

# AGENDA

**Meeting:** Chippenham Area Board  
**Place:** Council Chamber - Council Offices, Monkton Park, Chippenham, SN15 1ER  
**Date:** Monday 4 June 2018  
**Time:** 7.00 pm

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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

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

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

**Refreshments and networking opportunity from 6:30pm .**

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Please direct any enquiries on this Agenda to Will Oulton (Democratic Services Officer), direct line 01225 713935 or email [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

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## Wiltshire Councillors

Cllr Ashley O'Neill, Queens and Sheldon  
Cllr Baroness Scott of Bybrook OBE,  
Bybrook  
Cllr Bill Douglas, Hardens and England  
Cllr Andy Phillips, Cepen Park and  
Redlands  
Cllr Nick Murry, Monkton

Cllr Ross Henning, Lowden and  
Rowden  
Cllr Peter Hutton, Cepen Park and  
Derriards (Vice-Chairman)  
Cllr Howard Greenman, Kington  
(Chairman)  
Cllr Melody Thompson, Hardenhuish  
Cllr Clare Cape, Pewsham

## **RECORDING AND BROADCASTING NOTIFICATION**

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

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

### **Parking**

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

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

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

### **Public Participation**

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

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

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

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

	<b>Time</b>
<p>1     <b>Election of Chair 2018/19</b> <i>(Pages 1 - 2)</i></p>	<b>7:00pm</b>
<p>2     <b>Election of Vice-Chair 2018/19</b></p>	
<p>3     <b>Chairman's Welcome and Introductions</b></p>	<b>7:00pm</b>
<p>4     <b>Apologies</b></p>	
<p>5     <b>Minutes</b> <i>(Pages 3 - 8)</i></p> <p>To approve and sign the minutes of the meeting held on 19 March 2018.</p>	
<p>6     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7     <b>Chairman's Announcements</b> <i>(Pages 9 - 12)</i></p> <ul style="list-style-type: none"> <li>- Fostering</li> <li>- Salisbury</li> </ul>	
<p>8     <b>Local Youth Network (LYN) Update</b> <i>(Pages 13 - 16)</i></p> <ul style="list-style-type: none"> <li>• The Rise Trust Summer Cafe     £5274.00</li> <li>• The Rise Trust Friday cafe £5756.00</li> <li>• Rag and Bone Youth Theatre Creative Giants   £3200.00</li> <li>• Kandu Arts   £5000.00</li> </ul>	<b>7:10pm</b>
<p>9     <b>Supporting those with SEND into Employment and Internships</b></p> <p>A representative from the Wiltshire Employment Support Team will give a presentation on how the team support those with SEND (including Asperger's and Autism) into internships and employment.</p> <p>A video is available <a href="#">here</a>.</p>	<b>7:25pm</b>
<p>10    <b>Electoral Review</b></p> <p>To receive a briefing note and presentation about the Electoral Review. The note, to follow, will give details about the review, and highlights links for residents and partner organisations to submit their comments to the consultation.</p> <p>Presentation to be provided by Cllr Richard Clewer, Chairman of the Electoral Review Committee, or a member of the Project Team</p>	<b>7:40pm</b>

11	<p><b>Appointment of Outside Bodies and Working Groups</b> (<i>Pages 17 - 40</i>)</p> <p>To appoint representatives from the Area Board to sit on the following Outside Bodies.</p> <ul style="list-style-type: none"> <li>• Chippenham Local Youth Network (LYN)</li> </ul> <p>To appoint members of the following Area Board working groups.</p> <ul style="list-style-type: none"> <li>• Chippenham Community Area Transport Group (CATG)</li> <li>• Chippenham LYN Management Group</li> </ul> <p>To appoint a Health and Wellbeing and Older Persons Champions</p>	8:00pm
12	<p><b>Community Updates</b> (<i>Pages 41 - 50</i>)</p> <p>To note the written updates provided and answer any questions arising from the floor:</p> <ul style="list-style-type: none"> <li>i. Parish and Town Councils</li> <li>ii. Wiltshire Police</li> <li>iii. Dorset &amp; Wiltshire Fire and Rescue Service</li> <li>iv. Wiltshire Clinical Commissioning Group (CCG)</li> <li>v. Community Engagement Update</li> <li>vi. Other Community Groups</li> </ul>	8:10pm
13	<p><b>Health &amp; Wellbeing Update</b></p> <p>To receive an update regarding the work of the Health &amp; Wellbeing group and to consider any requests for funding.</p>	8:20pm
14	<p><b>Funding</b> (<i>Pages 51 - 78</i>)</p> <p>To consider applications for funding. Report to follow.</p>	8:30pm
15	<p><b>Urgent items</b></p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	
16	<p><b>Future Dates and Close of Meeting</b></p> <p>The Chairman will invite any remaining questions from the floor and will welcome the submission of new Community Issues.</p> <p>The meeting is asked to note the future meeting dates below:</p> <ul style="list-style-type: none"> <li>• <a href="#">23 Jul 2018 7.00 pm</a></li> <li>• <a href="#">8 Oct 2018 7.00 pm</a></li> <li>• <a href="#">17 Dec 2018 7.00 pm</a></li> </ul>	8:45pm

## Extract from Part 3 of the Constitution: Appointment of Chairmen and Vice-Chairmen of Area Boards

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,  
SN15 1ER  
**Date:** 19 March 2018  
**Start Time:** 7.00 pm  
**Finish Time:** 9.00 pm

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Please direct any enquiries on these minutes to:

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

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Ashley O'Neill, Cllr Bill Douglas, Cllr Andy Phillips, Cllr Nick Murry,  
Cllr Ross Henning, Cllr Howard Greenman (Chairman) and Cllr Melody Thompson

**Total in attendance: 22**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
15	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Howard Greenman, welcomed everyone to the meeting and introduced the councillors and officers present.</p>
16	<p><u>Apologies</u></p> <p>Apologies for absence were received from Jane Scott and Clare Cape.</p>
17	<p><u>Minutes</u></p> <p><b>Resolved</b></p> <p><b>That the minutes of the meeting held on 15 January 2018 were agreed a correct record and signed by the Chairman.</b></p>
18	<p><u>Declarations of Interest</u></p> <p>Councillor Ross Henning stated that he was a member of the Rugby Club that had an application under consideration.</p>
19	<p><u>Chairman's Announcements</u></p> <p>The Chairman reminded councillors that they were invited to put themselves forward to represent their Area Board, Town or Parish Council on Chippenham Area Board sub groups/task groups e.g.: Chippenham Community Area Transport Group (CATG), Local Youth Network (LYN), Health &amp; Wellbeing Management Group (HWB), Safer and Supportive Communities (SASC); that appointments for 2018/19 will take place at the Area Board meeting on 4<sup>th</sup> June 2018; and that those wishing to represent their Town/Parish on Chippenham CATG should contact VW to express their interest by 11<sup>th</sup> May 2018.</p>
20	<p><u>Disability Awareness Project</u></p> <p>Consideration of this item was deferred as the young person intending to present the item was not available.</p>
21	<p><u>Local Youth Network Update and Grants</u></p> <p>Councillor Peter Hutton, as chair of the LYN, presented the report giving an update on activities including the opening of the Youth Café. Richard Williams presented the applications and the meeting heard from the applications.</p>



	<p>Following an opportunity to ask questions and debate, the meeting;</p> <p><b>Resolved</b></p> <p><b>To make the follow youth grant awards:</b></p> <ul style="list-style-type: none"> <li>• <b>Chippenham Youth Rugby teambuilding residential - £1000.00</b></li> <li>• <b>Chippenham FM Community radio - £1000.00</b></li> </ul>
22	<p><u>Wessex Water</u></p> <p>Paul Kelson, Wessex Water, gave a presentation on engagement between the community and the water company.</p> <p>Matters highlighted in the course of the presentation and discussion included: the services provided the customers in the area; the meeting with the Town Council, and the engagement work being started in Chippenham; the projects being undertaken in the area; that Ofwat have asked for a greater focus on customer engagement and changing behaviours; the barriers to engagement and how they can be overcome; the specific projects to reduce plastic bottles; the Watermark Award celebrating local environment initiatives; that the company was listening to the public and community leaders to find out the best methods for engagement and communication; how home visits can help with water efficiency; the links that could be made with existing community events; the hope to pilot some approaches in Chippenham that could become shared best practice; how to best involve their staff based in the Chippenham Community Area; planning to put together a small workshop to develop ideas further.</p> <p>Mr Kelson stated that he would respond in writing the following issues raised by Councillors: whether there were any plans for the depot site in Westmead; whether works had had an impact on street lighting in Queens Crescent; that he would forward on the newsletter regarding Homecheck.</p> <p>The Chairman thanked Wessex Water for the presentation.</p>
23	<p><u>End of Year Review</u></p> <p>Cllr Howard Greenman, Chairman of Chippenham Area Board, and Victoria Welsh, Community Engagement Officer presented a summary of the activities of the Area Board over the last year.</p> <p>Matters raised in the course of the presentation and discussion included: how the JSA had been used to inform actions; the different projects supported; how to encourage recipients to give feedback to the meeting; whether the Cabinet Member responsible could be asked to report back on the impact of changes at Household Recycling Centres in relation to flytipping.</p>

	<p><b>Resolved</b></p> <p><b>To note the update.</b></p>										
24	<p><u>Community Updates</u></p> <p>The meeting noted the written updates provided.</p> <p>The meeting recorded a vote of thanks to the officers of Wiltshire Constabulary and neighbouring forces that had responded so professionally and positively to the recent incident in Salisbury.</p> <p>In response to a question from Cllr Henning, it was noted that the mobile CCTV van is normally deployed in relation to night-time issues around pubs and clubs; and that councillors can email request for deployment.</p>										
25	<p><u>Health &amp; Wellbeing Update</u></p> <p>Councillor Peter Hutton presented the report and the request to approve recommendations to award funding.</p> <p>Following an opportunity for question and debate, the meeting;</p> <p><b>Resolved</b></p> <p><b>To make the following awards:</b></p> <ul style="list-style-type: none"> <li>• <b>Chippenham Leg Club Pilot - £2,500</b></li> <li>• <b>Chippenham Older Peoples Forum Membership Drive - £120</b></li> </ul>										
26	<p><u>Funding</u></p> <p>The meeting considered the report recommendation community grant and councillor initiative awards. Following a suggestion by Councillor Murry it was agreed to widen the scope of the Councillor initiative regarding cycle racks/stands.</p> <p>Following presentations from applicants, and opportunities to ask questions, the meeting;</p> <p><b>Resolved</b></p> <p><b>1. To make the following awards:</b></p> <table style="margin-left: 40px;"> <tr> <td>• <b>Beacon Centre Equipment regeneration</b></td> <td style="text-align: right;"><b>£1,800</b></td> </tr> <tr> <td>• <b>Kington St Michael Village Hall roof repair</b></td> <td style="text-align: right;"><b>£5,000</b></td> </tr> <tr> <td>• <b>Kissing Gates</b></td> <td style="text-align: right;"><b>£6,000</b></td> </tr> <tr> <td>• <b>OurWalk App Development</b></td> <td style="text-align: right;"><b>£1,000</b></td> </tr> <tr> <td>• <b>Fly Tipping Signage</b></td> <td style="text-align: right;"><b>£273</b></td> </tr> </table>	• <b>Beacon Centre Equipment regeneration</b>	<b>£1,800</b>	• <b>Kington St Michael Village Hall roof repair</b>	<b>£5,000</b>	• <b>Kissing Gates</b>	<b>£6,000</b>	• <b>OurWalk App Development</b>	<b>£1,000</b>	• <b>Fly Tipping Signage</b>	<b>£273</b>
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• <b>Fly Tipping Signage</b>	<b>£273</b>										

	<ol style="list-style-type: none"> <li>2. To allocate £18,700 for Cycle stands and other initiatives to encourage cycling in Chippenham community area;</li> <li>3. That the Cycle Network Development Group (CNDG) should be tasked to consider best use of the funding, and approach Chippenham Town Council and/or other parishes in the community area for 25% funding and make recommendations to the Area Board; and</li> <li>4. To appoints a Councillor Nick Mury to be lead representative on the CNDG</li> </ol>
27	<p><u>Community Area Transport Group (CATG)</u></p> <p>The meeting considered the recommendations from the CATG. Following a discussion regarding contributions from schools, it was agreed not to request a contribution and to increase the allocation from the CATG fund accordingly, and that the issue of how to encourage contributions from third-parties could be considered by the CATG.</p> <p>The meeting;</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li>1. To note completed schemes;</li> <li>2. To note the updates; and</li> <li>3. To approve the following schemes:       <ol style="list-style-type: none"> <li>a) Allocate £4,500 to dropped kerbs exercise for 2018/19, noting that the level of contribution from Town &amp; Parish Councils is increased to 40%;</li> <li>b) Allocate increased contribution of £1,125 towards the pedestrian survey conditional upon an increased contribution of £375 from Chippenham Town Council</li> <li>c) Allocate £500 to cover the cost of:           <ul style="list-style-type: none"> <li>- Ad-hoc lining works for H- Bars</li> <li>- SLOW markings</li> </ul> </li> <li>d) Allocate £187.50 towards the new sign conditional upon a contribution</li> </ol> </li> </ol>

	<p>of £62.50 from Chippenham Town Council</p> <p>e) Allocate £600 towards the cost of a survey conditional upon contributions of:</p> <ul style="list-style-type: none"> <li>- £200 from Chippenham Town Council</li> </ul> <p>f) Chippenham Area Board to note completion of resurfacing listed in CATG Note Tracker</p> <p>g) Chippenham Area Board to allocate funds to:</p> <ul style="list-style-type: none"> <li>- 6098 – Brook Street (corner) £900</li> <li>- 6099 – Canal Road/Lodge Road where the two roads join near the roundabout £4,300</li> <li>- 6100 - Derriads Lane, cul-de-sac -15,17,19,21,23 £5,513</li> </ul> <p>h) Note that the list of improvements that weren't funded would be referred to officers for possible action.</p>
28	<p><u>Urgent items</u></p> <p>There were no urgent items</p>
29	<p><u>Date of Next Meeting</u></p> <p>The Chairman thanked everyone for attending the meeting and noted that the next meeting would be on the 4 June 2018.</p>

## Chairman's Announcements

<b>Subject:</b>	<b>Becoming a Foster Carer</b>
<b>Web contact:</b>	<a href="http://www.wiltshire.gov.uk/fostering">http://www.wiltshire.gov.uk/fostering</a>

Wiltshire Council needs to recruit foster carers of all types, including specialisms. Foster carers are needed in all areas of the county, although it is recognised that the main priority is to recruit in the main towns to the north and west of the county (Chippenham and Trowbridge) and to the south (Salisbury). Most looked after children come from these areas and so generally local foster carers are needed to support children continuing at school and college and to facilitate family contact more easily.

Foster carers are ordinary people and so they are likely to be living in any part of the county, in any community. To become an approved Wiltshire foster carer you need to:

- Be at least 21 years old (although they can apply from the age of 18)
- Have a spare bedroom big enough for a child or young person to use
- Be a full-time resident in the UK or have leave to remain
- Be able to give the time to care for a child or young person on a full or part-time basis

Foster Carers are paid an allowance based on the age of the child they look after and a Skill Fee dependent upon their skills and experience.

Recent research carried out at Bristol University with children in care shows how important it is that children have someone they can trust, who is interested in them and that:

*"Living with someone that you have a good and trustful relationship with is the key to a happy and effective placement"*

**Saving Grace** is the story of a young person who was fostered, and the positive impact fostering had on her life, and on the life of her foster family.

To find out more about fostering in Wiltshire please visit:

<http://www.wiltshire.gov.uk/fostering>

Or phone 01225 716510 (office hours) or 0845 6070888 (out of hours)

**Our next information evenings are:**

**29 May, 7pm - 8pm, County Hall, Trowbridge**

**26 June, 7pm – 8pm, County Hall, Trowbridge**

**24 July, 7pm – 8pm, County Hall, Trowbridge**

**25 September, 7pm – 8pm, County Hall, Trowbridge**

**30 October, 7pm – 8pm, Five Rivers Health and Wellbeing Centre, Salisbury**



## Chairman's Announcements

<b>Subject:</b>	<b>Salisbury Recovery</b>
<b>Web contact:</b>	<a href="mailto:communications@wiltshire.gov.uk">communications@wiltshire.gov.uk</a>

Wiltshire Council and Salisbury City Council are proud to be hosting the grand final of the elite cycling OVO Energy Tour Series on May 31 as part of the recovery of the city. This exciting free event is the first major event of the recovery programme and will showcase Salisbury to the world as the ITV4 programmes are broadcast to more than 100 countries. The elite races are being supported by a programme of fun family activities in the Guildhall Square from 1pm. Why not join us and support Salisbury in its recovery? More information about the event is available at [www.wiltshire.gov.uk/salisbury-cycle-tour-series](http://www.wiltshire.gov.uk/salisbury-cycle-tour-series)

A dedicated webpage providing up to date information on what is happening in Salisbury has been set up at [www.wiltshire.gov.uk/salisbury](http://www.wiltshire.gov.uk/salisbury).

Changes have been made to the free parking provision in Salisbury and came into effect on May 14. These changes were made following feedback from the city's community and businesses. Shoppers and visitors will continue to be able to park free of charge in Wiltshire Council's car parks from midday Monday to Friday and all day on Saturday and Sunday. Parking continues to be free at the five park and ride sites.

The recovery is moving fast and we are reiterating that Salisbury is safe for residents and visitors outside of the cordoned off areas. It's important to emphasise that no further reports of illness have been reported since the incident on Sunday March 4. The city is recovering and getting back to normal.

The clean-up stage of the recovery is well underway. Nine sites have been identified as potentially contaminated. These are Bourne Hill, Salisbury Ambulance Station, Amesbury Ambulance Station, Maltings Park, the Mill pub, Zizzi restaurant, Ashley Wood Car Recovery Centre, Mr Skripal's house and the police officer's home.

Work to clean each site involves testing, removing any potentially contaminated items, chemical cleaning and re-testing. Sites will not be released until tests have been reviewed and approved. This work could take several months and the priorities are Bourne Hill, the two ambulance stations and The Maltings. They will be followed by The Mill pub and Zizzi restaurant. We will keep the community updated as the work progresses. The recovery is being overseen by the Recovery Coordinating Group (RCG) which is made up of local and national agencies.





**Report to** Chippenham Area Board  
**Date of meeting** 4.6.18  
**Title of report** Youth Grant Funding

**Purpose of the Report:**

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

<b>Applicant</b>	<b>Amount requested</b>	<b>LYN Management Group recommendation</b>
The Rise Trust Summer Cafe	£5274.00	yes
The Rise Trust Friday cafe	£5756.00	yes
Rag and Bone Youth Theatre Creative Giants	£3200.00	yes
Kandu Arts	£5000.00	yes

**2. 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.

**3. Main Considerations**

- a. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2017/2018 year are made to projects that can realistically proceed within a year of it being awarded.
- b. 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.
- c. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- d. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

**4. 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

4.1 . Chippenham Area Board was allocated for 2017/18 **£32,883**

4.2 The Chippenham Area Board Youth Funding balance for 2017/18 is **£32,883**.

4.3 All decisions must fall within the Youth Funding allocated to Chippenham Area Board.

4.4 It is recommended that the following is approved for funding:

- The Rise Trust Summer Café £5274.00
- The Rise Trust Friday Café £5756.00
- Rag and Bone Youth Theatre, Creative Giants project £3300.00
- Kandu Arts Outreach and film project £5000.00

4.5 If funding is awarded in line with the LYN recommendations outlined in this report Chippenham Area Board will have a Youth Funding balance of **£13,553**.

#### 5 LYN report

5.1 The LYN Management Group continues to be well supported by local partners. New representatives from the college have recently joined.

5.2 A high ropes course will be run by Wiltshire Outdoor Learning Team on the August 27<sup>th</sup> - 28<sup>th</sup> 2018. Additional funders, or business sponsors are being sought by the LYNMG to extend this offer for more days in the year.

5.3 The Open Blue Bus has delivered a series of outreach and engagement sessions in Stanley Park, Ladyfields Church, Yatton Keynall, and Sutton Benger (subject to confirmation), and Monkton Park. Two more sessions are to run in Chippenham Town Centre and Hill Rise over the coming months.

5.4 A LYN Community Safeguarding forum is being formed to enable communication and co-ordination by local youth services in response to thematic concerns about the wellbeing and safety of some young people in the community. This community need is supported by the youth funding applications presented, and the applicants have committed to working in partnership for the wider benefit of the community and young people.

#### 5 Applications for consideration

Application ID	Applicant	Project Proposal	Requested
579	The Rise Trust	Summer Drop in cafe	£5274.00
<b>Project description</b> The provision of X3 'twilight' sessions per week of open access / universal Youth Café provision at Riverbank Suite, Olympiad, throughout the duration of the summer holidays			
<b>Recommendation of the Local Youth Network Management Group</b> That the application meets the grant criteria and is approved for the amount of £5274.00.			

Application ID	Applicant	Project Proposal	Requested
573	The Rise Trust	Friday Drop in cafe	£5756.00
<b>Project description</b> The provision of x1 weekly session per week of open access / universal Youth Café provision at Riverbank Suite, Olympiad, on Friday evenings term times for 2018/19.			
<b>Recommendation of the Local Youth Network Management Group</b> That the application meets the grant criteria and is approved for the amount of £5756.00.			
Application ID	Applicant	Project Proposal	Requested
566	Rag and Bone Arts	Creative Giants Youth theatre project	£3300
<b>Project description</b> Over the duration of 2018/19, a weekly youth theatre project aimed at disadvantaged or marginalized young people exploring mental health issues; culminating in a young person led production.			
<b>Recommendation of the Local Youth Network Management Group</b> That the application meets the grant criteria and is approved for the amount of £3200.00.			

**6 Legal Implications**

There are no specific legal implications related to this report.

**7 Human Resources Implications**

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

**8 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.

**9 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.

## 10 Procurement of PAYP for consideration

There in one procurements for consideration.

Procurement purchase ID	Provider	Project Proposal	Requested
	Kandu Arts	3 months intensive Outreach project, plus holiday week ,and weekly residential	£5000.00
<p><b>Provider (details of the PAYP provider)</b>  <b>Kandu Arts , Community Development (Youth Service) provider, Chippenham.</b></p> <p><b>Positive activity description</b>            X3 months outreach work aimed at engaging x30 plus hard to reach and at risk young people in and around public spaces in Chippenham town. The project will combine street based youth work, project work via filmmaking, and residential experience.</p> <p><b>Explanation why chosen this supplier</b>            Kandu is the only local provider who offers this type of service street based and needs led service. Also, they hold some existing positive relationships with some of the young people which makes them best placed to effectively engage the target cohort of young people, an ensure a good, effective, and safe delivery offer, within the timescale needed for the issues presenting.</p> <p><b>Recommendation of the Local Youth Network Management Group, with any conditions</b>            That this procurement purchase of a PAYP meets the youth funding criteria, meets the needs of young people identified in the recent needs assessment, relates directly to the Chippenham strategic plan for young people and is approved for the amount of £5000.00.</p>			

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

**Report Author**            Name, Richard Williams Locality Youth Facilitator  
    Email: Richard.williams@wiltshire.gov.uk

Chippenham Area Board  
4 June 2018

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**Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2018/19**

**1. Purpose of the Report**

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2018/19.

**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. The Area Board is also 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 2018/19.
- 2.3. Similarly, the Area Board is invited to appoint a named Champion to work with the Area Board and Health and Wellbeing Group for 2018/19, the role description is attached at **Appendix D**.

**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 also established working groups to consider and facilitate the development of Health and Wellbeing Centre proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.

- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers. The role description is attached at Appendix D and the Area Board is asked to appoint to this position.
- 3.6. 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. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

#### **6. Safeguarding Implications**

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

#### **7. Environmental Impact of the Proposals**

- 7.1 None.

#### **8. Equality and Diversity Implications**

- 8.1 None.

#### **9. Delegation**

- 9.1 Under Wiltshire Council's constitution 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.

9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

## **10. Recommendation**

10.1 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.
- d. Appoint a Champion for the Area Board, in accordance with Appendix D.

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### **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)  
Appendix D – Champion role description

### **Unpublished background documents relied upon in the preparation of this report**

None.





<b>Name of Outside Body</b>	<b>Number of Reps Required</b>	<b>Names of Reps</b>	<b>Voting Rights</b>	<b>Meetings per year</b>	<b>Why Reps Required</b>
Chippenham Health and Wellbeing Group	1	Cllr Peter Hutton	Yes	4	Area Board Representative for Older People
Chippenham LYN	2	Cllr Peter Hutton Cllr Melody Thompson	Yes	4	Area Board representation for young people
Chippenham Safer and Strong Communities Group	2	Cllr Peter Hutton Cllr Nick Murry	No	4	Local community representative on the working group



**Appointments to Working Groups**  
**Chippenham Area Board**

Community Area Transport Group:

Four Councillors

LYN Management Group

Two Councillors – currently Cllrs Hutton and Thompson

Health and Wellbeing Group

Julia Stacey – Older People’s Champion

Alison Butler – Carers Champion



## **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.

### **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 outside of the meeting by the Corporate Office Business Support unit, as per Area Boards.

### **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:

**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)*

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.



## **Community Area Health and Wellbeing Group Terms of Reference**

### **1. Purpose**

#### **Definition of a Health and Wellbeing Group (HWG)**

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

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

### **2. Membership**

The Health and Wellbeing Groups may include representatives of:

- Members of the Community Area Board,
- Older Peoples Champion,
- Carers Champion,
- People from the community,
- Town and Parish Councils,
- Health and social care commissioners,
- Community and voluntary organisations and groups,
- Community transport providers,
- Police,
- Fire and rescue services,
- GP Practices,
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people.

All representatives must be subject to appropriate safeguarding requirements.

#### **The participation and involvement of people**

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

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

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

#### **Roles of all members of the Health and Wellbeing Groups**

All members will be required to:

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

### **3. Structure**

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

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

The management group will generally comprise of:

- The Chairperson
- Older Persons Champion/ Carers Champion
- Community Engagement Manager
- Commissioning representative (Community Commissioner)

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

Where required, the Chairperson and Community Engagement Manager may appoint additional people to the management group if it is felt their involvement would be important for the function of the group.

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

### **4. Responsibilities of the Health and Wellbeing Groups**

Key responsibilities for the Health and Wellbeing Groups include:

- Awarding grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.

- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.
- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- Addressing any conflicts of interest that may arise as part of the local decision making process.

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

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

## **5. Funding**

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

## **6. Media Relations**

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

## **7. Review**

These terms of reference are subject to change and should be reviewed by the Cabinet Member for Adult Care and Health on an annual basis.





## Volunteer Role Description

### Older People & Carers Champion

#### Purpose of the role

The Council wishes to encourage Area Boards to identify champions in each of the county's community areas who will have a key role in representing the views of older people and carers at both a local and county wide level.

Furthermore volunteers will be asked to:

- Talk to and seek the views of older people and/or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.
- Work with area boards and local voluntary groups to encourage joint working and share experience to help new local groups set up.
- Advocate for older people and/or carers and be a focal point for identifying what service improvements or developments are required.
- Link with and report to the Community Engagement Manager.
- Talk to older people or carers to obtain their views about services. They will represent these views at Area Board meetings or other meetings as requested and discuss with the Council and CCG Commissioners the priorities for older people or carers and work with them on service improvements and developments.
- Provide a focus for the exchange of views and information between older people and/or carers and the Council's adult care and housing services.
- Work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- Attend area boards to report back on older people and carers issues.
- Attend meetings with other champions and the Council.
- Participate in induction training and ongoing personal development where appropriate. This will include mandatory elements essential for carrying out the role, such as safeguarding which must be completed prior to any volunteering taking place

- Use appropriate claim forms when claiming mileage or expenses
- Comply with Health and Safety Regulations.
- Register as a Wiltshire Council volunteer
- Registration with Fleet Services if the role includes driving on behalf of Wiltshire Council

*Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are asked to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.*

## Volunteer Skills and Qualities Checklist

### Older Peoples Champion:

- An ability to make a minimum commitment, as specified per role description.
- An understanding of the issues facing older people in today's society, especially loneliness and social exclusion
- An ability to comply with all relevant policy guidelines.
- An ability to maintain boundaries concerning the role and relationship with members of the community
- An ability to listen and communicate with people.
- An ability to recognise own limits of knowledge and responsibility and to be willing to seek advice and support from the Community Engagement manager or other relevant staff.
- A willingness to participate in induction training and team meetings wherever necessary.
- A commitment to non-judgemental practices.
- A willingness to undertake an enhanced disclosure check with the disclosure and barring service (DBS). The organisation will arrange to cover the cost of this.

*Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.*





## **Chippenham Area Board - Report 4<sup>th</sup> June 2018**

### **Award for Chippenham Fire fighters**

A team of firefighters from Chippenham Fire Station have been awarded the “Making a Difference” award at the Dorset & Wiltshire Fire and Rescue Service annual awards ceremony this month.

The team, led by Watch Manager Steve Lodge, initiated a programme of visits to the Station by residents of Unity House, a charitable organisation aimed at helping the homeless get back on their feet. Steve designed a day of activities at the station aimed at raising the residents’ confidence and feeling of self-worth. The days have been a great success; comments from the participants included “This is the best thing I have ever done” and “Today has stopped me from thinking about wanting to score.” A member of Unity House staff reported that “the residents are still on “Cloud 9” today. They really did enjoy it.”

### **Be a good neighbour**

Dorset & Wiltshire Fire and Rescue Service is urging local people to consider the safety of friends and neighbours, following a recent episode of the Channel 4 programme ‘999 What’s Your Emergency’ #999WYE.

The episode highlighted isolation issues and the Service is renewing its request to the public to look in on friends and neighbours they feel might be at risk, and not just from fire.

Dorset & Wiltshire Fire and Rescue offers free Safe and Well visits to those most at risk within our communities. We can visit you in your home, at a convenient time, to see what we can do together to make you safer. We can also have a conversation with you around improving your health and well-being. The Service will fit free smoke alarms where required and offer advice to make you and your family safer and healthier in your home.

The appointment normally lasts about one hour and covers topics such as:

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

You can apply for a Safe and Well visit online at [www.dwfire.org.uk/safe-and-well-visits](http://www.dwfire.org.uk/safe-and-well-visits) or call free on 0800 038 2323.

## **Kitchen Safety**

North Wiltshire residents are being reminded to take care when cooking, due to the high percentage of accidental fires in the area starting in the kitchen.

Within North Wiltshire, the Fire & Rescue Service attended **43** accidental fires in the home during 2017-18, **23** of these were directly attributed to cooking. The percentage for the Chippenham area is 7 out of 17 accidental fires in the home last year being caused by cooking.

Amongst the top tips for kitchen safety are:

- Keep the oven, hob and grill clean as a build-up of fat or grease can catch fire when hot.
- Keep tea towels and cloths away from the cooker and hob, and take care if you're wearing loose clothing.
- Make sure children are never left alone in the kitchen when you're cooking.
- Saucepan handles left sticking out create a danger – there's a risk they could be caught, leading to the pans being knocked off the hob.
- Use spark devices to light gas cookers as they are safer than matches and lighters.
- Wherever possible, never leave cooking unattended. If you do have to leave, set a timer – on the cooker or through your phone or watch – so that you don't lose track of time.
- Keep electrical leads and appliances away from water.
- Rather than use a chip pan, use a thermostatically controlled deep fat fryer, which can't overheat.
- Avoid cooking if you are tired, have been drinking alcohol or are taking medication that leaves you drowsy.
- If you're going to the pub and think you'll want something to eat afterwards, get a takeaway!
- Make sure you have working smoke alarms and test them weekly. If you do have a fire, get out, stay out, and call 999.

## **Fly tipping**

The Fire Service has raised its concerns about fly tipping in the Thingley area. Last year the Service attended a number of fires involving garden waste material that had been fly tipped then set alight as a means of disposal causing a nuisance to local residents due to the smoke generated from these fires. Recently we have attended 3 such fires as well as an incident where drums of hazardous waste had been left in a field entrance on Easton Lane.

The FRS is working with Wiltshire Council and the Environment Agency to identify ways of controlling this problem.

## **Response**

### **Total Incidents attended by DWFRS for Chippenham Area; 01/03/18 – 20/05/18.**

DWFRS have responded to 81 incidents on Chippenham’s station ground between the dates above categorised in the table below.

<b>Category</b>	<b>Total Incidents</b>
False Alarm	33
Fire	19
Special Service	29
<b>Total</b>	<b>81</b>

## **Community Safety Plan**

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

Ade Hurren

Station Manager, North Wiltshire.

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Tel: 01722 691206 | Mobile: 07739 899635





**May 2018**
**Overview**

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

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

**The right healthcare, for you, with you, near you**
**News from the CCG!**
**Help us celebrate 70 years of the NHS**


This year marks the 70th anniversary of the National Health Service as it celebrates its birthday on 5 July 2018.

It's an organisation woven into the very fabric of our way of life with each and every one of us using its services in some shape or form at some time.

To get here from 1948, the NHS has been constantly evolving and adapting to meet changing needs and expectations. All those years ago who would ever have imagined that we would be able to map the human brain, carry out heart transplants and immunise against so many diseases.

**We want to mark the occasion by sharing local people's memories and reminiscences of the NHS – either because they have worked for the service, or have received NHS treatment over the last 70 years. In particular, we are keen to hear from anyone who was born on 5th July 1948 and shares the same birthday as the NHS.**

People can share their memories and photos by emailing the Communications Team at [NHS70.wccg@nhs.net](mailto:NHS70.wccg@nhs.net) or by post to Communications, Wiltshire CCG, Southgate House, Pans Lane, Devizes, Wiltshire, SN10 5EQ. If you are sending any original photographs and would like them returned, please include your name and contact address.

**Do get in touch if you:**

- You share the same birthday as the NHS – were you one of the first babies to be born on 5 July 1948 in the NHS?
- You have recollections of working for the local NHS in Wiltshire (past and present) during the last 70 years
- You have received treatment or care from the NHS in Wiltshire and would like to share your story
- You can share any memories of our hospitals in Wiltshire, particularly if you have any old photographs of our hospitals (past and present) or the staff who worked in them
- We are especially interested in any memories and photographs from 1948, the year the NHS was founded and to hear from those who were born in 1948.

## Annual General Meeting

We are holding our annual general meeting in the conference room at Southgate House, Pans Lane, Devizes on Tuesday 26 June starting at 9.30am.

This event provides you with the opportunity to learn about what the clinical commissioning group has achieved in the past year and allows you to ask questions and find out more about our plans for the future – You can also pick up a copy of our annual report and accounts on the day.



Doors will be open from 9am for registration, and the AGM will take place between 9.30 – 10.30am.

If you would like to attend the AGM, please email [tracy.torr@nhs.net](mailto:tracy.torr@nhs.net) by Friday 15 June 2018.

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## Don't let hay fever spoil your summer!

Spring and summer are wonderful seasons, filled with blossoming flowers, sunshine and warmth and many more of us will be spending time outdoors. But for hay fever sufferers, this time of year can cause worry and discomfort.



Hay fever is a common allergy and can affect up to one in five people at some point in their life, and is mainly caused by grass pollen.

The good news is you don't need to see your GP for hay fever treatment. Wiltshire Clinical Commissioning Group is urging residents of Wiltshire to consider buying their own hay fever treatment, instead of getting it on prescription.

Hay fever and seasonal allergy treatments such as tablets, eye drops and nasal sprays are all easily available from your local pharmacy, and you don't need a prescription from your GP.

As pollen count increases, hay fever sufferers dread the oncoming symptoms, which include a runny nose, itchy eyes and sneezing. That's why it's always good to be prepared. The symptoms of hay fever can be really unpleasant and the best way to control them is with antihistamines, which are inexpensive and can be bought from many shops and pharmacies on the high street.

By going to the pharmacy you'll be saving yourself time and money, freeing up GP appointments for people with more urgent needs as well as doing your bit to help save the NHS money on unnecessary prescription costs. Your pharmacist will also be able to offer you advice on how to avoid triggers.

There is currently no cure for hay fever, and you technically can't avoid it, however, there are ways to help reduce the effects including:

- Wearing wraparound sun glasses when outdoors to protect the eyes
- Showering and changing your clothes after being outdoors will help stop the spread of pollen through your home
- Putting a small amount of petroleum jelly in your nose helps to trap pollen grains
- Keeping an eye on the weather forecasts and staying indoors to avoid going out when the pollen count is high

Self-care is an important part of keeping well and having a well-stocked medicine cabinet can help you treat minor illnesses, such as hay fever, and injuries at home without the need to see a GP.

You can find us on social media – follow us and keep up to date with our latest posts as we celebrate the decades of the NHS during our countdown to the NHS’s 70<sup>th</sup> birthday on 5 July 2018.



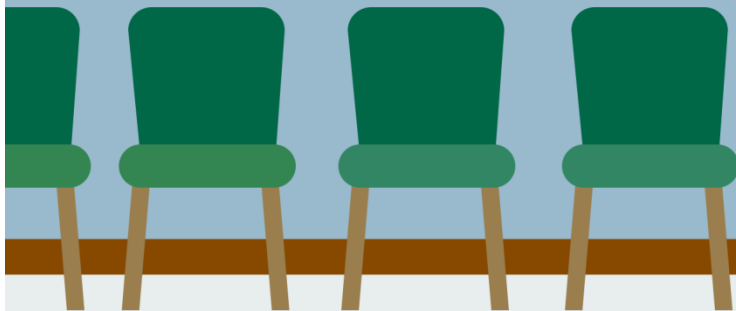
NHSWiltshireCCG

@NHSWiltshireCCG

NHS Wiltshire CCG

Visit our [website](#)

# The cost of Wiltshire’s missed GP practice appointments



**76,402**

Missed appointments in 12 months



Average missed appointments per GP practice per week



483,000 residents



The same as **1 in 6** Wiltshire residents - or the **entire population of Trowbridge and Salisbury** - missing one appointment each!



## Five ways to give feedback to help shape local health and care services in Wiltshire

Share your experiences of local health and care services and make it better for everyone - that's the message from the county's independent health and care watchdog Healthwatch Wiltshire as it celebrated its fifth birthday on 1 April.

Healthwatch Wiltshire, along with 147 other healthcare organisations in England, was set up in 2013 as a result of the Health and Social Care Act 2012. Its role is to listen to the views of the public on local health and care services. They then use this feedback to help influence decision-making at a local level, shaping services for the better.

In the last year, the Melksham-based organisation has regularly visited all corners of the county and collected 2495 individual views and experiences. Overall, 46 per cent of feedback was positive, with 424 comments praising the quality of services.

More than 60 volunteers also took part in over 500 activities over the last year and helped to collect feedback from the public.

Lucie Woodruff, Healthwatch Wiltshire Manager, said: "On our fifth birthday, we are really proud of what we have achieved so far in the county. Our staff and volunteers continue to meet the community to listen to what people have to say about local health and care services.

"Everyone who uses health and care services has the right to expect a high standard. In order to help organisations achieve these standards, we need the public's help. That's why we actively encourage and welcome feedback.

"No matter how big or small the issue, we want local people to share their stories with us, so that we can share these ideas with those with the power to make change happen."

### Five ways to share your views on health and care in Wiltshire:

1. Talk to a Healthwatch Wiltshire volunteer or staff member on an information stand in the community. See the events calendar for an up to date venue list:  
[www.healthwatchwiltshire.co.uk/events](http://www.healthwatchwiltshire.co.uk/events)
2. Pick up the phone and talk to a friendly member of staff to share your experience: 01225 434218
3. Email your story to [info@healthwatchwiltshire.co.uk](mailto:info@healthwatchwiltshire.co.uk)
4. Leave feedback online: [www.healthwatchwiltshire.co.uk](http://www.healthwatchwiltshire.co.uk)
5. Join our growing team of volunteers - and help give people a powerful voice to make a real and lasting change, visit:  
[www.healthwatchwiltshire.co.uk/volunteering](http://www.healthwatchwiltshire.co.uk/volunteering)



Pictured: Lucie Woodruff (centre), Healthwatch Wiltshire Manager with Shiena Bowen and Paul Lefever.

### Contact us:

Tel 01225 434218

[info@healthwatchwiltshire.co.uk](mailto:info@healthwatchwiltshire.co.uk)

[healthwatchwiltshire.co.uk](http://healthwatchwiltshire.co.uk)

**Healthwatch Wiltshire is the county's independent health and care champion. We listen to what people like about local health and care services, and what could be improved. These views are then shared with the decision-making organisations in the county, so together we can make a difference.**



<b>Report to</b>	Chippenham Area Board
<b>Date of Meeting</b>	4 <sup>th</sup> June 2018
<b>Title of Report</b>	Community Area Grant funding

**Purpose of the report:**

To consider the applications for funding listed below.

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Chippenham Museum & Heritage Centre <b>Project Title:</b> WW1 Commemorative Tapestry Project  <a href="#">View full application</a>	£4500.00
<b>Applicant:</b> Castle Combe Parish Council <b>Project Title:</b> Castle Combe Market Cross Scheduled Monument Restoration  <a href="#">View full application</a>	£20000.00
<b>Applicant:</b> Parkrun <b>Project Title:</b> Parkrun defibrillator  <a href="#">View full application</a>	£609.95
<b>Applicant:</b> Friends of Monkton Park School <b>Project Title:</b> Monkton Park Primary School Outdoor Classroom  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> Grittleton Cricket Club <b>Project Title:</b> Grittleton Cricket Pavilion Improvements and Commemorative Clock  <a href="#">View full application</a>	£3357.00



## 1. Background

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

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

## 2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2018/2019 year is made to projects that can realistically proceed within a year of it being awarded.

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

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

## 3. Environmental & Community Implications

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

## 4. Financial Implications

4.1 Financial provision had been made to cover this expenditure.

4.2 For 2018/19 Chippenham Area Board has been allocated a budget of **£67,035 capital funding**.

4.3 If Councillors approve the applications contained in this report, **the balance of Community Area Grant capital funding will be £33,568.05**

4.4 Applications will be considered at each Area Board meeting whilst funding remains.

## 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
<a href="#">2865</a>	Chippenham Museum & Heritage Centre	WW1 Commemorative Tapestry Project	£4500.00

### Project Description:

Chippenham Town Council has agreed to a Commemorative Embroidered Tapestry project to Commemorate the 100 years of the ending of the First World War 1914-1918 and for each Primary School Secondary School and Wiltshire Council to provide one design for a section of the complete tapestry.

The project will also provide opportunities for local community groups to join in the commemoration of WW1 through the creation of their own companion pieces. Overseen by Chippenham Museum with workshops run by a professional artist alongside an experienced outreach officer providing accompanying history workshops explaining the effects of the war on Chippenham as well as describing how the end of the war was celebrated at the time in the town.

After the tapestries have been displayed initially at the Town Hall the opportunity for touring exhibitions and talks will be offered allowing for continuing community engagement and discussion.

- This application meets the 2018/19 funding criteria
- This application demonstrates a link to the Wiltshire Council Business Plan:
  - Strong Communities
- This application demonstrates a link to priorities selected at the Chippenham Our Community Matters event on 6<sup>th</sup> February 2017:
  - Participation in Arts, Crafts and Culture
  - Local History
  - Community Events and Activities
  - Positive Leisure Time Activities
- Chippenham Town Council has made a financial contribution of £500 towards this project.
- Officers are of the opinion that this project offers unique opportunity to commemorate the end of WW1 and its impact on the local area.

### Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2757</a>	Castle Combe Parish Council	Castle Combe Market Cross Scheduled Monument Restoration	£20000.00

**Project Description:**

The Scheduled Monument Market Cross NHLE 1019387 has dominated the centre of Castle Combe for seven centuries. The National Heritage List for England describes it as a well preserved and unusually fine example of a late medieval market cross and a monument of considerable local importance. The Cotswold stone tile roof is shaling and needs to be stripped with the majority of tiles needing to be replaced whilst the stone base needs to be fully repointed in appropriate materials to prevent further water ingress and damage. We aim to ensure that the structure is protected for the foreseeable future.

- This application meets the 2018/19 funding criteria
- This application demonstrates a link to the Wiltshire Council Business Plan
  - Strong Communities
  - More Sustainable Tourism
- This application demonstrates a link to priorities selected at the Chippenham Our Community Matters event on 6<sup>th</sup> February 2017:
  - Arts, Crafts and Heritage Economy
  - Local History
- The Scheduled Monument Market Cross NHLE 1019387 has dominated the centre of Castle Combe for seven centuries. The National Heritage List for England describes it as a well preserved and unusually fine example of a late medieval market cross and a monument of considerable local importance.
- The Monument is a popular tourist attraction in the picturesque village of Castle Combe which receives thousands of national and international visitors every year.
- Castle Combe Parish Council has committed £20,000 towards the project cost; this represents a very significant sum from the Parish Reserves, generated by a small parish of approximately 270 parishioners.
- Officers understand that the Market Cross Monument is listed Grade 2 and is described by Historic England as “A monument of considerable local importance reflecting the significance of the cloth industry in this area”.
- Officers are of the opinion that the unique nature of this project warrants consideration of awarding more than the normal maximum award of £5,000.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2584</a>	Parkrun	Parkrun defibrillator	£609.95

**Project Description:**

Chippenham Park Run is a free weekly timed 5km event for runners of all standards and abilities taking place every Saturday at 0900am in Monkton Park Chippenham.

The weekly event is run entirely by volunteers. It offers an opportunity for all the local community male female young or old of any ability to come together on a regular basis to enjoy the beautiful Monkton park and get physically active into the bargain. We welcome visually impaired runners and have at least one running regularly.

Ages of the participants range from 8yrs old to 80 and access to a defibrillator at the event is essential in case of emergency.

- This application meets the 2018/19 funding criteria
- This application demonstrates a link to the Wiltshire Council Business Plan
  - Personal Wellbeing
  - Healthier Population
  - Strong Communities
- This application demonstrates a link to priorities selected at the Chippenham Our Community Matters event on 6<sup>th</sup> February 2017:
  - Healthy Lifestyles
  - Positive Leisure Time Activities
- As the total project cost is less than £1,000 the applicant is not required to secure match funding from other funders.
- Wiltshire Councils Sports Development Officer has confirmed full support for this application he states, "It makes complete sense that Park Run has an accessible defibrillator at the event, especially considering the weekly uptake".
- Officers are of the opinion that this project will introduce a valuable facility for all of the Park Run participants.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2712</a>	Friends of Monkton Park School	Monkton Park Primary School Outdoor Classroom	£5000.00

**Project Description:**

Friends of Monkton Park School are building an outdoor classroom to commemorate 50 years of Monkton Park School. The classroom is the final stage of our Outdoor Learning Project which has reinstated the Wildlife Area which is situated at the bottom of the school field. The construction of the classroom really will be the culmination of a lot of man hours and it will be brilliant to see a lasting structure in place showcasing our achievements which can be enjoyed by children in years to come hopefully for the next fifty.

This application meets the 2018/19 funding criteria

- This application demonstrates a link to the Wiltshire Council Business Plan
  - Strong Communities
  - Schools that help all pupils achieve
- This application demonstrates a link to priorities selected at the Chippenham Our Community Matters event on 6<sup>th</sup> February 2017:
  - Mental and Emotional Health
  - Positive Leisure Time Activities
  - Healthy Lifestyles
  - Wildlife and Biodiversity
- The applicant has successfully secured funding from Chippenham Town Council for a project related to the Outdoor Classroom (a fire pit and log side seating) There is therefore no contribution from the Town Council to this project.
- Officers understand that Teaching staff have reported that:
  - Children are calmer and focused in an outside learning setting and that the positive impact on their mental and emotional health is clear to see
  - Some harder to reach pupils have a better response to outdoor learning than more traditional methods enabling each child to reach their full potential.
  - Pupils who live in flats with no access to a garden benefit enormously
- Officers also understand that the introduction of the outdoor classroom will benefit families and visitors to school events, as will Monkton park Pre-School, Rainbows, Brownies and other community groups using the school facilities.
- Officers are of the opinion that this project would introduce a valuable facility that will be an asset for both the school and the local community.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2811</a>	Grittleton Cricket Club	Grittleton Cricket Pavilion Improvements and Commemorative Clock	£3357.00
<p><b>Project Description:</b>  Cricket has been played in Grittleton since at least 1868 and this summer will be one of celebration. In order to commemorate 150 years of continuous cricket and as a commitment to many more years of sporting endeavour at the heart of the community the club will undertake improvements to the 110-year-old pavilion and add a clock in a dormer in keeping with the historic nature of this iconic wooden building. This will help secure the Cricket Club who are central to the maintenance of the recreation ground in Grittleton.</p> <ul style="list-style-type: none"> <li>• This application meets the 2018/19 funding criteria</li> <li>• This application demonstrates a link to the Wiltshire Council Business Plan <ul style="list-style-type: none"> <li>○ Personal Wellbeing</li> <li>○ Healthier Population</li> <li>○ Strong Communities</li> </ul> </li> <li>• This application demonstrates a link to priorities selected at the Chippenham Our Community Matters event on 6<sup>th</sup> February 2017: <ul style="list-style-type: none"> <li>○ Healthy Lifestyles</li> <li>○ Positive Leisure Time Activities</li> </ul> </li> <li>• The applicant has successfully secured funding from the Parish Council for other projects, there is therefore no contribution from the Parish Council on this occasion.</li> <li>• Wiltshire Councils Sports Development Officer has confirmed full support for this application.</li> <li>• Officers understand that the pavilion is a facility that is an extremely well-used for a variety of activities including: <ul style="list-style-type: none"> <li>○ Cricket matches for a number of local cricket teams</li> <li>○ Residents and families in Grittleton for picnics and informal recreation</li> <li>○ Organised events and activities</li> <li>○ Fun in the Sun youth activities</li> <li>○ Weddings and family parties</li> </ul> </li> <li>• Officers are of the opinion that this project will introduce a valuable facility for both villagers and visitors.</li> </ul>			
<p><b>Proposal</b>  That the Area Board determines the application.</p>			

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](mailto:Victoria.Welsh@wiltshire.gov.uk)

## Grant Applications for Chippenham on 04/06/2018

ID	Grant Type	Project Title	Applicant	Amount Required
2865	Community Area Grant	WW1 Commemorative Tapestry Project	Chippenham Museum & Heritage Centre	£4500.00
2757	Community Area Grant	Castle Combe Market Cross Scheduled Monument Restoration	Castle Combe Parish Council	£20000.00
2584	Community Area Grant	Parkrun defibrillator	Parkrun	£609.95
2712	Community Area Grant	Monkton Park Primary School Outdoor Classroom	Friends of Monkton Park School	£5000.00
2811	Community Area Grant	Grittleton Cricket Pavilion Improvements and Commemorative Clock	Grittleton Cricket Club	£3357.00

ID	Grant Type	Project Title	Applicant	Amount Required
2865	Community Area Grant	WW1 Commemorative Tapestry Project	Chippenham Museum & Heritage Centre	£4500.00

**Submitted:** 17/04/2018 16:02:56

**ID:** 2865

**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?**

Yes

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

As it is above and beyond the everyday amenities provided by the Town Council but will have benefits for the residents of Chippenham.

**5. Project title?**

WW1 Commemorative Tapestry Project

**6. Project summary:**

Chippenham Town Council has agreed to a Commemorative Embroidered Tapestry project to Commemorate the 100 years of the ending of the First World War 1914-1918 and for each Primary School Secondary School and Wiltshire Council to provide one design for a section of the complete tapestry. The project will also provide opportunities for local community groups to join in the commemoration of WW1 through the creation of their own companion pieces. Overseen by Chippenham Museum with workshops run by a professional artist alongside an experienced outreach officer providing accompanying history workshops explaining the effects of the war on Chippenham as well as describing how the end of the war was celebrated at the time in the town. After the tapestries have been displayed initially at the Town Hall the opportunity for touring exhibitions and talks will be offered allowing for continuing community engagement and discussion.

**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 3ER

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

Children & Young People

Arts, crafts and culture

Heritage, history and architecture

Inclusion, diversity and community spirit

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

04/2016

**Total Income:**

£2284897.00

**Total Expenditure:**

£2033943.00

**Surplus/Deficit for the year:**

£253954.00



**Free reserves currently held:**  
**(money not committed to other projects/operating costs)**  
 £61039.00

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

As this is a project above and beyond the everyday amenities provided by the Town Council this is a project that the Council wishes funded outside of its 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		£9000.00		
Total required from Area Board		£4500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Textile artist fee	6240.00	CBLC grant application	yes	4000.00
Consultation visits	240.00	Chippenham Town Council	yes	500.00
School visits	1636.00			
Materials	884.00			
<b>Total</b>	<b>£9000</b>			<b>£4500</b>

**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?**

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

Primary beneficiaries will be A Primary Schools How A co-ordinated education programme led by the Museums Learning Outreach Officer working with an external freelance Textile Teacher who will run the applique workshops. The Outreach programme will include school based workshops in applique needlepoint with students producing their own sampler commemorative art pieces possibly featuring the red poppy. History workshops explaining the effects of the Great War on Chippenham and its populace. The workshops will be offered to all pupils in Years 3 4 and 5 in the Primary Schools with each session being at least a 1 hour activity allowing approx. 5 of each workshop per day. At the end of each of the workshops children will be invited to design the schools Tapestry Art Element as part of a whole school competition with the winning design being converted into the final Tapestry Piece by the Textile Artist. Alongside the workshops whole school assemblies will be offered to inform all the pupils in the school of the project its significance and to invite them also to enter the competition. B Secondary Schools How A series of Year Key Stage assemblies will be offered to the schools to inform students and to invite students design entries. Selected students attending appropriate classes e.g. DT Fine Art History etc. will be offered the opportunity to meet the textile artist and discuss how she works etc. They will

then be invited to create their own companion textile piece using the artists design brief as a guide. These additional pieces will form an accompanying display for the tapestry series when it is exhibited at their school/college and can remain with the school as a permanent memorial once the Tapestry is permanently mounted at the Town Hall. Secondary Beneficiaries are Community Groups based in Chippenham How Visits to community groups will be offered via the Learning Outreach Officer to explain the purpose of the project and to involve these groups in producing their own textile pieces. This will not involve the Textile Teacher but will hopefully encourage groups to create their own textile art piece incorporating the poppy motif which again will form an accompanying display for the tapestry series when it is exhibited at community locations and can remain with the group as a permanent memorial once the Tapestry is permanently mounted at the Town Hall.

**14. How will you monitor this?**

Ongoing monitoring of the project will be undertaken by the Learning Outreach Officer during all workshops alongside feedback forms that will be sent to all participant organisations and a formal review at the end of the project.

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

This is a time limited project completion will occur in time for the 100th anniversary of Armistice Day 11th November 2018

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

NA

17. DECLARATION

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

**And finally...**

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

2757	Community Area Grant	Castle Combe Market Cross Scheduled Monument Restoration	Castle Combe Parish Council	£20000.00
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**Submitted:** 08/02/2018 17:20:47

**ID:** 2757

**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?**

£5001+

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

Yes

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

We recognise that the level of grant requested is in excess of the figures normally under consideration but the Market Cross has an iconic status for Wiltshire and features consistently in its tourism publicity. The overall costs of the current project total £70000.00 compared with our annual parish precept of £5000.00. However as detailed below we have retained funds over the years towards such an eventuality and are able to fund £20000.00 from saved resources whilst retaining sufficient reserves towards further potential future expenditure as identified by a recent full structural survey. Please see section 10 for details.

**5. Project title?**

Castle Combe Market Cross Scheduled Monument Restoration

**6. Project summary:**

The Scheduled Monument Market Cross NHLE 1019387 has dominated the centre of Castle Combe for seven centuries. The National Heritage List for England describes it as a well preserved and unusually fine example of a late medieval market cross and a monument of considerable local importance. The Cotswold stone tile roof is shaling and needs to be stripped with the majority of tiles needing to be replaced whilst the stone base needs to be fully repointed in appropriate materials to prevent further water ingress and damage. We aim to ensure that the structure is protected for the foreseeable future.

**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 7HT

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

Children & Young People  
Countryside, environment and nature  
Economy, enterprise and jobs  
Health, lifestyle and wellbeing  
Heritage, history and architecture

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

03/2018

**Total Income:**

£13514.00

**Total Expenditure:**

£10749.00

**Surplus/Deficit for the year:**

£2765.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£63045.00

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

Unfortunately the overall costs far exceed the funds that can be raised from such a small parish of only 270 parishioners. The current project forms only part of the preservation activity that will be needed in the years ahead as in conjunction with Historic England we have identified that one of the massive supporting pillars is displaying signs of movement and a system of monitoring via the use of tell-tale studs is being implemented. Repairs to this further element of the structure are likely to be very expensive and as with the roofing project can only be undertaken by Historic England accredited contractors under the supervision of a heritage accredited independent professional surveyor and project designer. Funds need to be retained towards this eventuality and as with the current project have been built up over the years for such a purpose.

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

**10b. Project Finance:**

Total Project cost		£70000.00		
Total required from Area Board		£20000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£

Repair and conservation	58510.00	Our reserves	yes	20000.00
Contingency	5756.00	Pilgrim Trust		25000.00
Professional fees	5734.00	Leche Trust		5000.00
<b>Total</b>	<b>£70000</b>			<b>£50000</b>

**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 Parish Council acquired the Market Cross in 1951 from private ownership in order to protect it for posterity. The first known repairs had taken place in 1590 with periodic restoration thereafter particularly in 1852, then 1951 following acquisition. The Cross is known worldwide and attracts visitors from all continents estimated at 90000 annually. It is regularly featured in Wiltshire’s tourism publicity and as such helps to generate income for the benefit of the whole County particularly the surrounding towns and villages represented by the Area Board. Restoration of the physical condition of the Market Cross using skilled personnel and approved materials will ensure that the life span of this 700-year-old National Monument will extend for the foreseeable future. There are no access restrictions and this will continue in order that all visitors will be able to enjoy their experience to the full and will be a major contribution towards the heritage of the village and the County. Both the Leader of the Unitary Council and our Member of Parliament have confirmed their view that this remedial work is absolutely essential. The support provided by the Area Board will be widely publicised to ensure full recognition of its valuable contribution.

**14. How will you monitor this?**

An experienced and accredited Chartered Surveyor has been appointed as Contract Manager and Principal Designer. The building works will be managed using an industry standard contract which structures the project in accordance with well proven processes and procedures. The Parish Council will act as the client and includes councillors with extensive experience of managing extremely complex projects within widely diverse industries. A detailed specification for the building works has been drawn up in accordance with the 2015 Construction Design and Management Regulations. Regular checkpoints are included in the Project Plan and any variances will be closely monitored and immediate remedial measures taken where necessary. In conjunction with Historic England pre-development laser surveys and key elevation sectional drawings have been incorporated into an up to date condition survey report which has formed the basis for our detailed specification to contractors. Checkpoints will ensure that work is being carried in accordance with the specification and in line with agreed timescales. In conjunction with our Principal Designer and in accordance with Government procurement guidelines for competitive tendering three fixed tenders were obtained from accredited contractors. The chosen building contractors have thirty years’ experience in the repair and preservation of historic buildings and have received numerous heritage awards. Successful conclusion of the project will protect the roof and base structure

of the Market Cross for many years enabling visitors to Wiltshire to appreciate its beauty and heritage to the full.

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

This project is stand alone and subject to a fixed price contract with a projected three-month timescale. Work will not commence until all funding sources are fully confirmed.

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

As mentioned further restorative work is likely to be needed in future years due to the degree of support column movement. This is independent of the current project which should last for many years. For example, it is almost seventy years since the last similar repair. The cost of these further unrelated repairs would depend upon the severity of any support column movement as would the timing neither of which can be assessed until completion of the tell-tale stud monitoring. With guidance from Historic England and our accredited surveyor we shall be implementing a regular monitoring process together with a conservation management and forward maintenance plan. In addition to its own regular monitoring of the structure the Parish Council will implement an external quinquennial inspection and also dedicate a significant proportion of its remaining cash reserves to establish an amortisation fund towards such future repairs and other maintenance outgoings.

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)

**Project/Business Plan:**

yes I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

**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.

2584	Community Area Grant	Parkrun defibrillator	Parkrun	£609.95
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**Submitted:** 17/10/2017 17:34:04

**ID:** 2584

**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?**

Parkrun defibrillator

**6. Project summary:**

Chippenham parkrun is a free weekly timed 5km event for runners of all standards and abilities taking place every Saturday at 0900am in Monkton Park Chippenham. The weekly event is run entirely by volunteers. It offers an opportunity for all the local community male female young or old of any ability to come together on a regular basis to enjoy the beautiful Monkton park and get physically active into the bargain. We welcome visually impaired runners and have at least one running regularly. Ages of the participants range from 8yrs old to 80 and access to a defib at the event is essential in case of emergency.

**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 3PA

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

Sport, play and recreation

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	£815.95		
Total required from Area Board	£609.95		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed
Samaritan 500p with CPR advisor	815.95	Donations	206.00
Total	<b>£815.95</b>		<b>£206</b>

**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 parkrun community will benefit from the purchase of the defibrillator. In the last 12 month's there have been two incidents where we have called upon the emergency services. At one of the incidents for additional safety we called upon the defibrillator from the Olympiad. Although it arrived as quickly as possible it still took 10 minutes to get it into the



park and to the runner. Fortunately, it was not needed but 10 minutes would be a long time to wait if it was required. If the equipment was already in the park the time delay would be minimal. A directly available defibrillator would improve the likelihood of a positive outcome for a runner who suffered a cardiac incident during the event. Throughout parkrun there have been a number of incidents in the UK where defibrillators have been deployed during the event with the majority resulting in a positive outcome. On each occasion, it was attributed to the fact that the defibrillator was available at or near the finish line. Since the beginning of 2018 we have had an average of 168 runners weekly approximately half of our regular weekly runners are aged 40 and whilst a cardiac arrest can occur at any age there have been a number incidents at running events where the runner has been in this age category. Parkrun UK have expressed the desire to have a defibrillator available at every event but because we are a free event we do not have access to the funds required to purchase one. We receive donations but these are used to maintain the equipment. The event director will take responsibility for the care of the defibrillator.

**14. How will you monitor this?**

We report every incident that takes place to parkrun via the web firms software. We would draw statistics from this.

**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)

**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 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.

2712	Community Area Grant	Monkton Park Primary School Outdoor Classroom	Friends of Monkton Park School	£5000.00
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**Submitted:** 21/01/2018 07:31:30

**ID:** 2712

**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?**

Monkton Park Primary School Outdoor Classroom

**6. Project summary:**

Friends of Monkton Park School are building an outdoor classroom to commemorate 50 years of Monkton Park School. The classroom is the final stage of our Outdoor Learning Project which has reinstated the Wildlife Area which is situated at the bottom of the school field. The construction of the classroom really will be the culmination of a lot of man hours and it will be brilliant to see a lasting structure in place showcasing our achievements which can be enjoyed by children in years to come hopefully for the next fifty.

**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 3PN

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

Children & Young People  
 Countryside, environment and nature  
 Festivals, pageants, fetes and fayres  
 Food, farming and local markets  
 Health, lifestyle and wellbeing

Heritage, history and architecture  
 Inclusion, diversity and community spirit  
 Recycling and green initiatives  
 Sport, play and recreation

If Other (please specify)  
 To mark the 50th Anniversary of Monkton Park School

**10. Finance:**

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

**Your latest accounts:**

01/2018

**Total Income:**

£4254.73

**Total Expenditure:**

£746.71

**Surplus/Deficit for the year:**

£8000.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£8000.00

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

It would take us another year or so as a PTA to raise the whole amount ourselves. We would like to complete the build during the 2018 Summer Holidays so that it is in place for the 50th anniversary of the school in September.

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

**10b. Project Finance:**

Total Project cost		£25000.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Design fee	350.00	FOMPs Fundraising	yes	10544.00
Materials prior to build	9860.00	National Lottery Grant		7500.00
Materials/labour during build	9860.00	FOMPs Summer Festival		1956.00
Balance on completion	4930.00			

Total	<b>£25000</b>	<b>£20000</b>
<b>11. Have you or do you intend to apply for a grant from another area board within this financial year?</b>		
No		
<b>12. If so, which Area Boards?</b>		
Chippenham		
<b>13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?</b>		
<p>There are many benefits to learning in an outdoor environment. We aim to give all our pupils the best environment in which to ignite a life-long love of the great outdoors. The addition of the outdoor classroom would allow us to continue and build upon the work already carried out in recent years with the development of the Wildlife Area. This has seen the children clearing weeds moving bark to create walkways build bird boxes feeding stations and bug hotels. Each class has also cultivated a raised bed in which they have grown flowers herbs fruit and vegetables providing opportunities to learn about the importance of bees discuss healthy eating and learn about sustainability in food production harvesting and eating seasonal produce. Friends of Monkton Park School purchased motion sensor cameras for the Wildlife Area last year and the children are enjoying seeing who visits the area they helped to create at first it appeared to be lots of cats and pigeons but we are pleased to report that a fox now visits most days. As you can imagine this engages the children in such a way that they want to keep the school grounds and Wildlife Area litter free so that it is safe and inviting for our night time visitors. Friends of Monkton Park have also installed a fire pit and fire side log seating and with the help of Chippenham Town Councils Community Donation Grant we have been able to update the picnic benches throughout the school grounds. The children are learning how to care and take pride and delight in their surroundings and the Wildlife that they share it with and they will take this with them into the wider community to the parks and the riverside walks that are integral to Chippenham town centre. The project will directly benefit the school population giving them more access and appreciation of outdoor spaces. It will increase their physical activity thus improving their health. The feedback from the children is always how much fun they have and how they love playing and learning outside. In turn, the feedback from the staff is how much calmer and focused the children are in the classroom after they have been outside learning so the impact on their mental and emotional health is also clear to see. Additionally, some harder to reach pupils have a better response to outdoor learning than the more traditional methods and therefore this project helps to level the playing field enabling each child to reach their full potential and ensuring no child is left behind. A number of our pupils live in flats and have no direct access to a garden so being able to use our outdoor space for gardening and nature activities is vitally important. There are 250 pupils at the school who will benefit from being able to work outside in a purpose built outdoor classroom which can be utilised all year round. Pupils families are also regularly invited into school to partake in activities this can happen more frequently with the extra space the outdoor classroom will provide and activities will not need to be restricted to when the weather is fair. Riverside Pre-School approximately 40 children based within the school grounds will also be able to use the outdoor classroom just as they do currently with our field and Wildlife Area. A Rainbow and Brownie unit and their families and leaders will also benefit when they meet weekly at Monkton Park Primary School. Furthermore throughout the year we hold community events such as Monkfest our Summer Festival and the Monkton Park Scarecrow Trail now in its tenth year where we invite members of the</p>		

wider community to come and enjoy our grounds where we have entertainment and refreshments.

**14. How will you monitor this?**

As the outdoor classroom will be located on Monkton Park Schools field it will be easy to monitor which groups access the building.

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

One off build cost only. Maintenance will be managed by the school and funded by Friends of Monkton Park School where appropriate.

**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.

2811	Community Area Grant	Grittleton Cricket Pavilion Improvements and Commemorative Clock	Grittleton Cricket Club	£3357.00
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**Submitted:** 08/03/2018 18:20:03

**ID:** 2811

**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**

Not applicable

**5. Project title?**

Grittleton Cricket Pavilion Improvements and Commemorative Clock

**6. Project summary:**

Cricket has been played in Grittleton since at least 1868 and this summer will be one of celebration. In order to commemorate 150 years of continuous cricket and as a commitment to many more years of sporting endeavour at the heart of the community the club will undertake improvements to the 110-year-old pavilion and add a clock in a dormer in keeping with the historic nature of this iconic wooden building. This will help secure the Cricket Club who are central to the maintenance of the recreation ground in Grittleton.

**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 6AW

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

Health, lifestyle and wellbeing

Heritage, history and architecture

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

10/2017

**Total Income:**

£4915.85

**Total Expenditure:**

£4748.79

**Surplus/Deficit for the year:**

£167.06

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

£100.00

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

Grittleton Cricket Club policy retains 2000 in an emergency fund for the repair or renewal of any of its expensive ground maintenance equipment during the playing season. The club relies on a wide range of generic and specialist mowers rollers spikers and other equipment necessary to maintain the cricket square the cricket field and rest of the recreation ground which we look after on behalf of the community. For example, the club roller required major repairs five years ago at a cost in excess of 3000. The club committed reserves of 2500 to some emergency repairs to the wooden pavilion two years ago reducing available non-operating costs funds to the equipment emergency fund level. The current non-operation costs balance is 2100 Leaving a reserve of 100 uncommitted funds.

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

**10b. Project Finance:**

Total Project cost		£6977.00		
Total required from Area Board		£3357.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Self-setting Clock	1194.00	Donation SCISYS	yes	400.00
Gable build labour	2100.00	Donation (WebbPaton)	yes	400.00
Materials New builder to source	800.00	Donation (Grafton)	yes	500.00
Materials Reclaimed club to source	400.00	Fundraising Race Night		2200.00
Planning permissions	269.00		yes	
Electrical work	150.00		yes	
Strengthening work	400.00			
Kitchen improvements	1080.00			

Building contingency 8	320.00	
Building control	150.00	
<b>Total</b>	<b>£6863</b>	<b>£3500</b>

**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 cricket club is the foundational organisation that maintains the Grittleton recreation ground. The club committee is committed to maintaining this facility for all who use it whether in an organised or in an ad-hoc fashion. These users include- Grittleton Cricket Club and visiting sides. - The Neeld Arms Cricket Club and visiting sides. - The local young farmers youth side. - The Village youth football side. -The adults and children of the village who use it for picnics ad-hoc recreation sports games or walks village events and camp outs etc-Organised keep fit activities and boot camps or youth activities such as Wiltshire County Councils fun in the sun the Grittleton 10K and cycle races. - Family events such as weddings cricket games birthday parties and so on some of which directly use the cricket pavilion. - Users of the Multi-Use Games Area such as 5-a-Side football/ Netball/Tennis clubs. - Occasional use by other cricket sides e.g. Buckley Barracks Winterbourne Stoke. All of those involved in the above activities benefit from the hard work that the Cricket Club undertakes to maintain the accessibility and quality of the recreation field. Without the cricket club, the village of Grittleton would not have a maintained recreation field and sports pavilion. However, village cricket is on the wane. Many more social sides have collapsed or merged in recent years leaving the higher standard club cricket that is not accessible to many youngsters and those either not of a standard suitable for or able to commit the time required for club Cricket. Grittleton has managed to survive because of the hard work of the club and the aesthetic quality of the ground and pavilion which attracts many players. Grittleton CC is faultlessly inclusive sporting a huge range of ages abilities nationalities and including women players. The pavilion was adapted to allow disabled access to the changing rooms and toilet facilities in 2006. Cricket has been played continuously at Grittleton for 150 years in 2018. This year the cricket club has decided to undertake significant fundraising and inclusive events to improve the pavilion raise the profile of the club to existing and new players as well as to celebrate how cricket has been and continues to be a key part of the community. In this way helping to secure the recreation ground for the benefit of the village and visitors for decades to come.

**14. How will you monitor this?**

The Grittleton cricket field is home to a wide variety of organised and ad-hoc sport and leisure activities. It is possible to monitor the amount of organised activities on the field including Wiltshire supported programmes like fun in the sun but the ad-hoc use of the field for sport or other recreation e.g. picnics drone flying and impromptu youth games of football is difficult to monitor. Organised sport monitoring includes the amount of Cricket



Netball and Football games and practice sessions undertaken as well as the membership levels of the respective clubs that play there.

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

Not applicable per se - this is a capital project. The Cricket Club and other users of the recreation ground will continue to meet the ongoing costs of maintaining preserving and improving the facilities at the ground including the pavilion.

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

Not applicable.

17. DECLARATION

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

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

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

**And finally...**

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

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