

# MINUTES

**Meeting:** CHIPPENHAM AREA BOARD  
**Place:** Council Chamber, Monkton Park, Chippenham SN15 1ER  
**Date:** 5 November 2012  
**Start Time:** 7.00 pm  
**Finish Time:** 9.00 pm

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Desna Allen (Chairman), Cllr Chris Caswill, Cllr Paul Darby, Cllr Bill Douglas, Cllr Howard Greenman, Cllr Peter Hutton, Cllr Nina Phillips, Cllr Judy Rooke and Cllr Jane Scott OBE

### **Wiltshire Council Officers**

Victoria Welsh, Chippenham Community Area Manager  
Parvis Khansari, Service Director for Strategic Services (Highways & Passenger Transport)  
Sharon L Smith, Democratic Services Officer  
Laurie Bell, Director Communications

### **Town and Parish Councillors**

Chippenham Town Council – Harry Purdon, Sue Wilthew, Elizabeth Kennedy, John Scragg  
Biddestone and Slaughterford Parish Council – Rachel deFossard, Alison Butler  
Chippenham Without Parish Council – Ken Kennedy  
Christian Malford Parish Council – K Bolter  
Hullavington Parish Council – Sharon Neal  
Kington Langley Parish Council – Sue Webb, Den Webb

**Partners**

Wiltshire Police – Insp Phil Stayning

Wiltshire Fire and Rescue Service – Mike Franklin

Chippenham Vision – Tim Martienssen

**Total in attendance: 52**

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| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u>  |
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| 1                      | <p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Desna Allen, welcomed everyone to the meeting and introduced the councillors and officers present.</p>  |
| 2                      | <p><u>Apologies</u></p> <p>Apologies for absence were received from:</p> <p>Cllr Mark Packard (Vice Chairman)<br/>Judy Edwards and Jill Owen from Chippenham Partnership of Schools</p>  |
| 3                      | <p><u>Minutes</u></p> <p><b><u>Decision</u></b><br/><b>The minutes of the meeting held on 3 September 2012 were agreed as a correct record and signed by the Chairman.</b></p>   |
| 4                      | <p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>  |
| 5                      | <p><u>Chairman's Announcements</u></p> <p>The Chairman drew the Boards attention to the announcements as detailed on the agenda and asked that attendees who may not have had the opportunity to visit the 'Campus Consultation' stand available in the foyer try and do so if they have the opportunity.</p> <p>Further announcements were made as follows:</p> <p><u>WIN Public Meeting</u></p> <p>The next public meeting of WIN would be held on 14 November at the Assembly Hall, Melksham. Refreshments would be served from 10:00am with the meeting itself running from at 10:30am to 1:00pm.</p> <p><u>Alcohol Awareness Week</u></p> <p>19 to 24 November was Alcohol Awareness Week. Some Councillors in the South had taken a pledge not to drink alcohol during this period and the Chairman proposed that Councillors in the North may wish to consider taking a similar pledge, noting that the Chippenham area had one of the highest alcohol related hospital admissions in the County.</p> |

### Visiting Cabinet Representative

Cllr John Noeken, Cabinet member for Resources was introduced by the Chairman and asked to provide an update on his area of responsibility.

In introduction clarification was provided that the area was wide ranging and included Legal Services, Democratic Services, Procurement and Human Resources.

Key aspects of Cllr Noeken's portfolio included Customer Services and Systems Thinking where further details of the two were provided as follows:

#### Customer Services

- The Council continued to work towards minimising the number of sites across the county to 3 main hubs which would result in anticipated savings of approximately £4.5m per year.
- The Customer Services teams were now being dispersed amongst the 3 main hubs and dealt with over 65,000 calls, 10,000 face to face enquiries and 4,000 e-mail enquiries per month.
- The average connection rate achieved to date in 2012/13 was 93% (the Council target was 90%).
- The 'Tell us Once' service was introduced approximately 12 months ago. The aim of the service was to ensure only one call was required for the notification of deaths with all appropriate organisations contacted as a result (such as DWP, HMRC and DVLA).
- Key achievements included that the Customer Services team had been awarded Wiltshire Council's 'Team of the Year' in 2010/11.

#### Systems Thinking

- The purpose of systems thinking was to ensure customers and communities remained the focus of the Council's services with services redesigned to work in this context.
- The professional skills of Customer Services were being utilised to champion and promote systems thinking, i.e. by direct engagement with the public.
- Wiltshire Council has the largest and fastest growing programme of systems thinking review in the country with reviews starting in leisure and planned roadworks. A combined review was also underway with the police authority.

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|   | <p>Questions arising included a status update on the Browfort building in Devizes where clarification was made that a consultation was currently underway in relation to its future use.</p> <p>The Chairman thanked the attending Cabinet representative for his presentation.</p>   |
| 7 | <p><u>Youth Funding - Participatory Budgeting</u></p> <p>The Chairman welcomed the Youth Groups in attendance to present their projects for funding from the Area Board. Each Group was invited to address the Board and the audience invited to vote on whether to support the proposal following each presentation.</p> <p>£2,119 was made available from the Board which it was agreed would be awarded through a participatory budgeting style activity.</p> <p>The following projects were presented:</p> <ul style="list-style-type: none"> <li>• ChAP/Youth Work Team Partnership requested £2,500 towards the ‘Splash Up’ project.</li> <li>• Chippenham Netball Club requested £2,400 towards a youth team kit.</li> </ul> <p>Upon vote, both projects received support of the audience which resulted in a shortfall in funding should all projects receive their requested funds. As a result the Chairman proposed the following 3 options:</p> <p>Option 1: That £2,119 be awarded to one applicant<br/> Option 2: That the balance of £2,119 be split between the two applicants (i.e. that each be awarded £1,059.50)<br/> Option 3: That £2,781 be vired across from the Area Board Fund to the Youth Fund to cover the shortfall and enable the Area Board to make the full award requested by both applicants for their projects.</p> <p>Upon vote Board members opted in favour of Option 3 and both applications were awarded the full funding requested.</p> <p><b>Decision:</b></p> <p><b>That ChAP/Youth Work Team Partnership is granted £2,500 towards the ‘Splash Up’ project.</b></p> <p><b>That Chippenham Netball Club is granted £2,400 towards a youth team kit.</b></p> |
| 8 | <p><u>Community Area Grants</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2011/12:</p> <p>i. <u>Sports Wiltshire CIC</u></p>   |

The sum of £980 was requested towards the Introduction of Archery project.

**Decision**

**The Area Board awarded the sum of £980 to Sports Wiltshire CIC.**

***Reason: The application met the Community Area Grant Criteria 2011/12 and would provide support to active and successful clubs.***

ii. **Cherish Chippenham CIC**

The sum of £928 was requested for the purchase of weights and lights for use with the Cherish Chippenham Gazebos and marquees.

**Decision**

**The Area Board awarded the sum of £928 to Cherish Chippenham CIC.**

***Reason: The application met the Community Area Grant Criteria 2011/12 and would increase support for community facilities and events and encourage a range of cultural opportunities for both residents and visitors to the area.***

iii. **Chippenham Rugby Football Club**

The sum of £1,000 was requested towards the launch and development of the under 15s girls rugby team.

**Decision**

**The Area Board awarded the sum of £1,000 to Chippenham Rugby Football Club.**

***Reason: The application met the Community Area Grant Criteria 2011/12 and would provide support to active and successful clubs and increase support for community facilities and events and encourage a range of cultural opportunities for both residents and visitors to the area.***

iv. **Chippenham Rotary and Inner Wheel Trust Ltd**

The sum of £5,000 was requested towards Rotary Hall Kitchen Improvements.

**Decision**

**The Area Board awarded the sum of £5,000 to Chippenham Rotary and Inner Wheel Trust Ltd conditional upon the balance of funding being in place.**

***Reason: The application met the Community Area Grant Criteria 2011/12 and will increase support for community facilities and events.***

v. **Sevington School Project Trustees**

The sum of £10,000 was requested towards the Sevington School Project.

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|    | <p>The Area Board agreed that Sevington Victorian School was a very rare resource and an exception should therefore be made to the normal maximum award of £5,000. An award of £10,000 would help to ensure that the good custody and upkeep of the school could continue and would be available for the benefit of many more in the future.</p> <p><b><u>Decision</u></b><br/> <b>The Area Board awarded the sum of £10,000 to Sevington School Project Trustees conditional upon the balance of funding being in place.</b><br/> <b><i>Reason: The application met the Community Area Grant Criteria 2011/12 and would increase support for community facilities and events and encourage a range of cultural opportunities for both residents and visitors to the area.</i></b></p>  |
| 9  | <p><u>Youth Advisory Group Appointments</u></p> <p>The Wiltshire 11-19 Commissioning Strategy, agreed by Cabinet and the Wiltshire Children &amp; Young People’s Trust in September 2011 included the formation of Youth Advisory Groups to enable young people to have a real say about services in their local area. These were to be chaired by a young person under the age of 25 with over 50% of the membership under the age of 19.</p> <p>The Area Board were invited to appoint a Chippenham Area Board and Parish Council representative to the Group.</p> <p><b><u>Decision:</u></b></p> <p><b>Cllr Peter Hutton and Cllr Bill Douglas were appointed the Area Board representatives.</b></p> <p><b><u>POST MEETING NOTE:</u></b></p> <p>Following the meeting Cllr Bill Douglas withdrew as an Area Board representative due to existing commitments.</p> |
| 10 | <p><u>Town, Parish and Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <p><b>i. Parish and Town Councils</b></p> <p>The written reports contained within the agenda pack were noted. An update from Kington Langley Parish Council was circulated at the meeting.</p>  |

Ken Bolter from Christian Malford Parish Council raised concern over the amount of flooding experienced in the area over recent days.

Cllr Howard Greenman confirmed that many flooding issues had been reported to the Highways team, including areas of Christian Malford and that the Parish Council should continue to liaise with the Flood Working Group to address ongoing issues.

Emergency Planning were busy over the weekend dealing with the unusual amount of rainfall and snow. Priority was given to flooding issues relating to people and their properties.

**ii. Wiltshire Police**

The written report from Wiltshire Police was noted.

Inspector Stayning confirmed that following a restructure of staff he would now lead the policing teams for Chippenham, Calne and Corsham. Having been appointed to the position recently, he looked forward to working with the Area Boards in the future.

The Board wished Inspector Stayning luck in his new role and requested that thanks be recorded to the outgoing Inspector Schorah.

**iii. Wiltshire Fire and Rescue Service**

The written report as circulated with the agenda was superseded by the report as circulated at the meeting for the month of October. A further update on the impact of the recent weekend flooding was also circulated. This included that between the hours of 8am and 2pm firefighters attended approximately 40 flooding related incidents across the County.

**iv. NHS Wiltshire**

No update was provided.

**v. Chippenham and Villages Area Partnership (ChAP)**

A written update was circulated which included that an informal meeting had taken place to explore ways in which the partnership could work more effectively. Although the structure and terms of reference of the group were to be revisited all project work would continue as agreed in the meantime.

**vi. Chippenham Vision Board**

The process of consulting with key stakeholders and developers continued. It was hoped that a more detailed presentation would be



available to the Area Board at a later date.

**vii. Chippenham Shadow Community Operations Board**

The update provided was noted. This included that a consultation was now underway which would run until 30 November to determine what facilities the campus should contain and the services to be provided.

The name of the Operations Board had now changed to 'Chippenham Campus Development Team' to better reflect the purpose of the Board.

**viii. Community Area Young People's Issues Group (CAYPIG)**

No further update was provided.

**ix. Youth Strategy Update**

The update provided was noted.

**x. Lyneham Steering Group**

No update was provided.

**xi. Chippenham Partnership of Schools**

No update was provided.

**xii. Skatepark Task Group**

The Chairman drew attention to the progress report contained within the Agenda. The report had been requested at the last meeting of the Board by the Vice Chairman in the absence of the Chairman.

In acknowledging that there were several members of the public in attendance, the Chairman agreed to take several questions from the floor although reiterated that the report did not contain any recommendations but was a progress report only.

This included whether an environmental impact assessment had or would be undertaken with clarification given that this would be done after the public consultation meeting to be held on 26 November 2012.

Upon further questioning it was confirmed that the Task Group had undertaken a good assessment of all outdoor sites. Noting that on-going costs would be applicable for any in-door facility as well as potential costs associated for use, the Task Group had not pursued this avenue at the current time.

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|    | <p>It was suggested that the Board members should still visit the Devizes indoor skate park site to gain a better understanding of the facilities that could be offered. It was understood that the entrance fee applicable to use the facilities was £2.50 per hour and that an in-door site be considered as part of the public consultation meeting on 26 November, together with the implications of the skate park on the proposed site at Monkton Park on the Folk Festival.</p> <p>Confirmation was provided that the Task Group had received a clear mandate to look at potential sites to house a skate park site in the Chippenham area. This had been undertaken and the findings reported.</p> <p>All residents were encouraged to attend the public meeting on 26 November where an overview of the work of the Task Group would be given and the results of the survey/consultation held to date provided.</p> <p>It was also important that as many residents attend, including the younger generation, to ensure all views were considered as part of the consultation.</p> <p>A full report, inclusive of the recommendations of the Task Group, would be presented to the Area Board for consideration once the findings of the consultation exercise were fully known.</p> |
| 11 | <p><u>Area Board Focus Areas 2012/13</u></p> <p>Updates were received as follows:</p> <ul style="list-style-type: none"> <li><b>i. Road Safety</b><br/>Councillor Bill Douglas reported that several issues would be presented to the CATG for consideration including details of the Driver Awareness Scheme.</li> </ul> <p>Members of the public were reminded that as a first point of call their local councillor should be contacted as it was possible some issues could be resolved without the need to register through the Issues log.</p> <ul style="list-style-type: none"> <li><b>ii. Community Safety Group</b><br/>Councillor Peter Hutton reported that the Purple Flag had been awarded to Salisbury. Purple Flag (similar to the Blue Flag scheme on beaches) was designed as an objective assessment and was awarded to Salisbury in recognition of the safety of the city at night.</li> </ul> <p>The Group planned to meet with Salisbury members to find out further information on how Chippenham could seek a similar status.</p> <ul style="list-style-type: none"> <li><b>iii. Deprivation</b><br/>Councillor Chris Caswill reported that a meeting had taken place where</li> </ul>   |

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|    | <p>child poverty in the Chippenham area was discussed and the affects Welfare Reform was likely to have on the less well off.</p> <p>A full report would be presented to the Area Board in January.</p>  |
| 12 | <p><u>Community Area Transport Group</u></p> <p>The Board were asked to consider and approve the recommendations from the CATG as outlined within the report as circulated in the agenda pack.</p> <p>Ensuing discussion included that Cllr Rooke was disappointed that Lowden Tunnel had not been included in the list of schemes recommended for prioritisation but was pleased to see that the scheme would be retained for further consideration.</p> <p>In noting that consultation would be undertaken with local residents Cllr Rooke requested to be kept informed.</p> <p>Upon vote the recommendations as detailed within the report were approved as follows:</p> <p><b><u>Decision:</u></b><br/> <b>To approve the schemes recommended for prioritisation in 2012/13 as outlined within Appendix 1 of the report.</b></p> <p><b>To approve the schemes recommended for retention and further consideration in 2012/13 as outlined within Appendix 2 of the report.</b></p> <p><b>To remove the Highways Improvements Requests as detailed within Appendix 3 of the report.</b></p> <p><b>To agree the deployment of Speed Indicator Devices (SID) as detailed within Appendix 4 of the report.</b></p> |
| 13 | <p><u>The Legacy of 2012</u></p> <p>Laurie Bell, Director Communications, gave a presentation regarding the Jubilee and Olympics celebrations that had taken place throughout 2012, and spoke about the importance of keeping the legacy of these events alive within local communities.</p> <p>Some of the key highlights and positive impacts of the events included:</p> <ul style="list-style-type: none"> <li>• Additional spend on events days was estimated to be over £1 million – not including any tourism impact</li> <li>• Hotels and B&amp;B's in Salisbury were fully booked w/c 9 July for the Hudson's Field event</li> <li>• Visit Wiltshire website had the highest monthly number of visits since records began in 2008</li> </ul>  |

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|    | <ul style="list-style-type: none"> <li>• There was a substantial return on investment (£290,000)</li> </ul> <p>Laurie encouraged people to think of ways and ideas for keeping the Legacy of 2012 alive within their communities and confirmed that her team were happy to provide support and advice if required.</p> <p>People within the Chippenham Community area were also encouraged to send details of any events or activities arising or expected to take place from the Year of Celebration to the Wiltshire Council Communications Team.</p> <p>The Chairman thanked Laurie Bell for the presentation.</p> |
| 14 | <p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting. The next meeting of the Chippenham Area Board would take place on Monday 7 January 2013.</p> <p>All those in attendance who had provided e-mail details would be sent a link to the Survey Monkey following the meeting to provide evaluation of the meeting.</p> <p>The next agenda planning meeting would take place on 20<sup>th</sup> November at 10:00am. Any parish or town council representative interested in attending should contact the Community Area Manager or the Chairman.</p>                        |