

AGENDA

Meeting: BRADFORD ON AVON AREA BOARD
Place: St Laurence School, Ashley Rd, Bradford on Avon, BA15 1DZ
Date: Wednesday 12 November 2014
Time: 7.00 pm

Including the Parishes of Limpley Stoke, Winsley, Monkton Farleigh, Bradford-on-Avon, Holt, South Wraxall, Wingfield, Westwood, Staverton

The press and public are invited to attend the meeting

The Area Board welcomes and invites contributions from members of the public

ARRIVE EARLY! Refreshments will be available

Please direct any enquiries on this Agenda to Kevin Fielding, on 01249 706612 or email kevin.fielding@wiltshire.gov.uk or Peter Dunford (Bradford on Avon Community Area Manager), direct line 01225 713060 or (email) peter.dunford@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 Rosemary Brown (Chairman) - Bradford on Avon North
Cllr Trevor Carbin – Holt & Staverton

Cllr Magnus Macdonald - Westwood & Winsley
Cllr Ian Thorn (Vice Chairman) – Bradford on Avon South

Items to be considered	Time
<p>1 Chairman's Welcome and Introductions</p>	7:00pm
<p>2 Apologies for Absence</p>	
<p>3 Minutes (Pages 1 - 16)</p> <p>i) To approve and sign as a correct record the minutes of the Bradford on Avon Area Board meeting held on 17 September 2014.</p> <p>ii) To approve and sign as the correct record the minutes of the Bradford on Avon Community Area Transport Group meeting held on 8 September 2014.</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 and Updates (Pages 17 - 44)</p> <p>i) Car Parking Consultation. ii) Campus Update. iii) Changes to Electoral Registration System. iv) Emergency Planning Workshop for Bradford on Avon Community Area, 26 November at St Margaret's Hall.</p> <p>Wiltshire Police. Wiltshire Fire and Rescue Service. Youth Advisory Group.</p>	7:05pm
<p>6 Building the Local Youth Network and the community-led model for youth activities (Pages 45 - 70)</p> <p>Mal Munday - Head of Service, Early Help, Wiltshire Council Emma Coombs - Community Youth Worker, Wiltshire Council.</p> <p>To report on progress.</p>	7:15pm

7	<p>Roll-out of Superfast Broadband</p> <p>Marie Nash - Project Officer, Wiltshire Online.</p> <p>To provide an update on the roll out of Superfast Broadband to the Bradford on Avon community area.</p>	7:45pm
8	<p>Bradford on Avon Historic Core Zone - Town Poll (<i>Pages 71 - 76</i>)</p> <p>Representative of Historic Core Zone Working Group.</p> <p>To report on preparations for an exhibition and public meetings ahead of a Town Poll.</p>	8:00pm
9	<p>Wiltshire Air Quality Action Plan</p> <p>Representative of the Bradford on Avon Air Quality Alliance.</p> <p>To invite comment on the county-wide plan and final contributions towards an action plan for Bradford on Avon.</p>	8:30pm
10	<p>Community Grant Scheme (<i>Pages 77 - 84</i>)</p> <p>West Wilts Esprit Gymnastics Club requesting £1,000 towards a changing room upgrade and new fitness suite.</p>	8:50pm
11	<p>Future Meeting Dates</p> <ul style="list-style-type: none"> • Wednesday 7th January 2015 – St Margarets Hall. • Wednesday 11th March – venue to be confirmed. 	9:00pm
12	<p>Close</p>	

MINUTES

Meeting: BRADFORD ON AVON AREA BOARD
Place: St Margarets Hall, St Margarets St, Bradford on Avon BA15 1DE
Date: 17 September 2014
Start Time: 7.00 pm
Finish Time: 8.20 pm

Please direct any enquiries on these minutes to:

Kevin Fielding ,Tel: 01249 706612 or (e-mail) kevin.fielding@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Rosemary Brown, Cllr Trevor Carbin and Cllr Magnus Macdonald

Wiltshire Council Officers

Peter Dunford – Community Area Manager
Kevin Fielding – Democratic Services Officer
Mal Munday - Head of Service – Early Help
Maggie Rae – Corporate Director

Town and Parish Councillors

Bradford on Avon Town Council – Gwen Allison & Alison Craddock
Holt Parish Council – Andrew Pearce
Westwood Parish Council – Terry Biles

Partners

Wiltshire Police – Insp Chris Chammings
Wiltshire Fire & Rescue Service – Jim Maloney
Wiltshire Integrated Youth Service – Siobainn Chaplin
BoACAN – Jim Lynch

Total in attendance: 80

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Welcome</u></p> <p>The Chairman welcomed everybody to St Margaret's Hall and thanked them for attending the Health Fair which had preceeded the meeting of the Area Board.</p> <p>The Chairman introduced the Area Board members and the Wiltshire Council officers present.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllr Ian Thorn.</p>
3	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
4	<p><u>Minutes</u></p> <p>Decision</p> <ul style="list-style-type: none"> • The Bradford on Avon Area Board meeting held on 16 July 2014 was signed as the correct record. • The minutes of the Bradford on Avon Community Area Transport Group meetings held on 16 June and 8 September 2014 were signed as the correct records.
5	<p><u>Chairman's Announcements and Updates</u></p> <p>The following Chairman's Announcements and updates were noted:</p> <ul style="list-style-type: none"> • Wiltshire Market Towns Forum, Wednesday 22 October in St Margaret's Hall, further details to be announced. • Emergency Planning Workshop for Bradford on Avon Community Area, Wednesday 26 November in St Margaret's Hall, further details to be announced. • Toilet Facilities at Barton Farm - Wiltshire Council was considering the future of the public conveniences at Culver Close but the longer term costs of repair and management were prohibitive. The possibilities of an Area Board capital grant for refurbishment and an asset transfer to the Bradford on Avon Town Council for future management were being investigated. The matter was raised at the Town Council Leisure Youth and Arts Committee, (Tuesday 16 September) where there was general support expressed for such a move. Options would be

discussed further at Town Management Committee on 24 September.

Updates

Wiltshire Police – Inspector Chris Chammings

The written report was noted.

Questions raised included:

Illegally parked vans/cars in Silver Street causing a nuisance – could the Police look into this?

a. Yes, this issue would be passed on to the NPT and Wiltshire Council's enforcement team to follow up.

The Chairman thanked Wiltshire Police for their hard work in policing the Tour of Britain as it passed through Bradford on Avon and Wiltshire.

Youth Advisory Group – YAG representatives

Points made included:

- That the YAG would continue to use the Youth Development Centre for the next six weeks to discuss the way forward for youth services in Bradford on Avon.
- The YAG's desire to have a street based youth service in Bradford on Avon.
- That the YAG did not feel that Wiltshire Council had listened to their points of view.
- That they had had a further meeting with Cllr Laura Mayes – Cabinet member for Children's Services, Wiltshire Council.
- That the YAG met and had discussed the terms of reference for the Local Youth Network (LYN).
- That the YAG would be carrying out a survey to find out what young people want from their youth service in Bradford on Avon. The YAG would report back to the Area Board at a future meeting with the results of this survey.
- Bradford on Avon Town Councillors had visited the Youth Development Centre building, and had been given a tour of the building by members of the YAG.

	<p>The YAG representatives asked if any of Wiltshire Council's youth centre buildings would remain open?</p> <p><i>Mal Munday - Head of Service – Early Help, Wiltshire Council advised that Wiltshire Council was carrying out a property review of its youth centre buildings. Some Youth Centre buildings may stay open in the short term, others may be transferred to other parties as an "Asset Transfer".</i></p> <p>The Chairman thanked everybody for their updates.</p>
6	<p><u>Implementing a community-led model for youth activities</u></p> <p>Mal Munday gave a short presentation that outlined implementing a community-led model for youth activities.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • That Wiltshire Council had adopted a community-led model for the provision of positive activities for young people. By delegating responsibility and resources to Community Area Boards for youth activities, the council was committed to supporting young people and their communities to come together to develop a responsive and locally driven positive activities offer for young people. This means the positive activities offer would develop differently in each of the 18 Community Area Board areas to reflect local needs. • Local Youth Network (LYN) would be set up as a sub group of the Community Area Board. It would represent a wide range of community stakeholders who would work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN. • Local Youth Networks would identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed. • The need to work with the Youth Advisory Group (YAG) if it was agreed that the YAG should continue alongside the LYN. • That a Community Youth Officer role had been created, the Community Youth Officer would work with the young people and the Area Board to deliver the community-led model for the provision of positive activities for young people in Bradford on Avon. <p>Questions raised included:</p> <ul style="list-style-type: none"> • Where would the Community Youth Officer be based in Bradford on

Avon?

a. This was currently being looked at. It was hoped that somewhere in Bradford on Avon could be found, or working from the Trowbridge hub.

- Was the Area Board consulted on the proposals for a community-led model for the provision of positive activities for young people?
a. Yes, the Area Board was consulted, as they would need to be involved along with the young people to shape the way forward.
- Why can't the Community Youth Officer be based at the Bradford on Avon youth development centre building whilst its still open?
a. It could be done, in the short term.
- People in Bradford on Avon are confused as to whether the youth development centre building is still open. Could the YAG organise an open day to highlight its potential usage to the community?
a. Yes, you're welcome to do this.

Points made included:

- That Bradford on Avon should try and gain ownership of the youth development centre building, and that it remains an asset to the local community and its community groups.
- That the Area Board would support an open day at the youth development centre building.
- That the local schools had concerns re the closure of the youth development centre building and local youth services being delivered from it.
- That Wiltshire Council could have planned this whole closure much better, with more thought given to the youth and community groups.
- That the Town Council needs to put a business plan together to identify the users of the youth development centre building and to encourage more users of the building.
- That Bradford on Avon needs goodwill and ambition to achieve a workable solution to this issue.

Decision

- **That the Bradford on Avon Area Board adopt the Leaders Guidance for Positive Activities and Terms of Reference for Local Youth Networks (LYNs) and commence work on establishing a LYN, with a view to calling the inaugural meeting during October 2014 so that**

	<p>recommendations for action can be made to the next Area Board meeting on 12 November.</p> <ul style="list-style-type: none"> • That the Community Area Manager, in consultation with the Community Youth Officer and Chairman of Bradford on Avon Area Board, may authorise expenditure in support of positive activities for young people of up to £1,000 per project between Area Board meetings and that this would be recorded at the next available Area Board meeting. <p>The Chairman thanked Mal Munday for attending the meeting and the YAG members for their input.</p>
7	<p><u>Strengthening our Fire and Rescue Service</u></p> <p>Jim Maloney – Area Manager, Wiltshire Fire & Rescue Service gave a presentation that sought to outline the challenges faced by the Wiltshire Fire & Rescue Service and the proposals for a merger with the Dorset Fire & Rescue Service.</p> <p>Points made included:</p> <p>Wiltshire and Dorset financial forecasts</p> <ul style="list-style-type: none"> • Wiltshire needs yearly savings of between £3.1million and £3.9million from a £25million budget. This is equivalent to 83 to 103 full-time firefighters. (Wiltshire currently has 144). • Dorset needs further savings each year of between £2.3million and £3.2million from a £30million budget. This is equivalent to 61 to 84 full-time firefighters (Dorset currently has 210). <p>Financial Headlines</p> <ul style="list-style-type: none"> • Financial pressures are growing and outlook for public sector finance remains gloomy. • At least £3.1m-£3.9m (Wiltshire & Swindon) and £2.3m-£3.2m (Dorset) annual savings to find within immediate future. • Able to broadly balance the books so far but now very different and difficult choices ahead. • Prudently built up reserves to support transformational change. • Need key decisions in 2014 to allow a lead in time for transition issues

and Combination Order.

Recommendations at December 2013

- Subject to a due diligence and a full business case in September 2014, that both Authorities work towards the goal of a combined Authority in April 2016 whilst maintaining local identity.
- A joint Political Oversight Board is established and councillor nominations be agreed through the Chairmen and Clerks to the Authorities.
- Programme arrangements should be formalised to develop and deliver converged functions under single management teams.
- A joint bid be developed and submitted to DCLG to try to secure resources from both the government's £30m Efficiency Resource Fund and £45m Fire Efficiency Incentive Fund. The bid to be approved by respective Chairmen, CFOs and Treasurers.

The key benefits

- Work at a local level with the police and ambulance and other partners by being a more effective Service with greater resources to offer.
- Have more of an influence as we will be the fourth largest combined fire authority in England by station, and the sixth largest by budget.
- Deal with an ageing workforce by recruiting more new firefighters.
- Have a wider view and ability when it comes to managing our risks.

Consultation Scenarios

- 1. Wiltshire Fire Authority to stay independent and increase collaboration with Wiltshire Council, and Swindon Borough Council**
Should the fire authority and its fire and rescue service stay separate and independent as it is now, and increase collaboration with Wiltshire Council, Swindon Borough Council and other partners?
- 2. Wiltshire Fire Authority to stay independent and increase collaboration with Dorset Fire Authority while also collaborating with Wiltshire Council and Swindon Borough Council**
Should the two fire authorities stay separate and independent, with the fire and rescue services collaborating more closely with each other and increase collaboration with Wiltshire Council, Swindon Borough Council

and other partners?

- 3. Wiltshire Fire Authority to merge with Dorset Fire Authority to create a single Combined Fire Authority while also collaborating with Wiltshire Council, Swindon Borough Council, Bournemouth Borough Council, Dorset County Council, and the Borough of Poole**
Should the two fire authorities merge to create a single fire authority and fire and rescue service and increase collaboration with Wiltshire Council, Swindon Borough Council, Bournemouth Borough Council, Dorset County Council, the Borough of Poole, and other partners?

Note that all options involve working more closely with all our Local Constituent Councils, our respective Police Forces and South West Ambulance Trust.

Consultation includes:

- At recent meetings it was agreed to extend and move the consultation to run from 21 July to 20 October (13 weeks). Extraordinary single item Authority meetings in November.
- Public leaflet and questionnaire: Independently coordinated and distributed to 12,000 households.
- Residents forums: Independently coordinated and managed with 8 in Wiltshire and Swindon and 8 in Dorset.
- Business and voluntary sector forums; Independently coordinated and managed with 2 in Wiltshire and Swindon and 2 in Dorset.
- Presentations to constituent councils and Area Boards.
- Information and presentations to staff and key stakeholders.
- Consultation portal, press releases, social media, posters etc.
- Independent analysis, report and feedback by ORS.
- Accreditation by Consultation Institute using the Compliance Assessment Scheme.
- Met with Minister and DCLG Officials on 16 June to discuss business case and council tax equalisation. Further meeting requested with new Fire Minister.
- Met with Chief Fire and Rescue Advisor on 19 June to discuss business case and compliance register.

	<ul style="list-style-type: none"> • Currently scheduling further MPs briefing for October. • Both Authorities have separate meetings in November to decide. • That the Bradford on Avon Fire Station was ideally placed to service the Bradford on Avon community. • That Wiltshire Fire & Rescue Service was not looking to close fire stations in order to make cost savings. <p>The Chairman thanked Jim Maloney for his presentation and for attending the Area Board meeting.</p>
8	<p><u>Community Grant Funding</u></p> <p>The Wiltshire Councillors were asked to consider one application seeking 2013/14 Community Area Grant funding:</p> <p>Decision A Local Larder: Bradford on Avon and Beyond awarded £1,998 to improve people's access to locally grown, reared and made food and drink.</p>
9	<p><u>Next Meeting</u></p> <ul style="list-style-type: none"> • Wednesday 12 November 2014 at St Laurence School, Bradford on Avon.
10	<p><u>Close</u></p>

Bradford on Avon Community Area Transport Group

Note of Meeting on Monday 8th September 2014 at County Hall, Trowbridge

1. **Present:**

Rosemary Brown and Magnus Macdonald, Wiltshire Councillors
Gwen Allison and Martin Newman, Bradford on Avon Town Councillors
Andrew Pearce, Holt Parish Council
Bob Broadhead, Limpley Stoke Parish Council
Linda Ladner, Winsley Parish Council
Shay Parsons, Lorry Watch
Alex Machin and Tamsin Daddoe, BoA 20s Plenty
PC Martin Annetts, Wiltshire Police
Dave Thomas, Traffic Engineering Manager, Wiltshire Council
Spencer Drinkwater, Principal Transport Planner, Wiltshire Council
Peter Dunford, Community Area Manager, Bradford on Avon Area Board

2. **Apologies:** Ian Thorn and Trevor Carbin (Wiltshire Councillors), Roger Rowe (Winsley PC), Allan Parker (Westwood PC), Matthew Midlane (Monkton Farleigh PC), Andy Cadwallader (Highways Engineer, Wiltshire Council)

3. **Notes of CAT-G meeting on 16 June**

Priory Close: on-street parking and traffic issues to be discussed at Town Management Committee on 24 September
Newtown: Metrocount results to be chased
Monkton Farleigh: £ 300 not now needed from CATG budget for new road markings at Avon Wildlife Trust car park

4. **Budget Position – update**

Dave Thomas reported that £ 7,844 remains uncommitted from the BoA CATG budget for 2014/15. The future years overall Integrated Transport budget will be £2.18m for each of the next three years, this compares to this years budget of £3.7m.

5. **Historic Core Zone – Parish Poll**

Dave Thomas reported that Councillor John Thomson had invited Bradford on Avon Town Council to hold a Parish Poll to canvass public opinion over the HCZ scheme to help him decide whether to authorise public expenditure for the Phase 1 works. Wiltshire Council would organise and pay for the poll.

6. **Wiltshire 20 mph policy – assessment criteria**

Spencer Drinkwater outlined the assessment criteria that he had been asked to produce by the CATG earlier this year to help the prioritisation process for assessments for 20 mph zones and limits in Wiltshire. Most felt the measures were reasonable but felt the process was overly technical. Most other CATGs were making decisions based on common sense not on complex scoring criteria.

Alex Machin requested that the group waits to see the outcome of the 20 mph Scrutiny Review before proceeding to assess bids.

AGREED: to defer further consideration to the March 2015 meeting

7. **Substantive Highways Scheme 2014**

Dave Thomas reported that the Winsley Road zebra crossing scheme had been successful in attracting SHS funding of £ 35,000. The project would involve relocating 2 bus stops. Construction is planned for April/ May 2015.

AGREED: The CATG confirmed its funding contribution of £ 3,500 towards the scheme costs

8. **Traffic Survey of Bradford on Avon and Holt**

Spencer Drinkwater reported that the BoA Study had now been completed and a presentation had been given by Atkins to the BoA Air Quality Alliance. An action plan would now be prepared in response to the study findings.

The Holt HGV study was also now available in draft form and would be shared with the Parish Council for comment.

9. **Local Highways Investment Fund 2014/15 - to agree priority sites for maintenance in 2015/16**

This matter had been discussed briefly at the last meeting. Copies of the schedules of proposed maintenance works has been sent to Parish Councils for comment and no issues had been raised. It was agreed to follow the technical advice received.

AGREED: To agree the schedule of priority sites for maintenance in 2015/16

10. **Lorry Watch - update and new signage**

Shay Parsons reported that locations for new Lorry Watch signage had been agreed with Dave Thomas in 4 locations: at Knees Corner; at Frome Road railway bridge; at Holt Road/ Springfield junction; and at Christ Church roundabout.

All existing signage had been appraised and was found to be satisfactory. HGVs and through-traffic was not being signed through the town centre (although some were obviously using local knowledge to take these routes).

Despite continued success with prosecutions, the Lorry Watch is having to reduce its work to 2 months of action per year due to administrative constraints within Wiltshire Trading Standards. It was agreed that the siting of number-recognition cameras on the Town Bridge would be prohibitively expensive.

11. Update on CAT-G priority projects

- i) **Newtown bollards, Bradford on Avon** - in response to a resident request the bollard outside 18 Newtown has been removed. New thinner bollards at No 18 and signs at the junction of Newtown and Masons Lane are to be installed in an effort to dissuade larger vehicles from using this route.
- ii) **Winsley Road, Bradford on Avon** - pedestrian crossing near Huntingdon Street junction to be funded through the Substantive Highways Fund. Estimated project costs £35,000. **AGREED: a funding contribution of £3,500 from the CATG budget.**
- iii) **White Hill, Bradford on Avon** – enforcement of “Access Only” restrictions through additional signing and bollards at top of hill. Works have now started.
- iv) **Huntingdon Rise, Bradford on Avon** – Concrete over-run apron along back of kerb. Works complete.
- v) **Springfield to Woolley Street** – scheme is tightening of entry radii from Springfield into Woolley Street and visual carriageway narrowing / priority working at eastern end of Woolley Street together with “unsuitable for HGV” signs at either end of Woolley Street. Works complete.
- vi) **Palaiet Close/ Poulton Cycle Link, Bradford on Avon** – new signing and cycle ramp installed. Works complete. Three signs were taken down but one has now been put back up.
- vii) **Wingfield** – footway from Trowle Farm Lane to Loves Lane. Wingfield Parish Council had agreed to contribute £ 2,000 towards these improvements in 2013/14 and a further £ 2,000 in 2014/15, to be match funded £ 4,000 by the CATG. Detail design nearly complete. Works order to be made soon.

12. Other urgent highways and transport matters

- i) **Waiting Restrictions – requests for residents parking zones** have been made by the Town Council and are with Highways Network Management team. The budget cutbacks and staffing reductions have meant that little progress is being made against a backlog of requests which is giving rise to increasing complaint. An alternative system to deal with these issues is being considered.

- ii) **Bath Road, Bradford on Avon** – pedestrian crossing to Christchurch School, linked to an update of the School Travel Plan. The STP has been completed although is felt to be rather 'lightweight'. Bids to the 'Taking Action on School Journeys' fund can be made from late September to implement priority measures.
- iii) **Berryfield Road, Bradford on Avon** – traffic calming, linked to Christchurch School Travel Plan, see above.
- iv) **Highfield Road, Bradford on Avon** – parking bays requested to organise on-street parking. Site visit held.
- v) **Huntingdon Rise** – wooden posts requested to control parking on grass verge. Site visit held.
- vi) **Kingsfield, Woolley Street** – yellow lining requested to control on-street parking by non-residents in the day time. Site visit held.
- vii) **Kingston Farm, Bradford on Avon** – the temporary closure of Cemetery Lane is part of the Kingston Farm proposals; it is also proposed as a permanent measure within the Spitfire development to the north of Holt Road.
- viii) **Moulton Drive, Bradford on Avon** – a Speed Indicator Device to be deployed at this location on an occasional basis to reflect the speeding issue. As part of speed monitoring, metrocounts readings will be taken at this site. Yellow lining requested by the Town Council.
- ix) **Wiltshire Music Centre, Bradford on Avon** – parking issues in Churches caused by the School and Music Centre have been discussed previously. Since then, a further complaint has been received. The School Travel Plan promotes walking cycling and public transport journeys to school. Parking available on campus is limited. The Town Council have previously written to the two institutions to ask their customers to avoid parking in residential areas. Reminders to be issued.
- x) **Winsley Road, Bradford on Avon** – near Grove Leaze, metrocount confirms speeding issue. Volunteers now trained to deliver Community Speedwatch initiative. The courtesy crossings are worn and require a refresh. **AGREED: Dave Thomas to cost out the works**
- xi) **Holt, Lions Orchard** – vehicles turning in cul-de-sac causing nuisance. No complaint made to Parish Council. No further action.
- xii) **Limpley Stoke** - The A36 end of Midford Lane (right hand side coming up the Lane) is being used quite regularly for parking. Whilst this is not illegal, it does cause problems if you are travelling towards the A36 as there is a blind bend just after the entrance to the mines. The parked cars force you out into the middle of the road and it is feared that there will be a nasty accident there before long. Police suggest double or single yellow lines installed. The area in question is not in Wiltshire.

- xiii) **Monkton Farleigh** – overspill parking on road from Avon Wildlife Trust car park above Bathford. Proposal plan has been prepared and agreed with local member and residents. Works complete.
- xiv) **South Wraxall** - direction sign to South Wraxall & Monkton Farleigh to be placed at the top of Kingsdown Hill. On ad-hoc signing list.
- xv) **Staverton** – on street parking and road safety from Slip Way turning into Marina Drive. Formal advert of waiting restrictions estimated for implementation in October.
- xvi) **Staverton** – speeding on New Terrace
Metrocount survey confirms eligibility for deployment of Speed Indicator Device in this location. Community Speedwatch soon active.
- xvii) **Westwood** – extension of virtual pavement opposite New Inn PH
Works ordered. Funding from 20mph budget. Works complete.
- xviii) **Wingfield** – the speed indicator device will be deployed on the B3109 on an occasional basis to reflect the speeding issue.
- xix) **Wingfield** – request for traffic calming measures. Proposal plan prepared and agreed with Parish Council. Possible funding contribution from solar farm development. Next steps with Parish Council and linked to School Travel Plan.
- xx) **Winsley** – parking restrictions to control conflict with buses. Formal advert of waiting restrictions estimated for implementation in October.
- xxi) **Winsley** – need for bus stop markings outside shop/ surgery at Tynning Road. School have also raised concerns about parking in the same area and will include the issue within their School Travel Plan. Bus shelter in wrong place.
AGREED: site visit to be held

13. **Dropped Kerbs programme** – All phase 3 works are complete.

14. **Hand Rails** – request for match funding from the Town Council:

- i) Church Acre
- ii) Budbury to Tory
- iii) Upper Regents Park
- iv) St Margaret's Street
- v) St Margaret's Hill

Quotes from supplier awaited. **AGREED: Site visit with Town Councillor present**

15. **Any Other Highways Business**

Holt – request for yellow lining at The Midlands.

AGREED: Dave Thomas to investigate

Kingston Mill – one way system. PC Annetts raised concerns regarding delivery lorries reversing into Lamb Yard causing traffic chaos. The road is still privately owned because the developer has not yet applied for the Council to adopt it as public highway. The 'No Entry' signs on Kingston Road are also being ignored.

AGREED: Matter to be referred to Roger Witt in Highways

Avoncliff Lane – articulated lorries are still getting stuck in this lane due to confusing signs

16. **Date of Next Meeting**

Monday 10 December, County Hall at 4pm

Wiltshire's Car Parking Review Chair's Announcement

Introduction

Wiltshire Council is reviewing its car parking service and has completed a pre consultation assessment, which was undertaken in May and June of this year. It has also reviewed the evidence from the community workshops held in May. The findings of the pre-consultation exercises have been combined with parking data to form the basis of the next stage of the review.

The review focuses on car parking charges and management, with the potential use of new technologies and the future role of local communities. The review also covers other aspects such as parking standards, first hour free parking and other charging exemptions.

We are keen to hear the views of residents to help us shape the new strategy. The Council has made no decisions and would like to see how far you agree or disagree with the presented options, or alternatively suggest your own. Therefore, we have produced consultation documents which can be viewed at <http://consult.wiltshire.gov.uk/portal> (not available until the 27th October 2014). Hard copies of the background evidence will also be available at local libraries and the main council offices. The online questionnaire and one possible charging option will be available for viewing and completion from the 10th November.

The consultation will be open from 27th October 2014 to the 16th January 2015.

How to respond

Our preferred method to receive comments is through completion of the on-line electronic questionnaire (please note that there is no requirement to register or log-in to the portal to respond to this pre-consultation exercise).

Paper copies of the questionnaire will also be available on request by phoning the below number

Your comments need to be submitted by **5pm on 16th January 2015**.

If you have any queries, please contact us using the details below or by telephone on 0300 456 0100.

Sustainable Transport Group
Highways and Transport
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN
By email to: transportplanning@wiltshire.gov.uk

Wiltshire Council

Cabinet

11th November 2014

Subject: Delivery of the Campus Programme – Position Statement

Cabinet member: Cllr Jonathon Seed - Communities, Campuses, Area Boards, Leisure, Libraries and Flooding

Key Decision: Yes

Purpose of Report

1. To update cabinet and provide a position statement on the delivery of the council's community campus programme.

Relevance to the Council's Business Plan

2. The campus programme is intrinsic to the council's vision to create stronger and more resilient communities; it is included within the four year business plan and is fundamental to delivering inclusive communities and more accessible services - key outcomes published in the plan.
3. The Business Plan also states that: 'People in Wiltshire have healthy, active and high-quality lives'. The campus programme will deliver improved services such as leisure facilities, health provision including a GP surgery in Melksham and medical and care rooms and community space for activities and events in all campuses.

Background

4. A campus is a building, or collection of buildings and venues, in a community area that supports the services that communities have identified that they need, in easy to access location/s. The services, along with council services, can include partner organisations such as the police, health and voluntary sector.
5. This position statement is an update following a series of papers which have been considered by cabinet; from campus inception in 2009, through to the approval of the second tranche of campuses in 2012.
 - **May 2009** - Following the merger of the county council and four district councils into a new unitary council, the Workplace Transformation Programme was set-up to rationalise the property estate and provide fit for purpose accommodation for council services

- **Oct 2009** - The programme was extended to include a new community campus programme
- **July 2010** - A cabinet report advised that the indoor leisure facility stock was outdated, inefficient and unsustainable for future use
- **Dec 2010** - The leisure review was published. The review determined that improvements to the leisure service should be aligned to the Workplace Transformation Programme. The specification of leisure facilities for the future needed to be looked at in the context of campuses and the improvement of facilities needed to be considered as part of the council's operational estate
- **Feb 2011** - Cabinet approved the physical development of campuses committing an initial £30 million, up to 2014/15 (subsequently additional capital funding was allocated in line with the approved business cases for each campus).
- **Dec 2011** - Cabinet approved the business case for the first three community campuses in Corsham, Melksham and Salisbury.
- **October 2012** - Cabinet approved four further business cases for campuses in Calne, Cricklade, Pewsey and Tisbury.

Main considerations for cabinet

6. This report outlines the progress made in each of the seven approved campuses - Calne, Corsham, Cricklade, Melksham, Pewsey, Salisbury and Tisbury - and provides cabinet with an indicative timeline for the completion of these campuses. Cabinet is requested to note this progress.
7. Cabinet is asked to consider and approve the delivery of the first phase of a community campus in Malmesbury.
8. Cabinet is asked to note the update regarding the other community areas and the situation regarding future campus development and, where appropriate, community hubs.
9. Cabinet is asked to note the initial learning to deliver a successful campus and to approve the proposed way forward for developing the role and responsibilities of the community operations boards (COBs) and the provision of the appropriate community engagement support.
10. Cabinet is asked to note that work to progress future governance models for fully operational campuses is underway and proposed options will be tabled at a future meeting for consideration.

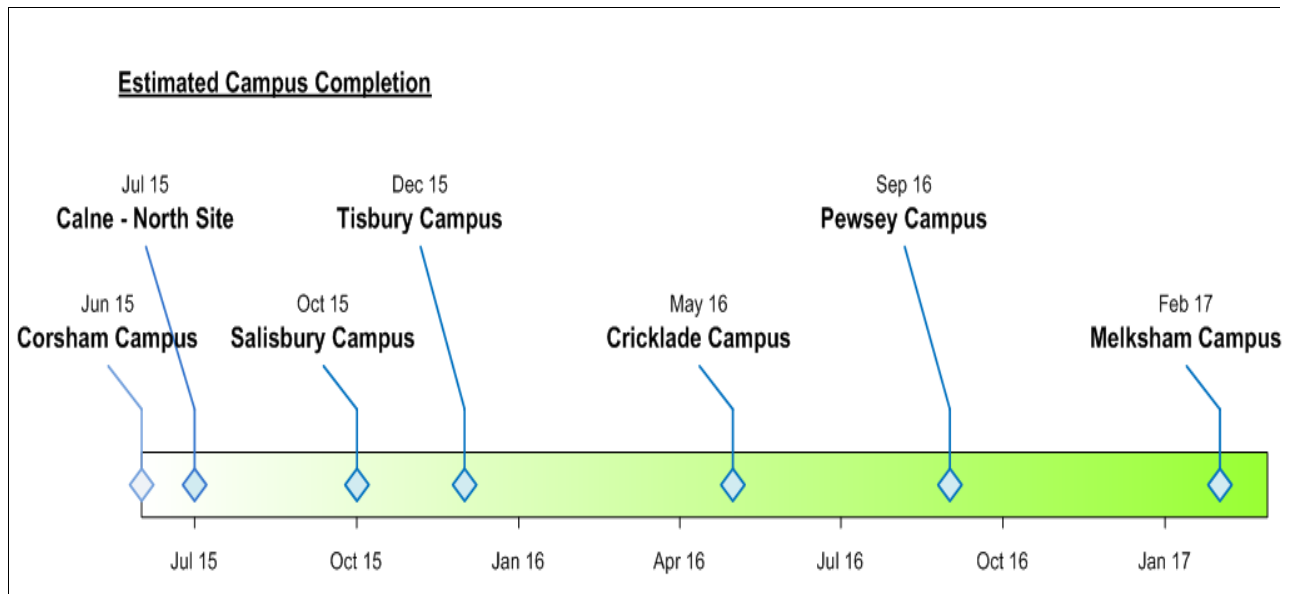
Campus delivery progress – 7 approved campuses

11. The seven campuses with approved business cases have five delivery stages;
 - a) Design stage – reflecting community need and services required (Calne – Leisure Centre site)
 - b) Planning applications publicised - pre-planning stage (Cricklade)

- c) Planning application submitted to committee (Pewsey)
- d) Planning approved and tendering process underway to award build contract underway (Calne – Beversbrook site, Melksham & Tisbury)
- e) Build programme underway (Corsham & Salisbury)

Details of the current position of each of the seven approved community campuses are highlighted in appendix 1.

The estimated indicative timeline for completion of the build for each campus is below;



Please note the time line is estimated and contingency for unforeseen issues needs to be acknowledged. The timetable is based on the build programme and additional time will need to be added to allow for the fitting of fixtures and furnishings and the service moves (average 3 – 6 months).

Request for approval of Malmesbury Community Campus

12. Cotswold House is the former youth centre in Malmesbury - a building that the council leases. The current lease expires in January 2032 with a break clause in 2022.

The council made an investment to this building in 2012 providing an indoor skateboard park that is attached at the rear of the existing building.

Following the closure of the youth centre the use of the building and the lease arrangements have been reviewed. To relinquish the lease ahead of 2022 would incur a significant cost to the council and would create a problem in terms of access to the indoor skatepark.

It is proposed, following negotiation with the landlord, that a modest refurbishment of the existing building takes place to provide flexible and more fit-for-purpose community space that could best meet local needs.

Initial plans are likely to include a multi-purpose community space, a kitchen area, improved office space and hot desk and office facilities.

The cost of this refurbishment will be met from the existing capital budget allocated for the approved campus delivery programme.

Extending the campus programme

13. The council is committed to delivering its transformation programme and to seeing the delivery of the seven approved campuses, plus the addition of Malmesbury (subject to cabinet approval).

It is anticipated that all the approved campuses will be delivered by the end of 2017.

In the other community areas it is suggested that the delivery of a campus is reviewed and aligned to other key factors including future development, Army basing and community needs and the opportunity to create and deliver appropriate community hubs. It is, therefore, anticipated that some communities may bring forward smaller scale community hub proposals, approved by their area board, for consideration by cabinet on a case by case basis.

Future developments

14. Boosting the local economy is a key priority for the council and as such is identified in its four year business plan for key action. The redevelopment of Salisbury City Centre is underway with work to the Market Place now complete and a developer secured for the Maltings site.

The council's economic development team is also supporting development schemes in Chippenham, Trowbridge and Warminster.

These schemes are likely to incorporate a campus; in the most appropriate location reflecting local community needs. The campuses will include council services as well as other public sector partner and voluntary sector services to increase the offer in each of these towns.

In Chippenham, Trowbridge and Warminster the Community Operation Boards (COBs) have undertaken a huge amount of work to seek community views to identify the service needs and facilities required, as well as the most appropriate location for these services. The council's economic development team will work with these COBs to incorporate their views and community input onto development plans, as appropriate.

The proposal for a campus development in Royal Wootton Bassett could be enabled as part of a development scheme in the local community which will form part of the Royal Wootton Bassett Neighbourhood Plan.

The campus delivery team will continue to support these COBs, as required and as appropriate, to ensure the delivery of a community campus.

Army Basing

15. By 2020 an additional 4,300 service personnel and their families will be located in Wiltshire as part of the army basing programme. This will mean that Wiltshire will be home to the largest number of Armed Forces personnel in the country. It is vital that appropriate infrastructure is provided as part of this basing programme to ensure that communities on Salisbury Plain have the services and facilities that they need.

The additional personnel and their families will be located in Amesbury, Durrington, Larkhill, Ludgershall and Tidworth. The development of a campus in this area needs to reflect the needs for the future and the increase in the population.

Discussions regarding the infrastructure requirements are underway to ensure that the appropriate services and facilities can be delivered to meet the growth in the local communities and the facilities that will be provided behind the wire but may be accessible to the wider community.

Community hubs

16. Capital investment funding has been approved and allocated for delivery of seven campuses, plus Malmesbury (subject to approval). Whilst this funding does not cover the cost for any further campuses at this stage, a community can bring forward proposals for a campus development or the creation of a community hub for cabinet to consider on a case by case basis.

The council will continue to support local communities and will be appointing community engagement officer roles that will work with the local area boards and COBs to identify opportunities to strengthen the local community and to bring them together, wherever possible. The creation of community hubs and potential locations where multi-services could be co-located along with flexible space for community use will be a key aspect of their role.

For example, some services could be co-located into a library creating a community hub in key locations. Or, the library service could be relocated into a more appropriate and convenient location meeting the local needs; this could be a school or other appropriate building.

The addition of appropriate IT infrastructure and flexible space could allow the campus principle to be realised in all communities, whilst business cases and funding is sought and approved for the future tranche of campuses.

Delivering a successful campus

17. The delivery of the first phase of Springfield Community Campus in Corsham has provided useful learning, which will help with the delivery of other campuses across the county.

Since opening the first phase in July the type of customers accessing and using the campus have been assessed. Currently access falls into two key areas;

1. Customers accessing services directly - such as leisure, neighbourhood police teams, the registrar or the library
2. Customers accessing as part of a community group, activity or event such as the knitting club, the WI, or the local slimming club.

Currently, leisure, library, youth services, adult day care and police services are provided in the campus. These services attract a large number of users and there is an opportunity to expand the level of service offered from the campus. For example housing, revenues and benefits and planning; our most sought after services could also be provided.

Grasping this opportunity would allow for the promotion and selling of other services available in a campus, as well providing an introduction to the many community clubs, events and activities that are on offer.

The expansion of the services provided will inevitably lead to an increase in community usage. The key challenge is to develop a vibrant community hub rather than a building that just provides services.

Campus staff need to be encouraged and developed to adopt a more generic style role and be encouraged to support customers accessing other services; for example rent a dvd in the library and get a reduced charge for a fitness class or enjoy the café facilities and a free coffee whilst children make use of the climbing wall.

Campus staff are the representatives and ambassadors for the campus and not for an individual service. This ethos will also be applicable and critical in the recruitment and training of volunteers, apprenticeships and work experience.

The aim is achieve a structure that is based on staff and community volunteers providing the services the community needs.

Community Operating Boards (COBs) were established by the area boards almost three years ago and have had an integral role; particularly in the areas with an approved campus in delivering the campus from concept through to build.

In Corsham, the COB initially undertook a huge amount of community engagement to raise awareness and seek views on what services the campus would provide as part of the initial design process. Following this initial and extremely valuable consultation and engagement their focus shifted to the operational build programme and detail that would normally be undertaken by the build team.

The community engagement and involvement throughout the build programme was less of a focus resulting in the need for a huge amount of work just ahead of the phase 1 opening of the campus to raise local awareness and to ensure that community groups were aware of the campus and the opportunities available and that a programme of events and activities for the wider community was put in place.

This learning has highlighted the need for support throughout the programme to engage, involve, communicate and market the campus and its offer to the wider community; including opportunities for volunteering, apprenticeships and work experience.

It is, therefore, vital to encourage community engagement and involvement in the campus delivery programme and that the focus for the COB is community engagement and being the voice of that local community. It is proposed that the COBs are renamed Community Engagement Boards (CEBs) and that terms of reference are drafted to reflect this change in focus.

The boards would remain accountable to the local area board with the primary focus to encourage community activity both within the campus and the wider area to ensure that local communities are aware of the campus and its offer.

It is proposed that a clear framework and governance arrangements setting out the role of the CEB throughout the programme is established. The focus will be on community engagement and communications. This framework is attached as appendix 2.

To support the CEB, it is proposed that a revised community engagement officer role primarily focused on working with the community to encourage greater activity is implemented. This will be an enabling role that can realise what makes a community more inclusive and how and where public services can be best delivered and located. This role will be integral to the sustainability of a local community and where appropriate a campus or community hub, especially as we move towards a model that includes volunteers and apprenticeships.

As the role of the community matures within a campus context, the management of the building could migrate towards a local community. Cricklade will be the first campus to adopt a community managed facility and invaluable lessons will be learnt from this model.

A campus will be judged as successful when services and communities can recommend and promote other services along with a wide-range of community activities and events. The result will be a vibrant community hub that becomes the heartbeat for the community area promoting inclusivity, a wide and diverse range of events, activities and opportunities and accessible services for all ages and customers.

Communications, Marketing and Branding

18. It is vital that underpinning each campus programme there is communications, marketing and branding plan. This will ensure appropriate engagement and raising awareness at each stage of the campus delivery programme.

A consistency in branding has been encouraged and each of the seven campuses is creating, or has created, an identity unique to their area but in keeping with the consistent template and colour palette. This will ensure that communities identify with the campus brand and feel a familiarity when visiting any of the campus buildings or premises.

Conclusion

19. The approved campus programme is scheduled to be delivered by the end of 2017.

It is vital that resources are prioritised to ensure the delivery of the approved campuses and to work with local communities to adopt the campus ethos and seek opportunities to co-locate and deliver services in the most accessible and appropriate way.

The campus delivery team working with community engagement officers will support local area boards and the community engagement boards to engage local people and ensure that there is awareness and involvement in the campus programme and the offer it will deliver in each community, whether this is a campus building, a regeneration programme or an interim hub.

Safeguarding Implications

20. The campus programme is a partnership with communities and provides the services that they need. The model for delivery includes volunteers, apprenticeships and work experience. The policy for ensuring appropriate checks will be implemented and training on safeguarding will be implemented as part of the induction process to campus working.

Public Health Implications

21. The campus programme delivers huge opportunities for the promotion of public health and wellbeing. Most of the campuses include space for a medical room and in Melksham a GP surgery is incorporated.

The offer of service including leisure, fitness and relaxation will assist with referrals from local GPs and the opportunities for participation in a wide range of activities, events and groups will help to promote inclusivity and reduce isolation and loneliness. A wide range of health-related activities such as arts on prescription and dementia singing groups can be promoted in accessible space at the campuses.

Increasing physical activity has the potential to improve the physical and mental health of the population, to reduce all-cause mortality, and to improve life expectancy. As a consequence, it can also save money and significantly ease the burden of chronic disease on public services. The provision of a range of high quality, accessible leisure facilities is an important strand of work being undertaken in Wiltshire. Access to leisure centres in campuses will help to increase the number of people meeting physical activity guidelines and to reduce the proportion of 'inactive' adults, and provide increased opportunities for children and young people.

Environmental and Climate Change Considerations

22. All the campus buildings are built to a specification that aims to deliver a 40% reduction in Carbon Emissions.

Equalities Impact of the Proposal

23. An equalities impact assessment is integral in shaping the design, service offer and the appropriate building as part of delivering each community campus.

Risk Assessment

24. A full risk assessment on each campus is undertaken and across the programme for this first phase of campuses.

Risks that may arise if the proposed decision and related work is not taken

25. The position statement highlights the extent of the programme of work for the next 2-3 years and the need to clarify the role and responsibility of the COBs, based on the learning so far. This will ensure that the build programme, budget and operational delivery are appropriately managed.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

26. There are risks with each of the campuses and the programme for delivery. These risks are assessed as part of the programme and mitigated, as appropriate. Regular updates on the progress and exceptions will be considered by cabinet at future meetings.

Financial Implications

27. The revised capital budget for the delivery of the campus programme for the seven is £74.068 million (approved by Capital Assets Committee – any further budget revisions or updates will be considered by future meetings of this committee).

This is funded from a mixture of capital receipts, borrowing and third party income.

The current estimate forecasts that the build costs for the seven campuses will be £76.857 million. This includes allocation for fixtures and fittings, audio visual and branding, plus the addition of the proposals for Malmesbury.

The shortfall of £2.789 million shortfall will be met by considering alternative receipts and savings that can be delivered in the design process.

In addition to this, there are costs incurred for facilitation of new ways of working, most notably IT which are within the capital programme, but are being revisited as a result of the learning from the Corsham Community Campus.

Campus developments will need to demonstrate a revenue cost neutral business case.

Legal Implications

28. There are legal implications with the current campuses in Calne and Cricklade that are currently managed by community trusts. Negotiations on the terms of agreement for the build programme and following completion are underway.

Future governance models for fully operational campuses are currently in development and it is proposed that a paper on governance is considered at a future cabinet meeting.

Proposal

1. Cabinet is requested to note the progress on the campus delivery programme and the anticipated timelines for delivery.
2. Cabinet is asked to consider and approve the delivery of the first phase of a community campus in Malmesbury.
3. Cabinet is asked to note the update regarding the other community areas and the situation regarding future campus development and, where appropriate, community hubs.
4. Cabinet is asked to note the initial learning to deliver a successful campus and to approve the proposed way forward for developing the role and

responsibilities of the community operations boards (COBs) and the provision of appropriate community engagement support.

5. Cabinet is asked to note that work to progress future governance models for fully operational campuses is underway and proposed options will be tabled at a future meeting for consideration.

Laurie Bell
Associate Director – Communities and Communications

Report authors
Input from associate directors and the campus delivery team.

Background Papers

The following unpublished documents have been relied on in the preparation of this report:

(Reports to cabinet May 2009 – October 2012)

Appendices

Appendix 1 – Detail relating to the progress on each of the seven approved campuses

Appendix 2 – proposals for defining the roles and responsibilities of the COBs (CEBs – subject to approval)

Position statement on the seven approved campuses

Calne

1. Calne is a three site campus;
 - Beversbrook – north site
 - Calne leisure centre - south site
 - Calne town centre - central site.

Cabinet has approved capital funding for the north and south sites. No business case or funding has been approved or allocated to the central site.

- Beversbrook site - includes an all-weather pitch, refurbishment work to existing pavilion building to include enhanced facilities and additional community space and improved pedestrian access to the site.

Planning applications have been submitted for the all-weather pitch and the pavilion. Planning consent was obtained on 22 October 2014.

Building work is anticipated to be complete by summer 2015. The work to the pavilion is being funded and managed by Calne Town Council. The land is owned by Wiltshire Council and the pavilion is owned by Calne Town Council.

- Leisure centre site - the leisure centre is currently managed by a cooperative trust; the Calne Leisure Centre Management Board. Negotiations are underway regarding the Heads of Terms for the way forward.

The designs for the refurbishment of the centre are still in progress to reflect community need and to deliver a campus model within budget. Based on these factors an indicative date for the completion of the refurbishment work is summer 2016.

- Central site – this site has not been approved by cabinet and there is currently no business case of funding allocated for a central community campus. There is however an opportunity to look at better use of the library and the community hub – located in one of the shops in Phelps Parade (owned by the council) to create an interim community campus at the library.

The town council has drafted a planning development document focusing on the regeneration of the town centre site, which includes the library and shops, owned by the council. The regeneration would require securing a developer to deliver a mixed offer of retail, business, housing and community facilities and services, including health provision.

Recognising that this will be a longer term programme it is proposed to look at interim community hub arrangements to meet community needs.

Corsham

2. The first phase of the campus (the new build part of the campus) is now complete and opened to the community in August 2014. The campus currently offers a library, café, climbing wall, flexible community rooms and temporary fitness suite, as well as sports hall and squash courts. The police and community support officers, as well as the registrar service also moved into the campus in August.

The second phase to refurbish the existing leisure centre is underway, along with the external landscaping, provision of a play area and car parking. Further enhancement to the refurbishment has been identified as part of the programme, which will improve the campus offer to the local community and ensure its sustainability in the future. These include;

- The provision of a new fitness suite and refurbished wet change rooms
- Refurbished health suite, with sauna, steam room and jacuzzi and direct access to the pool and changing areas
- Reconfiguring one of the multi-purpose rooms to provide a party room for children's parties and activities in school holidays

These enhancements and fundamental work required to ensure the building is fit-for-purpose and sustainable for the future; such as electrical and plumbing work are currently underway.

The timescale for completion of the community campus will be June 2015.

Cricklade

3. Cricklade is a two site campus;
 - Stones Lane - the existing leisure centre
 - High Street - Ockwells (Town Council Offices, Information Point and the library).
- a) Stones Lane site - refurbishment work includes new build to provide flexible multi-purpose community space, space for the police neighbourhood team, some refurbishment of the existing leisure centre, a multi-use games area (MUGA) and a championship Petanque surface.

The existing leisure centre is currently run by a community trust and negotiations are underway to agree Terms of Reference during the build programme and following completion. The build programme is likely to be a phased approach allowing the continuation of some services and facilities.

Repair to the swimming pool is required. The extent of this repair will be assessed and considered as part of the campus programme.

The programme is currently at the pre-planning stage, with plans on display in the town. It is expected that planning will be submitted in March 2015. The construction work at Stone's Lane is expected to begin in May 2015 with an anticipated completion and occupation in summer 2016.

- b) Ockwells – will continue to house the library as part of an asset transfer to the town council and modest funding has been allocated for redecoration.

Melksham

- 4. Melksham is a one site campus - planning has been granted for Melksham Campus. The anticipated start date for construction work on the former Melksham House site is March 2015.

As part of the planning conditions a new ground was required for Melksham Town Football Club and Melksham Rugby Club, which are both currently located at the Melksham House site. Work to re-provide facilities for the two clubs at Woolmore Farm will start in November 2014 with completion anticipated in summer 2015, in readiness for the football and rugby season starting.

The relocation of the football and rugby clubs is critical to the development of the campus.

Occupation of the campus is scheduled for late 2016. The anticipated completion date of the complete build programme is February 2017 (the last 4 months of the project will be the demolition of the existing Blue Pool).

The campus will include a six lane pool and learner pool, climbing wall, six lane indoor bowls greens, sports hall, fitness/dance suite plus gym, bowling green, cricket pitch, tennis courts, multi use games area, library, café, hall, commercial kitchen, NPT facilities, CCTV room, IT training room and GP practice

The Market Place entrance will also be revamped.

Pewsey

- 5. Pewsey Campus is a one site campus adjacent to Pewsey Vale School. This is the only campus adjacent to a school in the approved programme. Pre-planning drawings and plans are currently out for consultation in the local community and the planning application has been submitted with the target date for planning determination by January 2015. Construction work is scheduled to start in spring 2015 with an anticipated completion date of late 2016.

The campus will include a 25m 4-lane pool, dance studio, refurbished facilities including squash court, sports hall, wet change (family, village style) dry change (male and female), new multi-use games area (MUGA), community space, café and clinical space.

Salisbury

6. Salisbury campus is a two site campus;

- Five Rivers site – the existing leisure centre
- City centre site – The Maltings site - including the relocation of the library. The city centre site forms part of the city centre regeneration programme.

Construction work at the Five Rivers site is underway and the anticipated completion date is end 2015.

The campus will include a single point of contact for Wiltshire Council and partner services, enlarged and refurbished café, a climbing wall, refurbished and extended gym, dance studio, new external changing rooms, an all-weather pitch, new dry changing rooms, a sensory room, training kitchen for young people and people with a learning disability, music rehearsal rooms, music recording studio, 1:1 small meeting rooms – partnership with Citizens Advice Bureau, informal multi-purpose space primarily used by the learning disability Day Opportunities service and young people, clinical space, 2 new changing places/personal care rooms, dedicated facilities for response and neighbourhood police teams, as well as dedicated search room and a discrete 24 hour access point for police.

Tisbury

7. Tisbury campus is a one site campus - located at the existing leisure centre. Tisbury Campus will encompass the preschool and children's centre with associated outdoor and undercover play areas and a 16+ teaching area/IT room. The campus will also include a library, police presence and an incubation area. A sports hall and fitness suite is also included.

Planning has been approved and the tender process is underway, with the successful bidder expected to be selected in early December 2014.

Construction work is scheduled to start in January 2015, with an anticipated completion date in spring 2016.

**Campus development
Roles and responsibilities**

Appendix 2

The programme will be underpinned with community engagement, involvement and communications

Stages of development	COB – reporting to Area Board	Wiltshire Council	Area Board	Approx time scales
Initial stages	Appointment of COB			3 - 6 months
	Background and research <i>(gather and understand information about the community area)</i>	Background and research <i>(support COB to understand council priorities and vision)</i>	Update on consultation	
	Develop communications strategy	Develop communications strategy	Approve communications strategy	
	Report and present at area board	Provide council service overview <i>(brief COB on current council services and future requirements)</i>		
	Local groups and partner engagement <i>(communicate with local groups to develop an understanding of requirements)</i>	Local groups and partner engagement <i>(assist COB with engagement)</i>		
	Consultation phase 1 <i>(consult with residents regarding facilities & services that could be provided)</i>	Consultation phase 1 <i>(assist COB with completion of consultation)</i>	Consultation phase 1 sign off	
Concept Development	Develop campus vision and ethos <i>(document goals/ aspirations/ values that the campus should deliver)</i>			3 – 6 months
	Compile working proposal <i>(outline proposal on items such as services and location(s))</i>	Compile working proposal <i>(assist production of the working proposal)</i>	Working proposal sign off	
	Consultation phase 2 <i>(consult with residents based on the working proposal)</i>	Consultation phase 2 <i>(assist COB with the consultation)</i>	Consultation phase 2 sign off	
	Define local and partner requirement <i>(document the local and partner space requirement)</i>	Define council service requirement <i>(document the councils space requirements)</i>		
Feasibility	Develop option(s) for feasibility brief <i>(compile space needs and site(s) options and specific questions into the brief)</i>	Develop option(s) for feasibility brief <i>(assist production of the feasibility brief)</i>		6 – 9 months
		Complete feasibility study <i>(provide technical detail e.g. likely cost implications/ site restrictions)</i>		
	Finalise campus proposal	Finalise campus proposal	Final proposal sign off	
		Business case <i>(develop financial modelling for capital investment)</i>		
		Cabinet approval <i>(Present campus vision and business case for consideration)</i>		
Detailed design/ Planning		Appoint design team <i>(lead on the appointment of architects/ design team)</i>		9 - 12 months
	Design development input	Design development		
	Design input <i>(confirm that local groups/ COB have input, where appropriate, into design)</i>	Design sign off <i>(confirm that WC services are content with the design)</i>	Presentation to area board	
	Pre-planning consultation <i>(consult with local residents on the campus design)</i>	Pre-planning consultation <i>(assist COB with completion of consultation)</i>	Planning sign off	
		Planning submission/ approval		
Construction and delivery phase		Appoint contractor <i>(tender and appoint contractor to deliver design and build contract)</i>		12 – 18 months
	Marketing and branding strategy <i>(assist the decision making of the naming, logo and branding)</i>	Marketing and branding strategy <i>(provide branding framework with ideas, options and colour schemes)</i>		
	Local groups and partner engagement <i>(keep local groups informed and promote opportunities the campus will offer)</i>	Local groups and partner engagement <i>(assist the COB with engagement)</i>		
	Communications during build <i>(update the community area on high level progress)</i>	Council service engagement <i>(ensure WC services are updated and ready for move)</i>		
		Internal design detail <i>(Work with contractors to deliver the build and report high level progress)</i>		
	Governance model <i>(work with WC and Area Board on operating model)</i>	Governance model <i>(work with COB and Area Board to implement operating model)</i>	Governance model <i>(work with COB and WC to create operating model)</i>	
	Campus promotion	Campus promotion	Formation of campus board	
		Service and partner moves <i>(physical move of services into the campus)</i>		
	Opening event	Opening event	Opening event	

Community updates and engagement

Chairman's Announcements

Subject:	Changes to the Electoral Registration System
Officer Contact Details:	Donna Mountford - Communications Officer
Further details available:	www.gov.uk/yourvotematters

Summary of announcement:

Over the summer, all Wiltshire residents will receive a letter through the post telling them about the biggest change to the electoral registration system in nearly 100 years.

The letter will explain that a new, more secure, system of Individual Electoral Registration is being introduced to replace the old Victorian system where the "head of household" registered everyone living in a property. Now, each individual will be responsible for registering themselves.

Many Wiltshire residents will automatically move onto the new electoral register. However, some will need to take action to join or remain on the register, which they will now also be able to do quickly and easily online. People will need to provide their National Insurance Number and date of birth when registering. This will be used to verify that the person making the application is who they say they are and will in turn reduce the risk of fraud and inaccurate entries on the register.

This summer the Electoral Commission is running a major advertising campaign that will raise awareness of the change to Individual Electoral Registration. Leaflets are also available here tonight for you to take away with you.

For more information visit www.gov.uk/yourvotematters .

‘Keeping your Community Safe’

A practical emergency planning workshop for Bradford on Avon Area Board

26th November 2014, 5.30pm – 8.30pm

Venue: St Margaret’s Hall, Bradford on Avon

Time	Activities & Topics	Speaker/Lead
5:30	Refreshments With opportunity to network	All
6.00	Welcome	Chairman
6:05	Why you need a local Emergency Plan	Surriya Subramaniam
6.15	Experiences from Chippenham	Councillor Peter Hutton
6.25	Workshop 1 – Flood risks	Drainage Team and Environment Agency
6.45	Workshop 2 – Health Risks	Public Health
7.00	Break	All
7.15	Workshop 3 – Snow risks	Severe Weather Team
7.30	Workshop 4 - Utility Failure	Surriya Subramaniam
7.45	Progress report from Bradford on Avon	Paul Robertson
8.05	Emergency Services	Police and Fire
8.15	Close and next steps	Chairman

The 4 Step **AIDE** to Community Resilience

STEP 1: Assemble the Emergency Team:

Parish / Town Council,
Voluntary Groups,
Neighbourhood Watch
Wardens
Friends and neighbours

STEP 2: Identify the risks that are relevant to your community:

Concentrate on steps you need to
take locally in relation to:
Severe Weather (Snow, Flood,
Drought, storms)
Utility Failure (Gas, water,
electricity, telephones)
Disease (Human and Animal)
Disasters (Fires, crashes, explosions)
Service Breaks (Ambulance strike,
key road closed, fuel tanker driver
strike, postal strike)

STEP 3: Define your community:

Those who *need* help:

People who need care
People with disability
Visitors / tourists

Those who can *provide* help:

Skills: Doctors, nurses, builders,
farmers, military, emergency
services, wardens, etc

Equipment: 4X4, tractors, tools

Facilities: Village Hall, school hall,
churches, medical facilities.

Communications: radios, fax

Supplies: Food, water, salt,
waterproof clothing.

STEP 4: Establish triggers, responsibilities, and communication cascades:

Consider:

What will trigger the plan?

Who will lead?

How will responsibilities be
allocated?

Who will you contact for help:

- Locally?
- Outside the community?

What team will you need to
assemble?

Where will you meet?

How will you keep everyone
informed?

Who will have copies of your plans?

How will you test your plans?

Who will keep the master copy up
to date?



**Bradford on Avon Area Board
Nov 2014
Neighbourhood Policing**

EA Bradford-on-Avon NPT	Crime				Detections*	
	12 Months to September 2013	12 Months to September 2014	Volume Change	% Change	12 Months to September 2013	12 Months to September 2014
Victim Based Crime	584	453	-131	-22.4%	13%	21%
Domestic Burglary	74	30	-44	-59.5%	8%	63%
Non Domestic Burglary	78	49	-29	-37.2%	5%	6%
Vehicle Crime	96	36	-60	-62.5%	6%	19%
Criminal Damage & Arson	102	80	-22	-21.6%	5%	9%
Violence Against The Person	81	115	+34	+42.0%	36%	29%
ASB Incidents	361	321	-40	-11.1%		

Current NPT Priorities:

My priorities for Bradford on Avon NPT are simple. I will provide a visible team within the community and respond to the needs of that community.

In order to provide this I will ensure officers patrol more on foot and bicycles, and less in cars.

Officers in Bradford are now also in possession of a laptop that has mobile connectivity, this will allow them to do more work while out and about on their beats, and reduce the amount of time they will be spending in the police station.

Team News:

There have not been any changes to Bradfords NPT officers, and your needs are still catered for by PC Martin Annetts, PC Lee Pelling, PCSO Andrew Maclaughlin and PCSO Joe Leeds.

Overview

As shown at the start of this report the performance data for a 12 month period to Nov 2014 is extremely positive with overall crime 22.4% lower than the same period last year. (This is a drop of almost 10% from the last Area Board report)

It is fantastic to see Anti Social Behaviour with a 11% reduction, as this incident can have serious repercussions to people being able to enjoy their lives without nuisance.

Violent Crime is unfortunately still high, although it has dropped 19% since the last report, but these numbers are still made up mainly of either 'no injury' or 'private space' incidents, and violence in public spaces in BoA is still below the previous 12 months.

Burglaries in private homes has reduced by 59.5% against the previous 12 month period and this is an amazing result.

Public assistance is vital in ensuring this remains low, and the same messages are still key in our fight against burglaries.

- Report to police, or via Crime stoppers, any information you have or any concerns or suspicions about anyone involved in criminality
- Secure your property
- Mark your property
- Record details of identifiable property and/or take photos of you belongings.

The website www.immobilise.com can be used to record these details and may even prevent offenders taking the item in the first place.

Regards

Chris Chammings
Sector Commander

POSITIVE ACTIVITIES FOR YOUNG PEOPLE



TOOLKIT FOR COMMUNITY AREA BOARDS AND LOCAL YOUTH NETWORKS

September 2014

1. Contents

1. Introduction	3
2. Why a community-led model?	4
3. Local Youth Networks	5-7
4. The role of Community Youth Officers	8
5. The process for developing a local positive activities offer	9-13
6. Securing providers to deliver positive activities	14-18
7. Safeguarding and promoting the welfare of young people	19
8. Equality and Inclusion	20
9. Quality assurance framework	21
10. Enabling and supporting the voluntary and community sector	22
11. Key contacts	23
12. Appendices	24-25

1. Introduction

This document provides a step-by-step (*'a how to do it'*) guide to Wiltshire Community Area Boards and Local Youth Networks for supporting young people and their communities to come together to develop a responsive and locally driven positive activities offer for young people. The guide will be a particularly useful resource for Wiltshire Council officers who have a role in supporting and enabling Area Boards to develop positive activities.

The document provides information on sources of support that Wiltshire Council may be able to provide at key points in the process for designing, developing, delivering and reviewing a local positive activities offer. The toolkit aims to help Community Area Boards to meet the requirements set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'* (Appendix 1).

The content of this toolkit does not constitute legal advice, but provides practical guidance and information. This will enable Community Area Boards and Local Youth Networks to operate an open, fair and transparent decision making process for securing a positive activities offer in accordance with Wiltshire Council policies and procedures, and support the council in meeting its statutory duties. It will also help Area Boards to obtain best value from available resources.

It is recognised that the Local Youth Network and positive activities offer will develop differently in each Community Area Board area to reflect local needs.

The document is owned by the Associate Director for Operational Children's Services and may be subject to review at any time.

2. Why a community-led model?

Historically, positive activities for young people have been provided by Wiltshire Council on a centrally managed and one size fits all basis. This approach relied on the delivery of youth work and activities via 24 different youth centres across the county. In 2014, Wiltshire Council undertook a wide-ranging review and public consultation on options to reshape youth services – with the aspiration to transform youth activities so that provision responds to the modern lives of young people, focuses on supporting the most vulnerable, provides good value for money, meets the council's statutory duties and delivers the service that communities want.

The council's vision is that all young people have access to a varied and innovative youth offer, shaped by them and their communities. Those who are vulnerable also get the right help when they need it to enable them to tackle problems before they reach crisis point, meaning they are more likely to achieve positive outcomes.

Taking into account the views of young people and other stakeholders, as well as the council's overall vision to create stronger and more resilient communities, it was agreed to implement a community-led model for youth activities. This involves delegating responsibility and resources to Community Area Boards, to bring young people and the community together to develop a responsive and locally driven positive activities offer for young people.

With the right support, the council believes that empowering young people and the community in this way will better deliver what young people want. This will increase opportunities for young people's participation and involvement, and help them to build resilience, make positive lifestyle choices, achieve in learning, gain independence and ultimately make a successful transition to adulthood.

What this means for Community Area Boards?

- **Community Area Boards will be responsible for designing, developing, delivering and reviewing positive activities for young people in their area.**
- **Area Boards will be allocated an annual budget for positive activities. This will complement other local resources which are available, to develop and enable a positive activities offer which is tailored to local needs. There may be other local partners that wish to contribute additional resource to supporting positive activities for young people.**
- **Area Boards will need to work in partnership with young people and the wider to community to secure a positive activities offer which meets local needs. This will be facilitated by Local Youth Networks.**
- **Positive Activities must be for young people aged 13-19 (up to 25 years of age for young people with special educational needs and/or disabilities). They must be inclusive and accessible to all young people.**

3. Local Youth Networks

To support the community-led model Local Youth Networks (LYNs) will be established as a sub group of Community Area Boards. These will represent a wide range of community stakeholders who will work in partnership to facilitate a range of positive activities across the community area. Young people will play a central role in all aspects of the LYN. Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

LYNs will be an important mechanism for enabling the community to take control over the design, development, delivery and review of positive activities through the Community Area Board. Terms of Reference have been developed for LYNs and are included as Appendix 2.

LYNs will facilitate closer partnership working at a local level, particularly between voluntary and community providers of youth activities. The aspiration is that this approach will develop a more joined-up and consistent positive activities offer for young people and help to reduce overlap and duplication.

Community Youth Officers will be instrumental in establishing and supporting the Local Youth Network, providing professional advice, maintaining communications and helping facilitate its local activities.

Checklist for setting up a Local Youth Network

- Is a new LYN required? Is there already a similar network or group which is active in the community which could develop into a LYN? Could this be the local Youth Advisory Group (YAG) for example? To help you answer this question you may consider:
 - ✓ *How is the existing network or group operating? Are relevant stakeholders engaged? Are young people directly involved?*
 - ✓ *Is the local YAG effective and representative of young people and the wider community?*
 - ✓ *Is the existing network or group happy to develop into a LYN?*
 - ✓ *What is the view of local stakeholders?*
- Who may be interested in being part of the LYN?
 - ✓ *Who are the key stakeholders in the local area?*
 - ✓ *Who may hold funds or resources which would benefit the LYN?*
 - ✓ *What expertise exists in the community already?*
 - ✓ *Will the parish or town council be part of the LYN?*
 - ✓ *How will you get young people to participate and be directly involved?*
 - ✓ *How will you make sure your LYN is representative of the community, including underrepresented groups?*
- How will our LYN work?
 - ✓ *What is the best way of engaging the key stakeholders – particularly young people?*
 - ✓ *Who will form the management group and who will chair it?*
 - ✓ *How will you make sure young people are engaged and involved in decision making?*
 - ✓ *How often will the wider LYN come together? How often will the management group meet and where?*
 - ✓ *How will any conflicts of interest be addressed?*
 - ✓ *How will the LYN monitor the quality and effectiveness of local provision?*
 - ✓ *How will the LYN communicate effectively with its stakeholders?*

Local Youth Networks will develop differently in each Community Area Board Area and how they operate in practice is for **local determination**.

Representation

LYNs will need to engage a broad range of local stakeholders. A range of key stakeholders are listed below:

- Young people
- Parish and Town Councils
- Schools – ideally both primary and secondary to reflect current and future users of positive activities
- Wiltshire Council – Community Youth Officer, Community Area Manager / Community Engagement Officer, Sports Development Officer
- Existing local providers of positive activities – e.g. scouts, sports clubs, societies, community youth groups etc
- Local and national charities and support organisations – e.g. Youth Action Wiltshire, Barnardos etc
- Local police, fire and health service representatives
- Children's Centres
- Local businesses
- Faith representatives – especially where local churches are involved in the delivery of youth activities
- Local residents – e.g. parents/carers. The inclusion of older residents is recommended to strengthen intergenerational links
- Representatives from arts and culture

Conflicts of Interest

Local Youth Networks should ensure that decision making is open and accountable, and is conducted in accordance with the highest ethical standards.

What is a conflict of interest?

Conflicts of interest may arise when an individual's personal or family interests and/or loyalties conflict with those of the Local Youth Network / Community Area Board. Such conflicts may create problems, for example:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of the Local Youth Network / Community Area Board;
- Give an impression that the Local Youth Network / Community Area Board has acted improperly

To protect the Local Youth Network / Community Area Board:

- Stakeholders involved in the LYN should take primary responsibility to recognise and declare any conflicts of interest to the Chair of the LYN;
- Once an interest is declared, the Chair of the LYN should take steps to address any conflict of interest e.g. requesting that the person with the conflict of interest does not take part in a particular decision-making process;
- Local Youth Networks / Community Area Boards are encouraged to record and monitor any conflicts of interest. A Conflicts of Interest Register is included as Appendix 3.

A Wiltshire Youth Network (WYN)

To help support their development, LYNs will be encouraged to come together to share information, best practice and celebrate young people's achievements through a Wiltshire Youth Network. This will be a virtual network that will help facilitate learning and partnership working on shared priorities for young people across the county. The WYN will come together annually at a young people's led event where those involved in LYNs will have the opportunity to meet, debate key issues and themes, as well as share their experiences.

Community Youth Officers and Community Area Managers / Community Engagement Officers will work with Local Youth Networks to develop the WYN with young people and their communities.

4. The role of Community Youth Officers

Each Community Area Board will have access to a Wiltshire Council employed Community Youth Officer (CYO).

Community Youth Officers will:

- Be the '*go to person*' for youth issues and signpost young people to local services and activities;
- Be accountable to the community through the Area Board and take forward locally agreed priorities and Area Board decisions;
- Focus on community working and capacity building, growing and enhancing voluntary and community sector positive activity provision;
- Facilitate engagement with young people and champion their voice and influence in local decision making. To include supporting the direct participation and involvement of young people in the design, development, delivery and review of youth activities;
- Establish and support the Local Youth Network, providing professional advice, maintaining communications and facilitating its local activities;
- Initiate and support local youth and community projects;
- Facilitate the development and delivery of a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area.

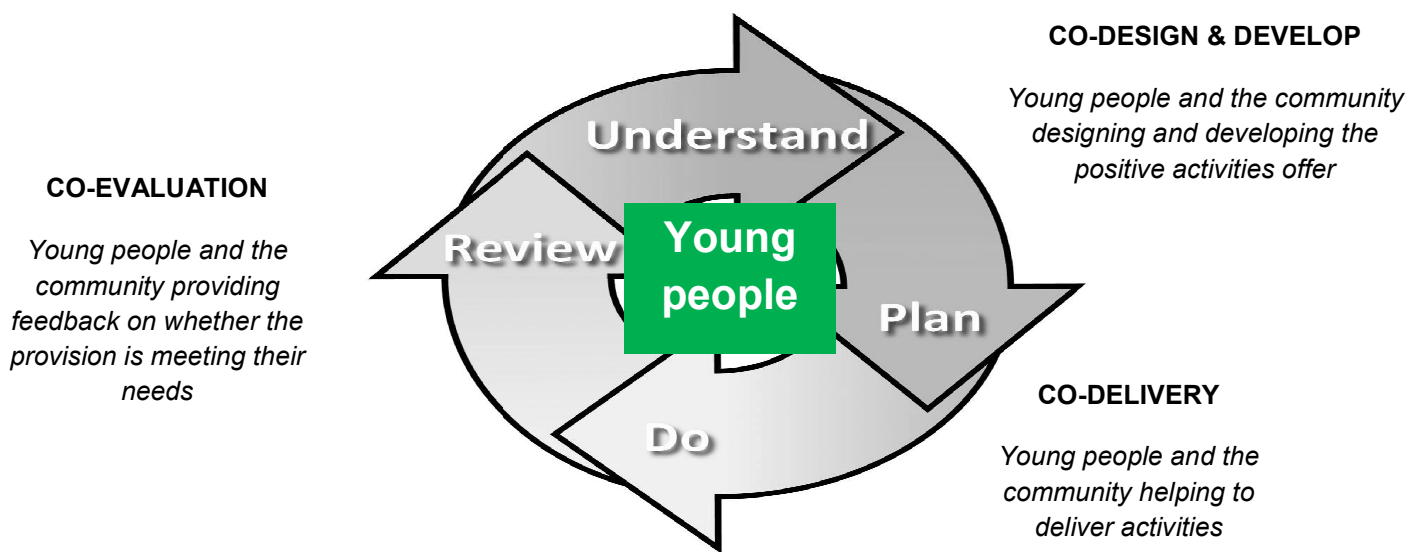
Line managed from within operational children's services, Community Youth Officers will work alongside the Community Area Manager / Community Engagement Officer and other internal and external stakeholders in a new local management arrangement, overseen by the Community Area Board. A copy of the Community Youth Officer Job Description is included as Appendix 4.

5. The process for developing a local positive activities offer

Community Area Boards and Local Youth Networks are advised to follow the four stage process outlined below for developing and making available a positive activities offer which meets local needs. It will be essential that young people and the community are involved in each stage.

The process has been designed to be as user friendly as possible and will help to ensure compliance with the council's statutory duties and that decision making is open, fair and transparent. It is recognised that it will take time for the process to be embedded and Area Boards may start at different stages. For example, there may be some Area Boards who already have a very good understanding of the needs of young people in their area, and others may need to move quickly to secure provision in order to fill any gaps.

The process encourages Community Area Boards and Local Youth Networks to:



UNDERSTAND – What are the local needs of young people and the community in your area? What provision is available already and what could be strengthened or supported? Are there any gaps in provision? What are the views of young people and the community? What are the local priorities and outcomes to be achieved? What resources are available to meet the needs and deliver the outcomes identified?


PLAN – Decide how best to meet the needs and deliver the outcomes. Think about the needs of 'hard to hear / underrepresented' groups. Consider how to develop a positive activities offer which addresses needs effectively, efficiently, equitably and in a sustainable way. What activities are working well in other areas? Who needs to be involved in the planning process? Bring all of this together to develop a local written overview of the needs, outcomes, priorities and objectives for positive activities in the local area.

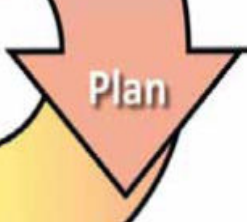
DO – Undertake actions needed locally to secure the delivery of the positive activities offer - this could include fundraising, bid writing, promoting local activities, working with providers to secure services (via grants and/or procurement), or getting the community and LYN members involved in the actual delivery of positive activities.

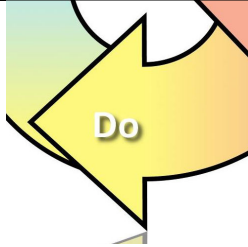
REVIEW – Continue to ask local people, particularly young people about the positive activities provision in the area and how it meets their needs, and to ask the rest of the population about how these activities affect their lives and the community they live in.


Checklist for developing and making available a local positive activities offer

The information provided in the table below is intended to support Community Area Boards and Local Youth Networks through each stage of the process. The key tasks listed are there to offer helpful suggestions and do not constitute a mandatory checklist.

Process Stage	Suggested Tasks	Top Tips	Useful Resources
	<ul style="list-style-type: none"> ✓ Use the resources and intelligence available including the local Joint Strategic Assessment and community mapping exercise. ✓ Identify other resources which could be used to support the positive activities offer (talk to local stakeholders). ✓ Listen to the voices of local young people and take them into account – e.g. engage with Youth Advisory Groups, Wiltshire Assembly of Youth, Young Commissioners, school council's, local young people and invite them to join and be represented on the Local Youth Network. ✓ Work with community stakeholders to define what outcomes the Local Youth Network and Community Area Board want to achieve for young people locally. Work out what the priorities are for young people. ✓ Map out and understand the range of providers already working in the area, as well as those who may be interested in doing so. ✓ Understand where activity happens currently, taking into account which buildings are available locally now and how this might change in the future. ✓ Understand what is working well in other areas in terms of best practice. ✓ Analyse the gaps in provision – are there particular wards, age groups, gender groups or additional needs groups which are not provided for, or not represented? ✓ Identify whether there are any equality and diversity issues which need to be explored or addressed. 	<p>Be open minded.</p> <p>Don't focus on the solutions just yet.</p> <p>Focus on the outcomes and priorities – what do young people want?</p> <p>Make good use of the Joint Strategic Assessment for your area.</p> <p>Engage stakeholders early on.</p>	<p>Steps to effective consultation (Appendix 5)</p> <p>Wiltshire Community JSAs www.wiltshirejsa.org.uk</p> <p>Children and Young People in Wiltshire Needs Assessment http://www.intelligenetwork.org.uk/health/children-and-young-people/</p> <p>Children and Young People's Plan and associated commissioning strategies and plans www.wiltshirepathways.org</p> <p>Community mapping exercise (Appendix 6)</p>

Process Stage	Suggested Tasks	Top Tips	Useful Resources
	<ul style="list-style-type: none"> ✓ Identify whether new provision is needed in the area or whether existing provision can be supported, strengthened or redesigned. ✓ Develop a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area. ✓ Involve stakeholders, particularly young people in shaping the local positive activities offer. ✓ To secure providers decide whether to undertake a procurement exercise and/or initiate the grants application process. ✓ Consider how you will advertise and promote opportunities to deliver positive activities to potential providers. ✓ Define a clear process for securing providers to deliver positive activities, including a timetable in line with the grants and/or procurement process. 	<p>Be innovative.</p> <p>Keep stakeholders engaged.</p> <p>Consider how needs can be addressed effectively, efficiently, equitably and in a sustainable way.</p> <p>Establish clear and robust governance.</p> <p>Ensure effective communication and engagement.</p>	<p>Positive Activities for Young People Overview Template (Appendix 7)</p>

Process Stage	Suggested Tasks	Top Tips	Useful Resources
	<ul style="list-style-type: none"> ✓ Operate a clear, open, transparent and fair decision making process to award the work/funding to providers. ✓ Advertise and promote the positive activities offer, working closely with schools, young people and members of the Local Youth Network. ✓ Work with LYN stakeholders to establish local arrangements for monitoring the quality and effectiveness of local provision. ✓ Identify whether there are any other funding opportunities which could be applied for to develop the local offer further. ✓ Ensure reports, payments and monitoring meetings with providers are completed in a timely way and that service provision runs smoothly. ✓ Monitor the delivery and impact of the local overall positive activities offer. 	<p>Continue to involve stakeholders, particularly young people in the decision making process.</p> <p>Use a variety of youth friendly methods to communicate the local offer to young people.</p> <p>Make sure safeguarding is a top priority when selecting providers.</p> <p>Be clear with providers about what is expected of them in terms of evidencing outcomes and impact.</p> <p>Draw on the expertise of relevant council officers as and when required.</p>	<p>Please refer to section 6 of this toolkit.</p>

Process Stage	Suggested Tasks	Top Tips	Resources
	<ul style="list-style-type: none"> ✓ Engage with and listen to the views of young people in the area, to understand what they think about local provision. Is it meeting their needs? ✓ Consider performance information from providers and identify whether provision needs to be varied or adjusted to meet changing needs. ✓ Keep up to date on the needs of young people and the wider community in your area. ✓ Continue to keep up to date with local positive activity provision and review the membership of the LYN regularly to ensure all relevant stakeholders are engaged. ✓ Communicate and celebrate successes and young people's achievements locally and through participation in the Wiltshire Youth Network (WYN). ✓ Keep the members of the Community Area Board and LYN up to date with developments and local issues. ✓ Continue to monitor and identify other local resources and funding opportunities which could help enhance the local positive activities offer even further. 	<p>Let providers get on with it in terms of delivery – don't get caught up in the detail of the operation.</p> <p>Stay focused on improving outcomes.</p> <p>Make sure service users are invited to give feedback.</p> <p>Support providers to improve and address any shortcomings.</p> <p>Continue to keep all stakeholders engaged.</p> <p>Use the feedback from the review stage to inform the positive activities offer for the future, reflecting on what worked and what didn't work.</p>	<p>Monitoring and evaluation form for use by providers of positive activities to help Community Area Boards and LYNs monitor and evaluate outcomes and impact (Appendix 8)</p>

6. Securing providers to deliver positive activities

Once Community Area Boards and Local Youth Networks have agreed the local positive activities offer it will be necessary to identify, secure and enter into agreements with suitable and safe providers to deliver the services and activities. When securing the positive activities offer Community Area Boards are encouraged to consider deploying their resources in a way which invests in young people. This might mean funding projects, activities and/or programmes for more than one year (subject to Area Board funding).

This section sets out the processes which Community Area Boards and Local Youth Networks will need to follow to ensure that the council – and ultimately local young people – are not exposed to undue risk.

It will be important for Community Area Boards and Local Youth Networks to adhere to Wiltshire Council policies and procedures when securing providers, however the council is keen to ensure that Community Area Boards do not become bogged down in unnecessary work and bureaucracy, and that providers of all forms and sizes are able to get involved.

Community Area Boards are strongly encouraged to engage with the advice and support which is available from relevant council officers throughout this stage of the decision making process.

Grants versus Procurement

Community Area Boards have the flexibility to decide whether they wish to secure providers through a grants process or procurement exercise. These two methods may be used together at the same time.

A **grant** is when a financial transfer is used to fund a provider/activity because that provider/activity helps meet the funder's objectives.

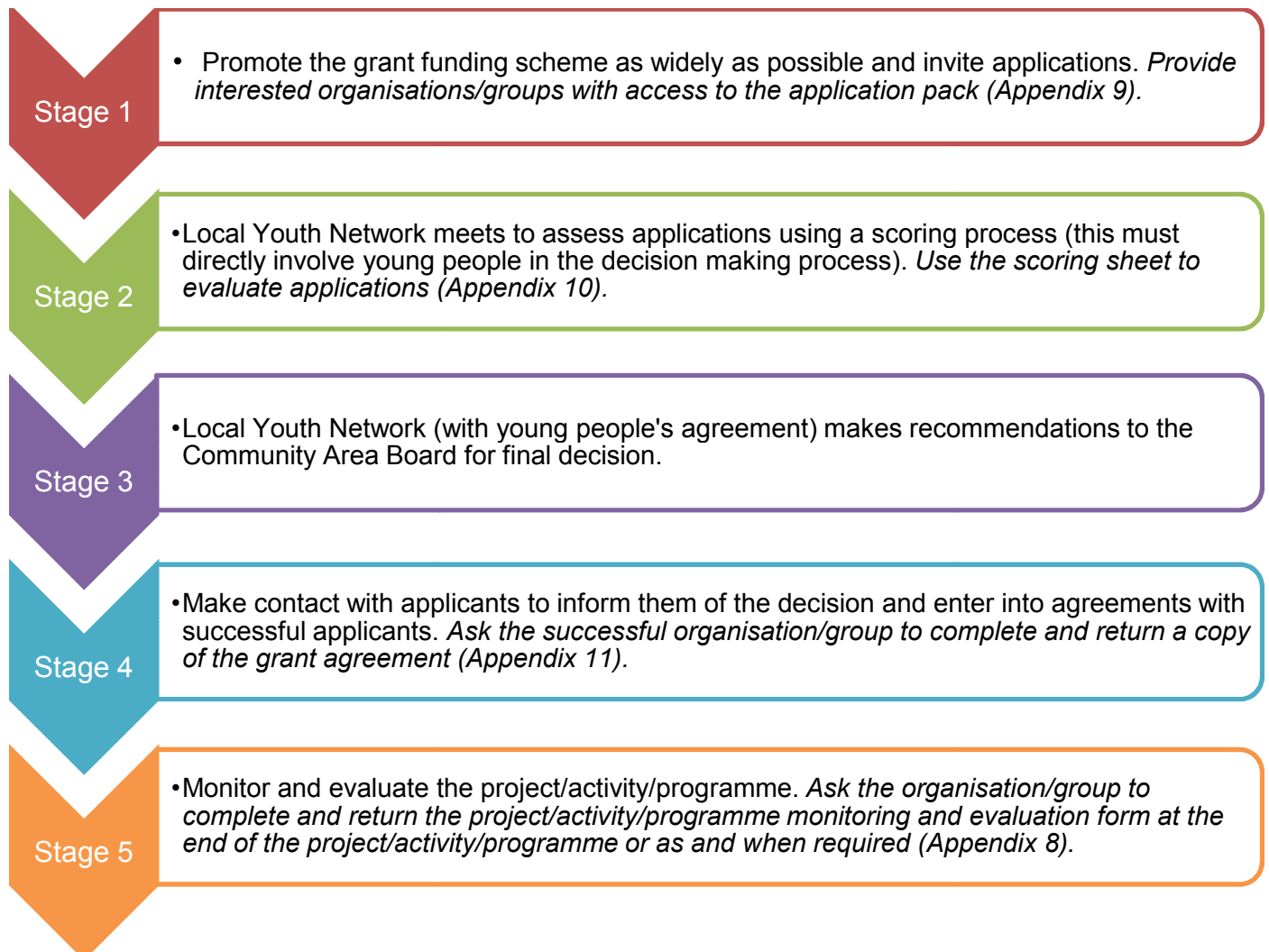
Procurement is the acquisition of goods and services in line with Wiltshire Council policies and procedures of value for money, normally achieved through competition. A procurement exercise is a helpful process for enabling Community Area Boards to get the provision it needs, and it allows for management of the arrangements later, and protects the Community Area Board and council against allegations of unfairness.

Undertaking a procurement exercise does not need to be complicated and the council has developed a simple and robust process for Community Area Boards to follow should they decide to take this option.

The grants process for securing positive activities for young people

A simple and robust grants application process has been developed and is set out below.

It is critical that young people are directly involved in **all** stages of the decision making process, with support from the local Community Youth Officer.



It is advisable to set a clear timetable and grants application process from the outset, and to ensure this is followed in order to assure fairness for all concerned.

Key questions for consideration:

- *How will the funding opportunity be advertised?*
- *When will the process open?*
- *How will interested organisations/groups access the application pack?*
- *To whom should any queries be addressed?*
- *What will be the closing date and time for applications?*
- *When will you notify the results to applicants?*
- *To whom and where should applications be addressed?*
- *Who will take responsibility for managing the process?*

The procurement process for securing positive activities for young people

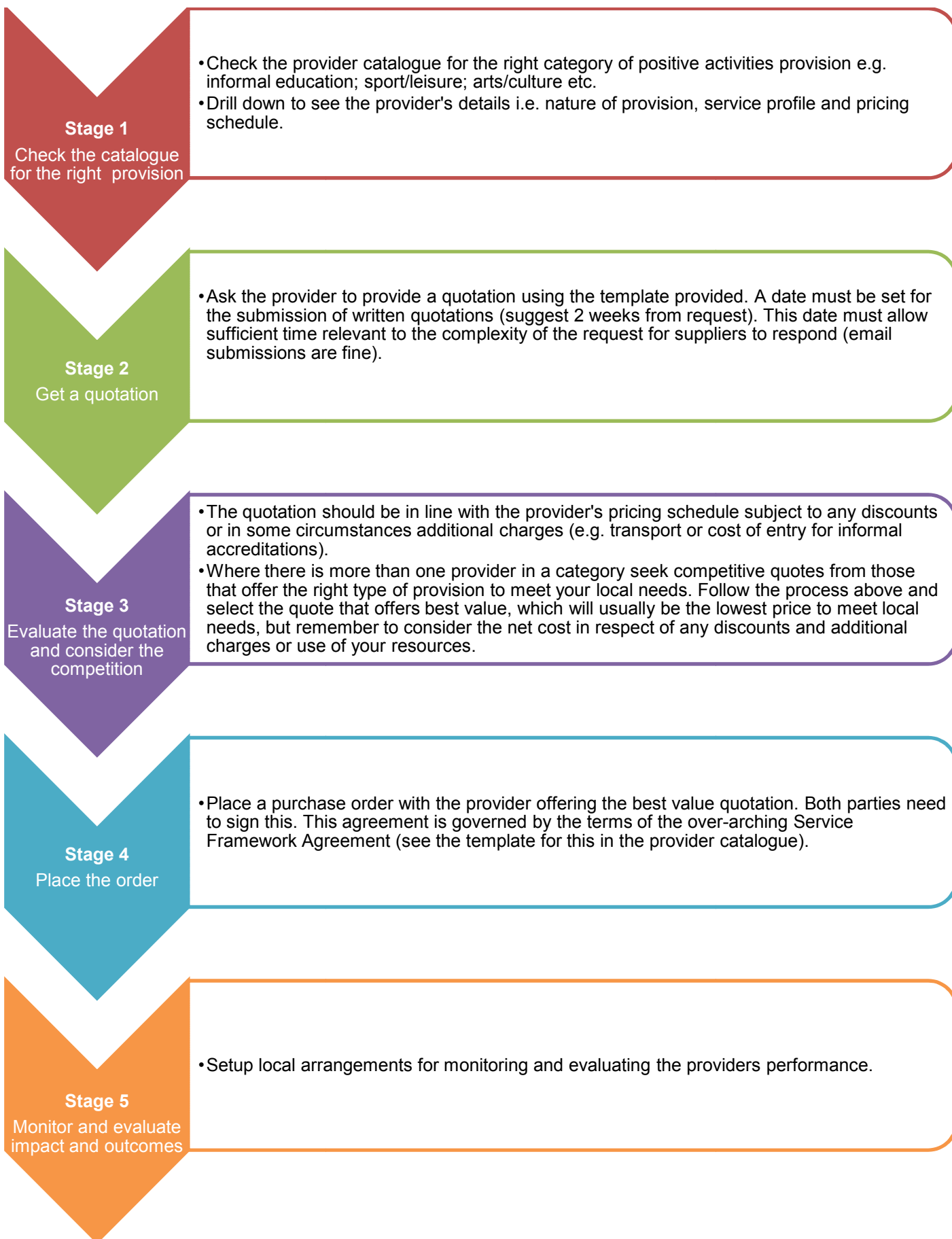
To make the procurement process as simple as possible a catalogue of accredited providers of positive activities has been produced from whom quotations can be sought and purchased orders placed for the quotation offering best value for the right service. The catalogue will be reviewed and updated annually and is included as Appendix 12.

The catalogue itself consists of a summary document containing the name of each provider, the kinds of positive activity provision they offer, some pricing information and their contact details. More detailed information on each provider has been placed within the summary in the form of embedded word documents. Double click on the icon in order to open them. Also embedded within the catalogue is a purchase order template for Community Area Boards to use. Area Boards can use the purchase order template for any purchasing they make from a particular provider.

Once again, it is critical that young people are directly involved in **all** stages of the decision making process, with support from the local Community Youth Officer.

All providers included in the catalogue have been checked to ensure they meet minimum requirements in respect of health and safety, insurance and safeguarding.

The process for securing providers for positive activities from the catalogue of accredited providers is outlined overleaf. The process and tips are aimed at helping your Community Area Board and Wiltshire Council comply with procurement regulations and to achieve best value.



Securing provider's checklist

As a minimum, whatever process is followed Community Area Boards must ensure that:

- ✓ *The decision on which provider to engage is not taken by one single person.*
- ✓ *The work is not awarded to a single provider without some form of recorded evaluation of their eligibility or capacity to meet the Community Area Boards requirements.*
- ✓ *Members with any material interest in a decision do not participate in the selection process.*
- ✓ *Any information offered to a particular provider is equally offered to any others interested in bidding/applying for the work/funding.*
- ✓ *Deadlines for bids/applications are clear and are stuck to rigidly.*
- ✓ *Decision making processes are as open and transparent as possible, and that bidders/applicants know how you will be assessing their bids/applications.*
- ✓ *Decisions are recorded and the reasons for making them, in order to respond to queries after the award.*
- ✓ *The provider selected meets health and safety and safeguarding requirements to protect the council and young people in their care.*

It will be important to ensure that providers of positive activities report information back to the Community Area Board and Local Youth Network regularly on their outcomes and impact. A monitoring and evaluation form has been developed for use by local providers and is included as Appendix 8.

7. Safeguarding and promoting the welfare of young people

Wiltshire Council takes its safeguarding responsibilities very seriously and is committed to safeguarding and promoting the welfare of children and young people. The change to a community-led model for positive activities for young people does not change the safeguarding responsibilities of Community Area Boards.

It is vital that safeguarding is considered by Community Area Boards throughout each stage of the decision making process to ensure that positive activities provide safe environments for young people.

Safeguarding guidance has been developed by Wiltshire Council for Community Area Boards and Local Youth Networks (Appendix 13). This is based on the latest Working Together to Safeguard Children Government Guidance, and Community Area Boards and LYNs are required to comply with it at all times.

Working Together to Safeguard Children (usually just called Working Together) sets out the roles and responsibilities of different professionals and organisations working with children, young people and families to keep them safe from abuse and neglect. In Working Together, 'children' means anyone who is not yet 18 years old.

Key actions for Community Area Boards and Local Youth Networks

- ✓ *Read through the Guidance carefully and share it with Community Area Board members and across the Local Youth Network.*
- ✓ *Identify which Community Area Board members and/or Local Youth Network stakeholders require safeguarding training.*
- ✓ *Is there someone who is part of the Local Youth Network who could take on the role of Safeguarding Champion in your area?*
- ✓ *Seek professional information, advice and guidance from your Community Youth Officer on safeguarding issues or concerns.*

For information on local safeguarding arrangements in Wiltshire

Visit <http://www.wiltshirelscb.org/>

Disclosure and Barring Service / Criminal Record Bureau Checks

Local providers of positive activities for young people have a responsibility to ensure that staff and volunteers are safe to work with young people. This includes making sure they have clearance from the Disclosure and Barring Service (DBS) (formerly known as a Criminal Record Bureau (CRB) check).

Local providers can use the link below to search for organisations/companies that can do DBS checks on their behalf.

<https://www.gov.uk/find-dbs-umbrella-body>

Internet safety

The council is keen to ensure that young people are helped to stay safe online. A support document for voluntary and community providers of positive activities about internet safety is included as Appendix 14.

8. Equality and Inclusion

Wiltshire Council has a very clear commitment to equality and inclusion which applies to the work of Community Area Boards.

Ensuring that Community Area Boards and the LYNs fully consider the equality impacts in any decisions they are making in designing local positive activities for young people is essential in meeting the Council's Public Sector Equality Duty.

Taking this approach will help Community Area Boards and the LYNs to be inclusive, accessible, delivering activities which meet the different needs of young people in the local area.

When designing and making available positive activities for young people, equality needs to be considered from the very beginning (and not as a *'bolt-on'* after any decisions have been made).

In order to meet the council's statutory duty, Community Area Boards are required to adhere to the equality guidance for positive activities (Appendix 15).

Key actions for Community Area Boards and Local Youth Networks

- ✓ *Read through the guidance carefully and share it with Community Area Board members and across the Local Youth Network.*
- ✓ *Identify which Community Area Board members and/or Local Youth Network stakeholders require equality training.*
- ✓ *Is there someone who is part of the Local Youth Network who could take on the role of Equality Champion in your area?*

For information on Equality and Inclusion

Visit <http://www.wiltshire.gov.uk/council/equalityanddiversity.htm>

9. Quality assurance framework

A quality assurance framework has been developed to promote and facilitate efficient and effective youth activities provision for young people (Appendix 16).

There are six Quality Standards

Achieving outcomes for young people:

- Standard 1: Positive activities reflect young people's needs and interests
- Standard 2: Young people are aware of the positive activities available to them
- Standard 3: Young people are helped to achieve positive outcomes through positive activities

The design, development, delivery and review of positive activities:

- Standard 4: The positive activities offer is planned, developed, delivered and evaluated collaboratively
- Standard 5: Positive activities are inclusive and promote and provide equality of opportunity, celebrate diversity and challenge stereotypes
- Standard 6: Positive activities are safe

Community Area Boards and Local Youth Networks should promote and embed these standards through all stages of the decision making process, to make available a local positive activities offer that meets young people's needs and improves outcomes.

Decisions on how the standards are encouraged, implemented and monitored are to be determined locally.

Key actions for Community Area Boards and Local Youth Networks

- ✓ *Make Community Area Board members and the Local Youth Network aware of the quality standards.*
- ✓ *Invite the Local Youth Network to discuss and make recommendations on how to best promote and embed these standards locally.*
- ✓ *Decide how the standards will be monitored – how often will this be done? Is this a job for the Local Youth Network? Could local young people be supported by the Community Youth Officer to review that the standards are being met on an annual basis?*

The council's voice and influence team support young people to get involved in the review of local services. These are called Young Commissioners. It may be possible to arrange for Young Commissioners to help evaluate whether the standards are being met in your area. Please contact the voice and influence team for further information.

10. Enabling and supporting the voluntary and community sector

A wide variety of voluntary and community sector (VCS) organisations provide good quality services, activities and facilities to young people in their neighbourhoods. Therefore, many young people across Wiltshire are already likely to be engaged in a vast range of positive activities offered by these providers.

The community-led model provides enhanced opportunities for VCS providers to develop provision and support for young people. This might mean growing an existing youth programme to reach more young people or supporting the development of a new community youth group to address a local need. To help grow the local market for positive activities, the council recognises that VCS groups, particularly those who are new, will require some support to *'get going'* and *'go further'*. The council has identified a range of support which is available locally to voluntary and community sector organisations which are set out below.

Community Area Boards and Local Youth Networks will have an important role in promoting these opportunities in their area. This information will be particularly helpful to Community Youth Officers who have a key focus on community working, capacity building and growing and enhancing VCS positive activity provision.

Key contact	Description	Support available
Community First - Youth Action Wiltshire (YAW) www.communityfirst.org.uk www.youthactionwiltshire.org	Youth Action Wiltshire (YAW) is a local service delivered through Community First. With support from a wide-range of public sector service partners, sponsors and Trust giving organisations YAW offers support to young people aged 5-25 years as well as a youth club support scheme.	Developing new youth clubs, and working with youth and young leaders to ensure voluntary youth clubs are safe and interesting places to be. Includes community planning and engagement, support to put in place policies & procedures, insurance cover, how to plan a young people's programme, the formation of a youth committee, fundraising and involving young people.
Develop Enhancing Community Support www.developecs.org.uk	An independent charity which operates across Wiltshire - set up, owned and run by local groups to support, develop and enhance local voluntary and community action.	Enables voluntary and community groups to start up and do the best they possibly can. Help with finding volunteers; ensuring groups have the correct policies and procedures in place or learning through networking with others.
RunAClub www.runaclub.com	The council has purchased licences with RunAClub – a cloud-based, easy to use, administration system for people who run community clubs and groups.	Support to set up and manage a community club or network of clubs. Includes expert advice and help on safeguarding, quality assurance, practical, legal, financial and technical guidance as well as monitoring and evaluating impact and outcomes.
Wessex Community Action http://www.wessexcommunityaction.org.uk	A charity which aims to enhance the local community and support voluntary activity across Wiltshire.	Training courses, community transport, project management, office services, payroll and accounts services and free event advertising.
Wiltshire Children and Families Voluntary Sector Forum www.cfvsf.org	Works in Wiltshire to bring together organisations working with children and families. Holds bi-monthly meetings to exchange/share information and champion the voluntary sector.	Voice to influence the planning of services for children, young people and families in Wiltshire. Also access to training opportunities, national and local news/developments, and a comprehensive directory of VCS organisations and groups working with children and families across the county.

11. Key contacts

A wide range of support is available to enable Community Area Boards and their Local Youth Networks to develop and deliver a needs-led and sustainable positive activity offer for young people. This includes technical, professional and development support from across the council and beyond.



Community Area Boards and Local Youth Networks are strongly advised to work closely with their Community Youth Officer who will be able to provide a wealth of professional information, advice and guidance. However, further details of additional expertise on key themes are set out below.

Theme	Key contact
Decision making process for developing and making available a local positive activities offer	Children's Services Commissioning Team James.Fortune@Wiltshire.gov.uk
Equality and Inclusion	Corporate Office Jane.Graham@Wiltshire.gov.uk
Wiltshire Council Operational Estate	Strategic Asset and Management Sarah.Ward@Wiltshire.gov.uk Vincent.Albano@Wiltshire.gov.uk
Funding information and support	Develop Enhancing Community Support http://www.developecs.org.uk/current-services/grow-wiltshire/funding-support/ Wiltshire Children and Families Voluntary Sector Forum Newsletter http://www.cfvsf.org/cfvsf-news/93-latest-news-releases Wiltshire and Swindon Funding Database http://www.wsfunding.org.uk/?dm_i=1Z6Y,2FO8L,G3AGZH,8UQAM,1
Grant funding for positive activities	Children's Services Commissioning Team James.Fortune@Wiltshire.gov.uk
Legal issues/advice	Legal Services legalservices@Wiltshire.gov.uk
Procurement and management of contracts with external suppliers	Corporate Office Tracey.Russell@Wiltshire.gov.uk
Promotion of positive activities	Communications Team communications@Wiltshire.gov.uk
Safeguarding issues, concerns, training	Always seek advice from your Community Youth Officer Wiltshire Safeguarding Children Board http://www.wiltshirelscb.org
Training and development opportunities for Community Area Board and Local Youth Network members	Community Governance Steve.Milton@Wiltshire.gov.uk
Volunteering	Wiltshire Volunteer Centre http://www.volunteercentrewiltshire.org.uk/
Young people's participation and involvement in decision making	Wiltshire Council Voice and Influence Team voiceandinfluenceteam@wiltshire.gov.uk

12. Appendices

The key support documents included as Appendices can be opened by double clicking on the relevant icon below.

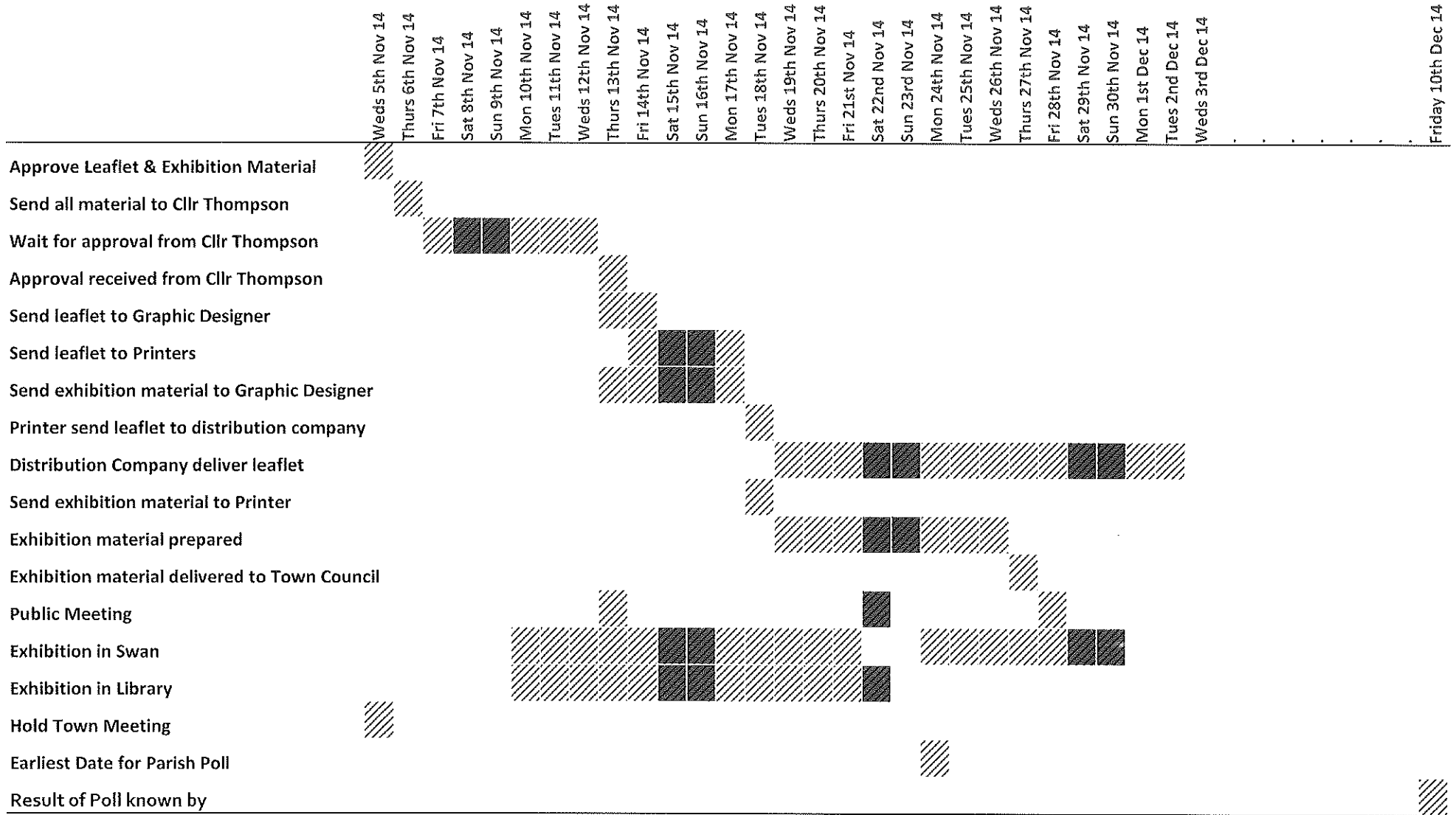
1. Leaders Guidance	 Community Area Board Guidance FINAL
2. Local Youth Network Terms of Reference	 Local Youth Network TOR FINAL.docx
3. Conflicts of Interest Register	 Conflicts of Interest Register.docx
4. Community Youth Officer Job Description	 Community Youth Officer JD Final.docx
5. Steps to effective consultation	 Steps to effective consultation.docx
6. Community mapping exercise	 13-19 VCS youth provision community n  Youth space community mapping Ji
7. Positive Activities for Young People Overview Template	 Local Positive Activities for Young Pe
8. Monitoring and evaluation form for providers of positive activities	 Monitoring and Evaluation Form.docx
9. Grants Application Pack	 Positive Activities for Young People Grants /

10. Grants Scoring Sheet	 Grants Process LYN Scoring Sheet.docx
11. Grant Agreement	 Positive Activities for Young People Grant Ag
12. Positive Activities Accredited Provider Catalogue	To follow in November 2014
13. Safeguarding Guidance	 Safeguarding Guidance.docx
14. Internet Safety Considerations Support Document for VCS providers	 Internet Safety Considerations.docx
15. Equality Guidance	 Equality Guidance.docx
16. Quality Assurance Framework	 Quality Standards Framework.docx

For comments, questions or queries about anything contained within this toolkit please contact the Children's Services Commissioning Team James.Fortune@Wiltshire.gov.uk

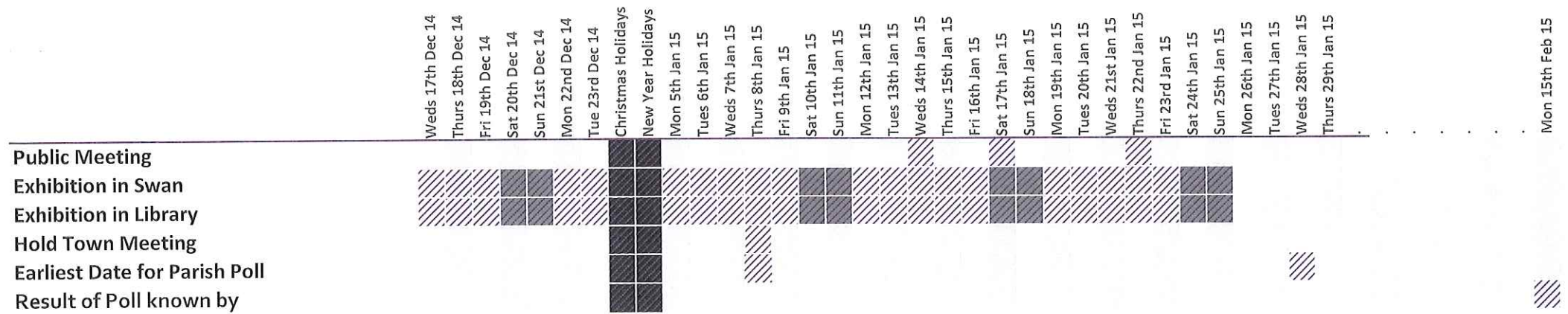
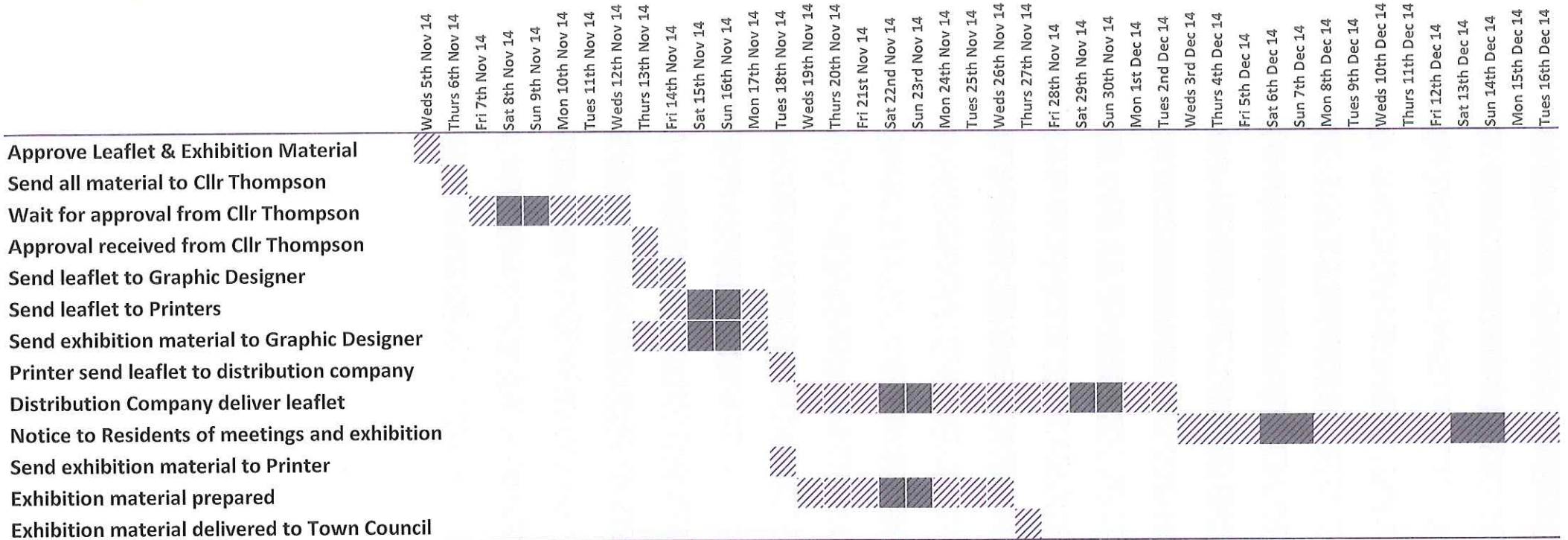
HCZ Project Plan Current

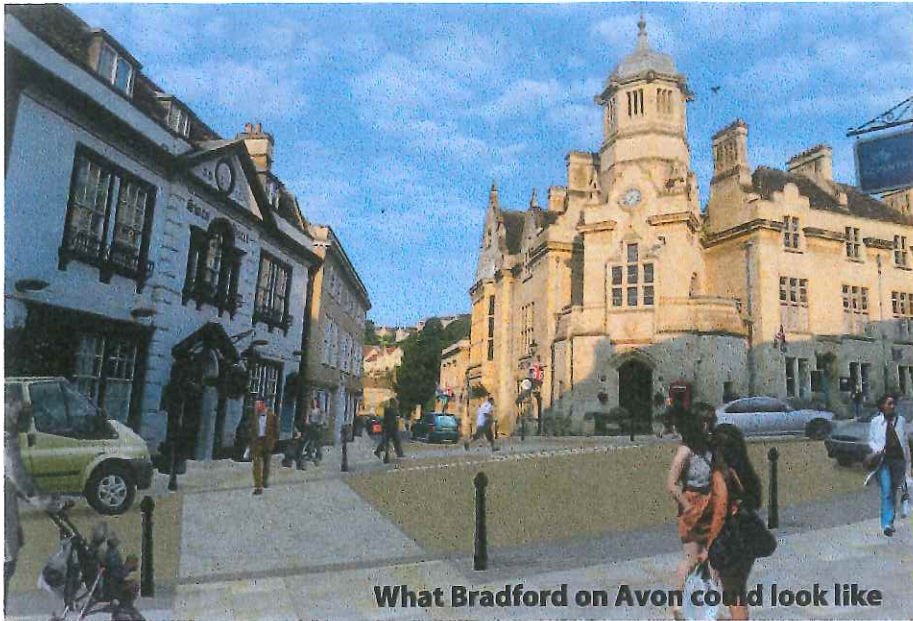
Key
 Plan
 Weekend



HCZ Project Plan Proposed

Key
 Plan
 Weekend
 Christmas and New Year Holidays





What Bradford on Avon could look like

PEDESTRIANS FIRST? YOU DECIDE

The Plan for Bradford on Avon Town Centre

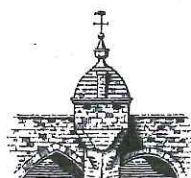
Your Town Council and Wiltshire Council have been working on plans for the centre of Bradford on Avon. We know many of you feel intimidated by the traffic so we've worked with local people and traffic consultants to design a scheme called the **Historic Core Zone**.

It's a clearly identifiable zone covering the town centre, making it clear to drivers that pedestrians have equal rights. It includes wider pavements and **twenty-five crossing points**, many on raised sections and defined by bollards. It's a substantial improvement to the public space, and is a calmer, safer, more attractive environment for everyone.

To decide if the scheme can go ahead Wiltshire Council have called for a Parish Poll. **YOU** decide!

The Historic Core Zone will be rolled out in phases. The zones will cover Market Street, Church Street, Silver Street and St Margaret's Street and will be delivered in stages. **The design for the first phase is ready** and the funding in place.

SEE INSIDE FOR MORE DETAILS



**BRADFORD ON AVON
HISTORIC CORE ZONE**
Find out more
before you vote!

Exhibitions:
Coach House, The Swan
Day Month to Day Month
xxam to xx pm

Public Meetings:
St Margaret's Hall
Day Month at xxpm
Day Month at xxpm
Day Month at xxam
Day Month at xx am

Online:
Town Council Website

www.bradfordonavontowncouncil.gov.uk

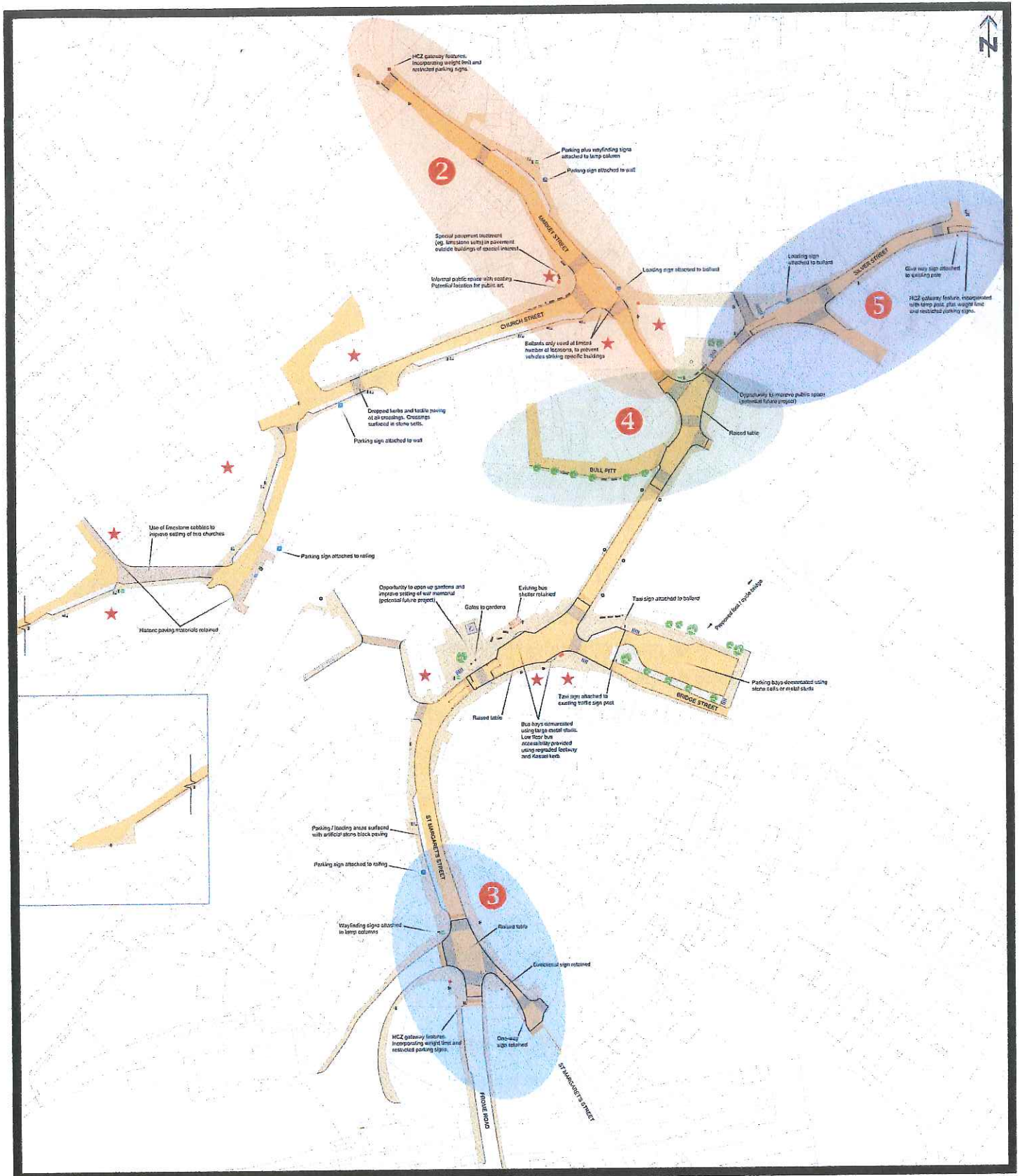
**Bradford on Avon
Town Council**

St Margaret's Hall,
St Margaret's Street
Bradford on Avon
T: 01225 864240

townclerk@bradfordonavontowncouncil.gov.uk

www.bradfordonavontowncouncil.gov.uk

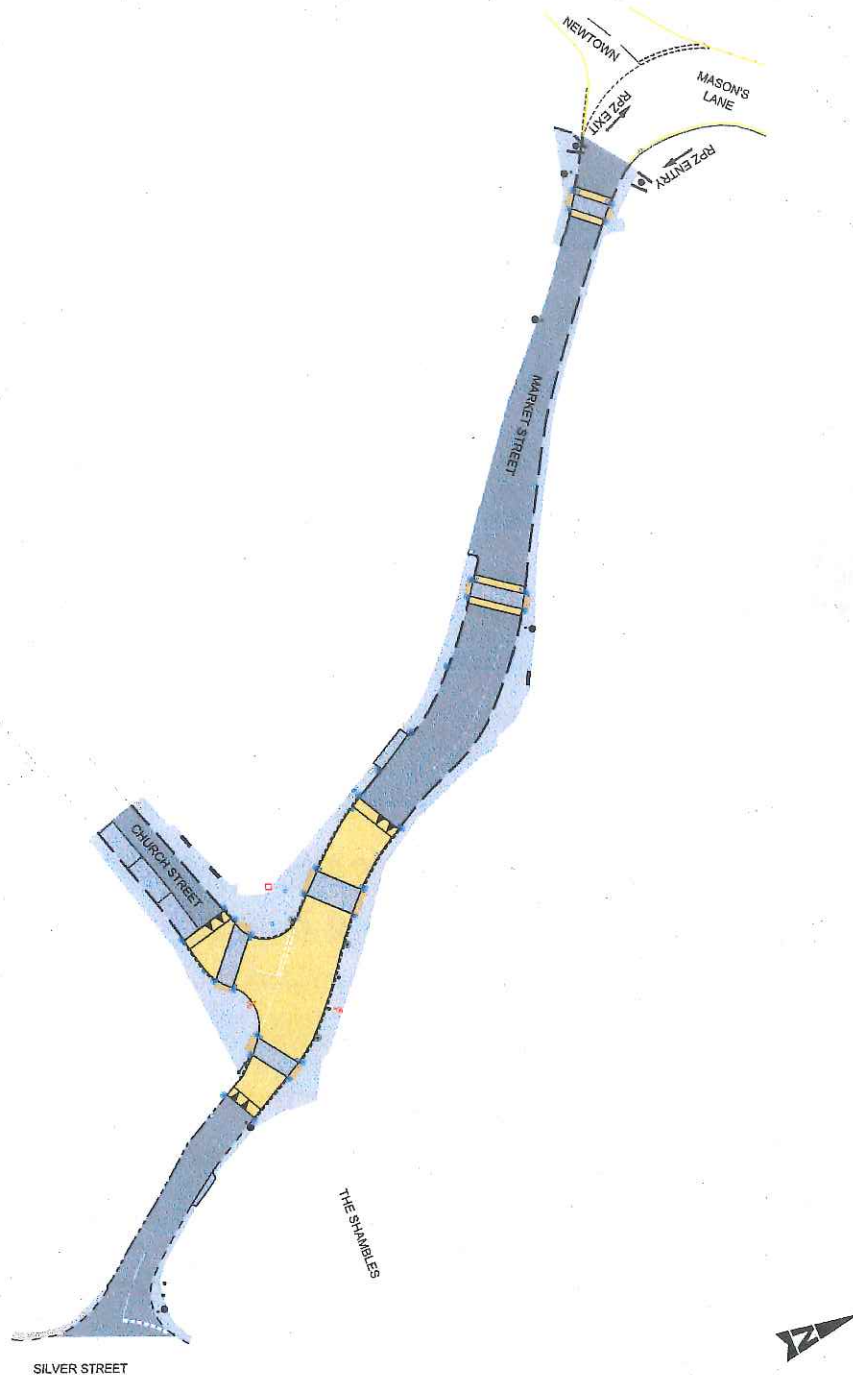
BRADFORD ON AVON HISTORIC CORE ZONE PLANNED AREAS



Find out more before you vote:
Exhibitions: Coach House, The Swan Hotel - Day Month to Day Month
Public Meetings: St Margaret's Hall Day Month at xxpm, Day Month at xxpm
Day Month at xxpm or Day Month at xxpm
Online: www.bradfordonavontowncouncil.gov.uk

BRADFORD ON AVON HISTORIC CORE ZONE

First section on Market Street, from Newtown to Knees Corner



Find out more before you vote:

Exhibitions: Coach House, The Swan Hotel - Day Month to Day Month
Public Meetings: St Margaret's Hall Day Month at xxpm, Day Month at xxpm
Day Month at xxpm or Day Month at xxpm
Online: www.bradfordonavontowncouncil.gov.uk

BRADFORD ON AVON HISTORIC CORE ZONE

First section on Market Street, from Newtown to Knees Corner

Key Points

The road surface between xx and xx is raised, with a ramp at each end.

The crossing are a different colour to the road surface.

There are bollards to stop vehicles driving on pavements.

There are brass studs at the crossing entrances,
and ridged paving stones on the pavement edges,
to help guide people with impaired sight.

Street lighting will be improved, and unnecessary signage
and road markings will be removed.

**Historic Core
Zone
Give Way to
Pedestrians**

**Signs at the entrance to the zone
warn drivers to take care**

Who Has Been Involved?

The scheme came out of a community-led consultation in 2008 where the key demand was to favour people over traffic to create a safer town centre.

In 2009, Wiltshire Council commissioned SKM Colin Buchanan (one of the country's leading transport consultancies) to produce a plan for a Historic Core Zone.

The plans were endorsed by the Town Council and Area Board in 2012.

The scheme is supported by:

The Preservation Trust, The Seniors' Forum

The Chamber of Commerce, Climate Friendly Bradford on Avon

Bradford on Avon Development Trust

The scheme has passed an Equalities Assessment to ensure it doesn't discriminate against people with disabilities, and Wiltshire Council's Public Protection team has assessed that the scheme will not worsen air quality in the town centre.

Find out more before you vote:

Exhibitions: Coach House, The Swan Hotel - Day Month to Day Month

Public Meetings: St Margaret's Hall Day Month at xxpm, Day Month at xxpm

Day Month at xxpm or Day Month at xxpm

Online: www.bradfordonavontowncouncil.gov.uk



Foreword

Wiltshire is characterised by extensive areas of unspoilt countryside and enjoys very good air quality, giving rise to a high quality environment for residents, visitors and businesses. There are, however, a few specific areas in our market towns that have issues with air quality.

Given that the primary source of the pollutants is vehicle emissions, finding solutions is a challenge for us all to rise to.

We fundamentally believe that the needs of the local community are at the heart of what we do at Wiltshire Council. It is our objective to work together with communities to solve problems locally and participate in decisions that affect them and as a result build stronger more resilient communities.

An improvement to air quality requires an integrated approach on the part of agencies, partners and communities. We must, therefore, adopt more innovative ways of working to improve the air quality in those areas that require action.

In developing this action plan, the Area Boards have been key in establishing air quality working groups to formulate community air quality action plans. Building on this in developing this air quality action plan for Wiltshire we have taken an innovative and inclusive approach. The plan has been structured to incorporate both thematic county wide strategic actions and locally generated actions which will be in the ownership of the relevant Area Board.

Work on community action plans has only been possible as a result of our well established partnership working with those who live in and know the local area well. Together we have the local data and knowledge that will help us work towards making community areas in Wiltshire better places to live, work in and to visit.

On behalf of Wiltshire Council we would like to thank everyone who has been involved in the development of each of the community action plans. These will identify local priorities, deliver improved outcomes and make a real difference to the lives of local people. Thank you to the Public Health and Protection Team: Frances Chinemana, Gary Tomsett, Rachel Kent; to the Scrutiny Panel members and the Community Area Board Managers.



Maggie Rae
Corporate Director, Wiltshire Council



Cllr Keith Humphries
Cabinet member for Public Health,
Protection Services, Adult Care and
Housing (exc strategic housing)





Executive Summary

Local authorities have a duty to produce an air quality action plan where an Air Quality Management Area (AQMA) has been declared. The purpose of the air quality action plan is, on the evidence available, to set out the strategic and locally generated actions that will be implemented to improve air quality and work towards meeting the air quality objectives.

The primary source of pollutants in the Wiltshire AQMAs is produced by vehicle emissions. It is recognised that improving air quality in these specific locations is difficult due to the increased use and reliance on private motor vehicles. Finding solutions is, therefore, a challenge for us all to rise to. For action planning to realise its full potential it is important to work with local communities to generate and implement or influence local solutions.

The profile of air quality and health has been rising, both nationally and locally. Consequently, Wiltshire has come a long way in recent years in working towards ways of improving and maintaining good air quality in the County.

We have achieved a significant amount of progress under the auspices of the Air Quality Strategy:

- We have recognised the importance of planning for the future in ensuring we protect air quality. To ensure air quality is considered at the early stages of development we have developed an air quality policy (Core Policy 55) for inclusion in the Wiltshire Core Strategy. This is supported by draft Supplementary Planning Document and guidance toolkit for developers. We have given evidence in support of the policy at the public hearings into the core strategy and this is now moving toward adoption
- The local Area Boards with AQMAs have provided the ideal platform for creating local community groups with an interest in improving air quality within their area. We have put in considerable work into founding and supporting the community action plan working groups. Projects such as tree planting, business and school travel planning, increasing the profile of cycling and traffic surveys have been initiated as a result of their work. These are captured in their individual action plans.
- We have commissioned a website which will provide access to data from our real time air quality monitoring equipment. The site will contain health information and a text alert system called “Know and Respond” which will help those with respiratory conditions plan their time and safeguard their health when air quality is poor.
- Air quality has been identified by some communities as one of their priorities and is reflected in their Community Joint Strategic Assessments and in the State of Environment Report 2013.

This plan now carries forward the AQS in developing further the actions and community involvement.



Many different agencies, services and communities have contributed to the production of this Action Plan, as improvements to air quality can only be achieved by taking an integrated, collaborative approach.

The plan details 17 strategic actions, the implementation of which, will work towards achieving the objective for nitrogen dioxide and small particulates. These actions share synergies with many other council policies and strategies notably the Local Transport plan and Climate Change Strategy.

There will be six community air quality action planning working groups. These groups share two common actions;

- To produce a community action plan
- The area board is to report annually in January on progress made with implementing their action plan.

An annual progress report will then be submitted to DEFRA; The action plan as a whole will be reviewed within 5 years.

A summary of all the actions contained within this plan is available in the appendix.



Foreword.....	2
Executive Summary	4
Introduction	10
Action Planning (To be moved to appendices)	13
The role of Public Health and Public Protection Services in action planning	13
Action Planning Process.....	13
Source Apportionment - Nitrogen Dioxide	15
Community Involvement.....	16
Corporate context.....	16
Developing community led actions via Area Boards	16
Transport groups	17
Community Area Partnerships – A Wiltshire Air Quality Alliance	17
Transport	23
Local Transport Plan 3 (LTP3).....	23
Connecting Wiltshire, Travel Made Simple - Travel Portal	26
Planning & Spatial Planning	28
Wiltshire Core Strategy.....	28
Air Quality Supplementary Planning Guidance	31
Community Infrastructure Levy Bid Document (CIL) and Section 106 Agreements ..	31
Green Infrastructure	32
Minerals & Waste Strategy	32
Minerals.....	32
Waste.....	34
Completed Actions from the Air Quality Strategy 2011- 2015	43
Green Economy	44
Climate Change Strategy	44
Sustainable Community Strategy for Wiltshire.....	45
Local economic development	45
Wiltshire Carbon Management Plan 2013 – 2017.....	45
Public Health.....	50
Joint Strategic Assessment	50
State of Environment Report	51
Health Improvement Partnership	51
Public Health Outcomes Framework	52



Health & Environment Group.....	53
Public Protection working with Public Health Wiltshire.....	54
Health Impact Assessment (HIA).....	54
Work undertaken in the Air Quality Strategy 2011 - 2015	61
Appendix 1: Developing the actions	Error! Bookmark not defined.
Format of actions.....	Error! Bookmark not defined.
Appendix 2: Bradford on Avon	Error! Bookmark not defined.
Introduction	Error! Bookmark not defined.
Wiltshire Core Strategy.....	Error! Bookmark not defined.
Delivery of Housing 2006 – 2026 Bradford on Avon	Error! Bookmark not defined.
Bradford on Avon Air Quality Alliance.....	Error! Bookmark not defined.
Local Transport Strategy	Error! Bookmark not defined.
Historic Core Zone	Error! Bookmark not defined.
Market Street/Church Street – Phase 1	Error! Bookmark not defined.
Existing Community Initiatives	Error! Bookmark not defined.
Community air quality action plan.....	Error! Bookmark not defined.
Summary sheet	Error! Bookmark not defined.
Bradford on Avon Community Action Planning	Error! Bookmark not defined.
Terms of Reference.....	Error! Bookmark not defined.
Action Plan Statement.....	Error! Bookmark not defined.
Appendix 3: Westbury	Error! Bookmark not defined.
Wiltshire Core Strategy.....	Error! Bookmark not defined.
Delivery of Housing 2006 – 2026 Westbury.....	Error! Bookmark not defined.
AQ working group.....	Error! Bookmark not defined.
Transport Plan.....	Error! Bookmark not defined.
Vision / Historic Core Zone/ Other initiatives.....	Error! Bookmark not defined.
Community Actions	Error! Bookmark not defined.
Appendix 4: Salisbury	Error! Bookmark not defined.
Air quality steering group.....	Error! Bookmark not defined.
South Wiltshire Core Strategy (adopted)	Error! Bookmark not defined.
2003 Action Plan & Salisbury Transport Strategy (STT)	Error! Bookmark not defined.
Strategy Performance.....	Error! Bookmark not defined.
Salisbury Vision.....	Error! Bookmark not defined.
Closure of Salisbury Bus Station	Error! Bookmark not defined.
Salisbury Quality Bus Partnership	Error! Bookmark not defined.



Existing Community Initiatives **Error! Bookmark not defined.**

Community Actions **Error! Bookmark not defined.**

Summary sheet **Error! Bookmark not defined.**

Community air quality steering group terms of reference **Error! Bookmark not defined.**

Salisbury JSA **Error! Bookmark not defined.**

Appendix 5: Marlborough **Error! Bookmark not defined.**

Wiltshire Core Strategy **Error! Bookmark not defined.**

Delivery of Housing 2006 – 2026 Marlborough **Error! Bookmark not defined.**

AQ working group **Error! Bookmark not defined.**

Transport Plan **Error! Bookmark not defined.**

Community Actions **Error! Bookmark not defined.**

Summary sheet **Error! Bookmark not defined.**

Marlborough Community Action Plan Working Group.. **Error! Bookmark not defined.**

Appendix 6: Devizes **Error! Bookmark not defined.**

Air quality working group **Error! Bookmark not defined.**

Wiltshire Core Strategy **Error! Bookmark not defined.**

Delivery of Housing 2006 – 2026 Devizes **Error! Bookmark not defined.**

Devizes Transport Strategy (DTS)..... **Error! Bookmark not defined.**

Devizes Transport Strategy – Cost Summary **Error! Bookmark not defined.**

Existing Community Initiatives **Error! Bookmark not defined.**

Community air quality action plan **Error! Bookmark not defined.**

Summary sheet **Error! Bookmark not defined.**

Devizes Community Air Quality & Transport Action Plan Working Group. **Error! Bookmark not defined.**

Devizes Transport Strategy Objectives..... **Error! Bookmark not defined.**

Devizes preferred Strategy components and estimated costs **Error! Bookmark not defined.**

Devizes Community Air Quality Action Plan – Draft, April 2014 **Error! Bookmark not defined.**

Appendix 7: Calne..... **Error! Bookmark not defined.**

Wiltshire Core Strategy **Error! Bookmark not defined.**

Delivery of Housing 2006 – 2026 Calne..... **Error! Bookmark not defined.**

Air Quality working group **Error! Bookmark not defined.**

Local Transport Strategy **Error! Bookmark not defined.**

Community Actions **Error! Bookmark not defined.**

Calne Community Action Plan Working Group **Error! Bookmark not defined.**



Terms of Reference..... **Error! Bookmark not defined.**

Action Plan **Error! Bookmark not defined.**

Appendix 8: Actions brought forward from Wiltshire Air Quality Strategy 2011- 2015.... **Error! Bookmark not defined.**

Strategic objectives from the Wiltshire air quality strategy**Error! Bookmark not defined.**

Appendix 9 Summary Table of Action: Wiltshire Air Quality Action Plan 2014..... **Error! Bookmark not defined.**



Introduction

This plan has been produced by Wiltshire Council and constitutes the Air Quality Action Plan (AQAP) designed to address the air quality problems identified within the 8 air quality management areas (AQMAs) declared in Wiltshire. It is a statutory duty for Wiltshire Council to develop an AQAP following the declaration of an air quality management area in response to identified exceedence of one or more of the air quality objectives. The purpose of the AQAP is, on the evidence available, to set out the strategic and locally generated actions that will be implemented to improve air quality and work towards meeting the air quality objectives.

In developing this new AQAP we have taken forward the thematic approach used in our Air Quality Strategy and many of the other strategies produced within the Council. This approach allows us to clearly identify linkages between the key strategic documents and the requirements of the air quality strategy and the AQAP. Key drivers of the plan are the community action plan groups that have been set up in the towns with AQMAs. The groups will take forward local initiatives and promote the importance of clean air in their area.

Part IV of The Environment Act 1995, introduced a national framework for air quality management whereby all local authorities are required to annually review the air quality within their boundaries. Following the review they must assess the air quality against the objectives specified for the pollutant of concern. Where the process has indicated that the objective will not be achieved within the statutory timeframe then the local authority is required to designate an AQMA at the earliest possible date.

The objectives being breached in Wiltshire are primarily for exceedence of the annual average objective for nitrogen dioxide (NO₂) and in Bradford on Avon the AQMA was also declared for exceedence of the annual average particulate (PM₁₀) objective caused largely by vehicle emissions. The AQMAs declared are in the following locations:

Salisbury (3)

Bradford on Avon (1)

Westbury (1)

Devizes (1)

Marlborough (1)

Calne (1)



The AQAP has been organised as a 'framework' document made up of a suite of supporting documents reflecting the individual themes identified within the air quality strategy. Since writing the Strategy, Public Health has joined Wiltshire Council so this has now been added to the list. The themes are as follows:

- Transport
- Community Involvement
- Development Services and Spatial Planning
- Green Economy
- Public Health

This document has been organised as follows:

Chapter 1 Introduction

Chapter 2 Action Plan: a different approach

Chapter 3 Source Apportionment

Chapter 4 Community Involvement

Chapter 5 Transport

Chapter 6 Development Services & Spatial Planning

Chapter 7 Green Economy

Chapter 8 Public Health

Appendices

Appendix 1 Developing Actions

Appendix 2 Bradford on Avon

Appendix 3 Westbury

Appendix 4 Salisbury

Appendix 5 Marlborough

Appendix 6 Devizes

Appendix 7 Calne

Appendix 8 Actions brought forward from the Wiltshire Air Quality Strategy 2011-15

Appendix 9 Summary table of Actions; Wiltshire Air Quality Action Plan 2014

Wiltshire Council has recognised the importance of environmental factors on the health of its residents. The commitment to improving the environment for all residents is encapsulated within common strategic outcomes in the Council's Business Plan 2013 – 2017, the



emerging Core Strategy, Health and Wellbeing Strategy, The Local Transport Plan and The Energy Change and Opportunity Strategy and the emerging Green Infrastructure Strategy.

Strong and resilient communities can be described by six key outcomes:

- 1) People in Wiltshire have strong relationships, solve problems locally and participate in decisions that affect them
- 2) Everyone in Wiltshire lives sustainably in a high quality environment
- 3) Wiltshire has a thriving and growing local economy
- 4) Wiltshire has inclusive communities where everyone can achieve their potential
- 5) People have healthy, active and high quality lives
- 6) People feel safe and are protected from avoidable harm

This AQAP carries forward the high level Wiltshire wide actions identified within the air quality strategy and builds upon them. In addition 'local' actions which are town specific have been developed through community engagement. Through the new approach 'community air quality action plans' have been developed for each area with an AQMA. These are integral to the Action Plan but will remain as standalone documents to the Wiltshire AQAP in the appendices to enable them to be 'living' documents that can be amended and updated according to the Area Board's priorities.

The AQMAs and community air quality action plan groups are all at different stages in their action planning, therefore separating them from the main AQAP allows the flexibility required when dealing with 6 different community areas.



Action Planning

The role of Public Health and Public Protection Services in action planning

In order to effectively discharge duties under the Local Air Quality Management regime, Wiltshire Council is required to report on air quality throughout the County. This function is carried out by the Public Health and Public Protection Service.

The Public Health and Public Protection Service will continue to ensure that ambient air quality is monitored after the implementation of this AQAP. The team will report regularly on the quality of air in Wiltshire, both through the local air quality management reporting schedule to Defra and via Wiltshire Council's Environment Scrutiny Panel and relevant Area Boards.

Action Planning Process

Action planning is an essential part of the local air quality management process, providing a practical opportunity for improving air quality in areas where review and assessment has shown that national measures will be insufficient to meet one or more of the air quality objectives. An air quality action plan should include the following:

- Quantification of the source contributions to the predicted exceedence of the objectives. This allows the action plan measures to be effectively targeted.
- Evidence that all available options have been considered on the grounds of cost and feasibility.
- Identification of how Wiltshire Council will use its powers and also work together with others in pursuit of the relevant air quality objectives.
- Clear timescales within which the authority and other organisations propose to implement the measures contained in the plan.
- Quantification of the expected impacts of the proposed measures and, where possible, an indication as to whether these will be sufficient to ensure compliance with the objectives.
- Identification of how Wiltshire Council intends to monitor and evaluate the effectiveness of the plan.

In 2005 West Wiltshire District Council produced an AQAP to address the issues arising from nitrogen dioxide and particulates in Bradford on Avon and Westbury.



In 2003 Salisbury District Council produced an AQAP to address the issues arising from nitrogen dioxide in Salisbury. These two plans will now be replaced with this new 'Wiltshire Air Quality Action Plan for Wiltshire 2014'.

All the Actions have been developed using the methodology detailed in appendix 1.



Source Apportionment - Nitrogen Dioxide

Source apportionment is the process of identifying the contribution each source of nitrogen dioxide contributes to the overall level of nitrogen dioxide. In Wiltshire the primary source is traffic and we have analysed the contribution each type of traffic source makes to nitrogen dioxide levels.

To calculate more accurately how much improvement in air quality would be required to deliver the air quality objective within an AQMA, it is necessary first to confirm the concentration of NO₂ at specific sites.

The method of calculating the emissions incorporates many different categories in the vehicle fleet using the road, however for the purposes of understanding source contributions more straightforwardly the following groupings were applied to the sources:

- HGV (i.e. all HGVs and LGVs other than cars, taxis and motorcycles)
- Cars (including all cars, taxis and motorcycles) and
- Buses and coaches

The background source component comprises emissions from the following sectors:

- Domestic (including heating and cooking)
- Commercial/industrial (termed industrial for both gas and oil)
- Other transport sources (railways, airports and shipping)
- Industrial processes required to have an Environmental permit
- Background roads

Background measurements are obtained from national mapping carried out by DEFRA.

Source apportionment has been undertaken for each of the towns with an AQMA and the results are displayed in the summary table at the end of each of the town chapters.



Community Involvement

Corporate context

The vision of Wiltshire Council; to create stronger and resilient communities will continue to underpin our work and provide a clear focus for the actions we take. Our priorities will also focus on what we fundamentally believe to be most important.

Wiltshire Council priorities:

- To protect those who are most vulnerable
- To boost the local economy – creating and safeguarding jobs
- To support and enable communities to do more for themselves and be involved in what we do

This is all about people and places, fostering a sense of community belonging and self-sufficiency where communities can solve problems locally with our support.

We want to encourage and support local communities to get involved and work with us to strengthen their ability to deal with local challenges. We will work closely with town and parish councils, voluntary groups, local people and other public sector organisations to establish community needs and to help meet those needs in the most effective way.

Developing community led actions via Area Boards

A major driver to the new approach Wiltshire has undertaken to air quality action planning has been the development of Area Boards following the formation of Wiltshire Council.

The council recognises that by working in partnership with local communities, it can achieve so much more than it ever could on its own. The hope is that this will lead to better services, better communities and a better quality of life for everyone in Wiltshire.

Area Boards are a way of working to bring local decision making back into the heart of the community. They are a formal part of Wiltshire Council that tries to find solutions for local issues such as that of air quality. There are 18 Area Boards in Wiltshire. People who work



with the Area Boards include councillors, community area managers, democratic service officers together with one member of the council's top decision making committee, the cabinet. It also includes the local NHS, fire and emergency services, police, town and parish councils, community area partnerships and many other groups.

The local Area Boards with AQMAs have provided the ideal platform for creating local community groups with an interest in improving air quality within their area.

Each Area Board with an AQMA has created or will be creating a specific group to generate a community air quality action plan. The plans feed into the Wiltshire AQAP and are detailed in the individual town appendix. They will remain standalone documents to allow for flexibility in timescales and reprioritisation of identified actions depending upon local circumstances.

The air quality groups have created their own terms of reference and membership. Composition of the groups varies according to the aspirations of each of the community areas. Approaches taken to producing the community air quality action plans have varied considerably, however they all have the common goal of improving air quality and health outcomes.

The air quality groups report directly to the Area Board. It is envisaged that progress on the community air quality action plans will be reported annually to the Area Board and then to the Public Health and Public Protection Service for inclusion in the annual action plan progress report for Defra and updates for Cabinet and the Environment Scrutiny Panel.

Transport groups

To consider highway requests and identify priorities for transport investment, Community Area Transport Groups (CATGs) have been set up in each board area. One of the roles of the CATGs is to make recommendations to the respective Area Board on the priority schemes to be funded from the Discretionary Highways Budget; a funding allocation distributed amongst area boards to fund highway improvements in the community areas.

Community Area Partnerships – A Wiltshire Air Quality Alliance

Community Area Partnerships (CAPs) are strong independent networks working with the local Area Board and the local community to identify priorities and promote action and projects. CAPs are central to Wiltshire Council's community governance proposals and help



form the foundation of strong, resilient, empowered communities. CAPs ensure local people are fully informed about and involved in the decisions that affect them; encourage active and sustained participation by all sections of the community in the civic life of the area; develop new ways of addressing local priorities in collaboration with Wiltshire's public services and partners at local level; ensure that public funding and services are focused more accurately on priority needs in the community area.

With Air Quality being recognised as a priority in six of the county's community areas (Bradford on Avon, Calne, Devizes, Marlborough, Salisbury & Westbury) it is recognised that there are considerable benefits to having a working relationship between these areas and a platform for sharing information, ideas and best practice. The Wiltshire Forum of Community Area Partnerships (WFCAP) exists to support, promote and represent Community Area Partnerships and act as an advocate for community-led-planning in Wiltshire. Through this role WFCAP convenes meetings directed to specific themes or projects to enable CAPs to learn from other initiatives and provide useful signposting or mentoring to each other. This collaboration provides a more efficient, informed way of working and can overcome some of the issues of working within such a large rural county. The CAPs are an effective delivery vehicle for strategic outcomes and joint working can increase both the capacity and influence of a project as well as potentially being able to leverage in financial support due to strength in scale.

On the air quality issue the CAPs have met for an initial information sharing session to be aware of past, current and planned work programmes in the other areas; consider whether their own area could benefit from carrying out similar work and agree the value in maintaining that connection as the air quality work moves forward.

The following actions have developed:



Action CI01

Engage with local communities which have an AQMA through local Area Boards. Establish air quality sub groups to look at ways of improving air quality in their local area and formulate a community air quality action plan.

Outline

Wiltshire Council's business plan seeks to help communities help themselves, by empowering Area Boards to engage with local communities to develop solutions supported by the local community.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x		x	x	x	5

Low cost, high benefit. Local decisions are being made at a local level

Ownership: Public Health & Public Protection Service and Area Board

Partners: Local community groups

Smart Target

Specific	All Area Boards with an AQMA have been contacted to establish working groups for air quality. Air quality community action plans are being formulated for: Bradford on Avon Area Board, Calne Area Board, Devizes Area Board, Marlborough Area Board, Salisbury Area Board and Westbury Area Board
Measurable	Annual progress report to be provided to the Area Board from the air quality sub group. Data will be collated by Public Protection from the Area Boards and submitted to DEFRA in the annual action plan progress report.
Achievable	All community air quality action plans will be scrutinised by the Area Boards and will be audited by Public Protection for practicality, cost benefit analysis and impact on local air quality.
Relevant	Actions will be audited against likely improvements in air quality and relevant strategic objectives (as set out in the Wiltshire Air Quality Strategy)
Timely	Set up air quality working groups in Area Boards as AQMAs are declared.



Action CI02

The Area Board shall report annually in January on the progress made against the community air quality action plan and priority actions.

Outline

Public Protection will provide a template for reporting purposes. This shall be completed by the Area Board Manager and agreed by the Area Board.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x		x	x	x	5

Low cost, high benefit. Local decisions are being made at a local level.

Ownership: Area Boards

Partners: Public Health & Public Protection Services

Smart Target

Specific	All Area Boards with an AQMA will provide annual progress reports on 31st January of each year of progress made against the community air quality action plans and priority actions. The Area Boards are as follows: Bradford On Avon Area Board, Calne Area Board, Devizes Area Board, Marlborough Area Board, Salisbury Area Board and Westbury Area Board
Measurable	Annual progress report to be provided from the Area Board to Public Protection.
Achievable	Public Protection will collate all Progress Reports from the Area Boards.
Relevant	Actions will be audited against likely improvements in air quality and relevant strategic objectives (as set out in the Wiltshire Air Quality Strategy) <i>SO1, SO4, SO7, SO8, SO10</i>
Timely	Area Boards will provide annual progress on the community air quality action plans (31 st January – annually) Public Protection will provide an overall Progress Report on the Wiltshire Air Quality Action Plan to DEFRA (31 st April – annually)



Action CI03

Provide air quality data and information to Area Boards to help with the production of Community AQAPs and Community Neighbourhood Plans.

Outline

Each Area Board develops its own neighbourhood plans. We will provide data and advice for incorporation into Community AQAPs and where requested by Area Boards for the development of neighbourhood plans.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x					x	2

Low cost, medium benefit.

Ownership: Area Boards & Public Protection

Partners

Smart Target

Specific	Meet with Area Boards where AQMAs are present: Bradford On Avon Area Board Calne Area Board Devizes Area Board Marlborough Area Board Salisbury Area Board Westbury Area Board
Measurable	Provide specific air quality information relevant to the Area Board
Achievable	Contributed since 2012.
Relevant	Assisting communities to identify actions to improve air quality and help with prioritising air quality issues.
Timely	Annually in April



Action CI04

Wiltshire Forum Community Area Partnerships (WFCAP) to facilitate the dissemination of good practice of air quality projects across the County through an annual meeting of the community action plan groups.

Outline

To facilitate the sharing of good practice, experience, knowledge gained by groups.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Low cost, high benefit

Ownership

WFCAP and Area Board

Partners

Public Health & Public Protection Services

Smart Target

Specific	Encourage co-ordination and create a focus for the dissemination of good practice on air quality action planning.
Measurable	Number of information sharing seminars.
Achievable	Yes – lead by the community’s desire for information and good practice exchange.
Relevant	Assisting communities in addressing air quality issues and share good practice.
Timely	Annual



Transport

Local Transport Plan 3 (LTP3)

Wiltshire Council is now working to LTP3 covering the period from 2011 - 2026.

Local Transport Plans (LTP's) steer the implementation of national transport policies at the local level. As a strategic document, the LTP does not contain details of schemes; rather, it sets out a long-term transport strategy, a shorter-term implementation plan and a number of supporting strategies.

Transport needs to be 'joined up' with wider economic, social and environmental objectives. The LTP3 has therefore been developed within the context provided by a range of policy documents.

The long term transport strategy vision is:

To develop a transport system which helps support economic growth across Wiltshire's communities, giving choice and opportunity for people to safely access essential services. Transport solutions will be sensitive to the built and natural environment, with a particular emphasis on the need to reduce carbon emissions.

The Wiltshire LTP3 is made up of:

- A long-term transport strategy that seeks to:
 - support economic growth;
 - reduce carbon emissions;
 - contribute to better safety, security and health;
 - promote equality of opportunity; and
 - improve quality of life and promote a healthy natural environment.
- A shorter-term implementation plan based on a realistic assessment of available funding.
- A number of supporting strategies and technical documents.



In addition, the LTP provides the framework for all other organisations with a direct or indirect involvement in transport in Wiltshire and a range of strategic transport options have been generated to help meet the LTP3 goals and objectives. These include:

Freight

- Work with freight operators and businesses on a voluntary and ad-hoc basis to achieve shared deliveries where possible
- Develop and adopt an advisory freight network based on national, regional and county routes (or equivalent) with local routes to town centres and business/industrial estates
- Manage local freight issues through the council's freight assessment and priority mechanism
- Utilise a package of traditional (e.g. paper mapping) and electronic (e.g. interactive mapping) measures to disseminate Wiltshire specific freight information to hauliers, businesses, stakeholders and the public
- Maintain a minimum standard of lorry parking facilities on a requirement basis
- Support the development of a freight interchange facility at Westbury railway station including all necessary associated highway infrastructure

Further details are included in the LTP3 [Freight Strategy](#)

Cycling

- Provide a sympathetically designed, high quality and well maintained network of cycle routes in the market towns, and where appropriate, provide links between the market towns and to national cycle routes
- Provide high quality cycle parking at key destinations and transport interchanges, require adequate levels of high quality cycle parking in all new developments with higher levels of provision in the market towns.



The Cycling Strategy is currently being consulted on.

Walking

Provide a sympathetically designed, high quality and well maintained network of walking routes in and between significant trip origins and destinations (e.g. housing, shops, employment areas, transport interchanges, tourist attractions, etc.)

The Walking Strategy is currently being consulted on.

Public Transport

- Seek to retain overall levels of service that meets identified demand within available resources, meeting accessibility needs for those without private transport and making a contribution towards sustainable transport objectives
- Increase rail connectivity through the provision of bus-rail links and assist with the implementation of some new stations. Support the function of rail stations as transport hubs and proactively work with partners to introduce service and corridor improvements particularly between Chippenham, Salisbury and Trowbridge. Cover the administrative costs of community rail partnerships and where appropriate and necessary, safeguard and purchase land for rail improvement.

Further details are included in the LTP3 [Public Transport Strategy](#)



Smarter Choices

- Use the planning system to develop, monitor and enforce mandatory residential and business travel plans, and promote the use of voluntary travel plans by organizations generally. Require appropriate contributions to support sustainable transport measures
- Promote limited smarter choices measures in appropriate new developments and the market towns, and undertake a range of targeted smarter choices promotions.

The [Smarter Choices](#) Strategy is currently being consulted on.

Connecting Wiltshire, Travel Made Simple - Travel Portal

Connecting Wiltshire was launched at the beginning of September 2013 with the aim of making travel simple. It is a website which makes it simple to find information, simple to understand and simple to use. It helps users find ways to travel that save time or money, and improve a person's well being and local environment.

As Wiltshire is a large, rural county, it is not always easy to get around using public transport, and so cars tend to be used more than in other parts of England. As a result Wiltshire has "hot spots" of congestion and air pollution levels in certain parts of the county. Connecting Wiltshire is aiming to help alleviate those problems. The website provides transport information and services so that whether someone lives in, commutes to, or just visiting Wiltshire, information is available about alternative ways to travel. The site gives practical tips on using different ways of travelling to improve health and wellbeing, and protect the environment we all live in.

[Connecting Wiltshire](#) is funded as part of Wiltshire Council's successful bid for money from central government as part of the Local Sustainable Transport Fund. The money is being used for infrastructure and service changes and improvements, and all the information will be communicated through the website, as and when they happen.

The following action has been developed:



TP01

Action

The implementation of LTP3 and the supporting strategies to secure improvements in air quality, with particular reference to core policies 60 to 66 of the Wiltshire Core Strategy where new development is proposed.

Outline

The LTP3, strategies and technical documents provide a framework within which it is the objective to improve the quality of life and promote a healthy natural environment and contribute to better safety, security and health.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

High cost, high benefit

Ownership: Development Control, Sustainable Transport and Highways

Partners: Balfour Beatty Living Places

Smart Target

Specific	Exceedence of nitrogen dioxide and small particulates are caused by road traffic emissions.
Measurable	LTP3 goals and strategic objectives. Backed up by monitoring of nitrogen dioxide and particulate levels
Achievable	The strategic goals will be achieved by specific projects administered by the Highways & Transport department.
Relevant	Actions will be audited against likely improvements in air quality and relevant actions (as set out in the Wiltshire Air Quality Strategy) action numbers 13, 15 and 16
Timely	Implementation period 2011 - 2026



Planning & Spatial Planning

A key principle for Wiltshire Council is to integrate air quality considerations with other policy areas, such as planning. It makes sense that every development that has the potential to emit pollution is required to mitigate or offset this, in order to help achieve an overall reduction in Wiltshire's air pollution. It is therefore important for Wiltshire to identify how we can best bring air quality considerations into the planning process at the earliest possible stage. It is no longer satisfactory to simply demonstrate that a development is no worse than the existing or previous land use on a particular site.

The Wiltshire Air Quality Strategy 2011 – 2015 contains the table of strategic actions below:

Action 3: Develop and introduce an air quality supplementary planning guidance document and developer toolkit for the production of air quality assessments.

Action 4: Develop an air quality policy for inclusion in the Wiltshire Core Strategy.

Wiltshire Core Strategy

The Wiltshire Core Strategy Submission Document was formally approved for publication by Wiltshire Council on 26 June 2012. Following this decision Wiltshire Council submitted the Wiltshire Core Strategy to the Planning Inspectorate on 10 July 2012 for the purpose of initiating an independent public examination. Since submitting the Wiltshire Core Strategy to the Planning Inspectorate a further focussed consultation has been undertaken.

In achievement of action 4 an air quality policy was formulated for inclusion in the Wiltshire Core Strategy which was then further strengthened following the inspectors examination:



Air Quality Strategy for Wiltshire

Main aim:

‘Wiltshire Council working collaboratively will seek to maintain the good air quality in the county and strive to deliver improvements in areas where air quality fails national objectives in order to protect public health and the environment’

Core Policy 55 requires that all development which either because of the size, nature or location will have the potential to exacerbate known areas of poor air quality, is required to overcome this barrier to development by demonstrating the measures they will take to help mitigate these impacts. In line with the Air Quality Strategy, additional guidance incorporating a developer’s toolkit, has been produced and consulted upon as a Supplementary Planning Document (SPD). This guidance document will be published as soon as practicable following the adoption of the Core Strategy. Once adopted, the SPD will give positive advice to prospective developers on how to address the issue of air quality effectively so their investment can go ahead. Development which could potentially impact upon Natura 2000 sites through contributions to aerial deposition e.g. industrial process within 10km of a Special Area Conservation will require an assessment of the likely impacts in accordance with published guidance. Where mitigation is required this may be delivered through a local emissions strategy.



Core Policy 55

Air Quality

Development proposals which by virtue of their scale, nature or location are likely to exacerbate existing areas of poor air quality, will need to demonstrate that measures can be taken to effectively mitigate emission levels in order to protect public health, environmental quality and amenity. Mitigation measures should demonstrate how they will make a positive contribution to the aims of the Air Quality Strategy for Wiltshire and, where relevant, the Wiltshire Air Quality Action Plan.

Mitigation may include:

- i. landscaping, bunding or separation to increase distance from highways and junctions
- ii. possible traffic management or highway improvements to be agreed with the local authority
- iii. abatement technology and incorporating site layout / separation and other conditions in site planning
- iv. traffic routing, site management, site layout and phasing
- v. where appropriate contributions will be sought toward the mitigation of the impact a development may have on levels of air pollutants.



Air Quality Supplementary Planning Guidance

In order to provide evidence for inclusion of Core Policy 55 in the Wiltshire Core Strategy and implement 'action 3' of the Wiltshire Air Quality Strategy, [Supplementary Planning Guidance](#) has been written. The document will help provide consistency in the way potential developments are dealt with in relation to their impact on air quality.

The document has gone through public consultation and is now being provided alongside the Wiltshire Core Strategy with a view to it being adopted as official supplementary planning guidance.

Where developments take place in an AQMA, mitigation measures must be considered as standard practice, particularly in cases where the development is new and does not replace an existing use. This is especially important where the development has provision for a large number of parking spaces, significantly increasing the number of trips, and/or heating plant. In some cases it may be necessary to recommend refusal where a development is so contrary to the objectives of the Air Quality Action Plan and Strategy.

This approach should bring health benefits to everyone - not just those living in localised areas (i.e., hotspots) where the objectives are exceeded. This is particularly important for nitrogen dioxide and small particulates, as these pollutants have a significant impact on health. In order to reduce overall exposure, background pollution will need to be reduced, so it makes sense that every development that has the potential to emit pollution must require mitigation or offsetting to help achieve an overall reduction in Wiltshire's air pollution.

Community Infrastructure Levy Bid Document (CIL) and Section 106 Agreements

Wiltshire Council seeks to work constructively with developers to foster a diverse and thriving economy and to safe guard public health.

The Community Infrastructure Levy and Section 106 agreements provide a mechanism for achieving these outcomes. Funding is sought in respect of air quality action planning to assist with improving air quality within air quality management areas and to prevent areas of elevated pollution leading to declarations of AQMAs.



Green Infrastructure

Wiltshire Council is in the process of developing a green infrastructure strategy. Working in partnership with communities and partner organisations Wiltshire Council will identify, enhance and protect a planned and managed network of high quality and highly valued multifunctional green infrastructure which will contribute to making Wiltshire a great place to live, work, invest and visit. This will help reduce Wiltshire's greenhouse gas emissions and improve local air quality by encouraging walking and cycling and promote healthy lifestyles, through exercise, leisure, play and relaxation.

Green infrastructure has an important role to play in improving local air quality and helping communities offset their carbon impact. In urban areas trees, vegetation and green space can help to absorb pollutants and improve air quality by absorbing gaseous pollutants, lowering temperatures, preventing pollutant concentration, and by producing oxygen during photosynthesis. In addition to using green infrastructure to mitigate the effects of poor air quality, opportunities exist at the community area scale to adapt our transport behaviours and utilise cycle networks and other forms of active travel around our town centres.

Minerals & Waste Strategy

Wiltshire Council adopted its current Minerals and Waste Strategies in June & July 2009, respectively, in association with Swindon Borough Council. These form part of the wider Minerals and Waste Development Framework which includes development control policies and other supporting material.

Minerals

Wiltshire Council and the Borough of Swindon cover an area of 3455 square kilometres, and have a population of around 689,200 at 2011.

The overall approach of the [Minerals and Waste Strategies](#) are to manage the availability, extraction and use of primary, secondary and recycled mineral resources whilst seeking to protect the interests of local communities and the wider environment through a number of strategic policies. However, the Strategy recognises that minerals can only be worked where they exist and therefore the choices open to the Council in terms of where new sites should be located are limited.



In April 2006 a small area of the South of Wiltshire was subsumed into the New Forest National Park and therefore it does not form part of these strategies as this work is led by Hampshire County Council. There are no AQMAs within this part of the National Park. Minerals core strategy policy 8 is particularly relevant to air quality;

MCS 8: Living with Minerals Development – Protecting Residential Amenity

To maintain an acceptable separation of residential areas from proposed minerals development within Wiltshire and Swindon, the Councils will work with local communities, landowners, the minerals and waste industries, regulatory bodies and other organisations to establish, plan and address the following matters prior to the implementation of development proposals:

- The strategic and localised phasing and duration of operations;
- The design, location and extent of screening features;
- The control of operations to minimise pollution;
- The arrangements for managing the traffic associated with the development;
- The restoration and after-use objectives of the proposed development;
- All other matters as agreed and deemed relevant by the Councils, local communities and the minerals operator.

Where appropriate, the Councils will encourage and support the establishment of Community Liaison Groups to help monitor, appraise and resolve operational matters associated with minerals sites throughout the life of the development.



Waste

The Strategy gives a summary of the characteristics of waste management activities in Wiltshire and Swindon. Important issues are identified such as the lack of waste management facilities in the Salisbury area and that non-hazardous landfill sites are concentrated in the north of the Plan area. In addition, it recognises that the management of waste is not easily reconciled based on geo-political boundaries. Relationships with neighbouring authorities both inside and outside Wiltshire need to be explored and developed to ensure that waste is managed in a sustainable manner. The Strategy identifies the need to deliver an additional:

- 54,000 tonnes per annum of treatment capacity for municipal waste management for Wiltshire and Swindon;
- Three Household Recycling Centres, a Material Recovery Facility and a Composting Facility for the management of Wiltshire's municipal waste;
- Suitable municipal waste management facilities in Swindon to achieve the target of 50% recycling and to meet the objectives of the Municipal Strategy;
- 915,870 cubic metres of void space capacity for the management of Industrial and Commercial waste;
- 250,000 tonnes per annum of treatment capacity for Industrial and commercial waste management for Wiltshire and Swindon;
- 150,000 tonnes per annum of recycling capacity for industrial and commercial waste management for Wiltshire and Swindon;
- 950,000 cubic metres of void space capacity for the management of inert waste; and 90,000 tonnes per annum of transfer capacity for the management of inert waste in Wiltshire and Swindon.



The Strategy identifies four strategic objectives, strategic objective 3, being the Environment:

The Environment

Protect and enhance the diverse and highly valued natural and historical environment of Wiltshire and Swindon, incorporating the landscape character, biodiversity and geological interests and cultural heritage. Ensure the protection of the water environment whilst minimising and mitigating flood risk.

Contribute to reducing and adapting to the impacts of climate change. Minimise the cross boundary impacts of waste management upon features of the natural and cultural environment. Options for sustainable transportation should be encouraged in order to reduce the impacts of transporting waste through Wiltshire and Swindon. Protect human health from adverse impacts. Maintain the separate identities of neighbouring communities. The sustainable construction of waste management facilities will be encouraged wherever possible.

Specific waste development control policies are also detailed. WDC2 deals directly with aspect of environmental impact of waste management activities.

Managing the Impact of Waste/ Managing Development

Protect the following subjects from impact of waste management development:

- amenity;
- visual aspects;
- noise and light emissions;
- vibration;
- air emissions and climate change;
- contaminated land; and
- agricultural land.



Both the mineral and waste strategies make reference to national guidance such as MPS 2 which has now been withdrawn. There is therefore a need for the AQAP to address this gap.

The following actions have been developed:

Action DSP01

To integrate air quality into the wider policies and strategies of Wiltshire Council through the adoption of core policy 55 in the Wiltshire Core Strategy.

Outline

The Core Strategy for Wiltshire outlines a sustainable spatial strategy for future development in the county and includes:

- key principles of development
- the location of strategic sites for new housing and employment development
- policies with which planning applications will be assessed
- a key diagram displaying the spatial aspects of the core strategy

In order to influence key policies and ensure air quality is addressed it is important to fully engage with the development process of the core strategy. Securing improvements in air quality is a long term process and the core strategy is one of the main tools to ensuring that Wiltshire Council’s planning policies have a positive impact on current and future air quality levels.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Low cost, high benefits. Local decisions are being made at a local level. There is an element of income being generated through this process via S106 agreements and possibly Community Infrastructure Levy (CIL) money for improvements to air quality.



Ownership

Public Protection Services and Spatial Planning

Partners

Development Control and Transport Planners

Smart Target

Specific	Formal adoption of core policy 55 in the Wiltshire Core Strategy
Measurable	Adoption
Achievable	The Council is committed to adoption of the Wiltshire Core Strategy.
Relevant	The policy will be used in the planning system as a means to improve air quality where AQMAs already exist and to prevent new exposure in other areas within the County.
Timely	Autumn 2014



Action DSP02

The adoption of the draft air quality supplementary planning guidance

Outline

Every development has the potential to emit pollution, therefore developers must be required to consider and put forward mitigation or offsetting to help achieve an overall reduction in Wiltshire's air pollution. Air quality assessments are a means of providing information on the impact of a development. The supplementary planning guidance is a means of providing clear concise guidance on how they should be written and consistency across the county.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Low cost, high benefit.

Ownership: Public Protection Services:

Partners: Development Control and Transport Planners

Smart Target

Specific	Formal adoption of the draft air quality supplementary planning guidance
Measurable	Adoption
Achievable	The Council is committed to adoption of the Wiltshire Core Strategy. The air quality supplementary planning guidance acts as evidence and interpretation to core policy 55 in the Core Strategy.
Relevant	The guidance will be used in the planning system as a means to improve air quality where AQMAs already exist and to prevent new exposure in other areas within the County.
Timely	Autumn 2014 for formal adoption. The SPD will be reviewed annually

**Action DSP03**

To integrate green infrastructure considerations into Wiltshire Council policy through the adoption of the Wiltshire Council Green Infrastructure Strategy in support Core Policy 52 of the Wiltshire Core Strategy.

Outline

The Wiltshire Council Green Infrastructure Strategy supports the use of green infrastructure to improve public health; support sustainable development and economic growth; improve the natural environment; encourage resilient communities; and to build local resilience to climate change. The Green Infrastructure Strategy contains a model for implementing green infrastructure in future developments which includes:

- improving opportunities for active travel as an alternative to car use
- use of green infrastructure for carbon capture and flood alleviation
- use of green infrastructure for urban shading and urban cooling
- use of green infrastructure to improve local air quality

The Wiltshire Green Infrastructure Strategy contains 14 Key Priorities across five themes which reflect the multifaceted benefits that green infrastructure can provide. Adoption of the strategy is a key step in ensuring both communities and the natural environment in Wiltshire benefit from well managed, multifunctional green infrastructure networks. In addition, the adopted strategy will ensure that green infrastructure becomes a key consideration in future policy, strategy and development management decisions at Wiltshire Council.



Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x		5

Low cost, high benefit. The Green Infrastructure Strategy Action Plan details a number of projects that improves Wiltshire’s green infrastructure network. The strategy also supports the development of locally owned and managed green infrastructure projects / assets across Wiltshire. There is an element of income that may be generated through this process via S106 agreements and possibly Community Infrastructure Levy (CIL) money for improvements to green infrastructure.

Ownership

Green Economy Team

Partners

The strategy brings together a wide range of partners from across Wiltshire as well as neighbouring local authorities as well as other services within the council.

Smart Target

Specific	Formal adoption of the Wiltshire Council Green Infrastructure Strategy
Measurable	Formal adoption of the Wiltshire Council Green Infrastructure Strategy
Achievable	During the Wiltshire Core Strategy examination in public Wiltshire Council committed to adopting the Wiltshire Council Green Infrastructure Strategy in support of Core Policy 52 by mid 2014.
Relevant	The Wiltshire Green Infrastructure Strategy supports green infrastructure through five key themes. Within these themes 14 separate priorities are identified. The strategy supports the delivery of green infrastructure improvements through the planning system, through community empowerment and through partnership working. The strategy also contains a comprehensive Action Plan - a programme of strategic green infrastructure improvements across Wiltshire delivered in partnership with neighbouring local authorities, communities and key delivery partners.
Timely	The strategy will be adopted by Wiltshire Council in mid 2014



Action DSP04

Incorporate Minerals and Waste related matters into any revised Air Quality Supplementary Guidance document.

Outline

A substantial volume of planning policy guidance was withdrawn by the Department for Communities & local Government in 2012. Applications for minerals and waste development will need to be considered in a consistent and transparent manner. Revised SPD to supplement the existing Air Quality SPD will be formulated to provide such a framework for Wiltshire.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x		x		x		4

Low cost and medium benefit as provides a transparent framework for decisions

Ownership

Public Protection Services

Partners

Spatial Planning and Development Services

Smart Target

Specific	Development of SPD on the potential Air Quality impacts of Minerals & Waste Developments.
Measurable	Adoption of the guidance
Achievable	Any revised SPD will have to fit into the Core Strategy time table and any subsequent iteration.
Relevant	Relates to fugitive particulate emissions for mineral and waste working and road vehicle emissions generated by traffic serving these sites. It may be advisable to address noise and odour amenity issues in the same document.
Timely	2015



Action DSP05

To Secure funding for Air quality Action Planning, monitoring and to support initiatives that contribute to a reduction in nitrogen dioxide emissions directly or indirectly through S106 agreements and Community infrastructure levy.

Outline

The Core strategy for Wiltshire will see the construction of 37,000 new dwellings, infrastructure, roads and 178 hectares of employment land. In order to ensure that new development actively contributes to measures to promote the reduction in Nitrogen Dioxide and improve air quality, funding will be sought from developers to ameliorate and mitigate the impact of their developments impact and the cumulative effects of successive developments in a locality. Funding will be used for air quality action planning, action planning implementation, air quality monitoring, modelling and other matters connected with improving air quality within Wiltshire.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Low cost, high benefits.

Ownership: Public Protection Services and Spatial Planning

Partners: Development Control and Transport Planners, Mineral & Waste Team

Smart Target

Specific	Provides for a funding stream necessary to achieve improvements in air quality
Measurable	Funding achieved over the lifetime of the Wiltshire Core Strategy
Achievable	The Council is committed to adoption of the Wiltshire Core Strategy.
Relevant	The policy will compliment the development control mechanisms as a means to improve air quality where AQMAs already exist and to prevent new exposure in other areas within the County.
Timely	2011-2026



Completed Actions from the Air Quality Strategy 2011- 2015

Action	Air Quality Strategy	Date completed
Drafting of Wiltshire Air Quality Strategy		2010
Consulted on the Wiltshire Air Quality Strategy		July 2010
Adoption of Wiltshire Air Quality Strategy		Nov 2011
Draft Core Policy 55: Air Quality in the Emerging Wiltshire Core Strategy	Action no. 4	Dec 2011
Draft Supplementary Planning Guidance	Action no. 3	Autumn 2012
Consulted on Draft Supplementary Planning Guidance	Action no.3	Consulted on Feb 2013



Green Economy

Climate change is now widely accepted as one of the greatest challenges to our economy, environment and society. Tackling its causes and effects is an overarching priority in government strategy and policy, both nationally and locally.

Effective measures to mitigate and adapt to climate change provide clear opportunities to deliver benefits in other areas, for example environmental protection, public health, economic development, transport and resilient communities.

Road traffic is one of the major sources of both greenhouse gas emissions and air pollution. Many of the solutions, including improving sustainable transport networks and green infrastructure, encouraging cycling and walking, and using low-emission vehicles, can help to reduce carbon emissions and to improve air quality. Therefore there are clear benefits to ensuring consistency between strategies and action plans on air quality and on climate change.

Climate Change Strategy

The 2008 Climate Change Act set legally binding carbon targets and aims to cut the country's carbon emission by 34% by 2020 and 80% by 2050. One of the three overarching priorities in Wiltshire's emerging Core Strategy is "tackling the causes and effects of climate change".

Wiltshire Council has set up a Green Economy team to tackle the causes and consequences of climate change in the following ways:

- [Reducing Wiltshire's carbon foot print](#)
- [Preparing for unavoidable climate change](#)
- Preparing the council for the Carbon reduction commitment

The work in these distinct areas forms the council's climate change strategy, as outlined in the 2010 'Energy, Change and Opportunity (ECO) strategy'. In order to guide and steer the process a Climate Change Board⁰ has been set up. This board is chaired by Cabinet Portfolio holder for Waste, Property and Environment and oversees all projects pertaining to climate change.



Sustainable Community Strategy for Wiltshire

People, Places and Promises: The Wiltshire Community Plan 2011-2026 is the sustainable community strategy for Wiltshire. It sets out the council's and our partners' joint vision for the future of Wiltshire for the improvement of quality of life for all residents. It also provides a broad outline of how we could make this vision a reality. As with the emerging Core Strategy, one of the three top priorities is “tackling the causes and effects of climate change”.

Objectives to deliver this priority include:

- reducing domestic, business and transport CO₂ emissions;
- increasing renewable energy generation;
- providing a safer and more integrated transport system that achieves a major shift to sustainable transport.

These objectives are also likely to reduce emissions of local air pollutants.

Local economic development

Local economic development is now being led by the Swindon and Wiltshire Local Enterprise Partnership (SWLEP), in partnership with local authorities, chambers of commerce, businesses and others. In 2013-14 the SWLEP is developing a Strategic Economic Plan (SEP) for the county, accessing UK government and EU funding streams and channelling investment into the area. Any future proposals to implement specific initiatives to improve air quality, through AQAPs or an Air Quality Strategy should make use of the SWLEP, either for direct information or sounding boards. Financial constraints and public and business perceptions can be a major hurdle when developing specific measures to improve the local environment, and so any such proposals may stand a greater chance of implementation through the involvement of economic development and planning professionals.

Wiltshire Carbon Management Plan 2013 – 2017

Wiltshire Council is committed to moving towards a low-carbon future and the Carbon Management Plan documents the council's vision and details the means for achieving it. Wiltshire Council committed to tackling carbon emissions by signing the Nottingham Declaration in May 2009 and plans to sign up to Climate Local, the successor to the Nottingham Declaration, in 2014.



Good carbon management is important as it reduces the council's environmental impact and operating costs, allowing the council to provide better value for money in its services to taxpayers.

In 2012/13, the council's total carbon footprint was 60,436 tonnes of CO₂, arising from energy use for property, transport and street lighting. This figure includes external emissions, for example, those from some contracted services (e.g. recycling collections) as well as from in-house operations. These emissions were associated with an annual expenditure on energy and transport of around £12 million. The Carbon Reduction Commitment Energy Efficiency Scheme (CRC) cost associated with this was a further £0.5 million. Through implementing a carbon management plan, there will be opportunities to both reduce the council's carbon footprint and avoid some of these considerable costs.

Wiltshire Council's low carbon **vision** is:

Wiltshire Council will embed carbon management into the delivery of all services to reduce our carbon emissions and set an example to the business sector and communities of Wiltshire. We will use the experience gained to influence and support others to reduce their carbon emissions, thereby mitigating the effects of climate change.

Our low carbon **target**:

Wiltshire Council will make a saving of 11,823 tCO₂ by end 2016/17

The **objectives** of this carbon management plan are to ensure the council:

1. Makes energy cost savings
2. Reduces the council's carbon footprint
3. Leads by example in embedding carbon management across its services and works with partners to do the same.



The Plan is also a key element in meeting our 'Climate Local' commitment, showing local leadership by example. Climate Local is a Local Government Association initiative to drive, inspire and support council action on a changing climate. It succeeds the Nottingham Declaration on climate change which the council signed in 2009. The Climate Local initiative supports councils' efforts both to reduce carbon emissions and also to improve their resilience to the effects of our changing climate and extreme weather and will be signed by Wiltshire Council in 2014.

Efforts to reduce the Councils carbon footprint will also have a positive effect on local air quality by improving its fleet, reducing business miles, improving procurement and reduced energy use.



Action GE01

Integrate wider climate change policies that share common goals on carbon and nitrogen dioxide reduction into Wiltshire strategies and policies.

Outline

Climate change policy has shared objectives of reducing carbon emissions from the combustion of fossil fuels. Nitrogen oxide the precursor to nitrogen dioxide is also produced as a result of burning these fuels. The council will therefore seek to lead by example and act as a facilitator in achieving this. E.g. reducing the carbon foot print of the council.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Low cost, high benefit.

Ownership: Green Economy Team

Partners: Public Protection Services, Fleet, Highways, Procurement

Smart Target

Specific	Wiltshire Council ECO policy implementation.
Measurable	Report on Wiltshire Councils usage and savings of NO _x and primary PM ₁₀ emissions in line with the Carbon Management Plan.
Achievable	Reported annually
Relevant	Reduction in fossil fuel consumption will impact on overall nitrogen dioxide levels in line with the Carbon Management Plan.
Timely	Ongoing.



Action GEO2

Exploration and identification of funding streams that have the common goals of reducing green house gases and nitrogen dioxide.

Outline

Climate change policy has shared objectives of reducing carbon emissions from the combustion of fossil fuels. Nitrogen oxide the precursor to NO₂ is also produced as a result of burning these fuels. The council will act as a facilitator in securing macro grant funding at EU Level and sign post micro funding for local communities.

Cost Benefit Summary.

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Medium Cost, high benefit.

Ownership: Public Health & Public Protection Services, Green Economy Team

Partners: Local Communities, Highways, Passenger Transport Unit, Fleet, Procurement

Smart Target

Specific	Owners & partners will identify funding stream opportunities for sustainability and local air quality improvement.
Measurable	Reduction in NO _x and primary PM ₁₀ emissions reported through the Councils Carbon Management Plan.
Achievable	Reported annually
Relevant	Funding will enable local community projects or wider council initiatives.
Timely	Ongoing.

Action DSP03, which relates to the Green Infrastructure Plan is also relevant to this Section.



Public Health

Since the transfer of Public Health into Wiltshire Council (April 2013) a wealth of projects and work have been undertaken across the Council with the team in relation to improving air quality.

Joint Strategic Assessment

One of the most influential projects is the production of the Joint Strategic Assessment for Wiltshire (JSA). This brought together Wiltshire's priorities into a single comprehensive and succinct report.

The JSA is an example of partnership working across Wiltshire, with contributions from each of the thematic delivery partnerships, and identifies key priorities for topics including housing, economy, health, children and young people and the environment. The JSA is intended to support commissioning decisions and the developments of strategic and local community plans.

Building on the JSA programme for Wiltshire, [new community level JSAs](#) have been produced for all of the 18 community areas. These documents set out the strategic issues for community areas based on local level data, information and knowledge and are a key step in identifying the needs of the Wiltshire population.

The first Community Area Joint Strategic Assessments were published in 2011 and marked an important milestone in the development of a JSA programme for Wiltshire. Since 2011 an updated county wide assessment was produced in 2012, which informed the council's service provision in areas such as health and wellbeing, housing, children and young people and work to boost the local economy and protect the environment. The introduction of the JSAs has provided a clearer picture of the needs of the county's population ensuring that plans and actions are evidenced based. The JSA is a key document which informed the new four year council [Business Plan 2013- 2017](#), published in July 2013. The service plans will include evidence from the JSA and the information presented here in the [community area JSAs](#). The JSAs will help to design services that take into account local priorities and plans.



Work on community area JSAs has only been possible as a result of our well established partnership working with those who live in and know the local area well, and with other partners including the newly established Clinical Commissioning Group (CCG), Wiltshire Police and the Police and Crime Commissioner, local voluntary and community organisations and a wide-range of other stakeholders. Together we have the local data that will help us work towards making community areas in Wiltshire, better places to live, work in and visit.

State of Environment Report

In May 2012, a [State of the Environment Report](#) was published for Wiltshire and Swindon, produced by Wiltshire Wildlife Trust in partnership with NHS Wiltshire and Wiltshire Council. It constitutes a strategic assessment for the environment as part of the suite of Joint Strategic Assessments.

The report builds on the environment chapter of the 2010/2011 Joint Strategic Assessment (JSA) for Wiltshire and forms the basis of future JSA updates. It is supported by a wealth of detailed data and resources on the Wiltshire Intelligence Network, facilitating public access to reliable and current information. The report aims to provide the evidence needed to put the environment on an equal footing with social and economic issues.

Health Improvement Partnership

The Health Improvement Partnership aims to support the people of Wiltshire to lead happy and healthy lives. This encompasses not only the individually determined factors such as genetic makeup and lifestyle but also the wider determinants such as social and community networks and general socio-economic, cultural and environmental conditions. It is an ambition of the Wiltshire Assembly that Wiltshire is the healthiest county in England by 2014.

The Health Improvement Partnership in Wiltshire is working to:

- promote health and wellbeing
- ensure quality of life is sustained for the longest time
- ensure the individual is at the heart of what we do
- promote positive personal choice and individual responsibility



Public Health Outcomes Framework

The [public health outcomes framework](#), originally published in January 2012, sets out the desired outcomes for public health and how these will be measured. The framework concentrates on two high-level outcomes that set the vision to be achieved across the public health system. These are:

- increased healthy life expectancy
- reduced differences in life expectancy and healthy life expectancy between communities

The outcomes reflect a focus not only on how long people live but on how well they live at all stages of life. The second outcome focuses attention on reducing health inequalities between people, communities and areas. Using a measure of both life expectancy and healthy life expectancy will enable the use of the most reliable information available to understand the nature of health inequalities both within areas and between areas.

A set of supporting public health indicators will help focus understanding of progress year by year nationally and locally on those things that matter most to public health.

The indicators, which cover the full spectrum of public health and what can be currently realistically measured, are grouped into four 'domains':

- improving the wider determinants of health (Domain 1)
- health improvement (Domain 2)
- health protection (Domain 3)
- healthcare public health and preventing premature mortality (Domain 4)

The significant domain in relation to improving air quality is Health Protection as air pollution is specifically listed as an indicator.



Domain 3 – Health Protection

Objective

The population's health is protected from major incidents and other threats, while reducing health inequalities.

Indicators

- Air pollution
- Chlamydia diagnosis (15 – 24 year olds)
- Population vaccination coverage
- People presenting with HIV at a late stage of infection
- Treatment completion of tuberculosis
- Public sector organisations with board-approved sustainable development management plan
- *Comprehensive, agreed inert-agency plans for responding to public health incidents (Placeholders)*

Health & Environment Group

The Health and Environment group was formed in April 2013 as a sub group of the Health and Wellbeing Board. The group is made up of representatives from Wiltshire Council, Public Health England, Environment Agency, Wiltshire Wildlife Trust and the Clinical Commissioning Group. The aim of the group is to provide a central focus for agencies in Wiltshire to discuss issues relating to environment and health, to identify threats and concerns and to mitigate them where possible. The group provides a forum for the exchange of knowledge, ideas, best practice and initiatives among the key agencies relating to environmental issues in Wiltshire and health-related factors associated with them.



Public Protection working with Public Health Wiltshire

Wiltshire Council's Public Health & Public Protection Service is developing a text alert system which will be targeted at people with respiratory health issues. The alerts will be prompted by air quality levels monitored at local monitoring stations as well as monitoring from the national network. The project will help to safe guard and protect the health & welfare of vulnerable people living in areas of poor air quality by providing targeted health information linked to real time air quality data. The project has received positive feedback from our Clinical Commissioning Group (CCG) via our Health and Environment Group and is likely to be developed further to include extreme temperature and pollen alerts.

Wiltshire Council actively encourages local decision making demonstrated through the use of Area Boards and is often praised for its good practice and innovation at a national level. This project is yet another demonstration of our commitment to local people and communities in providing the information they require to then help themselves in developing local solutions.

Wiltshire Council's Business plan seeks to build resilient communities that solve problems together and participate in decisions that affect them. The project will improve access to data in order that individuals and community groups can make informed decisions about their activities and health.

This represents an early joint project and a foundation on which other joint programmes can be built to bring about improved health outcomes.

Health Impact Assessment (HIA)

The European Centre for Health Policy (1999) Gothenburg Consensus is widely accepted as the seminal definition of Health Impact Assessment and defines it as:

'A combination of procedures, methods and tools by which a policy, programme or project may be judged as to its potential effects on the health of a population, and the distribution of those effects within the population.'



HIA is a systematic, objective and yet flexible and practical way of assessing both the potential and negative impacts of a proposal on health and well-being and suggests ways in which opportunities for health gain can be maximised and risks to health minimised. HIA looks at health in its broadest sense, using the wider determinants of health as a framework. Importantly, HIA highlights the uneven way in which health impacts may be distributed across a population and seeks to address existing health inequalities as well as avoid the creation of new ones. HIA is a tool to support decision making and, as such, can inform decision makers and communities of the potential health and well-being impacts and consequences of a proposal or policy.

DRAFT



Action PH01

Wiltshire Council's Public Health & Public Protection Service is developing a text alert system which will be targeted at people with respiratory health issues.

Outline

The alerts will be prompted by air quality levels monitored at local monitoring stations as well as monitoring from the national network. The project will help to safe guard and protect the health & welfare of vulnerable people living in areas of poor air quality by providing targeted health information linked to real time air quality data.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x			x	4

Low cost and high benefit as reaching the vulnerable population

Ownership: Public Health & Public Protection Service

Partners: CCG and specific GP practices identified for trial

Smart Target

Specific	Implementation of text alert service and participation of GP practices.
Measurable	Number of text alerts sent out Feedback from users of the text alert service
Achievable	Funding has been identified.
Relevant	Protecting health. Meets objective/action in the AQS
Timely	Autumn 2014



Action PH02

Wiltshire Council's Public Health & Public Protection Service a standalone air quality website enabling access to the general public of real time air quality monitoring data.

Outline

The website will provide real time air quality data to individuals in the community and developers/consultants preparing air quality assessments. Access to such data will enable communities at first hand see the effects of their initiatives aimed at improving air quality.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Low cost and high benefit as reaching the vulnerable population

Ownership: Public Health & Public Protection Service

Partners: Ricardo AEA

Smart Target

Specific	Launch of air quality website.
Measurable	Website usage report. Feedback from users of the website
Achievable	Funding has been identified.
Relevant	Protecting health. Meets objective/action in the AQS. Driving behaviour change in communities
Timely	September 2014



Action PH03

Public Protection are to upgrade automatic monitoring equipment to enable remote access via a website to monitoring data and expand our automatic monitoring network.

Outline

The current monitoring sites need to be upgraded to allow remote access to the automatic data.

Currently we have 4 automatic monitoring sites with a range of ageing equipment provided by different suppliers. Ideally we would like to up upgrade the equipment and have one single supplier to help with consistency of data gathering.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Low cost and high benefit as this action enables the website and text alert system to be run.

Ownership: Public Protection

Partners: Public Health

Smart Target

Specific	Equipment is provided to enable remote access to data. Upgrading of ageing monitoring equipment via a single supplier
Measurable	Purchase of equipment
Achievable	Funding identified from Public Health Wiltshire and annual running costs to be met from Public Protection.
Relevant	Meets objective/action in the AQS Enabling target to meet text alert and website
Timely	Summer 2014



Action PH04

Public Protection will continue to be members of the Health Protection & Environment Group and contribute to the groups work and development.

Outline

The group has developed from earlier working groups and it now reports as a sub group to the Health & Wellbeing Board. It consists of representatives from Public Health Wiltshire, Public Health England, CCG and EA.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x		x		4

Low cost, high benefit.

Ownership: Public Health

Partners: Clinical Commissioning Group, Public Health England, Environment Agency & others seconded to the group.

Smart Target

Specific	Attend, support, contribute and develop the Health & Environment group
Measurable	Quarterly meetings
Achievable	Individual projects will be identified by the group
Relevant	Supports the Health and Wellbeing Strategy and work within PPS on air quality
Timely	Quarterly



Action PH05

To provide accurate air quality data and information for the JSA and State of Environment Report for the County of Wiltshire

Outline

One of the most influential projects is the production of the Joint Strategic Assessment for Wiltshire (JSA) and Community JSAs, and The State of Environment Report. These bring together Wiltshire's priorities into single comprehensive and succinct reports with contributions from each of the thematic delivery partnerships. Key priorities are identified for topics including housing, economy, health, children and young people and the environment. The JSA is intended to support commissioning decisions and the developments of strategic and local community plans. Public Protection will provide air quality updates to this process.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Low cost, high benefit.

Ownership: Public Protection

Partners: Public Health Wiltshire and Wiltshire Wildlife Trust

Smart Target

Specific	Provide air quality data and information
Measurable	Provision of evidence base for air quality work
Achievable	Contributing since 2010
Relevant	Public Health Framework. Some communities priority (improving air quality)
Timely	Information for State of Environment Report annually, Data for JSA biannually and data for community JSAs biannually



Work undertaken in the Air Quality Strategy 2011 - 2015

Action	Air Quality Strategy	Date completed
Undertaken feasibility study for the production of a standalone air quality website.	Action number 7	Website provider has been procured and development of the site is underway.
Provided data and information for the Wiltshire Intelligence Network website on air quality	Action number 8	2013/2014
Investigated the introduction of a text alert system and have support from the CCG with a view to expansion e.g. extreme temperature warnings and pollen levels	Action number 11	Will go live in Autumn 2014 (development underway)

Appendix 2: Bradford on Avon





Introduction

Bradford on Avon community area has a total land area of 59.2 km² made up of a mix of urban and rural countryside in the west of the county of Wiltshire. It is focused on the one main settlement, the ancient market town of Bradford on Avon. The town of Bradford on Avon is bisected by the river Avon its name derived from the “broad ford” which is still in evidence next to the town’s medieval bridge.

The current town is characteristic of many market towns in Wiltshire which had their heyday during the 16th century with the booming woollen trade, with a series of old woollen mills dotted along the river overseen by rows of weaver’s cottages on the hill above the town. The Kennet and Avon canal passes through the Area alongside the Barton Farm Country Park popular with locals and visitors alike.

Today the population of the community area is 17,430 (mid-year 2010) of which around 9,150 live in the town. It has its own railway station with main line connections to London Waterloo, Bath & Bristol. The town centre does, however, suffer from traffic congestion and poor air quality, a result of its narrow streets and single bridge across the river. The town has therefore been subject to a number of transport studies and air quality management plans. In the summer the area attracts many tourists especially day trippers from Bath which further adds to the area’s traffic problems.



There is one AQMA in Bradford on Avon declared for exceedence of the annual mean objective for nitrogen dioxide and small particulates (PM₁₀). The area covers the main roads in the centre of the town,

An [Action Plan](#) was drawn up by West Wiltshire District Council in 2005, however the impact has been limited and a number of proposed major road schemes were not implemented. The levels of nitrogen dioxide have remained fairly static over the years within the town except for Masons Lane where the levels have been increasing since 2007. Monitoring results can be found in the [Progress and Updating and Screening Assessment](#) reports prepared for DEFRA annually.

It is now appropriate to identify further measures, and if necessary re-visit suggested schemes, to secure the air quality objectives.

The source of the exceedence in Bradford on Avon is exhaust emissions from traffic. It therefore follows that in order to achieve the objective changes to the level of emissions from vehicles must be brought about. This may be by changes in technology that reduce individual vehicle emissions, however nationally this has been countered by increases in vehicle numbers. We have looked at measures that encourage;



- a modal shift
- fewer drivers to enter the town centre
- more sustainable forms of transport
- innovative ideas aimed at reducing nitrogen dioxide levels within the atmosphere, rather than dealing with the source (traffic).

whilst protecting and enhancing economic activity and ease of access to the town.

Motor vehicles are, however, one element in a larger picture and a number of inseparable and inter-related strategies and tools will have to be deployed in order to achieve this; some of these will impact air quality but are driven by other influences. It will therefore be necessary to work within these frameworks to ensure air quality considerations are recognised and built in to them so they achieve mutually beneficial outcomes.

- Emerging Wiltshire Core Strategy
- Local Transport Plan 3
- Historic Core Zone
- Community Action planning initiatives (Bradford on Avon Air Quality Alliance)

Wiltshire Core Strategy

The Wiltshire Core Strategy Submission Document was formally approved for publication by Wiltshire Council on 26 June 2012. Following this decision Wiltshire Council submitted the Wiltshire Core Strategy to the Planning Inspectorate on 10 July 2012 for the purpose of initiating an independent public examination. Since submitting the Wiltshire Core Strategy to the Planning Inspectorate a further focused consultation has been undertaken.

- As part of the air quality work Wiltshire Council have included a core policy on air quality (core policy 55).
- The Wiltshire Core Strategy includes proposals for the future development of Bradford on Avon, including a core strategic site at Kingston Farm. This comprises of 670 new homes in the BoA Community Area, with 510 dwellings occurring within the town over the period 2006 – 2026.

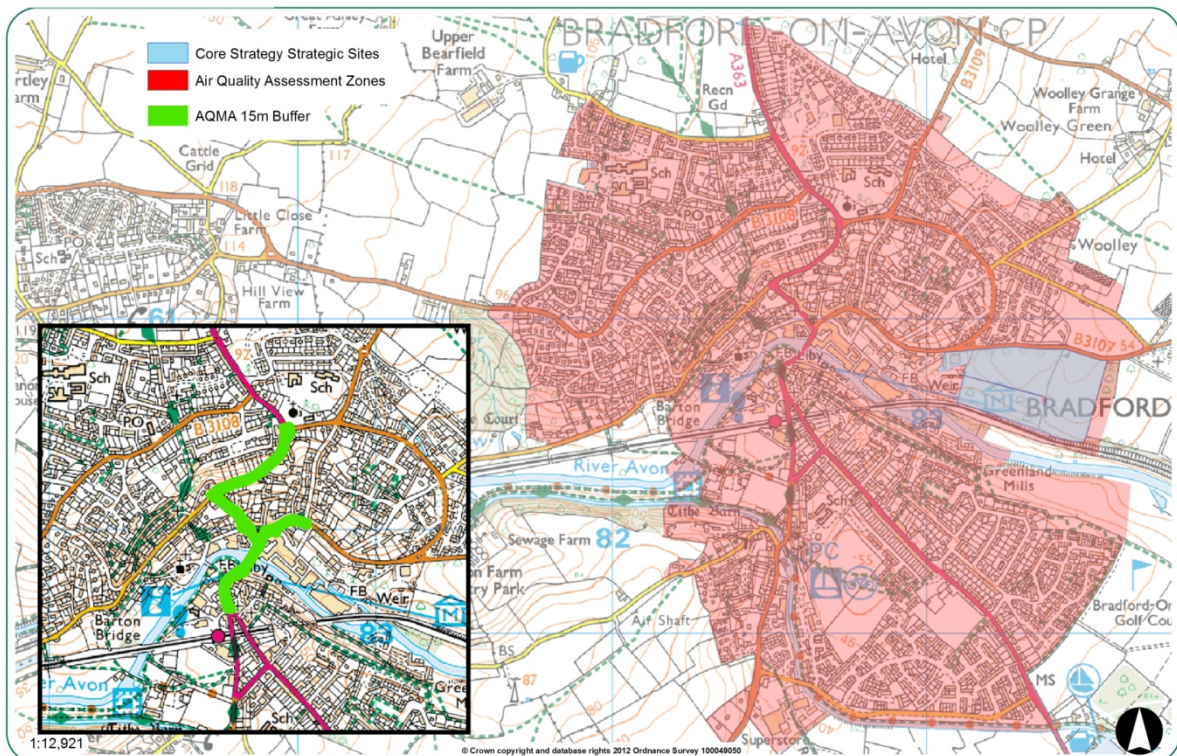


Delivery of Housing 2006 – 2026 Bradford on Avon

Area	Requirement 2006-26	Housing already provided for		Housing to be identified	
		Completions 2006-11	Specific permitted sites	Strategic sites	Remainder to be identified
Bradford on Avon town	510	170	160	150	30
Remainder	160	75	20	0	65
Community Area total	670	245	180	150	95

2 – 3 hectares of employment land has also been identified to the east of Bradford on Avon on land at Kingston Farm for strategic growth.

With regard to the AQAP, one of our concerns is with development in Bradford on Avon and this is reflected in zones attached to Wiltshire’s Draft Air Quality Supplementary Planning Guidance.





Bradford on Avon Air Quality Alliance

In 2012 meetings were held in Bradford on Avon to re-establish an air quality action plan group with a view to updating the old WWDC Action Plan into the Wiltshire Air Quality Action Plan. The newly formed group were also tasked with producing a community air quality action plan for the town. Membership is a mix of local councillors, residents and interested parties. The work currently being undertaken by the group can be accessed via the council website. Details of minutes, presentations and other useful information are provided on the [community involvement](#) webpage.

The Alliance has the following goals:

- To be a 'Clean Air Town' by 2020
- Legal air quality by 2015
- Set up the necessary structures to reach the medium and long term goals

As a result of these aspirations the Bradford on Avon Air Quality Alliance was formed with the ratification from the Area Board and Town Council. The Alliance was formally launched on 1st February 2013 by Maggie Rae, Corporate Director, Wiltshire Council.

Details of their community action plan and work undertaken by Bradford on Avon's Air Quality Alliance can be found below.

Local Transport Strategy

No separate town transport strategy exists for the town.

Historic Core Zone

In 2008, a Community Area initiative "Priority for People" began in Bradford on Avon (BoA). A core stakeholder group, consisting of elected Parish and Town Councillors, staff from Wiltshire Council and Community Group representatives, explored priorities and pulled together a series of initiatives for the town. Actions plans were proposed including one specifically looking at the development of a Historic Core Zone ([HCZ](#)) in the town.



In 2009, Bradford on Avon Area Board gave its support for a Historic Core Zone initiative. Consultants were commissioned to develop transport and public realm improvements for the town centre of Bradford on Avon using HCZ principles. The aim of the project was to create a clearly identifiable zone within BoA that rebalances the relationship between motorised vehicles and vulnerable road users, such as pedestrians, and reduces the dominance and intimidation of traffic.

In consultation with stakeholders, a preferred scheme was decided upon which comprises of reduced carriageway widths in order to increase the pedestrian space available and improved pedestrian connectivity by providing informal courtesy crossings at a range of locations. This design was approved by BoA Town Council and the Area Board in 2010.

Market Street/Church Street – Phase 1

The Market Street - Church Street junction has been identified as the first phase of the scheme to be delivered. The scheme incorporates the main elements of the overall HCZ plans, namely footway widening, carriageway width reduction and the introduction of informal courtesy crossings. In addition, gateway features at the main entry point in the HCZ will be included.

The plans have been developed in partnership between Bradford on Avon Town Council and Wiltshire Council.

A public consultation on the scheme was undertaken in January 2013. As a result, Bradford on Avon Town Council and the Area Board resolved to support Phase 1 of the HCZ scheme with amendments to include making the pedestrian crossings more prominent in the scheme with the use of striping and including more informal crossings at the top of Market Street. In addition, the use of bollards in strategic positions was suggested as well as a review of the design of the gateways.

Phase 1 of the scheme will also include the introduction of a Restricted Parking Zone across the whole of the HCZ area; this will retain the existing parking provision but will see the removal of the yellow lines and unnecessary traffic signs.



Existing Community Initiatives

The Alliance was asked to identify community projects already in place within and near to the town that have a positive impact on air quality within Bradford on Avon. In the main the projects identified were:

- Cycling
- Walking
- Public transport
- Electric vehicles

All the information has been collated into a table, indicating the ownership of the initiative. The table also serves as a useful tool in identifying where there are gaps in projects or knowledge. Subsequently this has been used as the basis of the community air quality action plan for the town.

Community air quality action plan

The Bradford on Avon Community Air Quality Action Plan is being developed by the Bradford on Avon Air Quality Alliance and will be put to the Bradford on Avon Area Board for adoption. Progress on actions will be reported on annually to the Area Board and subsequently to Public Health and Public Protection Services for inclusion in the annual Action Plan progress report to Defra.



Action BoA01

Bradford on Avon Air Quality Alliance shall produce a 'community air quality action plan'.

Outline

The community will develop actions that they can undertake, support and promote to help improve air quality within the town in line with the goals of the BoA Air Quality Alliance.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Low cost, high benefit.

Ownership: Bradford on Avon Area Board

Partners: Local community organisations, Public Health & Public Protection Services.

Smart Target

Specific	Bradford on Avon Area Board is tasked with producing a community air quality action plan.
Measurable	Annual progress report to be provided to the BoA Area Board from the BOA Air Quality Alliance. Data will be collated by Public Protection Services from BoA Area Board and submitted to DEFRA in the annual action plan progress report.
Achievable	The community air quality action plan will be scrutinised by the BoA Area Board and will be audited by Public Protection Services for practicality, cost benefit analysis and impact on local air quality.
Relevant	Actions will be audited against likely improvements in air quality and relevant strategic objectives (as set out in the Wiltshire Air Quality Strategy)
Timely	A community air quality action plan shall be adopted by BoA Area Board within 6 months of the adoption of the Wiltshire Air Quality Action Plan.



Action CI02

The Area Board shall report annually each January on the progress made against the community air quality action plan and priority actions.

Outline: Public Protection will provide a template for reporting purposes. This shall be completed by the Area Board Manager and agreed the Area Board.

Cost Benefit Summary

Air Quality	Public Health	Climate/ Sustainability	Transport	Sustainable Development	Community	Rating
x	x	x	x	x	x	6

Low cost, high benefit.

Ownership: Area Boards

Partners: Public Protection

Smart Target

Specific	All Area Boards with an AQMA will provide annual progress reports on 31st January of each year of progress made against the community air quality action plans and priority actions. The Area Boards are as follows: Bradford On Avon Area Board, Calne Area Board, Devizes Area Board, Marlborough Area Board, Salisbury Area Board & Westbury Area Board
Measurable	Annual progress report to be provided from the Area Board to Public Protection.
Achievable	Public Protection will collate all Progress Reports from the Area Boards.
Relevant	Actions will be audited against likely improvements in air quality and relevant strategic objectives (as set out in the Wiltshire Air Quality Strategy) SO1, SO4, SO7, SO8, SO10
Timely	Area Boards will provide annual progress on the community air quality action plans (31 st January – annually) Public Protection will provide an overall Progress Report on the Wiltshire Air Quality Action Plan to DEFRA (31 st April – annually)



Summary sheet

Bradford on Avon Community Area													
Population (mid-year 2010)	17,430												
Total land area	59.2 km ²												
Air quality management area declared for exceedence of annual average nitrogen dioxide and annual average PM ₁₀													
Source of nitrogen dioxide exceedence	Exhaust emissions from traffic												
Air Quality Steering group	Yes: The Bradford on Avon Air Quality Alliance												
Housing Delivery	670 new homes between 2006 - 2026												
Local Transport Strategy	No												
Source apportionment	<table border="1"> <caption>Source Apportionment Data</caption> <thead> <tr> <th>Source</th> <th>Color</th> </tr> </thead> <tbody> <tr> <td>cars/taxi</td> <td>Red</td> </tr> <tr> <td>LGV</td> <td>Purple</td> </tr> <tr> <td>Motorcycles</td> <td>Blue</td> </tr> <tr> <td>Buses/ Coaches</td> <td>Green</td> </tr> <tr> <td>HGV</td> <td>Cyan</td> </tr> </tbody> </table>	Source	Color	cars/taxi	Red	LGV	Purple	Motorcycles	Blue	Buses/ Coaches	Green	HGV	Cyan
Source	Color												
cars/taxi	Red												
LGV	Purple												
Motorcycles	Blue												
Buses/ Coaches	Green												
HGV	Cyan												
Community air quality action plan	Yes												



Community priority document	
Actions	
BoA01	Bradford on Avon Air Quality Alliance shall produce a 'community air quality action plan'.
CI02	The Area Board shall report annually in January on the progress made against the community air quality action plan and priority actions

Bradford on Avon Community Action Planning

Bradford on Avon was the first Area Board to found an air quality working group. A series of meetings were held with the community in 2012, which culminated in their first action plan statement and latterly the formation of their Air Quality Alliance

Terms of Reference

The Air Quality Alliance has not adopted specific terms of reference. They however scoped the areas of intended work and produced an initial action plan which is presented below.



Action Plan Statement

The main details of the Bradford on Avon action plan statement are provided below.

Background

Traffic is overwhelmingly cited as Bradford on Avon's biggest problem. The impact on health, pedestrian safety, tourism and economic viability (etc.) cannot be overstated. There have been numerous efforts to resolve this problem. None has been successful.

Conclusion: Either the problem is unsolvable or the efforts to resolve it have been inadequate.

The Current Initiative

The impetus for this latest effort has come primarily from Wiltshire Council's Environmental Health Department. This is the first time that the Unitary Authority has formally addressed this problem within the Bradford on Avon Community Area. This coincides with the work arising from both the Core Strategy and the Joint Strategic Assessments (Health, Environment etc.).

The initiative has been supported by the Area Board and, in particular, the Area Board Chairman, Cllr. Rosemary Brown.

Initiative Details

This initiative, so far, has consisted of just three meetings between various stakeholders, with various communications in between. Full meeting notes are available electronically at [Air Quality Alliance](#)

Meeting One, 27 June 2012

The first, introductory, meeting was led by Gary Tomsett of WC Environmental Health Dept., who explained the reasons for action, the work in progress elsewhere in Wiltshire and the desire to engage the community in an action plan to inform the Core Strategy.

Following this meeting BoACAN was asked to facilitate the remaining (two) meetings and to present progress to the Area Board.



Meeting Two, 23 July 2012

The meeting considered and prioritised 'Options for Change' [based upon the options considered at the time of the Air Quality Action Plan process led by West Wiltshire District Council in 2005]. It also endorsed the following goal:

"To reduce the Nitrogen Dioxide and Particulate levels to 40 milligrams per cubic metre throughout the air quality management area by 2015"

Following this meeting there were over 20 representations/recommendations received from a variety of stakeholders. These are available on request.

Meeting Three: 23 August 2012

The meeting considered all of the previous input using a proposed project management framework

1. What is the goal or desired outcome?
2. What is the current reality?
3. What actions are required to move from current reality to the desired outcome? The outputs, as above, are detailed in the notes from Meeting Three.

The meeting also endorsed a long-term aspiration for a 'CLEAN AIR 2020' town and community area.

Next Steps & Recommendations

These are best described using the project management framework (see above).

Goals/Desired Outcomes:

Long-Term:

The long-term goal is to achieve a Clean Air Town by 2020. It is quite obvious that this requires a structured, coordinated project/campaign which engages the entire community.

Recommendations:

1. An *Air Quality Partnership* engaging all relevant Departments of Wiltshire Council, our Town Council, relevant Parish Councils, plus voluntary/community groups and organisations (including our schools) and the local business community.



2. *An Air Quality Network* engaging all our citizens in a concerted campaign.

3. *A Project Management Group* mandated to act upon and deliver the desired outcomes with minimum bureaucracy.

Medium-Term:

Goal: Legal Air Quality by 2015.

Recommendation: As above, with the added benefit of ensuring urgent action to achieve a challenging goal.

Short-Term:

To set up the necessary structures as recommended. Further immediate actions are best recommended under 'Current Reality'

Action Plans

The full range of potential actions requires much more detailed work along 'SMART' lines (Specific, Measurable, Achievable, Relevant, Timely). Producing this would, again, be a first priority for a Project Management Group.

Work in Progress: Some groups are rightly keen to act on their own initiative in solving this multi-faceted problem. Climate Friendly Bradford is engaged in encouraging the uptake of electric vehicles and related actions as part of their long-term commitment to change. Further details on the CFB website.

Finally....

There is a strong desire to maintain and build upon the momentum created around this initiative. Those, however, who have 'been here before' will attest that we must work professionally, pragmatically and in unison if we are to make a difference. If we can ally passion with responsibility perhaps we can do it?

Bradford on Avon Community Area Network is willing to help move these endeavours forward. Specifically, if the Area Board and other stakeholders wish, BoACAN will be willing to take a lead on moving forward on the recommendations contained in this progress report.

The Options for Change

The 10 options considered in the 2005 report are still largely relevant and were discussed as a starting point in considering priorities for action in 2012:



i) Do Nothing

Not considered acceptable in the light of the serious air quality issues, particularly on Mason's Lane. Option rejected.

ii) Soft Options

Some action ongoing through implementation of the Historic Core Zone, Climate Friendly Bradford on Avon's 'Active Travel Map' and through car sharing, school travel plans, Lorry Watch etc. Scope for more to be done. Option agreed as a priority for action.

iii) Congestion Charging

Agreed to be expensive and technically challenging but not to be ignored as a possible measure. Option agreed for further investigation.

iv) Low Emissions Zone

Ditto. Option agreed for further investigation.

v) Signing alternative routes

A major signing project has now been approved by the Area Board for 18 new signs around the town to warn HGVs of the 18 tonne weight limit on the Town Bridge and to sign alternative routes for larger lorries. Out to consultation with parish councils and others until end July. Option agreed as a priority for action.

vi) Relief Road

Agreed to be unrealistic in the current financial climate. Not programmed within the current Local

Development Framework and Local Transport Plan. Option to be kept as a long term aspiration.

vii) Support to the A36/A46 link

Ditto. Option to be kept as a long term aspiration.

viii) One way traffic management scheme

One way scheme proposed by Capita Symonds in 2005 for Market Street, Masons Lane, Mount Pleasant, New Road, Springfield and Silver Street was consulted upon and rejected by residents. Independent research has shown the potential negative effects on air quality of such a scheme. There is conflicting data and interpretation of data regarding the exact impact of traffic redistribution in the town. Option requires further investigation

ix) Improved parking enforcement

No particular parking problem evidenced. Option to be monitored.

x) Demand management to reduce volumes and speed of traffic and improve pedestrian facilities



This option was thought the most likely to be productive, though Options iii) and iv) could help in pursuing it.

A key issue is to establish what current demand actually is (an estimated 20,000 vehicles per day pass through the town with claims that 60 % of this locally generated and counter-claims that the figure on a narrower measure is only 15 %). An 'origin and destination' traffic survey is required as a robust evidence base to understand the nature of these journeys. Allan Creedy commented that this is an expensive exercise; others suggested it could be done using volunteer effort.

Other suggestions for pursuing this option included: a town-wide weight restriction order; downgrading the A363 to a 'B' road; timed traffic signalling (such as on the A4 London Road in Bath where the traffic is slowed and filtered to allow priority for buses); better control on planning approvals which generate more traffic growth and/or contribute to worsening air pollution; and pollution absorbent paint.

This Option agreed as the single most important priority for action.

Desired Outcomes

1. A Clean Air Town
2. A No-Through-Route
3. Reduced rush hour traffic
4. Reduced traffic volumes year on year
5. Reduced pollution
6. Reduced cancer and asthma - to the Wiltshire average or lower
7. A Safe Town
8. Increased low carbon transport journeys such as walking and cycling within the town
9. A more economically viable town

Current Reality

1. There is a damage to built fabric of the town from vehicle emissions
2. There is generally too much traffic volume
3. Motorists do not follow signs, maybe only 1%
4. A 2003 survey shows 60% of traffic on the Town Bridge is locally generated and of this 15% of journeys start and end within the town's boundaries
5. Only 40 % of traffic volume is 'through-traffic'
6. There is a lack of (and also disagreement on) key data. We simply don't know which elements of the traffic are contributing what proportion of the problem and at what times of day and what is the reason for the traffic being in the town. Without proper data, analysis and understanding we waste our time
7. Bradford on Avon has a greater traffic flow than Westbury - 20,000 against 15,000 AADT – and greater traffic queuing times
8. A north side partial one way system has been proved to be counter-productive to both air quality reduction and traffic reduction
9. There is an above-average incidence of cancer and asthma



10. Traffic generated from new developments - e.g. Kingston Mill and in Trowbridge and Frome - is exacerbating the problems
11. There is an alternative view that traffic is an economic resource/good
12. Air pollution is above EU limits, particularly in Masons Lane
13. The topography of the town cannot be changed
14. There is danger to pedestrians from traffic in the town centre and elsewhere
15. Lorry Watch is having a good impact – but can it have a lasting effect when HGVs contribute less than 2% of total pollution?

Action Plan Ideas

1. Erect new signage warning HGVs of the 18 tonne weight limit on Town Bridge and signing alternative routes
2. Erect new signage on town entrances to warn drivers to 'Help Bradford on Avon become a Clean Air Town'
3. Invite Climate Friendly Bradford to lead the clean air campaign which could include: lobbying for greater weight to be given to air quality issues in planning decisions; a programme of education on lower emission car choices; a programme for cleaner public transport; restricted goods delivery times to shops and businesses within the central area; 'shop and go' delivery services user lower emission vehicles; free parking for electric cars; provision of electric charging points around the town; all backed up by a general awareness-raising campaign
4. Support the introduction of electric vehicles e.g. an electric minibuss and charging points at hotels, B&Bs, car parks etc
5. Promote the 'Active Travel Map' to encourage walking, cycling and public transport journeys
6. Encourage local people, parents and schools to reduce unnecessary journeys through the town centre
7. Carry out an Origin and Destination Survey, with volunteer effort if necessary, to confirm journey purposes, patterns, frequency, necessity etc.
8. Update Traffic Counts generally
9. Manage demand by re-routing unwanted traffic and encouraging a modal shift in journeys
10. Introduce the planned Historic Core Zone in the town centre to slow traffic and give greater pedestrian priority
11. Differentiate policies towards cars, light goods vehicles and heavy goods vehicles
12. Close the A361 main road
13. Downgrade the A254 to a B road to deter through-traffic
14. Downgrade the A363 to a B road
15. Consider park and ride sites such as at the Wiltshire Music Centre, Sainsbury's and canal car parks
16. Provide a subsidised bus for school children and for/to the villages
17. Try 'Car Free Days'
18. Control the traffic through traffic management measures such as timed controlled traffic signals on Bath Road to control vehicles entering Masons Lane
19. Build a bypass, possibly on the east side of the town edging the green belt with a river/railway crossing, make a case for funding from the EU or from the



- Community Infrastructure Levy
20. Reserve land for a relief road near the cemetery
 21. Curb further development along Holt Road until the impact of Kingston Mill and the Historic Core Zone are known
 22. Trial the 'Capita Symonds' one way system for one year with appropriate monitoring
 23. Divert traffic from the A363 at the Frankleigh fork towards Woolley Green and Staverton.
 24. This would not be popular in the villages concerned - but the volume of traffic crossing the Staverton Bridge is currently about half that crossing the Town Bridge
 25. Introduce a byelaw requesting the drivers of vehicles in Masons Lane to switch off their engines when in prolonged queues
 26. Offer air conditioning to the residents of Masons Lane and Market Street to alleviate the effects of pollution, a relatively low cost solution
 27. Introduce special flagstones to absorb pollution as well as pollution absorbent paint
 28. Take Bradford on Avon off the satnav for lorry drivers and lobby hauliers not to use the town as a through-route
 29. Reduce the weight limit on the Town Bridge to 7.5 tonnes
 30. Display nitrogen dioxide and particulates readings prominently e.g. through local radio warnings, illuminated signs, public art work
 31. Carry out surveys of health and of lichen
 32. Provide cheap, reliable public transport as a genuine alternative e.g. bus 264 on a 20 minute frequency
 33. Introduce alternating one-way traffic flows with traffic lights on Town Bridge
 34. Designate the Town Bridge 'access only'
 35. Close Town Bridge on Farmers' Market Sundays between 10am and 4pm
 36. Designate a 'Low Emissions Zone'
 37. Designate a 20 mph zone throughout the town centre
 38. Build larger pedestrian refuges on road crossings
 39. Introduce traffic controls at roundabouts and the periphery of the town linked to NO2 levels and using queue sensors



Bradford on Avon Air Quality Alliance Community Air Quality Action Plan

The document below has subsequently been developed by the Alliance:

Project Detail	Progress, Actions, comments	Project Lead	Cost	Budget e.g. S106 money	Milestones
Completed Actions					
Formally launched the BoA Air Quality Alliance	<p>The AQ Alliance was formed in February 2013 and includes all key stakeholders.</p> <p>The Alliance is a time-limited project management organisation with the following goals:</p> <ol style="list-style-type: none"> 1. To become a Clean Air Town by 2020. 2. To achieve Legal Air Quality by 2015. 3. To establish the necessary structures and mechanisms to undertake the actions to achieve these goals. <p>The structures agreed at the formation of the Air Quality Alliance are as follows:</p> <ol style="list-style-type: none"> 1. An Air Quality Alliance (as above). 2. An Air Quality Network, open to all groups and individuals in the community area, to provide a 	Cllr Rosemary Brown (Area Board Chair)	N/A	N/A	1 st February 2013



	<p>public platform for the community actions required to achieve our goals.</p> <p>3. An Air Quality Action/Project Group (or Groups), mandated by both of the above to undertake action on behalf of the community with minimum bureaucracy and maximum impact.</p> <p>These goals and structures have been formally endorsed and adopted by Bradford on Avon Town Council and by the Bradford on Avon Area Board (Wiltshire Council).</p>				
The installation, an Air Quality Monitoring station on Mason's Lane.	This enables measurement of both Nitrogen Dioxide and PM ₁₀ (particulates) in real time.	Public Protection Services, Wiltshire Council		Public Protection Services	Installed in February 2013
The undertaking of a professional Origin and Destination survey	<p>Undertaken by Atkins Ltd. on behalf of the Sustainable Transport Dept. (WC). This is the first comprehensive and statistically reliable study of traffic flows in BoA and has been a core requirement for many years.</p> <p>Initial results were reported to the Alliance at the end of 2013. A full report has now been produced. Findings indicate significant potential for local, community-based actions. These actions seem likely to be at the forefront of the AQA's activities during 2014/2015.</p>	Sustainable Transport, Wiltshire Council		Sustainable Transport	Full report published June 2014



Actions Underway					
Exploration of the pros and cons of nano-technology substances as a transitional alleviating mechanism in the affected area	Company selling the paint gave a presentation to the AQ Alliance. Discussions have been held with Conservation Officers and Highways Officers and Residents in Masons Lane.	Peter Dunford, Community Area Board Manager		Area Board	
Production of cycling/walking/public transport information and enhancement in the town	Undertaken as part of the Sustainable Transport 'Connecting Wiltshire' initiative.				
Installation of electric car charging points in and around the town	More Detail?	Shay Parsons, Climate Friendly Bradford?			
Remote access to pollution monitoring equipment, which would be web-enabled with public access	A communication system is being purchased to enable the automatic monitoring data to be streamed onto a publicly accessible website. This is part of a wider project detailed in the Council wide Air Quality Action Plan.	Public Protection Services, Wiltshire Council		Public Protection Services	Remote communications installed June 2014 Web site to go live in September 2014
A county wide air	There have been initial meetings with other	WFCAP			Feb 2014



quality alliance	<p>AQMA groups in the County, with a view to a possible Countywide AQA to share experience, resources and best practice.</p> <p>This is to be taken on by Wiltshire Forum Community Area Partnership (WFCAP) and is now an action within the County Wide Air Quality Action Plan. A seminar will be held annually to enable information exchange on successful projects.</p>				
Actions for 2014/2015					
Origin & Destination Survey	<p>A. ANALYSIS: from data to information:</p> <p>Once the data has been collated our first task is to translate it into usable information viz.</p> <p>Meeting with Atkins on 8th July to go through findings of final report.</p>				Final report published June 2014
Awareness	<p>From information to knowledge:</p> <p>The central challenge for 2014 is to mount a</p>	?			?



	<p>public awareness and engagement campaign using the information available in a variety of accessible formats.</p> <p>Although the exact steps required depend on the quality of the information (and its implications), it seems likely that these will include the launch of an AIR QUALITY NETWORK open to all. This platform should also facilitate the emergence of special interest/action groups, e.g. local business, schools, artists, social media etc.</p>				
<p>Action</p>	<p>From knowledge to action:</p> <p>The goal is to achieve legal air quality in the AQMA by the end of 2015.</p> <p>It is difficult (and probably unwise) to attempt to predict the possible actions emerging from public engagement with the current reality. The 'bottom line', however, is that less traffic equals lower emissions. The exact proportions of traffic reduction, traffic management, traffic flow and transport alternatives required to achieve this reduction constitute the next chapter of the AQA story.</p> <p>Finally, all of the above requires interaction and</p>				



	coordination with the Neighbourhood Plan, the emergent Historic Core Zone, the Community Area Transport Group and other strategic initiatives				
--	---	--	--	--	--

DRAFT

Report to	Bradford on Avon
Date of Meeting	12/11/2014
Title of Report	Community Area Grants

1. Purpose of the report:

To ask Councillors to consider the following applications seeking funding from the Bradford on Avon Area Board.

Application	Grant Amount	
Applicant: West Wilts Esprit Gymnastics Club Project Title: West Wilts Esprit Gymnastics Club Changing Room Upgrade and Fitness Suite.	£1000.00	
Total grant amount requested at this meeting	£1000	
Total amount allocated so far	£13810	

2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2014/15 year are made to projects that can realistically proceed within a year of the award being made. If this award is granted there will remain £16,120 in the budget for 2014/15.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2014/2015.

Community Area Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

Community Area Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.

3. The applications

<p>Applicant: West Wilts Esprit Gymnastics Club Project Title: West Wilts Esprit Gymnastics Club Changing Room Upgrade and Fitness Suite.</p>	<p>Amount Requested from Area Board: £1000.00</p>	
<p>This application meets grant criteria 2014/15.</p> <p>Project Summary: West Wilts Esprit Gymnastics Club has now moved into its new premises on the White Horse Business Park in Trowbridge. We are looking to upgrade our male and female toilets/changing rooms to make them more fit for purpose and more suitable for disability access and increased capacity, and also to add a small fitness suite to our ground floor to enable family, friends and members of the public to exercise whilst waiting for participants and on their own time.</p> <p>Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community: Our fantastic new facility benefits everyone in our main catchment area (Trowbridge, Westbury, Bradford-on-Avon and the surrounding villages) who wishes to become involved, or is already involved, in Gymnastics-related activity. We provide Gymnastics opportunities to participants aged 6 months and upwards and have waiting lists for a number of our classes. In the last year we have introduced a number of new Gymnastics-related activities such as Rhythmic, Boys, Parkour, Adults, Trampolining and Disability and we wish to expand this provision, so we need to upgrade our current changing/toilet facilities. It is also our goal to further reach under-represented sectors of the community such as 11-25 year olds and single parents. We therefore are working towards setting up a small fitness room on our ground floor, which will attract our target under-represented audiences and offer general fitness opportunities and alternative activities to our members as well as their parents/guardians and siblings. This facility will also provide training and employment opportunities both for our current older teenage members and for the wider general public. We are also working with Wiltshire Health Trainers to provide them with somewhere to meet their clients (many of whom are single parents) and to have a small fitness facility to point them towards which is not as intimidating as the larger gyms in the county. We hope to become a training facility and offer both voluntary and paid employment to 14 year-olds upwards who wish to become fitness trainers, personal trainers and leaders. All of this is dependent on our obtaining the capital to purchase fitness equipment, and to have the toilet/changing facilities to support our growing membership.</p>		
<p>Report Author: Peter Dunford, Bradford on Avon Area Board 01225 713060</p>		

Grant Applications for Bradford on Avon on 12/11/2014

ID	Grant Type	Project Title	Applicant	Amount Required
961	Community Area Grant	West Wilts Esprit Gymnastics Club Changing Room Upgrade and Fitness Suite.	West Wilts Esprit Gymnastics Club	£1000.00

ID	Grant Type	Project Title	Applicant	Amount Required
961	Community Area Grant	West Wilts Esprit Gymnastics Club Changing Room Upgrade and Fitness Suite.	West Wilts Esprit Gymnastics Club	£1000.00

Submitted: 06/10/2014 22:56:27

ID: 961

Current Status: Application Appraisal

To be considered at this meeting:

12/11/2018 Bradford on Avon

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

N/A

5. Project title?

West Wilts Esprit Gymnastics Club Changing Room Upgrade and Fitness Suite.

6. Project summary:

West Wilts Esprit Gymnastics Club has now moved into its new premises on the White Horse

Business Park in Trowbridge. We are looking to upgrade our male and female toilets/changing rooms to make them more fit for purpose and more suitable for disability access and increased capacity, and also to add a small fitness suite to our ground floor to enable family, friends and members of the public to exercise whilst waiting for participants and on their own time.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 0XE

9. Please tell us which theme(s) your project supports:

Children & Young People

2012 Olympic Legacy

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Safer communities

Sport, play and recreation

If Other (please specify)

N/A

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2014

Total Income:

£93378.00

Total Expenditure:

£89822.00

Surplus/Deficit for the year:

£3000.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£1000.00

Why can't you fund this project from your reserves:

We have had considerable costs involved with the setting up of our new facility, and have used up almost all of the money we had available (approximately Â£30,000) to pay the up-

front costs (solicitor, electrician, architect, builder, building regulations requirements including fire and smoke detection, first quarter's rent). We have had some funding this year, which was for the purchase of equipment to replace that which was owned by DC Leisure (Places for People) and which we used previously whilst based at Trowbridge Sports Centre. Now that we are up and running, we have an urgent need to upgrade our changing facilities, and we wish to move to the next phase of our development which includes this changing room upgrade and a fitness facility.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£6000.00		
Total required from Area Board		£1000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Sanitary Ware	1000.00	Trowbridge Town Council		1000.00
Plumber	1000.00	Trowbridge Area Board		3000.00
Fixtures and Fittings	1000.00	Fundraising	yes	1000.00
Fitness Equipment	2000.00			
Partitioning	600.00			
Disability Alarms	400.00			
Total	£6000			£5000

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

Yes

12. If so, which Area Boards?

Bradford on Avon
Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Our fantastic new facility benefits everyone in our main catchment area (Trowbridge, Westbury, Bradford-on-Avon and the surrounding villages) who wishes to become involved, or is already involved, in Gymnastics-related activity. We provide Gymnastics opportunities to participants aged 6 months and upwards and have waiting lists for a number of our classes. In the last year we have introduced a number of new Gymnastics-related activities such as

Rhythmic, Boys, Parkour, Adults, Trampolining and Disability and we wish to expand this provision, so we need to upgrade our current changing/toilet facilities. It is also our goal to further reach under-represented sectors of the community such as 11-25 year olds and single parents. We therefore are working towards setting up a small fitness room on our ground floor, which will attract our target under-represented audiences and offer general fitness opportunities and alternative activities to our members as well as their parents/guardians and siblings. This facility will also provide training and employment opportunities both for our current older teenage members and for the wider general public. We are also working with Wiltshire Health Trainers to provide them with somewhere to meet their clients (many of whom are single parents) and to have a small fitness facility to point them towards which is not as intimidating as the larger gyms in the county. We hope to become a training facility and offer both voluntary and paid employment to 14 year-olds upwards who wish to become fitness trainers, personal trainers and leaders. All of this is dependent on our obtaining the capital to purchase fitness equipment, and to have the toilet/changing facilities to support our growing membership.

14. How will you monitor this?

As an organisation we are currently in the process of applying for Gym Mark, which is British Gymnastics\'\'\' quality standard certification. As part of this, we have developed a detailed Action Plan, which provides the means for us to evaluate our progress at each stage of our development. This Action Plan means that we can measure our progress at 6-month, 12-month, 18-month and 2 year stages. We have also developed a database in which we keep all participant personal details, which means that we can dissect our membership at any time and check various characteristics against our target audiences. In this way, we will always know and can report periodically whether we are reaching our target under-represented groups and whether their numbers within our programmes are growing. We can also target our marketing geographically so that we can reach under-represented communities and, if necessary, ethnicities and/or age-groups. We also engage in quarterly surveys to gauge our members\'\'\' opinions, and we have a comments book in Reception which we actively encourage members to fill in.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

We are applying for the Area Board Grant to help support the growth and development of a much bigger project. The new Gymnastics facility remains a not-for-profit organisation, so all income over and above our ongoing running costs is reinvested. The business will therefore remain self-funding.

16. Is there anything else you think we should know about the project?

We are applying for this Area Board Grant to upgrade the facilities of what has been a much bigger project: a permanent Gymnastics and Fitness facility for the community of Trowbridge and the surrounding area. This project has an annual cost, as the building will be rented. All our costs are calculated monthly, quarterly and annually, and are available for perusal if required.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

