

AGENDA

Meeting: Westbury Area Board
Place: The Laverton Hall, Bratton Road, Westbury, BA13 3EN
Date: Thursday 7 December 2017
Time: 7.00 pm

Including the Parishes of Bratton, Coulston, Dilton Marsh, Edington, Heywood and Westbury

The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Refreshments and networking opportunity from 6:30pm .

Please direct any enquiries on this Agenda to Roger Bishton (Democratic Services Officer), direct line 01225 713 035 or email roger.bishton@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114 / 713115.

Wiltshire Councillors

Cllr Russell Hawker, Westbury West (Chairman)
Cllr David Jenkins, Westbury North (Vice-Chairman)
Cllr Gordon King, Westbury East
Cllr Jerry Wickham, Ethandune

RECORDING AND BROADCASTING NOTIFICATION

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

Items to be considered	Time
1. Chairman's Welcome and Introductions	
2. Apologies for Absence	
3. Minutes (<i>Pages 1 - 8</i>) To confirm the minutes of the meeting held on 12 October 2017.	
4. Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
5. Chairman's Announcements (<i>Pages 9 - 12</i>) To note the following items for information:- <ul style="list-style-type: none"> • Wiltshire Local Plan Review • Eat Out Eat Well Award • Westbury Community Hub – Cllr John Thomson, Cabinet lead for campuses and hubs has stated that the team is currently working on two papers which will go to Cabinet in December 2017 and we shall be revisiting the hubs and leisure provisions in January. 	
6. Dementia Services in the Westbury Community Area A presentation will be given by CCG member, Dr Muhammed Rehman from Westbury Health Centre, together with the Practice Manager and also Sara Young, Joint Commissioner – Dementia, Wiltshire Council on the current dementia services in the Westbury area and future plans.	
7. Partner and Community Updates (<i>Pages 13 - 32</i>) To receive any updates from partners. Some reports have been received and are included in the pack. <ul style="list-style-type: none"> • Wiltshire Police • Dorset and Wiltshire Fire & Rescue Service • Westbury LYN • BA13+ Community Area Partnership • Wiltshire Clinical Commissioning Group • Healthwatch Wiltshire • Westbury Town Council 	
8. Tarmac Planning Application for a new precast concrete manufacturing unit at former Cement Works, Westbury Jonathan Toyn, Daniel Daniels and Peter Heubeck from Tarmac	

Building Products Ltd will attend to explain their proposals and to answer any questions.

9. **Northacre Renewable Energy Ltd's proposal to submit a Section 73 application to update the layout of the advanced thermal treatment facility following a review of the original proposals at Northacre Industrial Park, Westbury**

Ed Dodd, Alex Henderson and Monique Hayes, from Hills Waste Solutions will make a presentation explaining Northacre Renewable Energy Limited's proposal to submit a Section 73 application to amend the existing full planning permission for an Advanced Thermal Treatment Facility at Northacre Industrial Park, Westbury and to answer any questions.

10. **Community Area Grants** (*Pages 33 - 54*)

To consider applications for funding from the Community Area Grants Scheme.

11. **Westbury Community Area Transport Group** (*Pages 55 - 62*)

To receive the notes of the Westbury Community Area Partnership Group meeting held on Friday 17 November 2017 and to consider the recommendations set out in the notes.

12. **Appointments to Outside Bodies**

At its meeting on 15 June 2017, this Area Board appointed Cllr Russell Hawker to membership of the Leigh Park Community Centre (Westbury). This appointment had been made for several years on a temporary basis until such time as the completion of the Lease with Wiltshire Council. This has now been completed as a result of which there is no need for Cllr Hawker to represent the Council on this body and accordingly he wishes to resign his position.

13. **Urgent items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

14. **Future Meeting Dates**

The next meeting of the Westbury Area Board will take place on:

Thursday 1 February 2018 at The Laverton, Westbury, BA13 3EN

Future Meeting Dates

Thursday 12 April 2018 at The Laverton, Westbury BA13 3EN



MINUTES

Meeting: WESTBURY AREA BOARD
Place: The Laverton Hall, Bratton Road, Westbury, BA13 3EN
Date: 12 October 2017
Start Time: 7.00 pm
Finish Time: 9.00 pm

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

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

In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Liam Cripps – Community Engagement Manager
Tracy Carter – Associate Director, Waste & Environment
Amy Williams – Waste Technical Officer
Jan Bowra – Locality Youth Facilitator
Roger Bishton – Senior Democratic Services Officer

Town and Parish Councillors

Westbury Town Council – Cllr Ian Cunningham
Dilton Marsh Parish Council – Cllr Sonja Harris, Cllr Kathy Hutt
Edington Parish Council – Cllr Michael Swabey

Partners

Police & Crime Commissioner – Angus Macpherson
Dorset & Wiltshire Police – Inspector Andy Fee
Wiltshire Fire and Rescue Service – District Commander Jason Moncrieff
BA13+ Community Area Partnership – Carole King

Total in attendance: 30

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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>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Phil McMullan, BA13+ Area Partnership.</p>
3.	<p><u>Minutes</u></p> <p>Resolved:</p> <p>To confirm and sign the minutes of the meetings held on 15 June and 21 September 2017.</p>
4.	<p><u>Declarations of Interest</u></p> <p>Cllr Gordon King declared a non-pecuniary interest as he was a trustee of Crosspoint (Westbury), a funding application for which would be considered later in the meeting.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the following Chairman's announcements, details of which were included in the agenda papers:-</p> <ul style="list-style-type: none"> • Housing Site Allocations • Emergency Plans • Household Recycling Centres • Assertive Outreach with Rough Sleepers • Westbury Hub – It was noted that Laurie Bell, Associate Director, Communities & Communications had written to the Chairman advising that a feasibility study into the use of the building occupied by Westbury Library had taken place, particularly the upper floors for either private accommodation or commercial use, alongside the refurbishment of the ground floor to include an extension to the rear of the building. <p>The feasibility study highlighted a number of issues. Given the constraints of the building, the use of the upper floors for either private</p>

	<p>dwelling or commercial use would be cost prohibitive based on the need for a new external and separate access and that the market place value for either option would not cover the cost. This would mean that any ground floor refurbishment would require additional investment.</p> <p>The Council was very much aware of the need to deliver a community hub for Westbury and was continuing to explore possible options to achieve this.</p> <p>It was agreed that an update be printed in <i>The White Horse News</i>.</p>
6.	<p><u>Partner and Community Updates</u></p> <p>The Area Board received and noted the following updates from key partners:-</p> <p>(a) Wiltshire Police The Chairman introduced and welcomed Inspector Andy Fee, Sector Inspector, to his first meeting of the Area Board who then presented his report.</p> <p>Reference was made to incidents whereby young people had taken and sent nude photographs via social media, which had subsequently been forwarded to other persons. Each of these incidents had been dealt with and relevant partner agencies had been notified. Inspector Fee confirmed that prosecutions did take place depending on the severity of the incident but the less severe cases were often dealt by a multi-disciplinary approach.</p> <p>(b) Dorset & Wiltshire Fire and Rescue Service The written report was presented by Guy Tedman, Temporary District Commander and noted.</p> <p>Members were very pleased to note the success of the new Fire Cadet programme and requested that it should be publicised, especially in <i>The White Horse News</i>.</p> <p>(c) Westbury LYN Members received a feedback from young people who had participated in the Salamander Project which had been organised by Christine Sharma, Youth Intervention Coordinator, Dorset and Wiltshire Fire & Rescue Service. 14 young people had attended this first project session, which explained and demonstrated the work of the Fire & Rescue Service and members were informed how much they had enjoyed and learned from the experience. It was planned to arrange further projects in the future.</p> <p>(d) BA13+ Community Area Partnership The written report was received and noted.</p> <p>Members noted with pleasure the success of Phil McMullan in achieving a 'gold' distance in his chosen activity of using his car less and walking more in the Big Pledge Challenge held earlier this year. He was awarded</p>

	<p>a top prize for his efforts and was presented with a Fitbit.</p> <p>(e) Wiltshire Clinical Commissioning Group The written report was received and noted. Dr Peter Biggs requested that the CCG be asked for information about the work they were currently undertaking concerning the local community. It was agreed to invite the new Chairman of CCG to attend the next meeting and explain plans to overcome the perceived inadequacy of the dementia service.</p> <p>(f) Healthwatch Wiltshire The written report was received and noted.</p> <p>(g) Westbury Town Council Cllr Ian Cunningham gave a brief verbal report on recent activities of Westbury Town Council and referred members to the Town Council's website for full details.</p>
7.	<p><u>Consultation on New Waste Management Strategy</u></p> <p>Tracy Carter, Associate Director, Waste & Environment, made a presentation on a new Waste Management Strategy for Wiltshire for the period 2017 - 2027.</p> <p>The Area Board was informed that the Council needed to develop a new waste management strategy in order to shape how household waste and recycling in Wiltshire was collected and managed. This strategy needed to take into account Wiltshire's current challenges and also major developments in waste services.</p> <p>Approximately 700,000 bins and boxes were emptied every fortnight from over 215,000 households. Last year, the Council managed 243,000 tonnes of waste and recycling; this having decreased significantly since 2014/15. Wiltshire residents produced 566 kg of non-recycled waste per household, an analysis showing that much of this could be recycled using kerbside collection services 44% of waste collected in Wiltshire was sent for recycling and composting, this being a reduction from 46.5% in 2014/15. The amount of waste that was sent to landfill had decreased significantly from 78% in 2003 to 21% in 2016/17.</p> <p>It was noted that the Council paid to collect and dispose of each tonne of waste and recycling managed. The Council was charged a tax of £86.10 per tonne for all waste sent to landfill.</p> <p>In 2014-15 the council's net spend on waste was £35.221m</p> <p>In 2016-17 our net spend on waste was £31.241m</p> <ul style="list-style-type: none"> ➤ We reduced opening hours at HRCs ➤ We introduced charges for garden waste collection ➤ We introduced permits for vans and trailers at HRCs ➤ We limited access to and charged charities using HRCs ➤

	<p>In 2017-18 our budget is £31.88m</p> <ul style="list-style-type: none"> ➤ We will introduce charges for non-household waste items at HRCs ➤ We will ensure that where we charge for waste collection services the charges enable us to recover the reasonable costs of collection <p>Tracy Carter reminded the meeting that the Council collected the following items at the kerbside:</p> <ul style="list-style-type: none"> ➤ Plastic bottles and cardboard from blue lidded recycling bins ➤ Paper, glass, cans, aerosols, foil and textiles from black recycling boxes ➤ Garden waste (chargeable) from green lidded recycling bins ➤ Household waste from grey lidded wheeled bins <p>Following the award of a collection contract to Hills Waste, kerbside services would change from 30 July 2018. These changes would make it easier for residents to recycle more at home.</p> <p>It was now necessary to look at how to manage Wiltshire’s waste over the next 10 years. The Council was currently undertaking a public consultation to ascertain the views of residents which will help to develop a new waste management strategy. The questions in the consultation were based on the outcome of workshops held with Wiltshire Council elected members in July 2017.</p> <p>Members present were then asked a few questions, the responses to which would be included in the consultation results.</p> <p>In conclusion, Tracy Carter encouraged as many residents as possible to have their say and requested help by promoting this consultation wherever possible.</p>
8.	<p><u>Recycle for Wiltshire Joint Venture Westbury Campaign Plan</u></p> <p>A presentation was given by Jessica Thimblebee, Engagement Officer, Waste Team, Wiltshire Wildlife Trust on the Recycle for Wiltshire Joint Venture Westbury Campaign Plan.</p> <p>She explained that Wiltshire Council funded Wiltshire Wildlife Trust to educate and encourage school children and communities throughout Wiltshire to reduce, reuse and recycle more of their household rubbish. Currently the project was working in Royal Wootton Bassett & Cricklade, Westbury, and Tidworth & Ludgershall. It was noted that a ‘Drop the Rubbish Attitude’ Litter Campaign was being carried out with a student group from Matravers School and other awareness initiatives were being aimed at other school groups, including Waste Watcher Reward Cards, Staff Waste Awareness Training and a Wiltshire Waste</p>

	<p>Watchers Setting Award Scheme. Work was also being undertaken with the general community including a Sovereign Housing Day of Action which was held on 26 July 2017, a similar event with the local Housing Association and a white goods workshop.</p> <p>She reminded everyone what items could be recycled and explained which should be placed in blue lidded bins and black boxes.</p>
9.	<p><u>First World War Commemorative Tree Planting</u></p> <p>The Community Engagement Manager provided an update. He reminded the meeting that the aim of the project was to deliver a legacy to mark the centenary of the end of World War 1, by inviting communities to plant trees across Wiltshire and encouraging schools, community groups and organisations to participate in the initiative.</p> <p>He reported that whilst 10,000 soldiers from Wiltshire lost their lives during this war, many more returned home and carried on with their lives. The aim of the scheme was to create a legacy to remember everyone who served during this war and plant as many trees as possible to create a legacy to remember everyone that served during the War.</p> <p>Local communities and organisations were being asked to identify suitable sites for planting in their areas. The sites needed to be accessible to the community they served, e.g. children, parents, grandparents and visitors to the school. The Community Engagement Manager explained that any further advice needed would be available from the Woodland Trust.</p>
10.	<p><u>Youth Grants</u></p> <p>Consideration was given to a report by Jan Bowra, Locality Youth Facilitator, in which councillors were asked to consider funding for an application.</p> <p>After discussion,</p> <p>Resolved:</p> <p>To approve a grant of £4,266.50 towards a young person's counselling service in the Westbury area to take place in the Crosspoint (Westbury) premises in Market Place, Westbury.</p>
11.	<p><u>Westbury Community Area Transport Group</u></p> <p>The Area Board received notes of the Westbury Community Area Transport Group (CATG) meeting held on 22 September 2017. Cllr Jerry Wickham challenged the accuracy of the notes, stating that CATG had recommended that £5,000.00 be allocated towards a new footway near The Ham Cottages, provided that Westbury Town Council underwrote half the amount.</p>

	<p>Resolved:</p> <p>(1) To allocate £150.00 towards the provision of white lines on White Horse Way, Westbury.</p> <p>(2) To allocate £5,000.00 towards the provision of a new footway near The Ham Cottages to serve a relocated bus stop, subject to Westbury Town Council underwriting half the amount.</p> <p>(3) To allocate £2,000.00 towards a Metrocount in Coulston to help provide statistical information for the introduction of a 20mph speed limit.</p>				
12.	<p><u>Urgent items</u></p> <p>Provision of Defibrillators in Westbury</p> <p>It was reported that defibrillators had now been provided and were located at:-</p> <ul style="list-style-type: none"> • The Laverton, Bratton Road • The Library, Edward Street • Leigh Park Community Centre, Leigh Park Way • Tesco Express, Fore Street • One Stop Shop, Queens Square <p>Although formal training was not required, Westbury Town Council had arranged some awareness training sessions with Heartsafe and would be inviting members of the public to attend these sessions at The Laverton on the following dates:-</p> <table data-bbox="336 1308 1305 1379"> <tr> <td>Saturday 14 October</td> <td>10 - 11.30am and 11.30am – 1pm</td> </tr> <tr> <td>Tuesday 24 October</td> <td>6.30 – 8.30pm</td> </tr> </table>	Saturday 14 October	10 - 11.30am and 11.30am – 1pm	Tuesday 24 October	6.30 – 8.30pm
Saturday 14 October	10 - 11.30am and 11.30am – 1pm				
Tuesday 24 October	6.30 – 8.30pm				
13.	<p><u>Future Meeting Dates</u></p> <p>The next meeting of the Westbury Area Board would be held on Thursday 7 December 2017 at The Laverton, Westbury.</p>				

How to comment

Copies of the consultation documents can be viewed during normal opening hours at the council's main offices at Monkton Park (Chippenham), Bourne Hill (Salisbury), County Hall (Trowbridge) and at all Wiltshire Council libraries.

The consultation runs from Tuesday 7 November 2017 until 5pm on Tuesday 19 December.

All the consultation documents and supporting evidence are available on this link:

<http://www.wiltshire.gov.uk/planning-policy-local-plan-review>

Comments can be returned via the following means:

- Online via the consultation portal (http://consult.wiltshire.gov.uk/portal/spatial_planning)
- By email via spatialplanningpolicy@wiltshire.gov.uk
- By post in writing to: Spatial Planning, Economic Development & Planning, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

Next Steps

The feedback from this consultation will inform the development of a draft Joint Spatial Framework and draft options for the Wiltshire Local Plan Review. The timetable for each stage of public consultation is set out below.

Public Consultation

■ Joint working

■ Individual Local Plans

Issues and Opportunities Consultation (Nov - Dec 2017)

Draft Joint Spatial Framework (June - July 2018)

Local Plan Options Consultation (Oct - Dec 2018)

Local Plan Pre-submission Consultation (June - July 2019)

Independent Examination (Apr -Sep 2020)



Wiltshire Local Plan Review Consultation

Wiltshire Council has a statutory duty to plan for the new homes, jobs and infrastructure needed to support Wiltshire's communities while protecting the local environment and quality of life and to keep plans up to date.

The council is reviewing the Wiltshire Core Strategy adopted in January 2015 which sets out policies for the future development of the county over the period to 2026 and is used in the determination of planning applications. The review of the Wiltshire Core Strategy (renamed the Wiltshire Local Plan) will extend the period to which the plan relates to 2036.

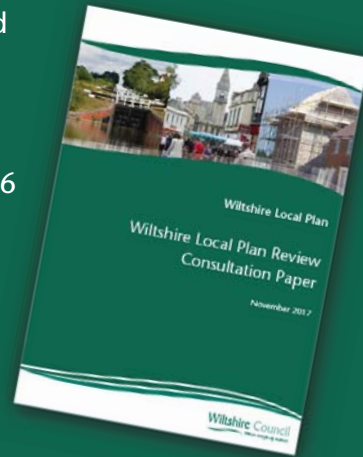
This is your opportunity to comment on and inform how the review of the local plan takes place.

Comments on the consultation should be returned by 5pm Tuesday 19 December 2017.

Wiltshire Local Plan Consultation Paper

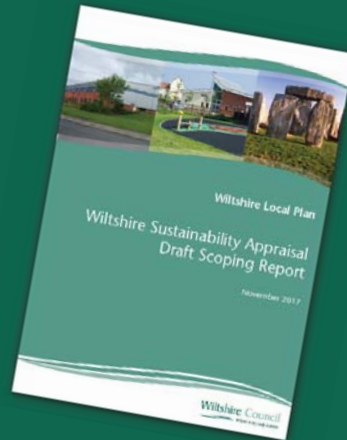
The consultation paper sets out the proposed scope of the Wiltshire Local Plan Review. This explains that the new homes, employment land and associated infrastructure needed to support growth over the period 2016 to 2036 are to be addressed in the review.

It also considers: where Wiltshire Core Strategy development management policies may need to be updated to ensure their continued consistency with national policies; how to consolidate older 'saved' policies from former Wiltshire district council local plans; and new policies to plan positively for each town centre in Wiltshire.



Sustainability Appraisal Scoping Report

The Sustainability Appraisal Scoping Report proposes a Sustainability Appraisal Framework, including objectives and decision aiding questions, to be used in the assessment of draft policies and proposals as part of the plan making process. Sustainability Appraisal promotes sustainable development through better integration of sustainability considerations in the preparation and adoption of plans.



Call for sites

If you have land which you would like the council to consider for development please let us know. Sites already in the Wiltshire Housing and Employment Land Availability Assessment 2017 do not need to be submitted.

Swindon and Wiltshire Joint Spatial Framework

Local planning authorities are legally required to co-operate with each other over issues that transcend administrative boundaries. The Joint Spatial Framework, prepared jointly with Swindon Borough Council, will guide the overall pattern of development across the wider area of the two councils, setting out a distribution of new jobs, homes and infrastructure. It will provide evidence to inform the councils' individual local plan reviews.



Swindon and Wiltshire Joint Spatial Framework: Issues Paper

The Issues Paper has been prepared to stimulate discussion and invites comments on the proposed methodology, scope and objectives of the Joint Spatial Framework and strategic issues in the proposed housing market areas. It is supported by profiles of the proposed new housing market areas at **Chippenham, Salisbury, Swindon and Trowbridge**. The document includes specific questions on which the council would like to hear your views.



Assessments of need for homes and jobs (2016 to 2036)

Two independent studies have been commissioned to identify the new homes and jobs that may be required in Wiltshire and Swindon over the period to 2036 and to inform the review of the Swindon Borough Local Plan and Wiltshire Local Plan. These are a Strategic Housing Market Assessment and A Functional Economic Market Area Assessment.

These projections have yet to be tested and are a first step in the local plan review process.

Chairman's Announcement

Subject:	Eat Out Eat Well Award Scheme
Contact Details:	liz.hubbart@wiltshire.gov.uk

Public Protection is looking to work with Area Boards to increase coverage of the Eat Out Eat Well Scheme; targeting high street businesses and village locations.

The Eat Out Eat Well Award is included in the Wiltshire Obesity Strategy implementation plan and is offered free of charge to most types of food business that have achieved a Food Hygiene Rating of three stars or above.

The aims of the award:

- To encourage and assist caterers to increase the range and promotion of healthier options on their menu.
- Assist caterers in meeting the rising demand for healthier food via advice and low cost nutrition training.
- Acknowledge and promote caterers who make it easier for customers to eat healthily.
- Increase customer choice and help consumers make more informed choices.

The over arching aim is to increase choice for customers and profitability for businesses. It is not about removing 'unhealthy food' but making easily achievable adaptations, in some cases to make existing favourites healthier without compromising on sales and introduce new products. Experience to date has shown that this is realistic and achievable.

The award has three levels bronze, silver and gold and is open to most types of catering establishments including cafes, takeaways, schools, restaurants and workplace canteens that have been assessed as broadly compliant in terms of food safety and food standards and achieved a Star rating of three or more.

Achievement is determined via a points system that rewards healthier catering and reflects Government obesity messages; the increased use of fruit & vegetables, reductions in sugar and fat, increased fibre, reductions in refined and processed ingredients, use of healthier cooking techniques, portion control, marketing and pricing policies that encourage healthier choices.

An experienced assessor will visit the business to guide the food business operator through the process.

To date 261 businesses have signed up and are benefiting from the competitive edge that the award provides. Many businesses have reported cost savings as well.

Participating businesses are provided with a window sticker similar to those displaying a food hygiene rating and their details are entered on to the Eat Out Eat Well website.

Referrals to the scheme can be made to liz.hubbart@wiltshire.gov.uk or by phone 01225 715236.

Chairman's Announcement

Most types of food business that have a Food Hygiene Rating of three or above are eligible and can apply for an advisory visit and assessment to achieve a Gold, Silver or Bronze classification.



Westbury

Hello and welcome to this month's Community policing report.

The festive season is particularly tempting for criminals as they expect to find gifts and high value goods in people's homes and cars. It is important to ensure that your house is secure and that you take precautions to stop criminals who will have no thought about taking your carefully chosen gifts for loved ones.

As we all know, our towns will be exceptionally busy and with increased numbers of people on Wiltshire streets, it is easier for thieves to strike unnoticed.

Below are a few simple tips to help prevent you not becoming a victim of crime whilst out and about during the Christmas period :

- When out shopping, keep your purse and handbag near you
- Keep any cash that you may have on you to a minimum
- Mobile phones and wallets in back pockets are a target - ensure that you keep them secure and out of sight
- Be careful at cash machines and when paying with your card - shield your PIN at all times.

With increased numbers of shoppers on local streets, there are inevitably more vehicles in car parks which provide more opportunities for criminals. Don't let your vehicle be an easy target by following the advice outlined below:

- Don't leave Christmas presents or other valuables like laptops, mobile phones, handbags, credit cards, cheque books or vehicle documents in your car. If it is unavoidable - place them in the boot and ensure equipment is completely switched off
- Remove Satellite Navigation systems and clean away suction marks on windows
- Make sure car doors, windows and sun roofs are all properly closed and locked
- Remove your stereo if you can - mark it with the vehicle registration number if you can't
- Leave your glove box open to show that there is nothing in it
- Leave absolutely nothing on show - you may know that there is no wallet in your jacket, but a thief will break a window just to check.
- If you own a van, make sure you remove tools overnight and display an appropriate sign in the rear window making this clear.

It is equally important to keep your Christmas gifts safe at home by following the points outlined below:

- NEVER open your door to anyone that hasn't made an appointment - if you are expecting them, always check their identification and if you are at all suspicious, contact Wiltshire Police by dialling 101
- All doors should be fitted with a minimum of 5 lever mortice locks
- All windows should be fitted with locks except any designated as a fire escape
- Close and lock all windows and doors when leaving the house - even if you are just going into the garden
- Keep front and back doors locked whilst you are in your home to prevent individuals walking in without your knowledge
- Close all windows when leaving a room - especially those at the front of the house
- Double check that all doors and windows are locked at night
- Keep valuable items out of view and reach of windows and doors
- Never leave a spare key in a hiding place like a plant pot or letterbox – a thief knows all the hiding places
- Keep car keys out of sight - never leave them on view
- Hide financial documents – if someone does break in, you don't want them to also steal from your bank account
- Lock tools and ladders away so that a thief cannot use them to break in
- Never leave a shed or garage unlocked, even when you are gardening - especially if it has a connecting door to your property.
- Make sure you have good lighting around your property
- Consider investing in a burglar alarm
- Secure the rear access to your home - A thief is less likely to be seen at the rear of your property
- Make sure any hedging at the front of your property is no higher than one meter. This will allow a passer-by or neighbours to see anyone acting suspiciously
- Mark all valuable items with a property marking system identifiable to you
- Take photographs of all jewellery including hallmarks and keep them safe. Don't leave valuable jewellery in a box on your dressing table - it's the first place a thief will look
- Make a list of the serial number of your electronic items and keep it safe
- Make sure you have up-to-date contents insurance
- Register all electronic items and any others with serial numbers at sites such as Immobilise.co.uk
- Join your local Neighbourhood Watch. If there isn't one, consider setting one up yourself.

It is important not to stop thinking about safety after Christmas day too. Make sure you don't put your rubbish out too early. Putting packing and boxes on display will advertise all the new items you have in your home providing thieves with a checklist of your equipment for them to steal.

CRIME EXCEPTIONS

These figures are based on an evaluation of data, over a two year rolling period. Using this data we can predict what figure is the average that should be reported in a specific month, and what are the higher and lower parameters that we may expect. Figures outside of these parameters are classed as 'Crime Exceptions'.

Westbury Town

The month of October saw 106 reported incidents, compared to 146 reports incidents during the same time period last year.

There were no crime exceptions throughout the month, however offences of theft are showing towards the upper parameters that we would expect to see. This is largely related to offences of Theft from Motor Vehicles as per below.

October saw a number of reports of Theft from Motor Vehicles. The most common type of vehicle that has been targeted is work vans, and tools are being stolen from within.

We appreciate that it is not always possible to remove vast numbers of tools from within the vehicle, however where this is possible, it is recommended.

You are able to register valuable items free of charge at www.immobilise.com , a property register that helps police identify your property, and catch criminals. You can also consider registering expensive items with a forensic marking company such as SmartWater – www.smartwater.com .

October saw 4 reports of Dwelling Burglary, to a residential property. Two of these incidents saw entry gained to the properties by smashing a window at the rear of the property. The other two incidents, entry was gained via insecurities.

Westbury Rural

The month of October saw 26 reported incidents, compared to 31 reported incidents during the same time period last year.

October saw 1 report of Dwelling Burglary, whereby a blunt instrument was used in order to try and obtain entry to a PVC window and door. No entry was gained to the property, and nothing was stolen.

OTHER INFORMATION

Our Tasking Team (CTT) has been carrying out a number of enquiries relating to dwelling burglaries across the West Wiltshire policing area, and whilst these enquiries are going on behind the scenes, there is a great deal that the community can do to protect themselves against being a victim of this type of crime :

Getting into the habit of doing a routine 'security sweep' before you go to bed, this could include checking that all windows and doors, including garages and outbuildings, are locked and that the keys are removed from locks. Ensure that any vehicles owned by you, are locked and that all valuables are removed from within.

Take your keys, and any other valuables such as laptops and handbags / wallets, to the bedroom.

Do not leave keys in doors, or at a point that can be easily reached or visible through letter boxes and cat flaps.

If you have a garage, consider parking your vehicle close up to the doorway. This limits the opportunity for criminals to open doors.

"Remove it from view" – Consider what others can see through your windows and doors.

Finally, if you see anything that you believe is suspicious, please report it.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

Sector Inspector – Inspector Andy Fee – andy.fee@wiltshire.pnn.police.uk

Sector Deputy – Sergeant Gill Hughes – gill.hughes@wiltshire.pnn.police.uk

Community Coordinator – Pc Charly Chilton : charlotte.chilton@wiltshire.pnn.police.uk

feedback@wiltshire.police.uk



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Westbury Area Board Report - 7th December 2017



Be one of us Campaign (Wholetime Recruitment)

Wholetime recruitment to Dorset & Wiltshire Fire and Rescue Service opens at 12noon on Monday 6 November, with a deadline of 12noon on Sunday 12 November.

The following information is designed to give you an indication of the recruitment process, what to expect and what is required of you. It is a staged process and, should you be successful, you will be assessed over the period covering 6 November to 5 December 2017.

Applications are via an external website:

<https://apollo.adc.uk.com/s/DWFRS2017>

Within the online registration process you will be required to complete:

Candidate Registration, where you register your details

Realistic Job Preview, here you are presented with 11 scenarios

Eligibility Screen, here you must answer basic questions to see whether you are eligible to apply:

- Whether you are over the age of 17 years and 6 months
- Whether you have the right to work in the UK
- Whether you have any unspent criminal convictions
- Whether you have any court judgements outstanding against you
- Whether you wear glasses or contact lenses

Once you have completed the online registration and eligibility screen, you will receive an e-mail from our online system 'Apollo' advising you of how you can log back into the system when you are invited to complete the online assessments. Please check your inbox and Junk Mail box for emails from Apollo Online Assessment.

For further details of the application process please follow this link to our website.

<https://www.dwfire.org.uk/working-for-us/be-one-of-us/>

Are we getting through?



Dorset & Wiltshire Fire and Rescue Service has launched an awareness campaign across its area, targeting poor or inconsiderate parking.

The Service is asking all drivers "Are we getting through?" as, when responding to a 999 call, every second that the emergency services are delayed could have serious, life-threatening consequences.

The smallest fire engine needs a minimum of three metres, or the width of two cars, to pass safely. If you called for help, you would want to know firefighters could get through.

Assistant Chief Fire Officer Jim Mahoney said: "Inconsiderate and dangerous parking has long been an issue across the Service and, as more households have more than one car, the problem will only grow. If we can't get to a fire or an accident because we can't get our fire engines through, it greatly restricts our effectiveness. I'm asking everybody to think before they park; yes, it may be convenient for you at the time, but what if it was your house or your loved one we needed to get to? You would want to know that we are getting through."

One particular area of concern is parking on roads near schools, as these are often difficult to pass through safely, especially when cars are dropping off or picking up children. Drivers may not be parking illegally, but the Service is urging everyone to see whether a smarter option, maybe a bit further away, is available.

Poor or inconsiderate parking can also affect high streets and the roads by fire stations. On-call firefighters have to be at their station within five minutes of their pagers going off, so any delay in arriving has a negative effect on the emergency response.

The Service is therefore asking drivers to think before they park, with the following advice to drivers to help keep narrow streets clear:

- When parked, pull in your wing mirrors (don't forget to flip them out before driving off).
- Don't park too close to corners – fire engines are larger than cars and need more room to turn.
- If you're parking opposite someone, remember that a fire engine needs three metres, or two car widths, to pass safely.
- Make sure your wheels are straight and are not sticking out.
- Park as close to the kerb as you can.
- Always follow the Highway Code and obey road markings such as yellow lines and box junctions.
- In narrow streets, only park on one side of the road where possible.
- Make sure you leave enough space for pedestrians on the pavement.
- Don't block driveways.

For more information about the challenges caused by poor or inconsiderate parking, please visit www.dwfire.org.uk/education/road-safety-education/are-we-getting-through

Safe and Well Visits- Home safety

The Westbury area has a dedicated Fire Service '**Safe and Well**' advisor who can visit people, within their own homes, advising on home safety and wellbeing.

A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support the occupier may need

If you have thatch property, are living alone, have a young family, are over 65 or a smoker please get in contact with us. We want to help make you safer in your own

home. If you or someone you know has mobility or sight and hearing impairments, please suggest a Safe and Well visit.

Visit <http://www.dwfire.org.uk/news/new-name-new-contact-details-same-service/> to book one.

Response

Total Incidents attended by DWFRS for Westbury Area; 01/09/17 – 01/11/17.

DWFRS have responded to 20 incidents on Westbury’s station ground between the dates above.

Westbury Fire Station Responded to a total of 29 incidents County wide in the mentioned time period. Details are listed in the table below.

Category	Incidents in Westbury	Out of Station Ground incidents	Total
False Alarm	8	4	12
Fire	4	5	9
Special Service	8	0	8
Total	20	9	29
Pump Availability	68%		

Recent Notable Incidents

Westbury and two crews from Trowbridge attended a fire involving the cavity of a timber framed house that was nearing completion. The fire in Elm Grove was successfully extinguished by crews however the property suffered extensive damage and will have to be demolished and rebuilt.

Community Engagement

Dorset & Wiltshire Fire and Rescue Service provides a free service called a Safe and Well visit. We will visit a person’s home by appointment and discuss any safety issues in the home. We will also have a conversation about improving an individual’s health and well-being.



If you or someone you know need a smoke alarm, some advice or are worried about what to do in an emergency, contact us for a free Safe and Well visit;

<http://www.dwfire.org.uk/safety/safe-and-well-visits/>

Community Safety Plan

DWFRS Community Safety Plan 2016-2020 outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year period. The plan can be found on the DWFRS website <http://www.dwfire.org.uk/community-safety-plan/>

Guy Tadman

Temp District Commander, Trowbridge, Bradford and Westbury.

Email: guy.tadman@dwfire.org.uk

Tel: 01722 691041



BA13 COMMUNITY AREA PARTNERSHIP Report November 2017

The most recent BA13+ Community Area Partnership meeting took place on 16th November at the Leighton Rec and looked at Public Transport issues in the Westbury area.

This latest in an increasingly popular series of public meetings, which have in the past year also covered issues as diverse as the Environment, the Arts and Business Issues, welcomed as a guest speaker on this occasion Graham Ellis, the Community Rail Officer for the area.

Graham explained that the line through Westbury is one of 19 designated services across the UK which means the Rail Partnership gets a degree of influence in the service provision.

Westbury Station also being an operating depot, Westbury has a far better train service than you might typically expect for a town of this size. Nevertheless there are a number of issues around access to Westbury Station, including an “improved” northern slope which is anything but, and an issue with the level crossing over the high-speed avoiding line. Graham revealed plans to make a one way in and one way out system for road vehicles and extend the car park. On the Trans-Wilts line to Swindon, trains are being extended to two carriage trains in January 2018. On the Berks and Hants line, the afternoon gap in services will be disappearing when a more even stopping service is introduced next year. There will also be an hourly service to Southampton Airport introduced.

Graham was warmly thanked for a particularly interesting presentation.

In her presentation to the meeting, BA13 Partnership Chairman Carole King explained that the Partnership is pressing ahead with the project to get Westbury recognised as a Dementia Friendly Town. There had been some helpful and positive coverage in the White Horse News about this. Shops and businesses would soon be displaying Dementia Friendly Westbury window stickers that the Partnership had arranged for.

The next Partnership meeting, which is on 15th February 2018, will take place at the Laverton commencing at 7pm (6.45 arrival for refreshments) and will have a health theme. The guest speaker is to be Sarah Maclennan, Associate Director of Communications for the NHS, who will address the specific issue of Non-Emergency Patient Transport. The NHS are currently undertaking a public questionnaire about the service, to gather feedback and comments to help the NHS work with Arriva to improve the service. The cut-off date for responses to the questionnaire was 10th November, and now all of the NHS south west commissioners are considering the feedback to help inform and identify where and how changes need to be made. It is a report on that feedback which is to be presented to the Partnership’s next meeting.

We very much look forward to welcoming anyone interested in this subject to the Laverton on 15th February 2018, and meanwhile the compliments of the season to you all.

Phil McMullen
Administrator, BA13+ Community Area Partnership
BA13plus@outlook.com

November 2017

Overview

NHS Wiltshire Clinical Commissioning Group (CCG) is responsible for commissioning a broad range of healthcare for the population of Wiltshire. We are led by experienced local GPs drawn from across the county, who provide clear clinical leadership to the big decisions affecting the future of healthcare provision in Wiltshire, carefully tailored to meet the differing needs of people locally.

Our vision is to ensure the provision of a health service which is high quality, effective, clinically-led and local. We are committed to delivering healthcare that meets the needs of Wiltshire people, to consult and engage with our population to enable them to be involved in decisions made about health services and to deliver those services to people in their own homes or as close to home as possible.

The right healthcare, for you, with you, near you

News from the CCG!

New provider announced for Integrated Urgent Care Services

Medvivo has been awarded a five year contract to provide integrated urgent care services across Wiltshire, Bath and North East Somerset (BaNES) and Swindon, from 1 May 2018.

Medvivo will be responsible for running the new NHS111 service across Wiltshire, BaNES and Swindon and will develop the service model to include a new locally managed 'clinical hub'.



The new clinical hub means that callers to the 111 service will be listened to and advised about what action they should take next. If they require further medical advice they will be able to talk to the clinical hub – a team of experienced health professionals who can collectively make clinical assessments, give advice and arrange urgent care if required. It means no decision is made in isolation.

Local patients and residents will receive information about the new integrated urgent care service and how to access it ahead of the launch on 1 May 2018.

Army Basing programme

NHS Wiltshire Clinical Commissioning Group is working with the Local Authority, Military Health and a range of stakeholders to assess and minimise the impact of any changes to the military population and their families. As part of this we are engaging with local health services to ensure they plan for any subsequent changes and that the right resources are available at the right time.

There is a dedicated page on Wiltshire Council's [website](#) to keep you updated with the latest news and events on the Basing Programme to support around 4,000 additional service personnel and their families relocating to Wiltshire by 2020.

HANDi app launched

A free mobile app is now available which provides expert advice to parents, carers and health care professionals on common childhood illnesses.

The HANDi app provides expert advice on how best to manage the six most common childhood illnesses; diarrhoea and vomiting, high temperature, chestiness, newborn problems and stomach pain.

The HANDi app is available to download free from iTunes App Store and Google Play Store and will work on any Apple or Android device.

Read [more](#) about this app and how to download it to your mobile device.

Have your say!

What's your view on NHS funded patient transport?

Wiltshire CCG, with other CCGs across the South West, are working together to develop a consistent approach to assessing whether patients are eligible for NHS funded patient transport.

Patient transport is a non-emergency service offered to people who cannot get to their hospital appointment because their health condition impacts on their ability to use routine transport (cars/trains/buses/taxis/wheelchair taxis).

National eligibility criteria for using patient transport was set in 2007, however the way these are interpreted locally can vary, including agreed exclusions and how to apply the criteria.

The aim is now to ensure that NHS funded non-emergency patient transport is provided in a fair way for all those who need help getting to hospital appointments.

Patient Transport



We have put together a short [online patient/public questionnaire](#) which is open until 10 November.

If you would prefer a hard copy of the questionnaire, please email the [communications team](#) and we will send you one.

Diabetes survey – have your say!

Wiltshire CCG wants to improve the care of all diabetics in Wiltshire; so we need to understand what matters to you.

Next spring we are launching a wellbeing toolkit for all diabetes and those who support them.

Please complete this [short survey](#) and tell us where the gaps are in the information you need to help support the management of diabetes. Your comments will help to shape the new wellbeing toolkit.

Urgent GP appointments – where would you go?

If you need a same day urgent GP appointment – this could mean that you might not be able to see your usual GP and you may have to travel to a different practice.

Urgent GP appointments are booked on the day and are for patients who have health problems which cannot wait for a routine appointment.

We want to hear your views on accessing urgent GP appointments.

Tell us what you think by completing this [short survey](#).



Campaigns

Every year we support a number of national health campaigns and run some local ones too.

Click on the images below to find out more about our current campaigns.



Do you have a learning disability?

Don't miss out: get better healthcare now.





We want to hear from Wiltshire residents living with long-term conditions

We are looking at the information available for people living with the five most common long-term conditions in Wiltshire. We also want to find out more about the information needs of those living with one of these key conditions, including:



- Heart disease
- Diabetes
- Arthritis
- Chronic obstructive pulmonary disorder
- Mental health issues

The information gathered during the evaluation will help to influence new sets of information on Wiltshire's health and care information website, ***Your Care Your Support Wiltshire*** and ultimately, to improve the quality and accessibility of information available to those with long term conditions in Wiltshire.

We also want to hear from Wiltshire people who care for someone with a long-term condition.



Get involved by completing an online survey at <https://wh.snapsurveys.com/s.asp?k=150160216377>

Hard copies can be made available on request. The survey closes on **30 November 2017**.

Healthwatch Wiltshire will also be visiting local support groups to talk directly to people living with long term conditions as well as their carers and professionals.

Help us evaluate short information films about long-term conditions

Wiltshire Council and NHS Wiltshire Clinical Commissioning Group have subscribed to a library of films produced by a company called The Sound Doctor. The films are made by medical staff, and include information about common long-term conditions. They aim to help people learn more about the causes and impacts of these conditions, and advise on ways for people to live with and manage their condition.

These films are available online for Wiltshire people, and include the key long-term conditions listed above. You can access the films at thesounddoctor.org by simply confirming your GP practice.

We want to hear your opinions about the films and whether they are helpful. So after you have watched the films which are of interest to you, please take a few minutes to complete our online survey at <https://wh.snapsurveys.com/s.asp?k=150349235839>.

Again, hard copies can be made available on request. The survey closes on **27 January 2018**.



Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

healthwatchwiltshire.co.uk

Healthwatch Wiltshire is a local independent organisation which exists to speak up for people on health and care. If you have used a service recently then we would like to hear from you. We use what people tell us when we meet with the commissioners and providers of services to make sure that they take account of your views and experiences.

Report from Westbury Town Council

Westbury Town Council (WTC) has had a very busy period with a number of projects moving forward.

Play Areas

The lease to transfer 10 of the town's play areas from Wiltshire Council to WTC is now signed and we will expect to take over their running shortly. Following a tender process, IdVerde was successful in winning the contract.

Business Plan & Mid Term Financial Plan

WTC have been looking at our business plan and our midterm finances with particular regard to the number of services that the town council has or might be taking on. To assist with this we have asked an external consultant to look at our current practices. The initial report has been positive. We will use the information gathered to help us take on further services that are likely to be offered to the town council to run should people want them to continue.

Budget & Precept

WTC's finance committee will consider a first draft of its budget on 11th December which is part of the process of setting our precept (WTC's share of residents' council tax bill). Currently, the free car parking scheme (in a trial at the moment) is a key topic as to continue would have a significant effect on our budgets (it represents around 7%); we have been collating opinions from businesses in the town centre and welcome other feedback.

Emergency Planning

We have been working on a revised & improved emergency plan which details resources and procedures for emergencies in the town so that we can provide timely and relevant support to the emergency services as needed. It should be ready for publication in January. The Council will next be working on a Business Continuity Plan & disaster recovery.

Events

Our events group is well into final planning for our Summer Fayre in 2018 and by the time of the next area board meeting the significantly revised Christmas in Westbury event will have happened – we hope successfully.

As residents should have seen, we have replaced our Christmas in Westbury booklet this year with a colourful and a simpler pull-out in the White Horse News. We hope that people find this convenient (our primary aim) and are pleased to report that there is a considerable saving.

Grants Process

We have received much positive feedback on our revised grants evening which gave more opportunity for groups in the town to share information. The scrutiny group is now meeting with a random selection of awards to find out more about what they do and how our grants will be used. We would like to take this opportunity to remind groups in Westbury that last year we moved the date of the annual process and as this was successful we will continue with this date. So, the next grants cycle will begin in May 2018 – although details and forms are always available on our website. As before, town council staff are always happy to advise and help when necessary with applications.

Word War 1

Westbury is planning to take part in the National Beacon lighting to mark the centenary of the 2018 Armistice. We have plans for additional activity. We are also still considering some kind of public art as a commemoration for future years.

Laverton Build

The final phase of the Laverton build will begin in January and should be completed in around 3 months. Unfortunately, despite market testing during the planning the final tenders came in rather higher than expected. The council has agreed to go ahead noting:

- 1) The dilapidated side extension is unsafe and would require considerable work to remove
- 2) We have received advice that the fire escape needs to be redesigned in any case
- 3) We are pleased to note continued greater use of the Laverton by community and commercial users but we have increasing issues with providing room for these users and the council itself
- 4) The reasons for going forward have not changed and it was always our intention to complete the Laverton restoration.

Public Meetings

The town council are arranging two public meetings following motions to Town Council on the 6th November

- 1) A meeting about health services. This is scheduled for the 5th of March and the local Clinical Commissioning Group (CCG) have agreed to attend
- 2) A fact-finding meeting about possible plans for an incinerator. Date to be decided (possibly 12th February) depending on response from potential attendees.

Newsletter

Feedback for our newsletter continues to be mostly positive. Our next newsletter will be published in January

And finally, on behalf of the Clerk & her staff and the Mayor & the councillors we wish everybody a Happy and Safe Christmas holiday.

Neighbourhood Plan

Having appointed expert consultants to work with us on a plan we are now planning a meeting with a representative of Wiltshire Council's planning team those who have expressed interest in being involved with the committee part of the process to talk about the details of the process. This process will involve significant consultation with residents of the town and surroundings.

Report to	Westbury Area Board
Date of Meeting	07/12/2017
Title of Report	Community Area Grant funding

Purpose of the report:

To consider the applications for funding listed below.

Applicant	Amount requested
Applicant: Leigh Park Community Centre Project Title: Affordable community events and open day View full application	£998.50
Applicant: Bratton Jubilee Hall Management Committee Project Title: Bratton Jubilee Hall replacement Air Handling Unit View full application	£3558.13
Applicant: Edington Parish Council Project Title: New video projector for use in the village View full application	£862.00
Applicant: Ethandun Tapestry Project Group Project Title: Ethandun Tapestry Project View full application	£250.00
Applicant: Dilton Memorial Hall Trustees Project Title: Dilton Marsh Memorial Hall storage and utilities modernisation View full application	£2000.00

1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

[The funding criteria and application forms](#) are available on the council's website.

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2015/2016 year is made to projects that can realistically proceed within a year of it being awarded.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

3. Environmental & Community Implications

Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
2620	Leigh Park Community Centre	Affordable community events and open day	£998.50
Project Description: We are aiming to provide a service to the community where we can supply additional room hire accessories to include table linen chair linen and accessories. Making it more affordable and inclusive for those wishing to provide a personal touch community events and activities whilst supporting the existing business.			
Input from Community Engagement Manager: (CEM put your input here)			
Proposal That the Area Board determines the application.			

Application ID	Applicant	Project Proposal	Requested
2622	Bratton Jubilee Hall Management Committee	Bratton Jubilee Hall replacement Air Handling Unit	£3558.13
<p>Project Description: The air handling unit installed 15 years ago is not repairable and would now not up to legislation therefore parts not available. This unit heats the main hall in the winter and keeps the hall with fresh air circulated in the summer. Due to the structure of the hall with high ceiling other forms are not practical. The original has to be removed to enable replacement.</p> <p>Input from Community Engagement Manager: (CEM put your input here)</p>			
<p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
2569	Edington Parish Council	New video projector for use in the village	£862.00
<p>Project Description: Purchase a new video projector and ancillary equipment for use in the village when giving presentations and talks etc. by speakers and in village meetings.</p> <p>Input from Community Engagement Manager: (CEM put your input here)</p>			
<p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
2551	Ethandun Tapestry Project Group	Ethandun Tapestry Project	£250.00
<p>Project Description: This was to be a little project to make a wall hanging to celebrate rural life for our village. It has proved so popular an idea that we have been approached by local schools and village groups and we now expect to have at least 6 to 8 panels over a metre each in length to create the Ethandun Tapestry spanning the Battle of Ethandun to the present day all along the B3908 corridor. It will encompass embroidery collage knitting and dyeing and we have interest from toddlers up to a 96-year-old who came to our information workshop. We are supporting new villagers someone recently bereaved and some isolated people. Even where people cannot now become involved in creating the Tapestry their memories help us and their input will be recorded in our recycled leather bound journal. Other funding applications for small amounts will be sought and we also intend to fund raise ourselves for the balance.</p> <p>Input from Community Engagement Manager: (CEM put your input here)</p>			

Proposal
That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2609	Dilton Memorial Hall Trustees	Dilton Marsh Memorial Hall storage and utilities modernisation	£2000.00

Project Description:
To erect a new storage shed on hall land behind the existing building and to upgrade unsafe interior and exterior hall lighting systems.

Input from Community Engagement Manager:
(CEM put your input here)

Proposal
That the Area Board determines the application.

No unpublished documents have been relied upon in the preparation of this report.

Report Author:
Liam Cripps
Community Engagement Manager
01225 713143
Liam.Cripps@wiltshire.gov.uk

Grant Applications for Westbury on 07/12/2017

ID	Grant Type	Project Title	Applicant	Amount Required
2620	Community Area Grant	Affordable community events and open day	Leigh Park Community Centre	£998.50
2622	Community Area Grant	Bratton Jubilee Hall replacement Air Handling Unit	Bratton Jubilee Hall Management Committee	£3558.13
2569	Community Area Grant	New video projector for use in the village	Edington Parish Council	£862.00
2551	Community Area Grant	Ethandun Tapestry Project	Ethandun Tapestry Project Group	£250.00
2609	Community Area Grant	Dilton Marsh Memorial Hall storage and utilities modernisation	Dilton Memorial Hall Trustees	£2000.00

ID	Grant Type	Project Title	Applicant	Amount Required
2620	Community Area Grant	Affordable community events and open day	Leigh Park Community Centre	£998.50

Submitted: 21/11/2017 13:28:57

ID: 2620

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Affordable community events and open day

6. Project summary:

We are aiming to provide a service to the community where we can supply additional room hire accessories to include table linen chair linen and accessories. Making it more affordable and inclusive for those wishing to provide a personal touch community events and activities whilst supporting the existing business.

7. Which Area Board are you applying to?

Westbury

Electoral Division**8. What is the Post Code of where the project is taking place?**

BA13 3FN

9. Please tell us which theme(s) your project supports:

Arts, crafts and culture

Economy, enterprise and jobs

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:**10a. Your Organisation's Finance:****Your latest accounts:**

10/2017

Total Income:

£36186.81

Total Expenditure:

£36370.00

Surplus/Deficit for the year:

£-183.19

Free reserves currently held:

(money not committed to other projects/operating costs)

£41.47

Why can't you fund this project from your reserves:

we do not have enough reserves to cover the cost

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£998.50		
Total required from Area Board		£998.50		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed
Open day lunch for up to 50 guests		200.00		
chair covers		532.12		
table covers		206.86		
Hall decorations multi use		59.52		
Total		£998.5		£0

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Westbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

By the area board supporting an existing business we will be able to provide further additional table and chair linen and decorated room hire service on top of existing lone hall hire it will help us provide an extra service for local residents and other business when involving them in community events and or positive activities for all ages. If our application is successful we will be putting on a free of charge lunch for up to 50 older local people and their carers who may be in social isolation suffer from loneliness illness vulnerability deprivation and or poverty. We will use the event to help advertise through local newspapers and social media the new equipment now available to the community for use. We will involve the Westbury Community Area Manager and Local Older Peoples Champion to help bring the community together for the open day and demonstrate how the equipment can be used for wider community use.

14. How will you monitor this?

We will monitor the success of the open event by the number of free lunches provided. We will also be carrying out further events throughout the year such as fetes fayres and markets where the local residents and business will be able to view the additional equipment available for use.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The project will not require further funding once purchased

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2622	Community Area Grant	Bratton Jubilee Hall replacement Air Handling Unit	Bratton Jubilee Hall Management Committee	£3558.13
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Submitted: 22/11/2017 23:03:21

ID: 2622

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Bratton Jubilee Hall replacement Air Handling Unit

6. Project summary:

The air handling unit installed 15 years ago is not repairable and would now not up to legislation therefore parts not available. This unit heats the main hall in the winter and keeps the hall with fresh air circulated in the summer. Due to the structure of the hall with high ceiling other forms are not practical. The original has to be removed to enable replacement.

7. Which Area Board are you applying to?

Westbury

Electoral Division

8. What is the Post Code of where the project is taking place?

BA13 4RW

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Recycling and green initiatives

Safer communities

Sport, play and recreation

Technology & Digital literacy

Other

If Other (please specify)

Supper nights' breakfasts

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2016

Total Income:

£19004.98

Total Expenditure:

£19418.87

Surplus/Deficit for the year:

£-413.89

Free reserves currently held:
(money not committed to other projects/operating costs)
£0.00

Why can't you fund this project from your reserves:

We do not have the surplus funds. We are a village hall which tries to cover its costs by lettings and fund raising events. After discussions support from precept from Parish Council in 2017 the hall now is manageable financially.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£7258.13		
Total required from Area Board		£3558.13		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Replacement air handling unit	7258.13	Awards for All		3700.00
Total	£7258.13			£3700

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Westbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The community as a whole. As per Westbury JSA there is a need for provision for the rural community. With lack of public transport Bratton has growing elderly and youth population who either do not drive or have their own transport. The hall provides facilities for both social sporting and other diverse activities including short mat bowls art classes amateur dramatics youth club pilates monthly supper nights and wakes for local church and chapel. In all cases people, would need to travel if not provided in the village. In many cases, it would mean a lonely and inactive life especially for elderly. As a management committee, we are merely custodians of a much-needed facility for both present and future. We aim to provide a facility that meets the needs of all ages of a rural community both now and for the future.

14. How will you monitor this?

As a committee we encourage or hod mant diverse activities in the hall to supply the needs of all the community.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

Applying for other grants

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2569	Community Area Grant	New video projector for use in the village	Edington Parish Council	£862.00
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Submitted: 04/10/2017 14:43:13

ID: 2569

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

Yes

4. If yes, please state why this project cannot be funded from the Parish Precept

The precept for the current year has been allocated to other projects within the village.

5. Project title?

New video projector for use in the village

6. Project summary:

Purchase a new video projector and ancillary equipment for use in the village when giving presentations and talks etc. by speakers and in village meetings.

7. Which Area Board are you applying to?

Westbury

Electoral Division

8. What is the Post Code of where the project is taking place?

BA13 4QF

9. Please tell us which theme(s) your project supports:

Arts, crafts and culture

Economy, enterprise and jobs

Technology & Digital literacy

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2016

Total Income:

£11580.00

Total Expenditure:

£11691.00

Surplus/Deficit for the year:

£111.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£9107.00

Why can't you fund this project from your reserves:

The parish Council reserves are earmarked for other projects and contingency funding.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£862.00		
Total required from Area Board		£862.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Video projector	607.00			
Wireless HDMI kit	220.00			
HDMI cable	15.00			
Extension lead	10.00			
Storage box	10.00			
Total	£862			£0

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Westbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The various clubs and organisations within the village will be able to make of this facility to enhance presentations given in their meetings and when exhibitions and the like are being held in the village it will also add to the presentational opportunities. The facility will also be of great use when holding village meetings as we will be able to present information to the audience in a much better way than on paper etc.

14. How will you monitor this?

There will be a booking system for the use of the equipment and this will enable us to monitor its use.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

Seek other grants and donations.

16. Is there anything else you think we should know about the project?

NA

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2

quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2551	Community Area Grant	Ethandun Tapestry Project	Ethandun Tapestry Project Group	£250.00
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Submitted: 21/09/2017 15:53:26

ID: 2551

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Ethandun Tapestry Project

6. Project summary:

This was to be a little project to make a wall hanging to celebrate rural life for our village. It has proved so popular an idea that we have been approached by local schools and village groups and we now expect to have at least 6 to 8 panels over a metre each in length to create the Ethandun Tapestry spanning the Battle of Ethandun to the present day all along the B3908 corridor. It will encompass embroidery collage knitting and dyeing and we have

interest from toddlers up to a 96-year-old who came to our information workshop. We are supporting new villagers someone recently bereaved and some isolated people. Even where people cannot now become involved in creating the Tapestry their memories help us and their input will be recorded in our recycled leather bound journal. Other funding applications for small amounts will be sought and we also intend to fund raise ourselves for the balance.

7. Which Area Board are you applying to?

Westbury

Electoral Division

8. What is the Post Code of where the project is taking place?

BA13

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Countryside, environment and nature

Health, lifestyle and wellbeing

Heritage, history and architecture

Inclusion, diversity and community spirit

Recycling and green initiatives

Other

If Other (please specify)

older people.

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

Why can't you fund this project from your reserves:

We are a small community group and do not have annual accounts or it is our first year: yes

10b. Project Finance:

Total Project cost		£1200.00		
Total required from Area Board		£250.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Materials	450.00	Edington Fair	yes	100.00
Venues	250.00	Station Yard Enterprises	yes	250.00
Refreshments incl. launch	150.00	Edington May Ball	yes	200.00
Travel etc.	50.00	Private donation		100.00
Photocopying/printing	50.00	Area Board Grant		250.00
Project journal photos	100.00	Fund raising		300.00
Miscellaneous	75.00			
Contingency	75.00			
Total	£1200			£1200

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Westbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Our plan is for people in Edington and nearby villages to take part in a whole community project where the tangible outcome is a Tapestry but the process of creating it is inclusive rewarding educational and fun Our initial soundings have been incredibly positive. Two junior schools will be involved with Great Cheverell School already raring to go on their Battle of Ethandun panel. We have planned dates to talk to older people with some already in contact through face to face meetings. We have a photo session planned where a group will photograph flora and fauna on the Plain for drawing on to fabric. One extended family wants to focus on the old Edington Station and railway and two elderly people have agreed to sort out old photos for them to copy onto fabric for the Tapestry. One family is focusing on the pub brewery and shop and we are hoping Bratton School will tackle the White Horse We plan to meet with the under-fives staff soon as we would like some of the children's footprints to form the Tapestry border. Our taster session in the Parish Hall last week meant that 16 people could do some hands-on practice on machine and hand sewing. We had a textile artist friend from London for the morning and she inspired everyone followed by a community lunch. The 96-year-old lady who came was so thrilled to meet new villagers and will help us with her memories as her arthritis won't allow more. She lives alone and so was very happy to join us. Her interesting view was that this project is joining Edington and Tinhead villagers together.....Our aims are that over the 18-month life of the project we will include people of all ages and abilities either directly in creation of the Tapestry or

indirectly as described. We have men as well as women involved. We can use the time when we are working to ensure that people are well and to inform them of wider things happening such as the Health and Wellbeing Groups coffee mornings flu clinics etc. One of our Working Group is a former Ofstead Inspector one a social worker and one a Headteacher so we are pretty used to making sure people have a chance to contribute and feel valued. We are a well organised and committed group and opening up channels to improve access to art and culture as well as to improved well-being are key concerns for us. We will ensure that genuine inclusion is key to the project. The requirements of the project already have meant that digital literacy for most of us involved has already improved by 100. Our textile artist improved this considerably with her hints and tips and we intend to share the learning.

14. How will you monitor this?

We will continue to publicise events and progress and seek feedback from the community. We will attend local groups and schools regularly. If people drop out, we will make sure they are ok even if they don't want to continue with the project. We will write our monthly column in the News Fiona the Editor met with us for a coffee catch up and wants to join the group now

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

We will raise whatever funds we need in one way or another. Before we even started we took advice from Merrill Morgan who was incredibly helpful.

16. Is there anything else you think we should know about the project?

NA

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2609	Community Area Grant	Dilton Marsh Memorial Hall storage and utilities modernisation	Dilton Memorial Hall Trustees	£2000.00
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Submitted: 13/11/2017 18:46:55

ID: 2609

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Dilton Marsh Memorial Hall storage and utilities modernisation

6. Project summary:

To erect a new storage shed on hall land behind the existing building and to upgrade unsafe interior and exterior hall lighting systems.

7. Which Area Board are you applying to?

Westbury

Electoral Division

8. What is the Post Code of where the project is taking place?

BA13 4DW

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Heritage, history and architecture

Inclusion, diversity and community spirit

Recycling and green initiatives

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2016

Total Income:

£11346.00

Total Expenditure:

£13706.00

Surplus/Deficit for the year:

£-2360.00

Free reserves currently held:**(money not committed to other projects/operating costs)**

£18889.00

Why can't you fund this project from your reserves:

Supplementary information to answer the question as to why a lot of our funds are already ear-marked for a whole range of other projects

1. The Halls electrical wiring looms are about one hundred years old and in need of inspection and in some cases replacement. Recent events of the lights tripping out emphasises this requirement. Fire is an obvious risk and this must be addressed. We have agreed to pay for the latest part of this work in instalments over the next couple of months.
2. The Halls kitchen is in need of a revamp especially with regards to the commercial- sized cooker refrigerator and dish washer. In addition, some of the plumbing is decidedly questionable lots needs replacing.
3. The flat roof over the toilet block extension nearly took off in the gales we suffered earlier this year. We have effected temporary repairs but again professional inspection and refurbishment will be required.
4. Because of the busy programme of usage the Halls blinds and curtains are looking decidedly tatty several sections need replacing to create the effective black out for films power-point and theatrical presentations. In addition, much of the interior decor is looking bashed and ragged so a complete redecoration is needed.
5. The plumbing in the toilet block needs replacing.
6. The central heating boiler is showing its age and failure to maintain a suitable ambient temperature for Hall users is a regular source of complaint. Also, its age suggests that it is of an era where efficient running costs were rarely considered.
7. A relief storm drain running through the end of the Halls back garden has been found to be damaged or of insufficient capacity to cope with the demands placed upon it. The water board has made it clear that the owner of the land where any fault is discovered is automatically responsible for the work required to correct the problem. This responsibility could represent a very considerable outlay for us.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£4000.00		
Total required from Area Board		£2000.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
Materials shed	2500.00	1250.00 our	yes	1250.00
		reserves		

Materials lighting	750.00	375.00 [our reserves]	yes	375.00
Labour	750.00	375.00 [our reserves]	yes	375.00
Total	£4000			£2000

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Westbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

All hall users - regulars and private hire e.g. History Society Table tennis groups Little Marshian pre-school Pantomime group Dilton Marsh Arts Trust etc.

14. How will you monitor this?

As Trustees we are always listening to our hall user's requests and take their feedback seriously.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

We will investigate other sources of charitable funding should the need arise. We will organise fundraising events to allow this project to continue.

16. Is there anything else you think we should know about the project?

No.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such

as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 17th November 2017			
1.	Attendees and apologies			
	Present:	Cllr Russell Hawker (Wiltshire Council), Liam Cripps (Community Engagement Manager), Kirsty Rose (Traffic Engineer), Cllr David Jenkins (Wiltshire Council), Pat Whyte (Area Highways Engineer), Cllr Francis Morland (Westbury Town Council), Cllr Jerry Wickham (Wiltshire Council), Sarah Harris (Wiltshire Council), Cllr Keith Youngs (Heywood Parish Council), Carole King (Westbury Community Area Partnership), Cllr Gordon King (Wiltshire Council), Cllr Mike Swabey (Edington Parish Council)		
	Apologies:	Spencer Drinkwater (Wiltshire Council), Cllr David Howells, Cllr Alison Irving (Dilton Marsh Parish Council)		
2.	Notes of last meeting			
		The minutes of the previous meeting were agreed at the Westbury Area Board meeting on the 12 th October 2017 http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=173&MI d=11045&Ver=4	Issues around the scheme at The Ham raised by JW. Minutes should read that CATG offer £5k WTC offer a contribution of 50% WTC will now not contribute unless Haywood match.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

3.	Financial Position			
		The remaining allocation for 2017/18 is £3170		
4.	Top 5 Priority Schemes			
a)	Issue 5417 White Horse Way, Westbury	KR has passed lining works for bar markings to be undertaken as part of the ad-hoc lining works package with costs to be recharged to CATG.	Await works to be undertaken Added to works ticket with a recharge to CATG. Likely to be next financial year now	KR.
b)	Issue 5129 - Bratton Road Westbury (White Horse Viewing Area)	Awaiting outcome of substantive bid.	Await outcome of substantive bid. Still awaiting outcome of bid.	KR
c)	Issue 5218 Wellhead Drove, Westbury	Concerns raised regarding junction with A350 and also farm vehicles leaving mud on Wellhead Drove.	 KR to send letter. GK has approached informally	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

			Resident claims shared responsibility with Wiltshire Council. KR to investigate.	
d)	Issue 5525 Frogmore Road	Concerns raised relating to use of Frogmore Road by HGVs. Westbury Town Council support request for weight limit.	SD and Freight Assessment team to consider. No further update from KR. Passed to SD and team for freight assessment process	Area board to note update and item to be removed
e)	Penwood Close and Station Road	Concerns raised relating to lack of dropped kerbs within Penwood Close. KR contacted Selwood. Awaiting review from Selwood & confirmation of their financial contribution and permission for works on Selwood owned land. KR requested a 50/50 financial split – this would be £800 contribution from Selwood. .	Await response from Selwood Housing Association	
5.	Other Priority schemes			
a)	Tower Hill, Dilton Marsh <i>Substantive Scheme</i>	Scheme construction has been postponed following concerns raised by some residents and will no longer take place in Dec 2017. KR and JW to attend residents meeting on 5 th December to determine future of the scheme.	JW update: Now on to 3 rd change to the scheme for various reasons. 5 th Dec meeting to follow, scheme 4 will be presented. Residents will now be asked to confirm or cancel works. Contractor report update requested by RH & GK.	KR, JW
b)	Issue 5023 Access issues, Springfield Road, Westbury	KR met with Dr Riding to discuss the recommendations made in a previous Taking Action on School Journeys report and current issues faced by the school. Dr Riding raised concerns regarding the relocation of buses and drop off to the	CATG to note update Road Safety team (WC) will now risk assess Springfield Road and	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		Warminster Road Car Park on safeguarding grounds. There are ongoing issues with parking on the waiting restrictions outside of the school which is being dealt with by Parking Services. The school is concerned about safety of pedestrians on Springfield Road but understands the construction constraints. KR suggested that Wiltshire Council Road Safety Team visit the school and review the current situation in order to provide further advise to the school if possible.	provide feedback to Dr Riding and his team.	
c)	Issue 4927 Church Lane, Westbury Leigh	Works package issued.	Awaiting Ringway to complete the work. No changes.	
d)	Issue 5088 Bitham Mill – Signing	Residents have requested multiple signage changes. KR estimates residents requests to be around £4,000 WTC not keen to rename. Cost implication to themselves and residents making personal changes. GK requested that KR and PW meet with him to discuss changes to street nameplate signing in order to put a proposal to Westbury Town Council.	Meeting to review/discuss signing changes to be arranged.	GK, KR, PW
e)	Issue 5534 Eden Vale Road, Westbury	Request for traffic calming measures. This was not supported by Westbury Town Council. Collision data for the previous 36 months identifies two collisions on Eden Vale Road. Wiltshire Police did not identify speed as a causation factor for either of these collisions. Previous count data at two locations on Eden Vale Road found 85 th percentile speeds of 28.6mph and 29.5mph – below the 30mph limit.	No further action to be taken.	Area board to note update.

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

f)	Issue 5608 The Ham Cottages to Hawkeridge Road	<p>New footway request to serve relocated bus stop. Substantive bid has been submitted with a£5k contribution from CATG and whatever is agreed by town council or parish council will go back in to CATG fund. KR to confirm.</p> <p>WTC will not contribute unless Heywood PC match fund.</p> <p>Vote to continue to contribute £5k from CATG took place. JW votes against due to the attitude and behaviour of WTC. RH in favour, GK in favour, DJ in favour. 3-1. JW is not against the footpath but does not agree that Heywood Parish Council should be expected to contribute due to the very low precept of HPC and the location of the footway.</p>	Await outcome of substantive bid.	
g)	Issue 5625 , 5627 and 5630 – Old Dilton	Concerns raised regarding increased traffic levels due to wedding venue	<p>KR to visit the venue along with local member GK.</p> <p>Visit still to take place. GK arranging visit at Laverton with residents. KR to attend.</p>	
h)	Issue 5633 Chalford Westbury	Concern re speed of vehicles and request for traffic control	<p>Pursue community speedwatch in the local area if volunteers are available.</p> <p>KR to check with Speedwatch for volunteers. GK happy to assist.</p>	
i)	Issue 5644 The Mead Lakes, Westbury	<p>Request for improved disabled access (dropped kerbs/crossing points) on The Mead to allow access to the footpath near the Lakes.</p> <p>Cost estimate for hard standing, drop kerbs both sides, £3000 approximately</p>	<p>KR to cost dropped kerbs.</p> <p>Proposal to include £3k and ask WTC for a 25% contribution (£2250 from CATG, £750 from WTC)</p>	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

			Unanimously agreed to propose.	
j)	Issue 5674 Coulston – 20mph request	Survey work for 20mph assessment is underway	Surveys have been ordered and data collection is underway.	
6.	New Requests / Issues			
a)	Issue 5809 A350 Westbury (West End/Market Place)	Concerns regarding vehicle speeds, including HGVs, and narrow footways. Collision history indicates none of the collisions in the past 3 years have been speed related. Driver errors and weather conditions have been identified by the Police as a factor.	LC to order a metro-count.	
7.	Other items			
a)	Footway improvement funding	£6,192.12p in Westbury Fund which equates to approximately: 181m of resurfacing or; 100m reconstruction or; 80m of slabs . Consider traffic management requirements too.	Cllrs to put forward locations for consideration via the area board issues system.	
8.	Date of Next Meeting: 12th January 2018			

Westbury Community Area Transport Group

Highways Officer – Kirsty Rose

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Westbury Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Westbury Area Board will have a remaining Highways funding balance of £920

3. Legal Implications

3.1. There are no specific legal implications related to this report.

4. HR Implications

4.1. There are no specific HR implications related to this report.

5. Equality and Inclusion Implications

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

6. Safeguarding implications

