

AGENDA

Meeting: WESTBURY AREA BOARD
Place: The Laverton, Bratton Road, Westbury BA13 3EN
Date: Thursday 13 December 2012
Time: 19.45

Including parishes of Bratton, Coulston, Dilton Marsh, Edington, Heywood and Westbury

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

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

Please direct any enquiries on this Agenda to Roger Bishton (Democratic Services Officer), on 01225 713 035 or email roger.bishton@wiltshire.gov.uk
Or Sally Hendry (Westbury Community Area Manager), Tel: 01373 864714 or email sally.hendry@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Michael Cuthbert-Murray (Chairman)	Westbury East	07738 873640 michael.cuthbert-murray@wiltshire.gov.uk
Cllr Julie Swabey (Vice-Chairman)	Ethandune	01380 830043 07794 846698 julie.swabey@wiltshire.gov.uk
Cllr David Jenkins	Westbury North	01373 823605 07941 201637 david.jenkins2@wiltshire.gov.uk
Cllr Russell Hawker	Westbury West	01373 822275 russell.hawker@wiltshire.gov.uk

Items to be considered

1. **Apologies for Absence**

2. **Minutes** (*Pages 1 - 18*)

To confirm the minutes of the meeting held on 18 October 2012.

3. **Declarations of Interest**

Councillors are requested to declare any pecuniary and non-pecuniary interests or dispensations granted by the Standards Committee.

4. **Chairman's Announcements** (*Pages 19 - 22*)

Chairman's Announcements can be discussed and members of the public can ask questions but they are not an item on the agenda open for debate; officers / people with the knowledge on the subject are not usually present to answer questions or provide additional information.

However members of the public do have an opportunity to ask for any further information to be included as an item for a future agenda.

(a) Impact on Welfare Reform

On 8 March 2012 the Welfare Reform Act 2012 was approved. This government change to welfare is designed to simplify the benefit system and encourage people to work. It will affect many people across the country and if you are in receipt of benefit, or an employer, then it will affect you too. The council is working with partners to make sure information and support is available to all those who need it.

Further information is included in the agenda pack.

5. **Community Asset Transfer** (*Pages 23 - 26*)

A report by the Westbury Area Community Manager is attached.

6. **Community Area Grants** (Pages 27 - 48)

To consider the following applications for funding from the Community Area Grants Scheme:-

1. Bratton Silver Band for £5,000 to part fund replacement of instruments
2. Restoration of recreation land and walkways off The Mead - area board councillor led grant application - £675 requested
3. White Horse Day Centre for £350 to fund the purchase of indoor curling equipment - this is an application under the Small Grant Scheme.
4. Bratton Park Life for £4921 to help fund a new children's play project

7. **Partner and Community Updates** (Pages 49 - 56)

To note the written reports and receive any updates from the following:-

Wiltshire Police

Wiltshire Fire and Rescue Service

BA13+ Partnership

NHS Wiltshire

Town and Parish Councils

Community Area Young People's Issues Group (CAYPIG)

8. **Date of Next Meeting**

To note that the next meeting of the Area Board is due to be held on Thursday 7 February 2013 at Leigh Park Community Centre, Westbury, starting at 7.00pm.

MINUTES

Meeting: WESTBURY AREA BOARD
Place: Bratton Jubilee Hall, Melbourne Street, Bratton BA13 4RW
Date: 18 October 2012
Start Time: 7.00 pm
Finish Time: 9.30 pm

Please direct any enquiries on these minutes to:

Roger Bishton (Democratic Services Officer), Tel: 01225 713 035 or (e-mail) roger.bishton@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr David Jenkins, Cllr Julie Swabey, Cllr Russell Hawker and Cllr Michael Cuthbert-Murray (Chairman)

Cllr Richard Gamble (Portfolio Holder for Public Transport) and Cllr Jane Scott OBE (Leader of the Council)

Wiltshire Council Officers

Sally Hendry, Westbury Community Area Manager
Julia Cramp, Service Director for Commissioning and Performance
Roger Bishton, Democratic Services Officer

Town and Parish Councillors

Westbury Town Council – Cllr David Bradshaw, Cllr Ian Cunningham, Cllr Sue Ezra, Cllr Gordon King, Cllr Christine Mitchell, Cllr David Tout
Bratton Parish Council – Cllr Stephen Lloyd, Cllr Anita Whittle
Edington Parish Council – Cllr Michael Jones
Heywood Parish Council – Cllr K Young

Partners

Wiltshire Police – Inspector Lindsey Winter
Wiltshire Fire and Rescue Service – Mr Michael Franklin
Wiltshire NHS
BA13+ Community Area Partnership – Revd. Jonathan Burke, Ms Shona Holt, Mrs Carole King

Total in attendance: 52

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Westbury Area Board and introduced;</p> <ul style="list-style-type: none"> • Cllr Jane Scott, Leader of Wiltshire Council, who would be making a presentation later in the meeting on the legacy of 2012, and • Cllr Richard Gamble, Portfolio Holder for Public Transport, who would speak about the proposed changes to rail services in the Westbury area.
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Cllr KG Drewett, Mr Keith Harvey and Cllr Francis Morland.</p>
3.	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the previous meeting were agreed as a correct record and signed by the Chairman.</p>
4.	<p><u>Declarations of Interest</u></p> <p>Cllr David Jenkins declared a non-pecuniary interest as he was a member of Westbury Town Council.</p> <p>Cllr Russell Hawker declared a non-pecuniary interest as he was a member of Westbury Town Council and also a member of the Leigh Park Community Centre Committee.</p> <p>The Chairman declared a non-pecuniary interest as he was a member of Westbury Town Council and also the Leigh Park Community Association.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <p>(a) Wiltshire & Swindon Local Nature Partnership</p> <p>A Steering Group formed in January 2012 with representation from Wiltshire Council, Swindon Borough Council, Wiltshire Wildlife Trust and the AONBs to guide the development of a Local Nature Partnership (LNP) in Wiltshire & Swindon. As of July 2012 the Wiltshire & Swindon LNP had</p>

been officially recognised as a LNP by Government.

(b) Barrier Busting Proposals

The Chairman reported that volunteers, community groups and social enterprises of many kinds had great ideas about how they could make their neighbourhood a better place to live and would like to play a bigger role in local life but sometimes barriers got in the way. Red tape, rules and regulations stopped people putting good ideas into action. Not only was this frustrating – it meant that local people missed out. However, the Government had a ‘Barrier Busting Team’ to help with this problem.

(c) Minerals Sites in Wiltshire and Swindon

Wiltshire Council and Swindon Borough Council had jointly submitted the Proposed Submission draft Aggregate Minerals Site Allocations Local Plan to the Secretary of State for Communities and Local Government on 20 July 2012 along with supporting evidence reports and proposed minor modifications to the Plan stemming from the final, pre-submission round of consultation held earlier this year.

Copies of all submission documents including copies of representations made and other supporting documents which, in the opinion of the councils, are relevant to the preparation of the Site Allocations Plan were available to view on the Councils’ website and at Council Offices.

(d) Informal Adult Education In Wiltshire – update

At its meeting held on 10 September 2012, Cabinet received a report on the outcome of the consultation on adult education in Wiltshire which had been undertaken and invited Cabinet to determine the future role of Wiltshire Council in respect of the provision of informal adult education. The full report could be found at <http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=6122&Ver=4>

Dr Peter Biggs enquired how this would be provided in Wiltshire. Ms Julia Cramp, Service Director for Commissioning & Performance reminded the Board that all Area Boards were consulted on this during the Summer and this Board had considered the matter at its meeting on 14 June 2012 when it recommended the adoption of:

Option 3 – Wiltshire Council to facilitate the provision of informal adult education at a local level, and

Option 4 – Wiltshire Council to coordinate and promote informal adult learning opportunities offered across the county.

Cabinet had agreed at its September meeting:

- a) that the Council adopt the role to facilitate the provision of informal adult education at a local level;
- b) to approve the appointment of a 0.6 full-time equivalent part-time adult education officer to work with local community networks to develop a sustainable locally-based adult education provision including information on, and promotion of, opportunities and
- c) to allocate budget of £32,000 from the revenue savings accrued from the closure of Urchfont Manor College to meet the costs associated with the appointment.

(e) Community Infrastructure Levy (CIL) for Wiltshire – Consultation

The Chairman announced that Wiltshire Council was in the process of preparing a Community Infrastructure Levy (CIL) charging schedule. CIL was a new charge that local authorities in England could place on new development in their area. The money generated through the levy would contribute to the funding of infrastructure to support growth.

Dr Peter Biggs enquired as to whether the charging schedule had been set by Central Government or locally and, if the latter, how the schedule compared with other comparator local authorities. The Chairman stated that this would be looked into and reported back to the Board.

(f) Crosspoint and the Voluntary and Community Services awards

The Chairman introduced a short film outlining the work carried out at Crosspoint and then presented a cheque for £250.00 to Mr Gordon King and Revd. Jonathan Burke to assist with the work undertaken.

(g) Westbury and the proposed changes to rail services – Councillor Richard Gamble

Cllr Richard Gamble explained the importance of Westbury as a rail centre providing services on the lines between:

- London, Exeter, Plymouth & Cornwall
- Cardiff, Bristol, Salisbury, Southampton & Portsmouth
- Bristol & Weymouth
- Westbury & Swindon

He reported that about 100 trains stopped at Westbury every day and about 3400 passengers used these trains at Westbury. Of these passengers using the station between one third and a half changed trains, thus they were starting and finishing their journeys somewhere other than

Westbury.

Cllr Gamble went on to explain that there would be a change of franchise shortly and the franchise replacement invitation to tender dated 27 July 2012 no longer required a direct service between Westbury and Paddington. This meant that, although this service was part of the current franchise, a new operator would not have to provide this service. It was vital to preserve this direct fast service between Westbury and Paddington for the use of commuters, businesses, residents and the economy of the area.

He also reported that there could well be a threat to rail services at Westbury following the electrification of certain routes out of Paddington. There were plans to electrify the main line between Paddington and Swansea sometime between 2016 and 2019 and also the route from Paddington as far as Newbury. This could easily result in a diminished service from Westbury and certainly no direct service to Paddington. Representations were being made to the Department for Transport (DfT) requesting that electrification be extended from Newbury to Westbury and beyond.

Cllr Gamble urged everyone to make representations to the DfT requesting that the rail services between Westbury and Paddington be safeguarded and that they sign the e-petition on Westbury Trainwatch's website at www.westburytrainwatch.org.uk.

(h) Campaign for a Westbury Bypass

Cllr Julie Sawbey reported that at the Area Board held in April, during the debate about Westbury A350 Bypass, a statement from Campaign for a Better Trowbridge was read out by Mr Ken McCall. Mr McCall has asked for clarification on 2 points these being:

- *Their request that the resolution needs to mention both the A350 and the A361 roads need to be examined by Wiltshire Council in the context of a Westbury Bypass*
- *Their claim that it is fact that an eastern route has been abandoned and this needs clear mention in the text of the resolution.*

It was explained by Cllr Hawker at the meeting that he was not prepared to change his motion because he was asking Westbury Area Board to focus on Westbury Area issues and because the whole point of asking for a suitable route to be found was to allow all options to be looked at. Clearly, the fact that an eastern route had been rejected for planning permission would speak for itself in any future analysis, though this would not necessarily mean that an eastern route is out of the question for ever.

	<p>Since the Area Board meeting in April, this board has decided to await the outcome of the shortlist of major schemes to be considered by the Local Transport Board covering Wiltshire and Swindon and any funding which may or may not be available. Those schemes shortlisted will be notified in April 2013 for delivery after 2015. It is agreed that this is the most sensible way forward. Should the Westbury area traffic issues be selected as a priority then Wiltshire Council, working with the Local Enterprise Partnership would be expected to look very closely at every option for a suitable road improvement scheme. The Core Strategy consultation documents since last year have included the Westbury Eastern Bypass route that was in the district plan as a saved policy for the core strategy, though this was in a written list in the appendices rather than on a map because a map of old policies was not previously produced. Now that the map has been produced, the old policies are shown on it. So although the Secretary of State for Transport rejected the Eastern Bypass, it is still held as a “saved route” on council policy until the council decides whether to use it, amend it or proceed with another route altogether. Until the shortlist of priority road improvement schemes in Wiltshire is announced in April 2013, it is futile for Westbury Area Board to press for any further work to be carried out. In other words, no-one seriously expects any further work to be carried out on establishing a suitable route for a Westbury A350 Bypass until it is clear that money is allocated to actually proceed with such a large project.</p>
6.	<p><u>Community Area Grants</u></p> <p>The Community Area Manager reported that over the past three years this Area Board had awarded more than £11,000 for projects in Bratton and gave a brief resume of each project as follows:</p> <ul style="list-style-type: none"> • Bratton Allotments - £1000 for fencing and water connection • Bratton Recreation Ground - £1,250 for a mower, £1,000 for fencing, £2,140 to upgrade kitchen facilities, £850 to improve access • Bratton Jubilee Hall and the Pavilion - £1000 for Jubilee celebrations, £535 for Jubilee Players, £1,000 for new tables, £525 to improve toilet facilities in the Pavilion • Bratton Village Green - £1000 for replacing play matting • Bratton Community Orchard - £589 for tools <p>She then introduced the report and explained each application in turn.</p> <p>(a) <u>Westbury Town Council – to replace and improve CCTV system - £5,000 requested.</u></p> <p><u>Decision</u></p>

To approve a grant of £5,000 to replace and improve CCTV system.

Reason

To replace out of date cameras with modern responsive equipment and to add two new devices.

This project reinforces the commitment to community safety.

- (b) **Bratton Recreation Ground Skate Ramp – to install a skate ramp at the village recreation ground - £1,233 requested.**

Decision

To approve a grant of £1,233 to install a skate ramp at the village recreation ground.

Reason

A group of young people in the village approached the Recreation Ground Committee to ask permission to raise funds to purchase a skateboard ramp; this project supports their efforts to help themselves. By placing a half pipe skate board ramp on the Recreation Ground in Bratton we will be providing a safe place for children aged 10+ to play on their scooters, skateboards and BMX bikes. It will also encourage young adults and children to access the other amenities available in the field e.g. All weather gym equipment, football and basketball.

- (c) **Healthy Eating Project – area board councillor led grant application - £1,870 requested.**

Decision

To approve a grant of £1,870 to promote healthy eating for Year 6 pupils in schools.

Reason

To raise early awareness of the importance of healthy eating good dental health care at the earliest opportunity. It will also raise awareness of health related issues and healthy eating. Its message would reach both parents and children and hopefully have positive knock on effect through publicity and awareness raising.

- (d) **Trowbridge Sea Cadet Unit – To purchase a minibus - £5,000 requested.**

	<p><u>Decision</u></p> <p>To approve a grant of £250 towards the purchase of a minibus for the Trowbridge Sea Cadet Unit, bearing in mind that only four young people from Westbury are members of this Unit.</p> <p><u>Reason</u></p> <p>A replacement minibus is vital for the Sea Cadets to be transported safely to outdoor recreational pursuits of sailing, boat pulling and canoeing, as well as to aid participation in training and development sessions, competitions and events. These activities encourage self confidence and team spirit. They lead young people towards responsible adulthood by encouraging high standards of conduct.</p> <p>(e) <u>Youth Funding – To part fund keep fit/activity equipment - £4,040 requested.</u></p> <p><u>Decision</u></p> <p>To approve £4,040 youth funding for the purchase of keep fit/activity equipment for teenagers, to be transferred to Westbury Town Council to help fund this project, and to request regular updates on the progress of this project.</p> <p><u>Reason</u></p> <p>After consultation with the Westbury Town Council, which is responsible for local play areas, it was suggested that this year’s youth funding could be best used to help pay for activity equipment which would appeal to teenagers as well as younger children.</p> <p>The aim is to install the equipment in Grassacres Park. The project will be led by and part funded by Westbury Town Council.</p> <p>Similar equipment has proved popular in other areas and appears to fill the gap in such provision for older children.</p>
7.	<p><u>Legacy of 2012</u></p> <p>The Chairman welcomed Cllr Jane Scott, Leader of the Council, who was attending to make a presentation on the celebratory events held in Wiltshire during the past Summer, including the showing of a DVD recording, and was assisted by Ms Laurie Bell, Service Director, Communications.</p> <p>It was noted that over 225,000 people - half the population of Wiltshire - turned out to welcome The Queen when she visited Salisbury in May and to see the Olympic Torch when it was carried through sixteen towns, villages and Salisbury</p>

	<p>in May and July. It was also noted that Wiltshire was the only County to have the Torch visit on two separate occasions, and that combined with the Queen's Diamond Jubilee, 2012 had presented an opportunity to bring communities together, to showcase what the County had to offer in front of the national and worldwide media, and to provide a boost to the local economy.</p> <p>A DVD was presented which showed highlights of these events and how well received they had been which was being made available to all Area Boards.</p> <p>Whilst the economic impact on the County as a result of the celebrations had yet to be fully assessed and realised, it was anticipated that the £290,000 spent by the Council had been more than justified. The boost to the local economy on the five event days was estimated to at nearly £3.8 million, which was far more than anticipated. The film footage of Wiltshire towns and villages and also of former Olympic Gold medal sprinter Michael Johnson at Stonehenge were broadcast across the world with more than 350 million people viewing Wiltshire. The impact on the number of visitors and the increase in tourism was still being evaluated but it was expected to be substantial and a significant boost to the tourist industry in Wiltshire.</p> <p>Cllr Scott explained that the emphasis now was to keep the momentum and legacy going in Wiltshire's communities, the Council and the economy. In this regard, a small Legacy Steering Board had been established which she would chair and the membership would include relevant Cabinet members and officers and representatives from appropriate partner organisations. The Board would be supported by a delivery group, chaired by Laurie Bell to ensure delivery and evaluation of the ongoing legacy work. In particular it was intended to provide support and encouragement to prospective Olympic contenders and it was planned to organise a series of business events and promotions.</p> <p>Cllr Scott paid tribute to all those members of partner organisations and staff who assisted at the events to ensure they were a success.</p> <p>At the conclusion of her presentation, the Chairman warmly thanked Cllr Scott for attending this Area Board meeting and for her presentation.</p>
8.	<p><u>Westbury Community Area Community Plan</u></p> <p>Mrs Carole King, Chairman of the BA13+ Community Area Partnership, presented the Westbury Area Community Plan for the period 2012 – 2017, copies of which were distributed at the meeting.</p> <p>She explained that the Plan was a living document and had been compiled following consultation and research in the Westbury area, as well as meetings with relevant groups and individuals to identify priorities, and with reference to the Joint Strategic Assessment (JSA) 2011 findings. Westbury Forward, a major event held jointly with the Area Board in January 2012, identified the top priorities for action, which were outlined in the Plan and divided by theme. The</p>

	<p>Plan would very shortly be available to view on line on the BA13+ website at ba13.partnership@live.co.uk.</p> <p>It was noted that the purpose of the Plan was to help groups, service providers, this Area Board and Wiltshire Council to tailor their services more specifically to Westbury and the surrounding villages' needs, as well as to provide a guide for community groups and individuals who wished to contribute to the community. In addition to statutory bodies, volunteers were able to take on projects where possible and theme groups, which examined specific issues, were open to anyone in the community. The BA13+ Partnership would support any initiatives in line with the priorities of the Plan. The Plan would be updated online as projects progressed and new priorities were identified. Quarterly partnership meetings would be taking place to consider new initiatives and update the Plan and all members of the community were being encouraged to participate in the process by submitting fresh ideas on community needs.</p> <p>During the ensuing discussion, the following themes for improvement were made:</p> <ul style="list-style-type: none"> • Improvements to public transport facilities and, in particular, rail services. • Provision of a bypass for Westbury. • Construction of a skate park. <p><u>AGREED</u></p> <p>To accept the contents of the Westbury Community Area Plan 2012-2017.</p>
9.	<p><u>Westbury Campus</u></p> <p>The Revd. Jonathan Burke, Chairman of the Shadow Community Operations Board (SCOB), presented a verbal update on the provision of a Westbury Campus.</p> <p>He explained that SCOB were researching the level of services most needed by the community from a Campus and were carrying out an initial consultation between the end of November and January 2013. The outcomes of this consultation would be presented to a future meeting of the Area Board for decisions to be made.</p>
10.	<p><u>Community Asset Transfer</u></p> <p>Consideration was given to a report by the Area Development Manager in which the Area Board was requested to consider the transfer of Leigh Park Community Centre, Westbury to Leigh Park Community Association.</p> <p>On hearing from Cllr Russell Hawker, member of the Leigh Park Community</p>

	<p>Association Committee in support of the application,</p> <p><u>AGREED</u></p> <p>To approve the transfer of Leigh Park Community Centre, Westbury from Wiltshire Council to the Leigh Park Community Association on a long leasehold, subject to the following conditions:</p> <ol style="list-style-type: none"> (1) The lease cannot be completed until ownership of the land has passed from the current owners, Persimmon Homes, to Wiltshire Council. (2) As the hall has not yet been built, this is a new venture. It is, therefore, considered that the transfer should be on a long leasehold basis rather than a freehold as is normally the case. (3) There will be a covenant restricting use of the property to community purposes. (4) The property has been designed as a community hall. All running costs will be met by Leigh Park Community Association. Therefore, there are no financial implications. <p><u>REASONS</u></p> <p>This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.</p>
11.	<p><u>Housing Need and Review of Wiltshire's Housing Allocations System</u></p> <p>The Chairman introduced Ms Nicole Smith, Head of Strategic Housing and Mr Barry Hughes, Chief Executive of Selwood Housing and also of Wiltshire Housing Partnership, who would provide information on the review of Wiltshire's Housing Allocations System.</p> <p>It was explained that due to policy changes introduced by the Government, a review was currently taking place on all housing priorities in Wiltshire. During the next few months a new Housing Strategy would be developed that would set out the Council's housing-related agenda for the next five years. The three overarching objectives that would drive the housing agenda were:</p> <ul style="list-style-type: none"> • To improve the quality and make best use of existing stock across Wiltshire • To utilise all opportunities to meet existing and future housing need • To help people to achieve independence and choice and to support local communities across Wiltshire <p>To assist with formulating this new Strategy all area boards were being</p>

consulted and their comments would be taken into account. Once the Strategy had been formulated and agreed it would be brought back to area boards for information.

Some statistical information regarding housing in the Westbury area was shown and explained (Copies of which are appended to these minutes).

Mr Barry Hughes explained the changes in benefit arrangements and the consequent problems that would arise regarding rent collections. A new bedroom tax would be introduced in certain cases as part of the Government's changes and those tenants who would be affected would be informed of these changes as soon as possible.

Ms Nicole Smith led a discussion on the allocation of social housing and explained different options available, such as mutual property exchanges or the taking in of lodgers.

During the ensuing discussion there was general concern about how these new arrangements would affect in particular the elderly and more vulnerable members of society. It was considered most important that those who had experienced a recent bereavement were not subjected to the additional pressure and problem of having to move to a smaller property; additionally it was felt that such people, particularly the elderly needed a spare room in which to accommodate family members when paying a visit.

Members were then invited to participate in a question and answer session in which they would be asked for their views on a review of housing allocations by amending Part 6 of the Housing Act, as required by the Localism Act 2011, as follows:

How should Wiltshire Council consider the Local Connection?

1. Maintain an open housing register for all – 5 in favour
2. A Local Connection to Wiltshire is required to join – 6 in favour
3. Priority to those with a local connection to an area – 7 in favour

What is a Local Connection to an area?

1. Employed in the area – 13 in favour
2. Lives or previously lived in area – 14 in favour
3. Family currently reside in the area – 11 in favour

Should additional priorities be given to the following?

1. Under occupation – 11 in favour
2. Employment – 12 in favour
3. Training – 6 in favour
4. Those who volunteer in the community – 6 in favour

	<p><i>Should we include any exclusions within the policy?</i></p> <ol style="list-style-type: none"> 1. Those with no identified housing need – 7 in favour 2. Those evicted or caused severe Anti Social Behaviour – 11 in favour 3. Those with significant rent arrears – 8 in favour <p>The Chairman thanked Ms Nicole Smith and Mr Barry Hughes for their presentations and confirmed that the finalised new Housing Strategy would be brought back to this Area Board in due course for information.</p>
12.	<p><u>Partner and Community Updates</u></p> <p>The Area Board received the following partner and community updates:-</p> <ul style="list-style-type: none"> • Crime and Community Safety • Wiltshire Fire & Rescue Service <p>Cllr Sue Ezra referred to traffic problems in Eden Vale Road, Westbury and in particular the parking of cars on pavements. It was agreed that this problem should be investigated by the Police.</p>
13.	<p><u>Community Area Transport Group</u></p> <p>Consideration was given to an update report on the work of the Community Area Transport Group in which approval was sought to the funding of certain projects.</p> <p><u>AGREED:</u></p> <ol style="list-style-type: none"> (1) To spend £800 on improving road markings at Gooselands roundabout. (2) To spend £600 on a pedestrian survey at the White Horse Health Centre. (3) To spend £3,000 towards the cost of improving the footpath between Avebury Close and Station Road. (4) To confirm commitment of £6,000 towards improvement of the junction at Edington – to be carried over to next financial year.
14.	<p><u>Issues Update</u></p> <p>Fly Tipping The Community Area Manager referred to flying tipping that had been taking place in various places including Slag Lane, Brook Lane and also</p>

	<p>within the White Horse viewing area and requested that any instances seen should be reported to Wiltshire Council at http://www.wiltshire.gov.uk/parkingtransportandstreets/streetcarecleaning/streetcarereportingform.htm?type=flyposting who would investigate and clear.</p> <p>Wiltshire Voices Work was progressing on the Wiltshire Voices project which in Westbury had concentrated on the views and voices of older people. The Community Area Manager stated that filming had been completed and the film would be available shortly. Details of the film and the launch would be available as soon as possible.</p> <p>White Horse Health Centre It was noted that, although there had been some initial teething problems regarding the bus service to the new Primary Care Centre, the service had now settled down and was working satisfactorily. It was also noted that the appointments system at the Care Centre could work flexibly if the patient was reliant on public transport.</p>
15.	<p><u>Preview of December Meeting</u></p> <p>It was noted that the next meeting of the Westbury Area Board would be held on Thursday 13 December 2012 at The Laverton, Westbury. It would be a special meeting devoted to subjects, projects and issues concerning children, young people and families. The meeting would start slightly earlier than usual with refreshments being available from 5.30pm and the meeting starting at 6.00pm. Everyone would be very welcome.</p>

Westbury Understanding your area

Total population : 18,070

Children 0 – 15 3,820 21.1%
Working Age 10,410 57.6%
Retirement over 65 3,850 21.3%

Median House price in Westbury £159,950

Nicole Smith



Basic Stock Profile of Westbury



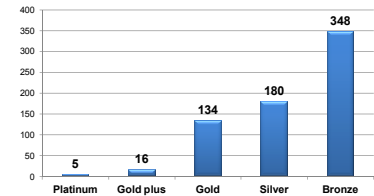
- 69.7% Owner Occupied
- 13.2% Social Housing
- 15.8% Private
- 1.3% Other

Proposed homes to be built 2006 – 2026 (Core Strategy) 1,390
Delivered 13 new affordable homes during 2010 to 2012

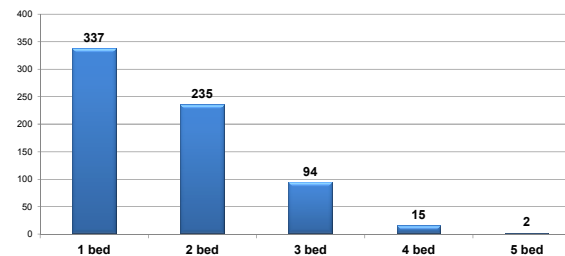
Housing Register Breakdown

Total on the Housing Register 17,088

683 Households with a 1st preference for Westbury



Housing Register Households by Bedsize



Housing Register Breakdown Westbury

Of the 683 households:-

- 31 Have a high welfare or high medical need
- 62 Have a medium welfare or medium medical need
- 0 are disabled
- 20 Have stated they have no fixed address
- 4 Those in the armed forces
- 11 Have a confirmed need for adaptations



Social Housing Lettings in Westbury



Total lettings across Wiltshire since April 2012 611 households
Lettings in Westbury 37 with 33 Households with a local connection
Breakdown on reason for local connection

- 12 Households had family connections in Westbury
- 9 Employed in the Westbury area
- 12 Lives or previously lived in the Westbury area

Platinum	Gold +	Gold	Silver	Bronze
5	15	12	4	1



Under Occupation 125 Households in Westbury



Landlord	Total number of households affected	Numbers of households losing £10-£20 pw	Numbers of households losing £20+ pw
Aster	3	3	0
Greensquare	1	1	0
Guinness	13	12	1
Raglan	9	7	2
Sanctuary	2	2	0
Selwood	76	64	11
Sovereign	20	14	6
Wiltshire Rural Housing Association	1	1	0
TOTAL	125	104	20



Under Occupation



Currently living in a	Needs a...			Total
	1 bed	2 bed	3 bed	
2 bed	48			48
3 bed	16	52		68
4 bed	0	2	5	7
5 bed	1	0	0	1
6 bed	0	0	1	1
Total	65	54	6	125

Slides from Selwood



Questions

1. How should Wiltshire Council consider Local Connection?

- 0 1. Maintain a open housing register for all
- 0 2. A Local Connection to Wiltshire is required to join
- 0 3. Priority to those with a local connection to an area



Review of Allocations

The Localism Act 2011 introduces amendments to Part 6 of the Housing Act.



It provides new freedoms to set the rules determining which categories of applicants qualify for social housing

- Local connection
- Exclusions or reduced preference
- Under-occupation / Foster carers
- Households in work or seeking work / training
- Identified housing need

2. What is a Local Connection to an area?

- 0 1. Employed in the area
- 0 2. Lives or previously lived in the area
- 0 3. Family currently reside in the area

3. Should additional priorities be given to the following?

- 0 1. Under Occupation
- 0 2. Employment
- 0 3. Training
- 0 4. Those who volunteer in the community

4. Should we include any exclusions within the policy?

- 0 1. Those with no identified housing need
- 0 2. Those evicted or caused severe Anti Social Behaviour
- 0 3. Those with significant rent arrears

Subject:	Impact of Welfare Reform
Officer Contact Details:	Emma Cooper Community Partnership Manger 01225 718627 Emma.cooper@wiltshire.gov.uk
Weblink:	http://www.wiltshire.gov.uk/counciltaxhousingandbenefits/welfare2012reform.htm
Further details available:	From Wiltshire Council on: 0300 4560100

Summary of Announcement:

On 8 March 2012 the Welfare Reform Act 2012 was approved. This government change to welfare is designed to simplify the benefit system and encourage people to work. It will affect many people across the country and if you are in receipt of benefit, or an employer, then it will affect you too. The council is working with partners to make sure information and support is available to all those who need it. The changes include:

- Benefit cap
- Under-occupation rules (housing benefit)
- Universal credit
- Disability Living Allowance
- New Council tax scheme
- New social fund

Further information is available on the council's website: <http://www.wiltshire.gov.uk/counciltaxhousingandbenefits/welfare2012reform.htm>. Or telephone the council on: 0300 456 0100

An 'infographic' has been commissioned by Wiltshire Money which is the financial inclusion partnership for the county. The film is less than 4 minutes long and we will watch this now: <http://www.youtube.com/watch?v=dd29tTwwT8>

Welfare Reform Act 2012

On March 8, 2012 the Welfare Reform Act 2012 was approved. This will be the biggest change to the welfare system for more than 60 years. This government's change to welfare is designed to simplify the benefit system and encourage people to work, while protecting the most vulnerable in our society. It will affect many people across the country and if you are in receipt of benefits, or if you are an employer, then it will affect you too. These changes are complex which is why we are on hand to help and support those of you who will be affected.

Council tax support

Wiltshire Council spends around £27 million on council tax benefit which is currently funded in full by central government. It is a national benefit scheme which households receive if they pay council tax, and their income and savings are below a certain amount. From April 2013, the government is stopping this and asking councils to introduce and run a new scheme to support low income households, known as council tax support. When this is introduced the government funding will be replaced by a grant. The exact reduction in funding will not be known until December, but it is expected to be between 10% and 14% less than the current amount. We consulted on our proposals for the local support scheme in September, and based on the results, will shortly be publishing our scheme. It will prevent those with savings of more than £10,000 claiming, but will enable people to earn more without affecting their entitlement. There will be a standard rate reduction for non-dependants regardless of what they earn, however we will have less money to fund the scheme. This means all working age families currently in receipt of council tax benefit will see an average reduction in their weekly benefit of around £4.

Under occupancy and housing benefit

If you receive housing benefit, are of working age (16 to 61) and have one or more spare bedrooms, your housing benefit will be reduced from April 2013. You will either have to find the money to pay the difference between your housing benefit and your rent, or look for a smaller property that is appropriate for your family's size. A mutual exchange or a transfer could be considered. Your housing provider can give you further information on this. Children of the same sex who are under 16, or two children aged under 10 regardless of their sex, can share a bedroom. A disabled tenant or partner who needs a non-resident overnight carer will be allowed an extra bedroom. The reduction will be a fixed percentage of the amount of housing benefit people receive. The government has set this at 14% for one extra bedroom and 25% for two or more extra bedrooms.

Personal Independence Payment (PIP)

The government plans to replace Disability Living Allowance (DLA) with a new Personal Independence Payment (PIP), which will have a new structure and new assessment process. From 2013 the government will start to reassess those who are already on DLA to begin to

transfer people to the new PIP. Existing DLA claimants will have to apply for the new benefit and evidence will be gathered from a range of sources on their condition.

Universal credit

Universal credit will be introduced in 2013. It will replace most existing welfare benefits, including housing benefit. The government intends to introduce it gradually over the next five years. This is intended to simplify the benefit system and give people more control over how their money is budgeted. It will be paid monthly direct to those that claim and they will have to make more decisions about how they run their household budgets, and ensure they can make rent payments. People who are vulnerable or over 61 may still be able to have the benefit to cover their rent paid directly to their landlord.

Couples living in the same household will make a joint claim for the benefit payment, meaning they will no longer receive individual payments of money for different needs.

From October 2013, when Universal Credit is introduced, if either member in a couple is under the qualifying age for Pension Credit then the couple will be treated as working age.

Benefit cap

From April 2013, the government will introduce a cap on the total amount of benefits working-age people (16 to 61) can receive. This means households where no one is in work should not get more in benefits than the average wage paid to people in work. A household includes you, your partner (if you have one) and any children you are responsible for, and who live with you.

If you already receive benefits and could be affected by the benefit cap you'll be contacted by staff from the Department for Work and Pensions (DWP). They will help you understand what the cap might mean for you. They will also help you get information about the changes and to think about what you can do now to get ready.

From April 2013, your housing benefit may go down to make sure the total amount of your benefit is not more than the cap level. If this happens you may have to use money from your other benefits to pay towards the rent for your home.

Help and support

Our main priority is to make sure you get the right support you need, particularly those most affected which includes a high proportion of working families who are already suffering through low wages. We advise you to plan ahead to make sure you get the right advice. For more information, contact customer services on 0300 456 0100 or customerservices@wiltshire.gov.uk. Tenants in social housing should contact their landlord about changes related to housing.

Wiltshire Money has produced a DVD giving an overview of the Welfare Reform Act. It can be viewed at <https://sites.google.com/site/wiltshiremoney/welfare-reform>

Enquiries about benefit and benefit cap issues should be directed towards the local Job Centre plus, or the DWP helpline 0845 6057064. Advice can also be given by Wiltshire Citizens Advice on 0300 456 8375 (from a mobile) or 0844 375 2775 (from a landline).

WILTSHIRE COUNCIL

WESTBURY AREA BOARD

13TH DECEMBER 2012

COMMUNITY ASSET TRANSFER

Leigh Park Community Centre, Westbury

Background

At the Westbury Area Board meeting of October 18, the board approved the transfer of a long leasehold interest in Leigh Park Community Centre to the Leigh Park Community Association (LPCA), in accordance with Wiltshire Council's Community Asset Transfer policy. However, since that meeting, a new company limited by guarantee has been formed to oversee the running of the centre.

The area board is thus now being asked to amend its previous decision and to approve the transfer to Leigh Park Community Centre (Westbury) Limited rather than the Leigh Park Community Association.

Executive Summary

This report deals with the transfer of the Leigh Park Community Centre, Westbury to be transferred to Leigh Park Community Centre (Westbury) Limited in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The board is asked to consider the transfer of a long leasehold interest in Leigh Park Community Centre, Westbury to Leigh Park Community Centre (Westbury) Limited.

Reasons For Proposal

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

Recommendation

To approve the transfer subject to the matters referred to in paragraph 9 of the report.

Sally Hendry

Westbury Community Area Manager

WILTSHIRE COUNCIL

WESTBURY AREA BOARD
13 DECEMBER 2012

COMMUNITY ASSET TRANSFER

Leigh Park Community Centre, Westbury

Purpose of Report

The Area Board is asked to consider the transfer of Leigh Park Community Centre, Westbury to Leigh Park Community Centre (Westbury) Limited.

Background

1. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.
2. 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.
3. 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.
4. 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 proposal before the Area Board

5. Leigh Park Community Centre is currently being built in accordance with conditions attached to a planning permission granted for the development of nearby land by Persimmon Homes. The new facility is to be managed by Leigh Park Community Centre (Westbury) Limited.
6. The most appropriate way of allowing this to happen is the transfer of a long leasehold interest to Leigh Park Community Centre (Westbury) Limited.
7. The proposal 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. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is

included within the application. Cllr Hawker, the local member, has been apprised.

The views of Council officers

9. On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.
 - 9.1 The property is still owned by Persimmon Homes. Ownership will transfer to Wiltshire Council after the community centre has been built. The lease cannot be completed until ownership of the land has passed to Wiltshire Council.
 - 9.2 As the hall has not yet been completed, this is a new venture. It is, therefore, considered that the transfer should be on a long leasehold basis rather than a freehold as is normally the case.
 - 9.3 There will be a covenant restricting use of the property to community purposes.
 - 9.4 The property has been designed as a community hall. All running costs will be met by Leigh Park Community Centre (Westbury) Limited. Therefore, there are no financial implications.

Recommendation

10. To approve the transfer subject to the matters referred to in paragraph 9 above.

Sally Hendry

Westbury Community Area Manager

WILTSHIRE COUNCIL

WESTBURY AREA BOARD
13TH DECEMBER 2012

Community Area Grants and Funding

Purpose of Report

To ask councillors to consider applications seeking the following funding from 2012/13 Area Board Grants:

1. Bratton Silver Band for £5,000 to part fund replacement of instruments
2. Restoration of recreation land and walkways off The Mead - area board councillor led grant application - £675 requested
3. White Horse Day Centre for £350 to fund the purchase of indoor curling equipment - this is an application under the Small Grant Scheme.
4. Bratton Park Life for £4921 to help fund a new children's play project

1. Background

Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (4 April 2012). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2012/2013.
- 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 and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups. Likewise, Small Grants (new this year) should be awarded to similar groups, as well as unconstituted groups of people wanting to improve things near to where they live.
- 1.4. Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding.

Amounts of £1,000 - £5000 will be required to find matched funding. The area board will rarely award more than £5,000.

- 1.5. Small Grants, new for this year, will fund up to £350 where the total cost of the project does not exceed £350. This grant is aimed at enabling groups (including those not formally constituted) to implement projects, involving local people to make their community a better place to live.
- 1.6 Area boards will not consider Community Area Grant (CAG) 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.
- 1.7. In addition to CAGs and Small Grants, Councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls. The application process and form has been updated to bring it in line with the other grants.
- 1.8. Officers are required to provide recommendations in their funding reports (except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire Councillors on the Area Board.
- 1.9. Funding applications will be considered at every ordinary Area Board meeting.
- 1.10. Applicants are encouraged to contact and seek funding help from Charities Information Bureau (CIB) who work on behalf of Wiltshire Council. CIB 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.
- 1.11. Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available on the Wiltshire Council web site with the area board agenda papers and hard copies available upon request.
- 1.12. The 2012/2013 funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) and paper versions are available from the Community Area Manager.

- 1.13. All recipients of area board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board. This applies to all grants made by the area board.
- 1.14. In 2012/13 the Westbury Area Board has been allocated a budget of £40,447. Following successful grant applications there is £19,411 remaining in this year's budget. If the latest grant applications are approved in full, there will be £8,475 left in this year's budget. The final meeting of the area board in the 2012/13 financial year will take place on February 7.

2. Main Considerations

- 2.1 Councillors will need to be satisfied that grants awarded in the 2012/13 year are made to projects that can realistically proceed before 31 March 2013.
- 2.2 Funding applications will be considered at every Area Board meeting until 31 March 2013.

3. Environmental Impact of the Proposals

- 3.1 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 Area Boards budget allocated to the Westbury Area Board.

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

Applicant	Project proposal	Funding requested
Bratton Silver Band	To part fund the replacement of instruments.	£ 5,000

8.1.1 Officers are of the opinion that this application meets 2012/13 grant criteria.

8.1.2 Bratton Silver Band is one of the oldest brass bands in the country and has been performing music for the local community since its formation in 1859. It is an important and well appreciated aspect of the community and involves local people of all ages.

8.1.3 The project demonstrates links to the Local Agreement for Wiltshire ambition Building Resilient Communities and to the Westbury Community Area Plan which commits to support cultural facilities as a priority.

Applicant	Project proposal	Funding requested
English Landscapes (councillor led project)	Restoration of recreation land and walkways off the Mead	£675

8.2.1 This is an area board led grant linking to the issues raised at Westbury Forward. See separate report.

Applicant	Project proposal	Funding requested
White Horse Day Centre	Fund the purchase of indoor curling equipment	£350

8.3.1 Officers are of the opinion that this application meets 2012/13 grant criteria.

8.3.2 The day centre and its well attended luncheon club is a valuable community resource which provides friendship, support and activity to older people in the Westbury area.

8.3.3 This project demonstrates links to the Local Agreement for Wiltshire ambition Building Resilient Communities and to the Westbury Community Area plan in its Health and Wellbeing priorities.

Applicant	Project proposal	Funding requested
Bratton Park Life	To help fund a new children's play project	£4921

8.4.1 Officers are of the opinion that this application meets 2012/13 grant criteria.

8.4.2 This project has been well researched and endorsed by wide engagement with the local community and in particular with parents and carers of young children. The applicants have the backing and financial commitment from the local parish council and have worked hard to achieve funding from a range of sources.

8.4.3 This project demonstrates links to the Local Agreement for Wiltshire ambition Building Resilient Communities.

SALLY HENDRY
Westbury Community Area Manager



Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)

Please contact your Community Area Manager before completing your application
[\(See Section 3 for contact details\)](#)

1. Your organisation or group

Name of organisation	Bratton Silver Band		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Musical Instrument Replacement Project		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Our project is to replace some of our existing brass instruments and to purchase some additional percussion instruments. We will purchase 2 timpani and other percussion items and replace 4 brass instruments. As well as performing regularly at many local events throughout West Wiltshire, we are also a contesting band and take part in regional and national brass band contests. We have been promoted to a 3rd section band from January 2013 and we therefore need to extend the range and improve the quality of some instruments in order to raise the overall standard of the band's musical performance.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Westbury area. The band is based in Bratton.		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Bratton	
When will your project take place?	Q1 2013	
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	We are judged by professional music adjudicators at contests and receive written comments about the quality of our performance. We have issues with tuning and intonation which are directly linked to the age and quality of some instruments as they are unable to be tuned accurately. E.g. our 2 baritones were purchased in 1979 and are at the end of their useful life. Other instruments require regular repairs and we do not have a full set of percussion instruments. The project will help improve the standard of our musical performance and hence the ongoing success of the band within the local community. Demand locally for our music is evident from the number of bookings and enquiries we receive	
How many people will benefit from your project?	30 band members and all audiences.	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	The project meets the aspiration of supporting cultural facilities for arts. 4	
Any other information about your project. (Limited to a 1000 characters) We are one of the oldest brass bands in the country and have been performing music for the local community since our formation in 1859. As a popular band with a good reputation locally, we undertook 25 separate engagements within the local community in 2011 and will perform at 26 engagements during 2012. As well as issues with the tuning of some of our brass instruments, we often have to perform more modern brass band arrangements with percussion parts missing as we do not have a full set of percussion instruments. At contests, our percussionists often go on stage under prepared because of this. Completing this project will improve our ability to compete confidently at contests as well as making concerts more varied and enjoyable for our local audiences. Having gained promotion within the brass band league tables, we now need to secure this position. Improving the standard and variety of music we perform should also help attract new players, ensuring the long term future of the band		
To be completed ONLY where town/parish councils are making an application		
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Management

How many people are involved in the management of your group/organisation?

Of these, how many are:

Over 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="5"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Black and Minority Ethnic people	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
Funding will be from band reserves.

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

Ultimately, the project is about helping to ensure the long term ongoing success of the band in the community by improving the quality of our musical performance. This can be measured by the number of ongoing enquiries we receive to perform at local events and by our ability to retain existing players and attract new players. Musicians are not going to want to play in a band that is in decline.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes Date contacted CIB April 2012 No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Please list with amount applied for and whether you have been successful

Name of Funder	Amount Applied For	Amount Received
Big Lottery Fund	£10,000	0
Westbury Town Council	£800	TBA

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

If yes, please state which one(s).

Yes No

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes No

4. Information relating to your last annual accounts (if applicable)

Year ending: 2011	Month: Dec	Year: 2011
A - Total income:	£21,154	
B - Minus total expenditure:	£22,186	
Surplus/deficit for year: (A minus B)	£-1,032	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£9,224	

5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.

Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
2 Eb Tenor Horns	£2,990	Own fundraising/reserves	C	£5,890
2 Bb Baritones	£5,500			£
2 concert timpani	£2,400	Parish/town council		£
1 Xylophone	£800	Westbury Town Council	P	£800
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£11,690	Total Project Income		£6,690
Total project income B		£6,690		
Total project expenditure A		£11,690		
Project shortfall A – B		£5,000		
Grant sought from Wiltshire Council Area Board		£5,000		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

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

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection Safeguarding Adults
- Public Liability Insurance Equal opportunities
- Access audit Environmental impact
- Planning permission applied for (date) or granted (date)
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 05/11/2012

Position in organisation: Treasurer

Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))

Area Board Project

1. What is the Initiative?

Improvement of the open land and lakes off The Mead, Westbury in order to make it more accessible for use by the general public.

2. Where is the initiative taking place?

Area of land adjacent to the railway line and accessed via a footpath from The Mead

3. When will the initiative take place?

As soon as funding is available.

4. What are the Community benefits/evidence of need/links to Community Plan/Community Issue?

The Westbury Community Plan highlights issues from childhood obesity to health concerns as well as the need to make best use of our environment. As part of this it refers to:

- Make walking & cycling easier by upgrading and linking footpaths

5. What is the desired outcome of this initiative?

This area of open land off The Mead is a delightful potential nature reserve containing lakes, walkways and seating and leading onto a network of footpaths. Currently the area is considerably waterlogged and needs remedial drainage work in order to make it more accessible to everyone. While funds from a S106 agreement have been set aside for the long term maintenance of this land, it does not include allowance for such remedial action. It is believed such remedial work would enable the area to be better used by the community for leisure and hopefully for an educational resource – it is hoped interpretation boards may be provided in the future to chart the flora and fauna of this area.

6. Who will Project Manage this initiative?

The remedial drainage work will be carried out by English Landscapes. The long term maintenance work of the site thereafter will be the responsibility of Wiltshire Council and/or its contractors.

7. Costs/quotes/ match funding?

This work would cost £675.00.

8. Additional information

This project would make best use of a currently underused public area. Making it more easily accessible and better used by all ages would raise awareness and appreciation of the local environment just minutes from the town centre, and would encourage walking, exercise and education.



Small Grant Application Form

2012/2013

For small projects requiring funding - maximum award £350
where total projects costs do not exceed £350

Please ensure that you have read the Funding Criteria before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE
CONSIDERED

1. Your organisation or group

Name of organisation	White Horse Day Centre		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Exercise equipment for elderly people		
Please briefly tell us about the project /activity you want to organise and why <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	We want to motivate the older people and lunch club members who attend our day centre with games and activities. The aim is to help everyone keep fit, alert and healthy - and to have fun in the process. This grant request would pay for New Age curling equipment. New Age Kurling is a form of the original curling game, but adapted so that it can be played indoors on any smooth, flat surface, such as a sports hall, rather than on ice. Importantly, the game can be played by both able-bodied and disabled people of all ages alike..		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Westbury		
Where will your project take place?	Grassacres Hall		
When will your project take place?	As soon as funds are available		

<p>How will your project benefit your local community?</p> <p><i>Important: This section is limited to 300 characters only (inclusive of spaces).</i></p>	<p>We believe keeping fit, active and healthy is a very important part of ageing well. Indoor curling is a gentle but fun exercise which will benefit our members</p>
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<p>How many people will benefit from your project?</p>	<p>Up to 50 older people</p>
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Any other information about your project.
 In the current Westbury community area plan (2012-17) one of the priorities under Arts and Leisure is to encourage sports and exercise, with more health related classes for 50+.

3. Funding

<p>What will be the total cost of your project?</p>	<p>£ 350.00</p>
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<p>How much funding are you applying for (maximum £350)?</p>	<p>£ 350.00</p>
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<p>If you are expecting to receive any other funding for your project, please give details</p>	<p>Source of Funding</p>	<p>Amount Applied For</p>	<p>Amount Received</p>

<p>Name of the organisation and the bank account name (but not the number) your grant funding will be paid in to: (Please Note: we cannot pay money into an individual's bank account)</p>	
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4. Declaration (on behalf of organisation or group) – I confirm that...

The information on this form is correct and that any grant received will be spent on the activities specified

Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application

That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.

I give permission for press and media coverage by Wiltshire Council in relation to this project.

<p>Name:</p> <p>Position in organisation: Chairman</p>	<p>Date: 30/10/2012</p>
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Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))



Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)

Please contact your Community Area Manager before completing your application
[\(See Section 3 for contact details\)](#)

1. Your organisation or group

Name of organisation	Bratton Park Life		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Bratton Park Life		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	To improve the facilities on the village green to include more play equipment for children of varied ages and abilities within the local rurally isolated community. Commence improvements to create a place to play where equipment is more accessible and safer for all children to play and where parents/carers of younger children can meet whilst their children play together more freely and establish more community cohesion. The equipment is designed so more than one child can play on it at once and stimulates more imaginative play.		
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Bratton - Westbury - Central Locality		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 10/04/12	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 17/04/12	No <input type="checkbox"/>

Where will your project take place?	The Village Green, Carpenters Lane, Bratton, BA13 4RN
When will your project take place?	February 2012
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	We held an open afternoon for carers and children to discuss their concerns/ideas with us and distributed questionnaires to all village residents, see analysis in Appendix 1. We identified that many carers consider the existing play equipment is not accessible or safe enough for young children to play freely, also there is a need for more equipment to satisfy the demand from older children, see analysis of Park Usage Appendix 2. Villagers believe that offering children in the village a better place to play would positively impact on the use of other village amenities ie. village shop and public house and negate the need to travel elsewhere by car as the village is rurally isolated.
How many people will benefit from your project?	1200
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboards) or priorities of your area board) Please provide a reference/page no.	Culture - More play areas and open spaces Westbury Area Community Plan - pg 27
Any other information about your project. (Limited to a 1000 characters) We plan to create a place to play which is more accessible and where carers of children can meet whilst their children play together. The equipment is designed so more than one child can play on it at once and stimulates more imaginative play:- low level climbing frame, wooden log train, 4 seater springy see-saw, team swing, spinning cone climber, wide embankment slide making use of the natural resource sloping bank, benches. Children can play on equipment built for the purpose not climb on the recycling bins, negate older children from playing on toddler swings, increased opportunity for all children to play on more equipment at peak times, encourage residents who may have previously avoided the park at these times and not having the opportunity to interact with others leading to increased community cohesion. Children can play more freely enabling carers to be more social, encourage more activity within the village and use of other village amenities with less need to travel.	
To be completed ONLY where town/parish councils are making an application	
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Management

How many people are involved in the management of your group/organisation?

Of these, how many are:

Over 50 years	Male	<input type="text"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text" value="7"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
 Bratton Parish Council will continue to service and maintain the equipment once on site and take responsibility for safety inspections, safe guarding, public liability etc.

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

We plan to hold another Open Afternoon once the project is complete and established.
 We will also send out questionnaires again to gain feedback.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes Date contacted CIB 09/05/12 No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Please list with amount applied for and whether you have been successful

Name of Funder	Amount Applied For	Amount Received
Landfill Community Fund	£10,000	£10,000
Selwood Housing	£1,000	£250
Lottery Awards for All	£9,133	£9,133
Bratton Parish Council	£3,000	£3,000

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

Yes No

If yes, please state which one(s).

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes No

4. Information relating to your last annual accounts (if applicable)

Year ending:	Month:	Year:
A - Total income:	£N/A	
B - Minus total expenditure:	£N/A	
Surplus/deficit for year: (A minus B)	£N/A	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£N/A	

5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.

Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
7 items of equipment	£18,698	Own fundraising/reserves	C	£500
Safer surfacing	£2,394	Selwood Housing	C	£250
Install and carriage	£6,082	Parish/town council	C	£3,000
Security fencing	£380			£
Remove soil	£250	Trusts/foundations		£
	£	Landfill Community Fund	C	£10,000
	£	In kind		£
	£			£
	£	Other		£
	£	Lottery Awards for All	C	£9,133
Total Project Expenditure	£27,804	Total Project Income		£
Total project income B		£22,883		
Total project expenditure A		£27,804		
Project shortfall A – B		£4,921		
Grant sought from Wiltshire Council Area Board		£4,921		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

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

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection Safeguarding Adults
- Public Liability Insurance Equal opportunities
- Access audit Environmental impact
- Planning permission applied for (date) N/A or granted (date)
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 19/09/2012

Position in organisation: Secretary

Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))



Crime and Community Safety Briefing Paper Westbury Community Area Board 3rd December 2012

Current Priorities:

Up-to-date details of the current news about Neighbourhood Policing Teams, including, profiles, priorities and forthcoming community consultation events can be found on the Wiltshire Police Website.

🖥️ Visit the new and improved website at: www.wiltshire.police.uk

Team News:

Ps Debra ASHLEY

Town Team:
VACANT
PCSO Neil Turnbull
PCSO Hannah Jamieson

Rural Team:
Pc Darren Foulger
PCSO Lukas Breedt

WESTBURY PERFORMANCE:

Wiltshire Police - 171 years of public service

EG Westbury	Crime				Detections	
	November 2010 - October 2011	November 2011 - October 2012	Volume Change	% Change	November 2010 - October 2011	November 2011 - October 2012
Victim Based Crime	861	770	-91	-11%	18%	21%
Domestic Burglary	55	39	-16	-29%	16%	23%
Non Domestic Burglary	98	67	-31	-32%	4%	7%
Vehicle Crime	69	120	51	74%	6%	8%
Criminal Damage & Arson	207	172	-35	-17%	14%	19%
Violence Against The Person	147	148	1	1%	52%	41%
ASB Incidents (Year to Date)	605	435	-170	-28%		
Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for Violence Against the Person and Domestic Burglary in the previous 12 month period (October 2011 -September 2012).						
* Detections include both Sanction Detections and Local Resolution						

The performance figures for Westbury and the surrounding villages this reporting period continue to show better results when compared to this time last year. This is good news.

The figures show a reduction in all crime types, except vehicle crime, and a reduction in the overall number of crimes being reported.

91 less crimes than reported this time last year
170 less reports of anti social behaviour.

Detection rates are also slightly improved.

Vehicle Crime across the whole area remains a challenge. The reported vehicle crime consists of thefts of tools from vans, thefts of handbags and valuables from cars whilst left parked and unattended and damage caused to vehicles whilst attempting to steal from them.

Recent press releases have included specific requests for people not to leave valuable items especially tools unattended in vehicles overnight.

It is also strongly recommended that personal items of property are marked so that they can be clearly identified in the event of theft.

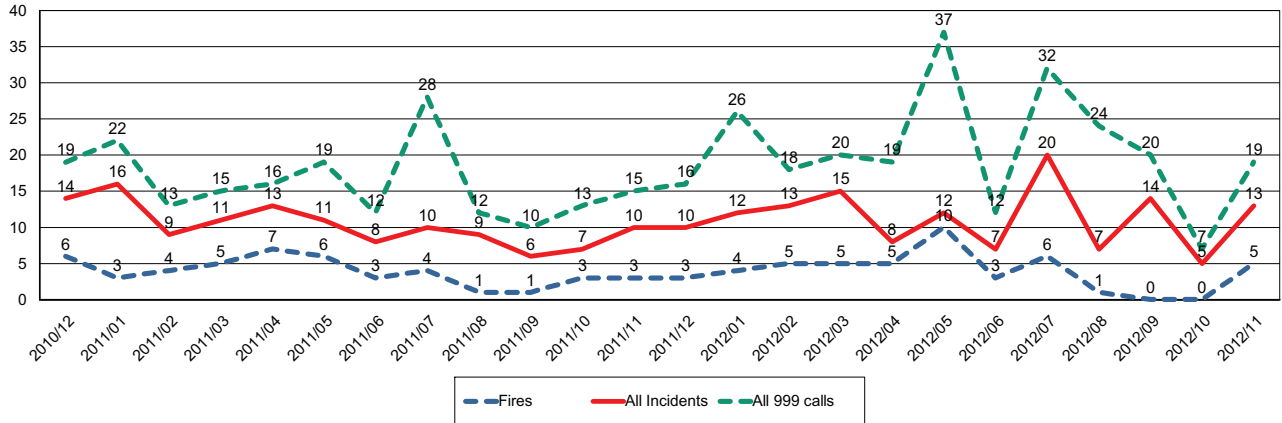
Lindsey Winter
Sector Inspector
3rd December 2012



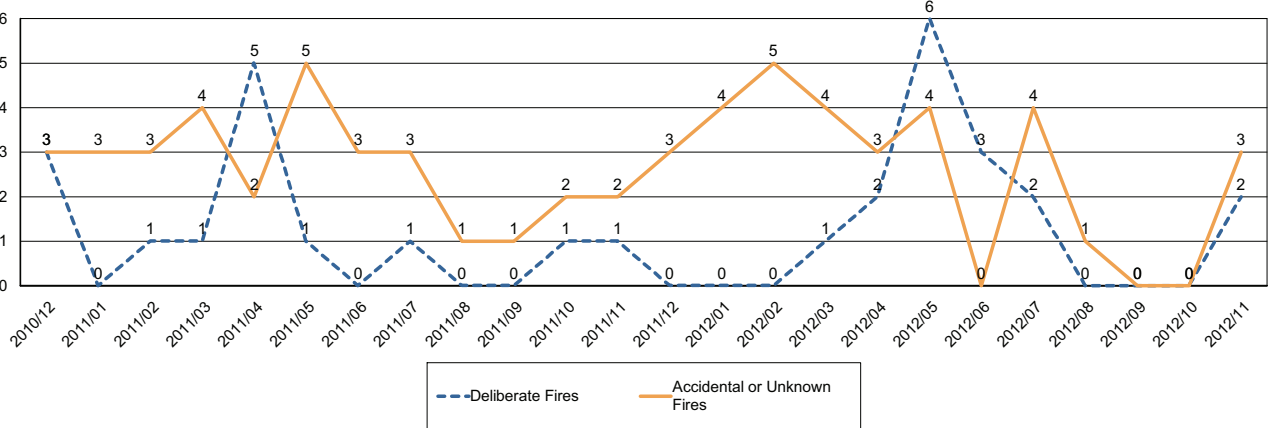
Report for Westbury Area Board

The following is an update of Fire and Rescue Service activity up to and including November. It has been prepared using the latest information and is subject to change.

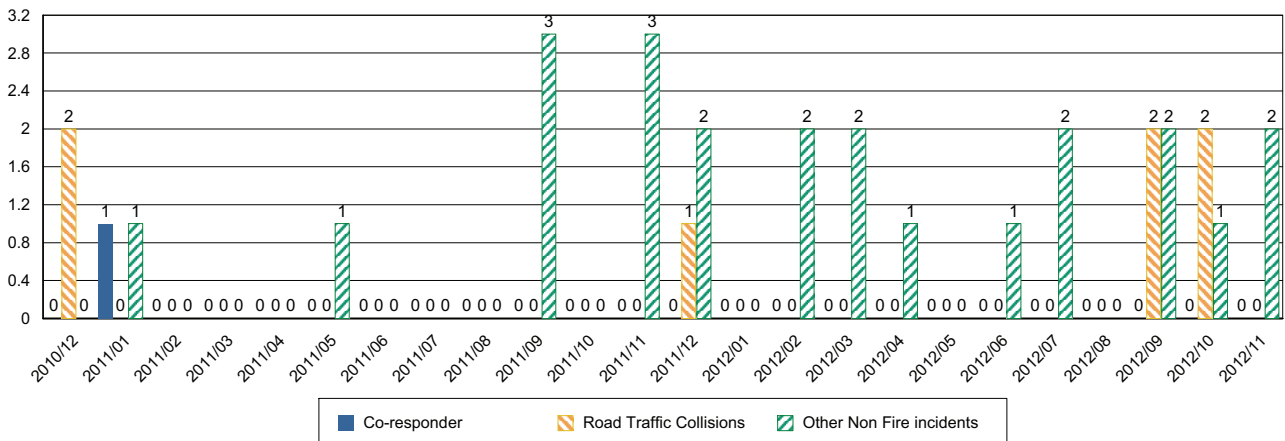
Incidents and Calls



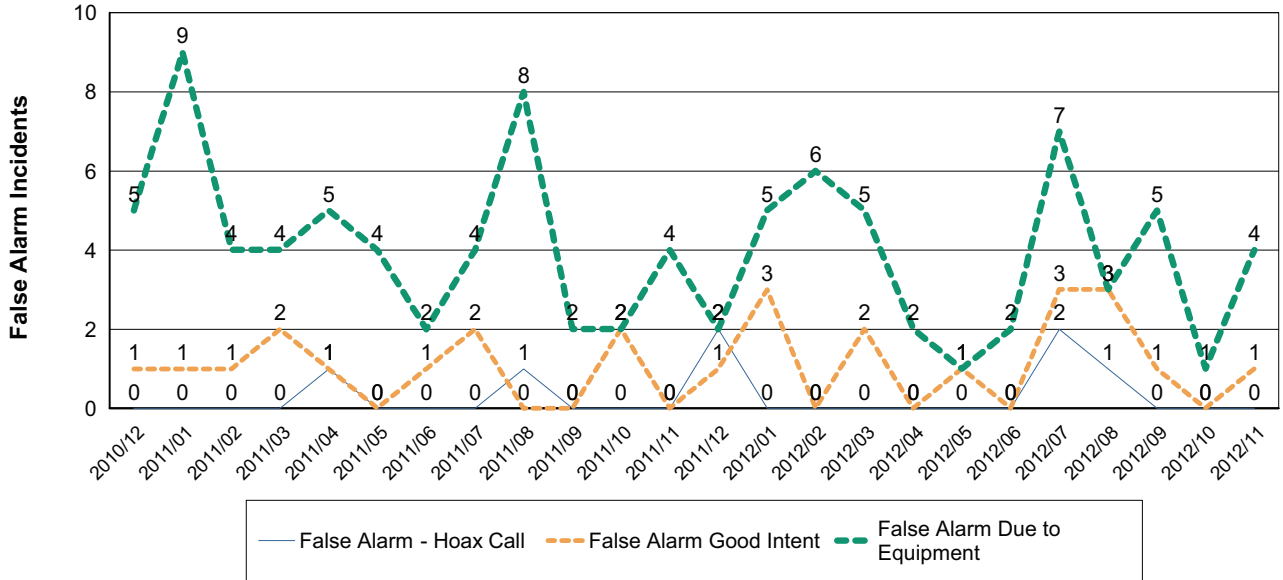
Fires by Cause



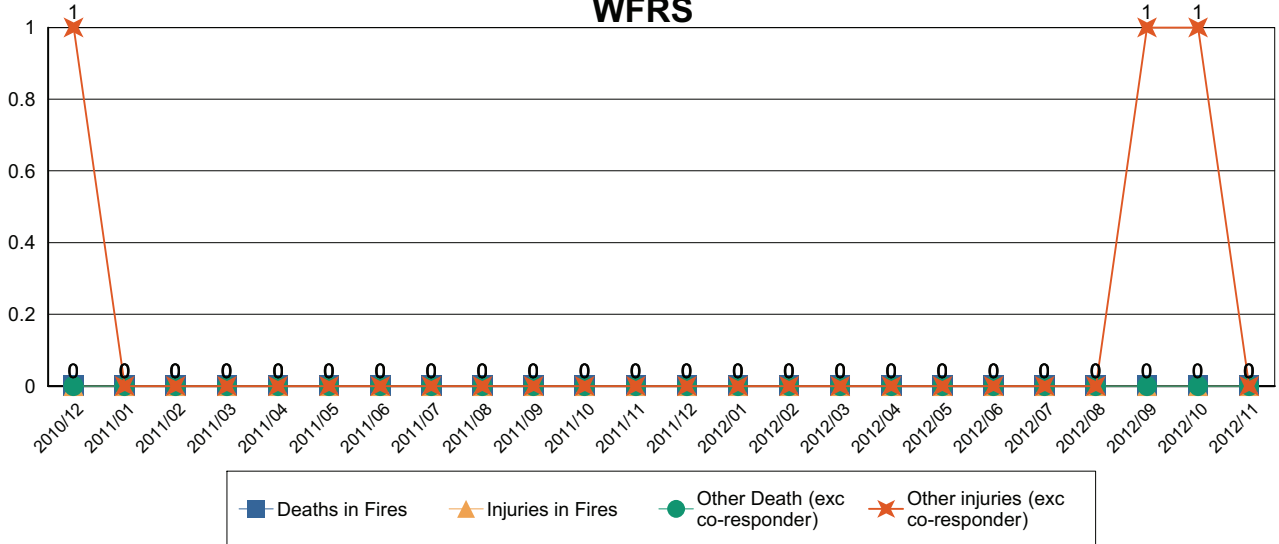
Non-Fire incidents attended by WFRS



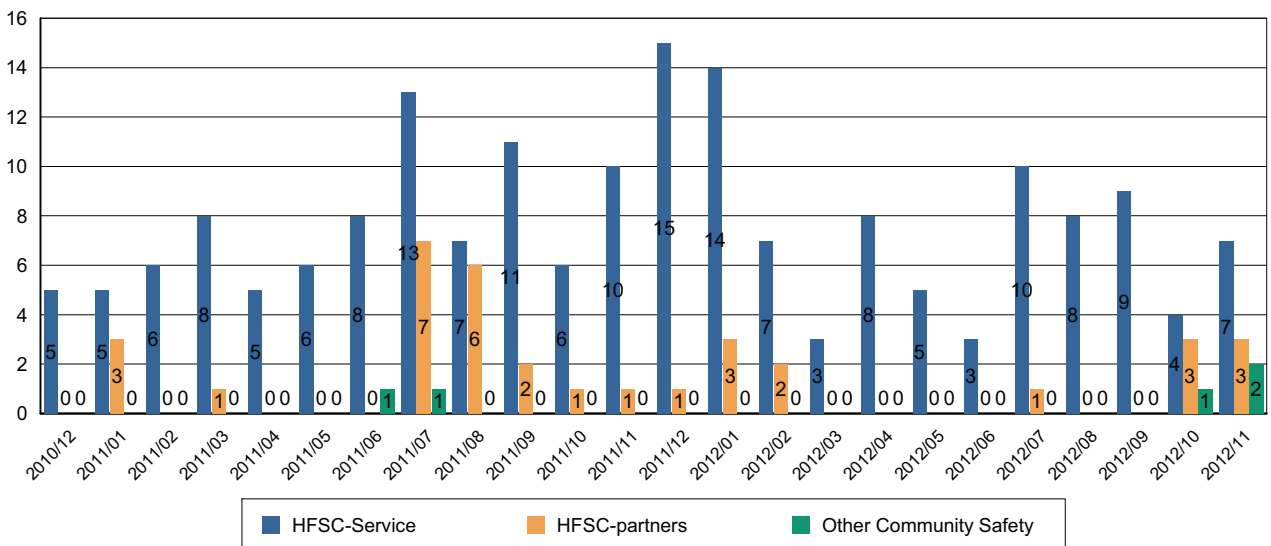
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf



Westbury Area Community Plan

Through extensive local consultation, the BA13 Community Plan has been updated and is published this week after being presented to the Area Board in October.

Carole King, Chair of the BA13+ Partnership said “It's full of ideas and aspirations that you gave us. We encourage all of you to read it and identify at least one theme and work with us to achieve the actions listed.”

Copies of the new community plan are being delivered to households within the partnership area, and will also be available from the Visitor Centre in Westbury High Street or from the Library. It can also be downloaded online via the following links:

<http://www.wiltshire.gov.uk/ba13-community-plan-2012-2017-oct2012.pdf>

<http://www.wfcap.org/local.aspx>

The BA13 Community Area Partnership includes Bratton, Coulston, Dilton Marsh, Edington, Heywood and Westbury. It works to promote the wellbeing of the community with regards to its economic, social, environmental and cultural development. The Partnership holds regular public meetings across the community area and will continue to consult on the themes within the plan to support this as a living document. If you would like to get in touch, please email ba13.partnership@live.co.uk or telephone 01373 822650.

October 2012 update

Pregnant women offered whooping cough jab

Pregnant women across Wiltshire are being offered the whooping cough vaccination, following a national increase in the number of cases.

The vaccination will boost short term immunity passed on by women to their babies while they're still in the womb. Newborns will still need to be vaccinated between two and four months of age, so that they continue to be protected.

GPs will be giving the vaccination to women who are at least 28 weeks pregnant, in order to optimise its effectiveness.

Whooping cough – or pertussis is a highly contagious bacterial infection of the lungs and airways. The condition usually begins with a persistent dry and irritating cough which progresses to intense bouts of coughing. These are followed by a distinctive 'whooping' noise.

The Department of Health is encouraging all women who are 28 weeks pregnant or more to have the vaccination because immunity from the vaccine will pass to your baby through the placenta, helping to protect them in their first few weeks of life

If you're approaching 28 weeks pregnant or more, please contact your GP practice to find out more about the vaccine and book an appointment to receive it.

For more information on the whooping cough vaccine in pregnancy, visit the NHS Choices website: <http://www.nhs.uk/Planners/vaccinations/Pages/Adultshub.aspx>

Keep warm and well

Now that the clocks have changed and we have already seen temperatures plummet, NHS Wiltshire is urging people to keep warm and well this winter:

“The cold can have serious consequences, increasing the risk of strokes and heart attacks as well as colds and flu,” says Medical Director Peter Jenkins; “Wrapping up warm, keeping the heating turned up and keeping a well-stocked medical cabinet incase you do catch a cold or flu are all sensible steps to take.”

“It's particularly important to stay indoors during very cold weather if you have a respiratory illness – and all elderly people should avoid going out on icy pavements. This means staying at home until later in the morning when the ice has melted. Even if you have a doctor's appointment first thing, try and reschedule it for later – your surgery will usually be happy to help with this. It's better to wait than risk falling on the ice.”

NHS Wiltshire has produced five top tips on staying warm and well this winter.

1. **Keep your home warm** – set your central heating to between 65 and 70 degrees Fahrenheit (18-21 degrees centigrade). Heat the room you sit in during

- the day to 70 degrees, and your bedroom to 65 degrees. When it's very cold (as it is at present), set the heating to come on earlier so that you're not waiting for your home to warm up.
2. **Have your flu jab.** Everyone over 65, or with a wide variety of health conditions, is entitled to one free of charge. Immunity takes effect almost immediately, so even though a flu outbreak is currently well underway, you can still protect yourself by getting the jab – just call your GP to make an appointment.
 3. **If you do fall ill with flu, it's best to stay at home.** Flu is caused by a virus, and cannot be treated with antibiotics – so a visit to your GP is not necessarily the best course of action.
 4. **Vomiting and diarrhoea bugs** caused by norovirus are common and very infectious. This can be a very unpleasant condition, but the best advice is to stay at home and drink plenty of fluids until the symptoms pass. Norovirus is highly infectious, with an incubation period of between one and three days. For that reason, you should wait 48 hours after symptoms have stopped before going back to work or school.
 5. **Keep a well-stocked medicine cabinet**, with supplies of ibuprofen, paracetamol and your favourite cold remedy at hand.

Where to go when you're ill

The following points should be helpful when deciding who to contact.

- Pharmacies offer over-the-counter medicines and advice. As well as being open during regular retail hours, they operate an out-of-hours service on a rota basis;
- Call NHS Direct for advice on 0845 46 47 or go to www.nhsdirect.nhs.uk. They can give a wide range of advice and information about many conditions;
- Use the minor injuries units at Chippenham and Trowbridge for cuts, burns and other injuries – but not for colds, flu or vomiting;
- Make an appointment with your own GP - an out-of-hours service is also available;
- If it is a genuine emergency, go to your local A&E department or call 999 for an ambulance.

The next PCT Cluster Board Meeting will be held on Wednesday 28 November at 10am in the Conference Room, Southgate House, Pans Lane, Devizes.

Members of the public are welcome to attend. Papers are published a week before the meeting on www.wiltshire.nhs.uk or on request from Stacey Saunders, NHS Wiltshire, email: stacey.saunders@wiltshire.nhs.uk