

AGENDA

Meeting: WARMINSTER AREA BOARD
Place: Warminster Civic Centre, Sambourne Rd, Warminster BA12 8LB
Date: Wednesday 5 June 2013
Time: 5.45 pm

Including the Parishes of Bishopstrow, Boyton, Chapmanslade, Chitterne, Codford, Corsley, Heytesbury, Horningsham, Longbridge Deverill and Crockerton, Maiden Bradley with Yarnfield, Norton Bavant, Sherrington, Stockton, Sutton Veny, Upper Deverills, Upton Lovell, Upton Scudamore, and Warminster.

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 5:15pm.

Please direct any enquiries on this Agenda to Stuart Figini (Democratic Services Officer) 01225 718376 or email: stuart.figini@wiltshire.gov.uk, direct line 01225 718376 or email stuart.figini@wiltshire.gov.uk or Jacqui Abbott (Warminster Community Area Manager), on 07771 844 530 or email jacqui.abbott@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

Andrew Davis

Fleur de Rhé-Philippe

Keith Humphries

Christopher Newbury

Pip Ridout

Warminster East

Warminster Without

Warminster Broadway

Warminster Copheap and Wyllye

Warminster West

Items to be considered

Time

Please note these timings are approximate only

- | | | |
|----|---|--------|
| 1. | Election of Chairman To elect a Chairman of the Area Board for the forthcoming municipal year. | 5.45pm |
| 2. | Election of Vice-Chairman To elect a Vice-Chairman of the Area Board for the forthcoming municipal year. | |
| 3. | Chairman's Welcome and Introductions The Chairman will welcome those present to the meeting. | |
| 4. | Apologies for Absence | |
| 5. | Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee. | |
| 6. | Appointment to Outside Bodies (<i>Pages 1 - 12</i>) To confirm or amend the appointment of councillors to outside bodies and working groups. | 5.55pm |
| 7. | Warminster Campus Programme Councillor Humphries will ask the Area Board to consider and agree to the following: 'The Warminster Area Board wishes to register with the Council's Campus programme and requests that Lucy Murray-Brown be asked to attend a future Area Board meeting to explain and initiate the process of setting up a Shadow Campus Operations Board.' | 6.10pm |
| 8. | Future Meeting Dates The next meetings of the Warminster Area Board will be on: <ul style="list-style-type: none">• 4 July 2013 – Chitterne Village Hall• 5 September 2013 – Maiden Bradely Village Hall | |

- 7 November 2013 – Warminster Civic Centre

9. **Evaluation and Close**

Warminster Area Board
05 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 2010, 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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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.

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WILTSHIRE COUNCIL OUTSIDE BODIES

| Outside Body Title (A to Z) | Appointed By | Why Rep Needed | Organisation aims | Meeting schedule | Voting rights | Reps needed |
|--|-------------------------|---|---|--------------------------|----------------------|----------------------------------|
| Warminster & Villages Community Area Partnership | Area Board - Warminster | To inform on the development of the Community Area Plan | Development of the Community area Plan | Normally every 6-8 weeks | No | 1 |
| Warminster and Westbury CCTV Partnership | Area Board - Warminster | Rep adds district and council perspective to crime issues | Prevent crime in Warminster and Westbury | 4 meetings per year | No (under reivew) | 1 |
| Warminster Town Council Town Plan Steering Group | Area Board - Warminster | To Ensure engagement regarding strategic spatial planning and development issues. | To produce a plan which will run along side the Core Strategy | 2 Monthly | Yes | 2 (1 from Highways and 1 Member) |
| Warminster Youth Issues Group (CAYPIGS) | Area Board - Warminster | So young people can present ideas to councillors and council | Youth issues and democracy | 4 meetings per year | Yes | Up to 2 |

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Appointments to Working Groups Warminster Area Board

Community Area Transport Group:

Why Representative needed

The CATG needs to obtain the views of local councillors on highways priorities within their area.

Organisation Aims

To consider priorities for highways projects in the community area and to make recommendations to the Area Board.

Meeting Schedule

Every 8 weeks in the community area

Voting Rights

Yes but the group is only able to make recommendations to the Area Board.

Reps Needed

At least one member of the Area Board and consisting of up to 10 people from the Town and Parish Council and Community representatives.

Reps for 2012/13

Cllr Andrew Davis – Chairman (Wiltshire Council)
Mike Lucas (Chitterne Parish Clerk)
Spencer Drinkwater (Wiltshire Council officer)
Steve Wilson (Wiltshire Council officer)
Martin Rose (Wiltshire Council officer)
Phil Jefferson (Chapmanslade Parish Clerk)
Jill Willmot (Chapmanslade Parish Council)
Sarah Jefferies (Maiden Bradley Parish Clerk)
Jacqui Abbott (Wiltshire Council officer)
Sally Barnett (Wiltshire Council officer)
Chris Clark (Wiltshire Council officer)
Colin French (Warminster Cycle Group)
Heather Abernethie (Warminster Town Clerk)

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COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

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

Officer Support

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

Terms of Reference

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

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

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

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

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

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

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

6. Other decisions

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