

AGENDA

Meeting: DEVIZES AREA BOARD
Place: West Lavington Village Hall, Sandfield, West Lavington SN10 4HL
Date: Monday 11 July 2016
Time: 6.30 pm

Including the Parishes of All Cannings, Bishops Cannings, Erlestoke, Bromham, Devizes Town, Easterton, Etchilhampton, Great Cheverell, Little Cheverell, Market Lavington, Marston, Potterne, Roundway, Rowde, Stert, Urchfont, West Lavington and Worton

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 opportunities will be available from 6.00pm.

Please direct any enquiries on this agenda to Libby Beale (Democratic Services Officer), on 01225 718214 or elizabeth.beale@wiltshire.gov.uk

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

Press enquiries to Communications on 01225 713114/713115.

Wiltshire Councillors

Cllr Anna Cuthbert (Bromham, Rowde and Potterne)	Cllr Simon Jacobs, (Devizes and Roundway South) (Chairman)
Cllr Peter Evans, (Devizes East)	Cllr Laura Mayes, (Roundway)
Cllr Sue Evans, (Devizes North)	Cllr Philip Whitehead, (Urchfont and the Cannings) (Vice Chairman)
Cllr Richard Gamble, (The Lavingtons and Erlestoke)	

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If you have any queries please contact Democratic Services using the contact details above.

Items to be considered	Time
<p>1 Welcome</p> <p>To welcome those present to the meeting.</p>	6:30pm
<p>2 Apologies for Absence</p> <p>To receive any apologies for absence.</p>	
<p>3 Minutes (<i>Pages 1 - 8</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 16 May 2016.</p>	
<p>4 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>5 Chairman's Announcements</p> <p>To receive announcements from the Chairman.</p>	6:35pm
<p>6 Partner Updates (<i>Pages 9 - 14</i>)</p> <p>To receive updates from the following partners:</p> <ul style="list-style-type: none"> a. Wiltshire Police b. Fire and Rescue Service c. Health Services d. Devizes Community Area Partnership e. Schools updates f. Town and Parish Councils 	6:40pm
<p>7 Open floor session</p> <p>The opportunity for residents to raise questions with their local councillors.</p>	7:00pm
<p>8 Youth update</p> <p>To hear the latest news from the Local Youth Network.</p> <p>To welcome a local youth club to the meeting to hear about their successes.</p>	7:15pm
<p>9 Health and Wellbeing Group (<i>Pages 15 - 18</i>)</p> <p>To receive any updates from the Devizes Champion for Senior</p>	7:25pm

	<p>People.</p> <p>To formally constitute the Health and Wellbeing Group in accordance with the attached Terms of Reference.</p>	
10	<p>World War One Centenary commemoration</p> <p><u>West Lavington Museum</u> To commemorate World War 1 centenary, Roger Frost (Curator at Market Lavington Museum) will give an insight into the presence of Commonwealth soldiers in the area and the deployment of local men to the war effort during WW1.</p>	7:30pm
11	<p>Area Board Capital Funding (Pages 19 - 24)</p> <p>To consider the following applications for community area grant funding:</p> <ul style="list-style-type: none"> • Devizes and District for the Disabled: £3,261 • St Joseph's Nursery: £1,500 • Devizes and District Opportunity Centre: £3,500 • Kennet and Avon Canal Trust: £5,000 <p>To consider a member initiative from Cllr Simon Jacobs for £2,670</p>	7:45pm
12	<p>Community Area Transport Group (CATG) and Air Quality and Transport Strategy Working Group (Pages 25 - 26)</p> <p>To consider the following recommendation arising from the Community Area Transport Group:</p> <ul style="list-style-type: none"> • £1000 towards a traffic calming scheme on Rotherstone. <p>To hear an update from the Air Quality and Transport Strategy Working Group.</p>	7:55pm
13	<p>Urgent items</p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	8:05pm
14	<p>Close</p>	8:05pm

Future Meeting Dates

Monday, 26 September 2016
6.30 pm
Potterne Scout Hut, Potterne Wick

MINUTES

Meeting: DEVIZES AREA BOARD
Place: Assembly Room, Devizes Town Hall, Long Street, Devizes
Date: 16 May 2016
Start Time: 6.30 pm
Finish Time: 8.30 pm

Please direct any enquiries on these minutes to:

Libby Beale (Senior Democratic Services Officer), on 01225 718214 or elizabeth.beale@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Anna Cuthbert, Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble, Cllr Simon Jacobs (Chairman), Cllr Laura Mayes and Cllr Philip Whitehead (Vice Chairman)

Wiltshire Council Officers

Graeme Morrison (Community Engagement Manager), Libby Beale (Senior Democratic Services Officer), David Redfern (Head of Leisure Operations)

Town and Parish Councillors

Erlestoke – Stan Jonik
Etchilhampton – Mervyn Woods
West Lavington - Julia Ford

Partners

Wiltshire Police – Inspector Nick Mawson

Total in attendance: 31

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Election of the Chairman</u></p> <p>Nominations were sought for the position of Chairman for the forthcoming year.</p> <p>Resolved:</p> <p>To elect Cllr Simon Jacobs as Chairman for the 2016/17 year.</p>
2	<p><u>Election of Vice-Chairman</u></p> <p>Nominations were sought for the appointment of Vice-Chairman for the forthcoming year.</p> <p>Resolved:</p> <p>To elect Cllr Philip Whitehead as Vice-Chairman for the 2016-17 year.</p>
3	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Cllr Chris Callow (Roundway Parish Council), Jack Nicholson (Fire and Rescue), Wendy Tozer (Community Youth Officer), Cllr Tony Molland (Potterne Parish Council), Cllr Steve Mundy and Rebekah Jeffries (Rowde Parish Council).</p>
4	<p><u>Minutes</u></p> <p>Resolved:</p> <p>To confirm the minutes of the meeting held on 21 March 2016.</p>
5	<p><u>Declarations of Interest</u></p> <p>Councillors Peter and Sue Evans declared an interest in the funding application for Caenhill Countryside Centre and would not vote on this item.</p>
6	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to announcements available in the agenda pack in reference to Wiltshire Council's current consultations on its charging policy for adult care services and Carers' Strategy. The Chairman promoted the use of www.yourcareyoursupportwiltshire.org.uk for information about health care and care providers and reminded the meeting of events planned for Devizes for Dementia Awareness Week. Thanks were given to Devizes Cinema which had screened the film 'Still Alice' in aid of Alzheimer's Support. Devizes CURDS (Clean up Roundway and Devizes Squad) were thanked for their hard work litter picking on a regular basis and St Margarets School in Calne was congratulated</p>

7	<p>for winning Wiltshire Choir of the Year. It was noted that the Area Board's grants scheme was now open for applications for the 2016-17 financial year.</p> <p><u>Partner Updates</u></p> <p>Written updates from Wiltshire Police and HealthWatch Wiltshire were available in the agenda pack.</p> <p>Inspector Nick Mawson, Wiltshire Police, introduced the new control strategy for the service, which continued to target Child Sexual Exploitation as a priority. The Inspector also reminded residents to be aware of crimes, such as theft, which were higher in the summer, and the need to keep windows and doors locked for both vehicles and homes.</p> <p>The Chairman updated, on behalf of the Fire and Rescue Service, on recent notable incidents in the community.</p> <p>A representative from Erlestoke Parish Council advised that the council was supporting the pub in the village to prevent it from closing and was also looking for financial support from other bodies. The Chairman recorded his thanks to the community for their efforts.</p>
8	<p><u>Update from Devizes School</u></p> <p>The Area Board welcomed Philip Bevan as the new Headteacher at Devizes School. Mr Bevan explained that he lived within the county and had previously worked at the Cabot Academy in east Bristol. The Headteacher was currently meeting with local primary schools and was keen to work closely with them and with the wider community. Other priorities for the school were also to work more closely with the military, develop links internationally and develop the sports academy.</p> <p>The meeting encouraged the school to participate in the Devizes-Westminster canoe race and update its magazine to promote the excellent work and events that were going on at the school.</p>
9	<p><u>Appointments to Outside Bodies and Working Groups</u></p> <p>It was explained that at the annual meeting of the Board, it was necessary to appoint Area Board representatives to outside bodies and also to reconstitute working groups of the Board, as detailed in the agenda pack.</p> <p>The Chairman invited Mervyn Wood to attend meetings of the Community Area Transport Group where he could bring local knowledge.</p> <p>Resolved:</p> <p>To appoint Councillor representatives to Outside Bodies as set out at Appendix A;</p>

10	<p>To reconstitute and appoint to the Working Groups as set out in Appendix B, with the addition of Meryvn Woods (Etchilhampton Parish Council) to the CATG.</p> <p>To note the Terms of Reference for the Working Groups, as set out in Appendix C.</p> <p><u>Health and Wellbeing</u></p> <p>Following discussions at previous Area Boards about local priorities for older people, the Board had asked for a volunteer to become a ‘Champion’ for Older People in the community. The Champion would be part of a wider Health and Wellbeing Group, a local forum to co-ordinate joined-up services for older people living in Devizes, and would work with the Area Board, the Community Engagement Manager, the CCG, Healthwatch and other stakeholders.</p> <p>The Chairman explained that Michael Challinor had volunteered for the role of ‘Champion’ and planned to host the first meeting of the Health and Wellbeing Group on 5 July 2016.</p> <p>Resolved:</p> <p>To form a Health and Wellbeing Group for Devizes and appoint Michael Challinor as the ‘Champion’ for older people.</p>
11	<p><u>Local Youth Network</u></p> <p>A representative from Caenhill Countryside centre introduced their application for youth grant funding which would provide resources to the rural learning centre and allow training to be accredited.</p> <p>Devizes School commented that the centre had been transformational for students that had attended, members expressed their support for the project and encouraged the centre to work with Braeside centre.</p> <p>Questions were raised over how the Local Youth Network would be supported in respect of a restructure of staffing; it was explained that in the new model there would be two Locality Youth Facilitators for the central area of the county which included Devizes.</p> <p>Resolved:</p> <p>To grant £4,225 to Caenhill Countryside Centre to provide resources and</p>

12	<p>accreditation for informal learning.</p> <p><u>Funding Available to Our Community</u></p> <p>Heidi Yorke, Wiltshire Community Foundation, introduced the type of funding the organisation could provide to local good causes. The Community Foundation could only support grants for disadvantaged groups within Wiltshire and Swindon. Grants could be given to support revenue costs and also to support individuals, for example supporting young people with scholarships. Ms Yorke explained that the Foundation could also provide non-financial support for organisation, such as assisting with governance issues. The Chairman encouraged interested groups to contact the Foundation with funding applications especially since it had a large directory of other contacts who may be able to provide funding for causes that didn't meet the grant criteria.</p> <p>The meeting was advised that Wiltshire Community Foundation was also working with the Big Lottery Fund, Community First and other funding providers, to run an event on 22 June for voluntary and community groups. The event was to be Devizes at the Corn Exchange and would involve workshops in the morning and afternoon on types of funding available and how to apply.</p> <p>The Board thanked Heidi for her informative presentation.</p>
13	<p><u>Our Community Matters</u></p> <p>Graeme Morrison, Community Engagement Manager, provided an overview of projects supported by the Area Board over the last 12 months, which totalled 26 community projects, plus additional youth and highways improvement schemes. The meeting was reminded that in September it had voted for its priorities, identifying Health and Wellbeing and Children and Young People as the top two. In response to this vote the Board had established a Health and Wellbeing Groups, was promoting getting active through the 'Big Pledge- Road to Rio' and had supported a number of other projects. 22 youth projects had also been supported, allowing the establishment of many positive activities for young people including the 'St Arbucks' youth cafe.</p> <p>The meeting was invited to vote on priorities for 2016-17 and once again prioritised Health and Wellbeing and Children and Young People. In response to this the Board would work on make Devizes part of a 'Dementia Action Alliance' and establish a 'Men's Shed' project. Over the summer of 2016 a pop-up youth cafe would be open to young people, the Area Board was also working alongside an organisation 'Podium.me' which created a platform for young people to share journalistic writing. The Area Board would also encourage the Local Youth Network to vote on their priorities for the forthcoming year.</p> <p>The Chairman encouraged individuals and groups to sign up to the 'Road to Rio' challenge to get active.</p>

Community Area Grants Scheme- Capital funding

The Board considered applications to the Community Area Grants scheme.

Cllr Laura Mayes introduced an application for £1,232 for a project to tackle Devizes' gull problem; a matter of great concern to local residents. The funding would pay for hawk flying to deter gulls and an egg replacement scheme to prevent new chicks from hatching.

A representative from Devizes Sports Club spoke in support of their application for funding to buy new tables and chairs to support the venue becoming more attractive for wedding receptions and other events. Councillors were supportive of the club however felt this was a large sum of money at the start of the new financial year and agreed to allocate half of the amount applied for.

A representative from Devizes Leg Club spoke in support of it's application for funding to assist with the treatments of leg ulcers, the club would also provide a social element to recovery, preventing older people from becoming isolated.

A representative from the Parents and Friends of Holy Trinity School spoke in support of the application for funding to equip an outdoor classroom. It was confirmed that the school had not contributed to the project financially.

A representative from Rowdeford Charitable Trust spoke in support of their application which would contribute towards a project for an outdoor classroom. Councillors commented that the total project cost was high and proposed that the application be deferred to allow for further details on where funding would be spent.

Attention was drawn to a decision granted between meetings of the Area Board to grant £560 to Friends of the Garden for display units, this decision was taken as an urgent decision to allow the units to be in place by 26 May.

Resolved:

- **To grant £1,232 for the councillor-led initiative to tackle Devizes' gull problem.**
- **To grant Devizes Sports Club £2,500 for the purchase of tables and chairs.**
- **To grant Devizes Leg Club £3,250 for equipment for the club.**
- **To grant the Parents and Friends of Holy Trinity School £2,500 to equip an outdoor classroom.**

- **To defer consideration of the application from Rowdeford Charitable Trust.**
- **To note £560 granted between meetings of the Area Board to Friends of the Garden.**

15

Community Area Transport Group (CATG) and Air Quality and Transport Strategy Working Group updates.

Cllr Anna Cuthbert updated on behalf of the Air Quality and Transport Strategy Group. The councillor advised that air quality had been improving in the town over the last 5 years thanks to the efforts of the group, however there were still areas where air quality was below target levels. Projects to reduce the use of vehicles, such as improvements to the canal towpath and a family cycle event, were supported by the group. Kate Freeman was active in promoting a Devizes-Pewsey bus route and a consultation was currently being undertaken on other bus services in the county, so far totalling over 11,000 responses.

Cllr Philip Whitehead, Cabinet Member for Highways and Transport, introduced a report on highways maintenance schemes in the Devizes Area. Attention was drawn to the list of proposed highways works for 2016-17 and schemes that had been completed over 2015-16, the Cabinet member considered that the road quality was improving but there was a need to create a more resilient road network to prevent a knock-on effect of road closures.

Cllr Mayes thanked Cllr Whitehead and the Highways team for their hard work and commented it was very useful to have access to the details of works to be undertaken over the next year.

Resolved:

- **To note the work completed so far in connection with the Local Highways Investment Fund 2014-2020 and to agree the list of proposed schemes for highway maintenance for 2016/17.**
- **To note the proposed ‘Wiltshire Resilient Road Network’.**

Cllr Whitehead introduced recommendations arising from the meeting of the the Community Area Transport Group on 30 March. The meeting was invited to comment on current highways issues and it was noted that the white lines near B&Q needed to be repainted and that a mini roundabout in the town was difficult to see in heavy rain or snow.

Resolved:

	<ul style="list-style-type: none"> • To note the progress of actions on the note tracker • To approve £7,500 from the CATG funds for Market Lavington 20mph speed limit assessment and road marking subject to a £2,500 contribution from Market Lavington Parish Council. • To approve £3,000 from the CATG funds for Devizes Avon Terrace/Rotherstone 20mph scheme subject to a £1,000 contribution from the Town Council • To approve £500 for new signage at Market Lavington Spin Hill/Ledge Hill. • To approve £750 for new signage at Little Cheverell Low Road.
16	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
17	<p><u>Evaluation and Close</u></p> <p>The next meeting was to be held on 11 July at West Lavington Village Hall.</p>

Partner Update

Dorset and Wiltshire Fire and Rescue Service

Update: 11 July 2016

Headlines/Key Issues

- 40 incidents recorded on our Management system for the period 1st May – 29th June 2016. These include fires, road traffic accidents, floodings, lock-outs, lift shut-ins, animal rescues, false alarms and other special service calls or emergencies.

- **Incidents of note include:**

- Two Fires involving domestic electrical installations
- Four small fires on agricultural land or in the open
- Two chimney fires - properties checked with thermal imaging camera and home safety advice given to owners
- Three car fires
- Three Road Traffic collisions
- One incident involving unattended cooking equipment

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- The board will be aware that crews from Devizes, Calne and Melksham supported **Dementia Awareness week** and have received Dementia awareness training. They are now 'Dementia Friends'
 - Following consultation with Sheila Ashley (who presented at Devizes Area Board meeting) and Caroline Wilson, the Area Commander for Wiltshire has agreed to roll the training out across all the other stations. This will result in all operational Fire Crews in Wiltshire Council area being 'Dementia Friendly'
 - Sessions are being arranged over the coming months with Sheila and Caroline

-
- Firefighters and officers supported the Chairman's '**Row to Remember**' event at Devizes Leisure Centre on 20th May and covered around 18,000 metres during our slot.
 - I would like to thank the newly elected **Mayor of Devizes, Mrs Jane Burton**, for choosing the Firefighters Charity as one of her nominated charities for this year. Several local Firefighters have benefitted from the support offered by the charity, which looks after their health and wellbeing, as well as supporting them back to full fitness.

Kind Regards,
Jack Nicholson.

District Commander
Devizes, Melksham and Calne.

June 2016

£2.7m each year in Wiltshire wasted on unused repeat prescriptions

NHS Wiltshire Clinical Commissioning Group is asking people to review their current repeat prescriptions to see if they still need all the items listed and to only order the medication that they need.

Making sure you have the right medication is important to help you stay well, however, not all prescriptions in Wiltshire are required; recent figures show that 1 in 15 repeat prescriptions ordered were not needed.

Alex Goddard, Deputy Head of Medicines Management said: "If we are to be able to continue to provide high quality health services in Wiltshire, we need the help of local people to enable us to do it.

"By double checking your prescription and by only ordering items that you need you can help us to save thousands of pounds every year. Try not to over order. Although it's comforting to keep a stock of medication in the cupboard, you may find that your medication expires before you have the chance to use it and you can always order more for when you need it. "

In Wiltshire, over 450,000 prescription items are dispensed each month. With the average cost of one prescription item currently calculated as £7.58, you can see just how much funding is needed across the county to help keep people well.

For any items that are returned unused Wiltshire CCG have to spend approximately £42,000 each year collecting and incinerating them as they cannot be used again, even if the medication is unopened.

Taking personal responsibility for your own medication will not only ensure that you continue to receive the right medication but it will also help us to save a considerable amount of money. These wasted medicines equate to a massive £2.7 million drain every year on an already challenged health budget.

If you have stopped using certain medication, or are taking a different dose, speak with your GP who can carry out a medication review with you to double check that your prescription is still right for you.



PRESCRIPTION

Only order and collect what you need
Wasted repeat prescriptions costs Wiltshire
£2.7million every year





Area Board Update - June 2016

Help us to help local people speak up about health and social care services

Our volunteers play a really important role in engaging with people in the community to discover their views on local services, as well as supporting us with our statutory power to 'Enter and View' publicly funded services to speak to people about their experiences. Our volunteers also spread the word about the work we do and act as ambassadors for us at local health and social care events.



We have several different volunteering roles, so there is something for everyone.

Visit our website and take our volunteering quiz to see which role would suit you best!

Healthwatch Wiltshire would like to learn more about how well discharge processes are working for you or the person you care for

Healthwatch Wiltshire want to hear the experiences of patients and their unpaid carers when they are transferred between health and care settings (e.g. from an acute hospital to a community hospital bed or a care home, or back to their own home). We want to hear from Wiltshire people who have been discharged from hospital in the last 12 months, and the friends or relatives who care for them. We also want to talk to people who have used intermediate care beds in nursing homes as an alternative to going in to hospital or on the way home from hospital.

As well as visiting care locations to talk to people about their discharges being planned, we have produced a questionnaire that can be accessed online or in hard copy. The questionnaire can be found at www.wiltshire.gov.uk/hospital-discharge-survey.htm or paper versions can be requested from the Healthwatch Wiltshire office. We are offering one-to-one conversations on the phone or in a person's own home, if they would prefer.

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

www.healthwatchwiltshire.co.uk

New Healthwatch Wiltshire Website

Healthwatch Wiltshire recently launched its new website. The overall look and feel of the site has been improved as well as the navigation which hopefully means information and reports are now easier and quicker for people to find. Please visit www.healthwatchwiltshire.co.uk to have a look at the new website, we hope you like it as much as we do!

Community Area Well Being Group Terms of Reference

DRAFT

1. Purpose

Definition of a Well Being Group

The Well Being Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People living in the community play a direct role in setting the agenda for this group.

Well Being Groups will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

2. Membership

The Well Being Groups may include representatives of:

- Members of the Community Area Board
- Older Peoples Champion
- Carers Champion
- Health Champion
- People from the community
- Town and Parish Councils
- Health and Social Care Commissioners
- Community and voluntary organisations and groups
- Community transport provider
- Police
- GP Practices
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of people

People living in the community must play a central role in all aspects of the Well Being Groups including the design, development, delivery and review of the local activities.

Well Being Groups are encouraged to use a variety of methods to ensure people participate and are involved in decision-making processes. Existing groups may provide a useful forum for involving people, although the decision to retain these groups is for local determination.

Well Being Groups must ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the Well Being Groups

All members will be required to:

- Take an active part in the development of the Well Being Groups and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the Well Being Groups relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on activities for older people and ensure that this is shared with the Well Being Groups.
- Champion the voice and influence of people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the Well Being Groups activities.
- Respect all members of the Well Being Groups and invited representatives.
- Work to improve outcomes for people and ensure high quality safeguarding practice.

3. Structure

The Well Being Groups should come together on a quarterly basis, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the Well Being Groups activities. The Chair of the group will be decided locally and could be any member of the wider Well Being Group. The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of:

- The chairperson
- Champions
- Community Engagement Manager
- Commissioning Manager for the area

The appointment of councillors (excluding officers) to Well Being Groups will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required, the Area Board may appoint additional people to the management group if it is felt there involvement would be important for the function of the group.

Alternative people can represent people at the Well Being Group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

4. Responsibilities of the Well Being Groups

Key responsibilities for the Well Being Groups include:

- Facilitating and coordinating the process to design, develop, deliver and review activities for people in the local area;
- Developing a written overview of the needs, outcomes, priorities and objectives for activities in the local area (sometimes referred to as a Market Position Statement);
- Facilitating and monitoring the provision of a community transport service for the community area
- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants);
- Monitoring and reporting on the quality and effectiveness local activities;

- Monitoring and reporting on the quality and effectiveness of information and advice in the community area
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

5. Funding

Area Boards will have an annual revenue budget allocated to them. The Well-Being group will advise the Area Board on how these funds should be allocated. Well-being groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

6. Media Relations

Members of the Well Being Groups may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the Well Being Groups should be agreed with between the Well Being Groups and Chairperson of the Community Area Board.

7. Review

These terms of reference are subject to change and should be reviewed by the Leader on an annual basis.

Report to Devizes Area Board
Date of meeting 16 May 2016
Title of report Community Area Grant funding

Purpose of the Report:

To consider the applications for funding listed below.

Applicant	Amount requested
Devizes and District Association for the Disabled	£3,261
St Joseph's Nursery	£1,500
Devizes and District Opportunity Centre	£3,500
Crofton Boiler Repairs	£5,000

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 available here: <http://www.wiltshire.gov.uk/community-area-grants-criteria-2015-16-april.pdf>

The funding criteria and application forms are available on the council's website: <http://www.wiltshire.gov.uk/council/areaboards/areaboardscommunitygrantsscheme.htm>

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
ID 1968	Devizes and District Association for the Disabled	Development of Building	£3,261
<p>Project description</p> <p>The Men’s Toilet is in urgent need of improvement to bring up to current standards. The toilet dates from 1984 and still has the open drainage channel under the urinals and there is no mechanical ventilation. The proposed works will address those issues and bring the toilet to an acceptable standard.</p> <p>The Devizes and District for the Disabled was formed in 1981 and since 1984 the DDAD have run the Nursteed Centre, now called the Nursteed Community Centre; which provides a safe and accessible place for disabled people in the area. The Centre is used by 15 groups of people with various disabilities; with approximately 240 disabled people using the Centre on a regular basis. The Centre allows equality by providing a meeting place for all people, irrespective of disabilities. This project will bring the toilet to modern standards and enhance the environment for the users.</p>			
<p>Proposal</p> <p>That the Area Board determines the application from Devizes and District Association for the Disabled for £3,261.00</p>			

Application ID	Applicant	Project Proposal	Requested
ID 1909	St Joseph’s Nursery	2Build a Profile App	£1,500
<p>Project description</p> <p>St Joseph’s Nursery is a not-for-profit ‘Outstanding Nursery’ that has been based in Devizes for 39 years. A crucial part of the Early Years Curriculum involves monitoring children’s development to ensure that they reach their full potential. Key people document children’s learning in a journal; this requires a huge amount of time in the office, cutting and sticking photos, as well as undertaking observations. All of this takes away valuable time which could be spent with the children. The ‘2Build a Profile’ app provides a simple, secure and rapid way to log these observations and can be done whilst in the room with the children. Parents can access observations via private email and share in their children’s progress.</p>			
<p>Proposal</p> <p>That the Area Board determines the application from St Joseph’s Nursery for £1,500</p>			

Application ID	Applicant	Project Proposal	Requested
ID 1783	Devizes and District Opportunity Centre	Outdoor Classroom	£3,500
<p>Project description</p> <p>The covered outdoor play space will be suitable for children aged from birth to 5yrs with a wide variety of disabilities, learning difficulties and complex health conditions. This outdoor play space would enable our member children to access a range of physical and learning activities out in the fresh air, whilst being protected from some of the elements; e.g. direct sunlight or rain, which might otherwise prove detrimental to their wellbeing.</p> <p>£1,500 has already been awarded towards this project by Melksham Area Board, due to a number of children attending the centre from that community area.</p>			
<p>Proposal</p> <p>That the Area Board determines the application from Devizes and District Opportunity Centre for £3,500</p>			

Application ID	Applicant	Project Proposal	Requested
ID 1963	Kennet and Avon Canal Trust	Croft Beam Boiler Repairs	£5,000
<p>Project description</p> <p>Crofton Pumping Station, a grade 1 listed industrial monument, houses the oldest working steam engine in the world - the 1812 Boulton and Watt. Built to raise water to the summit level of the Kennet and Avon Canal, the station is maintained by enthusiastic volunteers and steamed regularly throughout summer months; attracting some 7000 visitors to the area. However, the boiler which supplies steam to this historic engine will need urgent safety repairs in October 2016. Without this work, which must be carried out professionally, the engine will not be able to run; thus losing much of its appeal to visitors.</p>			
<p>Proposal</p> <p>That the Area Board determines the application from Kennet and Avon Canal Trust for £5,000</p>			

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

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Report to Devizes Area Board
Date of meeting 16 May 2016
Title of report Community Area Grant funding

Purpose of the Report:

To consider a councillor-led initiative requesting funding from the Area Board.

Applicant	Amount requested
Cllr Simon Jacobs	£2,670

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](#)

2. Main Considerations

- 2.1. Councillors will need to be satisfied that funding awarded in the 2016/2017 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 and practice papers for [councillor-led initiatives](#)
- 2.4. Best practice advises that applications relating to young people or highways and transport should be considered by and seek a recommendation from the Local Youth Network or Community Area Transport Group.

3. Environmental & Community Implications

Councillor led-projects are designed to enable councillors to tackle issues in their area, including projects and initiatives which have been initiated by the community e.g: a community issue. Councillor-led projects should not be used to fill gaps where there are service shortfalls or where it is possible for the matter to be resolved through the use of the Community Area Grants scheme.

4. Financial Implications

Financial provision had been made to cover this expenditure. The Community Area Grants scheme which funds Councillor-led initiatives can only provide capital funding.

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.

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 Name	Provider	Project Proposal	Requested
Cllr Simon Jacobs	Acer Tree Surgeons	Pine Walk Wood	£2,670
Project description Pine Walk Woods has become extremely overgrown and inaccessible for public use. The proposal is to work with landowners 'Grist Environmental' to create a much more user-friendly wooded area. Full quotes from Acer Tree Surgeons have been received with a total cost of £5,340. Agreement has been reached with Acer to involve youth groups in completing the work. This work will allow use by all members of the public including walkers, ramblers and dog owners, and will include the possibility of youth groups to hold meetings/events there. There is already interest from Scouts, Forest and the Wiltshire Wildlife Trust in using the area.			
Proposal That the Area Board determines the application from Cllr Simon Jacobs for £2,670			

Background documents used in the publication of this report:

Quotes/estimates for this proposal can be obtained from the Community Engagement Manager upon request.

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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

There has been no CATG meeting between 16 May Area Board and 11 July Area Board, and on this basis one recommendation has been made as detailed below.

	Item	Update	Actions and recommendations	Priority 1= high 2= medium 3= low	Who
7.	Recommendations and items for next Area Board meeting				
	<p>There has been no CATG meeting between 16 May Area Board and 11 July Area Board; however, within this period there was a request for CATG funding of £1,000, to help towards a traffic calming scheme on Rotherstone.</p> <p>The request was considered and CATG members were invited to give a response via a group email as to whether they supported this scheme.</p> <p>CATG Members were in agreement that this money should be spent on the traffic calming scheme on Rotherstone.</p>		That a contribution of up to £1,000 be made towards the purchase of planters for the traffic calming scheme on Rotherstone.	1	MB
8.	Date of Next Meeting				
	20 July 2016		Agreed		Initials of officer responsible

Devizes Community Area Transport Group

Report Author: Graeme Morrison

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 Devizes 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, Devizes Area Board will have a remaining Highways funding balance of **£xxxx**

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

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

6. Safeguarding implications