection with the development hereby permitted until details of their design, external appearance and decorative finish have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: To safeguard the character and appearance of the area and the setting of The Cedars.

7. 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 gates, walls, fences or other means of enclosure, other than those approved under condition 6 of this permission, shall be erected or placed anywhere on the site on the approved plans.

REASON: To safeguard the character and appearance of the area and the setting of The Cedars.

8. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first 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.

9. No development above the damp-proof course level of the dwellings hereby permitted shall be carried out 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 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.

10. No part of the development hereby permitted shall be occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The visibility splay for each property shall be 2.4m x 27m to the centre of the access, as shown on drawing no. 034.0094.005.A, with no obstruction above 600mm. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

11. INFORMATIVE TO APPLICANT:

The Council's Environmental Health Officer (Environmental Control & Protection) recommends that:

1. In terms of noise audible at any site boundary, the hours of construction should be restricted to the following times:-

Mondays - Fridays 07:30 – 18:00hrs

Saturdays 08:00 – 13:00hrs

Not at all on Sundays or Bank and Public Holidays

2. No burning shall take place on site during the construction phase.

12. 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.

13. INFORMATIVE TO APPLICANT:

The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined

to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy.

41. **Urgent items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.20 pm)

The Officer who has produced these minutes is Tara Shannon of Democratic Services, direct line 01225 718352, e-mail tara.shannon@wiltshire.gov.uk

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

EASTERN AREA PLANNING COMMITTEE

MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 6 SEPTEMBER 2018 AT WESSEX ROOM, CORN EXCHANGE, MARKET PLACE, DEVIZES SN10 1HS.

Present:

Cllr Mark Connolly (Chairman), Cllr Ian Blair-Pilling, Cllr Peter Evans, Cllr Richard Gamble, Cllr James Sheppard and Cllr Jerry Kunkler (Substitute)

Also Present:

Cllr Sue Evans

42. Apologies

Apologies were received from, Cllr Stewart Dobson, Cllr Nick Fogg MBE and Cllr Paul Oatway.

Cllr Oatway was substituted by Cllr Jerry Kunkler.

43. Minutes of the Previous Meeting

The minutes of the meeting held on 12 July 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 12 July 2018.

44. Declarations of Interest

Councillor Richard Gamble declared a non-pecuniary interest in application 18/04942/FUL as in his previous role as Portfolio Holder for Education and Skills he had met and worked with the Diocesan Board of Education and the applicant. He declared he would consider the application on its merits with an open mind as he debated and voted on the item.

Councillor Richard Gamble also declared a non-pecuniary interest in application 18/04151/FUL due to his current role as Portfolio Holder for Heritage, Arts and Tourism, as there were heritage considerations regarding the application. He declared he would consider the application on its merits with an open mind as he debated and voted on the item.

45. **Chairman's Announcements**

There were no announcements.

46. **Public Participation**

The rules on public participation were noted.

47. **Planning Appeals and Updates**

The report on completed and pending appeals was presented for consideration.

Resolved:

To note the updates.

48. **Planning Applications**

The following planning applications were considered.

49. **18/04942/FUL - Community Centre, Southbroom School House, Estcourt Street, Devizes, SN10 1LW**

Public Participation:

Mrs Elizabeth Denbury, resident, spoke in objection to the application.

Mr Darren Saunders, resident, spoke in objection to the application. Mr Darren Saunders had also submitted formal questions to the Committee. These were answered by the Chairman. The questions and responses can be seen in supplement 2. There were no supplementary questions asked.

Mr Lawrence Nash, resident, spoke in objection to the application.

Mr Peter Kent, Agent, spoke in support of the application.

The majority of objections raised concerned the number of parking spaces proposed as part of the application. It was stated that there were serious parking pressures in the local area and that if approved the application would seriously exacerbate this situation, due to the under-provision of parking in connection with the scheme.

Jonathan James, Senior Conservation/Planning Officer presented a report which recommended that planning permission be granted, subject to conditions, for the proposed redevelopment of the existing Old Southbroom School Buildings to provide 6 new residential dwellings comprising 1 Studio; 4 two bedroom flats; and 1 two bedroom town house, with associated external works, to include conversion of the existing redundant WC block into bike and bin storage (Resubmission of 17/09283/FUL).

Key details were stated to include the following:

The existing buildings on the site are Grade II listed, therefore a counterpart listed building application was submitted, which was undetermined. The application was a resubmission of 17/09283/FUL, which was withdrawn due to concerns about the number of units proposed. The number of units had been reduced from 7 to 6 in the revised application. It was proposed that each unit would have 1 parking space, so there would be 6 parking spaces in total.

The key details regarding the application were stated to include the impact on highway safety, car parking provision and heritage impacts. The total number of parking spaces to be provided did not meet with parking standards, however as the site was not a new build, but rather a change of use of a listed building, a relaxation in parking standards was deemed acceptable. In the proposed scheme, some of the parked cars would need to reverse out of the site which was not considered ideal. However it was stated that cars currently using the site were doing this already, so there would be no change in that regard. The public benefits of the proposal, in securing the future of the historic buildings, were deemed to outweigh the less than substantial harm caused to the heritage asset as a consequence of the change of use to residential. The re-development of the site would also provide an important contribution to housing stock in the local area.

Attention was drawn to a new plan which had been submitted by the applicant, which was summarised by the officer. The new plan illustrated how an extra parking space could be provided, taking the overall number of spaces to 7. However, as the agent did not wish it to form part of the application, it could not be considered.

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

The unitary division member, Cllr Sue Evans, spoke in objection to the application.

In response to public statements the officer stated that this was a conversion, rather than a new build, as such, statements that parking requirements were half those required were not correct.

A debate followed, whereby the key issues raised included; the reversing of cars onto the road causing safety issues. Some members felt this could not be considered as a major issue as it was already happening on the site. It was felt that the principle of the proposal was sound, as it would increase housing stock and ensure survival of the listed building. However parking was of great concern to all members of the Committee as there were already parking problems locally and there were not many spaces being provided in the proposed scheme. It was felt that there was room within the site to provide more parking. There was also concerned raised regarding drainage as there did not appear to be a storm sewer.

In response to the debate the planning officer stated that there was existing storm water drainage on the site.

Councillor Mark Connolly proposed a motion to refuse planning permission, against officer recommendation, as the provision of parking was not deemed to be sufficient in a location where there were already parking pressures. The application was therefore felt to be contrary to Core Policy 64 of the Wiltshire Core Strategy (2015) and to Section 9 of the National Planning Policy Framework. This motion was seconded by Councillor Peter Evans.

Further debate followed, where some members reiterated their concerns regarding the parking issues and felt that there was definitely room within the site to increase parking provision. It was hoped that if the motion to refuse was passed then the applicant would reapply with revised plans showing a higher level of parking provision on the site.

At the conclusion of the debate it was;

Resolved:

To REFUSE planning permission for the following reason:

The proposed development of six residential units with only six parking spaces makes inadequate provision for residents parking to enable the development to be accepted at this location where there is already parking pressure on nearby public roads. The proposed development is therefore contrary to Core Policy 64 of the Wiltshire Core Strategy (2015) and to Section 9 of the National Planning Policy Framework.

50. **18/04151/FUL - Lowerhouse Farm, Lower Chute, Wiltshire, SP11 9DX**

Public Participation:

Ms Ann Rudland spoke in objection to the application.

Mr Chris Hewlett spoke in objection to the application.

Ms Annie Griffiths spoke in objection to the application.

Mr Aaron Smith, Agent, spoke in support of the application.

Cllr Dominic Hughes of Chute Parish Council spoke in objection to the application.

Cllr David Pike of Chute Forest Parish Council spoke in objection to the application.

Objections included concerns regarding the increased number of car journeys the development would cause, car parking issues, lack of requirement for this type of housing, whether the proposal would comprise infill development, effect on heritage assets (including the adjacent grade II listed Lowerhouse Farm, the curtilage listed stable block and the Conservation Area); and impact on the AONB.

Karen Guest, Development Management Team Leader, presented a report which recommended that planning permission be granted, subject to conditions,

for the proposed conversion and extension of the outbuildings on the site to create three new dwellings, including off road parking.

Photos and plans of the site and proposal were shown, including elevation drawings. Windows and doors would largely be inserted in existing openings, apart from some new roof lights. The elevations fronting the road would look the same apart from the new roof lights.

Key issues were stated to include the following; that the site was in the North Wessex Downs Area of Outstanding Natural Beauty (AONB) and was in a Conservation Area; there was a grade II listed building adjacent and the stable block was considered to be curtilage listed. The principle of development was considered to be acceptable as the proposal was small scale, involving conversion and extension; and there were residential properties on either side. The property was Grade II listed, however the proposal was felt to be sensitive to the character of the buildings and not deemed to cause harm to the designated heritage assets. Two parking spaces were to be provided per dwelling which reflected the adopted parking standards.

Attention was drawn to late correspondence, consisting of 12 objections to the proposal. These were summarised by the officer and included: overdevelopment of the site; visual impact; inappropriate ecology report; impact on the AONB; drainage; it not being infill development; and parking.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought on whether all the bedrooms in the proposal were double bedrooms. The officer confirmed that they were.

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

The unitary division member, councillor Ian Blair-Pilling then spoke in objection to the application.

In response to public statements the officer confirmed that the stable block was considered to be a curtilage listed building.

A debate followed, whereby the key issues raised included; the lack of need for housing of this type in the area, affordable housing was needed which the proposed properties were not. Heritage concerns were also raised, including the size of the extension for Plot 2, which was felt to encroach upon the nearby listed farmhouse which would cause harm to its setting. There were concerns raised regarding parking, although it was acknowledged that the scheme met parking standards. It was stated that there may be increased vehicle journeys through the village. Due to a lack of services and public transport in the location, new residents would need to rely on cars. However it was also acknowledged that when the building was used as stables, there would have been traffic going to and from the location. Although most members were not opposed to the principle of residential development on the site, it was felt that the proposed scheme constituted overdevelopment and would harm the setting

of the listed and curtilage listed buildings and the conservation area. Concerns were also raised that the outbuildings associated with Lowerhouse Farm would be lost. It was not felt that the public benefit would outweigh the harm that would be caused to the heritage assets.

Councillor Ian Blair-Pilling proposed a motion to refuse planning permission, against the officer recommendation, due to harm that would be caused to heritage assets. This was seconded by Councillor Richard Gamble.

At the conclusion of the debate it was;

Resolved:

To REFUSE planning permission, for the following reasons:

Plot 2, comprising the conversion and extension of the existing outbuilding, would be in close proximity to the adjacent grade II listed Lowerhouse Farm; would result in an overdevelopment of the site; and would result in the loss of dedicated outbuildings for use in association with Lowerhouse Farm. This would cause less than substantial harm to the significance of the adjacent grade II listed property and the curtilage listed stable block by compromising their settings; and to the character and appearance of the conservation area. There are no public benefits which would outweigh that harm. The proposal would therefore conflict with Core Policies 57 and 58 of the Wiltshire Core Strategy and Section 16 (Conserving and enhancing the historic environment) of the National Planning Policy Framework, 2018.

51. **Urgent items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.45 pm)

The Officer who has produced these minutes is Tara Shannon of Democratic Services, direct line 01225 718352, e-mail tara.shannon@wiltshire.gov.uk

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SOUTHERN AREA PLANNING COMMITTEE

MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 28 JUNE 2018 AT ALAMEIN SUITE, CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Fred Westmoreland (Chairman), Cllr Brian Dalton, Cllr Christopher Devine, Cllr Mike Hewitt, Cllr Sven Hocking, Cllr George Jeans, Cllr Ian McLennan and Cllr John Smale

Also Present:

292 **Apologies**

Apologies were received from:

- Cllr Jose Green
- Cllr Richard Britton
- Cllr Matthew Dean

293 **Minutes of the Previous Meeting**

The minutes of the meeting held on 31 May 2018 were presented.

Resolved:

To approve as a correct record and sign the minutes.

294 **Declarations of Interest**

There were none.

295 **Chairman's Announcements**

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

The Chairman noted that application 18/00405/FUL Lloyds Bank at Mere - had been withdrawn.

He also informed the Committee that further written information in the form of a Transport Strategy had been received on Tuesday 26th June in conjunction with application 18/00457/FUL, this was circulated as late correspondence. As the Committee did not have the Highways response in regard to this new information, he moved the motion that the application be deferred to allow time for the Members and the public to consider the information fully.

This was seconded by Cllr Hewitt.

Decision

Application 18/00457/FUL was deferred to allow time for Highways to provide a response to the Transport Strategy, so that both pieces of new information could be given adequate time for consideration.

The Committee noted the large turnout of local residents who had attended in objection to the application. Cllr Hewitt noted that many of those in attendance had needed to make specific arrangements to enable them to attend.

296 **Public Participation**

The committee noted the rules on public participation.

297 **Planning Appeals and Updates**

The committee received details of the appeal decisions as detailed in the agenda.

Decision

The Committee noted the Appeals report for the period of 18/05/2018 to 15/06/2018.

298 **Planning Applications**

299 **18/00457/FUL - Court Farm, Lower Woodford, SP4 6NQ**

This application was deferred under Chairman's Announcements.

300 **18/00405/FUL - Lloyds Bank Plc, Mere, BA12 6DP**

This application had been withdrawn by the applicant.

301 **18/03512/FUL - 4 Hillside Close, West Dean, Salisbury, SP5 1EX**

Public Participation

Mark Harris spoke in support of the application.

The Planning Team Leader, Richard Hughes presented the application for a two storey extension to rear of property and a new front porch. It was noted that the neighbouring back gardens were relatively open to each other. The property next door has a single storey extension, with a further property further along having a two storey extension.

The application was recommended for approval.

Members then had the opportunity to ask technical questions of the Officer where it was that there was a window on the single storey extension on the ground floor. As far as the Officer could tell, the boundary fence would remain the same.

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

The local Member Cllr Chris Devine then spoke on the application and explained that he had called the application in to committee as he felt it was a difficult one to decide either way on. He went on to say that one person's extension is someone else's overshadowing. He understood the families need for additional space for their family and that they could not afford another 4 bedroom property in the same area as they were out of their price range.

Cllr Hewitt moved the motion of approval in line with Officer recommendation this was seconded by Cllr Dalton.

Cllr Hewitt noted that he knew the properties well and there had been a mixed level of development in the area already. No one on the Parish Council had come forward to object to the proposal. It was a large extension, but not as large as another in the same area. He felt that the house should be made into a family home.

The Committee then voted on the recommendation to approve the application.

Decision

That application 18/03512/FUL be approved in line with Officer recommendation, subject to the following conditions:

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

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

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

Location Plan Date rec. 12/04/18

Drg. no. ADS2018/871/1/A Proposed Elevations and Floor Plans Date rec. 12/04/18

Drg. no. ADS2018/871/4 Site Plan/ Block Plan (revised) Date rec. 11/06/18

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

3) The materials to be used in the approved works shall match those used in the existing dwelling.

REASON: In the interests of amenity

302 Urgent Items

There were no urgent items

(Duration of meeting: 3.00pm – 3.25pm)

The Officer who has produced these minutes is Lisa Moore of Democratic Services, direct line (01722) 434560, e-mail lisa.moore@wiltshire.gov.uk

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SOUTHERN AREA PLANNING COMMITTEE

MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 26 JULY 2018 AT ALAMEIN SUITE, CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Fred Westmoreland (Chairman), Cllr Richard Britton (Vice-Chairman), Cllr Brian Dalton, Cllr Matthew Dean, Cllr Christopher Devine, Cllr Mike Hewitt, Cllr George Jeans, Cllr Tony Deane (Substitute) and Cllr Robert Yuill (Substitute)

Also Present:

303 **Apologies**

Apologies were received from:

- Cllr Jose Green, who was substituted by Cllr Tony Deane
- Cllr John Smale who was substituted by Cllr Robert Yuill
- Cllr Ian McLennan
- Cllr Sven Hocking

304 **Minutes of the Previous Meeting**

The minutes of the meeting held on 28 June 2018 were presented.

Resolved:

To approve as a correct record and sign the minutes.

305 **Declarations of Interest**

The following declarations of interest were made:

- In relation to application 17/00457/FUL, Cllr Tony Deane noted that he had worked for the same company as Mr Simon Wheeler, but had left a decade before he was director of the company. As this did not constitute an interest, Cllr Deane took part in discussion and voted on this application.

306 **Chairman's Announcements**

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

307 **Public Participation**

The committee noted the rules on public participation.

308 **Planning Appeals and Updates**

The committee received details of the appeal decisions as detailed in the agenda.

Resolved

That the appeals report for the period of 15/06/2018 to 13/07/2018 be noted.

309 **Planning Applications**

310 **18/00457/FUL - Court Farm, Lower Woodford, SP4 6NQ**

Public Participation

Selig Finklaire spoke in objection to the application

John Kirkman CPRE spoke in objection to the application

Joe Studholme spoke in objection to the application

Simon Wheeler Spoke in support to the application

Anthony Wells Spoke on behalf of Durnford and Woodford Parish Councils

The Senior Planning Officer, Richard Nash presented the application for an Energy Storage Capacity Mechanism Plant to support the National Grid, at Court Farm, Lower Woodford. The application was recommended for approval with conditions.

He explained that this application had been deferred twice, the first so that a site visit could be held, and the second time to received comments on the late correspondence which had been received from the applicant.

The Transport Statement showed approaches from the south of the site, using Camp Hill. It detailed that 16.5m long articulated vehicles would be used to transport materials to the site during the construction stage. A 13.5m axel crane would also be used on site. There would be approximately 252 various movements over the 15 week build phase.

Highways has commented that the existing visibility splays were sufficient for the development.

The late correspondence circulated at the meeting explained that land in private ownership could be designated as public highway.

Over 130 objections had been received and more were also included in the late correspondence.

The advice from the Fire Service as detailed in the late correspondence, could be included as a informative, if Planning Permission was granted.

The Archaeologist remained content with their advice in the main report.

Members had the opportunity to ask technical questions of the Officer, where it was noted that works could be carried out on the highway without the owners permission.

It was confirmed that there had not been any pre-application discussions and that there was no legal requirement for the applicant to do so.

It was understood that the applicant had looked at alternative sites, however he was not obliged to provide information on that as part of this application.

The Landscape Officer had made an assessment prior to the May meeting.

Central Government encouraged Local Authorities to support ways of energy efficiency.

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

Some of the main points covered were that almost 150 people had registered objections to the application, and that those representations highlighted concerns including the possible noise that would be generated from the site. Whilst local residents were in support of the principle of the energy plant, it was widely felt that this particular site was inappropriate, and that further investigations in to alternative sites should be considered.

However it was also noted by the applicant's representative that the application site had been chosen as it met with all requirements, and was recommended for approval by the Local Authority.

The Parish Council representative drew attention to two new pieces of information which had come to light. It was felt that the new designated access route via Camp Hill and through the village of lower Woodford was equally not viable. It was stated that there was a county monument record of a monument site which covered part of the proposed site and had not been disclosed in the report.

The Division Member Cllr Hewitt moved the motion of refusal, against Officer recommendation, this was seconded by Cllr Matthew Dean.

Cllr Mike Hewitt then spoke on the application, he noted that there was no benefit to the locals, no local work or financial benefit to the local village. He queried the flat pack status of the parts to be delivered to the site.

A noise registering 60 to 65 decibels would produce a hum at all times, in the wind that would carry a long way, despite any planting around the outside. The planting would also require adequate watering to keep the trees alive and to grow.

Light pollution would be seen, and it was not clear whether it would take a human or small animal to trigger the security lighting.

The site was pasture land used to raise sheep at this time of the year. He felt the beauty of the spot would be spoilt by these proposals.

Whichever way you bring a large lorry in would damage the trees along the road.

It has been mentioned that there were alternative sites proposed. This development could be put under the ground, but would cost much more money to do that. Have it lower so noise not carried though the valley.

The only reason to accept this application would be because it comes under government guidance for green energy. It may be a benefit to Salisbury but not to the local valley.

A debate then followed, where the key issues raised included that the consideration was a balance between the importance of the structures with the impact on the community.

The site construction traffic, would be highly inconvenient during the construction process.

There was clearly line of sight between the application site and local historic views. To provide natural screening and to maintain that screening in this location would be difficult.

These battery packs were a national strategic target; however it would be more suited somewhere such as Southampton in the built up industrial area.

In the event of an appeal the LA would be invited to suggest conditions but it is at the inspector's discretion as to whether he added, changed or accepted those.

It was felt by some Members that the site was not appropriate, and there had been suggestions for alternative sites, however the application was for Court Farm, and therefore the alternative sites issue was not relevant to this committee.

The type of lighting could be restricted by use of a condition.

The Committee then voted on the motion of refusal.

Resolved

That application 18/0047/FUL be Refused, against Officer recommendation, for the following reason:

The site is located in an elevated area of open countryside, and adjacent to a public right of way. The proposal due to its nature would be of a

utilitarian, industrial appearance, of a large scale, and require security fencing and lighting.

Whilst planting is proposed that may eventually screen the development, because of its prominent siting, scale and design the development would have a detrimental impact on the visual amenity of the site and locality, and the wider landscape. The proposal also incorporates lighting and equipment that could result in pollution at an unacceptable level. The application has not satisfactorily demonstrated how light and noise emanating from the development would be controlled.

Additionally, the application proposes access to the site for large vehicles during the construction process, via unsuitable narrow and winding roads that are further compromised by low trees and overhead wires. Such access would also be likely to require removal of planting and banking that is not within the Applicant's control and which in turn could result in a detrimental impact on visual amenity.

Furthermore, there are known important archaeological features within and adjacent to the application site, with significant potential for additional important features. The proposal has not satisfactorily demonstrated that these features will not be lost or compromised as a result of the development.

For these reasons, the proposal would be likely to have an adverse impact on the historic landscape, amenity, and highway system of the area, and consequently, would be contrary to Core Policies CP42(i), (v), (vi) & (vii), CP48, CP51, CP57(i) (iii) and (vii), CP58 (i), CP61 (ii), and CP62 of the adopted Wiltshire Core Strategy, and saved Policy C21 (iii) (iv) and (v), as well as the guidance given in the NPPF.

311 **18/03584/FUL - Florence House, Romsey Road, Whiteparish, SP5 2SD**

Public Participation

Steve Young (agent) spoke in support of the application

Trevor King Spoke in Objection on behalf of Whiteparish Parish Council

Planning Officer Christos Chrysanthou presented the application for the erection of a 2 bay garage/outbuilding (Resubmission of 17/00444/FUL). The application was recommended for approval with conditions.

The Officer noted that the previous application had been refused in April 2017. This application differed in that the proposed garage had now moved back 1.5m away from the road, compared to its location on the previous application. The new proposal also included the planting of beech hedging to the front of the site, to provide some screening.

The Parish Council had objected to the proposal and there were two neighbour objections also.

Highways had suggested limiting the height of the proposed hedge to 600mm.

Members then had the opportunity to ask technical question of the Officer, where it was noted that the hedge on the front of the property next door was already well over 600mm in height, as there were no current restrictions in the area.

There had not been a pre-application discussion. The dimensions of the proposed garage were W 6.1m, D 5.8m, and H 4.1m to roof ridge.

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

The Local Ward Member Cllr Richard Britton moved the motion of refusal, against Officer recommendation, on the grounds of, the scale and design of the development, and the visual impact upon the surrounding area, and its relationship to adjoining properties. This was seconded by Cllr Jeans.

Cllr Britton noted that the movement back from the road of about 1m did not seem to address any of the reasons for refusal given for the previous application.

The application proposed screening, which Highways stated must be kept to 600mm, therefore it could not be accepted as screening.

He felt that this was a prominent alien feature in this road. The other garages were set back or careened from the road. The development would have a major impact on the street scene and on the adjoining property Mulberry House, which was slightly set back.

A debate then followed, where they key issues raised included, that other properties in the area which had garages, did not have them at the front.

There would be a negative impact on the neighbour, and the street scene, as this was a large 2 car garage.

The application did not differ in a way to address the reasons for refusal given last time.

The Committee then voted on the motion of refusal.

Resolved

That application 18/03584/FUL be refused against Officer recommendation for the following reason:

The development proposal is substantially the same as the previously refused scheme (LPA ref: 17/00444/FUL). The proposed garage would be

sited directly in front of the main dwellinghouse and would be readily visible in the surrounding street scene, being positioned closer to the road than the existing dwellinghouses. The proposed garage, by reason of its scale, mass and siting would be visually prominent and would have a detrimental impact on the character and setting of the street scene.

The proposed development is therefore considered contrary to the aims and objectives of CP57 of the Wiltshire Core Strategy and the aims and objectives of the National Planning Policy Framework.

312 **Urgent Items**

There were no urgent items

(Duration of meeting: 3.00 - 5.00 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

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SOUTHERN AREA PLANNING COMMITTEE

MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 20 SEPTEMBER 2018 AT ALAMEIN SUITE, CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Fred Westmoreland (Chairman), Cllr Richard Britton (Vice-Chairman), Cllr Brian Dalton, Cllr Matthew Dean, Cllr Christopher Devine, Cllr Jose Green, Cllr Sven Hocking, Cllr George Jeans, Cllr Ian McLennan, Cllr John Smale and Cllr Robert Yuill (Substitute)

Also Present:

Cllr Atiqul Hoque

313 Apologies

Apologies were received from:

- Cllr Mike Hewitt – who was substituted by Cllr Robert Yuill
- Cllr Mary Douglas – who had asked Cllr Matthew Dean to speak on her behalf.

314 Minutes of the Previous Meeting

The minutes of the meeting held on 26th July 2018 were presented.

Resolved:

To approve as a correct record and sign the minutes.

315 Declarations of Interest

There were none.

316 Chairman's Announcements

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

317 Public Participation

The Committee noted the rules on public participation.

Two questions had been submitted in advance of the meeting and had been circulated as part of the agenda pack.

Questions:

Submitted by Dr Claydon, were in relation to application 17/10079/FUL: Nightwood Farm, Lucewood Lane, West Grimstead, SP5 3RN, considered by Committee on 10 January 2018:

Question 1.

With reference to The Town and Country Planning (Development Procedure) England Order 2015 Section 39 paragraph 2 subsection (b): There was no evidence submitted as was required to verify the information included in the application because the information cannot be verified. The whole basis of the application was that the land upon which the bunds were sited was in effect within the permitted development boundary and not outside the acknowledged and defined boundary according to the Planning Officers' own Report. The application could not therefore be legally validated according to the rules. Why, in view of the undisputed facts, was planning application 18/05195/CLE validated by the Planning Department?

Response:

That the Council cannot refuse to validate or accept an application simply because a site or development may be contentious. We are duty bound to consider all applications submitted to the authority. Validation of an application does not however mean that we have accepted or agreed the contents of the application, simply that it meets validation requirements.

Permitted developments rights pursuant to Class A, Part 2, Schedule 2 of the General Permitted Development Order 2015 (means of enclosure) are not restricted to being within the curtilage of a planning unit even if the bund did fall outside of the authorised site.

Question 2.

What progress has been made in regard to pursuing enforcement action at Nightwood Farm, following the SAPC decision in January 2018.

Response 2.

The Council initially waited for the Environment Agency's (EA) response given that the disposal of asbestos would primarily fall within their remit and they subsequently decided that they would take no further action. An application for a certificate of lawfulness was then submitted to us ([18/05195/CLE](#)) and is currently under consideration and we will therefore await determination of this application before taking any further action.

Dr Claydon was then invited to ask a supplementary question. He then addressed the Committee with the following:

On the 10th January 2018, the Southern Area Planning Committee made a unanimous decision to reject application 17/10079/FUL: Nightwood Farm.

The answer provided in response is totally incorrect. I have been in touch with Karen Rosser at the Environment Agency (EA), who has confirmed that they were informed on January 11th and said that it was fine. The Local Authority (LA) do not need the EA support. That was back in January. The certificate of lawfulness was submitted in June. There is a gap between the two dates. There should have been enforcement on 12th January.

With regards to the validation of a certificate of lawfulness, one requirement of the Town & Country Planning Act, is that evidence must be provided. However, they cannot do this, as even the Planning Officer stated it was outside of the planning boundary area. The site is in ancient woodland. I am concerned over the total disregard of the ancient woodland.

Why has it taken since June 21st, not to respond. You can reject it. Ancient woodland has had an earth bund containing asbestos disposed of on it. This is a serious offence.

The Chairman thanked Dr Claydon for his comments, and noted that he had a great deal of sympathy in had been said. This Committee was clear in its decision in January. He agreed to find out whether the certificate of lawfulness had been decided on yet.

Cllr Britton, division Member for West Grimstead, added that he had been on this case since January. There had been a delay in progress because the Council had sought counsel's opinion in the decision. An opinion from an appropriate barrister was being sought.

Cllr Devine noted that the Committee had heard an allegation of illegal practice here, he asked the Legal Officer in attendance to feed back to the appropriate Officers prior to the decision on the certificate was made.

The Legal Officer confirmed that the matter had been noted and would be fed back. It was confirmed that a meeting to discuss the matter had been scheduled for the following week. The Committee would be informed of the outcome at a future meeting.

318 **Planning Appeals and Updates**

The committee received details of the appeal decisions as detailed in the agenda.

Resolved

That the report on Appeals and Updates for the period of 13/07/2018 to 07/09/2018 be noted.

319 **Planning Applications**
320 **18/06331/FUL & 18/06327/LBC - Watergate House, Bulford, Salisbury, SP4 9DY**

Public Participation

Robyn Harper registered to speak in support of the application

The Planning Team Leader Adam Madge presented the application for a new driveway to Watergate House and close off the existing. The new access will be located (in part) outside of the domestic curtilage, utilising part of a low grade pasture field (re submission of 17/12478/FUL). The application was recommended for refusal.

A site visit had taken place earlier in the day.

Current vehicular access to the house was from the centre of Bulford, however the owners state there had been issues with flooding along that route, and so had decided to create an alternative access.

The proposal would not require any of the trees to be removed.

The building was a grade 2 listed building. The Conservation Officer had requested further information on the specifications of the proposed changes to the bridges, as they were in the grounds of the listed building, this information had not yet been provided.

Members had the opportunity to ask technical questions of the Officer, where it was noted the agent had been asked for the information on the bridges, however this had not been provided. However, should the application be approved, conditions could be included to request the plans of the bridges.

No Technical advice on whether the tree routes would affect the ground below the new route had been sought, as a tree preservation order was not required for the quality of tree in place.

Evidence on whether the current driveway flooded, or not, was not required as this would not have a bearing on the consideration of the new route.

The Ecology report stated that all of the land was in the flood zone.

Cllr Devine moved the motion of deferral, to allow the applicant additional time to provide all the officers have asked for, so that the impact on the listed building could be properly assessed. This was seconded by Cllr McLennan.

The Committee then voted on the motion of deferral.

Resolved

That application 18/06331/FUL be Deferred to allow time for the additional information on the bridge plans to be provided and assessed.

Resolved

That application 18/06327/LBC be Deferred to allow time for the additional information on the bridge plans to be provided and assessed.

321 **18/04913/FUL - Duchy Cottage, North Road, Mere, Warminster, BA12 6HG**

Public Participation

Mr Sheldon spoke in objection to the application

Jenny Ritter spoke in support of the application

Clive Hazzard spoke on behalf of the Town Council

The Planning Officer Christos Chrysanthou presented the application for the removal of a single garage and shed on a driveway and replacement with a double garage. The application was recommended for approval with conditions.

He noted that there was no objection from Highways, subject to conditions.

Previous refusal of an application had gone to appeal, where it had been dismissed by the inspector.

The proposal included a reduction of 60cm to the driveway which would slope down from the road.

Members had the opportunity to ask technical questions of the Officer, where it was noted that the other garage to the right of the applicants was owned by a neighbour.

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

The main points included concern of the size of the proposed garage, and the impact it would have on those living next to it, due to blocking out sunlight and the impact on the streetscene. The issue of possible future business use was also raised.

The applicant spoke to clarify some of the points surrounding drainage, windows, building height and proposed use.

Mere Town Council spoke in objection to the application noting that it felt this proposal did not address the previous reasons for refusal. It felt that the site would be readily visible in the streetscene and the proposed scale and mass would have an overbearing impact on 1 Duchy Cottages. Adding that whilst the proposed garage was an improvement, it was unnecessary to be so large. It was requested that if the application was to be approved, could a condition be included to prevent the garage from being used for commercial practices.

The Division Member Cllr George Jeans then spoke in objection to the application, noting that in the past the garage and its associated house had

been to committee before, an application had been to an inspector regarding the garage. It was refused, on harm caused to the character and appearance of the area.

The building would not be reduced by 1m when you walk along the road. He felt that the proposal showed no respect for the Officers recommendation, and asked whether enough had been done to overcome the inspectors refusal.

Cllr Jeans then moved the motion of refusal against Officers recommendation. This was seconded by Cllr Dalton

A debate then followed, where the key issues raised included that the proposal included a 30% reduction in size, and whether that addressed the concerns of the inspector.

There was already a smaller garage on the site, and at some point it was likely that the garage would need to be replaced.

The Inspectors report noted the impact of the previous proposal, and the impact on the streetscene primarily and not the impact of the bulk, so to accept that as this was a smaller development, the Committee considered whether the proposals addressed the adverse impact on the streetscene.

The Committee then voted on the motion of refusal.

This motion was not carried.

The Chairman then moved the motion of approval in line with Officer's recommendation. This was seconded by Cllr Britton.

The Committee then voted on the motion to add a condition to the Approval to restrict the window to a closed window.

This motion was not carried.

The Committee then voted on the motion to add a condition to restrict the garage to prevent commercial use. This motion was carried.

The Committee then voted on the complete motion of Approval with the condition to restrict use to non-commercial.

Resolved

That application 18/04913/FUL be Approved with conditions:

322 **18/06692/VAR - Application WITHDRAWN**

This application was withdrawn by the applicant, and not considered by Committee at this meeting.

323 **18/02580/OUT - Land Adjacent 1 Witt Road, Winterslow, SP5 1PL**

Public Participation

Chris Ward spoke in support of the application

The Planning Team Leader Adam Madge presented the outline application for the erection of 4 houses, garages, parking and access following the demolition of the 3 existing buildings (Outline application relating to access and layout). The application was recommended for refusal.

It was noted that Highways had raised concerns.

The Officer drew attention to late correspondence that had been circulated at the meeting.

There were two reasons for refusal, one related to the narrowness of the lane, and the other was due to the site being part of the Site Allocations Plan, therefore it was felt that this application was premature.

Members had the opportunity to ask technical questions of the Officer, where it was noted that the late correspondence detailed an error in the report, relating to the Parish Council, it was confirmed that the Parish Council objected to the application.

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

The Agent addressed some of the issues raised in relation to the adoption of the Site Allocation Plan, and stated that in time this site would be included in the settlement boundary.

He queried why this was the first he had known of the drainage concern, as it had not been made aware to them ahead of the meeting, he suggested a deferral to allow time for them to respond.

The Division Member Cllr Chris Devine then spoke, and apologised for calling this application in, adding that the application had no merit whatsoever.

Never on the neighbourhood plan. Witt Road was one of the most cramped roads in Winterslow, and was a single vehicle road. To put more vehicles on this road was the last thing we would need. This proposal was an inappropriate development. He supported the recommendation for refusal.

Cllr Devine then moved the motion of refusal in line with Officers recommendation. This was seconded by Cllr Britton.

A debate then followed, where the key issues raised included that the drainage report had not been provided until now, and Highways object as the road was inadequate to take any more use.

The Committee then voted on the motion of refusal.

Resolved:

That application 18/02580/OUT be refused for the following reasons:

- 1. The application site is situated outside of the defined limits of development as set out within Core Policies CP1, CP2 and CP23 of the adopted Wiltshire Core Strategy and the associated policies maps. Whilst the application site has been included in the draft Wiltshire Housing Sites Allocation Plan (WHSAP), the WHSAP is not yet formally part of the development plan for the area. The proposal is therefore considered premature and contrary to the Plan-led approach for housing intended to be delivered through the Neighbourhood Planning and Site Allocation processes. As the Council is able to demonstrate a five year supply of housing land, and there is no over-riding need at this time for development in this location, the presumption against development applies until such time as the site may be allocated for development by the Council or local community. The proposal is therefore contrary to Core Policies CP1, CP2 and CP23 of the adopted Wiltshire Core Strategy, the emerging Winterslow Neighbourhood Plan, and the aims of the NPPF, which advocates a plan-led approach.**
- 2. The development is considered unacceptable in terms of the access to the site from Witt Road (by reason of Witt Roads restricted width, lack of pedestrian facilities and substandard junction onto The Common), is considered to be unsuitable to serve the proposed development and the increase in vehicular and pedestrian movements that this will generate. In these respects the proposal is considered discordant with Core Policies CP57 and CP64 of the adopted Wiltshire Core Strategy.**

324 **17/11212/VAR - The Coach House, 63A Castle Road, Salisbury SP1 3RN**

Public Participation

No speakers

The Planning Team Leader Adam Madge presented the application for the removal of condition 11 of S/2009/1409 to allow reconfiguration of internal arrangements. The application was recommended for approval.

The Officer drew attention to late correspondence that had been circulated at the meeting.

Members had the opportunity to ask technical questions of the Officer, where it was noted that the extension to the rear of the property had been to Committee in September 2016.

The Division Member Cllr Douglas had sent here apologies, as she lived in one of the neighbouring properties effected by this proposal, and asked Cllr Matthew Dean to speak on her behalf in objection to the application.

Cllr Dean noted that Cllr Douglas had been contacted by a number of residents in objection to the application. This was a situation of overdevelopment. People that lived in the main house, which was split into flats, already parked elsewhere on the site. The design of the coach house originally included the garage. The site is constrained, and access is limited.

Cllr Devine then moved the motion of refusal, on the grounds of poor design, overdevelopment and insufficient parking. This was seconded by Cllr Dean.

Cllr Devine noted that the owner of the Coach House, also had a flat in the main dwelling as well, and intended to use his garage space from that to park in. He questioned what would happen if he sold the flat, as he would lose the garage and parking space. Where would the applicant park then?

Parking was limited and the original idea of the Coach House was that it was a small dwelling and now it has grown. It goes against what was originally approved.

A debate then followed, where they key issues raised included the changes made to the design, the space of the garage, and whether it was already being used as a living space.

Highways had not objected on parking or safety grounds.

The site was largely empty, there appeared to be ample spaces at the rear for parking several more cars.

The Committee then voted on the motion of refusal.

This motion was not carried.

The Chairman then moved the motion of approval in line with Officers recommendation, this was seconded by Cllr Britton.

Resolved

That application 17/11212/VAR be approved with conditions:

(1) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or

amending those Orders with or without modification), no development within Part 1, Classes A-C, there shall be no other windows inserted in the dwelling, unless otherwise agreed in writing by the Local Planning Authority on submission of an application on that behalf. .

REASON: To ensure adequate privacy for the occupants of neighbouring premises.

(2) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development within Part 1, Classes A-C and Class E (extensions/enlargements/outbuildings) shall take place on the dwellinghouse hereby permitted or within its curtilage.

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

325 **Urgent Items**

There were no urgent items

(Duration of meeting: 3.00 - 5.00 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

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

**SOUTHERN AREA PLANNING COMMITTEE 20th September 2018
SCHEDULE OF ADDITIONAL CORRESPONDENCE**

Agenda Items 7d

Plan List Item 1 **18/02580/OUT** Erection of 4 houses, garages, parking and access following the demolition of the 3 existing buildings (Outline application relating to access and layout)
At Land Adjacent 1 Witt Road, Winterslow, SP5 1PL

1. Drainage officer consultation response – The Council’s Drainage officer has provided a consultation response as follows:

Holding objection currently on the grounds: lack of drainage details.

- Foul water disposal suggested as being to mains sewer, but no support supplied for right of connection
 - Local responses suggest there might be a capacity issue with the foul drainage already, which would bias against new connections without offsite works being required.
- Surface water disposal suggested as being to soakaways, but no outline layout or infiltration testing supplied to support statement
- No form of Sustainable drainage has been proposed
- Site is shown as being at medium to high risk of surface water flooding on EA mapping – FRA would be required to demonstrate that the development will not cause risk to itself or surrounding properties. This is also noted that the site floods from several of the local responses, indicating this is ground proven, not just a theoretical flood risk



To clear the objection we will require:

- Outline plan of foul drainage disposal, including outline consent for the connection/additional flow rate from sewerage undertaker as proposal to connect to mains sewer
- Outline surface water disposal plan, including infiltration testing results to BRE 365 and evidence that any proposed soakaway has a clearance of at least 1m from the groundwater level, allowing for seasonal variations.
- Outline plan for attenuation of discharge rate for the surface water from site
- FRA as the site is at risk of surface water flooding

Detailed design can be undertaken via conditions, but the applicant is required to show evidence that the site can be drained effectively to gain support.

2. Correction to Committee report section 7 as follows:

7. Summary of consultation responses

WC Highways – Recommend refusal, with comments

Spatial Planning – Policy advice provided (see detailed response below)

Rights of Way officer – No response received

Wessex Water – No response received

Drainage officer – Holding objection, with comments

Ecology – No objections, subject to a Condition

Archaeology – No comment

Public Protection – No objection, subject to Conditions

Winterslow parish council – Object

Winterslow parish council objects to the proposed development on grounds of overdevelopment not in keeping with surrounding area, Highways - issues, access, etc. design and flooding area.

SOUTHERN AREA PLANNING COMMITTEE 20th September 2018
SCHEDULE OF ADDITIONAL CORRESPONDENCE

Agenda Items 7e

Plan List Item 2 **17/11212/VAR** Removal of Condition 11 of S/2009/1409 to allow re-configuration of internal arrangements
At The Coach House, 63 A Castle Road, Salisbury, SP1 3RN

The Officer report (9.2) refers to two previous planning permissions in the planning history as extant but would appear not commenced. However, although it does not appear to be shown on the site plan or current OS plans / aerial photos, the committee slide presentation / site photographs shows that the 2016 planning permission (16/06259/FUL for rear single storey, double height extension AC 02/09/2016) has been implemented. This correction is for the avoidance of doubt / clarification and does not alter the officer recommendation.

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WESTERN AREA PLANNING COMMITTEE

MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 27 JUNE 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christopher Newbury (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, Cllr Pip Ridout and Cllr Jerry Wickham (Substitute)

Also Present:

Cllr Tony Jackson, Cllr Johnny Kidney and Cllr Fleur de Rhé-Philippe

23 Apologies

Apologies for absence were received from:

Councillor Seed

24 Minutes of the Previous Meeting

The minutes of the meeting held on 30 May 2018 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 30 May 2018.

25 Declarations of Interest

There were no declarations of interest.

26 Chairman's Announcements

There were no Chairman's Announcements.

The Chairman gave details of the exits to be used in the event of an emergency.

27 Public Participation

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

The Chairman welcomed all present. He then explained the rules of public participation and the procedure to be followed at the meeting.

28 **Planning Appeals and Updates**

It was noted that no appeals had been received or determined since the last meeting.

29 **Planning Applications**

The Committee considered the following applications:

30 **17/12348/OUT - Land east of Damask Way, and East of Upper Marsh Road and North of Smallbrook Lane, Warminster**

Public Participation

Harriet James spoke in objection to the application

Mark Reynolds, Chartered Town Planner, spoke in objection to the application

Anthony Setter, Road Safety Auditor, spoke in objection to the application

Paul Greatwood spoke in support of the application

Ian Mellor, Chartered Country & Town Planner spoke in support of the application

Diccon Carpendale, Agent, spoke in support of the application

Cllr Denis Brett Warminster Town Council, spoke in objection to the application

Steve Sims, Senior Planning Officer, introduced the report which recommended outline planning permission be granted subject to a s106 legal agreement for up to 28 dwellings on land to the east of Damask Way with all matters reserved except for the vehicular means of access (with a new access being proposed off Upper Marsh Road).

It was noted that two late representations had been received in objection to the application however they did not raise new or additional matters.

Key issues included within the officer's presentation comprised; the principle of development, the impact on the character and appearance of the area, the impact on the amenity of neighbouring residents, highway issues, ecology issues, and the impact on heritage assets and drainage issues.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on: The current status of the emerging housing sites allocation plan (HSAP DPD) and settlement boundary review, details on the planning history of a neighbouring site, details on the emergency vehicle access, the grading of the land, the extent of local road widening and the impact on the established trees on the site.

Kenny Green, Development Management Team Leader, informed the Members that the emerging HSAP was scheduled to be reported to Cabinet on 3 July, following its endorsement, the Plan would be reported to full Council for its

approval before being sent to the Secretary of State, to appoint a planning inspector who would be tasked with opening up an examination in public and to review and determine what needs to be examined and to weigh up a number of conflicting representations. Members were advised on the direction provided by paragraph 216 of the NPPF in terms of the weighting decision makers can apportion to emerging plans. The paragraph was read out in full and the officer advised Members that at this stage, the plan should be afforded limited weight. The weight would increase as the HSAP advanced through the process and after unresolved objections were duly appraised by a planning inspector. Members were informed that the HSAP had numerous conflicting and unresolved objections which meant that at this stage, with an adopted core strategy in place, the application having reached such an advanced stage, should be tested against the Core Strategy, and that full weight should be apportioned to the relevant policies identified within the published officer report.

The previous planning application which was refused for a single dwelling on land near to the site on the opposite side of Upper Marsh Road was referenced and the highway reasons for refusal were fully explained. The Council's highways officer, Chris Manns, who provided the highway consultation response for the current application before the committee, advised that he was satisfied that the new development would provide a suitable and safe access in-line with national guidance and council policy.

Following a question raised about the site's agricultural land classification, officers advised the committee that they understood the site to be grade 4 – which was taken from the Council's mapping constraint database. There was however some doubt as local residents believed the land to be grade 3a and 3b.

Members of the public, as detailed above, had the opportunity to speak on the application.

Local member, Councillor Tony Jackson, spoke in objection to the application and duly argued: that the development would damage the environment and countryside setting, that the proposed new access was constrained and dangerous, that the application was subject to a large number of objections and concerns which had not been fully explained. Cllr Jackson then argued that there was a plan being advanced to remove the site from the settlement limits and that it was right to exclude it as it was not suitable for residential development. Cllr Jackson moreover argued that presently the settlement boundary also included the town park and nature reserve but they too, were not deemed suitable parcels of land for residential development. Cllr Jackson argued that significant weight should be afforded to the emerging HSAP and that the development was contrary to Core Strategy 51.

Steve Sims informed the committee that the development site was not within a conservation area and no trees which had been felled were subject to preservation orders. Members were informed that the development proposal included a plan to safeguard the surrounding on-site trees and to create a buffer zone. The Council's ecologist consultation conclusions were reported to

members confirming that there was no ecology objection reported. It was also noted that although there would be some impact on the setting of a nearby listed building, the level of harm would be at the low end of less than substantial harm and in following the direction provided by NPPF paragraph 134, officers argued that the proposed scheme would deliver substantial public benefits in the form of additional housing including affordable housing that would outweigh the low level degree of harm to the wider setting of the nearby listed building.

A motion was moved to defer the application for a site visit and to request more information on the agricultural grading of the land, by Councillor Andrew Davis and was seconded by Councillor Pip Ridout.

A debate followed and the key points included: The need for more information on the grading of the land and whether the weighting of the settlement boundary review would change when it returns to committee.

Kenny Green explained the provisions of paragraph 216 of the National Policy Planning Framework in more detail and advised the committee to be mindful that the emerging plan still had to gain Cabinet and full Council endorsement and that there was a significant process still to follow before the HSAP could be reasonably afforded significant weight. Members were informed that even following Cabinet and full Council approval for the emerging housing sites allocation plan, the plan may be challenged on its soundness and/or be subject to potentially significant modifications by a planning inspector; and, as a consequence, officers advised members that the weight to be applied to the HSAP should be minimal.

At the end of the debate it was;

RESOLVED

To defer the application for a site visit and to request more information.

31 **18/03933/FUL - Sienna Valley Farm, Huntenhall Lane, Chapmanslade**

Public Participation

Maggie Thackway spoke in objection to the application.

Professor Nigel Brown spoke in objection to the application.

Ian Buick spoke in objection to the application.

Derek Tanswell spoke in support of the application.

Edward Drewe spoke in support of the application.

Cllr Keith Muston, Chairman Chapmanslade Parish Council, spoke in objection to the application.

Jemma Foster, Senior Planning Officer, introduced the report and members were informed that a previous application for a temporary agricultural workers dwelling on the site had previously been refused by the Council which went to appeal but the appeal had been dismissed. Members were informed of the material differences between the previous refused application and the current submission. Reference was made to what the planning inspector concluded as

part of the previous appeal, which included an acceptance, that there was an agricultural justification for an agricultural worker's dwelling on the site. The reason the appeal was dismissed was due to an unacceptable impact on the special landscape area.

The key issues were identified as; the principle of the development (with due regard made to the previous appeal decision), the impact upon the character and appearance of the special landscape area and potential neighbouring amenity impacts, as well access and highway matters and recommend that planning permission should be granted.

Members of the Committee had the opportunity to ask technical questions of the officer however no questions were asked.

Members of the public, as detailed above, had the opportunity to speak on the application.

Local Member Councillor Fleur De Rhe-Philippe spoke to the application highlighting: concerns about the impact on the special landscape area and that any further development would have a detrimental impact, and furthermore cast doubt about whether there was a need for the applicant to be on site 24 hours a day.

A motion was moved to refuse planning permission by Councillor Pip Ridout and seconded by Councillor Jerry Wickham.

A debate followed and the key points included: the provisions of Core Policy 48 and paragraph 6.66, the need for the committee to have consistency when making decisions and the decision of the Inspector.

At the end of the debate it was;

RESOLVED

To refuse planning permission for the following reasons:

- 1. The site is located in the open countryside, outside the limits of development for Chapmanslade as defined in the Wiltshire Core Strategy. Residential development in this location is restricted by Core Policy 48 which first requires a thorough scrutiny of available accommodation found locally and within nearby settlements (as directed by para 6.67 pursuant to CP48); and secondly, there must be a demonstrable essential need to justify a new dwellinghouse to be erected in the open countryside for the purpose of protecting the countryside and maintaining its local distinctiveness. In this particular case, the Council is not satisfied that there is an essential need for this proposal and the applicant has failed to appraise local housing opportunities as required by the adopted Core Strategy; and, for these reasons, the application is considered contrary to CP48 of the Wiltshire**

Core Strategy and paragraph 55 of the National Planning Policy Framework.

- 2. The site is located within the Corsley Heath to Chapmanslade Greensand Ridge Special Landscape Area and the Council concludes that the proposal would have a detrimental and harmful impact that would not be sympathetic to its special character and local distinctiveness; and for these reasons, the application is considered contrary to CP48 (and associated paragraphs 6.66-6.67) and CP51 of the Wiltshire Core Strategy and Saved Policy C3 of the West Wiltshire District Local Plan as well as being contrary to the NPPF and specifically paragraphs 17 and 109. The Council moreover submits that even if the applicant was able to make a convincing argument for the erection of a temporary dwelling on the site and in the location proposed, the harm that would be caused to the Special Landscape Area would not be outweighed.**

32 18/02549/OUT - Land to the rear 102 High Street, Chapmanslade

Public Participation

Paul Oakley, Agent, spoke in support of the application

Cllr Keith Muston, Chairman Chapmanslade Parish Council, spoke in on the application.

Matthew Perks, Senior Planning Officer, introduced the report which recommended approval be granted for an outline application for the erection of a single storey dwelling with all matters reserved except for access.

The key issues were identified as; light of the principle of the development and the potential impacts on the neighbouring amenity.

Members of the Committee had the opportunity to ask technical questions of the officer and no questions were asked.

Members of the public, as detailed above, had the opportunity to speak on the application.

A motion to move the officers recommendation with an amendment to condition 6 deleting the word 'between' and replacing it with the word 'outside' was proposed by the Chairman and seconded by Councillor Ernie Clark.

A debate followed and the key points included: the merit of including additional condition to restrict permission for just one dwelling and to amend condition 6.

At the end of the debate it was:

RESOLVED

To approve the officers recommendations subject to the following conditions:

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

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

2. No development shall commence on site until details of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:

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

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

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

3. The landscaping plan shall include provision for parking and turning areas on site. These areas shall be laid out and constructed prior to the first occupation of the dwelling hereby approved and shall be retained without obstruction thereafter.

REASON: In the interests of highway safety

4. The dwelling hereby permitted in outline form shall be single storey only.

REASON: To define the terms of this outline permission and to protect the amenity of the adjacent properties.

5. No development shall commence on site until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses has been carried out and all of the following steps have been complied with to the satisfaction of the Local Planning Authority:

Step (i) A written report has been submitted to and approved by the Local Planning Authority which shall include details of the previous uses of the site and any adjacent sites for at least the last 100 years and a description of the current condition of the sites with regard to any activities that may

have caused contamination. The report shall confirm whether or not it is likely that contamination may be present on the site and the potential impact of any adjacent sites.

Step (ii) If the above report indicates that contamination may be present on, under or potentially affecting the proposed development site from adjacent land, or if evidence of contamination is found, a more detailed site investigation and risk assessment should be carried out in accordance with DEFRA and Environment Agency's "Model Procedures for the Management of Land Contamination CLR11" and other authoritative guidance and a report detailing the site investigation and risk assessment shall be submitted to and approved in writing by the Local Planning Authority.

Step (iii) If the report submitted pursuant to step (i) or (ii) indicates that remedial works are required, full details must be submitted to the Local Planning Authority and approved in writing and thereafter implemented prior to the commencement of the development or in accordance with a timetable that has been agreed in writing by the Local Planning Authority as part of the approved remediation scheme. On completion of any required remedial works the applicant shall provide written confirmation to the Local Planning Authority that the works have been completed in accordance with the agreed remediation strategy.

REASON: To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

6. There shall be no burning of materials on site during the development works and no construction shall be carried out outside the hours of 07:30 to 18:00 Mondays to Fridays and 07:30 to 1300 on Saturdays. No working shall be permitted on Sundays or Bank Holidays.

REASON: In the interests of neighbouring amenity.

7. Prior to the commencement of the development, a construction management statement will be submitted to and approved in writing by the Local Planning Authority. The statement will include details in regards to types of vehicles, construction staff parking requirements, management of debris/mud from the site and a program of works.

REASON: In the interests of highway safety and neighbouring amenity.

8. The development shall be carried out in accordance with the following approved plans:

Location Plan registered on 26 March 2018; and Site Plan registered on 26 March 2018

REASON: In order to define the terms of this permission.

INFORMATIVES:

The Protection of Badgers Act 1992 protects badgers from cruel ill-treatment, including damage or destruction of their setts, or disturbance whilst a sett is in occupation. This Act makes it illegal to carry out work that may disturb badgers without a Natural England licence. Particular care should be taken when clearing ground prior to development, and if evidence of badger activity is found, (such as foraging routes, snuffle holes, latrines or established setts), then work must stop immediately while a professional ecologist is contacted for advice. Applicants are advised to pay particular attention to foundation ditches, which can be hazardous to badgers. Sloping boards or steps should be provided to allow badgers to escape from such ditches should they become trapped. Failure to consider this matter, leading to the death of individuals, may leave the developer liable for prosecution. Further information about badgers and licensing can be found at <https://www.gov.uk/badgers-protection-surveys-and-licences>

There is a low risk that reptiles could occur on the application site. All reptiles are legally protected under Schedule 5 of the Wildlife and Countryside Act 1981 (as amended) and planning permission does not provide a defence against prosecution. In order to minimise the risk of reptiles occurring on the site, the developer is advised to clear the site and vegetation in a sympathetic manner during the autumn (September/October) or spring months (April-May) and to maintain the vegetation at a short height to make it unsuitable for reptiles until the construction works commence. If these species are found during the works, the applicant is advised to stop work and follow the advice of a professional ecologist to inform necessary mitigation and/or compensation measures.

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.

33 18/01969/FUL - The Clovers, Hartley Farm, Winsley, Bradford on Avon

Public Participation

Andrew Mead spoke in objection to the application.

Keith Goddard spoke in objection to the application.

Lawrence Howe spoke in objection to the application.

Verity Giles-Franklin, Planning Officer, introduced the report which recommended approval be granted for a Change of use of agricultural land to equestrian use and proposed erection of a timber loose box / stable building

As part of the officer's presentation, members were informed that two late representations had been received following the publication of the committee report. Members were advised however that the late submissions repeated objections which had already been received during the consultation period.

The key issues were identified as; principle of development, the impact on the Green Belt and special landscape area as well as the impacts on neighbouring amenity, flood risk and highway safety.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on: whether structures already on the site needed planning permission, how many sheep were currently on the site and the amount of land that would be left taking into account the area of hardstanding.

Members of the public, as detailed above, had the opportunity to speak on the application.

Local Member Councillor Johnny Kidney spoke in objection to the application with the key points highlighting: That the development was in the greenbelt and special landscape area, that concerns were raised about increased traffic which had already caused damage to the local lanes and that the development was not appropriate for the size of the landholding.

A motion to defer the application for a site visit was proposed by Councillor Trevor Carbin and seconded by Councillor Ernie Clark.

A debate followed where the key points comprised: the scale of the development compared to the size of the land, clarification on the guidance published by the British Horse Society in terms of what constitutes as an appropriate ratio of horses numbers to area of landholding. Highway safety and increased traffic generation as also discussed and a question was posed to officers as to whether water and electric utilities were available on the site.

At the end of the debate it was:

RESOLVED

To defer the application for a site visit and to request that officers seek answers on whether the site has water and electric utility connections.

34 **Urgent Items**

Members discussed site visit arrangements for the two applications that were deferred for site visits and it was;

RESOLVED:

It was agreed that the site visit for 17/12348/OUT would take place at 1pm on Monday 23 July 2018.

It was agreed that the site visit for 18/01969/FUL would take place at 1pm on Wednesday 25 July 2018.

(Duration of meeting: 3.00 - 6.15 pm)

The Officer who has produced these minutes is Jessica Croman of Democratic Services, direct line 01225 718262, e-mail jessica.croman@wiltshire.gov.uk

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WESTERN AREA PLANNING COMMITTEE

MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 25 JULY 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 Tony Jackson, Cllr Johnny Kidney

35 **Apologies**

There were no apologies for absence.

36 **Minutes of the Previous Meeting**

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

Resolved:

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

37 **Declarations of Interest**

There were no declarations of interest.

38 **Chairman's Announcements**

There were no Chairman's Announcements.

The Chairman gave details of the exits to be used in the event of an emergency.

39 **Public Participation**

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

The Chairman welcomed all present. He then explained the rules of public participation and the procedure to be followed at the meeting.

40 **Planning Appeals and Updates**

Public Speaker

Francis Morland spoke on the appeals report

The Planning Appeals Update Report for 15/06/2018 and 13/07/2018 was received.

Resolved:

To note the Planning Appeals Update Report for 15/06/2018 and 13/07/2018.

41 **Planning Applications**

With the agreement of the Chairman, and before the planning applications which required committee determination had been presented, Kenny Green, as Development Management Team Leader, informed the committee that the new National Planning Policy Framework (NPPF) had been published the previous day (i.e. 24 July) and that it took immediate effect. The committee was informed that the published committee reports and recommendations (as set out below) had been re-appraised and that the published recommendations remain unchanged. The committee was furthermore informed that following the individual case officer's verbal and visual presentations for each application and agenda item, Mr Green would provide members with a detailed outline of the NPPF changes. The committee was informed that every published paragraph reference to the now redacted NPPF had been superseded. Members were also informed that some of the material changes comprised a 'lift and shift' revision with the paragraph numbering being changed with the policy direction and emphasis remaining the same. Where there was a material revision to the policy direction, the committee was informed immediately after the case officer has completed their presentation.

The Committee considered the following applications:

42 **17-12348-OUT - Land East of Damask Way Warminster**

Public Participation

Andrew Rushton spoke in objection to the application

Adrian Bailey spoke in objection to the application

Mark Reynolds spoke in objection to the application

Ian Mellor spoke in support of the application

Paul Greatwood spoke in support of the application

Matt Williams spoke in support of the application

Steve Sims, as Senior Planning Officer, introduced the report which recommended that outline planning permission be granted subject to a s106 legal agreement for up to 28 dwellings on land to the east of Damask Way with all matters reserved except for the vehicular means of access (with a new access being proposed off Upper Marsh Road).

A site visit had been undertaken by Committee Members on the 23 July in accordance with the deferment resolution made at the previous meeting on 25 June 2018. The officer's report and presentation reflected upon the committee site visit and clarified that the application site comprised approximately 0.7ha of agricultural grade 3a land with the remainder of the 2.23ha site being 3b land. The officer informed the committee that the published report set out with the aid of an overlay map (produced by officers) the location and extent of the site graded as 3a and 3b land. The committee was also informed that the published report responded to the other deferment reason through providing more detail pursuant to the 2007 refused application nearby at No.2 Henford Close.

It was noted that seven late representations had been received in objection to the application however they did not raise new or additional matters that was not set out within the published report. It was however clarified that the reference made within the report to a residential address referred to as number 5 was actually number 75. The no. 5 reference was understood to be a plot number.

Key issues included; the principle of development, the impact on the character and appearance of the area, the impact on the amenity of neighbouring residents, highway issues, ecology issues, the impact on heritage assets (in this case a nearby listed building), drainage issues and necessary planning obligations.

Following the officer presentation, Kenny Green, referenced the following changes to the NPPF and the implications relevant to the application:

- Paragraphs 14, 186 and 187 which previously set out the need for LPAs to approach decision making in a positive way and look for solutions and approve applications in sustainable locations and satisfy economic, social and environment sustainable development objectives had been retained but renumbered and set out essentially within paragraphs 11 and 38. Under paragraph 38, LPAs were still encouraged to approach decision making in a positive and creative manner.
- Paragraphs 39-46 of the new NPPF set out the policy support in terms of encouraging pre-application and officer/developer negotiations in pursuit of delivering the best possible development outcomes; which had been followed in this particular case.
- In direct reference to the emerging Wiltshire Housing Sites Allocation Plan it was noted that: Paragraph 216 of the 2012 version of the NPPF had been replaced by paragraph 48. The committee was informed that the essential direction remained the same in that where an emerging

plan was being prepared, like the WHSAP, decision makers 'may' give weight to the emerging plan and its policies according to the stage it had reached in its preparation – i.e. the more advanced it is, the greater the weight that can be applied. Members were advised that with respect to the emerging WHSAP it still had to be sent to the Secretary of State to appoint a planning inspector to schedule an examination and with respect to paragraph 48 sub-section a), it could not be considered as being advanced enough to be afforded significant weight.

Members were advised that this was furthermore supported by the second criterion sub-section b) as set out within paragraph 48 which stated that the extent to which there are unresolved objections to relevant policies should inform the level of weight to be afforded to an emerging plan. Members of the committee were informed that there were unresolved material objections to the emerging WHSAP which required an appointed inspector to dutifully review and decide what to examine. The committee was advised that the examination process could take 6 months or more and that it was appropriate to only apply limited weight to the emerging WHSAP and that full weight should be given to the adopted Wiltshire Core Strategy and the development plan framework which included the made Warminster Neighbourhood Plan and the NPPF with special attention given to paragraphs 2 and 47.

- In reference to the natural environment, the committee was advised that: former NPPF paragraphs 109-125 had been replaced by paragraphs 170-183, which set out the new direction on conserving and enhancing the natural environment and identify net gains or betterment. The officer report had been re-appraised and remained policy compliant with the proposed illustrative scheme including mitigation to deliver ecological betterment on the site through additional landscaping, tree planting and providing new habitat opportunities.
- The policy direction on preventing significant loss of the best and most versatile agricultural land was now set out within paragraphs 170, 172 and footnote 53 on page 49 and Annex 2 Glossary of the new NPPF. The Committee was informed that 0.7 hectares of the application site (2.2 hectares total) was 3a agricultural land which was not considered 'significant'. With the aid of the published overlay plan, the committee was informed that the existing Damask Way residential development had already encroached over the majority of the 3a land in this part of the settlement and that losing a further 0.7 hectares would be outweighed as part of the planning balance when factoring in the delivery of new housing to include 8 affordable homes.
- In reference to conserving heritage assets it was noted that the new NPPF retained the statutory test of appraising the significance of any heritage asset affected by a development and to confirm the level of impact, as previously set out within paragraphs 128-141, with the new national policy direction set out within paragraphs 184-202.

- The committee was informed that paragraph 196 of the new Framework set out the need to weigh up the public benefits against an identified 'less than substantial level' of harm to the wider setting of the nearby listed building, and as reported within the published committee agenda, officers maintain that the public benefits would outweigh the identified harm in this case.
- In reference to drainage, it was noted that paragraph 103 had been replaced by paragraphs 155, 157 and 163 however there was no need to revise the appraisal set out within the published report.
- In reference to highway matters, members were informed that paragraph 32 had been replaced by paragraph 109 which now set out that "development should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe".
- The committee was advised that the application had been re-appraised in light of the above and that the published recommendation remained unchanged.
- Members were also informed that Chris Manns, a highway engineer representing the local highway authority, was present at the meeting and would be available to answer any technical related highway questions from members of the committee.

Members of the Committee then had the opportunity to ask technical questions of the officer with details sought on: whether the loss of the 3a agricultural land area would be significant enough to justify a refusal decision; whether the developer could increase the number of houses under a follow up application; concerns and queries were raised direct to the highway officer about whether two lorries could pass each other safely at the revised access (which is a detailed matter as part of the consideration of the application) and about pedestrian safety along the new access, the positioning of drains; and, questions were raised as to whether the access and road gradient would work; how the emergency access would be maintained during construction; whether the developer owned the emergency access; and separately through questioning the case officer again questions were asked about whether a bat survey had been carried out and habitat regulation implications; and, whether the neighbourhood plan allocated the site for development.

In response to the technical questions, officers informed the committee that: the 3a agricultural land was not considered a significant enough parcel of land to justify a refusal of planning permission. If the applicant or prospective developer wished to go beyond the terms of any approved outline consent, a fresh application would be required. The committee was informed that any such proposal could not be submitted under a reserved matters submission.

In response to the highway related questions, the highways officer confirmed that the access road would be wide enough to allow two lorries to pass each

other and that there would be a 2m refuge strip which did not have to be tarmac and could be a shared road. The field drains would need to be moved back to the edge of the carriageway and an assurance was given that the road widening and gradients could work although it was acknowledged that it may not be possible for the existing emergency access to be available during the construction of the new access for safety reasons, although a detailed schedule of the work plans would set out the timeframe for any disruption.

Officers continued to advise the committee that the Council's senior ecologist after assessing the site proposals, was of the view that there was no evidence that any protected species were on site and that a bat survey was not necessary. The Committee was informed that in relation to nutrient management, the Council had entered into a memorandum of understanding with the Environment Agency, Wessex Water, Natural England and neighbouring local authorities to have a consistent approach to managing phosphate levels and that a condition is recommended by officers to limit the amount of water usage for each occupant residing in each dwelling per day as set out within condition no. 20.

It was also confirmed that the developer did not own the emergency access although the necessary notification and certificates had been completed for the application and that officers had received no representation from the landowner of the emergency access stating any opposition to it being re-engineered, as proposed, to accommodate this new development.

The committee was furthermore advised that the Warminster Neighbourhood Plan did not allocate any residential sites for development and nor did it seek to secure the site as a local green space, unlike other parts of the town.

Members of the public, as detailed above, had the opportunity to speak on the application.

Local member, Councillor Tony Jackson, spoke in objection to the application highlighting key concerns relating to the exit route for cyclists being too narrow to be adopted and developed further and moreover, Cllr Jackson referenced previous highway advice provided at the time of the original outline development in circa 2012 that there would be no future development potential on this site due to a lack of safe and adequate pedestrian and cyclist infrastructure and street lighting.

A motion to refuse the application was moved by Councillor Andrew Davis and seconded by Councillor Pip Ridout referencing 8 reasons for refusal comprising the following:

1. That the development would prejudice the emerging housing policy set out within the draft Wiltshire Housing Sites Allocation Plan (WHSAP) which inter alia seeks to remove the application site from the settlement limits; and the development is premature contrary to NPPF paragraph 216.

Mr Green's response: The committee was advised that this reason for refusal was flawed and that the emerging WHSAP could only be given limited weight explaining the stage the emerging plan had reached and the fact that there were material unresolved objections and that the application proposal was not considered to be premature. The Committee was also informed that the NPPF paragraph in the cited refusal reason was wrong and due regard must instead be given to paragraph 48 of the new Framework.

2. That the major development with its heavily engineered access road and associated engineering operations would be in a prominent, elevated countryside location and would fail to conserve the rural landscape character contrary to WCS CP51 and NPPF paragraph 109.

Mr Green's response: The committee was advised that the NPPF cited paragraph was wrong and should instead read as para 170 of the new Framework.

3. That the major development would result in the significant loss of the best and most versatile agricultural land contrary to paragraph 112 of the NPPF and NPPG (sic) and moreover, the need for the development had not been evidenced and the application failed to consider the economic and other benefits of retaining the land in agricultural use or consider alternative sites of lower grade agricultural land.

Mr Green's response: The committee was advised that the 0.7 hectare extent of 3a land (which is acknowledged as being the best and most versatile land along with grade 1 and 2 land) is not considered by officers to equate to a 'significant' loss to warrant a refusal. The committee was also informed that the referenced NPPF paragraph in the motion to refuse was also flawed since it referred to the redacted NPPF and should instead refer to paragraph 170.

4. The proposed intensification of vehicular, cyclist and pedestrian movements along Upper Marsh Road and Smallbrook Road would result in a severe threat to highway safety of all road users along these sub-standard routes contrary to WCS CP61 and NPPF paragraph 32.

Mr Green's response: The committee was advised what paragraph 109 of the new Framework set out in terms the government policy direction relating to developments being prevented or refused on highway grounds.

5. The proposed development would harmfully encroach upon and lead to a domestication of the setting of the grade II* Turnpike Cottage resulting in less than substantial harm to the heritage asset. The public benefits of the scheme would not outweigh the identified harm contrary to WCS CP58 and NPPF paragraphs 132 and 134.

Mr Green's response: The committee was informed that the referenced listed building was not grade II*, but instead grade II; and that the wrong NPPF paragraphs are referenced and that paragraph 196 of the 2018 Framework was relevant. Members were also advised of the public benefits officers had identified that would outweigh the less than substantial harm to the wider setting of the referenced local listed building.

6. The proposed development failed to include a bat survey and there was inadequate information provided to determine whether the development would result in harm to European protected species contrary to WCS CP50 and NPPF paragraphs 117 and 119.

Mr Green's response: The committee was informed that the application had been appraised by the Council's ecologist and the published committee report set out the ecology issues which in relation to bats, it is acknowledged that the site is likely to have good potential for foraging bats, however it is reported that the site fell outside the consultation areas for Annex II bats but is located on the potential flight route for the Bath and Bradford on Avon Bats SAC and the Chilmark Quarries Bats SAC. After a careful review of the submission no bat survey was deemed necessary. The committee was also informed that the referenced NPPF paragraphs in the cited reason for refusal was again wrong and should refer to paragraphs 175-177.

7. The proposed development fails to provide adequate information to undertake a Habitats Regulation Assessment in respect of the impact it would have on phosphate levels in the River Avon SAC and SSSI and that the application should be refused as a precautionary approach since the development conflicts with WCS CP69 and NPPF paragraphs 117, 119 and 199.

Mr Green's response: The committee was informed that a habitat regulations assessment (HRA) had been carried out as part of the detailed multipartite engagement to manage phosphate levels entering the River Avon SAC and SSSI; and, that the report set out in detail the ecologist's appraisal and the necessity to have mitigation in the form of a planning condition to restrict the amount of water being used per person per day in each dwelling imposing the maximum standards set by Building regulations; and, in relation to the Salisbury Plain SPA, the HRA and Mitigation Strategy had been recently reviewed and the report set out officer advice. The wrong NPPF paragraphs are again referenced and should refer to paras 175-177.

8. The proposed development would result in a net loss of biodiversity contrary to the requirement for major development to deliver an increase in biodiversity and is thus contrary to WCS CP50.

Mr Green's response: The committee was informed that the application although in outline was supported by an illustrative masterplan which

included provision for new landscaping, densely planted buffers between potential new housing and the site boundaries which were mostly already heavily treed; and, in addition, the proposal had the capability of delivering net biodiversity gains through the planting of native species, improving boundary connectivity and delivering new habitats.

A debate and vote followed whereby the motion was lost.

A motion to move the officers' recommendation was then moved by Councillor Peter Fuller and seconded by Councillor Stewart Palmen.

A debate followed with the key points focusing on: whether a condition could be added to restrict the number of dwellings and condition 22 should be re-worded to correct the typographical error replacing the word 'stab' with slab.

At the end of the debate it was;

Resolved

To delegate authority to the Head of Development Management to grant outline planning permission subject to the planning conditions and informatives listed below following the completion of a legal agreement to enshrine the developer obligations under s106 of the Town and Country Planning Act 1990 as summarised within section 10 of the report.

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

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

2. No development shall commence on site until details of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:

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

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

REASON: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and

Country Planning Act 1990 and Article 3(1) of the Town and Country Planning (General Development Procedure) Order 1995.

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

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

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

Site Location Plan scale 1:2500 dwg no. 07179 – 12 rev C

Indicative Site Layout scale 1:500 dwg no. 07179 – 10 rev U

Site Access Arrangement and Preliminary Levels scale 1:200 dwg no. 006 rev D

Off-Site Improvement Works scale 1:250 dwg no. 007 rev A

Proposed Site Access and Off-Site Improvement Works scale 1:500 dwg no. 009

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

5. 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, 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.

6. No development shall commence on site until a scheme for the discharge of foul water from the site, including any required offsite capacity improvements to existing sewer system to provide capacity to serve 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: 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.

7. No development shall commence on site until details of the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking, cycle 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, cycle 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.

8. No development shall commence on site until full details of the access, including drainage and retaining works, have been submitted to and approved in writing by the local planning authority. The junction shall be completed in accordance with the approved details prior to the occupation of any dwelling within the site.

REASON: To ensure the access is laid out and constructed in a satisfactory manner, in the interests of highway safety.

9. No development shall commence on site until full engineering details of the proposed highway works, forming mainly of carriageway widening and retaining works, all as generally identified on drawing No. IMA-17-167-007-A (Off-Site Improvement Works), have been submitted to and approved by the Local Planning Authority. No development shall commence on site until the highway works have been constructed in full accordance with the approved details.

REASON: In the interests of highway safety.

10. No development shall commence on site until full details of the tie-in between the existing emergency access link and the proposed access road has been submitted to and approved in writing by the local planning authority. The works shall be completed in accordance with the approved details prior to the occupation of any dwelling within the site.

REASON: To ensure the access is laid out and constructed in a satisfactory manner, in the interests of highway safety.

11. No development shall commence on site until full details of the proposed pedestrian/cycle link between the existing emergency access link and the proposed access road has been submitted to and approved in writing by the local planning authority. The works shall be completed in accordance with the approved details prior to the occupation of any dwelling within the site.

REASON: To ensure that an adequate pedestrian/ cycle route is provided, in the interests of highway safety.

12. No development shall commence on site until full details of the upgrading of footpath WARM53 has been submitted to and approved in writing by the local planning authority. The works shall be completed in accordance with the approved details prior to the occupation of any dwelling.

REASON: To ensure that an adequate pedestrian/cycle route is provided and in the interests of highway safety.

13. No part of the development shall be first occupied, until the visibility splays shown on the approved plans have been provided with no obstruction to visibility at or above a height of 900mm above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.

REASON: In the interests of highway safety

14. The gradient of the access shall not at any point be steeper than 1 in 30 (3.33%) for a distance of 9m metres from its junction with Upper Marsh Road and 1 in 12.5 (8%) throughout the site thereafter.

REASON: In the interests of highway safety.

15. No development shall commence on site until a Travel Plan Statement 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.

16. No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:

- Means of access for construction vehicles;
- Number and frequency of construction vehicles;

- The parking of vehicles of site operatives and visitors;
- Loading and unloading of plant and materials;
- Storage of plant and materials used in constructing the development;
- The erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
- Wheel washing facilities;
- Measures to control the emission of dust and dirt during construction;
- A scheme for recycling/disposing of waste resulting from demolition and construction works;
- Measures for the protection of the natural environment;
- The location and use of generators and temporary site accommodation;
- Pile driving (if it is to be within 200m of residential properties);
- Months and 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.

17. No dwelling shall first be occupied until a Residential Waste Minimisation and Waste Management Plan for that part of the site has been submitted to and approved in writing by the Local Planning Authority. The Residential Waste Minimisation and Waste Management Plan shall include details of the volume and type of waste to be generated; re-use of materials and proposals for on and off site recycling; storage of re-cycling and waste collection facilities; proposals for and implementation of waste reduction; and proposals for the review and updating of the Residential Waste Management Plan.

REASON: In the interests of sustainable development.

18. A Landscape and Ecological Management Plan (LEMP) shall be submitted to, and approved in writing by, the Local Planning Authority before commencement of the development. 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 and how these will be dealt with;

- 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) detailing when planting will occur;
- h) Details of the body(ies) or organisation(s) responsible for implementation of the plan, including a specialist body/organisation/contractor with wildlife-related experience and/or qualifications to specifically manage the County Wildlife Site;
- i) Ongoing monitoring and remedial measures;
- j) Timeframe for reviewing the plan;
- 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.

19. No development shall commence on site (including demolition, ground works, vegetation clearance) until a Construction Environmental Management Plan (CEMP) has been submitted to and approved in writing by the local planning authority. The CEMP shall include, but not necessarily be limited to, the following:

- a) Risk assessment of potentially damaging construction activities
- b) Identification of 'biodiversity protection zones'
- c) Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements)
- d) The location and timing of sensitive works to avoid harm to biodiversity features
- e) The times during construction when specialists ecologists need to be present on site to oversee works
- f) Responsible persons and lines of communication
- g) The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person(s)
- h) Use of protective fences, exclusion barriers and warning signs.
- i) Ongoing monitoring, including compliance checks by a competent person(s) during construction and immediately post-completion of construction works.

The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details.

A report prepared by a competent person(s), certifying that the required mitigation and/or compensation measures identified in the CEMP have been completed to their satisfaction, shall be submitted to the Local Planning Authority within 3 months of the date of substantial completion of the development or at the end of the next available planting season, whichever is the sooner.

REASON: To ensure adequate protection, mitigation and compensation for protected species, priority species and priority habitats.

20. The dwellings shall not be occupied until the Building Regulations Optional Requirement of a maximum water use of 110 litres per person per day has been complied with. Within 3 months of each phase being first occupied or brought into use, a post construction stage certificate certifying that this standard has been achieved shall be issued and submitted to the local planning authority for its written approval.

REASON: To ensure that the development does not contribute to the unfavourable condition of the River Avon SAC due to excessive discharge of phosphates from sewage treatment plants.

21. 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.

22. No part of the residential development hereby approved shall commence beyond slab level (following approval of the subsequent reserved matters) until detailed plans showing the type of external light appliances, the height and position of the fittings, the illumination levels and light spillage levels in accordance with the appropriate Environmental Zone standards as set out by the Institute of Lighting Engineers in their publication GN01:2011, 'Guidance for the Reduction of Obtrusive Light' (ILP, 2011), have been submitted to and approved in writing by the Local Planning Authority. Where development potentially affects green corridors and wildlife habitat, lux plots shall be submitted for the Council's written approval. Thereafter, all approved lighting shall be installed and be maintained in accordance with the approved details.

REASON: In the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site as well as being fully mindful of the proximity to the AONB and special landscape areas.

INFORMATIVES

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 [to be inserted following the sealing of a s106]

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

The applicant is advised of the need to submit plans, sections and specifications of the proposed retaining wall for the approval of the Highway Authority in accordance with Section 167 of the Highways Act 1980. (For information, this relates to retaining walls which are wholly or partly within 4 yards (3.65metres) of a street and which is at any point of a greater height than 4'6"(1.40 metres) above the level of the ground at the boundary of the street nearest that point.)

The applicant should note that under the terms of 'The New Roads and Street Works Act 1991', any person other than a Statutory Undertaker must obtain a licence to carry out excavation works within a street. Licences may be obtained by application from the relevant Area Co-ordinating Engineer at Wiltshire's Highway Authority; highwaysandstreetscene@wiltshire.gov.uk

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

It will be necessary for the applicant to enter into a Mini Section 278 / Section 278 Agreement with the Local Highway Authority to ensure that the works within the existing public highway can be completed to the full approval of the Highway Authority. This will include a Bond, Supervision Fee and Commuted sums for these highway works.

Sewerage Infrastructure:

The site is crossed by a 150mm public foul sewer. There must be no building within 3m either side of this sewer, no tree planting within 6m and ground levels along the line of the sewer shall be maintained.

The proposed site layout appears to conflict with the sewer easement. The developer should accurately plot the line of the sewer on site and on deposited plans and ensure that the easement zone for this sewer is observed and does not fall within private enclosed gardens. Soakaways must not be sited within the statutory easement.

The developer should contact the Wessex Water to agree procedures for working in proximity of the public sewers. It may be possible to divert sewers (satisfactory hydraulic conditions and network capacity must be maintained). Diversions of public apparatus are at the developer's cost and applications should be made as early as possible to our local development engineers development.north@wessexwater.co.uk Please refer to our guidance note DEV014G and our website <https://www.wessexwater.co.uk/Developers/Sewerage/Building-near-sewers/> for further guidance and contacts.

Foul Drainage:

The site shall be served by separate systems of drainage constructed to adoptable standards. A connection to the public foul network can be agreed in consultation with Wessex Water.

Where proposed site levels indicate that a gravity connection may not be possible, the applicant shall make provision within the development layout for a foul pumping station (SPS) with appropriate access arrangements and 15m buffer zone to nearest dwelling.

Wessex Water will adopt sewers under a S104 agreement subject to technical review of satisfactory engineering proposals. The developer should contact our local development engineer, development.north@wessexwater.co.uk to agree proposals and submit details for technical review prior to construction. For more information refer to Wessex Water's guidance notes 'DEV011G – Section 104 Sewer Adoption' and 'DEV016G - Sewer Connections'

Surface Water Drainage:

The FRA & Drainage Strategy (IMA March 2018) proposes Surface water discharge to be managed by SuDS with disposal utilising infiltration drainage. This will be subject to approval by the Lead Local Flood Authority with flood risk measures. A robust strategy for surface water disposal will be expected. Surface water connections to the foul sewer will

not be permitted. Land drainage run-off shall not be permitted to discharge either directly or indirectly to the public sewerage system.

Phosphate Loading Impacts on The River Wylfe:

We are aware that there are concerns regarding the increase in phosphate loadings from new development and the impact upon the receiving watercourse. We can advise that there are proposals to review sewage treatment consent limits, which will reduce phosphate levels with improvements programmed for 2021/22. Further measures are planned by the Wiltshire Council/Environment Agency/Natural England for Nutrient Management Plans that will address phosphate levels within the catchment.

Water Infrastructure:

A water supply can be made available from the local network with new water mains installed under a requisition arrangement. Point of connection will be reviewed upon receipt of a Section 41 Requisition Application. The applicant should consult the Wessex Water website for further information. www.wessexwater.co.uk/Developers/Supply/Supply-connections-and-disconnections

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 Council's PROW officer for further information and advice.

In terms of waste collection the applicant is advised the council will only operate on private land where an indemnity is signed by the landowner. The council will also require an indemnity to operate on any roads prior to their adoption.

The applicant is advised that the LPA has considered all the material planning considerations that are relevant for this application on the basis of the site being developed for up to 28 dwellings only. No inference should be taken that in endorsing this development in outline, that any additional housing beyond 28 (should it be proposed under a separate application) would be acceptable.

Recorded votes:

Councillor Pip Ridout – Against
Councillor Andrew Davis – Against
Councillor Edward Kirk – Against
Councillor Ernie Clark – Against

Absences

Councillor Jonathon Seed was absent from 15:30 to 16:41 and abstained from voting

**43 18-01969-FUL 25 - The Clovers, Hartley Farm, Winsley, Bradford on Avon
BA15 2JB**

There was a 10 minute break and the meeting resumed at 17:30.

Public Participation

Lesley Magnus spoke in objection to the application.

Andrew Mead spoke in objection to the application.

Verity Giles-Franklin, as planning officer, introduced the report which recommended that approval be granted for the regularisation of an area of hardstanding and formation of access as well as the change of use of agricultural land to equestrian use and proposed erection of a timber loose box / stable building.

A site visit had been undertaken by committee members ahead of the meeting in accordance with the deferment resolution made at the previous meeting on 25 June 2018. Officers referenced additional reported details contained within the published reports in their presentation.

The committee was also informed about an email from a local resident that had been sent to members on 24 July expressing concerns about the size and impact of the proposed development. The committee was informed that the email did not raise any new information or representation that was not already addressed within report.

The key issues were identified as; the principle of development, the impact on the green belt and special landscape area as well as the impacts on neighbouring amenity, flood risk and highway safety.

Following the officer presentation, Kenny Green, outlined the relevant NPPF changes and the implications for this application which comprised:

- The Impact on the Green Belt Appraisal: The committee was informed that the referenced NPPF paragraphs 87-89 within the published report had now been replaced by paragraphs 143-147. However the same policy direction was in place pursuant to what comprised inappropriate development in the green belt and the exceptions set out within paragraph 145.
- Paragraphs 133 and 134 of the new Framework set out the Green Belt objectives and para 133 and 145 set out the importance attached to preserving the openness of the green belt.
- Highways interests: The committee was again advised on the policy direction set out within paragraph 109 of the new Framework in relation to highway interests and safety.

- The committee was advised that the officers had re-appraised the application against the revised framework and that the published recommendation remained unchanged.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought on: the purpose of the stables, whether any planning permission has been secured for the changes that had taken place on the site and about the increase of traffic.

Officers in response advised the committee that the stables were being proposed for personal horse use and that no permission had been sought previously for the unauthorised area of hardstanding or for the siting of the caravan and field shelters. Members were informed that with the exception of the area of hardstanding, no permission was required for the siting of the tourer caravan and the field shelters after they had been the subject of an enforcement investigation, they were considered to be chattels and exempt from requiring planning permission. The committee was informed that the highways authority had been asked about the level of traffic likely to be associated to the proposed private horse stabling compared to the existing use of the land as a smallholding used presently for grazing sheep; and the response given by the highway team was that there would be only a nominal increase in traffic volume.

Members of the public, as detailed above, then had the opportunity to speak on the application.

Local Member Councillor Johnny Kidney spoke in objection to the application highlighting key concerns about the inappropriate scale of the proposed stabling, the consequential impact it would have on the green belt and the development equating to a form of urban sprawl.

A motion to refuse application was moved by Councillor Edward Kirk and seconded by Councillor Phil Alford.

A debate followed where the key points focused on: the extent of the unauthorised development; and, the impacts on the green belt and its openness.

At the end of the debate it was;

Resolved

To unanimously refuse planning permission for the following reasons:

- 1. The proposed loose box/stable by reason of its size, bulk and siting in an isolated location detached from any permanent built form of development is found to be harmful to the Green Belt which would not preserve the openness of the Green Belt contrary to Paragraphs 144 and 145(b) of the 2018 National Planning Policy Framework. Furthermore, the proposed development would have a harmful impact on the special landscape area contrary to Saved Policy C3 and CP51 of the Wiltshire**

Core Strategy by virtue of introducing an isolated form of equestrian development in the open countryside which would conflict with saved Policy E10 of the West Wiltshire District Plan, 1st Alteration.

2. The proposal, which in part comprises an area of hardstanding extending to some 555 square metres and finished in loose stone material is considered disproportionate and unjustified for the purposes of keeping a small flock of sheep on the 0.88 hectare site and it represents harmful intentional unauthorised development which diminishes the openness of the greenbelt and falls foul of the Written Ministerial Statement released by the Government on 31 August 2015, published as a planning policy statement on green belt protection and intentional unauthorised development (thus making it a material planning consideration).

In addition to the refusal and mindful of the unauthorised development that formed part of the application, members instructed officers to inform the planning enforcement team to commence with enforcement proceedings.

Absences

Councillor Trevor Carbin left the meeting at 17:30.

44 17-11739-FUL - 120 Upper Westwood, Bradford on Avon BA15 2DP

Public Participation

Lisa Otterbarry spoke in objection to the application.

Diana Lindsey spoke in objection to the application.

Nigel Honer spoke in objection to the application.

Ann Ross spoke in support of the application.

Ewan Earle spoke in support of the application.

Don McGillivray spoke in support of the application.

Cllr John Bishop, Chairman Westwood Parish Council, spoke in objection to the application.

James Taylor, as Senior Planning Officer, introduced the report which recommended that approval be granted for a replacement dwelling.

The key considerations were identified as; the principle of the replacement dwelling, the impact on the green belt, the impact on the special landscape character of the AONB, the impact on the landscaping and trees subject to preservation orders, design and heritage, the impact on nature conservation and ecology interests, the impact on neighbouring amenity, the impact on highway safety, the provision of adequate water supplies and sewerage and surface water disposal.

Following the officer presentation, Kenny Green, informed the committee of the relevant changes made to the NPPF and the relevant implications pursuant to this application:

- The committee was informed that the new NPPF under paragraph 8 set out the direction given to LPAs to support growth and design innovation, as well as identifying the need to provide a range of house types that were well designed and fit for purpose.
- Paragraph 127 of the new Framework advised that decisions should not discourage appropriate innovation and innovative design detailing if there was no substantial harm.
- In terms of the Green Belt, paragraphs 143-147 were pertinent with paragraph 145 being particularly relevant in terms of setting out the exception allowances set out within the NPPF for new 'materially larger' replacement buildings.
- The committee was informed that paragraphs 133 and 134 set out the Green Belt objectives, and paragraph 145 in particular referenced the need to preserve the openness of the green belt.
- The committee was informed that the NPPF did not define what 'materially larger' meant and neither did the saved H20 policy taken from the former West Wiltshire District Plan 1st Alteration. The committee was advised that in the absence of any interpretation of its meaning, the task fell to the decision maker to make a planning judgement on whether a proposed replacement building constituted as being 'materially larger' on a case by case basis. Mr Green furthermore observed that the literal direction made by the government was not about preventing a larger replacement dwelling in principle, instead the policy direction required a judgement to be made on whether the replacement building is 'materially' larger; and that this required assessments to be done based on the comparable differences in terms of heights, footprint and volumes between the existing building and the proposed replacement building.
- In terms of the AONB: the committee was informed that paragraphs 170 and 172 were now relevant in terms of setting out the Framework safeguards.
- With respect to the natural landscape, the nearby ancient woodland and veteran trees, NPPF paragraph 175 and criterion c) was relevant now.
- The committee was advised that the officers had re-appraised the application against the revised framework and that the published recommendation remained unchanged.

Members of the Committee then had the opportunity to ask technical questions of the officer with further clarification sought on the term 'materially larger' and whether there would be any detrimental impacts on protected habitats, ancient woodland and veteran trees.

Officers advised that the 'materially larger' test was relative to size and not a visual assessment test; and, as set out within the report, officers concluded that the 17% footprint increase, the circa extra 1.5m ridge height and approximate 50% extra volume did not constitute as a 'materially larger' replacement dwelling. The committee was also informed that the subject property still benefitted from PD rights and as set out within the report, various additions and outbuildings could be built without the need for planning permission and this fall-back provision should be weighed up as part of the planning balance.

The committee was also informed that the Council's ecologist had assessed the site and application proposals and concluded that the development was acceptable subject to a planning condition securing the implementation of the recommendations set out within the updated bat survey dated June 2018.

The committee was also informed that through negotiation, the case officer had secured a clear buffer and separation between the replacement dwelling's footings and all neighbouring trees including the nearby veteran tree which merited an increased buffer as illustrated on the proposed site plan.

Members of the public, as detailed above, then had the opportunity to speak on the application.

Local Member Councillor Johnny Kidney spoke in objection to the application with the key concerns focusing on: local concerns, ecology impacts, the increased size of the replacement dwelling, the loss of accessible housing for the elderly and concerns about the impacts to the conservation area, AONB, habitats, ancient forests and trees.

A motion was moved by Councillor Jonathon Seed to grant planning permission in accordance with the officers recommendation, which was seconded by Councillor Sarah Gibson.

A debate followed where a member debate focused on removing permitted development rights and whether the development was 'materially larger'.

At the end of the debate it was;

Resolved:

To grant planning permission subject to the following conditions:

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

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

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

Dwg 627-S-02 dated 28/11/17; Dwg 627-S-01 dated 28/11/17; Dwg 627-P-01 D dated 27/03/18; Dwg 627-P-02 C dated 20/03/18; Dwg 627-P-03 C dated 21/03/18; Dwg 627-P-04 D dated 27/03/18; Dwg 627-P-05 B dated 21/03/18; Dwg 627-P-06 B dated 21/03/18; Dwg 627-P-07 B dated 21/03/18; 627-P-08 E dated 27/03/18; Dwg 627-P-09 E dated 21/03/18; Dwg 627-P-10 B dated 21/03/18

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

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

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

4. No development shall commence on site until a final 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 and adjacent to 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;
- all hard and soft surfacing materials;
- minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);
- proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports etc); and
- At least 4 trees, of a size and species and in a location 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.

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. All works shall be carried out in strict accordance with the hereby approved Arboricultural Report (ref 7268/2) by Wessex Tree Consultancy and dated March 2018 and the associated Tree Protection Plan (Dwg TPP.02) Wessex Tree Consultancy and dated March 2018.

REASON: In order that the development is undertaken in an acceptable manner, to enable the Local Planning Authority to ensure the protection of trees in the interests of visual amenity and biodiversity.

7. No part of the development hereby permitted shall be first occupied until the access, turning area and parking spaces have been completed in accordance with the final scheme of hard and soft landscaping. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

8. The development hereby permitted shall not be first occupied until the first five metres of the access, measured from the edge of the public right of way, 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.

9. The access shall remain ungated.

REASON: In the interests of highway safety.

10. The development hereby permitted shall not be occupied until the hereby approved surface water drainage (as illustrated on plan drawing

627 P 08 E by Hetreed Ross Architects and dated 27/03/18) have been completed in accordance with the submitted and approved details.

REASON: In order that the development is undertaken in an acceptable manner, to ensure that the development can be adequately drained.

11. The development hereby permitted shall not be occupied until the hereby approved sewage disposal works (as illustrated on plan drawing 627 P 08 E by Hetreed Ross Architects and dated 27/03/18) have been completed in accordance with the submitted and approved details.

REASON: To ensure that the development is provided with a satisfactory means of drainage.

12. 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.

13. The proposed development shall be undertaken in accordance with the recommendations set out in Section 5 of the "Updated Bat Survey" by Seasons Ecology, dated June 2018 (reference SEB1547_04); and the hereby approved plans which detail the replacement and additional roosting habitat and external lighting.

REASON: To ensure appropriate mitigation, compensation and enhancement for protected species; and compliance with The Conservation of Habitats and Species Regulations 2017, the National Planning Policy Framework, the NERC Act 2006 and Core Policy 50 of the Wiltshire Core Strategy (adopted January 2015).

14. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development within Schedule 2, Part 1, Classes A-E shall take place on the dwellinghouse hereby permitted or within its curtilage.

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

PLANNING INFORMATIVES:

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.

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

Absences

Councillor Phil Alford left the meeting at 18:30

45 **Urgent Items**

The Members agreed that it would be useful for officers to provide a report on clarifying and defining what constituted as 'materially larger' in the context of paragraph 145 of the NPPF; and separately, the committee sought a member's briefing note on the new NPPF to be circulated as soon as possible.

(Duration of meeting: 3.00 - 7.30 pm)

The Officer who has produced these minutes is Jessica Croman of Democratic Services, direct line 01225 718262, e-mail jessica.croman@wiltshire.gov.uk

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

WESTERN AREA PLANNING COMMITTEE

MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 19 SEPTEMBER 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 Tony Jackson and Cllr Graham Payne

46 Apologies

There were no apologies for absence.

47 Minutes of the Previous Meeting

The minutes of the meeting held on 27th July were discussed and Cllr Jackson queried the minute of item 17-12348-OUT - Land East of Damask Way Warminster in respect of access arrangements being delegated to officers. Cllr Davis advised the minutes were accurate, however reassured the local member that reserved matters could be dealt with by the committee if he was to call in the application.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 27th July 2018.

48 Declarations of Interest

There were no declarations of interest.

49 Chairman's Announcements

There were no Chairman's Announcements.

50 **Public Participation**

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

51 **Planning Appeals and Updates**

The Planning Appeals Update Report was attached to the agenda for members' consideration.

Resolved:

To note the Appeals update provided to the meeting.

52 **18/04602/FUL: Trowbridge Retail Park, 235 Bradley Road, Trowbridge, BA14 0RQ**

Matthew Perks, Senior Planning Officer, presented a report on a proposed coffee shop unit with external seating area and associated alternations to car parking and landscaping within an existing retail park. An outline of the site and photographs were shown alongside a site location plan, existing block plans showing parking plans, landscaping and proposed elevations. The officer advised the key issues for consideration were parking, traffic and effect on the streetscene. It was noted there would be a net reduction of 14 car parking spaces in the retail park as a result of the development. Attention was drawn to the representations that had been received in respect of the application.

Members were invited to ask technical questions, Cllr Kirk highlighted he felt traffic and parking were significant issues and presented photographs to demonstrate this, he questioned a reduction in spaces and an increased amenity in the retail park that would attract more visitors. Officers advised they considered it unlikely the coffee shop would increase footfall in the retail park as it was designed to serve customers already visiting the shops.

It was also established the retail park had provided evidence to suggest its car park was not at maximum capacity and 12 dedicated staff spaces would be provided to near to the service yard. It was confirmed the area at the rear of the retail park was not currently open the public and there was mains sewage for the retail park. Members expressed concern about the turning circle for lorries in the location where parking had been indicated, officers confirmed the turning circle was sufficient. The committee went on to question the exit route from the car park, establishing that movement from the spaces outside of the proposed unit would block the exit route from the retail park.

Members of the public were invited to speak.

Helen Keston-Sykes spoke in objection to the application.

Colin Burnett, agent, spoke in support of the application and established the net reduction in car parking spaces in the officer's report was correct.

The local member, Cllr Graham Payne spoke of the history of the site and objected to the application on traffic and parking grounds.

In response to queries, it was verified the Traffic Management Plan indicated delivery times and this information was considered by officers to be sufficient. It was also highlighted that parking spaces would need to be coned off in advance to allow for deliveries; officers advised this was not considered by the applicant to a problem due to capacity in the car park.

Cllr Fuller, as a Trowbridge councillor, spoke about the history of the site, neighbouring residential amenity and traffic/parking concerns. Members discussed the merits of a site visit.

Cllr Seed reflected on concerns raised, however highlighted evidence suggested car parking on the site was sufficient. Cllr Seed moved the officer's recommendation subject to an amendment to conditions to prevent service delivery for the coffee shop prior to 7:30 and after 18:00, in the interest of residential amenity. A friendly amendment was accepted to also apply Sunday servicing hours to Christmas Day. The motion was seconded by Cllr Carbin, who reflected on the design of the site.

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 use hereby permitted shall only take place between the hours of 07:30-20:00 Monday-Saturday (including Bank Holidays) and 08:00 -18;00 on Sundays. Deliveries shall not take place between the hours of 18:00 to 07:30 Monday- Saturdays nor before 08:00 or after 18:00 on Sundays.

REASON: In the interests of neighbouring amenity and to be synchronised with the other nearby takeaway food/restaurant outlet.

3. All the landscape and tree planting, seeding and turfing comprised in the approved details of landscaping (as shown on Plan Number 14838A - L01A REV B) shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species. All on-site construction works shall also be carried out in accordance with the

protection measures shown on the approved "Tree Protection Plan" submitted on 29 May 2018.

REASON: In the interests of visual amenity.

4. No part of the development hereby approved shall be brought into use until the parking provision shown on the approved plans has been consolidated, surfaced and laid out in accordance with the approved details. The parking 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. External plant shall not exceed the sound power levels of each of the example heat pump units evaluated in the assessment contained in the submitted document "Acoustic Impact Assessment: Trowbridge Retail Park, Bradley Road , Trowbridge (Hawkins Environmental, 9th May 2018)."

REASON: In the interests of neighbouring amenity.

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

14838A-100 B Site Location Plan Registered on 29 May 2018

14838A-101 B Existing Block Plan Registered on 29 May 2018

14838A-102 B Proposed Block Plan Registered on 29 May 2018

14838A-103 B Proposed Site Plan 1 Registered on 29 May 2018

14838A-104 B Proposed Site Plan 2 Registered on 29 May 2018

14838A-105 A Proposed GA and Roof Plans Registered on 29 May 2018

14838A-106 B Proposed Elevations 1 of 2 Registered on 29 May 2018

14838A-107 A Proposed Elevations 2 of 2 Registered on 29 May 2018

14838A -L01A REV B Proposed Landscape Plan Received on 3 September 2018

Tree protection plan Registered on 29 May 2018

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

53 National Planning Policy Framework July 2018

Members were invited to ask questions on changes to the National Planning Policy Framework. It was confirmed that, under the new guidance, contribution rates for developers would be set in advance of purchasing a site. In addition to this, members noted that viability assessments would now be in the public domain and that Wiltshire Council was confident it would pass housing delivery assessments.

Resolved:

To note the Briefing Note on the revisions to the National Planning Policy Framework.

54 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 4.20 pm)

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AUDIT COMMITTEE

DRAFT MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 24 JULY 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Ian Blair-Pilling (Substitute - Part II), Cllr Richard Britton (Chairman), Cllr Stewart Dobson (Vice-Chairman), Cllr Peter Evans (Substitute - Part II), Cllr Gavin Grant, Cllr Mike Hewitt, Cllr Tony Jackson, Cllr Edward Kirk, Cllr Leo Randall, Cllr Ian Thorn and Cllr John Walsh

23 Apologies

Apologies were receive from Cllrs John Smale and Andy Phillips.

24 Minutes of the Previous Meeting

The minutes of the meeting held on 11 April 2018 were presented and it was;

Resolved

To approve and sign the Minutes of the meeting held on 11 April 2018.

25 Declarations of Interests

There were no declarations of interest.

26 Chairman's Announcements

It was noted that item 10 – The Councils risk and performance processes, had been dropped from the agenda.

27 Public Participation

There were no members of the public registered to speak.

28 **Arrangement for the Transition to new External Auditor**

The Chairman introduced the item and sought assurance on the transition from KPMG to Deloitte.

Adam Bunting, KPMG, started by thanking the Committee for their positive relationship throughout their time working with Wiltshire Council. Mr Bunting gave assurance that KPMG and Deloitte had been working together to ensure a smooth transition.

Ian Howes, Deloitte, introduced himself and informed the committee that the transition was in progress. He had attended an induction at the council where he had met key officers and attended a briefing which explored plans and achievements, which he noted was of great use.

The timescale going forward would include: in September a formal request for documents and analysis of the previous audit would take place, followed by the presentation of Deloitte's first plan in October. It was noted that there would not be much of a change to the process and work carried out, that the first year usually takes a bit longer and that work would be carried out in the interim. It was hoped that if anything new came up officers would be in communication with Deloitte from the early stages.

29 **Accounting Policies**

The Chairman introduced the item and explained that it was important for the committee to examine the key areas of the accounting policies particularly the professional standards and any changes to policies.

KPMG informed the committee that they had monitored and noted any changes of policy within their report and that they were satisfied.

It was noted that although the policies would not change very often, they would need to be monitored by the committee going forward.

30 **Report to those charged with Governance (ISA 260) 2017/2018**

Matthew Tiller, Chief Accountant, explained that the report covered the all of the councils functions not just the financial element. He thanked all of those involved with producing the report noting their hard work. He invited KPMG to present the report which highlighted the key information noting that the report covered both the interim and final audits. The audit included an examination of the council's annual accounts and pension fund, and arrangements for achieving value for money.

In response to questions asked KPMG noted that: There was a risk identified for the pension fund which was around evaluating hard price investments, although this was a sector wide issue and methods were in place; KPMG did not believe that any current changes to civil law would result in pension liabilities.

The Chairman questioned a comment made on page 44 of the report relating to the specific value for money risk areas. He noted that the comment appeared to contradict statements made in the Annual Governance Statement that the council was strong in budget delivery and monitoring.

In response to this it was noted that the statement was not intended to suggest that there were any shortcomings but to accept that with increasing financial pressures and constraints the budget monitoring would need to be even sharper.

The Chairman sought assurance from the Committee that they were content with the report with no concerns. In response the Members confirmed that they were happy with the report.

The Chairman and members of the committee thanked the finance department and all those involved in carrying out the work.

Resolved

To receive the ISA260 report from the external auditors in its receipt of the Council's Statement of Accounts 2017/18.

To delegate authority to the Chairman of the Audit Committee to sign the letter of the management representation.

31 **Statement of Accounts**

Ian Duncan, Interim Director Finance & Procurement, presented the Statement of Accounts for 2017/18 and congratulated the teams involved in producing the accounts.

An amendment was made to the narrative on page 73 of the report which should have read that the sale was for the use of the general use of the investment programme and not for housing.

The Chairman questioned the process on the need of both the Pension Fund Committee and Audit Committee to examine the accounts for the pension fund and requested that going forward the Pension Fund Committee provides assurance to the Audit Committee that they are content with the pension fund accounts.

In response to questions it was confirmed that: comparatively Wiltshire Council's reserve was low but the advice in place was to stay within budget and to recognise the risk; the budget included funds to deal with any central government policy changes so the reserves would not have to be used. The longer term vision would be to increase the reserves when appropriate; capital receipts received from selling buildings was separate to revenue; an assessment of the impacts of the Salisbury incident would be going to full council: long term debtors had increased due to long term loans for schools which included an element of risk which would be mitigated by setting up an agreement to repay the deficit and that a recovery plan was in place to reduce the pension deficit which was reviewed annually.

The Chairman asked about the viability of undertaking a comparison over the last 5 years of the balance sheet. Officers noted that given the time and resources required against the up and coming issues and the overall benefit, the exercise would not be deemed productive. Members of the Committee agreed that the exercise would be of value and agreed for the Chairman to explore the 5 year comparison.

Resolved

To approve the Statement of Accounts 2017/2018

To agree for the Chairman to explore a 5 year comparison of the balance sheet

32 **The Council's Risk and Performance Management Processes**

This item was deferred to the next meeting.

33 **Annual Governance Statement**

Ian Gibbons, Associate Director of Legal and Democratic, presented the Annual Governance Statement (AGS) and explained that it formed part of the Statement of Accounts. The AGS covered the year 2017/18 and the information included had been considered by KPMG and was in line with their findings.

It was noted that due to the timetable change for the approval of accounts from September to July, this meant that the AGS had to be presented at Cabinet before the Audit Committee had a chance to consider it. Going forward

arrangements would be made to ensure that the AGS is presented to the Audit Committee before going to Cabinet.

Resolved

To approve the draft AGS for publication with the Annual Statement of Accounts 2016-17.

34 **IA Annual Report 2017/18**

Ian Withers, SWAP, presented the report noting that an opinion of reasonable assurance had been given. There had been resourcing issues within SWAP and recruitment would be taking place in the near future.

Resolved

To note the report and findings of the internal auditors.

35 **Q1 IA Report**

Ian Withers, SWAP, presented the report. It was noted that recruitment was ongoing and that for the time being SWAP would use internal resources to cover.

Resolved

To note the report and findings of the internal auditors.

36 **Recruitment of Finance Director**

Cllr Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets, informed the committee that interviews had taken place for the position of the finance director although no appointment had been made. Recruitment would next take place in September.

37 **Appointment to the Constitution Focus Group**

A representative from the Audit Committee was sought to join the Council's Constitution Focus Group. It was explained that the group operated as a cross-party advisory forum to examine key elements of the constitution for recommendation to the Standards committee.

Resolved:

To appoint Cllr Richard Britton as the Audit Committee's representative on the Constitution Focus Group.

38 **Forward Work Programme**

The following items were added to the forward work plan:

- To review the accounting policies (annually)
- Risk Management processes
- Annual Governance Statement (meeting after next)

39 **Date of Next Meeting**

It was noted that the next meeting would take place on the 14 November 2018.

40 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 am - 12.25 pm)

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STANDARDS COMMITTEE

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 26 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Derek Brown OBE, Cllr Allison Bucknell, Cllr Ernie Clark, Cllr Peter Evans, Cllr Peter Fuller, Cllr Howard Greenman (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Bob Jones MBE, Cllr Paul Oatway QPM (Chairman), Cllr Fred Westmoreland, Cllr Stuart Wheeler, Mr Richard Baxter, Mr Philip Gill MBE and Mr Michael Lockhart

31 Apologies

There were no apologies.

32 Minutes

The minutes of the meeting held on 20 June 2018 were presented for consideration and it was,

Resolved:

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

33 Declarations of Interest

There were no declarations.

34 Chairman's Announcements

With the agreement of the Committee the agenda item on the Local Government and Social Care Ombudsman Complaint was brought forward to immediately after the public participation item.

35 Public Participation

There were no questions submitted.

Mr Francis Morland made statements in relation to the proposed changes to Part 4 of the Constitution, requesting that it be formally noted by the Committee that additional revisions to the section on substitutions would follow at a future date, and in relation to the R (Harvey) v Ledbury Town Council case, noting it

was a very important case and that the town council in the case had in his view been incorrectly advised by the National Association of Local Councils.

36 **Local Government and Social Care Ombudsman Complaint**

Debbie Medlock, Interim director of Learning Disabilities and Mental Health, provided an update in relation to the report on the findings of the Local Government and Social Care Ombudsman which had found Wiltshire Council at fault in a case regarding the provision of respite and transport to a particular family, and how it had been assessing cases generally.

It was reported that Cabinet had been updated on 3 July 2018 on the actions taken in respect of the conclusions raised by the Ombudsman, and that all relevant cases, over 100, were being reviewed to ensure the needs were all being appropriately met.

The Committee discussed the report and update, seeking details of how the legislative obligations of the council were made clear to staff and the public. Assurances were sought that Wiltshire Council had accepted its failings in this case and that appropriate lessons had been learned to prevent a reoccurrence.

At the conclusion of discussion it was,

Resolved:

To note the report and the actions taken by the Council in response to the complaint and to request a further update in 6 months.

37 **Local Government Ombudsman's Annual Review Letter 2017 - 2018**

A report was received regarding the Annual Review letter for 2017/18 from the Local Government and Social Care Ombudsman regarding the number of service complaints referred from Wiltshire Council and their outcomes. It was noted that the number of complaints referred and those complaints which had been upheld had fallen since the previous year.

The Committee discussed the letter, noting that the most critical issue was that the council had open and transparent processed rather than the volume of complaints, though the number being upheld falling to 40% was welcomed as a positive outcome. It was stated that work was undertaken with services to address where necessary issues giving rise to complaints received.

At the conclusion of discussion it was,

Resolved:

To note the outcome of the LGO's Annual Review Letter 2017-18.

38 **Status Report on Code of Conduct Complaints**

A report was received from the Monitoring Officer on the figures to date and the status of Code of Conduct Complaints.

In discussing the report it was requested that a review of other comparable local authorities be undertaken to analyse the level and type of complaints received more closely, including the proportions of complaints against parish councils versus councillors on the principal authority. Details were also sought on proactive action taken by the Monitoring Officer where multiple complaints were made in relation to a single council, including the offering of training where appropriate.

At the conclusion of discussion, it was,

Resolved:

To note the status of Code of Conduct complaints and to undertake a review of other councils' Code of Conduct complaints.

39 **Code of Conduct Training Update**

A report was received from the Monitoring Officer detailing action taken regarding developing additional training and support for town and parish councils. It was stated that the council's HR service had been contacted regarding how to develop a program of work, and discussions had been held with the Society of Local Government Clerks regarding bespoke training on particular issues. It was also noted the National Association of Local Councils had requested of government a budget of £2million to produce a national training programme.

The Committee discussed the report, noting that in a survey 40% of local councils had not received any training, and reiterating its view that while it was not a responsibility of the Council to train parishes, it was an overall benefit if local councillors were aware of their responsibilities and roles to a greater degree. It was raised that the hiring and training of qualified clerks was highly important to the effectiveness of local councils, and that Chairmanship skills were also highly influential. It was raised whether Wiltshire Council could possibly try to assist in both of these areas.

At the conclusion of discussion it was,

Resolved:

To note the progress of developments to date and request the Monitoring Officer in consultation with the Chairman take such action as necessary to progress a possible training and development programme.

40 **Recommendations from the Constitution Focus Group**

A report was received from the Monitoring Officer on proposed changes to the Constitution as recommended by the Constitution Focus Group. The changes were in relation to Part 4 - Council rules of procedure, Protocol 1 - Member/Officer relations, and Part 11A - Corporate Parenting Panel.

The Committee discussed at length the proposed changes, noting in particular that additional guidance on both substitution arrangements and the access of confidential papers would be discussed with Group Leaders before further consideration.

The Committee thanked the Focus Group for their ongoing review of the Constitution, and supported the proposed changes.

It was also agreed that Councillor Stuart Wheeler would be appointed to the Focus Group as a substitute for the Chairman of the Committee.

At the conclusion of discussion, it was,

Resolved:

To recommend that Council approve the changes to the Constitution as proposed by the Constitution Focus Group.

To appoint Councillor Stuart Wheeler to the Constitution Focus Group as a substitute for the Chairman of the Committee.

41 **Constitutional Change: Adoption of procedures and fees in relation to the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

A report to the Licensing Committee was received as a minor constitutional change to the Scheme of Delegation was included as a result of adoption of procedures and fees in relation to new Animal Welfare regulations. It was reported that the Licensing Committee had met earlier in the day and approved the report, and therefore it was.

Resolved:

That the proposed change to Part 3D4 of the Constitution be recommended for adoption at Council.

42 **Briefing: R (Harvey) v Ledbury Town Council**

An update was received on a recent legal case relevant to Standards matters, R (Harvey) v Ledbury Town Council. It was stated that the key issue was that there was a specific need to follow separate arrangements in relation to grievance procedures and Code of Conduct matters, and particularly that if a grievance procedure in relation to staff issues were utilised at a council, these

could not impose sanctions that could only be imposed following a Code of Conduct procedure under the Localism Act 2011.

In discussion it was requested that the decision be circulated and emphasised to all parishes.

Resolved:

To note the briefing update.

43 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.00 - 3.25 pm)

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HEALTH AND WELLBEING BOARD

MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 12 JULY 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Laura Mayes, Cllr Jerry Wickham, Daszkiewicz, Terence Herbert and Prosser, Nichola Hazel, Paul Hargreaves, and Emma Leatherbarrow.

In attendance: Byron Standen

50 **Chairman's Welcome, Introduction and Announcements**

Due to the absence of the co-chairs, nominations were sought for a member of the Board to chair the meeting.

There being only one nomination it was;

Resolved

That Councillor Jerry Wickham chair the meeting.

51 **Apologies for Absence**

Apologies were received from Baroness Jane Scott OBE, Dr Richard Sandford-Hill, James Scott, Cllr Ben Anderson, Dr Carlton Brand, Cllr Ian Thorn and Chief Constable Kier Pritchard.

52 **Minutes**

Resolved

That the minutes of the meeting held on the 17 May 2018 be approved as correct record.

53 **Declarations of Interest**

There were no declarations of interest.

54 **Public Participation**

There were questions from the public.

55 **CQC System Review and Action Plan**

Linda Prosser gave a presentation on the next steps on the development of the care model (setting out the approach and standards) and implications for primary and urgent care.

Matters raised in the course of the presentation and discussion included: that Wiltshire was one of 20 areas that benefited from the CQC review on the health and social care system; the workshops that had taken place to draw up the action plan that seeks to address areas for improvement; the focus on expanding the use of digital solutions; the theme common across the 20 areas reviewed including the need to improve on delayed transfers of care; that the Health Select Committee had offered their input and in summary they were concerned that the 86 actions may not be achievable; that the Select Committee would get regular updates; and that the plan would be submitted to the CQC, but that there was unlikely to be reinspection.

Resolved

To note the draft Local Action Plan and the feedback on the plan from the Health Select Committee meeting of 11 July;

To approve the direction of travel and priorities that set out in the Local Action Plan for submission to the CQC; and

To approve the proposal that the full programme delivery plan is brought back to the October meeting of the Health and Wellbeing Board.

56 **Better Care Plan**

Linda Prosser and Jeremy Hooper presented an update on the delivery of the Better Care Plan for Wiltshire, including the latest results on Delayed Transfers of Care.

Matters raised in the course of the presentation and discussion included: the links to the issues highlighted in the CQC report; the reduction in numbers going to care homes; how methods of collecting data have impacted on reporting; the reduction in delayed days but that the target was not being met; the different level of delays from different locations; the collaborative approach being taken to access care packages; what opportunities there are to fund non-personal care in localities to take demand of the domiciliary care providers.

In answer to a question from the Board, it was noted that terms of reference were being agreed for the transformation group and that an integration board was in place.

Resolved

1. **To note the performance levels contained in the Integration and Better Care Fund Dashboard;**
2. **To note the progress being made to further improve our whole system governance and leadership for Wiltshire residents;**
3. **To note the revised trajectory 1200 per month on DTOC;**
4. **To consider the BCP refresh and the plans from the integration board once available; and**
5. **To mandate the integration board to produce plans, as mentioned above, to address the concerns highlighted regarding the deterioration performance at Salisbury Foundation Trust in particular.**

57 **Wiltshire CCG Care Model: Next steps**

Linda Prosser gave presentation on the next steps on the development of the care model, setting out the approach and standard, and implications for primary and urgent care.

Matters raised in the course of the presentation and discussion included: the key principles underlying the model; the analysis of the demographics of communities and the impact on the model; the assessment of travel times; the desire to standardise opening times; the opportunities to discuss how to meet the needs of social care and other partners when developing where the locations of where services should be best delivered from; how the gaps in provision will be assessed and met; the plans to start to consult with the public once specific changes will be made; the links between health and social care reablement services; and the urgent care centres and the impact on diverting from other services.

Resolved

1. **To note the presentation; and**
2. **To ask officers to prepare a report for a future meeting regarding implementation plans and their links to the Adult Care Transformation Plans.**

58 **Healthwatch Wiltshire Annual Report**

Emma Leatherbarrow and Stacey Plumb, presented the annual report and slides.

Matters raised in the course of the presentation and discussion included: the priorities for previous year, including a focus on dementia and mental health,

and how findings were responded to; the results from the young listeners project which is still a valued project; the reviews of primary care and the inequalities between different areas; the specific work in support of better care plan; that some review and reports had not yet been reported to the Board; the importance of volunteers in delivering work and that most are remaining; the monitoring work undertaken and actions taken; the other areas covered by the parent organisation; the opportunities for peer-learning; the support given over the phone by experienced staff; and the governance structure that is being set up in Wiltshire that will be accountable locally.

Resolved

- 1. To note and comment on the content of the Annual Report;**
- 2. To recognise the progress which has been made during 2017/18 in fulfilling the statutory duties of a local Healthwatch**
- 3. To welcome the continued engagement of Healthwatch Wiltshire with the Board and opportunity to share the outcomes from its engagement work as appropriate in the future.**

59 Wiltshire's Offer to Care Leavers

Laura Mayes presented the report which asks the Board to endorse the outline offer to Care Leavers in Wiltshire.

Matters raised in the course of the presentation and discussion included: that council had a duty of care for care leavers until the age of 25; how the proposals have been developed; the desire to develop a further the draft, and how partner organisations would be engaged; the input from the Children's Select Committee; the growth in numbers of relevant children; the important factors including stable housing; the mentoring projects and access to apprenticeships; that a discretionary bus pass and driving lessons are offered to help young people overcome transport barriers; the support given through revenue and benefits; the possibility of setting up a charitable foundation for care leavers in the area; that partners had agreed to look at how they can contribute to the plans; and the interest from partners in receiving training and further information on how they can improve the offer to care leavers.

Resolved

- 1. To endorse the outline offer to care leavers;**
- 2. To request that partners actively consider ways their organisation can assist in strengthening their offer to Care Leavers;**

3. **To ask that in the update, given the Board n six months, that officers identify what the take up from partners had been and what changes had been made; and**
4. **That the update include information about the milestones in the plan.**

60 **Multi-Agency Hoarding Protocol**

John Carter, Head of Public Protection, presented the report which recommend the adoption of the protocol for all agencies dealing with cases of people who hoard.

Matters raised in the course of the presentation and discussion included: that hoarding is recognised as a mental health issue which can have significant impacts on individuals and partner agencies; the process of drawing up a protocol to promote best practice; the wide range of partners involved; that the protocol is an operating tool that helps staff dealing with issues; the relevance of safeguarding and data sharing issues; the move to a 'person centred' approach; the agreement to a common assessment and trigger points for access; the importance of understanding a person's background when establishing what help is needed; and the escalating list of referral actions based on an assessment of severity.

In answer to question from the Board, it was noted that: there was good engagement with AWP, but that further discussions could take place to update the protocol particularly with reference to community mental health teams; that work was ongoing to ensure that data sharing barriers were overcome.

Councillor Wickham thanked the officer for the report and that a further update be given to a future meeting

Resolved

1. **To approve the protocol and supports its use by all relevant agencies when dealing with people who hoard.**
2. **To ask that a programme or project implementation plan and performance measures is reported to a meeting after six months.**

61 **Date of Next Meeting**

It was note that the next meeting would be on the revised date of the 17 October 2018.

62 **Urgent Items**

There were no urgent items

(Duration of meeting: 2.00 - 3.51 pm)

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LATE-NIGHT TAXI FARES TASK GROUP

NOTES OF THE LATE-NIGHT TAXI FARES TASK GROUP MEETING HELD ON 31 JULY 2018 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Derek Brown OBE, Cllr Matthew Dean and Cllr Ian McLennan

Also Present:

Julie Anderson-Hill, Jo Hulbert and Henry Powell

1 Election of Chairman

Cllr Matthew Dean was elected as chairman.

2 Apologies

Apologies were received from Cllrs Dalton, Evans and Payne.

3 Task Group Protocol

Noted.

4 Terms of Reference

Noted.

5 Scoping the review

Jo Hulbert, Compliance Officer, and Julie Anderson-Hill, Head of Service, attended and answered members' questions.

Key discussion points:

- The current system was introduced by the Licensing Committee in 2014 in order to harmonise the different tariffs of the four district councils. It includes a single set of maximum tariffs that applies across the whole county.

- However, Licensing Committee chose not to remove the four 'zones' (against the preference of the Department of Transport and council officers, who were seeking consistency). This means taxi drivers are still only allowed to pick up passengers (off the street or rank) from within their designated zone. They can however drive them beyond their designated zone. Private hire vehicles are not zoned and so can be pre-booked outside of their designated zone. The decision to retain the zones was taken due to concerns about busier areas being 'flooded' with taxis and upsetting the supply-demand balance across the county. Members questioned whether this 'flooding' would in reality happen. Adherence to the zones is also not proactively policed in any way.
- Members noted that the 2014 system followed consultation with the taxi trade but not with anyone else, e.g. representatives of the night-time economy (NTE). At present NTE reps in the Salisbury area are certainly pushing hard for change to the late-night tariffs, but taxi drivers are not. Members agreed to seek evidence from:
 - Taxi trade representatives
 - Salisbury Business Improvement District (BID)
 - Salisbury Chamber of Commerce
 - Pubwatch
 - Purple Flag (which includes representation from a number of other organisations)
 - Ian Garrod, Licensing team member
 - Pate Sparrow, Salisbury Community Police Officer
 - Licensing teams from neighbouring areas
- Members considered whether to engage with equivalent groups from other parts of the county e.g. Chippenham. However, it was believed that only Salisbury now has nightclubs (with Chippenham only now having bars) that open late into the night and the question of late-night tariffs was therefore significantly more relevant in that area.
- Anecdotally, customers in Salisbury often refuse to take the first taxi in the rank if the driver insists on using the proper (i.e. maximum) late-night tariff. The driver is then unhappy when the customer takes a taxi further behind in the queue having negotiated a lower fare with them. The situation leads to confusion and discord, particularly in an environment where customers can be intoxicated.
- Taxi drivers must pay approximately £20 to make tariff changes to their electronic meters.

- Looking at comparisons with other LA tariffs, Wiltshire's tariffs are comparable until 1.00am, but then rise steeply and can be as much as double those in neighbouring areas. There are particularly high charges for 5-8 seater taxis, whereas in other areas (except Test Valley) tariffs for larger taxis are either the same or only slightly higher. Drivers of 5-8 seaters may argue that their expenses are higher.
- Every year the council's Licensing team meet with trade reps to discuss the tariffs. Most recently the general consensus was to leave it alone due to a lack of consensus over what changes were necessary.
- While it could be said that high taxi fares are an inevitable and reasonable result of living in a rural area, members felt it is not a reasonable consequence of being stationed in rural areas due to being in the armed forces.
- Late-night / antisocial hours premiums nationally have been in decline across all areas of the economy in recent years. High late-night taxi fares would appear to be an exception to this. The potential risk of having too few taxi drivers available late at night if fares were more equivalent with those in the daytime would need to be considered.
- It was questionable whether the taxi trade itself always understands the tariff and regulatory system they are working within.
- The task group agreed to meet again in Salisbury in mid-September. The chairman also asked officers to consider their views on the situation and potential changes and to share these with the task group in the coming weeks.

6 **Next steps**

See above.

(Duration of meeting: 10.00 - 11.30 am)

The Officer who has produced these minutes is Henry Powell 01225 718052, of Democratic & Members' Services, direct line , e-mail

WILTSHIRE PENSION FUND COMMITTEE

PART 1 MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING HELD ON 21 JUNE 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Steve Allsopp, Jim Edney, Cllr Gordon King, Cllr Christopher Newbury, Mike Pankiewicz,
Cllr Tom Rounds, Linda Stuart and Cllr Roy While (Vice-Chairman, in the Chair)

Also Present:

Cllr Philip Whitehead

20 Membership

The Committee was advised the following changes had been made to the membership:

Cllr Simon Jacobs was replaced by Cllr Tom Rounds
Cllr Steve Weisinger was replaced by Cllr Tim Swinyard
Cllr Jon Hubbard was replaced as a substitute by Cllr Gavin Grant.

21 Apologies for Absence

Apologies for absence had been received from Cllr Tony Deane, Diane Hall,
Tim Swinyard and Stuart Dark.

22 Minutes

Resolved:

To confirm the Part 1 minutes of the meeting held on 15 March 2018

23 Declarations of Interest

Cllr While declared he was a member of the Fund.

24 Chairman's Announcements

There were no Chairman's Announcements.

25 **Public Participation**

There were no members of the public present.

26 **Membership of the Investment Sub Committee**

Resolved:

To ratify the constitution of the Investment Sub Committee in accordance with its Terms of Reference, with the following membership:

Cllr Tony Deane, Cllr Roy While, Cllr Gordon King and Cllr Tim Swinyard.

27 **Minutes and Key Decisions of the Local Pensions Board**

The Committee considered the recommendations arising from the Local Pension Board meeting on 15 March.

Resolved:

To note the minutes and recommendations arising from the Local Pension Board.

28 **Scheme Regulatory and Legal Update**

The Head of Pensions Administration and Relations gave a Scheme, Regulatory and Legal update to the Committee. The update included that consideration of Public Sector Exit Payments was to go to Parliament as a Private Members Bill. Officers advised the LGPS Regulations had been changed in respect of cessation payments and there had been an alignment of the age members could take their benefits. It was highlighted the General Data Protection Regulation was now in force and the Fund was working towards compliance.

Other updates included that Section 13 of the Public Services Act 2013 required GAD to review the funding valuations and employer contribution rates across the LGPS, the results were expected in summer 2018 and it was not anticipated that any concerns would be raised against the Fund. The Scheme Advisory Board (SAB) was considering the impact of academies on LGPS funds in respect of contribution rates and which funds they should be in, and also their impact on fund administration. SAB had three new projects on separation, guidance, and data which were planned for the future and detailed in the report. The Committee heard officers had recently signed a new contract for their administration software which would help the Fund deliver Business Plan priorities.

Resolved:

To note the updates and changes highlighted in the report.

29 **Pension Fund Risk Register**

Officers explained the changes that had been made to the Fund's Risk Register since the last report to Committee. PEN012 'Over-reliance on Key Officers' had been reduced to an amber risk since a number of key officer roles had been filled. PEN020 'Pooling of LGPS assets' remained a red risk due to the significant amount of officer resource that continued to be required to support pooling. A new risk has been added PEN027 'Significant structural change to LGPS Funds or our Fund' in response to the scope of reviews being undertaken by SAB and the on-going environment of shared service and LGPS Fund mergers.

In response to questions, officers advised to mitigate the risks of pooling they were engaging in the Brunel Client Group and were in the process of recruiting a permanent Investment Manager to oversee the transition. Members discussed the current economic environment for academies within the fund, acknowledging academies would likely reduce their support staff over the coming years, therefore reducing the active members in the Fund. It was also probable there would be more Multi Academy Trusts. In respect of GDPR the Fund's Governance and Performance Advisor explained the Fund was a data controller and considered admitted bodies as joint data controllers; information had also been issued to employers about their respective roles in data controlling and processing.

Resolved:

To note the Risk Register and measures being taken to mitigate risks.

30 **Local Pension Board Code of Conduct & Conflict of Interest Policy**

The Head of Pensions Administration and Relations recommended a change to the Local Pension Board Code of Conduct and Conflict of Interest Policy, endorsed by the Board, that it be reviewed every two years, or upon any material change to the relevant guidance and regulations. Questions were raised over the form for registering interests in respect of the following:

- The legal need to declare 'none' where no interests exist
- Whether interests members were legally obliged to declare could be explicitly identified from other requests
- Whether the interests of the member and their spouse, civil partner or cohabitee need be separated

Resolved:

To request the Fund's legal advisors consider the questions raised as detailed above and possible revisions to the document.

31 **Governance Compliance Statement**

The Head of Pensions Administration and Relations advised the Governance Compliance Statement was a legal requirement and would be included in the Fund's Annual Report.

Resolved:

To approve the Governance Compliance Statement.

32 **Internal Audit Report**

The Head of Pensions Administration and Relations advised South West Audit Partnership had given the Fund a 'Reasonable Assurance' audit opinion. Officers had taken action on the recommendations arising from the audit and a statement would be made to confirm when reconciliation work had been completed.

Resolved:

To note the update and attached SWAP Internal Audit Report and recommendations and management's response to these recommendations.

33 **Pension Fund Administration Outturn Statement 2017/18**

The Interim Investment Manager presented the Fund's Outturn Statement, it was explained the variance between planned and actual expenditure was mostly due to higher performance fees for investment managers and actuarial costs. The Actuary had provided additional resource to support the Fund during a period of high staff turnover. It was explained that a national comparison existed and officers could present this to Committee if considered useful.

Resolved:

To note the Administration Outturn Statement and offer to present national comparisons in future reports.

34 **Draft Statement of Accounts**

The Interim Investment Manager explained the production of the Fund's accounts had been a challenge for 2017-18 due to staff changes and the change of custodian as a result of asset pooling. It was considered the Fund

was now well placed for a smoother process the following year as staff were fully trained. The Committee was advised the lead auditor was confident with the Fund's accounts and the audit was expected to go well.

Resolved:

To approve the draft Wiltshire Pension Fund Financial Statements 2017/18, subject to the completion of the audit and to refer the accounts to the Audit Committee to consider as part of the Wiltshire Pension Fund Committee accounts.

To thank officers for their hard work in producing the accounts over a challenging transition period.

35 Investment Strategy Statement

The Committee considered an updated Investment Strategy for the Fund and it was suggested reference to the Flight Path and risk management tools could be made earlier in the document to contextualise details provided. It was also recommended further detail be provided on Brunel Pension Partnership.

Members commented the cover report for the Investment Strategy Statement stated there were no environmental implications of the policy, however the policy itself gave a broad statement on Environment Social and Governance issues and the Fund considered ESG implications as part of its investments.

Resolved:

To approve the 2018 Investment Strategy Statement, subject to amendments to include further detail on Brunel and the Flight Path/risk management; the wording of such amendments to be delegated to officers. And to request the Committee is updated on changes at a future meeting.

To request future cover reports for the Investment Strategy Statement include a statement in respect of ESG issues.

36 Date of Next Meeting

The next meeting was to be held on 20 September 2018.

37 Urgent Items

There were no urgent items.

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 Numbers 39-44 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.

39 **Employer Investment Strategies - Progress Update**

Catherine McFadyen and Barry Dodds from Hymans-Robertson LLP presented on separate employer investment strategies for the Fund.

Resolved:

To endorse the approach set out by Hymans and delegate to officers to implement the proposal and develop a detailed timeline to plan actions for the next four quarters.

To request an update on progress with investment strategies in September and case study examples of the impact on employers of switching out of the main strategy.

40 **Brunel Pension Partnership update**

The Interim Investment Manager gave an update on the progress of Brunel Pension Partnership.

Resolved:

To note the verbal update on the progress of Brunel Pension Partnership.

41 **Investment Quarterly Progress Report**

An update on the Fund's investment performance was provided.

Resolved:

To note the reports and performance of the Fund's investments.

42 **Minutes and Key Decisions of the Investment Sub Committee**

The Committee considered the recommendations arising from the Investment Sub Committee, and noted key decisions in respect of risk management that would link into the investment strategies work led by Hymans.

Resolved:

To note the minutes and key decisions of the Investment Sub Committee held on 7 June 2018.

To recommend an amendment to minute 27 to clarify a reference to investment advisors.

43 **Minutes**

Resolved:

To confirm the Part 2 minutes of the meeting held on 15 March 2018.

44 **Urgent Item**

Representatives from Hymans Robertson and Jim Edney, Independent Advisor, left the meeting due to a conflict of interest.

The Committee was invited to consider the contracts for the Fund's investment adviser, independent adviser and actuary.

Resolved:

To note that officers would make the necessary procurement arrangements for an actuarial contract, and would update the Committee on progress. And to endorse the recommendation that the optimum time be found for the contract to come to an end during the valuation cycle, however to also note that decisions are subject to procurement law.

To note the Investment Advisor contract would be reviewed in 2019, closer to the expiry date of the contract.

To request a proposal on the contract for an Independent Governance Advisor be brought to the next meeting.

(Duration of meeting: 10.30 am - 12.40 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

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WILTSHIRE PENSION FUND COMMITTEE

**PART 1 MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING
HELD ON 20 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL
OFFICES, COUNTY HALL, TROWBRIDGE.**

Present:

Cllr Steve Allsopp, Cllr Tony Deane (Chairman), Jim Edney, Cllr Gordon King,
Cllr Christopher Newbury, Cllr Tom Rounds and Cllr Roy While (Vice-Chairman)

Also Present:

Cllr Philip Whitehead

45 Welcome

The Chairman welcomed those present to the meeting.

46 Apologies for Absence

Apologies had been received from Diane Hall, Ian Duncan and Howard Pearce.

47 Minutes

Resolved:

To confirm the minutes of the meeting held on 21 June 2018.

48 Declarations of Interest

Jim Edney declared a pecuniary interest in item 23 and left the meeting prior to this item being discussed.

49 Chairman's Announcements

The Chairman advised that Brunel Pension Partnership would be requested to submit details on their performance and the Fund had recently considered the company as an manager for infrastructure investment. It was noted the Chairman had received a letter from Unison about responsible investment and was preparing a response.

50 **Public Participation**

There were no members of the public present.

51 **Minutes and Key Decisions of the Local Pension Board**

A update was provided on the minutes and key decisions of the Local Pension Board. A key update included that the Board had expressed concern on the Risk Register item PEN012 due to the interim nature of the current Treasurer appointment, and requested this risk be kept under regular review. The Board had received comprehensive updates on the Fund's new Communication Strategy and branding, in addition to its approach on ensuring compliance with the General Data Protection Regulations 2018. Discussion on the Investment Strategy Statement held at the LPB, had centred on Environmental Social and Governance principles and their alignment with the ISS.

The Chairman observed the Local Pension Board had, similarly to Committee, requested an update from Brunel on the its costs and performance against Business Plan objectives. Members of the committee expressed concern about the level of duplication of discussion items at both Board and Committee, it was also highlighted this could sometimes delay the agreement of policies. Officers and advisers highlighted they were aware of another Council which had merged the Board and Committee, whereas some other authorities ran one meeting on from the other with joint discussion over certain policies.

Resolved:

To note the update on the work of the Local Pension Board and to request a report to the next meeting on potential future options for the Committee and Board, developed in consultation with the Independent Governance Adviser.

52 **Scheme, Legal, Regulatory and Fund Update**

A report from the Head of Pensions Administration updated the committee on the latest regulatory and legal updates for the LGPS. In particular, the Government's 'separation project' was discussed; there would be consultation before a final report in Spring 2019. The Committee heard the purpose of the project was to consider conflicts of interest with senior officer and members, the Scheme Advisory Board had however been clear that any separation would still involve local democratic accountability. The committee also discussed reforms to public sector exit payments, this was tabled for debate at Parliament, however details had not yet been released. A final update was that the Government Actuaries Department was to publish its final section 13 review of triennial valuations across the LGPS, however the Fund was not concerned about the outcome as it had already been informally advised that no issues had been identified by GAD.

Resolved:

To note the scheme, legal, regulatory and Fund update and request officers consider whether it is appropriate for a current Department for Work and Pensions consultation to be added.

To request officers update the Committee the progress of the ‘separation project’ and invite committee members to contribute to the consultation at an appropriate time.

53 **Pension Fund Risk Register**

An update from the Head of Pensions Administration on the Risk Register was circulated for members to consider. There was 1 remaining red risk for the Fund in respect of the pooling of LGPS assets. Committee members commented they were conscious of this risk and noted the transition to Brunel had been delayed by a year. The Fund’s Independent Governance Adviser considered Brunel was progressing well compared to other pools. Members queried over-reliance on key officers in Brunel, and it was agreed questions should be raised with Brunel about succession planning. Members suggested a performance-related bonus scheme that was organised against clear and fair performance indicators would drive performance and attract high calibre candidate to Brunel. It was also highlighted that Brunel would require dedicated staff to manage infrastructure investment.

Resolved:

To note the Risk Register and request feedback on Brunel’s bonus scheme be reflected back to the company.

54 **Draft Annual Report**

The Fund’s Annual Report detailed a sound audit opinion and accounts. It was commented that with resource demands as the Fund supported asset pooling, the Fund should focus on legal compliance and delivering sound accounts, before extending its work to comparing itself to others within the LGPS. Members considered the Fund needed to demonstrate in its public communications that it was a responsible investor and had no direct investment in fossil fuels, as such the Fund planned to publish more information about its investments on its website.

Resolved:

To approve the draft annual report, subject to review by the Local Pension Board Chair prior to publication.

55 **Employer Charging Policy**

Officers presented an Employer Charging Policy which had been developed to reflect existing practices. The charges were divided between general running costs and additional, employer-specific costs. Costs were mostly based on professional fees and did not include overheads and officer time, members felt this should be factored into charges when the scale of the work was significant.

Resolved:

To approve the employer charging policy for the Fund with the addition of staff costs/officer time where there are extra costs specific to employer and significant to the fund. The finalisation of these costs was delegated to officers.

56 **Revised Employer Cessation Policy**

The Committee considered a revised employer cessation policy, that had been updated as a result of a new requirement for surpluses to be returned to employers upon leaving the fund and due to more complicated situations with Multi Academy Trusts. Advisers and members felt the policy was sensible and were reassured by the fact it was supported by the Actuary.

Resolved:

To approve the revised Employer Cessation Policy for the Fund with effect from 1 October.

57 **Key Performance Indicators**

The Head of Pensions Administration and Relations updated on Key Performance Indicators, to which new measures had been added. There was a downward trend on KPIs, mostly attributed to vacancies in the team which had impacted upon administration, however these vacancies had now been filled and so the KPIs should see improvement in due course. It was noted the Fund was obliged to publish some figures as part of its annual scheme returns.

In response to questions, officers advised the new resource would be directed to meeting tPR requirements, overtime arrangements were also targeted to the processing of deferred member benefits. On the issue of complaints, the Fund received few formal complaints and prioritised those activities which were of high importance to customers.

It was noted an ambition for the Fund in the future was to develop KPIs for employers.

Resolved:

To note the Fund's performance against Key Performance indicators.

58 **Local Pension Board Annual Report**

The Governance and Performance Manager introduced the LPB Annual Report, to which two changes had been made following LPB review. The Committee felt the Annual Report was owned by the Board and did not require Committee approval.

Resolved:

To note the Local Pension Board annual report and recommend in future this is approved by the Board only.

59 **Training Plan**

Richard Bullen, Fund Governance and Performance Manager, informed the committee a survey had been developed by Hymans on training needs and circulated to Committee and Board members for response. The survey would inform the training schedule for members, alongside the Business Plan priorities, and the Chairman encouraged members to complete this. Officers also offered the Pensions Regulator to speak to the committee on the Code of Practice 14 requirements. The Fund was also considering making more training available online, members suggested it would also be efficient to have training following on from a Committee meeting. Positive feedback was provided from a recent training event, it had been interactive, with time for a question and answer session.

Resolved:

To note the update from the Governance and Performance Manager.

To request further training on the valuation process at a future meeting and to take up the offer of training from the Pensions Regulator.

The Chairman requested substitute members also be invited to training events.

60 **Date of Next Meeting**

The next meeting of the Committee was to be held on 12th December 2018 in Swindon.

The Chairman requested the invitation be extended to substitute members to attend a training event following on from the main committee meeting.

61 **Urgent Items**

There were no urgent items.

62 **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 Numbers 63-68 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.

63 **Brunel Pension Partnership Update**

The Committee was updated on the progress of Brunel Pension Partnership.

Resolved:

To note the update on the progress of Brunel Pension Partnership.

To request an event be organised with Greater Manchester Pension Fund to discuss investment in local infrastructure.

64 **Investment Quarterly Progress Report**

The interim Investment Manager updated on the performance of the Fund's investment.

Resolved:

To note the performance of the Fund's investments over the last quarter.

65 **Investment Sub-Committee**

A brief update was provided following the recent Investment Sub Committee meeting.

Resolved:

To note the update from the recent of Investment Sub Committee meeting.

To delegate authority to officers, in consultation with the Chairman and advisers from Mercers to transfer funds to Brunel Pension Partnership to

invest in infrastructure (£0-50m), subject to adequate reassurances from Brunel being supplied to Mercers.

66 Procurement of Actuarial Contract

Potential processes for the procurement of an actuarial appointment were discussed.

Resolved:

To agree Option B as set out in the report and delegate authority to officers to progress this procurement.

To recommend members are invited to meet the Actuary upon appointment.

67 Procurement of Independent Governance Advisor Contract:

The committee was presented with options for the procurement of an Independent Governance Adviser contract.

Resolved:

To proceed with Request for Quote option as presented in the report.

68 Minutes

Resolved:

To confirm the Part 2 minutes of the meeting held on 21 June 2018.

(Duration of meeting: 10.30 am - 1.15 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

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 14 JUNE 2018 AT WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

Cllr Junab Ali, Cllr Abdul Amin, Cllr Alan Bishop, Cllr Peter Hutton,
Cllr Richard Britton, Cllr Ross Henning, Chris Henwood, Cllr Brian Mathew,
Cllr Tom Rounds, Cllr Jonathon Seed and Cllr Caryl Sydney-Smith

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPCC
Naji Darwish – OPCC
Ryan Hartley – OPCC
Chris McMullin - OPCC
Carolyn Filmore – OPCC

Emily Higson – Wiltshire Council
Kevin Fielding – Wiltshire Council

34 Appointment of Chairman and Vice-Chairman

Cllr Richard Britton was elected Chairman for the forthcoming year.

Cllr Junab Ali was elected Vice-Chairman for the forthcoming year.

35 Apologies for Absence

Apologies were received from Cllr John Smale.

36 Minutes and matters arising

Decision:

- **That the minutes of the meetings held on Thursday 22 March 2018 and Wednesday 9 May 2018 were confirmed as the correct records.**

37 Declarations of interest

There were no declarations of interest.

38 Chairman's Announcements

- That Cllr Anna Cuthbert had been replaced by Cllr Tom Rounds as one of the Wiltshire Council panel representatives.
- That a minutes silence would be observed for the Grenfell Tower victims at midday.
- The Commissioner advised that due to a growing workload he had decided to appoint a Deputy Commissioner. Recruitment would be carried out in due course with the PCP holding a Hearing to ratify the appointment of the successful candidate.

39 Public Participation

Mr Paul Sunners raised concerns re the proposed appointment of a Deputy Police and Crime Commissioner.

That Citizens in Policing had met for their first meeting with very good feedback.

40 Wiltshire Police Special Burglary Operation

Inspector Andy Fee and Detective Sergeant Anthony King gave a presentation that outlined Wiltshire Police's Special Burglary Operation.

Points made included:

- That Wiltshire Police were actively targeting criminals taking part in this type of offence.
- Typically targeted were properties that had high carat gold and jewellery inside. Asian households were at least five times more likely than white European households of being the victim of a domestic burglary where gold was taken. These communities were associated with high value gold within family wealth, ceremonial use and display and were likely to keep significant quantities of high value gold in their homes.

- Engagement work had been undertaken with the Asian community using prevention information and PCSOs were tasked to engage with the Asian community to distribute leaflets and provide reassurance. Work was undertaken with the Swindon Hindu Temples to advise on the safe storage of high value items on their site.
- Intelligence identifies suspects were very organised and prepared to travel large distances and across Force boundaries. They were also known to commit distraction burglaries. Previous research and intelligence would also show Distraction Burglary and 'Rogue Trading' crime as linked and had long been considered as how suspects can identify their target addresses.

The Chairman thanked Inspector Andy Fee and Detective Sergeant Anthony King for their informative presentation.

41 **PCP Annual Report**

It was agreed to defer this agenda item until the September meeting.

The Chairman requested that the OPCC provided PCP members with draft copies of the report for their comments.

42 **Quarterly data (Q4)- Risk / Performance / Finance / Complaints**

The Commissioner outlined a report setting out his quarterly performance data – Quarter Four 2017-18 (1 January to 31 March 2018) contained in the agenda pack.

Points made included:

- There were 9,918 crimes recorded during quarter four and 43,744 crimes were recorded in Wiltshire in the 12 months to March 2018. This represents an increase of 2,062 crimes (five per cent) compared to the previous 12 months.
- The recorded crime rate per 1,000 population for Wiltshire in the year to March 2018 was 64.3 crimes. This was below the most similar group (MSG) average of 69.6 crimes per 1000 population.
- The Force continued to prioritise residential burglary and the ability to provide the victim with a positive outcome. The head of crime for Wiltshire, Superintendent Sarah Robbins had further developed a detailed improvement plan and updates with regards to progress against this plan had been presented to the Commissioners Monitoring Board (CMB).

- That the recent Salisbury incident had cost Wiltshire Police some 7.5m, some funding would be received from Central Government to offset this.

Deep Dive – Priority 1: Prevent Crime and keep people safe.

Note: It was agreed to defer this item until the September meeting.

Risk Register – 2017-2021

The report was noted.

The Chairman thanked the Commissioner for his reports.

43 **Data on CPT staffing levels**

The Chairman advised that he felt that this was a good report, with useful information.

It was agreed that tables 1 & 2 would be incorporated into the PCP performance framework to enable PCP oversight.

44 **Formation of National Association of PCPs**

Decision

- **It was agreed that £500 would be allocated from PCP funds for membership of the National Association of PCPs.**

45 **Appointment of co-opted panel members**

That work was ongoing re the appointment of two co-opted panel members.

The Chairman thanked Cindy Creasy and Chris Henwood for their valued contribution to the panel.

46 **Member questions**

There were no member questions.

47 **Forward Work Plan**

The Forward Work Plan was noted with the following points:

- Proposed Community Policing Team Resource Framework – That tables 1 & 2 were incorporated into the PCP performance framework to enable PCP oversight.
- That the deferred Deep Dive item to go on to the September meeting agenda.
- Budget Monitoring to go on to the September meeting agenda.

48 **Future meeting dates**

- 27 September – County Hall, Trowbridge
- 6 December 2018 – Civic Offices, Swindon

(Duration of meeting: 10.30 am - 1.00 pm)

The Officer who has produced these minutes is Kev Fielding, of Democratic Services, direct line 01249 706612, e-mail kevin.fielding@wiltshire.gov.uk

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 1 AUGUST 2018 AT THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

Cllr Richard Britton, Cllr Sue Evans (Substitute), Cllr Ross Henning, Cllr Peter Hutton, Cllr Brian Mathew and Cllr Jonathon Seed

Also Present:

Angus Macpherson – Police & Crime Commissioner (part)
Kieran Kilgallen – OPCC (part)
Jerry Herbert – Deputy Police & Crime Commissioner

49 Apologies for Absence

Apologies were received from Cllr Abdul Amin – SBC, Cllr Alan Bishop – SBC, Cllr Caryl Sidney-Smith – SBC, Cllr Tom Rounds – Wiltshire Council and Cllr John Smale – Wiltshire Council (Substitute Cllr Sue Evans)

50 Declarations of interest

Cllr Jonathon Seed – had made an application for the position.

51 Chairman's Announcements

The Chairman advised that both he and the other panel members were disappointed that the OPPC had failed to provide them with biographical information on the successful candidate. The PCP were also disappointed that they had had no input in the recruitment process.

A motion was proposed to defer the meeting until biographical information on the successful candidate could be provided by the OPPC. This motion was defeated, with the Chairman having the casting vote to continue the meeting.

It was then proposed by the OPPC to adjourn for 15 minutes whilst they obtained biographical information for the panel members to read.

The meeting reconvened after the panel had read the biographical information.

52 **Public Participation**

There was no public participation.

53 **Selection Process**

The Chairman welcomed Jerry Herbert to the meeting and requested that he gave the panel an overview of his career and the relevance of it to the post of Deputy Police and Crime Commissioner.

Points made by Jerry Herbert included:

- That he had worked at a fairly high political level during his career.
- That he had had a long interest in political life.
- The importance of “holding to account”.
- An interest in policing matters.

The panel were then given the opportunity to question Jerry Herbert.

Points raised during the question and answer session included:

- The importance of understanding diversity particularly in Swindon.
- The need for more partnership working with the other blue light services.
- The need for clarity of the role and good public and community engagement.

54 **Exclusion of the Press and Public**

55 **Review the proposed appointment**

The panel then discussed in closed session their impressions of the preferred candidate.

56 **Decision**

- **That the Wiltshire Police and Crime Panel endorses the appointment of Jerry Herbert as the Deputy Police and Crime Commissioner.**
- **The panel did have some reservations and it was agreed that the panel Chairman would write to the Police and Crime Commissioner to outline these.**

Note: Cllr Jonathon Seed abstained from the vote.

(Duration of meeting: 10.30 am - 12.20 pm)

The Officer who has produced these minutes is Kev Fielding, of Democratic Services, direct line 01249 706612, e-mail kevin.fielding@wiltshire.gov.uk

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ELECTORAL REVIEW COMMITTEE

MINUTES OF THE ELECTORAL REVIEW COMMITTEE MEETING HELD ON 5 SEPTEMBER 2018 AT WEST WILTSHIRE ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Ian Blair-Pilling, Cllr Richard Clewer (Chairman), Cllr Gavin Grant, Cllr Ian McLennan, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jonathon Seed (Vice-Chairman), Cllr Stuart Wheeler and Cllr Graham Wright

Also Present:

Cllr Jacqui Lay

37 **Apologies**

An apology for absence was received from Councillor Clare Cape.

38 **Minutes**

The minutes of the meeting held on 25 June 2018 were presented and after consideration it was,

Resolved:

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

39 **Declarations of Interest**

There were no declarations.

40 **Chairman's Announcements**

The Chairman thank the Committee and the supporting officers for their work on the submissions to the Local Government Boundary Commission for England, who had on 28 August 2018 announced their 'minded to' decision that the Council retain a council size of 98.

41 **Public Participation**

There were no questions or statements submitted.

42 **Electoral Review Update - Stage One Consultation**

The Chairman of the Electoral Review Committee, Councillor Richard Clewer, formally advised the Committee of the 'minded to' decision of the Local

Government Boundary Commission for England (LGBCE) that Wiltshire Council retain 98 councillors, and that the consultation for people to propose a pattern of divisions would run until 5 November 2018. The Council would therefore need to prepare a submission for that date.

The Committee was informed that information gathering sessions had been arranged for all Wiltshire Councillors in area board groupings to discuss potential issues and solutions to creating divisions with a maximum 10% variance from the target electorate of 4291. The Committee agreed that as the community areas had been a central argument in the Council's submissions to the LGBCE, which had been accepted by the Commissioners, new divisions inasmuch as possible should be contained within existing community area boundaries, however it was recognised that in some areas parishes might need to be split between divisions or parishes moved between community areas due to electorate numbers.

Parish councils had been provided data relating to the electoral review and of the LGBCE consultation, but it was emphasised that the review was not concerned with changing parish boundaries, only the creation of electoral divisions to Wiltshire Council in accordance with the relevant criteria of electoral equality, community identity and convenient and effective local government. It was confirmed the LGBCE had strongly advised that any community governance reviews should not take place until the electoral review was concluded.

Officers confirmed that a large-scale county map and more detailed divisional maps showing polling districts with electorate forecasts were available to view in the Richardson Suite on the ground floor on a drop-in basis other than when the scheduled sessions with area board councillors were being held. Maggie Mulhall, the consultant electoral services expert would generally be available in the suite to support councillor enquiries. Reminders and specific information would be sent to councillors ahead of their respective area board session. Officers also confirmed the information already sent to councillors and parish councils both from the LGBCE and Council with links to all the necessary webpages containing guidance and data. This would be re-sent on request.

The Committee discussed the next stage of the review at length, and how it would seek to prepare a submission, including a workshop on 27 September and whether it would be necessary to move the scheduled council meeting date of 16 October to approve a submission, or have an extraordinary meeting, and and if an extension of the consultation period could be requested of the LGBCE without an overall delay in the process.

Resolved:

To note the comments raised during the meeting and continue to update the Committee as the Electoral Review progresses.

43 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.35 - 10.35 am)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services,
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ELECTORAL REVIEW COMMITTEE

MINUTES OF THE ELECTORAL REVIEW COMMITTEE MEETING HELD ON 2 OCTOBER 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Ian Blair-Pilling, Cllr Richard Clewer (Chairman), Cllr Gavin Grant, Cllr Ian McLennan, Cllr Ashley O'Neill, Cllr Graham Wright and Cllr Ruth Hopkinson (Substitute)

Also Present:

Cllr Peter Fuller and Cllr Fred Westmoreland

1 Apologies

Apologies for absence were received from Councillors Christopher Newbury, Jonathon Seed and Stuart Wheeler.

Apologies were also received from Councillors Ashley O'Neil and Graham Wright, that they would arrive late to the meeting.

2 Minutes

The minutes of the meeting held on 5 September 2018 were presented for consideration and it was,

Resolved:

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

3 Declarations of Interest

There were no declarations.

4 Chairman's Announcements

There were no announcements.

5 Public Participation

A comment was received at the meeting from a representative of Chute Parish Council, supporting the proposed division in that area. In response to a question

on the names of divisions it was confirmed the ones detailed in the agenda documents were placeholders only.

6 **Electoral Review Update - Stage One Submission**

Councillor Richard Clewer, Chairman of the Electoral Review Committee, presented the draft council wide pattern of divisions proposal as contained within agenda supplements 1 and 2. It was emphasised that the Local Government Boundary Commission for England (LGBCE) was running a consultation from 28 August to 5 November, and Wiltshire Council was only a consultee in that process. It was noted that all parishes had been contacted on multiple occasions to draw their attention to the review, and information gathering sessions held for each existing area board. All comments received had been circulated to all councillors.

In preparing a council wide submission it was explained as also detailed in agenda supplement 3 that key principles had been applied when preparing new divisions. These included: the abiding principle that every effort be made to ensure divisions were within a variance of 10% from the target number of electors of 4263; that area boards, being critical to the decision of the LGBCE to retain a council size of 98, should be maintained wherever possible in a similar form as their existing one; that where previous Community Governance Reviews had made a decision on existing built up urban areas that those decisions be followed when drawing up proposed divisions; to preserve parishes in their entirety wherever possible except where community interest determined otherwise; that wherever possible divisions should be entirely urban or entirely rural; and that where known new development was to take place on the edge of an urban area that the default position should be that the areas should be contained within the same division. This would be without prejudice to any possible future governance reviews.

The Committee endorsed the use of those principles in developing proposals, and then discussed the draft submission documentation in detail. It was recognised that any alterations to the proposal at committee or council would need to have no effect or mitigated effect on the rest of the proposal, to ensure coherence. It was also strongly highlighted that in all urban areas many lines remained indicative and would be subject to some change up to and beyond the council meeting on 16 October. This was because calculating electors by individual street would be required, and therefore some of the lines might contain too few or too many electors, which was the critical factor.

In discussing the proposals, the Committee discussed a number of key areas. In relation to the proposed division of Amesbury West and Bulford it was stated that further discussions had been had with local councillors, and an alternative was suggested to include sections of the current Amesbury East division with the parish of Bulford, and that this represented a community focused proposal. The Committee accepted the suggestion for incorporation within the overall draft proposal.

In relation to proposed divisions with the Trowbridge community area the Committee discussed at length the proposed inclusion of new urban areas, geographic barriers within the area, and the nature of any communities within the town and how to divide divisions, and confirmed that significant housing was predicted to be delivered in time for new elections to make a new division including that development to be viable. Further suggestions had been sought from local councillors and would be considered ahead of the meeting on 8 October.

It was also noted that a meeting had been arranged to discuss further minor changes in the Corsham area.

The Committee also discussed the proposals for the Southern Area Board. The draft proposal included a division at 11% variance, and during workshop sessions it had been requested to explore further alternatives. It was reported that a great many alternatives had been considered but that when considering the statutory criteria other options required the division of multiple parishes in arbitrary fashion which did not have any community basis, and therefore the proposed draft was the most acceptable option, even with its variance slightly too high. Given the nature of development in the area, however, it was suggested that the proposed division would find itself within acceptable variance within a few years.

The Committee were also strongly of the view that all of Laverstock and Ford Parish should be contained within a single Area Board, and that this should be the Southern Area Board.

In discussing the proposals regarding Salisbury the Committee discussed potential areas for slight amendments to boundaries including with the Bemerton areas and St Pauls among others, and noted that an east west dividing line in the Harnham area was most suitable due to the increase in electorate in that area making a north south line unviable with the inclusion of new development.

In relation to the Royal Wootton Bassett and Cricklade proposals the Committee discussed suggestions that in addition to the latest new development at the far south east of Purton parish which it was proposed be moved to another division due to Purton being too large, that the existing housing in that same area be moved as it was once cohesive community. This would as a result require the moving of Broad Town parish into the proposed Lyneham division, which it was felt would be more appropriate considering the inclusion of Broad Hinton as well. Additionally, as Winterbourne Bassett was a joint parish council with Broad Hinton, this should also be included, while keeping all divisions within acceptable electoral variance.

The Committee also discussed various options for the Melksham area at length, including the inclusion of additional parishes from other areas, joining the north of the town with the northern part of Melksham Without parish, the inclusion of Broughton Gifford with the southern parishes and more. The Committee accepted that the division of Bowerhill into multiple divisions was not an ideal

solution, although it noted that the parish to which Bowerhill belonged, Melksham Without, would under any solution require multiple divisions. The Committee agreed that the external boundary of the new area board should be as proposed in the draft submission, and noted that further discussion would be taking place with local councillors to discuss how to fit divisions within that boundary.

The Committee also expressed thanks to the Chairman, project team, and the Portfolio Holder, Councillor Ashley O'Neil, for their dedicated, cross party work to develop a satisfactory and coherent council wide solution.

At the conclusion of discussion and on the motion of Councillor Richard Clewer, seconded by Councillor Gavin Grant, it was,

Resolved:

To approve the draft submission for recommendation to Full Council, subject to:

- 1) further discussions on proposed divisions for Melksham Area Board, within the external boundaries as shown by the existing proposals;**
- 2) further amendments to minor movements inside the defined urban areas to be delegated to the Director of Legal and Democratic Services after consultation with the Chairman of the Committee;**
- 3) Final confirmation at the meeting to be held on 8 October 2018.**

7 Urgent Items

There were no urgent items.

(Duration of meeting: 4.30 - 11.20 am)

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STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 6 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Allison Bucknell (Chairman), Cllr Tony Jackson (Vice-Chairman), Cllr Richard Clewer, Cllr Mike Hewitt, Cllr John Smale, Cllr Hayley Spencer, Cllr Jon Hubbard (Substitute) and Cllr Tony Trotman (Substitute)

Also Present:

Cllr David Halik

35 Apologies for absence

Apologies for absence were received from:-

Cllr David Jenkins who was substituted by Cllr Jon Hubbard

Cllr Ricky Rogers

Cllr Baroness Scott of Bybrook OBE, who was substituted by Cllr Tony Trotman

36 Minutes of Previous Meeting

Resolved:

To confirm and sign as a correct record the minutes of the previous meeting held on 10 May 2018.

37 Declarations of Interest

There were no declarations of interest made at the meeting.

38 Chairman's Announcements

There were no Chairman's announcements.

39 Public Participation

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

40 **Appointment of Sub-Committees**

Resolved:

To appoint members to serve on the sub-committees of this Committee for the ensuing year as set out below:-

(a) Senior Officers Employment Sub-Committee

Cllr Allison Bucknell, Cllr Richard Clewer & Cllr Hayley Spencer.
(Substitute Members: Cllr Jon Hubbard, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr Fleur de Rhe-Philipe, Cllr Baroness Scott of Bybrook OBE, Cllr John Smale, Cllr Ian Thorn & Cllr Tony Trotman.)

(b) Appeals Sub-Committee

Cllr Allison Bucknell, Cllr Richard Clewer & Cllr David Jenkins.
(Substitute Members: Cllr Mike Hewitt, Cllr Jon Hubbard, Cllr Gordon King, Cllr Fleur de Rhe-Philipe, Cllr Baroness Scott of Bybrook OBE, Cllr Hayley Spencer, Cllr Ian Thorn & Cllr Tony Trotman.)

(c) Grievance Appeals Sub-Committee

Cllr Allison Bucknell, Cllr Tony Jackson & Cllr Hayley Spencer.
(Substitute Members: Cllr Peter Evans, Cllr David Halik, Cllr Jon Hubbard, Cllr David Jenkins, Cllr Gordon King, Cllr John Smale, Cllr Ian Thorn & Cllr Tony Trotman.)

41 **Quarterly Workforce Report: April to June 2018**

The Committee received a workforce report, excluding fire, police and school staff, for the quarter ended 30 June 2018.

It was noted that the overall sickness absence rate had decreased this quarter to 2.1 days per whole time equivalent (WTE) officer, this being reflected by a drop in short term sickness, as would be expected in this quarter due to an end to the cold/flu season.

The overall number of days lost to sickness in this quarter had reduced by 7% compared to the same quarter in 2017. However, an additional 11 people (a total of 109) were absent on long-term sickness (more than 20 days) in the quarter, increasing the number of days lost by 372 days (+12.8%).

Members noted that stress/depression/mental health/fatigue continued to be the most prevalent reason for sickness absence, with more than 1 in 3 days being lost to a stress related absence during this quarter. This was up 3% from the previous quarter. Discussions with the services and with occupational health professionals would be taking place to determine the likely causes. However, it was pointed out that these increases might be partly attributable to raised reporting of stress following efforts to improve the awareness of mental health.

A trend appeared whereby the older bandings of staff (from 45 to 64) had the most stress related absences, the absence type reported more prevalently being female staff. The analysis indicated that the majority of stress cases were identified as “non-work related”. Consideration was being given as to whether the opportunity existed to identify some of these external factors.

Members were informed that managers played a key role in managing sickness and it was important that they fully understood the implications.

During further discussion, Members expressed an interest in receiving further information on absences as a result of injuries. Officers agreed to circulate this information to Members of the Committee.

Resolved:

To note the Quarterly Workforce Report.

42 **Date of Next Meeting**

Resolved:

To note that the next scheduled meeting of the Committee was due to be held on Wednesday 7 November 2018 at County Hall, Trowbridge, starting at 2.00pm but that this might need to be changed due the availability of officers.

43 **Urgent Items**

There were no items of urgent business.

44 **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 Nos. 45 and 46 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.

45 **Local Government Pension Scheme (LGPS) Employer Discretions - Payment of Deferred Benefits**

On considering a confidential report by the Director, Human Resources & Organisational Development,

Resolved:

To approve the request from a member of staff to allow the rule of 85 to be applied on his retirement on 1 October 2018 taking into account that there would be no financial cost to Wiltshire Council.

46 **Local Government Pension Scheme (LGPS) Employer Discretions**

On considering a confidential report by the Director, Human Resources & organisational Development,

Resolved:

To not approve the request from a former member of staff for the release of deferred benefits on compassionate grounds with effect from 1 August 2018 for the following reasons:-

- (1) The Committee did not regard the grounds as being compassionate.**
- (2) The cost to the Council of agreeing to this request which would be disproportionate to the pension.**

(Duration of meeting: 10.30 - 11.30 am)

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

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OFFICER APPOINTMENTS COMMITTEE

**DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING
HELD ON 6 JULY 2018 AT THE NORTH WILTSHIRE ROOM - COUNTY HALL,
TROWBRIDGE BA14 8JN.**

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr Richard Clewer, Cllr Ian Thorn,
Cllr Bridget Wayman and Cllr Philip Whitehead

48 **Apologies**

There were no apologies.

49 **Minutes of Previous Meeting**

Resolved:

**To confirm and sign the minutes of the previous meeting held on 10 April
2018.**

50 **Declaration of Interests**

There were no declarations of interest made at the meeting.

51 **Chairman's Announcements**

There were no Chairman's announcements.

52 **Public Participation**

No members of the public were present.

53 **Urgent Items**

There were no urgent items of business.

54 **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. 55 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.

55 **Appointment of Director of Finance & Procurement**

The Committee conducted an interview and selection process to appoint to the role of Director, Finance & Procurement.

After discussion, it was,

Resolved:

To not appoint to the post of Director, Finance & Procurement at this time and to re-advertise the post externally in September 2018.

(Duration of meeting: 9.30 am - 2.40 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

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OFFICER APPOINTMENTS COMMITTEE

DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING HELD ON 25 JULY 2018 IN THE LEADER'S OFFICE AT COUNTY, HALL, TROWBRIDGE.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr Laura Mayes, Cllr Bridget Wayman and Cllr Jerry Wickham

56 Apologies

An apology for absence was received from Cllr Ian Thorn.

57 Minutes of Previous Meeting

Resolved:

To approve and sign the minutes of the previous meeting held on 6 July 2018.

58 Declaration of Interests

There were no declarations of interest made at the meeting.

59 Chairman's Announcements

There were no Chairman's announcements.

60 Public Participation

No members of the public were present.

61 Urgent Items

There were no urgent items of business.

62 **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. 63 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.

63 **Appointment of Director, Education & Skills**

The Committee conducted an interview and selection process to appoint to the role of Director, Education & Skills.

After discussion, it was,

Resolved:

To appoint Helean Hughes to the post of Director, Education and Skills, 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: 9.30 am - 1.20 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

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OFFICER APPOINTMENTS COMMITTEE

DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING HELD ON 26 JULY 2018 AT PITMAN ROOM - COUNTY HALL, TROWBRIDGE.

Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr Ian Thorn, Cllr Bridget Wayman,
Cllr Philip Whitehead and Cllr Jerry Wickham

Also Present:

64 Apologies

There were no apologies.

65 Declaration of Interests

There were no declarations of interest made at the meeting.

66 Chairman's Announcements

There were no Chairman's announcements.

67 Public Participation

No members of the public were present.

68 Urgent Items

There were no urgent items of business.

69 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. 70 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.

70 **Appointment of Director, Learning Disabilities & Mental Health**

The Committee conducted an interview and selection process to appoint to the role of Director, Learning Disabilities & Mental Health.

After discussion, it was,

Resolved:

To appoint Claire Edgar to the post of Director, Learning Disabilities & Mental Health, 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

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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 Wednesday 6 June 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 Abdul Amin; Cllr Richard Biggs; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Beverley Dunlop; Cllr Peter Hutton; Cllr Bob Jones; Cllr Rebecca Knox; Cllr Nick Martin; Cllr Christopher Newbury; Cllr Paul Oatway; Cllr Byron Quayle; Cllr Vikki Slade; Cllr Ann Stribley

Officer attendance: Chief Fire Officer, Ben Ansell; Director of Finance and Treasurer; Mr Phil Chow; Clerk & Monitoring Officer, Mr Jonathan Mair; Deputy Chief Fire Officer, Derek James; Deputy Chief Fire Officer, Assistant Chief Fire Officer (ACFO) John Aldridge; Director of Community Safety, ACFO Jim Mahoney; Director of People Services, Ms Jenny Long; Head of Financial Services, Mr Ian Cotter; Head of Democratic Services & Corporate Assurance, Mrs Jill McCrae; Head of Information and Communications, Mrs Vikki Shearing; Head of Prevention and Protection, Area Manager Seth Why; Administrator, Communities Programme, Ms Pascalle Wells (Part 2 only); Safety Centre Education Officer, Ms Deborah Lowe (Part 2 only).

Guests: Cllr Les Burden and Cllr Susan Jefferies.

18/18 Welcome

18/18.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, opened the meeting and welcomed attendees including outgoing Members Cllr Les Burden and Cllr Susan Jefferies.

18/19 Election of Chairman

18/19.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, asked for nominations for the role of Chairman of the Authority. Cllr Flower was nominated, seconded

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and unanimously agreed. The Chairman, Cllr Spencer Flower, thanked Members for their continued confidence in him.

18/19.2 **RESOLVED: Cllr Flower as Chairman of the Authority for the Year 2018-19.**

18/20 Election of Vice Chairman

18/20.1 The Clerk & Monitoring Officer, Mr Mair asked for nominations for the role of Vice Chairman for the Authority. Cllr Perkins was nominated, seconded and unanimously agreed.

18/20.2 **RESOLVED: Cllr Garry Perkins be confirmed as Vice Chairman of the Authority for the year 2018-19.**

Cllr Ernie Clark arrived

18/20.3 The Chairman presented a certificate of service to Cllr Les Burden, Cllr Jefferies having received hers at an earlier date.

18/20.4 The Chairman advised Members that his experience at the awards evening left him with a feeling of great pride in the Service. The event was a positive experience and a worthwhile event.

18/20.5 Chief Fire Officer (CFO) Ben Ansell, advised Members that he had received positive feedback about the awards evening from partner agencies, families and those receiving their awards. CFO Ansell thanked Members who attended the event.

18/20.6 The Chairman advised Members that he and CFO Ansell attended a meeting in London with Her Majesty's Inspector of Constabulary and Fire and Rescue Services (HMICFRS), to receive feedback on the trial inspections and confirmed the approach moving forward, which was informative and useful.

18//20.7 CFO Ansell provided Members with context and additional information about the forthcoming inspection, confirming that further details would be provided during the Members' seminar.

18/21 Apologies

18/21.1 Apologies were received from Cllr Kevin Brookes; Cllr Pip Ridout; and the Director of Service Improvement, ACFO Mick Stead;

18/22 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

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- 18/22.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures.
- 18/23 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 9 February 2018.**
- 18/23.1 The Chairman asked Members to review and approve the minutes from the last meeting.
- 18/23.2 CFO Ansell, confirmed to Members that the Fire & Rescue National Framework for England (May 2018) was now published and was available to download:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705060/National_Framework_-_final_for_web.pdf
- 18/23.3 **RESOLVED that the minutes be confirmed and signed by the Chairman as a correct record without amendment.**
- 18/24 Minutes of the Finance, Governance & Audit meeting on 8 March 2018.**
- 18/24.1 The Chairman asked Members to review the minutes from the Finance, Governance and Audit meeting.
- 18/24.2 Cllr Bob Jones (Chairman of Finance, Governance and Audit Committee) advised the meeting that there were changes to the Audit Programme for 2017/18.
- 18/24.3 **RESOLVED that Members noted the Finance, Governance and Audit minutes.**
- 18/25 Minutes of the Policy & Resources Committee meeting on 19 October 2017.**
- 18/25.1 The Chairman asked Members to review and approve the minutes from the final Policy & Resources Committee meeting which took place on 19 October 2018.
- 18/25.2 **RESOLVED that the minutes be received and signed off by the Chairman as a correct record.**
- 18/26 DWFRA Appointments 2018 - 19**
- 18/26.1 Clerk & Monitoring Officer, Mr Jonathan Mair, introduced the paper and reminded Members of the content of the Dorset & Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015, which set out the entitlement

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of the five constituent councils to places on the Dorset & Wiltshire Fire and Rescue Authority (the Authority).

- 18/26.2 Mr Mair advised Members that this report provided confirmation of the 18 appointed Members along with details of the committees, boards, groups and other bodies requiring the appointment of Members during 2018-19.
- 18/26.3 Members were advised that prior to this meeting Group Leaders were asked to confirm nominations for these appointments with the Head of Democratic Services & Corporate Assurance, Mrs Jill McCrae.
- 18/26.4 Mr Mair took members through each proposed nomination and received Members endorsement. A full list would be appended to these minutes
- 18/26.5 **RESOLVED: Members approved the appointed Members to serve on the Finance & Governance committee for 2018-19.**
- 18/26.6 **RESOLVED: Members Elected the Chairman of Finance & Governance committee as Cllr Bob Jones and the Vice Chairman as Cllr Byron Quayle.**
- 18/26.7 **RESOLVED: Members approved the appointed Members to all boards, groups and other bodies for 2018-19, and any named substitutes detailed within the report.**
- 18/26.8 **RESOLVED: Members appointed a Member Champion to each of the Service's five priorities for the year 2018-19.**
- 18/26.9 **RESOLVED: Members noted that Member Buddies will be discussed and assigned as part of the Members' seminar following the meeting.**
- 18/26.10 **RESOLVED: To delegate Buddy Member selection action to the Chairman & Chief Fire Officer for the Seminar following this meeting.**
- 18/26.11 **ACTION: Democratic Services to append an Addendum to these minutes recording the final details of the resolutions at 18/26.5 to 18/26.9 above.**
- 18/27 Treasury Management Annual Report 2017 - 18**
- 18/27.1 The Head of Financial Services, Mr Ian Cotter, reminded Members that at the meeting of the Authority on 9 February 2018 Members received and approved the Treasury Management Strategy Statement and Prudential Indicators for 2017-18.

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- 18/27.2 Mr Cotter advised Members that this report updated them on the actual Treasury Management performance for 2017-18 and follows on from the six-monthly report presented in December 2017.
- 18/27.3 Mr Cotter advised Members that no risk issues had arisen directly from this report.
- 18/27.4 Mr Cotter took Members through the remainder of the report adding that when taking account of repayments made during the year, and that no new borrowing had been undertaken, the Authority's total amount of outstanding long-term debt had reduced to £10.758m as at 31 March 2018.
- 18/27.5 Mr Cotter further advised Members that net investments of surplus funds decreased by £3.008m during the year, bringing the total invested at 31 March 2018 to £9.541m, compared to £12.549m at the beginning of the financial year. Investment returns totalled £58k compared to an original budget target of £80k.
- 18/27.6 Members discussed the potential for refinancing. The Director of Finance and Treasurer, Mr Phil Chow, explained that current loans were taken out through a Government borrowing facility, the Public Works Loans Board, and that options were regularly reviewed, adding that refinancing would have penalties and costs attached.
- 18/27.7 **RESOLVED: Members noted the report.**

18/28 Community Safety Plan

- 18/28.1 The Deputy Chief Fire Officer (DCFO), Derek James, introduced the report advising Members that the Community Safety Plan 2018-22 was written in non-technical language for the public to gain a broader appreciation of the strategic intent and work of the Dorset & Wiltshire Fire and Rescue Authority and Dorset & Wiltshire Fire and Rescue Service
- 18/28.2 In support of the paper, DCFO James delivered a presentation providing Members with further oversight and assurance on the Service's approach and delivery of the Community Safety Plan.
- Cllr Newbury arrived.
- 18/28.3 DCFO James added that if approved, the plan would be made available on the website, with a limited number of paper copies provided to main libraries and Council offices.
- 18/28.4 DCFO James provided assurance that the Community Safety Plan; its associated Service Delivery Plan and the performance management reporting system provided a sound performance management framework.

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- 18/28.5 DCFO James confirmed that this framework is broadly aligned to the emerging inspection and would help enable the Authority and Service to provide clear evidence of how we meet our statutory responsibilities.
- 18/28.7 Members discussed and acknowledged the importance of the clear and concise plan which would support community and partner understanding. Officers were complimented on the approach being taken.
- 18/28.8 **RESOLVED: Members approved the Community Safety Plan 2018-22.**
- 18/29 Policy Review**
- 18/29.1 The Deputy Chief Fire Officer (DCFO), Derek James, advised Members that there were 13 high level policies in place which had been adopted on the inception of the new Authority in April 2016.
- 18/29.2 DCFO James, added that with the review of the Community Safety Plan and the associated Service Delivery Plan, the potential to rationalise the number of policies by embedding some of the current content within these documents had arisen.
- 18/29.3 DCFO James advised Members that this will both simplify and better define the Authority's policy position.
- 18/29.4 DCFO James confirmed that the revised policies would also act as a vehicle for nominated directors to provide annual assurance to the Authority via the Statement of Assurance and enable clear assurance through performance management and governance arrangements
- 18/29.5 Members discussed and considered the proposal and agreed that connections with safeguarding boards should be identified within the policy.
- 18/29.6 **RESOLVED: Members agreed the draft policies, subject to the amendment at 18/29.6.**
- 18/29.7 **ACTION: the DCFO to amend the wording to safeguarding policy to clearly stated that the Authority is complies with our statutory duties under our safeguarding responsibilities.**
- 18/30 Annual Performance Review**
- 18/30.1 The Chief Fire Officer (CFO) Ben Ansell introduced the report and provided a presentation on the Service's performance confirming that scrutiny of Service performance was carried out quarterly with corporate summaries provided to the Authority every six months.
- 18/30.2 CFO Ansell reminded Members that Priorities 1, 2 and 3 were scrutinised quarterly by the four Local Performance and Scrutiny (LPS) Committees,

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and Priorities 4 and 5 were scrutinised by the Finance, Governance and Audit Committee.

- 18/30.3 CFO Ansell advised Members that this report provided the annual summary of performance at a Service level for 2017-18 against the Community Safety Plan and its associated Service Delivery Plan.
- 18/30.4 Members were interested in understanding the national average times for attendance at fire and rescue incidents at their LPS meetings and ACFO Jim Mahoney advised Members that he would ensure Members had the information at the next round of LPS meetings in August.
- 18/30.5 Cllr Stribley left the room
- 18/30.6 Members asked to be updated about the Grenfell fire inquiry outcomes and the Hackitt Review. CFO Ansell advised that outcomes from the inquiry and updates for other ongoing inquiries would be provided at the Members Seminar in September.
- 18/30.7 CFO Ansell outlined the three significant events which took place during March and brought to Members attention the impact this had and how all agencies had worked together to provide the best Service possible to their communities.
- Cllr Stribley returned
- 18/30.8 CFO Ansell provided information regarding sickness and absenteeism reminding Members this was covered under Priority 5 at Finance and Governance Committee. The Chairman of the Finance & Governance (F&G) Committee, Cllr Bob Jones asked that benchmarking statistics be available for contextualisation at the next F&G Committee meeting.
- 18/30.9 CFO Ansell was pleased to advise Members that the Rt Hon Lord Justice Fulford wrote to the Service to advise that there were 'no risks' under Regulation of Investigative Powers Act 2000 (RIPA) for the Authority.
- 18/30.10 CFO Ansell was also pleased to report that the collaborative work being undertaken with the Royal National Lifeboat Institution (RNLI) on leadership development was going well and that there had been an exchange of high level ideas and work practices.
- 18/30.11 Members discussed the report noting with interest a number of items, including the use of Police Community Fire Safety Officers (PCFSO) in collaboration with the Police Service.
- 18/30.12 Cllr Stribley complimented the Strategic Leaders and their teams for the hard work since combination in 2016 and the drive for continued improvement.

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- 18/30.13 The Chairman congratulated the CFO on his presentation and the way it reflected good practice and provided a good overview of the Service
- 18/30.14 **RESOLVED: Members noted the Annual Service Performance Review 2017-2018**
- 18/30.15 **ACTION: Director of Community Safety to provide benchmarking figures for attendance times at fire and rescue incidents at the August round of LPS Committee meetings.**
- 18/30.16 **ACTION: Director of People Services to provide context for absences against national average at the F&G Committee in July.**
- 18/30.17 **ACTION: Director of Community Safety to ensure communication with Wessex Water, about working together in the community, takes place.**

18/31 Charter for Families Bereaved Through Public Tragedy

- 18/31.1 The Chief Fire Officer (CFO) Ben Ansell advised Members that, following the Manchester arena bombings in 2017, the Kerslake Arena Review was set up at the request of Andy Burnham, Mayor of Greater Manchester.
- 18/31.2 CFO Ansell advised Members that on the 12 January 2018, a progress report on the work of the independent panel was published. A recommendation was made in this report that the leaders of public bodies in Greater Manchester and the rest of the North West, supported the proposal contained in the Hillsborough report by signing up to a 'Charter for Families Bereaved through Public Tragedy'.
- 18/31.3 CFO Ansell advised that at a recent meeting of the National Fire Chiefs' Council (NFCC) the Chief Fire Officers suggested that the NFCC and Fire and Rescue Authorities signed up to the charter.
- 18/31.4 CFO Ansell advised that signing up to the Charter for Families Bereaved through Public Tragedy will provide additional assurance to our communities should an event happen within the Dorset & Wiltshire Fire and Rescue Service area.
- 18/31.5 Members discussed the report and agreed its signing and supported its introduction across all relevant partner agencies.
- 18/31.6 **RESOLVED: Members unanimously agreed that the Authority sign up to the Charter for Families Bereaved through Public Tragedy included in Appendix A of the report.**

18/32 Member Development

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- 18/32.1 The Chairman, introduced the report reminding Members of the background and their discussion on 9 March 2017. The Chairman added that the Member Development Programme was designed to support individual Members and allows the Authority to demonstrate effective Governance arrangements.
- 18/32.2 The Chairman advised that the programme would be available for all Members and would provide a personalised opportunity to increase Members' understanding of the complexity of the Service with an opportunity to attend a development meeting.
- 18/32.3 The Chairman added that, following his recent visit to HMICFRS, he understood that governance might well fall within the remit of HMICFRS to inspect.
- 18/32.4 Members debated the requirement for Members to attend a biennial development review meeting and requested that the wording in the programme be updated from "...mandatory..." to "...should attend ...".
- 18/32.5 Following the appointments to committees the Head of Democratic Services and Corporate Assurance provided a presentation in support of the Member Buddy programme.
- 18/32.6 **RESOLVED: Members approved the Member development plan subject to the amendment in 18/32.4**
- 18/32.7 **RESOLVED: Members agreed the Member Buddy programme.**

18/33 Member Podcast

- 18/33.1 The Head of Information and Communications, Mrs Vikki Shearing, introduced the Member podcast.
- 18/33.2 The Chief Fire Officer thanked Mrs Shearing and her team, adding that he had received a letter from the Prime Minister praising the Service and the Services personnel who were involved in the aftermath of the Salisbury nerve agent incident and which is now framed and on display.

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18/34 To consider passing the following resolution:

18/34.1 In accordance with Section 100A (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 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.

18/34.2 **RESOLVED: To close the meeting to the press and public.**

18/35 Date of Next Meeting

18/35.1 The Chairman confirmed the date of the next DWFRA meeting as Friday 28 September 2018 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 10am.

18/36 Safety Centre

18/36.1 The Director of Service Support, ACFO John Aldridge, introduced this report which discussed options for the Swindon Safety Centre.

18/36.2 The Chairman clarified that delegated authority would be given to the Chief Fire Officer, in conjunction with the Members Safety Centre Working Group, to use funds to work up a business case.

18/36.3 ACFO John Aldridge confirmed that day to day management of the Swindon safety centre would be with SafeWise.

18/36.4 Members discussed options, budget requirements and risks, and thanked all those involved in the Safety Centre Working Group on the work carried out so far in the provision of a safety centre in Wiltshire.

18/36.5 **RESOLVED: Members approved proceeding with Recommendation 1 as outlined in the report.**

18/36.6 **RESOLVED: Members approved proceeding with Recommendation 2 as outlined in the report.**

18/36.7 **RESOLVED: Members approved proceeding with Recommendation 3 as outlined in the report.**

18/36.8 **ACTION: Members requested a note of thanks be sent to Swindon Borough Council for their support with the safety centre project.**

Initials _____

18/37 Tisbury Fire Station – Business Continuity

18/37.1 The Director of Service Support, ACFO John Aldridge introduced the report and presentation to Members. The ACFO advised there were budget implications and that Members should consider the report and presentation.

Cllr Knox left the meeting.

18/37.2 ACFO Aldridge provided detail to underpin the options provided to Members.

18/37.3 CFO Ansell took Members through the risks and associated budget requirements which Members discussed.

18/37.4 **RESOLVED: Members approved Recommendation 2 as outlined in the report.**

Meeting closed at 1:10pm

Signed: _____

Initials _____

ADDENDUM (6 June 2018)

Fire & Rescue Authority and Finance & Governance Committee	
Chairman and Vice Chairman of Fire & Rescue Authority	Chairman – Cllr Spencer Flower Vice Chairman – Cllr Garry Perkins
Finance & Governance Committee <i>Political Proportionality Applies</i>	Chairman – Cllr Bob Jones Vice Chairman – Cllr Byron Quayle
	Members: 6 Conservative Members <ul style="list-style-type: none"> • Cllr Byron Quayle • Cllr Malcolm Davies • Cllr Nick Martin • Cllr Peter Hutton • Cllr Ann Stribley • Cllr Pip Ridout 2 Liberal Democrat Members <ul style="list-style-type: none"> • Cllr Bob Jones • Cllr Richard Biggs
	Membership – 8 (Quorum 3)
Appointments to other related groups and committees	
Group Leaders	Conservatives – Cllr Spencer Flower Liberal Democrats – Cllr Bob Jones
Local Pension Board	Members: Cllr Pip Ridout; Cllr Peter Hutton (in reserve - Cllr Richard Biggs)
	Other members: Karen Gibson Dorset CC; Craig Payne Wilts Council; Cyril Moseley
	Membership – 2
	Overall Membership – 6 (Quorum 3)
Local Government Association (LGA)	Cllr Spencer Flower, Cllr Christopher Newbury, Cllr Bob Jones
	Membership - 3
LGA Fire Commission	Cllr Spencer Flower, Cllr Rebecca Knox (Deputy: Cllr Garry Perkins)
	Membership - 2 plus deputy

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South West Councils	Cllr Spencer Flower
	Membership – 1
South West Councils Employers’ Panel	Cllr Garry Perkins
	Membership - 1
Wiltshire Assembly	Cllr Spencer Flower, CFO Ansell
	Membership – 1 plus CFO
Wiltshire Public Service Board	Cllr Spencer Flower, CFO Ansell
	Membership – 1 plus CFO
Appointment to constituent authority Community Safety Partnerships (One Member per committee)	
Bournemouth	Cllr Malcolm Davies
Dorset	Cllr Kevin Brookes
Poole	Cllr Ann Stribley
Swindon	Cllr Garry Perkins
Wiltshire	Cllr Peter Hutton
Member Champions - (One Member per Priority)	
Priority One Help you to make safer and healthier choices	Cllr Rebecca Knox
Priority Two Protect you and the environment from harm	Cllr Byron Quayle
Priority Three Be there when you need us	Cllr Christopher Newbury
Priority Four Make every penny count	Cllr Bob Jones
Priority Five Supporting and Developing our people	Cllr Paul Oatway

Initials _____

