

AGENDA

Meeting: CHIPPENHAM AREA BOARD
Place: The Sixth Form Centre, Sheldon School, Chippenham, SN14 6HJ
Date: Monday 14 November 2011
Time: 7.00 pm

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

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

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

Refreshments and networking opportunities will be available from 6:30pm.

Please direct any enquiries on this Agenda to Penny Bell, on 01249 706613 or email penny.bell@wiltshire.gov.uk or Victoria Welsh (Chippenham Community Area Manager), direct line 01249 706446 or (email) victoria.welsh@wiltshire.gov.uk

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

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

Wiltshire Councillors

Desna Allen – Queens & Sheldon (Chairman)	Peter Hutton – Cepen Park & Derriards
Chris Caswill – Monkton	Mark Packard – Pewsham (Vice Chair)
Paul Darby – Hardenhuish	Nina Phillips – Cepen Park & Redlands
Bill Douglas – Hardens & England	Judy Rooke – Lowden & Rowden
Howard Greenman - Kington	Jane Scott OBE– By Brook

Items to be considered	Time
<p>1. Chairman's Welcome and Introductions</p> <p>2. Apologies</p> <p>3. Minutes (<i>Pages 3 - 24</i>)</p> <p>To approve the minutes of the meeting held on Monday 12 September 2011.</p> <p>4. Declarations of Interest</p> <p>Councillors are requested to declare any personal or prejudicial interests, or dispensations granted by the Standards Committee.</p> <p>5. Chairman's Announcements (<i>Pages 25 - 32</i>)</p> <p>To include the following:</p> <ul style="list-style-type: none"> i. 11 to 19 Commissioning Strategy – Outcome of Consultation ii. Chippenham Area Board Community Awards iii. Time Credits Project iv. “What Matters to You?” - Household Survey. 	<p>7:00pm</p>
<p>6. Youth Funding - Participatory Budgeting (<i>Pages 33 - 44</i>)</p> <p>To receive applications for funding from various youth groups across the Chippenham Community Area.</p> <p>Everyone present will have the opportunity to vote in favour of the applications that are presented.</p>	<p>7.05pm</p>
<p>7. Town, Parish and Partner Updates (<i>Pages 45 - 66</i>)</p> <p>To note the written reports and receive updates from any partners who wish to contribute:</p> <ul style="list-style-type: none"> i. Wiltshire Police ii. Wiltshire Fire and Rescue Service iii. NHS Wiltshire iv. Parish and Town Councils v. Chippenham and Villages Area Partnership (ChAP) vi. Chippenham Vision vii. Community Area Young People’s Issues Group (CAYPIG) viii. Youth Strategy Update ix. Lyneham Steering Group x. Children’s Parliament. 	<p>7:50pm</p>

8. **Area Board Priorities Update**

8.00pm

To receive updates on the Area Board's Priorities, as follows:

- i. Road Safety – Lead Councillor: Bill Douglas
- ii. Skate Park – Lead Councillor: Paul Darby
- iii. Health and Wellbeing – Lead Councillor: Peter Hutton
- iv. Night Time Economy – Lead Councillor: Peter Hutton
- v. Employment – Lead Partner: Chippenham Vision.

9. **Funding** (*Pages 67 - 74*)

8.15pm

a. Community Area Grants Scheme

To consider 3 applications seeking Community Area Grant funding, as follows:

- i. Kington St Michael Diamond Jubilee – £868 requested to commemorate the Queen's Diamond Jubilee by giving all of the children in the parish a commemorative mug and planting an oak tree.
- ii. North Wiltshire Young Musicians – £1,269 requested to set up an Intermediate Wind Band and a Boys Singing Group, conditional upon the balance of funding being in place.
- iii. Kington St Michael Parish Hall Committee - £5,000 requested to install a permanent stone ramp to enable disabled access to the hall, conditional upon planning permission and the balance of funding being in place.

Grants application packs for the Community Area Grants Scheme are available from the Community Area Manager or electronically at

www.wiltshire.gov.uk/areaboardscommunitygrantsscheme.htm

b. Performance Reward Grant Scheme (PRGS)

To consider 1 application for residual PRGS funding as follows:

- i. Relate Mid Wiltshire - £8,158 requested to create a new service to support vulnerable children and young people experiencing emotional distress, conditional upon a funding contribution of £5,176 from participating schools.

c. ChAP River Festival DVD

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|-----|--|---------------|
| 10. | Shadow Community Operations Board

To appoint the membership of the Chippenham Shadow Community Operations Board. | 8.30pm |
| 11. | Community Asset Transfer - Monkton Park, Chippenham
<i>(Pages 75 - 92)</i>

To consider whether to approve the transfer of Monkton Park in Chippenham from Wiltshire Council to Chippenham Town Council. | 8.40pm |
| 12. | Visiting Cabinet Representative

Councillor Lionel Grundy will talk about his Cabinet responsibilities for Children's Services, and respond to any questions.

<i>Note – questions may be submitted in advance – please email penny.bell@wiltshire.gov.uk by Monday 7 November 2011.</i> | 8.50pm |
| 13. | Evaluation and Close <i>(Pages 93 - 94)</i>

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

The next agenda planning meeting will take place on Wednesday 7 December 2011 at 10am. Any parish or town council representative interested in attending should contact the Community Area Manager or the Chairman.

The meeting is asked to note the future meeting dates below and is reminded to complete the evaluation forms provided.

The Forward Plan is attached for information. | 9:00pm |

Future Meeting Dates

Monday 9 January 2012

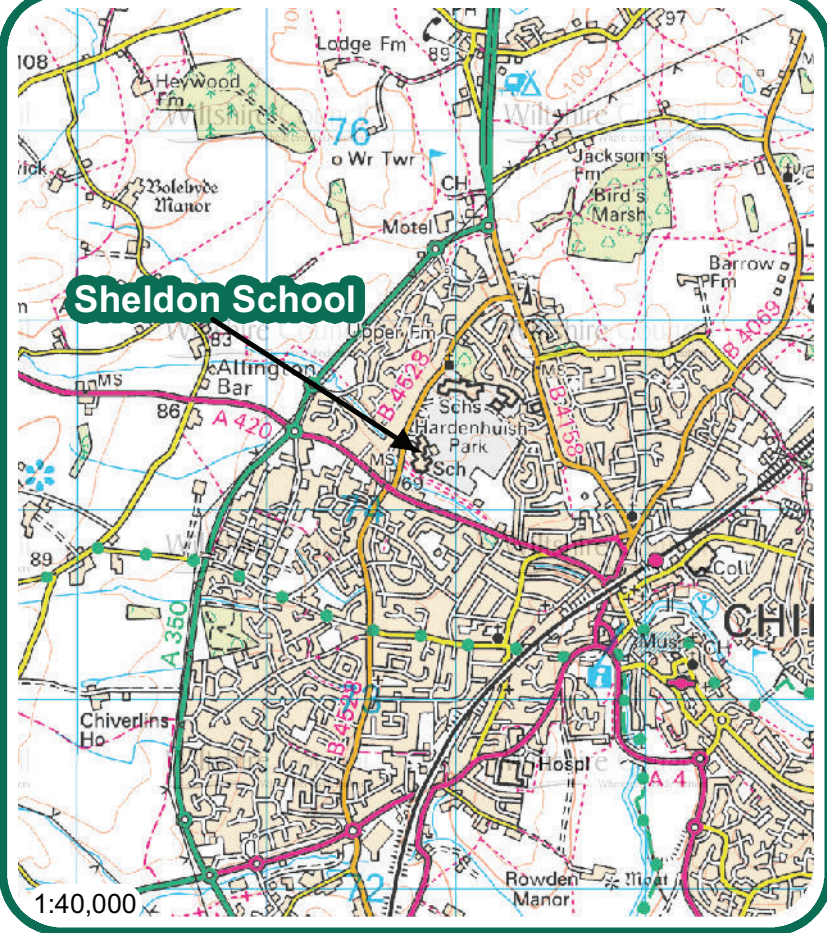
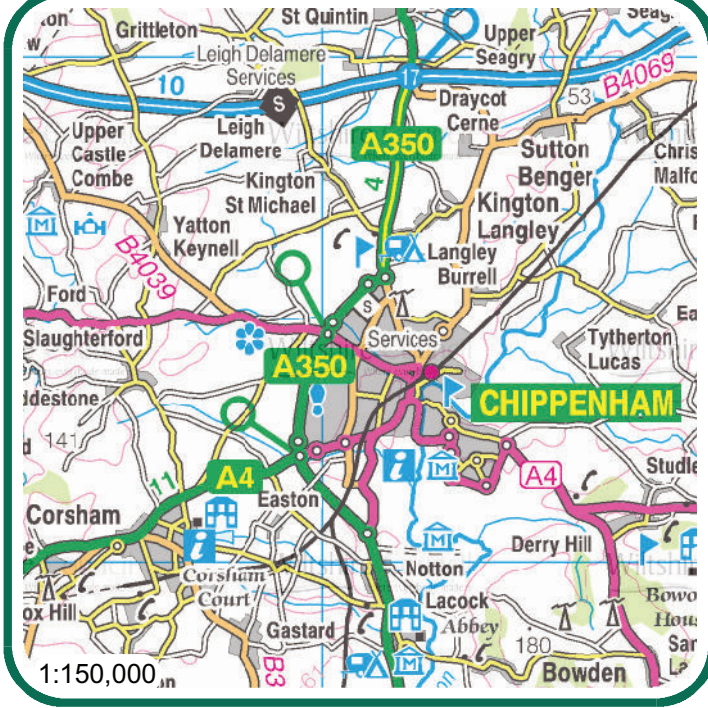
6.30 pm for 7.00 pm

Wiltshire Council Monkton Park Office, Chippenham

Monday 5 March 2012

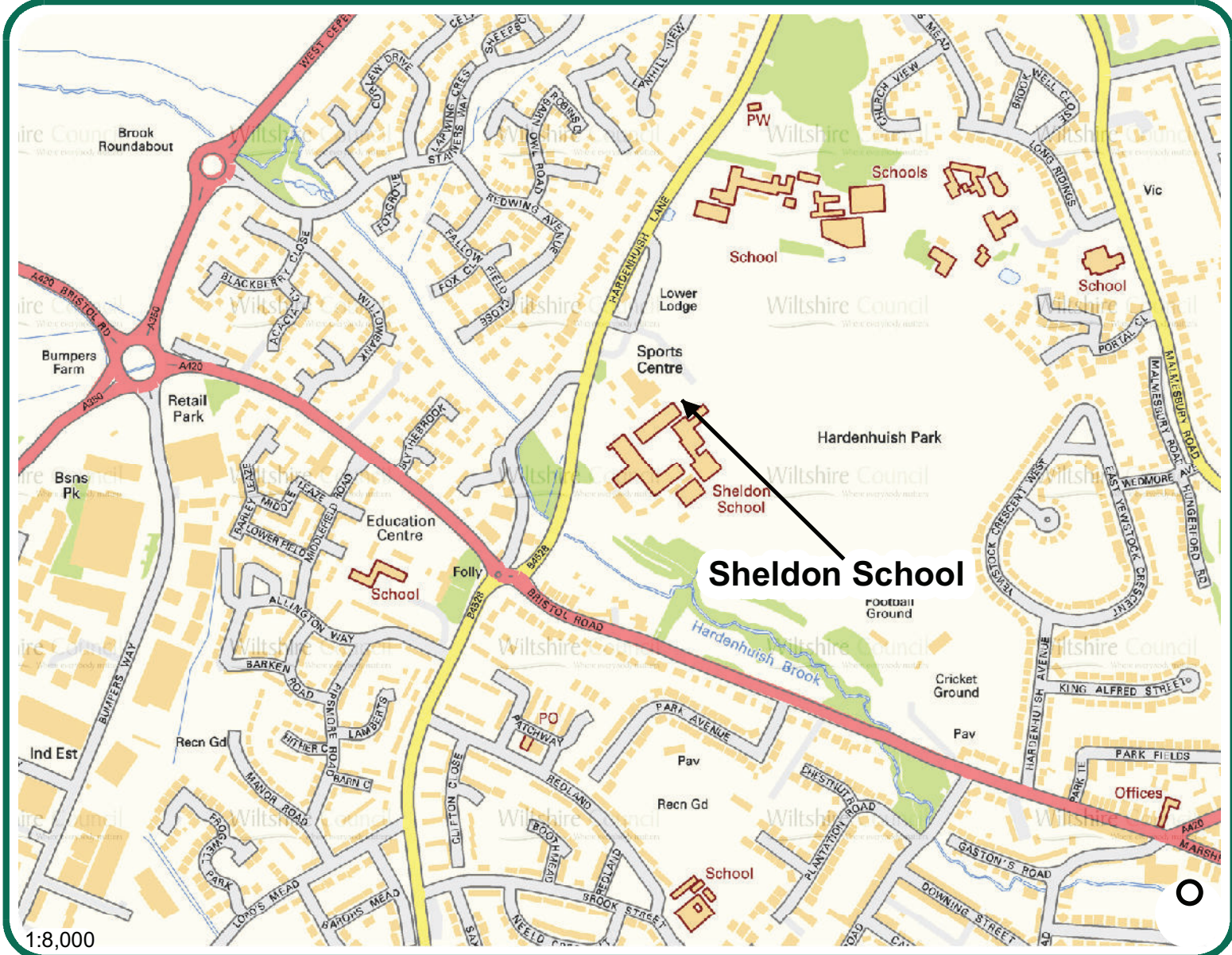
6.30 pm for 7.00 pm

The Neeld Hall, Chippenham



Sheldon School
Hardenhuish Lane
Chippenham
Wiltshire
SN14 6HJ

Wiltshire Council
 Where everybody matters



MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: Abbeyfield School, Stanley Lane, Chippenham, SN15 3XB
Date: 12 September 2011
Start Time: 7.00 pm
Finish Time: 9.20 pm

Please direct any enquiries on these minutes to:

Penny Bell (Democratic Services Officer), Tel: 01249 706613 or (e-mail) penny.bell@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Desna Allen (Chairman), Cllr Mark Packard (Vice Chairman), Cllr Chris Caswill, Cllr Paul Darby, Cllr Howard Greenman, Cllr Peter Hutton, Cllr Nina Phillips, Cllr Judy Rooke and Cllr Jane Scott OBE

Cllr Dick Tonge (Cabinet Member for Highways and Transport)

Wiltshire Council Officers

Penny Bell, Democratic Services Officer
Victoria Welsh, Community Area Manager (Chippenham)
Parvis Khansari, Service Director for Strategic Services (Highways & Passenger Transport)

Town and Parish Councillors

Chippenham Town Council – Terence Bate, Mary Pile, Andy Phillips, Andrew Noblet, Harry Purdon, John Scragg, Sue Wilthew (Clerk)
Biddestone and Slaughterford Parish Council – Rachel deFossard, Alison Butler
Christian Malford Parish Council – K Bolter, Ray Stockall, Jo Fawcett
Seagry Parish Council – Jane Clark
Sutton Benger Parish Council – Helen Stevens

Partners

Wiltshire Police – Sergeant Allan George

Chippenham and Villages Area Partnership – Julia Stacey

Chippenham Vision – Tim Martienssen, John Clark

Youth Development Service – Richard Williams

Children’s Parliament – Judy Edwards

Chamber of Commerce – Rob Perks

Total in attendance: 56

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman of the Area Board, Councillor Desna Allen, welcomed everyone to the meeting, and thanked the Headteacher and staff of Abbeyfield School for facilitating the use of their seminar rooms.</p>
2.	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillor Bill Douglas, Mike Franklin of Wiltshire Fire & Rescue Service, Maurice Dixson of Kington Langley Parish Council and Sharon Neal of Hullavington Parish Council (Clerk).</p>
3.	<p><u>Minutes</u></p> <p>Councillor Judy Rooke asked that an addition be made to the minutes of the last meeting with regards to her question about whether the review of Langley Park would be available to the public, and the reply received that it would and it would go on to the Vision website.</p> <p><u>Decision</u> Subject to the amendment above, the minutes of the previous meeting held on Monday 4 July 2011 were agreed a correct record and signed by the Chairman.</p>
4.	<p><u>Declarations of Interest</u></p> <p>Councillor Paul Darby declared a prejudicial interest in Item 9(a)(ii) and announced that he intended to leave the meeting during consideration of this item.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Area Board noted the information on the Help to Live at Home and new Waste and Recycling schemes. The Chairman also announced that there was a Highways Winter Maintenance information stand which was particularly informative for parish and town councils, and a briefing note on the new free Home Insulation Service was also distributed and noted.</p> <p>The Chairman made two further announcements, as follows:</p> <ul style="list-style-type: none"> i. Queen's Diamond Jubilee – an event to celebrate the Diamond Jubilee would be taking place at Salisbury Cathedral in 2012 and the Area Board had been invited to participate. The Area Board agreed to accept this invitation and further information would become available in due course. ii. Youth funding – Chippenham Area Board was inviting local young people

	<p>to come up with ideas for projects that would benefit 11 to 19 year olds in the Community Area. Young people were invited to apply for funding to assist with projects; applications should be submitted to the Community Area Manager by Friday 14 October 2011. The bids would be considered by the Area Board at its meeting on Monday 14 November 2011.</p>
6.	<p><u>Car Parking Charges and Town Centre Viability</u></p> <p>The Chairman provided an overview of the petition that was presented to the Area Board on 4 July 2011. The petition raised concern at the increase in car parking charges in the town centre, and the detrimental impact this was having on the local economy.</p> <p>The Chairman explained that the petition had been presented to the meeting of Wiltshire Council on 20 July 2011, and in response the Council had resolved that a report be presented to its next meeting on 8 November 2011 on a county wide review of car parking. Ahead of this, a report was due to be considered by Cabinet at its next meeting on 18 October 2011.</p> <p>In response to the petition, the Area Board had also requested that comparative statistics be provided on car parking revenue and the number of car parking tickets sold throughout May, June and July in 2010 and 2011. Councillor Dick Tonge, Cabinet Member for Highways and Transport, and Parvis Khansari, Service Director for Strategic Services, were both present at the meeting to present that information.</p> <p>Background</p> <p>Councillor Tonge explained the rationale for the review of car parking charges across the County. Prior to the formation of the Unitary Authority, there was inconsistency across the County in the levels of car parking charges being implemented. In response to this, Wiltshire Council carried out a full review and consultation on all matters relating to car parking and subsequently produced a new policy in the form of the Local Transport Plan Car Parking Strategy.</p> <p>The new Strategy included the ‘banding’ of towns according to their size and retail offerings. Salisbury was classed as a Band 1, Chippenham and Trowbridge were classed as Band 2, and the other market towns were classed as Band 3 or 4 depending on their size.</p> <p>The Local Transport Plan Car Parking Strategy was agreed by Council in February 2011 and it was agreed that it would be reviewed after one year. This had now been brought forward and a review was currently being prepared as outlined by the Chairman. The review would cover the economic situation, the footfall and evidence of car park usage and revenue.</p> <p>Comparative Statistical Data</p> <p>As requested by the Area Board at its last meeting, Parvis Khansari presented comparative statistical data in relation to car parking revenue and the number of</p>

car parking tickets sold in relation to Chippenham town centre car parks.

The data presented showed a decline in the amount of car parking tickets sold since the increase in charges, and a rise in the level of income generated by Wiltshire Council.

Season Tickets

Councillor Tonge provided information on the available options for season tickets for car parks in Chippenham. There were a range of options including premium, standard and contract tickets, and business could also purchase non-vehicle specific tickets that could be shared by employees. Up to 65% discount was available on season tickets, and the prices had not increased so it was not currently clear why the usage of season tickets had reduced.

Car Park Redemption Scheme

Parvis provided some information on this scheme, which would involve independent retailers offering discounts against car parking tickets. Other towns across Wiltshire were already operating their own schemes and consultations were currently being undertaken with the Town Council, Chamber of Commerce and independent retailers in Chippenham.

If wanted, the scheme would be administered by the Chamber of Commerce and Town Council, and Wiltshire Council would co-ordinate the promotion of the scheme and pay for signs, tickets and machines.

The Chamber of Commerce Perspective

Rob Perks, President of the Chippenham Chamber of Commerce, gave the perspective of local shops and businesses in Chippenham. This year, businesses had reported a decrease in turnover of between 10 to 25%. Tesco had reported that daytime turnover had reduced by 25% and evening/weekend turnover had increased by 25% since the end of April this year.

The Chamber felt that people were suffering from 'payment shock' and were changing their shopping habits in order to avoid paying the car parking charges. It was also a concern that Swindon was now cheaper than Chippenham for the first hours parking, with many people choosing to shop elsewhere and not tending to factor in the cost of additional petrol.

The cost of a one hour parking ticket in Chippenham had increased from 50p to £1.10, and the Chamber felt that this increase had had the biggest impact on shoppers' habits. It appeared that shoppers were less likely to stay and browse, and were more likely to condense their visits and buy in bulk.

Question and Answer Session

Having heard from the various presenters, a question and answer session took place and the following issues and comments arose:

- The towns had been banded according to numerous factors. It was

acknowledged that the charge for one hours parking in Corsham was 30p, but this had been based on retail offerings and the need to distinguish between the smaller and larger market towns.

- A comment was made that free parking did not automatically result in retail success; the Focus store offered free parking but was now closing down.
- Charging for parking on Sundays was not being considered as an option.
- It was acknowledged that parking for town centre employees was expensive, but deep discounts were available to season ticket holders.
- The restriction to 3 hour maximum stays had come out of the car parking consultation, as 65% of respondents had been in favour of this approach.
- The raising of car parking charges to subsidise buses was perfectly legal; it was penalty charges that could not be used as a revenue-generating tool.
- The delegation of car parks to the Town Council, but the responsibility and costs involved were very great and should not be underestimated.
- One of the key drivers of the Car Parking Strategy was to facilitate planned development growth and encourage a major shift to sustainable transport along the main commuter corridors.
- £330,000 was the cost of subsidising bus usage in the Chippenham area.
- There was concern about the removal of the Bus Service Operators Grant; which was a grant to cover the diesel costs of bus operators.
- A large amount of the Council's revenue came from the first hour of parking; approximately £3.4 million across the County and £633,000 from the Chippenham area. Any changes to parking costs could have a huge impact on the Council's budget.
- The usage of rural buses was questioned, and it was felt that rural residents living between two market towns were not likely to choose to shop in Chippenham.
- Concern was raised that the number of car parking tickets being sold was declining significantly, and the town was suffering as a result.
- The rise in parking charges was resulting in more people finding alternative places to park free, and residential streets were becoming more clogged with vehicles of shoppers and workers.
- It was recommended that the Chamber of Commerce should feed their information in to the Council via the Economic Development Department so that it could inform the car parking review.
- It was also recommended that the Chamber of Commerce consulted with neighbouring Chambers to get a wider perspective of the problems.

Roundtable Discussions

A series of roundtable discussions took place. The following comments were fed back as a result of these discussions:

- A reduction in car parking charges could be achieved by reducing the amount of subsidy that was going into rural buses.
- Chippenham should not be compared with Bath, Swindon or Trowbridge

	<p>in terms of car parking. Instead, Chippenham should be compared with Devizes, Malmesbury and Corsham.</p> <ul style="list-style-type: none"> • The reputation of Chippenham was likely to suffer over time. • Bus times were not considered to be user-friendly for workers. • The increase in car parking charges could have been implemented more gradually. • There was little argument that Band 2 and 3 towns were different. • A compromise was required and a charge of 70p for the first hour seemed reasonable. • If the car parking charges were reduced, usage would potentially increase which could subsequently increase the Council's revenue. • It was felt that £1.10 was an inconvenient amount, and a charge of under £1 would be more reasonable. • A price sensitivity analysis was suggested. • Chippenham and Trowbridge were in the same band but the retail offering in Trowbridge was greater. • A charge of £1 per day for workers was suggested, to prevent residential streets becoming clogged and to generate more income for the Council. • The problem was considered to be wider than just parking charges and it was requested that Wiltshire Council needed to look at the issues on a wider scale, particularly the encouragement of more businesses to Chippenham. • It was suggested that there could be an option to park for 30 minutes; and this could be priced at 50p. • Free parking could be brought forward from 6pm to 5pm. <p>Following consideration of the questions and answers, a participative voting exercise was conducted with all those present (see Appendix 1).</p> <p>Taking all of the information into account, the Area Board considered the best way to take the identified issues forward.</p> <p><u>Decision</u> The Area Board agreed to recommend that Cabinet:</p> <ul style="list-style-type: none"> i. Reduced the cost of a one hour car parking ticket in Chippenham town centre car parks back towards 50 pence. ii. Moved towards separating car parking charges and the subsidisation of public transport in next year's budget.
7.	<p><u>Town, Parish and Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> i. Wiltshire Police A report from Wiltshire Police was received and noted. Sergeant Allan George reported that there was a new Inspector in charge of Neighbourhood Policing; Inspector Martin Schorah. It was also noted that

the Chippenham Police Station would be moving to the Old Schoolhouse next door in stages, but that a core station in Chippenham would remain.

ii. Wiltshire Fire & Rescue Service

Reports from Wiltshire Fire & Rescue Service for June and August were received and noted. There were no further updates.

iii. NHS Wiltshire

Reports from NHS Wiltshire for August and September were received and noted. There were no further updates.

iv. Parish and Town Councils

Reports were received and noted from Christian Malford, Grittleton, Kington Langley, Seagry and Sutton Benger Parish Councils. Further updates were received as follows:

- Sutton Benger Parish Council – a major new development was being planned for the old Faccenda factory site which was raising some concerns, the Parish Council had just employed a new clerk, and the Council was now committed to achieving Quality Parish Council Status.
- Seagry Parish Council – the Parish Council had been awarded first place in the Best Kept Small Village competition, and came second in the overall competition. The Council was also keen to hear from any other Parish Councils that had experience of producing allotment tenancy agreements.
- Christian Malford Parish Council – there was ongoing concern regarding the use of the B4069 by HGVs, and the related signage from Wiltshire Council which was yet to be received. The Chairman recommended that the Parish Council emailed the details though and she would take this up on their behalf.
- Biddestone & Slaughterford Parish Council – the parish had recently held a craft fair and successfully raised funds to put towards the maintenance of the church. The Council was interested to hear how other parishes managed to raise funds for such issues.

v. Chippenham and Villages Area Partnership

This year's River Festival had been a huge success and thanks were extended to all sponsors, partners and for all of the grant funding that was received to support the event. The Partnership was also planning to develop a Parish Councils Forum and to develop closer links with schools and colleges.

vi. Chippenham Vision

A report from Chippenham Vision was received and noted. The Vision website was being regularly updates and contained lots of information. The results of the Langley Park review would be made public following

	<p>the meeting that was planned for next week between Ashtenne and Spatial Planning Officers.</p> <p>vii. Community Area Young Peoples' Issues Group (CAYPIG) A report from the CAYPIG/Youth Development Service was received and noted. A review was currently being undertaken as part of the 13 to 19 Commissioning Strategy.</p> <p>viii. Youth Strategy Update Various changes were proposed as part of the review of youth services and the full outcome of the review was awaited. It was felt that they were well braced to fit with the proposals, should they proceed.</p> <p>ix. Lyneham Steering Group There was no update at present. The Group would be meeting next week and an update would be reported to the next meeting of the Area Board.</p> <p>x. Children's Parliament A report from the Children's Parliament was tabled and noted, and they were congratulated for being nominated for a Voluntary and Community Sector Award. The 12 schools had recently been concentrating on their priorities and elections had been held, resulting in 3 main priorities being chosen. Work was taking place with the Youth Development Service to liaise more closely with primary and secondary schools, and thanks were extended to everyone who supported the Gorilla project, which had been very successful and popular.</p>
8.	<p><u>Area Board Priorities Update</u></p> <p>Updates on the Area Board's priorities were received as follows:</p> <p>i. Road Safety On behalf of Councillor Bill Douglas, the lead councillor on road safety, the Chairman provided an update on recent activity.</p> <p><u>20 is plenty</u> Support for this scheme had been received from the Town Council, the local schools and the Children's Parliament, and an offer of funding had been received from Gough's Solicitors. It had been agreed that the scheme would be pursued, with a voluntary reduction of motorist speed to 20mph in areas around all schools. A report would be produced with the proposals for discussion. This would then be considered by the Cabinet member with a view to using the Chippenham area as a trial.</p> <p><u>A350 dual carriageway</u> Following the results of the fatal accident trial, Wiltshire Council had agreed to carry out a safety audit along the A350 to junction 17 of the M4. Signage would also be mounted to prevent dangerous turning from taking</p>

	<p>place on the dual carriageway.</p> <p><u>Village Entryways</u> Results from those villages that had mounted and highlighted village entryways had been very positive, with resident and passing motorists reducing their speed as they passed through the villages. All Parish Councils were encouraged to consider creating village entryways as a low-cost safety measure.</p> <p><u>Community Area Transport Group</u> The minutes of the meeting held on 22 August 2011 were available from the Wiltshire Council website, or by contacting the Community Area Manager.</p> <p>ii. Skate Park Councillor Paul Darby reported that the next meeting would be taking place on 14 September 2011, and an update would be provided at the next meeting of the Area Board.</p> <p>iii. Health and Wellbeing Councillor Peter Hutton reported that the 'A Senior Moment' event was being planned to take place at the Neeld Hall in Chippenham on Thursday 1 December. A variety of speakers was being organised and further information would be available in due course.</p> <p>iv. Night Time Economy Councillor Peter Hutton reported that the Night Time Economy Group had been very busy, particularly with the launch of the Chippenham Alive project. The dates for these events had now been confirmed as 20 October, 18 November and 15 December. The Street Pastors scheme was also being launched with the first event taking place on 17 September. It was also noted that the volunteers of the Night Time Economy Group had been nominated for an annual award, and that the review of the Karma license was due to be heard in court imminently.</p> <p>v. Employment Tim Martienssen, Chippenham Vision Director, reported that a large study had been taking place regarding employment land in Chippenham and future demand for employment land. The report was due to be available early in October.</p>
9.	<p><u>Funding</u></p> <p>a) Community Area Grant Scheme 2011/12 The Area Board considered the following applications:</p> <p>i. <u>Westlea Housing Association</u> The sum of £4,112 was requested to create a fenced area for</p>

football at Little Battens, near Allington Way.

Decision

The Area Board awarded the sum of £4,112 to Westlea Housing Association, conditional upon planning permission being granted and the balance of funding being in place.

Reason: The application met the Community Area Grant Criteria 2011/12 and demonstrated a link to the Chippenham & Villages Community Plan.

ii. **Happy Days Nursery**

The sum of £2,303 was requested to replace safety surfacing in the outside play area.

Councillor Paul Darby left the meeting.

Decision

The Area Board awarded £2,303 to Happy Days Nursery, conditional upon the balance of funding being in place.

Reason: The application met the Community Area Grant Criteria 2011/12 and demonstrated a link to the Chippenham & Villages Community Plan.

Councillor Paul Darby returned to the meeting.

iii. **Chippenham Sports Club**

The sum of £1,000 was requested to install toilet facilities for users of the Airdome and Astro turf pitch at Chippenham Sports Club.

Decision

The Area Board awarded the sum of £1,000 to Chippenham Sports Club, conditional upon the balance of funding being in place.

Reason: The application met the Community Area Grant Criteria 2011/12 and demonstrated a link to the Chippenham & Villages Community Plan.

iv. **Wiltshire Wood Recycling**

The sum of £922 was requested to install dust extraction in the new workshop.

Decision

The Area Board awarded the sum of £922 to Wiltshire Wood Recycling, conditional upon the balance of funding being in place.

Reason: The application met the Community Area Grant Criteria 2011/12 and demonstrated a link to the Chippenham & Villages Community Plan.

	<p>b) Area Board Projects The Area Board considered the following applications:</p> <p>i. The sum of £740 was requested to purchase high visibility jackets and vests for door staff.</p> <p><u>Decision</u> The Area Board approved the application for £740. <i>Reason: The project linked to the Area Board's chosen priorities for 2011/12.</i></p> <p>Councillor Chris Caswill requested that his absence from the above vote be recorded.</p> <p>ii. The sum of £650 was requested for the deployment of Taxi Marshalls in Chippenham in December 2011.</p> <p><u>Decision</u> The Area Board approved the application for £650. <i>Reason: The project linked to the Area Board's chosen priorities for 2011/12.</i></p>
10.	<p><u>Chippenham Shadow Community Operations Board</u></p> <p>The Area Board at its last meeting had invited expressions of interest from any party wishing to nominate themselves to sit on the Chippenham Shadow Community Operations Board. This Board would be responsible for leading on the development of a Community Campus for Chippenham Community Area.</p> <p>The Chairman announced that, due to the number of expressions of interest not being as extensive as expected, the deadline would be extended to 7 October 2011.</p> <p>The Chairman strongly urged people to take this back to their organisations and encourage participation.</p>
11.	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting and welcomed the submission of new Community Issues.</p> <p>An evaluation of the evening's meeting was held using the handheld voting devices (see Appendix 1).</p> <p>The next meeting would be held on Monday 14 November 2011, 7.00pm, venue to be confirmed. The agenda planning meeting would take place on Wednesday 5 October 2011 at 10am, and any parish or town council representative wishing</p>

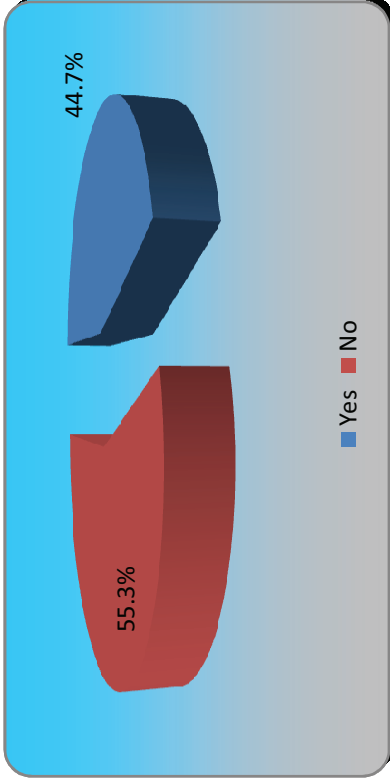
	to attend should contact the Chairman or the Community Area Manager.
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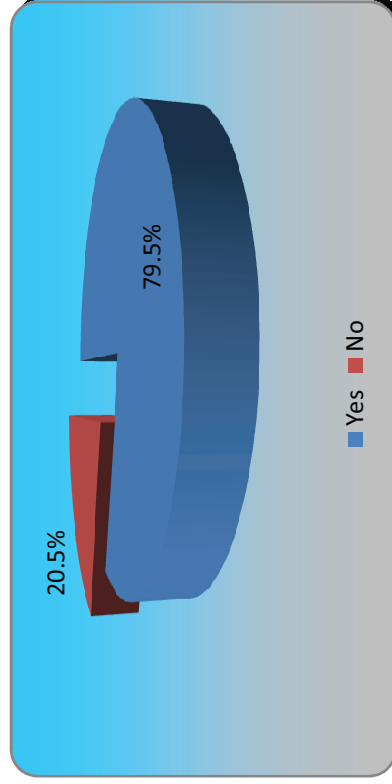
Turning Graphical Results by Question

Session Name: New Session 12-09-11 21-19
 Created: 28/09/11 11:00

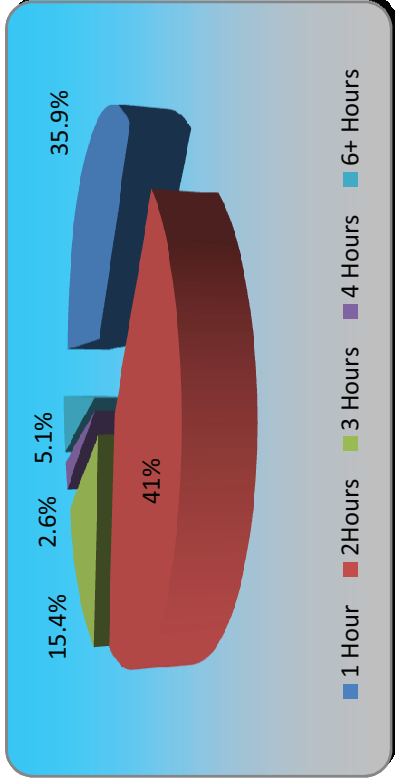
1.) Should car parking charges subsidise the cost of rural bus charges? (multiple choice)		Responses
Yes	17	44.74%
No	21	55.26%
Totals	38	100%



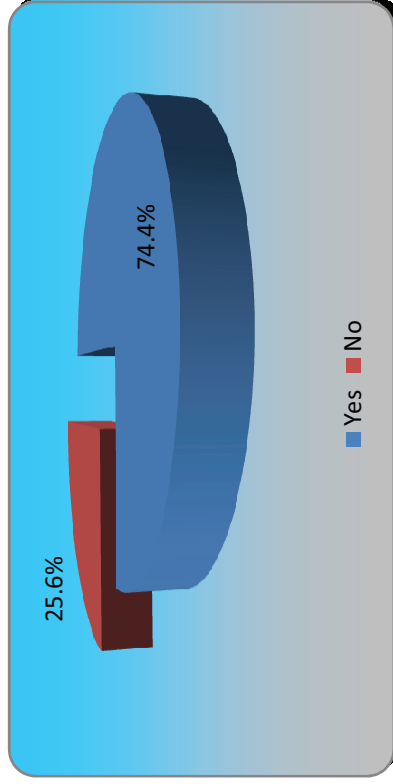
2.) Would you use Chippenham car parks more often if charges were reduced? (multiple choice)		Responses
Yes	31	79.49%
No	8	20.51%
Totals	39	100%



3.) How long are you likely to stay for? (multiple choice)	Responses
1 Hour	14 35.90%
2Hours	16 41.03%
3 Hours	6 15.38%
4 Hours	1 2.56%
6+ Hours	2 5.13%
Totals	39 100%

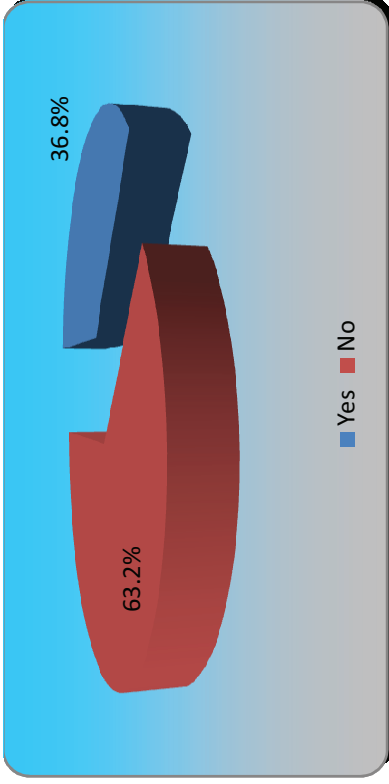


4.) Do you think a reduction in charges would attract more businesses to Chippenham? (multiple choice)	Responses
Yes	29 74.36%
No	10 25.64%
Totals	39 100%



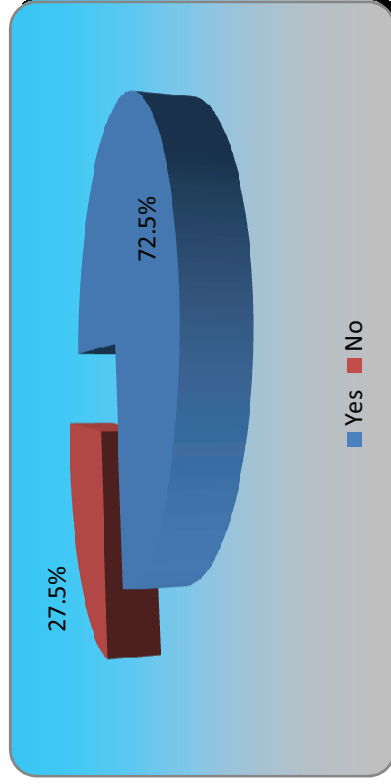
5.) Do you think Chippenham Town Council should manage the car parks instead of Wiltshire Council? (multiple choice)

	Responses
Yes	14 36.84%
No	24 63.16%
Totals	38 100%



6.) To Consider introducing a half hour charge (multiple choice)

	Responses
Yes	29 72.50%
No	11 27.50%
Totals	40 100%

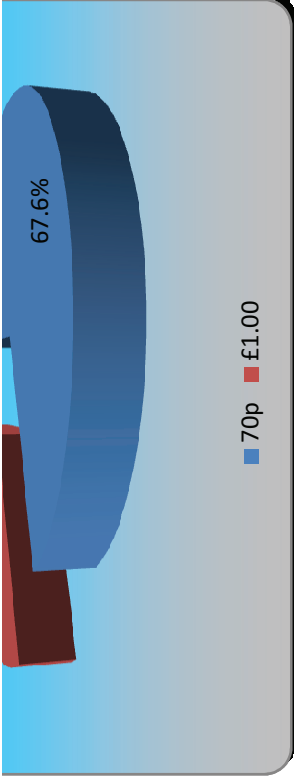


7.) Amend charges for the first hour (multiple choice)

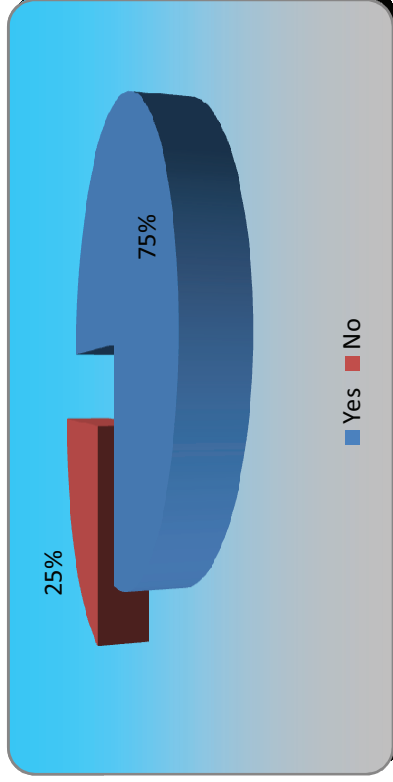
	Responses
70p	25 67.57%



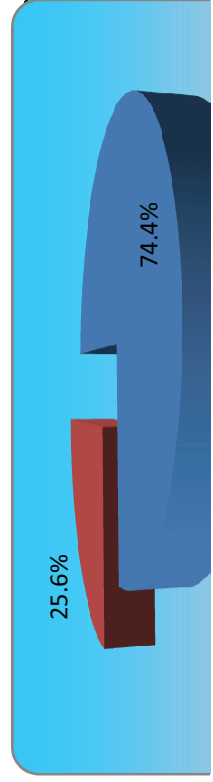
£1.00	12	32.43%
Totals	37	100%



8.) Compare Chippenham to Devizes (multiple choice)		Responses
Yes	30	75%
No	10	25%
Totals	40	100%

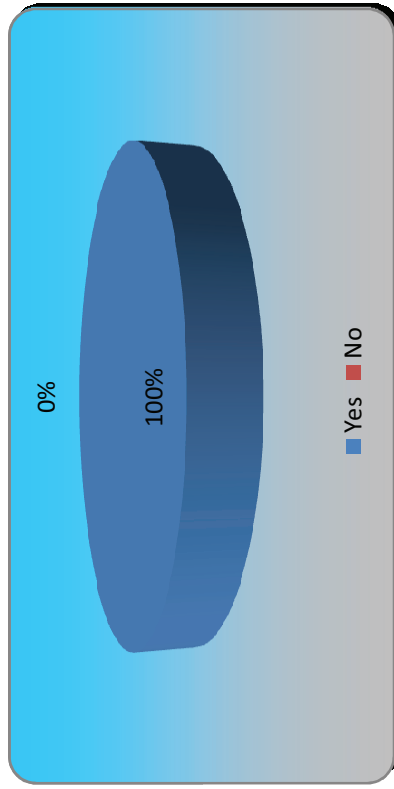
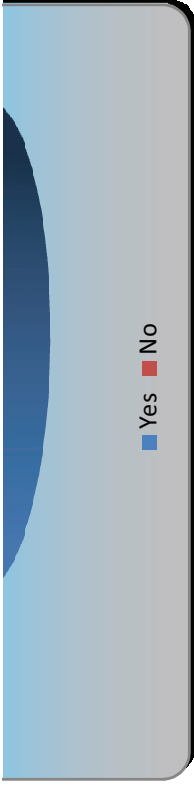


9.) Consider a special rate for employees? (multiple choice)		Responses
Yes	29	74.36%
No	10	25.64%
Totals	39	100%



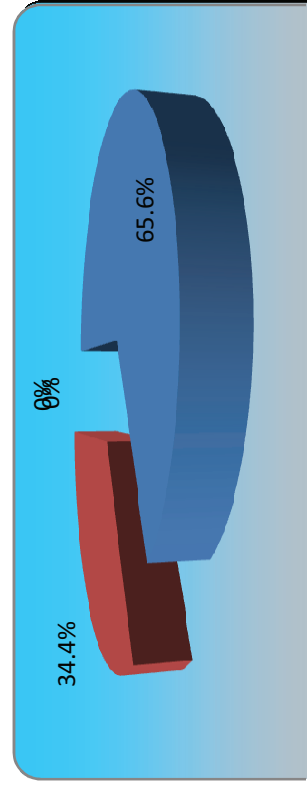
10.) Consider overall impact on town not just parking charges (multiple choice)

	Responses
Yes	39 100%
No	0 0%
Totals	39 100%



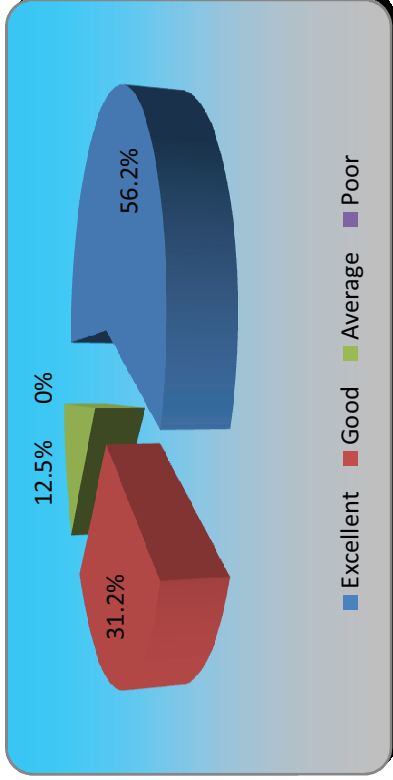
11.) How was the venue? (multiple choice)

	Responses
Excellent	21 65.62%
Good	11 34.38%
Average	0 0%
Poor	0 0%
Totals	32 100%



12.) Did you feel welcome? (multiple choice)

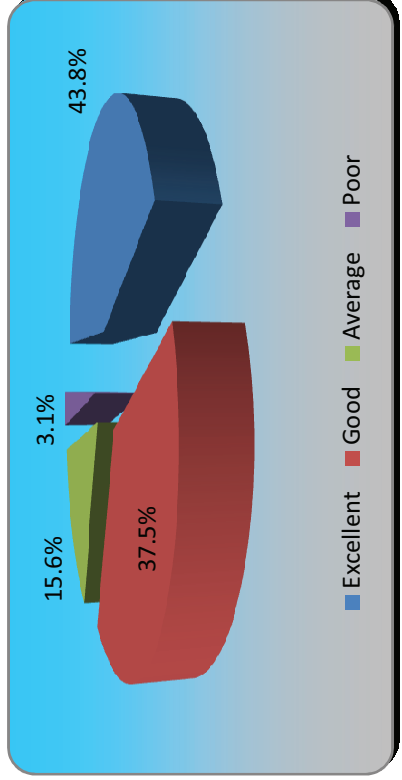
	Responses
Excellent	18 56.25%
Good	10 31.25%
Average	4 12.50%
Poor	0 0%
Totals	32 100%



■ Excellent ■ Good ■ Average ■ Poor

13.) Did you feel involved? (multiple choice)

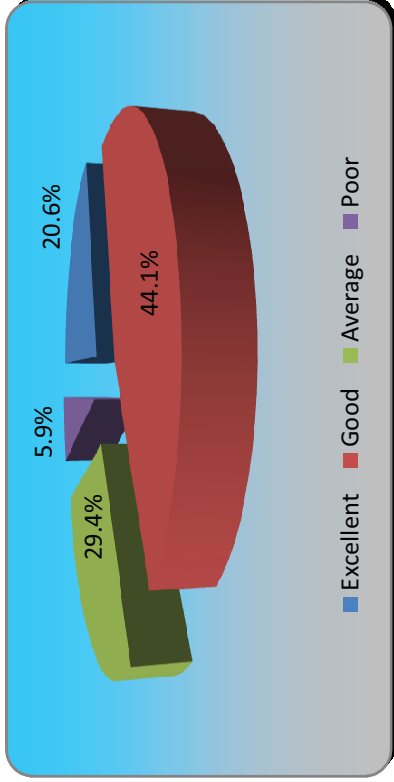
	Responses
Excellent	14 43.75%
Good	12 37.50%
Average	5 15.62%
Poor	1 3.12%
Totals	32 100%



■ Excellent ■ Good ■ Average ■ Poor

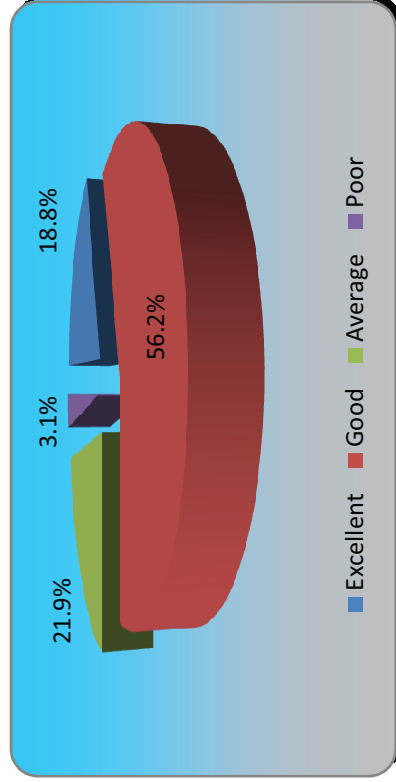
14.) How was the agenda? (multiple choice)

	Responses
Excellent	7 20.59%
Good	15 44.12%
Average	10 29.41%
Poor	2 5.88%
Totals	34 100%



15.) How was the meeting overall? (multiple choice)

	Responses
Excellent	6 18.75%
Good	18 56.25%
Average	7 21.88%
Poor	1 3.12%
Totals	32 100%



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Chippenham Area Board – Monday 14 November 2011

ITEM 5(i)

Chairman's Announcements

11 to 19 Commissioning Strategy – Outcome of Consultation

On 13 September 2011 Wiltshire Cabinet approved the Commissioning Strategy for 11 to 19 year olds. This included 7 broad priorities on:

- Employment and training
- Educational attainment
(These were the top 2 commissioning priorities selected by young people)
- Housing
- Transport for young people
- Involving young people
- Volunteering
- Improving integrated youth services.

Cabinet also approved a Wiltshire Youth Work Offer. The key features of the Youth Work Offer are:

- Open Access Youth Work
- Higher level targeted youth work support
- Better co-ordination of positive activities for young people
- Stronger partnerships
- Increased use of volunteers.

An implementation group which includes Councillor representatives has been established.

Chippenham Area Board – Monday 14 November 2011

ITEM 5(ii)

Chairman's Announcements

Chippenham Community Area Awards

Following the successful launch of the Chippenham Area Board Community Awards Scheme last year, we would once again like to recognise and celebrate the efforts which local volunteers are making in our community.

We are conscious that there are many hard working and committed individuals and organisations who volunteer in our area and they deserve to be commended for their contributions.

We shall have 3 award categories:

- Individual
- Team/Group
- Junior/ Youth

The Award Ceremony will take place at the Chippenham Area Board meeting on 30 April 2012.

Details of the awards and nomination forms are available on your tables this evening, from Vicky Welsh, Community Area Manager, and online via the Wiltshire Council website. We look forward to receiving nominations.

We shall be assembling a judging panel to consider the nominations and would be pleased to hear from Councillors on the Area Board, Town or Parish Council and a representative from the ChAP who are interested.

Chippenham Area Board – Monday 14 November 2011

ITEM 5(iii)

Chairman's Announcements

Time Credits Project

Wiltshire Council has been chosen by the government and department of health to work with three other local authorities on introducing a new time credits programme. The other Councils are Lewisham, West Norfolk and Lancashire.

Time credits is a simple tool that encourages more people to get involved in their local community by rewarding every hour of time they give with one time note, or credit. These credits can then be used by them, or a friend or relative, to attend training courses or local events and activities, as well as at participating businesses, such as cinemas and other leisure outlets.

Proposals include starting our Wiltshire time credits project in the Chippenham community area, working closely with the Children's Centres and families and also with the schools and residents of local housing associations. Work is underway planning how the scheme will be developed – we are working closely with a social enterprise called Spice, which has successfully introduced time credit schemes in Wales over the past seven years.

Some workshops held at Chippenham college on October 13th consulted over 70 local people on how the scheme will develop in Chippenham and the villages. This will involve working with many people, groups and networks in the area, including the community area partnership and the area board.

Pauline Monaghan of The Rise Trust, which runs the three children's centres in Chippenham attended the event and said:

"This was the best piece of public consultation I have ever attended. It was brilliantly run and gave people the chance to really shape this wonderful initiative. I think this scheme will give children and young families the opportunity to get involved in improving their communities. They can also bank credits so they can get better things and opportunities for themselves. I think it will build a better sense of community in the Chippenham area."

Chippenham Area Board – Monday 14 November 2011

ITEM 5(iv)

Chairman's Announcement

Household Survey – “What matters to you?”

The Council and its partners, Wiltshire Police, Wiltshire Wildlife Trust, Probation Service, Wiltshire Fire and Rescue and NHS Wiltshire are undertaking a large random survey to Wiltshire residents in order to understand local people's priorities and needs.

The survey called “What matters to you” will be going out to 20,000 Wiltshire households at random, some 3,000 from the Council's People's Voice panel, as well as a large list of email addresses made up of council contacts and commercial lists. Many of the residents in your community area can expect to receive or have received these through their doors or via email.

We are also making available a large supply of the surveys through reception points in main offices, leisure centres and libraries so that any adult resident aged 16+ can partake if they want to. Naturally the survey will be available through the council's own web site and that of our partners. Many local town and parish councils have also kindly offered to host the survey on their own websites.

Topics covered in the survey include:

- What it's like to live in the area
- Spending priorities
- Community safety issues
- The natural environment
- Healthy living

Please could you encourage local people to take part in the survey if they are asked. Copies of the survey are available at this meeting if anyone wishes to take one away and complete it.

There is also an on line version available as shown in the survey pack - www.wiltshire.gov.uk/whatmatterstoyou and this is the preferred method of completion as it costs the council nothing and saves postage.

Contact Officer:

Philip Morgan – Research Manager

Tel: 01225 713186

Email: Philip.morgan@wiltshire.gov.uk

Chippenham Area Board Youth Funding Application

1. What is the project?

Creative Juice: A Youth Arts Event aimed at Young People aged between the ages of 13 -19 . We are a Creative Panel all aged between 13-19 and we are going to be planning and running the event supported by Wiltshire Youth Arts Partnership (WYAP) and Chippenham Youth Development Centre.

This event will be delivered by young people for young people but will also be open for the general public to support.

2. Where would the project take place?

Monkton Park, The Olympiad Media/Arts Centre in Chippenham, Chippenham Town Centre

3. When would the project take place?

21st April 2012 (with workshops and promotional activities building up to the event)

4. What are the:

- a. Community benefits?
- b. Evidence of need?
- c. Links to Community Plan?

Community Benefits: Creative Juice is going to be a community event for everyone living in the Chippenham Community Area. We are planning on having a range of workshops prior to the event to allow young people to get involved in performances and workshops. Other members of the community will be able to support the event as volunteers, audience members, etc. We will be inviting performance groups, bands, dance groups etc to get involved in the event too so this will help promote other arts projects happening in Chippenham. We're also linking in with Chippenham College and their Media department to give students at the college the opportunity to link this event into their coursework.

Evidence of Need: There are very few facilities for young people in Chippenham. Give young people the opportunity to be actively involved in a project....it gets young people to try out new skills and test their abilities. We really really want Creative Juice to happen in Chippenham!

Links to Community Plan:

This will address anti social behaviour by encourage young people to get involved in a positive activity.

We will be having a sexual health stand at Creative Juice as young people will be our target group at the event so it is important that there is other information available to young people, creating an informal learning opportunity.

We will be working with the local area Bridging Project allowing young people to get involved with and without disabilities

By working with WYAP we are developing our positive relationship relating to the Culture element of the community plan where WYAP is listed as a partner.

5. What is the desired outcome of this project?

Legacy: it would be great if it became an annual event in Chippenham to get the youth of the town involved in something as positive and creative as this on a yearly basis.

It's really important to create an exciting event that everyone will want to be involved in again and again!

6. Costs / match funding? (Please provide quotes)

£4,500.00

We have attached a budget breakdown of our costs.

Match funding:

The Olympiad Media/Arts Centre – we are allowed to use the space for Creative Juice and any planning meetings beforehand without being charged.

We're also being supported by Youth Centre staff with no additional costs as they will be offering their time in kind.

We will also be hiring all music equipment from WYAP at no cost as this will be support in kind.

7. Additional information

There are no real opportunities for young people to express themselves musically and artistically in Chippenham.

As Young people, we understand what people would want at an event and what would make it successful.

Creative Juice would be a great opportunity for the young people in Chippenham as it would open their eyes to creative options and activities available to them.

The Youth in Chippenham have very limited facilities. This event would give us the chance to express ourselves. Give us something to work towards and give us something to look forward to....especially as we are planning to link in with the Cultural Olympiad plans for 2012 in Wiltshire.

8. Declaration (on behalf of organisation or group) – I confirm that....

- The information on this form is correct, that any award received will be spent on the activities specified
- If an award is received, I will provide receipts and complete and return and evaluation Sheet
- That any form of license or approval for this project has been received prior to the submission of this application
- That the necessary policies and procedures will be in place prior to the start of the project:
 - Child protection Safeguarding adults Equal opportunities
 - Public Liability Insurance
- I give permission for press and media coverage by Wiltshire Council
- That acknowledgement will be given to Wiltshire Council support in any publicity, printed or website material

9. Name & contact details of applicant

Creative Juices Panel

Chippenham Area Board Youth Funding Application

1. What is the project?

Chippenham Girls Group 'Health & Well-Being' Project

We are the Chippenham Girls group and we meet up with the Youth Outreach Team once a week and participate in activities and healthy discussions. We would like to apply for some funding so we can enjoy the follow activities once a month as part of our Girls Group:

Health and Fitness Sessions with a Fitness Instructor/ reflection and discussion around health (mind and body) benefits.

Non-alcoholic cocktails/ trying new fruits and vegetables and learning about their health benefits, discussing effects and consequences of alcohol and designing an awareness poster.

Beauty Evening/ pampering session for young women including nail art and manicures and exploring the impact of famous Role Models in the media.

Reflexology and Aromatherapy / exploring alternative medicines/healing and learning more about our bodies.

Healthy Eating/ exploring cultural cooking.

Sexual Health/ discussing the benefits of Safe Sex, designing an awareness poster and exploring issues around STD's.

2. Where would the project take place?

Olympiad Leisure Centre

3. When would the project take place?

Every First Thursday of each month: January-December 2012

4. What are the:

- a. Community benefits?
- b. Evidence of need?
- c. Links to Community Plan?

a) Community Benefits:

- Young women on the streets will benefit from this project because it will give them something positive to become involved in.
- Our community will benefit because they will see young women getting involved in something positive.
- Young women who have nothing to do but get into trouble with the police will benefit by participating in the project.

b) Evidence of Need:

We would like to apply for funding to set up this project because we are interested in learning about how to take better care of ourselves, to have fun and to experience new activities we would normally have no access to. We are applying for this funding so that we can set up a 'Health and Well-Being' project, so we can participate in healthy and cultured activities, in order to increase our confidence, self-esteem, build new relationships, bring the community together, all within a safe environment.

c) Link to Community Plan:

3.2 Anti-social behaviour arising from: Large groups of young people gathering in the streets in the evenings.

Young people need to be engaged by outreach workers to identify what would encourage them off the streets.

8.5 There is a lack of facilities for teenagers and a lack of places for young people to meet.

Consultation to be carried out with young people to identify their needs and aspirations.

5. What is the desired outcome of this project?

Linked to the Every Child Matters 5 Outcomes:

Be Healthy

- Exercising our minds and bodies and channelling negative energy in a more positive way

Stay Safe

- The Olympiad provides a 'safe place' to go
- Safe from bullying
- An alternative place to go other than 'hanging around' on the streets
- Building relationships with 'safe', non-judgemental adults (youth worker's)
- Learning positive ways to channel negative energy

Enjoy and Achieve

- Participating in new activities
- Exploring new experiences
- Moving towards goals
- Building confidence and self-esteem
- Team work
- Exercising mind, body and soul
- Keeping fit
- Learning to love our bodies
- Respecting each other
- Trusting each other
- Having an opportunity to engage in something positive and worthwhile

Make a Positive Contribution

- Allowing young women to be themselves, to have a voice and to make decisions.
- Building trust among the community and young people being seen in a positive light
- Making new friends

Achieve Economic Well-Being

- Develop budgeting skills
- Completing a successful funding application

6. Costs / match funding? (Please provide quotes)

ITEM/ACTIVITY	COST
Payment of Fitness Instructor at £21.012 (x 12 1 ½ hr sessions) =	£378.22
Purchase of 12 Yoga Mats at £15.50 per mat	£232.50
Purchase of 12 Aerobic Steps at £52 per step	£624.00
Payment of Beautician at £20 per hr (x2hr session) plus materials & travel expenses =	£60.00
Payment of Qualified Reflexologist/ Aroma therapist at £20 per hr (x2hr session) plus materials & travel expenses =	£60.00
Purchase of Juicer =	£50.00
Purchase of Fruit & Vegetables =	£35.00
Purchase of magazines to explore Role Models =	£20.00
Purchase of food (ingredients) & drink for cultural cooking session (for approx. 12 young people) =	£60.00
Purchase of a Wok =	£25.00
Purchase of a set of saucepans =	£25.00
Purchase of a set of plates, bowls, mugs (for approx. 12 young people) =	£40.00
Purchase of a set of cutlery (for approx. 12 young people) =	£30.00
	TOTAL COST
	£1639.72

Match Funding – Wiltshire Council Youth Development Service contribution:

Payment of x2 Assistant Youth Worker x12 sessions plus time for planning, prep and evaluation =
£750

7. Additional information

Q. What I get out of the Girls Group is ...

'Letting my energy out without getting into trouble! I love coming. It's safe and friendly and it's also free!'

'Learning new things and new skills and coming somewhere fun and safe and meeting new people. Cooking new things that you have never cooked before boosts my confidence'

'Learning how to cook. Learning new skills and trying out different things'

8. Declaration (on behalf of organisation or group) – I confirm that....

- The information on this form is correct, that any award received will be spent on the activities specified
- If an award is received, I will provide receipts and complete and return and evaluation sheet
- That any form of license or approval for this project has been received prior to the submission of this application
- That the necessary policies and procedures will be in place prior to the start of the project:
 - Child protection Safeguarding adults Equal opportunities
 - Public Liability Insurance
- I give permission for press and media coverage by Wiltshire Council
- That acknowledgement will be given to Wiltshire Council support in any publicity, printed or website material

9. Name & contact details of applicant

Girls Group

Chippenham Area Board Youth Funding Application

1. What is the project?

'SPLASH UP'

A river-based project to include the following activities:

- Raft-Building
- River Crossing
- Fishing
- Kayak and Canoeing
- A paddle down river in canoes and collecting rubbish – a tidy up on the water
- A paddle from Sutton Benger down to Chippenham
- A paddle from Chippenham all the way to Bradford on Avon with overnight camp in farmers field
- A River Marden Clear up in order to re-open the waterway.

2. Where would the project take place?

The River Avon/ River Marden

3. When would the project take place?

Every first Saturday of every month (afternoons): January-December 2012

- 4. What are the:**
- a. Community benefits?
 - b. Evidence of need?
 - c. Links to Community Plan?

a) Community Benefits:

- Reducing young people's anti-social behaviour by encouraging young people to participate in positive and purposeful local activities
- Giving young people an opportunity to build relationships with other community members
- Young people being seen in a more positive light by their community – getting rid of negative attitudes of young people
- Creating a better profile for the river – a cleaner river

b) Evidence of Need:

- Young people feel that they have limited 'safe spaces' to talk/ hang out and participate in positive and purposeful activities. The places they choose i.e. parks, they either feel unsafe or get told to leave or are often moved on by the police.
- Young people have expressed their need for more opportunities to participate in outward bound adventures, especially water-based activities

c) Link to Community Plan:

3.2 Anti-social behaviour arising from: Large groups of young people gathering in the streets in the evenings.

Young people need to be engaged by outreach workers to identify what would encourage them off the streets.

8.5 There is a lack of facilities for teenagers and a lack of places for young people to meet.

Consultation to be carried out with young people to identify their needs and aspirations.

Also supports Chippenham vision and CHAP's objectives.

5. What is the desired outcome of this project?

- For young people to feel empowered by making a difference and giving something back to their community
- To create a good profile for the river and a cleaner river environment
- For young people to gain formal accreditation for their participation.
- For young people to gain new skills
- To keep young people occupied and therefore out of trouble and off the streets.

6. Costs / match funding? (Please provide quotes)

ITEM/ACTIVITY	COST
Payment of Outward Bound Instructor at £150 per session (x11 sessions) =	£1650
Payment of Outward Bound Instructor at £300 per overnight session (x1 session) =	£300
Equipment (i.e. Loppers, Gloves, Bow Saws & Pruning Saws) =	£200
	TOTAL COST
	£2150

Match Funding – Wiltshire Council Youth Development Service contribution:

Payment of Assistant Youth Worker x11 sessions and x1 overnight residential plus time for planning, prep and evaluation =	£1000
---	--------------

7. Additional information

We 'The Splash Up' group, have not always had the opportunities to do new things. We just hang around our streets, bored. We have done a few activities with the Youth Outreach Team in the past and really enjoyed them and we would love to have some more on offer in and around our river. These opportunities make a difference to our lives and people might think better of young people if they saw them engaging in positive and purposeful activities.

We love meeting up with youth workers. If there were no youth workers, young people would be going crazy. They want to be there and we need them for help and support. Youth workers are qualified and experience in working with young people. They have the tolerance for us. They listen and keep us safe.

Most of us have a lack of money. We do not go on holidays and do not have money to experience different things.

We are in the process of making a short video clip to support our application.

8. Declaration (on behalf of organisation or group) – I confirm that....

- The information on this form is correct, that any award received will be spent on the activities specified
- If an award is received, I will provide receipts and complete and return and evaluation sheet
- That any form of license or approval for this project has been received prior to the submission of this application
- That the necessary policies and procedures will be in place prior to the start of the project:
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 - Public Liability Insurance
- I give permission for press and media coverage by Wiltshire Council
- That acknowledgement will be given to Wiltshire Council support in any publicity, printed or website material

9. Name & contact details of applicant

Young person: Beatrice Reeve

Youth Development Co-ordinator in support of young person application:

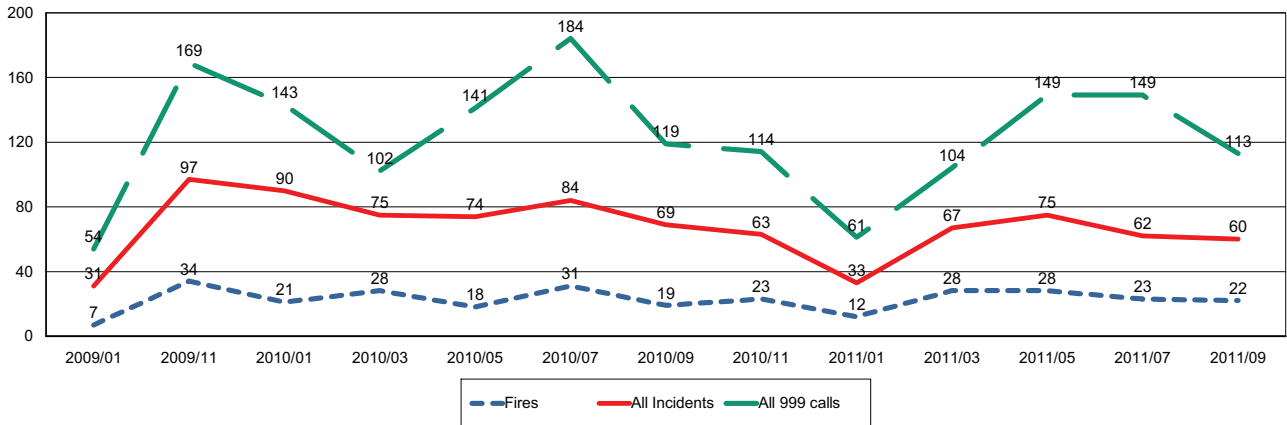
**Sophie Morris
Bridge Centre
Bath Road
Chippenham
SN15 2AA
Tel contact: 01249 655249**



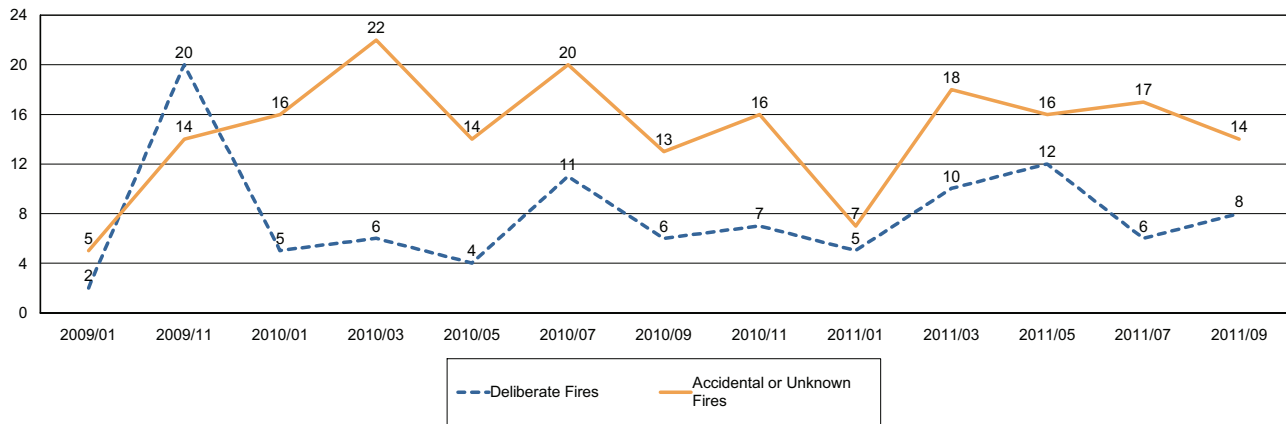
Report for Chippenham Area Board

The following is a bi-monthly update of Fire and Rescue Service activity up to and including September 2011. It has been prepared by the Group Manager for the Board's area.

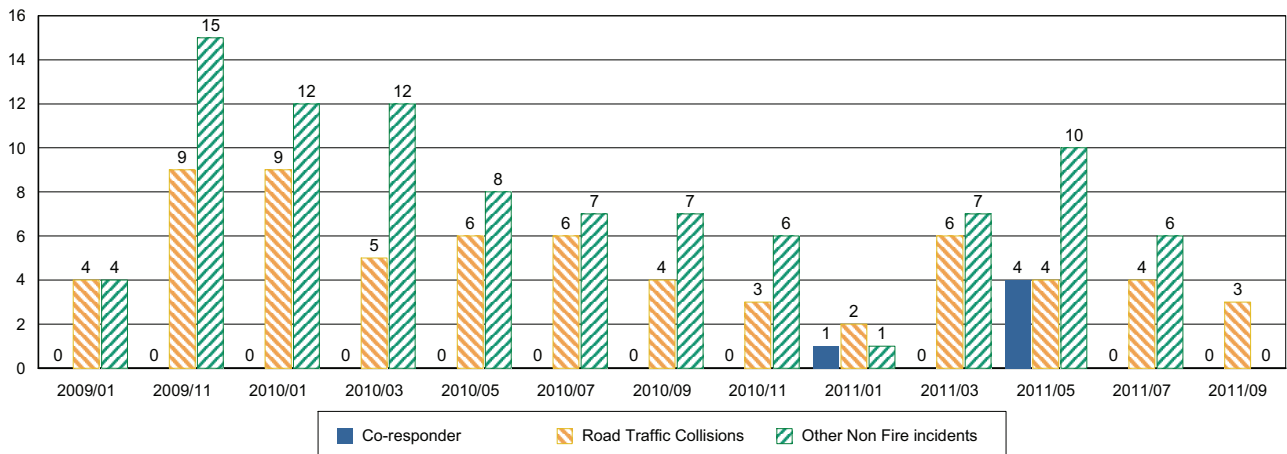
Incidents and Calls



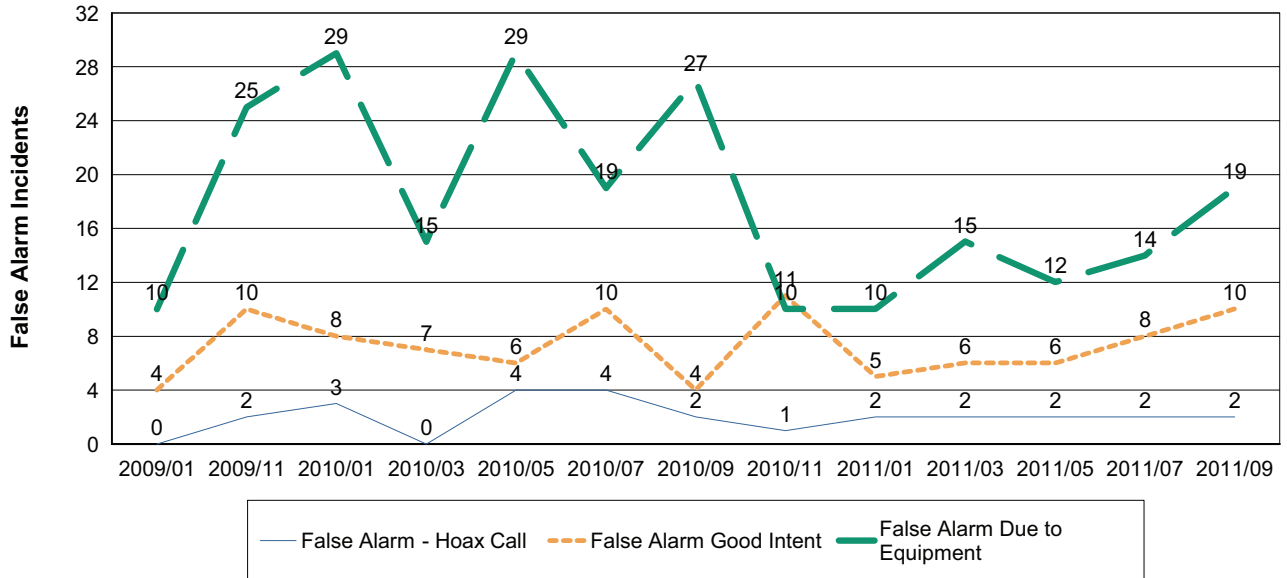
Fires by Cause



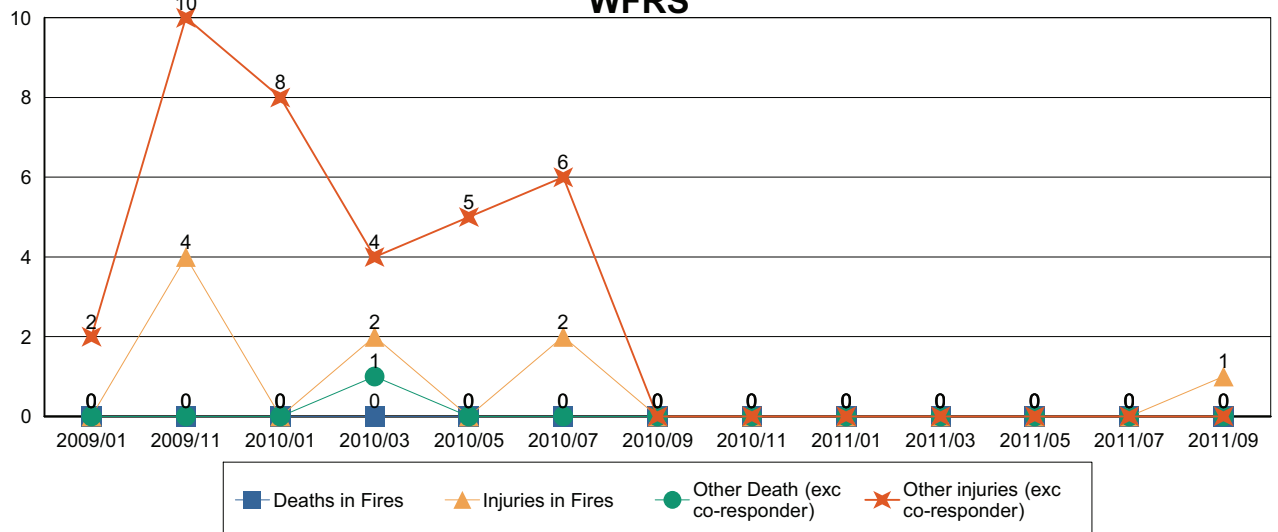
Non-Fire incidents attended by WFRS



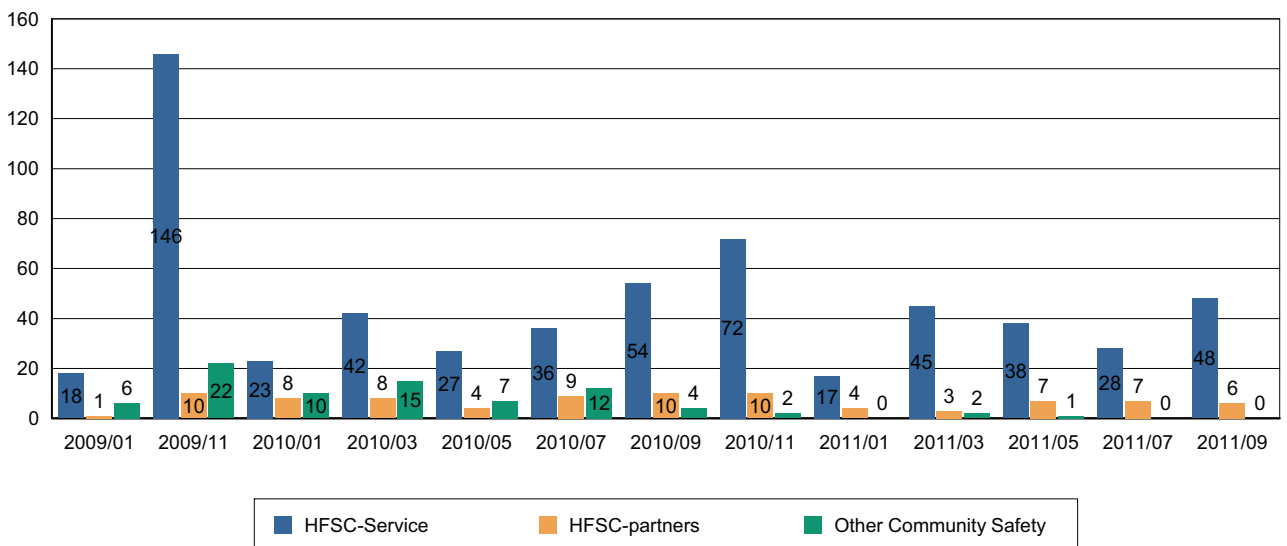
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



NHS Update – October 2011

Passport to your flu jab

Health professionals in Wiltshire are encouraging people to get their flu vaccination this autumn, with a special reminder to those particularly 'at risk' by way of a new 'Flu Vaccination Passport'. Flu is a highly infectious illness that spreads rapidly through the coughs and sneezes of people who are carrying the virus. If someone is at risk of complications from flu, it's really important they have their annual flu jab.

This year NHS Wiltshire, in partnership with Wiltshire GPs, is making it easy for people to remember to have their jab by providing a health 'Passport', available from GP surgeries. The Passport will help to act as a reminder for people with busy lives to call their GP and arrange to receive valuable protection against flu. Flu symptoms can hit quite suddenly and severely. They usually include fever, chills, headaches and aching muscles and are often accompanied by a cough and sore throat. Because flu is caused by a virus and not bacteria, antibiotics won't treat it.

Anyone can get flu, but it can be more serious for certain people, such as:

- people aged 65 or over
- people who have a serious medical condition
- pregnant women

Individual passports have been designed for each of these 'at risk' groups.

People in these groups are more vulnerable to the effects of seasonal flu (even if they are usually fit and healthy) and it's recognised that they can go on to develop a more serious illness, such as bronchitis and pneumonia, which could result in a stay in hospital. Flu can also make existing medical conditions worse, so it's important people to take up the offer of a vaccination.

Useful information about flu:

Get the jab

The best time of the year to get a flu vaccination is now - the autumn. It's free and it's effective against the latest flu virus strains. Even if someone has already had a flu jab in previous years, they need another one this year to keep immunity up to date. The flu jab may only protect someone for a year, because the viruses that cause flu are always changing. This year's seasonal flu vaccination also includes a vaccine to protect against swine flu. See your GP about the flu jab if you're 65 or over, or if you have any of the following problems (however old you are):

- a serious heart complaint
- a chest complaint or breathing difficulties, including asthma, bronchitis and emphysema
- serious kidney disease
- diabetes
- lowered immunity due to disease or treatment such as steroid medication or cancer treatment
- if you have a problem with your spleen or you have had your spleen removed
- if you have ever had a stroke

Your GP may advise you to have a flu jab if you have serious liver disease, multiple sclerosis (MS) or some other diseases of the nervous system. If you think you may need a flu vaccination,

check with your GP, practice nurse or your local pharmacist. If a nurse visits you regularly, ask about getting your flu vaccination. Most GP surgeries arrange vaccination sessions in the autumn.

Pregnant women

Pregnant women at any stage of pregnancy should have the seasonal flu jab. That's because pregnant women are more prone to complications from flu that can cause serious illness for both mother and baby. If you are pregnant and catch flu, talk to your GP urgently as you may need treatment with antiviral medicine.

The pneumo jab

When you see your GP for a seasonal flu jab, ask whether you also need the 'pneumo jab' to protect you against some forms of pneumococcal infection. It's available free on the NHS to everyone aged 65 or over, and for younger people with some serious medical conditions.

Kids and carers

If you're the parent of a child (over the age of six months) who has a long-term condition such as a serious respiratory or neurological condition, they should have a flu jab. Speak to your GP about your child having a flu vaccination. Your child's condition may get worse if they catch flu. If you're the carer of an elderly or disabled person, make sure they've had their flu jab. As a carer, you could be eligible for a flu jab too. Ask your GP for advice, or go to Carers Direct for information about Flu jabs for carers.

How effective is it?

No vaccine is 100% effective, however, people who have had the flu jab are far less likely to get flu. If you do get flu despite having the jab, it will probably be milder than if you haven't been vaccinated. The flu jab doesn't cause flu as it doesn't contain live viruses. However, you may experience side effects after having the jab, such as a temperature and aching muscles for a couple of days afterwards. Your arm may feel sore at the site where you were injected. More severe reactions are rare.

The flu vaccine only protects against flu, but not other illnesses caused by other viruses, such as the common cold.

Speak to your GP, practice nurse or pharmacist if you have any further questions.

NHS Update – November 2011

On behalf of NHS Wiltshire, the Stroke Association is holding a Focus on Stroke event on **Wednesday 2nd November at the Sports Club, London Road, Devizes. Starting at 10am**, the event will include presentations from health and social care, and the voluntary sector. It is also an opportunity for those who have had a stroke and their carers to contribute to the development of stroke care in Wiltshire.

As part of the stroke awareness campaign, NHS Wiltshire's message is for people to maintain a healthy lifestyle, understand the risks, and improve awareness of what to do if a stroke is suspected. So people are encouraged to:

- Learn about the warning signs of a stroke and how to take action.
- Know their personal risk factors for blood pressure, diabetes, and cholesterol – your GP can help you understand these.
- Be physically active and exercise regularly.
- Avoid unhealthy weight gain by keeping to a healthy diet.
- Drink alcohol sensibly.
- If you smoke, seek help to stop now, and avoid breathing in other people's smoke.

As a vital way to help identify whether someone has had a stroke, NHS Wiltshire actively promotes the FAST message. FAST is the acronym to help assess three symptoms:

Facial weakness – can the person smile? Has their mouth or eye dropped?

Arm weakness – can they raise both arms?

Speech problems – can you understand what they are saying? Are they speaking clearly?

Time to call 999

A stroke is a 'brain attack'. It happens when the blood supply to a part of the brain is disturbed or cut off, damaging brain cells and affecting body functions such as the control of limb movement. Studies show that if the patient is treated immediately the risk of long-term damage is reduced, which is why FAST is so important in spotting the signs.

It's also important for people who have had a stroke to engage in exercise, because a stroke often results in reduced strength, mobility and fitness. Strokes also affect moods and can cause social isolation. NHS Wiltshire is therefore working with Wiltshire Council to introduce exercise classes for stroke survivors at leisure centres across the county.

Exercise professionals have received stroke training to run exercise after stroke classes and gym based sessions. The pilot programme is underway at Castle Place Leisure Centre, Trowbridge, and further classes will be offered in Chippenham, Salisbury, Devizes and Marlborough from January 2012.

Don't forget your flu jab

Flu is a highly infectious illness that spreads rapidly through the coughs and sneezes of people who are carrying the virus. If someone is at risk of complications from flu, it's really important they have their annual flu jab.

Anyone can get flu, but it can be more serious for certain people, such as:

- people aged 65 or over
- people who have a serious medical condition
- pregnant women

People in these groups are more vulnerable to the effects of seasonal flu (even if they are usually fit and healthy) and it's recognised that they can go on to develop a more serious illness, such as bronchitis and pneumonia, which could result in a stay in hospital. Flu can also make existing medical conditions worse, so it's important people to take up the offer of a vaccination.

The best time of the year to get a flu vaccination is now - the autumn. It's free and it's effective against the latest flu virus strains. Even if someone has already had a flu jab in previous years, they need another one this year to keep immunity up to date. The flu jab may only protect someone for a year, because the viruses that cause flu are always changing. This year's seasonal flu vaccination also includes a vaccine to protect against swine flu. See your GP about the flu jab if you're 65 or over, or if you have any of the following problems (however old you are):

- a serious heart complaint
- a chest complaint or breathing difficulties, including asthma, bronchitis and emphysema
- serious kidney disease
- diabetes
- lowered immunity due to disease or treatment such as steroid medication or cancer treatment
- if you have a problem with your spleen or you have had your spleen removed
- if you have ever had a stroke

It's also important to get your flu jab if you are pregnant. Your GP may advise you to have a flu jab if you have serious liver disease, multiple sclerosis (MS) or some other diseases of the nervous system. If you think you may need a flu vaccination, check with your GP, practice nurse or your local pharmacist. If a nurse visits you regularly, ask about getting your flu vaccination. Most GP surgeries arrange vaccination sessions in the autumn.

If you have any questions at all, please ask your GP.

Update from	CASTLE COMBE PARISH COUNCIL
Date of Area Board Meeting	Monday 14 November 2011

Headlines

- Preparation for winter now in hand with additional grit bins plus one extra-large bin built to our own specification which has now been filled by the Unitary Council in readiness. Wheeled grit spreader also purchased for ease of application.
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Projects

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Future Events/Dates for the diary

- Performance of “The Cat Who Walked By Himself” by Rudyard Kipling for young children 19th November 4pm in the Village Hall. Tickets available from House of Flavours (on B4039) or the Rural Arts website.
-
- St Andrews are planning performances by the choir which sang so wonderfully in the village for the Stephen Spielberg film “Warhorse”. Likely dates 27th and 28th January. Will be widely advertised nearer the date.
-

Update from	Grittleton Parish Council
Date of Area Board Meeting	Monday 14 November 2011

Headlines

- Alderton Road, Grittleton to get temporary SID following metro count.

- Overhanging branches making it difficult to walk pavements near Foscothe.

- Temporary closure of bridleway at Leigh Delamere for works to motorway bridge.

Projects

- Littleton Drew Community and Recreational Facility project.

- Strict Baptist Chapel, Grittleton – Meeting held on 27th October re possible uses.

- Diamond Jubilee celebrations 2012 – in progress.

Future Events/Dates for the diary

- 28th November – Parish Council meeting. Budget planning for 2012/13.

- 30th November – Moviola – Grittleton Village Hall – Larry Crowne

- 24th – 26th November – Panto – Grittleton – Dick Whittington and his Cat

Update from	Kington Langley Parish Council
Date of Area Board Meeting	Monday 14 November 2011

Headlines

- At the last Parish Council meeting a presentation on the Chippenham and Villages Community Area Partnership was well received. Kington Langley Parish Clerk expressed an interest in forums for Parish Clerks.

- Improvements for school parking continue - Two members of the Parish Council are looking closely into this.

- Following a request from a local resident, the Parish Council is working closely with a local land owner to erect a commemorative plaque showing “Kilverts View” a local poet who always admired this view.

Projects

- Drainage problems in the village are still on going - One being in the Commons area which the Parish Council is dealing including covering the cost.

- Issues sheets have been completed regarding the Kington St. Michael Road being speeding traffic - however the limit at present is 50mph and this needs to be reduced as children need to use this route to catch a school bus. Also a sheet regarding the very bad state of the footpath along this route.

- The village pond now has a Working Group who meets regularly to keep the pond in good order. Tree surgery will be carried out in the vicinity of the pond in the near future.

Future Events/Dates for the diary

- The next meeting of the Parish Council will be on 14th November 2011 and then 12th December 2011. A new calendar of meetings is due to be drafted.

Update for Chippenham Area Board

Update from	Kington St Michael Parish Council
Date of Area Board Meeting	Monday 14 November 2011

Headlines

- Our two community defibrillators have been received and installed. Training has been provided and leaflets distributed around the village.

- A grant has been made by the Parish Improvement Grants scheme to provide fencing at the proposed Tor Hill footpath. A Community Asset Transfer of the Wiltshire Council owned land on which the path will be sited is proposed, but we understand that legal issues with the neighbouring landowner are delaying matters.

- Provision of allotments remains a priority for the Parish Council, however finding a suitable site is proving problematic.
- A group representing KSM and Kington Langley residents has been meeting with Wiltshire Council to discuss including the parishes in the first rollout of the Local Superfast Broadband Plan. There was a high rate of response to the Digital Inclusion Survey from businesses and residents in both parishes.

Projects

- A community group has been formed to organise celebrations for the Diamond Jubilee next year. A number of events and fundraising activities are planned.

- A pergola is to be installed at the recreation field to provide shading, and new nets have been purchased for the climbing frame. Fencing at the play area has also been repaired.
- The recreation field has been nominated as a QEII field, and it is hoped that the Trust Deed will be signed during November.

Future Events/Dates for the diary

- Parish Council meeting – 10th November 2011
- Parish Council meeting – 12th January 2012
- Parish Council bonfire night – 5th November, KSM Recreation Field

Update for Chippenham Area Board

Update from: Chippenham Vision

Date of meeting: Monday 14 November 2011

Headlines

Chippenham Vision is preparing a project tender to appoint consultants to prepare a Masterplan for the central area of the town. It is hoped that consultants will be appointed by January.

The draft development agreement for the Bath Road site has been finalised by Wiltshire Council and ING. It should be formally signed off by both parties within the next few days.

Public Sector Relocation

The Government Property Unit has confirmed there is no Government relocation programme in place. The Smith Review of 2010 has been rejected by the Government.

Previous government guidance on relocations has been rescinded. There have been no relocations from London in the last 12 months and none are expected over the life of the current Parliament owing to the massive contraction of Government operations; there is also no funding in place to support such relocations.

The main opportunity for Wiltshire is likely to be in providing accommodation for *local* operations of departments such as DWP, the Ministry of Justice and the Crown Prosecution Service that have been looking to cut their costs. HMRC have also been active in this regard for instance. The Vision will continue to seek to identify opportunities as they arise.

Projects

Langley Park – the final report on development options should be posted to the Vision website in the next few days and will be circulated to councillors.

In summary:

Appraisals on the development costs and potential profitability of various options and uses for the Langley Park site have been completed. These options only look at the current developable site and not the currently occupied employment land.

These options have been shared and discussed with Ashtenne (the site owners), GVA Grimley (their agents) and Hathaway retail park (adjacent to the site).

There has been some dispute over the calculations and cost assumptions made by Carter Jonas who have undertaken the work on behalf of the Council and Vision. These are currently being reviewed and a follow up meeting is taking place in September.

Initial findings are that the inclusion of a supermarket on the site would clearly be the most profitable development option. The investment from a supermarket may help to deliver less profitable elements on the site. The potential viability of options which do not include a supermarket will be discussed with Ashtenne.

To date plans for a supermarket on the site have been resisted due to the preference for developing the Bath Road Car Park site first.

Update for Chippenham Area Board

The Vision Masterplanning Sub-group views on the site are:

- Supermarket is not a preferable option.
- Office development and a hotel would be the priority.
- An extension of the Hathaway retail park would be acceptable as long as the blank rear facing the railway and station is changed to create a more welcoming façade.
- Some leisure use would be acceptable but the preference would be for majority of leisure to be located more towards the town centre.

-
- The final draft of the Employment Land study is currently being reviewed by all parties. The final report should be published in the next few days.

Roger Tym & Partners were commissioned to carry out a study on demand for Employment Land across Wiltshire to complement the DTZ study of 2009 and to inform the Core Strategy. A workshop involving the local business community, commercial property agents, property developers and investors to discuss needs and future demand was held on the 8th September. Over 40 developers, agents and local businesses attended and provided some very valuable feedback to the study.

The majority of the employment sites in the County have been visited and assessed. A survey of local businesses is being carried out via SurveyMonkey, phone and face to face interviews.

The Vision is planning to commission work on a retail strategy for the town to identify in detail the key actions that will make the most difference. There is currently fairly extensive detail on the town's retail offer but less detail on how improvements can be achieved. A recent review of town centre vacancies has shown that Chippenham is actually performing fairly well. Details have been circulated to local councillors

Future Events/Dates for the diary

- Chippenham Vision Board Meeting 29th November
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Update for Chippenham Area Board

Update from	Chippenham CAYPIG/ Development Service for Young People
Date of Area Board Meeting	14.11.11

Headlines

- Awaiting outcome of 11-19 Strategy re staffing saving; to assess impact on local offer.

- Youth Development Service programme as usual (see attached)

-

Projects

- Bridging Project established at Olympiad.

- Young Women's Group at Olympiad

- Safe Zone

Future Events/Dates for the diary

- Youth Strategy Task group meeting 18.1.12, 9.30-11.30 Chippenham Town Hall

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Signed: Richard Williams

Date: 25.10.11

Update from	Chippenham Children's Parliament
Date of Area Board Meeting	Monday 14 November 2011

Headlines

- Chippenham Children and Young People's Forum Nov 16th – consulting on Chippenham Vision Statement and Youth Strategy.

- Road Safety Project runner-up in Voluntary and Community Sector Awards – Best Community Initiative (runner-up).

- Driver awareness campaign in 2 ward areas with 4 schools.

Projects

- Driver Awareness campaign with local organisations planned early 2012 – to Nov 2012 (road safety week).

- Priorities: cyber-bullying, the environment, healthy lifestyles.

Future Events/Dates for the diary

- Children and Young People's Forum – 16th Nov. Monkton Park.

- Next meeting 29th February (focus: environment).

Report to	Chippenham Area Board
Date of Meeting	14th November 2011
Title of Report	Area Board Funding

Purpose of Report

To ask Councillors to consider 3 applications seeking 2011/12 Community Area Grant Funding and 1 application seeking residual 2010/11 Performance Reward Grant Scheme funding. Officer recommendations:

1. Award Kington St Michael Diamond Jubilee £868 to commemorate the Queen's Diamond Jubilee by giving all of the children in the parish a commemorative mug and planting an oak tree.
2. Award North Wiltshire Young Musicians £1,269 to set up an Intermediate Wind Band & a Boys Singing Group, conditional upon the balance of funding being in place.
3. Award Kington St Michael Parish Hall Committee £5,000, to install a permanent stone ramp to enable disabled access to the hall, conditional upon planning permission and the balance of funding being in place.
4. Award Relate Mid Wiltshire £8,158 to create a new service to support vulnerable children and young people experiencing emotional distress, conditional upon a funding contribution of £5,176 from participating schools.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Community Services 15th April 2011. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The emphasis in the Coalition Government's Localism agenda supports the ethos of volunteering and community involvement. With this in mind Community Area Grants should be encouraged from and awarded to community and voluntary groups.
- 1.4. Area boards will not consider applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.5. In addition to Community Area Grants, Councillors can submit an Area Board Project which differs from Community Area Grants in that they do not require match funding. Area Board Projects should not be used to avoid complying with Community Area Grant criteria.
- 1.6. Area Board Projects are designed to enable the Area Board to address community issues or projects identified in the Community Plan. An application form is used and quotes for project work have to be provided in a similar manner to the Community Area Grant Scheme.
- 1.7. Officers are required to provide recommendations in their report, although the decision to support applications and to what level is made by Wiltshire Councillors on the Area Board.
- 1.8. Funding applications will be considered at every Area Board meeting.
- 1.9. All applicants are encouraged to contact Charities Information Bureau which is working on behalf of Wiltshire Council to support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.10. One application to this round was withdrawn as it did not meet the funding criteria, and another was withdrawn in order to gather additional information and will reapply to the next funding round. The applicants have been referred to the Charities Information Bureau (CIB) for support to seek alternative funding sources.

- 1.11. Paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.12. The 2011/2012 funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) or paper versions are available from the Community Area Manager.

Background documents used in the preparation of this Report

- Area Board Grant Guidance 2011/12 ACCL-001-11
- Community Area Grant Application Pack 2011/12
- Chippenham Community Area Plan
- Local Agreement for Wiltshire

2. Main Considerations

- 2.1. Chippenham Area Board has been allocated a 2011/2012 budget of **£68,917** for Community Area Grants, Community Partnership Core Funding and Area Board Projects.
- 2.2. The carry forward from the 2010/2011 budget is **£1,814**. This gives a **total budget of £70,731** for the 2011/2012 budget.
- 2.3. There will be 6 rounds of funding during 2011/12. The first was on 9th May, the second on 4th July, the third on 12th September; the fourth is contained in this report. The remaining deadlines for receipt of applications and dates they will be considered are as follows:
- 18th November for consideration on 9th January 2012
 - 20th January for consideration on 5th March 2012
- 2.4. Councillors will need to be satisfied that grants awarded in the 2011/12 year are made to projects that can realistically proceed within a year of the award being made.
- 2.5. At the Area Board meetings up to and including 4th July 2011, Councillors approved the award of £6,270 to Community Area Grants, £9,772 to Community Partnership Core Funding and £108 Area Board expenditure on trophies, frames and certificates for the Chippenham Area Board Community Awards leaving a balance of £54,581.
- 2.6. At the Area Board meeting on 12th September 2011, Councillors approved Community Area Grant awards of £8,337 and Area Board projects of £1,390 leaving a balance of £44,854.
- 2.7. On 29th September 2011 a previous applicant rescinded £1,081, part of an award that they were not able to spend due to unforeseen circumstances. This gives a balance of **£45,935**.

3. Environmental & Community Implications

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

4. Financial Implications

4.1. Awards must fall within the budget allocated to the Chippenham Area Board.

4.2. If Councillors make awards to Community Area Grants and Area Board Projects in line with officer recommendations, Chippenham Area Board will have a **balance of £38,798**.

4.3. If Councillors approve the award of £8,158 to Relate Mid Wiltshire, the balance of Area Board funding will not be altered as this award relates to residual Performance Rewards Grants Funding not Chippenham Area Board Funding.

5. Legal Implications

5.1. There are no specific Legal implications related to this report.

6. HR Implications

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

7. Equality and Inclusion Implications

7.1. Community Area Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.

7.2. Implications relating to individual grant applications are outlined within section 8 – “Officer Recommendations”.

8. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Kington St Michael Diamond Jubilee	To commemorate the Queen's Diamond Jubilee by giving all of the children in the parish a commemorative mug and by planting an oak tree	£868

8.1.1. Kington St Michael Diamond Jubilee - Award £868 to commemorate the Queen's Diamond Jubilee by giving all of the children in the parish a commemorative mug and planting an oak tree. *See Appendix 1*

8.1.2. This application largely meets the Community Area Grant Criteria for 2011/12 however; Councillors may be minded to consider that this application does not fully meet (h) "Projects which could reasonably be expected to secure finance by other means".

8.1.3. This project does not demonstrate a link to the Chippenham & Villages Community Plan.

8.1.4. This project is part of an inclusive event to celebrate the Queen's Diamond Jubilee. The event will take place on the 4th June 2012 and aims to raise funds to construct a tree lined Jubilee footpath.

8.1.5. Officers understand that there is wide community support for both the event and the project to provide commemorative mugs and trees. The event will provide an opportunity to encourage and increase the local community engagement in addition to raising funds for the footpath.

Ref	Applicant	Project proposal	Funding requested
8.2.	North Wiltshire Young Musicians	To set up an Intermediate Wind Band & a Boys Singing Group	£1,269

8.2.1. North Wiltshire Young Musicians - Award £1,269 to set up an Intermediate Wind Band & a Boys Singing Group, conditional upon the balance of funding being in place. *See Appendix 2*

8.2.2. This application meets the Community Area Grant Criteria for 2011/12.

- 8.2.3. This application demonstrates a link to the Chippenham & Villages Community Plan “Aims to increase support for community facilities and events and to encourage a range of cultural opportunities for both residents and visitors”.
- 8.2.4. This project demonstrates a link to Wiltshire Council’s priorities in the Local Agreement for Wiltshire to create stronger and more inclusive communities “increase children and young people’s access to facilities and activities”, “provide strong foundations for children and young people’s development” & “encourage communities to take part in sporting and cultural activities and events that bring different age groups together”.
- 8.2.5. Officers are of the opinion that the wind band and singing group will provide a valuable opportunity for likeminded young people to enjoy music making and share music with others. Consultation with local families has identified a lack of local groups currently available for young people.

Ref	Applicant	Project proposal	Funding requested
8.3.	Kington St Michael Parish Hall Committee	To install a permanent stone ramp to enable disabled access to the hall	£5,000

- 8.3.1. Kington St Michael Parish Hall Committee - Award £5,000 to install a permanent stone ramp to enable disabled access to the hall, conditional upon planning permission and the balance of funding being in place. *See Appendix 3*
- 8.3.2. This application meets the Community Area Grant Criteria for 2011/12.
- 8.3.3. This application demonstrates a direct link to the Kington St Michael Village Plan “Optimise use of the village hall for the parish”. The thriving community shop and postal point are identified as key resources for the parish.
- 8.3.4. This application demonstrates a direct link to the Chippenham & Villages Community Plan “Lack of funding for Community Halls & Village Halls”.
- 8.3.5. This application demonstrates links to Wiltshire Council’s priorities in the Local Agreement for Wiltshire “Help local communities to develop their own priorities and improvements” and “We help communities help themselves”.
- 8.3.6. Planning permission for this project was granted on 31st October 2010.
- 8.3.7. Kington St Michael Village Hall is an extremely well used facility in the village, integral to the variety of community services and facilities including the village shop and Post Point.

8.3.8. Officers are of the opinion that the installation of a permanent stone ramp is vital to the continued success of the village hall and local services for the community. The ramp will provide ease of access for hall and shop users and will also assist with moving large objects and deliveries in and out of the building.

Ref	Applicant	Project proposal	Funding requested
8.4.	Relate Mid Wiltshire	To create a new service to support vulnerable children and young people experiencing emotional distress	£8,158

8.4.1. Relate Mid Wiltshire - Award £8,158 to create a new service to support vulnerable children and young people experiencing emotional distress, conditional upon a funding contribution of £5,176 from participating schools. *See Appendix 4*

8.4.2. Councillors are minded to note that this application relates to residual Performance Rewards Grants funding not Chippenham Area Board Funding. This application is not therefore required to meet the Community Area Grant Criteria for 2011/12.

8.4.3. Relate Mid Wiltshire submitted an application to the Performance Reward Grant Scheme for £25,500 on 20th December 2010. The application was considered by Chippenham Area Board on 14th January 2011. Chippenham Area Board supported the application and recommended it went forward for approval by the Performance Reward Grant (PRGS) Panel.

8.4.4. The PRGS Panel considered the application on 25th May 2011 and approved a contribution of £12,750, conditional upon participating schools agreeing to match fund the amount. The panel also specified that Chippenham Area Board should be provided with additional evidence that the project will be successful. *See Appendix 4a*

8.4.5. In May, due to uncertain funding situations some schools were unable to commit to the match funding that PRGS Panel specified.

8.4.6. As a result of this, Relate Mid Wiltshire has reviewed the project and submitted a revised application. *See Appendix 4.* 6 Primary Schools have expressed an interest in participating in the project. The schools contribution equates to approximately 39% of the total project costs.

8.4.7. Additional evidence has been provided by the Clinical Supervisor who wrote the national Relate Specification for Supportive Group Work.

8.4.8. Officers understand that this project received strong support when it was considered by the PRGS Panel. The project demonstrates a link to Chippenham & Villages Community Plan “Support for people to improve their own health”. It also demonstrates a link to Wiltshire Council’s priorities in the Local Agreement for Wiltshire “Promoting Health & Wellbeing”.

8.4.9. Officers are of the opinion that the project will provide a valuable support for vulnerable children.

Appendices:	Appendix 1 grant application – Kington St Michael Diamond Jubilee Appendix 2 grant application – North Wiltshire Young Musicians Appendix 3 grant application – Kington St Michael Village Hall Committee Appendix 4 grant application – Relate Mid Wiltshire
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No unpublished documents have been relied upon in the preparation of this report.

Report Author	Victoria Welsh, Community Area Manager Tel: 01249 706 446 E-mail: victoria.welsh@wiltshire.gov.uk
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Report to	Chippenham Area Board
Date of Meeting	14th November 2011
Title of Report	Community Asset Transfer

Executive Summary

This report deals with an application for the transfer of the majority of Monkton Park to Chippenham Town Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

Chippenham Area Board is asked to consider an application submitted by Chippenham Town Council for the transfer of the majority of Monkton Park, the map of the area is at Appendix 1. The applicant's proposal is set out at Appendix 2.

Reasons For Proposal

This proposal accords with Wiltshire Council's Community Asset Transfer Policy.

Recommendation

The Area Board is recommended to authorise the Solicitor of the Council to execute all documentation needed to implement the transfer subject to the following conditions:

1. The land is maintained for the benefit of the community and residents will be encouraged to enjoy the amenity
2. The standard 'reverter' clause is included in the title, which will ensure that if the land stops being used for the benefit of the community, Wiltshire Council will have the option to repurchase the land for the sum of £1

Purpose of Report

1. Chippenham Area Board is asked to consider an application submitted by Chippenham Town Council for the transfer of the majority of Monkton Park the map of the area is at Appendix 1. The applicants' proposal is set out at Appendix 2

Background

2. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. Wiltshire Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.
3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.
4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.
5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

The application before the Area Board

6. The application from Chippenham Town Council is attached at Appendix 2 and relates to the transfer of Monkton Park.
7. The application was submitted in accordance with Wiltshire Council's application process and meets the requirements for consideration by the Area Board.
8. The Community Area Manager has consulted with Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council.
9. It is understood that the applicant intends to undertake comprehensive consultation with local people.

The views of Council officers

10. On behalf of Wiltshire Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has no objection to the proposed transfer. There are a number of matters of detail which are the subject of discussions between both Authorities' officers, but all of these are considered to be capable of being resolved to both parties reasonable satisfaction
11. Monkton Park is a valuable community amenity, which is enjoyed by a broad range of people from across the community. It is also utilised and enjoyed by people from the wider community area and beyond.
12. It is important that links to the community beyond the town boundaries are maintained.
13. The proposed revenue budget has been prepared in accordance with Wiltshire Council Policy as set out in Cabinet Report 'Delegation of Services to Town and Parish Councils – Funding Delegated Services' dated 19th October 2011.
14. The income raised from the golf course and park events is approximately £7,000 and has not been deducted from the revenue budget.

Main issues for consideration by the Area Board

15. It is a requirement under Wiltshire Council's Asset Transfer Policy that there must be a clear link between the asset transfer request and local community priorities.
16. This proposed asset transfer demonstrates a direct link to the Chippenham & Villages Community Plan "The River is an important asset in Chippenham and is not used to its full potential. Much could be done to enhance the town by enhancing the river and riverside environment." and "Insufficient outdoor sports facilities".
17. Chippenham Vision aims to enhance the riverside environment and make it a much more significant and accessible feature of the town.
18. This proposed asset transfer demonstrates a link to Wiltshire Council's priorities in the Local Agreement for Wiltshire "Help local communities develop their own priorities and improvements", "We help communities help themselves" and "Increase opportunities for physical activity for the whole population".
19. Transfer of the 'routine' maintenance to Chippenham Town Council does not present any specific problem.

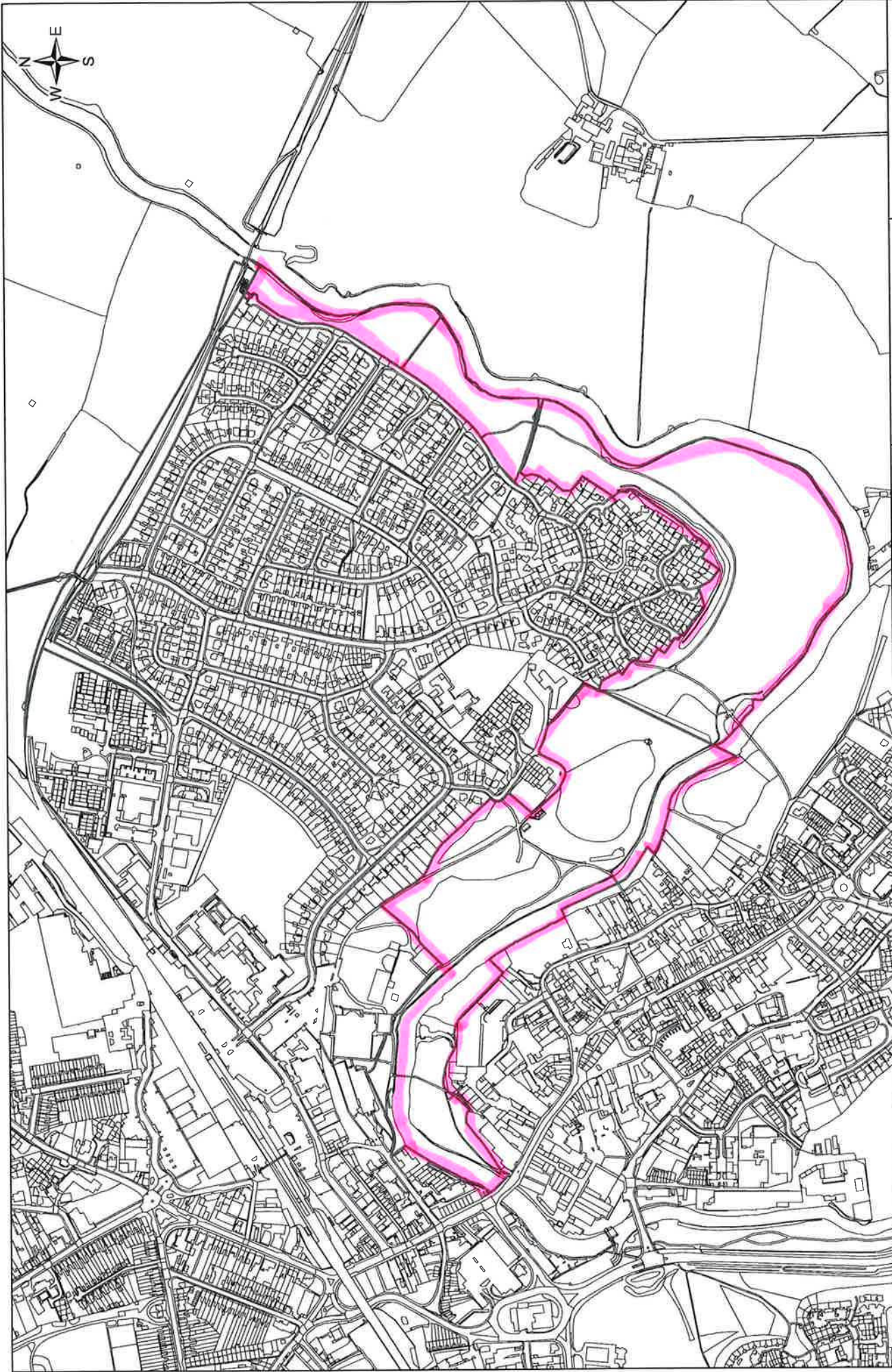
20. This is a valuable amenity for local people. It is important that the existing community vision that has been developed by local people over many years is embraced under the new arrangement and that the park continues to be recognised as an amenity for the whole community area.
21. It is a requirement that a 'reverter' clause is included in asset transfer arrangements. This means that, if in the opinion of Chippenham Town Council, the site stops being used for Community purposes, the property will transfer back to Wiltshire Council in the sum of £1.00.

Recommendation

22. Having carefully considered the application and the views of Council officers, the Area Board is invited to approve the transfer subject to the following conditions:
- i) The land is maintained for the benefit of the community and residents will be encouraged to enjoy the amenity.
 - ii) The standard 'reverter' clause is included in the title, which will ensure that if the land stops being used for the benefit of the community, Wiltshire Council will have the option to repurchase the land for the sum of £1.

Appendices:	<p>Appendix 1 - Map Appendix 2 – Community Asset Transfer application</p> <p>Also appended:</p> <p>Report to the Chippenham Town Council Strategy & Resources Committee, 19 October 2011</p> <p>Minutes extract of the Chippenham Town Council Strategy & Resources Committee, 19 October 2011</p>
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Report Author	<p>Victoria Welsh, Community Area Manager Tel: 01249 706 446 E-mail: victoria.welsh@wiltshire.gov.uk</p>
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Date: February 2011

Scale: N.T.S

Title:

Chippenham Monkton Park

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Dr Carlton Brand BA MSc EngD
 Corporate Director, Resources
 Telephone 0300 456 0100

Wiltshire Council
 Where everybody matters

Form CAT01

Community asset transfer: application

Your details

Your Organisation

CHIPPENHAM TOWN COUNCIL

Contact name

SUE WILTHEW (Mrs)

Position held

CLERK & CHIEF EXECUTIVE

Address

TOWN HALL
HIGH STREET
CHIPPENHAM
WILTSHIRE,

Postcode

SN15 3ER

Telephone

01249 446699

Email

swilthew@chippenham.gov.uk

Your proposal

(please complete Checklist CAT02 before filling in the following form)

Details of asset

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

Monkton & Island Parks, being 33 acres situated within the Parish of Chippenham beginning at the Town Bridge, and with multiple access points

Summary of proposal

Why do you want the asset and how will this benefit the local community?

To provide more focused management better reflecting the aspiration of the community

Community use

Please explain how the asset will be used

(Please refer to questions 5-8 in the checklist - CAT02)

Unrestricted public access to existing open spaces

Suitability for purpose

Please explain why this asset is suitable for the intended purpose

(Please refer to questions 5-8 in the checklist - CAT02)

Continuing existing useage

Community support and consultation

Please set out who you have consulted about your proposal and how you have addressed any concerns raised

(Please refer to questions 9-14 in the checklist - CAT02)

No formal consultation to date, but elected Members believe it reflects aspirations of the community and informal discussions with community groups have been generally favourable

Legal issues

Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset (Please refer to questions 15-18 in the checklist - CAT02)

Solicitor has been instructed, insurance will be met by existing policy, Health & Safety by extension of existing policy and practices

Financial matters

How will you fund running costs and maintenance? Are you willing to pay for the asset?

(Please refer to questions 19-23 in the checklist - CAT02)

Negotiations already opened for three year revenue support, thereafter through budget process. Not willing to pay for asset as free transfer is in the public interest

Future management

How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future?

(Please refer to questions 24-27 in the checklist - CAT02)

After transfer, will be maintained to existing standard. Community consultation will be undertaken to inform future management policies as a key sustainable resource for the community

DECLARATION

I confirm that the details included in this application are correct

Signed:

/ - K W

Name (please print):

S WILTHEW

Date:

20 10 2011

Form CAT02

Community asset transfer: checklist

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale
	2. Will the asset be hired or used by third parties? *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how this will work **
	3. Will your organisation supervise use of the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should explain how use will be supervised
	4. Will the public have access to the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how your liabilities will be covered

	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council will only transfer assets that are fit for purpose
	6. Is it in the right location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council will not transfer assets that increase unnecessary car use
	7. Is it safe?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council will not transfer assets that are unsafe
	8. Does it have utilities? (Water, electricity, drainage, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no'- your application should explain if they are needed

	Question	Yes	No	Note
Community Support and consultation	9. Have you consulted nearby residents? **	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'no'- please consult before submitting your application - to follow **
	10. Have you consulted adjoining owners? **	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'no'- please consult before submitting your application -- to follow **
	11. Have you consulted others affected by the proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no'- please consult before submitting your application - informally
	12. Have you consulted the local Wiltshire Councillor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no'- please consult before submitting your application - to be on 31 10 2011
	13. Have you consulted the local Parish Council?	<input type="checkbox"/>	<input type="checkbox"/>	If 'no'- please consult before submitting your application N/A
	14. Is there community support for the change of use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' - consider carefully whether you wish to proceed with your application

* In accordance with existing usage
 ** No formal consultations to date. Process will be undertaken prior to formal transfer

	Question	Yes	No	Note
Legal	15. Are there any covenants or other legal constraints?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should explain implications
	16. Does the proposed use require planning consent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should explain implications
	17. Have you considered insurance cover?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application must explain implications
	18. Have you assessed health and safety liabilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Your application must explain how you will deal with risks and liabilities

	Question	Yes	No	Note
Finance	19. Can you meet all conversion costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should explain how funding will be provided
	20. Can you meet all capital maintenance costs? ***	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should explain how funding will be provided ***
	21. Can you meet all day-to-day running costs? ***	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should explain how funding will be provided ***
	22. Will you use the asset to generate income?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should provide further details - from letters
	23. Will any third party be assisting with the costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should provide further details
	24. Do you have any contingency funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should set out how you will deal with contingencies
	25. Are you prepared to pay for the asset ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should set out your offer

	Question	Yes	No	Note
Management	26. Will you manage the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should set out who will manage the asset.
	27. Will a management committee be set up?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how this will work
	28. Will users of the asset be involved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how this will work
	29. Will someone be employed to manage the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how this will work

*** Negotiations pending for short term financial support

Ibbetson, Steve

From: Oliver, Kevin
Sent: 09 September 2011 15:49
To: Ibbetson, Steve
Cc: White, Peter; Brown, Ian
Subject: RE: Monkton Park - Service Delegation

Hi Steve

Events held at Monkton Park 2011:

- Eddie Cochran Festival
- Jennings Funfair x 3 visits
- Folk Festival
- Sponsored Walk
- Dog Show
- English Civil War Re-enactment
- Dragon Boat Racing
- Art in the Park
- Circus Ginnett
- 5k race
- Orienteering Event
- Sports Coaching
- River Festival
- Rotary – Fireworks

Income generated = £3,110.

Regards

Kevin.

From: Ibbetson, Steve
Sent: 09 September 2011 13:52
To: Oliver, Kevin; White, Peter; Hampton, Adrian
Subject: Monkton Park - Service Delegation

Good afternoon

Please could you let me have an indication of the number of events on Monkton Park and the amount of income if any generated.

Regards

Steve Ibbetson
Technical Manager
Wiltshire Council
Bradley Road,
Trowbridge,
BA14 0RD

tel: 01225 776655 ext 15208
mob: 07979 644613
Fax 01225 770311

Email: steve.ibbetson@wiltshire.gov.uk

STRATEGY AND RESOURCES COMMITTEE: 19 OCTOBER 2011

MONKTON AND ISLAND PARKS: PROPOSED DEVOLUTION OF SITE

Purpose of Report

To seek approval in principle for the acquisition of Monkton and Island Parks by devolution from the Wiltshire Council under the community Asset Transfer Scheme and approval to sign the application forms to be submitted to the Area Board to facilitate this.

Background

The proposed acquisition of Monkton and Island parks has been a long standing aim of the Town Council although no policy decision has been taken to approve this.

Recently the opportunity arose for preliminary negotiations and it was apparent that there was a willingness by Wiltshire Council to devolve Monkton and Island Parks to the Town Council. There has been no expenditure to date except on in house costs.

However, the preliminary negotiations were inconclusive and it is clear that a significant amount of Officer time, and possibly some consultancy, will be needed before comprehensive Heads of Terms can be finalised and proposed.

Therefore this report seeks only approval in principle to this proposed devolution of the site to enable the Officers to negotiate further on all relevant matters.

Current Situation

To date the following points have been agreed:-

- (a) This proposed devolution falls within the Community Asset Transfer Scheme.
- (b) Any transfer will be of the freehold at nil direct cost to the Town Council.
- (c) There would be no repurchase rights for Wiltshire Council but a reversion clause means the Town Council would have to give notice if "community use" ceased. If after five years it was sold, any sale proceeds would be split 50:50.
- (d) Each party will stand its own legal costs. The Town Council's usual Solicitors have been instructed to act.
- (e) The Wiltshire Council will retain an area adjacent to the Offices and the Olympiad including the Play Area and MUGA.

- (f) There are no automatic transfer of staff issues (“TUPE”) with the management of the toilet block.

The following matters need to be addressed in more detail:-

- (g) The Revenue Budget for the site needs to be disaggregated and a reasonable offer made of Revenue support to comply with the principle that “Finance Follows Function”, and reflect the true costs of maintenance and management of the site.

The policy of the Town Council is to seek Revenue support for any devolved functions, normally for a three year period, to protect against any challenge to the accounts on the grounds of “double taxation”.

To date the Revenue figures discussed do not equate to the true cost of maintaining the site, and would only be paid for specified periods.

The initial offer of Revenue support was as follows:-

Public Convenience and associated areas:

£6467.00 for first year, falling by equal instalments to 50% after four years and remaining at this level thereafter plus any percentage change in Council Tax, as levied by Wiltshire Council.

Amenity Land and Parks:

£4731.00 ,for one year only.

The comparable site for maintenance purposes within the Town Council’s existing services is Westmead, which has a budgeted Revenue cost of £638.00 per acre excluding tree work.

On this basis the Revenue cost to maintain Monkton Park is around £15,312.00 p.a. assuming 24 acres to be maintained (i.e. excluding the Golf Course).

This figure excludes maintenance of the Toilet Block, bridges, paths, any tree work and any contribution to a fund to replace the bridges.

The possibility of a payment towards the cost of capital equipment needed to maintain the site to the standards required has already been raised (£36,500).

- (h) The liability for the large drain which crosses the site from the Emery Gate complex needs to be determined. If any costs for maintenance, replacement or re instatement fall on the Landlord rather than the owner Emery Gate these would be substantial.
- (i) The status of the paths which cross the site, and particularly the footbridges bridges within it, still need to be determined.

If some are “highway maintainable at the public expense” the maintenance costs would remain with the Highway Authority. If not, the Revenue support would need to reflect the ongoing maintenance and replacement liability for the bridges.

Any available structural reports on the bridges have already been requested, and if these are not available it will be necessary to commission them from a specialist consultant.

- (j) Information relating to surveys of the trees within the site has already been made available.

Conclusion

The devolution of the Monkton and Island Parks would fit well within the Town Council’s existing portfolio of services and ensure that they were maintained to the same high standard as all the other sites.

However, there would be a considerable liability for maintenance, and capital equipment, and if no financial support was provided for a reasonable period there would be a real terms increase in costs and the possibility of the accounts being challenged on the basis of “double taxation” and breach of policy.

Information on income received from events and lettings has been provided, and this is around £3110.00 p.a., which has been excluded from the above costings as it cannot be guaranteed.

Also excluded is the rent arising from the Golf Course, which has still to be clarified.

RECOMMENDATION that

- (i) Approval be given in principle to the acquisition of the Monkton and Island Parks by devolution from Wiltshire Council under the terms of the Community Asset Transfer Scheme.
- (ii) The Officers be authorised to enter into detailed negotiations with the aim of agreeing detailed proposals for funding on the basis of current policy and best practice, including in particular “Finance Follows Function”.
- (iii) The negotiations be on the basis that any outstanding maintenance and structural works would be completed before devolution, and that any claims current on devolution would remain with Wiltshire Council for determination.
- (iv) Approval be given to incurring consultancy costs for a structural survey on the bridges and a Record of Condition of any buildings provided these were financed from an existing approved budget.

- (v) The Clerk & Chief Executive, or Head of Support Services, be authorised to sign any forms to apply to the Area Board under the Community Assets Transfer Scheme, subject to the application making clear that there were reserved matters to be determined before final approval could be given.
- (vi) A report be presented to Strategy & Resources Committee on the proposed Heads of Terms for this devolution once all the issues identified in this report have been addressed.
- (vii) No binding contractual commitment be entered into without the further report referred to in (vi) above.

C.N.A Williams
Head of Support Services

Sue Wilthew
Clerk & Chief Executive

Extract from the Minutes of the Strategy & Resources Committee Meeting held on Wednesday 19 October 2011

66. MONKTON AND ISLAND PARKS

A joint report by the Clerk & Chief Executive and the Head of Support Services was presented (copy in Minute Book)

Members' Questions were taken to clarify aspects of the background to the report, and an assurance was given that at this stage only approval in principle was sought.

After careful consideration

RESOLVED that

- (i) Approval was given in principle to the acquisition of the Monkton and Island Parks by devolution from Wiltshire Council under the terms of the Community Asset Transfer Scheme.
- (ii) The Officers be authorised to enter into detailed negotiations with the aim of agreeing detailed proposals for funding on the basis of current policy and best practice, including in particular "Finance Follows Function".
- (iii) The negotiations be on the basis that any outstanding maintenance and structural works would be completed before devolution, and that any claims current on devolution would remain with Wiltshire Council for determination.
- (iv) Approval be given to incurring consultancy costs for a structural survey on the bridges and a Record of Condition of any buildings, provided these were financed from an existing budget.
- (v) The Clerk & Chief Executive, or Head of Support Services, be authorised to sign any forms to apply to the Area Board under the Community Assets Transfer Scheme, subject to the application making clear that there were served matters to be determined before final approval could be given.
- (vi) A report be presented to Strategy & Resources Committee on the proposed Heads of Terms for this devolution once all the issues identified in this report have been addressed.
- (vii) No binding contractual commitment be entered into without the further report referred to in (vi) above.

CHIPPENHAM AREA BOARD FORWARD PLAN

ITEM 13

Please note that this is a working document which is subject to change due to availability of the relevant officers/partners and relevant time scales.

Date	Location	Area Board Agenda Items	Cabinet Member Attending
Monday 9 January 2012	Monkton Park Offices, Chippenham	<p>Provisional Items Fortnightly Waste Collection Service Fees and Charges Policy Speed Indicator Device (SID) Programme Review</p> <p>Community Area Grants will be considered</p>	Portfolio Holder (to be confirmed)
Monday 5 March 2012	The Neeld Hall, Borough Parade, Chippenham	<p>Provisional Items None at present</p> <p>Community Area Grants will be considered</p>	Councillor Toby Sturgis (Waste, Property, Environment and Development Control)

Monday 30 April 2012	Venue tbc	Provisional Items Presentation of Chippenham Community Area Awards Community Area Grants will be considered	Tbc
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Chippenham Area Board Officer Contacts:

Community Area Manager: Victoria Welsh (victoria.welsh@wiltshire.gov.uk)

Democratic Services Officer: Penny Bell (penny.bell@wiltshire.gov.uk)

Service Director: Parvis Khansari (parvis.khansari@wiltshire.gov.uk)