

AGENDA

Meeting: Westbury Area Board
Place: The Laverton, Bratton Road, Westbury, BA13 3EN
Date: Thursday 25 July 2019
Time: 7.00 pm

Including the 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.

Refreshments and networking opportunity from 6:30pm.

Please direct any enquiries on this Agenda to Stuart Figini (Democratic Services Officer), direct line 01225 718221 or email stuart.figini@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
Cllr Gordon King, Westbury East (Vice-Chairman)
Cllr Jerry Wickham, Ethandune

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.

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

| Items to be considered | Time |
|--|--------|
| <p>1. Election of Chairman (<i>Pages 1 - 2</i>) To appoint a Chairman for 2019/20.</p> | 7:00pm |
| <p>2. Election of Vice-Chairman To appoint a Vice-Chairman for 2019/20.</p> | |
| <p>3. Chairman's Welcome and Introductions</p> | 7:05pm |
| <p>4. Apologies for Absence</p> | |
| <p>5. Minutes (<i>Pages 3 - 8</i>) To confirm the minutes of the meeting held on 6 June 2019.</p> | |
| <p>6. Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p> | |
| <p>7. Chairman's Announcements (<i>Pages 9 - 12</i>) The Chairman will make the following announcements:</p> <ul style="list-style-type: none"> • Winter Weather Provisions • Highways improvements and traffic Surveys Requests | 7:10pm |
| <p>8. Appointment of Working groups and Outside Bodies (<i>Pages 13 - 36</i>) To make appointments to Working Groups and Outside Bodies for the forthcoming year:</p> <p><u>Working Groups</u></p> <ul style="list-style-type: none"> • Community Area Transport Group • LYN Management Group • Health and Wellbeing Group <p><u>Outside Bodies</u></p> <ul style="list-style-type: none"> • BA13+ Westbury Community Area Partnership • Westbury Ham Community Project (Eden Vale Youth Centre Project) • Warminster and Westbury CCTV Committee | 7:20pm |
| <p>9. Partner and Community Updates (<i>Pages 37 - 50</i>) To receive any updates from partners including:</p> <ul style="list-style-type: none"> • Wiltshire Police | 7:40pm |

- Dorset and Wiltshire Fire and Rescue Service
- BA13+ Community Area Partnership
- Healthwatch Wiltshire
- NHS Wiltshire Clinical Commissioning Group
- Town and Parish Councils

10. **Community Area Grants** (*Pages 51 - 52*)

8:00pm

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

11. **Community Area Transport Group** (*Pages 53 - 64*)

8:15pm

To consider any recommendations arising from the CATG meeting held on 5 July 2019.

12. **Urgent items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

13. **Future Meeting Dates, Forward Plan, Evaluation and Close**

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

Thursday 10th October 2019 at a venue to be confirmed.

Future Meeting Dates

- Thursday 5th December 2019 at a venue to be confirmed
- Thursday 6th February 2020 at The Laverton Hall, Westbury BA13 3EN

Extract from Part 3 of the Constitution: Appointment of Chairmen and Vice-Chairmen of Area Boards

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: The Laverton, Bratton Road, Westbury, BA13 3EN
Date: 6 June 2019
Start Time: 7.00 pm
Finish Time: 8.30 pm

Please direct any enquiries on these minutes to:

Stuart Figini (Democratic Services Officer), Tel: 01225 718221 or (e-mail) stuart.figini@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Russell Hawker and Cllr Gordon King (Vice-Chairman)

Wiltshire Council Officers

Jessica Croman (Democratic Services Officer)
Graeme Morrison (Community Engagement Manager)

Town and Parish Councillors

Westbury Town Council
Bratton Parish Council
John Pollard – Chair of Edington Parish Council

Partners

Wiltshire Police

Total in attendance: 11

| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u> |
|------------------------|---|
| 1. | <u>Election of Chairman</u> The election of the Chairman was deferred to the next meeting, |
| 2. | <u>Election of Vice-Chairman</u> The election of the Vice-Chairman was deferred to the next meeting. |
| 3. | <u>Chairman's Welcome and Introductions</u> The Vice-Chairman, Cllr Gordon King, welcomed everyone to the meeting of the Westbury Area Board. It was noted that the Chairman Cllr David Jenkins had resigned from being a councillor and that the meeting would not be quorate, which meant that no formal decisions could be made during the meeting. |
| 4. | <u>Apologies for Absence</u> Apologies for absence were received from: Cllr Jerry Wickham |
| 5. | <u>Minutes</u> The minutes were deferred to the next meeting. |
| 6. | <u>Declarations of Interest</u> There were no declarations of interest. |
| 7. | <u>Chairman's Announcements</u> The Vice-Chairman gave a summary of the announcements included in the agenda. Graeme Morrison, Community Engagement Manager (CEM), informed the meeting about the National Armed Forces Day and encourage the community to get involved. A 50 seater coach would be available to the residents of Westbury, free of charge, to travel to the celebrations in Salisbury. To secure a place on the coach residents were encourage to email the CEM. The CEM also spoke about the Joint Strategic Assessment due in early 2020. It was noted that feedback from the previous years was that residents wanted more involvement in selecting the priorities on the lead up to the event. A consultation would take place in the first two weeks of the summer holidays where residents could voice their priorities on community matters. |

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| 8. | <p><u>Appointment of Working Groups and Outside Bodies</u></p> <p>The appointments were deferred to the next meeting, it was noted that the councillors would remain in their current roles in the mean-time.</p> |
| 9. | <p><u>Shared Lives Service</u></p> <p>The representative from the Shared Lives Service were unable to attend the meeting and therefore the item was deferred.</p> |
| 10. | <p><u>Partner and Community Updates</u></p> <p>Police</p> <p>Police Inspector Andy Fee referred to the police report in the agenda pack. it was noted that recent recruitment of community coordinators had taken place with five now being in place. Pc Helen Daveridge, Community Coordinator, would be taking over the Westbury, Warminster, Tisbury and Mere areas.</p> <p>A question was asked about drug crime in the area and it was noted that there had been a lot of proactive policing activity, including carrying out some search warrants, although no significant drug crime was reported in the area.</p> <p>Town and Parish councillors were encouraged to attend a weekly tasking meeting, which was held at Trowbridge Police station on Wednesday's at 11am, to discuss emerging community issues and concerns.</p> <p>Deputy Police and Crime Commissioner Jerry Herbert noted that the increase in officers was part of delivering the precept and thanked the number of volunteers who helped daily for their time, effort and dedication.</p> <p>Some questions were asked and the police communication process was explained recognising that community messaging could be better.</p> <p>Local Youth Network</p> <p>The CEM explained that there were no more Local Youth Facilitators and the he would take on the LYN coordination. He had been in communication with Matravers and Dilton Marsh School's and was keen to have representatives from the villages on the LYN. It was likely that a meeting would take place before the start of the new school year.</p> <p>Westbury Town Council</p> <p>The following updates were given:</p> <ul style="list-style-type: none"> • It was noted that the new town Mayor was Cllr Mike Sutton; |

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| | <ul style="list-style-type: none"> • Grant season had begun and local groups were encouraged to apply; • An online events calendar was nearly ready to launch; • A community BBQ was coming up. <p>Bratton Parish Council</p> <p>The following updates were given:</p> <ul style="list-style-type: none"> • Recently held the AGM where Cllr Jeff Ligo was once again elected chairman; • The parish finances were in a good position; • A neighbourhood plan was being developed which had recently received excellent feedback from a recent consultation; • The White House Church would now be known as the Bratton Parish News and publicised widely. |
| 11. | <p><u>Connecting Chapmanslade</u></p> <p>Adam Mosley from Connecting Chapmanslade gave a presentation on a project to create cycling and walking routes to connect Westbury, Warminster and Frome with Chapmanslade central to the route and three towns.</p> <p>The aim of the project was to create a new National Cycling Network to take cyclists away from the main roads, making it safer and more healthy for those wishing to use the network. The routes would be suitable for many different user groups as they would be wheelchair and pushchair friendly.</p> <p>Communication was taking place with a number of confirmed and potential partners to support the project. The next step would involve having a feasibility study carried out.</p> <p>Members of the Area Board noted their support for the project and looked forward to seeing the finished project.</p> |
| 12. | <p><u>Grant Funding</u></p> <p>The CEM introduced the grant application.</p> <p>RESOLVED</p> <p>To agree in principle the Bratton Remembrance Garden application for £1000 and delegate authority to the CEM under delegated authority.</p> |
| 13. | <p><u>Urgent items</u></p> <p>There were no urgent items.</p> |

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| | Those in attendance expressed their sympathies for Cllr Jerry Wickham. |
| 14. | <u>Future Meeting Dates, Forward Plan, Evaluation and Close</u> The next meeting of the Westbury Area Board will be held on 25 July 2019. |

Chairman's Announcements

| | |
|---------------------|--|
| Subject: | Winter Weather Provisions |
| Web contact: | Weather.team@wiltshire.gov.uk |

Wiltshire Council will once again be running the Parish Emergency Assistance Scheme (PEAS) which gives local Town and Parish Councils the opportunity to get hold of vital kit which can be used during adverse weather events. The application form is now available from weather.team@wiltshire.gov.uk. We kindly ask that any requests for equipment are made by the end of August 2019.

The weather team can help you develop plans and also help with the provision of certain items to help make parishes more resilient when extreme weather arrives.

Chairman's Announcements

Subject:

Highways Improvements and Traffic Survey Requests

Wiltshire Council is changing the way highway improvements and traffic surveys are requested by members of the public and through Town and Parish Councils. The current process requires updating to improve the customer experience and to reduce the steps involved. The proposed new system will foster a closer working relationship with town and parish councils, whilst providing a better and more informed experience for members of the public.

Overview

The Area Board issue system is predominately used by residents and town and parish councils for raising highways improvement (Community Area Transport Group) and traffic survey (previously referred to as metrocount) requests. Link here for the Area Board issue system home page: http://services.wiltshire.gov.uk/Forms/area_board/index.php.

The process and the system require updating to improve the customer experience and to reduce the steps involved from the issue being raised to a resolution being found.

A long-term solution has been proposed with the system moving onto the new My Wiltshire app. However, a more efficient interim solution for these requests will be introduced from Monday 3 June 2019.

Updated process for Town and Parish Councils

If a parish or town council wish to raise a highways improvement request they fill out a form and send it to integrated.transport@wiltshire.gov.uk . This will be received by the local Highways Engineer and added to the next Community Area Transport Group agenda.

If a parish or town council wish to raise a traffic survey request they fill out a form and send to roadsafetydriving@wiltshire.gov.uk

These forms will be available on the [Area Board Issue homepage](#)

Updates process for local residents

If a resident wishes to raise a highways improvement request, or traffic survey request, they should complete the forms available on the above link and send this to their local parish or town council for consideration.

Contact details for each Town and Parish Council is available via a link on each form or on the Wiltshire Council website.

If the Town or Parish Council support the request they submit the respective form as set out above.

If the Town or Parish Council does not support the request then they advise the resident accordingly.

Chairman's Announcements

Highway improvement progress updates will be included in the CATG action notes circulated to Town and Parish Councils. It will be for the Town and Parish Councils to update residents on the progress of their request.

WESTBURY AREA BOARD
25 JULY 2019

Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2019/20

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2019/20.

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. The Area Board is also 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 2018/19.
- 2.3. Similarly, the Area Board is invited to appoint a named Champion to work with the Area Board and Health and Wellbeing Group for 2019/20, the role description is attached at **Appendix D**.

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 have also established working groups to consider and facilitate the development of Health and Wellbeing Centre proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.

- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers. The role description is attached at Appendix D and the Area Board is asked to appoint to this position.
- 3.6. 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. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Safeguarding Implications

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

7. Environmental Impact of the Proposals

- 7.1 None.

8. Equality and Diversity Implications

- 8.1 None.

9. Delegation

- 9.1 Under Wiltshire Council's constitution 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.

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

10. Recommendation

10.1 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.
- d. Appoint Sandie Lewis as Older People's Champion for the Westbury Area Board, in accordance with Appendix D.

Libby Johnstone
Democratic Services Team Lead
01225 718214
libby.johnstone@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)
Appendix D – Champion role description

Unpublished background documents relied upon in the preparation of this report

None.

WILTSHIRE COUNCIL OUTSIDE BODIES

| Name of Outside Body | Appointed by | Number of Reps Required | Names of Reps | Date Appointed | Voting Rights | Meetings per year | Why Reps Required |
|---|---------------------|--------------------------------|--|-----------------------|----------------------|--------------------------|--|
| BA13+ Westbury Community Area Partnership | Westbury AB | 1 | Cllr Gordon King | 15-Jun-17 | No | 4 | Rep adds council perspective to crime issues |
| Westbury Ham Community Project (Eden Vale Youth Centre Project) | Westbury AB | 1 | Cllr Gordon King | 15-Jun-17 | No | 6 | To inform on the development of the Community Area Plan |
| Westbury Lyn | Westbury AB | 1 | Cllr David Jenkins | 15-Jun-17 | Yes | 4 | Area Board representation for young people |
| Westbury Health and Wellbeing Group | Westbury AB | 2 | Cllr Gordon King Cllr Jerry Wickham | 15-Jun-17 | Yes | 4 | Area Board / Stakeholder representation on this Area Board Sub-Group |
| Warminster and Westbury CCTV Committee | Westbury AB | 1 | Councillor Russell Hawker | 15-Jun-17 | No | | |

Appointments to Working Groups Westbury Area Board

Community Area Transport Group:

Councillor Russell Hawker
Councillor David Jenkins
Councillor Gordon King
Councillor Jerry Wickham
Wiltshire Police
Westbury Town Council
Bratton Parish Council
Dilton Marsh Parish Council
Coulston Parish Council
Edington Parish Council
Heywood Parish Council
Community Area Partnership

LYN Management Group:

Councillor David Jenkins
Graeme Morrison – Community Engagement Manager
Kerry Pearce (Fairfield Farm College)
Amy Hardman (Wiltshire Police)
Rob Guy (Wiltshire & Dorset Fire and Rescue)
3 young persons

Health and Wellbeing Group:

Councillor Gordon King
Graeme Morrison – Community Engagement Manager
BA13+ Partnership
PfP (Places for People) leisure centres: Westbury Pool – Colin Larrigan and
Leighton Recreation Centre – Keith Brunsden
Sandie Lewis – Older People's Champion
Deb Griffin – Health Trainer
Management team of the White Horse Health Centre
Dorothy House
Alzheimer's Support Wiltshire
Westbury Town Council

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:

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.

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.

Community Area Health and Wellbeing Group Terms of Reference

1. Purpose

Definition of a Health and Wellbeing Group (HWG)

The Health and Wellbeing Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People and organisations living and working in the community play a direct role in setting the agenda for this group.

HWGs will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

2. Membership

The Health and Wellbeing Groups may include representatives of:

- Members of the Community Area Board,
- Older Peoples Champion,
- Carers Champion,
- People from the community,
- Town and Parish Councils,
- Health and social care commissioners,
- Community and voluntary organisations and groups,
- Community transport providers,
- Police,
- Fire and rescue services,
- GP Practices,
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people.

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of people

People living in the community must play a central role in all aspects of the Health and Wellbeing Groups including the design, development, delivery and review of the local activities.

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

Health and Wellbeing Groups must ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the Health and Wellbeing Groups

All members will be required to:

- Take an active part in the development of the Health and Wellbeing Group 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 Health and Wellbeing Group relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on activities for older people and ensure that this is shared with the Health and Wellbeing Group.
- Champion the voice and influence of people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the Health and Wellbeing Groups activities.
- Respect all members of the Health and Wellbeing Group and invited representatives.
- Work to improve outcomes for people and ensure high quality safeguarding practice.

3. Structure

The Health and Wellbeing Groups should come together on a quarterly basis, 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 Health and Wellbeing Groups activities. The Chair of the group will be decided locally and could be any member of the Group. 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:

- The Chairperson
- Older Persons Champion/ Carers Champion
- Community Engagement Manager
- Commissioning representative (Community Commissioner)

The appointment of Councillors (excluding officers) to Health and Wellbeing Groups 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, the Chairperson and Community Engagement Manager may appoint additional people to the management group if it is felt their involvement would be important for the function of the group.

Alternative people can represent people at the management group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

4. Responsibilities of the Health and Wellbeing Groups

Key responsibilities for the Health and Wellbeing Groups include:

- Awarding grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.

- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.
- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- 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.

5. Funding

Area Boards will have an annual revenue budget allocated to them. The Health and Wellbeing group will advise the Area Board on how these funds should be allocated. Health and Wellbeing Groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

6. Media Relations

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

7. Review

These terms of reference are subject to change and should be reviewed by the Cabinet Member for Adult Care and Health on an annual basis.

Volunteer Role Description

Older People & Carers Champion

Purpose of the role

The Council wishes to encourage Area Boards to identify champions in each of the county's community areas who will have a key role in representing the views of older people and carers at both a local and county wide level.

Furthermore volunteers will be asked to:

- Talk to and seek the views of older people and/or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.
- Work with area boards and local voluntary groups to encourage joint working and share experience to help new local groups set up.
- Advocate for older people and/or carers and be a focal point for identifying what service improvements or developments are required.
- Link with and report to the Community Engagement Manager.
- Talk to older people or carers to obtain their views about services. They will represent these views at Area Board meetings or other meetings as requested and discuss with the Council and CCG Commissioners the priorities for older people or carers and work with them on service improvements and developments.
- Provide a focus for the exchange of views and information between older people and/or carers and the Council's adult care and housing services.
- Work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- Attend area boards to report back on older people and carers issues.
- Attend meetings with other champions and the Council.
- Participate in induction training and ongoing personal development where appropriate. This will include mandatory elements essential for carrying out the role, such as safeguarding which must be completed prior to any volunteering taking place

- Use appropriate claim forms when claiming mileage or expenses
- Comply with Health and Safety Regulations.
- Register as a Wiltshire Council volunteer
- Registration with Fleet Services if the role includes driving on behalf of Wiltshire Council

Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are asked to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.

Volunteer Skills and Qualities Checklist

Older Peoples Champion:

- An ability to make a minimum commitment, as specified per role description.
- An understanding of the issues facing older people in today's society, especially loneliness and social exclusion
- An ability to comply with all relevant policy guidelines.
- An ability to maintain boundaries concerning the role and relationship with members of the community
- An ability to listen and communicate with people.
- An ability to recognise own limits of knowledge and responsibility and to be willing to seek advice and support from the Community Engagement manager or other relevant staff.
- A willingness to participate in induction training and team meetings wherever necessary.
- A commitment to non-judgemental practices.
- A willingness to undertake an enhanced disclosure check with the disclosure and barring service (DBS). The organisation will arrange to cover the cost of this.

Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.



Westbury Area Board Report 25th July 2019

Barbecues



Barbecues are great when the sun is shining and you have friends and family to visit, but they do carry a fire risk. Always position the barbecue on a level site, away from wooden fencing, sheds and hedges.

- Don't place the barbecue on dry grass or vegetation.
- Use firelighters or barbecue fuel to light the coals – NEVER use petrol or paraffin.
- Keep children and pets well away from the cooking area and never leave the barbecue unattended.
- Be careful when grilling fatty foods, as the fat can cause the coals to flare up.
- Don't move the barbecue until it is completely cool, and make sure any remaining charcoal is cold before disposing of it carefully. Ideally use water to damp down the ashes.
- If using a disposable barbecue, make sure it is completely cold before disposal.
- NEVER dispose of hot barbecue ashes in plastic rubbish bins as this can easily start a fire.
- Always have a bucket of water or garden hose to hand in case a barbecue gets out of hand.
- Make sure the controls and cylinder valves of a gas barbecue are turned off before you change the cylinder, which should be done in a well ventilated area. Always check the connections for leaks.
- Store gas cylinders outside and protect them from direct sunlight and frost.
- Make sure your gas barbecue is correctly serviced and that all joints are tightened, safe and secure.
- Never use a barbecue indoors or inside a tent, as they produce potentially lethal carbon monoxide.

Bonfires and garden safety



Bonfires are very common in the summer, but they can get out of control very easily. If you want to burn off garden waste, here's some safety advice:

- Site any bonfire well away from buildings, fences, trees and garden structures.
- Have a garden hose to hand in case the fire starts to get out of control.
- Don't light a bonfire on a windy day, as it could flare up more than you expect.
- Be courteous to your neighbours – if you're planning a substantial bonfire, let them know, and stay with it at all times to ensure that it remains safe.
- If you're intending to have a large bonfire, please advise Fire Control on 0306 799 0019 or use our [on-line form](#) – we often receive emergency calls from people who can see lots of smoke, and it helps us to know where this could be a controlled burn.
- Never use flammable liquids such as petrol or paraffin to start a bonfire.

Garden equipment

- Refill garden heaters, petrol mowers etc in the open air and don't smoke while doing so.
- Deal with any fuel spillage by allowing it to evaporate, soak into the ground, or cover with an absorbent material.
- Take care when lighting garden heaters and never move when lit. Keep away from flammable materials, such as awnings or laundry lines.
- When using candles or flares, make sure they are firmly packed into the ground.
- Keep children and pets away from naked flames and hot lanterns.
- Make sure any candles, flares and lanterns are fully extinguished when you have finished with them.



Camping and caravanning



Whether you're out and about in a camper van, towing your caravan or sleeping under canvas for your holidays, venturing into the great outdoors can carry risks.

When you're on a campsite, make sure there's at least six metres (20ft) between caravans and/or tents and that you're away from parked cars – this will reduce the risk of any fire spreading. If mobile phone signal is poor, make sure you know where the nearest payphone is.

Never use barbecues inside or near the entrance to your tent or caravan, either for cooking or as a heat source – the carbon monoxide they produce is lethal.

Camping

A fire can destroy a tent in just a minute, so make sure you:

- Never use candles in or near the tent – torches are safer.
- Keep cooking stoves and barbecues away from the tent walls, as they can catch light very easily.
- Know how to escape by cutting your way out of the tent, should there be a fire.
- Don't smoke inside your tent.

Caravans

- Take special care when cooking and don't leave pans unattended.
- Turn off all appliances when you go to bed.
- Never dry clothes over the stove.
- Remove any litter and rubbish near the caravan to reduce the risk of fire spreading.
- Make sure the caravan is well ventilated and never block air vents.
- If there is a fire extinguisher or fire blanket within the caravan, read the instructions so you know what to do in the event of fire.
- Keep flammable liquids, such as petrol and gas cylinders, outside and away from children.
- Make sure the gas pipe connection is secure. If you suspect a leak, turn off the main cylinder valve.

On-call firefighters



As a Service, we are reliant on on-call (retained) firefighters – almost two thirds of our operational staff work this duty system to keep our communities safe.

Follow the menu links to find out more about being an on-call firefighter, the process of applying, and what's expected of you if you succeed in your application.

On-call firefighters are part-time staff who make themselves available for emergency call-outs depending on their other commitments. They are usually contracted for between 48 and 120 hours per week, but this can vary. Between them, each fire station team will provide cover for weekdays, evenings, nights and weekends.

How many firefighters are on-call?

Some 60% of firefighters in Dorset and Wiltshire work on an on-call basis, making them hugely important to both the Service and the communities that they serve. Of our 50 stations, the majority are crewed only by on-call firefighters and on-call staff work alongside their wholetime colleagues at many of our other stations.

Who can be an on-call firefighter?

Our on-call staff come from all walks of life: they may be employed, self-employed, parents at home or students. Some work in building or allied trades, whilst others are shop assistants, farmers, typists, factory workers or managers.

What they all have in common is self-reliance, confidence, respect, enthusiasm, team spirit and a willingness to be ready for anything when they are alerted to an emergency.

On-call and wholetime firefighters are expected to meet the same entry standards and they receive the same training and development to enable them to work to common standards.

Who can apply?

You can find out more about the role and current vacancies through these pages, but key requirements for applicants are:

- You must be at least 18 years old when you join us (you can apply once you are 17½)
- You must be able to respond and attend the fire station within **five minutes** (this can vary slightly dependant on location)
- You must have a good standard of physical fitness
- You must have the right to work in the UK

If you are unsure if you can apply, please contact our HR team on 01722 691444 or email recruitment@dwfire.org.uk

Will you contact my main employer?

If you are currently employed, we will need your employer's consent in order for you to become an on-call firefighter, regardless of whether you intend to be available during working hours.

'Aspirational to Inspirational' is our introductory film on being a firefighter – well worth a watch.

Response

Figures for June 2019

| Category | Total Incidents |
|--|-----------------|
| No. of False Alarms | 2 |
| No. of Fires | 5 |
| No. of Road Traffic Collisions and other Emergencies | 1 |
| Total | 8 |

There were a further 7 incidents that Westbury were unable to attend due to insufficient crewing that were attended by neighbouring stations

Community Engagement

Dorset & Wiltshire Fire and Rescue Service provides a free service called a Safe and Well visit. We will visit a person's home by appointment and discuss any safety issues in the



home. We will also have a conversation about improving an individual's health and well-being.

The South West Wiltshire area has a dedicated Fire Service '**Safe and Well**' advisor who can visit people, within their own homes, advising on home safety and wellbeing.

A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support the occupier may need

If you have thatch property, are living alone, have a young family, are over 65 or a smoker please get in contact with us. We want to help make you safer in your own home. If you or someone you know has mobility or sight and hearing impairments, please suggest a Safe and Well visit.

If you or someone you know need a smoke alarm, some advice or are worried about what to do in an emergency, contact us for a free Safe and Well visit;

<http://www.dwfire.org.uk/safety/safe-and-well-visits/>

Richard Humphrey

District Commander, South West Wiltshire. (Westbury, Warminster, Tisbury & Mere)

Email: richard.humphrey@dwfire.org.uk

Tel: 07850299990/01722 691271

www.dwfire.org.uk



BA13 COMMUNITY AREA PARTNERSHIP

Report

July 2019

The most recent BA13+ Community Area Partnership public meeting focused on Children and Young People in the Westbury area.

This latest in an increasingly popular series of public meetings, which have in the past year also covered issues as diverse as the Environment, the Arts, Transport, Health, Community Safety and Business issues, welcomed as guest speaker on this occasion Ruth Brooks-Martin from Spurgeons.

A Steering Group meeting subsequently took place at Crosspoint which considered the Partnership's finances, an update on Dementia Friendly Westbury, the subject of Restorative Practices, and agreement to get involved in the Spring Clean this year.

The next BA13+ Community Area Partnership meeting is to be held on Wednesday 6th November 2019 starting at 7pm. The venue is the main hall in the Laverton, Bratton Rd, Westbury BA13 3EN

Each quarterly meeting, we analyse a theme from the Partnership's Community Plan, and the theme for the next public meeting is TRANSPORT. The first guest speaker to have been confirmed is from the Connecting Chapmanslade group, who are a group of cycling enthusiasts from the village who are hoping to create a cyclepath which connects the towns of Frome, Westbury and Warminster. The aim is to utilise existing rights of way and to create a passable, safe route for cyclists (and walkers) avoiding the busy A36 or A3098 roads where possible.

Phil McMullen
Administrator, BA13+ Community Area Partnership
BA13plus@outlook.com

Report focuses on dementia friendly initiatives



We joined the regulars at Chippenham Memory Cafe in April

Healthwatch Wiltshire is set to publish a report detailing its work on how dementia friendly initiatives are working in the county.

Over the last four years, dementia has been a priority area for us, and we have gathered over 1,600 views and experiences from people affected by dementia.

One of the key things we were told is that dementia awareness is improving and that this is important.

Two-part project

This project had two elements, the first aimed to gather information from dementia friendly initiatives – such as support groups, awareness sessions and social events – and the second to talk to people living with dementia and their carers on what they

value most about these initiatives.

Our key findings included:

- Most people living with dementia and their carers feel that their local community is dementia friendly and feel part of it,
- The effects of dementia friendly initiatives are positive and wide-ranging, including improved physical and mental health, independence and community involvement,
- The successes of these initiatives closely aligned with what people said they found most useful,
- Dementia friendly initiatives would value support with promotional materials and publicity.

Thank you to our partners for their support with this project. The report will be published in July.

July 2019

The right healthcare, for you, with you, near you

NHS Wiltshire Clinical Commissioning Group (CCG) is responsible for commissioning a broad range of healthcare for the population of Wiltshire. We are led by experienced local GPs drawn from across the county, who provide clear clinical leadership to the big decisions affecting the future of healthcare provision in Wiltshire, carefully tailored to meet the differing needs of people locally.

Our vision is to ensure the provision of a health service which is high quality, effective, clinically-led and local. We are committed to delivering healthcare that meets the needs of Wiltshire people, to consult and engage with our population to enable them to be involved in decisions made about health services and to deliver those services to people in their own homes or as close to home as possible.

News

CCGs to apply to merge

As you know, we have formed a Commissioning Alliance with BaNES and Swindon CCGs, with one Chief Executive and senior management team across the three organisations, whilst retaining the three separate organisations each with their own Governing Body. The NHS Long Term Plan sets out an expectation for CCGs to officially merge, and for Wiltshire CCG this means merging with BaNES and Swindon CCGs to become one commissioning organisation before April 2021.

On 12 June 2019 the three Governing Bodies took a consensus view that there is now a strong case supporting a full CCG merger. At their recent public meetings, each Governing Body has now approved the proposal to apply to merge.

Prior to submitting the application the CCGs will engage with stakeholders, and the GP membership of each CCG will then vote on a final decision to apply for a merger.

A detailed application to merge needs to be submitted to NHS England by 30 September 2019 to have the full merger in place by April 2020.

We will continue to provide you with updates on the process in the coming months.

Primary Care Networks

Primary Care Networks came into effect on 1 July 2019 and there has been a lot of work going on behind the scenes to form the GP networks and get the appropriate structures in place.

It will take some time for the networks to become fully operational and for patients to start seeing the benefits of this collaborative provision of services.

Clinical directors have been appointed for all 11 networks in Wiltshire with some networks choosing to make this a shared role.

| Name of PCN | Practices in PCN | Clinical Director |
|-----------------------------------|---|---|
| Calne | Patford House Partnership Northlands Surgery Jubilee Field Surgery | Dr Julia Dalton – Northlands Surgery Dr Kathryn Hughes – Patford House Partnership |
| Chippenham, Corsham and Box (CCB) | Hathaway Surgery Rowden Surgery Lodge Surgery Porch Surgery Box Surgery | Dr Philip Grimmer – Hathaway Surgery |
| East Kennet | KAMP Ramsbury Surgery Burbage Surgery Old School House Surgery | Dr John Williams - KAMP Dr Graham Muller – Ramsbury Surgery Dr Anne Woods – Old School House Surgery |
| North Wilts Border | Malmesbury Medical Partnership Tolsey Surgery Purton Surgery Tinkers Lane Surgery New Court Surgery Cricklade Surgery | Dr Ravi Gonsalves – New Court Surgery Dr John Pettit – Malmesbury Medical Partnership Dr Chris Philips – Malmesbury Medical Partnership |
| Sarum South | Downton Surgery Harcourt Medical Centre Salisbury Medical Practice Whiteparish Surgery Three Chequers Medical Practice | Dr Judy Walters – Three Chequers Medical Practice |
| Sarum North | Barcroft Medical Centre Castle Practice Avon Valley Practice St Melor House Surgery Cross Plains Health Centre Millstream Medical Practice | Dr Lucy Davies – Castle Practice |
| Sarum West | Sixpenny Handley Surgery The Orchard Partnership Tisbury Surgery Mere Surgery Silton Surgery Hindon Surgery Courtyard Surgery | Dr Fiona Dawe – Hindon Surgery |

| | | |
|-------------------------------|--|---|
| Devizes | Market Lavington Surgery Lansdowne Surgery St James Surgery Southbroom Surgery | Dr Ian Williams – Southbroom Surgery |
| Melksham and Bradford on Avon | Giffords Surgery Spa Medical Centre Bradford on Avon and Melksham Health Partnership | Dr Jonathan Osborn – Giffords Surgery |
| Trowbridge | Lovemead Group Practice Trowbridge Health Centre | Dr Lucy Thompson – Lovemead Group Practice Dr Stephen Locke – Trowbridge Health Centre |
| Westbury and Warminster | The Avenue Surgery White Horse Health Centre | Dr Lisa Hirst – The Avenue Surgery |

Our Health Our Future – engagement to support BSW five year plan

The Our Health Our Future campaign is underway – asking local people what is important to them for their health and care, now and into the future. All responses to the survey will feed into our local five year plan.



You can go to www.ourhealthourfuture.org to complete the survey and to find out more.

We would appreciate your support in encouraging your family, friends and the people in your communities to take part in the survey to help shape the future of health and care across B&NES, Swindon and Wiltshire.

The survey closes on 31 July 2019.

Governing Body meeting

Our next Governing Body meeting is on 23 July 2019 at 10.00am at Southgate House, Pans Lane, Devizes SN10 5EQ. You can read the papers from previous meetings on our website www.wiltshireccg.nhs.uk/governance/governing-body-meetings-in-public

News archive

Read more news from Wiltshire CCG in our [news archive](http://www.wiltshireccg.nhs.uk/news/news-archive) – www.wiltshireccg.nhs.uk/news/news-archive.

Keep up to date with news and information from Wiltshire CCG on social media.



NHS Wiltshire CCG



@NHSWiltshireCCG

| | |
|-----------------|------------------------|
| Report to | Westbury |
| Date of Meeting | 25/07/2019 |
| Title of Report | Community Youth Grants |

1. Purpose of the report:

To ask Councillors to consider the following applications seeking funding from the Westbury Area Board.

| Application | Grant Amount | |
|--|--------------|--|
| Applicant: Crosspoint (Westbury) Project Title: Young persons counselling project | £5000.00 | |
| Total grant amount requested at this meeting | £5000 | |
| Total amount allocated so far | £0.00 | |

2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2019/20 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2019/20.

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

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

3. The applications

| | | |
|--|---|--|
| Applicant: Crosspoint (Westbury) Project Title: Young persons counselling project | Amount Requested from Area Board: £5000.00 | |
| This application meets grant criteria 2014/15. | | |

Project Summary: A pilot project was started two years ago with funding from the Local Youth Network. The funding was used to support young people in Westbury and surrounding area with free counselling to address issues such as anxiety depression eating disorders and self-esteem. The pilot demonstrated that this was a highly valued service with positive outcomes. The counselling has been funded since from reserves within Crosspoint and a small grant from a grant-making body. However this funding is now nearly exhausted and Crosspoint wants to continue to offer this service.

Report Author:

Graeme Morrison

Community Engagement Manager, Warminster and Westbury Areas

07986 365943

graeme.morrison@wiltshire.gov.uk

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

| | Item | Update | Actions and recommendations | Who |
|----|--|---|-----------------------------|-----|
| | Date of meeting: 5th July 2019 | | | |
| 1. | Attendees and apologies | | | |
| | | Cllr Gordon King, Cllr Russell Hawker, Cllr Francis Morland, Cllr Nick Pyne, Cllr Freddy Forsyth, Kirsty Rose (WC), Sarah Harris (WTC) | | |
| | Apologies | Cllr Jerry Wickham, Cllr Mike Swabey, Cllr Chris Johns, Carole King, Pat Whyte, Spencer Drinkwater, Graeme Morrison | | |
| 2. | Notes of last meeting | | | |
| | | The minutes of the previous meeting were agreed at the Westbury Area Board meeting on the 6 th June 2019. https://cms.wiltshire.gov.uk/ieListDocuments.aspx?Cid=173&Mid=12338&Ver=4 | | |
| 3. | Financial Position | | | |
| | | The available CATG budget for 2019/20 is £6,445 | | |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

| | | | | |
|-----------|--|---|---|-------|
| | | | | |
| 4. | Top 5 Priority Schemes | | | |
| a) | Issue 6192 Westbury to Bratton (links to 6161) | Westbury Town Council HP&D proposed to support option 1 and provide a 25% contribution. This was agreed at Westbury Town Council Full Council meeting on 1 st July. KR to progress to implementation. | CATG agreed to fund option 1, allocating £2625 from CATG funds with an additional £875 contribution agreed from Westbury Town Council Total scheme cost - £3500. KR to progress to implementation. | KR |
| b) | Issues 6667 6939 6562 B3098 Bratton Road | Speed Limit TRO to be advertised from 28 th June to 22 nd July. It was agreed that CATG would approach the Devizes CATG chair to discuss the proposal to split costs for a speed limit review for the whole of the B3098 covering both community areas. | Devizes CATG chair to be approached to split costs for further assessment on B3098. | |
| c) | Bus layover, B3097 Hawkeridge Road and Link Road | It was agreed that KR would report back the groups concerns to Passenger Transport in order that discussions with First continue and to request a representative from passenger transport attend the next meeting. The following actions were also agreed: <ul style="list-style-type: none"> • Cllr King to write to Andrew Murrison MP to highlight the issue and ask for his assistance in discussions with First • KR to investigate the provision of a hardstanding at existing verge level for driver changeover only • KR to request Wiltshire Police have a representative attend the next CATG to discuss this issue. | Cllr King to write to Andrew Murrison MP to highlight the issue and ask for his assistance in discussions with First KR to investigate the provision of a hardstanding at existing verge level for driver changeover only KR to request Wiltshire Police have a representative attend the next CATG to discuss this issue | GK/KR |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

| | | | | |
|-----------|---|---|--|----|
| | | | Request passenger transport attend next CATG meeting. | |
| d) | White lining issues – Edington | <p>KR prepared a cost estimate for 250m of carriageway edge markings, extending from Greater Lane toward the village. This is for both sides of the carriageway, totalling 500m of lining. Due to the carriageway width, the works will be undertaken under stop and go traffic management, with vehicles being held for up to 15mins at a time to allow lining operations to take place. The works will need to take place outside of peak times.</p> <p>The estimate for the works is £1850.</p> <p>CATG agreed to fund this work subject to a 25% contribution from Edington Parish Council.</p> | <p>Edington Parish Council to confirm contribution.</p> <p>CATG recommendation to allocate £1387.50. Area board to ratify.</p> | KR |
| e) | Issue 7163 Dilton Marsh | Survey work to be undertaken in September with written assessment to follow. | Await completion. | |
| 5. | Other Priority schemes | | | |
| a) | Issue 5674 Coulston – 20mph request | Awaiting implementation | Awaiting implementation | KR |
| b) | Issue 6206 & 7181 Slag Lane and Frogmore Lane, Westbury – Speed Calming | Concerns regarding speeding on Slag Lane, Westbury. A metrocount has been requested. | Awaiting metro count results | |
| c) | Springfield Road, Westbury | Metrocount to be requested following completion of building works on school grounds. | On hold pending completion of works | KR |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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| d) | Issue 6538 Speeding Leigh Park Way and Sandalwood Road, Westbury | <p>Speeding occurs along this stretch of road from the Roundabout of Tesco in Leigh Park to the roundabout through the estate in Sandalwood Road.</p> <p>Set up a community speed watch to measure the speed of vehicles in and out of the road or traffic calming put in place to reduce the speed</p> | Await outcome of metrocount | |
| e) | Issue 6557 A3098 Hisomley Crossroads, Speeding | <p>Excessive speed Hisomley Crossroads on the A3098. Vehicles travelling in excess of speed limit in both directions but especially Westbound. Frequent near misses at the crossroads with vehicles turning out from The Hollow. Dangerous for horses crossing from Old Dilton Road. There have been several accidents on A3098 between Westbury Leigh and the A36 junction. Speed should be reduced to 40 mph.</p> <p>PW has had vegetation cut back around the junction which has improved visibility for vehicles exiting both The Hollow and Old Dilton Road. Visibility at The Hollow is restricted by the hedgerow, which is on private land, and as such the junction is a 'STOP' junction rather than giveaway. Visibility can only be further improved by removing said hedgerow.</p> | Await outcome of metrocount | |
| f) | Issue 6703 & 7120 CATG speeding – Frogmore Lane, Westbury | <p>Concerns regarding speeding on Frogmore Lane between Rosefield Way and the mineholes.</p> <p>A metrocount has been requested</p> | Await outcome of metrocount | |
| g) | Issue 6969 A350 and B3097 – Heywood village HGV concerns | <p>Metrcounts have been undertaken at Church Lane and Dursley Road. The results of these counts were outlined at the CATG meeting and are attached to these notes for circulation.</p> <p>Based on the data collected, vehicles of 3 axles or more made up 0.69% of the average daily traffic on Dursley Road and 0.84% of average daily traffic on Church Lane.</p> | Area board to note. | |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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| h) | Issue 7017 Tinhead Rd, Edington | <p>An increasing number of vehicles speeding by ignoring the 30 mph limit. The problem is particularly bad during the morning and evening rush hours. The worst affected area is near Beckett House down junction with Cowleaze Lane.</p> <p>Would like to see appropriate enforcement or investigation into possible passive speed reduction measures. Area not suitable for CSW.</p> <p>Cllr Swabey explained that there is a particular issue during the morning peak period and at HMP Erlestoke shift changes.</p> <p>Cllr Johns expressed concerns regarding groups of cyclists also travelling at inappropriate speeds along Tinhead Road. KR suggested that the parish council contact the cycling groups in question requesting that their members be more considerate.</p> | Metrocount to be requested by parish council. | |
| 6. | New Requests / Issues | | | |
| a) | | | | |
| 7. | Other items | | | |
| a) | | | | |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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|----|---|--|--|--|
| b) | | | | |
| 8. | Date of Next Meeting: 27th September 2019, 10:00, The Laverton Westbury | | | |

Westbury Community Area Transport Group

Highways Officer – Kirsty Rose

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Westbury Area Board.
 2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Westbury Area Board will have a remaining Highways funding balance of £5057.50

3. Legal Implications

3.1. There are no specific legal implications related to this report.

4. HR Implications

4.1. There are no specific HR implications related to this report.

5. Equality and Inclusion Implications

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

6. Safeguarding implications

20 June 2019

(Survey ref: 021-010)

Traffic Speed Survey Result - Dursley Road, Heywood (30mph Speed Limit)

❖ East of B3097 Hawkeridge Road

The results of the survey for the 7-day period from 04/06/2019 to 10/06/2019 are as follows:

- Speeds for a total of 4,848 vehicles in free-flowing traffic in both directions were recorded.
- Total traffic volume during this period was 5,628 vehicles. (This figure may be higher than above due to congestion when 'free-flowing' speeds cannot be recorded.)
- The 85th percentile speed was 34.3mph. This is the speed at or below which 85% of the traffic is travelling and is used nationally as a criteria for Community Speed Watch interventions.
- The mean speed was 28.6mph.
- 40.9% of recorded vehicles were exceeding the posted speed limit. The mean speed of these vehicles was 34.07mph

For your information the thresholds for interventions, based on the 85th percentile are below:

| Speed Limit | No further action | Community Speed Watch | Police Enforcement |
|-------------|-------------------|-----------------------|--------------------|
| 20mph | 20 mph to 24 mph | 24.1 mph to 38.9 mph | Over 39 mph |
| 30mph | 30 mph to 35 mph | 35.1 mph to 41.9 mph | Over 42 mph |
| 40mph | 40 mph to 46 mph | 46.1 mph to 49.9 mph | Over 50 mph |

Community Speed Watch does not operate in any speed limit above 40mph due to the risks attached to this activity and the health and safety of volunteer teams. Only trained Roads Policing Officers undertake enforcement in 50mph and higher speed limits.

Speed Indicator Devices (SID) used by some Parish and Town Councils cannot be calibrated to operate in 50mph and 60mph limits.

As with every other department, we have to target our limited resources where they will be most effective and therefore we will not accept another survey request at or close to this location within the next 12 months unless there are exceptional circumstances.

Road Safety Team
roadsafetydriving@wiltshire.gov.uk
01225 713700

20 June 2019

(Survey ref: 021-011)

Traffic Speed Survey Result - Church Road, Heywood (30mph Speed Limit)

❖ West of A350 Westbury Road

The results of the survey for the 7-day period from 04/06/2019 to 10/06/2019 are as follows:

- Speeds for a total of 4,762 vehicles in free-flowing traffic in both directions were recorded.
- Total traffic volume during this period was 5,550 vehicles. (This figure may be higher than above due to congestion when 'free-flowing' speeds cannot be recorded.)
- The 85th percentile speed was 39.2mph. This is the speed at or below which 85% of the traffic is travelling and is used nationally as a criteria for Community Speed Watch interventions.
- The mean speed was 30.7mph.
- 49.6% of recorded vehicles were exceeding the posted speed limit. The mean speed of these vehicles was 37.24mph

For your information the thresholds for interventions, based on the 85th percentile are below:

| Speed Limit | No further action | Community Speed Watch | Police Enforcement |
|-------------|-------------------|-----------------------|--------------------|
| 20mph | 20 mph to 24 mph | 24.1 mph to 38.9 mph | Over 39 mph |
| 30mph | 30 mph to 35 mph | 35.1 mph to 41.9 mph | Over 42 mph |
| 40mph | 40 mph to 46 mph | 46.1 mph to 49.9 mph | Over 50 mph |

Community Speed Watch does not operate in any speed limit above 40mph due to the risks attached to this activity and the health and safety of volunteer teams. Only trained Roads Policing Officers undertake enforcement in 50mph and higher speed limits.

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