

Minutes Book

12 May 2015

Council Chamber, County Hall, Trowbridge, BA14 8JN



Minutes of Cabinet and Committees

February- May 2015

Meeting	Date	Page Nos.	Chairman (Cllr)
Cabinet and Cabinet Committees			
Cabinet	17 March 2015	<u>5 - 14</u>	Jane Scott OBE
Cabinet	21 April 2015	<u>15 - 20</u>	Jane Scott OBE
Overview and Scrutiny Select Committees			
Overview and Scrutiny Management Committee	3 March 2015	<u>21 - 26</u>	Simon Killane
Children's Select Committee	27 January 2015	<u>27 - 36</u>	Jon Hubbard
Children's Select Committee	14 April 2015	<u>37 - 48</u>	Jon Hubbard
Environment Select Committee	17 February 2015	<u>49 - 56</u>	Peter Edge
Environment Select Committee	14 April 2015	<u>57 - 64</u>	Peter Edge
Health Select Committee	10 March 2015	<u>65 - 76</u>	Christine Crisp
Planning Committees			
Strategic Planning Committee	11 February 2015	<u>77 - 88</u>	Andrew Davis
Strategic Planning Committee	11 March 2015	<u>89 - 94</u>	Andrew Davis
Strategic Planning Committee	22 April 2015	<u>95 - 102</u>	Andrew Davis
Northern Area Planning Committee	18 February 2015	<u>103 - 120</u>	Tony Trotman
Northern Area Planning Committee	11 March 2015	<u>121 - 130</u>	Tony Trotman
Northern Area Planning Committee	1 April 2015	<u>131 - 148</u>	Tony Trotman
Eastern Area Planning Committee	19 February 2015	<u>149 - 158</u>	Charles Howard
Eastern Area Planning Committee	2 April 2015	<u>159 - 168</u>	Charles Howard
Southern Area Planning Committee	26 February 2015	<u>169 - 186</u>	Fred Westmoreland (Chris Devine meeting only)
Southern Area Planning Committee	19 March 2015	<u>187 - 192</u>	Fred Westmoreland (Chris Devine meeting only)
Southern Area Planning Committee	9 April 2015	<u>193 - 210</u>	Fred Westmoreland
Western Area Planning Committee	25 February 2015	<u>211 - 218</u>	Christopher Newbury
Western Area Planning Committee	8 April 2015	<u>219 - 236</u>	Christopher Newbury
Western Area Planning Committee	29 April 2015	<u>237 - 252</u>	Christopher

			Newbury
Other Committees			
Audit Committee	10 March 2015	<u>253 - 258</u>	Tony Deane
Staffing Policy Committee	4 March 2015	<u>259 - 262</u>	Allison Bucknell
Joint Committees			
Joint Strategic Economic Committee (SWLEP)	1 April 2015	<u>263 - 268</u>	Jane Scott OBE
Wiltshire Health and Wellbeing Board	26 March 2015	<u>269 - 278</u>	Jane Scott OBE
Wiltshire Pension Fund Committee	12 March 2015	<u>279 - 286</u>	Tony Deane
Wiltshire Police and Crime Panel	5 March 2015	<u>287 - 302</u>	Richard Britton
Wiltshire and Swindon Fire Authority			
<p>Councillors wishing to ask a question on the Fire Authority minutes are required to give written notice no later than five clear days before the council meeting - 5pm on Friday 1 May 2015 - please contact Yamina Rhouati, 01225 718024, yamina.rhouati@wiltshire.gov.uk</p>			
Wiltshire and Swindon Fire Authority	12 February 2015	<u>303 - 306</u>	Chris Devine

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CABINET

DRAFT MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 17 March 2015.

Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Fleur de Rhé-Philipe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Jonathon Seed	Cabinet Member for Housing (excluding strategic housing), Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services), Heritage & Arts and Customer Care

Also in Attendance: Cllr Jon Hubbard, Cllr Mark Packard, Cllr Richard Gamble, Cllr Richard Clewer, Cllr Alison Bucknell, Cllr Stewart Dobson, Cllr David Jenkins, Cllr Simon Killane, Cllr Magnus MacDonald, Cllr Horace Prickett, Cllr John Walsh, Cllr Julian Johnson, Cllr Bridget Wayman and Cllr Jerry Wickham.

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

25 Apologies

Apologies were received from Councillors Jane Scott and Keith Humphries.

Councillor John Thomson, Deputy Leader in the Chair

26 Minutes of the previous meeting

The minutes of the meeting held on 10 February 2015 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 10 February 2015.

27 Declarations of Interest

There were no declarations of interest.

28 Leader's announcements

There were no announcements.

29 Public participation and Questions from Councillors

There were no requests for formal participation.

Councillor Stuart Wheeler referred to a question from Councillor Jon Hubbard from the last Council meeting in respect of the living wage to which he had provided Councillor Hubbard with a written response.

30 Car Parking Review

 The Deputy Leader, Councillor John Thomson, presented a report which sought Cabinet's approval of the revised Wiltshire Local Transport Plan (LTP) 2011-2026 – Car Parking Strategy.

In the course of the presentation by officers and the discussion, the issues discussed included: that over 14,000 comments had been received as part of the consultation; that the previous strategy was developed in 2010; an outline of the methodology used; how members of the public and Scrutiny Members had been engaged; how the review sought to deal with recent changes to Central Government policy and guidance; how initiatives could be trialled; how assets had been identified for possible review; the statutory process required for Traffic Regulation Orders (TROs); how community stakeholders could be engaged; the impact of the proposals on different communities; that the implementation of new technology should be gradual; and how the review benefited from considering the experience of other authorities.

Councillor John Walsh referred to the work of the Scrutiny Task Group, and drew particular attention to the impact of the proposals in the Salisbury area. He proposed, in his personal capacity, to Cabinet that they defer implementation of the proposals in Salisbury to enable a review of the bus services in the area. Councillor John Thomson stated that a delay in implementation would not be advisable and that the proposals had support of the Business Improvement District group in Salisbury, and that, unlike other communities in Wiltshire, Salisbury had Park and Ride scheme that visitors were encouraged to use.

In response to a question from Councillor Jon Hubbard, Councillor John Thomson stated that he was open to discussions from the communities that wished to take over specific car parks, and that he felt that the council should be able to take a sufficiently flexible approach to address any financial planning

issues that would prevent communities from meeting their aspirations in this matter.

In response to a question from Councillor Jon Hubbard, Councillor John Thomson stated that he would give a written answer regarding the different rates for annual permits in Calne, Melksham and Chippenham, and that if there was a discrepancy, the matter could be reviewed.

In response to a question from Councillor Alison Bucknell, Councillor John Thomson stated Blue Badge holders would not be charged for parking. Councillor Bucknell, as portfolio holder for Equalities, welcomed the inclusion of the Equalities Impact Assessment in the report papers.

In response to a question from Councillor Stewart Dobson, Councillor John Thomson stated that the Council would consider ways to spread the cost of annual permits to help make it a more affordable option for lower-paid workers.

In response to a question from Councillor Stewart Dobson, Councillor Stuart Wheeler stated that the car park at Savernake Hospital was owned by the NHS but was managed by the Council.

In response from a statement from Councillor Simon Killane, Chair of the Overview and Scrutiny Committee, Councillor John Thomson stated that recommendations to the Cabinet had taken the views of the Scrutiny Panel into account.

Councillor John Thomson, in moving the recommendations, drew the meetings attention to the addendum which amended recommendation xii. He also added his thanks for the hard work of the officers in supporting the review, a sentiment that was widely supported by those in attendance.

Resolved

To approve the revised Wiltshire Local Transport Plan 2011 – 2026: Car Parking Strategy (Appendix 1) including the following:

- (i) Support the concept of setting parking charges on a car-park-by-car-park basis (as per Policy PS3 - Parking Charges) rather than on a 'banded' or Wiltshire wide approach (i.e. all towns have the same charges).**
- (ii) Approve the recommended parking charges (Monday – Sunday) as set out in Appendix 9 for implementation in 2015/16.**
- (iii) Agree that a full review of parking charges will be undertaken by the Council at approximately five year intervals based on the factors outlined in Policy PS3 and delegates authority to the Associate Director for Highways and Transport in consultation with the Cabinet**

Member for Highways and Transport to undertake any necessary annual interim reviews of parking charges at a car park or town level.

- (iv) Note that over 5,000 individuals and organisations responded to, and took part in, the public consultation.**
- (v) Note the submission of a petition for 'One hour free parking in Wiltshire Towns' signed by 3,750 people but agrees that the issue of possible exemptions to charging, including first hour free parking, has been adequately covered in the review.**
- (vi) Support the approach to implementing new technologies as set out in paragraphs 18 to 24.**
- (vii) Note that due to the volume of consultation responses received only the majority or main consultation points have been fully considered at this time; the analysis and consideration of more detailed points will be undertaken in liaison with town councils, BIDs and other interested parties during 2015/16.**
- (viii) Agree the revised proposed approach to season tickets and delegate authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways and Transport to develop and implement the changes.**
- (ix) Approve the submission of the identified car parks (including Market Place car park in Wilton) to a property asset review and delegates authority to the Associate Director for People and Business in consultation with the Cabinet Member for Highways and Transport and the Cabinet Member for Strategic Planning, Property, Waste and Strategic Housing, to negotiate and agree any resulting legal agreements.**
- (x) Approve the localism opportunities set out in paragraph 112 and delegate authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways and Transport, and with the advice of legal and property services, to negotiate and agree any resulting legal agreements.**
- (xi) Support the principle of studies being undertaken into coach parking, leisure centre parking, residents' parking zones, on-street waiting restriction reviews and parking enforcement, and delegate authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways and Transport to develop and implement any changes.**
- (xii) Note the publication of revised Government parking guidance (see paragraph 138), approves a 15 minute grace period before the issuing of any penalty charge notice for both on-street and off-street parking places provided under traffic orders (where a ticket has been**

purchased and displayed), and delegates authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways and Transport to revise the Council's car parking strategy and parking management practices if necessary to accord with the revised guidance.

- (xii) Delegate authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways and Transport, to finalise the strategy document for publication.**

Reasons for Decision:

To seek agreement to commence implementation of the revised LTP Car Parking Strategy following public consultation.

31 **Adoption Agency Six Month Report**

 Councillor Laura Mayes presented a report which sought to ensure that Cabinet was satisfied that the Council's adoption agency was effective and achieving good outcomes for children, young people and service users. The report covered the period 1 April 2014 to 31 October 2014 referred to the Adoption Service Improvement Plan.

It was recognised that the service had improved its performance and risen to the challenges posed by the adoption reform agenda. However, the Council was not complacent and acknowledged that it had to do more to improve the Council's effectiveness in this area of vital importance.

In the course of the presentation and the discussion, the issues discussed included: that Wiltshire Council had increased the number of parents ready for adoption; the need to proactively recruit parents to meet the needs of the children awaiting adoption, including recruiting more specialist adopters for children who are more challenging to place; and that there were a number of areas where the Council would continue to seek improvements.

Resolved

- 1. That the contents of this report are noted and accepted; and**
- 2. That the Cabinet's thanks be passed on to the Adoption team.**

Reasons for Decision:

The 2013 Statutory Adoption Guidance and the 2014 Adoption Minimum Standards place a requirement on local authority adoption services to ensure that Wiltshire Council Cabinet is satisfied that the Adoption Agency is effective; achieving good outcomes for children, young people and service users; and complying with the conditions of registration.

32 **2014 Staff Survey Results**

Councillor Stuart Wheeler presented a report which sought to provide Cabinet with an overview of the 2014 staff survey results, highlighting key messages and priorities arising.

In the course of the presentation and the discussion, the issues discussed included: the high response rate to the survey; that response, overall, was positive; what actions the Council could take to address less positive areas; and that work would be ongoing to improve the appraisal process.

Councillor Jon Hubbard agreed that the results were very positive but highlighted a couple of less positive areas which he considered needed addressing.

Resolved

To note the content of the corporate staff survey report and priorities arising.

Reasons for Decision:

Cabinet have requested to be kept updated regarding staff survey outcomes and trends, particularly regarding staff engagement, recognising that the ability to deliver business plan outcome relies on having an engaged workforce.

33 **Report on Treasury Management Strategy 2014-15 - Third Quarter ended 31 December 2014**

Councillor Dick Tonge presented the report which presented the third quarter review of the Treasury Management Strategy.

The report reviewed management actions in relation to: the Prudential Indicators, Treasury Management Indicators originally set for the year and the position at the 31 December 2014; the other treasury management actions during the period; and the approved Annual Investment Strategy.

Resolved

To note the contents of the report in line with the Treasury Management Strategy.

Reasons for Decision:

To give members of the Cabinet an opportunity to consider the performance of the Council in the period to the end of the quarter against the parameters set out in the approved Treasury Management Strategy for 2014-15.

This report is a requirement of the Council's Treasury Management Strategy.

34 School Admission 2016/17

Councillor Laura Mayes presented the report which asked Cabinet, as part of the statutory process, to determine the admission arrangements for maintained schools.

In the course of the presentation and the discussion, the issues discussed included: that the scheme had worked well in previous years; that changes in the way forces families are dealt with were proposed with the aim to reduce the stress on families affected by the army rebasing programme; and that the proposals had been approved by the School Admissions Forum.

Resolved

- 1. That the proposed scheme for the co-ordination of admission to secondary schools for 2016/17.**
- 2. That the proposed scheme for the co-ordination of admissions to primary schools for 2016/17.**
- 3. That the proposed admission arrangements for Voluntary Controlled & Community secondary schools for 2016/17.**
- 4. That the proposed admission arrangements for Voluntary Controlled & Community primary schools for 2016/17.**

Reasons for Decision:

The Local Authority has a statutory duty to have a determined admission policy for 2016/17 in place on or before 15 April 2015.

35 Housing Board Annual Report

Councillor Jonathon Seed presented a report to update Cabinet regarding the activities of Wiltshire Council's Housing Board between December 2013 and November 2014.

In the course of the discussion, the issues discussed included: that a number of Key Performance Indicators (KPIs) had been developed; that improvements had been made, but there were still areas where changes were required; that a Tenant Scrutiny Panel had been appointed and were receiving training; and that the Wiltshire Council Corporate Scrutiny would be looking at how tenants were engaged across Wiltshire. Cabinet received a presentation which highlighted improvements which had been made to the housing service.

Resolved

To note the annual report.

Reasons for Decision:

Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.

36 Urgent Item - Better Care Plan

The Deputy Leader approved consideration of the following item in order to determine it prior to the next scheduled meeting.

Corporate Director, Maggie Rae, presented a report in the absence of the Lead Member, Councillor Keith Humpries. The urgent item sought Cabinet's approval for a establishment of a pooled fund and the making of a s75 agreement.

The Better Care Fund (BCF) had been developed by the Health and Wellbeing Board (HWB) and it was the responsibility of the HWB to sign off the Better Care Plan (BCP). The new guidance from the Government has a requirement for the Better Care Fund to be signed off by the Health and Wellbeing Board and be established as a joint fund.

In order to deliver the Better Care Fund it is a requirement of the scheme that a pooled fund is established under a formal agreement on or before 1 April 2015. The agreement must be made under Section 75 of the National Health Service Act 2006 between Wiltshire Council and the Clinical Commissioning group (CCG). This needs to be approved by both parties.

Resolved

- 1. That subject to sign off by the Health and Wellbeing Board approves the establishment of the Better Care Fund Pooled Fund on and from 1 April 2015 largely on the terms set out in the draft Section 75 Agreement attached to this report at Appendix 1;**
- 2. That subject to sign off by the Health and Wellbeing Board delegates authority to Maggie Rae, Corporate Director in consultation with the Associate Director (Legal and Governance) to finalise and enter into the Section 75 Agreement on behalf of Wiltshire Council. The Councils 151 Officer will ensure the financial monitoring of this fund;**
- 3. That subject to sign off by the Health and Wellbeing delegated on decisions on expenditure from the Better Care Fund Pooled Budget to Maggie Rae and Deborah Fielding (Chief Accountable officer CCG) following recommendations of the Joint Commissioning Board for Adults.**

Reason for Decision:

1. The Health and Wellbeing Board gives strategic oversight on the Better Care Fund and the Section 75 agreement.
2. The Section 75 agreement needs to be in place by 1 April 2015. Due to scheduling of meetings it will be required to be signed off by both Wiltshire Council and Wiltshire CCG during March 2015. This is prior to the next Health and Wellbeing Board on 26 March, hence the request for the delegation arrangements in this report.
3. Whilst the draft Section 75 agreement has been mainly completed there remains further work to be completed on specific issues; along with legal advice relating to the outstanding issues.

37 **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 minute number 106 below because it was 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). No representations had been received as to why this item should not be taken in private.

38 **Growth Deal**

Key Councillor Fleur de Rhé-Philippe presented the report which identified the financial obligations of the Council in relation to the delivery of part-funded Growth Deal projects in 2015/2016; and sought the approval from Cabinet to continue with the delivery of two highways projects in 2015/2016 using financial resources available to the Council to provide the local match funding.

Resolved

That after considering the financial obligations of delivering in 2015/16 the A429 Highways Improvements project and the LTB Sponsored A350 Chippenham Bypass Improvements project, to support the recommendation to provide local match funding for these projects.

Reason for Decision:

To ensure that Wiltshire Council maximises the benefits and opportunities associated with the Growth Deal programme in terms of delivering key infrastructure projects and building Wiltshire's economy whilst managing the financial implications and associated risks to the organisation.

To ensure that officers are able to develop and deliver key capital projects on time, on cost and on quality through the Growth Deal programme.

(Duration of meeting: 10.30 am - 12.28 pm)

<p>These decisions were published on the 23 March 2015 and will come into force on 31 March 2015.</p>

The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail yamina.rhouati@wiltshire.gov.uk
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CABINET

DRAFT MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 21 April 2015.

Cllr Jane Scott OBE	Leader of the Council
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Keith Humphries	Cabinet Member for Health (including Public Health) and Adult Social Care
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services), Heritage & Arts and Customer Care
Cllr Philip Whitehead	Cabinet Member for Highways and Transport
Also in Attendance:	Cllr Jon Hubbard, Cllr Alan MacRae, Cllr Richard Gamble, Cllr Allison Bucknell, Cllr Fred Westmoreland, Cllr Simon Killane, Cllr Chris Caswill, Cllr Alan Hill, Cllr Bill Moss and Cllr Horace Prickett

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

39 **Apologies**

Apologies were received from Councillor John Thomson.

40 **Minutes of the previous meeting**

The minutes of the meeting held on 17 March 2015 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 17 March 2015.

41 **Declarations of Interest**

There were no declarations of interest.

42 **Leader's announcements**

The Leader made the following announcements:

The Leader extended a warm welcome to Councillor Fred Westmoreland who was recovering from a recent injury.

The Leader announced that the Council's HR department had received an award at the 2015 PPMA Excellence in People Management Awards. The Leader noted that Barry Pirie chaired the national Public Service People Managers' Association. The Leader had on the Council's behalf, congratulated the HR team on their achievement.

The Leader had attended, along with Councillor Richard Gamble, the graduation ceremony for those students who had recently completed their Advanced Apprenticeship Scheme. Leader hoped this would become an annual event.

43 **Public participation and Questions from Councillors**

The Leader reported receipt of questions and statement from Councillor Chris Caswill and Mrs Marilyn Mackay as published prior to the meeting, and asked if there were any further supplementary questions.

(a) Cllr Chris Caswill

In response to a supplementary questions, Councillor Toby Sturgis stated that ~~the~~ a report on the Chippenham Sites Allocation would only be considered by Cabinet if the consultation responses raised issues of soundness; and that the responses were still being considered.

In response to a supplementary question, Councillor Keith Humphries stated that there had not been any safeguarding matters arising from the two CQC reports in question; and thus it was not necessary to discuss these formally at Cabinet. Cabinet members had been made aware of the contents of the reports. Furthermore a task group had been looking at issues around care home improvements and work was underway, in partnership with Healthwatch, to work with providers ahead of inspection.

Councillor Chris Caswill accepted the offer, made by Councillor Keith Humphries to visit some of the care providers.

Councillor Chris Caswill asked to reserve further comments on his question relating to the SWLEP until that item was discussed later on the agenda.

(b) Marilyn Mackay

The questions and statements were taken as read.

It was noted, in a correction to the written response given, that Councillor Toby Sturgis was not a member of the LEP Board.

44 **Actions to Recruit and Retain Social Workers - Update Report**

Councillor Stuart Wheeler, Laura Mayes and Keith Humphries, presented a report which provided Cabinet with a further update on all of the actions being taken and planned to improve the recruitment and retention of social workers across the council. This followed the agreement of the Corporate Leadership Team (CLT) on 23 June 2014 to pay market supplements to specific social worker roles and a report to Cabinet on 7 October 2014 in which actions to recruit and retain social workers was outlined.

In the course of the presentation and the discussion, the issues discussed included: the difficulties faced nationally, in competing to recruit the best staff; the proactive marketing undertaken; the impact of new approaches on recruitment; that future challenges remain; that further information about Wiltshire Institute for Social Care (WISC) could be made available to Cabinet at its July meeting; the views of Scrutiny regarding the approach taken; how issues regarding caseloads in children's services had been addressed and could be maintained with fluctuating demands on the service; and that further work will be undertaken to address recruitment.

Councillor Jon Hubbard, Chair of the Children's Select Committee, referred to the consideration of the matter by the Select Committee and stated that he was pleased to see the increase in recruitment and the decrease in reliance on agency staff. Furthermore he welcomed the reassurances given over the caseloads per social worker, but expressed concerned as to how caseloads could be kept to a reasonable size given that, by its very nature, social work is given to fluctuations in demand.

It was noted that work to increase awareness of Children's Sexual Exploitation (CSE), through theatre and film, had increased reporting; Cllr Hubbard also highlighted that 'Chelsea's Choice' would be performed at the Melksham Assembly Hall on 22 April and urged all Councillors to attend.

Resolved

That cabinet note the progress of the recruitment campaign to recruit social workers and support the further actions being taken and planned to recruit and retain social workers.

Reason for Decision:

To improve the recruitment and retention of experienced social workers and social work managers.

45 **Wiltshire Energy Resilience Board**

Councillor Toby Sturgis presented a report on progress in engaging with public and private sector partners to determine the viability of establishing a Wiltshire Energy Resilience Board, and to recommend a way forward on this matter.

In the course of the presentation and the discussion, the issues discussed included: consultation had been undertaken regarding the establishment of the Energy Resilience Board; how partners could be best engaged; that the Wiltshire Assembly was proposed to host the event, with further information shared periodically; the impact of resource implications on options to set up the Board; and what other options are available, other than the Wiltshire Assembly, to progress this matter.

Resolved

- 1. That the Chair of the Wiltshire Assembly be contacted to discuss the possibility of hosting an Wiltshire Energy Resilience Board; and**
- 2. That the Lead Member considers how alternative proposals, as necessary, could be brought forward in a timely manner.**

Reason for decision:

The resolution by Council on 21 October 2014 required Cabinet to report on progress in engaging with public and private sector partners to determine the viability of establishing a Wiltshire Energy Resilience Board, and to recommend a way forward on this matter.

46 **Wiltshire Alcohol Strategy 2014-18**

Councillor Keith Humphries presented the report which informed Cabinet members of the new Wiltshire Alcohol Strategy 2014-18, which has recently undergone a period of formal consultation.

In the course of the presentation and the discussion, the issues discussed included: what the personal, safe limits are for people's consumption of alcohol; the progress that has already been made on addressing drinking with children and young people; how addressing the underlying reasons for someone's drinking is important; how the focus of public health work has refocused on older people; the difficulty in identifying the underlying alcohol issues in health problems; concern that the safety of residential communities can be preserved in licensing; how national funding and national policy can focus on narcotics rather than alcohol; how the statutory licensing objectives do not include public health other than addressing preventing harm to children; the impact of the price of alcohol; how NHS England money, that is unallocated, could be reallocated to address local priorities; and how the strategy proposes to address

the alcohol harm including: integrating licensing within public health and raising awareness around alcohol abuse.

Councillor Keith Humphries stated, in response to a question from Cllr Chris Caswill, that the action plan was being developed; that the Strategy would be referred to the Licensing Committee for consideration; that the Wiltshire Clinical Commissioning had been consulted; and that the Police had been consulted through the Community Safety Partnership.

In addition, Councillor Jane Scott stated that she would ask for the Action Plan to be considered at a future meeting of the Health & Wellbeing Board; and that for officers to ask the Licensing to consider how they may be able to address the objectives of the Strategy.

Resolved

That Cabinet approve the strategy.

Reason for decision:

To ensure Cabinet are aware of the content of the strategy and its development process; prior to approval.

47 SWLEP Assurance Framework

Councillor Jane Scott OBE presented the report which outlined the key messages of the recently developed Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Local Assurance Framework. The report also highlighted the changes to SWLEP governance, operation and decision making process that ensures accountable, transparent decision making in respect of devolved funds overseen by the SWLEP Board and included in the SWLEP Growth Deal.

The Leader stated, in response to a question from Councillor Chris Caswill, pointed out the requirement to submit the Assurance Framework to the Secretary of State by the end of March. Councillor Caswill referred to information published on the SWLEP website which the Leader undertook to look into, clarify and if required circulate a note of explanation to members.

The Leader stated, in response to a question from Councillor Chris Caswill, that the Associate Director for Economic Development worked closely with colleagues at the LEP but was not employed or line-managed by the LEP. Furthermore, the Chief Officer of the LEP was employed and managed by Wiltshire Council on behalf of the LEP.

The Leader stated, in response to a question from Councillor Chris Caswill, that all decisions in accordance with the Economic Strategy would be taken by the Leader Member, Fleur De-Rhe-Phillip, and that decisions that did not comply with the Strategy would be taken by Cabinet. Furthermore accountability and

transparency would be further assured through the public meeting of the Joint Strategic Economic Committee (JSEC) and the joint scrutiny arrangement. It was also noted that the s151 Officer had pivotal responsibilities for ensuring that the LEP met the financial regulations that Wiltshire Council followed.

In the course of the presentation and the discussion, the issues discussed included: That strengthening of transparency and accountability was welcomed; that a review of the number of sub-groups would be undertaken to ensure efficiency; that the Wiltshire and Swindon LEP was the first, and so far the only, to have established scrutiny arrangements; and that Government Ministers had offered praise for the approach being taken.

In response to an issue raised by Councillor John Hubbard, the Leader stated that whilst the wording of the Framework was for the LEP to decide, she would bring to the attention of the Board the importance of wording documents so that unrealistic expectations were not established.

Resolved

- 1. That Cabinet notes the work of officers in developing a strong and robust Local Assurance Framework in support of SWLEP activity and give its endorsement to the framework, its implementation and ongoing maintenance.**
- 2. That Cabinet delegates authority to the Associate Director, Economic Development and Planning, following consultation with the Leader, Lead Member for Economic Development, the Monitoring Officer and the Section 151 Officer, to develop and enter into the relevant legal agreements that will underpin the framework.**

Reason for Decision:

To ensure that public funds devolved to the Swindon and Wiltshire Local Enterprise Partnership are spent with regularity, propriety, transparency and value for money.

48 Urgent Items

There were no urgent items.

(Duration of meeting: 10.30 - 11.45 am)

These decisions were published on the 24/4/15 and will come into force on 5/5/15
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The Officer who has produced these minutes is Will Oulton, of Democratic Services, direct line 01225 718024 or e-mail william.oulton@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 3 MARCH 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Simon Killane (Chairman), Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Peter Edge, Cllr Jon Hubbard, Cllr Gordon King, Cllr Jacqui Lay, Cllr John Noeken, Cllr Jeff Osborn, Cllr Pip Ridout, Cllr Ian Thorn, Cllr John Walsh, Cllr Bridget Wayman and Cllr Philip Whalley

Also Present:

Cllr Philip Whitehead

30 Apologies

Apologies were received from Councillor Alan Hill.

31 Minutes of the Previous Meeting

The minutes of the meetings held on 6 January, 4 February and 13 February 2015 were presented for consideration, and it was,

Resolved:

To approve and sign the minutes as true and correct records.

32 Declarations of Interest

There were no declarations.

33 Chairman's Announcements

- 1) Through the Chair it was announced at the start of proceedings that in keeping with the council's preparation for future broadcasting of the Committee's deliberations, the meeting would be recorded for training purposes.
- 2) The preparations for the forthcoming LGA Review of Wiltshire's Overview and Scrutiny service on 10 and 11 March was announced, with Member representatives with experience of scrutiny as well as officer representatives. Invitations for sessions of the review had been circulated to scrutiny members and relevant officers.

34 **Public Participation**

No questions or statements were submitted.

35 **Forward Work Programme**

Updates from Chairs/Vice-Chairs

Environment Select Committee

The Waste Task Group continued to look at council communications around waste and recycling. The ongoing review of the Balfour Beatty Living Places contract would also be monitoring and reviewing the contract and operations as the spring and summer seasons approached, and a cross select committee group on public transport as suggested previously by the management committee was supported.

Children's Select Committee

The recommendations of the SEND Task Group had been endorsed by the Committee, and the Chairman requested the thanks of the Committee in particular to the co-opted member and Chairman of the Task Group Reverend Alice Kemp be recorded, which was described by the Cabinet Member as one of the best evidenced pieces of scrutiny work they had seen.

The final report of the Schools and the Local Authority Task Group had been received, with an executive response expected at the next meeting along with one for the SEND Task Group.

The new Child Sexual Exploitation Task Group was being arranged, with an initial focus on the prevention aspect of the PreventProtectPursue strategy. An action plan would be assessed by the Corporate Leadership Team shortly. Attention was also drawn to the 'Chelsea's Choice' theatrical production on CSE awareness, concepts and strategies, with members encouraged to look up further information (<http://www.alteregocreativesolutions.co.uk/chelseas-choice/>)

The Committee had also being asked to give views on new contracts for the children's centres in the county and endorsement was sought for a Task Group to investigate the matter and report by June 2015. A potential Task Group on the forthcoming School Improvement strategy was also sought.

There was also discussion of press announcements on potential new rules on obligations to report CSE concerns, with the Committee requesting that all Members be informed of existing reporting measures and responsibilities, to be circulated to Towns and Parish Councils as well, and further updates when information on any changes emerged. Members were reminded that urgent referrals relating to child protection should be made to the Multi-Agency Safeguarding Hub on 08456 070888 and mash@wiltshire.gcsx.gov.uk.

Resolved

To endorse the establishment of a Children's Centres Task Group and a School Improvement Strategy Task Group; and

To invite the Corporate Directors to arrange for a briefing note to be circulated to Members reminding them of existing CSE concerns and how to report any concerns, to be also forwarded to Towns and Parish Councils.

Health Select Committee

The final report of the Transfer to Care Task Group had been received and an action plan from the 100 day challenge being awaited, with a new Task Group expected to monitor progress addressing concerns.

The Chairman explained that the final report of the Continence Services Task Group had been received by the Committee in May 2014 and accepted by the council and the Clinical Commissioning Group, but the Committee were concerned there appeared little progress on the issues raised, and the Management Committee supported writing further to the CCG to be provided with appropriate updates.

The Help to Live at Home Task Group had held several meetings and interviews with relevant parties, with a report from Mears to be considered ahead of the next Committee meeting.

The first meeting of the joint AWP Task Group would be on 20 March 2015.

It was also reported the Committee was considering a joint Task Group on Obesity, Community Services contracts, and had discussed recent improvements in the NHS 111 service, and a fall in complaints regarding Aviva Transport.

36 Management Committee Task Group Update

The updates from the Task Groups as detailed in the agenda papers were noted.

There were the following additional updates:

In response to queries it was clarified that all SWLEP decisions were signed off by central government rather than the local authorities due to European rules on acceptable 'accountable bodies'. It was requested the strategic economic plan of the Local Enterprise Partnership be circulated to members. It was also confirmed the Chair of a LEP was appointed by means of being openly advertised, but that the Chair and the local council leaders appointed the other members.

The Committee reiterated that local and wider bodies should be as transparent and accountable as possible where public funds are involved.

37 **Engagement in Major Projects**

Councillor George Jeans, Project Member on the Broadband Rollout Project, presented a written update as detailed in the agenda supplement. A verbal update was also provided, where it was stated the rollout was currently behind schedule, and there would be additional funding to go beyond the planned 91% coverage for phase 1. The Committee asked for further details on the project, where issues including but not limited to the following were raised:

Concerns were raised at the slower than expected rollout, due it was stated to the complexities of servicing a large and predominantly rural county, and requested a more detailed visual representation of the progress of the rollout be provided for a future update.

The limitations of information provided to the Committee due to rules on confidentiality meant they could not adequately scrutinize the progress of the project, and a fuller update was requested for the next meeting, with the Committee to exclude the public if confidential information needed to be disclosed to understand the issues properly.

Further questions were raised about proper scrutiny of BT accounts, efforts to improve digital literacy across the county in concert with the broadband rollout and more generally, and for details of phase 2 of the project, where it was stated more of the harder to reach areas would receive solutions, along with other scenarios such as urban areas and houses on exchange-only lines suffering poor speeds

Councillor Jeans was also the Scrutiny Member on the Paperless Programme but it had not yet progressed to the point a full update could be provided at the present time, though it was stated the physical storage of files, including the council maintaining its County Hall East Wing storage, was a significant cost, highlighting the need for a digitisation strategy.

Resolved:

To thank Cllr Jeans for his updates, and to request a full officer report at the next meeting, to include part 2 confidential information if deemed necessary and visual representations of the progress of the broadband rollout across the county.

38 **Scrutiny Councillor Development Update**

In January 2015 the Management Committee received a report from the Overview and Scrutiny Manager and the Operational Development Lead (Enabling) on a proposed Scrutiny Development Programme, which through the use of council and consultant resources would develop a 4 year Scrutiny

training and development programme to provide comprehensive and strategically focused skills for non-executive members to appropriately perform the oversight and scrutiny duties.

While the Management Committee had welcomed the proposed scheme and the more structured and focused skills based approach over a longer timescale, it was not felt appropriate to approve the scheme at the time when the level of funds available to training and development, for scrutiny and for other councillor courses, was unknown, and the matter was deferred until after the approval of the council's budget on 24 February 2015.

A new update was therefore presented, and it was stated the available budget had been reduced from £40,000 to £10,000 to cover all councillor training, not just scrutiny training. Officers were therefore in consultation with scrutiny chairmen what the priorities for training should be, and this would inform discussions with consultants and trainers on what could be provided with the funds available.

New proposals focusing on what was deliverable in 2015/16 would be prepared for the Councillor Development Group and then the 19 May meeting of the Management Committee, but it was confirmed there would need to be less emphasis on face to face training, and alternate methods explored.

Resolved:

To consider a revised development programme at the meeting on 19 May 2015.

39 Date of Next Meeting

The date of the next meeting was confirmed as 19 May 2015.

40 Urgent Items

It was requested that an update on Campuses from the relevant Cabinet Member be arranged for the next meeting, and added to the Forward Work Programme.

(Duration of meeting: 10.30 am - 1.00 pm)

The Officer who has produced these minutes is Kieran Elliott (Senior Democratic Services Officer), of Democratic Services, direct line (01225) 718504, e-mail kieran.elliott@wiltshire.gov.uk

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CHILDREN'S SELECT COMMITTEE

DRAFT MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 27 JANUARY 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Jon Hubbard (Chairman), Cllr Jacqui Lay (Vice Chairman), Rev Alice Kemp, Kim Hunte (Substitute), Mr J Hawkins, Cllr Sue Evans, Cllr Pat Aves, Cllr Mary Douglas, Cllr Chris Hurst, Cllr Simon Jacobs, Cllr Christine Crisp, Cllr Mary Champion, Cllr Bill Moss, Cllr Helen Osborn, Cllr Philip Whalley, Mr Ken Brough, Miss Sarah Busby and Miss Tracy Cornelius

Also Present:

Cllr Alan MacRae, Cllr Laura Mayes, Cllr Richard Gamble, Cllr Simon Killane and Cllr Trevor Carbin

1 Apologies

Apologies for absence were received from Cllr Ricky Rogers, Dr Mike Thompson, Mrs Lynne Swainston and Ms Amanda Burnside, who was substituted by Ms Kim Hunte.

2 Minutes of the Previous Meeting

Resolved:

To approve and sign the minutes of the previous meeting held on 9 December 2014, subject to the following amendment:-

Minute No 69 – Early Help Strategy 2014 – 2017 – Implementation Scorecard Fourth paragraph to read:-

It was noted that there was no national dataset or benchmarks for early help and it was therefore necessary to develop and build on locally set benchmarks. However, there was national research information available but in a different form.

3 Declarations of Interest

There were no declarations of interest made at the meeting.

4 Chairman's Announcements

The Chairman made the following announcements:-

1. Pupil Performance data

Members were reminded that the Committee had been scheduled to receive the annual Pupil Performance data giving attainment in Wiltshire at this meeting.

The timing of the release of data had sometimes been an issue for this report in previous years because data for vulnerable learners had only been released during the last two weeks of January. This year (for 2014 outcomes) would not be available until two days after the meeting on the 29th and so the decision had been taken to defer the report until the next meeting on 24 March.

Using validated data was especially important as vulnerable groups might not contain large numbers of pupils and therefore could demonstrate greater volatility and the published data provided both national and local comparators that were not available from any other source.

2. Attendance at Cabinet

On 6 January 2015 the O&S Management Committee formally agreed that the chairman, vice-chairman, task group chairman or a nominated committee member would always attend Cabinet meetings when a relevant topic was being discussed.

3. Scrutiny Story of the Week

Members were directed toward a new(ish) section of the Elected Wire, which was called the Scrutiny Story of the Week. These were brief stories about topical scrutiny activities taking place, such as interesting pieces of evidence gathering, final reports being published or invitations to non-executive members to get involved in a new task group.

5 Public Participation

There were no questions received from members of the Council.

Members of the public addressed the Committee as set out in Minute No. 7 below.

6 Final Report of the Schools and the Local Authority Task Group

The Chairman reminded Members that in December 2013 the Committee discussed its work priorities for 2013-17 and agreed that schools should remain a key part of the forward work programme. It was agreed that the Coalition Government's reforms to the education system in recent years, particularly the academies programme, had significantly changed the relationship between local authorities and schools and that Wiltshire's response to this was an important area for investigation.

Following a scoping exercise with the executive and officers, the Task Group concluded that Wiltshire's schools were the primary route through which the Council could influence the attainment of Wiltshire children on a daily basis. It was therefore agreed that the Task Group should investigate how the Council should continue to provide the most appropriate services and support to Wiltshire schools in order to promote excellence and fulfil its statutory duties.

Cllr Philip Whalley, as Chairman of the Task Group, introduced his report and presented the conclusions and recommendations of the Task Group for endorsement. He explained that the Task Group's terms of reference were as follows:-

- (1) To explore how the Council promotes excellence and fulfils its statutory duties to children and young people in Wiltshire's schools.
- (2) To explore whether the education services offered by the Council meet the needs of schools and students, and if not, how they could be developed to help improve outcomes.

Cllr Whalley went on to inform the Committee that the majority of Wiltshire's secondary schools (20 out of 29) were academies and the number of primary academies was growing; overall 22% of Wiltshire schools were academies. The Task Group had commissioned an online survey of all Wiltshire schools of which 68 had responded, which represented 28.9% of all Wiltshire schools.

The results of the survey showed that there was a good take up of services offered by the Council to academies but there was a need for a customer contact management system to ensure that schools received a good customer experience. There had been some dissatisfaction from some schools regarding the level of customer support they received, the issues relating to:-

- response time to enquiries,
- inconsistent advice or information being given, and
- a lack of clarity over which team or officer was the appropriate contact.

The Task Group concluded that action was required to:-

- a) ensure there was complete clarity around who in the Council was doing what in relation to schools, and
- b) enable strategic oversight of the Council's services to, and relationship with, schools, regardless of which directorate they sat within.

During the ensuing debate, Members expressed their general support for the recommendations of the Task Group but expressed disappointment that the on-line questionnaire and summary of responses had not been made available to the Committee.

Resolved:

- (1) To endorse the Task Group's final report and refer it to the Cabinet Member for response at the next meeting of this Committee.**
- (2) To request that copies of the on-line questionnaire and summary of responses be attached to the minutes of this meeting as an appendix.**
- (3) To thank the Task Group for their thorough and detailed work and also to the Senior Scrutiny Officer for his excellent support throughout the process.**

7 Final Report of the Special Educational Needs and/or Disabilities (SEND) Task Group

The Chairman introduced the report by reminding Members that in October 2013 this Committee discussed its work priorities for 2013-17 and agreed that children and young people with SEND should remain a key part of the forward work programme. Following a scoping exercise that included officers and executive members, the SEND Task Group decided to explore how best to prepare young people with SEND for adulthood, with a focus on the four main themes of education, employment, housing and community inclusion.

The following members of the public then made statements:-

- Janet Kenward, Principal & Chief Executive of Fairfield Farm College, expressed concern that if the provision, at Fairfield Farm College, which had a programme of continuous improvement both in terms of curriculum and facilities, was not used it would be lost as a resource to the county. The college was in the middle of a building programme to further improve its teaching facilities and this had been supported by the EFA Capital improvement programme with a grant of £712,000 and by two large trust funds.

She further stated that the college wished to work collaboratively with the Council, Wiltshire College and special school sixth forms to enable young people from Wiltshire to have a choice of post 16 environments in which to

learn, to ensure that each young person had a person centred individualised programme of learning, felt safe and had the best opportunity to progress to supported employment or other meaningful daytime activity and to live as independently as possible.

- Dr Tina Pagett, Principal of Fairfield Farm College, w.e.f. from 1 April 2015, stated her appreciation to the Members and Officers for the work carried out in producing the report but she requested that consideration be given to including an additional recommendation that encouraged Council Members and Officers to explore working in collaboration with Fairfield Farm College, alongside other providers, to ensure that young people with SEND in Wiltshire had 'choice' and could benefit from the full range of facilities and experiences available 'in-county'.
- Mrs Debra Elliott, parent, fully supported the recommendations of the Task Group but was disappointed that the Task Group were unable to undertake wider consultation with parent carers and reflect views throughout Wiltshire. She requested that choice be extended in Wiltshire rather than the provision of just one preferred option that, at best, would prioritise the local authority's needs.

She further requested that the Committee should investigate the provision of appropriate and meaningful activity for those unable to find employment. This would have the greatest impact on daily life for the majority of adults with the most severe and complex needs.

- Mrs Jan Winfield, parent, expressed her concerns regarding issues covered in the report regarding educational provision and respite provision. She was surprised to see that the Task Group had 'reported' on the relative costs of educational provision at Wiltshire College and Fairfield College – without providing accurate data to support their assertion. Her understanding was that the average cost of education provision for a day student at Fairfield College was approx. £22,000 – not the £60-70,000 or more, claimed in the report. The cost of a residential student's accommodation was met by social services funding, not education. No doubt many students with SEND attending Wiltshire College would also have additional social care needs which would have to be similarly funded, for example, housing and/or additional support for independent living. She questioned if the Task Group's comparison could be regarded as a fair or equivalent one if it did not compare like with like.

In the matter of respite provision, she felt that there was an urgent need for the provision of an age appropriate respite facility for young people aged 18 - 25 in Wiltshire.

Rev Alice Kemp as Chairman of the Task Group explained that it had examined a number of areas as follows:-

- (i) Local education and training options, including managing transitions.
- (ii) Planning for employment and supporting local employers to employ young people with SEND.
- (iii) Providing housing options to support young people with SEND to live in their communities.
- (iv) Developing communities that are inclusive, welcoming and supportive of young people with SEND.

She reported that the Task Group had identified much good work that was being undertaken including some meaningful daytime activity; however, this area was so broad that there was really insufficient time for this to be considered in depth and could well be undertaken as a piece of work in the future.

She also informed the Committee that the Task Group had given some initial consideration to the need for respite for young people with SEND but further work was required. It had been noted that respite facilities were available at Canon's House, Devizes but it specialised providing for young people aged 5-17 with severe learning disabilities and consequently were unable to provide sufficient short breaks for the needs of other young people.

Members also were informed that young people aged over 18 were not eligible for care at Canon's House and were directed towards a suitable residential adult care provider. Some parents had expressed concern that this led to their 18 year old young person being supported alongside people who were much older, some of them elderly. Parents were also concerned that, unlike the pre-18 respite provision, adult provision did not always provide structured activities that developed the young person's independent living skills.

During discussion, Cllr Simon Jacobs explained that Devizes Area Board was building links between employers and young people with SEND, thus demonstrating that many assumed barriers to employment could be removed. A grant of £2,600 had been made by the Devizes Area Board towards the production of a film highlighting the challenges and opportunities for SEND young people in the Devizes area trying to find employment. He offered to make the film available to this Committee and also to other area boards once it had been finalised. The Chairman thanked Cllr Jacobs for this offer which he suggested should be shown to Members immediately before the next meeting of this Committee. Furthermore, he would draw the attention of Cllr Chris Williams, Portfolio Holder for Area Boards & Libraries, to this film for possible discussion at the next Area Board Chairs' meeting.

Resolved:

- (1) To endorse the Task Group's final report and refer it to the Cabinet Member for response at the next meeting.
- (2) To request the Cabinet Member to respond to the points raised by Janet Kenwood, Principal & Chief Executive of Fairfield Farm College.
- (3) To request the Chairman and Vice-Chairman to raise the issue of scrutiny exploring meaningful activities for 18-25 year old SEND young people who would find it challenging to undertake employment or further training/education at their next meeting with the executive and officers.
- (4) To review the implementation of the Task Group's recommendations in 12 months' time.

8 Report of the Early Help Strategy Task Group

The Chairman reminded Members that in August 2014, the Committee had received the Early Help Strategy 2013-17, which set out the Council's proposals for Wiltshire's early help offer. The Early Help Strategy Task Group was formed and subsequently presented a report advising the Committee on how it could monitor the implementation of the Strategy going forward. At the same meeting, the Committee received the first draft of the Early Help dataset. The Task Group was asked to reconvene in order to:-

- review this dataset;
- consider whether it was a suitable mechanism for monitoring delivery of the Early Help Strategy, and
- whether it met the Task Group's recommendations.

In the absence of a Task Group member who had attended the relevant meeting to answer any questions,

Resolved:

To note the update report and to request a further update at the next meeting of this Committee.

9 Task Group Update

The Committee received an update on the activity of the following Task Groups:-

- Child Sexual Exploitation (CSE) Task Group
- Education for 16-19s Task Group
- Obesity and Child Poverty Task Group
- Safeguarding Children and Young People Task Group

- Children's Centres Task Group

The Chairman requested that Members with an interest in serving on either the Child Sexual Exploitation Task Group or the Children's Centres Task Group should contact Henry Powell, Senior Scrutiny Officer.

Resolved:

1. **To note the update on task group activity provided**
2. **To agree that the Child Sexual Exploitation Task Group will focus on the 'Prevent' strand of the CSE action plan's 'Prevent, Protect, Pursue' themes, which will involve looking at how well we are raising awareness of CSE across Wiltshire, and how much training in CSE is taking place. It will also start its work by receiving a comprehensive briefing on work to tackle CSE that is already underway in Wiltshire.**
3. **To disband the Education for 16-19s Task Group.**
4. **To note that discussions are underway regarding a possible joint Obesity and Child Poverty Task Group with the Health Select Committee and an update will be brought to the next meeting.**
5. **To note that the Safeguarding Children and Young People's Task Group has considered the Wiltshire Safeguarding Children's Board (WSCB) Annual Report 2013/14 and Business Plan 2014/15.**
6. **To endorse the Safeguarding Children and Young People Task Group's recommendation that the format of future WSCB Annual Reports and Business Plans be amended to be more reader-friendly by including an executive summary of the key points covered.**
7. **To formally establish the Children's Centres Task Group and agree that it will contribute to the council's re-commissioning process by considering what the new children's centres contracts should include to achieve maximum impact and value for money.**

10 **Forward Work Programme**

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

The Chairman stated that the next meeting with the executive and officers was due to be held in April and he requested Members of the Committee to send details of any issues they would like considered at that meeting to himself, the Vice-Chairman, Cllr Jacqui Lay or the Senior Scrutiny Officer, Henry Powell, explaining how the issues aligned with the priorities set out in the Business Plan.

Resolved:

To note the contents of the Forward Work Programme for this Committee.

11 Coalition Changes - Update November 2014 to January 2015

The Committee received an update from Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the Coalition Government as follows:-

- School admissions code
- Standards for school food in England
- School exclusion
- National curriculum framework for key stages 1 to 4
- Technical and vocational qualifications for 14 to 19 year-olds
- Ofsted inspection of LA school improvement functions – revised Framework
- DfE Consultation: Revisions to working together to safeguard children
- Sexual exploitation of children – Ofsted report
- DfE consultation: Young carers' draft regulations
- Academies update

Resolved:

To note the update provided.

12 Date of Next Meeting

Resolved:

To note that the next scheduled meeting was due to be held on Tuesday 24 March 2015, in the Kennet Room at County Hall, Trowbridge, starting at 10.30am, preceded by a pre-meeting information meeting on the School Improvement Strategy to which ALL Members of this Committee were invited.

(Note: Since this meeting the date of the next meeting has been changed to Tuesday 14 April 2015, starting at 2.30pm.)

13 Urgent Items

There were no urgent items of business.

(Duration of meeting: 10.30 am - 12.35 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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CHILDREN'S SELECT COMMITTEE

DRAFT MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 14 APRIL 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Jon Hubbard (Chairman), Cllr Jacqui Lay (Vice Chairman), Dr M Thompson, Rev Alice Kemp, Mr J Hawkins, Cllr Sue Evans, Cllr Pat Aves, Cllr Mary Douglas, Cllr Chris Hurst, Cllr Simon Jacobs, Cllr Mary Champion, Cllr Bill Moss, Cllr Helen Osborn, Cllr Ricky Rogers, Cllr Philip Whalley, Mr Ken Brough and Miss Sarah Busby and Ms Cathy Shahrokni.

Also Present:

Cllr John Walsh, Cllr Alan MacRae, Cllr Laura Mayes and Cllr Richard Gamble

14 Apologies

Apologies for absence were received from Cllr Christine Crisp, Miss Tracy Cornelius and Ms Amanda Burnside who was substituted by Ms Cathy Shahrokni.

15 Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 27 January 2015.

Arising therefrom:

Min. No. 7 – Final Report of the Special Educational Needs and/or Disabilities (SEND) Task Group It was noted that the film being made by Devizes Area Board to highlight the challenges and opportunities for SEND young people in the Devizes Area trying to find employment was not likely to be completed until late June. This film would then be shown to members immediately before the next available meeting of this Committee.

16 Declarations of Interest

There were no declarations of interest made at the meeting.

17 **Chairman's Announcements**

The Chairman made the following announcement:-

Recording and Broadcasting Members were reminded that it was intended hopefully quite soon to begin broadcasting this and other meetings of the Council on the internet. To prepare for this, and in accordance with the Leader's comment at Full Council on 24 February 2015, it was intended to record, but not broadcast, this meeting and other meetings moving forward for training purposes. He, therefore, drew everyone's attention to the recording and broadcasting notice on the front of the agenda, which had also been posted on the entrances to this room.

18 **Public Participation**

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

19 **Executive Response to the Final Report of the Special Educational Needs and/or Disabilities (SEND) Task Group**

The Committee received the response of Cllr Laura Mayes, Cabinet Member for Children's Services to the final report of the SEND Task Group, which had been endorsed by this Committee at its meeting on 27 January 2015 and referred to the Cabinet Member for response.

Cllr Laura Mayes thanked the Task Group for the valuable work it had carried out and which had been broadened out into other areas with plenty of work still to be undertaken.

Neil Baker, Chairman of the Schools Forum, attended the meeting and explained that the Schools Forum was responsible for managing the Dedicated Schools Grant. He informed the meeting that there was currently a £1.4M shortfall in high needs funding for 2015-16 and hard decisions were having to be made to remedy this shortfall. He stated that the Education Funding Agency had passed responsibility for funding post 16 students to local authorities and although Wiltshire required funding for an additional 200 places, funding had been received for only 117 additional places. Much work was being carried out with Wiltshire College regarding the needs of post 16 year olds.

During discussion, the following points were made regarding the Cabinet Member's response to the Task Group's recommendations:-

Recommendation 2 – Provides a report showing the evidence base behind the Council's increasing use of placements at local mainstream colleges

rather than Independent Specialist Providers for young people with SEND. This should include data on cost, learner outcomes and destinations.

Response: I support this recommendation and will ensure that officers provide the report as requested, at the Committee's 12 month review.

The Committee requested that a report be presented to the Committee in six months time and this was agreed.

Recommendation 5 - Reassures the committee that clear information, advice and guidance on the post-16 SEND placement process, the decision making criteria, and the options for appealing decisions where necessary are readily available to all young people with SEND and parent carers;

Response: Officers are currently working on this, policies and principles have been drafted and circulated for internal approval. There is to be a meeting next week to obtain final agreement. Once this is in place the information will be made available to all families and young people through the Local Offer.

The Committee requested an update at the next meeting on 2 June 2015.

Recommendation 9 - Works with other Cabinet Members to ensure that the council's procurement framework gives weighting, where appropriate, to organisations that offer employment opportunities for young people with SEND, such as through participating in the council's Supported Internships scheme;

Response: There is a Corporate Procurement Board that now meets and it will need to consider this issue in relation to its duties. I will ask that the Cabinet Member, responsible for this area of work, Cllr Tonge, discusses at the next appropriate Board meeting.

The Committee requested an update at the next meeting on 2 June 2015 following a meeting to ascertain more specific information the following week.

Recommendation 11 – Working with the Cabinet Member for Housing, provides further details of plans in place to develop independent housing with shared communal space that is suitable for young people with SEND, including details of any mapping work undertaken and projected numbers and timescales;

Response: I will take this matter forward with the Cabinet Member for Housing.

The Committee requested an update at the next meeting on 2 June 2015 following a meeting to ascertain more specific information the following week.

Recommendation 14 – Working with the Cabinet Member for Housing, makes the ‘easy read’ Homes4Wiltshire application form available on the Homes4Wiltshire and Wiltshire Local Offer websites;

Response: I will ensure that appropriate information is made available on the Local Offer website, following the work described in Recommendation 2 above, and I will discuss with the Cabinet Member for Housing the recommendation relating to Homes4Wiltshire website.

The Committee agreed to invite Cllr Jonathon Seed, Cabinet Member for Housing to its next meeting on 2 June 2015 to discuss the long term strategy for housing issues.

Recommendation 15 - Provides an action plan describing how it will be ensured that:

- **Young people with SEND aged 18+ have access to respite care in Wiltshire that is structured and develops their independent living skills alongside peers of a similar age;**
- **Young people with SEND who exhibit challenging behaviour continue to have access to respite care in Wiltshire when they turn 18, meeting the requirements of the ‘Special Educational Needs and Disability Code of Practice: 0 To 25 Years’ paragraph 3.52.**

Response: I am aware that this matter is being addressed through close working by both child and adult services and will ensure that the Head of Service SEND, working together with the Head of Service in Adults Services, provides a report on this matter by September of this year.

The Committee requested an update report at its meeting on 13 October 2015.

Recommendation 17 – Working with the Cabinet Member for Campuses, Area Boards, Libraries, Leisure and Flooding, provides information showing to what extent community campuses are being used by people with SEND;

Response: I will raise this matter with the Cabinet Member responsible and explore how this information could be made available.

The Committee requested an update at the next meeting on 2 June 2015 as the Cabinet Member had now changed to Cllr John Thomson.

After further discussion,

Resolved:

1. **To note the Executive response and welcome the actions taken to date.**

2. **To receive updates at the June and September meetings of this Committee.**

20 **Executive Response to the Final Report of the Schools and the Local Authority Task Group**

The Committee received the response of Cllr Laura Mayes, Cabinet Member for Children's Services to the final report of Schools and Local Authority Task Group, which had been endorsed by this Committee at its meeting on 27 January 2015 and referred to the Cabinet Member for response.

Cllr Laura Mayes thanked the Task Group for the valuable work it had carried out, noting that it had been given a wide remit.

Cllr Philip Whalley, as Chairman of the Task Group, stated that he was very pleased that three-quarters of the Task Group's recommendations had been supported by the Executive. He was particularly pleased that the various recommendations regarding a more proactive and business-like approach to the provision of local authority services to schools were to be implemented because it had become clear to members of the Task Group that the market for the provision of these services was becoming more complex and competitive and there was a need to rise to this challenge or there would be a real prospect that some, and perhaps eventually all of Wiltshire's traded services would no longer be viable. The provision and take-up of good Wiltshire services was a vital ingredient that helped to bind Wiltshire schools together regardless of their designation.

It was noted that in response to recommendation 5 the Executive had identified the need for a new post to lead on this work and Cllr Whalley requested that this Committee be kept informed of the progress towards this appointment. Furthermore, it had also been proposed to set up a Traded Services Stakeholder Group to monitor the provision of school services. Members requested that this Committee be kept informed of the composition of this Group and receive its minutes.

It was noted that regarding recommendation 1, the Executive had agreed that there should be an annual report to this Committee with a focus on how the Council had fulfilled its statutory duties to schools and ensured that all children received a good education. The first report should include the issues raised in the Task Group's report. The proposed annual report might not necessarily be a single document and could be a collection of reports provided across the year. The Committee considered that the report should include a review of service provision and take-up.

Cllr Whalley stated that members of the Task Group were disappointed that the Executive did not support the appointment of an officer at associate director

level who had overall responsibility for the Council's relationship with schools and all the services it provided for them. Cllr Laura Mayes explained that the Associate Director for Commissioning, Performance and School Effectiveness had overall responsibility for the Council's relationship with schools which focused on improving educational attainment and progress for all children and young people. However, this Associate Director was not responsible for all services provided to schools, such as payroll and the HR Advisory Service. She stated that the Executive did not accept that all services provided could be the responsibility of one Associate Director. The Committee was disappointed with this view and considered that this matter should be referred to the Overview & Scrutiny Management Committee for further consideration to be given to this post holistically.

After further discussion,

Resolved:

- 1. To receive the Cabinet Member's responses.**
- 2. To request an update at the September meeting on progress with regard to the potential appointment of the marketing post and also take up of trading services.**
- 3. To refer the issue of the marketing post to the Overview & Scrutiny Management Committee for consideration of this post being given holistically.**
- 4. To request details of the composition of the Traded Services Stakeholder Group with copies of the minutes of these meetings and to request a holistic report on the take up by schools of traded services.**

21 School Improvement Strategy and Vulnerable Learners Strategy

Consideration was given to a report by Carolyn Godfrey, Corporate Director concerning the School Improvement Strategy and the Strategy for the Support of Vulnerable Learners in which was set out Wiltshire's approach to improving the educational attainment of children and young people. It was noted that following discussions with the Executive, the Committee had agreed in October 2014 that school improvement should be one of its work priorities.

During discussion some concern was expressed that the outcomes for our most vulnerable pupils, particularly those in receipt of Pupil Premium funding, had been poor compared with the national average and it was recognised that improving the attainment of vulnerable children and young people was a key priority for the Council. It was noted that meetings had been held with Sir David Carter, the Regional Schools Commissioner, at which these concerns were

discussed and, although the Council had no remit to intervene in the running of academies, contact was made with these schools on a fairly regular basis. Meetings were also held with other local education authorities in the South West two or three times each year when these issues were discussed. It was suggested that a meeting take place with representatives from another local authority similar to Wiltshire but with a better attainment in this area to explore ways of possibly improving outcomes.

It was recognised that these two strategies were key in the continued drive to provide a high quality of education for all children in Wiltshire and to improve the attainment of disadvantaged children and young people.

Resolved:

To establish a task group to consider the effectiveness of the School Improvement Strategy in its first year, including a comparison with approaches in other local authority areas.

22 Pupil Performance Data

The Committee considered a report by Carolyn Godfrey, Corporate Director, which provided an overview of pupil performance in tests and examinations in 2014. The report set out results at the end of each key stage and compared attainment in Wiltshire with the attainment of statistical neighbour authorities, south west authorities and the national picture. Where available, the report provided a comparison of Wiltshire's performance against other authorities using the LA quartile position - 'A' being the top quarter and 'D' being the lowest quarter of Local Authorities in England. The report also gave an overview of recent school improvement work and set out the priorities for the next year.

It was noted that Wiltshire had a high percentage of schools that were good or outstanding. Performance of pupils was generally in line with national figures, although the attainment of most groups of vulnerable children was below national and local comparators.

During discussion Members enquired if there was any difference in attainment between different types of school. It was noted that it was not possible to obtain such information but it was apparent that most sponsored academies were improving and the general trends were positive.

Resolved:

To note the contents of the report and to request an update at the next meeting to include trend details over a three year period, additional data on Key Stage 5 results for other qualifications and the raw data as provided to the Corporate Parenting Panel.

23 Update on provision for excluded Secondary pupils following the National Secondary Exclusion Trial (SET)

Consideration was given to a report by Carolyn Godfrey, Corporate Director.

It was noted that the Committee had last received a report on educational provision for excluded pupils in December 2014 when it had been agreed to receive a further report in March/April 2015 providing updated data relating to provision and further detail on the Council's arrangements for monitoring this provision.

2014/2015 was the first cohort accessing fulltime Alternative Provision as part of the Service Level Agreement set up between Wiltshire Council and the 29 secondary schools within the County.

It was explained that the report provided an overview of the way in which the devolved responsibility was addressed in each area; how the delivery compared with OFSTED expectations; the complex needs of the students accessing fulltime provision and how they were met; links between LA officers, schools and providers and evaluation of provision.

Resolved:

To note the contents of the updated report.

24 Actions to Recruit and Retain Social Workers - Update Report

The Committee noted that the Cabinet would be considering a report on the actions to recruit and retain social workers at its meeting due to be held on 21 April 2015 and a copy of this report had been circulated to this Committee for information.

It was noted that a recruitment campaign had been taking place since August 2014 and this had delivered improvements despite the pressures nationally on the availability of experienced social workers for vacant roles. The progress of the campaign had shown particular success in the recruitment of social work managers and to newly qualified social work posts. Of the 127 vacancies across both services, a total of 74 appointments had been made, which represented 58% of the vacancies to be filled and also took account of the increase in establishment in social worker roles in operational children's services agreed in November 2014, and turnover in both services since the start of the campaign.

The recruitment campaign had achieved positive results in both service areas and there were still candidates waiting to be interviewed so it was anticipated that further appointments from these interviews would be confirmed shortly.

Resolved:

To note the contents of the report.

25 Update Report of the Early Help Strategy Task Group

The Committee received an update report from the Early Help Strategy Task Group which advised:

- whether it considered the current Early Help dataset a suitable mechanism for monitoring the delivery of the Early Help Strategy,
- whether it met the Task Group's initial recommendations, and
- how it could monitor the implementation of the Early Help Strategy going forward.

The Chairman drew the Committee's attention to three options which were being put forward as a means of monitoring the implementation and effectiveness of the Early Help Strategy, which were as follows:

- a. A new Task Group is established to take on the monitoring for an agreed period;
- b. In 12 months the current Task Group is reconvened to reassess the data set;
- c. Reports are presented to the Committee at 6 monthly intervals with the ability to refer issues that require more in depth analysis to a task group or rapid scrutiny as appropriate.

After some discussion,

Resolved:

- (1) To endorse the recommendations from across the three meetings of the Task Group as set out in the report and refer them to the Cabinet Member for a response.**
- (2) To request that update reports are presented to this Committee at six month intervals with the ability to refer issues that required more in depth analysis to a task group or rapid scrutiny as appropriate.**

26 Task Group Update

The Committee received an update on the activity of the following Task Groups:-

- **Child Sexual Exploitation (CSE) Task Group** – Cllr Jacqui Lay gave a verbal update and presented the Task Group's proposed terms of reference. She pointed out that one further Member for the Task Group was required.

She explained that a hard-hitting play called *Chelsea' Choice*, which portrayed the danger of CSE, had recently been performed at County Hall and was now touring many local schools. There were still five primary schools which had not signed up and it was noted that the appropriate local Members would be asked by Carolyn Godfrey, Corporate Director to pursue this and encourage the remaining schools to participate.

- **Children's Centres Task Group** – Cllr Mary Douglas provided a verbal update and presented proposed terms of reference for the Task Group.
- **Obesity and Child Poverty Task Group (joint with health Select Committee)**
- At its meeting on 27 January 2015, this Select Committee had agreed to form this joint Task Group with the Health Select Committee. Non-executive Members had now been invited to express their interest in participating.
- **Safeguarding Children and Young People Task Group** The proposed terms of reference of the Task Group were presented.

Resolved:

1. **To note the update on task group activity provided.**
2. **To endorse the terms of reference of the following Task Groups:**
 - **Child Sexual Exploitation (CSE) Task Group,**
 - **Children's Centres Task Group, and**
 - **Safeguarding Children and Young People Task Group**

27 **Coalition Changes - Update from Department for Education**

The Committee received an update from Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the Coalition Government as follows:-

- Early years pupil premium: guidance for local authorities
- Universal infant free school meals: funding allocations 2015 to 2016
- Promoting children and young people's emotional health and wellbeing
- Mental health and behaviour in school
- Revised Schools Causing Concern guidance
- Publication of post-16 transport policy statements for the 2015 to 2016 academic year by 31 May 2015
- Disqualification under the Childcare Act 2004
- Academies update
- SEND detained persons transitional guidance and implementation support materials

- Transferring children from police custody to local authority care
- Child performance and activities: licensing legislation
- Promoting the health and wellbeing of looked-after children
- Young carers draft regulations
- Adoption Reform Grant
- The Children's Homes Regulations 2015

Resolved:

To note the update provided.

28 Forward Work Programme

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

The Chairman stated that a meeting with the executive and officers was due to take place on 14 May 2015 and he requested that any issues Members of the Committee might like considered at that meeting should be sent to Emma Dove, Senior Scrutiny Officer by the end of the coming weekend.

Resolved:

To note the contents of the Forward Work Programme for this Committee.

29 Date of Next Meeting

Resolved:

To note that the next scheduled meeting would be held on Tuesday 2 June 2015, in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.

30 Urgent Items

There were no urgent items of business.

(Duration of meeting: 2.30 - 5.00 pm)

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ENVIRONMENT SELECT COMMITTEE

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 17 FEBRUARY 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Brian Dalton, Cllr Tony Deane (Substitute), Cllr Dennis Drewett, Cllr Peter Edge (Chairman), Cllr Jose Green, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Ian McLennan, Cllr Christopher Newbury, Cllr Linda Packard, Cllr Tony Trotman and Cllr Bridget Wayman (Vice Chairman)

Also Present:

Cllr Simon Killane, Cllr Mark Packard, Cllr Toby Sturgis, Cllr John Thomson, Cllr Philip Whitehead and Cllr Jerry Wickham

1 Apologies

Apologies for absence were received from Cllr James Sheppard and Cllr Peter Evans who was substituted by Cllr Tony Deane.

2 Minutes of the Previous Meeting

Resolved:

To confirm as a true and correct record the minutes of the meeting held on 9 December 2014.

3 Declarations of Interest

There were no declarations of interest.

4 Chairman's Announcements

Attention was drawn to the written announcements in the agenda pack.

The Chairman highlighted key points from the update on flood preparations across the county and requested details of community areas which had attended Community Resilience Workshops and the timescales for supporting areas to develop Emergency Plans to be circulated to Members.

An update was provided on the Gypsy and Traveller Development Plan Document which was currently in the evidence gathering and informal consultation stage.

It was noted the Chairman and Vice- Chairman of Scrutiny Committees and the Chairman of Task Groups were expected to attend relevant Cabinet meetings. Other members of the Committee may be called upon to attend Cabinet when necessary.

5 Public Participation

There was no public participation.

6 Car Parking Review

6a Highways and Transport- Car Parking Strategy report

From 27 October 2014 to 19 January 2015 the Council had consulted on a draft revised Wiltshire Local Transport Plan (LTP) Car Parking Strategy. A sample of the initial results of the consultation was contained in the report available to the Committee. Using the consultation feedback, a set of recommended charges for each settlement was being developed to be proposed to Cabinet. It was explained that a review of car parking strategy was required every five years to assess if it met needs in Wiltshire.

Matthew Croston, Project Officer, provided an overview of the consultation process which involved workshops, review trials, assets reviews and questionnaires, receiving over 5,000 responses. Richard Mortimer, Parking Services Manager, advised review trials had triggered increased use of those car parks involved in the trials and, through assets reviews, twenty car parks in county had been identified as a drain on resources. One possibility for car park management would be for communities to take on the car parks themselves. 'Free parking' was a popular alternative, dialogue with the public and parish/town councils to discuss how it could be delivered financially would begin in March 2015.

Cllr Mark Packard, the Chairman of the Car Parking Review Task Group, expressed confidence in the review. The Task Group considered experimentation in car parking charges necessary, in addition to expanding the ability to pay for parking by phone. The Committee recommended mobile phone applications should be made increasingly user friendly to assist those hesitant to use this technology.

The Committee agreed dialogue with the community was needed to organise the funding of free parking. On-street parking was highlighted as a

continuing issue and it was noted that enforcement against illegal parking was a Police matter. Members expressed satisfaction with the review process and considered the reasons for varying levels of response across the different community areas. The Committee recommended graphs in the report be alphabetized for ease of comparison by Cabinet Members.

The Committee reflected on the effect that co-joined leases had on the Council's ability to charge for car parking and commented this was an important consideration. Division members from the Salisbury area requested to be involved in examination of Salisbury's Park and Ride scheme and expressed support for engaging with train companies and for the development of a metro line for the city. Officers confirmed there would be a strategy to manage transport demands in Salisbury however this was a separate piece of work. Members agreed that parking charges should not be increased to a high level to deter use of the car and some Members considered whether all areas in Wiltshire should be subject to the same charges and whether the reductions in charges would go far enough. Councillors described the benefits pay-on-exit parking could bring and were advised this would be in place in new multi-storey car parks. It was agreed that where free parking was in place in towns it should be promoted to encourage visitors. The Committee was advised that information on all car parks and permits would be in the full report for Cabinet and details of revenue from parking penalties was available on the Wiltshire Council website.

Resolved:

To note the initial results of the public consultation and express satisfaction in the review.

To endorse the proposed approach to revising the Wiltshire LTP Car Parking Strategy with the following key comments:

- **Smart technology should be promoted to pay for car parking and should be made increasingly user-friendly;**
- **Where there were options for hour/s of free parking this needed to be backed at a local level and promoted.**
- **The effect of co-joined leases of car parks should be investigated.**

6b Car Parking Review Task Group report

A report from the Car Parking Review Task Group was available to the Committee which set out the Task Group's position having considered the

consultation responses received and the proposals made as to amending the current car parking strategy.

The Committee considered the report and it was acknowledged that the recommendation to promote pay by phone systems may not have been compatible with providing alternative methods for those unable to use the technology.

Resolved:

To endorse the following recommendations:

- 1. That the use of automated pay by phone systems be made more attractive by ensuring the same charges are levied irrespective of the method of payment; for example they should be no surcharge on payments made using the automated phone service.**
- 2. Increased pressure should be levied on mobile phone companies to ensure that better mobile phone signals are achieved across the County's car parking areas.**
- 3. That the use of smart card technology be investigated.**
- 4. Additional consideration should be made as to educating members of the public who do not have the skills to use cashless technologies and ensure that alternative provisions are made for where this is not possible with due care and attention.**
- 5. That Council officers should continue their efforts to maximize use of Car Parks when they are less well used. This would be by means of cheaper or free periods when revenue has been proven not to be affected. Consultation responses were keen to encourage this sort of experimentation.**
- 6. The current Park & Ride scheme in Salisbury should encourage out of town city workers to use this service with a more attractive offering.**
- 7. The Council should be prepared to enter into discussions with Shopping Centre owners (in addition to Town and Parish Councils) to take over Council Car Parks.**
- 8. The issues of coach parking and residential parking provision need to be considered as part of an overall parking management strategy.**
- 9. That towns and parishes are actively given the opportunity to take on assets or top-up funding to enable reduced charges; and that they are properly supported in making any such decision through the provision of real and accurate information.**

7 **The Wiltshire Core Strategy**

Alistair Cunningham, Associate Director for Economy and Planning, advised on the development of Neighbourhood Plans across Wiltshire, the Wiltshire Core Strategy and future Scrutiny involvement in developing the Strategy.

Development Plan Documents (DPDs) would be used to find sites for an additional 5,000 homes, ensure a five year land supply and defend against inappropriate development in the county. It was confirmed the current settlement boundaries were effective, but were in the process of being updated. Consultation on the boundaries would run from 23 February- 31 March 2015. Chippenham DPD was being revisited and, provided no fundamental concerns were raised, would go directly to Council following consultation with Cabinet members. Proposals for Gypsy Site Allocations were expected to be developed by May 2015.

It was established that groups organising Neighbourhood Plans would be supported by officers, however some areas would be sufficiently protected by the Core Strategy therefore may not warrant a Neighbourhood Plan. It was suggested the Committee could contribute to the overview and scrutiny of the neighbourhood planning process following the adoption of the first Neighbourhood Plan, by examining how the process had been supported.

The Committee thanked Alistair Cunningham and his team for their hard work in delivering the Core Strategy. Questions were raised over the meaning of a reference to the provision of 'at least 42,000' new homes under DPD site allocations. The officer confirmed the authority had a duty to provide at least that number but this phrasing allowed flexibility to permit sustainable development where supported locally. The officer proposed that from May 2015 the Committee could examine the methodology behind allocating sites for development. It was verified that Members would be contacted for feedback in relation to site allocations in their division, and Councillors agreed local residents should also be involved. Councillors discussed that in some areas of the county it was difficult to allocate sites for new developments.

Cllr Trotman thanked Mr Cunningham for his attendance at Calne Area Board and questioned the progress of the Community Infrastructure Levy (CIL). A consultation on the levying of CIL was expected at the end of February, followed by the Inspector's response in early March. A recommendation to Council was expected for May 2015.

Mr Cunningham apologised for a clash between a meeting for local stakeholders on the Wiltshire Housing Site Allocations DPD and Southern Area Planning Committee, he would make every effort to arrange a new meeting to discuss sites in the south of the county. It was confirmed that 'saved policies' were included in the Core Strategy and the Strategic Housing Land Availability Assessment (SHLAA) was a constantly updated document.

Resolved:

- 1) To note the update from the Associate Director for Economy and Planning**
- 2) To agree that a Task Group be established, in the future, on the Wiltshire Core Strategy with the potential remit to examine the process supporting Neighborhood Plans.**

8 Executive Member responses

The Committee heard a response from Cllr John Thomson to recommendations endorsed by the Committee at its last meeting on 9 December 2014 following a report from the 20mph Policy Task Group. It was noted a report on 20mph policy outside of schools would be available to the Committee in due course.

The Committee received a response from Cllr Toby Sturgis to recommendations endorsed by the Committee at its last meeting following a report from the Adoptable Estates Task Group. It was confirmed a review of adoptable estates would be organized once the Task Group evidence and further evidence had been submitted and reviewed.

Resolved:

To note the Executive Member responses.

9 Task Group Update

A written update on the Waste Task Group and the Highways and Streetscene (BBLP) Task Group were available in the agenda pack.

The Waste Task Group would next meet on 2 March 2015 and it was suggested the Task Group could progress to examine the £2.5m overspend in the Waste service.

Dr Carlton Brand, Corporate Director, expressed support for the BBLP Task Group to examine community services before the grass cutting season began. Members expressed disappointment in BBLP issues remaining and were encouraged to report them; the Chairman advised an investigation into BBLP processes to explore why work was not being undertaken would be prioritized in the Task Group's Forward Work Programme. Members would receive confirmation of the details of the next meeting of the BBLP Task Group.

Resolved:

- 1) To note the updates from the Task Groups.
- 2) To agree that a revised remit for the existing Waste Task Group be scoped to allow examination of the Waste overspend.

10 **Forward Work Programme**

It was confirmed that 'Community Transport' had been agreed by the Overview and Scrutiny Management Committee as a joint topic of work for all select committees.

Resolved:

To note the progress of items on the Forward Work Programme.

11 **Urgent Items**

There were no urgent items.

12 **Date of Next Meeting**

The next ordinary of the Committee would be held on 14 April 2015.

(Duration of meeting: 10.30 am - 1.10 pm)

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ENVIRONMENT SELECT COMMITTEE

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 14 APRIL 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Brian Dalton, Cllr Dennis Drewett, Cllr Peter Edge (Chairman), Cllr Peter Evans, Cllr Jose Green, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Linda Packard, Cllr Tony Trotman and Cllr Bridget Wayman (Vice Chairman)

Also Present:

Cllr Simon Killane, Cllr Jeff Osborn and Cllr Philip Whitehead

13 Apologies

Apologies for absence were received from Cllr Ian McLennan and Cllr Christopher Newbury.

14 Minutes of the Previous Meeting

Resolved:

To confirm as a true and correct record the minutes of the meeting held on 17 February 2015.

15 Declarations of Interest

There were no declarations of interest.

16 Chairman's Announcements

One Card for Transport in Wiltshire

The Chairman updated that following a number of meetings since the 'One Card for Wiltshire' was raised at Full Council in July 2014 the Council needed to do further work to scope its requirement for One Card and this project had been incorporated into the wider Efficient Payments programme. The Committee was advised that a mobile phone application for payments would be trialled and then rolled out.

Community Resilience

Before 2014, community resilience had been undertaken by different teams in an uncoordinated way, a new approach was trialled in 2014/15, with multi-agency workshops delivered to the Parish and Town councils by Community Area Boards. The Committee was updated on community areas which had attended resilience workshops and the timelines for emergency planning by a written update available in the agenda pack.

Energy Resilience Plan and Energy Resilience Board

The Council was currently developing an Energy Resilience Plan (ERP) for the county which set out its approach to maximizing energy resilience. Part of the development of the plan was an engagement programme with communities and local businesses through the Area Boards. A report was to be taken to Cabinet on 21 April 2015 to report on progress in engaging with public and private sector partners to determine the viability of establishing a Wiltshire Energy Resilience Board.

Littering issues reported to Committee

In March 2015, a letter from a member of the public was sent for the attention of the Committee in relation to the state of littering on the A303 near Amesbury. A response was sent which explained that roads of over 50mph were planned to be litter picked by the end of June 2015.

The Committee noted that Cllr Liz Bryant was no longer a substitute member of the Committee.

The Committee welcomed Marie Gondlach as the new Senior Scrutiny Officer to support the Committee.

17 **Public Participation**

There was no public participation.

18 **Draft Highways Asset Management Policy and Strategy**

Parvis Khansari, Associate Director for Highways and Transport, introduced the report which included an update on the involvement of Area Boards in the road resurfacing programme and the draft Highways Asset Management Policy and Strategy for contributions by the Committee. The Chairman highlighted the recommendations in the report and invited the Committee to discuss.

During the debate, it was suggested that Area Boards should receive the costings for proposed road resurfacing. Officers confirmed that, since there were different road conditions in each area, no specific budget was set for each community area. Area Boards were currently asked to prioritise road resurfacing in their area, subsequently funding was allocated from the £21m per year

central budget. Members commented that the Committee should monitor prioritising to assess whether low-priority routes did eventually get resurfaced. It was commented that there was sometimes confusion over the level of damage that warranted road resurfacing and the Cabinet member agreed to produce a guide for Councillors to assist them. Councillors were encouraged to liaise with officers in advance of priorities being received by Area Boards if they felt particular routes should be included.

It was confirmed that skid resistant treatment was difficult to maintain on road bends and these locations were a priority. However, the long-term solution was to invest in high-quality road surfaces. It was noted that the current Salisbury UTC/SCOOT system needed a new communication system and this was being researched. It was highlighted that some small CATG projects had been delayed, the Cabinet member confirmed that Councillors should contact him if they were experiencing undue delays. During discussion on the maintenance of lighting columns, Peter Binley, Head of Highways Asset Management and Commissioning confirmed that trials of light switch-offs had worked well and this would be rolled-out across the county to save energy. New lighting columns were to be phased in, they would be computer controlled and automatically report when they were not working.

Members suggested that, on rural roads, the state of verges was of concern, this issue would be considered for inclusion in the Strategy. Small residential roads were generally a low priority for maintenance; however the Committee was reminded that Area Boards could prioritise these if necessary.

Officers acknowledged that increased investment in road maintenance would stretch resource nationally as a skilled workforce was required. The Committee agreed that significant improvement of the Highways network had already begun and officers advised that potholes were being filled as a short-term solution. Members stressed that footways and cycle-ways should be maintained and Area Board members should be proactive to ensure this. It was questioned whether the drainage of roads was part of the maintenance programme and officers explained that drainage data was being collected to help the Council more to be more intelligent in this area.

The Committee noted that the report would be presented to Cabinet on 19 May 2015 and the Chairman invited representatives from the Committee to attend.

Resolved:

To endorse the following recommendations:

- (i) **The good progress on implementing the first year of the ‘Local Highways Investment Fund 2014 – 2020’ is noted, and the involvement of the Area Boards in identifying local priorities is welcomed.**

- (ii) The Wiltshire Asset Management Policy and Strategy should be adopted to help guide the delivery of asset management principles with regard to highway infrastructure.**
- (iii) Authority should be delegated to Philip Whitehead, Cabinet Member for Highways and Transport and Parvis Khansari, Associate Director for Highways and Transport to approve revisions of the Highways Asset Management Policy and Strategy and the emerging detailed plans**

19 **Recyclable Waste**

19a Waste Task Group Final Report

On 28 October 2014 the Environment Select Committee agreed that Communications to householders regarding waste and recycling was a work priority and resolved to reconvene the Waste Task Group to review this area. The Waste Task Group met on four occasions and, following an update in February, the Task Group presented its final recommendations to the Committee.

Cllr Jose Green, the Chairman of the Waste Task Group, thanked Tracy Carter and other officers who had supported the work of the task group. The Councillors introduced the recommendations in the report and highlighted that the task group felt that the recommendation to investigate decals applied to bins was particularly important.

The Committee was invited to comment and key points included that change to the opening hours of Household Recycling Centres should be widely communicated and pictorial information to explain recycling was more effective. The Committee was advised that examination of the waste overspend would be conducted by the Financial Planning Task Group and would likely commence in the summer.

Tracy Carter updated that currently 29% of households expected to sign up for the removal of garden waste had done so following a letter sent out, a follow-up leaflet would go out to those who hadn't responded. It was confirmed that, in the future, the public would be able to pay for the service by direct debit. Those who had not opted to pay were expected to home-compost or take waste to recycling centres. The hours of the recycling centres were being reduced however they would be open at peak times and one would be open each day of the week in each community area.

It was suggested that the task group continue to examine the impact of changes. The Chairman advised this would continue on the Forward Work Programme however this would not be under the current remit of the task group.

Resolved:

To endorse the following recommendations and refer the report to the Cabinet member for response at the next meeting:

That the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste;

- 1) Alongside the environmental benefits, considers promoting the financial benefits of reducing, reusing and recycling in council communications about waste and recycling.**
- 2) Considers illustrating Wiltshire's recycling performance in an engaging graphic form on the council website and at HRCs.**
- 3) In terms of kerbside collections, indicates how the following areas will be addressed:**
 - Ensuring clarity around which plastics are recyclable and can be placed in the blue-lidded bins to avoid contamination;**
 - Ensuring clarity around what recyclables can be placed in the black box;**
 - Promotion of the council's offer of a second blue-lidded bin and black box at no additional charge to residents;**
 - Early information that plastics other than bottles will be kerbside recycled from 2017 as part of new waste contract.**
- 4) Investigates whether decals (stickers) applied to bins are a cost-effective method of communicating waste collection arrangements and good recycling practices.**
- 5) Indicates how changes to garden waste collection arrangements will be:**
 - Effectively communicated to residents; and**
 - Used as an opportunity to provide information about alternative options for garden waste, for example, good garden practice, composting, household recycling centres and the safe and legal use of bonfires.**
- 6) Considers increasing communications around successful prosecutions for fly-tipping.**
- 7) Indicates how changes to HRC opening hours, their locations and opening hours will be widely communicated to avoid:**
 - inconveniencing customers;**
 - reducing overall recycling rates; and**
 - increasing incidences of fly-tipping.**
- 8) Provides further details of the recycling promotion work currently undertaken by Wiltshire Wildlife Trust under the joint venture agreement with the council and the implications for recycling of the Trust's business plan review.**
- 9) Provides any further details of the initiative being run by**

Westbury Area Board to develop a toolkit for recycling and composting and how other area boards might be supported to take forward similar initiatives and increase local recycling rates.
10)Notes the task group's comments on the waste and recycling pages of the council website and the improvements being made in the redesign.

20 Recycling Performance

An update was provided to the Committee on the latest performance figures for recycling in advance of a report to Committee examining the implication of the new waste contracts for recycling services and performance at a future meeting.

Tracy Carter advised that the update was a snapshot of performance up to January 2014 and that an annual review would be reported in June 2015. It was noted that a fall in composting was expected in 2015 due to weather conditions.

Resolved:

To note the update.

21 Task Group Updates

Car Parking Review Task Group

The Chairman drew attention to the written update available in the agenda pack. It was noted that the Task Group would now wrap up.

BBLP Task Group

The Chairman drew attention to the written update in the agenda pack. A key point was that BBLP had entirely outsourced the grass cutting service to The Landscape Group for this season. Cllr Jeff Osborne, the Chairman of the Task Group commented that since this decision improvement had been made in grass cutting. The Task Group was now preparing to monitor the contract overall.

Resolved:

To note the updates.

22 Forward Work Programme

The Chairman advised he had met with Georgina Clampitt-Dix, Head of Service for Place Shaping, and agreed that further discussions as to scrutiny involvement in monitoring the implementation of the Core Strategy and the

Neighborhood Planning Scheme would be had at a later date. It was noted that a Councillor's Briefing Note has recently been submitted on the Core Strategy (No. 233).

Public Transport review

Parvis Khansari, explained the Council was now reviewing public transport across the county. Matthew Croston, Programme Officer, gave a presentation outlining the scope and timetable for the review to date including effective scrutiny engagement. The review would be in five phases, commencing in April 2015 and relying on data collected and extensive consultation involving Area Boards. It was suggested that a Task Group be established and a member of this would also join the project board and the team at key meetings.

During discussions it was agreed that a clear list be produced to highlight services that the Council currently subsidises. Some members suggested that the Scrutiny member of the project board be a Councillor from one of the rural communities in Wiltshire as public transport was particularly salient in these areas. Officers confirmed that it was intended to make £0.5 million in savings this year in public transport however the review would aim for a large reduction overall once examining all of the evidence and consulting with other relevant bodies. The Committee agreed that rural services should be protected and an integrated transport strategy be developed.

Resolved:

To endorse the following approach to scrutiny engagement in the review of Public Transport:

Initial scrutiny engagement to look more closely at the scope and approach to the review to be in the form of a rapid scrutiny exercise with participation from the Chair and Vice Chairs of all the Select Committees. From that point, the usual process of seeking expressions of interest from all non-executive councillors be undertaken in order to form the longer-term task group and potential scrutiny representative appointment to the Project Board.

To note the progress of other items on the Forward Work Programme.

23 **Urgent Items**
There were no urgent items.

24 **Date of Next Meeting**

The next ordinary of the Committee would be held on 9 June 2015.

(Duration of meeting: 10.35 am - 12.18 pm)

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HEALTH SELECT COMMITTEE

DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 10 MARCH 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christine Crisp (Chair), Cllr John Noeken (Vice Chairman), Cllr Chris Caswill, Cllr Bob Jones MBE, Cllr Gordon King, Cllr John Knight, Cllr Jeff Osborn, Cllr Nina Phillips, Cllr Pip Ridout, Cllr John Walsh, Ball, Diane Gooch, Irene Kohler, Steve Wheeler, Cllr Sue Evans (Substitute) and Cllr David Jenkins (Substitute)

14 Apologies

Apologies were received from:

Cllr Mary Champion
Cllr Mary Douglas
Cllr Helena McKeown
Dr Steve Rowlands

Cllr Mary Douglas was substituted by Cllr Sue Evans
Cllr Helena McKeown was substituted by Cllr David Jenkins

15 Minutes of the Previous Meeting

Resolved

To confirm and sign the minutes of the previous meeting held on 13 January 2015 as a true and accurate record, subject to the following amendment:

Minute No. 4 – Chairman’s Announcements

“Surprise was expressed that many patients were being referred to Oxford or Salisbury when the RUH was closer.”

16 Declarations of Interest

There were no declarations of interest.

17 Chairman's Announcements

a) NHS 111: Clinical Advisors Job Information

Information was included in the agenda pack.

b) Update on the acquisition of the Royal National Hospital for Rheumatic Diseases NHS Foundation Trust by Royal United Hospitals Bath NHS Foundation Trust

Information was included in the agenda pack. It was explained that the acquisition had secured high quality services, and all but endoscopies would remain at the location.

c) Dental Care Briefing Update

A briefing update was included in the agenda pack. It was noted that the information had not provided the same attention to adult dental care as children's. Stephen Dorey explained that a three year rolling programme by the Public Health team conducted survey work for adults.

Resolved

To receive a report on dental care for vulnerable adults and care homes at the 5 May 2015 Health Select Committee meeting.

d) Meeting with Care Quality Commission (CQC) Managers

Notes from the meeting with the CQC Managers were included in the agenda pack.

e) Mears CQC Inspection Report Published

A link was provided to the new report on Mears by the CQC in the agenda (the report can be found [here](#)).

f) NHS England Workforce Restructure

The workforce restructure had placed Wiltshire within the South Central division.

g) Alcohol Strategy: Public Health Consultation

The consultation from Public Health was open and would be considered on 21 April 2015.

h) LGA Peer Review

The Peer Review was noted as ongoing.

i) Wiltshire Healthwatch Dementia Engagement Steering Group Update

The Dementia Task Group had been held during 2014 and was reviewing the Dementia Strategy as a part of their ongoing work.

j) Potential Briefings for Health Select Committee Members

Members were invited to offer suggestions on potential briefings relating to Health Select Committee matters or work.

k) Great Western Hospitals Black Alert

Trusts across the country had been operating at a black alert level. Each of the four colours in the system (green, amber, red and black) represented an increased state of alert.

The alert level meant that there was a high level of demand, and that some planned routine operations could be postponed to deal with the increased emergency admissions.

In an effort to stay on green status the Trust was currently leading an initiative called "Spring to Green".

18 Public Participation

There were no questions or statements received.

19 Arriva Post-Winter Report

Andy Jennings and Ed Potter were in attendance to present Arriva's post-Winter report provided at the request of the Committee. The report built on those provided to the Committee in February, September and November 2014. The Chair of the Committee had also asked for an opinion on the proposed cessation of the Wiltshire Council - subsidised RUH/GWH hopper bus service from Wiltshire Clinical Commissioning Group (CCG), which was provided in a separate report.

The contract had been running since 1 December 2013. They were experiencing between 5000 and 6000 journeys per month, with some months reported as busier than others. The amount of journeys per month was explained as being hard to predict. Journeys were primarily to the three acute trusts serving Wiltshire; other locations included Oxford, Portsmouth, Southampton and Bristol.

Aborted journeys were described as attempts conducted from Arriva but for some reason patients were not able to be moved. These instances were explained as being a drain on limited resources and were to be avoided

wherever possible. Revised aborted journey codes and definitions had been introduced. It was noted that there was scope for improvement in this area, and that there was a transport working group at each trust. The working groups would run through the reasons for aborted journeys and attempt to help cut them down.

There were 6 Key Performance Indicators (KPI) provided in relation to timeliness. Others were stated as being available. The first three KPI's measured time spent on-vehicle by the patient in relation to the length of the journey. The rest of the KPI's related to the time of arrival inbound to the time of arrival outbound. Performance around these KPI's had improved since the start date, but had since plateaued. During December 50% of customers booked outbound were picked up within 39 minutes.

Any complaints received automatically went to Arriva. The amount of complaints had reduced to between 5 and 10 per month. Complaints were most frequently related to issues of timeliness and waiting times. An internal sub-team had been set up to provide a greater depth of analysis for complaints. The greater depth of analysis was noted as providing information on what the complaints were specifically in relation to and whether they were valid.

The base contract was noted as being in the process being finalised and reaching its natural conclusion. Once this happened it will allow the core fleet size to be increased.

A meeting had taken place with Healthwatch Wiltshire (HWW), Healthwatch Swindon and Healthwatch Bath and North East Somerset (BANES) to look at a variety of issues. These included communication and the links between Arriva and Healthwatch. It was noted that there was a higher level of complaints received through Healthwatch, and questions relating to eligibility and non-eligibility.

It was asked where more information on eligibility could be located. There was a national eligibility document that could be circulated to Committee members. Patients can phone up Arriva and go through a set of questions to determine eligibility. Hospitals, GP's, and care home staff can make a booking for this. The eligibility criteria were stated as having some grey areas.

Questions were asked on the CCG's response to the possible cessation of the Hopper Bus service.

The voluntary sector was noted to be already struggling to find resources for the provision of patient transport services across the county. It was anticipated that if the Hopper Bus service were to cease that the voluntary sector would effectively be asked to absorb an additional 20,000 journeys annually, this was a cause for concern.

The use of concessionary bus passes on services which were operated immediately prior to 9:30 am, the time at which concessionary bus passes become eligible for use, was questioned. It was explained that if a bus service was on the borderline then passes may be allowed, but that this needed to be confirmed.

Concern was raised over the possibility that there would be no suitable funded alternatives, that the responsibility would be displaced on to another part of the healthcare system and the potential for an increase in the number of missed appointments or patients delaying seeking treatment as a result of transport issues.

It was stressed that the comments put forward by the CCG were not intended to drive a wedge between the CCG and Wiltshire Council, but simply to highlight what could happen if the decision was made to cease the service as it currently stands.

Resolved

- 1. To receive a written update in 6 months from Arriva, after new contractual arrangements have been embedded.**
- 2. To forward the Hopper Bus comment to the relevant Cabinet member with comments from the Health Select Committee.**

20 NHS 111 Update

James Head, Deputy Clinical Lead for South West 111, was in attendance to present the post-winter report on NHS 111.

The report was provided to update members of the Health Select Committee on the performance of the NHS 111 service provided by Care UK for the residents of Wiltshire. South West 111 had begun operation during February 2013 covering the Bath, North East Somerset, Wiltshire, Bristol, North Somerset, South Gloucestershire, Gloucester and Swindon areas.

All calls had a target answer time of 60 seconds or less. A dip in performance in this area had been experienced during November 2014, but the number of calls still remained on target during this period. The worst was noted as being 27 November 2014 where demands was above 58% of volume, pressure on NHS 111 was experienced nationally on this date. It was noted that they were now consistently meeting their target of 60 seconds.

The performance of the South West NHS 111 was noted as being slightly below other regions. This was explained as being due to recruitment issues. Recruitment for Clinical Adviser positions was ongoing. Rotas were being reviewed to make the best use of Clinical Advisers already available.

KPI's were monitored on an hourly basis each day.

An ambulance commission was still employed. The call flow contained in the report was referred to. BANES and Wiltshire were noted as areas which had the most contact to the acute hospitals. More ambulances were sent to both these areas and more patients were transferred to emergency departments.

BANES and Wiltshire NHS 111 remained below other 111 providers in the southern region with regards to 999/Ambulance referrals performance. This was demonstrated in a graph covering the period of August 2014 to February 2015.

There were said to be systems in place to review patients requiring a Clinical Adviser. This would refer patients to more relevant areas than the emergency departments and reduce pressure.

The Committee noted that it would be useful to learn why Wiltshire had more emergency referrals than other areas, as there might be a root cause that needs addressing.

It was asked if the reduction in referrals to emergency departments stated on page 9 of the report was due to a request to refer patients to emergency departments only when necessary and to seek alternative service or provision as far as possible. This was noted as being due to a number of hospitals announcing a black alert escalation status, which meant there was a reduced level of patient flow through the hospitals. Sending patients that did not require emergency department treatment to these would only exacerbate the situation. The increased volume during this period was explained as resulting in a lower percentage of transfers to emergency departments.

It was asked if BANES and Wiltshire figures could be separated. This was explained as difficult due to the contract boundary, but the request would be followed up.

In summary it was noted that there had been improvement across a majority of performance indicators since January, but that there was still further to go.

Resolved

To receive a written update report on NHS 111 in 6 months.

21 Abdominal Aortic Aneurysm Screening Services Annual Report

Sarah Hulin, Vascular Surgeon at Salisbury Foundation Trust, and John Goodall, Consultant in Public Health, were in attendance to present the first annual report on abdominal aortic aneurysm (AAA) screenings.

Abdominal aortic aneurysm was explained to be a dilatation of the aorta (the main artery from the heart) as it passes through the abdomen. The report aimed to provide an understanding of the National AAA Screening Programme; an

overview of the Dorset and Wiltshire AAA programme set-up and its early implementation; a review of the key elements of the first year of programme delivery; and a reflection on outcomes and achievements.

AAA screening had been created before Public Health had merged with Wiltshire Council, when it was part of NHS Wiltshire. The programme had been screening since late 2012, and aimed to reduce the amount of AAA caused deaths. The report covered the 2013-2014 period.

The scheme was funded centrally through area teams and provided screening for men aged 65 or over on a community-based programme. Screening was available in facilities including GP surgeries, hospital, and prisons.

Aortic aneurisms were one of the leading causes of death in men. Women were not screened as it occurred in females a decade later and was 6 times less frequent. Of the men with aortic aneurisms, 75% did not present symptoms until the rupture had been experienced. The mortality rate at surgery was 30%.

Screenings for aortic aneurisms involved a non-invasive 10 minute ultrasound check. Results were given in writing and verbally at the appointment.

Those with small aneurisms are offered monitoring and an “alert card” which informed medical personnel of their condition so they could be treated appropriately. Those with larger aneurisms were offered a rapid referral pathway to a vascular surgeon for treatment.

A total of 8532 men had been screened with 109 aneurisms discovered for monitoring. An extra 2033 men had been screened since 2014.

Advice had been received by NHS services on gentle advertising through media such as posters so as not to overwhelm services.

It was noted that aortic aneurisms were hereditary to the extent that those with parental history of aortic aneurisms were more at risk.

A question was asked on whether there were particular demographics of men who were missing from screenings. Not enough information was currently available to tell. The Public Health team were working on looking into this further.

Issues on recruitment and retention were discussed. It was noted that there were career-based issues where technicians were unable to progress beyond screening.

Resolved

To note the report.

22 NHS Health Checks Programme

John Goodall was in attendance to present a report on the NHS Health Checks Programme.

The health checks were explained as not strictly being a screening programme. They provided a risk assessment which advised people into better lifestyles or to look into areas which might require further investigation.

Through the Health and Social Care Act 2012 this was now an area of full responsibility for local authorities.

Around 130,000 had been invited for health checks with 44, 982 accepting their invitations. Aspirational targets were noted to include inviting 20% of the eligible cohort each year and for a 75% acceptance rate.

Wiltshire was not yet achieving the aspirational targets. During 2013-14 22.3% appointments offered were accepted. This was higher than national 18.5%, and the Public Health England Centre region (Avon, Gloucestershire and Wiltshire) which was 19.9%.

Telephone updates were provided to those who did not respond to invitations, and different appointment times were offered. This was helping increase the uptake.

It was explained that it was important to get people to visit a GP to record health check results as opportunistic health checks, including drop-in vans, were not included in official health records.

A question was asked on the targeting of NHS advertisements. These were said to be placed in the wrong locations. Instead of being located in GP waiting rooms they should be in pubs and garages to reach those who are missing appointments and invitations.

It was asked if surgeries that aren't performing in the way expected should be named. Providing GP's with figures was described as possibly being better than naming and shaming, as it would provide an incentive to those who may be reluctant.

Resolved

To receive a more comprehensive report in 6 months including details on practices.

23 **100 Day Challenge**

James Roach, Integration Director, was unable to attend. Maggie Rae, Corporate Director, was in attendance to answer any questions and pass along messages from the Committee.

It was noted that signs of positive improvement had been seen, but the process would be a long one.

The aim of the 100 Day Challenge was to gather an evidence base for the action plan for implementation of the Better Care Plan (BCP). This in turn aimed to integrate health and social care to create a cohesive system. It was noted that a general understanding of the system was required to be built up to enable the requisite culture change.

It was stated that more system-wide indicators would have been useful in order to enable those managing the BCP and for the Health Select Committee to see how progress was being made year on year.

A focus on identifying high risks at an early stage was identified as being important and reducing pressure on the system. It was requested that a focus be set on this.

Members highlighted that the language used in the report, such as the phrases “Discharge to assess” and “Re-launch of a system-wide risk stratification approach” were difficult for the general public to comprehend. It was also noted that the term “people” would be a preferable alternative to “customer”. The use of the phrase “pull from hospitals” was said to be inappropriate and had the incorrect connotations for what was trying to be achieved.

A concern with regard to discharging people from hospital too early was raised, with particular reference to ensuring that the correct placement and care package would be available at the time was raised.

It was explained that additional funds alone would not solve the issues currently being experienced across the system and that only a whole system review and action plan could move the situation forward.

It was noted that the Help to Live at Home task group had made significant contributions to addressing the capacity issues that were being experienced in the acute hospitals. It was recognised that the number of patients that underwent multiple hospital admissions put pressure on discharge teams to ensure that the decision to discharge was correct first time. A key indicator of whether a patient had received the correct intervention and care was whether they were readmitted to hospital within 90 days.

The Transfer to Care task group would be considering the report at their next meeting and then wrapping-up the group. It was noted that the task group was

set up to review one part of a bigger issue and that the original remit was no longer relevant given the breadth of the 100 Day Challenge and the Better Care Plan.

Resolved

- 1. To note the report.**
- 2. For the Transfer to Care Task Group to review the report in more depth.**
- 3. For a new Task Group on the implementation of the Better Care Plan to be established in due course.**

24 NHS England Specialised Commissioning Consultation

It was considered that the Committee had not experienced enough engagement with NHS specialist commissioning for it to comment.

Resolved

To reply with the following wording:

“On consideration the Wiltshire Council Health Select Committee feel closer engagement with NHS England would be required before they can comment on this.”

25 Health and Wellbeing Peer Challenge and CfPS Inquiry Day

It was discussed whether the report might be premature and if more time was needed.

There would be a report provided to all participants from those who had taken notes on the inquiry day. It was stated that it would be good to wait for this report first.

A list of attendees was requested to be included in the report.

Resolved

- 1. To defer to the next meeting after more information is included from other partners.**
- 2. To request the attendance of Paul Kelly, Overview and Scrutiny Manager, to provide the scrutiny context.**

26 Task Group Update

- a) Continence Services**

Cllr Crisp had written to James Slater regarding how little had changed despite the list of recommendations which had been accepted. The response would be circulated once received.

The task group would reconvene within 6 months.

b) Transfer to Care

The task group would be wrapping-up and discussing the BCP in full at their next meeting.

c) Avon and Wiltshire Mental Health Partnership (AWP) South West Joint Working Group

There were now 4 local authorities (Wiltshire, Bristol, Bath and North East Somerset, and North Somerset) involved in the task and finish group. Their next meeting would follow-up on the 8 April 2015 meeting.

An action plan was said to be needed, and for it to be monitored. The work for the task group was required to be finished within 5 weeks, and prior to the general election.

d) Help to Live at Home

The task group had looked at the latest report by the CQC on Mears at their last meeting. The report was disappointing in that many of the areas had been graded amber, with only one green. Areas of concern in the report were at a management level, along with concerns over administration of medications breaching the Medical Care Act. The rest of the report was said to be less critical of Mears and mentioned a steady improvement of assessed areas.

Reasons for the lack of areas being graded green were the lack of a registered manager. Once one was appointed there would be a greater chance of improving ratings.

Mears were stated to be at an amber level rather than red as whilst there were regulatory breaches, they weren't severe.

The task group had concluded that lifting the ban on Mears was appropriate and that the report was positive, as it demonstrated improvement. It was noted that the report could be seen as realistic, as Mears could not be expected to move from red to green in a short space of time.

It was discussed whether this constituted a positive report. It was perceived that while the report showed improvement it might not be considered positive as Mears had failed 3 CQC inspections.

It was also discussed whether a report on Mears and the CQC should come directly to the Health Select Committee for debate. It was explained that the task group was working on this issue outside of the meetings and writing a report for the Committee.

It was noted that the report was from inspections that had been carried out in December and therefore the information was out of date. Scrutiny was being performed on Mears by officers on a day-to-day basis.

Resolved

To allow the Help to Live at Home task group to continue their work on Mears and be the mechanism for monitoring the progress on the Health Select Committee's behalf.

27 Forward Work Programme

Committee members would be receiving the paper on the Obesity and Child Poverty task group to allow them to express any potential interest.

The Chair and Vice Chair announced that they were unable to attend the Ambulance Service meeting and opened up their spaces to other members. Those interested were instructed to contact Emma Dove.

28 Urgent Items

There were no urgent items.

29 Date of Next Meeting

It was noted that the next meeting would be on Tuesday 5 May, 2015 at 10.30am in the Kennet Room - County Hall, Trowbridge BA14 8JN.

(Duration of meeting: 10.30 am - 2.00 pm)

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STRATEGIC PLANNING COMMITTEE

DRAFT MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 11 FEBRUARY 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Andrew Davis (Chairman), Cllr Tony Trotman (Vice Chairman), Cllr Glenis Ansell, Cllr Trevor Carbin, Cllr Stewart Dobson, Cllr Charles Howard, Cllr David Jenkins, Cllr Bill Moss, Cllr Christopher Newbury and Cllr Jerry Wickham (Substitute)

Also Present:

Cllr Horace Prickett and Cllr Jonathon Seed

8 Apologies for Absence

Apologies for absence were received from Cllr Terry Chivers and Cllr Fred Westmoreland, who was substituted by Cllr Jerry Wickham.

9 Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 21 January 2015 as a correct record.

10 Declarations of Interest

There were no declarations of interest made at the meeting.

11 Chairman's Announcements

There were no Chairman's announcements.

12 Public Participation and Councillors' Questions

There were no questions received from members of the Council.

Mr Francis Morland, an interested party, spoke against the proposals as set out in Minute Nos. 14 and 15 below.

Other members of the public addressed the Committee as set out in Minute Nos. 13 – 15 below.

13 **14/05997/FUL - Former Autechnique Site, London Road, Salisbury, SP1 3HN - Demolition of existing buildings and erection of Class A1 foodstore (1,585 sq.m. gross) and associated access, decked car parking and landscaping and additional Park and Ride parking for ALDI Stores Ltd.**

The following person spoke in support of the proposal:

Mr Dan Templeton, Director of Turley Associates Ltd, the agent.

The Committee received a presentation by the Case Officer which set out the main issues in respect of the application. The report was introduced which recommended that planning permission be granted subject to conditions and a suitable Section 106 legal agreement.

The Committee also received late representations from:

- Turley, agent for Aldi, and the response from transport consultant, Entran to comments from RPS, agent for Asda.
- Letter from RPS raising concerns about the recommendation on the grounds of the Aldi format and transport considerations.
- Letter from Cllr Colin Froude, Salisbury City Councillor for St Marks & Bishopdown, objecting to the proposal on transportation and highway safety grounds.
- Letter from Mr David Morgan, a local resident, in support of the application.

Members of the Committee then had the opportunity to ask technical questions after which the Committee received a statement from a member of the public as detailed above, expressing his views regarding the planning application.

Cllr Bill Moss, as a local Member, supported the application but considered that a left hand turn on exiting the site should be imposed for motorists in the interests of highway safety. The Case Officer drew the Committee's attention to the views of the Highways Officer who raised no objection subject to the provision of a legal agreement to secure a financial contribution towards the footway/cyclepath and conditions to secure the right turn lane, crossing points, access to the site, turning, parking and servicing areas.

After some discussion,

Resolved:

To refer the application to the Secretary of State, under the terms of the 2009 Consultation Directive (paras.5.1.(ii) and 2 (d)) thereupon, subject to the views of the Secretary of State, to delegate the Area Development Manager to approve the application, subject to:

(a) A Section 106 legal agreement being entered into with respect to the provision of a financial contribution for and the provision of a footway/cycle link that is required between the "Park & Ride" bus stop and Cheverell Avenue, and

(b) the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission. (WA1)

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 shall be implemented in accordance with the schedule of materials listed in the approved schedule on plan ref 110591 P(1) 06 received 18th June 2014.

No development shall commence on site until sample wall panels for the flint rubble block and the red facing brickwork for the walls, not less than 1 metre square, have been constructed on site, inspected and approved in writing by the Local Planning Authority. The panels shall then be left in position for comparison whilst the development is carried out. Development shall be carried out in accordance with the approved samples.

REASON: In the interests of visual amenity and the character and appearance of the area.

3. No development shall take place until large scale (1:10) details of the windows / doors / entrance canopies have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: In order to ensure that the architectural details of the scheme are of an acceptable quality.

4. The development shall be operated in accordance with approved scheme for the storage and control of customer trolleys. The coin operated scheme and shopping trolley storage shall be maintained in working condition for customer use thereafter.

REASON: To limit the impact of the development on adjacent residential amenity and to prevent the removal of shopping trolleys by customers from the car park area.

5. Before the development hereby approved commences a scheme of external lighting, including the measures to be taken to minimise sky glow, glare and light trespass, shall be submitted to and approved in writing by the Local Planning Authority. The external lighting scheme shall be designed so as to meet the criteria for Environmental Zone E3 as defined by the Institute of Lighting Professionals 'Guidance Notes for the Reduction of Obtrusive Light' 2012. The approved scheme shall be implemented before the development is first brought into use and shall be maintained in effective working order at all times thereafter.

REASON: To limit the impact of the development on adjacent residential amenity

6. External lighting shall be turned off at all times when the store is not open to the public, with the exception of one hour before store opening time and one hour after store closure.

REASON: To limit the impact of the development on adjacent residential amenity, and to enable safe access and egress by staff.

7. (i) No deliveries shall be made to or collections made from the development hereby approved except between the hours of 06:00am and 22:00pm Monday to Saturday and 07:00am and 17:00pm on Sundays.

(ii) There shall be no use of reverse beepers on delivery or collection vehicles between 06:00am and 07:00am Monday to Saturday and between 07:00am and 09:00am on Sundays. All deliveries between these approved hours shall be direct via the loading and unloading dock shown on the approved plans.

REASON: To limit the impact of the development on adjacent residential amenity and prevent undue disturbance

8. The retail unit hereby permitted shall not be open to the public except between the hours of 08:00am to 22:00pm on Monday to Saturday, 09:00am to 18:00pm on Sunday & Public Holidays.

REASON: To limit the impact of the development on residential amenity

9. The Aldi customer car park shall be made inaccessible to public vehicles between the hours of 23:00pm and 07:00am on any day of the week.

REASON: To limit the impact of the development on residential amenity and prevent undue disturbance by vehicles at night.

10. No on-site cooking or baking shall take place until a scheme of works for the control and dispersal of atmospheric conditions (in particular

emissions from the cooking or baking of food) has been submitted and approved in writing by the LPA. The approved scheme shall be implemented before any on-site cooking or baking takes place and shall be maintained in effective working condition at all times thereafter.

REASON: In the interests of neighbouring amenities.

11. The development shall be carried out in full accordance with the internal layout of the retail unit shown on the plans hereby permitted. There shall be no subdivision of any of the unit or any additional internal floor space created (including any insertion of mezzanine floors) not covered by this permission.

REASON: In order to limit the impact of the development on the vitality and viability of Salisbury city centre, including the planned Maltings and Central Car Park development, and surrounding small scale neighbourhood retail shops.

12. No development shall take place until a scheme of landscaping for the site, including planting around the proposed cycle/footway along the south west boundary, the screening of the concrete wall on the west boundary of the decked car park, and replacement hedge planting for the west side of the realigned London Road section has been submitted to and approved in writing by the Local Planning Authority, including times of planting, species and size, and a long term maintenance scheme. The landscaping shall be carried out and maintained in accordance with the approved scheme.

REASON: To limit the impact of the development on visual and residential amenity and the surrounding natural habitat.

13. 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. (WC2)

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

14. No construction or demolition work shall take place on Sundays or Bank Holidays or outside the hours of 07:30am to 18:00pm on Monday to Friday and 08:00am to 13:00 pm on Saturdays.

REASON: To limit the impact of the development on residential amenity

15. No development shall take place until a scheme for the discharge of surface water from the buildings, car parks, realigned section of London Road and new footway/cycleway hereby permitted has been submitted to and approved in writing by the Local Planning Authority and the drainage scheme shall be carried out and retained in accordance with the approved details. The scheme submitted shall limit surface water run-off and shall involve safe management and on-site storage of surface water in excess of the design capacity of the drainage system.

REASON: To limit the impact of the scheme on the drainage system and surrounding natural habitats.

16. No development shall commence until full details of the right turn lane on the A30 road and associated vehicular access (including the pedestrian crossing and road realignment in accordance with the approved plans) have been submitted to and approved in writing by the Local Planning Authority. No part of the development shall be first brought into use until that right turn lane and access (including the pedestrian crossing and road realignment) has been completed in accordance with the approved details.

REASON: In the interests of highway safety.

17. No part of the development hereby permitted shall be first brought into use until the servicing area, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

18. Before development commences, a Construction Method Statement shall be submitted to the local planning authority for written approval. The method statement shall provide details of the measures that will be implemented during the construction phase to prevent any harm or injury to protected species (namely reptiles and breeding birds). Development shall be carried out in full accordance with the method statement).

Reason: To control risks to birds and reptiles during construction

19. No development approved by this planning permission (or such other date or stage in development as may be agreed in writing with the Local Planning Authority, shall take place until a scheme that includes the following components to deal with the risks associated with contamination of the site shall each be submitted to and approved, in writing, by the local planning authority:

i) A preliminary risk assessment which has identified:

**all previous uses
potential contaminants associated with those uses
a conceptual model of the site indicating sources, pathways and
receptors**

potentially unacceptable risks arising from contamination at the site.

ii) A site investigation scheme, based on (1) to provide information for a detailed assessment of the risk to all receptors that may be affected, including those off site.

iii) The results of the site investigation and detailed risk assessment referred to in (2) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken.

iv) A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in the remediation strategy in (3) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action.

Any changes to these components require the express written consent of the local planning authority. The scheme shall be implemented as approved.

Reason: To protect controlled waters from pollution.

20. The development hereby permitted shall achieve a BREEAM (Building Research Establish Environment Assessment Method) rating of 'very good'. No unit shall be occupied until the post-construction state assessment and subsequent BREEAM Certificate certifying that 'very good' status has been achieved has been issued.

REASON: In order to produce a scheme with a high level of sustainable design

21. The development hereby permitted shall be carried out in accordance with the following approved plans listed in schedule. (WM14)

Site Location Plan 110591P(1)01 June 2014 received 18/6/14

Block Plan 110591P(1)11 June 2014 received 18/6/14

Site Plan Aldi Level 110591P(1)03B April 2014 received 18/6/14

Site Plan Park and Ride Level 110591P(1)04A April 2014 received 18/6/14

Proposed Site Sections 110591P(1)10 May 2014 received 18/6/14

Proposed Street Elevations 110591P(0)08A June 2014 received 27/1/15

Proposed Store Elevations 110591P(1)07A June 2014 received 27/1/15

Proposed Roof Plan 110591P(1)06 June 2014 received 18/6/14

Proposed Floor Plan 110591P(1)05 June 2014 received 18/6/14

Transport Statement by Entran, June 2014 received 18th June 2014 and updated by response to GCC highways comments received 17/11/14.

Ecological Appraisal and Interim Bat Report by RSK June 2014, received 18/6/14

Historic Environment Appraisal by RSK June 2014 received 18/6/14

Arboricultural Impact Assessment and Tree Protection Plan by BoSky Trees, 17th June 2014, received 18/6/14

Noise Assessment (Rating of Industrial Noise affecting Mixed Industrial and Residential Areas) by KR Associates 17th June 2014, received 18/6/14
Design and Access Statement Kendall Kingscott received 18/6/14
Drainage Strategy by Craddy Pitchers Davidson received 18/6/2014
Drainage Layout Aldi Level 9573-0050B received 18/6/2014
Drainage Layout Park and Ride Level 9573-0051B received 18/6/2014
Site Waste Management Plan 5th June 2014, received 18/6/14
Planning Statement, Turley June 2014, received 18/6/14
Geo environmental Assessment Report, Brownfield Solutions ltd 2014, received 18/6/14
Retail Assessment, Turley June 2014, received 18/6/14

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

22. The site shall be used by a discount food supermarket operator and for no other purpose (including any other purpose in Class A1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended by the Town and Country Planning (Use Classes) (Amendment) (England) Order 2005, (or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification). The following services shall not be operated from the land:

i) Butcher, fresh fish, bakery, delicatessen or cheese counters

ii) Hot food

iii) Banking facilities

iv) Dispensing pharmacy

v). Dry cleaning or post office services

vi). Photographic shop or booth

vii) Cafe restaurant

viii) Sales of cigarettes or tobacco

No more than 20% of the net sales floor space shall be used for the sale of non food comparison goods.

REASON: The proposed use is acceptable but the Local Planning Authority wish to consider any future proposals to change the range and types of goods sold from the premises having regard to the circumstances of the case and the impact on the vitality and viability of the city centre.

- 14 **14/10797/FUL - Greenacres Mobile Park, Semington, Trowbridge, BA14 6HL - Change of use of agricultural land to create 7 additional Gypsy and Traveller pitches with associated ancillary development**

The following people spoke against the proposal:

Mr David Randell, a local resident

Mr Martin Costello, a local resident

Cllr William Scott, representing Semington Parish Council

The following person spoke in support of the application:

Mr Tony Phillips, Director, Thurdleigh Planning Consultancy, the agent

The Committee received a presentation by the Area Development Manager which set out the main issues in respect of the application. The report was introduced which recommended that planning permission be granted subject to conditions.

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

Members then heard the views of Cllr Jonathon Seed, the local Member, objecting to the proposal. He stated that the application was unacceptable in its proximity to the West Wiltshire Crematorium and was contrary to the views expressed by the Planning Inspector in his decision regarding an earlier application in which he restricted development to the east of this site so as not to infringe upon the crematorium.

Members were also advised of a planning application that had been allowed on appeal in 2013 by the Secretary of State in respect of a gypsy site in the vicinity of the Leatherhead (Surrey) crematorium.

A number of Members expressed their concerns about the suitability and size of the proposed development and after further discussion,

Resolved:

To defer consideration of the application pending the holding of a site inspection and to request copies of the Secretary of State's and the Planning Inspector's appeal decision letters be made available to all members of the Committee prior to a decision being made.

15 **14/11256/VAR - The Poplars Residential Park, Poplar Tree Lane, Southwick, BA14 9NB - Variation of Condition 1 of planning permission W/12/00537/FUL to state the site shall not be occupied by any persons other than gypsies and travellers**

The following people spoke against the proposal:

Mr Stephen Jones, a local resident
Mr Philip Harcourt, a local resident
Cllr Stephen Carey, Chairman of Southwick Parish Council

The following person spoke in support of the proposal:

Mr Tony Phillips, Director, Thurdleigh Planning Consultancy, the agent

The Committee received a presentation by the Area Development Manager and the Case Officer which set out the main issues in respect of the application. The report was introduced which recommended that planning permission be granted.

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

Members then heard the views of Cllr Horace Prickett, the local Member, who objected to the proposal on the grounds that the Planning Inspector had decided on a previous application for this site that permission should be restricted to the family of Mr & Mrs Cash.

After discussion,

Resolved:

To refuse permission for the following reason:-

In coming to his decision as recently as March 2013, the Planning Inspector concluded that that the personal circumstances of the Cash family were an important factor in the determination of the appeal and the decision to grant a personal planning permission. The proposed variation to Condition 1 would allow general gypsy/traveller occupation of the site in perpetuity and would therefore be contrary to the Planning Inspector's decision and to the intended effect of Condition 1 to ensure restoration of the land in the event that the land was no longer occupied by Mr Laurence (Lawrence) Cash and Mrs Theresa Cash and their resident dependants. There have been no relevant significant changes in circumstances since the determination of the appeal to justify setting aside his findings and to vary the terms of the permission to remove the personal condition and replace it with a wider one allowing occupancy by any gypsy and traveller,

16 **Date of the Next Meeting**

Resolved:

To note that the next meeting was scheduled to be held on Wednesday 11 March 2015 at County Hall, Trowbridge, starting at 10.30am.

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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STRATEGIC PLANNING COMMITTEE

DRAFT MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 11 MARCH 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Andrew Davis (Chairman), Cllr Tony Trotman (Vice Chairman), Cllr Glenis Ansell, Cllr Trevor Carbin, Cllr Charles Howard, Cllr David Jenkins, Cllr Bill Moss, Cllr Christopher Newbury and Cllr Dennis Drewett (Substitute)

Also Present:

Cllr George Jeans and Cllr Toby Sturgis

17 Apologies for Absence

Apologies for absence were received from Cllr Terry Chivers (who was substituted by Cllr Dennis Drewett), Cllr Stewart Dobson and Cllr Fred Westmoreland.

18 Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 11 February 2015 as a correct record.

19 Declarations of Interest

There were no declarations of interest made at the meeting.

20 Chairman's Announcements

There were no Chairman's announcements.

21 Public Participation and Councillors' Questions

There were no questions received from members of the Council.

Members of the public addressed the Committee as set out in Minute Nos. 22 and 23 below.

- 22 **14/10556/FUL - Land at west side of B3092, Mapperton Hill, Mere, BA12 6LH - Change of use of land to 1 No. Romani Gypsy pitch & associated works including 1 No. mobile home, 1 No. day room, 1 No. touring caravan, 1 No. septic tank, stables, hard standing, new access and keeping of horses**

The following people spoke against the proposal:

Mr Quentin Skinner, a local resident
Mr Colin Liddell, a local resident
Mr Richard Branscombe, a local resident
Cllr Lesley Traves, Chairman of Mere Parish Council

The Committee received a presentation by the Case Officer which set out the main issues in respect of the application. The report was introduced which recommended that permission be granted subject to conditions.

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

Cllr George Jeans, the local Member expressed some concerns regarding this application, particularly about drainage problems at the site bearing in mind that the land was often waterlogged. He suggested that the proposal be deferred to enable the Drainage Engineer to prepare a report explaining how this issue could be addressed. He also expressed concern that the Highways Officer was not present to explain how he concluded that after visiting the site, he raised no Highway objection to the proposed development, subject to conditions in respect of the provision of appropriate visibility splays, consolidation and grading of the new access and that any gates should be set back and open inwards.

During the subsequent discussion, a fellow Highways Engineer attended and explained that his colleague had recently visited the site and concluded that judging from the speed of vehicles using Road B3092, there were no highway objections to the proposal, provided that adequate visibility splays were provided.

Members of the Committee noted that the application site was often waterlogged and expressed serious concern regarding the drainage.

After further discussion,

Resolved:

To defer consideration of the application in order to seek further information from the Drainage Engineer on the practicalities of drainage of the site and to request that copies of the Planning Inspector's decision regarding a similar application at Alderbury be provided.

- 23 **14/09262/OUT - Land north of Bitham Park, Trowbridge Road, Westbury - Proposed development of up to 300 dwellings; Creation of new roundabout access from Trowbridge Road; Creation of a new emergency/cycle and pedestrian access from Coach Road; Open Space; Drainage Works and ancillary works**

The following person spoke against the proposal:

Mr Francis Morland, a local resident

The following person spoke in support of the proposal:

Mr John Hall, the agent

The Committee received a presentation by the Case Officer which set out the main issues in respect of the application. The report was introduced which recommended that planning permission be refused.

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

Cllr David Jenkins, as a local Member, expressed certain concerns on highway grounds.

After some discussion,

Resolved:

To refuse planning permission for the following reasons:

- 1) **The site is located in open countryside outside the limits of development defined for Westbury in the Wiltshire Core Strategy. The proposal would conflict with Core Policy 1, Core Policy 2 and Core Policy 32 of the Wiltshire Core Strategy which seeks to properly plan for sustainable development of housing in Wiltshire. Furthermore, by isolating and enclosing land to the south-west and south-east of the site, the proposal would inevitably result in further development pressure that would lead to significant upward levels of demand for development.**

- 2) **The proposal conflicts with the Council's plan-led approach to the delivery of new housing sites outside of the identified limits of development, as set out in Core Policy 2 of the Wiltshire Core Strategy which seeks to provide new housing sites to deliver the identified needs in a community area through a Site Allocation DPD and/or a Neighbourhood Plan. This strategy is supported by the Wiltshire Core Strategy Inspector and the Secretary of State in several appeal decisions and the site has not been brought forward through either of these processes.**
- 3) **The proposed development is not in accordance with Core Policy 62 which seeks to restrict new direct accesses onto the national primary route network. The proposal would consequently result in adverse impacts on the free flow of traffic on the primary route and additional risks to highway safety.**
- 4) **The developer has failed to agree and submit a Unilateral Undertaking or to enter into a Section 106 Legal Agreement or agree for a viability assessment to be undertaken. The proposal therefore does not provide for the delivery of the necessary infrastructure required to mitigate the direct impacts of the development and fails to comply with Core Policy 3 of the Wiltshire Core Strategy Regulation 122 of the Community Infrastructure Levy Regulations 2010 and Paragraph 204 of the National Planning Policy Framework.**
- 5) **The proposal would have an adverse impact on the character and appearance of the area by significantly expanding the built-up area of the settlement into the surrounding rural landscape. This would be highly visible, particularly from viewpoints to the south and south-east, and would conflict with a core principle of the NPPF to take account of the intrinsic character and beauty of the countryside and with policy CP51 of the Wiltshire Core Strategy. Furthermore, by isolating a significant piece of agricultural land to the south-west, and enclosing another piece of land to the south-east on what would be three sides by built development, the cumulative adverse impact on the landscape would be increased.**

(Note: Members requested that their unanimous decision be recorded.)

24 **Date of the Next Meeting**

Resolved:

To note that the next meeting was scheduled to be held on Wednesday 22 April 2015, at County Hall, Trowbridge, starting at 11.00am in view of a preceding site visit.

25 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.30 am - 12.00 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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STRATEGIC PLANNING COMMITTEE

DRAFT MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 22 APRIL 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Andrew Davis (Chairman), Cllr Tony Trotman (Vice Chairman), Cllr Glenis Ansell, Cllr Trevor Carbin, Cllr Terry Chivers, Cllr Stewart Dobson, Cllr Charles Howard, Cllr David Jenkins, Cllr Bill Moss, Cllr Christopher Newbury and Cllr Fred Westmoreland

Also Present:

Cllr Jonathon Seed

26 Apologies for Absence

There were no apologies for absence.

27 Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 11 March 2015.

28 Declarations of Interest

There were no declarations of interest made at the meeting.

29 Chairman's Announcements

The Chairman made the following announcement:-

Recording and Broadcasting Members were reminded that it was intended hopefully quite soon to begin broadcasting this and other meetings of the Council on the internet. To prepare for this, and in accordance with the Leader's comment at Full Council on 24 February 2015, it was intended to record, but not broadcast, this meeting and other meetings moving forward for training purposes. He, therefore, drew everyone's attention to the recording

and broadcasting notice on the front of the agenda, which had also been posted on the entrances to this room.

30 **Public Participation and Councillors' Questions**

There were no questions received from members of the Council.

Members of the public addressed the Committee as set out in Minute. No. 31 below.

31 **14/10797/FUL - Greenacres Mobile Park, Semington, Trowbridge, BA14 6HL - Change of use of agricultural land to create 6 additional Gypsy and Traveller pitches with associated ancillary development**

The following people spoke against the proposal:

Mr Peter Smith, a local resident

Ms Karen Newbrook, a local resident

Cllr Dr William Scott, representing Semington Parish Council

The Committee received a presentation from the Area Development Manager which set out the main issues in respect of the application. The report was introduced which recommended that planning permission be granted, subject to conditions. Members were reminded that this application had been considered by this Committee at its meeting on 11 February 2015 when it was decided to defer consideration of the application pending the holding of a site inspection and to request copies of the Secretary of States and the Planning Inspectors appeal decision letters, copies of which were circulated with the revised report.

Following on from this, the applicant had submitted revised plans which had reduced the number of pitches by one, so that now six additional pitches and associated development were being proposed. All the pitches proposed were situated to the eastern portion of the site and immediately to the west of the pitches the applicant proposed to erect a six metre thick and 1.5m high landscaped bund. Previously this bund had been located further to the west. Beyond this to the west it was now proposed to construct a landscaped area up to 25 metres wide planted with trees. Previously this area had been up to 11 metres wide and no tree planting had been indicated. Beyond this the existing right of way (3m easement) would be retained and enclosed by a 2m high wooden fence as previously detailed.

A site inspection had taken place immediately before this meeting which had been attended by Cllrs Andrew Davis, Tony Trotman, Glenis Ansell, Trevor Carbin, Stewart Dobson, Charles Howard, David Jenkins and Jonathon Seed as the local Member.

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

Members then heard the views of Cllr Jonathon Seed, the local Member, objecting to the proposal. He referred to a submission from Wessex Water dated 14 January 2015 which stated that the nearest public water supply mains was some distance from the site and recommended that the applicant make contact with their new connections team to discuss a point of connection. Cllr seed also stated that the application was unacceptable in its proximity to the West Wiltshire Crematorium and was contrary to the views expressed by the Planning Inspector in his decision regarding an earlier application in which he restricted development to the east of this site so as not to infringe upon the crematorium.

During the ensuing discussion, several Members stated that by attending the site inspection, they were reassured that there was sufficient distance between the proposed location of the additional six pitches and the crematorium especially with the improved bunding proposed. They did feel that the question of an adequate water supply needed clarification and suggested that this could be achieved by the inclusion of an additional condition.

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: TP01, TP02, TP03 (Rev E), TP04 and TP05.

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

3. The site shall not be occupied by any persons other than gypsies and travellers as defined in Annex 1 of Planning Policy for traveller sites (DCLG, 2012).

REASON: Planning permission has only been granted on the basis of a demonstrated unmet need for accommodation for gypsies and travellers and it is therefore necessary to keep the site available to meet that need.

4. There shall be no more than 6 pitches on the site and on each of the pitches no more than 2 caravans shall be stationed at any time and of these, only 1 caravan on each pitch shall be a static caravan, all as defined in the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968.

REASON: In order to define the terms of this permission.

5. No commercial activities shall take place on the land, including the storage of materials.

REASON: In order to define the terms of this permission, protect the rural scene and character of the countryside, and protect the amenities of the area and neighbour uses.

6. No vehicle over 3.5 tonnes shall be stationed, parked or stored on this site.

REASON: In order to define the terms of this permission and protect the rural scene and character of the countryside.

7. Notwithstanding the submitted details no development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:-

- a) location and current canopy spread of all existing trees and hedgerows on the land;**
- b) full details of any to be retained, together with measures for their protection in the course of development;**
- c) a detailed planting specification showing all plant species, supply and planting sizes and planting densities;**
- d) finished levels and contours;**
- e) means of enclosure; and**
- f) car park layouts.**

The submitted scheme shall make provision for the existing landscaping to the western boundary of the site with the crematorium to be retained and this landscaping shall thereafter be retained.

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

8. 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 development 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.

9. No development shall commence on site until a scheme for the discharge of foul and surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. No pitch shall be first occupied until it has been provided with its agreed surface water drainage and its agreed foul drainage.

REASON: To ensure that the development can be adequately drained and in the interests of preventing pollution.

10. Pitches shall not be formed, nor caravans sited, on land to the west of the new bund on the submitted plan reference TP03 (Rev E).

REASON: In the interests of protecting the character and appearance of the area and the amenity at the crematorium.

11. No development shall commence on site until a scheme for the supply of power to the development (including a timetable for its implementation) has been submitted to and approved in writing by the Local Planning Authority. No pitch shall be first occupied until it has been provided with its agreed power supply.

REASON: In the interests of protecting the character and appearance of the area and the amenity at the crematorium.

12. No development shall commence on site until details of the connection to mains water to the site has been submitted to and approved in writing by the Local Planning Authority. No pitch shall be first occupied until it has been provided with its agreed mains water supply.

REASON: To ensure that the development can be adequately serviced.

13. No buildings or structures shall be erected whatsoever on land to the west of the new bund on the submitted plan reference TP03 (Rev E).

REASON: In the interests of protecting the character and appearance of the area and the amenity of the adjacent crematorium.

14. The bund detailed on submitted plan reference TP03 (Rev E) shall be formed in accordance with the approved details prior to the formation of any pitches or the siting of any caravans on the site and thereafter be retained.

REASON: In the interests of protecting the character and appearance of the area of the adjacent crematorium.

INFORMATIVE: The developer is advised that there is a low risk that great crested newts, reptiles or nesting birds could occur on the application site. Great crested newts, all reptiles and nesting birds are legally protected and planning permission does not provide a defence against prosecution. In order to minimise the risk of amphibians/reptiles occurring on the site, the developer is advised to clear the site and areas of long grass in a sympathetic manner during the autumn (September/October) or spring months (April-May) and to maintain the grassland at a short height to make it unsuitable for reptiles/amphibians until the construction works commence. Clearance of scrub should be carried out outside the bird breeding season (March to August inclusive) or where this is not possible, preceded by a check for active nests by a competent ecologist. If reptiles or nesting birds are found during the works, the applicant is advised to stop work and follow advice from an independent ecologist or a Council Ecologist. If great crested newts are found, all works should stop immediately and Natural England contacted for advice on any special precautions before continuing (including the need for a derogation licence). Please see the council's website for further information:

<http://www.wiltshire.gov.uk/planninganddevelopment/biodiversityanddevelopment.htm> or Natural England's website <http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/faq.aspx> or <https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals>

INFORMATIVE:

The developer is encouraged, in order to provide ecological enhancement, to increase the number of tree/shrub species to a minimum of 5 native and locally characteristic species on any final bund planting details.

- 32 **14/08417/FUL - Kemble Business Park Estates, Crudwell, Wiltshire, GL7 6BQ - A hybrid planning application for new B8 (storage and distribution) and B1 (office) space, including provision of new warehouse and ancillary office space (building 4) of 20210 sq.m. and new vehicular access.**

The Chairman reported that this application had been withdrawn by the applicant and therefore would not be considered by the Committee.

- 33 **Date of the Next Meeting**

Resolved:

To note that the next meeting was scheduled to be held on Wednesday 13 May 2015 at County Hall, Trowbridge, starting at 10.30am.

(Duration of meeting: 11.00 am - 12.30 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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NORTHERN AREA PLANNING COMMITTEE

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 18 FEBRUARY 2015 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.

Present:

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Christine Crisp, Cllr Chris Hurst, Cllr Mark Packard, Cllr Sheila Parker, Cllr Toby Sturgis, Cllr Nick Watts, Cllr Philip Whalley, Cllr Terry Chivers (Substitute) and Cllr Jacqui Lay (Substitute)

Also Present:

Cllr Chuck Berry, Cllr Howard Greenman, Cllr Bob Jones MBE and Cllr Alan Hill

16 **Apologies**

Apologies for absence were received from:

Cllr Simon Killane, who was substituted by Cllr Terry Chivers.

Cllr Mollie Groom, who was substituted by Cllr Jacqui Lay.

17 **Minutes of the Previous Meeting**

Hilary Ford spoke against the accuracy of the minutes of the last meeting in relation to item 14d. The Chairman made a statement explaining how the determination of the application was reached at the meeting and the content of the minutes. Amendments to be made to the minutes were explained.

Resolved:

To confirm as a true and correct record and sign the minutes of the meeting on 28 January 2015 subject to the following amendments in relation to item 14d:

- ***'Margaret Carey, Box Parish Council'***;
- **A reference to *'grey crested newts'* to be corrected to *'Great crested newts'***;
- **To amend condition 2 from:**

'Within three months of the date of this permission the hard standing, access, mobile home (including any fixtures and ancillary pipe work), horse trailer and any other trailers or buildings not shown as approved on the approved plans shall be removed from the site.'

to read:

'Within 3 months of the date of this permission, the hard standing, access, the mobile home (including any fixtures and ancillary pipe work), horse trailers or buildings and any other trailers or buildings not shown on the approved plans together with the 2 containers on site shall be fully removed from the site.';

- To add the following to the summary of the debate:

'Advice given by the legal officer and planning officer allowed members to come to a majority decision to accept the officer's recommendation'.

18 **Declarations of Interest**

There were no declarations of interest.

19 **Chairman's Announcements**

There were no Chairman's announcements.

20 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

21 **Planning Applications**

21a **14/11864/VAR- Westinghouse Recreation Ground, Park Avenue, Chippenham, Wiltshire, SN15 0HB- APPLICATION WITHDRAWN**

This application was withdrawn in advance of the meeting.

21b **14/08305/REM - Marden Farm, Calne, Wiltshire, SN11 0LJ**

The officer introduced the report which recommended that planning permission be granted, subject to conditions, as amended by the late observations. It was explained the application was for reserved matters following the granting of Outline planning permission at appeal. There was a legal dispute over ownership on the site however the Committee was advised it could proceed to determine the application. A layout was shown and the officer commented a high quality level of public open space was provided.

There were no technical questions.

Cllr Alan Hill spoke in objection to the application and requested determination be deferred.

The planning offer confirmed permission granted at appeal did not link the outline permission for housing in a planning or legal agreement with the full permission for the Dementia care facility and so permission could be granted separately by the Committee for the housing.

The local member, Cllr Christine Crisp, spoke in objection to the development without the Dementia Care facility and expressed disappointment in the behaviour of the developer and the consequences of the decision made at appeal.

In the debate that followed the Committee expressed frustration that the Dementia care facility was not part of the plans but did not agree on planning reasons for refusal.

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:**

ESD0806 - Free Standing Wall Detail

ESD0900 - Post and Rail Detail

ESD0906 - Close Board Fence Detail

ESD0922 - Ball Top Railing Details

Received 29 August 2014

SS001 rev B - Street Scenes

SS002 rev B - Street Scenes

APT_01 rev A - Apartments Plan 01

APT_02 rev A - Apartments Plan 02

APT_03 rev A - Apartments Elevation

BR001 - Bat Roost

Parking Schedule

Received 19 November 2014

House Type Booklet (C) [unless otherwise superseded]

EF_LETC_S.1.0 rev C - Letchworth (Plan)

EF_LETC_S.1.0 rev A - Letchworth V1 (stone)

Received 6 January 2015

SL001 rev M - Site Layout

EP001 rev D - Enclosures Plan

MP001 rev E - Materials Plan

SH001 rev D - Adoption Plan

AP001 rev D - Storey Heights Plan

SL002 rev E - Slab Level Plan

TP001 rev C - Vehicle Tracking Plan

TF001 rev B - Indicative Surface Finishes Plan

394-P-04 rev C - Drainage Strategy

394-P-07 rev C - Bus Vehicle Tracking

394-P-06 rev A - Visibility (Planning)

Received 21 January 2015

RED19412-11 rev I - Landscape Proposals 11 (1of6)

RED19412-11 rev I - Landscape Proposals 11 (2of6)

RED19412-11 rev I - Landscape Proposals 11 (3of6)

RED19412-11 rev I - Landscape Proposals 11 (4of6)

RED19412-11 rev I - Landscape Proposals 11 (5of6)

RED19412-11 rev I - Landscape Proposals 11 (6of6)

RED19412-13 rev F - Landscape Proposals 13 (1of2)

RED19412-13 rev F - Landscape Proposals 13 (2of2)

RED19412-14 rev E - Landscape Proposals 14 (1of2)

RED19412-14 rev E - Landscape Proposals 14 (2of2)

RED19412-15 rev F - Landscape Proposals 15 (1of6)

RED19412-15 rev F - Landscape Proposals 15 (2of6)

RED19412-15 rev F - Landscape Proposals 15 (3of6)

RED19412-15 rev F - Landscape Proposals 15 (4of6)

RED19412-15 rev F - Landscape Proposals 15 (5of6)

RED19412-15 rev F - Landscape Proposals 15 (6of6)

RED19412-16 rev B - Landscape Proposals 16

RED19412-spec rev A - Landscape Specification

BX01 5500 Removable Bollard Specification

Received 30 January 2015

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

- 3. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 4. No dwelling hereby approved shall be first occupied until the allocated parking area shown on the approved plans (titled 'Site Layout' numbered RHSW.5375.02.SL001 revision L and Parking schedule B) has been consolidated, surfaced and laid out in accordance with the approved details. This area shall be maintained and remain available for this use at all times thereafter.**

REASON: To ensure that adequate provision is made for parking within the site in the interests of highway safety.

- 5. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) 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), the garages hereby permitted shall not be converted to habitable accommodation.**

REASON: To secure the retention of adequate parking provision, in the interests of highway safety.

6. The roads, including footpaths and turning spaces, shall be constructed so as to ensure that, before it is occupied, each dwelling has been provided with a properly consolidated and surfaced footpath and carriageway to at least base course level between the dwelling and existing highway.

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

7. No development shall commence on site until details of traffic calming features to be formed on the access road have been submitted to, and approved in writing by, the Local Planning Authority (indicative locations on drawing 'Site Layout' numbered RHSW.5375.02.SL001 revision L). No part of the development shall be occupied or first brought into use until the traffic calming features have been provided in accordance with the approved details. The traffic calming features shall be kept clear of obstruction and available at all times thereafter.

REASON: To enable vehicles to pass/stand clear of the highway in the interests of highway safety.

8. No development shall commence on site until details of the footway / (Hogging path) connecting to the bridge to the location of the diverted Public Footpath (CALW 20) have been submitted to, and approved in writing by, the Local Planning Authority. The construction of the footway shall be constructed in accordance with a programme to be agreed with the Local Planning Authority. The footway shall be provided in accordance with the approved details and programme. The footway shall be kept clear of obstructions at all times thereafter.

REASON: To provide pedestrian and cycle access to local facilities.

9. 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 and street furniture, including the timetable for provision of such works, have been submitted to and approved by the Local Planning Authority. The development shall not be first occupied until the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture have all been constructed and laid out in accordance with the approved details, unless an alternative timetable is agreed in the approved details.

REASON: To ensure that the roads are laid out and constructed in a

satisfactory manner.

10. The allotment car parking shall be secured by gates. The gates shall open inwards and away from the highway only. The gates shall be locked at all times and only accessible by authorised members related to the allotment (titled 'Site Layout' numbered RHSW.5375.02.SL001 revision M).

REASON: In the interests of highway safety and to prevent abuse by unauthorised car parking.

11. No part of the allotment hereby approved shall be first brought into use until the allotment parking area shown on the approved plans (ten car parking spaces) has been consolidated, surfaced and laid out in accordance with the approved details (titled 'Site Layout' numbered RHSW.5375.02.SL001 revision L). 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.

12. No more than 94 dwellings shall be occupied until the controlled access link on The Rise has been completed in accordance with drawing ref 394-P-05 rev A ('Restricted Access – Planning, received 22 January 2015). Prior to the opening of the controlled access link onto The Rise a full package of construction details shall be submitted and approved in writing by the Local Planning Authority. The removable bollard shall be secured in situ and only removed only to allow access by vehicles as authorised under a Prohibition of Driving Traffic Order under the Highways Act, after which time it shall be immediately replaced in situ. This arrangement shall be maintained as such thereafter in perpetuity, unless otherwise warranted by the extension of bus routes through the site and agreed in writing by the Local Planning Authority.

REASON: To ensure the access between the site and The Rise is not used by vehicles to the detriment of residential amenity.”

13. No development shall commence on site until a scheme of phasing of landscaping has been approved in writing by the Local Planning Authority. The landscaping shall be carried out in the first planting and seeding season following occupation of the buildings or the completion of the development, whichever is the sooner within that particular phase; 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.

- 14. The mitigation measures detailed in the approved Landscape, Ecological and Arboricultural Management and Monitoring Plan (EAD Ecological Consultants, December 2014) shall be carried out in full prior to the first occupation of the development or in accordance with the approved timetable detailed in the Ecological Assessment.**

REASON: To mitigate against the loss of existing biodiversity and nature habitats. **POLICY:** National Planning Policy Framework paragraph 118.

- 15. No 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 has been submitted to, and approved in writing by, the Local Planning Authority. In particular, the method statement must provide the following:**
 - a) A specification for protective fencing to trees during both demolition and construction phases which complies with BS5837:2013 and a plan indicating the alignment of the protective fencing;**
 - b) A specification for scaffolding and ground protection within tree protection zones in accordance with British Standard 5837: 2013;**
 - c) A schedule of tree works conforming to British Standard 3998: 2010;**
 - d) Details of general arboricultural matters such as the area for storage of materials, concrete mixing and use of fires;**
 - e) Plans and particulars showing the siting of the service and piping infrastructure;**
 - f) A full specification for the construction of any arboriculturally sensitive structures and sections through them, including the installation of boundary treatment works and the method of construction of access including details of any no-dig specification;**
 - g) 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**
 - h) Details of all other activities, which have implications for trees on or adjacent to the site.**

All works shall subsequently be carried out in strict accordance with the approved details.

REASON: In the interests of protecting important trees on site.”

16. INFORMATIVE TO APPLICANT:

As part of the Section 38 Agreement (Highways Act), the council will require the following legal orders:

- Prohibition of Driving Traffic Order at the emergency access.
- A scheme of waiting restrictions in order that a bus can negotiate the site without parked vehicles obstructing access.
- A traffic order for a 20mph Zone.

17. INFORMATIVE TO APPLICANT:

Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

18. 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.

19. 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.

20. INFORMATIVE: As part of the Section 38 Agreement under terms of the Highways Act, the council will require a Prohibition of Driving Traffic Order at the controlled access onto the Rise.

21c 14/08888/OUT - Land at Arms Farm, High Street, Sutton Benger, SN15 4RE

Mr Dury spoke on behalf of Mr and Mrs Richardson in objection to the application.

Hugh Bellars and Arlene Warren spoken in objection to the application.

Nathen McGloghlin spoke in support of the application.

Norman Davis, Sutton Benger Parish Council, spoke in objection to the application.

The planning officer introduced the report which recommended that planning permission be refused and drew attention to an additional reason for refusal in the late observations. The application had originally been for 60 dwellings and had been reduced to 28. The indicative layout of the site was shown in addition to photographs of the street scene and a description of the surrounding area.

The Committee then had the opportunity to ask technical question and it was confirmed the development was outside the settlement boundary and there was a five year land supply.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Howard Greenman, spoke in objection to the application.

Following comments raised the planning officer confirmed the outline application demonstrated the development would be far enough from existing neighbouring properties to avoid an adverse impact on them. It was noted issues such as the retention of hedges could be resolved at a reserved matters stage and comments from the Conservation officer were considered a material consideration.

In the debate that followed Members considered there had been much development in this area and this application may constitute overdevelopment. The planning officer advised he could not confirm whether the boundary treatment approved under the previously consented scheme was close-boarded fencing. Councillors advised the community to develop a Neighbourhood Plan to help ensure housing was provided in appropriate locations. Some Members expressed concerns the site could be of archaeological importance. The Committee noted relatively few houses needed to be found in the wider Chippenham area, this application was outside the framework boundary and considered overdevelopment of the site in the village with inadequate services and facilities to support additional residential development.

Resolved:

To refuse planning permission for the following reasons:

- 1. The site is located in the countryside outside of the limits of development of Sutton Benger as defined on the Policies Map and by virtue of its scale and location would conflicts with the sustainable development strategy of the plan as expressed in Core Policies 1, 2 and (community area strategy policy) of the Wiltshire Core Strategy. The proposed residential development does not fall to be determined under any of the 'exception policies' defined at paragraph 4.25 of the**

plan within Core Policies 10 & 44 of the Core Strategy, or relate to a site allocated in the development plan for residential use. It would therefore constitute unsustainable development in the countryside.

2. In light of the above, the Council has been unable to secure a Section 106 Agreement in respect of financial contributions associated with the proposed development, contrary to Policies CP43 & CP3 of the Wiltshire Core Strategy and policies H4, CF3 & CF2 of the adopted North Wiltshire Local Plan 2011.
3. Whilst it is acknowledged that some new housing needs to be built in Wiltshire, the location, quantity of new structures and means of access would be harmful to the setting and integrity of the heritage assets. The proposals are thereby contrary to the NPPF para 17 (10) as they would not conserve the heritage assets in a manner appropriate to their significance, paragraph 131 as they would not sustain or enhance the significance of the heritage assets or put them to a viable uses consistent with their conservation, would not make a positive contribution to local character and distinctiveness, para 132 as the proposed development would not conserve the heritage assets due to the harm caused within their setting, and para 134 as the development would lead to less than substantial harm to the significance of the designated heritage assets and although there is some public benefit by building new housing, this does not outweigh the harm caused to the heritage assets and will not secure their optimum viable use, the proposal would therefore be contrary to Core Policy 58 in the Wiltshire Core Strategy Adopted 2015.

21d 14/10601/FUL- Chelworth Lodge, Cricklade, Swindon, Wiltshire, SN6 6HP

Mark Clarke spoke in objection to the application.

Cllr John Coole, Cricklade Town Council spoke in objection to the application

The officer introduced the report which recommended that the application be refused. The application was for the construction of 7 employment buildings; aerial photographs and a site plan were shown. It was explained planning permission existed for gypsy and traveller pitches on the site, however the current application was considered new build development in open countryside and unsustainable. The officer drew attention to the late observations.

The Committee then had the opportunity to ask technical questions during which it was verified the permission would not permit residential occupancy and the existing permission did not establish a precedent for the development proposed by this application. Work on the gypsy site had not commenced.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Bob Jones, spoke in objection to the application.

In the debate that followed the Committee expressed support for the officer's reasons for refusal and requested inclusion of inconsistency with Core Policy 19 of the Wiltshire Core Strategy in the reasons for refusal. Additionally, Members anticipated an increase in HGV use on the site and considered the road network unsuitable to this use. It was considered the design of the site would not be a positive contribution to the character of the area.

Resolved:

That planning permission be refused for the following reason:

- 1. The proposal is not within or adjacent to any settlement identified in the plan and is located in the open countryside, nor will it support sustainable farming and food production. It is therefore inconsistent with criteria i, ii, and iii of Core Policy 34 and Core Policy CP19 of the Wiltshire Core Strategy. In addition, it is not considered that the proposal would be of strategic importance to the Wiltshire economy, and therefore does not qualify as an exception to the general approach to employment land provision under criteria iv of Core Policy 34. The proposal does not meet provisions for additional employment land and is therefore contrary to Core Policy 34 of the Wiltshire Core Strategy**
- 2. The proposal does not fall into any of the circumstances set out in Core Policy 48 under which development in rural areas will be supported. The proposal is for new industrial units in the open countryside and therefore is contrary to Core Policy 48 of the Wiltshire Core Strategy.**
- 3. The proposal, located remote from residential areas and services, and poorly served by public transport, is contrary to Core Policy 60 of the WCS as well as the key aims of NPPF which seek to promote sustainable development and reduce growth in the length and number of motorised journeys.**
- 4. The character of existing local countryside in this area is permanently changing into a sprawling urban area, which pays little respect to appropriate local distinctiveness in terms of design or character. Further incremental and piecemeal industrial development at this site or at other local green field infill locations along the rural roads in this area will eventually lead to unacceptable cumulative change. Local receptors will experience to varying degrees, changes in views of additional industrial units, a new formal highway access and entrance splay with entrance signage, security fencing, outdoor storage of materials and parked vehicles, additional lighting, noise and moving traffic, which on balance is considered to generate unacceptable change and harm to the character of the countryside. Accordingly, the development is considered to be in conflict with Core Policy 51 and 57**

of the WCS as well as the key aims of NPPF which seek to deliver high quality design and enhance local landscape character and distinctiveness and also biodiversity wherever clear opportunities exist.

21e 14/04529/FUL- Home Farm Business Centre, Minety, Malmesbury SN16 9PL

Geraint Jones spoke on behalf of Mr and Mrs Freedman in objection to the application.

Andrew Pywell spoke in support of the application.

The planning officer introduced the report which recommended that planning permission be granted, subject to conditions, as amended by the late observations and verbal submissions. It was explained there was a related but separate application, 14/04555/FUL, as item 6f on the agenda. The application currently under consideration was retrospective and locally contentious; attention was brought to the objections in the late observations. Aerial photographs and a site plan with access were shown. It was highlighted that the legal status of passing bays was disputed however land ownership was not a material planning consideration. The application was for the re-use of existing buildings and was, on balance, considered sustainable. Highways officers had not raised an objection to the scheme. Conditions, amendments to conditions and issues raised in the late observations in relation to both this application and application 14/04555/FUL were explained.

There were no technical questions.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Chuck Berry, spoke in objection to the application.

In the debate that followed the Committee agreed traffic movement as a result of the application would cause significant harm to the residential amenity of neighbours. It was considered that lorries would obstruct the bridleways and, even with the provision of passing bays, the access road would not be suitable for the passing of two HGVs, access to the site was therefore inadequate. The Committee felt the economic benefit of the development was not significant enough to outweigh harm caused to the amenity of residents and bridleway users. It was commented the development was, on balance, unsustainable.

Resolved:

To refuse planning permission for the following reason:

The development proposed would generate traffic movements to and from the site utilising a site access that results in significant harm to existing residential amenities and the amenities of users of the right of way through disruption, disturbance and vehicular conflict on the site access route. The significant harm to residential amenities and the amenities of users of the

rights of way is not outweighed by the economic benefits of development and the proposals are on balance considered to be unsustainable. The proposals are contrary to Paragraphs 14, 17 & 58 of the National Planning Policy Framework and Policies CP34, CP48 and CP57 of the Adopted Wiltshire Core Strategy January 2015.

21f 14/04555/FUL- Home Farm Business Centre, Minety, Malmesbury SN16 9PL

Geraint Jones, speaking on behalf of Mr and Mrs Freeman, raised no objection to the application.

Andrew Pywell spoke in support of the application.

The officer introduced the report which recommended that the application be granted subject to conditions as amended by the late items and verbal submissions. The application was retrospective and photographs of the covered parking were shown. No concerns had been raised by the highways officer and it was confirmed the parking would service the wider site, not only activities in the B1 and B8 uses considered under the previous agenda item for application 14/04529/FUL.

There were no technical questions.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Chuck Berry, spoke in support of the application.

In the debate that followed the Committee expressed support for the officer recommendation and it was confirmed that the covered parking area could not be used for storage.

Resolved:

To grant planning permission subject to the following conditions:

- 1. Within two months of the date of the decision notice the parking areas shown on the approved plans (Block Plan 0823/13/06 A dated May 2014 and Existing Parking and Turning Areas, Figure 4) shall be 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.

- 2. Within two months of the date of the decision notice full construction details for the widening of the vehicle access of the private road and / Hornbury Hill C76 (as outlined in PFA Technical Note para 2.12) shall be submitted and approved in writing by the Local Planning Authority. The approved scheme shall be constructed in accordance with the**

approved details, within two months of the date of approval in writing by the Local Planning Authority.

REASON: In the interests of highway safety.

3. Within two months of the date of the decision notice a full and detailed scheme of signage along the private road requesting motorists to give way to bridleway users shall be submitted and approved in writing by the Local Planning Authority. The approved scheme shall be constructed in accordance with the approved details, within two months of the date of approval in writing by the Local Planning Authority and retained in perpetuity thereafter.

REASON: In the interests of highway safety.

4. The use hereby permitted shall only take place between the hours of 08.00am and 18:00pm on Mondays to Saturdays and not on Sundays and 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.

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

0823/13/04

0823/13/05/A

0823/13/06/A

0823/13/07/A

PFA Technical Note 1 Fig 4

All dated May 2014

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

INFORMATIVES:-

WP6 ALTERATIONS TO APPROVED PLANS

1. 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.

WP13 PUBLIC SEWERS

2. 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.

WP18 PERMISSION NOT AUTHORISING WORK ON LAND OUTSIDE THE APPLICANT'S CONTROL & PARTY WALL ACT

3. 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.

4. The applicant is advised that the Permission granted does not relate to the Shipping

Containers located on site at the time of determination and that the matter has been referred to the Council's Enforcement Team for Investigation.

22 Urgent Items

There were no urgent items.

(Duration of meeting: 3.00 - 5.10 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic Services, direct line 01225 718214, e-mail elizabeth.beale@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 MARCH 2015 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.

Present:

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Christine Crisp, Cllr Chris Hurst, Cllr Mark Packard, Cllr Sheila Parker, Cllr Toby Sturgis, Cllr Philip Whalley, Cllr Howard Greenman (Substitute) and Cllr Howard Marshall

23 Apologies

Apologies for absence were received from Cllr Jane Scott OBE, Cllr Terry Chivers and Cllr Mollie Groom who was substituted by Cllr Howard Greenman.

24 Minutes of the previous Meeting

Resolved:

To confirm as a true and correct record the minutes of the meeting held on 18 February 2015.

25 Declarations of Interest

There were no declarations of interest.

26 Chairman's Announcements

The Committee noted changes to its membership: Cllr Nick Watts and Cllr Simon Killane were no longer members of the Committee and had been replaced by Cllr Howard Marshall and Cllr Terry Chivers. Cllr Graham Wright and Cllr George Jeans had been appointed as substitute members.

27 Public Participation and Councillors' Questions

The Committee noted the rules on public participation.

28 **Rights of Way applications**

29a The Wiltshire Council (Parish of Purton) Path no.161 Definitive Map and Statement Modification Order 2014.

Alexandra Griffin spoke on behalf of Mr and Mrs Fletcher in objection to the Order.

Francis Sheppard and Richard Pagett spoke in support of the Order.

Cllr Greenaway, Purton Parish Council, spoke in support of the Order.

The Rights of Way Officer presented the report which recommended that “The Wiltshire Council (Parish of Purton) Path No.161 Definitive Map and Statement Modification Order 2014”, be forwarded to the Secretary of State for determination, with a recommendation from Wiltshire Council that the Order be confirmed without modification. The officer explained an application to add the footpath to the definitive map and statement of public rights of way had been received in 2002. In 2014 a definitive map modification order was made to add the footpath to the definitive map and statement of public rights of way, however objections were received and, consequently, the order would fall to be determined by the Secretary of State. Photographs of the route and its access were shown.

The Committee then had the opportunity to ask technical questions and it was confirmed that there were no other footpaths leading from the southern section of Hogs lane, which formed a link to the further rights of way network.

Members of the public then addressed the Committee as detailed above.

Following statements from the public, the officer confirmed that in this instance there was no evidence to suggest the landowner had granted permission for the public to use the land. The period of time when the footpath had not been used due to the Foot and Mouth crisis could not be taken into consideration, nor could the Committee consider the current or future use of the land.

In the debate that followed, the Committee commented there was no evidence to suggest that public use of the land as a footpath had been detrimental to the landowner and it was clear the path had been used for a long period of time. Members commented that use by irresponsible dog owners was unfortunate. The Committee considered the options presented in the report and, based on its consideration of the available evidence, supported the making of the Order and therefore recommended it be confirmed without modification

Resolved:

To forward “The Wiltshire Council (Parish of Purton) Path No.161 Definitive Map and Statement Modification Order 2014” to the Secretary of State for determination, with a recommendation from Wiltshire Council that the Order be confirmed without modification.

Reason:

The Order has been made on the grounds that there is sufficient evidence for

it to be reasonably alleged that a right of way for the public on foot subsists, on the balance of probabilities. Following the making and advertising of the making of the Order, no further evidence has been submitted which would change this view. At the confirmation of an Order there is a more stringent legal test than the “reasonably alleged” test which is sufficient at the making of the Order. The test is whether public rights subsist on the balance of probabilities. It is considered that since the making of the Order, additional evidence has been provided sufficient to satisfy the more stringent test and therefore the Order appears capable of confirmation.

30 Planning Applications

30a 14/11318/VAR- Wiltshire Golf & Country Club, Vastern, Royal Wootton Bassett, Swindon, SN4 7PB

Mr Geraint Jones spoke in support of the application.

The planning officer introduced the report which recommended that planning permission be refused and explained his recommended reasons for refusal. The application was for a variation of condition to allow flexible use for retirement accommodation. Attention was drawn to the late observations available as an agenda supplement, a site plan and aerial photographs were also shown.

The Committee then had the opportunity to ask technical questions during which it was confirmed that the site was not currently included in the Strategic Housing Land Availability Assessment and the previous condition was for holiday accommodation.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Chris Hurst, spoke in support of the application as the club was a community facility with good links into the town.

In the debate that followed, Members considered that there was already permission for accommodation on the site and supported the variation of condition as the development was sustainable and well-served by a local bus service and on site leisure facilities, whilst the proposals also included contributions to public transport and cycling facilities. In addition, members considered that the proposals would result in local benefits including provision for those in need of retirement accommodation and affordable housing contributions. Members stressed that appropriate conditions should be implemented to restrict the use of the development due to its location in open countryside and expressed the need for securing affordable housing, bus service provision and cycle pooling as part of permission granted. The Committee considered that the proposed varied occupancy would not be so significantly different from the permitted use as to constitute unsustainable development in this location. Taking this position into account members considered that the benefits of the proposals outweighed the limited harm that could be identified and were on balance therefore acceptable.

Resolved:

To DELEGATE authority to the Area Development Manager to grant planning permission subject to the signing of a Section 106 agreement to address affordable housing requirements, bus service provision and cycle pooling; and subject to necessary and appropriate conditions to be prepared by officers.

Reason:

The Committee considered that the benefits of the development outweigh the harm identified, and that the proposal is not so significantly unsustainable in this location given the permitted uses for Holiday Lets falling within residential use classes and proposed restrictive occupancy as to warrant refusal.

30b 14/12103/FUL - St Andrews Church, West Street, Castle Combe, Wiltshire, SN14 7HT- APPLICATION WITHDRAWN

The Committee noted the application had been withdrawn.

30c 15/00267/FUL - Land rear of Bay Tree Cottage, The Butts, Biddestone, SN14 7DT

George Brown, Janet Jones, and Alison Butler spoke in objection to the application.

Robert Elkins spoke in support of the application.

Ashley Juniper, Biddestone and Slaughterford Parish Council spoke in objection to the application.

The planning officer introduced the report which recommended that planning permission be granted, subject to conditions, as amended by the late observations. It was explained the application fell within a conservation area and only infill development was acceptable in this location. A location plan and photographs of the site were shown alongside a description of nearby listed building and access to the site. Attention was drawn to the late observations and photographs of the street scene and proposed elevations of the dwelling were presented. It was noted the conservation officer had expressed concerns over the design of the dwelling.

The Committee then had the opportunity to ask technical questions and it was confirmed the finished floor level of the property would ensure the height of the property would be as shown on the street scene elevation. The officer confirmed the use of high quality building materials and details of materials for car parking areas could be secured by condition. Condition 10 would require details of surface water drainage to be approved.

Members of the public then addressed the Committee as detailed above.

Following statements from the public it was confirmed the difference in ridge height from the proposed dwelling and a neighbouring property was 10cm. The officer advised that the Local Planning Authority had been told the parking area outlined was within the ownership of the applicant. If the number of bedrooms in the property was to increase it would have to meet the standard of parking required by the planning authority.

Cllr Toby Sturgis, spoke on behalf of the local member Cllr Jane Scott OBE. The Councillor sympathised with privacy concerns, however considered neighbours would still have adequate privacy and the height of the proposed dwelling was acceptable in relation to the rest of the street scene.

In the debate that followed the Committee expressed confidence in the officer's report, agreed the proposed dwelling was not overbearing and found no planning reasons for refusal.

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. No development shall commence on site until all the existing buildings on site have been permanently demolished and all of the demolition materials and debris resulting there from has been removed from the site.**

REASON: In the interests of the character and appearance of the area.

- 3. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 4. No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:-
 - a) location and current canopy spread of all existing trees and hedgerows on the land;**
 - b) full details of any to be retained, together with measures for their****

- protection in the course of development;
- c) a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
- d) means of enclosure;
- e) all hard and soft surfacing materials;
- f) minor artefacts and structures

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

5. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

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

6. The development hereby permitted shall not be occupied until the the access and parking area has been consolidated and surfaced (not loose stone or gravel). The access and parking shall be maintained as such thereafter for the parking of vehicles associated with the use of the dwelling hereby approved.

REASON: In the interests of highway safety.

7. No development shall commence on site until visibility splays have been provided between the edge of the carriageway and a line extending from a point 2.4 metres back from the edge of the carriageway, measured along the centre line of the access, to the points on the edge of the carriageway 43 metres in either direction from the centre of the access in accordance with the approved plans. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 900mm above the level of the adjacent carriageway.

REASON: In the interests of highway safety

8. 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-F shall take place on the dwellinghouse hereby permitted or within their 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.

9. No development shall commence on site until details of the storage of refuse, including details of location, size, means of enclosure and materials, have been submitted to and approved in writing by the Local Planning Authority. The development shall not be occupied until the approved refuse storage has been completed and made available for use in accordance with the approved details and it shall be subsequently maintained in accordance with the approved details thereafter.

REASON: In the interests of public health and safety.

10. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied [until surface water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained.

11. No works shall commence on site until details of all rainwater goods and their means of fixing to the building have been submitted to and approved in writing by the Local Planning Authority. The works shall be carried out in accordance with the approved details.

REASON: In the interests of preserving the character and appearance of the conservation area.

12. No development shall commence on site until details of the proposed ground floor slab levels have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved levels details.

REASON: In the interests of visual amenity.

13. The development hereby permitted shall be carried out in accordance with the following approved plans:
 - Drg No: 436/PL/S/1a
 - Drg No: 436/PL/3c
 - Drg No: 436/PL/7a
 - Drg No: 436/PL/8a
 - Drg No: 436/PL/D1
 - Drg No: 436/PL/D2
 - Drg No: 436/PL/D3

Drg No: 436/PL/D4

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

- 14. Before the development hereby permitted is first occupied the window in the first floor east elevation shall be glazed with obscure glass only and the windows shall be permanently maintained with obscure glazing in perpetuity.**

REASON: In the interests of residential amenity and privacy.

- 15. No development shall commence on site until a sample wall panel, not less than 1 metre square, has been constructed on site, inspected and approved in writing by the Local Planning Authority. The panel shall then be left in position for comparison whilst the development is carried out. Development shall be carried out in accordance with the approved sample.**

REASON: In the interests of visual amenity and the character and appearance of the area.

INFORMATIVE TO APPLICANT:

The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence. If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

INFORMATIVE TO APPLICANT:

Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.

30d 13/01483/FUL - 1 Chestnut Road, Chippenham, Wiltshire, SN14 0EY

Adam Lyus spoke in support of the application.

The planning officer introduced the report which recommended that planning permission be granted, subject to conditions. The application was originally brought to committee in 2013 when it was resolved to delegate to officers to approve the application subject to conditions and completion of a Section 106 legal agreement. However, since that time, changes to the Planning Practice Guidance relating to planning contributions warranted reconsideration of the application. An overview of the application was provided and it was highlighted that the design of the scheme had not changed, attention was brought to the late observations.

The Committee then had the opportunity to ask technical questions and it was confirmed the application required re-determination as the decision notice had not yet been implemented.

Members of the public then addressed the Committee as detailed above.

The Committee expressed support for the officer's recommendation and reasons provided in the report.

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: 788/CAM/2013/1 rev A - Proposed Plans and Elevations Received 16 July 2013**

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

- 3. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been inspected on site and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 4. The development hereby permitted shall not be first occupied until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.**

REASON: In the interests of highway safety.

- 5. No part of the development hereby permitted shall be first occupied until the access and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.**

REASON: In the interests of highway safety.

- 6. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has**

been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained.

INFORMATIVE TO APPLICANT:

Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

INFORMATIVE TO APPLICANT:

The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence. If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

INFORMATIVE TO APPLICANT:

Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.

31 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.35 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic Services, direct line 01225 718214, e-mail elizabeth.beale@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 1 APRIL 2015 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.

Present:

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Christine Crisp, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Sheila Parker, Cllr Toby Sturgis, Cllr Philip Whalley, Cllr Terry Chivers and Cllr Bill Douglas (Substitute)

32 Apologies

Apologies for absence were received from Cllr Howard Marshall and Cllr Mark Packard who was substituted by Cllr Bill Douglas.

33 Minutes of the Previous Meeting

Resolved:

To confirm as a true and correct record the minutes of the meeting held on 11 March 2014.

34 Declarations of Interest

There were no declarations of interest.

35 Chairman's Announcements

The Chairman explained that items on this agenda were to be re-determined as work on site had not yet commenced and changes to the Planning Practice Guidance had been made since the applications were originally determined.

36 Public Participation and Councillors' Questions

The Committee noted the rules on public participation.

37 **Planning Applications**

37a N/13/01868/FUL- 52 Corn Gastons, Malmesbury, Wiltshire, SN16 0LY

John Harris spoke in support of the application.

The planning officer introduced the report which recommended that planning permission be approved, subject to the conditions in the report and attention was brought to the late items. It was explained that the application was considered by Committee in 2014, at which time Members resolved to delegate authority to Officers to approve the application subject to conditions and completion of a Section 106 legal agreement. However since that time, changes to the National Planning Practice Guidance relating to planning contributions warranted reconsideration of the application.

There were no technical questions.

Members of the public then addressed the Committee as detailed above.

In the debate that followed the Committee expressed its continued support for the development.

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: 3802/01A and 04A, 3802/50A and 51.**

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

- 3. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and

appearance of the area.

4. Prior to the commencement of development details of the drainage of the site must be submitted and approved by the local planning authority. If the water will discharge to Wessex Water sewer then the applicant must submit a copy of the agreement to the council. If not then a SuDS scheme will need to be submitted to and approved by the local planning authority, these details to be accompanied by BRE 365 percolation tests and soak away calculations.

REASON: In the interest of ensuring the site is adequately drained.

5. No part of the development hereby permitted shall be first occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The surface treatment of the parking areas to be a consolidated surface. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

6. 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.

7. Prior to any works commencing on the site the hedge along the northern boundary of the access to the site shall be trimmed and cut back to ensure that the maximum width of the driveway is available to ensure safe use by vehicles and pedestrians. The hedge shall be maintained as such thereafter to ensure adequate visibility and safe passage for all users.

REASON: In the interests of highway and pedestrian safety.

8. No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall

include the following:

- a) the parking of vehicles of site operatives and visitors;
- b) loading and unloading of plant and materials;
- c) storage of plant and materials used in constructing the development;
- d) wheel washing facilities;
- e) measures to control the emission of dust and dirt during construction;
- f) a scheme for recycling/disposing of waste resulting from construction works; and
- g) hours of construction, including deliveries; has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

REASON: To minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

INFORMATIVES:

1. The applicant is advised to consult with the Head Teacher and School Governors of Malmesbury School adjacent to the site in respect of any future proposals to erect gates or other enclosures to the site access.

37b N/13/01296/FUL - Land Adjacent to Sedgewick House, Old Hardenhuish Road, Chippenham, Wiltshire SN14 6HH

Matthew Stephen encouraged that the original conditions applied to the consent be transferred to a new resolution.

The planning officer introduced the report which recommended that permission be granted, subject to the conditions in the report, as amended by the late observations. It was explained that the application had originally been to Committee in July 2014 however due to changes in National Planning Practice Guidance a Section106 legal agreement was no longer required and the application was to be re-determined.

There were no technical questions.

Members of the public then addressed the Committee as detailed above.

In the debate that followed, Members expressed support for the officer's

recommendation, and requested that the local member be advised of the amendment to condition 15. However, the Committee commented it was unfortunate that the community would lose the financial contributions.

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. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 3. No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:
(a) indications of all existing trees and hedgerows on the land;
(b) details of any to be retained, together with measures for their protection in the course of development;
(c) hedgerows within or overhanging the site, in relation to the proposed buildings, roads, and other works;
(d) finished levels and contours;
(e) means of enclosure;
(f) hard surfacing materials;**

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

- 4. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock.**

Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

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

5. (a) No retained tree shall be cut down, uprooted or destroyed, nor shall any retained tree be topped or lopped other than in accordance with the approved plans and particulars, without the prior written approval of the Local Planning Authority. Any topping or lopping approved shall be carried out in accordance with British Standard 3998 (Tree Work).

(b) If any retained tree is removed, uprooted or destroyed or dies, another tree shall be planted at the same place and that tree shall be of such size and species and shall be planted at such time, as may be specified in writing by the Local Planning Authority.

(c) No equipment, machinery or materials shall be brought on to the site for the purpose of the development, until a scheme showing the exact position of protective fencing to enclose all retained trees beyond the outer edge of the overhang of their branches in accordance with British Standard 5837 (2005): Trees in Relation to Construction, has been submitted to and approved in writing by the Local Planning Authority, and; the protective fencing has been erected in accordance with the approved details. This fencing shall be maintained until all equipment, machinery and surplus materials have been removed from the site. Nothing shall be stored or placed in any area fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made, without the prior written consent of the Local Planning Authority. In this condition "retained tree" means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs (a) and (b) 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: To enable the Local Planning Authority to ensure the retention of trees on the site in the interests of visual amenity.

6. The existing hedge between Nos 12 and 14 Bythebrook and the application site shall not be removed and shall be retained at a height of at least 3:00 metres. Should any section of the hedge be removed or die it shall be replaced with appropriate planting during the next planting season.

REASON: To preserve the visual amenity and privacy of the development.

7. Prior to the commencement of development details of any proposed retaining walls to be built on the site shall be submitted to and approved in writing by the local planning authority and implemented and maintained strictly in accordance with the approved plans.

REASON: To safeguard the visual amenity of the area and in the interests of highways safety.

8. 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), the garage(s) hereby permitted shall not be converted to habitable accommodation.

REASON: To safeguard the amenities and character of the area and in the interest of highway safety.

9. No part of the development hereby permitted shall be first brought into use/occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

10. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied 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 development hereby permitted shall be carried out in accordance with the approved Flood Risk assessment dated September 2012 by PBA and the following mitigation measures detailed in the FRA:

1. Finished floor levels are set no lower than 68.25 above Ordnance Datum (AOD)

The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing/phasing arrangements embodied within the scheme.

REASON: To reduce the risk of flooding to the proposed development and future occupants.

12. No development shall commence on site until details of the works for the disposal of sewerage have been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be first occupied until the approved sewerage details have been fully implemented in accordance with the approved plans.

REASON: To ensure that the proposal is provided with a satisfactory means of drainage.

13. The mitigation measures in paragraphs 5.4 and 5.6 of the approved Ecological Assessment prepared by BSG Ecology and received 8th May 2013 shall be carried out in full prior to the first occupation of the development and/or in accordance with the timetable detailed in the Ecological assessment.

REASON: To mitigate against the loss of existing biodiversity and natural habitats.

14. No development shall be undertaken within 8 metres of the bank of the Hardenhuish brook which would restrict access for the purposes of maintenance by the water authority.

REASON: To safeguard access for maintenance of the watercourse.

15. No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:

a) the parking of vehicles of site operatives and visitors;

- b) loading and unloading of plant and materials;
- c) storage of plant and materials used in constructing the development;
- d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
- e) wheel washing facilities;
- f) measures to control the emission of dust and dirt during construction;
- g) a scheme for recycling/disposing of waste resulting from demolition and construction works; and
- h) measures for the protection of the natural environment
- i) hours of construction, including deliveries;
- j) construction traffic may only access the site from Old Hardenhuish Lane via the entrance to Sedgwick House;

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.

- 16. Prior to the occupation of the development the proposed dwellings an area from which refuse bins can be collected shall be agreed in writing by the local planning authority.

REASON: In the interests of public and visual amenity.

- 17. Notwithstanding the submitted plans planning permission is not granted by this decision for the erection of gates at the proposed entrance to the site at Bythebrook.

REASON: In the interests of amenity and the appearance of the area.

- 18. The development hereby permitted shall be carried out in accordance with the following approved plans:
 Site Location plan
 P538-01-01
 Tree Survey
 T12/0128/p/0014; T12/0128/p/01-0001 through T12/0128/p/01-000113

P538-01-03
P538-01-04
P538-01-05
P538-01-06
P538-01-07
P538-01-10
P538-01-13
P538-01-14
Design and Access Statement
All dated 22/5/13
P538-01-02A
P538-01-09A
P538-01-08A
All Dated 09/10/13

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

INFORMATIVES:-

1. 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.
2. 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.
3. 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.

37c 11/02514/FUL and 11/03731/LBC - Scarrott's Yard, adjacent to 6 Old Court, Royal Wootton Bassett

Chris Wannell spoke in support of the application and suggested some of the conditions on the permission originally granted were excessive.

The planning officer introduced the report which recommended that permission be granted for both the planning permission and listed building consent subject to the conditions in the report. It was explained that due to changes in the National Planning Practice Guidance, a Section 106 legal agreement was no longer required and the application was to be redetermined.

There were no technical questions.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Chris Hurst, gave his condolences to the applicant's family and questioned the severity of condition 8.

The planning officer advised that condition 8 was in place as the site was subject to storage use by the applicant which constrained use for general residential purposes and that the applicant could apply to vary the conditions.

In the debate that followed the Committee supported the officer's recommendation. Some members felt that some conditions applied under delegated powers had not been appropriate and hoped an application to vary these conditions could be decided by officers. The planning officer confirmed that an application to vary the condition would not go to Committee unless it was called in.

Resolved:

To grant permission for both applications, subject to the following conditions:

11/02514/FUL

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

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

- 2. No development shall commence 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 undertaken and until:

a) The Local Planning Authority has been provided with written confirmation that, in the opinion of the developer, the site is likely to be free from contamination which may pose a risk to people, controlled waters or the environment. Details of how this conclusion was reached shall be included.

b) If, during development, any evidence of historic contamination or likely contamination is found, the developer shall cease work immediately and contact the Local Planning Authority to identify what additional site investigation may be necessary.

c) In the event of unexpected contamination being identified, all development on the site shall cease until such time as an investigation has been carried out and a written report submitted to and approved by the Local Planning Authority, any remedial works recommended in that report have been undertaken and written confirmation has been provided to the Local Planning Authority that such works have been carried out. Construction shall not recommence until the written agreement of the Local Planning Authority has been given following its receipt of verification that the approved remediation measures have been carried out.

REASON: To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

3. Notwithstanding the approved drawings, no development/works shall commence until details of the following matters have been submitted to and approved in writing by the Local Planning Authority:

(1) Full details of the design, colour and materials for all new external doors, windows, dormers, stairs, gates and railings including cills, reveals and setback details for doors and windows shown on elevations at a scale of no less than 1: 5 (1:10 doors & gates) and sections to at a scale of no less than 1:2 (1:5 doors & gates).

(2) Full details of the new roofs, including sections, eaves & verge details at 1:5.

(3) Full details of the new chimneys, including elevations at no less than 1:5.

(4) Full details of the new service routes, flues, vents and mechanical extracts, including exit points. Items 1 to 4 shall be completed prior to the commencement of any works. The works shall be carried out in accordance with the approved details.

REASON: In the interests of preserving the character and appearance of the conservation area and Listed Building.

4. No development/works shall commence on site until a sample panel for the brickwork, not less than 1 metre square, has been constructed on site, inspected and approved in writing by the Local Planning Authority. The panel shall then be left in position for comparison whilst the development is carried out. Development shall be carried out in accordance with the approved sample.

REASON: In the interests of visual amenity and the character and appearance of the area and the Listed Building.

5. No development/works shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: In the interests of visual amenity, the character and appearance of the area and the Listed Building.

6. No development/works shall commence on site until a sample panel of the render to be used on the external walls has been made available on site, inspected and approved in writing by the Local Planning Authority. The panel shall then be left in position for comparison whilst the development is carried out. Development shall be carried out in accordance with the approved sample.

REASON: In the interests of visual amenity, the character and appearance of the area and the Listed Building.

7. 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.

8. The dwellings hereby permitted shall not be occupied at any time other than by members of the Scarrott family in association with the use of the adjacent yard, known as Scarrotts Yard.

REASON: The dwellings are sited in a position where the Local Planning Authority, having regard to the reasonable standards of residential amenity, access, and planning policies pertaining to the area, would not permit dwellings in conjunction within the retained business use of the yard in which the dwellings are located.

9. The car ports hereby permitted shall not be converted to a garage. There shall be no erection of doors/gates or lockable device against the car port.

REASON: to ensure that adequate car parking is provided at the site in the interest of highway safety.

10. 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), The carports hereby permitted shall not be converted to habitable accommodation.

REASON: To safeguard the amenities and character of the area and in the interest of highway safety.

11. The development hereby permitted shall be implemented in accordance with the submitted plans and documents listed below. No variation from the approved plans should be made without the prior approval of the local planning authority. Amendments may require the submission of a further application. Dwg no: 2011-11-1, 2, 3A, 4A, 5 and 6 dated 25 July 2011

REASON: To ensure that the development is implemented as approved.

INFORMATIVES:

1. 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.
2. The applicant's attention is drawn to the contents of the attached letter from Wessex Water received 3 August 2011.

3. 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.

In respect of 11/03731/LBC

1. The works for which Listed Building Consent is hereby granted shall be begun before the expiration of three years from the date of this consent.

REASON: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be implemented in accordance with the submitted plans and documents listed below. No variation from the approved plans should be made without the prior approval of the local planning authority. Amendments may require the submission of a further application.

Plans: Dwg no: 2011-11-1, 2, 3A, 4A, 5 dated 25 July 2011 2011-11-6 6 dated 31 October 2011

REASON: To ensure that the development is implemented as approved.

3. Notwithstanding the approved drawings, no development/works shall commence until details of the following matters have been submitted to and approved in writing by the Local Planning Authority:

(1) Full details of the design, colour and materials for all new external doors, windows, dormers, stairs, gates and railings including cills, reveals and setback details for doors and windows shown on elevations at a scale of no less than 1: 5 (1:10 doors & gates) and sections to at a scale of no less than 1:2 (1:5 doors & gates).

(2) Full details of the new roofs, including sections, eaves & verge details at 1:5.

(3) Full details of the new chimneys, including elevations at no

less than 1:5.

(4) Full details of the new service routes, flues, vents and mechanical extracts, including exit points.

Items 1 to 4 shall be completed prior to the commencement of any works. The works shall be carried out in accordance with the approved details.

REASON: In the interests of preserving the character and appearance of the conservation area and Listed Building.

4. No development/works shall commence on site until a sample panel for the brickwork, not less than 1 metre square, has been constructed on site, inspected and approved in writing by the Local Planning Authority. The panel shall then be left in position for comparison whilst the development is carried out. Development shall be carried out in accordance with the approved sample.

REASON: In the interests of visual amenity and the character and appearance of the area and the Listed Building.

5. No development/works shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: In the interests of visual amenity, the character and appearance of the area and the Listed Building.

6. No development/works shall commence on site until a sample panel of the render to be used on the external walls has been made available on site, inspected and approved in writing by the Local Planning Authority. The panel shall then be left in position for comparison whilst the development is carried out. Development shall be carried out in accordance with the approved sample.

REASON: In the interests of visual amenity, the character and appearance of the area and the Listed Building.

38 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 3.25 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic Services, direct line 01225 718214, e-mail elizabeth.beale@wiltshire.gov.uk

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EASTERN AREA PLANNING COMMITTEE

**DRAFT MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING
HELD ON 19 FEBRUARY 2015 IN THE WESSEX ROOM - THE CORN
EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.**

Present:

Cllr Charles Howard (Chairman), Cllr Stewart Dobson, Cllr Peter Evans, Cllr Nick Fogg MBE,
Cllr Richard Gamble, Cllr Jerry Kunkler and Cllr Philip Whitehead (Substitute)

13. Apologies for Absence

Apologies were received from:

Cllr Mark Connolly.
Cllr Paul Oatway.

Cllr Connolly was substituted by Cllr Philip Whitehead.

14. Minutes of the Previous Meeting

Resolved

To approve and sign as a true and correct record the minutes of the meeting held on 29 January 2015, subject to the following amendment:-

Minute No. 3 – Declarations of Interest

“Cllr Evans stated that he had not taken part in the application at the Town Council level and would participate in the item with an open mind.”

15. Declarations of Interest

There were no declarations of interest.

16. Chairman's Announcements

There were no announcements.

17. **Public Participation and Councillors' Questions**

The rules on public participation were noted. There were no questions submitted.

18. **Planning Appeals**

There were no planning appeals.

19. **Planning Applications**

19.1 14/07804/FUL - Granham Garage, Granham Close, Marlborough SN8 4DH

Demolition of existing buildings and redevelopment of site to form 27 apartments including car parking, communal areas and landscaping.

Public Participation

Val Compton spoke in objection to the application.

Sue Harris spoke in objection to the application.

Felicity O'Sullivan spoke in objection to the application.

Mada Alfazema spoke in support of the application.

Alex Child spoke in support of the application.

Alan Burns spoke in support of the application.

Justin Cook spoke in objection on behalf of Marlborough Town Council.

The senior planning officer introduced the report which recommended that the decision to grant planning permission should be delegated to the Area Development Manager subject to the prior completion of a Section 106 legal agreement. Key issues were stated to include: the principle of development and provision of care facilities; density and layout; and design, landscaping, visual impact and impact on highway safety.

There were no late items.

Members of the Committee then had the opportunity to ask technical questions of the officer. Clarification was sought on the crossing at Pewsey Road; it was confirmed that there was an existing dropped kerb on Pewsey Road for assisting pedestrians crossing the road, and that a controlled crossing point was not proposed as part of the development. It was asked if the S106 contribution for affordable housing could be ringfenced for the Marlborough community area, this would be investigated if needed. The application was noted as being a redevelopment proposal, and did not come under the category of change of use. The parking on Granham Close was explained as not changing, and there would be a parking area with provision for bicycles and mobility users.

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

The division member Cllr Nicholas Fogg spoke in opposition to the application. It was stated that it went against Core Policy 46 and would not fulfil the needs of the Marlborough area. The application was described as an overdevelopment and would cause parking issues within the area.

It was explained that the National Planning Policy Framework (NPPF), Planning Policy guidance and the Wiltshire Core Strategy declared that there was a need to plan for housing for the elderly. The Council's New Housing team also outlined that there was a need for elderly accommodation in the Marlborough area. The elderly housing quota for the area was explained as being at a minimum level that could be exceeded, and was not a limit. There had been no objections from any statutory bodies to state that there would be a strain on any local services as a result of the application. The site had been deemed a suitable brown-field site for redevelopment, and the parking had been declared as acceptable.

A debate followed where Core Policies 1, 43 and 46 were discussed, and as such the effect of the application on the sustainability and viability of the Marlborough community was considered, along with the promotion of a mixed and balanced community. A possible controlled crossing on Pewsey Road and accessibility from the site to Marlborough town centre were discussed. Ringfencing the S106 contribution to affordable housing for the Marlborough area was considered.

At the conclusion of debate it was,

Resolved

To delegate the decision to grant planning permission to the Area Development Manager subject to the prior completion of a Section 106 legal agreement to secure financial contributions towards affordable housing in Marlborough and the Wessex Stone Curlew Project, and subject to the planning conditions set out below:

- 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. Each of the apartments hereby permitted shall be occupied only by:**
 - persons of 55 years of age or over;**
 - persons living as part of a single household with such a person or persons;**
 - persons who were living as part of a single household with such a person or persons who have since died.**

REASON: The units of the residential home/sheltered accommodation have been designed for occupation by persons who satisfy the above criteria and are unsuitable for family housing, particularly given the parking and amenity space provision.

- 3. No above ground development, excluding demolition, shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 4. No above ground development, excluding demolition, shall commence on site until details of all eaves, verges, windows (including head, sill and window reveal details), doors, rainwater goods, chimneys, dormers and canopies have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 5. Details of the design, external appearance and decorative finish of all railings, fences, gates, walls, bollards and other means of enclosure shall be submitted to and approved in writing by the Local Planning Authority prior to their installation. Development shall be carried out in accordance with the approved details prior to the development being occupied.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 6. No above ground development, excluding demolition, shall commence on site until details of the proposed ground floor slab levels have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved levels details.**

REASON: In the interests of visual amenity.

- 7. No above ground development, excluding demolition, shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include :-**

- a) a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
- b) finished levels and contours;
- c) all hard and soft surfacing materials;
- d) minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);.

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

8. 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 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.

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

REASON: To ensure the proper management of the landscaped areas in the interests of visual amenity.

10. No part of the development hereby permitted shall be first brought into use until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

11. No above ground development, excluding demolition, shall commence on site until full details of the off-site highway improvement works, as

shown on drawing no.034.0041.100 RevP3, 'Proposed Pedestrian Crossing and Junction Alterations', have been submitted to, and approved in writing by, the Local Planning Authority. No part of the development shall be occupied or first brought into use until the improvement works have been carried out in accordance with the approved details.

REASON: In the interests of highway safety.

12. No external lighting shall be installed on site until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage spillage in accordance with the appropriate Environmental Zone standards set out by the Institute of Lighting Engineers in their publication "Guidance Notes for the Reduction of Obtrusive Light" (ILE, 2005)", have been submitted to and approved in writing by the Local Planning Authority. The lighting plan shall include a lux plot that shows darkened edges to the site, with a maximum level of 1 lux at canopy level of all tree lines.

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

REASON: In the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site to ensure the potential impacts from lighting to biodiversity adjacent to the site are removed.

13. No development shall commence until:

- a) 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
- b) 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.

14. No development shall commence on site until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses has been carried out and all of the following steps have been complied with to the satisfaction of the Local Planning Authority:

Step (i) A written report has been submitted to and approved by the Local Planning Authority which shall include details of the previous uses of the site for at least the last 100 years and a description of the current condition of the site with regard to any activities that may have caused contamination. The report shall confirm whether or not it is likely that contamination may be present on the site.

Step (ii) If the above report indicates that contamination may be present on or under the site, or if evidence of contamination is found, a more detailed site investigation and risk assessment has been carried out in accordance with DEFRA and Environment Agency's "Model Procedures for the Management of Land Contamination CLR11" and other authoritative guidance and a report detailing the site investigation and risk assessment shall be submitted to and approved in writing by the Local Planning Authority.

Step (iii) If the report submitted pursuant to step (i) or (ii) indicates that remedial works are required, full details have been submitted to the Local Planning Authority and approved in writing and thereafter implemented prior to the commencement of the development or in accordance with a timetable that has been agreed in writing by the Local Planning Authority as part of the approved remediation scheme. On completion of any required remedial works the applicant shall provide written confirmation to the Local Planning Authority that the works have been completed in accordance with the agreed remediation strategy.

REASON:

To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved.

- 15. If, during development, contamination not previously identified is found to be present at the site then no further development (unless otherwise agreed in writing with the local planning authority) shall be carried out until the developer has submitted a remediation strategy to the local planning authority detailing how this unsuspected contamination shall be dealt with and obtained written approval from the local planning authority. The remediation strategy shall be implemented as approved.**

REASON: To protect the water environment from pollution

- 16. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface**

water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained.

17. 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) measures to control the emission of dust and dirt during construction;
- e) measures for the protection of the natural environment.
- f) hours of construction, including deliveries;

has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period.

The development shall not be carried out otherwise than in accordance with the approved construction method statement.

REASON: To minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

18. The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

- Drawing no.A01_1972_001 RevB, Site Location Plan, received 13 August 2014;
- Drawing no.A01_1972_002 RevB, Existing Site Plan with Survey, received 13 August 2014;
- Drawing no.A01_1972_003 RevB, Existing Site Sections, received 13 August 2014;
- Drawing no.A01_1972_005 RevB, Landscape Plan, received 13 August 2014;
- Drawing no.A01_1972_020 RevB, Existing Section AA and Proposed Section AA, received 13 August 2014;
- Drawing no.A01_1972_021 RevA, Existing Section BB and Proposed Section BB, received 13 August 2014;
- Drawing no.A01_1972_009 RevB, Proposed Site Plan (Roof), received 13 August 2014;

- Drawing no.AP07 (A01_1972_013_C), Ground Floor Layout, received 16 December 2014;
- Drawing no.AP08 (A01_1972_013_C), First Floor Layout, received 16 December 2014;
- Drawing no.AP09 (A01_1972_013_C), Second Floor Layout, received 16 December 2014;
- Drawing no.AP10A (A01_1972_013_C), Roof Layout, received 16 December 2014;
- Drawing no.AP20 (A01_1972_030_D), Elevations 01 & 02, received 26 November 2014;
- Drawing no.AP21 (A01_1972_031_E), Elevations 01 & 02, received 26 November 2014;
- Drawing no.034.0041.100 RevP3, Proposed Pedestrian Crossing and Junction Alterations, received 13 August 2014;
- Drawing no.034.0041.103 RevP2, Refuse Vehicle and Car Tracking, received 13 August 2014;
- Extended Phase 1 Ecological Survey by Marishall Thompson Group, ref E1410131516v2, received 13 August 2014;
- Site Noise Assessment by AAD, ref 14140/001/lwr, received 13 August 2014;
- Refuse and Waste Management Plan, received 13 August 2014;
- Transport Statement by Paul Basham Associates, received 13 August 2014.

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

19. **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 an agreement with the Highway Authority under Section 278 of the Highway Act 1980 will be required before any works are carried out on any carriageway, verge or other land forming part of the highway.
20. **INFORMATIVE TO APPLICANT:** Please be advised that nothing in this permission shall authorise the diversion, obstruction, or stopping up of any right of way that crosses or adjoins the application site.
21. **INFORMATIVE TO APPLICANT:** The attention of the applicant is drawn to advice and guidance provided by the Environment Agency within their letter dated 07 October 2014.
22. **INFORMATIVE TO APPLICANT:** The attention of the applicant is drawn to advice and guidance provided by the Wiltshire Fire & Rescue Service within their letter dated 26 August 2014.

23. INFORMATIVE TO APPLICANT: The attention of the applicant is drawn to advice and guidance provided by Thames Water within their letter dated 29 January 2015.

24. 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 _____

20. Urgent items

There were no urgent items.

(Duration of meeting: 6.00 - 7.30 pm)

The Officer who has produced these minutes is Adam Brown, of Democratic Services, direct line 01225 718038, e-mail adam.brown@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 2 APRIL 2015 IN THE WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

Cllr Charles Howard (Chairman), Cllr Mark Connolly (Vice Chairman), Cllr Stewart Dobson, Cllr Peter Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble, Cllr Jerry Kunkler and Cllr Paul Oatway

Also Present:

Cllr Philip Whitehead, Cllr Sue Evans and Cllr Stuart Wheeler

21. Apologies for Absence

There were no apologies for absence.

22. Minutes of the Previous Meeting

Resolved

To approve and sign as a true and correct record the minutes of the meeting held on 19 February 2015.

23. Declarations of Interest

Councillor Peter Evans declared a non-pecuniary interest in application 14/09337/FUL - Land South West of Car Park, Station Road, Devizes - by virtue of being a member of Devizes Town Council which had previously discussed the application. Councillor Evans declared he had not taken part at that stage and would be able to consider and vote upon the application with an open mind.

24. Chairman's Announcements

There were no announcements.

25. Public Participation and Councillors' Questions

The rules on public participation were noted. There were no questions submitted.

26. Planning Appeals

26.1 Appeal Performance 2014

The appeals update was received, and in particular it was noted that no applications determined by the Committee or by officers in the area had appeals against those decisions upheld.

Resolved

To note the 2014 appeals performance for the Eastern Area Planning Committee.

27. Planning Applications

27.1 14/09837/FUL - Land South West Of Car Park, Station Road, Devizes

Public Participation

Mrs Judy Rose spoke in objection to the application.

Mrs C Gay spoke in objection to the application.

Mr Nigel Keen, agent, spoke in support of the application.

Cllr Nigel Carter spoke in objection on behalf of Devizes Town Council.

The Area Development Manager introduced the application which recommended that planning permission be granted subject to conditions for the creation of an amended vehicular access off Station Road car park from that approved as part of the historic leisure park permission for application K/13235/O. The officer confirmed the previous permission, approved subject to a legal agreement in 1991 and including a proposed access road from a different location to that proposed in the new application, remained valid as work had been begun on the site many years ago, meeting the requirements of the standard condition on permission lapsing in the event of no work begin done, even if there had been little change since.

Key issues were stated to include the existing planning status of the site, impact on the character and appearance of the area, and impact on trees and ecology. One late item was reported, an additional letter of objection, and its contents detailed.

Members of the Committee then had the opportunity to ask technical questions of the officer. In response to queries it was stated that the level of consultation was felt to have been sufficient, and that it was not possible to impose an end completion date condition to an application. It was confirmed any plans for the site the access road would lead to, beyond that which already had permission, would have to be the subject of a new application.

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

The Unitary division member, Councillor Sue Evans, then spoke in objection to the application, noting the many objections from the Town Council and

residents including concerning traffic management, impact upon residents and biodiversity.

A debate followed where members discussed whether the proposed access location and impact was an improvement on the access which had existing permission and whether the level of consultation had indeed been sufficient. It was agreed any future plans for the wider site were not relevant to the existing application, but it was discussed whether it was reasonable to impose a condition restricting the applicants to only one access, in the event of the current application being approved.

Resolved

To approve 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. No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:-**
 - a) location and current canopy spread of all existing trees and hedgerows on the land;**
 - b) full details of any to be retained, together with measures for their protection in the course of development;**
 - c) a detailed planting specification showing all plant species, supply and planting sizes and planting densities;**
 - d) finished levels and contours;**
 - e) means of enclosure;**
 - f) all hard and soft surfacing materials;**
 - g) minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);**
 - h) proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports etc);**
 - l) A 5.5m wide tree belt consisting of trees of a size and species and density to be agreed in writing with the Local Planning Authority, shall be planted to the south of the southern boundary of the site in accordance with BS3936 (Parts 1 and 4), BS4043 and BS4428**

REASON: To ensure a satisfactory landscaped setting for the development and to preserve the connective wildlife corridor which the site currently contributes to.

- 3. The tree belt along the southern boundary as detailed in the approved details of landscaping shall be carried out in advance of clearance of the site for development; 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 to preserve the connective wildlife corridor which the site currently contributes to.

- 4. All soft landscaping within the red line boundary of the site comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the completion of the access road; 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 to preserve the connective wildlife corridor which the site currently contributes to.

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

REASON: To ensure a satisfactory landscaped setting for the development.

6. No external lighting shall be installed on site until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage spillage in accordance with the appropriate Environmental Zone standards set out by the Institute of Lighting Engineers in their publication "Guidance Notes for the Reduction of Obtrusive Light" (ILE, 2005)", have been submitted to and approved in writing by the Local Planning Authority. The approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.

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

7. 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) hours of construction, including deliveries;

has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

REASON: To minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

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

A00 Location Plan, received 31 October 2014

A01 Survey Plan, received 31 October 2014

A001 Proposed Site Plan, received 31 October 2014

A201 Proposed Road Elevation and Field Access Elevation, received 31 October 2014

A301 Proposed Access Section A-A, received 18 December 2014

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

9. Notwithstanding the planning permission granted under reference K/13235/O in 1991, there shall be a single means of vehicular access to the leisure park from Station Road car park and if the permission hereby granted is implemented, the access formerly approved under planning permission K/13235/O shall not be constructed.

REASON: The construction of two vehicular access points from the car park would cumulatively have an adverse impact on the character and appearance of the area; and in the interests of road safety.

Councillor Nick Fogg MBE left the meeting after this item.

27.2 15/01547/FUL - Crooked Cottage, 53 Burr Lane, Shalbourne

Public Participation

Mr John Henry Thomason, agent representative, spoke in support of the application.

Mr William Bartholomew, applicant, spoke in support of the application.

Cllr Mike Lockhart, Chairman of Shalbourne Parish Council, spoke in support of the application.

The Area Development Manager introduced the application which recommended that planning permission be refused for construction of a single storey garden room extension to the existing property. It was confirmed the original 17th Century property had retained its listed status following extensions up to the late 1970s.

Key issues were stated to include whether the proposal would preserve the character and setting of the listed building and whether the proposal would preserve or enhance the character or appearance of the Shalbourne Conservation Area. No items of correspondence had been received for the meeting.

Members of the Committee then had the opportunity to ask technical questions of the officer.

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

The Unitary division member, Councillor Stuart Wheeler, then spoke in support of the application, noting the impact of the extension compared to the large additions from previous extensions, that the proposed extension could not be seen by the public, and other development in the village that would have a larger impact on the setting being approved. It was stressed that no letters of objection had been received from the public.

A debate followed where the impact of the extension on the listed building was assessed, and the views of the council's conservation officer considered, as to whether there was any harm arising from the proposal. It was concluded that the development would not cause any harm to the listed building, its setting, and the character or appearance of the conservation area.

Resolved

To approve 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) No development shall commence on site until details and samples of the materials, (including the make type and colour of the bricks), 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: To protect the character and appearance of the listed building.

- 3) Before development commences, detailed plans shall be submitted to and approved in writing by the local planning authority showing the construction details of the proposed external windows; doors and lantern rooflight. The development shall be constructed in accordance with the approved details.**

REASON: To protect the character and appearance of the listed building.

- 4) This permission relates to the following approved drawings: Numbers 120710 - 02C; 120710-04C; 120710-05A. Development shall be carried out in accordance with the details shown on these plans.**

REASON: to define the permission in the interests of clarity.

27.3 15/01585/LBC - Crooked Cottage, 53 Burr Lane, Shalbourne

The listed building consent being tied to the permission approved for 15/01547/FUL, and no members of the public wishing to have any further input, a proposal was made and put to the vote.

Resolved:

To grant listed building consent subject to the following conditions:

- 1) The works for which Listed Building Consent is hereby granted shall be begun before the expiration of three years from the date of this consent.**

REASON: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2) No development shall commence on site until details and samples of the materials, (including the make type and colour of the bricks), 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: To protect the character and appearance of the listed building.

- 3) Before development commences, detailed plans shall be submitted to and approved in writing by the local planning authority showing the construction details of the proposed external windows; doors and lantern rooflight. The development shall be constructed in accordance with the approved details.**

REASON: To protect the character and appearance of the listed building.

- 4) This consent relates to the following approved drawings: Numbers 120710 - 02C; 120710-04C; 120710-05A. Development shall be carried out in accordance with the details shown on these plans.**

REASON: to define the permission in the interests of clarity.

27.4 14/12100/OUT - Land adjacent Bell Caravan Park, Lydeaway, Devizes

Public Participation

Mr James Cain, agent, spoke in support of the application.
Cllr Simon Holt, Chairman of Urchfont Parish Council Planning Committee, spoke in support of the application.

The senior planning officer introduced the application which recommended that planning permission be refused for the outline permission for the erection of two dwellings. Key issues were stated to include the principle of development on a site within the open countryside outside of any recognised Limits of Development within the Area of Outstanding Natural Beauty (AONB). No late items of correspondence had been received for this item.

It was also stated that a nearby former garage site had been approved for housing after attempts to market it as a continued employment site, and to prevent an eyesore, whereas this application was a caravan site with a visual impact that was not equivalent.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details on the local limits of development were sought, along with the views of the AONB team, where it was stated that no comments had been received on this application, but that they had objected to the previous similar application..

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

The Unitary division member, Councillor Philip Whitehead, then spoke in support of the application highlighting the committee's authority to grant permissions outside the limits of development if justified, and raised the concerns of the site becoming dilapidated without the addition of the dwellings, which would also add to housing numbers.

A debate followed where the location of the site and the limited exceptions permitted under local and national policies for permitting outside the limits of development in the open countryside were discussed, along with the precedent on the numerous caravan sites across Wiltshire.

Resolved

That the application be refused for the following reasons:

The proposed dwellings would lead to a consolidation of existing sporadic development in the countryside that would have an adverse impact on the character and appearance of the countryside in this part of the area of outstanding natural beauty and that would represent an unsustainable form of development, being situated outside of any defined settlement boundary and consequently increasing the need to travel by car to reach services, facilities and employment opportunities. There are

no justified special circumstances which would outweigh this harm. Consequently the proposed development is contrary to policy Core Policies CP1, CP2, CP48, CP51 and CP60 in the Wiltshire Core Strategy (Jan 2015) and policy contained within the National Planning Policy Framework 2012 (particularly paragraphs 12, 17, 37 and 55).

28. Urgent items

There were no urgent items.

(Duration of meeting: 6.00 - 8.00 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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SOUTHERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 26 FEBRUARY 2015 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Christopher Devine (Vice Chairman), Cllr Richard Britton, Cllr Richard Clewer, Cllr Jose Green, Cllr Mike Hewitt, Cllr Ian McLennan, Cllr Ian Tomes, Cllr Ian West, Cllr Peter Edge (Substitute) and Cllr John Smale (Substitute)

Also Present:

Cllr Tony Deane, Cllr Dr Helena McKeown and Cllr Bridget Wayman

20 Apologies for Absence

Apologies were received from Cllr Fred Westmoreland (Chairman) who was substituted by Cllr John Smale. Cllr Christopher Devine (Vice-Chairman) was in the Chair for the duration of the meeting.

Apologies were received from Cllr Brian Dalton was substituted by Cllr Peter Edge.

21 Minutes

Resolved:

To approve and sign the minutes of the last meeting held on 5 February 2015 as a correct record with an amendment to minute no. 18a. Cllr West spoke as the Local Member and did not support the application. A copy of Cllr West's speech is attached to these minutes.

22 Declarations of Interest

There were no declarations.

23 Chairman's Announcements

The Chairman explained the meeting procedure to the members of the public.

24 **Public Participation and Councillors' Questions**

The committee noted the rules on public participation.

25 **Planning Appeals**

The committee received details of the appeal decisions as detailed in the agenda.

26 **Planning Applications**

26a **14/10548/FUL - Land to the west of Bake Farm Buildings, Salisbury Road, Coombe Bissett, Salisbury, SP5 4JT - The erection of solar photovoltaic panels and associated works and infrastructure, including switchgear, inverter stations, access tracks, security fencing, security cameras, grid connection, together with temporary construction access, compound and unloading area and continued agricultural use**

Public Participation

Jennifer Epworth spoke in objection to the application.
Melinda Simmonds spoke in objection to the application.
Linda Buckley spoke in objection to the application.

Chris Jowett spoke in support to the application.
Richard Jowett spoke in support to the application.
Angus MacDonald spoke in support to the application.

Chris Chelu (Coombe Bissett and Homington Parish Councillor) spoke in objection to the application.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions. In particular the Planning Officer stated the following:

“The Committee will recall that in October last year it refused an application for a solar farm at this site. The reason for refusal related to the adverse impact of the solar farm on views to and from the nearby AONB.

That earlier application was for a solar farm across four fields totalling some 30 ha in area. The current proposal is for a smaller solar farm covering approximately 10 ha across just over two fields. The reduced area means that the proposed solar farm has lesser overall dimensions than before, avoids panels on the slightly steeper slopes facing the AONB, and is sited slightly further away from the AONB. As a consequence it is not considered that the proposal now has a detrimental impact on the AONB.

The fields in question are currently used for agricultural purposes or are fallow. This time the application is accompanied by an Agricultural Land Quality Assessment which reveals the soils at the site are Grade 3a. Grades 1, 2 and 3a are at the higher end of the quality range, being 'excellent', 'very good' and 'good' respectively, and together they are considered to be 'the best and most versatile'. Below these are grades 3b which is 'moderate', 4 which is 'poor' and 5 which is 'very poor'.

The relevant extracts from the NPPF and NPPG regarding use of the best and most versatile land were read out to members The NPPF states that

"Local planning authorities should take into account the economic and other benefits of the best and most versatile land

.... and

When significant development..... is demonstrated to be necessary, local planning authorities should seek to use poorer quality in preference to that of higher quality"

It was explained that in relation to solar farms the PPG specifically requires consideration to be given to whether the proposed use of agricultural land has been shown to be necessary or whether poorer quality land has been considered in preference; and whether the proposal allows for continued agricultural use and/or encourages biodiversity improvements around arrays.

To address these 'tests' members were told that the application provides evidence demonstrating that approximately 86% of all land within the solar farm search area of some 1,963 ha is either grade 2 or grade 3. Grade 4 land covers about 6% of the search area, but none is suitable for a solar farm because of constraints such as the AONB, SSSI's and flood zones. There is no grade 1 land in the search area, and there is no suitable grade 5 land.

Of the grade 3 land, It was explained that the application identified about 321 ha in the search area as being potentially suitable for a solar farm having regard to all other constraints. The application concludes that although some of this land may potentially be Grade 3B it is neither feasible nor practical to sample it all.

It was confirmed that the practicalities of sampling is a material consideration, and this, when considered with other considerations— namely, the limited visual impact of the proposed development, the biodiversity improvement, and the continued agricultural use of the site in any event – the officer's view was that the applicant had demonstrated that this site was appropriate for development.

The objectives of the proposed Farm Strategy Programme (appended to the report) were referred to, this investment was considered by officers to further 'tip the balance' in favour of the proposal.

Overall, in view of the increased livestock grazing under the solar arrays, the temporary nature of the solar farm, the offer of the Farm Strategy Plan, and the acceptability of the proposal in all other respects, it was considered by officers that development of grade 3a farmland in this instance had been demonstrated to be acceptable.

Members of the Committee then had the opportunity to ask technical questions of the officer. The use of agricultural land for solar farms and the relevant guidance was discussed. The quality of soil in the vicinity of this site was raised.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr Julian Johnson, spoke in opposition to the application. Cllr Johnson pointed to the strong opposition of local people against the development and raised concerns about the potential impact on the land. Cllr Johnson declared that he did know the applicant but took an objective view of the application.

Members discussed the long-term impact that this development would have on the land. The need for renewable energy was discussed. Members raised the reduction of scale from the previous application that came to a prior Committee. The planting of hedges to reduce the visual impact of the development was raised by Members. The ability to revert the land back to its previous use was also stated. Members debated in regards to land grading and the suitability of the installation of a solar farm. The potential impact of the development on the AONB was raised. The applicant's work on addressing the Committee's previous refusal reasons was discussed.

The potential benefit of resting the land was stated, as well as the benefit of not using chemicals that could have been used for agricultural purposes. Concern was raised at the potential for setting a precedent should this be approved. Members raised concern that no guidance was available in relation to the quantity of panels required in the area and wider Wiltshire. Members debated the suitability of the land. The role of government subsidies was also discussed.

Cllr Ian West, Cllr Richard Clewer and Cllr Richard Britton all wished their vote against approval to be recorded.

Resolved:

To delegate authority to the Area Development Manager (South) to

grant planning permission on expiry of the current outstanding public consultation exercise, this subject to no further representations being received raising new issues which he considers would require further consideration by the planning committee and 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:

- no. 1020-0200-05 Iss 03 dated 10/07/14**
- no. 1020-0201-01 Iss16 dated 11/12/14**
- no. 2658_200_Rev F dated 08/01/15**
- no. 1020-0208-71 Iss 02 dated 07/04/14**
- no. 1020-0208-50 Iss 02 dated 07/07/14**
- no. 1020-0208-10 Iss 01 dated 11/07/14**
- no. 1020-0207-13 Iss 02 dated 07/07/14**
- no. 1020-0206-09 Iss 02 dated 07/07/14**
- no. 1020-0205-01 Iss 02 dated 07/07/14**
- no. 1020-0204-00 Iss 02 dated 07/07/14**
- no. 1020-0201-20 Iss 01 dated 09/07/14**

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

3 The solar installation and all related on-site built infrastructure (including inverter stations, CCTV cameras and poles, switch gear, access tracks, security fences, etc.) hereby granted shall be removed and the land restored to a condition suitable for agricultural use within 6 months of the PV panels ceasing to be used for the generation of renewable energy, or the expiry of 25 years after the date of first connection of any element of the solar farm to the National Grid, whichever is the sooner.

REASON: In the interests of amenity and the timely restoration of the land.

4 An aftercare scheme detailing the steps that are necessary to restore the land following cessation of the solar installation use shall be submitted by the applicant and/or owner to the Local Planning Authority at least 6 months prior to the removal of the PV panels and associated infrastructure.

REASON: To ensure the satisfactory restoration of the site for

agriculture.

5 No development shall commence within the footprint of the approved development until:

- a) 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
- b) 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.

6 Before construction works commence, a Construction Management Plan shall be submitted to and approved in writing by the Local planning Authority. The Plan shall provide the following:

A plan showing the position of all features which will be protected during the construction phase

Details of measures to avoid spills of oils and other chemicals

Details of measures to store and remove construction waste

Details of measures to protect trees and hedgerows during construction

Procedures to avoid harm and disturbance to nesting birds

Procedures to avoid harm and disturbance to badgers

Procedures to avoid harm to reptiles where risks are considered to be moderate / high

REASON: To prevent pollution and harm to wildlife during construction.

7 No development shall commence on site (including any works of demolition), until a Construction Method Statement has been submitted to and approved in writing by the local planning authority. The Statement shall provide details of the following:

A plan showing areas for the parking of vehicles of site operatives and visitors a plan showing areas for loading and unloading of plant and materials a plan showing areas for storage of plant and materials used in constructing the development details of wheel washing facilities

details of measures to control the emission of dust and dirt during construction a scheme for recycling/disposing of waste resulting from demolition and construction works details of the programme for construction and removal of the temporary compounds required during construction details of the method of pile driving where this is to take place within 200m of any dwellinghouse.

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 Statement unless first further agreed in writing with 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.

8 Before construction works commence a Landscape and Ecology Management Plan shall be submitted to the Local Planning Authority for approval in writing. The plan shall cover the first ten year period after construction and then be reviewed and rolled forward until the end of the temporary planning permission period. As a minimum, the Plan will set out:

Details of the current baseline condition of every 100m length of hedge in terms of its height, width and position of gaps
Objectives of grassland, hedgerow and tree management
Details of proposed hedgerow and tree planting and grassland seeding
Details of the regime of grassland, hedgerow and tree management to meet the Objectives

Details of design and locations of 10 bat boxes and 10 bird boxes
Safeguards that will be taken to avoid soil erosion and compaction
The Plan shall be implemented as approved.

REASON: To safeguard wildlife interests.

9 Works involving the removal of hedgerows and/or ground preparation shall be carried out during the period 1st September to 28th February. In the event that it becomes necessary to carry out such works outside of this period, then the works will be preceded by a survey by a professional ecologist, and then only undertaken in accordance with the ecologist's written advice.

REASON: To safeguard wildlife interests.

10 All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first connection of any solar array to the national grid 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.

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

11 With the exception of sensor controlled security lights, there shall be no external lighting/illumination at or on the site unless otherwise approved by the local planning authority following the submission of a separate planning application.

REASON: To ensure the creation/retention of an environment free from intrusive levels of lighting and to protect the open countryside.

12 No development shall commence until a scheme to limit surface water flows from the development during the construction and operational phases has been submitted to, and agreed in writing by, the local planning authority. The development shall be implemented and maintained in accordance with the details of the approved scheme.

REASON: To ensure that flood risk is not increased.

13 No later than 6 months after the date any part of the solar farm hereby approved first becomes operational the applicant or operator and the landowner shall implement the 'Proposed Measures' set out in the Farm Strategy Programme accompanying the planning application. A written record of the Programme's implementation shall be kept by the applicant or operator and landowner, and shall be made available to the local planning authority at any reasonable time at its request.

REASON: To maintain and/or enhance the productivity of the farm having regard to its soil quality.

14 No construction works or deliveries / collections associated with construction shall take place outside the hours of 7 am to 6 pm Mondays to Fridays and the hours of 8 am to 1 pm on Saturdays. There shall be no construction or deliveries / collections associated with construction carried out at any time on Sundays and 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.

26b 14/09367/FUL - Sarum House & Wandle House, Cow Drove, Chilmark, Salisbury, SP3 5AJ - Demolition of 2 no. detached dwellings, and the erection of 6 no. dwellings; with associated parking, turning, landscaping, improvements to existing access, and a footpath link

Public Participation

James Cain spoke in objection to the application.
Roland Castlemaine spoke in objection to the application.
Alistair White spoke in objection to the application.

Andrew Bracey spoke in support to the application.
Mike Fowler spoke in support to the application.
Richard Humphries QC spoke in support to the application.

Cllr Patrick Boyles (Parish Council) spoke in objection to the application.

The Local Member, Cllr Bridget Wayman, spoke in objection to the application. Cllr Wayman declared that she was a member of the the Cranborne Chase and West Wiltshire Downs AONB Partnership Panel. Cllr Wayman raised the core strategy and stated that the site was in the open countryside. The need to respect the existing character and form of the village was also stated. Cllr Wayman raised concern that this development would be defined as infilling. The visual impact of the design on the surrounding listed building was raised. The potential for changing the characteristics of the loose-knit area was stated. Concern was raised by Cllr Wayman into the materials (and quantities of these materials) to be used in the construction of the proposed dwellings. It was stated that flood prevention guidance was at an early stage and the development was therefore premature.

The Planning Officer presented their report to the Committee which recommended that permission be granted subject to the completion of a section 106 obligation requiring payment of a financial contribution towards off-site recreation / open space provision and conditions.

Members of the Committee then had the opportunity to ask technical questions of the officer. The demolition of two existing dwellings was raised. The number of trees and hedges to be retained were discussed, as well as their ecological significance.

An item of late correspondence was circulated at the meeting. Members discussed the benefit to the village of the development. The definition of 'infill' was discussed and how it related to this application. Concern was raised in relation to the design of the proposal and also the removal of existing screening. Members raised Highways concerns. The core strategy was discussed and the need for growth in the area was raised.

Members raised concern in regards to the quantity of dwellings proposed for an area of this size. The sustainability of the location was raised and local need was considered. The potential for a change to the character of the village was debated. Members raised concern in relation to the demolition of two houses that were in the character of the village.

Members debated the need for growth in Chilmark and how this could be achieved sustainably. The need for specific amenities in the village was discussed. The achievement of affordable housing in the area was raised. Members discussed the instalment of a pavement and refuse collection at the development. Members stated that this was not an infill development and was instead an overdevelopment of the site. Concerns in regards to Highways and the impact on streetscene were also debated.

Resolved:

To refused planning permission for the following reasons:

1 Core Policy 1 of the Wiltshire Core Strategy sets out the 'Settlement Strategy' for the county, and identifies four tiers of settlement - Principal Settlements, Market Towns, Local Service Centres, and Large and Small Villages. Within the Settlement Strategy Chilmark is identified as being a Small Village. Only the Principal Settlements, Market Towns, Local Service Centres and Large Villages have defined limits of development, and there is a general presumption against development outside of these. However, some very modest development may be appropriate at Small Villages to respond to local needs and to contribute to the vitality of rural communities.

Core Policy 27 of the Wiltshire Core Strategy sets out the 'Spatial Strategy' for the Tisbury Community Area which confirms that development in the Tisbury Community Area should be in accordance with the Settlement Strategy set out in Core Policy 1 and growth in the Tisbury Community Area over the plan period may consist of a range of sites in accordance with Core Policies 1 and 2.

Core Policy 2 of the Wiltshire Core Strategy sets out the 'Delivery Strategy'. It identifies the scale of growth appropriate within each settlement tier. The policy states that at the Small Villages such as Chilmark development will be limited to infill within the existing built area where it seeks to meet housing needs of the settlement or provide employment, services and facilities and provided that the development:

- 1. Respects the existing character and form of the settlement**
- 2. Does not elongate the village or impose development in sensitive landscape areas, and**

3. Does not consolidate an existing sporadic loose knit areas of development related to the settlement.

Infill is defined in the Core Strategy as the filling of a small gap within the village that is only large enough for not more than a few dwellings, generally only one dwelling.

In this case the proposal is to demolish two existing houses and erect in their place a development of six new houses. In terms of Core Policy 2 it is considered that development at this scale and in this form does not satisfy the definition of infill, and consequently the proposal is unacceptable in terms of both the Core Strategy's Settlement and Delivery Strategies. Specifically, and in the first place, re-development of this site at the scale and in the form envisaged - namely, demolition of two existing dwellings and erection of six new dwellings - does not amount to the filling of a small gap for generally only one dwelling; and secondly, by reason of its scale, form, layout and design, which are all at odds with established development in the immediate locality, it is not considered that the proposal respects the existing character and form of the settlement, and would consolidate an existing sporadic loose knit area of development to the detriment of its character and appearance.

It follows that the proposal is contrary to Core Policies 1, 2 and 27 in that it would deliver development which does not accord with the Settlement and Delivery Strategies of the Core Strategy. The Strategies are designed to ensure new development fulfils the fundamental principles of sustainability and so it follows that where new development such as this would not accord with the Strategies, it is unsustainable in this defining and overarching context.

2 The proposed development, by reason of its scale, form and layout, would be out of keeping with the character and appearance of established development in the locality, and in Cow Drove in particular.

Established development in Cow Drove is dominated by larger, detached dwellings set in spacious plots defined by, in the main, significant hedgerows and/or tree lines. It is this green and treed appearance which defines the character of Cow Drove, and the two existing properties on the application site conform to this.

The proposal would introduce to the site six dwellings in place of the existing two. This increase in built form, with the new dwellings sited relatively close together and also relatively close to the boundaries of the site, is at odds with the green and treed character defined above. Whereas established development is dominated by hedgerows and trees, the proposal would be dominated by the dwellings, with

insufficient space between and around them to allow new and existing landscaping to establish and/or remain to maintain the established character.

More specifically, the removal of sections of and cutting back of established hedgerows necessary to achieve the required visibility splay at the site entrance and provision of a footpath along part of the frontage to Cow Drove (required in order to provide improved visibility at the B3089/Cow Drove junction and provide a benefit for all users of Cow Drove); would be harmful to the established green and treed character defined above. From this it is concluded that the proposal has not satisfactorily addressed the dichotomy between maintaining the character of the area and achieving safe access to the site.

So, in essence, the proposal, by reason of its scale (specifically 6 units), its form (specifically, large detached or semi-detached houses), and its layout (with limited space between and around the houses to maintain a spacious appearance and to enable landscaping to establish and/or remain), is cramped and overcrowded and would consolidate the existing sporadic and loose knit arrangement of established development in Cow Drove, and so be out of keeping with the character and appearance of the area, which will have a resultant adverse impact on the setting of the adjacent Grade II Listed Black Dog Public House. This is contrary to Core Policy 2, Core Policy 50, Core Policy 57 (in particular points i, ii, iii and vi of Core Policy 57) and Core Policy 58 of the Adopted Wiltshire Core Strategy, Objective 16 of the Adopted Supplementary Planning Document "Creating Places Design Guide April 2006", and guidance within the NPPF and NPPG (in particular paragraph: 023 Reference ID: 26-023-20140306).

3 The proposed development does not make provision for off-site public recreational open space facilities and is contrary to saved policy R2 of the Salisbury District Local Plan (included in the saved policies listed in Appendix D, of the Adopted Wiltshire Core Strategy) and Core Policy 3 of the Adopted Wiltshire Core Strategy.

INFORMATIVE: The refusal reason given above relating to saved policy R2 has been included in the event the applicant decides to appeal against the decision in order for the Planning Inspector to consider this, but it is noted that the applicant is willing to enter into such an agreement and the refusal reason could be overcome if all the appropriate parties complete a Section 106 Agreement contributing to recreational open space provision.

Cllr Mike Hewitt and Cllr John Smale wished their dissent for the

decision to be recorded.

26c 14/11528/FUL - St.Thomas Church, St Thomas Square, Salisbury, Wiltshire. SP1 1BA - Installation of new glazed outer doors to western entrance

Public Participation

John Foster spoke in support to the application.

Mrs Salter spoke in support to the application.

Rev. David Linekar spoke in support to the application.

Cllr Jo Broom (Mayor of Salisbury) spoke in support to the application.

The Planning Officer presented her report to the Committee which recommended that permission be refused with reasons stated in the report.

In particular the Planning Officer emphasised the following: St Thomas' church is a highly significant Grade I listed church within the context of the City's ecclesiastical heritage and an important testament to the formation of New Sarum as the Parish Church for the new settlement. The list description explains that it was probably founded in 1220, enlarged in the 14th and 15th centuries and rebuilt and extended in the 15th century.

English Heritage had advised that of significance externally are the bell tower and the west elevation and their prominence when viewed from Silver Street/St Thomas' Square. Internally, the church was especially renowned for the 15th century Doom painting and other important wall paintings within its impressive interior.

The proposal was to install new glazed outer doors to the western entrance of the church. The design and access statement outlines other internal alterations (including a replacement internal lobby and re-ordering of the nave and aisles) which would be subject to Faculty approval under the Ecclesiastical Exemption so are not under consideration in this application.

Sections 16, 66 and 72 of the Planning (Listed Building and Conservation Areas) Act 1990 place a duty on the local planning authority to have special regard to the desirability of preserving the listed buildings and their settings and conservation areas.

The NPPF outlines government policy, including its policy in respect of the historic environment and explained that when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation. The more important the asset, the greater the weight should be.

Significance can be harmed or lost through alteration or destruction of the heritage asset or development within its setting. As heritage assets are irreplaceable, any harm or loss should require clear and convincing justification. Substantial harm to or loss of designated heritage assets of the highest significance, including grade I listed buildings should be wholly exceptional.

The NPPF explains that where a proposed development will lead to substantial harm to or total loss of significance of a designated heritage asset, local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or loss is necessary to achieve substantial public benefits that outweigh that harm or loss and where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal. (officer's emphasis)

English Heritage guidance on church alterations states existing doors often contribute to the special interest of a church by virtue of their age, design or traditional role. A strong characteristic of parish churches and a long established character of St Thomas' is entering into a very large space through a comparatively modest door to behold the 'wonder' of the interior. Although the proposals retain the timber doors, they would no longer be the outer doors to the church.

Members' attention was drawn to the late correspondence which includes an additional representation letter (from a local resident – Mr Richard Isaac of 21 Old Street, Salisbury) including photographs of glazed entrances to Salisbury Methodist Church on St Edmund's Church Street and the United Reform Church on Fisherton Street. Both these buildings are grade II listed.

As the national legislation explains, substantial harm to grade I listed buildings should be wholly exceptional, and whilst in this case the proposal is considered to amount to less than substantial harm due to the size of the doors in comparison to the rest of the church and the reversibility of the proposals; English Heritage advise that demoting of the main timber doors to an internal door will undermine their status, alter the visual character of the church and will have an adverse impact on the evidential significance (which is defined by English Heritage as the potential of a place to yield evidence about past human activity) and aesthetic significance (defined as the ways in which people draw sensory and intellectual stimulation from a place) of the Grade I listed church by creating a modern and discordant impact on the traditional structure.

It was pointed out that the applicants have explained that the purpose/public benefit resulting from the glazed doors is to control draughts and to make the building more welcoming and enable passers-by to see into the

building's interior both when the building is open for business and when closed. However, the officer's view was that it was not considered that this would be sufficient recompense for the damage to the character of the space (external and internal) that would be caused if the glazed doors were installed and this is not a persuasive justification that would outweigh the harm caused by the proposals.

An alternative option had also been suggested to the applicants to retain the timber doors in their existing position and set glazed doors back from these within the church/lobby, but this had been discounted.

Members of the Committee then had the opportunity to ask technical questions of the officer. Questions were asked in regards to the opening and closing of the proposed glazed outer doors, as well as their proposed location.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr Helena McKeown, spoke in support to the application. Cllr McKeown supported the design and believed it would encourage visitors to the church. Cllr McKeown saw this as an opportunity to invest in the area's future.

Members debated the merits of the design and how it could enhance the church. The importance of medieval history at the site and the need to display this history was discussed. Members raised the potential for increasing tourist visitors to the site. The ability to remove the glass doors was discussed should that be required in the future. The input of English Heritage was discussed and the potential for changing the nature of the building was raised. It was stated that proposed changes were reversible. The need to preserve the existing building was raised. It was emphasised that this was a grade 1 listed building and that there was a potential for 'harmful impact' on the site.

Resolved:

To grant planning permission subject to the following conditions:

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

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

2

The development hereby permitted shall be carried out in accordance

with the following approved plans:

Drawing Reference: 858/x/25 Proposed Street Elevation, dated Aug 2014, received by this office 04/12/2014

Drawing Reference: 858/x/19 Site Location Plan, dated Aug 2014, received by this office 04/02/2014

Drawing Reference: 858/x/20 Block Plan, dated Aug 2014, received by this office 04/12/2014

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

**Cllr Ian McLennan wished his dissent for the decision to be recorded.
Cllr Peter Edge wished his abstention to be recorded.**

27 **Urgent Items**

There were no urgent items

(Duration of meeting: 6.00 - 9.20 pm)

The Officer who has produced these minutes is David Parkes, of Democratic Services, direct line (01225) 718220, e-mail david.parkes@wiltshire.gov.uk

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Thank You Chairman

I have been following this application closely throughout the consultation period and when the consultation was complete I contacted the Planning officer to discuss the application and what his recommendations were likely to be ? after looking at all the comments from Statutory Consultees he said he would be Recommending Approval.

At this time I decided to call the application in to committee so that all the evidence for and the objections against could be heard and debated and a decision made by this committee.

I have not read or heard any objection to the cricket field and the scheme itself. This I believe would be an excellent project and an great asset to the community.

But it all boils down to just one issue is the access to the application site acceptable or not ?

The applicant I believe has done everything possible to make this acceptable, pull ins along the track putting directions in the cricket fixture book and improving the site lines at the London Road bends, and new signage but with the increase of traffic a long London Road it would not be satisfactory in my view.

I am sorry I do have reservations regarding both ends of the approach road to the site at the London Road by the clump and the A360, the A360 end is much closer to the field and people who know this I believe would use this way as it is closer than going up the London Road, but you have read the Highway Officer's position he is happy. I wish I had the same confidence on the road issue as the Highway officer has.

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SOUTHERN AREA PLANNING COMMITTEE

**DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING
HELD ON 19 MARCH 2015 AT SARUM ACADEMY, WESTWOOD RD,
SALISBURY SP2 9HS.**

Present:

Cllr Christopher Devine (Vice Chairman), Cllr Richard Britton, Cllr Richard Clewer, Cllr Jose Green, Cllr George Jeans, Cllr Ian Tomes, Cllr Ian West, Cllr Peter Edge (Substitute), Cllr John Smale (Substitute) and Cllr Bridget Wayman (Substitute)

28 Apologies for Absence

Apologies were received by Cllr Brian Dalton who was substituted by Cllr Peter Edge.

Apologies were received by Cllr Mike Hewitt who was substituted by Cllr Bridget Wayman.

Apologies were received from Cllr Fred Westmoreland (Chairman) and Cllr Chris Devine (Vice-Chairman) was in the Chair for the duration of the meeting.

Apologies were received from Cllr Ian McLennan.

29 Minutes

Decision:

To confirm and sign the minutes of the last meeting held on 26 February 2015 as a correct record with amendment to minute no. 26b, which had stated that the Local Member, Cllr Bridget Wayman, was not present. Cllr Wayman was present and this has now been corrected.

30 **Declarations of Interest**

There were none.

31 **Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

32 **Public Participation and Councillors' Questions**

The committee noted the rules on public participation.

33 **Planning Appeals**

The committee received details of the appeal decisions as stated in the agenda.

34 **Planning Applications**

34a 14/11591/FUL - 22 Cholderton, Salisbury, SP4 0DL - Single storey rear extension

Public Participation

Mr David Shearer spoke in objection to the application.

Mrs Jackie Shearer spoke in objection to the application.

Mr Alistair Heath spoke in objection to the application.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions.

Members of the Committee then had the opportunity to ask technical questions of the officer. Questions were asked about the blockage of natural light, the direction the property was facing and the listing of extensions to the property. The retention of a brick extension was also raised.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr John Smale, spoke in objection to the application. Cllr Smale discussed the scale of the extension in relation to the neighbouring properties. The grade II listing of the cottages in a conservation area was also raised. Cllr Smale stated that it was unfortunate that the applicant did not discuss the application with their neighbours to find an appropriate solution to their planning issues.

The Chairman stated that the site visit showed an aesthetically pleasing row of Victorian cottages, of which there was only a few left in the county. The

grade II listing of this property was discussed and the impact the proposed extension would have on the property's character. The height of the extension was discussed by Members. The potential loss of light in the neighbouring property was raised. The scale and dominance of the potential extension was debated by Members. The planning history of the site was discussed to provide context to the application. The pitch of the roof was also raised. Members who had been on the site visit to the property highlighted the potential loss of light in the neighbouring kitchen at 23/24 Cholderton.. The shape of the proposed extension was also discussed.

Resolved:

To refuse planning permission for the following reasons:

- 1 The proposed extension by reason of its size and height in attached and adjoining listed buildings would constitute an over addition to the rear of the property detracting from the special character of the listed building contrary to core policy 57 and 58 of the Wiltshire Core Strategy.**
- 2 The proposed extension by reason of its height and proximity to the rear of No 23/24 Cholderton (Staddlestone Cottage) would have an adverse effect on the amenities of No 23/24 Cholderton in particular overshadowing a rear garden contrary to core policy 57 (vii) of the Wiltshire Core Strategy.**

34b 14/11599/LBC - 22 Cholderton, Salisbury, SP4 0DL - Single storey rear extension

Public Participation

Public speaking for this application was taken in Minute No. 34a.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions.

Technical questions for this item were taken in Minute No. 34a.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr John Smale, spoke in objection to the application.

Resolved:

To refuse planning permission for the following reasons:

1. The proposed extension by reason of its size and height in relation to the attached and adjoining listed buildings would constitute an overly large and tall addition to the rear of the property detracting from the special characteristics of the listed building contrary to core policy 57 and 58 of the Wiltshire Core strategy

34c 14/12193/FUL - 4A and 4B The Crescent, Hillview Road, Salisbury - Extension to east elevation to create 2 x 2 bed flats

Public Participation

Mrs Ros Liddington spoke in objection to the application.
Mrs Nicola Allerton spoke in objection to the application.
Mr Nick Allerton spoke in objection to the application.
Mr David Sharp spoke in support to the application.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions.

Members of the Committee then had the opportunity to ask technical questions of the officer. Excavation work was discussed and clarification was provided in regards to the neighbouring properties. The potential removal of trees and the location of a pedestrian access were also discussed. The location of the retaining wall was raised. The withdrawal of the previous scheme and the relevant officer concerns were highlighted.

Members raised a recent Cabinet decision that related to parking strategy, specifically to the number of parking spaces required at new residential buildings. Members sought legal advice as to the relevance and content of this Cabinet decision. The solicitor present at the meeting advised that it would be necessary to defer the decision to investigate the position and provide legal advice accordingly.

An item of late correspondence was circulated at the meeting.

Resolved:

To defer the item to a later date due to legal advice from the solicitor present at the meeting.

34d 14/12107/FUL - Stonehenge Visitor Centre , Amesbury, Wiltshire SP4 7DE - Resurfacing of an area of overflow car park

Public Participation

Mrs Janice Hassett spoke in objection to the application.
Mrs Linda Kilroy spoke in support to the application.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions.

Members of the Committee then had the opportunity to ask technical questions of the officer. The location of a new access onto the A360 was raised – it was explained that this was a temporary works exit. The parking requirements of the Visitor's Centre were discussed, as well as issues that the current parking facilities faced. The conditions within the report – in relation to lighting and the temporary access – were discussed. The surface of the car park would be similar to the existing material, a tarmac surface with drainage. The input of English Heritage within the report was discussed and legal advice was sought on this issue.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr Ian West, spoke in objection to the application. Cllr West discussed local concern to this application. The Councillor also discussed the representations that could be found on the Wiltshire Council website, both for and against the application. The potential removal of trees on the site was raised. Cllr West stated this proposal was too heavy of a price to pay and that the travel plan/system was a major issue.

Members discussed the impact of the tarmac on the existing environment and on the landscape. The management of the overflow car park was discussed. The potential for using a coloured tarmac to lessen the visual impact was raised. Highways issues were also discussed, in relation to the approach to the Visitor's Centre. The landscaping of the site and the need to address the impact of this development was discussed.

The appropriate design for the surrounding setting for this World Heritage Site was discussed and the need to protect green space was stated. The isolation of Stonehenge in relation to the parking facility was discussed. Members considered the need for a condition in relation to the colour of the tarmac that could be used. The potential for boosting a major tourist attraction in the county was discussed. Another application for 50 staff parking spaces and a parking booking system were raised. Wiltshire Council Core Policy 6 and 59 were raised by the Local Member.

The Chairman stated the need to reduce the harshness of the visitors centre

with appropriate landscaping. Cllr Devine stated that it was necessary for English Heritage to reconsider their approach.

Resolved:

To refuse planning permission for the following reasons:

The surfacing of the overflow car park by reason of its appearance and lack of landscaping would be a prominent and intrusive addition to the World Heritage Site detracting from its open and undeveloped character contrary to core policies 6 and 59 of Wiltshire Core strategy.

35 Urgent Items

There were no urgent items

(Duration of meeting: 6.00 - 8.15 pm)

The Officer who has produced these minutes is David Parkes, of Democratic Services, direct line (01225) 718220, e-mail david.parkes@wiltshire.gov.uk

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SOUTHERN AREA PLANNING COMMITTEE

**DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING
HELD ON 9 APRIL 2015 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE,
SALISBURY, SP2 7TU.**

Present:

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman),
Cllr Richard Britton, Cllr Richard Clewer, Cllr Brian Dalton, Cllr Jose Green, Cllr Mike Hewitt,
Cllr George Jeans, Cllr Ian West, Cllr Ricky Rogers (Substitute) and Cllr John Walsh
(Substitute)

36 Apologies for Absence

Apologies were received from Cllr Ian Tomes who was substituted by Cllr John Walsh

Apologies were received from Cllr Ian McLennan who was substituted by Cllr Ricky Rogers.

37 Minutes

The minutes for the previous meeting were not available for approval due to officer illness.

38 Declarations of Interest

Cllr Ian West declared a non-pecuniary interest as Chairman of Winterbourne Stoke Parish Council.

Cllr Fred Westmoreland declared a non-pecuniary interest as a representative of an Area Board on the Stonehenge Management Group.

Cllr Christopher Devine declared a non-pecuniary interest as his wife rents a stable near Matrons College Farm.

39 Chairman's Announcements

The Chairman explained the meeting procedures to those in attendance.

40 **Public Participation and Councillors' Questions**

The committee noted the rules on public participation.

41 **Planning Appeals**

The committee received details of the appeal decisions as detailed in the agenda.

42 **Planning Applications**

In order to prepare the members for the changes introduced by CIL regulations and the effect they would have on the applications the legal officer had prepared a short paper on the subject. This was introduced by the officer and members were asked if they had any questions. There were no questions at this stage.

In addition, the Legal Officer explained orally, to the whole meeting, that the certain elements identified in the draft heads of terms of the Matrons Farm, Alderbury/Whaddon application would not be available under s 106 as a consequence of the introduction of the pooling regulations (these were specified as including education, highways, leisure by ref to page 10 of the agenda.). It was also explained that Wiltshire Council intended to adopt CIL in early/mid May 2015. The amount of contributions that could be received from the developer would depend upon whether CIL had been adopted before the final reserved matter in the application had been concluded at which point CIL would be triggered. If the CIL had not been adopted by this point the only contributions would be via a fully CIL compliant S106. This would mean reduced contributions.

Through the Chair the meeting agreed that it was content to delegate any such matters arising from the above to the appropriate officer.

It was also pointed out, when it became apparent that, the committee was moving to resolve the application be granted that they should indicate that permission was being granted on the understanding that one of two scenarios could exist as to the payment of contributions (S106 alone or S106plus CIL). This was in order to avoid a challenge on the basis that planning permission was given pre the adoption of CIL and a new scenario now existed that had not been in the minds of the committee when planning was granted. Again through the Chair, it was indicated that any matters rising in this respect could be dealt with by delegated powers.

43 **13/02543/OUT - Matrons College Farm, Castle Lane, Whaddon, Salisbury, SP5 3EQ - Erect 28 dwellings and Local Health Centre on land to north**

and north east of Matron's College Farm, change of use of land south east of Matron's College Farm from agricultural to allotments, develop new access adjacent to Oakridge Office Park

Public Participation

Elizabeth Neville spoke in objection to the application.

Sandra Richardson spoke in objection to the application.

Dr Rachel Clapton spoke in support to the application.

Julian Kirby spoke in support to the application.

Jon Gateley spoke in support to the application.

Cllr Kim Diprose spoke on behalf of Alderberry Parish Council in objection to the application.

The Planning Officer presented his report to the Committee which recommended that permission be refused.

Members of the Committee then had the opportunity to ask technical questions of the officer. The presenting officer highlighted a letter within the pack that discussed the delivery of the Health Centre and other new relevant information. Members asked if there was another allotment site in the area and the size of said allotments.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr Richard Britton, spoke on the application. Cllr Britton stated that work was being done towards developing the Alderberry Hub and clarified the definition of the word 'hub'. Cllr Britton stated that this application was against the provisions of the core strategy and the national planning strategy. Cllr Britton stated that there was a need for the medical centre and that the additional work done by the applicant had been helpful. The Local Member discussed the commercial incentive to deliver this project and the need to see documentary evidence of the financial case. It was stated that Members could not be sure how the running costs of this development would be met and that evidence was required to provide reassurance. Cllr Britton recommended that the item be deferred as more information was required.

Members debated the financial viability and deliverability of the project. The suitability of the site for development and the importance of affordable homes in the area was discussed. The existing development on the site was raised and the medical need in the area was highlighted. Clarification was sought in regards to the potential for a non-determination appeal from the applicant should the item be deferred again. The need to prioritise the health facility over the residential dwellings was raised. Members discussed the structure of potential funding for the development, with reference to the input of AGE UK. The logistics of visiting the potential medical centre were discussed and the draft S106 Heads of Terms were referred to.

Cllr Richard Britton wished his dissent for the decision to be recorded.

Resolved:

To delegate to the Area Development Manager to APPROVE planning permission, subject to a S106 agreement, with the following conditions:

1. The development hereby permitted shall be begun either before the expiration of three years from the date of this permission, or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.

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

2. No development shall commence on site until details of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:

(a) The 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. No more than 8 market dwellings comprised in the proposed development hereby permitted shall be occupied before construction works to provide the Local Health Centre building are completed and the proposed allotments have been laid out and implemented to a specification to be agreed by the Local Planning Authority.

REASON: To secure the programming and phasing of, and an orderly pattern to the development.

5. No building on any part of the development hereby permitted shall exceed 2.5 storeys in height.

REASON: In the interests of amenity having regard to the characteristics of the site and surrounding development.

6. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: In the interests of visual amenity and the character and appearance of the area.

7. No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:

- (a) indications of all existing trees and hedgerows on the land;**
- (b) details of any to be retained, together with measures for their protection in the course of development;**
- (c) all species, planting sizes and planting densities, spread of all trees and hedgerows within or overhanging the site, in relation to the proposed buildings, roads, and other works;**
- (d) finished levels and contours;**
- (e) means of enclosure;**
- (f) car park layouts;**
- (g) other vehicle and pedestrian access and circulation areas;**
- (h) hard surfacing materials;**
- (i) minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);**
- (j) proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports etc);**

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

8. 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.

9. No development shall commence on site until a scheme of phasing of landscaping has been approved in writing by the Local Planning Authority. The landscaping shall be carried out in the first planting and seeding season following occupation of the building(s) or the completion of the development, whichever is the sooner within that particular phase; 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.

10. No retained tree shall be cut down, uprooted or destroyed, nor shall any retained tree be topped or lopped other than in accordance with the approved plans and particulars, without the prior written approval of the Local Planning Authority. Any topping or lopping approved shall be carried out in accordance with British Standard 3998 (Tree Work).

If any retained tree is removed, uprooted or destroyed or dies, another tree shall be planted at the same place and that tree shall be of such size and species and shall be planted at such time, as may be specified in writing by the Local Planning Authority.

No equipment, machinery or materials shall be brought on to the site for the purpose of the development, until a scheme showing the exact position of protective fencing to enclose all retained trees beyond the outer edge of the overhang of their branches in accordance with British Standard 5837 (2005): Trees in Relation to Construction, has been submitted to and approved in writing by the Local Planning Authority, and; the protective fencing has been erected in accordance with the approved details. This fencing shall be maintained until all equipment, machinery and surplus materials have been removed from the site. Nothing shall be stored or placed

in any area fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made, without the prior written consent of the Local Planning Authority.

In this condition —retained tree means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs (a) and (b) 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: To enable the Local Planning Authority to ensure the retention of trees on the site in the interests of visual amenity.

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

REASON: To ensure the proper management of the landscaped areas in the interests of visual amenity.

12. No development shall commence on site until provision has been for open space, amenity areas and play areas in accordance with details to be approved in writing by the local planning authority (prior to the commencement of development).

REASON: To ensure a satisfactory provision of recreational and other open space throughout the development in the interests of the amenity of future residents

13. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking and re-enacting or amending that Order with or without modification), no vehicular access shall be made direct from the site to Castle Lane.

REASON: In the interests of highway safety.

14. 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 and street furniture, including the timetable for provision of such works,

have been submitted to and approved by the Local Planning Authority. The development shall not be first occupied until the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture have all been constructed and laid out in accordance with the approved details, unless an alternative timetable is agreed in the approved details.

REASON: To ensure that the roads are laid out and constructed in a satisfactory manner.

15. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting or amending that Order with or without modification), the area of the site and the proposed building referred to as the Local Health Centre shall be used solely for purposes within Class D1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended by the Town and Country Planning (Use Classes) (Amendment)(England) Order 2005 (or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification).

REASON: To prevent a change of use of the proposed Local Health Centre to an alternative use that would not provide a service to the local community

16. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from access/driveways), 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/first occupied until surface water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained.

17. 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.

18. No construction or demolition work shall take place on Sundays or Public Holidays or outside the hours of 07:30 to 18:00 on weekdays and 08:00 to 13:00 on Saturdays. No burning of waste shall take place on the site during the construction phase of the development.

REASON: In the interests of neighbouring amenities

19. 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 undertaken and until:

(a) The Local Planning Authority has been provided with written confirmation that, in the opinion of the developer, the site is likely to be free from contamination which may pose a risk to people, controlled waters or the environment. Details of how this conclusion was reached shall be included.

(b) If, during development, any evidence of historic contamination or likely contamination is found, the developer shall cease work immediately and contact the Local Planning Authority to identify what additional site investigation may be necessary.

(c) In the event of unexpected contamination being identified, all development on the site shall cease until such time as an investigation has been carried out and a written report submitted to and approved by the Local Planning Authority, any remedial works recommended in that report have been undertaken and written confirmation has been provided to the Local Planning Authority that such works have been carried out. Construction shall not recommence until the written agreement of the Local Planning Authority has been given following its receipt of verification that the approved remediation measures have been carried out.

REASON: To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

20. The development hereby approved be implemented in accordance with section 5 of the Ecological Impact Assessment (Species Ecological Consultancy, July 2013) and the Dormouse Mitigation Strategy (Species Ecological Consultancy, *new date inserted* 2014). All documents submitted for reserved matters applications should demonstrate how the above reports will be implemented in so far as it is relevant to the document in question.

Reason: To ensure adequate mitigation in respect of protected species and nature conservation interests.

21. Before works commence a scheme of Ecological Works for the Construction Period will be submitted for planning authority approval providing details of how the works will be undertaken to provide compensatory habitat and avoid impacts to protected and sensitive species. The works will be undertaken in accordance with the approved scheme.

Reason: To ensure adequate mitigation in respect of protected species and nature conservation interests.

22. Before works commence, details of a Landscape and Environment Management Plan shall be submitted to the planning authority and approved in writing. The plan will identify:

- **ecological habitat features which will be retained and managed with the primary aim of enhancing biodiversity for the lifetime of the development**
- **locations of key species of interest for which the site will be managed**
- **other landscape features which will be maintained for amenity purposes**
- **a programme of management works required to maintain the habitat, species and landscape features, identifying annual works and less frequent works**
- **an estimate of the numbers of hours required for annual works (which will be organised to keep costs roughly similar from year to year), one off works will require additional time**
- **monitoring requirements and procedures for reviewing the LEMP including reviews by specialist ecological professionals**

Development shall be carried out in accordance with the Landscape and Environmental Management Plan thereby agreed.

Reason: To ensure adequate mitigation in respect of protected species and nature conservation interests.

Details of S106 agreement unless subsequently subject to CIL:

I. 40% on-site provision of affordable housing (representing 11 dwellings, of which 75% (8 units) would be rented units and 25% (3 units) would be shared equity units)

II. The provision on site of an equipped children's play space measuring at least 231 sqm, together with the provision of an area of casual open space on site extending to at least 385 sqm

III. The provision of 0.2ha of allotments (on site)

IV. A financial contribution towards providing 6 additional secondary school places in the district of approximately £120,000 (specific destination of which to be confirmed)

- V. A financial contribution of £24,213 towards improvements in leisure facilities (probably a CIL contribution)
- VI. A contribution of £92,400 made towards improvements to off-site Highways (probably specific to the proposed development and therefore S.106)
- VII. The provision of the on-site Local Health Centre facility
- VIII. Ecological mitigation and management (to be agreed, but specific to the application site)
- IX. A financial contribution (to be agreed) towards waste and recycling (specific to the application site)

44 **14/12106/FUL - Stonehenge Visitor Centre, Amesbury, Wiltshire, SP4 7DE - Change of use from agricultural land and creation (temporary consent 2 years) of a 26 space coach park and associated ancillary works**

Public Participation

Janice Hassett spoke in objection to the application.

David Hassett spoke in objection to the application.

Jan McKernan spoke in objection to the application.

Kate Davies spoke in support to the application.

Dominic Watkins spoke in support to the application.

Cllr Mike Lucas (Chitterne Parish Council) spoke in objection to the application.

Cllr Carole Slater (Shrewton Parish Council) spoke in objection to the application.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions.

Members of the Committee then had the opportunity to ask technical questions of the officer. Clarification over the potential removal of a tree belt was provided. Members asked if the green travel plan had been implemented. The number of cars using parking bays was discussed. The scale of the development was raised, as well as a recent metro count. The planner officer did not have the metro count figures to hand but confirmed that they had been considered by the Highways Officer. The booking procedure for visitors parking at the site was raised. The proposed temporary surface – compacted gravel – could be removed without disturbing the archaeology of the site.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr Ian West, spoke against the application. Cllr West discussed the views of Winterbourne Parish Council, stating that more visitors to the site would be positive but raised concerns in regards to more vehicles using unsuitable roads to visit the site. Winterbourne Parish Council encouraged a more sustainable method of transport to the site. Cllr West made

reference to other representations who had both supported and objected to the application. Cllr West made reference to previous visitor figures and the potential removal of tree lines, as well as highways concerns. The Local Member made reference to previous visitor centre's success in dealing with the number of visitors it received. Cllr West raised peak traffic in Shrewton High Street and the severe impact that this had on local people. The diversion of A303 traffic onto local roads was raised. The potential visual impact on the world heritage site was debated, as well as the materials that would be used.

Members discussed the need to find an appropriate solution to the issues caused by visiting coaches. Members raised concerns in regards to congestion on the surrounding roads. Coaches being parked in lay-bys and related safety concerns were highlighted. The management of the site and the impact on local people was discussed. The scale of the proposed car park was debated and the need for an appropriate travel plan was raised. The need for appropriate landscaping was discussed and the ecological impact of the material used was highlighted.

The logistical difficulties of transporting an estimated 1M people to and from the site were raised. The aesthetic issues with the proposal were discussed. Queuing on the A360 and A303 to get into the site was raised, as well as the lack of parking spaces at the site. The core strategy and the need to support the local economy was raised and the need to improve auxiliary facilities was stated. The need to weigh up the benefits and impacts of this development was raised. The contribution to the local economy of those using the coaches was debated. The temporary nature of the application was highlighted. The land between the current and proposed car park was raised and it was explained that this was proposed for a staff car park which was removed from the scheme. The need to support the World Heritage Site was highlighted by Members.

Resolved:

To APPROVE planning permission with the following conditions:

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

Updated Planning Statement dated February 2015 received 19/02/15

Parking Strategy Statement dated 19/02/15 received 19/02/15

Drainage Strategy dated 18/02/15 received 19/02/15

Response to Wiltshire Highways comments dated 19/02/15 received 19/02/15

Response to Environment Agency comments dated 24/03/15 received 24/03/15

Heritage Impact Assessment dated December 2014 received 23/12/14

Heritage Impact Assessment Addendum dated February 2015 received 19/02/15

61034252-DR-C-502 Rev T02 dated 18/02/15 received 19/02/15

61034252-DR-C-503 Rev T02 dated 18/02/15 received 19/02/15

61034252-DR-C-504 Rev P02 dated 05/01/15 received 05/01/15
61034252-DR-C-506 Rev T02 dated 18/02/15 received 19/02/15
61034252-SK-C-500 Rev P01 dated 18/02/15 received 19/02/15
61034252-DR-C-000 Rev T01 dated 11/02/15 received 19/02/15
61034252-DR-C-001 Rev T02 dated 18/02/15 received 19/02/15
61034252-DR-C-100 Rev T02 dated 18/02/15 received 19/02/15
61034252-DR-C-501 Rev T02 dated 17/02/15 received 19/02/15
61034252-SK-C-501 Rev P01 dated 16/03/15 received 25/03/15
61034252-SK-C-502 Rev P01 dated 16/03/15 received 25/03/15
8982-1-TM1 Rev 0 dated 06/01/15 received 19/02/15
8982-2-TM2 Rev 2 dated 10/02/15 received 19/02/15
8982-3-VS2 Rev 1 dated 04/02/15 received 19/02/15
8982-4-TM1 Rev 2 dated 10/02/15 received 19/02/15
8982-6-VS1 Rev 0 dated 08/01/15 received 19/02/15
8982-7-TM1 Rev 0 dated 13/02/15 received 19/02/15

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

(2) No development shall commence within the area indicated (proposed development site) until:

- A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; 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.

Further Recommendations: The work should be conducted by a professionally recognised archaeological contractor in accordance with a written scheme of investigation approved by this office and there will be a financial implication for the applicant.

(3) Before construction works commence, a method statement prepared by a professional ecologist will be submitted for planning authority approval demonstrating the measures that will be put in place to ensure that breeding birds are not disturbed or harmed during the construction period. The works will be undertaken in accordance with the recommendations of the approved method statement.

REASON: To avoid harm to ground nesting birds during the breeding season

(4) Prior to the commencement of the development details for temporary parking of coaches displaced from the development area during the course of the works shall be submitted to and approved by the Local Planning Authority. The development shall be undertaken in accordance with the approved details.

REASON: To ensure an adequate supply of coach parking at the Stonehenge Visitor Centre site during the works.

(5) The coach park expansion hereby permitted shall be removed in its entirety and the land restored to its former condition on or before 09/04/2017 in accordance with a scheme of work submitted to and approved in writing by the Local Planning Authority.

REASON: In order for a permanent and sustainable solution to be found to coach parking for the Stonehenge Visitor Centre.

45 14/12193/FUL - 4A and 4B The Crescent, Hillview Road, Salisbury - Extension to east elevation to create 2 x 2 bed flats

Public Participation

Nick Allerton spoke in objection to the application.

Nicola Allerton spoke in objection to the application.

Ros Liddington spoke in objection to the application.

David Sharp spoke in support to the application.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions.

Members of the Committee then had the opportunity to ask technical questions of the officer. The definition of subservient was clarified. The number of flats and number of parking places was stated.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr Ian Tomes, provided a written notice which Cllr John Walsh read on his behalf. Cllr Tomes believed this was overdevelopment of the site. The statement referred to the impact on neighbouring amenities and the access to the site. Cllr Tomes made reference to the consequences of extra cars being parked at the site and the potential for conflict and strain on neighbours. The impact on the conservation area was also highlighted.

Members discussed the surrounding location of the site and the potential for overdevelopment. Concerns were raised in regards to parking and the impact of additional vehicles. The removal of trees on the site was also discussed. The need to maintain the character of the area was emphasised by Members. A lack of parking locally - due to double yellow lines - was stated. Members debated the impact on neighbouring properties. The locality of the site to public transport stations was raised and the sustainability of the proposal was discussed. The unenforceable nature of car parking on the private road was highlighted. The

scale of the proposed development was seen as being too great by some members.

Landscaping concerns were also raised, as well as the impact on the conservation area. Discussions continued to the practicalities of living at the site and the likely difficulties of entering, turning around and leaving The Crescent. Members raised the need for the replacement of a bank of earth that had been removed.

Resolved:

To REFUSE planning permission for the following reasons:

1. The proposed development, by reason of its size (height and width), the amount of excavation works/tree removal required to enable the development, and the number of additional residential units created at the site, would result in a cramped form of overdevelopment for this small, narrow parcel of land, which would be harmful to the character of the existing property, the semi-detached pairing and the wider Crescent which is designated as a Conservation Area. As such the proposal is considered to be contrary to Core Policies 57 and 58 of the Wiltshire Core Strategy.

2. The proposed development, by reason of its location at the top of a narrow and congested private driveway with limited parking for motorised vehicles, would provide insufficient parking for future occupiers of the site, and is likely to result in unauthorised parking and obstruction on-and-around the existing parking spaces/ the vehicular access leading to the site. The scheme is therefore considered to result in an adverse impact on the amenities of properties along the Crescent, contrary to Policy 57 of the Wiltshire Core Strategy.

46 **15/00150/FUL - Stonehenge Campsite, Berwick Road, Winterbourne Stoke. SP3 4TQ - Erection of a log cabin for use as a reception building for the campsite**

Public Participation

Rosemary Gairdner spoke in objection to the application.

Grace Douse spoke in objection to the application.

Mr W Grant spoke in support to the application.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions.

Members of the Committee then had the opportunity to ask technical questions of the officer. The size of the proposal was clarified as a single story development.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr Ian West, spoke in objection to the application. Cllr West raised the conservation area and discussed the number of buildings on the site. Cllr West stated this proposal was unsuitable and intrusive due to the size, height and roof materials of the building.

Members then continued by debating the application. The need to preserve the countryside was discussed, as well as any relevant planning history. The visual impact of the building on the surrounding landscape was discussed. The need for a reception area at the camping site was discussed. The height of the log cabin was raised, as well as the existing design of the site. The need for a potential condition in relation to painting the cabin was raised, as well as lighting conditions.

Resolved:

To APPROVE planning permission for the following reasons:

In pursuance of its powers under the above Town & Country Planning Act 1990, the Council hereby grant PLANNING PERMISSION for the above development to be carried out in accordance with the application and plans submitted (listed below), subject to compliance with the condition(s) specified hereunder:-

- 1. The cabin hereby permitted shall only be used as a reception building in connection with the running of the campsite and for no other purposes. The building shall not be converted to habitable accommodation.**

REASON: The site lies within an area where it is against the policy of the Local Planning Authority to allow permanent accommodation without a special agricultural (or other proven, local) need.

- 2. This development shall be in accordance with the submitted drawings**
 - Elevations, dated 28/05/14 and received to this office on 27/01/15**
 - Floor Plan, dated 26/01/15 and received to this office on 27/01/15**
 - Block Plan, dated 08/01/15 and received to this office on 15/01/15**

REASON: For the avoidance of doubt.

There were no urgent items

(Duration of meeting: 6.00 - 10.18 pm)

The Officer who has produced these minutes is David Parkes, of Democratic Services, direct line (01225) 718220, e-mail david.parkes@wiltshire.gov.uk

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WESTERN AREA PLANNING COMMITTEE

MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 25 FEBRUARY 2015 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christopher Newbury (Chairman), Cllr John Knight (Vice-Chair), Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Dennis Drewett, Cllr Magnus Macdonald, Cllr Pip Ridout, Cllr Jonathon Seed and Cllr Roy While

23 Apologies for Absence

There were no apologies for absence.

24 Minutes of the Previous Meeting

The minutes of the meeting held on the 4 February 2015 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 4 February 2015.

25 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.

26 Declarations of Interest

Councillor Ernie Clark stated that when application 14/1180/FUL was considered by Hilperton Parish Council, he had not taken part in the debate and abstained from a vote. He confirmed that he would be considering the matter at this meeting with an open mind.

Councillor Jonathon Seed stated that he was acquainted with members of the extended family involved in application 14/1180/FUL, but that as they were not close friends and that he had no pecuniary interest in the matter, he would be considering the matter at this meeting with an open mind.

27 Public Participation and Councillors' Questions

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 **14/11880/FUL - Whaddon Grove Farm, Whaddon Lane, Hilperton, Trowbridge, BA14 6NR**

Public participation:

Mr Tucker and Mr Pearce spoke in support of the application.

The Senior Planning Officer outlined the report which recommended that the application for approval subject to conditions – including a recommended amendment to the condition in the report restricting hours of operation so that they corresponded with those in the original application. Therefore it was recommended that the wording of condition 6 should read as follows:

The use hereby approved shall only take place during the hours of 08:00 and 18:00 Monday to Friday, 08:00 and 13:00 Saturdays and not at all on Sundays, bank or public holidays.

Councillor Ernie Clark, as the local member, spoke in relation to the application.

Members of the public were invited to speak on the application as listed above.

Issues discussed in the course of the debate included: the impact on amenity of neighbours, the operation of the business, the access to the site, the position of the business, the previous use of the building, the proximity to other buildings, the relevance of planning policies supporting rural life, the times of use, the impact of noise, the storage of materials, that character of the area and the appropriateness of the location of the business.

Councillor Ernie Clark proposed, and Councillor Dennis Drewett seconded, that the application be refused as the proposed development would result in an adverse impact on the amenity and character of the area, contrary to core policy 48.

The proposal, being put to vote, was lost. Councillor Ernie Clark's vote for the motion to refuse was recorded.

In the subsequent debate it was noted that, as the application was retrospective, condition one did not apply and should be removed.

Councillor Jonathon Seed proposed and Councillor Pip Ridout seconded that the permission should be granted in line with the officers amended recommendations.

At the end of the debate the meeting;

Resolved to approve permission subject to the following conditions:

1. The development hereby permitted shall be carried out in accordance with the following approved plans: LDC.1873_002, LDC.1873_001, LDC.1873_003 and LDC.1873_004 received the 16th December 2014.

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

2. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no additions / extensions/external alterations to any building forming part of the development hereby permitted and no plant or machinery shall be installed outside any such building on the site on the approved plans.

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

3. No materials, goods, plant, machinery, equipment, finished or unfinished products/parts of any description, skips, crates, containers, waste or any other item whatsoever shall be placed, stacked, deposited or stored outside any building on the site.

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

4. No industrial processes, plant or machinery shall be carried out/installed outside any building on the site.

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

5. The use hereby approved shall only take place during the hours of 08:0 and 18:00 Monday to Friday, 08:00 and 13:00 Saturdays and not at all on Sundays, 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.

6. All external windows and doors as detailed on Drawing Number LDC.1873_004 shall be kept closed at all times apart from when allowing access and egress.

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

7. All building services and machinery shall be so sited, designed and maintained so that the noise does not exceed 5dB below the existing background level as measured at the nearest noise-sensitive dwelling and assessed in accordance with BS4142 2014

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. No sound-amplifying equipment, loudspeaker, or public address system shall be installed/operated or music played within the premises hereby approved or its curtilage.

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.

9. The occupation of the site hereby permitted shall only be by the following persons Benjamin Tucker and Harry Tucker in association with the business known as Fallen Furniture. When the site ceases to be occupied by Benjamin Tucker or Harry Tucker for the use of the building in association with the business known as Fallen Furniture, the use hereby permitted shall cease [and all materials and equipment brought on to the premises in connection with the use shall be removed and the land/building restored to its former condition in accordance with a scheme of work submitted to and approved in writing by the Local Planning Authority.

REASON: Permission would not normally be granted for this development, but regard has been paid to the personal circumstances of the applicant which are considered, exceptionally in this case, to be sufficient to outweigh the normal planning policy considerations which would normally lead to a refusal of planning permission.

INFORMATIVE: The applicant is advised to seek professional advice with regard to the provision of suitable dust extraction equipment in order to further protect the health and safety of employees.

Admin Note: Councillor Ernie Clark's vote was recorded against the permission.

29 **14/12030/DP3 - Holt Primary School, The Gravel, Holt, BA14 6RA**

Public participation:

Mr Hepworth and Mr Nelson spoke in objection to the application.

The Senior Planning Officer outlined the report which recommended that the application for approval subject to conditions.

Members of the public were invited to speak on the application as listed above.

Issues discussed in the course of the debate included: the location of the application, the position within the conservation area, the layout of the site, the removal of existing temporary buildings and a tree, the access to site for construction vehicles, the traffic implications, that the construction should take place over the holiday period, that the construction works access would be temporary and that the removal of the hedge would not need permission.

Following confirmation from the officer that the school could not be compelled by condition to build the solar panels, it was agreed that an informative could be included to encourage the school to build the solar panels as indicated in the plan drawings.

At the end of the debate the meeting;

Resolved to approve 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 extension hereby approved shall be carried out in accordance with the materials detailed on the planning application form validated by the Local Planning Authority on 6th January 2015**

REASON: In the interest of the character and appearance of the area.

- 3. The mobile classroom to be removed as shown on drawing number 16975 G0 S1 1001 A received by the Local Planning Authority on 5th January 2015 shall be removed within 8 months of occupation of the extension hereby approved.**

REASON: To improve the quality of the area

4. The extension hereby approved shall achieve BREAAAM 'Very Good' standards and shall not be occupied until a post construction stage certificate has been issued for it certifying that the 'Very Good' standard has been achieved.

REASON: To ensure that the objectives of sustainable development set out policy CP41 of the Wiltshire Core Strategy are achieved.

5. Demolition or construction works shall only take place between 08:00 hours to 18:00 hours Mondays to Fridays and between 08:30 hours to 13:00 hours on Saturdays and no works shall be undertaken at any time on Sundays or Bank Holidays.

REASON: In the interest of neighbouring amenity

6. The construction works shall be carried out in accordance with Drawing Number 16975 G0 SI 1002 received by the Local Planning Authority on 16th February 2015. Once the extension has been completed, the construction works access shall be stopped up, the hedge shall be replanted and the area highlighted in Green on Drawing Number 16975 G0 SI 1002 received by the Local Planning Authority on 16th February 2015 shall be made good.

REASON: In the interest of neighbouring amenity and impact upon the character and appearance of the area.

7. The development hereby permitted shall be carried out in accordance with the following approved plans:
 - 1697-G0-S1-: 1000, 1001-A received on 5th January 2015
 - LG1666-D-: 001,002,003 received on 5th January 2015
 - 1697-G2-GA-: 100-A, 101-A, 200, 201-A received on 5th January 2015
 - 16975 G0 SI 1002 received on 16th February 2015.

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

INFORMATIVE: The attention of the applicant is drawn to the requirements of the Western Area Planning Committee for a timetable to be submitted to the Local Planning Authority detailing when the installation of the solar panels detailed on the approved plans will take place.

30 14/11269/REM - Garden of 27 Forest Road, Melksham, SN12 7AA

Public participation:

Mr Webb spoke in objection to the application, and Mr Harlow spoke in support of the application.

The Senior Planning Officer outlined the report which recommended that the application for approval subject to conditions.

Members of the public were invited to speak on the application as listed above.

Issues discussed in the course of the debate included: that outline permission had already been granted, that reserved matters were requested to come back to Committee, the access to the site, the location in relationship to existing buildings, the height of the proposal in relation to other dwellings and that the proposal is lower than that previously refused, the layout of the proposals and the impact of the existing permission for access, how conditions from the original application could deal with some of the concerns of the neighbours including seeking a badger survey.

In the course of the debate, attention was drawn to the fact that condition 13 in the original permission should be referred to in the informative.

At the end of the debate the meeting;

Resolved to approve permission subject to the following conditions:

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

Revised All Plans – Received 9 February 2015

Design and Access Statement – Received 27 November 2014

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

INFORMATIVE: The applicant is advised that all conditions and informative appended to W/11/03043/OUT (see attached decision notice) still apply and conditions 4, 5, 6, 7, 8, 12 and 13 will be required to be discharged before the commencement of any development on site.

31 Urgent Items

There were no Urgent Items.

(Duration of meeting: 3.00 - 4.17 pm)

The Officer who has produced these minutes is Will Oulton, of Democratic Services, direct line 01225 713935, e-mail william.oulton@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115

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WESTERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 8 APRIL 2015 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christopher Newbury (Chairman), Cllr John Knight (Vice-Chair), Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Dennis Drewett, Cllr Magnus Macdonald, Cllr Pip Ridout, Cllr Jonathon Seed, Cllr Roy While and Cllr Fleur de Rhé-Philippe (Substitute)

Also Present:

Cllr Terry Chivers

32 Apologies for Absence

An apology for absence was received from Councillor Horace Prickett who was substituted for the duration of the meeting by Councillor Fleur de Rhé-Philippe.

33 Minutes of the Previous Meeting

The minutes of the meeting held on 25 February 2015 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 25 February 2015.

34 Chairman's Announcements

The Chairman gave details of the exits to be used in the event of an emergency.

35 Declarations of Interest

Councillor Ernie Clark stated that when application 15/00661/FUL was considered by Hilperton Parish Council, he had abstained from a vote. He confirmed that he would consider the matter at this meeting with an open mind.

Councillor Jonathon Seed stated that he had recently been appointed as the Cabinet Member for Housing. This role, in his opinion, did not prevent him from considering individual applications on their merits.

Councillor Magnus MacDonald stated that he had registered a pecuniary interest in relation to item 6 b – 15/00420/FUL, and would not take part in the deliberations of that item.

36 Public Participation and Councillors' Questions

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.

37 14/11851/OUT - Kingsdown Farm, Lords Hill, Longbridge Deverill, Warminster, BA12 7DY

Public participation:

Mr Payne spoke in support of the application.

Cllr Ian Bell, of Longbridge Deverill Parish Council, spoke in relation to the application.

Councillor Fleur De Rhe Phillippe spoke as the local member.

The Senior Planning Officer outlined the report which recommended that the application for approval subject to conditions.

Members of the public were invited to speak on the application as listed above.

Issues discussed in the course of the debate included: the location of the proposed application and that the site is within an Area of Outstanding Natural Beauty (AONB); the impact of the proposals on the landscape; the existing vegetation on the site; the views of the agricultural consultant regarding the need for the dwelling; the topography of the site; and the views of the AONB team.

Councillor Trevor Carbin proposed and Councillor Magnus MacDonald seconded that the permission should be granted in line with the officers recommendations.

At the end of the debate the meeting;

Resolved to approve permission 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. 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.

- 3. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 4. The development shall be carried out in accordance with the following approved plans:**

Drawing: Site Location Plan received on 12 December 2014; and Drawing: Proposals Plan and Cross Sections received on 12 December 2014 (in respect of red-outline site plan) Read together with any plans subsequently approved under and Application for the Approval of Reserved Matters.

REASON: In order to define the terms of this permission.

- 5. The occupation of the dwelling shall be limited to a person solely or mainly working, or last working, in the locality in agriculture or in forestry, or a widow or widower of such a person, and to any resident dependants.**

REASON: The site is in an area where residential development for purposes other than the essential needs of agriculture or forestry is not normally permitted and this permission is only granted on the basis of an essential need for a new dwelling/residential accommodation in this location having been demonstrated.

- 6. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development within Part 1, Classes A-E shall take place on the dwellinghouse hereby permitted or within its curtilage.**

REASON: The dwelling in this location is only permitted on the basis of the special agricultural justification presented and any dwelling must remain, in terms of the amount of accommodation provided, commensurate to the essential agricultural need. This will ensure that the amenity of the area and appearance of the AONB will be protected and enable the Local Planning Authority to consider individually whether planning permission should be granted for additions, extensions or enlargements in light of the on-going essential agricultural need at any given period.

- 7. The Gross Internal Area (GIA) of the proposed dwelling shall not exceed 140m² in extent and the maximum ridge height shall be 6m above adjacent ground level.**

REASON: In order to reflect the special justification and essential need demonstrated; and to define the terms of this permission.

- 8. No development shall commence on site until details of the existing and proposed site levels, including no raising of ground levels and details of the proposed ground floor slab levels, have been submitted to and approved in writing by the local planning authority.**

REASON: In the interests of visual amenity.

- 9. No development shall commence on site until details of the works for the disposal of sewerage have been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be first occupied until the approved sewerage details have been fully implemented in accordance with the approved plans.**

REASON: To ensure that the proposal is provided with a satisfactory means of drainage.

- 10. The landscaping details provided in accordance with Condition 2 shall include details of habitat creation to enhance the biodiversity value of the site to include native, species-rich hedgerow creation with locally characteristic species.**

REASON: To provide biodiversity enhancements in accordance with paragraph 118 of the National Planning Policy.

- 11. The development hereby approved shall be carried out in accordance with the recommendations made in section 6.1 of the Extended Phase 1 Habitat Survey report dated November 2014 prepared by Sedgemoor Ecology Ltd, unless otherwise agreed in writing with the local planning authority.**

REASON: To ensure adequate protection and mitigation for protected species / priority species / priority habitats.

- 12. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.**

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

- 13. 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.

INFORMATIVE TO APPLICANT

The Archaeological investigation work should be conducted by a professional archaeological contractor and there will be a financial implication for the applicant.

38 **15/00420/FUL - 68 Berryfield Park, Melksham, SN12 6EE**

Public participation:

Mr Walsh spoke in support of the application.

The Senior Planning Officer outlined the report which recommended that the application for approval subject to conditions, including the proposal for an additional condition addressing the concerns of the parish council regarding construction methodology and traffic management.

Members of the public were invited to speak on the application as listed above.

Councillor Roy While spoke as a local member.

Issues discussed in the course of the debate included: The siting of the application; the impact of the proposals on the amenity of local residents; the views of the ecological officer; the designation of the locality as a small village and the context of the local plan; the views of the local resident and the concerns over the loss of open space.

Following consultation with the officers, it was proposed that, should the application be granted, condition 10 should be amended to provide protection to the areas designated for open space within the proposals.

Councillor Ernie Clark proposed and Councillor Chris Newbury seconded that the permission should be granted in line with the additional recommendations.

At the end of the debate the meeting;

Resolved to approve permission subject to the following amended conditions:

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

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

- 2. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

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 those Orders with or without modification), no development within Part 1, Classes A, B, C, E, F and Part 2, Class A shall take place on the dwellinghouses hereby permitted or within their 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; and in the interests of creating a sustainable form of development that will not have a detrimental impact on the surface water drainage and flooding within the area.

4. The development hereby permitted shall be carried out in complete accordance with the Flood Risk Assessment prepared by Barnaby Associates (Revision 1 dated 14th January 2015). Finished floor levels shall be set no lower than 36.0m above Ordnance Datum (AOD). The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing / phasing arrangements embodied within the scheme.

REASON: In order to reduce the risk of flooding to the proposed development and future occupants.

5. No development shall commence on site until a scheme for the discharge of foul water from the site has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until foul water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained.

6. No development shall commence until a surface water drainage scheme for the site (including surface water from any access / driveway or any hard surface to be created), based on sustainable drainage principles (incorporating sustainable drainage details and permeability test results to BRE365) and an assessment of the hydrological and hydrogeological context of the development, has been submitted to and approved in writing by the local planning authority. The submitted details shall clarify the intended future ownership and maintenance provision for all drainage works serving the site. The development shall not be first occupied until surface

water drainage has been constructed in accordance with the approved scheme. The approved and implemented scheme shall be maintained as such in perpetuity.

REASON: To ensure that the site can be adequately drained

7. 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 areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of road safety and amenity.

8. No development shall commence until an amended site layout plan has been submitted to and approved in writing by the Local Planning Authority. The plan shall show the exact location of a new robust fence at the northern limit of the buffer area to the Berryfield Brook (entitled "6 metre vole buffer zone from bank on site layout plan 3774/002 Rev H).The scheme shall be implemented in accordance with the approved details and maintained as such in perpetuity.

REASON: In the interests of biodiversity.

9. No development shall commence until, a Construction Environmental Management Plan (CEMP) has been submitted to and agreed in writing by the local planning authority. The Plan shall provide details of the following:
 - a. Installation of fencing at northern edge of 6m buffer area to prevent access during construction and to protect the buffer area during the course of construction.
 - b. Sensitive site clearance to take account of potential presence of nesting birds, amphibians, reptiles and hedgehogs
 - c. Site compounds and storage of materials outside the 6m buffer area
 - d. Implementation of recommendations in section 7.5 of Ecological Survey report by Michael Woods Associates dated January 2015
 - e. Development shall be carried out in full accordance with the approved CEMP.

REASON: To ensure adequate protection and mitigation for protected species / priority species / priority habitats.

10. No development shall take place on site, until a Landscape and Ecology Management Plan has been submitted to and approved in writing by the local planning authority. The plan shall include the following:

- a. Implementation of recommendations in sections 7.5 and 7.6 of Ecological Survey report by Michael Woods Associates dated January 2015
- b. Enhancements for nesting birds, roosting bats, reptiles, amphibians and hedgehogs; including the installation of integral bat boxes/tubes and nest boxes for House sparrows, Starlings and Swifts within the new dwellings
- c. Landscaping scheme, including a wildflower seed mix within the grassed part of the 6m buffer area to the Berryfield Brook, retention of the majority of the scrub within the 6m buffer area with planting of additional tree and shrub species to provide fruit, berries and seeds for wildlife, and appropriate native riparian species on the bank of the brook; this shall include species names, species provenance, supplier details, location on site, preparation and planting methodologies, aftercare and maintenance
- d. Maintenance of the fencing to protect the 6m buffer zone and prevent access by residents and dogs
- e. Long-term management of retained and newly created habitats
- f. Long-term management of retained open space
- g. The approved plan shall be complied with during and after the completion of the development hereby approved and in relation to the open space within the site, this shall thereafter be retained as open space.

REASON: To ensure the enhancement and appropriate management of priority habitats and mitigation for protected species.

11. No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:
 - a. A Construction Traffic Management Plan;
 - b. the parking of vehicles of site operatives and visitors;
 - c. loading and unloading of plant and materials;
 - d. storage of plant and materials used in constructing the development;
 - e. hours of construction, including deliveries has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

REASON: To minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the

natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

12. No external lighting shall be installed on site until plans showing the type of light appliances, the height and position of fittings, illumination levels and light spillage have been submitted to and approved in writing by the local planning authority.

REASON: to minimise light spillage into the adjacent brook corridor habitats to maintain dark foraging and commuting corridors for bats, in the interests of biodiversity.

13. The development hereby permitted shall be carried out in accordance with the following approved plans: 3774 – 001 Rev B Site Location Plan; 3774 – 002 Rev H Site Plan; 3774 – 004 Plans and Elevation Plots 1-4; 3774 – 005 Plans and Elevations Plots 5-6; 3774 – 006 Plans and Elevations Plots 7-8; 3774 – 007 Site section and Street Scene; 3774 – 008 Roof Plans; The Application Form, the Transport Technical Assessment; The Ecological Survey (January 2015); The Flood Risk Assessment and Drainage Strategy (January 2015).

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

INFORMATIVE TO APPLICANT

The applicant should note that under the terms of the Wildlife and Countryside Act 1981 (as amended) and the Conservation of Habitats and Species Regulations 2010 (as amended) it is an offence to disturb or harm any protected species, or to damage or disturb their habitat or resting place. Please note that 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. Many species of bat depend on buildings for roosting, with each having its own preferred type of roost. Most species roost in crevices such as under ridge tiles, behind roofing felt or in cavity walls and are therefore not often seen in the roof space. Bat roosts are protected even when bats are temporarily absent because, being creatures of habit, they usually return to the same roost site every year. All British bat species are protected under The Conservation of Habitats and Species Regulations 2010 (as amended), which implements the EC Directive 92/43/EEC in the United Kingdom, and the Wildlife and Countryside Act 1981 (as amended). Please be advised that, if bats are discovered, all works should stop immediately and Natural England should be contacted for advice on any special

precautions before continuing (including the need for a derogation licence). Please see the Council's website for further information: <http://www.wiltshire.gov.uk/planninganddevelopment/biodiversityanddevelopment.htm> or visit <https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals>

INFORMATIVE TO APPLICANT

There are public storm and foul water sewers crossing the site, for which the sewerage undertaker normally operates a no build over/near with a clear zone each side of the sewer. The applicant should seek confirmation as soon as possible from the undertaker on this issue with shown layout and whether the undertaker will require formal diversion of their apparatus under a Water Industry Act agreement to achieve the current layout

There will be a need to obtain formal Land Drainage Consent for any proposed outfall to a water course to cover any permanent and/or temporary works to form the outfall prior to construction of any Stormwater drainage works on site as required under the Land Drainage Act 1991 in order to comply with LDC legislation – please note that if changes are required to drainage proposals to obtain LDC you may need to apply for variations of any planning approved scheme

INFORMATIVE TO APPLICANT

Water Supply and Waste Connections:

New water supply and waste water connections will be required from Wessex water to serve this proposed development. Application forms and guidance information is available from the Developer Services web-pages at our website www.wessexwater.co.uk.

Please note that DEFRA intend to implement new regulations that will require the adoption of all new private sewers. All connections subject to these new regulations will require a signed adoption agreement with Wessex Water before any drainage works commence. Further information can be obtained from our New Connections Team by telephoning 01225 526222 for Water Supply and 01225 526333 for Waste Water.

Protection of Existing Assets:

A public surface water sewer is shown on record plans within the land identified for the proposed development. It appears that development proposals will affect existing public surface water sewers. It is recommended that the applicant contacts Wessex Water Sewer Protection Team for further advice on this matter. Building over

existing public surface water sewers will not be permitted (without agreement) from Wessex Water under Building Regulations.

Building Near to a Public Sewer:

No building will be permitted within the statutory easement width of 3 metres from the pipeline without agreement from Wessex Water. Please contact our Sewer Protection Team to discuss further 01225 526333.

Separate Sewer Systems:

Separate systems of drainage will be required to serve the proposed development. No surface water connections will be permitted to the foul sewer system.

INFORMATIVE TO APPLICANT

When discharging the surface water condition, the following is expected:

- i. Whilst submitting technical details and design calculations may help illustrate that surface water management can be achieved, there also needs to be a supporting formal strategy report which explains the technical information presented and can be readily understood by the non-technical reader. If the development comes forward in discreet phases, each phase will need to be supported by 'phase specific' documents.
- ii. Adequate attenuation arrangements should be provided from the outset of development ensuring that no uncontrolled surface water is permitted from the site at any stage of development.
- iii. Any outflow from the site must be limited to existing run-off rates and volumes and discharged incrementally for all return periods up to and including the critical 1 in 100 year event.
- iv. Sufficient attenuation volume must be provided within the site to hold the surface water run-off from the developed site up to the critical 1 in a 100 event, including 30% allowance for climate change for the lifetime of the development. Attenuation areas must not be situated in areas at risk from flooding (i.e. fluvial, surface water, ground water etc.). Drainage calculations must be included to demonstrate this (e.g. Windes or similar sewer modelling package calculations that include the necessary attenuation volume).
- v. Exceedence flow occurs during short but very intense rain storms, or if system blockage occurs etc. The large volume of runoff generated from impermeable surfaces during such events may not all be captured by the drainage system and unless otherwise intercepted a proportion could flow uncontrolled onto land under

other ownership or into a watercourse/floodplain. CIRIA good practice guide for designing for exceedance in urban drainage (C635) requires that the run-off from the site during the critical 1 in 100 year storm plus climate change allowance must not be permitted to flow uncontrolled from the site (unless alternative arrangements have been made) and must not reach unsafe depths on site. For surcharge / flooding from the system (which is indicated by the preliminary calculations within the FRA), overland flood flow routes and "collection" areas on site (e.g. car parks, landscaping) must be shown on a drawing.

- vi. Where infiltration forms part of the proposed storm water system such as infiltration trenches and soakaways, soakage test results and test locations are to be submitted in accordance with BRE digest 365.
- vii. The adoption and maintenance of the drainage system for the lifetime of the system must be addressed and clearly stated.

INFORMATIVE TO APPLICANT

Under the terms of the Water Resources Act 1991 and the Land Drainage Byelaws, the prior written Flood Defence Consent of the Environment Agency is required for any proposed works or structures in, under, over or within 8 metres of the top of the bank of the River Mude which is designated as 'main river'. The need for Flood Defence Consent is over and above the need for planning permission. To discuss the scope of our controls and to obtain an application form please contact Daniel Griffin on 01258 483421.

INFORMATIVE TO APPLICANT

There must be no interruption to the existing surface water and/or land drainage arrangements of the surrounding land as a result of the operations on the site. Provisions must be made to ensure that all existing drainage systems continue to operate effectively. This would apply, for example, to the existing overland flow paths shown on the Flood Map for Surface Water. Water Efficiency and Climate Change

INFORMATIVE TO APPLICANT

Safeguards should be implemented during the construction phase to minimise the risks of pollution from the development. Such safeguards should cover:

- a. the use of plant and machinery
- b. oils/chemicals and materials
- c. the use and routing of heavy plant and vehicles
- d. the location and form of work and storage areas and compounds

e. the control and removal of spoil and wastes.

The applicant should refer to the Environment Agency's Pollution Prevention Guidelines at:

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

39 **15/00661/FUL - Whaddon, Hilperton, Trowbridge Wiltshire BA14 6NR**

Public participation:

Ms Fisher and Mr Brackenbury spoke in objection to the application.
Mr Pearce spoke in support of the application.

The Senior Planning Officer outlined the report which recommended that the application for approval subject to conditions.

Members of the public were invited to speak on the application as listed above.

Councillor Clark spoke as the local member.

Issues discussed in the course of the debate included: the views of the Highways and Environmental Health Officers; the planning history on the site; how conditions could be used control use on the site; the layout and proposed uses for the proposals; and the views of the local community regarding highways and environmental issues.

Councillor Ernie Clark proposed and Councillor Trevor Carbin seconded that consideration of the application be deferred to enable a site visit to be arranged.

The proposal was debated and, being put to the vote, was lost.

Councillor Andrew Davis proposed and Councillor Magnus MacDonald seconded that the proposal be granted subject to the conditions set out in the report.

At the end of the debate the meeting;

Resolved to approve 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: LDC.1754_005A, LDC.1754_007, LDC.1754_001

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

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

4. No materials, goods, plant, machinery, equipment, finished or unfinished products/parts of any description, skips, crates, containers, waste or any other item whatsoever shall be placed, stacked, deposited or stored outside any building on the site, and no outside burning of materials or waste shall take place at the site.

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

5. No industrial processes, plant or machinery shall be carried out/installed outside any building on the site.

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

6. The use hereby permitted shall only take place between the hours of 07:30 in the morning and 18:00 in the evening from Mondays to Fridays and between 08:00 in the morning and 13:00 in the evening on Saturdays. The use shall not take place at any time on Sundays and 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.

7. Any spraying shall be restricted to the designated spray booths identified on the approved plans. No spraying shall commence on site until details of the extraction system, including the filtration system to

serve the spray booths (including details of its position, appearance and details of measures to prevent noise emissions) have been submitted to and approved in writing by the Local Planning Authority. The ventilation/extraction equipment shall be installed prior to the designated spray booths being first used for spraying and shall thereafter be maintained in accordance with the approved details.

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

8. Any facilities above ground for the storage of oils, fuels or chemicals shall be sited on an impervious base and surrounded by impervious walls. The volume of the bunded compound shall be at least equivalent to the capacity of the tank plus 10%. All filling points, vents, gauges and sight glasses must be located within the bund. The drainage system of the bund shall be sealed with no discharge to any watercourse, land or underground strata. Associated pipe work shall be located above ground and protected from accidental damage. All filling points and tank overflow pipe outlets shall be detailed to discharge into the bund. The development shall not be first brought into use until such facilities have been constructed and completed in strict accordance with plans approved by the Local Planning Authority.

REASON: To prevent pollution of the water environment

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

http://www.naturalengland.org.uk/Images/ProtectedSpeciesLists_tcm6-25123.pdf, 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

<http://www.ieem.net/members-directory> and consider the need for a licence from Natural England prior to commencing works. Please see Natural England's website

<http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/default.aspx> for further information on protected species.

INFORMATIVE TO APPLICANT

The track which is the site access is also a public bridleway (HILP19). This must be kept clear of vehicles and materials at all times so users can freely pass along here.

40 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 4.16 pm)

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

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

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WESTERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 29 APRIL 2015 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr John Knight (Vice-Chair), Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Dennis Drewett, Cllr Magnus Macdonald, Cllr Horace Prickett, Cllr Pip Ridout, Cllr Jonathon Seed, Cllr Roy While and Cllr Jerry Wickham (Substitute)

Also Present: None

41 Apologies for Absence

Apologies for absence were received from Chris Newbury who was replaced by Cllr Jerry Wickham.

42 Minutes of the Previous Meeting

The minutes of the meeting held on 8 April 2015 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 8 April 2015.

43 Chairman's Announcements

The Chairman gave details of the exits to be used in the event of an emergency.

44 Declarations of Interest

There were no declarations of interest.

45 Public Participation and Councillors' Questions

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.

46 **Planning Applications**

The Committee considered the following application:

47 **15/00636/FUL - Former Peter Black Toiletries Factory, Cradle Bridge, Castle Street, Trowbridge**

Public participation:

Mr Francis Morland spoke in objection to the application.

Mr Mike Baxter spoke in relation to the site.

Mr Kevin Hunt spoke in support of the application.

Councillor John Knight spoke as the local member.

The Senior Planning Officer outlined the report which recommended the application for approval subject to conditions. He was supported by a Senior Highways Engineer.

Members of the public were invited to speak on the application as listed above.

Issues discussed in the course of the debate included: the location of the sewers across the site and the restrictions they placed on the redevelopment of the site; the traffic and pedestrian access to the site; the consultation with and the views of the public; how the impact of the extra traffic had been assessed; and the parking strategy for the site.

The Committee considered the implications of car parking provision on the proposed site, and requested that when the officers considered the car parking management strategy they give sufficient weight to the Committee's views that an appropriate level of free parking should be made available on the site.

Councillor John Knight proposed and Councillor Pip Ridout seconded that the permission should be granted in line with the officers recommendations.

At the end of the debate the meeting;

Resolved to approve 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 approved plans listed in the Drawing Register and Issue Sheet (reference QMF10) received on 7 April 2015.

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 and The Town and Country Planning (Use Classes) (Amendment) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), units 1 & 2 shall be used solely for purposes defined as either A1, A2, A5, and D1 uses, unit 3 shall be used for A1 uses only and unit 4 used for a mix of A3/A4 uses only as directed by Part 3 of the Second Schedule of the aforementioned Order(s) (or in any provisions equivalent to the stated classes in any statutory instrument revoking or re-enacting the Order(s) with or without modification).

REASON: The proposed mix of uses are considered to be acceptable but the Local Planning Authority wish to consider any future proposal for change(s) of use, other than a use within the same use class, having regard to the circumstances of each case.

4. No development shall commence on site (including any works of demolition), until a Construction Method Statement and Environmental Management Plan, which shall include the following:
 - a) The parking and routing of site operative vehicles and visitors; b) loading and unloading of plant and materials; c) the form of storage and location of plant and materials (including any oils or chemicals) used in constructing the development; d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate; e) measures to control the emission of dust and dirt during construction; f) a scheme for recycling/disposing of waste resulting from demolition and construction works; g) measures for the protection of the natural environment outlining the measures to be adopted to prevent detrimental impacts to the River Biss and the riparian habitat (which should include the construction of the bridge crossing); and, h) the hours of construction, including deliveries of materials 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.

REASON: This information/level of detail has not been submitted with the application and is considered necessary 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.

NOTE: The applicant/developer is encouraged to refer to the Environment Agency's Pollution Prevention Guidelines at:
<https://www.gov.uk/government/collections/pollution-prevention-guidance-ppg>

- 5. 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 all retained trees on site and immediately adjoining the site are protected following the recommendations contained within the Arboricultural Impact Assessment, and Tree Protection Plan dated January 2015 (produced by Hillside Trees Ltd) in accordance with British Standard 5837: 2012: "Trees in Relation to Design, Demolition and Construction Recommendations"; and, no works shall take place until a detailed arboricultural method statement (AMS) has been submitted to, and approved in writing by the local planning authority.**

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 practice.

If any retained tree is removed, uprooted, destroyed or dies, another tree shall be planted at the same place, at a size and species and planted at such time, that must be agreed in writing with the Local Planning Authority.

No fires shall be lit within 15 metres of the furthest extent of the canopy of any retained trees or hedgerows or adjoining land and no concrete, oil, cement, bitumen or other chemicals shall be mixed or stored within 10 metres of the trunk of any tree or group of trees to be retained on the site or adjoining land.

[In this condition "retained tree" means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs above shall have effect until the expiration of five years from the date of commencement].

REASON: The information is necessary to ensure a satisfactory landscaped setting for the development and the protection of existing trees/vegetation which provide an important vegetated backdrop and riparian habitat.

- 6. Following the demolition of the former factory buildings, all debris/ demolition material not identified for re-use shall be removed from the site within one month of demolition and prior to the construction phase(s) commencing.**

REASON: In the interests of safeguarding the character and appearance of the adjacent Conservation Area and nearby listed buildings and the general area including neighbouring amenities (and avoiding the formation of another "Mount Crushmore" which blighted the St Stephens Place site for many years).

- 7. No development on each individual building or public realm (each relevant part of the scheme) shall commence on site other than that required to be carried out as part of demolition phase(s), until details and samples and details of all external materials including both the buildings and public realm throughout the development site 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: This information/level of detail has not been submitted with the application and is considered necessary in the interests of visual amenity, promoting a high quality public realm and protecting/enhancing the setting of the Conservation Area.

- 8. No development shall commence on site other than that required to be carried out as part of demolition phase(s), until:**
 - A written programme of archaeological investigation has been submitted to and approved by the Local Planning Authority (which should include on-site and off-site work such as the analysis, publishing and archiving of archaeological results/findings); and**
 - The approved programme of archaeological work has been carried out in accordance with the approved details.**

REASON: This information/level of detail has not been submitted with the application and is considered necessary to enable the recording of any matters of archaeological interest.

NOTE: The above work should be conducted by a professional archaeological contractor and the applicant should be made aware of the consequential financial implications.

9. No development shall commence on site other than that required to be carried out as part of demolition phase(s), until a lighting plan for the site has been submitted to and approved in writing by the Local Planning Authority. The lighting shall be designed to minimise light spill and sky glow, and to minimise light levels along the northern site boundary to the River Biss and the replacement bat roost to below 1 Lux.

REASON: This information/level of detail has not been submitted with the application and is considered necessary in order to limit the impact of lighting on lesser horseshoe and common pipistrelle bats and the River Biss corridor

10. No development shall commence on site other than that required to be carried out as part of demolition phase(s), until an amended landscaping scheme has been submitted to and approved in writing by the Local Planning Authority. The plan should include additional riverside and riverbank enhancement planting as well as additional landscaping throughout the scheme (where appropriate) using native tree and shrub species. The approved scheme shall be implemented in accordance with British Standards, including regard for plant storage and ground conditions at the time of planting in the first planting season following the first occupancy of any of the approved units. 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: In order to enhance the riverside corridor for biodiversity, including foraging/commuting bats, in accordance with paragraph 118 of the National Planning Policy Framework, and to shield the river from the lighting associated with the development site.

11. The development hereby approved shall be carried out in accordance with the recommendations made in sections 4.3, 4.4 and 4.5 (birds), 4.11 to 4.13 (schedule of works), 4.14 to 4.20 (replacement bat roost provision), 4.23 to 4.27 (lighting) and 4.28 to 4.30 (landscaping) of the amended 'Ecological Appraisal and Protected Species Surveys of Site at Cradle Bridge, Trowbridge' report dated 24 November 2014 prepared by Crossman Associates and as amended by a Natural England European Protected Species Licence, unless otherwise agreed in writing with the Local Planning Authority.

REASON: To ensure adequate protection and mitigation for protected species.

12. Permanent bat roosts and access points, including any amendments approved under a relevant European Protected Species Licence from Natural England, shall be provided in the agreed condition for the use by bats for the lifetime of the development in accordance with Figure 5 of the amended 'Ecological Appraisal and Protected Species Surveys of Site at Cradle Bridge, Trowbridge' report dated 24 November 2014 prepared by Crossman Associates and the 'Replacement Bat Roost' drawing number A_PL_BR_100 dated 30.09.2014 prepared by AU Architects Ltd . The replacement roosts and access points shall be available for bat use before the first occupation of any of the units hereby approved.

REASON: To compensate for the loss of bat roosts and to safeguard European protected species.

13. Prior to the first occupation of any of the units hereby approved, the applicant shall provide details of a bat roost monitoring scheme and bat activity on the River Biss by a competent ecologist. The monitoring period should last for a minimum of 3 years post-completion of the development and should be carried out in full accordance with the approved scheme and Protected Species Licence. The results of the monitoring scheme along with details of any modifications considered necessary to ensure the mitigation scheme is effective shall be submitted to the Local Planning Authority for approval annually. Any approved modifications should be implemented in accordance with an agreed documented timeframe.

REASON: To provide information on the success of the bat roost mitigation and to make amendments to ensure the success of the scheme where necessary, in the interests of biodiversity.

- 14. No development shall commence on site other than that required to be carried out as part of demolition phase(s) and any required scheme of remediation approved by the Local Planning Authority required by this condition), until steps (i) to (iii) below have been fully complied with. If ‘unexpected contamination’ is found after works commence, development must be halted on that part of the site affected by the ‘unexpected contamination’ to the extent specified by the Local Planning Authority in writing until step (iv) has been complied with in full in relation to that contamination.**

Step (i) Site Characterisation: An investigation and risk assessment must be completed to assess the nature and extent of any contamination on the site, whether or not it originates on the site. The investigation and risk assessment must be undertaken by competent persons and a written report of the findings submitted to and approved in writing by the Local Planning Authority. The report of the findings must include:

**A survey of the extent, nature and scale of contamination on site;
The collection and interpretation of relevant information to form a conceptual model of the site, and a preliminary risk assessment of all the likely pollutant linkages;**

If the preliminary risk assessment identifies any potentially significant pollutant linkages a ground investigation shall be carried out, to provide further information on the location, type and concentration of contaminants in the soil and groundwater and other characteristics that can influence the behaviour of the contaminants;

An assessment of the potential risks to human health, property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes, adjoining land, groundwater and surface waters, ecological systems, archaeological sites and ancient monuments;

This must be conducted in accordance with DEFRA and the Environment Agency’s “Model Procedures for the Management of Land Contamination, CLR 11” and other authoritative guidance.

Step (ii) Submission of Remediation Scheme: If any unacceptable risks are identified as a result of the investigation and assessment referred to in step (i) above, a detailed remediation scheme to bring the site to a condition suitable for the intended use must be prepared. This should detail the works required to remove any unacceptable risks to human health, buildings and other property and the natural and historical environment, should be submitted to and approved in writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed

remediation objectives and remediation criteria, a timetable of works and site management procedures.

Step (iii) Implementation of Approved Remediation Scheme: The approved remediation scheme under step (ii) must be carried out in accordance with its requirements. The Local Planning Authority must be given at least two weeks written notification of commencement of the remediation scheme works.

Step (iv) Reporting of Unexpected Contamination: In the event that contamination is found at any time when carrying out the approved development that was not previously identified it should be reported in writing immediately to the Local Planning Authority. An investigation and risk assessment should be undertaken in accordance with the requirements of step (i) above and where remediation is necessary, a remediation scheme should be prepared in accordance with the requirements of step (ii) and submitted to and approved in writing by the Local Planning Authority.

Step (v) Verification of remedial works: Following completion of measures identified in the approved remediation scheme a verification/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: This information/level of detail has not been submitted with the application and is considered necessary to prevent pollution of controlled waters.

- 15. No permission is hereby granted for the raising of the ground levels across the site above the typical site/floor level of 35.8m AOD (above ordnance datum), with the exception of minimal building footprint and essential access steps and ramps (which shall be set no lower than 36.1m AOD). Any modifications made to the footprint of the units hereby approved or encroachment towards the riverbank profile would require the express written permission of the local planning authority following consultation with the Environment Agency and potentially with Wessex Water in relation to the public sewer.**

REASON: To minimise flood risk and to have due regard for environmental considerations.

- 16. Prior to the construction of the bridge crossing, a detailed scheme documenting all the technical specifications including foundations, abutments, piers, and approach ramps and any other infrastructure has been submitted to and approved in writing by, the local planning authority. The footbridge and its associate infrastructure must not encroach into/over/upon the existing riverbank profile, and must be designed to minimise impact on flood storage and conveyance.**

REASON: This information/level of detail has not been submitted with the application and is considered necessary to minimise flood risk.

- 17. No development shall commence on site other than that required to be carried out as part of demolition phase(s), until a detailed surface water run-off management scheme, supported by drainage strategy report and design calculations, has been submitted to, and approved in writing by the Local Planning Authority. The submitted details shall clarify the intended future ownership and maintenance for all drainage works serving the site. The approved scheme shall be implemented and maintained in accordance with the approved programme and details.**

REASON: This information/level of detail has not been submitted with the application and is considered necessary to prevent any increased risk of surface water flooding associated the development.

NOTE: Additional guidance is provided within Informative 8 with regard to the above requirements.

18. No development shall commence on site other than that required to be carried out as part of demolition phase(s), until a scheme for the discharge of foul water from the site has been submitted to and approved in writing by the Local Planning Authority and no building shall be first brought into use until the drainage scheme approved for it has been implemented.

REASON: This information/level of detail has not been submitted with the application and is considered necessary to ensure that the development can be adequately drained and serviced.

19. No development shall commence until off-site highway improvements works to the footpath linking the site with Brown Street (to facilitate the joint use with cycles) have been submitted to and improved in writing by the local planning authority, and none of the units shall be brought into use until the agreed works are completed.

REASON: In the interest of highways safety and to promote sustainable modes of transport.

20. None of the units on the site shall be brought into use until a feasibility study to investigate potential measures to improve the operation of the County Way gyratory has been prepared by the applicant and submitted to and approved in writing by the Local Planning Authority.

REASON: To satisfy Council and Masterplan aspirations in terms of delivering enhanced site permeability and town centre linkage.

NOTE: The developer obligations relative to the above requirement shall be enshrined within a s278 legal agreement pursuant to the Highways Act 1980.

21. Prior to the first occupation of any of the units hereby approved, the foot/cycle bridge crossing shall be constructed in accordance with the hereby approved plan drawings and shall be available for use to allow for direct connectivity between the site and the St Stephens Place leisure hub.

REASON: To define the terms of the permission and to satisfy Council and Masterplan aspirations in terms of delivering enhanced site permeability, town centre linkages and to accord with the applicant's own designed planning concept.

22. The buildings hereby approved shall achieve the BREEAM's 'Very Good' Standard as documented / proposed by the applicant's submitted Sustainable Energy Strategy, and within 3 months of

being first occupied or brought into use, a post construction stage certificate certifying that the 'Very Good' standard has been achieved shall be issued and submitted to the local planning authority for its written approval.

REASON: To ensure that the objectives of sustainable development set out policy CP41 of the Wiltshire Core Strategy are achieved.

23. Suitable ventilation and filtration equipment shall be installed to suppress and disperse any fumes and/or smell created from cooking operations within unit 4. Details of the equipment shall be submitted to and approved in writing by the Local Planning Authority prior to the Toby Carvery (or any other operator) being brought into use. Any works which form part of the approved scheme shall be completed before the premises are first occupied and maintained in effective condition at all times thereafter.

REASON: In order to minimise nuisance, prevent pollution and safeguard the amenities of the area in which the development is located.

24. No demolition or construction work associated to the development hereby approved, shall take place outside the hours of Mondays - Fridays 07:30 – 18:00hrs and Saturdays 08:00 – 13:00hrs; and, not at all on Sundays or Bank and Public Holidays.

REASON: In order to safeguard the amenity of the area in which the development is located.

25. No building shall be occupied until a site management plan has been submitted to and approved in writing by the Local Planning Authority. The plan shall include:
- full details of a scheme to manage the on-site car park to prevent anti-social behaviour, and measures to ensure its safe use,
 - management responsibilities for liaison with the crime prevention working group;
 - details of the provision of CCTV, with details of whether it will be linked to the Trowbridge CCTV system;
 - measures for the control of litter; and
 - the management of the site shall be carried out in accordance with the agreed management plan.

REASON: In the interests of public safety and promotion of a high quality public realm.

- 26. The development hereby approved shall be carried out in accordance with the recommendations contained within the submitted Travel Plan produced by Callidus Transport and Engineering dated January 2015 unless otherwise approved in writing by the local planning authority.**

REASON: To define the terms of this permission as well as promoting and delivering sustainable transport measures.

- 27. None of the units hereby approved shall be brought into use until the associated parking (including the cycle spaces) and service areas have been consolidated, surfaced and laid out in accordance with the approved plans. The parking and service areas shall thereafter be maintained free from obstruction(s) for such uses for the lifetime of the development.**

REASON: To ensure that adequate parking and provision for loading/unloading is made within the site in the interests of highway safety and good planning.

- 28. No unit hereby approved shall be brought into use until a delivery management plan for that unit (confirming times of deliveries and adopted safety measures) and car parking management strategy (confirming the charging regime) has been submitted to and approved in writing by the local planning authority. Following approval, the plan and strategy shall be adhered to at all times unless otherwise agreed in writing by the local planning authority.**

REASON: To define the terms of this permission and in the interests of highway and public safety.

Planning Informatives

Informative 1: Although the Site Waste Management Plan 2008 Regulations were repealed in December 2013, developers are still encouraged as good practice to have a site waste management plan (SWMP) for all new major construction projects (worth more than £300,000) which should be shared with the local planning authority. The level of detail within a SWMP depends on the estimated build cost, excluding VAT. All waste movements should be documented and having a SWMP will help ensure compliance with the duty of care and handling any hazardous materials. In this particular case, any Site Waste Management Plan should outline the waste minimisation measures to be employed, any re-use or recovery of on-site waste should be identified and managed; pre-fabrication and off-site construction work opportunities where applicable, should be considered to further minimise on-site waste.

Informative 2: The developer/applicants are advised to note the content of Wessex Water's consultation response dated 4 March 2015. It has been confirmed that formal approval will be required from Wessex Water in respect to points of connection and rates of discharge.

Informative 3: There should be no burning of demolition material or having fires during the course of site redevelopment in the interests of public and highway safety, pollution control and general amenities.

Informative 4: The applicant/developer is encouraged to note the advice and guidance provided by the Wiltshire Fire & Rescue Service to ensure there sufficient provision of water for fire fighting purposes on the site as well as access. More specific guidance can be obtained direct from the fire authority including advice on the location of fire hydrants. The applicant/developer is also advised that once constructed and put to use, commercial premises will be subject to the Regulatory Reform (Fire Safety) Order 2005. Further information can be found on the Wiltshire Fire & Rescue Service website, where published guides are available to download. The following further advice is also provided:

The applicant/developer is strongly advised to plan for the installation of appropriate sprinkler system(s) for these premises. There are ten good reasons to install automatic sprinkler systems:

- In the UK, there has never been a fire death in a building with sprinklers
- Installation cost is minimal in a new build (approximately 2-5%)
- Maintenance costs are low and sprinkler systems are designed to last in excess of 50 years
- Fire damage can be reduced by 90% compared to a similar, unprotected building
- The chances of accidental discharge due to a manufacturing fault is 1 in 16,000,000 heads
- The likelihood of accidental damage causing a discharge is 1 in every 500,000 heads
- Installation of a sprinkler system may allow the relaxation of other passive fire safety measures
- Insurance costs may be significantly reduced
- Sprinklers will control a fire with significantly less water than full fire service intervention
- Greatly reduced business disruption due to a fire and improved recovery from it.

Informative 5: The developer/applicant is encouraged to contact Wessex Water to agree separate systems of drainage/ points of connection and rates of discharge as well as submit formal applications to connect under the Water Industry Act 1991.

Informative 6: The developer/applicant is asked to duly note that under the permission hereby granted, no consent is given for any adverts indicatively illustrated on various plan drawings. Separate subsequent advertisement consent would be required.

Informative 7: Tree surgeons undertaking works to trees should be aware that if at any time during the works to trees there is any evidence of bats found (the active bat season being from May to September inclusive), the tree surgeon should stop work immediately and contact the National Bat Helpline on 0845 1300 228 for further information. Bats are protected species as set out in the Conservation of Habitats and Species Regulations 2010 which came into effect on 1st April 2010. It is an offence to kill bats, disturb them or their roosts.

Informative 8: The surface water management scheme required by condition 17 must meet the following criteria:

- a. Whilst submitting technical details and design calculations may help illustrate that surface water management can be achieved, there also needs to be a supporting formal strategy report which explains the technical information presented and can be readily understood by the non-technical reader. If the development comes forward in discreet phases, each phase will need to be supported by phase-specific documents.
- b. Sufficient attenuation volume must be provided within the site to contain the surface water run-off from the developed site up to the critical 1 in a 100 event, including 30% allowance for climate change for the lifetime of the development. This uplift is required in addition to the nominal reduction in peak runoff. Drainage calculations must be included to demonstrate this (e.g. Windes or similar sewer modelling package calculations that include the necessary attenuation volume). Adequate attenuation arrangements should be provided from the outset of development ensuring that no uncontrolled surface water during events up to and including the design event is permitted from the site at any phase/stage of development.
- c. Peak runoff from the site must not exceed the proposed 82.5l/s.
- d. Attenuation areas must not be situated in areas at risk from flooding (i.e. fluvial, surface water, ground water etc.).
- e. Exceedence flow occurs during short but very intense rain storms, or if system blockage occurs etc. The large volume of runoff generated from impermeable surfaces during such events may not all be captured by the drainage system and unless otherwise intercepted a proportion could flow uncontrolled onto land under other ownership or into a watercourse/floodplain. CIRIA good practice guide for designing for exceedance in urban drainage (C635) requires that the run-off from the site during the critical 1 in 100 year storm plus climate change allowance must not be permitted to flow uncontrolled from the site (unless

alternative arrangements have been made) and must not reach unsafe depths on site. For surcharge / flooding from the system (which is indicated by the preliminary calculations within the FRA), overland flood flow routes and "collection" areas on site (e.g. car parks, landscaping) must be shown on a drawing.

f. Where infiltration forms part of the proposed storm water system such as infiltration trenches and soakaways, soakage test results and test locations are to be submitted in accordance with BRE digest 365.

g. The adoption and maintenance of the drainage system for the lifetime of the system must be addressed and clearly stated.

Informative 9: Under the terms of the Water Resources Act 1991 and the Land Drainage Byelaws, the prior written Flood Defence Consent of the Environment Agency is required for any proposed works or structures in, under, over or within 8 metres of the top of the bank of the River Biss, designated a 'main river'. The need for Flood Defence Consent is over and above the need for planning permission and may require significantly more detail including engineering details of all permanent works, temporary works details and method statements. To discuss the scope of the Environment Agency's controls and to obtain an application form, applicants/developers should contact Daniel Griffin on 01258 483351.

Informative 10: The applicant/developer should duly note that no consent has been granted for any signage as part of this planning submission. Separate advertisement consent application would need to be submitted with all the relevant detailed specification which the local planning authority shall duly consider.

48 Urgent Items

There were no urgent items.

(Duration of meeting: 3.00 - 3.45 pm)

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

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AUDIT

DRAFT MINUTES OF THE AUDIT MEETING HELD ON 10 MARCH 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Richard Britton (Vice Chairman), Cllr Rosemary Brown, Cllr Tony Deane (Chairman), Cllr Stewart Dobson, Cllr Julian Johnson, Cllr Stephen Oldrieve, Cllr Helen Osborn (Substitute), Cllr Linda Packard, Cllr Sheila Parker, Cllr David Pollitt and Cllr James Sheppard

Non-voting Committee Members:

Cllr Jane Scott OBE and Cllr Dick Tonge

Also Present:

Suella Coman, Mr Darren Gilbert, Carolyn Godfrey, David Hill, Michael Hudson, David Parkes, Matthew Tiller and Cllr Dick Tonger (Chief Accountant).

12 **Apologies and Membership Changes**

Membership change - Cllr Jeff Osborn had been appointed as a full committee member in place of Cllr Helen Osborn who had become a substitute.

Apologies were received from Corporate Director Carlton Brand.

Apologies were received from Cllr Jeff Osborn who was substituted by Cllr Helen Osborn.

13 **Chairman's Announcements**

The Chairman announced a training session that would take place in April 2015 which would be discussed later in the meeting. The Chairman also announced that significant work was being done on risk. Jason Teal (Head of Risk) would present to the Committee in June 2015.

14 **Minutes of the Previous Meeting**

Resolved:

The minutes of the previous meeting held on 27 January 2015 were approved with one amendment to the SWAP figures (item 57, second paragraph, there

were 97 recommendations and 38 had been completed. There were 59 recommendations outstanding).

15 **Members' Interests**

There were no declarations.

16 **Public Participation and Committee Members' Questions**

There was no members of the public present.

17 **Internal Audit Annual Plan (SWAP)**

The Internal Audit presentation was given by the Associate Director for Finance and the Executive Director (SWAP). It was noted by Members that there was a need to reduce the internal audit fee and future audits would be focussing on adding value. The Audit process would change and detailed training process would be provided. The new approach could be seen at other Local Authorities such as Lincolnshire. There was a need for the audit plan to be more risk focussed.

The presentation discussed how internal audit had changed. The need to ensure value for money was discussed. It was noted that managers must work with Audit to identify additional risks.

Changes to local authorities were raised, including fewer staff, less money and a greater reliance on IT. There was also an increased public demand and expectation of their local authority. The role of greater partnership working and external monitoring was also discussed.

The need to ask if Internal Audit was adding value was previously raised. Audit's focus was seen as being too broad and it was necessary to look at a different approach. There would be shared risk and a control assurance map for each functional area. Internal Audit would meet with managers to find issues and create assurances. Suggested key risks and projects were raised as a point of focus. The role of benchmarking in risk was also highlighted. It was heard that this should not be seen as a short-term audit plan.

The three lines of defence were explained: firstly, management controls, secondly, functions that oversee risk and finally, internal audit. Internal Audit would work outside of the first two lines of defence. It would focus on areas where there was the greatest need. The new approach would see a reduction in the number of audits and eliminate silos. This process would promote the efficient use of assurance resources and decrease the overall costs. It was explained to Members as a 'health check rather than heart check' as it looked at the organisation overall rather than a specific process in isolation. Gaps in service area risk profiles would be raised with the relevant manager.

Combined Assurance Planning was explained by the Executive Director (SWAP) and would be piloted in Children's Safeguarding and Public Health. It would be mapped across other SWAP Local Authorities. The model of Lincolnshire County Council would be used but this model would be new to Wiltshire Council. The Lincolnshire County Council public audit reports pack would be circulated to Members. Training sessions would supplement additional reading materials to explain the changes that were to be made. The Associate Director for Finance explained that this approach would be stopped should it not be successful.

It was noted that this approach would be reviewed with the Audit Committee before being taken to Cabinet. The Associate Director for Finance explained that this approach had been presented to the Corporate Directors and the need to add value was emphasised.

The Chairman invited Members to give their input on the changes proposed during the presentation. Members discussed the evolution of the internal audit process and the Associate Director stated that this process would show dividends. The need for managers to provide evidence in relation to their performance data and risks was raised. The need for a cultural change in the approach to Internal Audit was stated; it was necessary for peer to peer interaction to see the benefits of this process. Concern was raised that this would be a bottom up approach but reassurance was given that the Corporate Leadership team supported the plans at this time.

Feedback would be given in July 2015 by the senior management who were involved in the piloting phase.

The Associate Director stated that all audits that were in process would be completed as planned. The Audit Committee's potential input into which areas would be prioritised was discussed. Members would be given the opportunity to steer towards the prioritisation at the training session.

Members asked questions in regards to the work of the risk management team and the continuing reduction of the internal audit fee. It was explained that the audit fee could change should new risks be identified. The Executive Director (SWAP) explained that there had been personnel changes that had had an impact on risk. It was stated that there had been no rate change in regards to the Internal Audit fee. It was explained that audits would only be carried out when absolutely necessary.

Debate continued to discuss the changes to internal audit with focus on the need for an open culture from managers. The Associate Director for Finance gave assurances that the process proposed encouraged a culture in line with the Council's Behaviours Framework.

The Chairman wished the Internal Audit team success on behalf of the Committee.

Resolved:

To note the report and request further training in next six weeks. To also request a further progress report and presentations in relation to the pilot work being undertaken.

18 **External Audit Plan (KPMG)**

The External Audit Plan was presented by Darren Gilbert (KPMG) , which summarised key aspects for the year ahead. Responsibilities remained unchanged. The pension fund was discussed with focus on the regulatory reform process. The estates strategy was also discussed.

Members had the opportunity to ask questions. It was asked whether KPMG had been involved in discussions with internal audit and the finance team in regards to the change of approach in internal audit.

Members discussed the proposed audit in regards to the potential £70M of proposed funding for Wiltshire Council Hubs. It was stated that the audit team would through the planning process, to consider any focused scope of audit to address risk that could include how value for money was assessed. The Associate Director, Finance noted that further reports would continue to be brought to Cabinet, noting the value and cost of the project.

The BBLP audit was raised but not discussed as it was now a scrutiny matter. The Associate Director, Finance, would update Members on where this particular audit would be discussed.

Resolved:

To adopt the External Audit Plan.

19 **Forward Work Programme**

The forward plan was noted by the Committee.

20 **Date of next meeting**

The next meeting would take place on 23 June 2015 in the Council Chamber, County Hall, Trowbridge.

21 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10:30 – 12:05)

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STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 4 MARCH 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Allison Bucknell (Chair), Cllr John Smale (Vice Chairman), Cllr David Pollitt, Cllr David Jenkins, Cllr Peter Evans (Substitute), Cllr Mike Hewitt, Cllr Bill Moss (Substitute), Cllr Bob Jones MBE and Cllr Graham Wright

12 Apologies for absence

Apologies for absence were received from Cllr Jane Scott OBE, who was substituted by Cllr Bill Moss and Cllr Stuart Wheeler, who was substituted by Cllr Peter Evans.

13 Minutes of Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 7 January 2015 as a correct record.

14 Declarations of Interest

There were no declarations of interest.

15 Chairman's Announcements

There were no Chairman's announcements.

16 Public Participation

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

17 **Shared Parental Leave Policy & Procedure**

Consideration was given to a report by the Associate Director, People & Business concerning a shared parental leave policy and procedure, which set out the arrangements for staff and managers for making and processing requests for shared parental leave in line with statutory regulations. It was noted that the shared parental leave policy was linked to the maternity and adoption policies and procedures.

It was noted that the Shared Parental Leave Regulations came into effect on 1 December 2014 and enabled eligible parents to choose to share the maternity/adoption leave and pay in a more flexible way and pay of a mother/primary adopter as shared parental leave if desired. This shared leave could be taken in the year after the birth of a child or its placement for adoption for the purpose of carrying out the main caring responsibilities for that child. It would apply to parents of children who were expected to be born or placed for adoption on or after 5 April 2015.

It was explained that the proposed parental leave policy had been drafted to reflect the statutory regulations; however, the current maternity and adoption schemes would remain available to eligible staff. Shared parental leave would need to be taken in weekly blocks and requests would be considered by the appropriate manager who would be responsible for maintaining the service during the member of staff's absence. It was not anticipated that there would be a significant take up for this facility.

After some discussion,

Resolved:

- (1) To approve the proposed shared parental leave policy and procedure.**
- (2) To request that the numbers of staff taking up this facility be added to the quarterly workforce reports.**

18 **Staff Survey Results and Launch of Learning and Performance Management System (LMPS).**

The Committee received a report by the Associate Director, People & Business, which provided an update on the overall corporate results of the 2014 staff survey. It outlined the priorities arising from the survey and how the new learning and performance system, due to be launched at the end of April 2015, would support delivery of these priority actions.

It was noted that the staff survey was a key way in which was measured staff engagement. This was important to assist the Council's ability to deliver the people strategy and business plan outcomes.

The overall response rate across Wiltshire Council was 60% which was the same as in 2012 and was considered to be a good response for an organisation of this size. The survey results showed continued improvements in the way staff viewed the Council as an employer. There had been a rise of 4.9% in staff engagement and a reduction in those whose responses showed themselves to be fully disengaged. The survey responses continued to reflect strong embedding of the behaviours framework, with 95% of staff stating that they understood the behaviours that were expected of them.

Whilst the results indicated good employee engagement, the need for continual improvement was recognised. Based on survey feedback it had been decided to create a key corporate priority “Every employee to have an annual appraisal and clear development plan.” Furthermore, a further corporate priority had been agreed, namely that “Everyone should be involved in making improvements through service level planning.” There was a requirement that all services carry out action planning involving staff in making positive changes based on the survey responses within their own areas.

The Committee went on to consider the launch of the learning and performance management system (LMPS), hopefully at the end of April. It was noted that managers had been recording appraisals on SAP but unfortunately this system had not been designed for this purpose. It was explained that the new LMPS was a much simpler and more intuitive system which would support managers to carry out appraisals with their staff, creating objectives and reviewing development plans.

The LMPS could be used to cascade objectives to groups of staff which would be linked to the business plan. Initially the key cascaded objectives to all managers would support the following priorities arising from the staff survey:-

- Carry out action planning based on staff survey responses
- Carry out appraisal, objective setting and development planning with every employee

Members of the Committee welcomed the introduction of the LMPS and in particular, its link to the Council’s business plan and also the use of e learning.

Resolved:

- (1) To note the results of the 2014 staff survey and the key priorities arising.**
- (2) To note the benefits that the introduction of the LMPS would bring, particularly in supporting the key corporate priority arising from the staff survey and to request that:**
 - (i) the cost of introducing this system be circulated to Members of the Committee, and**

- (ii) a demonstration of the new system be made at the July meeting of this Committee.

19 **Date of Next Meeting**

Resolved:

To note that the next meeting of this Committee was due to be held on Wednesday 6 May 2015 at County Hall, Trowbridge, starting at 10.30am.

20 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 - 11.40 am)

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JOINT STRATEGIC ECONOMIC COMMITTEE

DRAFT MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE MEETING HELD ON 1 APRIL 2015 AT COMMITTEE ROOM B - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.

Present:

Cllr Jane Scott OBE (Chairman), Cllr David Renard (Vice Chairman),
Cllr John Thomson, Cllr Brian Mattock, Cllr Fleur de Rhé-Philippe, Cllr Garry Perkins,
Mrs Nicky Alberry and Mr Neil Holt

Also Present:

Cllr Chris Caswill (WC)

1 **Apologies**

An apology was received from Mr Barry Dennington, Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).

Apologies were also received from Dr Carlton Brand, Corporate Director, and Robin Townsend, Associate Director (Corporate Function and Procurement), of Wiltshire Council.

2 **Declarations of Interest**

There were no declarations.

3 **Terms of Reference**

The terms of reference as approved by both local authorities were noted.

4 **Chairman's Announcements**

The Chairman welcomed those present to the first public meeting of the Joint Strategic Economic Committee (JSEC), in particular those members of the public in attendance.

It was announced that as required by the government the SWLEP had prepared an assurance framework, which had been submitted to the Department for Business, Industry and Skills (BIS) for consideration.

5 **Public Participation**

The Chairman welcomed contributions from members of the public in attendance.

Councillor Chris Caswill, Chippenham Monkton Division, Wiltshire Council, made a statement welcoming the creation of the JSEC as a step toward more accountability and visibility for the procedures of the SWLEP, and urged consideration of the priorities to be assessed and concerns and hopes of the public about potential projects, raising in particular the issue of a possible Chippenham Link Road.

Councillor Caswill had also submitted seven questions, which had been included together with responses under Agenda Supplement 1, and as a supplementary requested the SWLEP website be very clear as to the status of those council officers working in partnership with the SWLEP, but who were not formally seconded. This was taken on board, although it was stated it was important that the involvement of the senior council officers with the Secretariat work of the SWLEP should be highlighted.

Mr Steve Perry asked a question about the level of democracy that the JSEC entailed, and whether the structure the counties had been instructed to operate within was satisfactory.

The Chairman and Vice-Chairman, Councillors Jane Scott and David Renard, responded that the local authorities provided accountability for the SWLEP, and that though the LEPs were a relatively new model of working for local authorities, it was the only way to obtain further infrastructure spending into the county and in a more joined-up fashion.

It was further added that the JSEC being set up showed the government recognised the concern about a lack of democratic accountability and was taking action. Furthermore, the SWLEP was presently the only LEP in the country which also had a Scrutiny body assessing its work, through the Joint Scrutiny of the Swindon and Wiltshire Local Enterprise Partnership Task Group.

6 Local Enterprise Partnership (LEP) Commissioning Group

Isobel Brown, Director of Partnership and Programmes for the SWLEP, presented an update on behalf of the LEP Commissioning Board on updates to the government's Local Growth Fund (LGF). As detailed in the update report, the SWLEP secured an additional £11.5m in January 2015 to a total of £141m from the fund, and at 1.93% of the total funds allocated to date, well ahead of the planning estimates of what the SWLEP had expected to receive.

Details of the projects to be funded were provided as per the report update, and it was stated that mitigating measures were in place for those where concerns had previously developed, such as match funding being secured where finance gaps had been identified.

The LGF2 had secured funding for 3 projects as detailed in the update report, and these would start to be delivered from 2016 onwards.

Further to the Chairman's announcement on the creation and submission of an assurance framework for the SWLEP, it was also stated that a process for

future projects to be suggested by members of the public would be available in due course.

Mrs Nicky Alberry, Vice-Chairman of the SWLEP, also updated the Committee regarding work to refresh the Strategic Economic Plan (SEP) to ensure a robust and up-to-date plan and a portfolio of projects with which to bid for funding, as it was anticipated that whatever the result of the upcoming General Election, LEPs would continue to be the main conduit for promoting local economic growth, with future rounds of funding allocations expected.

It was stated that a working party had been set up, to be chaired by Mrs Alberry and to report to the LEP Board in May 2015, and to include new members not involved in the initial SEP preparatory work, to look into refreshing the SEP, with a focus on sectors, employment skills, colleges and further building upon the priorities of the SWLEP. It was also requested that work be undertaken to look at key performance indicators

Resolved:

To note the report, and to add a standing item to future agendas to analyse Key Performance Indicators (KPI) in relation to the activities for the SWLEP.

7 Planning Update - Commencement of Preparation of New Joint Strategic Housing Market Assessment for Wiltshire and Swindon

Alistair Cunningham (Associate Director, Economic Development and Planning, Wiltshire Council, and member of the SWLEP Secretariat) and Richard Bell (Head of Planning, Regulatory Services, Heritage and Libraries, Swindon Borough Council) presented an update on the preparation of the New Joint Strategic Housing Market Assessment for Wiltshire and Swindon.

It was stated both authorities have a history of collaborative working in relation to strategic planning including preparation of joint development plans for Minerals and Waste matters, and with cross boundary strategic planning matters during preparation of each authorities' Development Plans. Both plans have been adopted by their respective authorities, however both accepted a need for an early review to extend the plan periods beyond 2026 as part of the Inspectors' determination of the soundness of both plans.

The first step in the review process would be the preparation of a Strategic Housing Market Assessment (SHMA) in co-operation with neighbouring authorities. This data would have significant cross over with the Functional Economic Market Areas (FEMA) which form the basis upon which local economic policy should be applied, and it was suggested the work be undertaken together, with the SWLEP Board funding the additional work.

The Committee discussed the proposal for delivery of the SHMA within 12 months, which would be subject to preparation begin arranged within the next 8-12 weeks, and noted the conclusion that neither authority had the resources to undertake the work on such a timescale in house. Appointing consultants to

undertaken the work would however also provide the benefit of an independent analysis. The importance of all affected local authorities to work closely together and to engage the business and development communities was also emphasised.

In response to queries about the work starting immediately but the LEP Board not being able to formally approve the request from the JSEC until May 2015, it was stated the monies could be pushed forward in anticipation of approval, given the positive indications from the Board should the JSEC be minded to recommend it.

Resolved:

To request the SWLEP Board to fund additional work leading to the identification of Functional Economic Market Areas as part of the SHMA project.

8 European Funding Update - Swindon and Wiltshire Local Enterprise Partnership (SWLEP) European Structural & Investment Funds (ESIF) - Progress report for Joint Strategic Economic Committee (JSEC)

Paddy Bradley (Head of Economy and Skills, Swindon Borough Council and member of the SWLEP Secretariat), presented an update on the European Structural and Investment Funds (ESIF), a largely revenue focused investment fund of which the SWLEP received an allocation of £41m, to be focused across four themes as detailed in the report. All ESIF monies at the least being matched by either public or private means, the total investments would amount to around £88m between 2015-2023.

The Committee was informed the ways in which the SWLEP aimed to utilise the ESIF monies, and the manner in which project calls were commissioned and scoped in agreement with government departments and a shadow ESIF committee, which once all ESIF operational programmes were agreed between the government the European Commission, would become a sub-committee of the National Programme Committee. Its role is to ensure ESIF investments are locally relevant, though the final decisions will be made by the government departments acting as the managing authorities.

The Committee discussed the update and the stream of funding available, seeking details around any technical assistance available to local authorities to support the ESIF, and concerns regarding monies being provided in Euros and the impact from calculating on exchange rates on an annual basis. It was stated other funding streams had been significantly affected by exchange rate issues, and it would be looked into further and an update provided to the Committee.

It was also raised that the LEP would need to decide who the members of the ESIF Committee should be once it exits shadow form, and whether one of the SWLEP Members should be the Chairman. It was agreed to see what other authorities were doing before making a decision what approach to support.

Resolved

To note the update and request further information as detailed in the the minutes.

9 Project Update - Porton Science Park

Alistair Cunningham (Associate Director, Economic Development and Planning, Wiltshire Council and member of the SWLEP Secretariat) presented a project update regarding the Porton Science Park since the £4m commitment through the Growth Deal, and a further £2.6m provided by Wiltshire Council, and bidding for further ESIF funds.

Outline planning permission had already been granted for 355,502 sq ft of research and development accommodation, with detailed planning permission for the first phase of development. The support and evolution of the established science base and research activity at Porton and the surrounding area were long-standing goals for all partners and a key strategic priority of the SWLEP,

The Committee was informed a call would shortly be invited for projects seeking European Capital Funding via the ESIF as discussed in the previous agenda item. It was anticipated that the call would seek bids for between £2-3m, with funding confirmed by the summer of 2015.

It was confirmed there would be an open tender application to deliver the incubation centre and grow on space once funding was confirmed. , It was also stated that it was expected that the bid for funding would remain eligible if preliminary work was begun once the application was submitted.

Resolved

To note the update and request further updates as matters progressed.

10 Forward Work Plan

The proposed Forward Work Programme was noted.

11 Date of Next Meeting

The date of the next meeting was confirmed as 18 June 2015. It was agreed to change its location to Swindon if possible.

(Duration of meeting: 9.30 - 10.30 am)

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HEALTH AND WELLBEING BOARD

DRAFT MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 26 MARCH 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Jane Scott OBE (Chairman and Leader of the Council), Dr Stephen Rowlands (Vice Chairman), Dr Simon Burrell (Chair for North and East Wilts Clinical Commissioning), Dr Toby Davies (Chair of SARUM Clinical Commissioning Group), Deborah Elliot (NHS England), Christine Graves (Healthwatch), Cllr Keith Humphries (Cabinet Member, Wiltshire Council), Angus Macpherson (Wiltshire Police and Crime Commissioner), Dr Richard Sanford-Hill (Vice-Chair for WWYKD Clinical Commissioning Group),

Non-voting Members: Dr Gareth Bryant (Wessex Local Medical Committee), Peter Hill (Chief Executive of Salisbury Foundation Trust), James Scott (Chief Executive of Royal United Hospital), Douglas Blair (Great Western Hospital), Brian Stable (Royal United Hospital), Carolyn Godfrey and Maggie Rae (Corporate Directors, Wiltshire Council), Deborah Fielding (Chief Officer CCG)

Also Present:

James Cawley, Frances Chinemana, Julia Cramp and Robin Townsend (Associate Directors, Wiltshire Council), David Bowater and Will Oulton (Corporate Support, Wiltshire Council).

19 Chairman's Welcome, Introduction and Announcements

The Chair welcomed everyone to the meeting.

20 Apologies for Absence

Apologies for absence were received from:

- Nerissa Vaughan and Roger Hill from Great Western Hospital who were be represented by Douglas Blair, Director of Community Services;
- Ken Wenman from South West Ambulance Service Trust; and
- Cllr Laura Mayes and Cllr Ian Thorne from Wiltshire Council.

21 **Minutes**

Resolved

That the minutes of the previous meeting held on 15 January 2015 be approved as a correct record.

22 **Declarations of Interest**

There were no declarations of interest.

23 **Chairman's Announcements**

Better Care Plan Announcement:

NHS England guidance on 'Operationalising the Better Care Fund' was published on 20 March. The s75 agreement to underpin the delivery of the Better Care Fund in Wiltshire is currently being finalised in line with this. The framework to enable the s75 to be signed between the council and the CCG is now in place; via the pre-existing Joint Business Agreement and a decision at Cabinet enabling delegation of the decision for signing, subject to the approval of the Health and Wellbeing Board.

The principles have been agreed and it now makes sense to delegate final sign-off to the Chair and Vice Chair.

Resolved

That the Board delegate final sign-off on the s75 agreement to the Chair and Vice Chair.

It is expected in due course that quarterly reports and annual returns on the Better Care Plan will be signed off by the Health and Wellbeing Board and that arrangements will be in place for delegated spending decisions with Maggie Rae and Debbie Fielding acting as accountable officers, reporting to this Board.

TCOP:

The transforming care of older people funding, which is going through to the GPs, makes it timely to consider at a future meeting how this is complementing the work on the Better Care Plan.

Webcasting:

The Chair announced that the next meeting would be recorded, to test out the technology and that future meetings may be webcast.

24 100 Day Challenge

James Roach presented an update on the outcome of the 100 Day Challenge and analysis that has taken place across the system.

Issues discussed included:

- GPs and Healthwatch had been consulted on the findings of the report;
- Evidence suggests that services are working in a more joined up way;
- The need to continue to measure a simplified number of indicators that accurately reflect the important issues;
- The relative impact of various schemes;
- How conference calls have been used to improve communication between practitioners;
- The ambitious plans to ensure more people are appropriately discharged from hospitals, including those receiving palliative care;
- How the voluntary sector had been involved;
- How best to move pilot schemes into mainstream practice;
- The case studies that have been used to demonstrate impact;
- That there are 6 key priorities for implementation;
- The key challenges for next year, including how to demonstrate the impact of the investment in community services;
- How service users' expectation can be managed;
- How extra money had been used to reduce Adult Care admissions;
- What the impact of the statutory DTOC data collection impacts;
- The opportunity for the H&WB to resolve issues across the different Acute Hospitals;
- The importance of ensuring better outcomes for all Wiltshire residents;
- The problems of recruiting adequate numbers of social care staff;
- Health Scrutiny would be looking at the implementation of the priorities;
- Addressing housing needs is key to delivering future ambitions to enable older people to stay in their own homes; and
- That the Chair would be reporting her thanks, on behalf of the H&WB, to the team of officers responsible.

Resolved

- 1. To note the key findings and analysis undertaken during the 100 day challenge;**
- 2. To agree the key recommendations, so that the suggested key system priorities can be progressed during 2015/16.**

25 **Better Care Plan Update**

James Roach presented an update report, circulated on 23 March 2015, regarding the delivery of the Better Care Plan, including an outline of priorities for the Better Care Plan in 2015/16.

Issues discussed included:

- How ambitious targets had been adjusted nationally;
- How opportunities to avoid admissions are managed;
- How length of stay can be reduced;
- The achievements made;
- Key system priorities agreed with providers and risk sharing agreements may need updating in due course;
- How care can be improved at home to keep people in their own home;
- Improved crisis management care with people with mental health issues;
- Reductions in people in intermediate care by getting people on to the right care pathway;
- Improved liaison with care home providers;
- How better service integration could address staffing issues;
- That the business case on single view of the customer had now been signed off; and
- That quarterly reports will come through this Board to NHS England, building on the CCG's assurance reports.

Resolved

- 1. To note the key priorities for the Better Care Plan and the ambitious admission avoidance and length of stay targets for 15/16.**
- 2. To note the fact that the overall % admission avoidance target related with the Better Care Plan for 14/15 has now been amended with the aim to avoid 970 non-elective admissions (inclusive of 2% growth) during 15/16 (this is built on the experience and evidence gained during the 100 day challenge), noting that this represents a significant challenge for the system given current demands on the system although there has been some positive reductions against last year's levels;**
- 3. To note the retention of the ambitious aim to reduce non-elective length of stay by 2 days, noting that the length of stay reductions in some acute, community and intermediate care settings are not yet at the levels planned; and**
- 4. To consider the approaches that will be taken in relation to the pooled budget, section 75 and the performance management process.**

26 **Update on Adult Community Services Tender**

Deborah Fielding (Chief Officer, NHS Wiltshire CCG) provided an update on the tender for adult community services.

Issues discussed included:

- A public meeting to discuss the outcomes that were intended as part of the tender process, with thanks to all participants;
- The impact of the public engagement on the tender process
- 4 potential providers have been selected following the PQQ stage. From 13th April competitive dialogue starts with a meeting to discuss initial proposals, with discussions closing in September – this may push back a month if further discussions are required, have fixed panel dates including representatives from CCG and Council – announcing before Christmas the successful contract to start in July 2016.
- Police have seen an increase calls to help vulnerable elderly in the community – will get more data and will return if it is more concerning.
- How we can encourage communities to provide a supportive network.

Resolved

- 1. To note the update, including the important Health and Wellbeing Board event held in public on 23 February 2015.**
- 2. To note the intention of the [Wiltshire Clinical Commissioning Group](#) to continue with the formal procurement of Adult Community Services with Wiltshire Council involvement on the procurement panel that will select the preferred bidder prior to contract award.**
- 3. To note the intention of the [Wiltshire Clinical Commissioning Group](#) to engage further with the public on the proposed outcomes.**

27 **Recommissioning of Children's Community Health Services**

Carolyn Godfrey, presented the report which provided an update on the recommissioning of children's community health services.

Issues discussed included:

- The level of engagement with stakeholder groups;
- That the first stage had been completed with 5 potential providers being taken forward to the next stage;

- That the tender documentation would be sent out early April, with evaluation taking place in June, and the contracts awarded in August;
- That the Police had been given £1.2m from the Home Office innovation fund, to work jointly with local authorities to impact on CSE issues, and that an update on this work should be given to a future H&WB;
- That Wiltshire will need to produce a transformation plan to bid for extra funding to tackle this issue; and
- The need to refocus work on emotional wellbeing looking at earlier intervention.

Resolved

To note the progress being made on the project and the extensive consultation and engagement with parent carers, children and young people and other stakeholders that has successfully informed the development of the service specification to deliver children's community health services in Wiltshire in the future.

28 Transforming Care and Learning Disability update

James Cawley, Associate Director, presented the report which updated the Health and Wellbeing Board on delivering the Winterbourne View Joint Improvement Programme objective.

Resolved

To note the update

29 Autism Self-Assessment

James Cawley, Associate Director, presented the report which outlined a self-assessment completed with the CCG and partners on support for those with autism in the county.

Issues discussed included:

- That the self-assessment had been produced by the Autism Board, a working group with people with autism engage with the Board on delivering these proposals;
- That the strategy will need to be refreshed within the next year; and
- Board members were asked to encourage their representatives to attend.

Resolved

To note the content of the self- assessment, and support the action identified.

30 **Mental Health Crisis Care Action Plan**

Jo Cullen (Executive Director, NHS Wiltshire CCG) presented the item which, following the signing of the Mental Health Crisis Care Concordat, asked the Board to endorse the emerging Crisis Care Action Plan.

Issues discussed included:

- That the Concordat was signed by Partners in 2014;
- The action group meet regularly to review progress;
- How the Better Care Plan links to the MHCCAP;
- The impact of future funding decisions on the plan;
- How different partners can be better engaged, particularly senior engagement with the SW Ambulance Service; and
- How s136 custody numbers and case studies can be reported to the Board.

Resolved

- 1. To endorse the action plan being taken forward by the crisis care concordat action group;**
- 2. To receive updates on the action plan on an ongoing basis as appropriate.**

31 **Army Basing Implications**

The Chair and Carolyn Godfrey, Corporate Director, presented an update from the Military and Civilian Integration partnership on the implications of rebasing for health, social care, housing and other health related services.

Issues discussed included:

- What the impacts are on education, health and social care services;
- That the Council is confident that the needs of families and individuals will be met;
- The continued discussions with DfE on the need to ensure high quality school facilities;
- Health commissioners had been fully briefed on the numbers and the locations;
- The need to ensure that consistent information is given to partners and when lobbying government;
- The impact on maternity service and the capital revenue implications;

- The positive benefits of a possible new workforce and including Health and Social Care providers – economic regeneration workstream is looking to address this including hospitals through their HR leads;
- In September there will be an event, that the hospitals had been invited to attend;
- Will be engaging with families in Germany to prepare their transition hospital welcome to attend;
- The importance of how mental health issues are addressed through the project; and
- That the Chair has raised the issue of the impact on maternity services and will continue to do so including being specific about the potential increased birth rate.

Resolved

To note the update.

32 Joint Health and Wellbeing Strategy Refresh

David Bowater, presented the item which asked the Board to approve a refreshed Joint Health and Wellbeing Strategy for consultation.

Issues discussed included:

- That following the approval of the Joint Strategic Assessment, the timetable for refreshing the Strategy was agreed;
- That the Strategy sets out the priorities for joint action between the partners;
- That a representative steering group had been responsible for developing the strategy;
- How shared use of estate, resources and data can deliver proposals;
- That consultation will run over the next three months – back to July Board for agreement; and
- That for the public feeling safe is an important determinant of wellbeing.

Resolved

To approve the draft Joint Health and Wellbeing Strategy for consultation.

33 CCG Delivery Plan for 2015/16

David Noyes, NHS Wiltshire Clinical Commissioning Group (CCG), shared with the Board the CCG's commissioning intentions for 2015/16.

Issues discussed included:

- That the plan sought to mobilise changes in the system arising from areas of joint working under the Better Care Plan;
- How data had been benchmarked and analysed to review performance;
- How the plan sought to ensure the financial viability of health services in the area;
- How local groups, and acute providers were involved in developing the plan;
- The different priority areas including CAMHS and Adult Social Care;
- How the balance of elective and non-elective care can be best managed;
- How the importance of preventative work has been recognised in the plan; and
- How much had been achieved by the CGG in a relatively short space of time since its inception.

Resolved

To note and endorse the Clinical Commissioning Group Delivery Plan

34 Date of Next Meeting

Thursday, 21 May at 3:00 pm, in County Hall, Trowbridge.

I was agreed that the subject of Children's Mental Health would be discussed in the informal session prior to the meeting.

35 Urgent Items

There were no urgent items.

(Duration of meeting: 3.00 - 5.03 pm)

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WILTSHIRE PENSION FUND COMMITTEE

MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING HELD ON 12 MARCH 2015 AT COMMITTEE ROOM C - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Steve Allsopp, Cllr Tony Deane (Chairman), Cllr Brian Ford, Tony Gravier, Diane Hall, Cllr Charles Howard (Vice-Chair), Cllr Gordon King (Substitute), Mike Pankiewicz, Linda Stuart and Cllr Roy While

Also Present:

Jim Edney, Joanne Holden

1 **Membership**

There were no changes to the membership of the Committee.

2 **Attendance of non-members of the Committee**

There were no non-members of Committee present.

3 **Apologies for Absence**

Apologies for absence were received by Michael Hudson, Cllr Sheila Parker and Cllr Mark Packard, who was substituted by Cllr Gordon King.

4 **Minutes**

Resolved:

To confirm as a true and correct record minutes of the special meeting held on 3 December 2014 and 11 December 2014.

5 **Chairman's Announcements**

There were no Chairman's Announcements.

6 **Declarations of Interest**

Cllr Brian Ford declared he was a financial advisor and would participate and vote with an open mind.

7 Public Participation and Councillors' Questions

There were no questions or statements submitted.

The Chairman expressed disappointment in the use of electronic agenda copies to service the meeting.

8 Treasury Management Strategy

The Strategic Pension Manager introduced a report presenting an updated Treasury Management Strategy for 2015-16 for the Committee's approval. A key consideration was that new freedoms in accessing Defined Contributions pension savings would commence in April 2015 and could result in an increase in the number of transfers out of the Local Government Pension Scheme Funds. Members noted that impact these new freedoms would have was currently unknown.

The Committee was advised that strategy officers liaised with the Wiltshire Council's Treasury Management Team to ensure the strategy was appropriate and a separate Treasury Management Strategy for the Wiltshire Pension Fund was in place to ensure no cross-subsidy or co-mingling of funds with Wiltshire Council. Officers advised it was difficult to plan when transfers out of the Fund would be processed as there would be a 3 month guarantee between the applications to withdraw and receiving the funds, applicants could withdraw at any time during this period. The Fund would have the duty in the future to verify its members had sought independent financial advice before withdrawing. The Committee was assured cash balances would be kept under review if there was concern raised over the numbers transferring out of the Fund. Members commented there would be tax implications for those wanting to withdraw.

Resolved:

To approve the Annual Treasury Management Strategy for the Wiltshire Pension Fund.

9 Pension Fund Risk Register

An update was provided from the Head of Pensions on the Wiltshire Pension Fund Risk Register, three significant changes had been made since the last report to Committee in December 2014: PEN008 Failure to comply with LGPS and other regulations and PEN018 Failure to implement the LGPS 2014 reforms had been reduced in risk from medium to low, however the year end returns from employers would continue to be monitored. PEN019 Establishment of Local Pension Board & Investment Sub-Committee was a new risk which had

been categorised as high while these were being set up in response to this, resources would be kept under review.

The Chairman commented that the Wiltshire Council attitude to risk had been raised by auditors and suggested a consistent approach to risk was needed.

Resolved:

- 1. To note the update on the Wiltshire Pension Fund Risk Register and measures taken to mitigate risks.**
- 2. To review the approach to risk at a future date.**

10 **Local Pension Boards and Governance Update**

The Committee received a report on the implementation of a Local Pension Board (LPB), changes to the Fund Governance Compliance Statement and appointments process to the Investment Sub-Committee.

The establishment of a LPB was approved at Full Council on 24 February 2015 and positions now needed to be filled. On 28 January 2015 the final guidance for the Boards had been published, the main changes included that the Chairman of the Board would be non-voting to encourage decision-making by consensus. Additionally, 'relevant experience' required for members had been dropped, members would be required to have the 'capacity' to carry out their duties and to demonstrate a high level of knowledge and understanding of the Scheme and of their role once in post. The concession was made by the Government to overcome a perceived substantial barrier to encouraging nominations.

Members' allowances and expenses would be considered by Full Council in May 2015 following consideration by the Independent Remunerations Panel. It was noted the timing for recruitment before this meeting was tight therefore the Committee suggested that the position of Chairman be advertised without a confirmed level of remuneration, likewise a special meeting of the Independent Remuneration Panel should be called if needed. Members considered there would be much background work required as Chairman of the LPB. A recommendation of £12,000 remuneration was suggested to reflect the commitment necessary from a Chairman, the Committee considered this comparable with other similar positions.

The Committee was updated that recruitment for Employer and Member representatives for the Board was currently underway. The Investment Sub-Committee (ISC) had an expanded role and an overview of its membership was provided. The appointment of Wiltshire Councillor to the ISC would be subject to the rules of political proportionality of the Council, Members agreed it would

be ideal for the co-opted Member of the ISC to be one of the Swindon representatives.

The Chairman invited all members of the Wiltshire Pension Fund Committee who would not be members of the ISC to attend its meetings when appropriate. Projected dates for the LPB, ISC and amended dates for the Wiltshire Pension Fund Committee in the agenda pack were highlighted. Questions were raised over whether a one-year membership for the co-opted member of the ISC would be sufficient. Members were assured that since the member would come from the full Committee they would have sufficient knowledge. A one-year membership would also provide other members of the Committee the opportunity to participate.

As a result of the implementation of the LPB and ISC, the Governance Compliance Statement had been amended, the Committee considered the revised document.

Resolved:

- 1. To note the update on the current position in relation to the establishment of Local Pension Board (LPB);**
- 2. To approve the appointment of an additional elected Member and co-opted Member to the Investment Sub-Committee as outlined in paragraph 17 of the report;**
- 3. To approve the revised Governance Compliance Statement outlined in Appendix B of the report;**
- 4. To recommend that the Chairman of the LPB receive a £12,000 allowance and;**
- 5. To recommend that the position of Chairman of the LPB be advertised in advance of a confirmed remuneration.**

11 Members Training Plans

The outline for the new Members Training Plan for the next three years was presented to the Committee for consideration, the plan was based on the CIPFA Knowledge & Skills Framework (KSF). In July 2014 the Committee had been requested to undertake a 'Self Assessment' to assist in identifying areas for further development; there had been a 86% return rate from main Committee members which would help to develop the training plan in the future.

An overview of the current training plan was provided and it was confirmed that members of the LPB would also have to undergo training. The handbook for Committee members would be kept up-to-date and some members expressed

interest in receiving it electronically. The Chairman encouraged 'training passports' to also be developed for staff members.

Resolved:

To approve the Member's Training Plan.

12 **Wiltshire Pension Fund Administration 2014-15 Budget Monitoring**

An update was provided on the projected outturn of the Wiltshire Pension Fund Budget. It was highlighted that in 2014/15 there had been an underspend of £351,000 which would be invested back into the Fund. The Committee was updated that the Data Analyst roles had been filled, this had taken some time as they were specialist roles.

Resolved:

To note the update on the Pension Fund Administration Budget 2014-15.

13 **Wiltshire Pension Fund Administration Budget 2015-18**

The Head of Pensions outlined the proposed Administration budget for 2015-16 and planned expenditure in 2016-17 and 2017-18. It was explained the 2015-16 budget showed an increase of £700,000, largely due to increased fees from investment managers as asset values increased. The Fund's 'controllable' budget was predicted to be £2.132m, a £61,000 increase.

The Committee commented the establishment of LPBs would put pressure on the budget as it would require additional resource. The officer confirmed it was not clear how much resource would be required to support the LPB and this would have to be kept under review once it was operational.

Members had the opportunity to ask questions during which it was confirmed that the difference between the 2014/15 and 2015/16 administration budget was largely due to a change in the redemption profile of investments. The Committee was updated that the Pension Fund database software would be re-tendered this year and that strategies to manage liability risks would be examined in future years.

Resolved:

- 1. To approve the Pension Fund Administration Budget for 2015-16 totalling £9.510m.**
- 2. To note the indicative budget allocations for 2016-17 and 2017-18.**

14 **Date of Next Meeting**

It was noted the next ordinary meeting of the Committee would be held on 25 June 2015.

15 **Urgent Items**

There were no urgent items.

16 **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 Item Numbers 17 – 18 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 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.

17 **Investments Quarterly Progress Report**

Confidential reports updating the Committee on the performance of the Fund's investments as to the end of December 2014 were circulated. The Committee considered the future need to discuss the method of valuing liabilities in response to the rising value of index-link guilds.

Resolved:

To note the two investment reports and the update provided by officers and advisers at the meeting.

18 **Investec - Formal Review of the Emerging Market Multi-Asset Fund**

Members considered the confidential Annual Report from Investec and verbal report provided at the meeting. The report included details of the current management of the firm, its mandate, exposure in the portfolio and an overview of performance.

The Committee then had the opportunity to ask questions.

Resolved:

To note the confidential report and verbal report provided at the meeting.

(Duration of meeting: 10.30 am - 1.10 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic Services, direct line 01225 718214, e-mail elizabeth.beale@wiltshire.gov.uk

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 5 MARCH 2015 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Abdul Amin, Cllr Glenis Ansell, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Trevor Carbin, Cllr Chris Caswill, Cindy Creasy, Chris Henwood, Cllr Charles Howard, Cllr Peter Hutton, Cllr Julian Johnson and Cllr Steve Wakefield

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – Chief Executive, OPCC
Chris McMullen – Head of Business Improvement, OPCC
Naji Darwish – Commission & Programme Manager, OPCC
Sarah Kyte – Business Manager – OPCC
Carolyn Filmore, OPCC
Allan Johns – Independent Appeals Adjudicator

22 Apologies for Absence

There were no apologies.

23 Minutes

Resolved:

To confirm and sign as a correct record the minutes of the previous meeting held on 5 February 2015.

24 Declarations of interest

There were no declarations of interest made at the meeting.

25 Chairman's Announcements

There were no Chairman's announcements.

26 **Public Participation**

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

27 **Horizon Victim & Witness Care**

A presentation on commissioning services for victims in Wiltshire was given by the Chief Executive, OPCC.

He explained that there had been considerable change to support services to victims. A revised Victims Code of Practice had come into force from October 2013 which gave victims a legal right to receive a minimum standard of service from the Criminal Justice System; this had been underpinned by the EU Directive on Victims of Crime from November 2015. The Ministry of Justice had transferred responsibility for commissioning services for victims of all but the most serious crimes to the Police & Crime Commissioners and this new approach would be starting in Wiltshire from 1 April 2015. The Commissioner's Police & Crime Plan included a commitment to put victims and witnesses at the heart of the Criminal Justice System.

The focus of these changes was to support victims who had suffered the most impact from crime including:

- Victims of serious crime.
- Those who felt intimidated
- Those who were persistently targeted.
- The most vulnerable.

This involved victim and stakeholder consultation to develop a commissioning model.

In response to the Victim Code of Practice and the EU Directive, a Horizon Victim & Witness Care Unit was being developed in Wiltshire which would enable a clear supported journey through the Criminal Justice System with direct referral to Victim Service specialist services.

This Victim Service would provide support to individual victims to help them cope with and recover from crime and would:

1. Deliver and manage the support service for a broad range of victims;
2. Work with the OPCC & Police to develop Horizon and develop voluntary capacity and capability, outreach and support for hard to reach groups; and
3. Work with people who did not wish to report a crime

Specialist Support would be provided by independent sexual violence advisors, independent domestic violence advisors, domestic violence outreach and others.

Horizon was a dedicated victim and witness care service, providing victims of Wiltshire and Swindon with:

- a single point of contact through the Criminal Justice System
- support and referral to additional services according to their individual needs.

Benefits of Horizon included:

- ✓ A single point of contact for victims
- ✓ Greater level of support for victims who needed it most
- ✓ Compliance with Victim Code of Practice & EU Directive
- ✓ Reduction in 'chase calls' to CCC and Parade Rooms
- ✓ Greater cohesion between Police and victim support services

The timeframe for the introduction of this new service was as follows:

- "Soft" Launch 2nd March – Salisbury area
- Witness care responsibility of the whole team
- Press Launch Tuesday 24th March – with Baroness Newlove the Victims' Commissioner
- 1st April – Salisbury and North Wiltshire
- 1st May – All areas
- Victim Care remains the responsibility of the entire workforce
- 1st April – 'Victim Support' service

Whilst fully supporting this new initiative, Panel members did question what could be done to help those victims who did not wish to report a crime. It was explained that an evaluation process was being built into this scheme at a cost of £250,000 and additionally quarterly performance reports would be provided by Victim Support. It was also recognised that consideration would need to be given to the needs of minority groups.

28 PCC Diary report

The PCC diary report which set out a summary of commitments the Commissioner had undertaken since the last meeting of the Police & Crime Panel on 5 February 2015 was received.

The Commissioner advised that:

- On 20 January, around 120 Community Speed Watch (CSW) volunteers and 50 Wiltshire Police officers carried out roadside speed checks at 40 locations across Wiltshire and Swindon, this exercise being called Operation Harness. He explained that Community Speed Watch was about local volunteers driving down speed and driving up safety. As a result of the operation, 208 vehicles were identified as speeding, 147 vehicles were stopped with 132 drivers being given warnings about their

speeds. It was envisaged that similar exercises would be carried out on a fairly regular basis. Concern was expressed at the number of young people killed or seriously injured in road accidents in Wiltshire during the past year. The Commissioner had discussed these tragedies with Inspector Steve Cox, Head of Road Policing Operations who considered that the main cause of these accidents was poor driving skills. However, it was noted that the number of accidents far outweighed the number of fatalities. There was a need for further speed watch campaigns and drive safe to stay alive events aimed particularly at young people. The panel noted that non curriculum presentations were being made in schools and work was also being carried out in conjunction with the Youth Parliament.

- He had signed certificates in Calne on 30 January for the positive ticketing scheme. He explained that this scheme was an initiative created by officers in Calne and supported by the Town Council and Calne Area Board, the certificates being awarded to young people who showed good behaviour and set good examples to others. The certificates were due to be presented to eight young people by himself at the meeting of the Calne Area Board the following week. The Commissioner explained that this scheme could be rolled out to other areas but it would require ownership by the local area board or team. Further information could be obtained from Police Sgt. Ben Huggins and the Commissioner stated that he would ask him to prepare a briefing note on how the scheme worked.

Resolved:

To note the Police & Crime Commissioner's report.

29 **Quarterly Data (Q3) - Risk/Performance/Finance/Complaints**

The Commissioner presented a report setting out his quarterly performance data for the third quarter of 2014 on the following:

Risk Register The Commissioner drew attention to the two red risk areas which were:

Collaboration arrangements (risk 7) – it was recognised that failure to maximise operational effectiveness could lead to a loss of opportunities to achieve financial savings and could result in a loss of public confidence in the Commissioner and also the sustainability of the Force. However, the Commissioner explained that the Police & Crime Commissioners in the South West met on a regular basis to maximise collaboration opportunities. A collaboration protocol had been signed by all PCCs and Forces in the South West Region and a Regional Programme Board was now in place. Locally, the Commissioner's membership of the Wiltshire Criminal Justice Board had been confirmed together with membership of other boards, including Public Service Board, Health & Wellbeing Board and the Community Safety & Reducing Offending Strategic Board.

Strategic Alliance with Avon & Somerset Force (risk 8) – failure of this Strategic Alliance could result in key delivery areas being compromised or the requirements of the Wiltshire PCC, the Force or the public and even risk the sustainability of the Wiltshire Police Force. However, the Commissioner explained that there were regular meetings with Avon & Somerset to maximise collaboration opportunities and a governance structure was being developed through which each programme would be monitored. The collaboration between Devon & Cornwall and Dorset would be used as a benchmark and would be aligned with where appropriate.

Other risks were referred to as follows:

Volunteers (risk 3) – Cllr Peter Hutton enquired as to whether a Volunteer Coordinator had been appointed. The Commissioner confirmed that Sarah Holden had been appointed to this post and news of her appointment was being communicated to area boards. He would check if this information had been passed to the area localities in Swindon.

Commissioning Arrangements (risk 6) – Cindy Creasy referred to this risk and enquired as to what commercial and commissioning arrangements were being made. Kieran Kilgallen, Chief Executive, OPCC, explained that a holistic approach was needed and that he would report further on agreed strategies which would be required to be worked out with both Swindon Borough Council and Wiltshire Council at the next meeting.

Inspection Programme (risk 26) – It was noted that this would be managed by a Continuous Improvement Team consisting of an Inspector/Sgt. by carrying out serious case reviews and then using the findings to look at potential risks or identify weaknesses.

Performance Report In introducing his report, the Commissioner explained certain differences in style which he had introduced which he thought would be more helpful to the Panel and more easily clarify his key priorities for the Force and how it measured against them. The report covered the period April to December 2015.

He confirmed that his key priorities had not changed and remained as follows:

- Reducing crime and anti-social behaviour
- Protecting the most vulnerable in society
- Putting victims and witnesses first
- Reducing offenders and re-offending
- Driving up standards of customer service

- Ensuring unfailing and timely response to calls for help
- Unlocking the resources to deliver the priorities

The Panel was reminded that this performance report had been circulated to members prior to the meeting providing the opportunity to submit questions on its content in advance to enable responses to be prepared in time for the meeting. A series of questions had been submitted by Cindy Creasy and they are appended to these minutes together with the responses.

The Commissioner confirmed that the Force performance remained good and steady and any issues were addressed in his report before the Panel.

It was noted that Supt. Scott Bateman had been appointed as Supt. of Specials and was looking at the number of Specials required and what impact this would have on the training budget. A report was being prepared and was expected to be presented to the Commissioner shortly. It was acknowledged that there were currently 235 Specials employed, as confirmed by the Chief Constable, and the Commissioner had guesstimated that about 300 would be required by the end of May 2016.

Attention was again drawn to the number of prosecutions which failed at Crown Court (12.5%) and Magistrates Court (22.0%) due to the quality of police input, it being noted that the thresholds for these were 10.0% and 17.5% respectively. The Chief Executive, OPCC, stated that the figures were getting closer to the thresholds, but much did depend on the amount of police resources which could be allocated for preparing the cases. Furthermore, the Police were dependent on the Crown Prosecution Service (CPS) agreeing that there was sufficient evidence before a case could proceed to Crown Court. The CPS was also subject to cuts in budget which meant that there were fewer court sittings. It was noted that the Commissioner was pursuing this serious issue with the Criminal Justice Board. Furthermore, the Criminal Justice Board would not provide information explaining why Wiltshire's conviction statistics were below the national threshold.

The Commissioner drew attention to the withdrawal of the custody suite at Salisbury which was a consequence of the closure of the Divisional Police Headquarters. At present on a temporary basis, those arrested in the south of the County were taken to the detention suite at Melksham but the Commissioner hoped to be able to report at the next meeting on new proposals for the custody of offenders in the south of Wiltshire.

The Chairman drew attention to the redesigning of the restorative justice system in Wiltshire and noted that the Out of Court Disposals Manager (OOCDM) had now completed her review of the Force community resolution procedures and had presented a paper to the Head of Justice with recommendations. The progress of this project was now being considered in light of the recent

conclusion of the Neighbourhood Justice Panel pilot. It was noted that the OOCMD and the Force Crime Registrar had met with neighbouring forces who had adopted a different approach to the restorative justice issue and these approaches were now being considered following which a decision would be made on how restorative justice would be revised. It was noted that a superintendent had been appointed to oversee the restorative justice training of an inspector and cohort.

The Chairman also drew attention to the number of licensed premises checks since April 2014, currently 2,816, a significant number of which had not been fully reported in the system. It was explained that licensing officers were now supporting local officers to refresh the process of carrying out checks to a high standard and how to record them effectively within the system. It was most important that checks were conducted to a high quality and not just completed ineffectively to keep the numbers high. The Panel considered it important that the three hub-based licensing officers worked to a similar process failure of which led to confusion and problems especially to the Force.

Budget Monitoring Statement The Commissioner presented a Wiltshire Police monitoring statement for the period April to December 2014.

The Panel noted that the Force was currently running with a significant number of staff vacancies. The exact number was difficult to identify due to time delays in processing data in the HR system but it was considered that the figure could well be in excess of 50. Work was ongoing with HR to recruit posts but the current level of vacancies would lead to a significant underspend. The revised pay settlement had a positive impact in 2014-15 of £75,000 but it was likely to cost a further £148,000 in 2015-16.

Complaints Allan Johns, Independent Appeals Advisor, presented his report which covered the period April 2014 to January 2015, together with quarterly performance figures up to 31 December 2014.

It was noted that Wiltshire appeared to be relatively poor at recording complaints, the Independent Police Complaints Commission (IPCC) reporting a change of 23% against a national average of 15% for the period 2012/13 – 2013/14. However, it was pointed out that a number of complaints had been withdrawn.

With regard to appeals, it was noted that whilst appeals against investigation were significantly lower than the national average (41% against 52%), the appeal numbers against local resolution were significantly above the national average (48% against 36%). It was explained that these differences were most likely a simple reflection of the fact that Wiltshire settled many more complaints by local resolution than most other forces.

Resolved:

- (1) To receive and note the contents of the Commissioner's report setting out his quarterly performance data for the third quarter of 2014.**
- (2) To request the Commissioner to provide a report to the next meeting of the Panel setting out a coherent strategy for the role of the Special Constables agreed by the Commissioner and the Chief Constable.**

30 Strategic Alliance with Avon & Somerset Constabulary

The Commissioner, assisted by the Chief Executive, OPCC, provided a verbal update on developments since the last meeting.

It was reported that the Commissioner, together with his counterpart for Avon & Somerset, Ms Sue Mountstevens, had met in early February to start the process of developing workstreams. They were due to meet again on 18 March to start discussing head of terms and ways of working.

There was much work to undertake including the development of a set of strategic principles and a design brief based on the national government system with two Police & Crime Commissioners, two Chief Constables together with a board to include Heads of Operations, two Chief Executives and two Chief Finance Officers. A timetable would need to be worked out for the undertaking and completion of all this work. It was not expected that there would be more to report until the early Summer when it was to be hoped that the design briefs and communications strategy would have been completed.

It was explained that the cost of the Strategic Alliance exercise was not yet known but it was anticipated that at least some information would be available within the next couple of months. Costs would be apportioned equally between the two Forces. The Panel was informed that a bid for funding for this exercise would be made to the National Innovation Board later in the year.

The Chairman referred to the list of collaborative arrangements that had been set up with other Forces in the South West and enquired as to what extent these existing arrangements would be expected to continue once the Strategic alliance with the Avon & Somerset Force had been finalised. The Chief Executive, OPCC, explained that the Devon & Cornwall and the Dorset Forces were also developing a Strategic Alliance which left only the Gloucestershire Force which was not considering such a partnership at the present time. He went on to explain that existing collaborations should not be affected by these strategic partnerships and would be simplified with the revised working arrangements.

31 **Chief Constable Recruitment**

A verbal update was provided by the Commissioner and the Chief Executive, OPCC.

The Commissioner reported that an advert for a new Chief Constable was due to appear in Police Professional on 19 March 2015 with a closing date for applications being 14 April. It was planned to shortlist on 20 April and to hold interviews hopefully on 5 May. The Commissioner hoped that the Leaders of both Wiltshire Council and Swindon Borough Council would be involved in the interview process.

The Chairman reminded Members that the appointment would be subject to scrutiny and confirmation by this Panel and it was customary for this process to take place within a period of two days. However, in view of the General Election being held on 7 May, some thought would need to be given as to when the Panel would meet.

32 **Interim report of the Police Performance Review Working Party**

Consideration was given to a report by the Senior Scrutiny Officer which presented the findings and recommendations of the Police Performance Review Working Group.

The Panel was asked to:

- (1) consider the Working Group's initial findings and recommendations so far, and
- (2) discuss which performance information and indicators should be included in every quarterly performance report provided by the Commissioner.

Resolved:

- (1) **To endorse the recommendations of the Working Group and to request the Commissioner to make the following amendments to the quarterly performance report he provided to the Panel:**
 - (a) **To remove the performance thresholds and RAG-ratings, with the aim of:**
 - **reflecting the shift away from performance targets locally and nationally, with performance targets having been shown to create perverse incentives and reduce data quality; and**
 - **helping the Panel to focus on supporting delivery of the Police and Crime Plan rather than the achievement of numerical targets.**

- (b) To continue to include a range of performance data, with the emphasis on enabling comparisons with historic data and data from other forces and force areas, particularly Wiltshire's Most Similar Forces (MSFs).
 - (c) To include information where appropriate from the force inspection reports produced by Her Majesty's Inspectorate of Constabularies (HMIC).
 - (d) To address any areas of performance that, for that period,
 - (i) Have shown a significant change;
 - (ii) Are of particular concern to the Commissioner;
 - (iii) Are an area of excellent work or progress; or
 - (iv) Are prominent in the local or national media.
 - (e) Each performance report to focus on a group of objectives in the Police and Crime Plan including updates on relevant projects and initiatives, with the grouping of objectives to be agreed by the working group in its final meeting and referred to the Commissioner.
 - (f) To adopt the following structure for reporting progress with each Police and Crime Plan objective:

Police and Crime Plan Objective X

 - (i) Latest performance information
 - (ii) Commentary and context
 - (iii) What the Commissioner is doing, or will do, in relation to this area, including any relevant recent decisions taken.
- (2) To request the Working Group to meet once more to agree what performance information and which performance indicators should be included in quarterly performance reports from June 2015 onwards.

33 Commissioner's response to the Final Report of the Licensing Task Group

The Panel received a report by the Commissioner which set out his response to the Licensing Task Group's final report.

During discussion, reference was made to the Task Group's tenth recommendation which stated "Continues to encourage Swindon Borough Council to consider the creation of a Licensing Tasking Group along the lines of the model adopted by Wiltshire Council." The Commissioner had agreed with

this recommendation and considered that it would be helpful if the Swindon members of this Panel were to take on this responsibility.

It was noted that Wiltshire Council had adopted a Licensing Policy Statement in November 2014 and the Chairman suggested that Swindon Borough Council might consider adopting the Wiltshire model. Cllr Andrew Bennett stated that Swindon Borough Council did have a licensing policy but he agreed to arrange for the Swindon policy to be re-examined as he recognised that it would be unhelpful for the Police to work to two different sets of arrangements.

Resolved

To note the contents of the Commissioner's report.

34 Task Group Update

The Panel received an update on the activity of the following task groups:

- Volunteer and Special Constables Task Group – It was noted that the Chairman had submitted a series of questions to the Commissioner requesting updates in certain areas. A response was awaited.
- Regional Collaborations Task Group – Some proposed terms of reference for the Task Group were submitted to the Commissioner for comment on 21 January 2015 and a response was awaited in light of the announced Strategic alliance with the Avon & Somerset Force.

Resolved:

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

(2) To suspend the work of the Regional Collaborations Task Group pending further information regarding the work that will be undertaken to progress the Strategic Alliance with the Avon & Somerset Constabulary.

35 Forward Work Plan

A document was received showing the Panel's Forward Work Plan.

Resolved:

To note the contents of the Forward Work Plan for this Panel.

36 Future meeting dates

Resolved:

- (1) To note that the next meeting of the Panel was due to be held on Thursday 18 June 2015 at the Corn Exchange, Devizes, to start if possible at 2.00pm rather than 2.30pm as currently arranged.**
- (2) To request that in future meetings of this Panel start at 10.30am wherever possible.**
- (3) To note that future meetings of the Panel would be held as follows:**
 - Thursday 3 September 2015 – 10.30am start – City Hall, Salisbury**
 - Wednesday 2 December 2015 – 10.30am start – Swindon Borough Council Offices**

(Duration of meeting: 2.30 - 5.10 pm)

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POLICE AND CRIME PANEL – RESPONSE TO QUESTIONS
5th March 2015

1. Can we have a breakdown of the activity areas of the 6945 volunteers - eg farm, speed watch etc

5,522 people have signed up to Community Messaging, of which 2,527 have been moved over from the Neighbourhood Watch database. At this moment in time no other watch schemes (eg. Farm Watch, Horse Watch) are listed on Community Messaging although the intention is that they will be at an appropriate time in the future.

The remaining volunteers are those estimated to be involved in other Force activities such as Community Speed Watch, Farm Watch, and Horse Watch or assist the Force on a regular basis (such as Street Pastors). The Panel will be aware through the report of the Volunteers Task Group that a Volunteers Co-ordinator has been appointed. Work is currently being undertaken to define those roles to be classed as volunteers and then to identify the number of volunteers active in those roles. A more detailed breakdown will be available in the future.

2. Para 61: How does the percentage of specials compare to our MSF's?

The Home Office requests annual returns from all Forces on the number of Special Constables in March / April each year. The most up to date information currently available is from March 2014 (new figures will be available at the end of March 2015). The table below details proportion of Specials compared to Regular officers across Wiltshire's most similar forces.

Force	Specials	Regulars	Proportion of Specials
Wiltshire	182	1020	17.8%
Devon and Cornwall	627	3096	20.2%
Suffolk	233	1226	19%
Cheshire	363	1925	18.9%
North Wales	126	1464	8.6%
West Mercia	313	1966	15.9%
Norfolk	240	1582	15.2%
Warwickshire	280	802	34.9%

3. Para 13: Good to see these positive results from HMIC. Were there any findings by HMIC that surprised or concerned the commissioner and has he asked for any improvements / changes to be taken as a result?

The findings of the report were as anticipated and identified areas for improvement will continue to be monitored through the Force Strategic Improvement Board of which the Commissioner is a member.

4. Para 41: Does the commissioner see a 2% drop (and the overall direction of travel) of "confidence in the police" and their being "relied upon to deal with crime / ASB" as significant?

A significant change is defined as when there is a gap between the confidence intervals. By this definition, the changes within the survey results are not considered to be significant at this point. The results continue to be monitored and analysed and have been made available at a local level through the Constabulary's new Hub Policing Product.

5. Para 46: Good to see pan-Wilts multi agency youth engagement strategy – does this involve housing?

Currently the strategy is only between the Force and the two local authorities. Housing has not yet been approached as the strategy is more about front line interventions. Housing and other partners may follow in time.

6. Para 76: If recording of rape has been an issue does the commissioner have any concerns about what has this meant for how rape victims have been treated?

There is a concern that for some time we have not been treating victims of rape in accordance to their needs. This is evident through the IPCC investigation into allegations of rape from a few years ago. The Force has now improved its recording process for rape through a change in its performance culture, national trends and messages, and local training and analysis. These changes are likely to lead to an increase in number of rapes recorded. This will lead to more rape victims being identified and receiving the appropriate support.

7. Also we do seem to have a high level of rape cases compared to other MSF's – does the commissioner have any knowledge as to why this would be? And is there any strategic action / prevention activity being taken or planned in response to this?

Wiltshire is in-line with its MSF (see para 77) and moving in the same trend. Wiltshire is doing a lot of work around training staff in the recording of this type of offence and so increases in number of rape cases are expected to be seen.

8. Para 84: Good to see such strong satisfaction from victims with how the police have handled their case. Are there any particular groups who are less satisfied? eg. by ethnicity or crime type

Satisfaction with investigation and overall experience is showing similar trends across the crime groups surveyed (Vehicle Crime, Burglary, Violence and Racist incidents). Burglary satisfaction always returns higher satisfaction rates due to the Force's stance on this type of crime (both police and CID will almost always attend due to the impact the crime has on the victim), and the successful position for crime volume. Vehicle and Violent crime are very similar in proportion of satisfied victims.

Conclusions cannot be drawn on the satisfaction levels of particular ethnicity groups due to the low numbers of people from different backgrounds involved; 87% of victims are defined as 'white' ethnicity.

Within the 'racist' crime type, approximately 30 victims are surveyed each month. Of those surveyed in the last quarter (October – December); 6 victims were dissatisfied – 5 of whom were defined as 'white'. The comments about dissatisfaction mainly relate to a lack of empathy or care from Police Officers.

9. **Para 118: Can you explain how the 17% is calculated? I don't understand what 132 out of 745 "allegations" means – I had thought it meant that 17% of complaints made to the police were about impoliteness etc. is that not right?** One single complaint can contain more than one allegation. Out of 745 allegations, 132 of these have related to a lack of incivility, impoliteness or intolerance. This equates to 17.7% against the 17% which IPCC recommend.

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WILTSHIRE & SWINDON FIRE AUTHORITY

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES
on THURSDAY 12 FEBRUARY 2014**

Present : Cllrs C Devine, A Bennett, E Clark, P Edge, Cllr Mrs Groom, R Jones MBE, J Knight, N Martin, C Newbury, J Tray and B Wayman.

78 Minutes of the Last Meeting

The Minutes of the Meeting of 11 December 2014 were approved and signed.

79 Apologies

Apologies were received from Cllr Payne and Cllr Perkins.

80 Members' Interests

The Chairman reminded members of the need to declare any interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or by the Ethics Committee. Cllr Edge declared that he was in receipt of a firefighter's pension.

81 Chairman's Announcements.

- a. The Chairman announced that following a request at the December CFA, he had sent a non-committal letter urging the Fire Minister to continue a constructive dialogue with the unions to resolve the ongoing dispute with the firefighters' pensions.
- b. The Chairman reported that he had received a number of letters from firefighters regarding concerns about the fitness and pensions. He summarised the Authority's position thus:
"We are advised that the addendum to the National Framework, issued by DCLG in December 2014 continues to provide discretion over the award of an unreduced pension in the case where a firefighter is unable to pass a fitness test through no fault of their own, is over 55, does not qualify for ill-health retirement and it is not possible to redeploy them. The Authority would evaluate the circumstances of each and every case and would consider whether Authority Initiated Early Retirement would assist economical, effective and efficient management together with the cost considerations of the proposed retirement. We have been advised that the discretion whether to pay an unreduced pension cannot be fettered and that it would be unlawful to offer a guarantee of any level of pension in advance of the circumstances arising, although the Authority can confirm that it would, at the very least, consider an Authority Initiated Early Retirement. Employees should be assured that this Authority is committed to supporting them to maintain their fitness throughout their career".
- c. The Chairman informed the meeting that the FBU had announced another period of 24 hour strike action.

82 Declarations of Urgent Business

- a. Cllr Newbury asked that the issue of substitutes for committees be discussed.
- b. The Chairman announced that precept referendum would be discussed.

83 Questions from the Public

There were no questions from the public.

Signature.....

WILTSHIRE & SWINDON FIRE AUTHORITY

84 Minutes of the Finance Review and Audit Committee

The draft minutes of the Finance Review & Audit Committee held on 18 December 2014 were received.

85 Minutes of the Programme & Scrutiny Board Meeting

The draft minutes of the Programme & Scrutiny Board meeting held on 29 January 2015 were received. In relation to Minute 40/14, the Chairman reported that it was intended to start fitness training later in the year.

86 Capital Programme 2015/16, Minimum Revenue Provision 2015/16 and Prudential Indicators.

The Treasurer presented a paper and explained that the capital programme at Annex A was for a standalone authority.

RESOLVED:

- a. To approve the Capital Programme for 2015/16.
- b. To approve the Minimum Revenue Provision Policy Statement for 2015/16, that is

“in accordance with the Local Authorities (Capital Finance & Accounting) (England)(Amendment) Regulation 2008, the Fire Authority’s policy for calculation of MRP in 2015/16 shall be the asset life (equal instalment) method for prudential borrowing.”

- c. To approve the prudential indicators in respect of the Capital Programme 2015/16.

87 Revenue Budget 2015/16 and Fire Precept.

The Treasurer outlined his paper. The Authority unanimously

RESOLVED:

- a. To approve the Net Revenue Budget 2015/16 be approved at £24,785,600 with a contribution from balances of £178,700 (Budget Requirement £24,606,900).
- b. To approve the Precept Requirement of £15,474,000
- c. That the Fire Precept Band D be set at £64.88
- d. To authorise the Brigade Manager, Governance & Assurance, to give notice of the approved precept to the appropriate billing authorities.
- e. To authorise the Brigade Manager, Governance & Assurance, to pay out of the combined fire service fund sums in respect of:
 - i. All accounts and debts due by the Authority forming the Authority’s gross revenue expenditure for 2015/16 in the approved budget and such changes may be agreed subsequently by the Authority.
 - ii. The cost of capital items including the purchase and leasing of equipment specified in the capital budget, and
 - iii. Such loans made by the Authority as may be approved.
- f. To authorise the Brigade Manager, Governance & Assurance, to borrow such sums as may be required in respect of schemes in the capital budget.

88. Protection, Prevention & Intervention

The members watched a short visual presentation with interest.

89. Staffing Committee Minutes

Signature.....

WILTSHIRE & SWINDON FIRE AUTHORITY

The Authority received the draft minutes of the Staffing Committee meeting held on 22 January 2015.

90. Pay Policy Statement 2015/16.

The Brigade Manager, People & Development presented a paper on the Pay Policy.

RESOLVED:

- a. *To approve the Pay Policy Statement 2015/16*
- b. *To ask officers to work with colleagues in Dorset Fire & Rescue Service to produce a Pay Policy Statement for 2016/17 for the new Combined Fire Authority to approve.*

91. Pensions Discretions – Local Government Pension Scheme.

The Brigade Manager, People & Development presented a paper on the LGPS Pensions' Discretions.

RESOLVED:

- a. *To approve the LGPS Discretions Policy.*
- b. *To request officers to work with colleagues in Dorset Fire & Rescue Service to produce a discretions policy for the new Combined Authority to approve.*

92. Pensions Board – Firefighter Pension Scheme

The Brigade Manager, People & Development presented a paper on the requirement for the Authority to have a Pensions Board.

RESOLVED:

To delegate the decision making for the Pensions Board to the Staffing Committee

93. Update on Combination

The CFO presented a paper updating the meeting on Combination.

94. Joint Committee.

The draft minutes of the Joint Committee Meeting held on 26 January 2015 were presented.

95. Urgent Business

- a. Referendum. Having agreed the budget for FY 15/16, the Authority recognised that there was no requirement for a referendum on increasing the precept above the proscribed limit this year. However, should the Combination with Dorset not proceed, the Authority may be forced to consider it as an option in future years.
- b. Committee Substitutes. The meeting discussed the issue of substitutes on committees

RESOLVED:

- i. *The request the political groups of the CFA to provide the Clerk with the names of up to two members from each group to act as substitutes for places allocated to them on each committee of the Wiltshire & Swindon Fire Authority.*
- ii. *To ask the Joint Committee to reconsider its view on the question of substitution.*
- iii. *To review the issue of substitutes at the AGM.*

Signature.....

WILTSHIRE & SWINDON FIRE AUTHORITY

96. Date of Next Meeting

The date of the next meeting was confirmed as 11 June 2015.

(Meeting Closed 12:20)

DRAFT

Signature.....