

AGENDA

Meeting: DEVIZES AREA BOARD
Place: Devizes Sports Club, London Road, Devizes SN10 2DL
Date: Monday 28 May 2012
Time: 6.30 pm

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

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

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

Refreshments and networking opportunities will be available from 6.30 pm.

Please direct any enquiries on this agenda to Alexa Smith (Democratic Services Officer), on 01249 706610 or alexa.smith@wiltshire.gov.uk

or Richard Rogers (Community Area Manager), on 07771 547522 or richard.rogers@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 01225 713114 / 713115.

Wiltshire Councillors

Cllr Laura Mayes, Roundway (Chairman)
Cllr Jeffrey Ody, Devizes and Roundway South
Cllr Jane Burton, Devizes East (Vice Chairman)
Cllr Nigel Carter, Devizes North

Cllr Richard Gamble, The Lavingtons and Erlestoke
Cllr Lionel Grundy OBE, Urchfont and The Cannings
Cllr Liz Bryant, Bromham, Rowde and Potterne

Items to be considered	Time
<p>We welcome Councillor Stuart Wheeler to our area board meeting this evening. Stuart is the Cabinet Member for Transformation, Culture, Leisure and Libraries which covers the two agenda items of the Community Campus Proposal and the Skatepark and BMX Working Group.</p>	
<p>1 Appointment of Area Board Chairman (<i>Pages 1 - 2</i>)</p> <p>To elect a Chairman for the forthcoming year.</p> <p>2 Appointment of Area Board Vice Chairman</p> <p>To elect a Vice Chairman for the forthcoming year.</p> <p>3 Appointments to Outside Bodies and Working Groups (<i>Pages 3 - 14</i>)</p> <p>To confirm memberships of outside bodies and to confirm membership and terms of reference of working groups (to include Community Area Transport Group).</p>	<p>6.30 pm</p>
<p>4 Welcome and Chairman's Announcements (<i>Pages 15 - 24</i>)</p> <p>The Chairman will provide information about:</p> <ul style="list-style-type: none"> a. The Jubilee celebration grants awarded b. The May 1 Jubilee celebration event c. Warm and well - canvassing taking place (attached) d. Informal adult education in Wiltshire (attached) e. Rural facilities survey (attached) f. 11 to 19 commissioning strategy update (attached) g. Paths improvements grants scheme (attached) h. Neighbourhood plan (Devizes). 	<p>6.40 pm</p>
<p>5 Apologies for Absence</p>	<p>6.55 pm</p>
<p>6 Minutes (<i>Pages 25 - 34</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 26 March 2012.</p>	
<p>7 Declarations of Interest</p> <p>Councillors are requested to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.</p>	
<p>8 Promoting and Celebrating the Olympics Locally</p> <p>Emily Young, Devizes Young Ambassador for the Olympics, will speak about what is taking place and how to get involved.</p>	<p>7.00 pm</p>

9	<p>End of Year Review</p> <p>The Chairman will give a short review of Devizes Area Board during the last year.</p>	7.10 pm
10	<p>Asset Transfer - Roundway Allotments (<i>Pages 35 - 40</i>)</p> <p>The area board is asked to decide whether it agrees for the land currently owned by Wiltshire Council to be transferred to Roundway Parish Council for allotments.</p>	7.20 pm
11	<p>Skatepark and BMX Working Group (<i>Pages 41 - 46</i>)</p> <p>The final report from the working group with recommendations for an area board decision.</p>	7.30 pm
12	<p>Community Campus Proposal (<i>Pages 47 - 54</i>)</p> <p>Lucy Murray Brown, Head of Campus and Operational Delivery, will give a presentation about the development of a community campus proposal for Devizes Community Area.</p>	7.40 pm
13	<p>Partner Updates (<i>Pages 55 - 68</i>)</p> <p>To receive updates from the following partners:</p> <ul style="list-style-type: none"> a. Wiltshire Police (attached) b. Wiltshire Fire and Rescue Service (attached) c. NHS Wiltshire (attached) d. Devizes Community Area Partnership (attached) e. The Traffic Working Party (verbal) f. Town and Parish Councils (attached). 	8.10 pm
14	<p>Area Board Funding (<i>Pages 69 - 76</i>)</p> <p>Councillors will be asked to consider six applications made to the Community Area Grants Scheme, as follows:</p> <ul style="list-style-type: none"> a. Devizes Community Area Partnership - seeking £2,098 to improve and replace signage in Devizes. b. Kennet Furniture Project - seeking £4,500 to employ a volunteer manager. c. Devizes Carnival - seeking £4,000 to expand a community outreach project. d. Devizes Rugby Football Club - seeking £4,700 to purchase additional flood lights. e. Old School Day Centre, Market Lavington - seeking £874 to purchase computer and photographic equipment. f. Sustainable Development Network - seeking £456 to run an energy fair in Devizes. 	8.15 pm
15	<p>Close.</p>	8.30 pm

Future Meeting Dates

Monday, 23 July 2012

6.30 pm

Bromham Social Centre

Monday, 24 September 2012

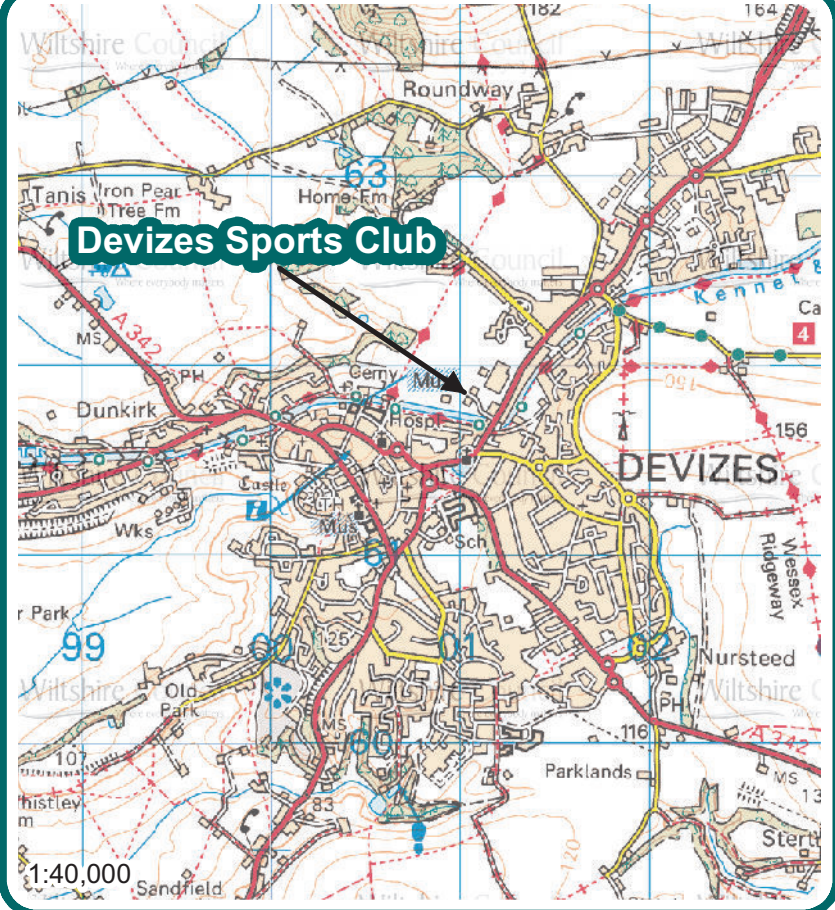
6.30 pm

Lavington School

Monday, 26 November

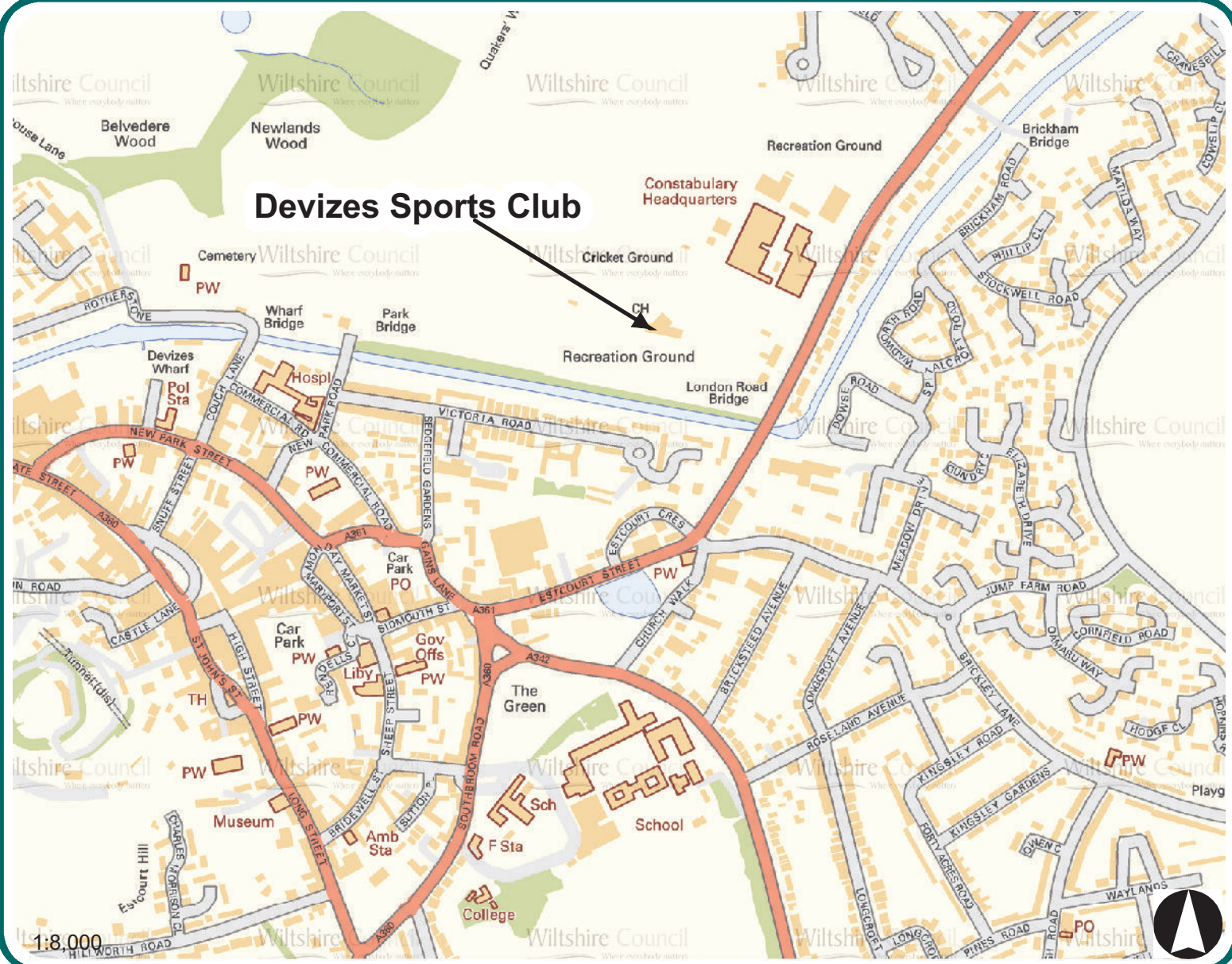
6.30 pm

Devizes Sports Club



Devises Sports Club
 London Road
 Devises
 SN10 2DL


 Where everybody matters



Devizes Area Board
28 May 2012

Appointments to Outside Bodies and working groups 2012/13

1. Purpose of the Report

- 1.1. To note the appointments to Outside Bodies and Working Groups as set out at Appendix A, which will continue for the forthcoming year 2012/13, unless the Board wishes to make any changes.

2. Background

- 2.1. The Area Board appointed to Outside Bodies at its inaugural meeting in 2009. These appointments will continue for the duration of Councillors' current terms of office, unless the Board determines otherwise.
- 2.2. Similarly, other appointments have been made to Working Groups, such as the Community Area Transport Group (CATG). These appointments will also continue until 2013.

3. Main Considerations

- 3.1. All Area Boards have appointed Community Area Transport Groups (CATGs), which operate as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended
- 3.2. Some Area Boards have also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups have been established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

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

6. Environmental Impact of the Proposals

- 6.1. None.

7. Equality and Diversity Implications

- 7.1. None.

8. Delegation

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

9. Recommendation

- 9.1. The Area Board is requested to:
 - a. note the appointments to Outside Bodies as set out at Appendix A, and to agree any changes required.
 - b. agree to reconstitute the Working Group(s), and to agree to re-appoint to Working Group(s) as set out at appendix B
 - c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

Report Author:

Alexa Smith
Democratic Services Officer
01249 706610
alex.smith@wiltshire.gov.uk

Appendices:

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Group(s)

Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

Appointed By	Outside Body Title (A to Z)	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Rep
Area Board - Devizes	Devizes & District Association for the Disabled Executive Committee	To continue representation for the disabled in the Devizes Area Community	Provide support and assistance to the disabled	Meetings organised when required	Yes	2	Cllr Jane Burton & Cllr Jeff Ody
Area Board - Devizes	Devizes Community Area Partnership	To inform on the development of the Community Area Plan	Development of the Community area Plan	Quarterly	No	1	Cllr Laura Mayes
Area Board - Devizes	Devizes Development Partnership	Public sector representation essential.	Steer the work of the Town Centre Manager. Economic and social development of the Devizes area	Six meetings per annum	Yes	2	Cllr Richard Gamble

Appointments to Working Groups **Devizes Area Board**

Community Area Transport Group:

- Councillor Richard Gamble (Chairman)
- Richard Rogers (Community Area Manager)
- Gareth Rogers (Highways Officer)
- Devizes Community Area Partnership representative
- Devizes Development Partnership representative
- Town Council representative
- Rural parish representative
- Supporting Officers when required
- The group is open to any Parish Council to request to attend to discuss an issue

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes to do so. It should be noted that CATG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Officer Support

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

Terms of Reference

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

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

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

To make recommendations to the Area Board as to the locations for speed indicator devices (SIDs) in line with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

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

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

6. Other decisions

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

Warm and Well Canvassing Starting in Your Area

Wiltshire Council is about to start actively promoting the Warm and Well loft and cavity wall scheme in Devizes and Melksham through door to door canvassing. Although the scheme has been running since June 2011, there is still money available to fill more lofts and cavity walls. In order to reach more people that might benefit from the scheme, contractors will be calling door to door during May.

Subject to survey, this scheme can provide discounted (or in some cases free) loft and cavity wall insulation to residents in Wiltshire depending on the client's circumstances. The scheme is being operated on our behalf by Severn Wye Energy Agency alongside contractors Domestic and General who undertake the works. The measures are available to all private households including the rented sector.

For further information about the scheme and the terms and conditions please visit the following website www.warmandwell.co.uk.

Adult Education Consultation

Wiltshire Council is undertaking a review of its provision and support of adult education across the county. This refers to courses which are offered as leisure activities and those which are focused on developing basic skills or qualifications relating to employment.

Currently, the council offers informal adult education through public libraries, its Family Learning team and at Urchfont Manor College (which is due to close in September 2012). Other providers who offer informal adult education include Wiltshire College, The Workers' Educational Association and Learning Curve, in addition to which there is a huge range of activities organised by groups and individuals which take place in communities across the county.

Understanding the needs of individuals and the perception of informal adult learning in our communities is essential if the council is to be able to support and facilitate the provision of activities to meet those needs.

This consultation will inform cabinet on the role which the council will take to support opportunities for informal adult learning in Wiltshire. Please see the Wiltshire Council website if you would like to input into the consultation.

Rural Facilities Survey 2012

The rural facilities survey maps the services and amenities available to rural communities within the Wiltshire Council area. The survey has been carried out since 1976, painting a picture of some 233 rural settlements in the county of Wiltshire across 35 years. This gives us a wealth of data to support local communities in rural parts of the county and allows us to track changes in facilities including education and childcare services, local health facilities, food shops, spiritual and leisure facilities and public transport. In recent years, the survey has also examined access to services such as broadband internet connections and mobile phone coverage. There has been a significant decline in a number of basic facilities since 1976. The number of settlements with primary schools has decreased by around 30%, while around two thirds of villages have lost their general food shop. Less than half of settlements in 2008 retained the Post Office they had in 1976. Public transport, however, has improved vastly over the period of the survey.

The most recent survey was carried out in 2008 and a report outlining the results and trends revealed can be seen on the intelligence network website¹ along with an update taking into account the changes to the Wiltshire County Community Area boundaries that occurred in April 2009.

The survey is repeated around every three years and the latest survey is scheduled to be carried out during Spring 2012. Over the coming weeks, the survey will be posted out to the parish clerks for the settlements included in the database and their input is critical to making the survey a success. The results will be analysed for all 20 of Wiltshire's Community Areas and the overview report published in the autumn. The results will also form part of the evidence base that will be used to refresh the Joint Strategic Assessment for Wiltshire.

For more information, please contact:

Knowledge Management Team,
Public Health and Protection Services
Wiltshire Council
(01225) 713186
research@wiltshire.gov.uk



¹ www.intelligencenetwork.org.uk/community

11 to 19 Commissioning Strategy

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

- Employment and training
- Educational attainment
- (These were the top 2 commissioning priorities selected by young people)*
- Housing
- Transport for young people
- Involving young people
- Volunteering
- Improving Integrated Youth Services

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

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

An implementation group which includes councillor representatives has been meeting monthly since September 2011 to coordinate delivery of the Wiltshire Youth Work Offer from 1 April 2012. Good progress has been made to date and the Youth Services Implementation Group would like to invite Area Boards to consider this progress and support the following initiatives:

1. Increase use of volunteers

A sub group of the Youth Services Implementation Group has been exploring ways of encouraging more local volunteers to get involved with youth work provided in Council funded youth centres. This links to the Council's overall partnership Volunteering Strategy and Action Plan.

The group has been working on the establishment of a joint process between the Council and the Voluntary and Community Sector for the registration and training of local volunteers to support youth based activities. A guidance pack is now being developed for all Youth Development Centres which sets out the best way to go about registering and training volunteers. Those who wish to volunteer will be able to claim reasonable expenses and develop their skills through appropriate training opportunities.

The group has noted the importance of attracting and encouraging local people within community areas to become involved in volunteering opportunities within their local Youth Development Centre. Consequently, the group would like to invite Area Boards to support this endeavour by supporting local youth centres to promote volunteering opportunities within each community area.

Details of voluntary roles with young people will be available from the Volunteer Centre and/or local Youth Development Centre from 1 April 2012.

2. Youth Advisory Groups

Part of the Wiltshire Youth Work Offer includes the formation of Youth Advisory Groups in all community areas. Pilots are currently taking place in Malmesbury, Melksham, Southern Wiltshire and Salisbury. The groups will play a key role in improving the co-ordination of positive activities for young people in local areas.

The groups will be set up in each local area, linked to Area Boards. Each Youth Advisory Group will be chaired by a young person under 25 and over 50% of members will be under 19 years of age. Advisory groups will plan and shape local services, making sure local young people know what is available and encouraging partnerships which avoid overlap and fill gaps. Mechanisms will be established to ensure knowledge and ideas are shared between Youth Advisory Groups.

Youth Advisory Groups will have commenced in 20 community areas across Wiltshire by the end of October 2012. Learning from the pilots will be used to inform the development of groups in other areas.

The Youth Services Implementation Group would like to invite Area Boards to support these developments and to establish strong and meaningful links with Youth Advisory Groups in each community area.

3. Income Generation

As part of the Wiltshire Youth Work Offer the Youth Development Service has been set an income generation target of forty five thousand pounds. This will be raised through a combination of subscriptions, fund raising and seeking sponsorship.

A revised staffing funding formula has been used to calculate an income generation target for each community area. The targets will be put into place from 1st April 2012.

The Youth Services Implementation Group would like to invite Area Boards to support local Youth Development Centres in their endeavours to attract and raise income. For example, supporting local fundraising events and attracting local business sponsorship.

The Youth Services Implementation Group invites feedback from Area Boards on any of the initiatives highlighted above.

Any comments, queries or questions should be sent to james.fortune@wiltshire.gov.uk by 31st July 2012.

James Fortune
Lead Commissioner 11-19
01225 713341

Paths Improvement Grants Scheme (PIGS)

Do you have an idea to improve access to the countryside or to create new links between settlements in your area?

The Paths Improvement Grants Scheme aims to help local people to make innovative improvements to countryside access in their area. In 2012 around £60,000 will be made available for community led projects.

If you have an idea for a scheme please contact Wiltshire Council's Rights of Way and Countryside Team Michael.Crook@wiltshire.gov.uk or Tel: 01225 713349.

Further details of the scheme are available on the Countryside Access Forum website - www.wiltshirelaf.org.uk

The closing date for applications is Friday 13 July 2012.

MINUTES

Meeting: DEVIZES AREA BOARD
Place: Bromham Social Centre, New Road, Bromham SN15 2JB
Date: 26 March 2012
Start Time: 6.30 pm
Finish Time: 8.40 pm

Please direct any enquiries on these minutes to:

Alexa Smith (Democratic Services Officer), on 01249 706610 or alexa.smith@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Laura Mayes (Chairman), Cllr Jeffrey Ody, Cllr Jane Burton (Vice Chairman), Cllr Nigel Carter, Cllr Richard Gamble, Cllr Lionel Grundy OBE and Cllr Liz Bryant

Wiltshire Council Officers

Mandy Bradley (Service Director), James Cawley (Service Director), Peter Hanson (Divisional Highway Manager), Karen Jones (Senior Project Manager), Richard Rogers (Community Area Manager) and Alexa Smith (Democratic Services Officer)

Town and Parish Councillors

Devizes Town – Ted East, Peter Evans, Sue Evans, Simon Fisher (Deputy Town Clerk), Margaret Taylor and Ray Taylor
Bishops Cannings – Jenny Combe and Rob Jones
Bromham – A W Blackman, Jean Collens, PS Paget and Pam Thomas
Cheverell Magna – Chris Hall, Ann Lumb and Lynda Wearn
Easterton – Chris Saunders
Erlestoke – Dean Moore
Etchilhampton – Mervyn Woods
Great Cheverell – Paul Stevens
Potterne – Pat Straw
Roundway – Chris Callow, Rebekah Jeffries, Rick Rowland and Albert Wooldridge
Rowde – Peter Allfrey, Jan Barber and Jackie Bawden

Partners

Wiltshire Police – PC Richard Barratt

Wiltshire Police Authority – Cllr Chris Humphries

Wiltshire Fire and Rescue Service – Scott Taylor and Mike Franklin

Devizes Community Area Partnership – M Nightingale, Doug Roseaman, Tony Sedgwick, Paula Winchcombe and Noel Woolrych

Gazette and Herald – Jill Crooks

Wiltshire Heritage Museum – David Dawson

Total in attendance: 87

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Welcome and Chairman's Announcements</u></p> <p>Peter Paget, Chairman of Bromham Parish Council, welcomed Devizes Area Board to the Bromham Social Centre.</p> <p>Councillor Mayes then drew attention to the Chairman's announcements included in the agenda pack. Youth Advisory Groups were being established in all community areas by June 2012. The groups would play a key role in improving the co-ordination of positive activities for young people in local areas.</p> <p>A review of mini recycling sites and household summer opening hours was taking place following the success of the new improved waste and recycling collection services provided in Wiltshire. To view and comment on proposed changes, please complete an online questionnaire at www.wiltshire.gov.uk/consultations or call 0300 4560102 for a paper copy. Please respond by 28 May 2012.</p> <p>Wiltshire Council was seeking views on existing polling districts and polling places. For more information on proposed changes, please see the Wiltshire Council website, where information has been sorted into area boards for ease of reference. Forms can be completed online or downloaded from the website and submissions must be received by 25 May 2012.</p> <p>Councillor Mayes had met with the Devizes Town Council to discuss the town council taking over responsibility from Wiltshire Council for the Market Square. She had met with senior officers at Wiltshire Council to progress this and would keep the area board updated on progress.</p> <p>She thanked those involved for the excellent display stand available to view before the meeting regarding improvements to the local bus service.</p> <p>Councillor Mayes then spoke about the Devizes Contact Centre, who were looking for volunteers to help welcome families to the centre and provide background support for two hours a month. The centre was also in need of a co-ordinator due to forthcoming retirement of the existing co-ordinator. Please contact Lisa Green on 01380 726817 or lisa.green100@live.co.uk if you would be interested in either opportunity.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Richard Harris (Locality Team Leader, Youth Service), Jo Partt (Bromham Parish Council) and Ian Thomas (Wiltshire Police).</p>
3.	<p><u>Minutes</u></p>

	The minutes of the meeting held on 23 January 2012 were approved and signed as a correct record.
4.	<p><u>Declarations of Interest</u></p> <p>Councillor Burton declared a prejudicial interest in agenda item 10b, a Community Area Grants Scheme application from First Stages, as a member of Devizes Town Council. The person who started First Stages was also a member of Devizes Town Council. Councillor Burton did not speak or vote on the application.</p>
5.	<p><u>Neighbourhood Plans</u></p> <p>Carolyn Gibson, Principal Planning Officer, provided information about neighbourhood plans and the Wiltshire Core Strategy. This included the main points below:</p> <ul style="list-style-type: none"> • What was a neighbourhood plan – a new way for communities to plan for the places where they lived and worked • When a neighbourhood plan was needed – Wiltshire Council was putting together guidance notes on this, Carolyn emphasised a neighbourhood plan was optional and not compulsory and intended as a permissive tool to enable development • Where the Wiltshire Core Strategy fitted in – a neighbourhood plan must be in general conformity with the Wiltshire Core Strategy • The document would become a statutory plan and used to make decisions • Alternatives to neighbourhood plans – for example Village Design Statements. <p>This was followed by a short question and answer session, which covered the following:</p> <ul style="list-style-type: none"> • Wiltshire Council would pick up the significant cost of producing a neighbourhood plan where it was deemed appropriate • As a statutory plan, a neighbourhood plan would be of different weight to alternative measures, however if agreed these alternative measures would still be taken into account when decisions were made • An officer had been requested to attend an annual parish council meeting to discuss planning issues – this request had been referred to senior management. An issue was the number of interested parish councils across the county • Where a number of parishes were involved in the production of a plan, a multiple approach would be appropriate, with one agreed point of contact.
6.	<p><u>Output from 'Devizes Forward' Event</u></p> <p>Tony Sedgwick, Chairman of Devizes Community Area Partnership, provided</p>

	<p>information about the community plan. He thanked those who had taken part in the survey and in the community planning event held on 6 February 2012.</p> <p>The community plan had been two years in the making and was now issued and available to view and download on the Devizes Community Area Partnership website. A shorter version of the document was being worked on at present.</p> <p>Tony went through findings on the main themes of the plan; countryside and land based, culture and leisure, community area safety, the economy and business, health and social care, housing and built environment and transport. He then explained that the next steps regarding taking forward the plan had already been made. Projects had been identified and cross theme and cross Partnership project teams were being formed.</p> <p><u>Decision</u> Councillor Mayes would meet with the heads of the Devizes Community Area Partnership theme groups twice a year to discuss key aims and priorities.</p>
7.	<p><u>Older People's Accommodation Strategy</u></p> <p>Karen Jones, Senior Project Manager, presented proposals for older people's accommodation in the Devizes area.</p> <p>The main points covered by the presentation were:</p> <ul style="list-style-type: none"> • Demographic characteristics – the number of older people within Devizes was to increase by 49.6% by 2026 • Current provision within Devizes • Sheltered housing and extra care housing – these were the same type of accommodation, however extra care housing involved a larger range of communal facilities, was fully telecare enabled and had support provided twenty four hours a day • The Older People's Accommodation Development Strategy – a ten year flexible plan • In Devizes need had been identified for a 60 unit extra care housing scheme on Browfort and an 80 bedroom care home on Horton Road providing nursing and specialist dementia care and replacing Southfields and Anzac House facilities • This represented a substantial improvement to older people's accommodation in Wiltshire. <p>The presentation was followed by a short question and answer session. The main points raised were that:</p> <ul style="list-style-type: none"> • The future use of Southfields and Anzac House were under discussion • Conversations held across the county had found that sheltered housing was not an attractive option – in particular older people wanted larger properties where they could have visitors to stay • With regards to pricing, a balance had to be reached between the

	<ul style="list-style-type: none"> • developer’s need to make a profit and provision required in the local area • A range of options would be available, with units to rent or to buy • Wiltshire Council would not own these units, but work with the housing association concerned through the working group to respond to the individual needs of customers • A key feature would be reserving the housing for elderly people <p>The Chairman explained that a working group would be set up under the area board and to please contact Alexa Smith, Democratic Services Officer, if you would like to become involved.</p> <p><u>Decision</u> Devizes Area Board would establish a working group to formulate and implement the Devizes development proposals regarding older people’s accommodation and report back to the area board.</p>
8.	<p><u>Parish Stewards</u></p> <p>Peter Hanson, Divisional Highways Manager, presented information about highways maintenance issues, including parish stewards.</p> <p>The local team at Melksham and Devizes delivered services to the parishes. Simon Green and Richard Green were the local parish stewards. Monthly, three and six monthly driven safety inspections of the highway network were held. Local resources available to the stewards included a gully tanker, road mender machine, masonry gang, cyclic maintenance gang and unimogs. There were also visiting resources, such as a JCB.</p> <p>A new scheme of provision was being trialled in the north. This was a multi-functional team who would work across a larger area.</p> <p>Peter explained that if you would like any work done in your parish, please contact CLARENCE on 0800 232323 (a number which was available 24 hours a day).</p> <p>Peter then answered several questions, with the information covered as below:</p> <ul style="list-style-type: none"> • Utility companies incurred a charge if their work overran – this was to encourage the companies to complete on time • Wiltshire Council hedge cutting had not yet started for this year • In the short term (before the introduction of the new multi-functional team) existing parish stewards would continue to follow the dates publicised on the calendars that had been issued for when they were working in each parish • Cars for sale on the roadside represented an obstruction to the highway. Where possible they would be followed up, however a problem was that card often did not remain in the same place for very long • The clearance of ditches was in general the responsibility of the adjacent land owner.

9.	<p><u>Partner Updates</u></p> <p>a. A written update from Wiltshire Police was circulated at the meeting, please find attached to the minutes. The officer who attended the meeting was prepared to read out the report, but due to a shortage of time was unable to do so.</p> <p>b. The written update from Wiltshire Fire and Rescue Service was noted. Scott Taylor then provided information about the Integrated Risk Management Plan. The risks that Wiltshire Fire and Rescue Service faced were changing, from a reduction in the budget, through the increased housing within Wiltshire to the type of incidents that were responded to. A service review was underway and Wiltshire Fire and Rescue Service welcomed public opinion.</p> <p>For this, you could register as a stakeholder and receive a survey to complete, please call: 01380 731114, you could view the consultation document and comment using the following email address: consultation@wiltsfire.gov.uk or surveys were available to complete at the meeting.</p> <p>c. The written update from Devizes Community Area Partnership was noted. The Partnership and the Association of Kennett Passengers were commended for their display stand regarding the local bus service.</p> <p>d. Councillor Gamble reported on behalf of the Community Area Transport Group. A pedestrian crossing at Windsor Drive was now open. A new bus stop had been installed at Estcourt Street. There would be new road markings in and out of the town at London Road. Gates had been put in place at Roundway village. The Partnership were commended for their work on the cycle route network. Reduced speed limits would come into force in Bromham and Rowde in April. A review of unclassified and C class roads was now underway and two roads had been put forward by the area board on the basis of collision rates.</p> <p>Councillor Gamble then spoke about high vehicle diversions.</p> <p><u>Decision</u> The area board resolved that vehicles that were too high to get under the railway bridge at Littleton Pannell should be directed away from the route by appropriate signage including that which was currently in place in Devizes owing to the unsuitability of the present diversion route. The area board did not propose to divert other HGVs from the A360, so the impact on the other routes should be small.</p>

	<p>e. The written update from the parish forum was noted.</p>
<p><u>Late Police report</u></p>	
<p>10.</p>	<p><u>Area Board Funding</u></p> <p>Councillors were asked to consider the Community Area Grants report and make recommendations on the applications received.</p> <p><u>Decision</u> Devizes and District Association for the Disabled were awarded £597 to purchase new chairs in their centre.</p> <p><u>Reason</u> The application met the 2011/12 grant criteria and the chairs currently being used had deteriorated over time and become dangerous with several accidents.</p> <p><u>Decision</u> First Stages were awarded £985 towards the purchase of technical equipment for performances.</p> <p><u>Reason</u> The application met the 2011/12 grant criteria and the group currently hired technical equipment when performing, however this was expensive.</p> <p><u>Decision</u> All Saints Church, All Cannings, were awarded £1,338.50 (ten per cent of the total cost of the project) towards the repair of their church clock, on condition that the remainder of the funding for the project was secured.</p> <p><u>Reason</u> While the grant application met the 2011/12 grant criteria, concerns had been raised regarding securing the full amount of funding required for the project and its wider community benefit.</p>
<p>11.</p>	<p><u>Member Initiatives</u></p> <p>Councillors were asked to consider two member initiatives, which had been brought to the area board by Councillor Mayes.</p> <p><u>Decision</u> Devizes Area Board would ring fence up to £5,000 to pay for costs of having a jousting tent at the Queen’s Jubilee event on 1 May in Salisbury.</p> <p><u>Decision</u> Devizes Area Board would carry over any remaining budget to 2012/13 for youth provision, including a potential skate park and BMX facility, and to</p>

	fund further Jubilee celebrations.
12.	<u>Evaluation and Close.</u> The Chairman thanked those who were able to attend the meeting. The next area board meeting would take place on Monday 28 May 2012 at 6.30 pm, with refreshments available from 6.00 pm, at Devizes Sports Club.

DEVIZES AREA BOARD
28.05.12

COMMUNITY ASSET TRANSFER

Proposed new Allotments Site on land at Roundway, Devizes

Executive Summary

This report deals with an application for the transfer of freehold land surrendered from an agricultural tenancy for the purpose of establishing community allotments at Roundway to Roundway Parish Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The Area Board is asked to consider a transfer of land at Roundway Devizes to Roundway Parish Council.

Reasons For Proposal

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

Recommendation

To approve the transfer.

Richard Rogers
Devizes Community Area Manager

COMMUNITY ASSET TRANSFER

Roundway – Proposed New Allotments Site

Purpose of Report

1. The Area Board is asked to consider the transfer of land at Roundway for the purposes of creating an Allotment Site (see plan attached at Appendix 1).

Background

2. 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.
3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.
4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.
5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

The proposal before the Area Board

6. Roundway Parish Council has been trying to secure a site for allotments for some time to satisfy a growing demand as new housing has been developed over recent years in the locality.
7. Roundway Parish Council identified part of the Council's land to meet this purpose.
8. This land is comprised within an agricultural tenancy for many years and the land has been farmed on a commercial basis growing a variety of arable and grass crops under rotation.

9. Terms have been agreed for a parcel of land extending to approximately 3 acres as shown on the plan in Appendix 1. to be surrendered from the tenancy with a right of holdover for the tenant to continue to remove hay and silage crops from the land until 29th September 2012. The proposal allows the balance of the larger field to remain in agriculture and to be farmed by the agricultural tenant without compromise to the farming operations.
10. The proposal allows residents and their children to grow their own vegetables, save money and take exercise whilst tending the allotments. The most appropriate basis for such a transfer would be on the terms set out in Wiltshire Council's community asset transfer policy.
11. The proposal meets the requirements for consideration by the Area Board.
12. The Community Asset Transfer to Roundway Parish Council will be for Consideration of £1. The loss of rent over the area to be surrendered is nominal.
13. The Community Area Manager has consulted with Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council. Councillor Mayes, the local member, has been appraised.
14. Evidence has been provided that both the funding is in place to set up and manage the allotments and that there is substantial demand for this provision. In April 2012, there were 40 residents on the waiting list with one or two being added weekly.

The views of Council officers

15. 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.
16. Wiltshire Council holds the land which is let under an agricultural tenancy dated 3rd December 1986 to a local farmer.
17. Terms have been agreed with the local farmer that Roundway Parish Council will pay him for all compensation arising from the loss of the land in accordance with a schedule prepared by his agent which has been accepted and agreed. No costs are to be borne by Wiltshire Council under this arrangement.
18. Heads of Terms for the management of the proposed allotment site will be forwarded to Roundway Parish Council to sign.
19. The land is to be transferred on the standard basis. This is that there will be a covenant restricting use of the land to community purposes. If the land should cease to be used for this purpose it will revert to Wiltshire

Council or the land would be sold and the Parish Council and Wiltshire Council would take an equal share of the receipt.

20. The report is to be submitted to the Area Board for approval on the basis that terms for the surrender have been agreed but the surrender agreement is pending completion with the legal department.
21. The Parish Council to seek verification on whether the extent of the proposal requires planning permission for a change of use from agricultural land.

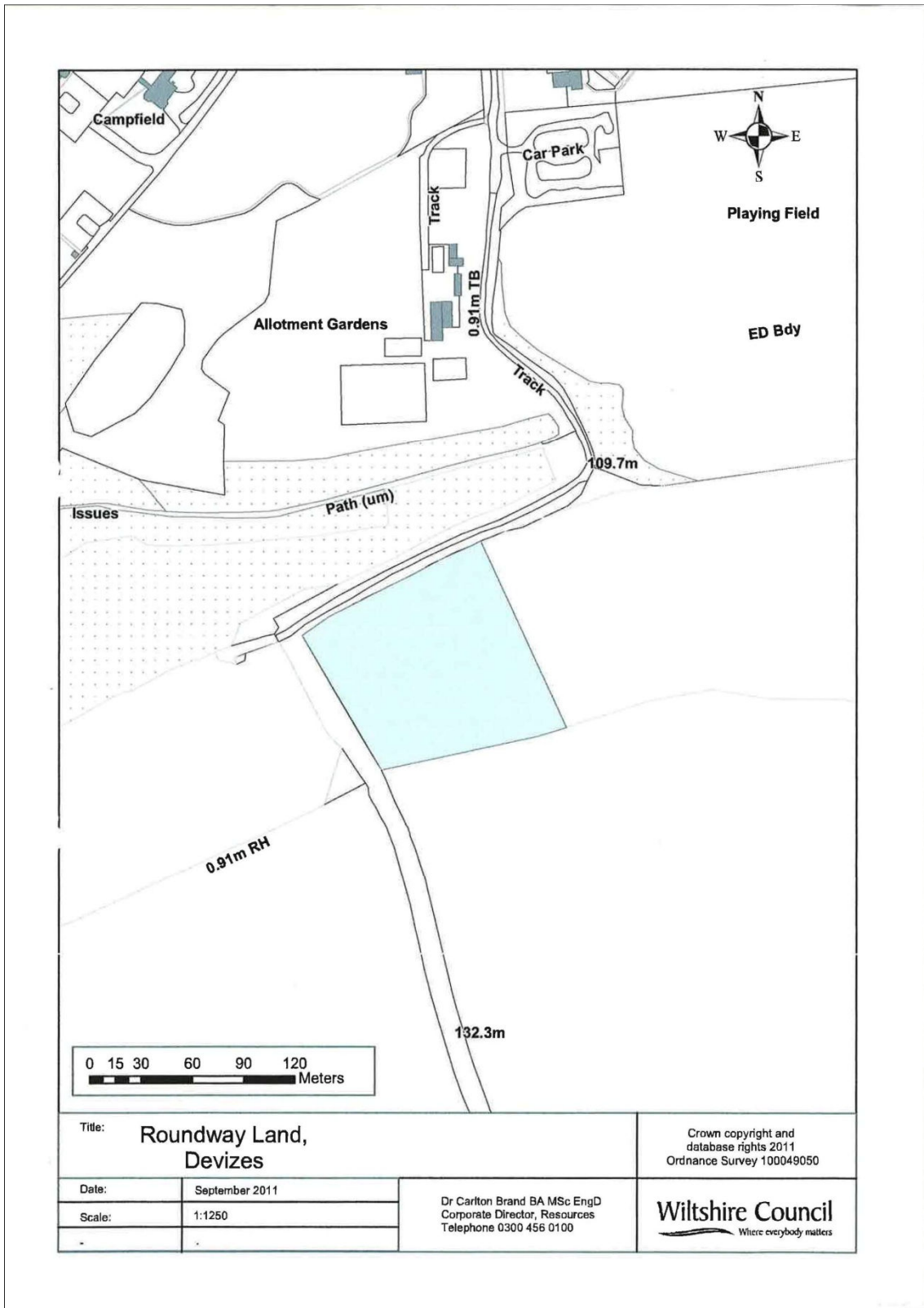
Recommendation

22. To approve the transfer, subject to Roundway Parish Council underwriting the surrender terms and confirmation on whether planning permission will be required.

Richard Rogers

Devizes Community Area Manager

APPENDIX 1 - PLAN



Skate Park and BMX Working Group

Final Report to Devizes Area Board

BACKGROUND

- Since the skate park was required to be removed from Hillworth Park in Devizes 9 years ago, there has been a desire by many young people and other potential users to find a permanent replacement skate park site. Alongside this there has also been a demand for a BMX track which Devizes also lacks.
- In August 2011, the skate park working group was reformed with a remit of assessing all potential locations and bringing a report back to the Area Board with recommendations for a permanent site for both a skate park and BMX facility.

KEY SITES CONSIDERED

The working group considered all possible locations including any suggestions made by the public and other partners. The working group took into account a variety of issues when assessing potential sites. These included

- i. Who has ownership and responsibility for the site?
- ii. Distance from local residents' property and the potential for any nuisance to neighbours
- iii. Will the site be visible, so that people can informally monitor use for safety?
- iv. Entrances and access routes on and off the site including access for emergency vehicles
- v. Pedestrian, cycle and public transport links. Is there car parking available close by?
- vi. Is the site big enough to fit all the equipment required?
- vii. Landscaping and levels of site
- viii. Condition of the site, potential for contaminated land and the need for any site remediation or preparation
- ix. Visual impact and noise levels associated with the proposed scheme in relation to its surroundings
- x. Is the site protected or covered by any special covenants or restrictions
- xi. The cost of the site and any alterations that may be needed

The group considered the following key sites but rejected them for the reason stated.

1. Land behind Coral Cove – Not able to get agreement with land owner
2. Land on wharf behind Carpet Right. – Wharf being redeveloped
3. Indoor facility – Those considered were too expensive and not sustainable
4. Land next to Youth Centre – Too small and unable to get agreement to use land

5. Land next to entrance to Devizes Sports Club – Unable to get agreement in short term
6. Improve access along canal to allow use of Rowde skatepark – Too remote and not supported by Rowde Parish Council
7. Land owned by TH White on Nursteed Road – Not able to get permission
8. Entrance to new Quakers walk development from London Road – Too controversial and very near housing
9. Old skid pan site – Only a possible long term option
10. Land at end of Elm Tree Close – Residents wish it to be used for other purpose
11. Warehouse on Hopton Industrial Estate – See indoor facility
12. The Green - This was the preferred site for many young people as it is central and near facilities. However it was not supported by the Town Council , mainly due to reasons of noise and aesthetics.
13. Devizes School – This was rejected as a learner pool is likely to be added to the leisure centre ruling out the possibility of using the old tennis courts as a location. In addition, the caretakers house which could have formed part of a deal has now been sold and there was a lack of support from the core of school governors
14. Station Road – Whilst having many advantages as a site, it became clear as further work was undertaken that the only way that zero additional increase above background noise could be achieved would be to use large noise barriers. There was no support for this option

The working group noted that there may be other potential long term options. However it made the decision that these would only be progressed if all other options were exhausted.

Windsor Drive as possible BMX site

- The obstacle of Wiltshire Council not owning all the land at this site was overcome by reaching an agreement with the land owner to transfer the land to Wiltshire Council at zero cost. As a result the Area Board agreed to this site being considered further for a possible BMX facility.
- At a public meeting in February 2012 the idea of a BMX site with local residents was discussed. However, it became clear that there were a number of local people who were totally against the proposal. The main reason was a belief that it would lead to increased ASB which they claimed was already prevalent in the area and not being dealt with.
- As a result, the working group decided to not continue with this proposal and the Area Board are arranging a separate meeting with the Police and local people to explore the situation around ASB

GREEN LANE – Working group’s preferred option

- Green Lane is managed by the Town Council who are supportive of a skate park site being found

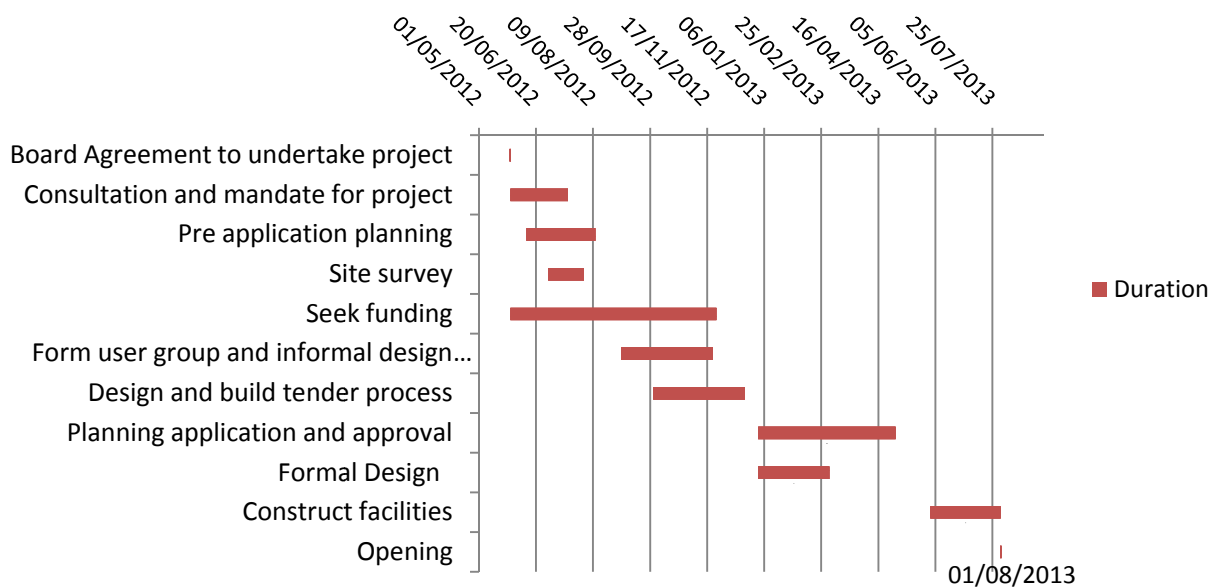
- Permission to explore Green Lane as a potential site was granted by the Town Council at a meeting held on the 6th December.
- The site is already used for football and general recreation and there are relatively few residential properties in the immediate area.
- In March 2012, the Area Board at the request of the working group and with the agreement of the Town Council commissioned Mach Acoustics to undertake a noise impact assessment of the site. They were asked to ensure that it would meet the most stringent criteria.
- The key finding was that the skate park should be located beyond 175m from the nearest residential property and should have a 2m high sound barrier (earth bund) at the side that faces this residential property.
- The working group considered the findings and fully supported the proposal to take forward for formal consultation the location of a permanent skate park at Green Lane
- The working group also decided that the BMX facility would best be placed at the same location.
- On 8th May, this proposal was taken to the Town Council who agreed for it to formally be pursued

OTHER CONSIDERATIONS

- **Isolation** – In order to find a site far enough away from residential properties, some have raised the concern that Green Lane is rather isolated. Whilst the working group agreed that this was a legitimate concern, it felt that:
 1. Locating the BMX site at the same location would create more activity
 2. The site would still be visible from the hospital
 3. There are plans to develop the whole site for sport and recreation and this would be an ideal start
 4. The proposed Roundway Parish Council allotments will be very near and they would be able to observe if any abuse or ASB was taking place
 5. An agreement with the young people would be made regarding care of the facilities
- **Indoor skate park** – The working group and the Town Council are fully aware of the proposed indoor skate park In Devizes. However, there was agreement that this proposal was for a commercial indoor facility rather than a free outdoor facility. There were also concerns that the indoor facility may not be permanent.

OUTLINE PROJECT PLAN FOR THE GREEN LANE SITE

The following chart is an initial attempt at outlining the key stages for the project from the Area Board meeting on May 28th to completion by August 2013. The proposed timeframe has sought to allow sufficient time to undertake the tasks and to allow for some delay to take place. It does though assume that no major problems arise.



Board agreement to undertake project

- Area Board to decide whether they support the recommendations of the working group

Initial consultation and mandate for project

- Acquire mandate for skate park and BMX from potential users

Pre application planning

- Pre application
- Identify further work required
- Adjust timeframe accordingly

Site survey including issues such as

- location of utilities
- flooding
- drainage etc.

Seek Funding including

- Investigate possible S106 funding
- Put in external funding bids
- Speak to partner organisations

Form user group and informal Design

- Form a user/advisary group
- Select representatives for future meetings
- Start informal design process

'Design and build' tender process

- Draw up the tender document
- Commissioning process for design and build
- Choose preferred contractor

Planning Application

<ul style="list-style-type: none"> • Full Application • Approval
Formal design <ul style="list-style-type: none"> • Fit informal designs into formal structure • Agree final design
Construct facilities <ul style="list-style-type: none"> • This should take about 8 weeks if the weather is not too bad

The pre application phase will start as soon as possible in order to identify any possible problems and to adjust the timeframe accordingly. Initially the only formal consultation required will be to confirm support for the project from the potential users. This is likely to be in the form of a simple 'yes' or 'no' question.

POSSIBLE SOURCES OF FUNDING

- Area Board funds
- Parish Councils contributions
- Section 106 funding
- Wiltshire Council
- Youth Services
- External funding applications

RECOMMENDATIONS FOR DECISION BY AREA BOARD

The Skate Park and BMX working group recommends that

1. the Area Board agrees to take forward the proposal to construct a skate park at Green Lane.
2. the Area Board agrees to take forward the proposal to construct a BMX facility at Green Lane.

Broad benefits of co-location

Wiltshire Council is proposing significant investment into the improvement of public services across Wiltshire, with the intention of providing enhanced and extended services whilst securing long term savings in terms of operational costs and environmental efficiencies.

Investment is proposed through the development of community campus facilities. A community campus is a building, or buildings, in a community area which provides the services the local community need in an accessible location.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities and underpins the development of the Shadow Community Operations Boards.

In general terms, the key benefits of co-locating services are broadly:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Combining point of contact arrangements and improving accessibility to services.
- Exploring and developing the synergies between how individual services are managed at a community level to maximise availability and customer access.
- Working with communities to develop a coherent and effective volunteering policy.
- Working with partners.
- Being able to ensure long-term flexibility in terms of use of the building space is fundamental to the design.
- Reducing the present overall risk to the Council of providing aging, disparate and inefficient buildings.
- Developing and providing efficient buildings that are designed for the purposes identified
- Reducing the Council's estate where appropriate, will produce an estimated 40% reduction in operational costs across all estate (*this is an estimation based upon an initial assessment of the impact across Wiltshire*).

There are a number of challenges associated with the provision of some frontline services outside a campus facility:

- Those services excluded from the campus will not benefit from the opportunity for cross-service use, e.g. in a single campus customers may use services they would not ordinarily use as they are on a single site and more accessible.

- Those services not included within a campus would need to continue to meet all service specific costs such as staffing for reception and office administration whereas in a campus these costs and resources could be spread across services.
- Those services excluded from a single site campus are unlikely to benefit from the suggested co-ordination of management and points of contact arrangements, e.g. some services such as the library service would benefit from extended opening hours within a campus scenario without having to find the additional resource to improve the service on an alternative site.
- Services remaining in their current location may suffer from an inability to further develop the service due to constraints of the current building
- In the long term there will be a need to balance investment priorities and those facilities that house more services will be more likely to be considered a priority, e.g. where resources are stretched investment into a single site campus requiring maintenance would be likely to take priority over investment into an outdated single service building in the same locality.
- In a time of significant budget pressures, services which cannot benefit from efficiencies resulting from co-location would find it more difficult to offer reductions in operational costs without adversely impacting front-line services, e.g. financial cuts, if necessary, could be considered in the context of a number of services together rather than single services identifying potential ways in which to reduce the cost of operating.
- Current buildings are broadly outdated and inefficient and do not offer the same operational or environmental efficiencies or long term savings that a new campus building would create, e.g. the development of a new building allows for modern design ensuring the building is cost effective, efficient and sustainable.
- The Council is proposing significant investment into services across Wiltshire and as such it has a duty to provide high-quality accessible facilities and services across all functions. It would be difficult to justify excluding a single service from the campus and continuing to provide it in a lower quality building where the option of extended use and opening hours would be significantly more costly to provide.

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

On 15 February 2011 Wiltshire Council's Cabinet approved the implementation of the Campus and Operational Delivery Programme. The Programme will:

- Work with local communities to develop, facilitate and deliver community campus buildings across Wiltshire which seek to co-locate existing Council and partners services in one accessible location (or possibly more if appropriate) in a community area.
- Carry out the development of campus facilities in line with the Campus and Operational Management workstream principles (noted in section 2 of this document).
- Implement the Preliminary Management Project which will test the potential to develop some form of community driven strategic non-profit distributing organisation to deliver and support public services across Wiltshire.

Some of the benefits that the Council is seeking to achieve from a campus are:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Reducing the Council's estate producing an estimated 40% reduction in operational costs across all estate (this is an estimation based upon an initial assessment of the impact of the Workplace Transformation Programme which preceded the Campus and Operational Delivery Programme).
- Combining point of contact arrangements and improving accessibility to services.
- Developing and providing sustainable and energy efficient buildings.
- Ensuring long term flexibility in terms of the use of space is fundamental to the design.
- Developing the synergies between the management of individual services at a community level.
- Working with communities to develop a coherent and effective volunteering policy relevant to the local campus.
- Reducing the current overall risk to the Council from aging, disparate and inefficient buildings.
- Increased, beneficial and sustainable partnership working.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities.

The Preliminary Management Project will initially be focused on Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett. This will encompass the creation of Shadow Community Operations Boards, reporting into the Area Board who will make final recommendations to Cabinet for their consideration. The Shadow Community Operations Boards, will, subject to the agreement of the Area Board, take on a key role in coordinating and leading communications, influencing, and local engagement. This will cover areas such as the consultation processes, commenting on facility design and development and the ongoing indirect management and strategic planning of the resulting campus facility.

The preliminary management project will be in place from April 2011 through to April 2013 unless the Council determines otherwise.

2 Campus Management Principles

The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

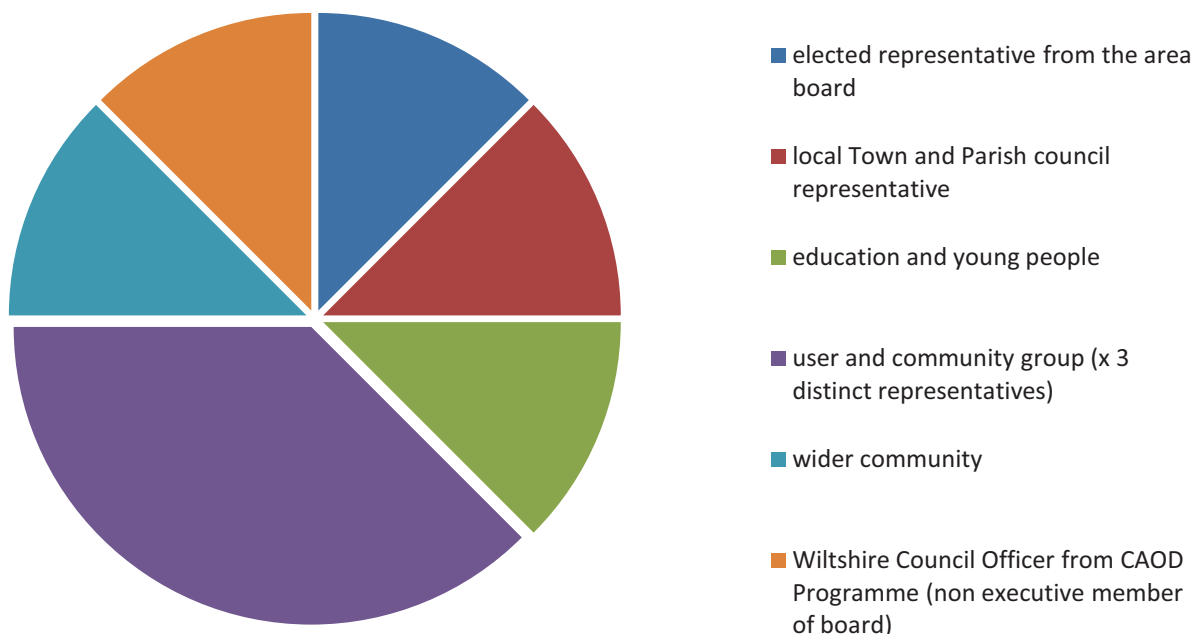
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.

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- (v) Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- (vi) Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement
- (vii) Make specific provision for accessible opportunities for partnership working.
- (viii) Provide accessible local decision making processes and governance structures.
- (ix) Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.
- (x) Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

3 Membership

The shadow community operations board membership will be determined by the Area Board and should consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- (i) There will be one representative for each party identified.
- (ii) The board will need to nominate a chairperson at its inaugural meeting.
- (iii) The board will need to determine if the suggested representation appropriately reflects the description of the party.
- (iv) There will be up to three representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.
- (v) The Wiltshire Council liaison representative will be an officer from the Campus and Operational Delivery Programme team and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavour to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.

4 Roles and responsibility

4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability for the preliminary management project and ensure the workstream principles are met.
- (ii) As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications plan complements the wider strategic communications plan.

- (iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.
- (iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

4.2 Responsibility for outcomes

- (i) To define community need and make recommendations to the Area Board over facility specification and operations.
- (ii) Support the Area Board in the delivery of the campus building.
- (iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.
- (iv) Influence the campus design and specification where appropriate by recommendation to the Area Board
- (v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

4.3 Project coordination and reporting

- (i) To develop a community led action plan that clearly sets out the approach the shadow board will take and seek Area Board approval for this
- (ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan
- (iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.
- (iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet
- (v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.
- (vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion
- (vii) Partner role in the wider not for profit distributing management options and governance appraisal

4.4 The role of Wiltshire Council

- (i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the preliminary management project.
- (ii) There may be elements or decisions required within the preliminary management project that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board
- (iii) The Council will endeavour to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

5 Outcomes

- (i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.
- (ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.
- (iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

6 Confidentiality

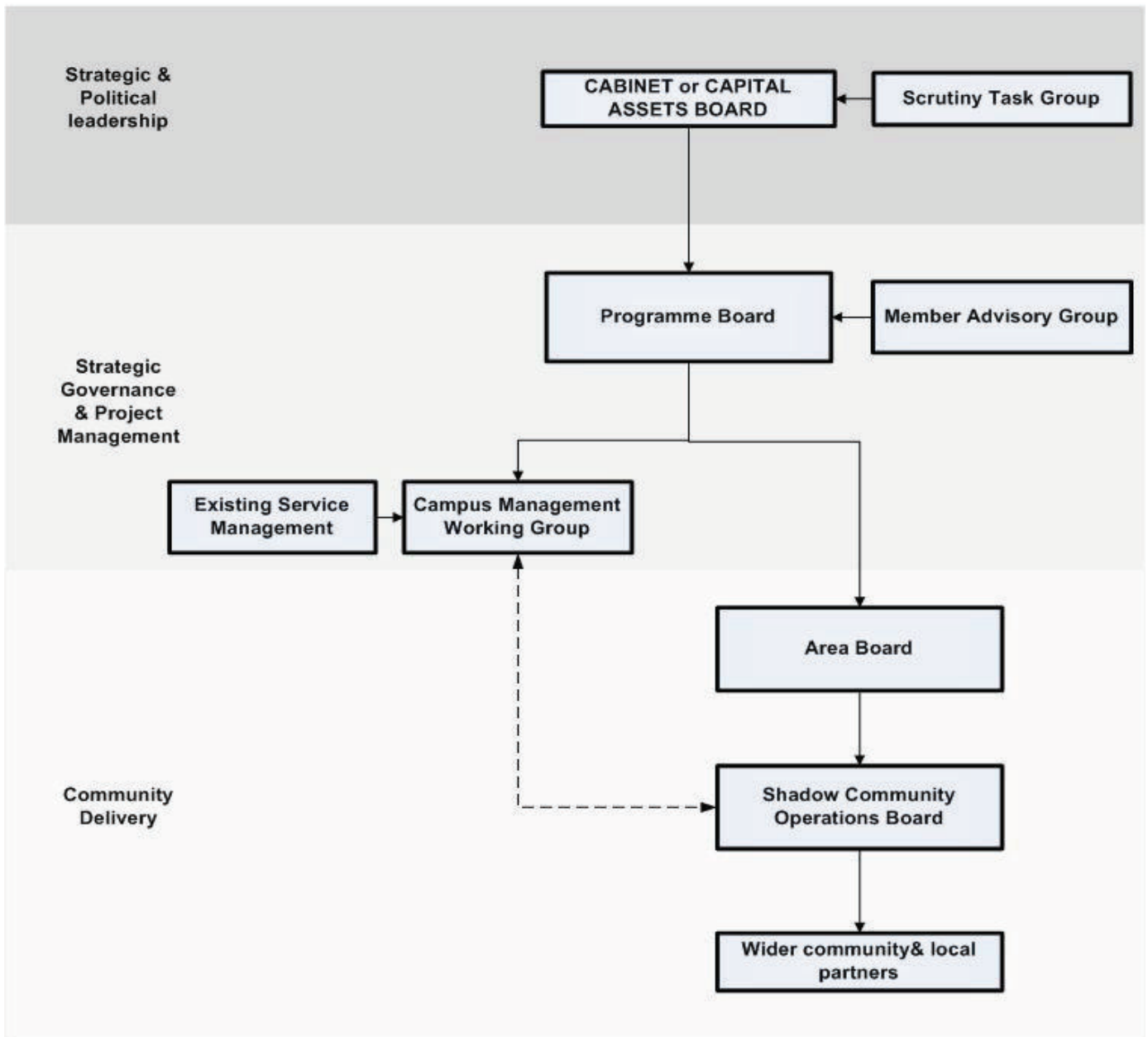
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential. Should any participant be unable to respect this request they must absent themselves from the meeting prior to discussion and consideration of the relevant item.

7 Governance Arrangements

The project remit currently extends up to April 2013. Prior to this there is a need to implement an interim governance structure that provides an appropriate framework to operate. It should be noted that managerial responsibility for operations, health and safety, staff etc remains with the Council for the duration of the project however there is scope for the Shadow Community Operations Board to influence, plan and programme services, subject to Cabinet approval following a recommendation from the Area Board. A chart showing the relationships between the various parties is noted below.

- (i) The Shadow Community Operations Board will meet as necessary and as determined by the Board.
- (ii) The Shadow Community Operations Board will be chaired by a representative elected by the Board.
- (iii) The Shadow Community Operations Board will report to the Area Board, but where request to do so by the Area Board, may provide advice directly to the Campus Management Working group, which is a cross departmental officer team coordinated by the Campus and Operational Delivery Programme.
- (iv) The administration of the Shadow Community operations Board will be the responsibility of the Board itself.
- (v) There may be occasions whereby sub-groups of the Shadow Community Operations Board will be necessary. In this instance any sub-group will report directly to the Shadow Community Operations Board in governance terms.

Preliminary Management Project Governance Arrangements



Shadow Community Operations Boards

Devizes Community Area

Background

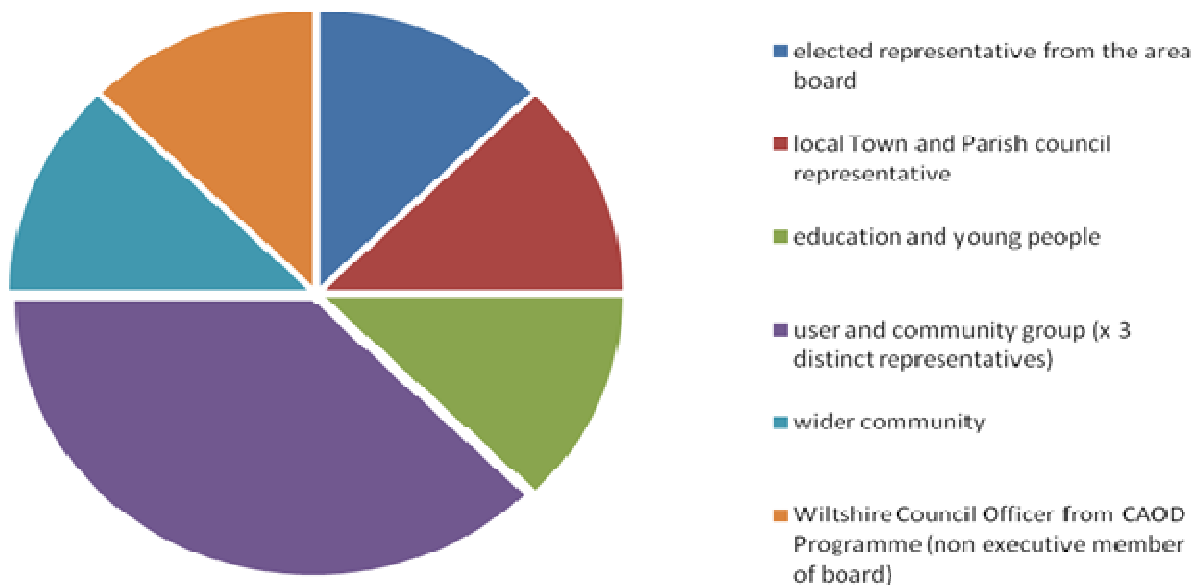
Wiltshire Council is looking to develop community campus facilities within each community area across Wiltshire to serve the local and surrounding area. Each campus will incorporate all or most local services provided by the Council, and potentially partners, and will be designed to meet local needs.

Community involvement and influence in the development of the buildings is crucial to their success and sustainability if we are to provide services people need. The Council would like to test extending that community influence to the day-to-day operation of the campus facilities and as such we are putting in place a Shadow Community Operations Board that will be made up of local representatives. The Community Boards will operate to specific terms of reference agreed by the Area Board and will broadly look at:

- Ongoing effective community consultation and engagement to ensure local people and groups are directly involved in the design of their campus and the identification of the services to be provided.
- Helping to gather valuable information from the testing of community influence in day-to-day operations so in the future the Council can consider a decision as to whether to extend this across the county.

Representation

The Shadow Community Operations Board will consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- There will be one representative for each party identified.
- The board will need to nominate a chairperson at its inaugural meeting.
- The board will need to determine if the suggested representation appropriately reflects the description of the party.

- (iv) There will be up to three representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.
- (v) The Wiltshire Council liaison representative will be an officer from the Campus and Operational Delivery Programme team and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavour to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.

Expression of Interest

The Devizes Community Area Board is inviting expressions of interest from representatives of the local community to sit on the Devizes Shadow Community Operations Board. If you would like to put yourself forward to represent your community then please complete this form and return to the address below whereby your Area Board can then determine membership of the Community Board.

Name	
Sector, group or organisation you represent	
Your reasons for expressing an interest	
Contact telephone number	
Email	

Please return your form no later than **Monday 23rd July 2012** to:

Campus and Operational Delivery Programme
 Wiltshire Council
 County Hall
 Bythesea Road
 Trowbridge
 Wiltshire
 BA14 8JN

An electronic copy of this form is available on the Council website [Community campuses in Wiltshire | Wiltshire Council](#) under the Devizes section

You may submit an electronic copy to: campusconsultation@wiltshire.gov.uk.

Crime and Community Safety Briefing Paper

Devizes Community Area Board

Date of Meeting 28th May 2012



1. Neighbourhood Policing

Team Sgt: Sgt Ian Thomas

Town Centre Team

Beat Manager – PC Adam Hall
PCSO – Paula Yarranton
PCSO – Lucy Sainsbury
PCSO – Kelly Watts

Rural North Team

Beat Manager – PC Emma Reed
PCSO – Wendy Leat
PCSO - Fiona Marno

Rural South Team

Beat Manager – PC Emma Reed
PCSO – Nina Marsh
PCSO - Fiona Marno

2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

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

3. Police Authority Representative: Mr Christopher Humphries

Please contact via Wiltshire Police Authority Tel. 01380 734022 or <http://www.wiltshire-pa.gov.uk/feedback.asp>

4. Performance and Other Local Issues

We are currently experiencing an increase in the number of shed burglary offences across the Devizes area. This is something that is affecting the whole of the county, not just our area. We actively investigate these offences and have made a number of arrests. Similarly a number of local criminals have been adopted onto the SWITCH program which aims to address their offending behaviour through a range of interventions and multi-agency work. An essential element to this remains active police monitoring and robust enforcement. Whilst these individuals have only recently been adopted onto the scheme we are already beginning to see a reduction in their offending. However, we cannot be complacent. We would appeal to the community to help us by passing on any information to their local Community Beat Manager.

Together with this we have unfortunately also witnessed an increase in offences of thefts from motor vehicles. This is a seasonal issue where thieves tour our beautiful countryside looking

out for easy pickings. We are employing a range of tactics to help combat this problem. We would appeal to people who visit our beauty spots to be mindful of the security of their personal belongings. It is a sad fact that criminals do visit the scenic areas of our county, break in to people's cars and steal valuables from inside. I would strongly urge everyone to take all necessary precautions to avoid them becoming the victims of unscrupulous thieves. Please make every effort to kept your valuables secure and out of sight if you are unable to take them with you.

Finally we have been allocated an additional 2 Police Community Support Officers (PCSOs) to join the East Wiltshire Sector. These officers are in addition to our establishment. It is anticipated that they will join us from their training in July. Once they do join us I am sure that they will quickly make themselves known and work closely with their communities.

EZ Devizes	Crime				Detections	
	May 2010 - April 2011	May 2011 - April 2012	Volume Change	% Change	May 2010 - April 2011	May 2011 - April 2012
Victim Based Crime	1349	1327	-22	-2%	21%	19%
Domestic Burglary	54	55	1	2%	11%	13%
Non Domestic Burglary	128	151	23	18%	4%	3%
Vehicle Crime	128	123	-5	-4%	2%	7%
Criminal Damage & Arson	308	329	21	7%	14%	14%
Violence Against The Person	281	232	-49	-17%	44%	45%
ASB Incidents	1278	1433	155	12%		
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 Victim Based Crime and Violence Against the Person in the previous 12 month period (April 2011 - March 2012)						
* Detections include both Sanction Detections and Local Resolution						

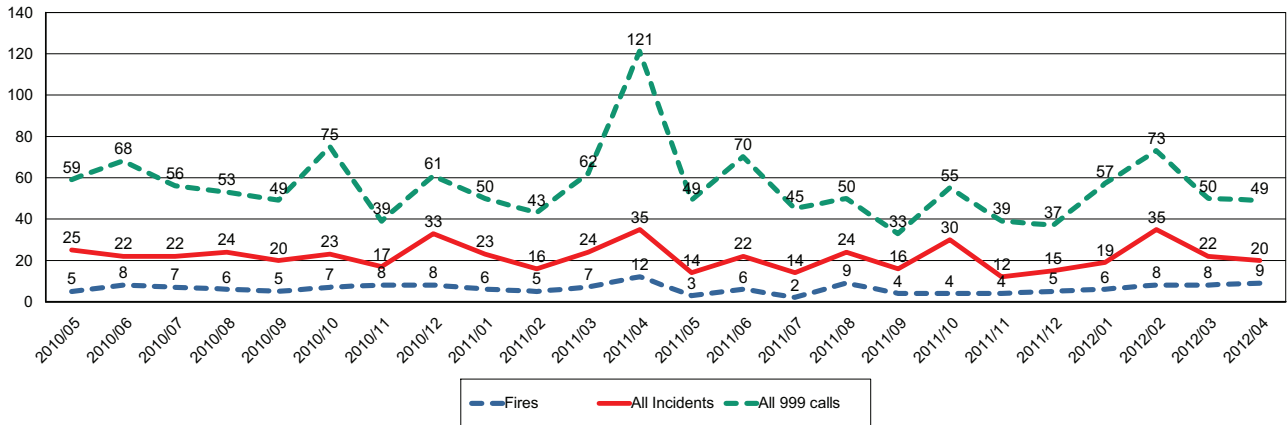
Inspector Ron Peach 8th May 2012
Area Commander



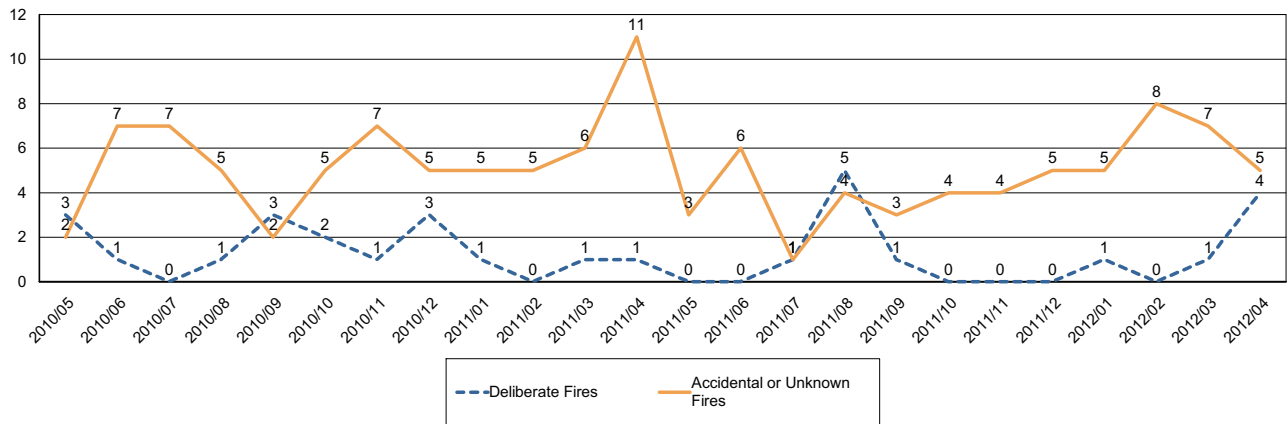
Report for Devizes Area Board

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

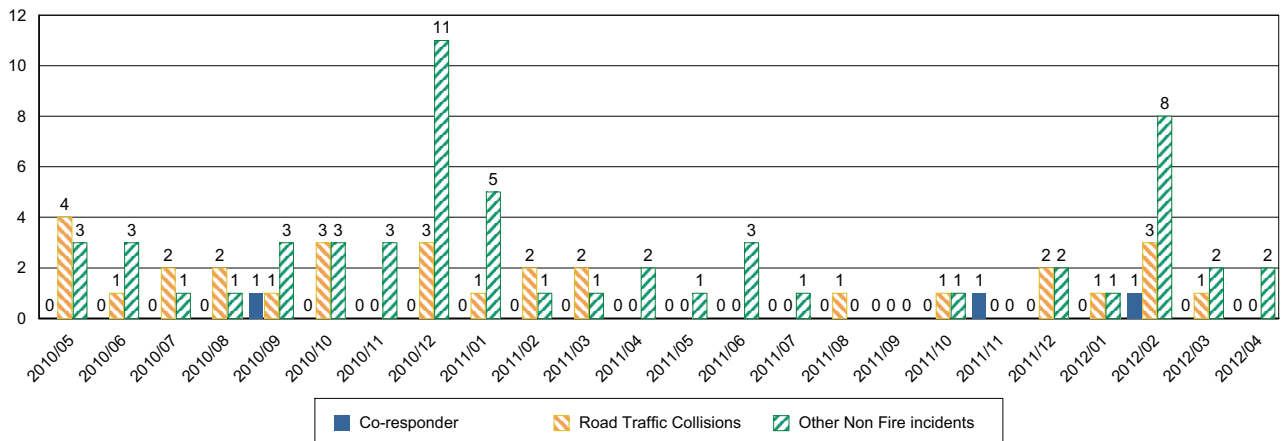
Incidents and Calls



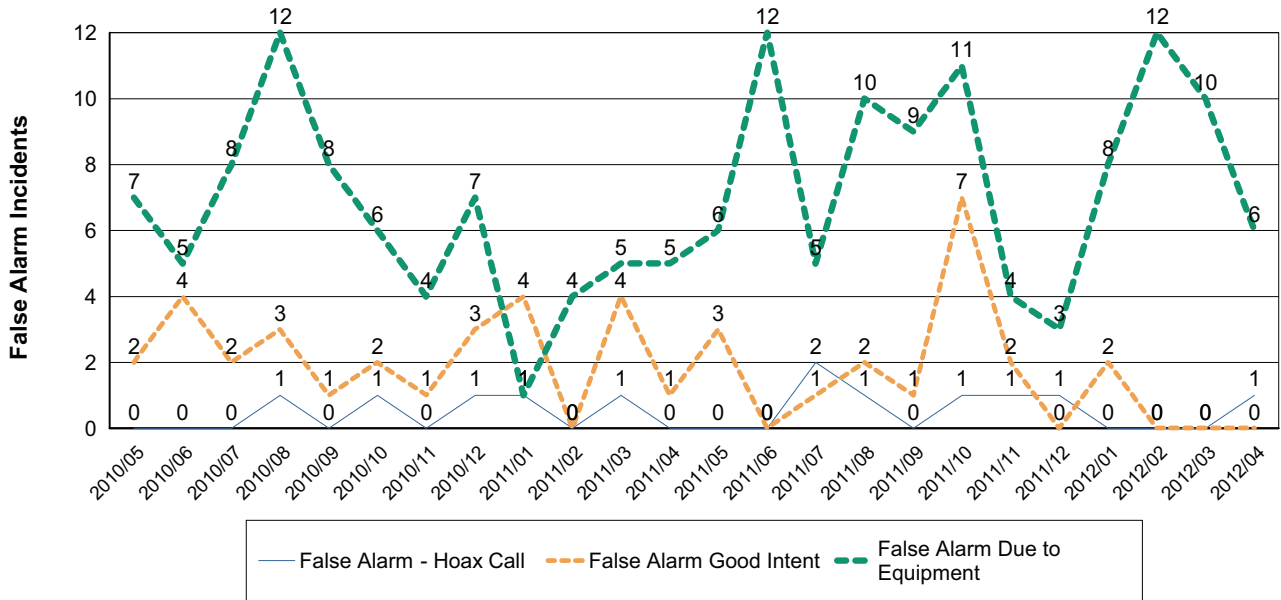
Fires by Cause



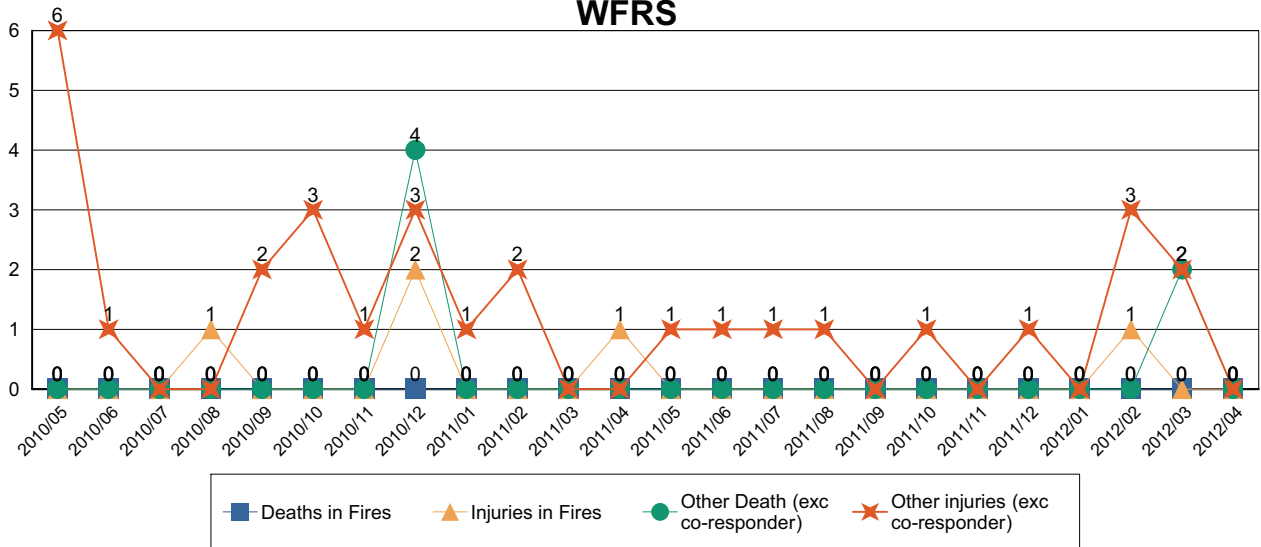
Non-Fire incidents attended by WFRS



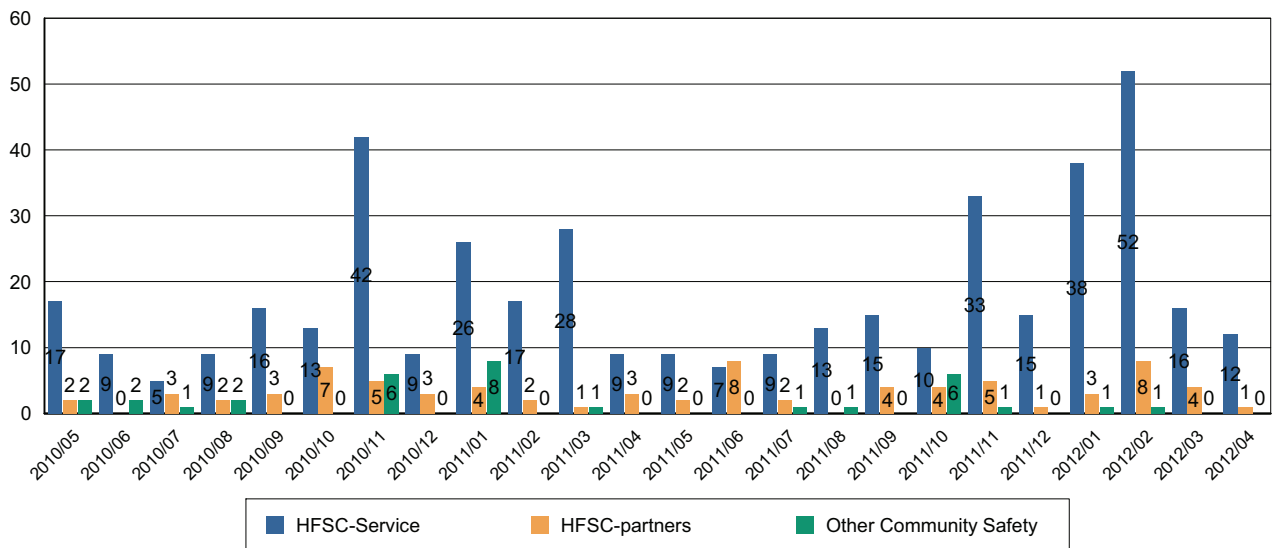
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

May update

New tests provided for women in Wiltshire as part of the NHS Cervical Screening Programme

Women in Wiltshire will benefit from a new test for High Risk Human Papilloma Virus (HR HPV) from April 2012 onwards, as part of the NHS Cervical Screening Programme.

HPV is a common infection and most women get it at some point in their life. In most cases it clears up by itself without the need for treatment, but in some women the virus persists, placing them at greater risk of developing cervical cancer. Clinical studies have identified that almost 100% of cervical cancers show evidence of HR HPV infection, and detecting HPV at an early stage can reduce the risk.

The HPV test will be carried out as part of the routine smear test, and no additional sample is required. Women will be given the results of the screening and HPV tests in the normal way, and will be advised if any treatment is necessary. All women in the eligible age group – between the ages of 25 and 64 – come under the screening programme and are invited for routine screening by their GP.

About 2,900 women are diagnosed with cervical cancer in the UK each year. It is the most common cancer in women under 35 years old and over half of all cases are diagnosed in women under 50. Every year in Wiltshire six women die of the condition. Cervical cancer is unique in that we already know exactly what we have to do to prevent almost every case; effective vaccination and screening programmes could virtually eliminate cervical cancer, so the inclusion of HPV testing in the screening programme makes it even more effective.

Wiltshire welcomes the Government's consultation on plain packaging of tobacco products

Wiltshire's Director of Public Health and Public Protection has welcomed the announcement of the Government's consultation on tobacco packaging. Maggie Rae, NHS Wiltshire and Wiltshire Council's Director of Public Health and Public Protection said:

'Our partners, Smokefree South West, have launched a world first campaign to raise awareness of the dangers of tobacco packaging to children and young people. The shocking facts are that smokers start as children and continue as adults. Two thirds of smokers start before they are 18 and the vast majority while still teenagers. The tobacco industry knows this only too well, and uses trendy,

appealing packaging to help entice young people – who go on to replace the 100,000 people lost every year to smoking related diseases.

‘We have had support from parents and grandparents, from old and young, men and women, smokers and non-smokers. People want to see their children lead a full life free from addiction and from the illnesses and premature death caused by smoking.

The aim of packaging tobacco products in standardised packaging is to reduce the number of children who smoke by:

- Making tobacco packaging look less attractive
- Increasing the effectiveness of health warnings
- Preventing the use of misleading and deceptive colours to create false beliefs of different strength and quality
- Removing the positive association with cigarette brands and image

‘Smoking is an epidemic that affects children and moving tobacco products into standardised, plain packaging is designed to protect them and to help reduce the numbers who begin smoking. The proposals for plain packaging are not about current smoker’s behaviour.’

To date over 25,000 people have given their backing to the Smokefree Southwest campaign at www.plainpacksprotect.co.uk.

Darrell Gale, Consultant in Public Health at NHS Wiltshire and chair of Wiltshire’s Tobacco Control Alliance said:

“Branding of cigarettes encourages childhood experimentation - which leads to addiction. Smoking is still cool to many children and young people - aided by brightly coloured packs; cool brands; packs designed to look like MP3 players or Zippo lighters. Plain packaging removes the tobacco industry’s ONLY remaining legal means of promotion to the young. They know their potential UK market will shrink dramatically if cigarettes are packages in standardised packaging.”

Wiltshire CCG appoints Chairman

Wiltshire Clinical Commissioning Group, the new doctor-led commissioning organisation that will be responsible for buying local health services in Wiltshire, has elected Dr Stephen Rowlands as its Chair with immediate effect.

Dr Rowlands has been the Medical Director of Wiltshire Primary Care Trust since April 2011 and, alongside his work with the emerging Clinical Commissioning Group (CCG), has been a Senior Partner GP with the Bradford Road surgery in Trowbridge since 1985. His role as Chair to the CCG will be an interim post until March 2013.

The Health and Social Care Act requires that every CCG has a governing body which must oversee its governance and decision-making, ensuring that it exercises its functions effectively, efficiently and economically. The CCG will work within a framework with other health and social care providers such as the three NHS acute hospitals and Wiltshire Council and arrangements for engaging and involving members of the public, patients, carers and voluntary organisations to ensure they are ready to take up the responsibility for commissioning. They will enter a process for authorisation as a statutory commissioning organisation later this year.

Dr Rowlands said:

“The agenda for the next eleven months is extremely demanding and I am very keen to support the transition from PCT to clinical commissioning as smoothly as possible. I’m honoured to have been chosen as Chair of the Wiltshire CCG, which brings together all GPs in the county to help steer the provision and development of local health services for Wiltshire people. This is an exciting opportunity to build on the good work of NHS Wiltshire”.

“As highlighted in national media, the NHS faces significant challenges in the next few years, especially in terms of its finances. Having local GPs working in partnership with hospital colleagues, other healthcare professionals, NHS managers and patients will ensure that we continue to have local NHS services that really support and meet the needs of people in Wiltshire”.

Ed Macalister-Smith, Chief Executive of the existing Primary Care Trust said:

“I am delighted that Steve has accepted the role, and the people of Wiltshire should feel confident in Steve’s experience, his focus on patient safety and clinical excellence, and his ability to lead such complex changes”.

NHS Continuing Healthcare

Introduction of deadlines for requests for assessments of eligibility for cases during the period 2004-2012

On 15 March 2012, the Department of Health announced the introduction of deadlines for new cases which require assessment of eligibility for NHS Continuing Healthcare funding.

The deadlines apply to previously un-assessed periods of care, which occurred in the following time periods:

Period	Deadline
1 April 2004 – 30 September 2007	30 September 2012
1 October 2007 – 31 March 2011	30 September 2012
1 April 2011 – 31 March 2012	31 March 2013

If you think that this affects you or a family member, please contact the Continuing Healthcare Team at NHS Wiltshire for further information on how to notify the PCT of a request for assessment of eligibility. This notification should be given within the deadlines above. Some cases may be accepted after the dates outlined above if there are exceptional circumstances for doing so.

Contact the CHC team at NHS Wiltshire on **01380 733865** or **chcoffice@wiltshire.nhs.uk**

Community Area Plan

DCAP is pleased to have published the new Community Area Plan following two years' worth of consultation and development. The Plan can be viewed at <http://www.dcap.org.uk/devizes-area-community-plan.html>. This planning will be a living document, the aim being to update it each year as different goals reach fruition and new issues arise.

Each thematic group is now developing strategies to bring to action the many goals of the new Plan. DCAP seeks to act as a catalyst, facilitator and enabler as a wide variety of Partners offer their skills and expertise in delivering the necessary projects and services. DCAP is beginning to see some thematic groups working together on specific projects, where issues are of concern to more than one group.

Thematic Groups

The Transport group now has a new Chairman – Kate Freeman of Devizes Passengers, enabling Tony Sedgwick to focus on his Chairmanship of DCAP. The group's priority continues to be reducing the impact of traffic Devizes, through the development of travel plans, and encouraging cycling, car sharing, and the use of public transport.

The Countryside and Environment group welcomes Ian Rose as its new Chairman. The name of the group has been changed to promote environmental and sustainability issues. DCAP thanks Cllr Chris Callow, the former Chairman of this group for his contribution to DCAP over the last few years and hopes he may be offer his services again when time permits.

The Housing Group continues to watch the progress of Wiltshire's Core Strategy in its journey to legalisation. A key priority for the group is the need for affordable housing for local people. It is hoped that the Parishes can work alongside the Housing Group to offer creative solutions for affordable homes in our villages. The group is working closely with Wiltshire Council on the fulfilment of the Wiltshire Older People's Accommodation Strategy

The Economy group is working closely with the Chamber of Commerce and has facilitated a relationship between Devizes School and local businesses, through which older pupils are offered a mentor from the world of business during their last year of school. It continues to seek ways to assist existing businesses to weather the storm of the economic downturn and to encourage new business start-ups. To this end DCAP has formed a close relationship with the Devizes Development Partnership to identify and cooperate on common interests.

The Culture and Leisure group's Chairman Doug Roseaman has been working tirelessly to identify which signposts in Devizes need updating / repairing and which bodies will then assume long-term ownership and maintenance of them. The group continues to look for creative ways to engage young people in local culture & leisure activities and partner with schools and local groups in doing this.

The Health & Social Care Forum has been renamed the Health & Wellbeing group. Chairs of these groups from several of Wiltshire's CAPs are waiting to engage with representatives of the new Clinical Commissioning Group, in an example of a cross-CAP project being initiated by the Wiltshire Forum of Community Area Partnerships (WFCAP). At the recent WFCAP conference representatives from different Community Areas were enabled to forge relationships and begin to work together on issues which are common to a number of towns and villages.

The Devizes Community Area Safety Committee next meets on June 13th.

Communication with the public

DCAP's recent newsletter is still available. It can be read on the DCAP website: www.dcap.org.uk. Hard copies are also available. If you would like some for your Parish or organisation please email admin@dcap.org.uk to place your request.

DCAP has invited commercial tenders for a more user-friendly web site with an integrated polling facility and allowing the public to register issues and problems. This work should be commissioned very shortly.

The next DCAP meeting will be the AGM which takes place on **Wednesday 6th June 2012 at 5.30pm at the Cheese Hall, Devizes**. Members of the public are warmly invited to attend and contribute to the debate.



Parish Council Forum Update for Devizes Area Board May 2012

The Parish Council Forum met in May with five parishes represented. Esther Daly, Wiltshire Council Rights of Way warden was welcomed to discuss the work of her department, and the way in which Parishes could embark on voluntary maintenance schemes. Funding from a £60,000 pot could contribute to parish schemes of work. Applications could also be made to the Pathway Improvement Grant Scheme. There had been a suggestion that such a grant could enable Parishes / DCAP to create cycle links between the town and some of the villages.

Cllr Rick Rowland, Chaiman of DCAP's Housing & Built Environment group discussed issues about the lack of affordable housing, especially in rural areas. He has offered to write a paper with information and guidance for parishes.

Ian Rose, the newly appointed Chairman of DCAP's Countryside & Environment group invited parishes to find representatives to work with him in the group, to ensure the group was not Devizes-centric. This invitation remains open for all of DCAP's thematic groups.

Richard Rogers reminded parishes to claim the money they had been granted for Jubilee celebrations by returning their letters.

Parishes are reminded that the Parish Council Forum is the place at which common issues can be explored and then passed on to the Area Board. In order for this to be an effective means of communication it is important for as many parishes to be represented as possible. It would be useful if each parish could email admin@dcap.org.uk with the day of week / week of month that their Parish Council meetings take place, in order to try to give representatives from each parish the opportunity to attend.

The next meeting of the Parish Council Forum will take place on Tuesday 10th July at 6.30pm at Browfort.

Report to	Name of Area Board
Date of Meeting	Date of Area Board meeting
Title of Report	Area Board Grants

Purpose of Report

To ask Councillors to consider six applications seeking 20012/13 Community Area Grant Funding:

1. **DCAP** – Funding to improve or replace the signage in Devizes. They are seeking £2,098.

Recommended for consideration for approval.

2. **Kennet Furniture Project** – Funding to employ a volunteer manager. They are seeking £4,500.

Recommended for consideration for approval conditional on all other funding being secured.

3. **Devizes Carnival** – Funding to expand the community outreach work of the project. They are seeking £4,000.

The officer's recommendation is that this application should be considered for approval, but that the applicant should not see the Area Board grant system as a continuous source of funding for this project as it contravenes Council guidance.

4. **Devizes Rugby Football Club** – Funding to purchase additional flood lights. They are seeking £4,710.

Recommended for consideration for approval.

5. **Old School Day Centre, Market Lavington** – Funding to replace or purchase computer and photographic equipment. They are seeking £874.

Recommended for consideration for approval.

6. **Sustainable Devizes Network** – Funding to run an Energy Fair in Devizes. They are seeking £456.

Recommended for consideration for approval.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for 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 un-constituted groups of people wanting to improve things near to where they live.
- 1.4. Devizes Area Board has been allocated a 2012/2013 budget of £58,192 for community grants, small grants, community partnership core funding and area board/councillor led initiatives.
- 1.5. 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.
- 1.6. 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.
- 1.7. 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.
- 1.8. 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.
- 1.9. 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.

- 1.10. Funding applications will be considered at every Area Board meeting.
- 1.11. 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.
- 1.12. 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.
- 1.13. 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.
- 1.14. A decision was been made in 2010/2011 that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.15. 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.
- 1.16. A budget ring-fenced for the needs of young people will again be made available in 2012/2013. How this will be allocated will be the decision of the area board.
- 1.17. Devizes Area Board has a separate Community Area Transport Group (CATG) budget of £15,751 for 2012/13. £5,779 has also been carried forward from 2011/12. There is also an additional budget for youth activities of £5,819

<p>Background documents used in the preparation of this Report</p>	<ul style="list-style-type: none"> • Area Board Grant Guidance 2012/13 as presented for delegated decision • Devizes Community Area Plan
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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 within a year of the award being made.
- 2.2. There will be 6 rounds of funding during 2012/2013. Applications and supporting documents should be with the Community Area Manager at least 4 weeks before the meeting date. Future rounds of funding will take place at the following area board meetings:
 - July 23rd 2012
 - September 24th 2012
 - November 26th 2012
 - January 28th 2012
 - March 25th 2012

3. Environmental & Community Implications

- 3.1. Area Board Grants 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 Devizes Area Board.
- 4.2. If grants are awarded in line with officer recommendations, Devizes Area Board will have a balance of £41,544

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 and Small Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.
- 7.2. Implications relating to individual grant applications are outlined within section 8 – "Officer Recommendations".

8. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	1. DCAP	Devizes signage	£2,098

- 8.1.1. This application is recommended for consideration for approval.
- 8.1.2. The grants criteria for 2012/13 is met apart from that it does not directly provide match funding. However a considerable amount of volunteer time has been put into this project which more than matches the award being sought.
- 8.1.3. The application comes directly from DCAP whom are responsible for putting together the community plan. It address key issues such as increasing tourism and the economy as well as improving the town centre environment.
- 8.1.4. This project is in response to an issue raised by local people and tourism providers. Many of the tourist maps and signs are out of date and are not being maintained. DCAP have worked with the Area Board and the Town Council to reach an agreement that if the award is made, the Town Council will take on responsibility for them in the future. This is an excellent sustainable solution.
- 8.1.5. If the award is not made then the signage will remain out of date and in poor condition. In addition there will be no ownership of the signs and little prospect of any future maintenance.

9. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
9.1	Kennet Furniture Project	Kennet Volunteer Programme	£4,500 towards a project costing £12,741

- 9.1.1. This application is recommended for consideration for approval with the condition that all other funding required is secured.
- 9.1.2. The grants criteria for 2012/13 is met.
- 9.1.3. The application addresses the community plan as it helps increase volunteering and employment.

- 9.1.4. Kennet Furniture Project collects unwanted furniture and white goods and sells it to low income families in Kennet. They wish to develop the project by recruiting a volunteer manager who will be responsible for running a volunteer programme aimed at recruiting and training people who are long term unemployed. Expenses will be paid to the volunteers and accredited courses will be offered through Devizes Transport and Training Ltd.
- 9.1.5. Funding towards the project has already been secured from Odin Charitable Trust (£2k) and there is an application in with the Wiltshire and Swindon Community Foundation for £5,520.
- 9.1.6. The funding will be used to provide costs for employing a part time manager for the first year. Funding is not in place for future years but any award that the Area Board makes will be used to help lever in additional funds from trusts and external funders.
- 9.1.7. If the award is not made then unless other funding can be found the project will not take place.

10. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
10.1	Devizes Carnival	Carnival Arts Engagement Project	£4k towards a project cost of £8,115

- 10.1.1. The officer's recommendation is that this application should be considered for approval this time due to the additional community benefit. It is a well liked and supported event that the Area Board wishes to be associated with. However the applicant should not see the Area Board as a continuous source of funding for this work as it contravenes Council guidance. Greater emphasis this year has been placed upon Area Board grants not being used to support the running costs of organisations and annual events.
- 10.1.2. The project aims to expand the community outreach to Devizes and the surrounding areas by offering workshops to provide training in contemporary costume design, street theatre/circus and dance. Most of the funding will be used to pay artists fees and tutors.
- 10.1.3. The application addresses the community plan by contributing to a sense of belonging.
- 10.1.4. If the award is not made then fewer workshops can be run unless other funding can be secured.

11. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Devizes Rugby Football Club	Flood lights at RFC	£4,710

11.1.1. This application is recommended for consideration for approval.

11.1.2. The grants criteria for 2012/13 is met.

11.1.3. The application addresses the community plan as it adds to the cultural and leisure activities of the area as well as improving people's health.

11.1.4. The Devizes RFC has over 350 adult members and 300 junior members. The membership at junior level increased significantly during last season which has resulted in a lack of floodlit space for training.

11.1.5. The application is to provide 50% funding towards two new RAM mobile floodlights.

11.1.6. If the award is not made then the club will not be able to accommodate those young people who wish to take up the sport and join the club.

12. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Old School Day Centre, Market Lavington	Entertainment enhancement project	£874

12.1.1. This application is recommended for consideration for approval.

12.1.2. The application has met the grants criteria for 2012/13.

12.1.3. The organisation's purpose is to provide day care to offer help and support for the elderly and those with poor mobility living in Market Lavington and the surrounding villages.

12.1.4. The members of the organisation have asked for support in learning and using computer and photographic equipment in a non threatening environment. As a result they wish to purchase some equipment to enable weekly sessions to be run

and for the members to use.

12.1.5. The application addresses the community plan by supporting older people to play a fuller and more active part in the community.

12.1.6. An application was made to the Gannet Foundation but was unsuccessful.

12.1.7. If the award is not made the project can't be run.

13. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Sustainable Devizes Network	Sustainable Devizes Network	£456

13.1.1. This application is recommended for consideration for approval.

13.1.2. The application meets the grants criteria for 2012/13. The project is a single event so future funding is not required.

13.1.3. The application addresses the community plan by helping to promote sustainable solutions.

13.1.4. Sustainable Devizes Network who are a community group will be running the event on September 29th 2012 in the Corn Exchange in Devizes. Local companies will attend and there will be a focus on fuel poverty, highlighting simple activities to address them as well as high tech solutions. There is a recognition that less has been done to address these issues In Devizes than in other areas of Wiltshire as well as a desire to try and help low income families.

13.1.5. The group will provide £410 towards the project costing £866. If the award is not made then the event can probably not be run.

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

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