

AGENDA

Meeting: DEVIZES AREA BOARD
Place: Devizes Sports Club, London Rd, Devizes SN10 2DL
Date: Monday 25 November 2013
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 6.00pm.

Please direct any enquiries on this agenda to Sharon Smith (Senior Democratic Services Officer), on 01225 718378 or sharonl.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 Wiltshire Council website at www.wiltshire.gov.uk

Press enquiries to Communications on 01225 713114/713115.

Wiltshire Councillors

Cllr Liz Bryant, (Bromham, Rowde & Potterne)
Cllr Peter Evans, (Devizes East)
Cllr Sue Evans, (Devizes North)
Cllr Richard Gamble, (The Lavingtons and Erlestoke)

Cllr Simon Jacobs, (Devizes and Roundway South) (**Chairman**)
Cllr Laura Mayes, (Roundway) (**Vice Chairman**)
Cllr Philip Whitehead, (Urchfont and the Cannings)

	Time
<p>1 Chairman's Welcome and Introductions</p>	6:30 pm
<p>2 Apologies for Absence</p>	
<p>3 Minutes (<i>Pages 1 - 12</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 23 September 2013.</p>	
<p>4 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>5 Chairman's Announcements (<i>Pages 13 - 24</i>)</p> <ul style="list-style-type: none"> a) Pest Control service b) What matters to you Survey c) Carers Grant d) Skatepark update e) Recognising local volunteering f) State of the Environment Report g) Wiltshire Heritage Museum – Prehistoric Wiltshire Galleries h) Drainage Byelaws 	6:35pm
<p>6 Partner Updates (<i>Pages 25 - 30</i>)</p> <p>To receive updates from the following partners:</p> <ul style="list-style-type: none"> a. Wiltshire Police b. Wiltshire Fire and Rescue Service c. Youth Advisory Group (YAG) d. Campus Team e. Devizes Community Area Partnership f. Town and Parish Councils g. Health 	6:45pm
<p>7 Cabinet Representative</p> <p>Cllr Jonathon Seed, Cabinet member with responsibility for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding, will give an overview of his area of responsibility.</p>	6:55pm
<p>8 Campus Development (<i>Pages 31 - 34</i>)</p> <p>Alan Bosley will lead a discussion on the work of the Campus Boards and what it might look like in Devizes.</p> <p>The Board will also be asked to appoint representatives to the</p>	7:05pm

	<p>Devizes Shadow Community Operations Board, noting that there are currently vacant positions.</p> <p>Wiltshire Council officer – Rhys Schell Area board representative – Cllr Peter Evans Town/parish council representative – Nigel Carter Education and young people representative – (vacant) Wider community representative - (vacant) User and community group representatives – Mike Weston and Jasper Selwyn (2 vacant)</p>	
9	<p>Career Development (<i>Pages 35 - 38</i>)</p> <p>To consider a proposal from Cllr Simon Jacobs and Malcolm Irons (Headteacher of Devizes School) for developing the mentoring scheme to include careers advice.</p> <p>A Councillor Initiative application is attached for consideration.</p>	7:30pm
10	<p>Preparing for Winter (<i>Pages 39 - 40</i>)</p> <p>To receive a presentation from the Weather Emergency Officer, Simon Rowe, on preparing for winter and consider a proposal from Cllr Philip Whitehead to part fund salt trailers for Parishes.</p> <p>A Councillor Initiative application is attached for consideration.</p>	7:45pm
11	<p>Asset Transfer - Devizes Canoe Club (<i>Pages 41 - 54</i>)</p> <p>Mark Bouch from the Devizes Canoe Club will introduce plans for the Canoe Club and a request for the community asset transfer of the land at Lower Wharf, Couch Lane.</p> <p>A report is attached for consideration.</p>	8:05pm
12	<p>CATG Update (<i>Pages 55 - 62</i>)</p> <p>To consider the report from CATG following its meeting on 11 November and any recommendations within.</p>	8:15pm
13	<p>Funding Applications (<i>Pages 63 - 70</i>)</p> <p>To consider the funding applications as detailed below:</p> <p>Wiltshire Farmers Market Association - £1,000 Potterne Cricket Club - £5,000 Trinity CofE Primary School - £5,000 Urchfont Cricket Club - £5,000 Urchfont Village Hall - £1,430 Bishops Cannings Cricket Club - £5,000</p>	8:20pm
14	<p>Close</p>	8:30pm

Future Meeting Dates

Monday, 27 January 2014

6.30 pm

The Spring, Market Lavington, Devizes, Wiltshire SN10

4EB

Monday, 24 March 2014

6:30 pm

Bromham Social Centre, New Road, Bromham, SN15

2JB

Monday, 19 May 2014

6:30 pm

tbc

MINUTES

Meeting: DEVIZES AREA BOARD
Place: Devizes School, The Green, Devizes SN10 3AG
Date: 23 September 2013
Start Time: 6.30 pm
Finish Time: 8.30 pm

Please direct any enquiries on these minutes to:

Sharon Smith (Senior Democratic Services Officer), on 01225 718378 or sharonl.smith@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble, Cllr Simon Jacobs (Chairman), Cllr Laura Mayes (Vice Chairman) and Cllr Philip Whitehead, Cllr Simon Killane

Wiltshire Council Officers

Richard Rogers (Community Area Manager)
Sharon Smith (Senior Democratic Services Officer)
Martin Aldam (Senior Transport Planner)
Sarah Howes (Youth Development Coordinator)

Town and Parish Councillors

Devizes Town – Jeff Ody, Andy Geddes, Nigel Carter, Simon Fisher, Kelvin Nash, Judy Rose
Bishops Cannings – Eric Clark
Easterton – Chris Saunders
Erlestoke – Dean Moore
Market Lavington – Colin Osborn
Roundway – Andy Geddes, Miss Vonberg, Tony Batchelor, Chris Callow
Rowde – Rebekah Jeffries, Jackie Bawden
Urchfont – Nicky Mitchell
West Lavington - Peter Baxter
Worton – David Johnson

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Partners

Wiltshire Police – Vincent Logue

Wiltshire Fire and Rescue Service – Mike Franklin

Devizes Chamber of Commerce – Tony Duck

Devizes Community Area Partnership (DCAP) – Doug Roseaman, Ian Rose, Philip Mackie, Kate Freeman, Tony Sedgewick, Rick Rowland

Total in attendance: 65

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p data-bbox="336 383 1153 416"><u>Welcome, Introductions and Chairman's Announcements</u></p> <p data-bbox="336 450 1487 517">The Chairman opened the meeting by thanking Malcolm Irons, Headteacher of Devizes School, for the use of the premises for this evenings meeting.</p> <p data-bbox="336 557 1487 663">Each member of the board was asked to provide a brief introduction of themselves before the Chairman drew attention to the announcements as provided within the agenda.</p> <p data-bbox="336 703 564 736">These included:</p> <ul style="list-style-type: none"><li data-bbox="384 777 635 810">a) <u>Core Strategy</u><p data-bbox="432 851 1487 918">The consultation would be running from Tuesday 27 August to Wednesday 8 October.</p><li data-bbox="384 958 743 992">b) <u>Community Area JSA</u><p data-bbox="432 1032 1487 1137">These were expected to be published early in 2014. The likely date for the Devizes area event, where it was hoped local priorities and actions would be identified, was 4 March 2014.</p><li data-bbox="384 1178 858 1211">c) <u>Railway Bridge – Panns Lane</u><p data-bbox="432 1252 1487 1431">Plans were underway to fill the railway arch at Panns Lane. The works were expected to take approximately 2 weeks to complete and were likely to cause disruption during this time. The Chairman of the Area Board would write to Town Council seeking their support, following which an action plan would be developed to allow officers to begin work.</p><li data-bbox="384 1471 1083 1505">d) <u>Departure of Service Director, Mandy Bradley</u><p data-bbox="432 1545 1487 1650">Although not in attendance, the Board asked that thanks were noted to Mandy Bradley for all her help as the appointed Service Director to the Area Board and wished her well for the future.</p><li data-bbox="384 1691 632 1724">e) <u>Orchard Lane</u><p data-bbox="432 1765 1487 1910">Orchard Lane had now been successfully transferred to the Wiltshire Wildlife Fund for the community to enjoy. The Board was pleased to see this come to a successful conclusion having been fully involved in the project.</p><li data-bbox="384 1951 871 1984">f) <u>Recognising local volunteering</u>

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	<p>The Board were keen to recognise and celebrate the work and achievements of volunteers in the Devizes community area, noting how incredibly hard they worked for the benefit of local people, the town and surrounding villages. To ensure they were recognised and commended for their efforts and contribution nominations were being sought in the following 3 categories:</p> <p>Individual Youth (under 18) Team or Group</p> <p>Forms and information would be available on the Wiltshire Council website and community blog later in the week. Nominations would need to be received by 16 December for a short awards ceremony at the January 2014 area board meeting.</p>
2	<p><u>Apologies for Absence</u></p> <p>No apologies were received.</p>
3	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held on 22 July 2013 were approved and signed as a correct record.</p>
4	<p><u>Declarations of Interest</u></p> <p>No declarations of interest were received.</p>
5	<p><u>Partner Updates</u></p> <p>a) Wiltshire Police</p> <p>Vincent Logue presented the update on behalf of Inspector Matthew Armstrong who was on annual leave.</p> <p>Following questions received Vincent Logue confirmed that he would seek clarification on whether Peter Lawson was expected to return to his post following his secondment.</p> <p>Thanks were extended to the police for the additional patrols around Stamford Court which had reduced anti social behaviour as a result.</p> <p>b) Wiltshire Fire and Rescue Service</p> <p>Mike Franklin referred to the report and clarified that although 7 fires had been responded to in August there had not been any injuries.</p> <p>Attendees were also reminded that a national strike was planned for</p>

Wednesday 25 September which would result in a reduced service. A statement in relation to the strike could be found on:

www.wiltshire.gov.uk

c) Health Services

No update was provided.

d) Devizes Community Area Partnership (DCAP)

The update provided within the agenda was noted. In addition Tony Sedwick confirmed the following:

The Sustainable Devizes Network would be holding a conference on low energy in November.

The Transport Group were involved in the town bus survey which was being undertaken by professional consultants. Volunteers were being sought to help conduct the survey and would be used to seek the views of passengers on some of the bus routes themselves.

On 29 October the quarterly meeting of DCAP would focus on rural issues. The meeting would take place at Market Lavington Village Hall at 5:30pm.

e) Devizes Campus Team

Peter Evans presented the update and confirmed that, following the resignation of 3 of its representatives, the Team were now looking to fill the following voluntary positions:

- Education & Young People representative
- User and Community Group representative
- Wider Community representative

Anyone interested in volunteering for the above positions were encouraged to contact either the Community Area Manager, Richard Rogers, or Senior Democratic Services Officer, Sharon Smith whose contact details could be found on the council website and on the front of the agenda.

To ensure the views of the community as a whole were taken into account and not just those within the Town, the team would be looking to contact those outside of the town in the outer lying community to ensure a fair representation was considered.

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6	<p><u>Community Area Transport Group (CATG)</u></p> <p>Cllr Richard Gamble presented the update from the CATG meeting held on Monday 9 September 2013 and highlighted the following information:</p> <ul style="list-style-type: none">• The substantive bid for £50k towards the cycling path across the Green had been successful. Together with S106 funding, it was hoped that works could now commence which should be completed by Easter 2014.• The CATG proposed that a speed limit review on the C249 and C50 should continue and would be seeking formal approval from the board.• Coach parking had been raised at many forums. In order to address this it had been proposed that a designated coach drop off point be agreed at a central location. The CATG, having considered two options but unable to fully support one or the other, proposed that final choice should be given to the Town Council of which they would fully support. <p>The Board were asked to consider the recommendations contained within the report.</p> <p>Decision:</p> <p>The two routes chosen by the speed limit review during 2013/14 (C249 and C50) should continue to be reviewed as previously agreed; and</p> <p>That the area board support the completion of temporary arrangements as soon as possible for a coach dropping off place and would support the option chose by the Town Council.</p>
7	<p><u>Neighbourhood Plans</u></p> <p>Cllr Simon Killane was in attendance to provide information on the Malmesbury community area's experiences in relation to their Neighbourhood Plan.</p> <p>In making his presentation the following information was provided:</p> <ul style="list-style-type: none">• The land around Malmesbury Town was valued at approximately £10m. Development in general was predominantly driven by money and this was a key element to be taken into consideration. This was often in contrast to the wants of a community.• Malmesbury Area Board was a government initiative front-runner of the neighbourhood plans.• The Board established a steering group with set terms of reference and a good range of members. The group was not a decision making body but had been established to fact find and make proposals for the Board's

consideration.

- The group in conducting its work understood that development would always take place and that there were certainties as outlined within the council's Core Strategy. The group therefore understood and accepted that it would be required to work within a set descriptive at a local level.
- The group had established a website and several task groups to focus their attention on specific areas such as infrastructure, education, business (including employment needs), extra care and housing.
- Research undertaken had revealed:
 - 2.7% unemployment in town (which was one of the lowest in the country).
 - A great need for affordable housing (including meeting the needs of both older people and young families).
 - Preferred sites had already been identified by the previous District Council. These were more likely to get development approval as a result.
- A map was shown highlighting the sites identified and graded in terms of preference following a set scoring system.
- Wiltshire Council Spatial Planning and Planning Aid were regularly consulted at each stage of developing the Plan to ensure it was proceeding well.
- In understanding that the Group had no or little planning expertise workshops had been established to help design the best lay out for the town.
- Guidance from the Princes Trust was used to help shape the neighbourhood plan. The Group also undertook a tour of the area to ensure an understanding all were aware of the areas being discussed.
- Neighbouring areas outside of Wiltshire were also considered (such as Tetbury and Gloucester) as it was recognised that services from these areas could have a bearing on what might be required.
- A draft Neighbourhood Plan and design guide had now been created, which included developments on both sides of the Town.
- Some developers had been pushing to overturn the plan with Government granting approval for a development to be built on the outskirts of the town. On 7 October, following judicial review, this approval was withdrawn and the team now awaited further details.

Rick Rowland, Vice Chairman of Roundway Parish Council and a member of the Devizes Area Neighbourhood Plan Steering Group was also in attendance to

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	<p>help answer any questions arising from the floor.</p> <p>Information arising included:</p> <ul style="list-style-type: none">• That the cost of producing a Neighbourhood plan was estimated to be in the region of £30k-£50k, taking into consideration all the support needed including expertise. Malmesbury Steering Group had undertaken much of the work themselves which had proven difficult without the relevant expertise.• For those wishing to establish their own Neighbourhood Plan it was suggested that a 12 months period be allowed for to complete the Plan.• Malmesbury had approximately 20 members on the Steering Group. However, this number could be reduced as long as the right people were involved.• Devizes Area Neighbourhood Plan Steering Group had raised concerns with the local MP regarding premature developments that may not align with local wishes. As a result a meeting with the Housing Minister had been arranged in January where guidance was provided on the best way to proceed.• After consultation with neighbouring parishes it was agreed that the Plan would cover the areas of Bishops Cannings, Roundway and Devizes. The consultation on the Plan was due to finish shortly when it was hoped the final areas to be included would be confirmed.• The SHLAA (Strategic Housing Land Availability Assessment) document had been used to help identify suitable sites. Consultation events had then determined the type of preferred sites. <p>Thanks were given to both Cllr Killane and Rick Rowland for their time in giving the presentation.</p>
8	<p><u>Transport Strategy/Air Quality</u></p> <p>Martin Aldam, Senior Transport Planner, was in attendance to give a presentation from the Transport Strategy Task and Finish Group.</p> <p>To provide a greater understanding of the work of the Group, the background, why the strategy was needed and the work undertaken by the Group over the past 12 months was given. This included consideration of the following:</p> <ul style="list-style-type: none">• Wiltshire Core Strategy• Housing and employment growth• Traffic growth• Model forecasts• Mitigation

- Transport strategy

Noting that the Core Strategy had a certain amount of growth and the likely increased traffic levels as a result, a mitigation strategy had been developed which in turn had resulted in the Transport Strategy.

In making the presentation Martin confirmed the key components of the Transport Strategy, which were:

- Walking
- Cycling
- Passenger transport
- Travel planning
- Traffic flow and air quality
- Demand management and parking

The Board were reminded that the Transport Strategy itself had been presented to the Board the previous year. As a result a Start and Finish Group had been established whose purpose was to discuss the implementation plan and whose work had now reached completion.

Influences affecting the implementation plan included:

- **Funding** (i.e. what funds were available and how these would be spent)

This included for example S106 contributions which the council already had via developments. It was noted that some of this funding was specifically allocated, i.e. it had to be used towards cycling or walking projects for example. Other less prescriptive funding had also been taken into consideration, including that from CATG.

- **Priorities**

Priorities for the Devizes area were also identified including air quality and how this could be addressed in the short term. An Air Quality Steering Group was established to consider the affects where 2 sets of modelling works were undertaken, including travel planning.

In modelling in a 5% and 20% reduction in traffic both had little impact on reaching acceptable levels of air quality as set as a UK national objective.

The short term implementation plan therefore included the following:

- Walking: Quakers Walk to town and access to Roundway Hill
- Cycling: The Green; Quakers Walk to town and signing strategy
- Public Transport: Town Service Review for new tender in 2015
- Travel Planning: Business Travel Planning (BTP)

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- Highways Improvements: Shane's Castle Signalisation
- Demand Management: BTP, Parking Review not until 2014

In the longer term it was proposed that the Air Quality and Transport Groups be combined to allow further work to be undertaken in terms of the Transport Strategy, noting that the respective work of both were clearly linked.

Cllr Richard Gamble confirmed that only 4 areas in Wiltshire had developed transport strategies. These included Salisbury, Trowbridge and Chippenham in addition to Devizes.

An outline proposal for the establishment of this new Task Group was provided seeking the Board's approval for it to commence immediately with its terms of reference being presented at the Board's next meeting in November.

Cllr Gamble proposed that the Chairman of the Group would be appointed at its first meeting, proposing that Cllr Philip Whitehead take on this role. It was also suggested that Shane's Castle be selected for early attention by the Group.

Kate Freeman was then welcomed to the floor to provide a presentation on the consultation undertaken by DCAP on the Transport Strategy. In making the presentation the following information was clarified:

- 106 responses had been received
- All age groups had been represented with 50% being over 60
- Most respondents lived or worked in Devizes
- 62% of respondents felt that the strategy would encourage more walking with 53% feeling that it would also encourage more cycling
- Only 6% felt that access to rail was important but two thirds felt that the strategy would encourage more bus use (it was however noted that on one third felt bus information was easy to find)
- 51% of the comments received related to walking
- 47% of the comments received related to cycling
- 96% of comments received related to public transport

In 10 years time DCAP would like to see that the strategy had improved health and fitness, reduced traffic, met with a degree of public acceptance.

In concluding the presentation DCAP felt that the newly formed group should have energy, commitment and capacity to build on the new ideas and enthusiasm to get things working and that the Strategy needed to be actively monitored.

The Board thanked Kate for her presentation.

The proposals outlined in the report were presented for the Board's approval.

Decision:

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	<p>That the existing Air Quality Steering Group and Traffic Strategy Task and Finish Group be replaced by one new Group with immediate effect whose objective would be to oversee and monitor the community air quality action plan and help deliver the Transport Strategy;</p> <p>That Cllr Philip Whitehead be appointed Chairman of the new Group whose initial membership would include representatives from both previous Groups, noting that the Group may wish to propose alterations to the membership (both on a permanent or temporary basis);</p> <p>That the Terms of Reference for the Group, including membership, be brought to the area board for approval at its next meeting on 23 November;</p> <p>That with regards junction improvements Shanes Castle be selected for early attention by the Group, to be followed as soon as possible by London Road/Windsor Drive junction; and</p> <p>That Travel Planning is undertaken with occupiers of properties on the Hopton Industrial Estate and at the Police HQ and Aster Group on Horton Avenue.</p>
9	<p><u>Funding Applications</u></p> <p>The Area Board considered an application for community area grant funding from the 3rd Devizes Scout Group.</p> <p>Decision:</p> <p>To award £2,294 to 3rd Devizes Scout Group towards replacing tents and camping equipment.</p> <p><u>Reason for Decision:</u> The application meets grant criteria 2013/14 and helps young people to enjoy new adventures, to experience the outdoors, interact with others, gain confidence and have the opportunity to reach their full potential.</p>
10	<p><u>Evaluation and Close</u></p> <p>The next meeting of the Devizes Area Board will take place on Monday 25 November 2013 at Devizes Sports Club, London Road, Devizes SN10 2DL.</p>

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Subject:	Pest Control Update
Officer Contact Details:	Claire Francis - Public Protection Manager Telephone: 01249 706309 E-mail: claire.francis@wiltshire.gov.uk

Wiltshire Council's Pest Control team are pleased to be able to visit the area board meetings to offer advice on the services available to the general public, local businesses and parish and town councils. The pest control team covers the whole of Wiltshire with all officers fully trained to deal with a wide variety of public health pests.

A recent study by the Chartered Institute of Environmental Health¹ asking residents their views on pest control found that 85% of those questioned believe that their pest control department is an important part of public health protection in their area.

The pest control team provides treatments for rats, mice, wasps, fleas, bedbugs, clusterflies, carpet moths, squirrels, and cockroaches. In order to ensure the service is accessible to all the community discounts of up to 50% are offered for certain means tested benefits.

To give you an idea of the number of pests we deal with during the winter of 2012/13 we treated just fewer than 1000 rodent problems and in August 2013 we treated 514 wasp nests affecting homes and businesses in Wiltshire.

Pest control officers work closely with Environmental Health Officers often identifying vulnerable residents who may require further assistance and referring the customer to other services.

If you or someone in your community has a pest problem advice and information can be found on the web pages [/www.wiltshire.gov.uk/communityandliving/publicprotection/pestcontrol](http://www.wiltshire.gov.uk/communityandliving/publicprotection/pestcontrol). We can be contacted via our on-line [pest control enquiry form](#) or through the Council's 0300 4560100 telephone number.

¹ <http://cieh.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=46952>

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Chairman's Announcements

Subject:	What matters to you survey
Officer Contact Details:	Contact Centre 0300 456 0100
Web Link	www.wiltshire.gov.uk/whatmatterstoyou

Survey – What Matters to You

Wiltshire Council and its partners are committed to developing and delivering services that reflect the differing needs of local communities. With this in mind, you are invited to complete our residents' survey "What matters to you?"

It only takes a few moments to complete the survey. Your comments and input are very important and will help us to shape the future of your local area.

For more information about this survey and to complete it online, please visit:
<http://www.wiltshire.gov.uk/whatmatterstoyou.htm>

A full report will be produced once the results of the survey have been analysed. The report will be publicly available on the council website www.wiltshire.gov.uk

The survey, one of the biggest ever done in the county, is designed to give residents a real say on a range of topics that affect life where you live. From issues surrounding community safety to what the council spends its money on to what it's like to live in Wiltshire all the questions are designed so that your opinion can be counted.

The results will be used by the council and our partners NHS Wiltshire, Wiltshire Fire and Rescue and Wiltshire Police to help develop policies which affect local communities. Surveys will be available on line as well as being freely available in libraries, council offices and leisure centres.

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Chairman's Announcements

Subject:	Carers' Small Grant Scheme
Weblink:	website
Further details available:	Maria Keel, Senior Commissioning and Contracts Officer Tel: 07500 099652 or email maria.keel@wiltshire.gov.uk

Carers' Small Grants Scheme

Do you have an idea for a project or activity to help unpaid carers in your community, but need funding?

I am pleased to announce the launch of the next round of our Carers Small Grants Scheme. Grants of up to £5,000 are available to get you started. The grants are available to groups and organisations (but not individuals) for projects and activities which can demonstrate that they make a tangible difference to the lives of unpaid carers of all ages in Wiltshire in one or more of the following ways:

- To give carers a break from their caring role
- To help carers learn a new skill which may increase their life chances and employability
- To help improve carers' physical or emotional health and well-being
- To reduce isolation
- To increase peer support
- To help carers' access to information, support and guidance

Match-funding is not required; however, these are one-off grants so applicants need to look for other sources of funding for the continuation of their project at the end of the funding period. (You can contact the Charities Information Bureau on 01380 729279 for advice on additional funding).

Funding will not be given for any project or activity which duplicates services already commissioned by Wiltshire Council.

The next deadline for applications is 30 November 2013 and applications can be downloaded from the Wiltshire Council [website](#).

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Chairman's Announcements

Subject:	Skate Park
Officer Contact Details:	Richard Rogers, Devizes Community Area Manager

Summary of announcement:

An invitation to tender for the design and build of the new skate park at Green Lane was sent out in early summer. During September interviews were carried out jointly by the Town Council and the Devizes area board with those manufacturers who had been short listed. A number of young skaters were involved in this process and following the necessary checks we agreed to go with their recommendation to award Wheel Scape the contract.

Currently work is taking place putting the final design together and consulting on this with potential users. A full planning application will be submitted in early January with work commencing as soon as this has been granted.

Roundway Parish Council are also contributing to the project and through working together, we have been able to increase the budget available. Other partners including Green Lane Hospital and the police are supportive of the park and we continue to work closely with them including mitigating against any possible risks and maximising any opportunities.

Although it has taken longer than we would all have liked for the skate park to be built, we are delighted that due to the determination of all parties and especially that of the skaters, it is now under way and should be ready for when the good weather hopefully returns in the spring.

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Chairman's Announcements

Subject:	Recognising local volunteering
Officer Contact Details:	Richard Rogers Tel: 01225 718626 e-mail: richard.rogers@wiltshire.gov.uk
Weblink:	http://www.wiltshire.gov.uk/council/areaboards/devizesareaboard.htm

Summary of announcement:

Devizes Area Board wants to recognise and celebrate the hard work and achievements of volunteers in the Devizes community area in 2013.

We know that volunteers work incredibly hard for the benefit of local people, the town and surrounding villages and they deserve to be commended for their efforts and contributions.

Nominations are invited in the following 3 categories:

- **Individual**
- **Youth (under 18)**
- **Team or Group**

Devizes Area Board Community Awards are for those who have demonstrated that they have gone the extra mile in 2013 and contributed to the Devizes community area by volunteering.

Forms and further information can be found on the Wiltshire Council website and community blog site. **Nominations need to be in by 16 December.** A short awards ceremony will take place at the next meeting of the Board in January.

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Chairman's Announcements

Subject:	Wiltshire and Swindon State of the Environment report 2013
Officer Contact Details:	Jenny Hawley, Environmental Intelligence Officer at Wiltshire Wildlife Trust, tel: 01380 736 084 and email: jennyh@wiltshirewildlife.org
Weblink:	Wiltshire Intelligence Network Environment section: www.intelligencenetwork.org.uk/environment
Further details available:	Full report available online or in hard copy and more detailed data on the Wiltshire Intelligence Network.

Summary of announcement:

The State of the Environment report 2013 for Wiltshire and Swindon was published in September 2013 by Wiltshire Wildlife Trust, on behalf of Link2Nature, the Local Nature Partnership for Wiltshire and Swindon (www.link2nature.org.uk). The project is funded by Natural England, Public Health Wiltshire and Wiltshire Council.

This new report provides a strategic assessment of Wiltshire's environment. It forms the basis of the Wiltshire JSA and Community Area JSA environment sections.

The report gives an overview of the state of our natural habitats and wildlife, and the services that these provide (such as clean air, water, food and green space). It highlights the drivers of environmental change, including population growth, development, farming, consumption of natural resources and climate change.

More detailed data is available in the environment section of the Wiltshire Intelligence Network. This website gives easy access to up-to-date environmental information and online links to a wide range of sources.

Further resources on the state of the environment in each Community Area will be available on the Wiltshire Intelligence Network in late 2012 and early 2013, in time for the publication of the Community Area JSAs 2013-14. Maps are already available showing environmental designations (such as protected wildlife sites) and agri-environment schemes in each Community Area.

Any questions, comments or requests for further information can be addressed to Jenny Hawley (contact details above).

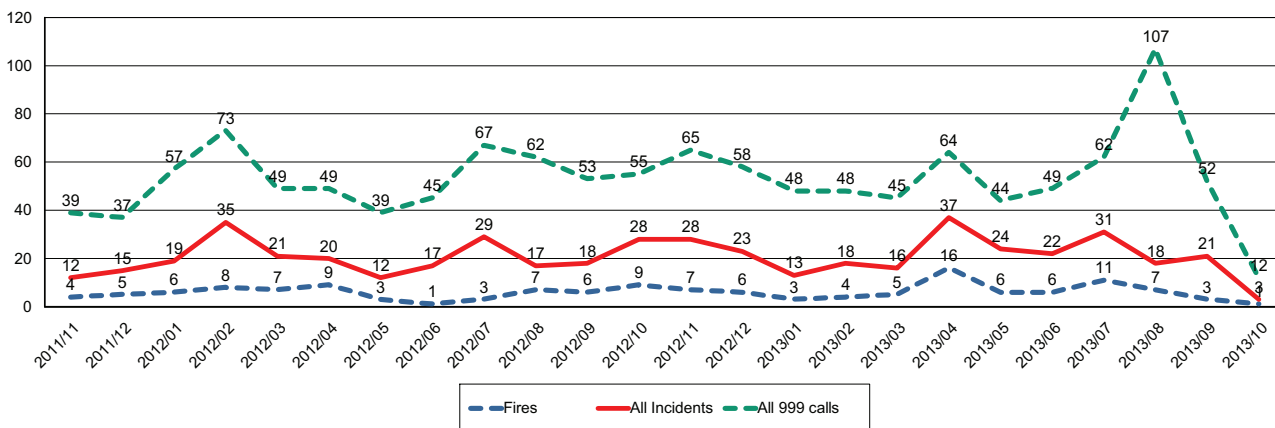
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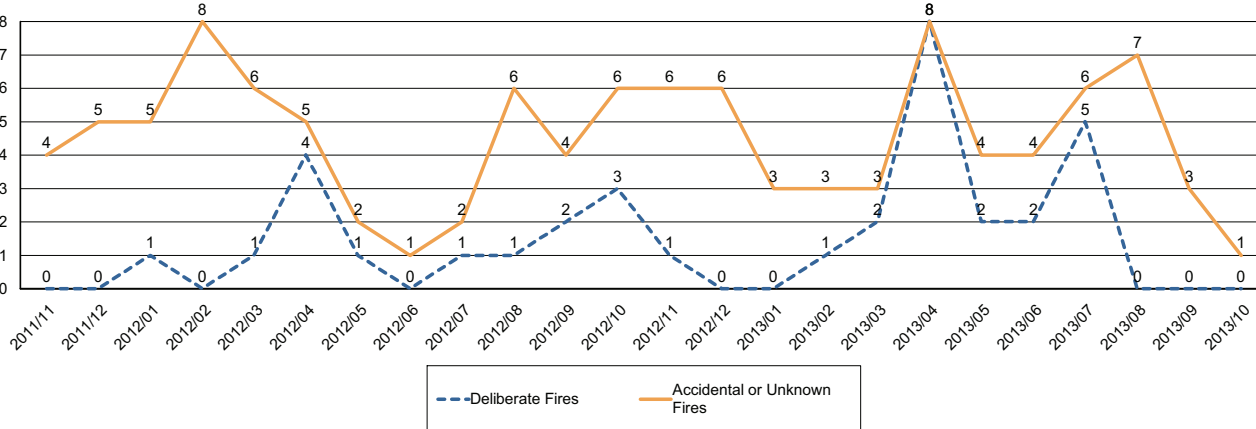
Report for Devizes Area Board

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

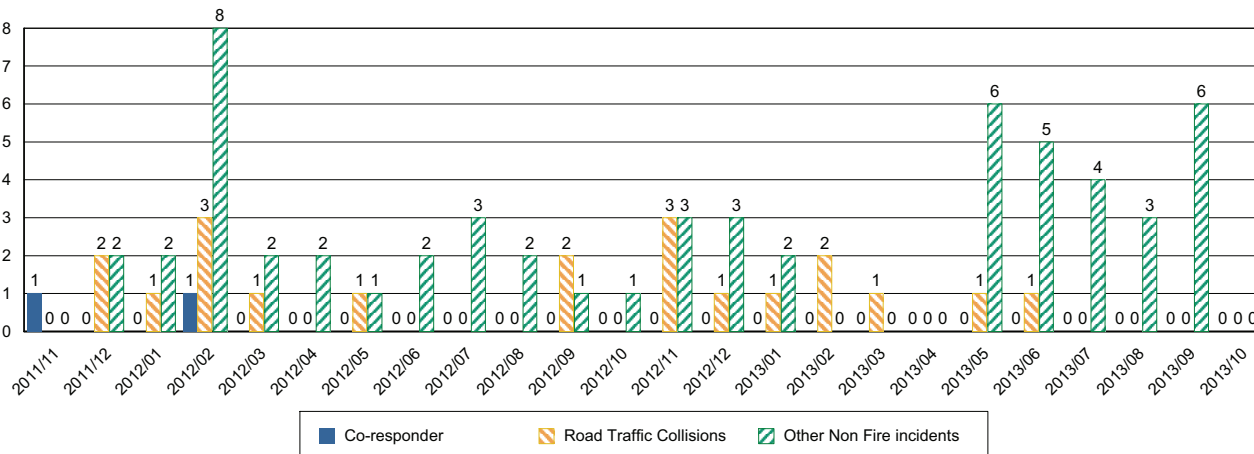
Incidents and Calls



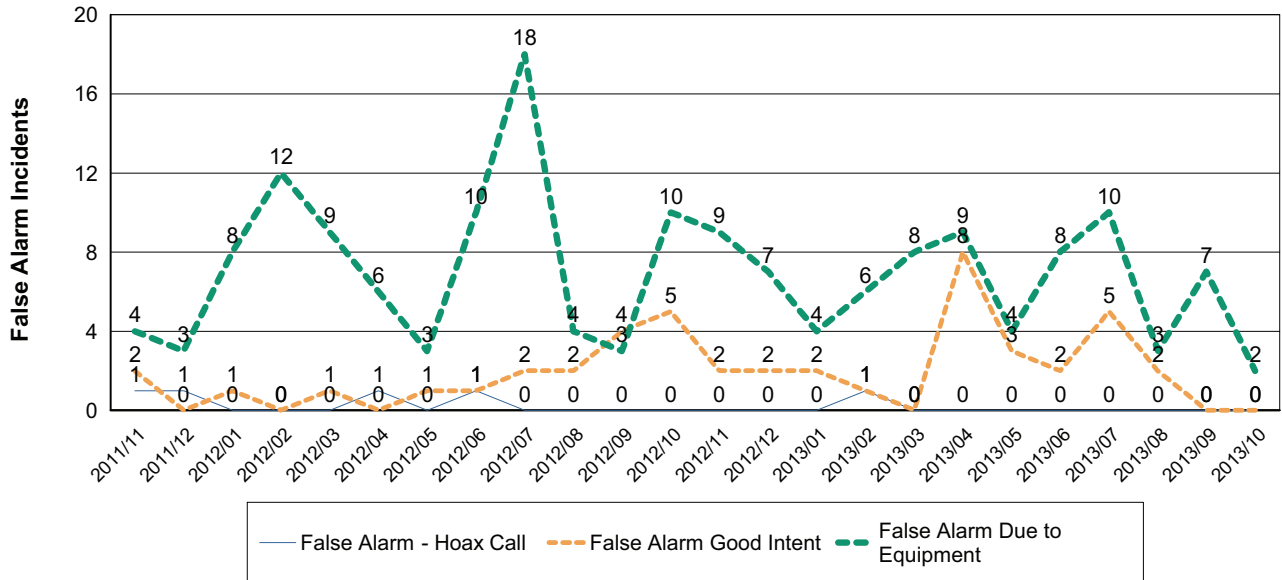
Fires by Cause



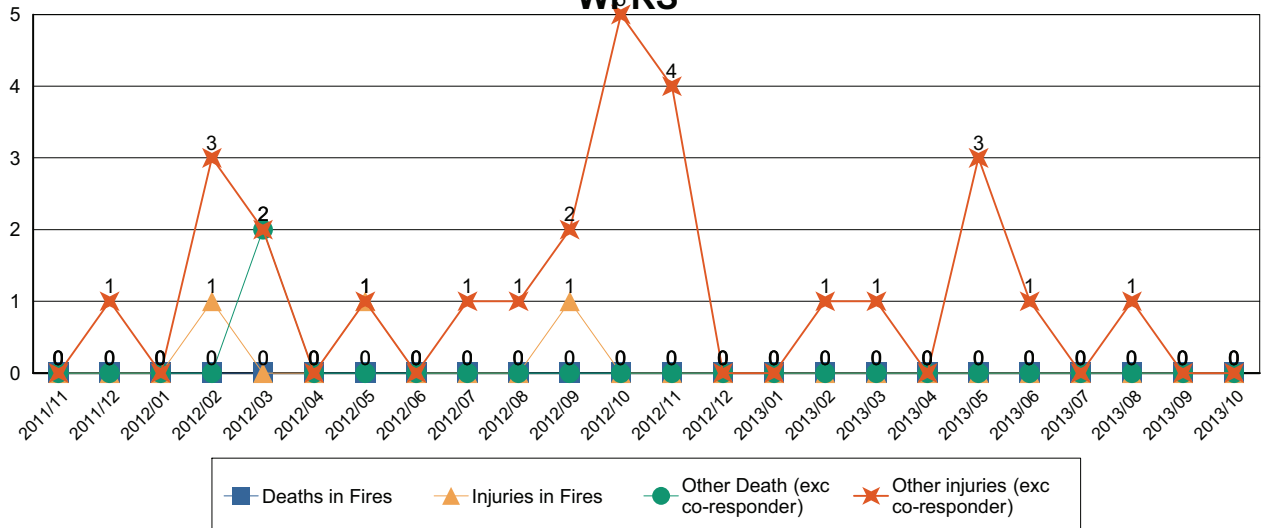
Non-Fire incidents attended by WFRS



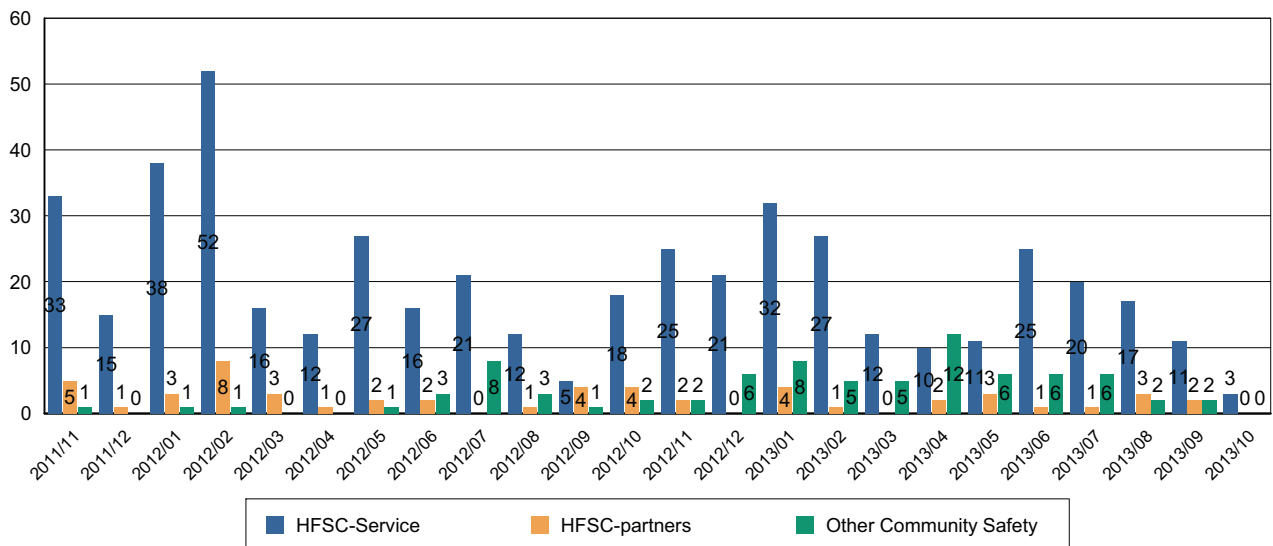
Agenda Item 6 Number of False Alarm Incidents



Death & Injuries in incidents attended by WERS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

Update for Devizes Area Board

Update from	Devizes Community Area YAG
Date of Area Board Meeting	25/11/2013

Headlines/Key Issues

- Following the start of the new locality team leader for the Devizes community area the YAG is taking new form. We have new youth members and are looking forward to the challenges ahead.

-
- Our latest projects of interest are:
 - Improving perceptions of young people within the community: bridging the gap between the ages, as well as working with shop owners and security to improve relations with young people.
 - Improvements to the connections of Devizes and Potterne to increase safety for young people commuting between two areas.

-
- Our next meeting takes place on Wednesday 4th December 2013. 18:00 at the Estcourt Crescent rooms (what used to be Little Bears nursery). If anyone wishes to join us or has an interest/expertise in any of the above your support would be warmly welcomed.

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Update for Devizes Area Board

Update from	Devizes Campus Development Team
Date of Area Board Meeting	25.11.13

Headlines/Key Issues

- Since our last update the Devizes Campus Development Team (CDT) has taken a proactive approach to obtaining further public consultation with Devizes community residents. Over the past month we have visited many of the rural community areas, and have set up static display in local social centres, post offices and shops.
 - The Campus Development Team have also been out to meet the community using the mobile Library as a vehicle to speak with residents and obtain their feedback. We also attended the DCAP rural community meeting on 29th October to promote the opportunity for residents to have their say on shaping the future of the campus. In addition to this, the group have visited a number of specific user groups and have completed two consultation sessions at Devizes leisure centre, where we have been able to engage with a large number of people.
-
- The group have also been widely promoting the opportunity to join the CDT and are delighted to have had a number of excellent applications. We welcome the Area Boards decision on new membership at this meeting.
-
- We envisage to update the Area Board with the findings from our first round of public consultation at the meeting on 27th January 2014.
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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.

In order to facilitate the above the area boards will establish 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 Shadow Community Operations Boards will be in place from April 2011 until 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:

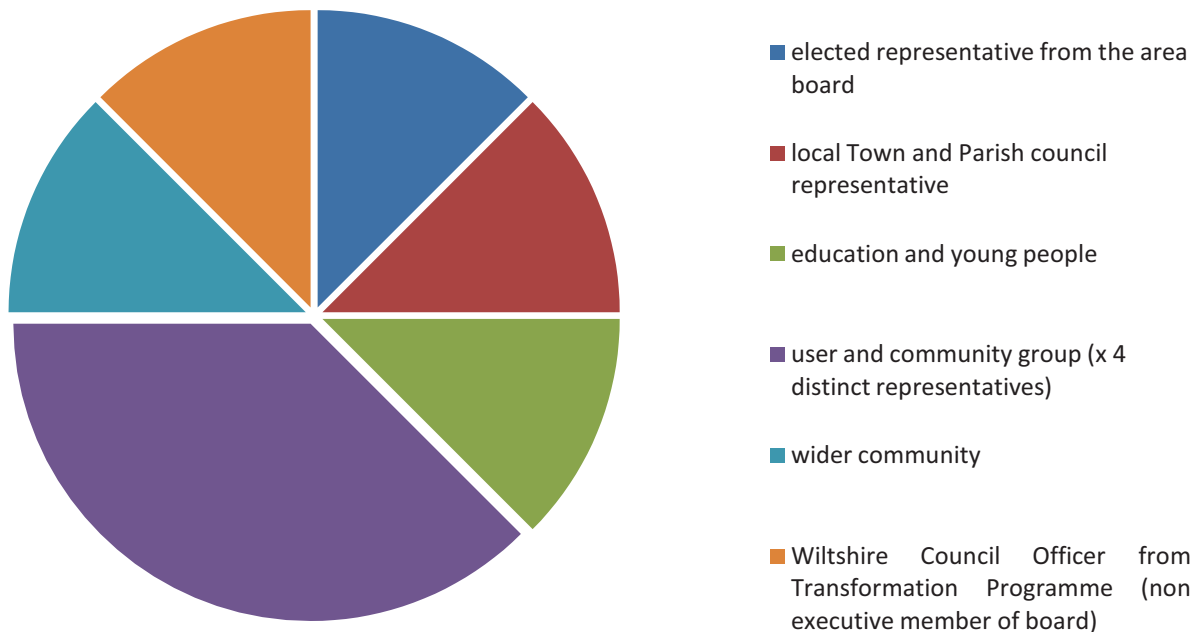
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive 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.

Agenda Item 8

- (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 four 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 Transformation Programme 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.
- (viii) The chairperson may, in consultation with the area board representative on the COB, co-opt on non-executive representatives of the community as appropriate.

4 Roles and responsibility

4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability 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 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 campus delivery project.
- (ii) There may be elements or decisions required 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 endeavor 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 and as such the Council requires all members of the Shadow Community Operations Board to sign non-disclosure agreements. 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.

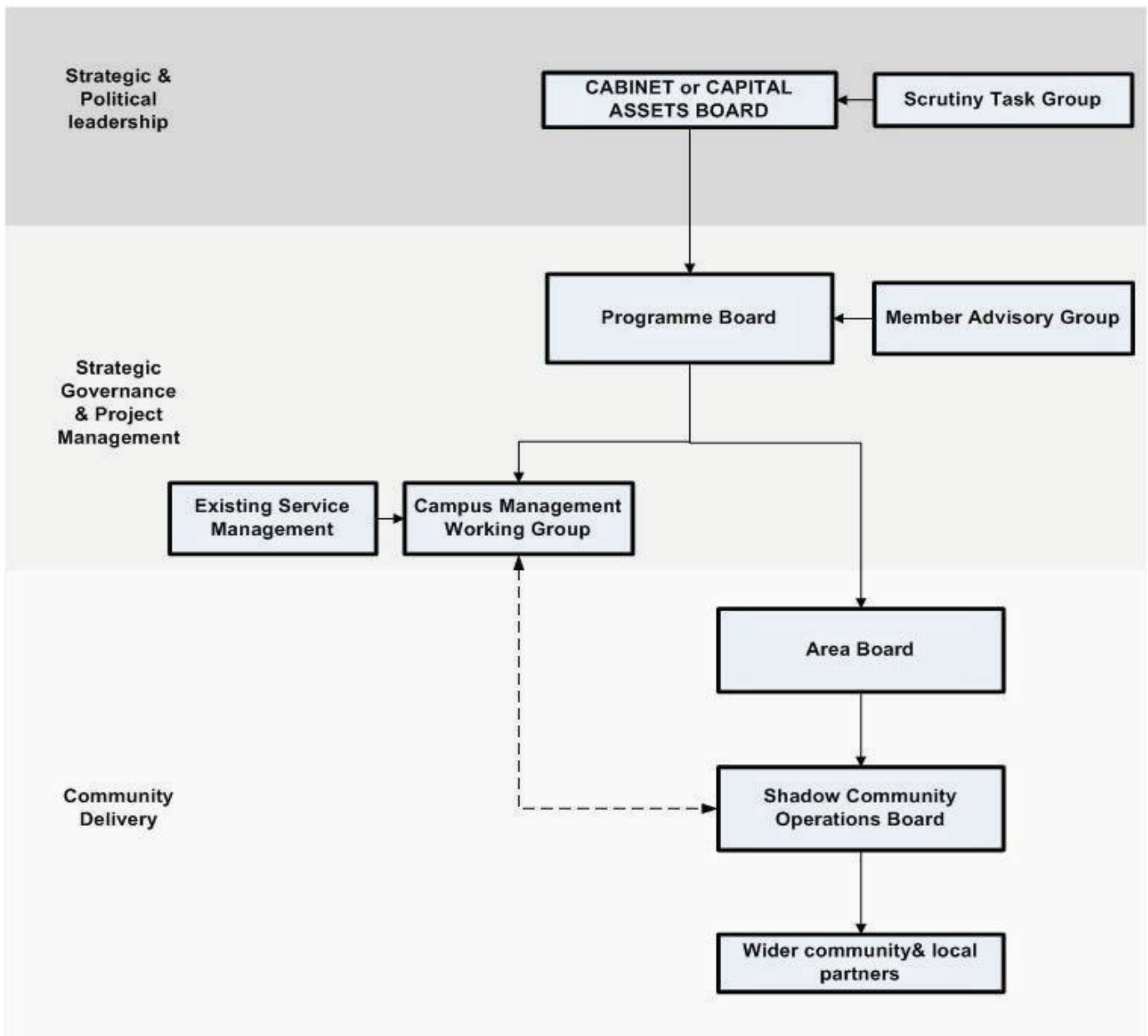
Agenda Item 8

7 Governance Arrangements

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





Reference No
Log No Cllr: 001/10 For Office Use

Area Board Project

1. What is the project?

Careers Guidance

A project to extend the mentoring programme at Devizes School through the use of a consultant to improve provision for careers guidance

The Devizes area board are asked to support the project and provide 50% of the funding (£2,500)

2. Background

Links between business and Devizes School have already been strengthened through the introduction of a mentoring scheme in 2012. This has proved to be successful, but it is recognised that much more need to be done in order to secure the future of students and prepare them for entering the world of work.

Since Sep 2012 schools have been legally responsible for securing access to independent and impartial careers guidance for all their students.

A report published by Ofsted in September 2013 found that the arrangements for careers guidance in schools are not working well enough. Three quarters of the schools visited for the survey were not implementing their duty to provide impartial careers advice effectively. The survey also finds that guidance for schools on careers advice is not explicit, the National Careers Service is not promoted well enough and there is a lack of employer engagement in schools

The employment of a consultant can focus on distinct areas highlighted by this report that Devizes School may find difficult to release staff for.

3. Proposal

It is proposed that a consultant who has good business links in the Devizes area is hired to achieve the following three objectives:

- I. *Continue with the mentoring scheme that has been established but improve the number of businesses participating (from 11 currently) to at least 20.*

The Ofsted report highlighted that links with employers were the weakest aspect of career guidance in the 60 schools visited.

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II. *Establish which businesses in the area offer apprenticeships and work in partnership with them to raise student awareness of the local opportunities including arranging visits to these businesses.*

The Ofsted report stated that most of the schools visited, especially those with sixth forms, were generally poor at promoting vocational training and, in particular, apprenticeships. According to their data, of the 55 schools that provided training, only half of them had students who progressed to apprenticeships in 2011/12. The proportion of the Year 11 cohort entering an apprenticeship in these schools was very low.

III. *Set up, co-ordinate and manage a day within the school for mock interviews with employers (year group and time of year to be decided. CV preparation done in advance by students).*

The Ofsted report highlighted that the most common response was that the students would like more careers guidance activities, in whatever form, to be carried out by individuals such as specialists, teachers and employers

4. Where is the project taking place?

Devizes School to start with. If successful then this model may be rolled out in other schools including Lavington.

5. When will the project take place?

Devizes School working with the consultant and local business will decide upon the most appropriate time for each part of the project. (No later than November 2014)

6. What are the Community benefits/evidence of need/desired outcomes?

The key benefits for the community are:

- Young people are more prepared for work and in a better position to obtain employment.
- Young people will have access to more opportunities for work experience
- Young people will receive improved careers guidance and awareness
- The partnership between business and schools will be strengthened
- Teachers will be freed up to focus upon other demands.
- The outcome of the above benefits is to improve the local economy and create a more resilient community

7. Who will manage/be responsible for this project?

The project will be managed by the consultant who will report to Devizes School Governors. Devizes School working with the consultant will produce an evaluation report with any recommendations that will be made available to Devizes area board.

8. Costs/quotes/ match funding?

- **A total of 200 hours (28 days) will be allocated to the project**
- 30 hours spent with local businesses/mentors
- 30 hours working with mentees
- 20 hours spent on identifying businesses that offer apprenticeships
- 20 hours – partnering students and discussing apprenticeship options
- 20 hours CV guidance in school
- 20 hours 1:1 with students working on guidance for future careers
- 60 hours setting up and managing interview practice day

The total cost will be £5k. Devizes School gave agreed to fund 50% of the project and the area board are being asked to fund the remaining 50% (£2,500)

9. Additional information

Three clear priorities in Wiltshire Council's new business plan are to:

- To protect those who are most vulnerable
- To boost the local economy – creating and safeguarding jobs and;
- To support and empower communities to do more for themselves.

This project clearly addresses all three priorities.

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Reference No
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Area Board Project

1. What is the project?

Salt Tailgate Spreader

An opportunity for Parish Councils to purchase a salt spreader with funding matched by the area board

2. Background

To date more than 50 Parish Councils have signed up to Wiltshire Council's self help scheme where Parish Councils can request a bag of salt which they will distribute at locations which they consider to be most important. Certain conditions must be in place prior to agreement including a snow plan indicating when and where their volunteer operatives will spread salt. Wiltshire Council works with the parish Councils to produce this.

One Town and parish council has taken this a step further and have purchased their own mechanical spreader which enables them to increase the areas which they treat helping their residents to be mobile more quickly.

Wiltshire Council has been working with this council and other parish councils to create a model which can be offered to all parish councils. However funding is required to purchase further tailgate spreaders for the scheme to be delivered.

3. Proposal

It is proposed that Parish Councils within the Devizes area are offered an opportunity to purchase a spreader with the area board providing 50% of the funding.

It is not envisaged that all of the Parish Councils will wish to partake. It is therefore suggested that £5k is ring fenced from the area board budget in order to match fund any requests that come from Parish Councils. This would be sufficient to purchase 6 spreaders. The offer will be open until the January area board meeting with the funding awarded on a first come basis.

If demand has outstripped the funding available then the situation can be reviewed again at the January area board meeting with the possibility of more funding being made available. Any funding that remains will be put back into the area board budget.

The rationale behind the proposal is that we do not want to delay those Parish Councils who are able to and want to proceed very quickly as winter is almost upon us. At the same time we are aware that other Parish Councils may need to discuss this at their next meeting which may not be until the new year.

Agenda Item 10

All parish councils within the Devizes area will be informed as soon as possible of this offer if this proposal is agreed.

4. Where is the project taking place?

The scheme will operate in those parishes within the Devizes community area, that choose to take part.

5. When will the project take place?

The offer will initially be open to parish councils up until the January area board meeting on January 27th 2014 where the situation can be reviewed.

6. What are the Community benefits/evidence of need/desired outcomes?

The key benefit for the community is that the Parish Councils working with Wiltshire Council will be able to correctly and quickly salt those roads that are likely to become dangerous making them safer for users. The salt spreader will also enable a greater number of roads to be salted

7. Who will manage/be responsible for this project?

The project will be organised and managed by Simon Rowe, the weather and emergency service officer at Wiltshire Council.

8. Costs/quotes/ match funding?

The total cost of a tailgate spreader is £1,649. Parish Councils will be asked to pay 50% of the cost (£824.50) and the area board will provide the other 50% (£824.50)

WILTSHIRE COUNCIL

DEVIZES AREA BOARD

25 NOVEMBER 2013

COMMUNITY ASSET TRANSFER

Lower Wharf, Devizes

Executive Summary

This report deals with an application for the transfer of the former depot at Lower Wharf, Devizes to be transferred to Devizes Canoe Club in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The Area Board is asked to consider an application submitted by Devizes Canoe Club for the transfer of the former depot at Lower Wharf, Devizes. The applicants' proposal is set out at Appendix 2.

Reasons For Proposal

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

Recommendation

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

Richard Rogers
Devizes Community Area Manager

Agenda Item 11

WILTSHIRE COUNCIL

DEVIZES AREA BOARD

25 NOVEMBER 2013

COMMUNITY ASSET TRANSFER

Lower Wharf, Devizes

Purpose of Report

1. The Area Board is asked to consider an application submitted by Devizes Canoe Club for the transfer of the former depot at Lower Wharf, Devizes (see plan attached at Appendix 1). The applicants' proposal is set out at Appendix 2.

Background

2. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. 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 application before the Area Board

6. The application from Devizes Canoe Club is attached at Appendix 2 and relates to the transfer of the former depot at Lower Wharf, Devizes.
7. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the Area Board.
8. The Community Area Manager has consulted with Strategic Property Services, who have undertaken appropriate consultation with service

departments across the Council. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. The local member, has been apprised.

The views of Council officers

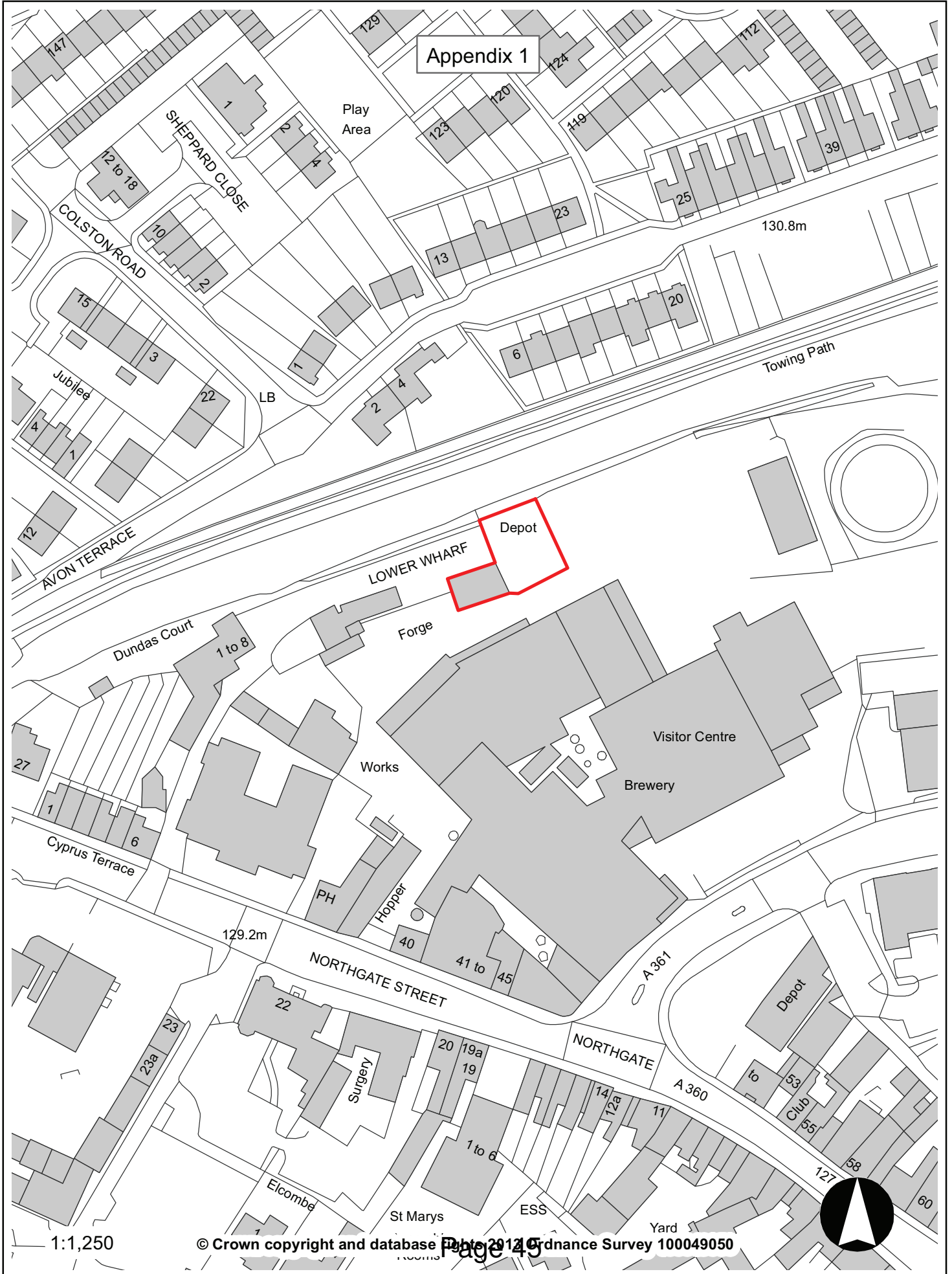
9. On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.
 - 9.1 The nearest public highway is Northgate Street. The property has the benefit of a right of way to it subject to the payment of a fair proportion of the cost of maintenance.
 - 9.2 The Property was originally bought by Devizes Borough Council from South West Gas Board, having previously been part of a gasworks.
 - 9.3 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.
 - 9.4 The value of the land is below £250,000, but a potential capital receipt will be foregone. Other financial implications are limited to the maintenance cost previously incurred by Wiltshire Council being transferred to Devizes Canoe Club.

Recommendation

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

Richard Rogers
Devizes Community Area Manager

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Form CAT01

Application for the transfer of a Council asset

Your details

Your Organisation *Devizes Canoe Club*

Contact name *Mark Bouch*

Position held *Deputy Chair*

Your proposal

(please complete Checklist CAT02 before completing the following)

Details of asset

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

*Council Road Services Depot
Lower Wharf
Devizes
SN10 1JN*

Location: 51°21' 42.35"N 01°59' 58.19"W

Access point from Northgate Street down Lower Wharf Road



Summary of proposal

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

This asset would provide a long-term home for Devizes Canoe Club (DCC). In 4 years DCC has grown to over 100 members (on average) and around 50 canoes and kayaks. Despite physical limitations the Club has competitive distinction in marathon racing and has achieved Clubmark status. The Club is currently located in the KACT building at Devizes Wharf, which has limited development potential for DCC; the draft development brief for the KACT building does not incorporate canoe club facilities.

This asset, suitably configured, will enable DCC to develop by addressing the following challenges:

- *No security of tenure at the main Wharf*
- *The KACT building is unsuitable for development as a canoe club and has well documented long-term maintenance issues.*
- *>£30K plus of Club inventory is stored outdoors, uncovered and in the insecure police station car park. We have been asked to reduce the footprint of this informal storage.*
- *A lack of wet changing rooms, showers, toilets, training facilities or drying rooms in the KACT building and at the main Wharf. Members of all age groups congregate, change, train and socialise in the open in a public car park.*

Community Benefit: No more Club members can realistically be accommodated due to a lack of facilities. Long-term facilities will enable:

- *Significant membership expansion (50% minimum)*
- *Additional schools/youth participation in support of Devizes and other local schools*
- *The ability to buy and store a wider range of equipment to suit paddlers of all abilities*
- *Full 4 season paddling with indoor changing and showers*

Devizes has wide recognition as the start point of the famous annual Devizes to Westminster International Canoe Race. The local area benefits from its support of competitive and recreational canoeing. Canoeing is one of the fastest growing sports in UK. Canoeing is one of the fastest growing sports in the UK and the most popular watersport for the 8th year running. Over 1.5 million people go canoeing each year and the Sport England weekly and monthly participation rates show that canoeing is increasing above targets. Canoe England (our NGB) has a membership of over 100,000 and represents the largest 'on water' users group.

There is widespread community benefit from expansion of DCC's operations, in particular its junior section; with suitable facilities we can attract talent and support the development of talented young paddlers throughout the year in sprint and marathon disciplines.

DCC has also made efforts to support and encourage paddlers with disability and has coached several paddlers with learning difficulties and one blind paddler, however, our facilities restrict our ability to attract and retain anyone with a disability, particularly related to lack of mobility due to issues with accessibility, wharf height and suitable changing facilities.

Community use

Please explain how the asset will be used
(Please refer to questions 1-4 in the checklist - CAT02)

DCC is a family Club with over 100 members in the average year. The asset will provide storage for Club owned boats and equipment and (subject to space) the storage of a limited number of privately owned boats for members without means of transport (juniors in particular). The site will provide a safe and accessible launching point to the canal and indoor facilities will be developed for wet changing, toilets and showers together with training facilities and a multi-purpose Clubroom.

DCC plans to supervise and manage the asset. We have no plans to hire the asset to Third Parties although will be very prepared to accommodate other water-centred community groups who would like to share site facilities, running costs and maintenance.

The asset will be accessed by Club members, although there are no restrictions on membership which is open to all. DCC facilities will not be open to the general public outside of organised Club sessions due to the need to secure Club property, although DCC does support long-term aspirations of the Wharf Development Brief and Trust for Devizes to open public access from the main Wharf to Lower Wharf. DCC will collaborate with all other parties when this aspiration becomes a reality.

Suitability for purpose

Please explain why this asset is suitable for the intended purpose
(Please refer to questions 5-8 in the checklist - CAT02)

1. *The WC Depot at Lower Wharf has sufficient outdoor space to accommodate covered boat storage although purpose built racking will need to be installed.*
2. *There is adequate outdoor/indoor space (subject to survey) to house wet changing facilities, toilets and showers.*
3. *There is adequate canal bank adjacent to the site to construct a safe and accessible point launching boats into the canal with different launch heights (subject to permissions).*
4. *The building has more than adequate size to house a Club Room containing:*
 - a. *Multi-use space to house training, lectures, a trophy cabinet, ergo machines, monitor/projector and gymnasium equipment*
 - b. *A small administrative office/committee room*
 - c. *A kitchenette for preparing snacks and hot drinks*
5. *There is limited parking available although canoe club sessions generally take place outside peak hours. When there is a permissible access between main wharf and lower wharf we would expect the majority of people to park in the public wharf car park.*

Appendix 2

Community support and consultation

Please set out who you have consulted about your proposal and how you have addressed any concerns raised (please refer to questions 9-14 in the checklist - CAT02)

We have not started the consultation process although intend to consult:

- *Devizes Area Board*
- *Devizes Town Council*
- *Dundas Court residents*
- *Lower Wharf Forge*
- *Local Councillors (already engaged with DCC's plans)*
- *KACT*
- *Trust for Devizes*
- *Waterways Partnership*
- *Canoe England (NGB) Rivers/Waterways Access Manager*

Legal issues

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

We are not aware of any covenants or legal constraints although the Trust for Devizes has requested Town Council support to register council depot at Lower Wharf with Wiltshire Council an asset of community value.

Planning consent will be required for enabling works on the canal bank. This will require design services and approval from the Waterways Partnership prior to a planning application. We need to conduct further research in parallel with the CAT application.

Conversion of the outdoor space to accommodate racked boat storage may be required (to be confirmed as the structures are effectively 'temporary' garages without walls)

Construction of a modular wet changing and shower/toilet facilities would require planning if built outside existing facilities and would not if constructed inside the depot building. To be confirmed during survey and design stage.

DCC carries Club insurance covering people, equipment, activity and its existing premises. This would need to be extended to reflect the increased value of premises we occupy and the costs can be met comfortably from existing income.

Canoeing has attendant risks. DCC already has site specific and generic risk assessments for its activities whether at Devizes Wharf or at remote sites. The risk assessments will be revised prior to occupation of the asset although only minor revision is likely to be necessary and, in some cases risks, will reduce as the asset will provide discrete changing facilities for members and a controllable safe environment.

Financial matters

How will you fund future running costs, repairs and maintenance? (please refer to questions 19-23 in the checklist - CAT02)

DCC will need to make a detailed assessment of the likely running costs of this asset. Running and maintenance costs will be greater than current (non-existent) facilities although we anticipate that we will be able to meet any reasonable and proportionate costs from our membership income. At present have few running costs outside of Club affiliation and insurance so we do not rely on capital grants for equipment purchase. In future we intend to seek capital grants for all

capital purchases and apply membership income (currently approx. £5,000 p.a.) towards Club running costs, utilities etc.

DCC would like Wiltshire Council to disclose the full costs of maintaining the site in its current role. This will assist planning.

DCC is in Stage 1 of the Canoe England Capital Grants programme (2014 CECG round) which we expect to provide (if successful) the capital costs associated with site transfer, design, planning and development costs. This will enable the site to be developed so it is fully 'fit for purpose' when transferred. A successful application (CECG Stage 2) will require an owned site or security of tenure >25 years at a site owned by a third party.

DCC also expects to seek partnership funding from DAB and other bodies to support the capital costs of the project, although not for running and routine maintenance costs.

DCC has no plans to hire the asset to Third Parties although will be very prepared to accommodate other water-centred community groups who would like to share site facilities, running costs and maintenance. This decision will be taken during the CAT process when the site and associated costs have been assessed in more detail.

Future management

How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future?
(please refer to questions 24-27 in the checklist - CAT02)

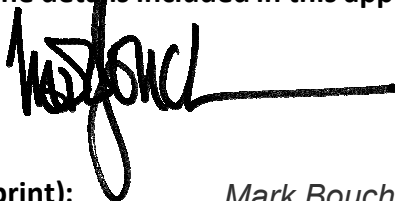
DCC is governed by its constitution (approved by the NGB and Sport England). DCC is a Clubmark status which governs many aspects of the Club's management and structure. A management committee already exists and meets monthly to agree strategy and manage the Club's operations. The management committee is composed of a combination of active users, parents of junior members and representatives of the club's sections.

DCC proposes to establish a sub-committee (Deputy Chair/Treasurer/Secretary and Volunteer Coordinator) to manage the CAT project. This Sub-Committee will be retained once the CAT is successful to manage the Club's infrastructure. There will be no need to employ a specific person to manage the asset.

DECLARATION

I confirm that the details included in this application are correct

Signed:



Name (please print):

Mark Bouch

Date:

2nd July 2013

Form CAT02

Application for the transfer of a Council asset

CHECKLIST

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	Y	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets for private or commercial use</i>
	2. Will the asset be hired or used by third parties?	<input type="checkbox"/>	N	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	Y	<input type="checkbox"/>	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	<input type="checkbox"/>	N	<i>If 'yes' your application should set out how your liabilities will be covered</i>

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

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

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

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

	Question	Yes	No	Note
Management	24. Will you manage the asset?	Y	<input type="checkbox"/>	<i>If 'no' your application should set out who will manage the asset.</i>
	25. Will a management committee be set up?	Y	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	26. Will users of the asset be involved?	Y	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	27. Will someone be employed to manage the asset?	<input type="checkbox"/>	N	<i>If 'yes' your application should set out how this will work</i>

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DEVIZES AREA BOARD
13th November 2013

COMMUNITY AREA TRANSPORT GROUP
MEETING HELD ON MONDAY 11th November 2013

Purpose of the Report

To provide an update and recommendations to Devizes Area Board from the meeting of the Community Area Transport Group meeting held on Monday 11th September 2013.

Notes of Meeting



Present:

- Tony Cosstick - Cycle Devizes
- Rob Edwards – Potterne Parish Council
- Peter Evans - Devizes Town Council
- Kate Freeman – Chairman of DCAP Transport Sub-Group
- Ann Lumb - Great Cheverell Parish Council
- Kelvin Nash – Devizes Town Council (Apologies were sent. Joined the group from 11:15am)
- Kristian Price – Area Highways Engineer
- Gareth Rogers - Senior Engineer, Wiltshire Council
- Richard Rogers - Community Area Manager for Devizes, Wiltshire Council
- Philip Whitehead – Member of Devizes area Board and portfolio holder for Highways Contract


Also in attendance for the West Lavington Crossings, Worton proposal and speed review agenda items:




- Peter Baxter - Worton and West Lavington Parish Clerk
- Cllr Suzanne Bonfield - Lead Member for Roads & Transport, Worton PC
- Cllr Elizabeth Evans - Chairman, West Lavington PC

Two minutes of silence were kept at 11am

<p>Apologies</p>	<ul style="list-style-type: none"> • Kelvin Nash sent his apologies for the first part of the meeting
<p>Funding Update</p>  <p>Devizes CATG Spend - Estimate August 201</p>	<p>The balance of the CATG at the start of the meeting is £22,300. After all recommended expenditures as a result of the meeting the remaining budget is £13,857 A funding report is embedded opposite</p>
<p>West Lavington Crossings</p>  <p>CATG Final Proposal for Informal Crossing</p>	<p>Following discussions with GR, West Lavington Parish Council presented an updated proposal for new crossings within the village (See embedded file opposite)</p> <ul style="list-style-type: none"> • 3 of the initial crossings have been withdrawn and 3 remain. • Consultation has been carried out with the local community. Most residents support the proposals

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	<p>although a minority had concerns that a crossing going in near the staggered crossroads would cause extra problems</p> <ul style="list-style-type: none">• The updated proposal was accepted by the CATG <p>RECOMMENDATION – Devizes area Board support the schemes and requested funding as outlined in the report.</p> <ul style="list-style-type: none">• Discussions have been held with Dauntsey's School regarding installing a zebra crossing outside of the school.• West Lavington PC feel that it is not only required for safety reasons but produces a rhythm within the village and adds to the overall balance that they are trying to create• Originally, crossing points were envisaged at a cost of @£5k which the school was willing to fund. However the technical recommendation was that a zebra crossing (@£25k) should be installed. The school are willing to fund £20k towards the crossing if the CATG will fund the remaining £5k.• The recommendation of the group and that of the highways officer is that the school are still providing 80% of the funding and a contribution of £5k from Wiltshire Council is very reasonable <p>RECOMMENDATION – A contribution of £5k is made to pay for the zebra crossing at Dauntsey's school</p>
<p>Worton Parish Council Proposal</p>  <p>CATG Worton road safety proposals.doc</p>	<ul style="list-style-type: none">• Over the past couple of years, a number of issues have been raised with the area board regarding various speeding and traffic issues within Worton Village.• This proposal (See embedded opposite) replaces all of these issues and takes a holistic look at the village suggesting a possible solution. The Parish Council's approach was welcomed by the CATG• The proposal has been developed with Wiltshire Council's highways team and consists of the following works:

	<ul style="list-style-type: none"> ➤ Green surfacing treatment to Sandlease informal coach stop - @£750.00 ➤ Informal crossing point near Cedar Close - @£3000.00 ➤ Red road surface patches (c/w 'SLOW') - @£750.00 ➤ Parking control lining scheme - @£500.00 <ul style="list-style-type: none"> • The Parish Council have enough capital reserves to 100% fund the scheme • The highways team support the proposals but highlighted that they do not have enough resources to deliver it until at least spring 2014. • There is a small cost (up to £500) for a pedestrian count to take place. The group agreed that the CATG could cover this as the PC is paying for the rest. <p>RECOMMENDATIONS:</p> <p>The proposal to be delivered when resources allow The additional cost of the pedestrian count to be covered by the CATG budget</p>
<p>Speed Limit Reviews – Consideration of consultation</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  1047930-C20-01 VER A WC C20-01.pdf </div> <div style="text-align: center;">  1047930-C8-02 VER A WC C8-02.pdf </div> </div> <div style="margin-top: 10px; text-align: center;">  1047930-C8-01 VER A WC C8-01.pdf </div>	<p>Speed limit reviews along the C8 and C20 were carried out during 2013 and their findings have been out for consultation with Parish Councils. Written comments have been collated and sent to the Highways team for consideration. These contain details of most of the requests. Representatives from Worton Parish Council remained at the CATG meeting to discuss this item and make representation.</p> <p>C8</p> <ul style="list-style-type: none"> • No written comments have been received and the CATG were asked if they wish to proceed with and fund the recommendations. • The CATG supported the recommendations for the Allington end of the C8 • The group expressed a concern where the C8 joins Devizes at the Horton Road as the children play along the edge of the road and the other side on the waste ground. They wished to see the

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speed limit reduced from the recommendation


C20

- The view of Worton Parish Council is that the review was poorly done and presented inaccurately. They would like to see it redone and with more consultation with the Parish Council.
- The Parish Council wish to see two main alterations:
 - I. The 30mph limit in the village to be extended at the South East end to where the village gates are located. The limit should also be extended beyond Woodborough House
 - II. The 60mph limit to be reduced to 50mph between Worton and Black Dog (A360)
- PW pointed out that the parish council needs to be aware that:
 - If the 30mph comes after the bend then it is harder to see. If it is too far outside the village then it will also have less impact
 - White gates are not related to speed limit although there is some logic in seeing them aligned
- It was also pointed out that if you put the speed limit before the bend, then it will have less effect as the environment does not match the need to slow down. Motorists will also be focussing on the hazard of the bend.
- The speed watch team when positioned before the bend recorded only about 9 people of the 200 travelling at more than 35mph (@5%)
- The Parish Council also asked if the delimiter sign could be moved back as it is in full view and people speed up too early. However if you move it further out of the village the 30mph also moves further out of the village. It was noted that there is

	<p>residential development and the moving of the signs would be supported by the PC.</p> <ul style="list-style-type: none"> • A general concern was raised that speeding is a big issue in all the villages. The Police and Crime Commissioner (PCC) has committed more resources to this but combating this problem is a mixture of awareness, signage and enforcement. It was suggested that the police may wish to have volunteers help them administrate speed watch and this will be taken back to the PCC <p>ACTIONS –</p> <ul style="list-style-type: none"> • These comments will be added to those already collected to be included in a report for a Cabinet decision. • PW to speak to the PCC regarding volunteers helping the police with administering speed watch
<p>Actions and updates from Sep 2013 meeting</p>	
<p><i>a. Cycle Stands</i></p>	<ul style="list-style-type: none"> • The proposed stands outside HSBC will now not go ahead. Additional stands will be put outside Winkworth estate agents • The request from Cycle Devizes is for the stands to be rubber painted to help prevent chipping • Sainsbury's car park is owned by Wiltshire Council and stands could be put in it. However if additional parking spaces will go then this will need to be discussed with parking services. • A request was made for the cost of a covered park <p>ACTIONS:</p> <ul style="list-style-type: none"> • Prioritise the work on the cycle stands and once agreed send it to Gareth Rogers (Tony Cosstick, Peter Evans and Kate Freeman) for implementation within the agreed budget • Produce a costing for a covered cycle stand (GR)

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<p>Rotherstone Speeding</p>	<ul style="list-style-type: none"> • This has not yet been completed <p>ACTION - Gareth Rogers will put together some more information regarding a possible one way system or blocking the road. This can then be used by Peter Evans to take back to the residents and Town Council.</p>
<p>Coach Parking</p>	<ul style="list-style-type: none"> • Residents seem to be in agreement with the proposal • Cost for delivery is between £1,500 and £2k and will be paid for by the CATG • Implementation will be carried out early in the 2014 and consultation will take place during the 18 month trial period.
<p>Walkway on Folly Road</p>	<ul style="list-style-type: none"> • A request has been received to look into whether a walkway / cycleway could be put in alongside Folly Road <p>ACTION - Cycle Devizes will look at putting a proposal together for a route for cycling and walking. This will be then put to Roundway Parish Council for consideration</p>
<p>State of double yellow lines</p>	<ul style="list-style-type: none"> • There is no budget in WC for repainting lines. • However in practice when road improvements occur, the lines around are repainted. • In 2006, responsibility for this was taken over from the police and all lines were repainted. However they have now all begun to be worn. <p>ACTION - WC are looking into establishing a budget, or some funding for it, and PW will report back on the progress towards this</p>
<p>Mapping 20 mph speed limits</p>	<ul style="list-style-type: none"> • GR provided KF with a map of what routes are known • KF is looking at mapping out the 20mph limit areas • In December, overview and scrutiny will consider the proposed policy for 20mph speed limits and zones.

<p>Whistley Road Gates</p>	<ul style="list-style-type: none"> • Costings of installing village gates have been sent to Potterne Parish Council for their consideration • A decision will be made at the Parish Council meeting next week. • It has previously been agreed that the CATG will pay 50% of the cost if they wish to go ahead.
<p>Bromham Traffic issues</p>	<ul style="list-style-type: none"> • A number of issues have been raised in Bromham regarding speeding and parking • As a result GR conducted a site visit with RR and members of the PC • It was agreed that a metro count would be undertaken and that a proposal for parking restrictions ('H'-Bars) be drawn up. The metro count is underway and GR is putting the parking proposal together
<p>Proposal for pedestrian improvements at the junction of the A361 / B3101 Caen Hill</p> <div style="text-align: center;">  </div> <p>Proposal Drawing.pdf</p>	<ul style="list-style-type: none"> • The key aim of the proposal (see opposite) is to find a cost effective way of ensuring that no more than 2 lanes need to be crossed before a safe refuge is reached. It also attempts to link the two bus stops together • Two local residents have been shown the proposal and offered their comments. They generally welcomed it but would like to see the speed limit reduced. • PW informed the group that the speed limit is very unlikely to be changed and major highway alterations are too expensive • It was agreed that there is a need to ensure that the foliage in the central reservation was kept low for good visibility. Currently it is cut at least twice a year. Every time it is cut there is the expense of road management as a lane would have to be closed <p>ACTIONS</p> <ul style="list-style-type: none"> • See if the foliage can be cut more often (PW) • Put together costings and bring it back to the

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	next meeting. (GR).
<p>Area Board Issue 3072 – A360 Potterne Road just outside Devizes prior to Broadleas Estate Back Driveway</p>	<ul style="list-style-type: none"> • Following an accident, a request has been made for a crash barrier to be installed. • The issue was discussed by the CATG and it was felt that the incident was due to driver error and not related to the road being unduly dangerous. • If a crash barrier had been in place, then this could have led to a more serious injury involving pedestrians due to the vehicle rebounding • The road is well signed and does not have an unusually high accident rate. <p>ACTION – No further action can be taken. Inform the issue raiser and close the issue (RR)</p> <p>A brief discussion was also had relating to extending the footpath further along the road. A strip of private land would be required but permission has been refused in the past</p> <p>ACTION – The Parish Council may wish to approach the land owner themselves (RE)</p>
<p>AOB</p>	<p>RE informed the group that the narrow roads, including Whistley Road, are being widened by large vehicles and tractors. When repaired they are resurfaced to the new width.</p> <p>ACTION - KP will meet with Rob Edwards and look at what can be done.</p>

Recommendations to Devizes Area Board

The area board is asked to agree the following three recommendations:

RECOMMENDATION 1 – The proposal by Worton Parish Council to be delivered when resources allow and the additional cost of the pedestrian count to be covered by the CATG budget (@£500)

RECOMMENDATION 2 – A contribution of £5k is made to pay for the zebra crossing at Dauntsey's school

RECOMMENDATION 3 – The proposal for 3 crossings in West Lavington including funding required as outlined in the report

Date of next meeting – Monday 13th January, 10am, Wiltshire College, Devizes

Report Author: Richard Rogers, Devizes Community Area Manager

Report to	Devizes Area Board
Date of Meeting	25th November 2013
Title of Report	Area Board Grants

Purpose of Report

To ask Councillors to consider 6 applications seeking 20013/14 Community Area Grant Funding.

1. **Wiltshire Farmers Market Association** are seeking £1000 to expand within Devizes

Recommended for consideration for approval

2. **Potterne Cricket Club** are seeking £5k to improve their facilities

Recommended for consideration for approval

3. **Trinity School** are seeking £5k towards a trim trail

Recommended for consideration for approval

4. **Urchfont Cricket Club** are seeking £5k to help refurbish their pavilion

Recommended for consideration for approval

5. **Urchfont Village Hall** are seeking £1,430 as a digital literacy grant towards IT facilities within the village hall

Recommended for consideration for approval

6. **Bishops Cannings Cricket Club** are seeking £5k to improve their coaching facilities

Recommended for consideration for approval

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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 (5th April 2013). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2013/2014.
- 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.
- 1.4. Devizes Area Board has been allocated a 2013/2014 budget of £83,375 for community grants, digital literacy projects, community partnership core funding, area board operational funding and area board/councillor led initiatives.
- 1.5. Applications of up to and including £500 can be made for a Community Area Grant, which will not require matched funding. Amounts of £500 - £5000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.6. Area boards will not consider Community Area Grant (CAG) applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.7. In addition to CAGs, councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle 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.
- 1.8. Officers are required to provide recommendations in their funding reports (except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire Councillors on the Area Board.
- 1.9. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.10. 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.

- 1.11. The 2013/2014 funding criteria and application forms are available on the council's website
<http://www.wiltshire.gov.uk/council/areboards/areboardscommunitygrantsscheme.htm>
- 1.12. 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.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Area Board Grant Guidance 2013/14 as presented for delegated decision• Devizes Community Area Plan• Devizes Joint Strategic Needs Document
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2013/14 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. There will be 2 further rounds of funding during 2013/2014.
- 27th January 2014
 - 24th March 2014

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

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have a balance of £30,212. There are also two Councillor Led Initiatives being considered at this meeting. If both are agreed there will be £22,712 remaining

- 4.3. All awards are subject to the condition that no payment will be made until all other match funding has been confirmed.

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 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	Wiltshire Farmers Markets	Refurbishment of 6 stalls	£1k towards a project costing £2k

- a. It is the officer's recommendation that an award of £1k towards the cost of refurbishing 6 stalls is considered for approval.
- b. This application meets grant criteria 2013/14 and has been classified as a capital project
- c. Devizes Farmers Market is a popular event that supports local businesses and the economy as well as adding vibrancy to the town centre.
- d. It is currently over-subscribed with applicants waiting for a free stall. The request is to refurbish 6 existing but damaged stalls so that they can allow the market to expand.
- e. Councillors should be aware that once the stalls are repaired they can be used across

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Wiltshire and not just Devizes. However the demand for expansion is coming mainly from Devizes and partly from Bradford and it is those towns that will benefit the most

- f. The stalls, when not in use, are available for local community groups to use at a small cost.
- g. This grant application links directly to Wiltshire Council's business plan which emphasises the role of the area boards to help boost the local economy especially through the creation and safeguarding of jobs
- h. The group are providing 50% of the funding through their own reserves.
- i. If the grant is not awarded, the market may not be able to expand in Devizes
- j. They are a not for profit community group.

Ref	Applicant	Project proposal	Funding requested
9	Potterne Cricket Club	Construction of score box and improvement to storage facilities	£5,000 towards a project costing £10,498

- a. It is the officer's recommendation that an award of £5k towards the cost of the construction of a small score box and improvements to storage facilities should be considered for approval.
- b. This application meets grant criteria 2013/14 and has been classified as a capital project
- c. Potterne Cricket Club has over 200 members including many at junior level and is well respected for its level of coaching
- d. Currently there is a small pavilion which is shared by spectators, players and scorers. Often people are asked to vacate the pavilion to allow the scorers to have quiet and space to do their job
- e. The proposal will allow a score box to be constructed for the scorers sole use and improve the pavilion for spectators and players to enjoy.
- f. The proposal will also provide storage space for new junior equipment that the club intends to purchase.
- g. Councillors should be aware that Potterne Cricket Club have on two occasions previously been awarded grants. (£4,900 in 2009/10 and £5k in 2010/11). However, this does not exclude the club from receiving another award this financial year.

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Ref	Applicant	Project proposal	Funding requested
10	Trinity CofE Primary School	Creation of a trim trail	£5k towards a project costing £17,482

- a. It is the officer's recommendation that an award of £5k towards the cost of the trim trail is considered for approval.
- b. This application meets grant criteria 2013/14 and has been classified as a capital project
- c. Trinity School is a new building that replaced St Peters and it inherited a budget deficit. Although plans are in place to balance the budget by 2016/17, there are currently no spare reserves to create the trim trail
- d. The rest of the money is being raised from fund raising and a grant from ASTER. Whilst the area board will not fund mainstream activities that a school should be expected to provide, it can help fund additional projects.
- e. Childhood obesity is a large problem and Devizes has the highest rate in Wiltshire. This project helps address this priority

Ref	Applicant	Project proposal	Funding requested
11	Urchfont Cricket Club	Refurbishment of the cricket pavilion	£5k towards a project costing £13,900

- a. It is the officer's recommendation that an award of £5k towards the cost of refurbishing the cricket pavilion and to provide more facilities.
- b. This application meets grant criteria 2013/14 and has been classified as a capital project
- c. The cricket club are wishing to carry out two main tasks. Firstly, to repair the existing pavilion including replacing the windows, roof and exterior cladding. Secondly, to provide additional storage and improved shower and toilet facilities
- d. Part of the reason for needing to undertake this work is that since Urchfont Manor was sold, the cricket ground has also hosted Urchfont Croquet Club.
- e. The Cricket Club have been successful in raising the additional money for the rest of the project and have had contributions from the Parish Council, club reserves, grants and their own fundraising.

- f. Once the work is completed, the pavilion will be available for other community groups to use
- g. The club have set themselves a target of increasing membership by 25% over the next 5 years, particularly amongst young people.

Ref	Applicant	Project proposal	Funding requested
12	Urchfont Village Hall	Install ICT facilities within the village hall	£1,430 towards a project costing £2,860

- a. It is the officer's recommendation that an award of £1,430 towards the cost of the ICT equipment is considered for approval.
- b. This application meets grant criteria 2013/14 and has been classified as a capital project
- c. Additional funding was specifically given to the area board to help fund the installation of ICT equipment and broadband in places such as village halls as part of Wiltshire Council's £16m digital inclusion project. This application is specifically for that purpose
- d. Urchfont village hall are looking to purchase and install projector, screen and broadband so that the hall can be used for meetings, clubs and as a local internet cafe.
- e. Match funding is being provided from the village hall reserves.

Ref	Applicant	Project proposal	Funding requested
13	Bishops Cannings Cricket Club	Upgrade of coaching facilities	£5k towards a project costing £20k

- f. It is the officer's recommendation that an award of £5k towards the cost of the coaching facilities.
- g. This application meets grant criteria 2013/14 and has been classified as a capital project
- h. The club is very successful with a membership in excess of 250 people including many at junior level.
- i. The project is to extend two of the nets to full length which will also include bowling

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ends. In addition, it will replace inadequate caging to meet EEC regulations including new netting and safety batting curtains. These improvements will allow the club to coach more young people at the same time and allow the club to grow further.

- j. The club has applied for a Viridor Landfill Tax grant for the remaining money. At the time of writing this report, it had not been confirmed whether their application was successful. It would be a condition of any award that all other funding was first in place.
- k. Members should be aware that Bishops Cannings Cricket Club have received two previous grants from the area board including £5k during 2012/13 towards their new pavilion. However, this does not exclude the club from receiving another award this financial year.

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

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