

AGENDA

Meeting: WESTBURY AREA BOARD
Place: The Laverton, Bratton Road, Westbury BA13 3EN
Date: Thursday 2 June 2016
Time: 7.00 pm

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

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

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

Networking opportunities will be available from 6:30pm.

Please direct any enquiries on this Agenda to Roger Bishton (Democratic Services Officer), on 01225 713 035 or email roger.bishton@wiltshire.gov.uk

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 Russell Hawker	Westbury West	01373 822275	russell.hawker@wiltshire.gov.uk
Cllr David Jenkins	Westbury North	01373 823605 07941 201637	david.jenkins2@wiltshire.gov.uk
Cllr Gordon King	Westbury East	01373 822650 07454 274266	gordon.king@wiltshire.gov.uk
Cllr Jerry Wickham	Ethandune	01380 870476 07980 701617	jerry.wickham@wiltshire.gov.uk

RECORDING AND BROADCASTING NOTIFICATION

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on the Council's website along with this agenda and available on request.

If you have any queries please contact Democratic Services using the contact details above.

Items to be considered	Time
<p>1. Election of Chairman (<i>Pages 1 - 2</i>) To elect a Chairman for the ensuing year.</p>	
<p>2. Chairman's Welcome and Introductions</p>	
<p>3. Election of Vice-Chairman To elect a Vice-Chairman for the ensuing year.</p>	
<p>4. Apologies for Absence</p>	
<p>5. Minutes (<i>Pages 3 - 12</i>) To confirm the minutes of the meeting held on 7 April 2016.</p>	
<p>6. Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7. Appointments to Outside Bodies and Working Groups (<i>Pages 13 - 32</i>) To appoint representatives to outside bodies and working groups for 2016/17. A report is attached.</p>	
<p>8. Chairman's Announcements (<i>Pages 33 - 42</i>) To note the following items for information:-</p> <ul style="list-style-type: none"> • Carers in Wiltshire: Joint Strategy 2016 – 2020 • Adult Care Charging Policy Consultation • Groundwork and Tesco 'Bags of Help' funding • Meet the Funder event 22 June 2016 • Your Care Your Support Wiltshire 	
<p>9. Partner and Community Updates (<i>Pages 43 - 60</i>) To receive from our partners. Some reports have been received and are included in the pack.</p> <p>Wiltshire Police Dorset and Wiltshire Fire & Rescue Service BA13+ Community Area Partnership Healthwatch Wiltshire Town and Parish Councils</p>	

10. **Community Use of Defibrillators**

Julia Doel, Assistant Community Responder Officer, South Western Ambulance Service NHS Foundation Trust, will explain and demonstrate how to use a defibrillator.

11. **Mental health Awareness**

Karen Spence, Public Health Specialist, will make a presentation on Public Health Awareness and answer questions.

12. **The Big Pledge**

The Community Area Manager will report at the meeting.

13. **Community Area Grants** (*Pages 61 - 76*)

To consider applications for funding from the Community Area Grants Scheme.

14. **Future Meeting Dates**

The next meeting of the Westbury Area Board will take place on:

**Thursday 4 August 2016 at Hawkeridge and Heywood Village
Hall,
5A Church Road, Heywood, BA13 4LP**

Future Meeting Dates

Thursday 6 October 2016 at The Laverton, Westbury, BA13 3EN

Thursday 8 December 2016 at The Laverton, Westbury, BA13 3EN

Guidance on the election of the Area Board Chairman and Vice-Chairman

4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.

4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.

4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.

4.9.7 With the exception of an election year, the chairman and vice-chairman of an area board shall remain in post until their successors are appointed.

MINUTES

Meeting: WESTBURY AREA BOARD
Place: Bratton Jubilee Hall, Melbourne Street, Bratton, Westbury, Wiltshire,
BA13 4RW
Date: 7 April 2016
Start Time: 7.00 pm
Finish Time: 8.40 pm

Please direct any enquiries on these minutes to:

Roger Bishton (Democratic Services Officer), Tel: 01225 713035 or (e-mail) roger.bishton@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Russell Hawker, Cllr David Jenkins, Cllr Gordon King (Chairman) and
Cllr Jerry Wickham (Vice Chairman)

Wiltshire Council Officers

Liam Cripps, Community Engagement Officer
Sue Geary, Head of Commissioning – Community Services
Peter Binley, Head of Highways Asset Management & Commissioning
Deborah Griffin, Health Trainer, Health Improvement & Physical Activity
Beverley Salter, Health Trainer, Health Improvement & Physical Activity
Roger Bishton, Senior Democratic Services Officer

Town and Parish Councillors

Westbury Town Council – Cllr Stephen Andrews
Bratton Parish Council – Cllr John Bartram, Cllr Steve Lloyd
Coulston Parish Council – Cllr Charles Riley
Dilton Marsh Parish Council
Edington Parish Council
Heywood Parish Council

Partners

Wiltshire Police

Wiltshire Fire and Rescue Service

Wiltshire NHS

BA13+ Community Area Partnership – Carole King, Phil McMullan

Wiltshire Healthwatch – Dr Peter Biggs

Wiltshire Wildlife Trust – Jessica Thimbleby

Total in attendance: 26

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Westbury Area Board.</p> <p>He stated that this would be the last scheduled meeting of the Area Board that he would be chairing and he wished to thank everyone for their help and support over the previous 12 months.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>Inspector James Brain – Wiltshire Police Cllr David Bradshaw – Westbury Town Council Andy Green – Station Manager, Dorset & Wiltshire Fire and Rescue Service Amy Schuring – Community Youth Officer</p>
3.	<p><u>Minutes</u></p> <p>Resolved:</p> <p>The minutes of the previous meeting held on 4 February 2016 were agreed as a correct record and signed by the Chairman.</p>
4.	<p><u>Declarations of Interest</u></p> <p>Cllr Russell Hawker declared a non-pecuniary interest regarding the Community Grant application for £1,150.00 towards the purchase of a LPCC skittle alley and dart board for Leigh Park Community Centre in Minute No. 10 below, as he was a trustee of the Centre.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:-</p> <ul style="list-style-type: none"> • Clean for the Queen The Chairman reported that so far in the Westbury Community Area, five groups had got together to clean up different parts of the area. Carole King went on to explain that on 30 March Slag Lane and the bottom end of Frogmore Road had been targeted and a number of bags of rubbish had been removed. It was intended to repeat this exercise in three months' time. Carole King also stated that rubbish had been cleared from the Leigh Park area the previous weekend and the Westbury Alliance Group would be meeting on 7 May at 10.00am to clean the Market Place. • Health and Wellbeing Groups Background information to the

establishment of Health and Wellbeing Groups was received. It was noted that Wiltshire Council was proposing that each Area Board should establish a Health and Wellbeing Group. Health and Wellbeing Groups were intended to provide a community led local forum to facilitate the coordination of joined up services for older people living within a community area. They were intended to gather the views of local older people and ensure these views were represented at the local Area Board. The groups would focus on working with community commissioners to identify the needs of a local population and support the development of services that would meet these needs.

6. Health and Wellbeing Groups

The Chairman introduced and welcomed Sue Geary, Head of Commissioning – Community Services, who was attending to make a presentation on Health and Wellbeing Groups and answer any questions.

She explained that:

- Wiltshire Council’s business objective was to “bring communities together to enable and support them to do more for themselves” – Resilient Communities
- Care Act (2014) introduced a legal duty on the local authority to consider wellbeing, deliver prevention and facilitate information and advice
- The Health and Wellbeing Board works across organisations to improve health and wellbeing across Wiltshire, supported by the Joint Strategic Needs Assessment.

Through the Health and Wellbeing Board and the Better Care Plan, the Council and NHS partners were looking to work with the voluntary sector to improve the prevention ‘offer’, for example:

- Developing a coordinated approach to information and advice
- Building links between communities and central commissioning decisions
- Funding from county wide services to be allocated locally, starting with the Good Neighbour Scheme.

She went on to explain that:

- The Council proposed that each Area Board established its own health and wellbeing group
- Membership and frequency of meetings to be decided by each Area Board
- Providing a community-led local forum to be aware of, coordinate and support services for older people living within a community area.
- Gathering the views of older people and ensure these views were represented at the local Area Board
- Older People’s and Carers Champions identified and acting as be an ‘ear’

- and a 'voice' for issues in the community
- Ensuring wellbeing and community resilience was seen as a key priority for Area Boards
- Identifying the needs of a local population and support the development of services that would meet these needs
- Drawing on local resources and assets in order to generate support for local initiatives
- Raising awareness of prevention and the effective provision of information and advice in their community
- Recommending the allocation of funding previously used to commission the Good Neighbours Service
- Drawing together work already undertaken – e.g. Community JSA events, or local Health and Wellbeing initiatives
- Linking with county-wide commissioning initiatives and commissioning officers

A question was asked as to what the difference was between health and social care and whether it might be possible to combine the two budgets as had been taking place in other areas such as Greater Manchester. Sue Geary informed the meeting that so far £30M had been pooled and the evidence suggested that this was working well in the delivery of services. However, it was important to note that health services were provided free of charge at the point of delivery whereas social care was means tested.

She went on to explain that although each Area Board would be making their own arrangements for implementing this policy, it was hoped that each regular reports would be made to the Health and Wellbeing Board on progress being made.

7. Partner and Community Updates

The Area Board received the following updates from key partners:-

- **Wiltshire Police** It was noted that ways of developing the Community Policing Team had been instigated including several staff engagement sessions and also meetings with a number of community groups and all the various views had been listened to. Improved ways of communicating with the public were being looked at including the use of social media in addition to face to face meetings.

It was noted that elections for the post of Police & Crime Commissioner were due to take place on 5 May 2016. Members asked for any information about potential mergers with other Police Forces, and in particular a question was asked if there were any future plans for a merger with the Dorset Force, similar to the merger of the two Fire & Rescue Services. The Clerk was requested to consult the Police & Crime Commissioner to seek answers to these questions.

The Area Board was informed that Horizon Victim and Witness Care had been established in October 2014 to ensure that every victim of crime benefitted from the best possible integrated support service according to their needs. Members asked what level of support this new service was receiving from victims and the Clerk was asked to request that this information be made available in the next report.

- **Wiltshire Fire & Rescue Service** It was noted that the Westbury crew responded to 47 incidents between 1 January and 14 March 2016. These included two domestic property fires, two domestic property fires and a fire in a car spray booth.

Several responses were made in respect of fire alarms sounding and also to two road traffic collisions.

- **Local Youth Network** The Area Board was informed that Phoebe Brazier would be leaving her post as Community Youth officer in the Westbury area on 24 March 2016 and on behalf of the Area Board, the Chairman expressed his thanks and appreciation for all the work she had carried out as a youth worker over the years.

- **BA13+ Community Area Partnership** Carole King, Chairman of the Community Area Partnership (CAP) reported that a wide-ranging network of community organisations, groups, clubs, societies, schools, churches and businesses had been established in order to connect with as many local people as possible. Regular Partnership Meetings were increasingly popular and were attracting speakers and presentations on a wide range of themes, each of which was in line with the Westbury Community Plan.

The Community Plan covered the period 2014-2017 and was based around the core themes of the Environment, Health & Wellbeing, Housing, Transport, Culture & the Arts, Leisure, Children & Young People, Economy, Jobs & Skills and Community Safety (incorporating Speedwatch, Neighbourhood Watch and Safe Places).

In particular it was noted that two grants of £250 had been awarded to the *Anybody Can Cook* project which offered cooking tuition to families. Westbury Infants School had generously offered school accommodation during the Summer holiday period for the course to take place.

It was noted that the next Partnership meeting would be held on Thursday 19 May when the main theme would be based on business & industry and housing.

- **Healthwatch Wiltshire** An update report was received and noted. Attention was drawn to the Care Quality Commission (CQC) inspection of South Western Ambulance Service NHS Foundation Trust in June 2016 and that the Commission would like to receive information from local

people about their experiences of the services provided, both good and bad.

- **Wiltshire Clinical Commissioning Group** An update report was received and noted.

Cllr David Jenkins referred to Wiltshire's plan to tackle obesity and reported that Wiltshire Council's vision was that by 2020 Wiltshire would be a place where all individuals, families and communities were informed, enabled, motivated and empowered to achieve or maintain a healthy weight. It would be achieved by targeting action at key points in the life-course. Variations in access to services would be addressed and attention would be given to ensuring that communities were engaged in maintaining a healthy weight. Furthermore, a greater focus would be made on prevention and early intervention.

- **Wiltshire Wildlife Trust** Jessica Thimbleby, Community Engagement Officer (Waste) - Recycle for Wiltshire from the Wiltshire Wildlife Trust provided an update on the work of the Trust regarding recycling of waste in the Westbury area.

She explained that for over 10 years Wiltshire Council had been funding Wiltshire Wildlife Trust to educate and encourage school children and communities throughout Wiltshire to reduce, reuse and recycle more of their household rubbish. Since spring 2015 the Trust had been working in Westbury with local groups, businesses and schools to reduce and reuse rubbish and increase recycling in the town. During this time the Trust had

- Educated 1350 pupils at Westbury Schools
- Engaged with 2037 adults and 1478 children during activities & events
- Knocked on 667 doors to answer questions about waste and recycling

Jessica Thimbleby went on to explain various initiatives that had been carried out such as waste workshops, tour of materials recovery facility & landfill at Lower Compton, improving green spaces in school grounds and trashion shows with Year 7 pupils.

8. Local Highways Investment Fund 2014-2020

The Area Board received a report by the Associate Director, Highways & Transport which set out progress on Wiltshire Council's Local Highways

Investment Fund 2014-2020 and a proposed road surfacing and maintenance programme for 2016/17.

Peter Binley, Head of Highways Asset Management & Commissioning explained the contents of the report. The investment had been targeted at those roads in worst condition, and included minor roads as well as the main roads. The programme was just reaching the end of its second year, and had already seen a substantial amount of work completed. It was noted that the following roads in the Westbury area were regarded as being generally in good condition:-

- 85% of the A roads
- 75% of the B roads
- 65% of the C roads
- 78% of the unclassified roads

Peter Binley went on to explain that during 2016/17 the following highway maintenance schemes in the Westbury Community Area were proposed:-

- U/C Road, Salisbury Hollow, Edington – resurfacing
- B3098, Bratton Road, Westbury (including other sections at Bratton & Edington) – repairs and resurfacing
- Road3097, Hawkeridge Road, Heywood – skid resistance improvements
- Road A350, Trowbridge Road, Westbury – skid resistance improvements
- Road B3099, Clivey, Dilton Marsh – skid resistance improvements
- Road B2097, Station Road, Westbury (from The Ham mini roundabout to Protyre)

Peter Binley drew attention to the work that was planned on Road B3098 between Westbury and West Lavington and explained that work on nine sights would take place during the evenings and night time; however, work would cease in the villages at midnight.

9. Community Area Transport Group

The Area Board received notes of the Westbury Community Area Transport Group (CATG) meeting held on 18 March 2016.

Resolved:

- **To note that the metrocount taken on Lower Westbury Road, Bratton showed that 85thile speeds were 26.6mph and therefore were not eligible for community speedwatch and to agree that this be removed from the list of schemes.**

<p>10.</p>	<ul style="list-style-type: none"> • To allocate £3,000 to provide dropped kerbs on Chantry Lane, Westbury. • To allocate £1,500 to renew road edge markings by the duck pond and to install 'Road Narrows' warning signs. • To note that £10,320 had been allocated to the Westbury CATG from 1 April 2016. <p><u>Westbury Community Area Grants 2015/2016</u></p> <p>Consideration was given to a report by the Community Engagement Manager in which councillors were asked to consider funding from the 2016/17 Area Grants Budget, all of which met the grants criteria. After receiving brief statements from the applicants giving reasons for the requests:</p> <p>Resolved:</p> <p>(1) Application 1833 – Leigh Park Community Centre</p> <p>To approve a grant of £1,150.00 towards a portable skittle alley and dart board.</p> <p>(2) Application 1705 – Westbury United Football Club</p> <p>To approve a grant of £700.00 towards a Wiltshire County Football pitch improvement programme.</p> <p>(3) Application 1828 – Bratton PCC</p> <p>To approve a grant of £1,500.00 towards the refurbishment of the main hall in Bratton Institute Hall.</p>
<p>11.</p>	<p><u>Future Meeting Dates</u></p> <p>It was noted that the next meeting of the Westbury Area Board would be held on Thursday 2 June 2016 at The Laverton, Westbury, BA13 3EN.</p>

WESTBURY AREA BOARD

2 June 2016

Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2016/17

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2016/17.

2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. Similarly, the Area Board is invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2016/17.

3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. In 2014 all Area Boards appointed Local Youth Network (LYN) Management Groups to coordinate wider LYNs, sub-groups of the Area Boards, to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C and may be reviewed by the Leader on an annual basis.
- 3.3. Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly these groups were established as part of the Council's corporate programme for Campuses and so the Terms of Reference cannot be amended.
- 3.4. Some Area Boards have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

4.1. None.

5. Legal Implications

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

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

6. Environmental Impact of the Proposals

6.1 None.

7. Equality and Diversity Implications

7.1 None.

8. Delegation

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

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

9. Recommendation

9.1 The Area Board is requested to:

- a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
 - b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and
 - c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.
-

Report Author

Roger Bishton
Senior Democratic Services Officer
Tel: 01225 713035
Email: roger.bishton@wiltshire.gov.uk

Appendices:

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

Unpublished background documents relied upon in the preparation of this report

None.

WILTSHIRE COUNCIL OUTSIDE BODIES

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed
Leigh Park Community Centre (Westbury)	Area Board - Westbury	Local voluntary community group working to improve facilities which affect both younger and older people alike within Westbury and surrounding villages.	Promote the benefit of the inhabitants of Leigh Park	Local venues in Westbury	Yes	1
Warminster and Westbury CCTV Partnership	Area Board - Warminster	Rep adds district and council perspective to crime issues	Prevent crime in Warminster and Westbury	4 meetings per year	No (under review)	1
Westbury Community Area Partnership	Area Board - Westbury	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1
Westbury Local Youth Network (LYN)	Area Board - Westbury	So young people can present ideas to councillors and council	Youth issues and democracy.	4 meetings per year	Yes	Up to 2
Westbury Health & Wellbeing Group	Area Board - Westbury	County wide initiative important to Westbury Area Board	To improve Health & Wellbeing in the Community Area	Minimum of 6 meetings per year	Yes	1

WILTSHIRE COUNCIL OUTSIDE BODIES

Representative (s)
Cllr Russell Hawker
Cllr Russell Hawker
Cllr Gordon King
Cllr Russell Hawker & Cllr David Jenkins

Appointments to Working Groups
Westbury Area Board

Community Area Transport Group:

- Cllr Russell Hawker
- Cllr David Jenkins
- Cllr Gordon King
- Cllr Jerry Wickham

Shadow Community Operations Board:

- Cllr David Jenkins

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes. It should be noted that CATG is an advisory body, it does not exercise delegated decision making powers.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary. Additional support will be provided outside of the meeting by the Corporate Office Business Support unit, as per Area Boards.

Terms of Reference

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

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

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

(Cabinet Member Decision HT-026-11)

3. C & UC roads speed limit review

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

(Cabinet Member Decision HT-027-11)

4. Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

5. 20mph speed restrictions – review and implementation

To make recommendations to the Area Board as to the priority routes/areas for review and implementation of 20mph speed restrictions in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HSB-007-13)

6. Other decisions

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

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

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

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

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

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

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

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

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

2 Campus Management Principles

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

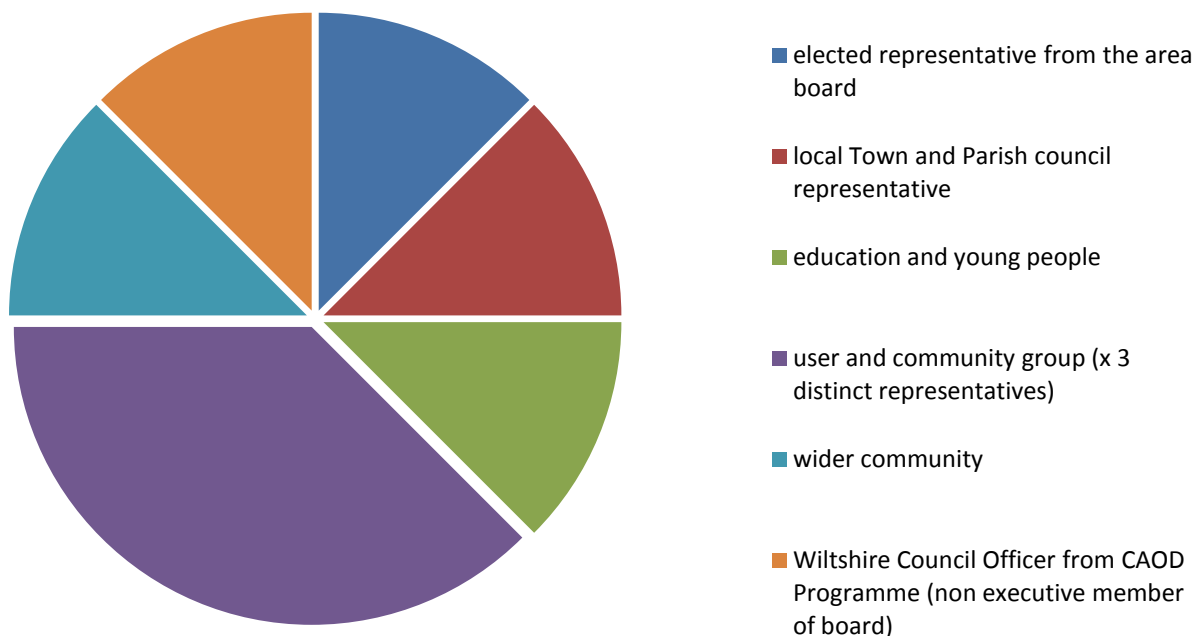
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive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

Version3 – 5/4/11

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

3 Membership

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



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

4 Roles and responsibility

4.1 Community leadership & engagement

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

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

4.2 Responsibility for outcomes

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

4.3 Project coordination and reporting

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

4.4 The role of Wiltshire Council

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

5 Outcomes

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

6 Confidentiality

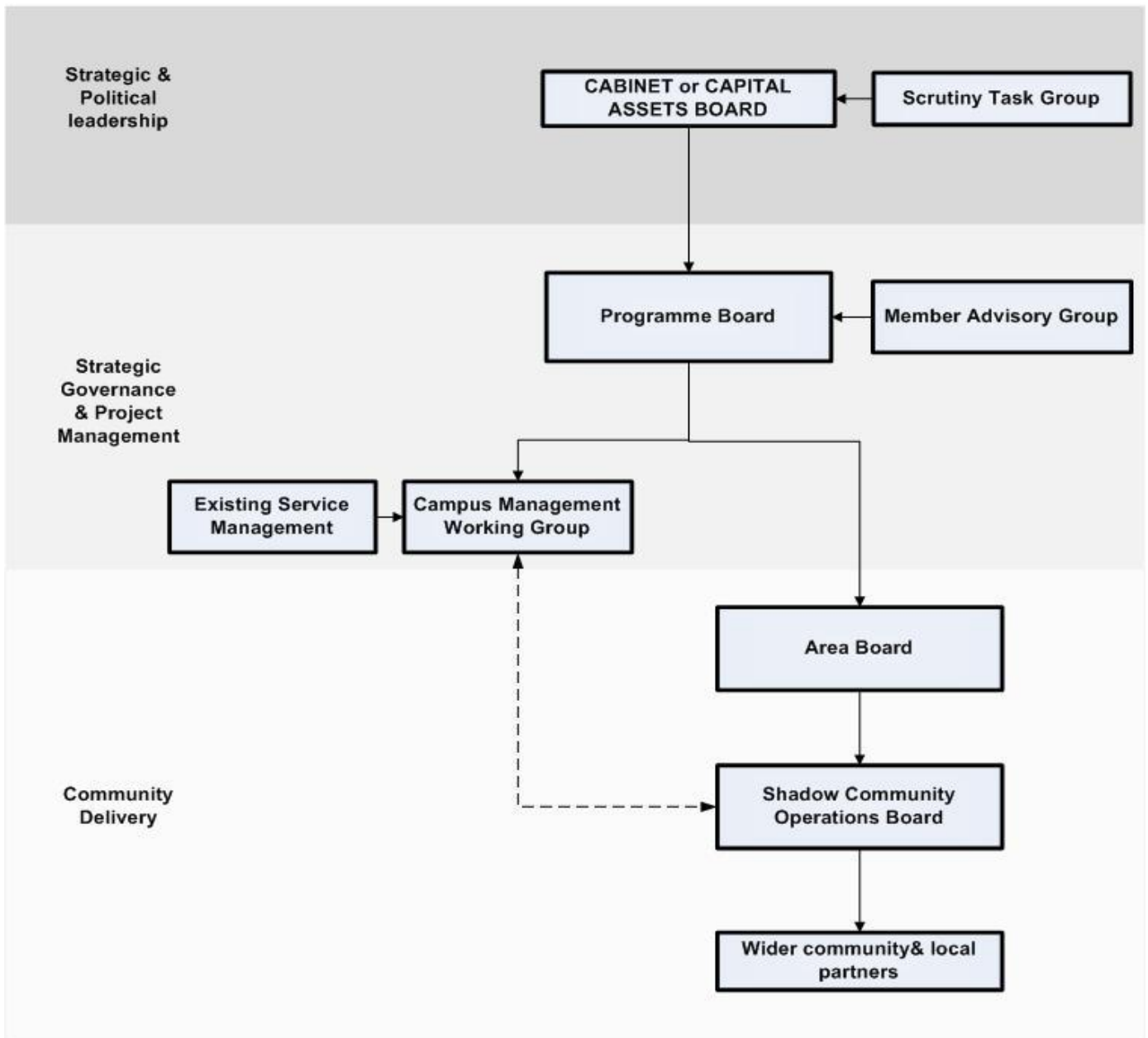
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or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

7 Governance Arrangements

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

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

Preliminary Management Project Governance Arrangements



Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who 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 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.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the LYN

All members will be required to:

- Take an active part in the development of the LYN and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

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

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

4. Media Relations

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

Subject:	Carers in Wiltshire: Joint Strategy 2016 - 2020
Officer Contact Details:	Karen Walters, Community Commissioner (Carers)
Weblink:	http://consult.wiltshire.gov.uk/portal

Wiltshire Council and NHS Wiltshire Clinical Commissioning Group, in consultation with their other strategic partners (especially Carer Support Wiltshire, Wiltshire Parent Carer Council and Spurgeons) and over 50 carers have developed a new strategy for carers. The draft document is now available for the public to view and comment on before being finalised. It can be viewed in full on the council's consultations webpage:

<http://consult.wiltshire.gov.uk/portal>

Information postcards and leaflets are also available at this meeting.

Publicity materials can be provided from Karen Walters, Wiltshire Council, for any partners who would be willing to support spreading the message or if you would like to invite her to attend any local carer groups or meetings during the consultation period.

Please feedback comments by **13 July 2016** to: Karen Walters, Community Commissioner (Carers) at:

Address: County Hall, Bythesea Road, Trowbridge BA14 8JN

Email: Karen.walters@wiltshire.gov.uk

Mobile: 07876 393890

Who do we mean when we talk about carers?

Anyone can become a carer. A carer is someone of any age, including a child (young carer), who provides unpaid support to a family member or friend who could not always manage without this help. This could be caring for a relative (a parent, grandparent, sibling, child, spouse, partner) or friend who is ill, frail, disabled or who has mental health or substance misuse problems. They should not be confused with paid or volunteer support workers.

Most people are likely to be undertaking a caring role at some point in their lives, with many of us needing to access some form of information, advice and support during this difficult time.

Have we got things right in the new strategy?

We believe we have a strategy that is truly representative of the needs of Wiltshire carers. However, now is the time for you to have your say and influence the way services are commissioned over the next 4 years.

We invite members of the public, especially carers, to comment on this document to influence the future commissioning of support for carers in Wiltshire. We need you to tell us if we have got things right. We also want to know if you, as a carer, feel represented within this strategy and if not, what is

it you would like to see added or changed. What services do you currently access (if any) that you value and why they are important to you? We invite organisations and business in Wiltshire to comment on the document and to inform us of any contributions they are already making or could make, in order to support the delivery of this strategy.

A detailed action plan will be developed once the strategy is finalised to support its delivery.

Why is this strategy needed?

A Carers UK press release on 12 November 2015 stated “Unpaid carers save the UK **£132 billion a year** – the cost of a second NHS.” ¹

70% of the 47,608 ²carers living in Wiltshire continue to remain hidden and it is believed that many of these people will not be aware of their carer status. Accessible information and advice is therefore vital to ensure that these people know where to get help and support when they need it.

The Care Act places additional duties on social care services in assessing and addressing the needs of carers. Carers now have parity of esteem with those people they care for. We need to ensure that carers’ of people with mental health issues are able to access appropriate services to meet their needs. There is a requirement for all health, social care and educational professionals to identify young carers and ensure their needs are being met and that they are not carrying out inappropriate caring roles.

The 2015 Healthwatch report “Unpaid Carers in Wiltshire: help in a crisis” highlights the need to review how we support carers in a crisis. Whilst early intervention and prevention measures is expected to reduce the likelihood of this point being reached, there will be unavoidable circumstances when a carer reaches crisis point and it is vital targeted support is available to help them when they reach this point.

Our shared vision for carers in Wiltshire:

Wiltshire cares for carers by ensuring that carers living in Wiltshire are identified and accepted as expert partners in care; are well informed; and maintain a good quality of life and healthy lifestyle outside of their caring responsibility.

To find out more please read the full strategy and / or contact Karen Walters direct.

¹ Valuing Carers 2015 – the rising value of carers’ support Lisa Buckner (University of Leeds), Sue Yeandle (University of Sheffield)

² Census 2011

Chairman's Announcements

Subject:	Adult Care Charging Policy Consultation
Officer Contact Details:	Olly Spence Community Commissioner olly.spence@wiltshire.gov.uk
Weblink:	http://www.wiltshire.gov.uk/news/articles/httpwwwwiltshiregovuknewsarticlescare-services-policies-consultation

Introduction-The Adult Care Community Commissioning team are currently leading on a public consultation regarding proposed changes to the adult care charging policy (i.e. how much people contribute to the cost of the social care services that they receive).

Unlike health services which are free at the point of access, adult social care support is means-tested in line with national guidelines. The proposed changes have been made in response to the Care Act (2014), to align Wiltshire's approach with that of other local authorities and to ensure the Council can continue to deliver sustainable care and support services.

The proposed changes will only impact on customers who contribute towards care services in their own home and will not impact on those contributing towards care in a permanent residential care setting.

The proposed Changes

- To take into account 100% of disposable income¹, the Council currently only takes into account 80% of disposable income.
- To take the full rate of attendance allowance into account when assessing how much people need to contribute. The Council currently only takes the lower rate into account even if the individual receives the higher amount.
- To update the list of allowable Disability Related Expenses (DRE). DRE items are things people have to spend money on as a result of a disability or illness and are disregarded when calculating how much people may have to contribute.

The Consultation Process-The consultation will run for three months and is scheduled to end on June the 6th. Customers who are likely to be affected by any

¹ Disposable income is the amount of money and individual has available after Household expenses, general living allowance and any disability related expenditures have been accounted for.

Chairman's Announcements

changes were contacted via letter to set out the proposals and encourage them to get involved. In addition to these individual letters a series of public meetings have been facilitated by Healthwatch Wiltshire.

How people can get involved- The consultation survey can be found on the Councils website

<http://www.wiltshire.gov.uk/news/articles/httpwwwwiltshiregovuknewsarticlescare-services-policies-consultation>

People can contact the Council or Healthwatch Wiltshire to request paper copies of the survey, pose individual questions or organise one to one meetings.

For more information please contact Olly Spence olly.spence@wiltshire.gov.uk

Chairman's Announcements

Subject:	Groundwork and Tesco 'Bags of Help' funding
Officer Contact Details:	Caroline McKenna Caroline.mckenna@groundwork.org.uk
Weblink:	http://www.groundwork.org.uk/Sites/tescocommunityscheme

Groundwork have partnered with Tesco to deliver a new community grants scheme. Last funding round there were many successful projects from across Wiltshire and we would like even more applications this round!

The Tesco Bags of Help scheme was launched in October 2015 and enables local community groups to apply for money to develop local resources and promote greener living and working. There are grants of £8,000, £10,000 and £12,000 available.

There are several rounds of applications throughout the programme and the first round of funding completed in February. Over 8 million Tesco customers voted across 2,500 stores nationwide for variety of community group projects, and from this nearly £13 million will be awarded to 1,284 community groups.

The second round of funding applications is now open and application process will be ongoing until 3rd June. To find out more, go to our website at <http://www.groundwork.org.uk/tescocommunityscheme>

As part of our work to promote the programme across the South West region, we would also be interested in any funding events we may be able to attend to provide information to prospective applicants, so if you have any relevant events or groups you think this may be applicable to, please get in touch.

Chairman's Announcements

Subject:	Meet the Funder event 22 June 2016
Officer Contact Details:	Wiltshire Community Foundation info@wiltshirecf.org.uk
Weblink:	Event Brite- ticket purchase

Wiltshire Community Foundation is hosting a 'Meet the Funder' event for voluntary and community groups with speakers including The BIG Lottery and Power to Change with a range of workshops during the day about funding available and how to apply.

Date: Wednesday 22nd June 2016

Registration: 9:30am for start at 10am.

Venue: Devizes Corn Exchange

Cost: £8.50 per person with a light lunch provided

Finish: 3pm.

When you book, please select two workshops to attend – one in the morning and one in the afternoon:

AM

- Workshop A: Better Applications, Jane Butler, Wiltshire Community Foundation
- Workshop B: Crowdfunding, Globalgiving.com
- Workshop C: WASP Sports Funding

PM

- Workshop D: BIG Lottery Applications, Tim Temple
- Workshop E: Crowdfunding, Globalgiving.com
- Workshop F: Demonstrating Impact, Heidi Yorke

Chairman's Announcements

Subject:	Your Care Your Support Wiltshire
Officer Contact Details:	Dr. Sara Nelson Information and Communications Manager Healthwatch Wiltshire sara.nelson@healthwatchwiltshire.co.uk Olly Spence Wiltshire Council olly.spence@wiltshire.gov.uk
Weblink:	http://www.yourcareyoursupportwiltshire.org.uk/home/

Healthwatch Wiltshire is working in partnership with Wiltshire Council to manage and develop *Your Care Your Support Wiltshire*, the new health and social care information website for the county.

The website contains:-

- Information about different topics such as, dementia, keeping well and paying for care as well as explanations of an overview of how the NHS and social care work in Wiltshire.
- A service directory that provides details of local organisations, clubs, societies, GPs, dentists and care homes.

Your Care Your Support Wiltshire's First Birthday

The site launched on April 1st 2015 and so has now been up and running for a year. In this year, it has been viewed 164,669 times and has been visited by 20,669 users. Of those who visited, 67% were new to the site whilst approximately 33% were return users. The most popular pages on the site were:

1. Paying for Care
2. How do I get care and support in Wiltshire?
3. Living with a disability/learning disability

Future plans and how you can help.

Future plans include adding more detailed, localised information on end of life care and mental health services, updating and building on existing information and adding more videos and easy read pages. In addition we will continue to engage with local communities to ensure that the service directory contains all the information they need to access services and groups in their area.

Healthwatch Wiltshire will continue to involve local people in the development of the site so that we can make sure that it meets their needs. We would like to hear your views on the site. You can tell us about groups and clubs in your community or

Chairman's Announcements

suggest topics that we can add to the site. This site is for Wiltshire people – make your voice heard!



WESTBURY Area Board Report

Welcome to the report from your Community Police Team.

I would like to start this report by introducing our revised control strategy for the forthcoming year. The Police and Crime Plan, published by the commissioner, sets the strategic direction for Wiltshire Police and the control strategy focuses on operational policing. The control strategy is the final document that emerges after an intense period of intelligence gathering where we assess what the greatest risks are to people living in Wiltshire and Swindon, whilst considering national threats as well.

The control strategy also reflects the changes in patterns of crime and behaviour. Both the Police and Crime Plan and the control strategy are dynamic and flexible, allowing for priorities to be adapted according to any changing needs in the local community. The common thread running through both the Police and Crime Plan and the control strategy for 2016 – 2017 is vulnerability and exploitation.

Specifically, the Force will focus on four areas:

- Domestic abuse / Cyber Crime / High risk offenders / High risk victims



I would like to follow up on a piece I wrote in our last report about Horizon. We were asked for some feedback from within the community about how Horizon has developed and continue to develop.

It was identified at an early stage that it would be of great benefit to align the new services alongside the existing witness care function. This would provide a seamless and consistent end to end service enabling us to allocate a single point of contact to every victim and witness. We have supported over 3000 vulnerable victims and have coordinated and managed more than 10000 victims and witnesses for court and our service continues to expand. Since January this year, we have added victims of dwelling burglary, action fraud and standard domestic violence to the list of offences in which we automatically offer early support and provide signposting for, a positive addition which has enabled many more victims to receive support. Moving forward, we are looking to develop our work with the force hate crime advisors to ensure a relevant and local service for them.

The following are ways in which Horizon support victims and witnesses;

- To identify vulnerability and early support needs, putting in place referrals and signposting appropriately.
- To be the listening ear on the telephone, where vulnerable victims can ‘touch base’.
- To contact and liaise with relevant Police officers/ agencies on behalf of the victim
- To ensure they are updated on the details of their court case, at every stage via letter and telephone
- To ensure that special measures are put in place for vulnerable victims attending court
- To establish and put in place transport, accommodation and childcare needs for those attending court
- To send a letter to all victims of personal crime who have not been identified as vulnerable, offering signposting where required
- To process and update victims with regard to Right to review applications

Feedback from a recent survey conducted with Victims that Horizon has assisted with:

‘No improvement needed, everyone was first class and understanding’

‘I was pleasantly surprised at the service offered’

‘Service was better than expected and better than other areas that she has lived in’

*‘Absolutely fantastic. I couldn’t praise them enough for being so understanding of my needs.
Just an amazing service.’*

‘I was really happy with the help that my son received. It gave him a bit of confidence and also scared him into not retaliating.’

‘Witness care officer really listened and understood how I felt which was really reassuring’

‘Been excellent, good service, very supportive and kept informed’

COMMUNITY MESSAGING

Working with our local communities, we have been developing ways to reach out to all our communities and keep everyone up to date with the latest information that matters to you in your area.

The challenges that face us in 2016 of getting the right messages to the right people at the right time as well as balancing our demands with the threats/harm/risks that may be presented within our local community remains a continuing area for development. Through feedback and working with our local communities, we have developed the use of <https://www.wiltsmessaging.co.uk/> and are now sending out daily updates around crimes that matter to you in your area. This is enabling us to reach as much of our community as possible as quickly as possible and impart any new crime prevention advice or information about incidents that may affect you in your community that we feel you need to know about. We have received some very positive feedback around this and below is a response from a Tisbury community member about how well received they have found the new way of working.

'Congratulations on the 'Daily Crime Update'; this is exactly the kind of solution we were looking for'

Please can I encourage you to speak to all members of your community and encourage them to sign up to Wiltshire messaging. It is free and a very good way of keeping all our communities connected.

USEFUL INFORMATION

In some other news, Sgt Louis McCoy has recently conducted a press release in relation to lost/found/stolen property. We often have a large amount of property handed to us that we are unable to unite with its rightful owner and this can hinder crime investigations as well as be frustrating in our attempts to unite the property with its rightful owner. I would encourage you all to read it and speak to your communities to help us safeguard their property and reunite it where possible.

<http://www.wiltshiretimes.co.uk/news/14507563>. 39 Register items online 39 police say in hope of re uniting property with owners/

LOCAL CRIMES

The town has suffered from a few more non dwelling Burglaries than expected over the past month. It is unclear at this time whether or not they are linked but the series has been past to our local police acquisitive crime coordinator to look at. He will coordinate any responses as necessary.

It is also worth pointing out that we have seen a few beauty spot thefts in the area. Here is the advice that we have put out in the press...

feedback@wiltshire.police.uk

These types of crime are particularly distressing for the victims concerned, so I'd like to take this opportunity to remind motorists to keep valuables locked away and out of sight at all times.

Try to park somewhere open and well lit.

Remember to lock the vehicle, including the boot

Remember to close the windows and the sunroof.

*Don't leave **anything** on show in your car when you park – not even a coat or empty carrier bag.*

If you have a removable sat nav, remove it and take it with you if possible when you park up.

Remove the mounting and polish any marks off the windscreen.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

James Brain

Community Policing Team Inspector

Trowbridge & Warminster



Wiltshire Fire & Rescue Service Westbury Fire Station activity 1/2/16 to 30/4/16.

The Westbury crew responded to 54 incidents from 1st February 2016 to 30th April 2016.

These included 9 domestic property fires caused by smoking materials, food/items left on hobs, items left too long in microwaves, faulty wood burner, faulty bathroom extractor fan. None of these caused large amounts of damage or injuries.

A fire in an industrial unit was attended by 4 fire engines and the turntable ladder from Bath.

The crew responded to 4 road traffic collisions, using hydraulic rescue equipment where required.

The Westbury crew have also been busy supporting neighbouring stations at numerous incidents.

Andy Green
Station Manager

On behalf of the communities of Bratton, Coulston, Dilton Marsh, Edington, Heywood and of course Westbury itself, the BA13+ Community Area Partnership seeks to:

- ¶ **Help the local community articulate their aspirations, needs and priorities**
- ¶ **Work together with residents, councils, businesses, voluntary and other organisations in a common effort to achieve these aims**
- ¶ **Work with partners on projects to make real and sustainable changes to life in and around Westbury**
- ¶ **Contribute to the effective protection of Westbury's natural and heritage environment**
- ¶ **Reflect local concerns and ideas by tackling them in the Community Plan**

We are planning to extend the Community Plan beyond 2017 in the next year and would VERY much like to hear from individuals, groups, and volunteers with an interest in any of the above themes. Please contact Phil McMullen, the BA13+ Administrator, for further information. His email address is ba13plus@outlook.com

The next BA13+ Community Area Partnership meeting is to be held on **Thursday 19th May 2016**, starting at 7.00pm in the Laverton in Westbury. The theme is **Health and Wellbeing**. To that end we are very pleased to announce that Sarah MacLennan from the West Wiltshire CCG has agreed to come and speak to us regarding their aspirations for Westbury in the coming few years. West Wiltshire NHS Wiltshire Clinical Commissioning Group aims to improve the health of the population and, should they fall ill, to commission for them the best possible, seamless, effective and safe care, within its financial resources. To do this, Wiltshire CCG works with patients and healthcare professionals and in partnership with local communities and local authorities.

The public is very welcome to attend. There is no need to book a place. Free refreshments will be served from 6.45pm.

Phil McMullen, for the BA13+ Community Area Partnership ba13plus@outlook.com



MINUTES OF THE BA13+ PARTNERSHIP MEETING

Held on Thursday 19th May 2016

in the Parish Hall, Westbury

Present:

Carole King (Chair, BA13),
Dan Gmaj (Westbury Shed)
Bill Braid (Lions)
Bill Fanning (BA13 Health Lead)
Michael Walter (BA13 asst. treasurer)
Rvd. Sue Miles
Cllr. Gordon King (Town Council, Area Board),
John Bartram (Bratton PC)
Martin Waker (DWFRS)

Notes: Phil McMullen (BA13 Partnership Officer)

Guest speaker:

Sarah MacLennan from the West Wiltshire CCG

A G E N D A

1. Welcome and Apologies
2. Minutes of the last meeting [February 2016](#)
3. Matters Arising
4. Community Plan
Theme: HEALTH AND WELLBEING
Guest speaker:
Sarah MacLennan from the West Wiltshire CCG
5. Updates from our Partners
6. Partnership News
7. Any other Business
8. Date of next Meeting (Thursday August 18th 2016)

1. Welcome and Apologies:

Phil reported that apologies had been received from Dawn Wilson and David Jenkins.

Carole welcomed everyone to the meeting and introduced this evening's theme from the Community Plan, which was Health and Wellbeing. A particular welcome was extended to Sarah MacLennan, our guest speaker for the evening.

2. Minutes of last Partnership Meeting held February 2016

The minutes of the February meeting were accepted as a true record.

3. Matters arising

There were no matters arising reported at this evening's meeting.

4. Community Plan – Community Plan key theme tonight: **Health and Wellbeing**

Sarah Maclennan from the CCG explained she intended to be very candid this evening. Her intention was to try to explain where the Wiltshire NHS fits in with the wider organisation and the challenges that face us all.

The current government made a promise of £8bn funding for the NHS when they were elected; however the NHS was expected to make savings of £25m before they received it. To date they haven't seen any new money at all. They have in fact received no new money for six years.

Annual funding is less than what's needed to meet demand. Here in Wiltshire we face three hospitals – the Great Western in Swindon, Salisbury District and the Royal United Hospitals in Bath and North East Somerset (BANES). Most CCGs face just one – we have three, with a ring of nothing in the middle. For the next year, to 2017, Wiltshire, BANES and Swindon are facing a funding gap of £500 million.

Over 75,000 people in Wiltshire are living with a long-term condition (eg diabetes). 70% of hospital and primary care GP budgets is spent on looking after people with a long term condition.

The cost of treatments is getting higher because we are keeping people well for longer with multiple conditions. We also have a growing population, 22% of which are over 65. We are also living with a generation who have much different expectations. They expect a drug to work in two days and if it doesn't they are back making another appointment.

There is a national shortage of trained professionals across health and social care including GPs, but it's particularly acute here in Wiltshire. There is a reliance on locums and agency workers. Demand is far outstripping capacity. Currently we're using staff from abroad to fill the gap, but the referendum in June may have an effect on that.

Sarah went on to say that the NHS is full of really perverse incentives. It sometimes feels like it's set up to fail. Hospital Trusts became Foundation Trusts which are not allowed to go into deficit, so have to be bailed out, and are being encouraged to treat more and more people just to stop them going into deficit. The other half of the NHS is trying to stop people going into hospital and to encourage them to stay healthy.

In Wiltshire almost everyone has to drive at least 45 minutes to get to a hospital. We have three acute hospitals. We are trying to get GP surgeries to set up minor injury units – there will not be beds however. We do have community beds (22 in Warminster for example) and they have commissioned some beds in nursing homes so people can have care wrapped around them closer to home to try and keep them as well as possible and independent.

That is a far cheaper option than trying to sustain people going into hospital and staying there for a long time.

Bill Braid asked why it takes so long to see a doctor?

Sarah: Because there is a shortage of doctors. White Horse is struggling to recruit GPs and it's getting worse. They would be the first to admit it's not a good situation. There are targets attached to each condition – you can generally get to see a GP inside 4 weeks but it's not going to be your own doctor.

Sarah says she honestly thinks the reason A&E are so busy is that people go there because they know they'll be treated inside 4 hours. It's not right. The vast majority of people attending have an illness and not an injury. People should only ever go to A&E if they have a life-threatening illness or injury. There is a walk-in centre in Salisbury that's open all year round, and that can help with minor injuries or illnesses. Minor Injuries units

John Bartram pointed out that the new A&E in the RUH was expected to reach capacity after 5 years whereas it took only 8 months.

Diana Benham asked, is there a focus on educating people's expectations?

Sarah replied that the NHS is so fragmented – public health used to be part of the primary care trusts, but now they have moved over to councils and had their budgets significantly slashed they are not encouraging people to stay healthy in the way they formerly did.

Gordon pointed out that packaging on medicines isn't helping. It says "if you think you have a problem, see your GP" whereas in fact the GP is probably the last person to speak to. Pharmacies, health centres, they can all take the heat away from the actual GPs themselves.

Sarah went on to describe the success of the "Hot Kids" clinic in Salisbury, which saw over 800 mums worrying over their children's ailments of which only 6 needed to be referred to hospital.

Sarah that in her opinion Westbury has one of THE most forward thinking practices in Wiltshire. They have tremendous potential. They are trying to use the money to stop people going to hospital to try and make the White Horse Centre a thriving hub of community expertise.

Sarah went on to say that although she is head of communications, her perception as a normal person without an NHS hat on is that people find out about the fragmentation only after they have an illness and go from one to another part of the system finding out how it works or doesn't work. It's so difficult to re-educate people because they think they go to the GP and the GP sends them to hospital and they make them better and they go home and that's it. She doesn't know how to educate people. It's difficult but we are trying our damndest here in Wiltshire to make it work.

Sarah said that there is a general admittance across the country that we are in serious crisis. We have to join up the health economies. Wiltshire sits in the Wiltshire BANES and Swindon footprint, and the idea is that this footprint receives the combined money and somehow make the money work more effectively in our area.

NHS England denies that there is any problem at all. So does the Department of Health. They will not publicly admit there's a problem so they won't educate people to look after themselves better because it's politically dynamite. No government will ever allow them to admit that there's maybe two years worth of money left and that's it.

Dan Gmaj commented that the speaker had touched upon part of the problem, in that a large section of the medical world do not as yet, fully accept that 'Everyday mental illness' is an illness at all. Dan went on to say that in his opinion the problem with the NHS was firmly routed in management. From the lesser practice manager, trying to deliver and make the make the obviously impossible work, to the top level in Government that start the ill conceived idea's rolling in the first place.

Dan Gmaj also remarked that the message that the speaker was trying to get across should be delivered to as many community groups as possible for consideration and further reporting to get the word out/across to as many people as possible.

John Bartram volunteers for a group helping people with mental health issues. They work with them, they give them time and they give them their self esteem back. He's having huge problems getting surgeries to recommend people – it doesn't cost the GPs a penny and they get good results. And yet they are finding it difficult to get GPs to send patients to them. Sarah took details and expressed a great interest in that.

Phil mentioned that he's on the Patients Participation Group at his surgery in Melksham, and that has been very successful in reaching out to people and helping them work together on the issues. He recommended that people look to joining a similar group here in Westbury.

Carole mentioned Urgent Care Centres. She had attended a constituency meeting for the RUH which updated them on the Wiltshire Health and Care model. The new service was starting 1st July and they have a minimum of 5 year contract. They have six priorities, one of which was Urgent Care Centres. There's earlier support for discharge from hospital for people with strokes. Mobile working and access to information is being improved. There's 300 new parking spaces going in at the RUH by the autumn. The new cancer unit will hopefully be up by 2020. There's a new mineral hospital going in.

Carole raised the issue of people going into hospital not taking their regular medication with them. People needed educating.

Sarah was warmly thanked for her excellent presentation.

6. Updates from our partners

Churches

Rvd Sue Miles, curate in the White Horse Team Ministry, was pleased to inform the meeting that we are getting a replacement for Jonathan Burke. Rvd. Rona Float will be arriving mid-July.

Health

Bill Fanning said that he was very pleased that Sarah had recognized how well our surgery is performing, compared to how it was seven years ago.

Westbury Lions

Bill stated that the clean-up event had gone very well. Some of the youngsters wanted to do another event.

Shed Club

Dan Gmaj mentioned a rapidly growing and valuable network of community contacts and long term links with other Shed groups across the county and indeed over the border in Somerset too. He also touched on the reward of seeing, even the smallest improvement in

daily outcomes for individuals in our group and wider network.

Fire Service

Martin said lots of new things are coming in following the merger of Wilts and Dorset. Dorset are particularly keen on community engagement for example.

STOP

Diana said the STOP committee's view that we can't have more and more houses built without the facilities to support them had been supported by this evening's presentation by Sarah from the CCG.

Bratton Parish Council

John said he'd attended this evening to hear what Sarah had to say and because of the work he was doing as a volunteer with a community enterprise named Active Plus, who run Condition Management and Wellbeing courses give people confidence for the future.

Area Board.

Gordon King said he'd been talking to Sarah from the CCG about the health model in Westbury and that Healthwatch are holding a public event on July 20th, hopefully to persuade the CCG that the Westbury hospital site is a perfect place for a new extra care facility. The next area board is Thursday 2nd June here at the Laverton. The focus will be on mental health.

7. Partnership News

Carole reported that we've approved a grant application for Anybody Can Cook who are providing cooking lessons during the school holidays. Martin Waker raised the point that home schooled children do not always get to hear about initiatives such as this.

Our next Steering Group meeting is on 1st March at Crosspoint.

8. Any other Business

There was no Any Other Business recorded at the meeting.

9. Date of Next Meeting.

The venue and theme of the next Partnership meeting, which is scheduled to take place on 18th August 2016, is to be agreed at the next Steering Group meeting, which takes place on Tuesday 8th June at Crosspoint.



Area Board Update - May 2016

Happy birthday!

The health and social care information website, Your Care Your Support Wiltshire, had its first birthday on 1 April 2015. During the year, it has been viewed 164,669 times and has been visited by 20,669 users. Of those who visited, 67% were new to the site whilst approximately 33% were return users. The most popular pages on the site were:

- Paying for Care
- How do I get care and support in Wiltshire?
- Living with a disability/learning disability



The website is still developing and we are calling on local areas and people to provide us with feedback about its content and accessibility. www.yourcareyoursupportwiltshire.org.uk

Listening to children and young people

Working in partnership with Community First Youth Action Wiltshire, Healthwatch Wiltshire has established a group of around 10 Young Listeners. Supported with training these young people are helping Healthwatch to understand the needs, experiences and concerns of children and young people who use health and social care services and to speak out on their behalf. The group is expected to carry out around 150 'listening' over a year and is currently focused on the themes of living with Special Educational Needs and/or Disabilities (SEND); life as a young carer; and emotional wellbeing and mental health.

"I thought we would just do some listening and hand in the sheets, and I thought it would be quite boring. I have really gained so much confidence by doing this project and I can see the difference we can make." - Young Listener.

Dementia Awareness Week 15-21 May 2016

This year's Dementia Awareness Week, 15 - 21 May, will encourage people who are worried about dementia to confront their worries by addressing dementia directly and coming forward for information and support. Dementia can be scary and many people don't know where to turn, but in Wiltshire there are organisations dedicated to supporting local people including Alzheimer's Support, Alzheimer's Society, and Carers Support Wiltshire.

As part of Dementia Awareness week Healthwatch Wiltshire and the Alzheimer's Society are holding a 'Drop In' Dementia event in Chippenham (**Tuesday 17th May 2 - 4pm, Neeld Community and Arts Centre, Borough Parade, Chippenham, SN15 3WL**). Come and join us for tea, cake and chat!

For more information about dementia and local services you can contact Healthwatch Wiltshire or check out Your Care Your Support Wiltshire: www.yourcareyoursupportwiltshire.org.uk/health-and-social-care/information-for-people-with-dementia.aspx. Healthwatch Wiltshire is also keen to hear from local people about their experiences of services.

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

www.healthwatchwiltshire.co.uk



Westbury Town Council

Area Board Report – 2 June 2016

There have been a number of changes at Westbury Town Council since the last Area Board Meeting. A new Mayor and Deputy Mayor were elected at the Annual Town Council Meeting on 3rd May. The appointees are respectively Cllr Stephen Andrews and Cllr Gordon King.

We now have a new Town Clerk, Mrs Deborah Urch, who shadowed the previous Clerk, Keith Harvey, for a short while but is now in complete charge and settling in well and getting to know the town and its people. We have also appointed a Town Caretaker, Mr Andrew Thomas, who will be carrying out a variety of duties around the Town. These will include repairing Council property, tidying up unsightly areas, cleaning signs etc. You can expect to see him and his van all around Westbury.

With effect from 1st April the Town Council took control of the running of the Public Conveniences in the Warminster Road and High Street Car Parks from Wiltshire Council. The Town Council will be signing a seven year lease with Wiltshire Council soon. There were a number of difficulties initially, partly because some of the fittings were in poor working order. This is an issue which will be addressed with Wiltshire Council as soon as possible. It should be noted here that a number of other towns chose not to pursue the same course of action and the conveniences in these towns are now shut.

A very special event was marked on the 21st April with the lighting of the beacon to mark the 90th birthday of Her Majesty the Queen. The Vice Lord Lieutenant of Wiltshire Sir Roderick Cordy-Simpson graciously agreed to do the honours. The event was very successful and a crowd of several hundred people were there to witness the event and following the lighting many people joined in a spontaneous singing of “Happy Birthday to You”. According to social media the beacon could be seen at least as far away as Buckland Dinham.

Moving on to future events the biennial Street Fayre will be held on 9th July. This will comprise a large number of stalls; over 35 are already signed up, going from the Market Square through Maristow Street up to the High Street. The Fayre will start at 10 am and continue through to 4 pm. This will be followed by an evening concert in the Market Place with a wide variety of acts. Indeed something for everyone. The concert will start at 6.30 pm and go through to 11.00 pm. We hope as many people as possible can come along to make this year’s event the biggest and best so far.

Over the next year the Council intend to complete a Business Plan for the town, start on a Neighbourhood Plan and carry out a Governance Review. The Neighbourhood Plan is needed to maximise the amount of money that the Town will receive from housing development in order to provide better infrastructure such as schools, health provision etc. The Governance

Review will look at the current Parish Boundary to assess whether any changes are required.
The current boundaries were fixed over a hundred years ago.

Future reports will update everyone on how these projects are progressing.

Stephen Andrews

Mayor

Westbury Town Council

Report to	Westbury Area Board
Date of Meeting	02/06/2016
Title of Report	Community Area Grant funding

Purpose of the report:

To consider the applications for funding listed below

Applicant	Amount requested
Applicant: Westbury Rugby Football Club Project Title: Westbury RFC New Changing Rooms View full application	£5000.00
Applicant: Dilton Marsh Village Hall (Trustee) Project Title: Dilton Marsh Memorial Hall Lighting and Sound System View full application	£2500.00
Applicant: None - a group of residents Project Title: The Big Lunch – Hawkeridge, Westbury View full application	£250.00

1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

[The funding criteria and application forms](#) are available on the council’s website.

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2015/2016 year is made to projects that can realistically proceed within a year of it being awarded.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

3. Environmental & Community Implications

Grant Funding will contribute to the continuance and/or improvement of cultural,

social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
1941	Westbury Rugby Football Club	Westbury RFC New Changing Rooms	£5000.00
<p>Project Description: To replace the old mobile changing room units which have suffered damage in the heavy storms we have had over the winter. The current changing rooms also only have 3 showers for both teams to shower and change after a match and 2 officials showers. Unfortunately this has led to a few teams choosing to return home to shower and not stay for the post-match meal and speeches. It will be replaced with a purpose built container with 21 pegs 3 showers and a toilet per changing room and one officials changing room shower and toilet.</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria.</p> <p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
1916	Dilton Marsh Village Hall (Trustee)	Dilton Marsh Memorial Hall Lighting and Sound System	£2500.00
<p>Project Description: To replace the current ad hoc lighting and sound system which is now outdated expensive to run and costly to maintain in accordance with the relevant legislation. Collectively for the benefit of all hall users.</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria.</p>			
<p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
1952	None - a group of residents	The Big Lunch – Hawkeridge, Westbury	£250.00
<p>Project Description: Residents of Hawkeridge Park and members of the local Women’s Institute met to organise a Big Lunch along the Ham to celebrate the Queens 90th Birthday. The Big Lunch is an annual community lunch promoted by The Eden Project and the National Lottery to bring neighbours together. We have borrowed a field from a local farmer and have invited everyone in the local area to a Bring Your Own Picnic on the 11th June. We have planned a fancy dress and games for the children also possibly some local music and a few arts and crafts.</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria.</p>			
<p>Proposal That the Area Board determines the application.</p>			

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

Report Author:

Liam Cripps
Community Engagement Manager
01225 713143
Liam.Cripps@wiltshire.gov.uk

Grant Applications for Westbury on 02/06/2016

ID	Grant Type	Project Title	Applicant	Amount Required
1941	Community Area Grant	Westbury RFC New Changing Rooms	Westbury Rugby Football Club	£5000.00
1916	Community Area Grant	Dilton Marsh Memorial Hall Lighting and Sound System	Dilton Marsh Village Hall (Trustee)	£2500.00
1952	Community Area Grant	The Big Lunch – Hawkeridge, Westbury	None - a group of residents	£250.00

ID	Grant Type	Project Title	Applicant	Amount Required
1941	Community Area Grant	Westbury RFC New Changing Rooms	Westbury Rugby Football Club	£5000.00

Submitted: 07/05/2016 16:51:17

ID: 1941

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

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

5. Project title?

Westbury RFC New Changing Rooms

6. Project summary:

To replace the old mobile changing room units which have suffered damage in the heavy storms we have had over the winter. The current changing rooms also only have 3 showers for both teams to shower and change after a match and 2 official's showers. Unfortunately this has led to a few teams choosing to return home to shower and not stay for the post-match meal and speeches. It will be replaced with a purpose built container with 21 pegs 3 showers and a

toilet per changing room and one officials changing room shower and toilet.

7. Which Area Board are you applying to?

Westbury

Electoral Division

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

BA13 4LU

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

Children & Young People

Health, lifestyle and wellbeing

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2015

Total Income:

£37396.45

Total Expenditure:

£40175.37

Surplus/Deficit for the year:

£2778.92

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

The club does not currently have any reserves as all funds go towards the running of the club.

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

10b. Project Finance:

Total Project cost £38750.00

Total required from Area Board £5000.00

Expenditure

(Itemised £ expenditure)

Income

(Itemised income)

Tick if income confirmed £

New Unit	35250.00	RFF Grant, Sponsorship		30250.00
Digger Hire	350.00	Club Funds	yes	350.00
Digger Driver	250.00	Club Funds/in kind	yes	250.00
Labour	200.00	Club Funds/ in kind	yes	200.00
Concrete	1000.00	Club Funds	yes	1000.00
Shutter Hire	200.00	Club Funds/in kind	yes	200.00
Remove Old units	1500.00	Club Funds	yes	1500.00
Total	£38750			£33750

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

No

12. If so, which Area Boards?

Westbury

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

The members of the rugby club and any members of the community that can now use our facilities which would have good changing facilities. At the moment after a match there are only 3 showers in the home changing room and 2 in the referees. For both teams which can be 40 people if all substitutes play. Many local teams have chosen to home and shower which means they do not participate in the after match social events held at the club. We would also like to expand our current junior section but are limited by our current changing facilities.

14. How will you monitor this?

We will be able to monitor this by feedback requests from visiting teams and by the number of teams that choose to shower and stay for the post-match meal. We would hope it would also encourage new players to the club if we had better facilities as some prospective players have gone elsewhere on the grounds of our facilities.

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

If the project continues after the funding runs out we have other grants to apply for also the club has a sponsorship scheme in place and many fundraising events taking place over the next six months. The new unit will be delivered but the papers will only be signed over after the unit is fully paid for. The company we are using is used to dealing with small amateur clubs and is flexible on payment as they understand how hard it is to raise funds in a short period of time.

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

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.

1916	Community Area Grant	Dilton Marsh Memorial Hall Lighting and Sound System	Dilton Marsh Village Hall (Trustee)	£2500.00
------	----------------------	--	-------------------------------------	----------

Submitted: 27/04/2016 20:12:39

ID: 1916

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

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

NA

5. Project title?

Dilton Marsh Memorial Hall Lighting and Sound System

6. Project summary:

To replace the current ad hoc lighting and sound system which is now outdated expensive to run and costly to maintain in accordance with the relevant legislation. Collectively for the benefit of all hall users.

7. Which Area Board are you applying to?

Westbury

Electoral Division

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

BA13 4DW

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

Children & Young People
Arts, crafts and culture
Festivals, pageants, fetes and fayres
Health, lifestyle and wellbeing
Heritage, history and architecture
Inclusion, diversity and community spirit
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2016

Total Income:

£5155.22

Total Expenditure:

£2635.62

Surplus/Deficit for the year:

£2520.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£9589.98

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

There is a need to keep reserve funds for emergencies and contingencies in relation to the hall. Ongoing maintenance is envisaged for perimeter fencing having received concerns from neighbours. A section of the exterior wall needs repair. We have recently refurbished the wooden floor and upgraded the fire alarm system at our own expense.

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

10b. Project Finance:

Total Project cost		£5000.00		
Total required from Area Board		£2500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Professional Electrics and certifications	250.00	Village Hall Funds	yes	100.00
Electrical cabling and fixtures	500.00	Village hall Funds	yes	250.00
Portable Mixer and Rack Flightcases	500.00	Village Hall Funds	yes	250.00
Fixed PA system including mixer cables radio mic	1000.00	Village Hall Funds	yes	500.00
Active PA system	300.00	Village Hall Funds	yes	150.00
Speaker and light mounts safety wiring	500.00	Village Hall Funds	yes	250.00
LED parbars DMX control cabling	1000.00	Village Hall Funds	yes	500.00
Strip down testing of reusable elements installation one weeks work	750.00	Village Hall Funds	yes	350.00
Contingency Fund	200.00	Village Hall Funds	yes	150.00
Total	£5000			£2500

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

No

12. If so, which Area Boards?

Westbury

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

The project will benefit children and young people the Pantomime group encourage the children in the village to take part. Westbury Arts Festival and The Arts Trust will benefit by attracting bigger and better performers because of a state of the art system this will increase inclusion from all parts of community and attract more varied groups artists. The film club will benefit particularly those who are hard of hearing by the installation of a hearing loop. Those of all ages wishing to keep get fit Yoga Pilates Table Tennis will benefit from a sound system and synchronised lighting to enhance the halls surroundings. The ballroom dancing group in early stages of formation will similarly benefit. Those wishing to book the hall for childrens parties will benefit from the new lighting and sound system special effects and dancing lights will be the talk of the village. The Harvest Festival Celebrations will benefit from the system by providing ambient music an amplified voice system and any variety act on the night would be able to use the stage and lighting. Similarly the Quiz Nights for the community are very well attended and raise funds for the village carnival. They require voice amplification lighting and a Hearing loop . The village collectively would benefit from the system as it will be partly portable and could be used for outside Fetes the carnival Church Fetes garden parties barbecues etc.

14. How will you monitor this?

This will be monitored by our monthly hall committee meetings and examination by the bookings officer of the range of bookings and any increase in number of bookings income.

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

Not really applicable but maintenance upgrade and upkeep will be by way of fundraising events for the village hall. Also a small charge will be made for those requiring use of the lighting and sound system.

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

NA

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.

1952	Community Area Grant	The Big Lunch – Hawkeridge, Westbury	None - a group of residents	£250.00
------	----------------------	--------------------------------------	-----------------------------	---------

Submitted: 19/05/2016 22:38:53

ID: 1952

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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**5. Project title?**

The Big Lunch – Hawkeridge, Westbury

6. Project summary:

Residents of Hawkeridge Park and members of the local Women's Institute met to organise a Big Lunch along the Ham to celebrate the Queens 90th Birthday. The Big Lunch is an annual community lunch promoted by The Eden Project and the National Lottery to bring neighbours together. We have borrowed a field from a local farmer and have invited everyone in the local area to a Bring Your Own Picnic on the 11th June. We have planned a fancy dress and games

for the children also possibly some local music and a few arts and crafts.

7. Which Area Board are you applying to?

Westbury

Electoral Division

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

BA13 4HQ

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

Children & Young People

Arts, crafts and culture

Festivals, pageants, fetes and fayres

Inclusion, diversity and community spirit

Safer communities

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost £250.00

Total required from Area Board £250.00

Expenditure	£	Income	Tick if income
(Itemised		(Itemised	confirmed

expenditure)		income)
Flyers	45.00	
Banner Sign	25.00	
Toys Games	25.00	
Hire of Candy		
Floss Machine	35.00	
Consumables		
Bunting Flags	50.00	
etc.		
Sweets Balloons	35.00	
Prizes		
Ice Breaker		
games for the	35.00	
adults		
Total	£250	£0

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

No

12. If so, which Area Boards?

Westbury

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

Our hope is that we can bring the whole area closer together. The location of the event brings together two separate parishes that of Westbury and Heywood and Hawkeridge. They lie next to each other but are separated by farms and industrial buildings. Half of the invitees live very close to each other older housing developments and newer ones so getting the opportunity to mix together - to get to know each other a bit better can only be a good thing for all and will help to make the overall community stronger closer and safer. The other half of the invitee's are geographically separated from everyone else. A chance for the two villages and the town's people to come together in one celebration does not happen very often. Both Heywood and Hawkeridge and The Ham - Westbury have been faced with and are currently facing unwelcome building development proposals in the shape of the huge Hawke ridge Business Park and the proposed 145 house build on Glenmore Farm. Many residents protested about both or one of these big proposals it is easy to feel that no one is listening and your views or reasons are being ignored. To be able to just celebrate a good time together without any other intentions or motives but to relax and enjoy in a lovely setting will no doubt be very satisfying and stress free for everyone involved.

14. How will you monitor this?

We intend on handing out a questionnaire at the Big Lunch to see if people enjoyed it. One of the questions will be to ask if another one is wanted next year and if so ask for ideas on how to improve upon this years. Provide a few suggestions and ask anyone if they would like to be involved. Provide a few options for future funding and see what the response is on this.

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

If it was decided to run another big Lunch next year other external funding would be sought as would self-funding through various activities throughout the year. The funding being asked for in this request is purely for this single event.

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

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)

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.

