

# MINUTES

**Meeting:** WESTBURY AREA BOARD  
**Place:** The Laverton, Bratton Rd, Westbury BA13 3EN  
**Date:** 10 April 2014  
**Start Time:** 7.00 pm  
**Finish Time:** 9.30 pm

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Please direct any enquiries on these minutes to:

Roger Bishton (Democratic Services Officer), Tel: 01225 713 035 or (e-mail) [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Russell Hawker (Chairman), Cllr David Jenkins (Vice Chairman), Cllr Gordon King and Cllr Jerry Wickham

Cllr Richard Gamble (Portfolio Holder for Schools, Skills and Youth)

### **Wiltshire Council Officers**

Sally Hendry, Westbury Community Area Manager  
Julia Cramp, Service Director for Commissioning and Performance

### **Town and Parish Councillors**

Westbury Town Council – Cllr David Bradshaw, Cllr Sue Ezra, Cllr Christine Mitchell  
Bratton Parish Council  
Coulston Parish Council  
Dilton Marsh Parish Council  
Edington Parish Council – Cllr Mike Swabey  
Heywood Parish Council- Cllr Keith Youngs

### **Partners**

Wiltshire Police – Inspector Alan Webb  
Wiltshire Fire and Rescue Service

Wiltshire NHS  
BA13+ Community Area Partnership – Carole King, Philip McMullen  
Westbury Youth Advisory Group (YAG) – Sally Willox

**Total in attendance: 44**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Westbury Area Board.</p> <p>He introduced and welcomed Cllr Jerry Wickham, the newly elected Councillor for the Ethandune Ward and hoped that he would find his membership of this Area Board both interesting and rewarding.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>Cllr Francis Morland – Dilton Marsh &amp; Heywood Parish Councils  Mike Franklin – Wiltshire Fire &amp; Rescue Service  Revd. Dai Davies - Crosspoint  Keith Harvey – Town Clerk, Westbury Town Council</p>
3.	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the previous meeting were agreed as a correct record and signed by the Chairman, subject to the following amendment:-</b></p> <p><b>Min. No. 8 – A Campus for Westbury – last sentence before the decision to read:-</b></p> <p><b>“After further discussion, during which the Chairman suggested that the COB consider the inclusion of the Youth Centre in Option 1,”</b></p>
4.	<p><u>Declarations of Interest</u></p> <p>Cllr Gordon King declared a personal interest in all matters concerning the BA13+ Community Area Partnership as his wife was Chairman of the Partnership.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:-</p> <p>(a) <u>Dementia Strategy</u> – A draft dementia strategy for Wiltshire had been developed and a consultation process had been launched in mid February lasting for three months.</p> <p>The draft strategy had been agreed by Wiltshire Council’s Cabinet and the Governing Body of NHS Wiltshire Clinical Commissioning Group in</p>

January and these organisations would be inviting people with an interest in dementia, whether through personal or professional experience, to contribute their comments and viewpoints.

A copy of the Strategy and the consultation documents can be found on Wiltshire Council's website using the following link.

<http://www.wiltshire.gov.uk/council/consultations/consultationwiltsdementiastrategy.htm>

- (b) Library Memory Groups – Four new library memory groups had been started in January 2014 for people with memory loss and dementia and their carers in Pewsey, Purton, Warminster and Mere.

Sessions were free of charge and were run on a weekly basis. A session was taking place at Warminster Library, Three Horseshoes Walk, Warminster, BA12 9BT on Wednesdays between 11.30am and 1.00pm.

- (c) Safe Places - This was a nationwide project to enable people with learning disabilities to deal with any incident that took place whilst they were out and about in the community. Incidents could range from harassment or bullying to just needing directions. The scheme operated by having shops and other premises displaying a "Safe Places Scheme" badge where people with learning disabilities could seek refuge and receive assistance. This scheme would be backed by funding from the Police & Crime Commissioner.

- (d) Closure of Mini Recycling Sites – All mini recycling sites in Wiltshire would close on 5 May 2014 and the bins would be removed from the sites shortly afterwards. The sites collected materials that were already collected through the black box kerbside service which was therefore a duplication of service provided. The use of these sites had declined dramatically over recent years, as the Council had invested more in kerbside collections; 36,000 tonnes of dry recyclables were collected through the kerbside service the previous year, compared with less than 3,000 tonnes collected via the mini recycling centres.

Householders could have up to two black boxes for their glass bottles and jars, magazines and telephone directories, food and drinks cans and textiles. Any excess recycling could be placed out in carrier bags (one material type per carrier bag but mixed materials may not be collected). Residents unable to manage black boxes could be offered smaller black baskets with handles.

Sites would be regularly cleaned after the containers had been removed in order to manage any littering or flytipping that might occur in the short term.

6.

Youth Activity Review

Cllr Richard Gamble, Portfolio Holder for Schools, Skills & Youth gave a presentation on the Youth Activity Review currently being undertaken.

He explained that the presentation had been requested by the Area Board to draw attention to the formal consultation process and to seek the views of the local community. He stated that his presentation would cover:

- Background to Review
- The need for change
- The key drivers
- The four proposed options
- The consultation process – how to feedback
- Future provision – the aims and outcomes
- Questions and answers

Background Information

- Report to Cabinet – 21 January
- Need to respond to changing needs of young people
- 10 years since service established
- Lives of young people changed considerably
- Need to target support to those that need it most
- Currently minority of young people access council provision
- Many others access voluntary, community or commercial outlets
- Campuses provide new opportunities - first campus opens in Corsham - June 2014
- Budget set 25 Feb – Integrated Youth Service projected saving of approx £191,000

Why do we need to review?

- Statutory duty to secure access to leisure-time activities for young people
- Currently, provided through a range of services including open access youth development service across the county - mix of centre and street-based youth work
- Department for Education updated statutory guidance:-
  - new focus for councils - to enable services, rather than direct provision
  - enhanced role for voluntary and community sector

Current youth activities in the Westbury Community Area

- Number of young people – 1,689
- Amount allocated for young people initiatives 2012/13 - £4,043 – actual spend £13,310

Projects supported include;

- Keep fit activity equipment in Grassacres Park
- Minibus for Air Cadets
- Skate ramp in Bratton

- Outdoor leisure facilities Dilton Marsh

#### Consulting on 4 Options

- Future provision will offer sustainable help, support and resource to target the young people who need it most
- Provide the opportunity for more young people to access activities.
  1. Retain the current in-house service but reduce the cost
  2. Outsource the service
  3. Encourage and support staff to form a Public Service Mutual
  4. Develop a community led approach

#### The Consultation Process

- Started Friday 31 January – for 10 weeks
- Widely publicised;
- Schools, focus groups, young people’s groups, staff, communities, stakeholders
- 20,000 text messages to young people linking to survey
- Voluntary and community services
- Channels include website, Sparksite, facebook, twitter, media
- Final report for future provision – cabinet on 15 May

#### Future Provision – The Outcomes

- A better service for young people
- Young people have greater influence on the local provision they want and need
- Resources and funding targeted to those who need it most
- Vulnerable young people will continue to be protected – safeguarding a top priority
- Youth services will continue but delivered in a different way
- Better value for money and use of resources
- Campus programme will improve future environment
- Provision reflects revised government guidance

Read more: <http://www.wiltshire.gov.uk/latestnews.htm?aid=149213>

During discussion it was pointed out that it was most important that the needs of those who currently attended youth service activities were safeguarded. Some of these young people felt somewhat vulnerable and relied on these services to make and maintain friendships.

It was suggested that the continued use of the Youth Centre be maintained but it was appreciated that what was most important was the provision of good youth services rather than the continued use of a particular building.

After further discussion

**AGREED:**

	<p>(1) <b>To support Option 1 – Retain the current in-house service but reduce value, for the future of the Youth Development Service.</b> (A majority of the councillors supported this.)</p> <p>(2) <b>To request Wiltshire Council’s Cabinet to ensure that the current youth services in Westbury are maintained until the Westbury Campus is provided, should it be agreed that these services will be provided from the new Campus.</b> (The support for this was unanimous among the councillors)</p> <p>The Chairman thanked Cllr Richard Gamble for his presentation and attending the meeting.</p>
7.	<p><u>What Matters to You - Selecting Priorities for our Community</u></p> <p>Sally Hendry, Community Area Manager explained that the ‘What matters to you?’ event was held on 6 March 2014 in the Laverton and more than 80 members of the public and partner agencies took part.</p> <p>The purpose of the event was to look at facts and figures for the Westbury Community Area and consider priorities for action.</p> <p>It was pointed out that some of the key issues facing the Westbury community were:</p> <ul style="list-style-type: none"> <li>• High rates of child poverty</li> <li>• High rate of child obesity</li> <li>• 4<sup>th</sup> highest in county for domestic abuse</li> <li>• Higher than average benefit claimants</li> <li>• Lowest countywide recycling rates</li> </ul> <p>Sally Hendry reported that the following priorities had been made at the meeting on 6 March:</p> <p><u>Community Safety</u></p> <ul style="list-style-type: none"> <li>• Anti-social behaviour of adults in the evening and young people in the day time.29%</li> <li>• Engaging with the more vulnerable in our society to keep them safe from accidental fires – ensure their personal safety 29%</li> <li>• Reduction of domestic abuse 42%</li> </ul> <p><u>Environment</u></p> <ul style="list-style-type: none"> <li>• Identify land that can be made available for community benefit. 28%</li> <li>• Information to residents in rural communities about the possible re-</li> </ul>

- grading of farmland that would open it up for development. 5%
- Look into extending the Cranborne Chase AONB to include the Westbury Escarpment or create a corridor up to the Cotswolds AONB. 22%
- Promote reduction of packaging from stores and fast food outlets, and educate for less to landfill and more recycling. 45%
- Suggest - Wellhead Woods and Wellhead Valley – as Town Parks for the community
- Does WC own triangle of grass (possible orchard spot) by the Coop – suitable for asset transfer?

#### Transport

- Address issues of air quality by supporting the Air Quality Action Group 9%
- Improve, enhance, increase availability of cycle routes in and around Westbury. 38%
- Encourage effective use of the Railway Station, ensure its continued use as a hub 17%
- Improve traffic flow on the Warminster Road 19%
- Establish whether the community would be interested in discussing the options for by-pass 17%

#### Children and Young People

- Mitigating the effects of poverty – stress, obesity, higher refuse, domestic violence. 57%
- Reaching out to hard to reach people 8%
- Importance of young people being able to access affordable resources 34%

#### Culture

- Westbury Town Heritage Trail – blue plaques – raise profile of historic buildings 18%
- White Horse/Swimming Pool/Library – multi use leisure and culture – raise profile 28%
- Clubs/workshops for young people (music/drama/arts) – better advertising 33%
- Co-ordinated advertising of local events – notice boards/website/calendar 21%

#### Economy

- Improve education and employment aspirations of school children 57%
- Increase opportunities for higher end jobs 13%
- Plan for re-purposing of the town centre (leisure, heritage trail etc) 30%



### Health and Wellbeing

- Dementia: improve awareness, become 'dementia friendly' 20%
- Healthy diet and healthy bodies for the whole family (starting with breastfeeding and all the way through to older age) 37%
- Connect people socially and improve activity levels leading to better health and mental wellbeing 40%
- Falls prevention (in the home and outside too) 3%

### Leisure

- Improve access for participation: better public transport, improved cycle ways etc 19%
- Maintain the town's swimming provision and leisure facilities ensuring campus plans encourage joint working to make best use of all facilities 32%
- Widen GP referral scheme to use all the leisure providers in the community area 7%
- Encourage volunteering to enable increased leisure provision and improve communication to publicise what's on 10%
- Maintain youth services and leisure provision for youth 32%

### Housing

- Empty Homes Initiative – work to pro-actively bring some of the empty homes back into use (up to 60 in Westbury Area) 45%
- Create a support network in the community to assist older and vulnerable people move to more appropriate housing 36%
- Monitor the impact of the Growth & Infrastructure Act (2013) on Section 106 provision of new affordable housing – matching it to local demographics and housing need 10%
- Explore initiatives to help private landlords improve the quality of the private rented sector 9%

### Our Community

- Free central community space(s) for community groups to use. 27%
- Raising the aspirations of young people in the community area 59%
- Lack of communication about local issues that affect communities 14%

The meeting was informed that action and the next steps would be as follows:

- Work on identified priorities
- Area board research commenced
- Westbury Area Forum
- Work with partners such as BA13 CAP

- Area board grants to reflect community priorities
- Progress reports at every area board
- Update of community plan

8.

Wiltshire's New Housing Allocation Policy

Nicole Smith, Head of Strategic Housing, gave a presentation in which she explained the new way that Wiltshire Council would be allocating social housing.

She explained that the Policy had been reviewed following the introduction of the Localism Act and the introduction of the new freedoms. There had been wide consultation with the public, including the area boards, all those on the register, housing providers, voluntary sector, support providers and many more, following which the new Policy had been approved by Cabinet in November 2013.

The main changes were as follows:

- Local connection to Wiltshire
- Local Homes allocated to Local People
- Creation of an open market register for those with no identified housing need
- Review of the bands
- Introduction of reasons to be excluded from the register
- Allocations made in line with the bedroom standard
- Priority would be given to those with a local connection to the parish or town the vacancy was in, followed by band and eligible date
- If no one made a bid with a local connection then the team would look to all the surrounding parishes and towns
- Finally it would be opened to the whole of Wiltshire
- A local connection exclusion group would apply

The new bands would be as follows:

<b>Band 1</b> (urgent need)	Statutory requirement Move on Urgent medical or welfare need
<b>Band 2</b> (high need)	Under occupying and suffering financial hardship Social care

	<table border="1"> <tr> <td data-bbox="320 219 531 539"> <b>Band 3</b> (medium need) </td> <td data-bbox="531 219 1358 539"> No fixed abode  Temporary accommodation  Supported accommodation  Seriously overcrowded  Medical and welfare need  Under occupying in social housing  Other statutory requirements </td> </tr> <tr> <td data-bbox="320 539 531 757"> <b>Band 4</b> (low need) </td> <td data-bbox="531 539 1358 757"> Lacking or sharing facilities  Overcrowded  Armed forces &amp; reserve forces  Intentionally homeless  Sheltered or extra care </td> </tr> <tr> <td colspan="2" data-bbox="320 757 1358 801"> <b>Eligible to bid on selected properties ONLY</b> </td> </tr> <tr> <td data-bbox="320 801 531 1115"> Open Market Register </td> <td data-bbox="531 801 1358 1115"> Low Cost Home Ownership  Home Buy  Shared Ownership  Market rented properties  Older people accommodation   Specialist accommodation for those with specific needs </td> </tr> </table>	<b>Band 3</b> (medium need)	No fixed abode Temporary accommodation Supported accommodation Seriously overcrowded Medical and welfare need Under occupying in social housing Other statutory requirements	<b>Band 4</b> (low need)	Lacking or sharing facilities Overcrowded Armed forces & reserve forces Intentionally homeless Sheltered or extra care	<b>Eligible to bid on selected properties ONLY</b>		Open Market Register	Low Cost Home Ownership Home Buy Shared Ownership Market rented properties Older people accommodation  Specialist accommodation for those with specific needs
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Open Market Register	Low Cost Home Ownership Home Buy Shared Ownership Market rented properties Older people accommodation  Specialist accommodation for those with specific needs								
9.	<p><u>Healthwatch</u></p> <p>Emma Cooper, Chief Executive, Healthwatch Wiltshire introduced and explained the function of Healthwatch Wiltshire.</p> <p>She explained that Healthwatch was the independent consumer champion for health and social care in England. Healthwatch Wiltshire was part of a network of more than 150 local Healthwatch organisations and other partners, building a national picture of the trends and issues that mattered most.</p> <p>The role of Healthcare Wiltshire was:</p> <ul style="list-style-type: none"> <li>To promote the voice of the consumer in the development of health and</li> </ul>								

	<p>social care strategies (children and adults)</p> <ul style="list-style-type: none"> <li>• To be a 'Critical Friend' to the commissioners and providers of Health and Social Care</li> <li>• To provide and promote effective signposting and information systems</li> <li>• To promote, monitor and inspect the quality of services commissioned by the NHS to meet health and social care needs.</li> </ul> <p>Healthcare Wiltshire fulfilled its role  <b>through its Volunteer Network</b>  Specialist Volunteers  Generalist Volunteers  Associates</p> <p><b>through using information</b>  listening and collecting  analysing and researching  informing and signposting</p> <p><b>through dialogue and influence</b>  with the community  commissioners and providers</p> <p>Emma Cooper explained that Healthwatch Wiltshire maintained a strong connection with local authorities and were looking for further volunteers to help run the service. Further information could be obtained from:</p> <p>Healthwatch Wiltshire,  Kingsbury House,  Kingsbury Square,  Melksham,  SN12 6HL</p> <p>Tel: 01225 434218</p> <p>Email: <a href="mailto:info@healthwatchwiltshire.co.uk">info@healthwatchwiltshire.co.uk</a>  Website; <a href="http://www.healthwatchwiltshire.co.uk">www.healthwatchwiltshire.co.uk</a></p>
10.	<p><u>Update on Last Year's Fly Problem</u></p> <p>Ed Dodd, Divisional Director and Simon Thomas, Northacre Plant Manager from Hills Waste Solutions presented an update on the fly problem which had occurred in Westbury during the Summer of 2013.</p> <p>They explained that Hills Waste Solutions had developed a fly management plan for the Northacre RRC which had been agreed with the Environment Agency. Routine fly monitoring was being undertaken at the site and a number of measures were in place to control the flies.</p>

	<p>These measures were intended to supplement the effective use of fly fogging and spraying which was currently operating three times each week, but could be increased if necessary.</p> <p>It was reported that there was currently no problem with flies at Northacre RRC, which had been verified by the Environment Agency who undertook regular unannounced checks at the site. A liaison committee had been formed made up of representatives from Hills Waste Solutions, local parish councils, Westbury Town Council, Wiltshire Council and neighbouring businesses, which met on a regular basis to provide a direct point of contact with the site. Hills had been made aware through the liaison committee that some residents were reporting an increase in flies. Hills did not believe that these flies had originated from the Northacre site and stressed that at certain times of the year fly populations fluctuated in domestic dwellings as well as in the surrounding environment. However, Hills would continue to monitor the situation.</p>
11.	<p><u>Partner and Community Updates</u></p> <p>The Area Board received the following partner and community updates:-</p> <ul style="list-style-type: none"> <li>• <b>Police &amp; Crime Commissioner’s Office</b> There was no update.</li> <li>• <b>Wiltshire Police</b> Inspector Alan Webb presented an update report. He pointed out that the performance table indicated an overall reduction in crime. There had been an increase in vehicle crime and also in burglary offences for which significant specialist resources had been made available which had led to the arrest of four separate offenders.</li> </ul> <p>Dr Peter Biggs requested that the statistics for violent crime be subdivided in order to show domestic abuse as a separate entry. Inspector Webb confirmed that he would look into the possibility of providing these figures separately.</p> <ul style="list-style-type: none"> <li>• <b>Wiltshire Fire &amp; Rescue</b> An update report was received and noted.</li> <li>• <b>Clinical Commissioning Group</b> An update report was received and noted.</li> <li>• <b>BA13 Community Area Partnership</b> An update report was received and noted.</li> <li>• <b>Youth Advisory Group (YAG)</b> An update report was received and noted.</li> <li>• <b>Westbury COB</b> An update report was received from which it was noted that the COB had been giving some consideration to a change of name to either: Westbury Campus Development Team, or</li> </ul>

	<p>Westbury Community Campus Team.</p> <p><u>AGREED</u> That the Westbury COB be renamed the Westbury Community Campus Team.</p> <ul style="list-style-type: none"> <li>• <b>Town/Parish Councils</b> There were no update reports.</li> <li>• <b>Community Commemoration of World War One</b> Cllr David Jenkins reported that the Westbury Town Council World War One Steering Group had listed a number of events to commemorate the Great War on the Town Council's website, details of which were as follows: <ul style="list-style-type: none"> <li>2 August                      World War One event in Soisy Gardens</li> <li>3 August                      Re-dedication of the Great War Memorial in All Saints Churchyard</li> <li>4 August                      Royal British Legion Evening Service at High Street memorial</li> <li>8 August                      Westbury during the Great War, talk by Lt Col (Ret'd) Andrew Field at The Laverton</li> <li>9 August                      Tea Dance at Leigh Park Community Centre</li> <li>12 September                Mons to the Marne talk by Tony Coutts-Britton in All Saints Church</li> <li>5 December                 The Christmas Truce 1914 talk by Tony Coutts-Britton in All Saints Church</li> </ul> </li> </ul>
12.	<p><u>New Appointments for Membership to the Campus Operations Board</u></p> <p>Consideration was given to appointing members and deputies to the Community Operations Board.</p> <p><u>AGREED</u></p> <p>(1) <b>To appoint the following additional members to the Community Operations Board:</b></p> <p><b>Lauren Srawley and Carris Maskell (joint member for education and young people representative)</b></p> <p><b>Bill Jarvis (User and community group representative)</b></p> <p><b>Alison Irving (User and community group representative)</b></p>

	<p style="text-align: center;"><b>Neil Hawker (User and community group representative)</b></p> <p><b>(2) To appoint the following as deputies:</b></p> <p style="padding-left: 40px;"><b>Timothy John Wright</b></p> <p style="padding-left: 40px;"><b>David Bradshaw</b></p>
13.	<p><u>Community Area Grants</u></p> <p>Consideration was given to a report by the Community Area Manager in which councillors were asked to consider applications for funding from the 2014/15 Area Board Grants Budget. She then explained each application in turn.</p> <p><b>(a) Bratton Recreation Ground – New Shower Facilities</b></p> <p style="padding-left: 40px;"><b><u>Decision</u></b></p> <p style="padding-left: 40px;">To approve a grant of £739 towards new shower facilities.</p> <p style="padding-left: 40px;"><b><u>Reason</u></b></p> <p style="padding-left: 40px;">This application meets the grants criteria for 2014/15.</p> <p><b>(b) Westbury Bowls Club – Purchase of 10 Sets of Bowls</b></p> <p style="padding-left: 40px;"><b><u>Decision</u></b></p> <p style="padding-left: 40px;">To approve a grant of £500 towards the purchase of 10 sets of bowls.</p> <p style="padding-left: 40px;"><b><u>Reason</u></b></p> <p style="padding-left: 40px;">This application meets the grants criteria for 2014/15.</p> <p><b>(c) Royal British Legion (Westbury) – Repair and Restoration of Town War Memorial</b></p> <p style="padding-left: 40px;"><b><u>Decision</u></b></p> <p style="padding-left: 40px;">To approve a grant of £1,250 for the repair and restoration of the town war memorial.</p>

	<p><b><u>Reason</u></b></p> <p><b>This application meets the grants criteria for 2014/15.</b></p> <p><b>(d) Replacement of Stiles and Kissing Gates on Rights of Way in and around Westbury and the surrounding Villages – Led by Cllr Russell Hawker</b></p> <p><b><u>Decision</u></b></p> <p><b>To approve a grant of £3,000 for the replacement of stiles and kissing gates in and around Westbury and the surrounding villages.</b></p> <p><b><u>Reason</u></b></p> <p><b>This application meets the grants criteria for 2014/15.</b></p>
14.	<p><b><u>Community Area Transport Group and Air Quality Management Group</u></b></p> <p>The Area Board received:</p> <p>(1) The minutes of the Westbury Community Area Transport Group dated 14 March 2014 which provided an update on outstanding issues and the actions which had been taken.</p> <p>(2) Notes of a meeting of the Westbury Air Quality Management Group dated 7 March 2014.</p> <p>(3) A list of services delivered by Balfour Beatty together with a summary of work which had been undertaken.</p>
15.	<p><b><u>Urgent Items</u></b></p> <p>There were no urgent items of business.</p>
16.	<p><b><u>Future Meeting Dates</u></b></p> <p>It was noted that the next meeting of the Westbury Area Board would be held on Thursday 5 June 2014 at Bratton Jubilee Hall, Melbourne Street, Bratton, BA13 4RW, starting at 7.00pm.</p>