Wiltshire Council
Where everybody matters

AGENDA

Meeting: WESTBURY AREA BOARD

Place: The Paragon Hall, Haynes Rd, Westbury BA13 3HA

Date: Thursday 13 June 2013

Time: 7.00 pm

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

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

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

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

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

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

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

Wiltshire Councillors

Cllr Linda Conley	Ethandune	linda.conley@wiltshire.gov.uk
Cllr Russell Hawker	Westbury West	russell.hawker@wiltshire.gov.uk
Cllr David Jenkins	Westbury North	david.jenkins2@wiltshire.gov.uk
Cllr Gordon King	Westbury East	gordon.king@wiltshire.gov.uk

Items to be considered

1. **Election of Chairman**

   To elect a Chairman for the ensuing year.

2. **Chairman's Welcome and Introductions**

3. **Election of Vice-Chairman**

   To elect a Vice-Chairman for the ensuing year.

4. **Apologies for Absence**

5. **Minutes** *(Pages 1 - 10)*

   To approve and sign as a correct record the minutes of the meeting held on 7 February 2013. (Copy attached)

6. **Declarations of Interest**

   To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

7. **Appointments to Outside Bodies, and Constitution of and Appointments to Working Groups 2013/14** *(Pages 11 - 26)*

   A report is attached.

8. **Chairman's Announcements** *(Pages 27 - 30)*

   To note the following items for information – written briefing notes are provided in the agenda pack. If you would like the Area Board to consider or discuss any of these items in more detail, please speak with the Community Area Manager or the Democratic Services Officer.

   (a) Integrated Youth Service

   (b) Safeguarding Thresholds

9. **Wiltshire Local Transport Plan**

   Allan Creedy, Head of Service, Sustainable Transport, will be attending to give a verbal update on the Wiltshire Local Transport Plan, with particular reference to schemes in the Westbury area, and funding arrangements.

10. **Tackling Graffiti in Westbury**

    A verbal update will be given on action taken.

11. **Partner and Community Updates** *(Pages 31 - 38)*

To note the attached partner and community updates and to receive any further information partners wish to share:

a. Wiltshire Police
b. Wiltshire Fire and Rescue
c. NHS Wiltshire
d. NHS Wiltshire Clinical Commissioning Group
e. BA13 Community Partnership
f. Town / Parish Councils
g. Community Area Young People's Issues Group (CAYPIG)

12. **Issues Update**

To receive updates on the following issues:-

(a) Community Operations Board (COB) – the progress on ideas for a Westbury Campus

(b) Local Streetscene – an opportunity to meet the team that look after your community and to hear about the new ways of working

(c) The Westbury Weaver Bus Service

(d) Reopening of Westbury Swimming Pool

13. **Community Area Grants**

The Community Area Manager will provide a verbal update at the meeting.

14. **Date of Next Meeting**

To note that the next meeting of the Area Board is due to be held on Thursday 15 August 2013 at All Saints Church Hall, Westbury, starting at 7.00pm.

Future Meeting Dates

Thursday 15 August 2013
7.00pm
All Saints Church Hall,
Westbury

Thursday 17 October 2013
7.00pm
Heywood Village Hall

Thursday 12 December 2013
7.00pm
The Laverton, Westbury

Wiltshire Council
Where everybody matters

MINUTES

Meeting: WESTBURY AREA BOARD

Place: Leigh Park Community Centre, Leigh Park Way, Westbury BA13 3FN

Date: 7 February 2013

Start Time: 7.00 pm

Finish Time: 9.10 pm

Please direct any enquiries on these minutes to:

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

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

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In Attendance:

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

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

Town and Parish Councillors
Westbury Town Council – Cllr Stephen Andrews, Cllr David Bradshaw, Cllr Ian Cunningham, Cllr Sue Ezra, Cllr Stephen Miles, Cllr Christine Mitchell, Cllr David Tout
Coulston Parish Council – Cllr Charles Riley
Dilton Marsh Parish Council – Cllr Alison irving
Edington Parish Council – Cllr Michael Jones

Partners
Wiltshire Police – Inspector Lindsey Winter
BA13+ Community Area Partnership – Revd, Jonathan Burke, Mrs Carole King, Mr Gordon King

Total in attendance: 41

Agenda Item No.	Summary of Issues Discussed and Decision
1.	Chairman's Welcome and Introductions The Chairman welcomed everyone to the meeting of the Westbury Area Board and introduced; • Cllr Fleur de Rhe-Philipe, Cabinet Member for Economic Development & Strategic Planning and • Mr Angus MacPherson, Police & Crime Commissioner.
2.	Apologies for Absence Apologies for absence were received from Mr Michael Franklin, Mr Tony Nye and Cllr Francis Morland.
3.	Minutes **Decision** **The minutes of the previous meeting held on 13 December 2012 were agreed as a correct record and signed by the Chairman.**
4.	Declarations of Interest There were no declarations of interest.
5.	Chairman's Announcements The Chairman made the following announcements:- (a) Wiltshire Online: Connectivity & Provision The Wiltshire Online Programme aimed to bring availability of standard and superfast broadband to homes and businesses across the county. The main aims of the programme were: • A minimum of 85%, hopefully up to 95% of premises being able to access superfast broadband by 2015 • All premises to have access to a minimum broadband service of 2Mbps by 2015.

	(b) Legacy for Wiltshire 2012 had been an overwhelming success for Wiltshire and it was wonderful to see our communities come together and celebrate. The community spirit and sense of pride that was apparent across the county was unique, and to see more than half our population attend the events just showed what we could achieve when we worked together. Further information was included in the agenda pack, including details of a series of community evening events to provide a forum to share ideas and plans. (c) Digital Literacy Wiltshire Council recognised that access to online services was becoming increasingly essential to residents, businesses and organisations from the third sector. The importance of good, reliable connectivity and the ability to use online services with confidence were central themes to the Wiltshire Online programme. (d) Forthcoming Launch of the Westbury Dog Fouling Awareness Campaign Sally Hendry reported that a poster campaign would be launched on Saturday 16 February 2013 in High Street, Westbury in collaboration with Westbury Town Council and at which there would be facilities for free microchipping of dogs. She also explained that there would be a large print run of the posters which would enable them to be distributed in the neighbouring villages. Furthermore, arrangements were being made for the campaign to be publicised in the Whitehorse News. Peter Smith, a resident of Westbury Leigh, considered that extra bins were needed in Westbury Leigh for dog litter to which it was explained that this could be deposited in any litter bin and not just those provided for this particular purpose. Cllr Russell Hawker informed the meeting that the needs of the villages had not been forgotten and there were ongoing discussions with the local manager of Tesco about the provision of extra bins. Keith Harvey, Westbury Town Clerk also reported that an additional bin for Westbury Leigh was due to be provided.
6.	Wiltshire Police Update The Area Board received an update from Wiltshire Police which was presented by Inspector Lindsey Winter. She reported that the new beat manager for Westbury was PC Gavin Hucks uho unfortunately was not able to attend the meeting. There had been little change in the Local Neighbourhood Policing Team which was to be encouraged as it provided some stability and gave the public the opportunity to get to know the

	officers and their names. Inspector Winter explained that the statistical information showed a reduction in crime in all areas since the previous year. However, there was still a significant problem regarding car crimes and it was acknowledged that the public still needed to be reminded not to leave valuable articles on show inside their unattended vehicles. Inspector Winter stated that it was the custom of police officers to bring this important point to the attention of the public at every opportunity and to place leaflets under windscreen wipers where appropriate.
7.	Draft Police & Crime Plan The Chairman welcomed Mr Angus Macpherson, Police & Crime Commissioner who gave a presentation in which he explained that from 18 February 2013, he was seeking views on his first Police and Crime Plan, to set out the strategic policing and crime priorities for the next five years in Wiltshire and Swindon. He stressed the importance of community involvement and commended the valuable work undertaken by the various neighbourhood Watch Groups. Information about the Plan and the opportunity to comment was on the Police and Crime Commissioner website: www.wiltshire-pcc.gov.uk.
8.	Victim Support The Chairman introduced Julie Locks, Victim & Witness Development Worker, and welcomed her to the meeting. She presented a report explaining the work of Victim Support and how it could help those people living in the Westbury area. She explained that Victim Support offered a free and confidential service to all victims of crime and stated that although the majority of referrals came from the police, there were a significant number of people who did not report a crime or who initially did not want any support. Support could be provided to anyone affected by crime, even if they were not the victim. Support could also be provided to a victim of a historic crime. Julie Locks asked for help from members of the public to encourage community groups to invite Victim Support representatives to give talks at their meetings. She also asked for suggestions on how to raise the profile of the charity and identify and communicate her message by contacting the local Victim Support office on 01380 738878 or Wiltshire@victimsupport.org.uk and asking for Julie Locks or Katie Maclean.
9.	Westbury, Leigh Park - Progress with Adoption of Amenity Land Consideration was given to a report by Ian Brown, Head of Environment Services which updated the Area Board on progress made with the adoption of amenity land on the Leigh Park development.

	Cllr Russell Hawker explained that the Area Board had previously requested regular updates on progress with adopting amenity land on Leigh Park and commended the officers for the speed in which much of the amenity land adoption had taken place. He further explained that 75% of the new roads had been adopted by the Council as Highway Authority and it was anticipated that the remaining 25% was likely to be adopted by the end of 2013. However, with regard to open spaces, progress had been somewhat slower due to delays in demonstrating proof of title. Further progress reports would be presented to the Area Board at regular intervals.
10.	Community Area Transport Group On considering a report by the Community Area Manager, **AGREED: To support the recommendations of the Community Area Transport Group (CATG)** **(1) To fund £6,000 for the creation of a new dropped kerb crossing point on Mane Way to the White Horse Health Centre and for widening of the footpath, it being noted that Westbury Town Council would fund the dropped kerbs.** **(2) To fund £1,000 for horse stiles and kissing gates to help alleviate access problems caused by quadbiking.**
11.	The Westbury Weaver Bus Service Consideration was given to a report by the Community Area Manager from which it was noted that an intensive awareness and publicity campaign was being planned by the Area Board, acting on local concerns in order to ensure that more details and understanding of the Westbury Weaver Bus route between the town centre and nearby facilities including the White Horse Health Centre and the Post Office. Full details of the service together with an action plan for an awareness campaign, as set out in the report, were explained and after some discussion, **AGREED:** **(1) To approve the action plan for an awareness campaign.** **(2) To note that the funding of the action plan would be considered later in the meeting, together with other grant applications.** **(3) To request the production of a progress report to the August 2013 meeting of the Area Board.**
12.	Launch of Community Blogsite

	A short presentation on the launch of the Community Blogsite was made by Matthew Woolford, Communications Account Manager. He explained that a new online community site for Westbury and surrounding villages had just been launched called *Our Community Matters*. This fully interactive site would provide local people and organisations with a free way of sharing news, events and information and was available to visit and upload at http://westbury.ourcommunitymatters.org.uk/ .
13.	Partner and Community Updates The Area Board received the following partner and community update reports:- • Fire and Rescue Service • NHS Wiltshire • Wiltshire Involvement Network (WIN) • Shadow Community Operations Board – Revd. Jonathan Burke reported that the first stage of public consultation was nearing completion and the responses gathered from across the Community Area would be analysed. The exercise had given local people an opportunity to indicate their views on the services and facilities that might be part of a Campus for the area and whether one or more sites would best meet the local needs and provision. As the results became available, it would be possible to begin shaping proposals which could be presented to the Area Board and put out for further public consultation. It was important to engage with as many local people as possible at every stage of the process. The timetable for the next stage was likely to be influenced by the forthcoming Local Elections. He would provide a further update at the next Area Board meeting in June. • BA13+ Community Area Partnership – Carole King reported that the next Partnership meeting was due to take place on Wednesday 13 February 2013 in the Laverton starting at 7.30pm at which Debbie Riddiford, Practice Manager from the White Horse Health Centre, would be attending for a discussion on Health and Housing.
14.	Area Board Review 2009 - 2013 The Board received a report by the Community Area Manager which provided a review of the Area Board's work and achievements since it was established in 2009. The meeting was reminded that area boards were established in 2009 as a new way of working in Wiltshire in order to bring local decision making back into the heart of the community.

	As this was the last meeting in the current cycle before the Local Elections in May, the Chairman thanked the Members and Officers for their contribution to the work of the Board over the last four years.
15.	Community Area Grants Consideration was given to a report by the Community Area Manager in which councillors were asked to consider applications for funding from the 2012/13 Area Board Grants Budget. She then explained each application in turn. **(a) Publicity campaign to raise awareness of Westbury Weaver bus service - cost £235.** **Decision** **To approve a grant of £235 to raise awareness of the Westbury Weaver bus service.** **Reason** **Many concerns had been raised by local people about confusion around the new routes of the Westbury Weaver bus service – it was rerouted in September 2012 to serve the new White Horse Health Centre. Following a meeting of area board members and relevant council officers it was decided to launch a publicity and awareness campaign to encourage better awareness and use of the service.** **(b) Purchase and installation of five information display boards at the White Horse viewing area on Road B3098 and at open land off The Mead – cost £3,758.** **Decision** **To approve a grant of £3,758 for the purchase and installation of three information display boards at the White Horse viewing area on Road B3098 and two information boards on open land off The Mead.** **Reason** **The B3098 viewing area is a frequent stopping off point for visitors and tourists At present there is only one old and extremely worn information board on site. The creation and installation of new updated boards will boost awareness of our history and heritage and will encourage visitors to further explore our community thus having a beneficial effect on the local economy. The installation of new boards is especially appropriate given that the White Horse has recently been subject to a well publicised clean up – which the Area**

Board helped fund and support. The area off The Mead is a popular walking area with lakes, footpaths and seating. The interpretation boards could help inform visitors about flora, fauna and birdlife.

(c) Westbury Area Wellbeing Group for £350 to fund the set up of Tai Chi classes for the elderly.

Decision

To approve a grant of £350 to fund the set up of Tai Chi classes for the elderly.

Reason

To form a group of mainly retired people who wish to make painless, no strain efforts at keeping fit both mentally and physically with simple movements that help those with breathing conditions, suitable for those with mobility problems, tai-chi being known for gentle movements.

(d) Extended Services (Schools) to fund a Pupils Voice conference and for the purchase of six camcorders for use in ongoing consultation and awareness project with local schools.

Decision

To approve a grant of £650 to fund a Pupils Voice conference and for the purchase of six camcorders for use in ongoing consultation & awareness project with local schools.

Reason

The Voices project would be ongoing and a group of pupils would report back to a future Area Board meeting with the views and findings from fellow pupils. This in turn could help influence grant funding and could initiate relevant projects.

(e) BA13+ Community Area Partnership - £3,500 to fund ongoing running costs of partnership and activities.

Decision

To make a grant of £3,500 to fund ongoing running costs and activities of the Partnership as requested, plus an additional £211, this being the remaining funds in the grants budget.

Reason

	To maintain the Partnership Steering Group and Thematic Groups which champion local issues and help with the planning and delivery of priority projects. **(f) 1st Westbury Guides for £210 to fund the purchase of sweatshirts for international conference.** **Decision** **To make a grant of £210 to fund the purchase of Westbury named sweatshirts for an overseas conference.** **Reason** **A group of Girl Guides are travelling to Switzerland to meet with other guides at an international conference.** **(g) Horse stiles and kissing gates - £991 to fund the purchase and installation on rights of way.** **Decision** **To approve a grant of £991 to fund the purchase and installation of kissing gates and horse stiles on rights of way.** **Reason** **To meet the concerns that have been raised by dog walkers, pedestrians and horse riders about inappropriate use of the rights of way by quod bikers.**
16.	Date of Next Meeting To note that the next meeting of the Area Board was due to be held on Thursday 13 June 2013 at The Paragon Hall, Haynes Road, Westbury, starting at 7.00pm.

Wiltshire Council
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Westbury Area Board
13 June 2013

Appointments to Outside Bodies, and Constitution of and Appointments to Working Groups 2013/14

1. Purpose of the Report

1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2013/14.

2. Background

2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at Appendix A. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.

2.2. Similarly, the Area Board is invited to reconstitute the Working Groups set out at Appendix B, with the Terms of Reference set out at Appendix C, and to make appointments to these groups. These appointments are for 2013/14.

3. Main Considerations

3.1. In 20010, all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.

3.2. Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups were established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.

3.3. Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

4.1. None.

5. Legal Implications

5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required.

5.2. Protocol 3 in the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Environmental Impact of the Proposals

6.1. None.

7. Equality and Diversity Implications

7.1. None.

8. Delegation

8.1. Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.

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

9. Recommendation

9.1. The Area Board is requested to:

a. appoint Councillor representatives to Outside Bodies as set out at Appendix A.

b. agree to reconstitute and appoint to the Working Group(s) as set out at appendix B.

c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

Report Author:
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Democratic Services Officer
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Email: roger.bishton@wiltshire.gov.uk

Appendices:

Appendix A – list of appointments to Outside Bodies
Appendix B – list of appointments to Working Group(s)
Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

WILTSHIRE COUNCIL OUTSIDE BODIES

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Reps(s) for 2012/13
Leigh Park Community Association	Area Board - Westbury	Local voluntary community group working to improve facilities which affect both younger and older people alike within Westbury and surrounding villages.	Promote the benefit of the inhabitants of Leigh Park	Local venues in Westbury	Yes	1	Cllr Russell Hawker
Warminster and Westbury CCTV Partnership	Area Board - Westbury	Rep adds district and council perspective to crime issues	Prevent crime in Warminster and Westbury	4 meetings per year	No (under reivew)	1	Cllr Russell Hawker
Westbury Community Area Partnership	Area Board - Westbury	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Cllr Russell Hawker
Westbury Youth Issues Group (CAYPIGS)	Area Board - Westbury	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Julia Swabey Cllr David Jenkins

Appointments to Working Groups
Westbury Area Board

The representatives for 2012/2013 were:-

Community Area Transport Group:

Cllr Michael Cuthbert-Murray

Cllr Russell Hawker

Cllr David Jenkins

Cllr Julie Swabey

Shadow Community Operations Board (COB):

Cllr Russell Hawker

Cllr David Jenkins (Deputy)

Appendix C

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

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

Officer Support

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

Terms of Reference

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

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

Appendix C

Appendix A

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

   (Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

   (Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

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

   (Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

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

   (Cabinet Member Decision HT-027-11)

5. Waiting restrictions

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

   (Cabinet Member Decision HT-031-11)

6. Other decisions

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

Draft Terms of Reference for Shadow Community Operations Board

1 Background

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

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

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

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

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

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

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

2 Campus Management Principles

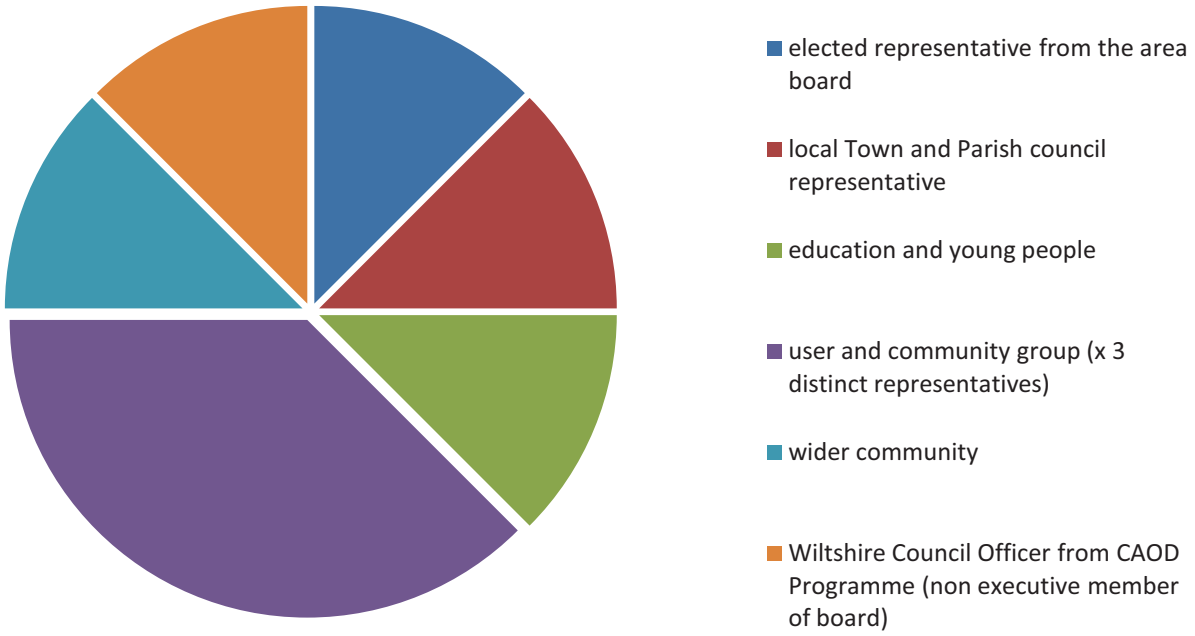
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

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

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

3 Membership

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



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

4 Roles and responsibility

4.1 Community leadership & engagement

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

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

4.2 Responsibility for outcomes

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

4.3 Project coordination and reporting

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

4.4 The role of Wiltshire Council

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

5 Outcomes

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

6 Confidentiality

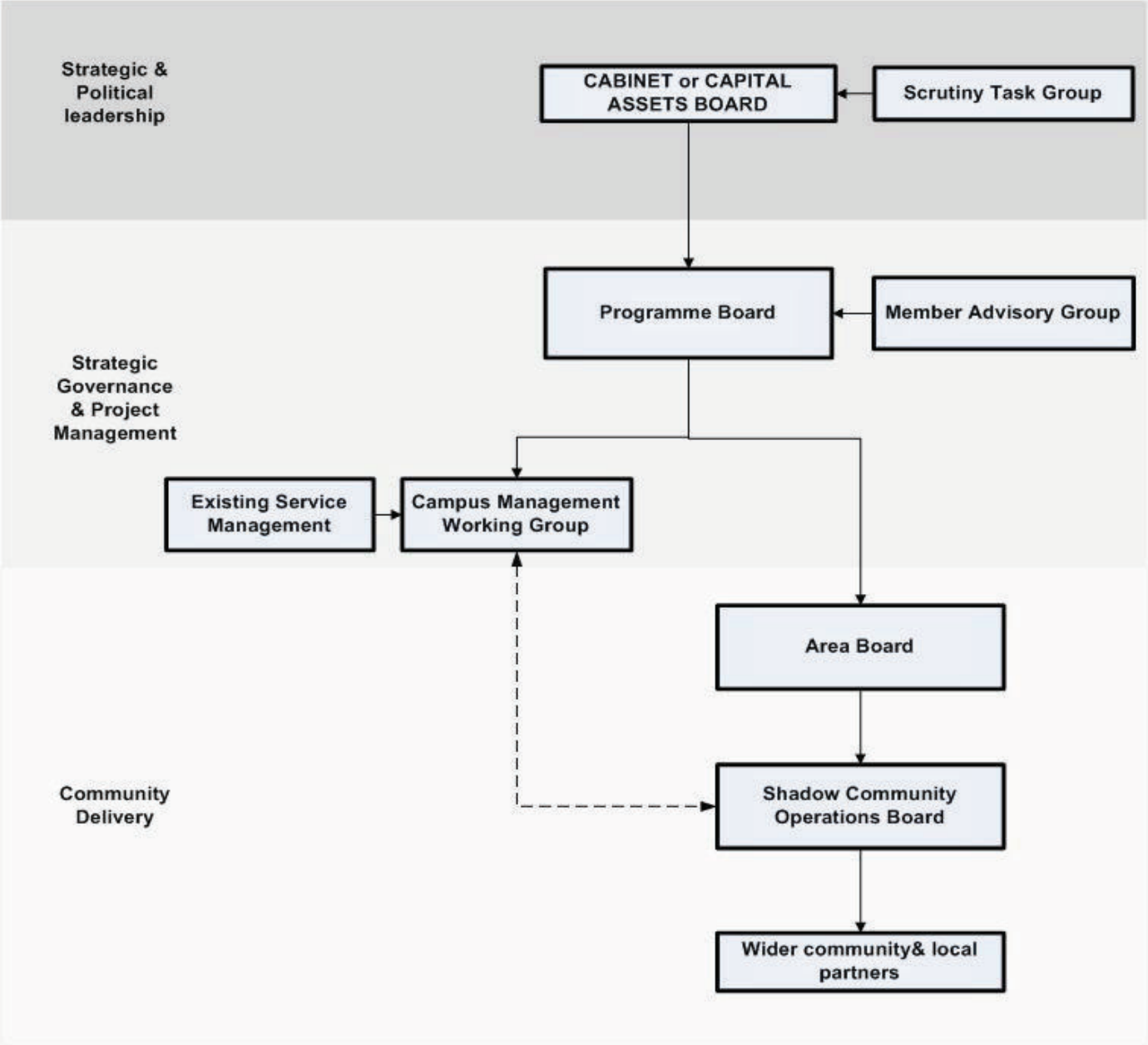
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or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

7 Governance Arrangements

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

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

Preliminary Management Project Governance Arrangements



Version3 – 5/4/11

Chairman's Announcements

Subject:	**Integrated Youth Service**
Officer Contact Details:	Mal Munday, Head of Service
Weblink:	
Further details available:	

Summary of announcement:

Background
Youth work is a part of the Integrated Youth Service and we provide a range of services to young people from open access youth work to targeted support for those young people with additional needs to young people requiring specialist services.

Youth Work Offer
"*Wiltshire Council's Youth work provision is 'needs led', developmental and community based. It is built on a youth work curriculum. This means: that we keep the needs of young people central to our practice at all times; that we work with them in the context of their own communities; and that we help them to develop the wide range of skills, knowledge and understandings they need to make a success of their transition from 'child' to 'independent adult and active citizen'. Clearly, this indicates that there is far more to youth work than the stereotype of supervising young people playing pool and table tennis in youth clubs. The latter bears little relation to the reality and breadth of the work, which when accurately described is all about the skilful and subtle art of informal education*" **Learning from Life, July 2010, Wiltshire Council**

Future of Youth Work in Southern Wiltshire
Since 2009 the Council has used the Staffing Funding Formula to allocate the funds we have available across each Community Area so that everyone can see that there is a fair allocation. The formula is as follows:

- 25% of the total budget as a fixed amount for each community area
- 50% based upon the numbers of 13-19 year olds in each community area
- 10% based upon deprivation using the indices of multiple deprivation
- 10% based upon rurality/sparsity
- 5% held centrally to cover emergency and/or training/maternity cover

There are no plans to change this arrangement so whatever the size of the youth work budget it will be allocated across the County using the above. Clearly I do not know what the future holds or how the Council will decide what it's priorities are in the future, but to date Wiltshire has remained committed to providing services for young people at a time when other Authorities have significantly reduced their spend on youth work.

Chairman's Announcements

Youth Advisory Groups (YAGs)
The Wiltshire 11-19 Commissioning Strategy was agreed by Cabinet and the Wiltshire Children & Young People's Trust in September 2011. This included the implementation of a new local Youth Work Offer.
Part of the Wiltshire Youth Work Offer includes the formation of Youth Advisory Groups with standard terms of reference in each community area, led by young people. These groups will be linked to Area Boards and chaired by a young person under 25. Over 50% of the members will be under 19 years of age and the groups will play a key role in improving the coordination of positive activities for young people in local areas. This will involve encouraging partnerships that avoid overlap and fill gaps.
The groups will also be involved in planning and shaping local services from a young person's perspective. Furthermore they will help local young people know what opportunities and activities are available for them to access. Mechanisms will be established so that knowledge and ideas can be shared between the groups across the county.

The purpose of YAGs is to build on the work which Area Boards and young people have completed through their local Community Area Young Peoples Issues Group (CAYPIG) around increasing the voice and influence of young people. YAGs are a development of the CAYPIG and will be very much an opportunity for young people to hold local providers of services, including Wiltshire Council, to account for the service they provide and to also work with young people to see how we can improve services. It is for each Area Board to decide through consultation with young people whether they wish to retain the CAYPIG and link this to the YAG or to replace the CAYPIG with the YAG. This is a local decision and to date across the County different community areas have taken different decisions which is fine as we are keen to respond to local demands. This is part of our ongoing commitment to ensure that young people are involved in influencing the design and delivery of services they use and key to this is the involvement of young people in Area Boards

Chairman's Announcements

Subject:	**Revised Multi-Agency Thresholds for Safeguarding Children 2013**
Officer Contact Details:	Tamsin Stone Lead Commissioner and Children's Trust 01225 713504
Weblink:	**www.wiltshirepathways.org and www.wiltshirelscb.org.**
Further details available:	**Pathways@wiltshire.gov.uk**

Accessing the right level of support to safeguard children and young people

A thorough review of guidance on safeguarding thresholds has been undertaken jointly by the Wiltshire Safeguarding Children Board and the Wiltshire Children and Young People's Trust. Working in close collaboration with our partner agencies we have taken the opportunity to consider how we can make integrated working and early intervention even more effective to improve outcomes for children and young people.

To this end the 'Multi-agency Thresholds Document 2011' has been simplified and a collection of supporting tools has been designed to provide clear practical guidance and advice to all agencies. A 'golden thread' running through this is the critical importance of collaborative working between agencies to ensure there is a coordinated approach to supporting the child or young person. Creating a 'team around the child' allows professionals to make fully informed collective decisions and take coordinated action based on what is best for the child or young person.

The revised document and practitioners' toolkit can be found at www.wiltshirepathways.org and at www.wiltshirelscb.org. The Wiltshire Safeguarding Children Board is overseeing the dissemination and education of this new guidance and implementation will be led by the multi-agency Early Intervention Group (which reports to both the Board and the Children's Trust).

We all want to ensure that children and young people get the right help at the right time, and I hope that the model outlined in this document will ensure that children and young people with additional needs are identified earlier and that help can be provided before any difficulties become more entrenched.

Your views are very welcome as ever and can be sent to Pathways@wiltshire.gov.uk.

With regards,

Cliff Turner
Chair – Wiltshire Safeguarding Children Board

ı Safety Briefing Paper
unity Area Board
ıe 2013

1. Neighbourhood Policing

Town Team:
Pc Gavin Hucks
PCSO Neil Turnbull
PCSO Hannah Jamieson

Rural Team:
Pc Darren Foulger
PCSO Lukas Breedt

2. NPTs - Current Priorities & Consultation Opportunities:

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

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

3. Performance and Other Local Issues

Overall the figures show some positive messages with reductions in reported crime in several areas.

However as we are all aware there is a current series of graffiti throughout the Westbury area to which I am committing additional resourcing which is likely to impact in the overall figures for criminal damage. The neighbourhood team are targeting this as one of their priorities and it is tasked to Specialist Operations and a hub response to assist.

In addition we are seeing increased Vehicle Crime in particular where the crime involve thefts from cars whilst parked in rural locations when owners are out walking, having left valuable items on show or in some case having placed them in the boot of their vehicle once parked at the location. On occasions, where items have been hidden from view in boots, it is believe that the occupants may have been observed doing so as only cars with such valuables have been targeted

The community can help:

- Report any suspicious activity to police as soon as possible.
- Always ensure that you take any valuables with you when you are away from your vehicle.

Detections remain comparable to last year with the exception of Domestic Burglaries; due to the low volume this can change quickly where we to have one successful arrest as it is often the case that criminal will have other offences taken into consideration when caught.

EG Westbury NPT	Crime				Detections*	
	12 Months to May 2012	12 Months to May 2013	Volume Change	% Change	12 Months to May 2012	12 Months to May 2013
Victim Based Crime	857	799	-58	-6.8%	19%	17%
Domestic Burglary	42	44	+2	+4.8%	36%	14%
Non Domestic Burglary	82	79	-3	-3.7%	4%	5%
Vehicle Crime	76	100	+24	+31.6%	8%	9%
Criminal Damage & Arson	212	174	-38	-17.9%	13%	14%
Violence Against The Person	162	144	-18	-11.1%	45%	39%
ASB Incidents (YTD)	127	76	-51	-40.2%		

Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for Victim Based Crime and significantly better than peers for Domestic Burglary in the previous 12 month period (April 2012 - March 2013).

* Detections include both Sanction Detections and Local Resolutions

Alan Webb

Westbury Sector Inspector.

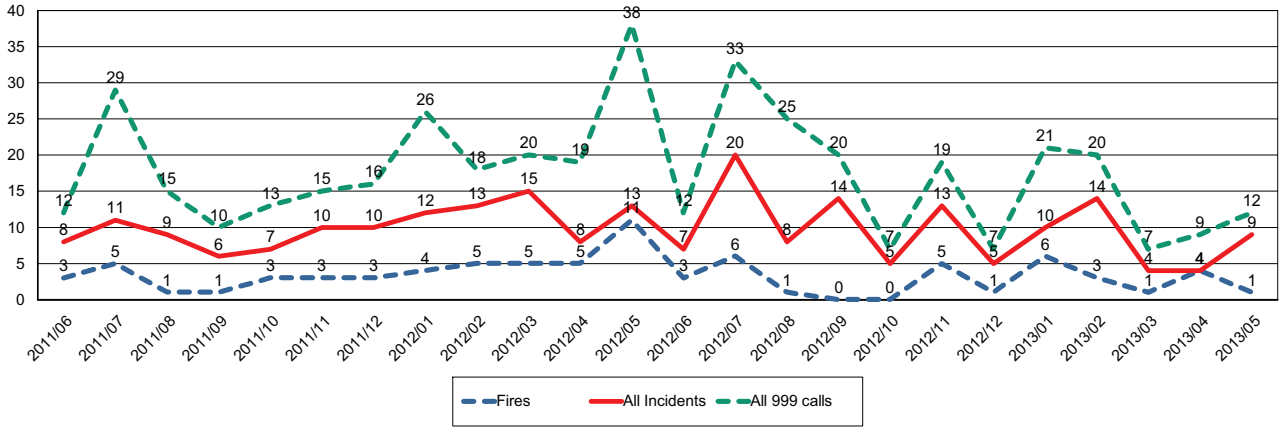
13th June 2013

WILTSHIRE FIRE & RESCUE SERVICE

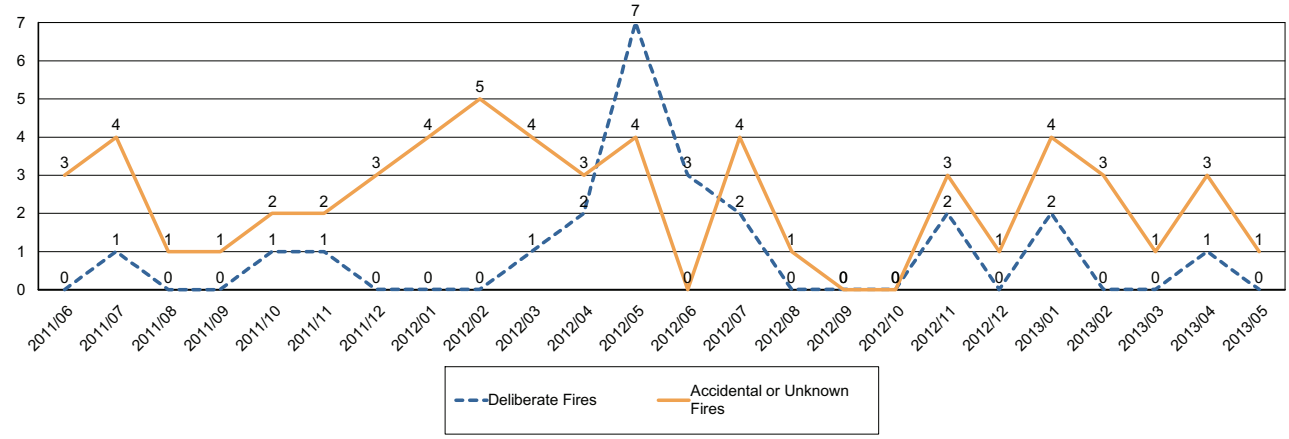
Report for Westbury Area Board

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

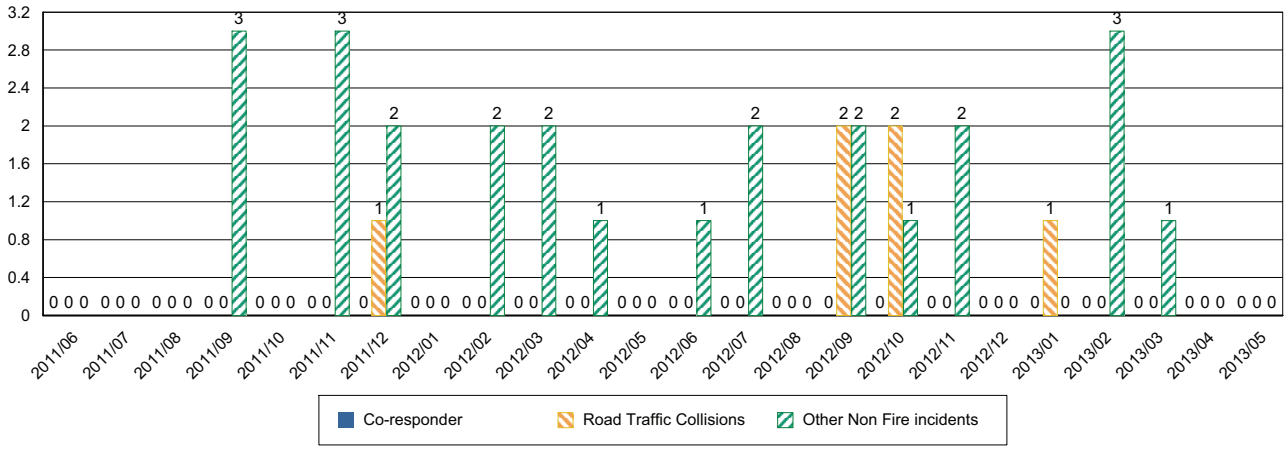
Incidents and Calls



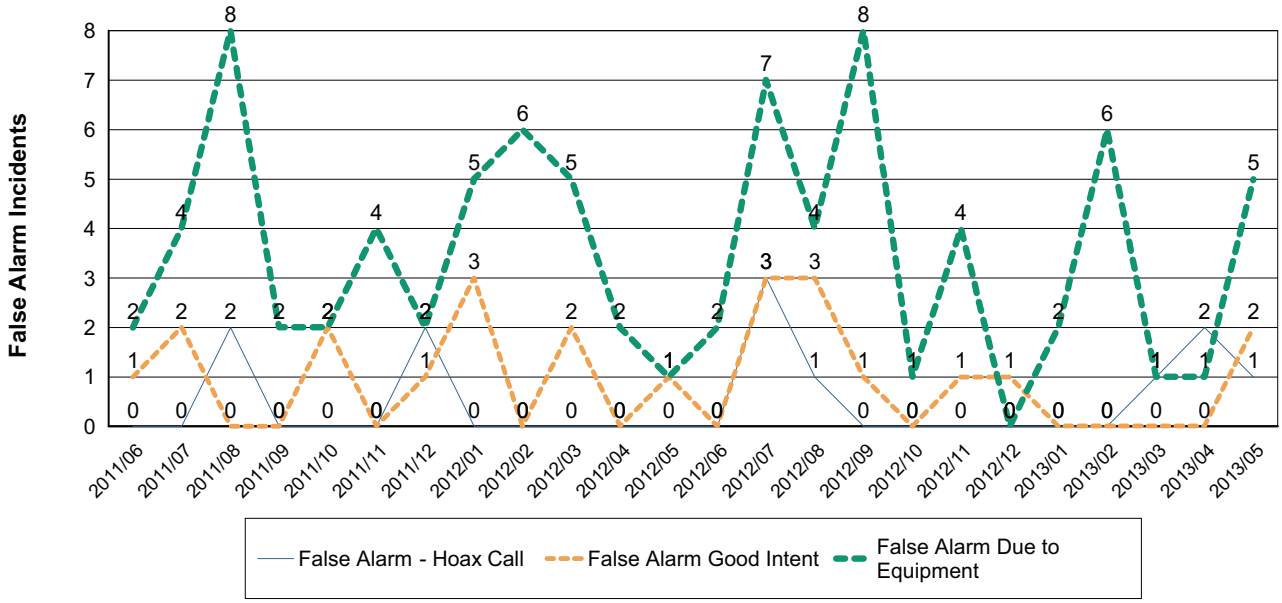
Fires by Cause



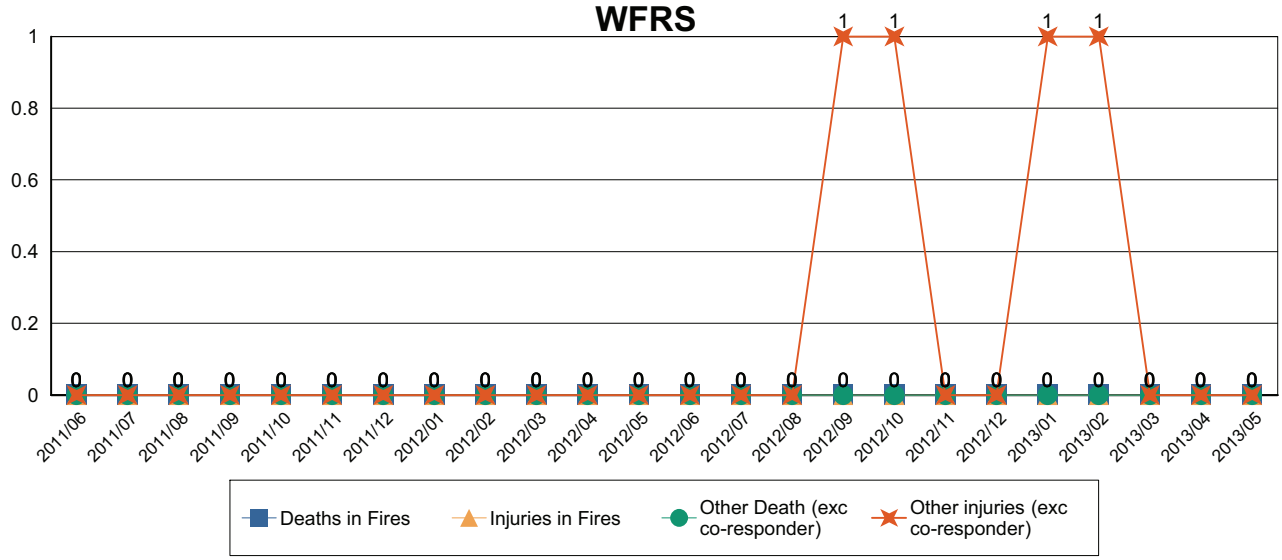
Non-Fire incidents attended by WFRS



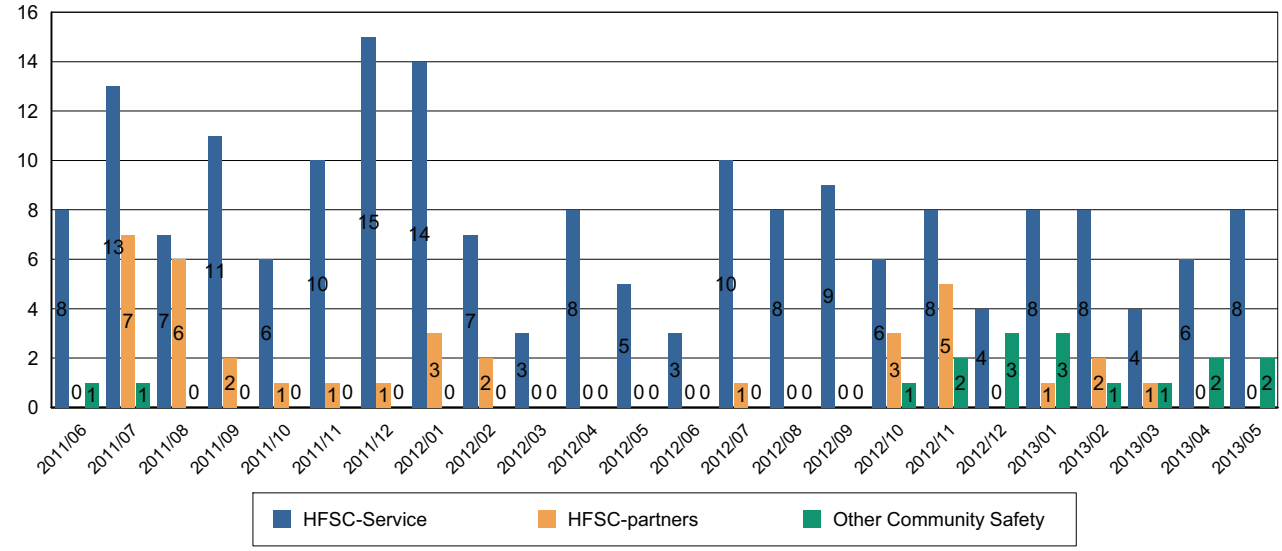
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

NHS
Wiltshire
Clinical
Commissioning
Group

AREA BOARD UPDATE – MAY 2013

On 1 April 2013, the GP led Wiltshire Clinical Commissioning Group (CCG) became the statutory body responsible for commissioning local health services for Wiltshire. Wiltshire CCG is passionate about commissioning the highest quality care for our patients as close to their homes as possible - 'The right healthcare, for you, with you, near you'

Our vision will ensure that NHS care in Wiltshire can operate with improved effectiveness. Implicit in this will be greater integration between community services, general practice and working in close partnership with Wiltshire Council.

The vision puts the patient in control whilst ensuring that every opportunity is given for the residents of Wiltshire to improve their health. It's about the CCG working with people in the community, the Local Authority and other organisations to identify and understand patients' requirements so that services can be designed to meet their needs. Key to our approach is that the CCG is clinically led with GPs proactively involved in the decision making as they are in the best place to engage with the local population to help improve health and wellbeing.

As Wiltshire is a relatively dispersed, rural community which naturally divides into three areas of population, our structure incorporates three local groups to gain the collective, specific and local knowledge of general practitioners across the county. The three local groups cover the communities of:

- South Wiltshire – (Sarum Group)
- North and East Wiltshire (NEW Group)
- West Wiltshire (WWYKD Group)

The CCG will commission services for the population of Wiltshire using local information obtained from members of GP practices in each group. The groups will be responsible for ensuring delivery of quality health services from acute and community providers of health services.

We aim to ensure that all our stakeholders are engaged in a meaningful, consistent and timely manner in having a say regarding health services. The feedback we garner will be used to assist in the decision making process for healthcare improvements in Wiltshire.

Our aims are to:

- To make clinically led commissioning a reality in providing local solutions to local needs
- To deliver strategic plans which address the needs of local populations and involve patients, practices and partners
- To address the growing needs of our ageing population, and the mental health and emergency needs of our combined populations
- To encourage and support the whole population in managing and improving their health and wellbeing
- To ensure sustainability of the emerging organisation in delivering cost effective healthcare
- To communicate effectively, staying engaged with all of our patients, partners and stakeholders.

Our 7 key priorities are:

1 – Staying healthy and preventing ill health

2 – Planned care

3 – Unplanned care and frail elderly

4 – Mental health

5 – Long term conditions (inc Dementia)

6 – End of life care

7 – Community services and integrated care.

Contact:

Tracy Torr
Communications and Engagement Officer
Wiltshire Clinical Commissioning Group
Tel: 01380 736010 or tracy.torr@nhs.net

NHS
Wiltshire Clinical Commissioning Group

MEDIA STATEMENT

2 May 2013

NHS 111

The NHS 111 service is currently being established across Bath and North East Somerset and Wiltshire, following a 'soft' launch in February. This means that a test period is now underway in order to identify problems and rectify them before the service goes fully live.

"Performance is continuing to improve, but we know that some patients and providers are still experiencing some problems with getting through to the service as well as delays in receiving treatment particularly during busy weekend periods," said Dr Simon Douglass, Clinical Accountable Officer for BaNES Clinical Commissioning Group. "We'd like to apologise for this and reassure patients that we are continuing to work with our NHS 111 provider, Harmoni, to resolve the remaining issues before the service is launched in full. We have seen a reduction in the number of 999 ambulances dispatched by the NHS 111 service, and an encouraging improvement in the number of these ambulance call outs that result in patients requiring transfer to hospital or another service."

Wiltshire and B&NES CCGs have decided to defer the full launch of NHS 111 until all such issues are resolved. Both CCGs and Harmoni are committed to providing a safe and high quality NHS 111 service and contingency plans, involving the established local out-of-hours GP service for patients, have been in place throughout this period.

NHS England supports the CCGs' decision and is working alongside them to ensure that the service meets national requirements.

When fully launched, NHS 111 will be a free to call service, available 24 hours a day, 365 days a year. It will act as a one stop shop for patients if their healthcare need is urgent, but not a 999 emergency.

-END-

Contact details for further information:
Tracy Torr, Communications and Engagement Officer
Wiltshire Clinical Commissioning Group
01380 736010 or tracy.torr@nhs.net