

AGENDA

Meeting: CHIPPENHAM AREA BOARD
Place: Goss Goss Croft Hall, Startley Road, Upper Seagry SN15 5HD
Date: Monday 27 June 2016
Time: 7.00 pm

Including the Parishes of Biddestone, Castle Combe, Chippenham Without, Chippenham, Christian Malford, Grittleton, Hullavington, Kington Langley, Kington St Michael, Langley Burrell, Nettleton, North Wraxall, Seagry, Stanton St Quintin, Sutton Benger and Yatton Keynell

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 Senior Democratic Services Officer.

Networking opportunities will be available from 6:30pm.

Please direct any enquiries on this Agenda to Will Oulton, on 01225 713935 or email william.oulton@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

Desna Allen – Queens & Sheldon	Mark Packard - Pewsham
Chris Caswill – Monkton	Linda Packard – Lowden & Rowden
Bill Douglas – Hardens & England	Nina Phillips – Cepen Park & Redlands
Howard Greenman - Kington	Jane Scott OBE – By Brook
Peter Hutton – Cepen Park & Derriards	Melody Thompson - Hardenhuish

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on the Council's website along with this agenda and available on request.

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

	Time
<p>1 Election of Chairman <i>(Pages 1 - 2)</i></p> <p>To elect a Chairman for the forthcoming year.</p>	7:00
<p>2 Election of Vice-Chairman</p> <p>To elect a Vice-Chairman for the forthcoming year.</p>	
<p>3 Chairman's Welcome and Introductions</p>	7:05
<p>4 Apologies</p>	
<p>5 Minutes <i>(Pages 3 - 6)</i></p> <p>To approve and sign the minutes of the meeting held on 9 May 2016.</p>	
<p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7 Chairman's Announcements <i>(Pages 7 - 20)</i></p> <p>To include:</p> <ul style="list-style-type: none"> a) Groundwork and Tesco 'Bags of Help' funding b) Meet the Funder Events c) Your Care Your Support Website d) Adult Care Charging Policy e) Carers in Wiltshire Joint Strategy f) Langley Road Petition 	
<p>8 Child Sexual Exploitation Awareness</p> <p>An introduction from Blair Keltie to the reality of CSE in Wiltshire and how local people can help tackle it.</p>	7:10
<p>9 Proposal to form Chippenham Health & Wellbeing Group <i>(Pages 21 - 28)</i></p> <p>To consider the report which outlines proposals to form a Health & Wellbeing Group in the Chippenham Community Area.</p>	7:30
<p>10 Affordable Housing</p> <p>A presentation regarding affordable housing, specifically:</p>	7:45

	<ul style="list-style-type: none"> • The priorities for Wiltshire • Housing need in the community area (population growth, numbers on register, house prices e.t.c.) and how we determine what the need is – the evidence base • Next steps i.e. working with communities to look at how we can continue to provide affordable homes in the local area to meet identified needs 	
11	<p>Appointment to Outside Bodies and Groups (<i>Pages 29 - 48</i>)</p> <p>To appoint Area Board members to outside bodies and to reconstitute working groups.</p>	8:00
12	<p>Local Youth Network (LYN) (<i>Pages 49 - 56</i>)</p> <p>To ask the Chippenham Area Board to consider x3 applications seeking 2015/16 Youth Funding and approve the recommendations from the Local Youth Network (LYN) outlined in this report</p>	8:05
13	<p>CEM Update incl Big Pledge Update</p> <p>The meeting will received an update from the Community Engagement Manager on their work in the last year.</p>	8:15
14	<p>Funding (<i>Pages 57 - 86</i>)</p> <p>To consider the following applications:</p> <ul style="list-style-type: none"> • Yatton Keynell Under 5s Preschool £755 • Chippenham Town Football Club £700 • Kington St Michael After School Club £350 • Happy Days Pre-School £732 • Moorlands Community Art Project £1000 • Pewsham Community Centre Association £2636 	8:25
15	<p>Town, Parish and Partner Updates (<i>Pages 87 - 96</i>)</p> <p>To note the written updates provided and answer any questions arising from the floor:</p> <ol style="list-style-type: none"> Parish and Town Councils Wiltshire Police Wiltshire Fire and Rescue Service Wiltshire Clinical Commissioning Group (CCG) Wiltshire Healthwatch Chippenham and Villages Area Partnership (ChAP) Chippenham Partnership of Schools Chippenham Skatepark 	8:30

16 **Urgent items**

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

17 **Evaluation and Close**

The Chairman will invite any remaining questions from the floor and will welcome the submission of new Community Issues.

The meeting is asked to note the future meeting date below.

8:35

Future Meeting Dates

Monday 5 September 2016

6.30 pm for 7.00 pm

Neeld Hall, Chippenham

Guidance on the election of the Area Board Chairman and Vice-Chairman

4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.

4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.

4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.

4.9.7 With the exception of an election year, the chairman and vice-chairman of an area board shall remain in post until their successors are appointed.

MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: Council Chamber - Council Offices, Monkton Park, Chippenham
Date: 9 May 2016
Start Time: 3.00 pm
Finish Time: 3.35 pm

Please direct any enquiries on these minutes to:

Will Oulton (Democratic Services Officer), Tel: 01225 713935 or (e-mail) william.oulton@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Linda Packard (Chairman), Cllr Chris Caswill, Cllr Peter Hutton, Cllr Mark Packard and Cllr Nina Phillips.

Total in attendance: 10

Agenda Item No.	Summary of Issues Discussed and Decision
35	<p>Chairman's Welcome and Introductions</p> <p>The Chairman, Councillor Linda Packard, welcomed everyone to the meeting and introduced the councillors and officers present.</p>
36	<p>Apologies</p> <p>Apologies for absence were received from Councillors Desna Allen, Bill Douglas, Howard Greenman, Baroness Scott of Bybrook O.B.E and Melody Thompson.</p>
37	<p>Minutes</p> <p>The meeting considered the minutes of the previous meeting held on the 29 February 2016.</p> <p>Resolved</p> <p>That the minutes of the meeting held on 29 February 2016 be agreed a correct record and signed by the Chairman.</p>
38	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>
39	<p>Chairman's Announcements</p> <p>The Chairman drew the meeting's attention to the announcement regarding the Health & Wellbeing Groups noting that the Community Engagement Manager would be coordinating discussions locally.</p> <p>The Chairman also encouraged people to respond to the Council's consultation on the Carers in Wiltshire: Joint Strategy 2016 – 2020. The details of the consultation can be accessed here: http://consult.wiltshire.gov.uk/portal</p>
40	<p>Local Youth Network (LYN)</p> <p>Councillor Peter Hutton presented the report which updated the Area Board on the work and progress of the Chippenham Local Youth Network Management group; and provided further information about the Youth Festival for which the Area Board had approved, in principle, £9,000 funding for. In his presentation, Councillor Hutton highlighted that an event had been held to revise the needs analysis and that the results would be considered in due course.</p> <p>In response to a question from Councillor Chris Caswill, Councillor Hutton stated that officers were endeavouring to reach out to as many young people as possible, and were mindful of ensuring activities appealed to both genders.</p> <p>Resolved</p>

41	<p>To note the update.</p> <p>Local Highways Investment Fund 2014-2020</p> <p>The Chairman invited Jim Bailey, from the Highways Team, to present the report which advised the Area Board regarding progress on Wiltshire Council's Local Highways Investment Fund 2014 – 2020, and to review the local highway maintenance priorities for 2016/17. In his presentation, Mr Bailey drew attention to the revised appendix two, circulated as a supplement to the agenda papers.</p> <p>In response to a question from Councillor Caswill, Mr Bailey stated that he would make enquiries as to the status of the Tugela Road, Chippenham.</p> <p>Resolved</p> <ol style="list-style-type: none"> 1. To note the work completed so far in connection with the 'Local highways Investment Fund 2014 – 2020', and consider the list of proposals for highway maintenance in their areas for 2016/17. 2. To note the proposed 'Wiltshire Resilient Road Network', and are invited to comment on the proposed network and any sections of the route of particular concern in their area.
42	<p>Community Area Transport Group (CATG)</p> <p>The Chairman introduced the report arising from the last CATG meeting and any recommendations therein.</p> <p>Resolved</p> <p>To note and ratify the recommendation arising from the CATG meeting of the 13 April 2016.</p>
43	<p>Town, Parish and Partner Updates</p> <p>The updates received were noted, and the police representative, Les Fletcher, provided a verbal update regarding recent activities.</p>
44	<p>Urgent items</p> <p>There were no urgent items.</p>
45	<p>Evaluation and Close</p> <p>The Chairman thanked everyone for attending the meeting, and noted that the next meeting would be on the 27 June 2016.</p>

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Chairman's Announcements

Subject:	Groundwork and Tesco 'Bags of Help' funding
Officer Contact Details:	Caroline McKenna Caroline.mckenna@groundwork.org.uk
Weblink:	http://www.groundwork.org.uk/Sites/tescocommunityscheme

Groundwork have partnered with Tesco to deliver a new community grants scheme. Last funding round there were many successful projects from across Wiltshire and we would like even more applications this round!

The Tesco Bags of Help scheme was launched in October 2015 and enables local community groups to apply for money to develop local resources and promote greener living and working. There are grants of £8,000, £10,000 and £12,000 available.

There are several rounds of applications throughout the programme and the first round of funding completed in February. Over 8 million Tesco customers voted across 2,500 stores nationwide for variety of community group projects, and from this nearly £13 million will be awarded to 1,284 community groups.

The second round of funding applications is now open and application process will be ongoing until 3rd June. To find out more, go to our website at <http://www.groundwork.org.uk/tescocommunityscheme>

As part of our work to promote the programme across the South West region, we would also be interested in any funding events we may be able to attend to provide information to prospective applicants, so if you have any relevant events or groups you think this may be applicable to, please get in touch.

Chairman's Announcements

Subject:	Meet the Funder event 22 June 2016
Officer Contact Details:	Wiltshire Community Foundation info@wiltshirecf.org.uk
Weblink:	Event Brite- ticket purchase

Wiltshire Community Foundation is hosting a 'Meet the Funder' event for voluntary and community groups with speakers including The BIG Lottery and Power to Change with a range of workshops during the day about funding available and how to apply.

Date: Wednesday 22nd June 2016

Registration: 9:30am for start at 10am.

Venue: Devizes Corn Exchange

Cost: £8.50 per person with a light lunch provided

Finish: 3pm.

When you book, please select two workshops to attend – one in the morning and one in the afternoon:

AM

- Workshop A: Better Applications, Jane Butler, Wiltshire Community Foundation
- Workshop B: Crowdfunding, Globalgiving.com
- Workshop C: WASP Sports Funding

PM

- Workshop D: BIG Lottery Applications, Tim Temple
- Workshop E: Crowdfunding, Globalgiving.com
- Workshop F: Demonstrating Impact, Heidi Yorke

Chairman's Announcements

Subject:	Your Care Your Support Wiltshire
Officer Contact Details:	Dr. Sara Nelson Information and Communications Manager Healthwatch Wiltshire sara.nelson@healthwatchwiltshire.co.uk Olly Spence Wiltshire Council olly.spence@wiltshire.gov.uk
Weblink:	http://www.yourcareyoursupportwiltshire.org.uk/home/

Healthwatch Wiltshire is working in partnership with Wiltshire Council to manage and develop *Your Care Your Support Wiltshire*, the new health and social care information website for the county.

The website contains:-

- Information about different topics such as, dementia, keeping well and paying for care as well as explanations of an overview of how the NHS and social care work in Wiltshire.
- A service directory that provides details of local organisations, clubs, societies, GPs, dentists and care homes.

Your Care Your Support Wiltshire's First Birthday

The site launched on April 1st 2015 and so has now been up and running for a year. In this year, it has been viewed 164,669 times and has been visited by 20,669 users. Of those who visited, 67% were new to the site whilst approximately 33% were return users. The most popular pages on the site were:

1. Paying for Care
2. How do I get care and support in Wiltshire?
3. Living with a disability/learning disability

Future plans and how you can help.

Future plans include adding more detailed, localised information on end of life care and mental health services, updating and building on existing information and adding more videos and easy read pages. In addition we will continue to engage with local communities to ensure that the service directory contains all the information they need to access services and groups in their area.

Healthwatch Wiltshire will continue to involve local people in the development of the site so that we can make sure that it meets their needs. We would like to hear your views on the site. You can tell us about groups and clubs in your community or

Chairman's Announcements

suggest topics that we can add to the site. This site is for Wiltshire people – make your voice heard!

Chairman's Announcements

Subject:	Adult Care Charging Policy Consultation
Officer Contact Details:	Olly Spence Community Commissioner olly.spence@wiltshire.gov.uk
Weblink:	http://www.wiltshire.gov.uk/news/articles/httpwwwwiltshiregovuknewsarticlescare-services-policies-consultation

Introduction-The Adult Care Community Commissioning team are currently leading on a public consultation regarding proposed changes to the adult care charging policy (i.e. how much people contribute to the cost of the social care services that they receive).

Unlike health services which are free at the point of access, adult social care support is means-tested in line with national guidelines. The proposed changes have been made in response to the Care Act (2014), to align Wiltshire's approach with that of other local authorities and to ensure the Council can continue to deliver sustainable care and support services.

The proposed changes will only impact on customers who contribute towards care services in their own home and will not impact on those contributing towards care in a permanent residential care setting.

The proposed Changes

- To take into account 100% of disposable income¹, the Council currently only takes into account 80% of disposable income.
- To take the full rate of attendance allowance into account when assessing how much people need to contribute. The Council currently only takes the lower rate into account even if the individual receives the higher amount.
- To update the list of allowable Disability Related Expenses (DRE). DRE items are things people have to spend money on as a result of a disability or illness and are disregarded when calculating how much people may have to contribute.

The Consultation Process-The consultation will run for three months and is scheduled to end on June the 6th. Customers who are likely to be affected by any

¹ Disposable income is the amount of money and individual has available after Household expenses, general living allowance and any disability related expenditures have been accounted for.

Chairman's Announcements

changes were contacted via letter to set out the proposals and encourage them to get involved. In addition to these individual letters a series of public meetings have been facilitated by Healthwatch Wiltshire.

How people can get involved- The consultation survey can be found on the Councils website

<http://www.wiltshire.gov.uk/news/articles/httpwwwwiltshiregovuknewsarticlescare-services-policies-consultation>

People can contact the Council or Healthwatch Wiltshire to request paper copies of the survey, pose individual questions or organise one to one meetings.

For more information please contact Olly Spence olly.spence@wiltshire.gov.uk

Chairman's Announcements

Subject:	Carers in Wiltshire: Joint Strategy 2016 - 2020
Officer Contact Details:	Karen Walters, Community Commissioner (Carers)
Weblink:	http://consult.wiltshire.gov.uk/portal

Wiltshire Council and NHS Wiltshire Clinical Commissioning Group, in consultation with their other strategic partners (especially Carer Support Wiltshire, Wiltshire Parent Carer Council and Spurgeons) and over 50 carers have developed a new strategy for carers. The draft document is now available for the public to view and comment on before being finalised. It can be viewed in full on the council's consultations webpage:

<http://consult.wiltshire.gov.uk/portal>

Information postcards and leaflets are also available at this meeting.

Publicity materials can be provided from Karen Walters, Wiltshire Council, for any partners who would be willing to support spreading the message or if you would like to invite her to attend any local carer groups or meetings during the consultation period.

Please feedback comments by **13 July 2016** to: Karen Walters, Community Commissioner (Carers) at:

Address: County Hall, Bythesea Road, Trowbridge BA14 8JN

Email: Karen.walters@wiltshire.gov.uk

Mobile: 07876 393890

Who do we mean when we talk about carers?

Anyone can become a carer. A carer is someone of any age, including a child (young carer), who provides unpaid support to a family member or friend who could not always manage without this help. This could be caring for a relative (a parent, grandparent, sibling, child, spouse, partner) or friend who is ill, frail, disabled or who has mental health or substance misuse problems. They should not be confused with paid or volunteer support workers.

Most people are likely to be undertaking a caring role at some point in their lives, with many of us needing to access some form of information, advice and support during this difficult time.

Have we got things right in the new strategy?

We believe we have a strategy that is truly representative of the needs of Wiltshire carers. However, now is the time for you to have your say and influence the way services are commissioned over the next 4 years.

We invite members of the public, especially carers, to comment on this document to influence the future commissioning of support for carers in Wiltshire. We need you to tell us if we have got things right. We also want to

Chairman's Announcements

know if you, as a carer, feel represented within this strategy and if not, what is it you would like to see added or changed. What services do you currently access (if any) that you value and why they are important to you?

We invite organisations and business in Wiltshire to comment on the document and to inform us of any contributions they are already making or could make, in order to support the delivery of this strategy.

A detailed action plan will be developed once the strategy is finalised to support its delivery.

Why is this strategy needed?

A Carers UK press release on 12 November 2015 stated “Unpaid carers save the UK **£132 billion a year** – the cost of a second NHS.”¹

70% of the 47,608² carers living in Wiltshire continue to remain hidden and it is believed that many of these people will not be aware of their carer status. Accessible information and advice is therefore vital to ensure that these people know where to get help and support when they need it.

The Care Act places additional duties on social care services in assessing and addressing the needs of carers. Carers now have parity of esteem with those people they care for. We need to ensure that carers' of people with mental health issues are able to access appropriate services to meet their needs. There is a requirement for all health, social care and educational professionals to identify young carers and ensure their needs are being met and that they are not carrying out inappropriate caring roles.

The 2015 Healthwatch report “Unpaid Carers in Wiltshire: help in a crisis” highlights the need to review how we support carers in a crisis. Whilst early intervention and prevention measures is expected to reduce the likelihood of this point being reached, there will be unavoidable circumstances when a carer reaches crisis point and it is vital targeted support is available to help them when they reach this point.

Our shared vision for carers in Wiltshire:

Wiltshire cares for carers by ensuring that carers living in Wiltshire are identified and accepted as expert partners in care; are well informed; and maintain a good quality of life and healthy lifestyle outside of their caring responsibility.

To find out more please read the full strategy and / or contact Karen Walters direct.

¹ Valuing Carers 2015 – the rising value of carers' support Lisa Buckner (University of Leeds), Sue Yeandle (University of Sheffield)

² Census 2011

Chairman's Announcements

**Petition for the Introduction of Restricted Parking to be
put in place on Langley Road (east) Chippenham
Wiltshire**

The inconsiderate long stay parking on the eastern side of Langley Road has created a very dangerous situation regarding line of sight in both directions when exiting private driveways. The exiting of vehicles owned and driven by mothers with children, the elderly and other residents of the access road to Wade Mews, which serves NINE properties, is proving to be very dangerous.

We the undersigned petition for restricted Parking
(4 hour maximum stay) to be put in place.

Print name	signature	address
Ann Williams	Ann Williams	43 Langley Road
A. CORBETT	A Corbett	45 Langley Road
D WILLS.	Juanne Wills	47 Langley Road
MARCO CECCHIA	M. P. C.	49 Langley Road
MARY BARNES	M. Barnes	1 Wade Mews
Ryan Ford	Ryan Ford	2 Wade Mews
C FERNANDES	C Fernandes	51 Langley Road
A. HOFF	A Hoff	53 Langley Road
P CROWTHER	P Crowther	55 Langley Road
G TINSOR	G Tinsor	57 Langley Road
Gill	Gill	59 Langley Road
J. GREEVES	J Greaves	61 Langley Road
P ARMARD	P Armard	63 Langley Road
O S. KHUM KHUN	O S Khum Khun	65 Langley Road
H DAY	H Day	57 Langley Road

**Petition for the Introduction of Restricted Parking to be
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**We the undersigned petition for restricted Parking
(4 hour maximum stay) to be put in place.**

Print name	signature	address
		43 Langley Road
		45 Langley Road
John Wills	<i>[Signature]</i>	47 Langley Road
HOLLIE WILLS	<i>[Signature]</i>	47 Langley Road
		1 Wade Mews
		2 Wade Mews
		51 Langley Road
		53 Langley Road
		55 Langley Road
Rob Greaves	<i>[Signature]</i>	61 5 Langley Road
<i>[Signature]</i>	<i>[Signature]</i>	59 Langley Road
DAVID GEEVES	<i>[Signature]</i>	61 Langley Road
		63 Langley Road
B K. KHUNKHUN	<i>[Signature]</i>	65 Langley Road

Proposal for formation of Chippenham Health & Wellbeing Group

Report to	Chippenham Area Board
Date of Meeting	27 th June 2016
Title of Report	Proposal to form Chippenham Health & Wellbeing Group

1. The Chippenham Older People's Champions have consulted with Chippenham Older People's Forum and Chippenham Health & Social Care Forum, where the formation of a Community Area Health & Wellbeing Group has been tabled and discussed.
2. Following favourable outcomes from both these discussions, we propose that the formation of a Chippenham Health & Wellbeing Group be progressed.
3. This Chippenham Health & Wellbeing Group will:
 - 3.1. Provide a local forum to help co-ordinate and enhance local services
 - 3.2. Identify and represent the views and needs of the local community
 - 3.3. Make recommendations to the Area Board on how funding for health & wellbeing activities should be allocated
 - 3.4. Help to improve the health & wellbeing of local people

See Appendix 1

4. The group will include representatives of local organisations and agencies, and individuals who have an interest in promoting the wellbeing of our community. This may include representatives from:
 - 4.1. Chippenham Area Board
 - 4.2. Older Peoples Champion
 - 4.3. Carers Champion
 - 4.4. Health Champion
 - 4.5. People from the community
 - 4.6. Town and Parish Councils
 - 4.7. Health and Social Care Commissioners
 - 4.8. Community and voluntary organisations and groups
 - 4.9. Community transport provider
 - 4.10. Wiltshire Police
 - 4.11. GP Practices
 - 4.12. Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people

See Appendix 2

Proposal for formation of Chippenham Health & Wellbeing Group

5. We, the Older Peoples Champions, propose that a Health & Wellbeing Group be formed in Chippenham, and an update on progress be given at the September Area Board meeting.
6. We, the Older Peoples Champions recommend that funding of £450 is allocated to “The Big Get Together” event in Chippenham 21st October 2016. Outline of event - See *Appendix 3*

Report Authors	Julia Stacey and Barbara Hearn
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Chippenham Health & Wellbeing Group (HWG) Terms of Reference

1. Purpose

The Chippenham Health & Wellbeing Group (HWG) will identify local needs, priorities and outcomes and make funding recommendations to Chippenham Area Board.

2. Membership

The HWG may include representatives from:

- 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 will be subject to appropriate safeguarding requirements.

3. Participation and Involvement

The HWG will create a network to consult the local community and to keep the community informed. The group will actively engage with key stakeholders and strive to improve partnership working. .

4. Structure

- 4.1. The Chairperson of the HWG will be decided locally.
- 4.2. The Area Board Councillor on the HWG will work the Chairperson of the HWG to present recommendations and provide updates on progress at Area Board meetings.
- 4.3. A smaller management group will take responsibility for coordinating and planning the HWG activities. The management group will generally comprise of:
 - 4.3.1. The HWG Chairperson
 - 4.3.2. Champions
 - 4.3.3. Community Engagement Manager
 - 4.3.4. Commissioning Manager for the area
- 4.4. The appointment of councillors to HWG 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.

Chippenham Health & Wellbeing Group (HWG) Terms of Reference

5. Responsibilities of the HWG

5.1. Key responsibilities for the HWG include:

- 5.1.1. Facilitating and coordinating the process to design, develop, deliver and review activities for people in the local area;
- 5.1.2. 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);
- 5.1.3. Facilitating and monitoring the provision of a community transport service for the community area
- 5.1.4. Making recommendations to Chippenham Area Board regarding funding allocation
- 5.1.5. Monitoring and reporting on the quality and effectiveness local activities;
- 5.1.6. Monitoring and reporting on the quality and effectiveness of information and advice in the community area

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

5.3. The HWG 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.

6. Funding

Area Boards will have an annual revenue budget allocated to them. The HWG will advise Chippenham Area Board on how these funds should be allocated. The HWG will be able to apply for funding from other sources.

7. Media Relations

Members of the HWG may not issue media statements on behalf of the HWG or Chippenham Area Board. Any media statements about the work of the HWG should be agreed with between the HWG Chair and Chair of Chippenham Area Board.

Members of Chippenham Health & Wellbeing Group

Julia Stacey	Older Peoples Champion, ChAP Project Coordinator
Barbara Hearn	Older Peoples Champion, Age UK Chippenham & Chippenham Older Peoples Forum
Pam Sharratt	Chippenham Health & Social Care Group
Town Council	Chippenham Town Council
Area Board	Chippenham Area Board
Carer	Carers Support
Safer & Supportive	Chippenham Safer & Supportive Communities
Chippenham BID Manager	Chippenham BID
GP	GP Practices
Teresa Conboy	Community Resources Team Leader, Riverbank, Wiltshire Council
Commissioner	Health and Social Care Commissioners
Community representative	Community and voluntary organisations and groups
Victoria Welsh	Community Engagement Manager, Wiltshire Council

The Big Get Together Chippenham

Outline of event:

- Local clubs and organisations will be invited to attend to promote a range of interests and activities
- There will also be ideas for volunteering, fitness activities and social groups.
- The event aims to help older people find out more about local opportunities to enjoy a sense of wellbeing, good quality of life and fulfilling retirement
- Attendees will be invited to make suggestions regarding other local opportunities that they feel would benefit the community area
- Networking opportunity for partners
- A bake-off style cake competition event to help older people find out more about local opportunities to enjoy a fulfilling retirement
- Cakes will be judged by local chef
- The winner of the homemade cake will win a prize of a lunch for two donated by a local sponsor
- The event is being supported by Wiltshire Age UK. Susan Desrosiers from Wiltshire Age UK said: "By bringing various clubs and organisations together in one place, we hope to provide a showcase of activities that will encourage people to participate, get involved and expand their social life, reducing their risk of loneliness both now and in the future." For more information contact Susan Desrosiers on 07506 836 858.

CHIPPENHAM AREA BOARD
27 June 2016

Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2016/17

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2016/17.

2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. Similarly, the Area Board is invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2016/17.

3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. In 2014 all Area Boards appointed Local Youth Network (LYN) Management Groups to coordinate wider LYNs, sub-groups of the Area Boards, to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C and may be reviewed by the Leader on an annual basis.
- 3.3. Some Area Boards have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required.
- 5.2. Protocol 3 of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Environmental Impact of the Proposals

- 6.1 None.

7. Equality and Diversity Implications

- 7.1 None.

8. Delegation

- 8.1 Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 8.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

9. Recommendation

- 9.1 The Area Board is requested to:
 - a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
 - b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and
 - c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.

Will Oulton
Senior Democratic Services Officer
01225 713935
william.oulton@wiltshire.gov.uk

Appendices:

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Group(s)
Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

APPENDIX A

Outside Body Title	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Representative (s)
Chippenham Local Youth Network (LYN)	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Peter Hutton, Cllr Bill Douglas

Members of Chippenham Safer & Supportive Communities Group

Councillor Desna Allen	Chippenham Area Board
Councillor Peter Hutton	Chippenham Area Board
Councillor Nina Phillips	Chippenham Town Council
Sue Wilthew	Chief Executive, Chippenham Town Council
Chippenham Sector Inspector	Wiltshire Police
Chippenham District Commander	Dorset & Wiltshire Fire & Rescue Service
Chippenham BID Manager	Chippenham BID
Michael Weeks	Street Pastors & Response Pastors
Pubwatch Chairman	Chippenham Pubwatch
Tim Mason	Community Safety Partnership
Barbara Hearn	Age UK Chippenham & Chippenham Older Peoples Forum
Julia Stacey	Chippenham & Villages Area Partnership Project Coordinator
Teresa Conboy	Community Resources Team Leader, Riverbank, Wiltshire Council
Mark Rippon	Community Safety Manager, Wiltshire Council
Roy Bahadoor	Licensing Officer, Wiltshire Council
Victoria Welsh	Community Engagement Manager, Wiltshire Council

Members of Chippenham Community Area Transport Group

Councillor Linda Packard (Chair)	Chippenham Area Board representative
Councillor Bill Douglas	Chippenham Area Board representative
Councillor Nina Phillips	Chippenham Area Board representative
Councillor Howard Greenman	Chippenham Area Board representative
Councillor Maurice Dixon	Kington Langley Parish Council representative
Councillor John Scragg	Chippenham Town Council representative
Councillor Lesley Palmer	Grittleton Parish representative
Councillor Angela Williams	Biddestone & Slaughterford Parish representative
Paul Bollen	Area Highways Engineer
Chris Clark	Client Area Manager (Highways)
Martin Rose	Principal Highways Engineer
Spencer Drinkwater	Principal Highways Planner
Victoria Welsh	Community Engagement Manager

Chippenham Safer & Supportive Communities Group (SASC) Terms of Reference

1. Purpose

The Chippenham Safer & Supportive Communities Group (SASC) will identify local needs, priorities and outcomes and make recommendations to Chippenham Area Board.

2. Membership

The SASC group may include representatives from:

- Chippenham Area Board
- Older Peoples Champion
- Carers Champion
- Police
- Town and Parish Councils
- Dorset & Wilts Fire & Rescue Service
- Street Pastors
- Community Safety Officer
- Licencing Officer
- Community Engagement Manager
- Pubwatch
- Chippenham BID
- Purple Flag
- Community and voluntary organisations and groups
- Other organisations, agencies and individuals that have a genuine interest in promoting Safer & Supportive Communities

3. Participation and involvement

The group will actively engage with key stakeholders and strive to improve partnership working.

4. Structure

- 4.1. The Chairperson of the SASC group will be decided locally.
- 4.2. The Area Board Councillor on the SASC group will work the Chairperson of the HWG to present recommendations and provide updates on progress at Area Board meetings.
- 4.3. A smaller management group will take responsibility for coordinating and planning the SASC group activities. The management group will generally comprise of:
 - 4.3.1. The SASC group Chairperson
 - 4.3.2. Champions
 - 4.3.3. SASC group Secretary
 - 4.3.4. Community Engagement Manager
- 4.4. The appointment of councillors to SASC group 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.

Chippenham Safer & Supportive Communities Group (SASC) Terms of Reference

5. Responsibilities of the SASC group

5.1. Key responsibilities of the SASC group include:

5.1.1. Facilitating and coordinating Safer & Supportive initiatives already in progress:

- 5.1.1.1. Safe Places Scheme
- 5.1.1.2. Purple Flag Scheme
- 5.1.1.3. Defibrillator Scheme

5.1.2. Facilitating and coordinating new Safer & Supportive initiatives e.g.:

- 5.1.2.1. Dementia Action Alliance
- 5.1.2.2. Hearing Loop
- 5.1.2.3. Telephone Befriending

5.1.3. Making recommendations to Chippenham Area Board regarding Safer & Supportive Initiatives

5.1.4. Monitoring and reporting on the quality and effectiveness local activities;

5.1.5. Monitoring and reporting on the quality and effectiveness of information and advice in the community area

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

5.3. The SASC 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.

6. Media Relations

Members of the SASC group may not issue media statements on behalf of SASC or Chippenham Area Board. Any media statements about the work of the SASC group should be agreed with between the SASC group Chair and Chair of Chippenham Area Board.

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

The CATG will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the CATG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CATG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CATG.

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of CATG Members

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the CATG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the CATG must not issue press statements on behalf of the Area Board.

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes. It should be noted that CATG is an advisory body, it does not exercise delegated decision making powers.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary. Additional support will be provided by a democratic services officer.

Terms of Reference

The CATG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full CATG meeting before being brought to the next Area Board for approval.

The CATG's terms of reference are set out at Appendix A:

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Appendix A

Terms of Reference

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management. It cannot be used to fund revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

(Cabinet Member Decision HT-026-11)

3. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-027-11)

4. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

(Cabinet Member Decision HT-031-11)

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

5. 20mph speed restrictions – review and implementation

To make recommendations to the Area Board as to the priority routes/areas for review and implementation of 20mph speed restrictions in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HSB-007-13)

6. Other decisions

To make recommendations to the Area Board regarding any other local highways issues when requested.

Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

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

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the LYN

All members will be required to:

- Take an active part in the development of the LYN 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 LYN relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, 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 LYNs activities. The Chair of the group will be decided locally (and could be a young person). 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 no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group 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 for flexibility, the Area Board may appoint an unnamed representative of an organisation to the management group (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- 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.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

4. Media Relations

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

5. Review

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

Report to	Chippenham Area Board
Date of Meeting	27.6.16
Title of Report	Youth Funding

Purpose of Report

To ask the Chippenham Area Board to consider x3 applications seeking 2015/16 Youth Funding and approve the recommendations from the Local Youth Network (LYN) outlined in this report:

1. Background

- 1.1. In 2016/17 the Chippenham Area Boards has been allocated a discretionary budget of £61,530 to involve them in the assessment and selection of positive activities for young people in their community areas.
- 1.2. The Chippenham Area Board has a current commitment for £7000 for two ropes course events, and £1000 for a photography competition.
- 1.3. The balance remaining for positive activities for young people in the community area is £53,530.
- 1.4. This funding allocation is for Chippenham Area Board and the LYN to secure and enter into agreements with suitable and safe providers to deliver services and activities. When securing the positive activities offer Chippenham Area Board is encouraged to consider deploying their resources in a way which invests in young people. This might mean funding projects, activities and programmes for more than one year (subject to Youth Funding).
- 1.5. Chippenham Area Board agreed to the establishment of a Local Youth Network (LYN) to consider projects that support positive activities for young people and with the support of Community Youth Officer (CYO) make recommendations to the Area Board.
- 1.6. Summaries of Chippenham LYN meetings are made available on the Chippenham Area Board web pages of the council's website to enable information to be readily available to Town and Parish Councils and the wider community.

2. Recommendations from LYN

6.1	To support the funding applications outlined in the Youth Grants report.	
6.2	To agree a budget of £1000 for a photography competition (ref: youth festival allocation at last Area Board meeting)	

3. Environmental & Community Implications

- 3.1. Environmental and community implications were considered by the LYN 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.

4. Financial Implications

- 4.1. All decisions must fall within the Youth Funding allocated to Chippenham Area Board.
- 4.2. If funding is awarded in line with the LYN recommendations outlined in this report Chippenham Area Board will have a Youth Funding balance of £42,585.

5. Legal Implications

- 5.1. There are no specific legal implications related to this report.

6. HR Implications

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

7. Equality and Inclusion Implications

7.1. Youth Funding gives all local community and voluntary groups an equal opportunity to apply for funding to support positive activities for young people

Appendices	Grant Summaries
Report Author	Richard Williams, Locality Youth Facilitator Tel: E-mail: richard.williams@wiltshire.gov.uk

Report to Chippenham Area Board
Date of meeting 27.6.16
Title of report Youth Grant Funding

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management Group recommendation
Kandu Arts	£5000	Yes
Riverbank Studios (CLM)	£5000	Yes
American Storm American Football Team	£945	yes

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2016/2017 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

Youth 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

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting 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 and young people. The Community Youth Officer has assessed this application agreed it meets safeguarding requirements.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 307 (hyper link)	Kandu Arts	Oxenwood Summer Residential week	£5000
Project description A weeks residential in the summer holidays for x15 disadvantaged /at risk young people at Oxenwood Outdoor Education Centre.			
Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for the amount of £5000.			

Application ID	Applicant	Project Proposal	Requested
ID 304 (hyper link)	Riverbank	Bands and music development service	£5000
Project description Partnership support for the continuation of a band and music development service for young people at the Riverbank suite, Olympiad. Also to extend to include 608 weekly gigs at the Neeld Hall in Chippenham.			
Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for the amount of £5000			

Application ID	Applicant	Project Proposal	Requested
ID 268 (hyper link)	Storm American Football	The establishment of a weekly American football team for young people ages 13-17 yrs at Stanley Park.	£945

Project description

Based on the participation of x20 local young people in taster sessions; the development of a new American football team in Chippenham, under the oversight of the Swindon based 'Storm American Football Team'; to run weekly training and then participation in a wider regional league. It includes some equipment set up costs, and running costs.

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is approved for the amount of £945,.

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

Report Author

Name: Richard Williams - Locality Youth Facilitator

Email: richard.williams@wilthsire.gov.uk

Report to	Chippenham Area Board
Date of Meeting	27 th June 2016
Title of Report	Community Area Grant Funding

Purpose of the report:

To consider the applications for funding listed below

Applicant	Amount requested
Applicant: Yatton Keynell Under 5s Preschool Project Title: Bybrook Pre-school Digital Camera Exploration View full application	£755
Applicant: Chippenham Town Football Club Project Title: Wiltshire Council Football Pitch Improvement Programme View full application	£700
Applicant: Kington St Michael After School Club Project Title: Age appropriate equipment for an after school club. View full application	£350
Applicant: Happy Days Pre-School Project Title: Happy Days Pre-School Natural Wooden Blocks View full application	£732
Applicant: GreenSquare Project Title: Moorlands Community Art Project View full application	£1000
Applicant: Pewsham Community Centre Association Project Title: PCCA Refurbishment Project View full application	£2636

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 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.

2.4 Approved inter-meeting spending of up to £1,000 was agreed as follows:

On 30th April 2012, Chippenham Area Board took the decision to delegate responsibility to the Community Engagement Manager, in consultation with the Area Board Chairman and/or Vice Chairman, to approve expenditure of up to £1,000 between Area Board meetings. The delegated power is only intended to be used for matters of urgency which cannot wait until the next meeting of the area board and would not be used as a matter of routine. The majority of decisions will continue to be taken at a public meeting.

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

4.1 Financial provision had been made to cover this expenditure.

4.2 Applications will be considered at each Area Board meeting of the year while funding remains. Dates for the 2016/17 are as follows:

- 28th March 2016 for consideration on 25th April 2016
- 30th May 2016 for consideration on 27th June 2016
- 8th August 2016 for consideration on 5th September 2016
- 10th October 2016 for consideration on 7th November 2016
- 1st December 2016 for consideration on 16th January 2017
- 30th January 2017 for consideration on 27th February 2017

4.3 For 2016/17 the Chippenham Area Board has been allocated a budget of **£80,900** capital funding. In addition the Area Board has rolled forward **£13,715** from the 2015/16 financial year. This gives a total capital budget of **£94,615** for 2016/17.

4.4 Under delegated authority, the Community Engagement Manager in consultation with the Chippenham Area Board Chairman purchased litter picking equipment in March 2016 to support the Clean for the Queen campaign, total cost **£926**. This gives a capital budget balance of **£93,689**.

4.5 If Councillors approve the applications contained in this report, the balance of Chippenham Area Board funding will be: **£87,516**

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
1940	Yatton Keynell Under 5s Preschool	Bybrook Pre-school Digital Camera Exploration	£755
<p>Project Description: We would like to apply for funding to buy 8 Tuff Cameras and 2 Tuff Camera carry storage bags. Our children enjoy exploring and we would like to give them the chance to record what they do for pre-school records.</p> <p>Input from Community Engagement Manager:</p> <ul style="list-style-type: none"> This application meets the current Community Area Grant Funding criteria. This project demonstrates a link to Wiltshire Council Business Plan "To support and empower communities to do more for themselves" and "Provide opportunities for every child and young person to improve their attainment and skills so they can achieve 			

their full potential”

- Match funding is not required for applications for up to and including £1,000

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
1680	Chippenham Town Football Club	Wiltshire Council Football Pitch Improvement Programme	£700

Project Description:

Project Brief Wiltshire FA The Institute of Groundsman are partnering to provide an enhanced offer for member clubs groundsman with the single aim of improving grass pitches. This can be seen below. The charge for Wiltshire FA affiliated clubs to be involved in the programme is 80. This 80 is to cover the two independent visits from approved IOG groundsman. After the first visit a report will be written and recommendations will be made in line with the club facilities budget as to how to improve the clubs grass playing surface. From the pilot visits we have completed thus far the main work that clubs are being recommended to complete is verti-draining.

The purpose of verti draining and spiking is to allow oxygen into the root system and to provide a conduit for surface water to the drains. This video gives an example of the process - <https://www.youtube.com/watch?v=QVHZm4liWcsAs> as you will read from the offer to our clubs it includes reduced rates for specialist grounds works such as verti-draining. We have lined up a highly recommended independent contractor to complete this work. We have negotiated a reduced rate for clubs to hire in this service it will also allow us to quality assure the standard of work being completed. Each visit would save the club 40 on current contractor rates. To enable the clubs to access these reduced rates we need to provide an equipment bank so that the undertaking of the mentioned work can take place by the independent contractor. The equipment bank will start as a tractor and verti-drainer initially but as this programme progresses it is hoped that more equipment can be added based on specialist recommendations of the first IOG visits to pitches.-The price for the two bids of equipment has been quoted at 38000. The Football Foundation has committed we are tasked with finding the remaining shortfall. The applicant to the Football Foundation and owner of the equipment would be the Wiltshire FA. A service level agreement will be drafted between the Wiltshire FA and the independent contractor who will carry out the work arranged with clubs.

The independent contractor will be responsible for all day to day maintenance of the equipment in the bank. A second visit will take place by an independent IOG groundsman after 1224 month to measure the success and implementation of the

recommendations and judge the improvement of the playing service. Alongside this there will be regular Groundsman CPD Events to educate the workforce around the implementation of their individual site reports.

Input from Community Engagement Manager:

- This application meets the current Community Area Grant Funding criteria.
- This project demonstrates a link to Wiltshire Council Business Plan “To support and empower communities to do more for themselves”, Outcome 5: People in Wiltshire have healthy, active, high quality lives (healthy choices, positive activities) Outcome 4 Wiltshire has inclusive communities where everyone can achieve their potential (reducing disadvantage and poverty, health inequalities)
- The project demonstrates a link to Chippenham Area Board priorities “Better Use of Outdoor Spaces” and “Improve Sports & Leisure Facilities”
- Wiltshire Council Play & Leisure Strategy Officer has confirmed he is working with Wiltshire Football Association and a host of Wiltshire based football clubs on a project to improve the quality of existing football pitches. The quality of existing football pitches has been identified as a matter of concern by the FA, Clubs and ourselves (existing council Playing Pitch Strategies and our emerging Wiltshire Council Playing Pitch Strategy identify quality of the existing pitches as an issue).
- Match funding is not required for applications for up to and including £1,000

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
1834	Kington St Michael After School Club	Age appropriate equipment for an after school club.	£350

Project Description:

Kington St. Michael primary school does not have an after school club to assist parents to return to work. The village Hall has agreed to let their premises. The demand is high for these children and the school are losing children to neighbouring village schools because of this. This is a new club without any equipment to engage the children and continue their educational development. We will ask for donations but new equipment will also enhance the child’s confidence and enjoyment. The club will work alongside the EYFS and concentrate on the 7 areas of development. We aim to assist with homework through technology resources.

Input from Community Engagement Manager:

- This application meets the current Community Area Grant Funding criteria.
- This project demonstrates a link to Wiltshire Council Business Plan “To support and empower communities to do more for themselves” and “Provide opportunities for every child and young person to improve their attainment and skills so they can achieve their full potential”
- Match funding is not required for applications for up to and including £1,000

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
1895	Happy Days Pre-School	Happy Days Pre-School natural wooden blocks	£732

Project Description:

To provide young children with multi-purpose wooden blocks for outdoor play which will support the characteristics of effective learning - creating and thinking critically active learning and playing and exploring. Many children come from an area of deprivation and this project will help us narrow the gap helping children with language development personal social and emotional development maths understanding of the world physical development and expressive arts. These blocks will also provide stimulation and engagement particularly to boys and make a valued contribution to our outdoor environment.

Input from Community Engagement Manager:

- This application meets the current Community Area Grant Funding criteria.
- This project demonstrates a link to Wiltshire Council Business Plan “To support and empower communities to do more for themselves” and “Provide opportunities for every child and young person to improve their attainment and skills so they can achieve their full potential”
- Match funding is not required for applications for up to and including £1,000

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
1949	GreenSquare	Moorlands Community Art Project	£1000
<p>Project Description: A community art project to help create community cohesion in Moorlands as well as encouraging young people who participate to take pride in the area where they live. Working with local partners to increase engagement with family support services.</p> <p>Input from Community Engagement Manager:</p> <ul style="list-style-type: none"> • This application meets the current Community Area Grant Funding criteria. • This project demonstrates a link to Wiltshire Council Business Plan “To support and empower communities to do more for themselves” and “Provide opportunities for every child and young person to improve their attainment and skills so they can achieve their full potential” • Match funding is not required for applications for up to and including £1,000 <p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
1953	Pewsham Community Centre Association	PCCA Refurbishment Project	£2636
<p>Project Description: We are applying to refurbish our centre for the benefit of the community. Our tables and chairs are now 20 years old and are in need of replacing. We are also applying to put an AED on the wall outside as well as other major refurbishment works that need completing.</p> <p>Input from Community Engagement Manager:</p> <ul style="list-style-type: none"> • This application meets the current Community Area Grant Funding criteria. • This project demonstrates a link to Wiltshire Council Business Plan “To support and empower communities to do more for themselves” and Outcome 5: People in Wiltshire have healthy, active, high quality lives (healthy choices, positive activities) Outcome 4 Wiltshire has inclusive communities where everyone can achieve their potential (reducing disadvantage and poverty, health inequalities) 			

- The applicant has secured support from Chippenham Town Council.
- Officers are of the opinion that this project will support the applicant's aspiration to improve the facilities at the centre.
- Officers are also of the opinion that enhancing the existing facilities at Pewsham Community Centre will be of wide community benefit.

Proposal

That the Area Board determines the application.

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

Report Author:

Victoria Welsh

Community Engagement Manager

01249 706 446

victoria.Welsh@wiltshire.gov.uk

Grant Applications – Chippenham Area Board on 27th June 2016

ID	Grant Type	Project Title	Applicant	Amount Required
1940	Digital Literacy Grant	Bybrook Pre-school Digital Camera Exploration	Yatton Keynell Under 5s Preschool	£755
1680	Community Area Grant	Wiltshire Council Football Pitch Improvement Programme	Chippenham Town Football Club	£700
1834	Community Area Grant	Age Appropriate Equipment for an After School Club.	Kington St Michael After School Club	£350
1895	Community Area Grant	Happy Days Pre-School natural wooden blocks	Happy Days Pre-School	£732
1949	Community Area Grant	Moorlands Community Art Project	GreenSquare	£1000
1953	Community Area Grant	PCCA Refurbishment Project	Pewsham Community Centre Association	£2636

ID	Grant Type	Project Title	Applicant	Amount Required
1940	Digital Literacy Grant	Bybrook Pre-school Digital Camera Exploration	Yatton Keynell Under 5s Preschool	£755
Submitted: 06/05/2016 20:54:23				
ID: 1940				

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Digital Literacy 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?

Bybrook Pre-school Digital Camera Exploration

6. Project summary:

We would like to apply for funding to buy 8 Tuff Cameras and 2 Tuff Camera carry storage bags. Our children enjoy exploring and we would like to give them the chance to record what they do for pre-school records.

7. Which Area Board are you applying to?

Chippenham

Electoral Division

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

SN14 7EJ

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

Children & Young People

Inclusion, diversity and community spirit

Technology & Digital literacy

If Other (please specify)

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		£754.68		
Total required from Area Board		£754.68		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
8 TUFF Cameras	707			
2 TUFF Camera Carry Cases	48			
Total	£755			£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?

Chippenham

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

At Bybrook Pre-school we recognise the value that communication and technology plays in the learning and development of the children. Children are given regular access to ICT equipment to develop skills that are vital to life-long learning. Currently we do not have any digital cameras and our policies rightly state that only equipment belonging to the setting itself should be used by children and staff for safeguarding reasons. We would like to safely offer the children at the pre-school the chance to explore and capture records of their learning environment. Allowing children to actually use a camera themselves is a wonderful learning experience. Not only will they be learning how to use the technology first-hand but allowing children to take

photos themselves teaches them about the art of photography. Allowing children to experiment with technology in this way enhances their overall learning environment.

14. How will you monitor this?

Children will be given the opportunity to develop their photography so that it can be put on display in the pre-school and also shown to parents at our end of term shows. Any relevant photography taken by the children can also be included by staff in the child's online learning journal to contribute their own voice to their learning records.

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

There will be no ongoing costs past the initial purchase of the cameras.

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.

1680	Community Area Grant	Wiltshire Council Football Pitch Improvement Programme	Chippenham Town Football Club	£700.00
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Submitted: 18/01/2016 11:43:51

ID: 1680

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

NA

5. Project title?

Wiltshire Council Football Pitch Improvement Programme

6. Project summary:

Project Brief Wiltshire FA The Institute of Groundsman are partnering to provide an enhanced offer for member clubs groundsman with the single aim of improving grass pitches. This can be seen below. The charge for Wiltshire FA affiliated clubs to be involved in the programme is 80. This 80 is to cover the two independent visits from approved IOG grounds man. After the first visit a report will be written and recommendations will be made in line with the club facilities budget as to how to improve the clubs grass playing surface. From the pilot visits we have completed thus far the main work that clubs are being recommended to complete is verti-draining. The purpose of verti draining and spiking is to allow oxygen into the root system and to provide a conduit for surface water to the drains. This video gives an example of the process - <https://www.youtube.com/watch?v=QVHZm4liWcsAs> as you will read from the offer to our clubs it includes reduced rates for specialist grounds works such as verti-draining. We have lined up a highly recommended independent contractor to complete this work. We have negotiated a reduced rate for clubs to hire in this service it will also allow us to quality assure the standard of work being completed. Each visit would save the club 40 on current contractor rates. To enable the clubs to access these reduced rates we need to provide an equipment bank so that the undertaking of the mentioned work can take place by the independent contractor. The equipment bank will start as a tractor and verti-drainer initially but as this programme progresses it is hoped that more equipment can be added based on specialist recommendations of the first IOG visits to pitches.-The price for the two bids of equipment has been quoted at 38000. The Football Foundation has committed we are tasked with finding the remaining shortfall. The applicant to the Football Foundation and owner of the equipment would be the Wiltshire FA. A service level agreement will be drafted

between the Wiltshire FA and the independent contractor who will carry out the work arranged with clubs. The independent contractor will be responsible for all day to day maintenance of the equipment in the bank. A second visit will take place by an independent IOG groundsman after 1224 month to measure the success and implementation of the recommendations and judge the improvement of the playing service. Alongside this there will be regular Groundsman CPD Events to educate the workforce around the implementation of their individual site reports.

7. Which Area Board are you applying to?

Chippenham

Electoral Division

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

SN14 6LR

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

Other

If Other (please specify)

Sport - Chippenham Town FC

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

05/2015

Total Income:

£138000.00

Total Expenditure:

£211244.00

Surplus/Deficit for the year:

£72992.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

It is a Countywide initiative that the club would not be able to sustain alone.

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

10b. Project Finance:

Total Project cost		£38031.00		
Total required from Area Board		£700.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
1xKubota STW34 34hp tractor cw ROPS	14672.00	Wiltshire County FA		7000.00
9xWeight Kubota front weights	421.20	Football Foundation		26000.31
1x7316 Verti-Drain1.6m width 300mm max depth	16600.00			
Total	£31693.2			£33000.31

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?

Chippenham

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

There will be numerous affiliated football clubs benefiting including but not limited to: Chippenham Park, Royal Wootton Bassett, Pewsey Vale, Devizes Town, Westbury United, Bemerton, Heath Harlequins, Laverstock, Ford, Corsham Town, Marlborough, Melksham Town, and Chippenham Town.

14. How will you monitor this?

This project will be managed centrally by the Football Foundation and the contractor who will complete the work will be responsible to reporting to the Football Association following the service level agreement that has been signed

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

The project will be fully sustainable as there will be a sink fund set up each individual verti-drain will contribute a nominal amount 25 to this fund. Based on 100 verti-drains per year over a 15 year period life expectancy of equipment 37500 will be raised. This will in turn be allowing for replacement equipment to be purchased.

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):

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.

1834	Community Area Grant	Age Appropriate Equipment for an After School Club.	Kington St Michael After School Club	£350.00
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Submitted: 07/03/2016 11:37:02

ID: 1834

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?

Age appropriate equipment for an after school club.

6. Project summary:

Kington St. Michael primary school does not have an after school club to assist parents to return to work. The village Hall has agreed to let their premises. The demand is high for these children and the school are losing children to neighbouring village schools because of this. This is a new club without any equipment to engage the children and continue their educational development. We will ask for donations but new equipment will also enhance the child's confidence and enjoyment. The club will work alongside the EYFS and concentrate on the 7 areas of development. We aim to assist with homework through technology resources.

7. Which Area Board are you applying to?

Chippenham

Electoral Division

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

Sn14 6hx

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

Children & Young People

If Other (please specify)

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		£350.00		
Total required from Area Board		£350.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
board games	100.00			
2 Technology-tablet homework	100.00			
Collection of books	150.00			
Total	£350			£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?

Chippenham

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

The local community and the children from Kington St Michael primary school will benefit from this after school club including the parents who can now return to work and juggle their childcare with ease. The club aims to work alongside the school and the Head Teacher supports the club. The school itself will benefit from this club as numbers are declining on the village schools due to lack of extra support to the families providing out of school care. The club has been registered with Ofsted and I am also a registered childminder with children at the same school. I have 18 years'

experience as a Police Officer and the surrounding area will benefit greatly.

14. How will you monitor this?

Regular parent and child surveys will be conducted. The children will run the club in the sense of assisting in making the rules and expressing their likes and dislikes. The club will run in partnership with the school.

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

Once up and running support will be gained by fund raising events by the children to fund new equipment.

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):

Yes I will make available on request evidence of ownership of buildings/land
Yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

1895	Community Area Grant	Happy Days Pre-School natural wooden blocks	Happy Days Pre-School	£732.00
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Submitted: 12/04/2016 09:21:13

ID: 1895

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

NA

5. Project title?

Happy Days Pre-School natural wooden blocks

6. Project summary:

To provide young children with multi-purpose wooden blocks for outdoor play which will support the characteristics of effective learning - creating and thinking critically active learning and playing and exploring. Many children come from an area of deprivation and this project will help us narrow the gap helping children with language development personal social and emotional development maths understanding of the world physical development and expressive arts. These blocks will also provide stimulation and engagement particularly to boys and make a valued contribution to our outdoor environment.

7. Which Area Board are you applying to?

Chippenham

Electoral Division

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

SN15 1HE

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

Children & Young People

If Other (please specify)

10. Finance:

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

03/2015

Total Income:

£64074.60

Total Expenditure:

£66712.28

Surplus/Deficit for the year:

£-2637.68

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

£36231.95

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

Last year we made a deficit of 2637.68 due to re-investment into the Pre-School toys and equipment as well as staff training. The surplus in the bank at present is necessary to cover a possible move should the school choose not to renew our lease as well as redundancy. Their numbers are rising and they are looking at trying to extend however they may need the classroom back in which case we would need to fund a move to a new building.

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

10b. Project Finance:

Total Project cost		£732.00		
Total required from Area Board		£732.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Half P. School Blocks	732.00			
Total	£732			£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?

Chippenham

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

All children currently attending the Pre-School will benefit 35 families as well as all future attendees' average of 34 families a year. Children's development and social skills will be enhanced.

14. How will you monitor this?

Children's development is observed on a daily basis and the impact of this project will be seen daily for years to come.

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

NA

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):

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.

1949	Community Area Grant	Moorlands Community Art Project	GreenSquare	£1000.00
<p>Submitted: 17/05/2016 08:28:38</p> <p>ID: 1949</p> <p>Current Status: Application Appraisal</p> <p>To be considered at this meeting: tbc contact Community Area Manager</p> <p>1. Which type of grant are you applying for? Community Area Grant</p> <p>2. Amount of funding required? £0 - £500</p> <p>3. Are you applying on behalf of a Parish Council? No</p> <p>4. If yes, please state why this project cannot be funded from the Parish Precept</p> <p>5. Project title? Moorlands Community Art Project</p> <p>6. Project summary: A community art project to help create community cohesion in Moorlands as well as encouraging young people who participate to take pride in the area where they live. Working with local partners to increase engagement with family support services.</p> <p>7. Which Area Board are you applying to? Chippenham</p> <p>Electoral Division</p> <p>8. What is the Post Code of where the project is taking place? SN15 1ED</p> <p>9. Please tell us which theme(s) your project supports: Children & Young People Arts, crafts and culture Inclusion, diversity and community spirit</p> <p>If Other (please specify)</p> <p>10. Finance:</p>				

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

03/2015

Total Income:

£84,746,000

Total Expenditure:

£76,230,000

Surplus/Deficit for the year:

£8,516,000

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

£60,438,000

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

Reserves are accumulated surpluses and not cash so we cannot fund projects directly from these. We have budgets for specific projects funded from our annual income. Although we have some money for community projects we would need additional funding to be able to run this community project

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

10b. Project Finance:

Total Project cost		£2975.00		
Total required from Area Board		£1000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Materials	1000.00	Chippenham Town Council		1000.00
Installation	100.00	GreenSquare project budget	yes	975.00
6 x workshops	1200.00			
Design	300.00			
Artist travel costs	200.00			
Planning meeting	75.00			
Promotion flyers	50.00			
Refreshments	50.00			

Total	£2975	£1975
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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?
Chippenham

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?
Residents and their families living in Moorlands area will benefit from this project. An initial consultation has shown that we have 8 families interested in taking part. The benefits would include increased community spirit and bonding improvement to the area where they live and increased pride in the area where they live. We also want to engage the young people who attend the youth clubs we currently part fund to become involved too as many of those are local to Moorlands. The project would run during the school summer holidays and provide a diversionary activity for young people living in the estate. We have also approached The Rise Trust to work alongside us to engage with the families participating in the project and to create long term links between those families and the Centre and its staff.

14. How will you monitor this?
Once the project is completed we will survey both those groups that took part in the project and also other residents living in the area. We are currently carrying out a community survey in the area so will have a baseline result to compare the second survey to. We can also monitor the number of families engaged with the Rise Trust who previously weren't and signposting to existing youth activities

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
The project is for a set period of time which will be covered by the funding requested.

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

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

Yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

1953	Community Area Grant	PCCA Refurbishment Project	Pewsham Community Centre Association	£2636.32
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Submitted: 24/05/2016 17:13:11

ID: 1953

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?

PCCA Refurbishment Project

6. Project summary:

We are applying to refurbish our centre for the benefit of the community. Our tables and chairs are now 20 years old and are in need of replacing. We are also applying to put an AED on the wall outside as well as other major refurbishment works that need completing.

7. Which Area Board are you applying to?

Chippenham

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

SN15 3SY

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

Safer communities

Sport, play and recreation

If Other (please specify)

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

09/2015

Total Income:

£11548.00

Total Expenditure:

£11857.00

Surplus/Deficit for the year:

£-309.00

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 any reserves

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

10b. Project Finance:

Total Project cost		£6173		
Total required from Area Board		£2636		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Equipment	5296	Grant 1 (CBLC)		2637
Installation and Labour	876	Grant 2 (Chippenham Town Council)		900.00
-	0.00	-		0.00
-	0.00	-		0.00
-	0.00	-		0.00
-	0.00	-		0.00
-	0.00	-		0.00
-	0.00	-		0.00
-	0.00	-		0.00
-	0.00	-		0.00
-	0.00	-		0.00
Total	£6173			£3537

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?

Chippenham

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

All inhabitants of Chippenham Pewsham and the wider Wiltshire council area. Having an AED will improve the chance of survival should somebody in the area suffer a cardiac arrest and refitting the centre with new furniture should improve the usage and enable us to keep our fees at the nominal level they are at.

14. How will you monitor this?

Via usage statistics and questionnaires from our regular and one off users.

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

NA

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:

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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.

CHIPPENHAM COMMUNITY AREA PARISH FORUM

Chippenham Community Area Board Update June 2016

The Parish Forum held their last meeting on the 4th May 2016 in The Union Chapel, Kington Langley and if you are looking for a local meeting place, full of historic ambience, then look no further as those attending were welcomed and met in delightful surroundings.

Forum Members noted that the Chippenham Area Board Meeting scheduled for the 25th April 2016 had been cancelled through lack of business to transact and that notification had now been received that a Meeting was to take place on Monday 9th May 2016 in the Council Chamber, Monkton Park at 3.00pm. This appeared to be a hastily arranged replacement Meeting planned for a start time that would be inconvenient for the majority of Parish Councillors and Community Volunteers, a situation that was deplored.

Guest Speaker for the evening was Inspector David Hobman, Sector Head of Neighbourhood Police Teams throughout northern Wiltshire, who updated the Forum on his role and duties. His latest news was that the operational neighbourhood policing delivery structure was being discussed but that this had been delayed because of the Election period for the new Police and Crime Commissioner for Wiltshire and Swindon. Consequently, David was unable to confirm details in case of changes to the Police and Crime Plan following the appointment of a new PCC. However, the structure was likely to include a Sergeant in each sector with attendance at Area Boards. Inspector Hobman indicated his willingness to attend the next meeting of the Forum to confirm final decisions.

Forum Members heard that it was likely that one named Constable and a PSO would service rural parishes with a visible community presence and focus as with modern communications there was no need to be Chippenham office based as the roles required could be effectively carried out within the rural villages and areas, which could allow attendance at Parish Council meetings as work could still continue. This was well demonstrated by Inspector Hobman who remained in attendance for the whole Forum meeting and could still continue working.

Forum Members stressed the need for continuity, particularly praising the work carried out by the existing Community Policing Officer. However, David made it clear that although there can be no disagreement with this the reality is that Officers seek promotion and move on. The Forum acknowledged this but stressed the importance of adequate briefing for replacement Officers who needed to know local issues and contacts prior to hand over.

Inspector Hobman advised that although under severe financial pressure the fundamental front line policing model would be retained with required savings being made in back office staffing and costs, which can be achieved by sharing costs such as the Monkton Park example.

Other discussions at the May meeting related to issues raised and information received by Parish Councils from Wiltshire Council since the previous Forum meeting and included the invitation to the Wiltshire Council Parish and Town Council Involvement Evening held at Monkton Park, Briefing Note No 285 in regards to Highways Service, Briefing Note No 293 in regards to Adult Health Care in the Home Policy and the request from the Public Protection Team for Community Resilience/Emergency Plans. Cllr Mr Whitehead's latest Local Highways Newsletter had also been received.

Members raised issues relating to fly tipping, where concern was expressed on the increase in fly tipping as a result of Recycling Centre closures and potential cost increases for picking up against the suggested savings being made. It was understood that a Defra consultation with Wiltshire Council and the Environment Agency was taking place to ascertain a true picture. Concerns in regards to highway impact on local roads potentially being used as rat runs to avoid road works and future large-scale development proposals lacking highway infrastructure. Also the redrafting of the Local Youth Network Chippenham Area (LYN) Questionnaire to be more suitable for the rural areas.

The Community Area Parish Forum meets again on Wednesday 13th July 2016 at 7.30pm in The Kington St Michael Club, 12 Kington St Michael SN14 6JB



Briefing report for Chippenham; Corsham, Calne & Melksham Community Area Boards May 2015

Countdown to Dorset and Wiltshire Fire & Rescue Service combination began on 1st April

Wiltshire & Swindon and Dorset Fire Authorities started the one year countdown to their combination after successfully securing the support of the public, constituent authorities and the Secretary of State. The new Dorset and Wiltshire Fire & Rescue Authority officially came into being in shadow status on 1 April 2015 and will replace the two existing Authorities on 1 April 2016.

This combination is the first of its kind in the fire sector and will help to secure the future direction and development of both Wiltshire and Dorset Fire & Rescue Services as well as the continued safety of the public in the two counties.

The combination will make substantial savings of between £4-6 million per year, which will help us to protect frontline services as much as possible and continue to develop the services we provide to the community in the most efficient way. The combination will allow the two authorities to come together to build a safe, strong and resilient combined Fire & Rescue Service fit for the future.

Warning over mirror danger

Wiltshire Fire & Rescue Service is again warning against the dangers of sunlight reflecting off mirrors and glass ornaments.

There have been a number of incidents where fires have broken out in homes as a result of the sun's rays being reflected onto fabric or other flammable material.

A wooden cabinet within a property in Trowbridge was badly scorched when sunlight refracted through a glass paperweight. A crew from Salisbury was called to commercial premises in Catherine Street, where carpet within a window display had been set alight by sunlight refracting through a round glass ornament.

A mirror or any other glass object - such as an ornament - that is curved, allows the glass to act as a lens. When the sunlight hits it, it becomes concentrated and, if the rays are bounced onto something flammable - such as curtains or soft furnishings - then a fire can start.

Wiltshire Fire & Rescue Service has a wealth of home fire safety advice on its website www.wiltsfire.gov.uk/safetyinthehome

NOT PROTECTIVELY MARKED

In addition, the Service offers free home fire safety checks where householders are given bespoke advice on how best to keep themselves safe from the risk of fire. To see if you qualify for a visit, call 0800 389 7849 or visit www.wiltsfire.gov.uk

Businesses or organisations providing services to older people are being invited to sign up for a number of free events.

Wiltshire Fire & Rescue Service is working with partners to deliver a series of Senior Wellbeing Days, where anyone over the age of 50 can source information and practical advice on how to keep safe at home. Each event will be in the form of a 'market place', with stalls and displays set out so that visitors can easily see what is available.

The planned dates are as follows:

- Tuesday 22 September at Swindon
- Wednesday 23 September at Calne
- Thursday 24 September at Devizes
- Tuesday 29 September at Salisbury
- Wednesday 30 September at Westbury
- Thursday 1 October at Ludgershall
- Tuesday 6 October at Mere

All of the events are scheduled to run from 10am to 2pm, apart from Devizes, which will be from 9.30am until 12.30pm.

Anyone interested in taking a stall is asked to contact: Mike Franklin at Wiltshire Fire & Rescue Service no later than 30 May by emailing michael.franklin@wiltsfire.gov.uk

New firefighters needed

On-call firefighters are still needed for Marlborough; Malmesbury, Pewsey, Royal Wotton Bassett and Tisbury fire stations.

If you live or work in any of these towns and are interested in becoming an on-call firefighter, then Wiltshire Fire & Rescue Service wants to hear from you!

The crews in these towns need more people to provide fire cover. On-call firefighters make themselves available to respond to a pager when a 999 call is made, and cover is needed at all times.

Contracted hours can vary, but on-call personnel usually make themselves available for between 48 and 120 hours per week. Between them, each fire station team will provide cover for weekdays, evenings, nights and weekends.

If you are interested in being an On Call firefighter, visit www.wiltsfire.gov.uk/workingforus

Michael FRANKLIN Partnerships & Community Engagement Manager

NOT PROTECTIVELY MARKED

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!

Update for Chippenham Area Board

Update from	Vincent Albano, Asset Portfolio Manager Strategic Asset Management
Date of Area Board Meeting	27 th June 2016
Subject	Chippenham Skate park – update

Update

The Chippenham Skate Park planning application was submitted in February 2016. The Local Planning Authority requested further information (e.g additional plans and more information regarding flood risk) to support the application. The contactor, Wheelscape, commissioned an additional assessment in respect of flood risk and drainage in order to support the application. This has recently been completed.

Wheelscape are collating all the additional information and are due to resubmit this to the Local Planning Authority during W/B 20th June. It will then be for the LPA to consider whether this is sufficient in order to validate the planning application. If it is then the application will be registered and the public consultation will commence.

