

MINUTES

Meeting: Salisbury Area Board
Place: Five Rivers Health & Wellbeing Centre, Hulse Road,
Salisbury.SP1 3NR
Date: 6 February 2025
Start Time: 6.00 pm
Finish Time: 8.10 pm

Please direct any enquiries on these minutes to:

Lisa Alexander(Senior Democratic Services Officer),(Tel): 01722 434560 or (e-mail) lisa.alexander@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Sam Charleston, Cllr Caroline Corbin, Cllr Brian Dalton, Cllr Sven Hocking,
Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ricky Rogers and
Cllr Paul Sample JP

Wiltshire Council Officers

Karlene Jammeh – Engagement & Partnership Lead
Lisa Alexander – Senior Democratic Services Officer
Paul Pritchard – Head of Development

Partners

Wiltshire Police – Chief Constable Catherine Roper & Inspector Tina Osborn

Total in attendance: 30

<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Apologies for Absence</u></p> <p>Apologies for absence had been received from:</p> <ul style="list-style-type: none"> • Mark Tucker, Director ICT
2	<p><u>Minutes</u></p> <p>The minutes of the last meeting were presented.</p> <p>In relation to minute no. 51, the Board was asked whether it had received the remaining figure for the Salisbury Transportation Strategy budget as set out as an action. The Chairman confirmed that the remaining budget figure was not included as part of the update provided. The Board agreed to request this again (also recorded under Chairman’s updates and the LHFIG item).</p> <p>It was;</p> <p>Resolved:</p> <p>The minutes of the meeting held on 21 November 2024 were agreed as a correct record and signed by the Chairman.</p>
3	<p><u>Declarations of Interest</u></p> <p>There were no declarations.</p>
4	<p><u>Chairman's Updates</u></p> <p>Chief Constable – Catherine Roper The Chief Constable was welcomed to the meeting, and she reiterated her offer to attend any of the future Area Board meetings.</p> <p>Questions and Comments:</p> <ul style="list-style-type: none"> • Ms Tidmarsh Hackett – What were the Police doing to keep people safe with regards to County Lines? <u>Answer:</u> Across Wiltshire and Swindon, we have an operation called Operation Seseli where we are reviewing criminal grooming of young people. <p>Salisbury Transport Strategy Update</p>

	<p>Locally Prioritised Schemes (table attached as Appendix 1 to LHFIG)</p> <p>The Chairman had received confirmation that the Green RAG rated schemes within the Salisbury LHFIG list submitted for Salisbury Transport Strategy funding were being progressed through the LHFIG mechanism. When detailed proposals and indicative delivery plans were available, this would be shared with the Area Board and the engagement strategy with local stakeholders would be confirmed.</p> <p>The Amber RAG rated schemes were not actively being worked on, as these would be considered as part of the wider Salisbury Transport Strategy proposals which were being reviewed in the context of the Central Area Framework and draft LTP4 which was programmed for adoption in Spring 2025.</p> <p>An update from National Highways on their proposals was awaited and would be shared when available.</p> <p>There was no confirmation on the remaining Salisbury Transportation Strategy (STS) budget. The Board agreed that the request be pursued and feed back to the next meeting, with STS schemes featuring as a running Item for further monitoring and updates.</p> <p><u>Comments:</u> Margaret Wilmott - £67k was about 1% of the S106 budget, we need a response on this, as it was hugely important for Salisbury to have a say on how the other 99% of the money was to be spent.</p> <p>Action: Request a STS budget breakdown of remaining funds.</p>
5	<p><u>Information items</u></p> <p>The Board noted the Information Items as set out in the agenda pack, these were:</p> <ul style="list-style-type: none"> • Community First • Wiltshire Council Consultation Portal • Wiltshire Council Information Items: <ul style="list-style-type: none"> ○ Cost of Living Update Jan 2025 ○ School Appeal Panel Member Recruitment ○ Wiltshire Local Elections 2025 ○ Devolution to Wessex ○ Family & Community Learning Impact <p>The Chairman noted that since the publication of the agenda papers there had been an announcement from central government, confirming that Wessex had not been accepted into the first round of the devolution programme. A briefing note was circulated at the meeting and uploaded to the agenda as supplement 2.</p>

6

Partner and Community Updates

The Board noted the written updates attached to the agenda and received the following verbal updates:

Street Lighting Audits – Liz Batten (Salisbury Soroptimists)

Liz drew attention to the report which had been published as supplement 1 to the agenda. Thanks were given to all of the volunteers who took part in the street light audits in January which highlighted which of the cities streetlights were in need of attention.

The Chairman thanked Liz and all of the volunteers for their continued efforts on this initiative, which was raising awareness to the community.

The Board noted that the next stage in the mechanism for progress in repair works after the audit would be for consideration by the Highways Engineer. Karlene agreed to liaise with the relevant officer to move the work along and update at a future meeting.

Following some recent graffiti on the underpass artwork, Cllr Hocking had met with the lead local artist for the project to arranged some touching up and more research around preventative cleaning agents that works with the anti-graffiti coat.

In relation to the Art Centre Lights which were not working, conversations with Wiltshire Creative and Wiltshire Council to establish responsibility.

Marc Read of SCC agreed to establish what was possible in terms of conservation restrictions and assist with improvements where he could.

Liz was asked whether the work of the group would expand slightly beyond the city, possibly to Bemerton Heath. Liz agreed to take the request back to the Salisbury Soroptimists for consideration.

Underpasses working group update – Cllr Hocking

- The Group met on 30 January 2025.
- Since the 3 years the group had been established, it had been the intention that a reference document would be produced, which would contain useful contacts to use in cases of emergency. Discussions with National Highways on their input continued with little progress.
- COGGS was considering a further art project in another underpass; however the project was delayed due to the need for substrate works.

Environment Action Group –Cllr Hocking

- The Group met on 15 January 2025.
- Air quality monitoring work continued.
- Elaine from Salisbury Transition City provided some context to the data

	<p>from the readings over the years for the WC diffusion tubes that were in the city's air quality monitoring areas.</p> <ul style="list-style-type: none"> • The Group was also discussing the Local Cycling and Infrastructure Plan, which it was hoped would be available online as a live document in the next few weeks. • Flooding – still working on the Food Plan, with a focus on Cathedral Close and downstream from there. Negotiating with the Environment Agency on consultations they had requested, with a preference to work more towards landscaping. • Work to understand the water movement and rainfall was underway, in regard to areas of flooding on the floodplain at the bottom end of the city. There were a series of hatches and sluices which the Group was hoping to find a way to manage better to improve capacity of the flood plain. • The Group would approach the Harnham Water meadows trust to gain information from their work.
7	<p><u>City Hall Update</u></p> <p>The Board received an update from Paul Pritchard, Head of Development.</p> <ul style="list-style-type: none"> • Assessment of potential tenants completed. • January 2025 - Cabinet approved process could be progressed with preferred tenant and £300,000 funding to make improvements to the external fabric of the building. • Head of Terms agreed, and lease discussions now being progressed. • Once the lease was signed by both parties, we will be able to formally announce the preferred tenant and provide an indicative timeline for reopening. <p><u>Questions and comments:</u></p> <ul style="list-style-type: none"> • Was there a timeline of when acts would start performing again? <u>Answer:</u> Unable to provide anything formal until the lease is signed with preferred tenant. Information would be shared as soon as the tenant was ready to provide confirmed details. • We all support the new operator, particularly the Friends of City Hall Group and it was hoped that the activities were supported by the residents. • The date of the initial contact with the preferred operator was queried and discussed by members, with a query around the disclosure of the preferred operators name in local media. <u>Answer:</u> The process was open from June 2024, with initial offers received from all interested parties before 1 October 2024. It became apparent that investment would be needed in the building and interested parties were notified and given the opportunity to confirm or revise their offers. Final offers from all parties received in October 2024. In addition,

	<p>the Council was not able to release the preferred operators name publicly, the information in the media had not come from Wiltshire Council.</p> <ul style="list-style-type: none"> • In response to statements around the closure date of city hall, it was clarified that the building originally closed in March 2020 on government advice due to the Covid Pandemic. City Hall staff were subsequently made redundant in December 2020 and were not sacked.
8	<p><u>Salisbury City Council</u></p> <p>The Board received an update from Marc Read, Head of Environmental Services, on behalf of Salisbury City Council.</p> <p><u>Overall</u> With an emphasis on improving the council’s financial situation, it had been a year of giving the leaders of the city council the tools to make evidence-based decisions.</p> <p>New Responsible Finance Officer Rectified legacy issues relating to VAT and satisfied HMRC’s examination. Reported underspend of over half a million pounds as of month 8 of the financial year.</p> <p><u>Budget Setting</u> The process had started much earlier on the previous year with two parallel budgets being prepared by the administration and the opposition. Improved resources to Health & Safety, learning & development, Cyber Security and enhanced maintenance budgets for SCC assets. 3 new operative positions in grounds and 2 in Streetscene.</p> <p><u>Business Services:</u> SWR & Salisbury shop mobility scheme began in January 2025. Sunday Car boot sales starting in February. Cost reduction exercise underway CAD technology programme purchased to better plot use of market and Guildhall square for events</p> <p><u>HR:</u> 22 new staff HR team completed actions identified by external health check for payroll</p> <p><u>Corporate Services:</u> Overseen key civic events such as Remembrance and Armistice, Charter Sunday Reviewed governance documentation, phone and IT contracts to achieve costs saving efficiencies. Planning for elections, 1st May</p>

Community Services:

A busy Christmas with 12 events.
Wiltshire creative Panto Ticket Scheme for 80 local people on low incomes
Bring a Tin to Work with local businesses and volunteers
The Great Salisbury Toy Appeal distributing over 300 toys to local children
Winter clothing event
Holocaust Memorial Day annual event.

Environmental Services:

Streetscene team had a new gum gun
Installation of 20 new double recycling bins
Working in collaboration with Wiltshire Council to combat fly tipping

340 trees planted with 60 new cherry trees in Churchill Gardens in the new landscaped area
Washroom/shower facilities upgrade - Camping & Caravan Club (a major income generator for the council)
Work starting at the end of February on a landscape project at Rowbarrow in Harnham using s106 funds.

CCTV

Training 4 new CCTV Volunteer Operators

Crematorium

Leaking roof replaced.

Questions and comments:

Could you update on the closure of the public toilets in Market square?

Answer: The toilets had to be closed after the pump motor burnt out due to someone discarding underwear inside it. Quote to repair the pumps had been sought and an order for parts placed. No timescale yet for when the toilets would be operational again.

The Board praised the comprehensive update report and welcomed further updates at future meetings.

Had SCC accounts been audited?

Answer: Moving forward SCC would be audited as a principal authority, the same level of detail and scrutiny as Wiltshire Council would be subjected to. SCC was also seeking to appoint an external auditor.

What process did SCC follow when purchasing new vehicles?

Answer: The default preference was to buy electric vehicles. The only time we would buy a diesel would be if no suitable alternative was available.

How much would it cost to deliver Streetscene and park services (grounds

maintenance) in Salisbury in 2025-26 compared to four years ago in 2021-22?

Answer: Marc agreed to find the response and feedback to the Area Board

SCC was receiving almost £3m more per annum from the precept than four years ago. Where was that extra £3m being spent?

Answer: Marc agreed to find the response and feedback to the Area Board

Note: Following the meeting, a response to the outstanding questions was provided and is included below:

1) How much will it cost to deliver street scene and park services (grounds maintenance) in Salisbury in 2025-26 compared to four years ago in 2021-22?

The City Council has fundamentally changed its budgeting and accounting in the last 12 months in order to provide better quality service costing information. We are therefore able to provide very accurate and much more complete 2025/26 costing information:

Streetscene - The Streetscene team at Salisbury City Council is dedicated to maintaining the cleanliness and aesthetic appeal of the city's public spaces. Their responsibilities include:

- Removing litter from streets and public areas.
- Servicing and emptying street litter bins.
- Sweeping streets to ensure they remain tidy.
- Removing weeds, graffiti, and fly-tipped waste.
- Gathering evidence for potential prosecutions related to environmental offenses.
- Operating Streetscene vehicles and equipment, such as steam cleaners.

The team works throughout the week, including weekends, to ensure that Salisbury's streets and public spaces are clean and welcoming for residents and visitors alike. £1.1m (incl. £700k salaries and oncosts, £210k vehicle leasing, £65k waste disposal)

Parks services - The Parks and Grounds team at Salisbury City Council is responsible for the maintenance and enhancement of the city's parks, green spaces, allotments and recreational areas. Their key duties include:

- **Grounds Maintenance:** This encompasses mowing, strimming, gardening, hedge trimming, and planting to ensure that parks and open spaces are well-kept and visually appealing.
- **Sports Facilities Upkeep:** The team manages and maintains sports pitches, sports walls, and skateparks, ensuring they are safe and accessible for public use.
- **Tree Management:** Overseeing the city's tree stock, including planting, maintenance, and health assessments, to promote a healthy urban forest.
- **Allotment Oversight:** Managing allotment sites across Salisbury,

- providing residents with spaces for community gardening and cultivation.
- **Volunteer Coordination:** Collaborating with volunteer groups to support various projects and initiatives within the parks and green spaces)

£1.2m (incl. £804k salaries and oncosts, £180k tree surgery, £65k vehicle leasing, £65k waste disposal)

Whilst it will now be possible to compare service costing information for 2024/25 and subsequent years, unfortunately it is impossible to compare such costs with 2020/21 or any other years before 2024/25 because full costs such as payroll were not apportioned.

2) SCC is receiving almost £3m more per annum from the precept than four years ago. Where is that extra £3m being spent?

Each year, during the budget-setting process, the Council tots up all expenditure and income estimates across the organisation for the forthcoming year. Like most other councils, inevitably the services are provided at a net cost even after accounting for estimated income streams. The shortfall is funded from the precept. The larger the shortfall, the greater the precept. The precept is never analysed between services, so it is not possible to identify what each £1 of precept funds; nor is it possible to identify precisely what any increase in precept funds. Instead, the Council can only identify what additional services or higher service standards have resulted when there has been an increase in precept.

I confirm that the precept for 2021/22 was £3.051m and the precept for 2025/26 is £5.944m i.e. an increase of £2.893m. Salaries and pension/National Insurance oncosts rose from £1.707m to £3.7m over that 4-year period, i.e. accounting for £1.993m (or 69%) of that precept increase. Some of this increase is due to four annual pay awards, incremental progression for some staff and increased burdens from statutory changes in employer pension and NI contributions. Part of the increased pay bill is due to increased headcount, with 23.5 extra staff required for insourced Streetscene/Grounds services (road-sweeping, litter picking, bin-emptying), Facilities management posts, extra grounds maintenance operatives, HR personnel, finance apprentice etc.

Year on year the Council's headcount has been as per below:

		Average people
01/04/2016	31/03/2017	54.5
01/04/2017	31/03/2018	55.5
01/04/2018	31/03/2019	58.5
01/04/2019	31/03/2020	66
01/04/2020	31/03/2021	70.5
01/04/2021	31/03/2022	70
01/04/2022	31/03/2023	78

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01/04/2023	31/03/2024	87		
9	<p>The remaining £0.9m (31%) increase in precept over the 4-year period covered:</p> <ul style="list-style-type: none"> - consequential cost pressures from insourcing the Streetscene team e.g. additional financial commitments in vehicle leasing (substantial investment in electric fleet) - investment in the new depot including additional PWLB loan interest payments - substantial dilapidation costs arising on terminating old depot lease - substantial building, repairs and maintenance costs arising from rectifying historically under-maintained property assets (e.g. Crematorium roof, toilet block refurbishments, Crematorium wall, Wyndham Park wall) - utilities inflation - contracts inflation (e.g. contract cleaning) - insurance premium inflation <p><u>Area Board Priorities</u></p> <p>Karlene Jammeh, the Engagement & Partnership Lead Officer and Lead members, provided updates on the Area Board Priorities.</p> <p><u>Youth engagement, employment and positive activity opportunities - Cllr Ricky Rogers</u></p> <ul style="list-style-type: none"> • The ‘YOU’ network - Connecting all the safe spaces, people and places available for young people in and around our city to increase and improve the number of inclusive and welcoming spaces • YOU Network Membership is open to youth organisations, churches, charities and clubs • Youth clubs, activities, events and youth work projects for young people ages 11 to 19, and up to 25 for people with SEND • Access to sign posting information, guidance on minimum standards, access to peer support from across the network and to look for ways to address training needs <p><u>Supporting positive mental health and wellbeing – Cllr Caroline Corbin</u></p> <ul style="list-style-type: none"> • Cakes, Care and Connection - A one stop shop for advice and information for all living with a disability • Over 25 local disability organisations will be attending • Find out more about the Disability Interest Group Salisbury - There will be lots of cake! 			
10	<p><u>Area Board Funding and Project Support Roundup</u></p> <p>Karlene Jammeh, Engagement and Partnership Lead Officer gave a summary of Area Board Funding and project support over the last 4 years. A video detailing some of the projects achieved with the support of the Area Board was shown.</p>			

	<ul style="list-style-type: none"> • £276,389 of total Aea Board investment • £1,670,340 total project cost • 140 projects <p>The Board gave thanks to Karlene Jammeh, the Engagement and Partnership Lead and all involved in facilitating the work across the community area.</p>
11	<p><u>Area Board Funding</u></p> <p>The Board noted the budgets remaining for allocation at the meeting and heard from representatives in attendance who gave a brief overview of their project followed by any questions by the Board.</p> <p><u>Budgets available at this meeting:</u> Community Area Grants: £1,137.90 Older & Vulnerable Adults: 1,377.00 Youth: £5,422.00</p> <p>Community Area Grants:</p> <p>Salisbury Street Pastors, Mobile AED, requested £500 The Applicant Brian Percey spoke in support of the project.</p> <p>Cllr Sam Charleston moved the motion to award in full This was seconded by Cllr Caroline Carbin.</p> <p><u>Decision</u> Salisbury Street Pastors was awarded £500 towards the mobile AED project. <u>Reason</u> – The application met the Community Area Grants Criteria 2024/25.</p> <p>Older & Vulnerable Adults Grants:</p> <p>SASS Showcase, Mental Wellbeing with focus on Men’s Health, requested £500. The Applicant Anne Trevett spoke in support of the project.</p> <p>Questions: You mentioned the Guild Hall was no longer available as a venue, moving forward, how did you see your relationship with SCC diversifying and moving away from the Communities’ team? <u>Answer:</u> SASS was looking all the time for alternative funding and would be initiating work with other supporters and was already sponsored by independent providers for projects such as the ‘come on in’ booklet.</p> <p>Cllr Sven Hocking moved the motion to award in full This was seconded by Cllr Charles McGrath.</p>

Decision

SASS Showcase was awarded £500 towards the Mental Wellbeing with focus on Men's Health project .

Reason – The application met the Older and Vulnerable Adults Grants Criteria 2024/25.

Area Board Initiatives (Older & Vulnerable budget):

Carers and Past Carers Afternoon Tea and Portrait Photography event, requested £500. Helen Dowse, Area Board Carers Champion, spoke in support of the project.

Cllr Sam Charleston moved the motion to award the recommended amount of £500. This was seconded by Cllr Brian Dalton.

Decision

The Area Board Initiative for a Carers and Past Carers Afternoon Tea and Portrait Photography event was awarded £500.

Reason – The application met the Older and Vulnerable Adults Grants Criteria 2024/25.

Digital Inclusion project for older people and vulnerable adults to improve access to healthcare, requested £500. Karlene Jammeh spoke in support of the project.

Cllr Sam Charleston moved the motion to award the recommended amount of £377. This was seconded by Cllr Sven Hocking.

Decision

The Area Board Initiative for a Digital Inclusion project for older people and vulnerable adults to improve access to healthcare was awarded £377.

Reason – The application met the Older and Vulnerable Adults Grants Criteria 2024/25.

Youth Grants:

Salisbury Community Circus - Activities Roadshow Rig Safety Extension and Equipment, requested £3,000. The Applicant Jonathan Russell spoke in support of the project.

The Board thanked the applicant for all his group had done locally to provide youth activities over the years.

Cllr Ricky Rogers moved the motion to award the recommended amount of £3,000 (£2,362.10 from the Youth Budget and £637.90 from the Community Area Grants capital budget). This was seconded by Cllr Paul Sample.

	<p><u>Decision</u> Salisbury Community Circus -was awarded £3000 (£2,362.10 from the Youth Budget and £637.90 from the Community Area Grants capital budget) towards Activities Roadshow Rig Safety Extension and Equipment. <u>Reason</u> – <i>The application met the Youth and Community Area Grants Criteria 2024/25.</i></p> <p>Folio Theatre - Drama workshops for Young Carers, requested £500. The Applicant Lizzie Stables spoke in support of the project.</p> <p>Cllr Ricky Rogers moved the motion to award the recommended amount of £500. This was seconded by Cllr Sam Charleson.</p> <p><u>Decision</u> Folio Theatre was awarded £500 towards the Drama workshops for Young Carers project. <u>Reason</u> – <i>The application met the Youth Grants Criteria 2024/25.</i></p> <p>Area Board Initiative (Youth Budget):</p> <p>Youth Music Festivals Programme requested £2559.90 Karlene Jammeh spoke in support of the project.</p> <p>Cllr Ricky Rogers moved the motion to award the recommended amount of £2559.90. This was seconded by Cllr Caroline Carbin.</p> <p><u>Decision</u> The Area Board Initiative for a Youth Music Festival was awarded £2559.90. <u>Reason</u> – <i>The application met the Youth Grants Criteria 2024/25.</i></p> <p>Delegated Funding:</p> <p>There were no funding awards which had been made between meetings under the SEPM Delegated Funding Process.</p> <p>Information links: Area Board Grants & Grants Criteria</p>
12	<p><u>Local Highways and Footpath Improvement Group (LHFIG)</u></p> <p>The Board considered the report and funding recommendations arising from the last LHFIG meeting held on 22 January 2025.</p> <p>It was;</p> <p>Resolved:</p>

To approve the LHFIG funding recommendations to the following schemes:

- **4b – Harnham 20mph Speed Limit – £7,000**
- **4c – Relocation of Loading Bay in Estcourt Road - £500**
- **4d – Ayleswade Road HGV Signing Improvements - £500**
- **4f – Jewell Close Additional Lighting Column – £1,000**
- **4h – Amendments to the Southern Wiltshire Off-street Parking Order - £1,000**
- **4j – Lower Bemerton Advisory Footway - £2089.50**

Milford Mill Road Update

Cllr Charles McGrath noted his disappointment and frustration at the lack of progress and his hope that some action would have been possible before the elections in May, but that it seemed unlikely that this would be achieved.

A traffic survey request had been submitted; however he noted that the previous survey carried out over two years previously had identified problems with volume and speed of traffic. The speed had since been addressed with a 20mph zone. He hoped the newly elected councillor for the area would take the issue forward to seek a solution for the residents.