

# MINUTES

**Meeting:** ROYAL WOOTTON BASSETT AND CRICKLADE AREA BOARD  
**Place:** Lyneham Primary School, Preston Lane, Lyneham SN15 4QJ  
**Date:** 24 July 2013  
**Start Time:** 6.30 pm  
**Finish Time:** 8.30 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Allison Bucknell (Chairman), Cllr Mary Champion, Cllr Mollie Groom (Vice Chairman), Cllr Chris Hurst, Cllr Bob Jones MBE and Cllr Jacqui Lay

### **Wiltshire Council Officers**

Penny Bell - Community Area Manager  
Laurie Bell - Director Communications  
Kevin Fielding - Democratic Services Officer

### **Town and Parish Clerks/Councillors**

Cricklade Town Council – Mark Clarke, John Coole and Charlotte Rogers-Jones  
Royal Wootton Bassett Town Council – Johnathan Bourne, Sue Doyle and Michael Leighfield  
Broad Town Parish Council – Veronica Stubbings  
Lydiard Millicent Parish Council – Tim Blackmore  
Lyneham and Bradenstoke Parish Council – Deborah Bourne & Tim Webb  
Purton Parish Council – Geoff Greenaway and Ray Thomas  
Tockenham Parish Council – Diana Kirby

### **Partners**

Wiltshire Police – Inspector Mark Thompson  
Wiltshire Fire and Rescue Service – Mike Franklin & Ian Jeary

**Total in attendance: 48**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome, Introductions and Announcements</u></p> <p>The Chairman welcomed everyone to the meeting of the Royal Wootton Bassett &amp; Cricklade Area Board and introduced the councillors and officers present.</p> <p>The Chairman advised and requested that it was noted, that Alexa Smith – Democratic Services Officer, had moved on to a new role within Wiltshire Council, the Chairman thanked Alexa for the hard work that she had carried out for the Area Board.</p> <p>The Chairman advised that the Bus Services, Rural Service Plan would soon be out to consultation.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Cllr Ruth Szybiak – Cricklade Town Council and Cllr Derek Bunney – Lyneham Parish Council.</p>
3	<p><u>Minutes</u></p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>The minutes of the meeting held on the 22 May 2013 were agreed a correct record and signed by the Chairman.</b></li> </ul>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>Wiltshire - The Wider Picture</u></p> <p>The following points were raised by Cllr Jacqui Lay:</p> <ul style="list-style-type: none"> <li>• That a planning application for land at Ridgeway Farm had now been submitted.</li> <li>• That Wiltshire Council had been sending letters out to businesses in Royal Wootton Bassett concerning the need for businesses to have a valid Wiltshire Council waste certificate to enable them to have commercial waste collected and disposed of. There were concerns that some businesses were using bottle banks to dispose of large quantities of bottles. Wiltshire Council could fine businesses £300 if they did not hold a</li> </ul>

	valid certificate.
6	<p><u>Spotlight on Parishes and Partners</u></p> <p>Updates from partners were received as follows:</p> <p>Parish and Town Councils</p> <p>Latton Parish council</p> <ul style="list-style-type: none"> <li>• Were now ready to publish their Parish Plan, the Chairman invited representatives from Latton PC to give a presentation at a future Area Board meeting on their experiences of putting together their Parish Plan.</li> </ul> <p>Royal Wootton Bassett Town Council</p> <ul style="list-style-type: none"> <li>• Thanked the Wiltshire Fire &amp; Rescue Service for their prompt action in dealing with the recent fire at the Cross Keys public house.</li> </ul> <p>Cricklade Town Council</p> <ul style="list-style-type: none"> <li>• Neighbourhood Plan - The Working Party has been doing a lot of work, following the public consultation in April 2013, and met with members of the newly formed focus group last week. The Focus Groups, covering Housing, Public Open Spaces and Business, Traffic and Town Centre will be meeting over the next few months to consider all the local evidence, the results of the surveys and local public opinion and will prepare a draft Neighbourhood Plan under the guidance of the Working Party.</li> <li>• Benchmarking with Action for Market Towns - Cricklade enters its second year of the scheme, along with other market towns in Wiltshire. Evidence collected will be used to enhance tourism, make suggestions for improving the local economy and as a measure to ensure that initiatives are producing results.</li> <li>• Councillor Vacancy - Following the recent election Cricklade Town Council was notified of a resignation from a newly elected councillor, and this vacancy will hopefully be filled at the end of July.</li> <li>• Walkers are Welcome - Our Tourism Working Party is recruiting a local volunteer to help raise Cricklade's reputation as an important destination for walkers. The town is hoping to secure Walkers are Welcome status which will benefit those visiting the area and enjoying the Thames Path, as well as adding to the vibrancy and economy of the town. This is a community led scheme and it would be great to have links with other</li> </ul>

neighbouring parishes who participate in the scheme. To find out more visit [www.walkersarewelcome.org.uk](http://www.walkersarewelcome.org.uk)

- Get Wiltshire Walking - Approximately 20 walkers meet each week in Cricklade to participate in a local walks, led by trained walk leaders. On 19<sup>th</sup> July over 75 walkers who are members of other walking groups in and around Wiltshire will be coming to Cricklade to enjoy one short walk and a long walk, as well as taking in some of the other sites of the town, including the museum.
- Cricklade In Bloom Competition - Cricklade continues to blossom following its "Champion of Champions" success in the RHS Britain in Bloom 2011 competition. The Town Council is judging a variety of planting categories and encouraging children to participate with gardens to attract bees and butterflies.
- Heritage Trail - The Heritage Trail is nearing completion with new display boards being added to the town on a regular interval. The town council continues to offer free parking throughout the town and is enhancing the car parks with new signage.
- RWB and Cricklade Towns and Villages Trail - This new leaflet, published by Visit Wiltshire, is now available in TICs and as a downloadable map – [www.visitwiltshire.co.uk](http://www.visitwiltshire.co.uk)
- Path at Long Close - Phase one of the enhancement programme has been completed with grants from the PIG Scheme and S106 money. This has enabled a large area of undeveloped land to be brought back into public recreational use and further investigative ground work will take place on this Scheduled Monument over the coming months. Phase two will see further clearing work towards Hall Close.
- Eastern Roundabout - The large roundabout on the eastern side of the town is undergoing a face lift with extensive planting and signage to provide a more attractive welcome for visitors to Cricklade.
- Jenner Hall held a celebration recently following completion of their Raise the Roof Appeal, which saw them achieve their goal of raising sufficient funds to replace their stone roof.
- Twinning Trip - Twenty Six Cricklade residents recently participated in a most enjoyable cultural exchange trip when they visited Suce- sur- Erdre in the Loire Valley in France. The Twinning Association is busy throughout the year, fundraising for the next visit which will see Suce residents visit Cricklade in 2014.
- Cricklade Festival - This annual event continues to excel and this year's theme of Cricklade Goes to Hollywood brought out a fabulous selection of

stalls, side shows and acts, and of course a large and enthusiastic (though slightly damp!) crowd.

Wiltshire Fire and Rescue Service – Mike Franklin & Group Manager Ian Jeary

The written update was noted with the following points made:

- That the public should be aware of the dangers of lighting Chinese Lanterns in rural areas, around thatched building and barns.
- That investigations were ongoing re the recent fire at the Cross Keys public house, a temporary shelter would be erected over the roof of the building. Structural surveys had been carried out on adjoining buildings.

Enterprise Inns, owners of the Cross Keys would be giving a written report to Royal Wootton Bassett Town Council, which could then be forwarded to the Area Board.

The Area Board also thanked the Wiltshire Fire & Rescue Service for their prompt action in dealing with the fire at the Cross Keys public house.

Wiltshire Police

The written update was noted with Sector Inspector Mark Thompson making the following points:

- That the sector had 5.6% fewer crimes in the rolling 12 months than the previous 12 months.
- Lots of good work being carried out by the local Neighbourhood Police Teams in the area.
- The need to be vigilant re open ground floor doors and windows during the hot weather.

NHS Wiltshire

The written updates were noted.

Chambers of Commerce

- The leaflet which was distributed at the last Area Board meeting was now available at the Chamber of Commerce office.

	<p>Community Groups</p> <p>Royal Wootton Bassett Rugby Club</p> <ul style="list-style-type: none"> <li>• That the new facility was expected to be open for use during early September 2013.</li> </ul> <p>The Chairman thanked everybody for their updates.</p>
7	<p><u>Area Board Funding</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2011/12:</p> <p><b>Decision</b>  <b>Tockenham Village Hall awarded £2,075 towards a new heating system in Tockenham Village Hall.</b></p> <p><b>Reason</b>  <i>The application meets the Community Area Grant criteria 2013/14, and demonstrates partial links to the Northern Community Area Plan 2005 – 2015; Recreation, Culture &amp; Leisure.</i></p> <p><b>Decision</b>  <b>Old Court Community Pre-School awarded £2,660 towards the creation of a Teddy Tots Garden on condition that the balance of funding is in place.</b></p> <p><b>Reason</b>  <i>The application meets the Community Area Grant criteria 2013/14 and demonstrates links to the Northern Community Area Plan 2005 – 2015; Recreation, Culture &amp; Leisure, and Education &amp; Lifelong Learning.</i></p> <p><b>Decision</b>  <b>Longleaze Pre-School awarded £5,000 towards Longleaze Pre-School and Nursery extension and building improvements with the proviso that Pre-School provision would be set up.</b></p> <p><b>Reason</b>  <i>The application meets the Community Area Grant criteria 2013/14 and demonstrates a link to the Northern Community Area Plan 2005 – 2015; Education &amp; Lifelong Learning.</i></p> <p><b>Decision</b>  <b>Cricklade Historical Society awarded £5,000 towards nine new cabinets.</b></p> <p><b>Reason</b>  <i>The application meets the Community Area Grant criteria 2013/14, and demonstrates links to the Northern Community Area Plan 2005 – 2015; The</i></p>

	<p><b><i>Economy, and Recreation, Culture &amp; Leisure.</i></b></p> <p>Councillors considered the following applications for funding from the Area Board's revenue budget:</p> <p><b>Decision</b>  <b>Clyffe Pypard Parish Council awarded £500 towards the development of a Community-Led Plan for Clyffe Pypard.</b></p> <p><b>Decision</b>  <b>To award the sum of £325 for a medieval banner and stand at the Diamond Jubilee celebrations of May 2012.</b></p> <p>Councillors considered the following applications seeking funding from the Area Board's Legacy funding scheme:</p> <p><b>Decision</b>  <b>Wives Community Group awarded £500 towards a summer fete.</b></p> <p><b>Decision</b>  <b>Royal Wootton Bassett Rugby Football Club awarded £1,000 towards the official opening and associated celebrations of the new clubhouse and floodlights.</b></p> <p>The Area Board were notified that the following costs have been incurred under the financial authority delegated to the Community Area Manager:</p> <p><b>The sum of £20 for the hire of Cricklade Town Council's meeting room for a Community Area Transport Group meeting on Thursday 4 July 2013.</b></p>
8	<p><u>Community-Led Planning: The Next Steps</u></p> <p>Geoff Tappern gave a brief overview on how Purton Parish Council had consulted and published its Community-Led Plan.</p> <p>Points made by Geoff Tappern included:</p> <p>Process</p> <ul style="list-style-type: none"> <li>• Study group formed Oct 2011.</li> <li>• Questionnaire distributed by hand to every house in July 2012. <ul style="list-style-type: none"> <li>– Returns 20% for households.</li> <li>– Returns 5% for business.</li> <li>– Returns 45% for Bradon Forest School (young person</li> </ul> </li> </ul>

	<p>questionnaire).</p> <ul style="list-style-type: none"> <li>• Feed back meeting Dec 2012.</li> <li>• Now at draft 6 of Parish Plan document.</li> <li>• “Nearly” finished.</li> </ul> <p>Parish Plan Steering Group</p> <ul style="list-style-type: none"> <li>• Initially about 14 people.</li> <li>• Down to 5 dedicated people.</li> <li>• Good response from Parish Council.</li> <li>• Good response from Unitary Councillor.</li> <li>• Good response from Community First.</li> </ul> <p>Comments</p> <ul style="list-style-type: none"> <li>• Initially little enthusiasm in village with comments like “Why bother - nobody takes any notice of what we say”.</li> <li>• Despair over planning decisions at Wiltshire Council – take no notice of our objections.</li> <li>• Fed up with parking issues, speeding, narrow roads, dog poo.</li> </ul> <p>Where Purton is now</p> <ul style="list-style-type: none"> <li>• Taking more interest in what is going on, especially on planning &amp; parking.</li> <li>• But:- still its planning, planning, planning.</li> <li>• Development information to be the same in Neighbourhood Plan as in Parish Plan.</li> <li>• Taking more interest on how “our” money is being spent.</li> </ul> <p>The Chairman thanked Geoff Tappern for his presentation and invited him back to a future Area Board meeting to give an update.</p>
9	<p><u>Neighbourhood Planning</u></p> <p>Updates were received from the three Neighbourhood Planning Groups; NEW-V, Cricklade and Royal Wootton Bassett.</p> <p>Cricklade – Cllr Mark Clarke</p> <p>Points made included:</p> <p>What’s happened so far?</p>



- The Town Council established a Working Party to prepare the Neighbourhood Plan.
- The Working Party currently consists of 4 councillors, 4 community volunteers, our Town Clerk and a Wiltshire Council liaison officer.
- Cricklade parish was designated a Neighbourhood Plan area on 28<sup>th</sup> February 2013.
- A dedicated website has been set up : [www.crickladenp.org](http://www.crickladenp.org)
- In April a two day public consultation was held in the Town Hall which attracted 450 visitors.

#### The next steps

- The Working Party has now established three focus groups to examine all available evidence, carry out further research as appropriate, and write the draft plan :
  - Housing.
  - Public Realm.
  - Business, Transport and Town Centre.

#### New V

##### Points made included:

- Making good progress, the group were in discussions with Georgina Clampitt-Dix - Head of Service - Place Shaping, Wiltshire Council.
- Not a great response from the consultation so far.
- A poor response from the School consultation, with only three responses received back.

#### Royal Wootton Bassett

##### Points made included:

- Have been holding open surgeries to discuss what it all means.
- School consultation carried out, with a good take up of some 3000 leaflets distributed.
- A good response from a leaflet drop carried out in the High Street.

	<p>The three groups were thanked by the Chairman for their ongoing efforts.</p>
<p>10</p>	<p><u>Area Board Task Group Updates</u></p> <p>The following updates and draft minutes were received from the Task Groups and Working Groups:</p> <p>Community Area Transport Group (CATG)</p> <p>The minutes of the meeting held on 4 July 2013 were noted.</p> <p>The two recommendations listed below were agreed:</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the Area Board allocates the sum of approximately £800 from the CATG budget to provide dropped kerbs and tactile paving at Purton High Street near the village Hall.</b></li> </ul> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the Area Board allocates the sum of £5,000 from the CATG budget towards a pedestrian crossing at Willis Way in Purton, on the condition that Purton Parish Council agree to match-fund with the sum of £5,000, with the remainder to be bid for through the substantive highways scheme. Should the bid be unsuccessful, the sum of £5,000 would be returned to the CATG budget.</b></li> </ul> <p>Cricklade Shadow Community Operations Board (COB)</p> <p>The update contained in the agenda pack was noted.</p> <p>The recommendation listed below was agreed:</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the Area Board approves John Simmons as the newly appointed Leisure Centre representative on the COB, and that his fellow directors Deepak Lal and Nick Carter are appointed as deputies.</b></li> </ul> <p>Royal Wootton Bassett Shadow Community Operations Board (COB)</p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>

	<p>Dog Fouling Task Group</p> <ul style="list-style-type: none"> <li>• That Cllr Mollie Groom and Cllr Jacqui Lay had recently attended a “Bag it and Bin it” awareness presentation with local School children.</li> <li>• That a meeting date would be arranged for the Task Group to meet again.</li> </ul> <p>The Chairman thanked everybody for their updates.</p>
11	<p><u>Royal Wootton Bassett and Cricklade: The Way Forward?</u></p> <p>It was agreed that this topic would be carried over to the September Area Board meeting.</p>
12	<p><u>Evaluation and Networking</u></p> <p>The Chairman thanked everyone for attending the meeting. The next meeting of the Wootton Bassett &amp; Cricklade Area Board would be held on 25 September 2013 at St Bartholomew’s School, Royal Wootton Bassett.</p>