

# AGENDA

**Meeting:** SALISBURY AREA BOARD  
**Place:** South Wilts Grammar School for Girls, Stratford Road, Salisbury SP1 3JJ  
**Date:** Thursday 8 November 2012  
**Time:** 7.00 pm

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Representatives from Salisbury City Council  
and Laverstock and Ford Parish Council

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

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

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Please direct any enquiries on this Agenda to James Hazlewood (Senior Democratic  
Services Officer), on 01722 434250 or email [james.hazlewood@wiltshire.gov.uk](mailto:james.hazlewood@wiltshire.gov.uk)  
OR

Marianna Dodd (Salisbury Community Area Manager), on 07919 881174 or email  
[marianna.dodd@wiltshire.gov.uk](mailto:marianna.dodd@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at  
[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

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## Wiltshire Councillors

John Brady	Salisbury St Martin's & Cathedral
Richard Clewer ( <b>Chairman</b> )	Salisbury St Paul's
Chris Cochrane	Salisbury Fisherton & Bemerton Village
Brian Dalton	Salisbury Harnham
Mary Douglas	Salisbury St Francis & Stratford
Bill Moss ( <b>Vice Chairman</b> )	Salisbury St Mark's & Bishopdown
Ricky Rogers	Salisbury Bemerton
Paul Sample	Salisbury St Edmund & Milford

Items to be considered	Time
<p style="text-align: center;"><b><u>2012 Legacy - film</u></b></p> <p>Before the start of the meeting, at 6.50pm, a short film will be shown, depicting how the events of 2012 were celebrated in Wiltshire.</p>	
<p>1 <b>Chairman's Welcome and Introductions</b></p>	<p><b>7.00pm</b></p>
<p>2 <b>Apologies for Absence</b></p>	
<p>3 <b>Minutes</b> (<i>Pages 3 - 18</i>)</p> <p>To confirm the minutes of the meeting held on 6 September 2012.</p>	
<p>4 <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>5 <b>Chairman's Updates</b></p> <p>The Chairman will give an update on outcomes and actions arising from previous meetings of the Area Board.</p> <p>In addition, to note that the Chairman is minded not to take any funding items to the 14 March 2013 meeting, in view of the proximity to the local elections in May. As such, the Area Board will endeavour to deal with any outstanding budget and grant matters at the meeting on 10 January 2013. The next meeting thereafter to consider funding items will be 27 June 2013.</p>	
<p>6 <b>Information items</b></p> <p>6a <b>Christmas Market</b></p> <p>6b <b>Purple Flag Award</b></p> <p>6c <b>Community Infrastructure Levy (CIL)</b> (<i>Pages 19 - 22</i>)</p> <p>6d <b>Victim Support</b> (<i>Pages 23 - 24</i>)</p> <p>6e <b>Welfare Reform</b> (<i>Pages 25 - 26</i>)</p>	

7	<p><b>Update from Representatives</b> (<i>Pages 27 - 32</i>)</p> <p>To receive updates from representatives of the following partner organisations:</p> <ul style="list-style-type: none"> <li>a) Salisbury City Council</li> <li>b) Laverstock and Ford Parish Council</li> <li>c) Police</li> <li>d) Fire</li> <li>e) NHS</li> <li>f) Wiltshire Involvement Network (WIN)</li> </ul>	7.05pm
8	<p><b>Update from Salisbury City Community Area Partnership (SCCAP)</b></p> <p>To receive an update from the Community Area Partnership.</p>	7.15pm
9	<p><b>Understanding Autism</b> (<i>Pages 33 - 36</i>)</p> <p>To inform the Board of new duties in relation to people with autism and aspergers and how localities can respond.</p>	7.20pm
10	<p><b>Salisbury Campus: Membership of Shadow Community Operations Board (COB)</b></p> <p>To receive an update from the Shadow Community Operations Board (COB) and to appoint the following to the:</p> <ul style="list-style-type: none"> <li>• Solomon Rimer - Wider community (public)</li> <li>• Mike Claydon (Reserve: Anne Trevett) – User groups (SW Mencap)</li> </ul>	7.50pm
11	<p><b>The Legacy of 2012</b></p> <p>Laurie Bell (Director of Communications) to recap on the year's events, and to consider how to carry on the local legacy through 2013, including reference to the following ideas and suggestions:</p> <ul style="list-style-type: none"> <li>• "City Makers";</li> <li>• the City Council running a 2 day event in August 2013, entitled "Salisbury through the ages";</li> <li>• a Salisbury Music Festival; and</li> <li>• further Street Parties.</li> </ul>	7.55pm

12	<b>Salisbury Transport Strategy</b>	<b>8.15pm</b>
	To receive an update on the Salisbury Transport Strategy, as discussed at the Extraordinary meeting of the Area Board in March 2012 and deferred from the September Area Board meeting.	
13	<b>Changes to Mini-recycling Site at Waitrose</b> ( <i>Pages 37 - 40</i> )	<b>8.25pm</b>
	To note the recent changes to the Wiltshire Council mini-recycling site at Waitrose and any comments arising. A briefing note from the Head of Waste Management is attached for information.	
14	<b>Traffic Wardens</b>	<b>8.30pm</b>
	To discuss a suggestion on the potential of expanding the role of traffic wardens and how they operate.	
15	<b>Lorrywatch</b>	<b>8.40pm</b>
	To receive an update on how this scheme is being set up.	
16	<b>Community Area Transport Group (CATG)</b> ( <i>Pages 41 - 42</i> )	<b>8.45pm</b>
	To receive a report including recommendations from the Community Area Transport Group (CATG).	
17	<b>Grants and Funding</b> ( <i>Pages 43 - 56</i> )	<b>8.50pm</b>
	To consider applications for community grants, and funding for Area Board projects with the opportunity for questions from the public.	
18	<b>Future Meeting Dates, Evaluation and Close</b> ( <i>Pages 57 - 58</i> )	<b>9.00pm</b>
	To note the Board's Forward Plan, including details of future agenda items.	
	The date of the next meeting is 10 January 2013, 7pm at Alamein Suite, City Hall, Malthouse Lane, Salisbury SP2 7TU.	

**Future Meeting Dates**

**Thursday, 10 January 2013**

7.00 pm

Alamein Suite, City Hall, Malthouse Lane, Salisbury  
SP2 7TU

**Thursday, 14 March 2013**

7.00pm

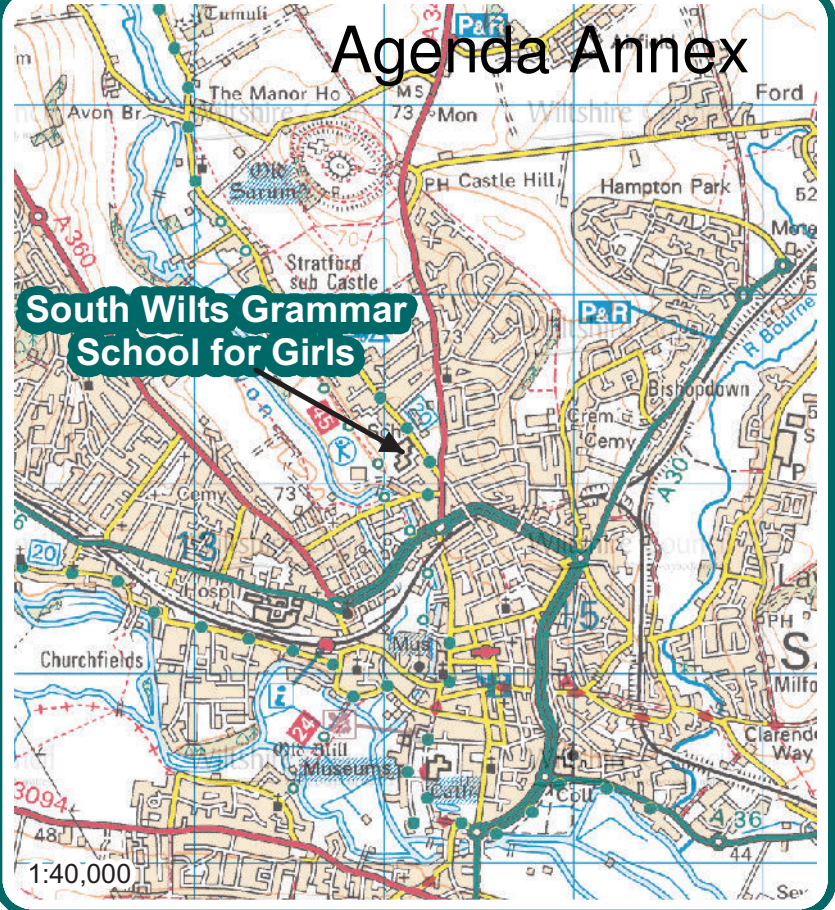
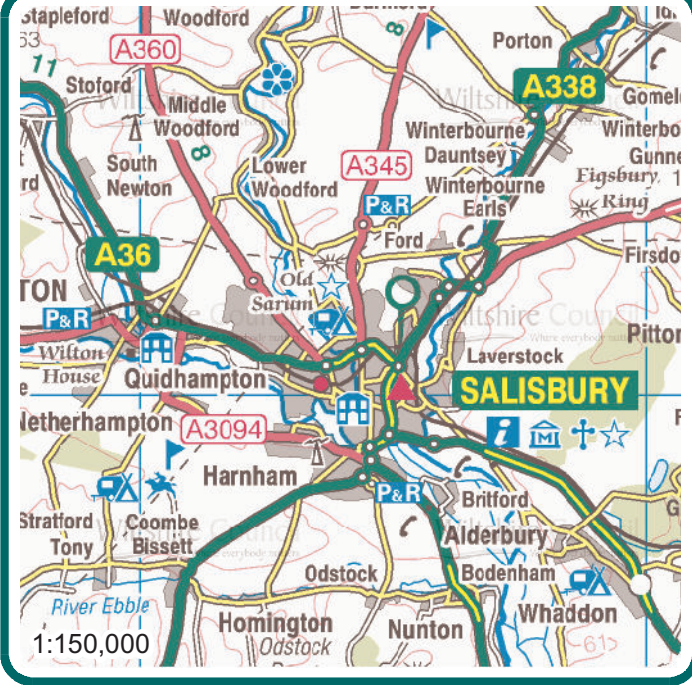
South Wilts Grammar School for Girls, Stratford Road,  
Salisbury SP1 3JJ

**Thursday 27 June 2013**

7.00pm

Salisbury Methodist Church, St Edmund Church Street,  
Salisbury SP1 1EF

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**South Wilts Grammar School for Girls**  
Stratford Road  
Salisbury  
Wiltshire  
SP1 3JJ

**Wiltshire Council**  
Where everybody matters



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# MINUTES

**Meeting:** SALISBURY AREA BOARD  
**Place:** South Wilts Grammar School for Girls, Stratford Road, Salisbury SP1 3JJ  
**Date:** 6 September 2012  
**Start Time:** 7.00 pm  
**Finish Time:** 9.40 pm

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Please direct any enquiries on these minutes to:

James Hazlewood (Senior Democratic Services Officer), Tel: 01722 434250

or (e-mail) [james.hazlewood@wiltshire.gov.uk](mailto:james.hazlewood@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Richard Clewer (Chairman), Cllr Bill Moss (Vice Chairman), Cllr John Brady, Cllr Christopher Cochrane, Cllr Brian Dalton, Cllr Mary Douglas, Cllr Ricky Rogers and Cllr Paul Sample

### **Wiltshire Council Officers**

Marianna Dodd, Salisbury Community Area Manager  
Winnie Manning, Team Leader, Youth Development Services  
Lisa Moore, Democratic Services Officer  
Derek Streek, Head of Housing Management  
Paul Shaddock, Traffic Technician  
Helen Taylor, Principal Development Officer  
Jenny Wilcockson, Digital Literacy Coordinator

### **Town and Parish Councils**

Salisbury City Council – Mark Annett, Edward Callaghan, Annie Child, Cllr John Collier, Cllr Cheryl Hill, Cllr Jo Rooney, Cllr Jo Broom  
Laverstock and Ford Parish Council – Cllr David Law

**Partners**

Wiltshire Police – Inspector Andy Noble

Wiltshire Fire and Rescue – Mike Bagnall

NHS Wiltshire – Tony Barron

“Our Salisbury” – Salisbury City Community Area Partnership (SCCAP) – Debrah Biggs

Salisbury Tenants Panel – Colin Duller

Salisbury Journal – H White

South Wilts Agenda 21 – Pam Rouquette & Margaret Willmot

**Total in attendance: 59**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Salisbury Area Board and invited the members of the Board to introduce themselves.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies for absence had been received from:</p> <ul style="list-style-type: none"> <li>• Mike Franklin – Wiltshire Fire &amp; Rescue Service</li> <li>• James Hazlewood – Democratic Services</li> </ul>
3	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on 5 July and the Extraordinary meeting held on 1 August 2012; were agreed as a correct record and signed by the Chairman.</b></p>
4	<p><u>Declarations of Interest</u></p> <p>There were none.</p>
5	<p><u>Chairman's Updates</u></p> <p>The Chairman gave the following updates:</p> <p><u>Salisbury Market Place</u>  A Salisbury Market Place Delivery Group had been set up and would be meeting at Trowbridge offices the following week to look at issues around signage and benches.</p> <p><u>Heritage Trail</u>  A Heritage Trail Design Group had been set up, to look at how the trail could be developed and rolled out around Salisbury.</p> <p>Updates from the above two groups would be fed back to future Area Board meetings.</p>
6	<p><u>Information items</u></p> <p>The Chairman introduced Paul Shaddock, Senior Traffic Technician Salisbury Transportation Team; who gave an update of the situation of the Purple Flag</p>

	<p>accreditation for Salisbury.</p> <p>The Purple Flag scheme is a project that will shortly be trialled in Salisbury. Purple Flag is a new accreditation scheme that recognises excellence in the management of town and city centres at night and is similar to the Blue Flag scheme operated on beaches, The main aim of Purple Flag is to raise standards and improve the quality of our towns and cities at night.</p> <p>The Council's Public Protection Team have been working with a number of organisations, including Salisbury City Council, Wiltshire Police and local businesses to obtain Purple Flag status in Salisbury City Centre. To help achieve Purple Flag status a number of projects will be brought forward to improve the quality of the night-time experience in Salisbury; the first such project is shortly to be trialled in Milford Street.</p> <p>Milford Street has a number of take-aways, restaurants, bars and night clubs making it one of Salisbury's busiest streets at night. Whilst undertaking night-time surveys the Public Protection Team identified a problem in Milford Street on Thursday, Friday and Saturday evenings whereby pedestrians were frequently being forced to walk in the main carriageway due to relatively narrow footways, bounded by parked vehicles, and a large number of pedestrians using the area.</p> <p>To try and tackle this problem it was proposed that a scheme be trialled where parking is suspended between 7.00pm and 7.00am on Thursday, Friday and Saturday evenings in Milford Street between its junctions with Gigant Street and Catherine Street only. All parking bays would be coned off by the council (except for the disabled parking bay and the part-time taxi rank) preventing their use by motorists and in turn provide additional room for pedestrians to safely walk and thereby removing the need to walk in the main carriageway.</p> <p>It is proposed that this trial will begin in October of this year and last for a minimum of three months. During the whole of three month trial period comments about the scheme can be made to the council. After three months the council will undertake a review of the scheme to determine its effectiveness and determine whether to proceed with it on a permanent basis.</p> <p>If you would like more information about this scheme then you can contact Kelly Fry <a href="mailto:kelly.fey@wiltshire.gov.uk">kelly.fey@wiltshire.gov.uk</a> in the Public Protection Team or Paul Shaddock <a href="mailto:paul.shaddock@wiltshire.gov.uk">paul.shaddock@wiltshire.gov.uk</a> in the Highways Team. More information about this project will be available via the council's website in due course.</p>
6.1.	<p><u>Avon Approach walk-in centre</u></p> <p>Tony Barron, Chairman of NHS Wiltshire gave an update on the future of the Salisbury Walk in Centre.</p> <ul style="list-style-type: none"> <li>• The current contract was with the PCT which would cease to exist from</li> </ul>

	<p>April 2013. The aim was for the control of the walk-in centre to remain central.</p> <ul style="list-style-type: none"> <li>• Registered patients at the centre would be re-located to other local surgeries.</li> <li>• The walk-in centre side of the practice would remain open.</li> <li>• The contract to manage this service was up for renewal in 2014.</li> </ul> <p>Questions and comments included:</p> <ul style="list-style-type: none"> <li>• Jo Broom, Practice Manager at the centre commented that staff at the centre were not aware of the plans to relocate the registered patients to other GP practices. <u>Answer</u>: The information had been public knowledge for some time, any staff concerned about the plans could discuss the matter with their line managers for further information.</li> </ul>
6.2.	<p><u>Works to Broken Cross Bridge</u></p> <p>Information about the planned works and closure to Broken Cross Bridge was set out on pages 25 – 26 of the agenda.</p>
6.3.	<p><u>Police and Crime Commissioners</u></p> <p>Information on the new Police and Crime Commissioner role was set out on pages 27 – 28 of the agenda.</p>
6.4.	<p><u>State of the Environment Report</u></p> <p>Information on this Report was set out on pages 29 – 30 of the agenda.</p>
6.5.	<p><u>Street Lighting Savings</u></p> <p>In addition to the information set out on pages 31 – 40 of the agenda, the Chairman added that this project had been a success in areas the scheme had already been implemented and now the scheme would be rolled out to over 50% of roads across Wiltshire.</p>
6.6.	<p><u>Wiltshire and Swindon Local Nature Partnership</u></p> <p>Information on the Partnership was set out on pages 41 – 44 of the agenda.</p>
6.7.	<p><u>Barrier Busting Proposals</u></p> <p>Information on this initiative was set out on pages 45 – 46 of the agenda.</p>

6.8.	<p><u>Minerals Sites in Wiltshire and Swindon</u></p> <p>In addition to the information set out in the agenda on pages 47 – 48, the Chairman added that the Brickworth Quarry site was the only site which was vaguely near the Salisbury City Community area.</p>
7	<p><u>Update from Representatives</u></p> <p>In addition to the written updates included in the agenda pack, the following verbal updates were received:</p> <p>a) <u>Salisbury City Council (SCC) – Cllr Jo Broom</u>  Grit Bins - The City Council planned to look at the position and requirements for additional grit bins around the city and feedback to Wiltshire Council which was responsible for refilling the bins.</p> <p>Salisbury Crematorium – Planned Improvements to the crematorium had been delayed at the last minute by English Heritage, who had recently given the current crematorium building and grounds a grade II listed status. Although the decision was unexpected, the City Council aimed to work closely with Wiltshire Council Officers to move the project forward.</p> <p>Jo added that they had received a huge amount of assistance from the Wiltshire Council Planning Officers.</p> <p>Salisbury Civic Day – Was a recent opportunity to promote Salisbury to our neighbours. Guests were taken on a tour of the Bemerton Heath Neighbourhood Centre.</p> <p>Grants Policy – A new policy was agreed by SCC in July, which set out the way that Grants and Funding would be managed.</p> <p>Following discussion and suggestions on how to proceed with the Salisbury Crematorium Improvements project, Councillor Clewer added that the Salisbury Area Board supported the efforts of the Salisbury City Council and hoped that a way forward could be found.</p> <p>b) <u>Laverstock and Ford Parish Council – Cllr David Law</u>  Laverstock had recently won Best Kept Village competition.</p> <p>Parish Clerk – The current parish clerk was due to retire in the near future, a successor was sought, this was a paid post and further details about the position could be found on the parish website:  <a href="http://www.laverstock-ford.co.uk/">http://www.laverstock-ford.co.uk/</a></p> <p>Student Photography Competition – The parish council was running a student photography competition, with two age categories; under 12 and 12 to 16, with cash prizes. The competition was open to all</p>

	<p>pupils/students of the four Laverstock Schools, closing date 30th Sept 2012.</p> <p>Trails – Information on four walking trails available around the area was available from following a link on the website. Link:  <a href="http://www.riverbournecommunityfarm.org.uk/trails.html">http://www.riverbournecommunityfarm.org.uk/trails.html</a></p> <p>c) <u>Police – Inspector Andy Noble</u>  The crime and incident figures had remained stable across all categories. There had been reports of unpleasant street drinkers who had been causing a disruption to local businesses and residents. The Police had been working with local partners and hoped to issue two anti social behaviour orders shortly.</p> <p>d) <u>Fire &amp; Rescue – Mike Bagnall</u>  The format of the current statistic reports was to undergo a change, so that more information could be included. This would take place before the next meeting.</p> <p>There had been a downward turn in attended incidents for Salisbury, compared to the same time period for last year. Out of the 30 incidents attended in a month, the proportion of those that were actual fires or road collision was quite low.</p> <p>e) NHS – a written update was provided.</p> <p>f) Wiltshire Involvement Network – a written update was provided.</p>
8	<p><u>Update from Salisbury City Community Area Partnership (SCCAP)</u></p> <p>At SCCAP’s AGM on Wednesday 18 July 2012 the Salisbury Community Area Plan was launched. Following the formal business those attending, including a number of young people living in Salisbury, participated in an interactive workshop led by ‘Up in Arms’ theatre group. Other work of the Partnership included:</p> <ul style="list-style-type: none"> <li>• Facilitating and taking an active part in the Heritage Trail Workshop meetings</li> <li>• Working with partners towards gaining the accreditation of Purple Flag award</li> <li>• Development of projects which had arisen from the Community Plan</li> <li>• The Chairman continues to represent the Partnership’s views on the Salisbury Vision Board</li> <li>• To look at any issues which may arise from the Joint Strategic Assessment, due to be carried out in October</li> </ul>

	<ul style="list-style-type: none"> <li>• Future projects and events are also planned for Autumn</li> </ul> <p>Website link: <a href="http://sccap.wordpress.com/">http://sccap.wordpress.com/</a></p>
9	<p><u>Tenants Panel</u></p> <p>The board received a verbal presentation from Mr Colin Duller, member of the Tenants Panel.</p> <p>The Tenants Panel is a body set up to enable tenants and leaseholders to have a voice in the management of their estates, blocks or flats and or sheltered housing. Central Government tasked Local Authorities and Housing Association Landlords to find ways of giving tenants a voice.</p> <p>Since the formation of the Tenants Panel in the South of Wiltshire sixteen years ago, the group has been seeking ways to promote tenant interests throughout the South Wiltshire Area, which is currently the only area within Wiltshire to still have council owned housing. There are several large council housing estates in Salisbury, which include The Friary, Bishopdown and Bemerton Heath.</p> <p>The Tenants Panel aims to work closely with Councillors and Area boards to get the best value for money for the council and to help seek good management of council housing and the estates. A good close working relationship with the Housing Officers and Housing Management is also sought.</p> <p>Other Officers including a Tenant Community Development Officer and a Tenant Participation Officer work alongside the Tenants Panel to assist and develop their work. The Panel and Officers produce a publication called the Housing Matters magazine, which helps to keep tenants informed of changing and new information.</p> <p>A recent implementation of Estate Inspections has enabled members of the Tenants Panel to go out and meet with tenants and to answer any queries they may have.</p> <p>It is the aim of the Panel to establish an Estate Office to work from, which could be used to keep records and to conduct interviews.</p> <p>The Chairman thanked Mr Duller for his presentation and suggested that the Salisbury Campus may be the ideal communal meeting place the Tenants Panel was seeking. He urged the Tenants Panel to get in touch with the Shadow Community Operations Board (SCOB) to discuss it further.</p>
10	<p><u>Youth Advisory Group (YAG)</u></p> <p>The Board received a verbal update from members of the YAG. The group was made up of representatives from many groups across Salisbury, who would meet to discuss local issues to see how they could be improved. Some of the issues discussed recently were:</p>



	<ul style="list-style-type: none"> <li>• The provision of Health and Safety training – YAG had consulted with the St John’s Ambulance.</li> <li>• Repairs to Skate Park – The damage had been assessed and repaired; the park was now safe to use again.</li> <li>• Development of skate park facilities - Discussions with the local skate shop owner were ongoing to develop other sites around Salisbury to enable wider use. Funding for this project had been sought from the Council. Funds of up to £70k were available, designs were sought by December so that work could begin in early summer 2013.</li> <li>• Dance – Additional low cost dance studios, groups and classes were required.</li> <li>• Disabled Access to facilities – There is currently only one disabled toilet in Salisbury. Narrow access on the streets makes moving around the city difficult for people with disabilities.</li> <li>• Salisbury Campus – The YAG was keen to ensure that their views were listened to at the SCOB.</li> </ul> <p>New members to the YAG were always welcome. The group wished to develop strong links with the Area Board and asked if they could be consulted regarding any issues concerning young people.</p> <p>The Chairman thanked all of the young people who had attended to present the item; he added that there would be one new disabled toilet in the market square in a year’s time. He did not know the specification details but agreed to find out whether the facility would include a hoist; and would feed back to the YAG in due course.</p> <p><b>Action: Cllr Clewer</b></p> <p>Jo Broom, Salisbury Walk in Centre Manager added that she and other members of her team at the centre would be willing to bring first aid training to schools. They had in the past approached schools with the offer, but that only two schools had been interested.</p> <p><b><u>Decision</u></b>  <b>The Salisbury Area Board would produce a rota, which would enable all of the Board members to attend at least one of the Youth Advisory Group (YAG) meetings each.</b></p>
11	<p><u>The Maltings - Public Engagement</u></p> <p>The Board received an initial verbal presentation from Gary Bourne of Stanhope PLC and Kate Bourne of Redwood Consulting; on how the consultation process would run, prior to the production of any proposed designs.</p> <ul style="list-style-type: none"> <li>• Introduction to Stanhope</li> <li>• Stanhope had recently been selected following a year long tender</li> </ul>

process.

- Initial consultation by Stanhope was underway with stakeholder groups.
- Local input was sought on a number of key issues.
- Stanhope recognises the importance of early and meaningful consultation with the local community. Stanhope aimed to be inclusive as possible from the outset, with assistance from all areas of the community to look at all of the factors which will help to shape the plans.
- Key objectives of a masterplan were covered, with particular reference to including the river, site linkages, tourism, sustainability, quality retailers, transport and parking.
- Consultation was planned with a cross section of age and society, and would include elected representatives, community groups, colleges, youth groups and disability groups to gain a wider view.
- Consultation would not be restricted to the city, but would cover the surrounding parishes.
- All of the relevant statutory groups would also be consulted including English Heritage.
- Public consultation would be widely advertised, including in the local press and by flyer circulation.

#### Timescales

Lots of work had already started, consultation and planning takes a great deal of time. The main aim over the next few months was to produce a development agreement.

**October 2012** - Attend the Business Expo held in Salisbury.

**Late 2012 / Early 2013** – Hold first exhibition in city centre, to show people where the project is at and to give any feedback required.

Work with Architect.

**Summer / Autumn 2013** – Hold a further public exhibition.

Gather feedback.

**Late 2013/early 2014** – Produce Planning Submission.

**Late 2014** – Aim to start development phase, completion date unknown.

Gary added that updates and timescales would be provided throughout the process to keep people informed, and that people's feedback and thoughts were

	<p>welcomed.</p> <p>The Chairman thanked Gary and Kate for the presentation adding that he was impressed with the work so far.</p> <p>Questions and comments were then taken, these included:</p> <ul style="list-style-type: none"> <li>• Given that there are known water table limitations to the site, is it possible to put in an underground car park or basement? <u>Answer:</u> We are in the early stages of the design development; however we clearly understand the limitations and issues associated with this site. All of the options and possibilities open to us will be considered over the next five months.</li> <li>• Will the development include a cycle route and can COG meet Stanhope? <u>Answer:</u> We are keen to be in touch with the Heritage Trail to consider incorporating a cycle route and will arrange a meeting.</li> <li>• Will the development be carried out in small phases so that people can get a feel for it? <u>Answer:</u> The plan will involve phases to the work to keep disruption to a minimum; this is an important part of the plan.</li> <li>• The Maltings development is far more important on an economic scale than the market square development as it will affect our economic situation for years to come. Consultation should be rolled out to the wider Salisbury area outside of the city, as the facilities are used by all. <u>Answer:</u> We agree that Salisbury will draw people from greater afield.</li> </ul>
12	<p><u>Housing Need and Review of Wiltshire's Housing Allocations System</u></p> <p>Helen Taylor, Principal Development Officer and Derek Streek, Head of Housing Management presented information on the review of the Housing Allocations system and the changes to how Housing Benefit is awarded.</p> <p>A copy of the slides from the presentation, containing the housing statistics for Salisbury, is attached to the end of these minutes.</p> <p><u>Under Occupancy</u> – From 1 April 2013, there will be a reduction to housing benefit payments to tenants who are in a property with any unoccupied/empty bedrooms. For under occupancy of one bedroom, there will be a 14% reduction and for more than one unoccupied bedroom there will be a 25% reduction. This rule only applies to working aged households, and will not affect senior citizens.</p> <p>Questions and comments were taken, these included:</p> <ul style="list-style-type: none"> <li>• What does Local Connection mean? <u>Answer:</u> Employment in the area.</li> <li>• Does Raglan Housing Association have the same policy? <u>Answer:</u> The changes only currently apply to council housing; however Wiltshire Council would be consulting with other housing providers for the area.</li> </ul>

	<ul style="list-style-type: none"> <li>• New information on changes to Planning Regulations had been released that day, what would this mean for Salisbury? <u>Answer</u>: The new information suggests that affordable housing requirements could be relaxed where a development with a signed S106 agreement had stalled due to the economic climate which was causing financial viability issues. However, there are no schemes in Salisbury which currently fall into this category.</li> <li>• Tenants that chose to take in a lodger will be making money, which may affect their benefits. <u>Answer</u>: Tenants who receive payment from lodgers will be expected to declare any additional earnings.</li> <li>• The presentation lists the current number of armed forces tenants waiting for a property as 46. Do you anticipate an up rise in the numbers of ex armed forces tenants in the future as a result of the army reducing its numbers? <u>Answer</u>: The Council is in regular contact with the MOD and would continue to monitor the figures.</li> </ul> <p>The Chairman agreed that the housing issues which had been discussed were all important; he suggested that an additional meeting may be needed to give further consideration to the topic.</p> <p>For further information or queries regarding the Allocations Review, and the allocation system, contact: <a href="mailto:Nicole.smith@wiltshire.gov.uk">Nicole.smith@wiltshire.gov.uk</a> Head of Strategic Housing, 01249 706567.</p>
13	<p><u>Wiltshire Online: Digital Literacy in Wiltshire</u></p> <p>Jenny Wilcockson, Digital Literacy Coordinator provided information on a Wiltshire Council project to raise awareness and to recruit volunteers to take part in providing IT assistance around the community to local individuals and groups.</p> <p>Jenny explained that the Wiltshire Online Team had three key aims, these were:</p> <ol style="list-style-type: none"> <li>1. To roll out super fast broadband to 85 – 95% of all households across Wiltshire by 2015.</li> <li>2. To provide better access to services.</li> <li>3. To provide help to people so that they can learn skills to get online.</li> </ol> <p>Part of the projects aim is to recruit two types of volunteers, the suggested requirement would be:</p> <ul style="list-style-type: none"> <li>• 20 x Digital Champions – people who would provide one to one support to others to get online.</li> <li>• 2 x Local Volunteer Coordinators – In Salisbury, two people had already signed up for these roles.</li> </ul>

	<p>Jenny was keen to hear about existing local groups who may benefit from some free IT assistance, such as coffee groups. Local knowledge would play a big part in the success of getting the project to work.</p> <p>The Digital Champion volunteers would be encouraged to use local wifi enabled spots within the community area to meet and deliver assistance.</p> <p>Schools would also be approached to see if they could be involved by getting Young people interested in IT, to share their knowledge by providing assistance to others in their communities.</p> <p>For more information and to pre-register to receive IT assistance, go to the web page: <a href="http://www.wiltshire.gov.uk/wiltshireonline/">http://www.wiltshire.gov.uk/wiltshireonline/</a></p> <p>The Board received feedback from the Silver Surfers who received funding from the Area Board last year. Organizer, Linda Baker explained that the grant had enabled the group to purchase equipment and to set up 2 hour long classes for the over 50's, to assist them by providing training in a relaxed way.</p> <p>Local young people were also encouraged to take part and assist in the training sessions as part of their Duke of Edinburgh awards. Extra courses were now available to all ages which were focused on providing assistance with accessing ebay and in researching family history online.</p> <p>The group hoped to be able to open the classes up to other age groups and specific groups like stroke victims in the future. Other work included assisting the local guides and scouts in attaining their computer badges.</p>
14	<p><u>Salisbury Transport Strategy</u></p> <p>The Chairman read out an update which had been provided by Allan Creedy – Head of Service, Sustainable Transport, this included:</p> <p>Work was under way to produce the documents listed below:</p> <ul style="list-style-type: none"> <li>· Accessibility Strategy</li> <li>· Cycling Plan</li> <li>· Implementation Plan</li> <li>· Network Management Plan</li> <li>· Powered Two Wheeler Plan</li> <li>· Rights of Way Improvement Plan</li> <li>· Smarter Choices Strategy</li> <li>· Strategic Environmental Assessment</li> <li>· Transport Asset Management Plan</li> <li>· Walking Plan</li> <li>· WiSMoTS (Wiltshire Sustainable Modes of Travel to School Strategy)</li> </ul>

	<p>The Accessibility, Cycling, PTW, RoWIP and Smarter Choice strategies were well advanced, and subject to project board approval, and would be issued for public consultation in December 2012. The remainder would be completed and consulted upon early in 2013.</p> <p>Allan Creedy aimed to attend the next meeting of the Board in November, where he hoped he would be able to share the detail of some of the more locally relevant theme strategies, and would be in a better position to discuss Government's imminent announcement on devolved major scheme funding and the need to establish a new Wiltshire and Swindon Transport Body.</p>
15	<p><u>Shadow Community Operations Board (SCOB)</u></p> <p>The Board considered the nominations for the young person's representative vacancy on the SCOB, as Miss Cobb had stepped down since the agenda had been published; Francis Brown who was in attendance was nominated by the YAG to stand as their representative on the SCOB.</p> <p><b><u>Decision</u></b>  <b>The Salisbury Area Board appointed Francis Brown as the young person's representative on the Shadow Community Operations Board.</b></p>
16	<p><u>Grants and Funding</u></p> <p>The Chairman invited a representative from each of the grant applicants to give a brief overview of their project to the Area Board. After each of the applicants had spoken the Chairman invited questions and discussion, then asked for a show of hands from those present to reflect public opinion. The Area Board members then voted on each application.</p> <p><b><u>Community Area Grant Funding:</u></b></p> <p><b><u>Decision</u></b>  <b>Bemerton Heath Interagency Group was awarded £1,000 towards a doorstep consultation of local residents, circa 100 – 1200 homes.</b>  <b><i>Reason – The application met the Community Area Grants Criteria 2012/13 and demonstrates a link to the Bemerton Ward Plan, as detailed in the officer's report attached to the agenda.</i></b></p> <p><b><u>Decision</u></b>  <b>Salisbury Lacrosse Club was awarded £1,500 towards start up costs.</b>  <b><i>Reason – The application met the Community Area Grants Criteria 2012/13 and demonstrates a link to the Community Plan, as detailed in the officer's report attached to the agenda.</i></b></p>

	<p><b><u>Area Board Projects:</u></b></p> <p><b><u>Decision</u></b>  <b>Salisbury Area Board agreed to award £10,000 towards the Area Board project to provide Brown Tourist Information signs on the main roads entering Salisbury.</b></p> <p><b><u>Reason</u></b>  <i>The project meets Councillor led project criteria as detailed in the Officer's report attached to the agenda.</i></p> <p><b><u>Decision</u></b>  <b>Salisbury Area Board agreed to award £1,200 towards the administration of the Community First Panel, an initiative in St Edmund &amp; Milford and St Martin's &amp; Cathedral Wards.</b></p> <p><b><u>Reason</u></b>  <i>The project meets Councillor led project criteria as detailed in the Officer's report attached to the agenda.</i></p> <p><b><u>Late Item - Participatory Budgeting</u></b>  The Board considered the late paper which had been circulated at the meeting. This set out the proposals for the Youth Initiative Funding budget of £7,825 to be allocated to SCAP to enable them to run a participatory budgeting exercise which would attract a larger attendance and participation.</p> <p>Recommendations which arise from the exercise will then be reported back at the January Area Board for ratification.</p> <p><b><u>Decision</u></b>  <b>The Salisbury Area Board agreed that 'Our Salisbury' Community Area Partnership undertake the task of carrying out a Participatory Budgeting Event involving youth organizations and youth groups in the City between September – December, 2012, in line with the criteria and considerations as set out by the Community Area Manager. The outcome of the event will then be presented for ratification at the 10 January, 2013 Area Board meeting.</b></p>
17	<p><b><u>Community Area Transport Group (CATG)</u></b></p> <p>The Board noted the attached update report on the progress of current schemes, and considered the funding recommendations for future schemes. However, the Board was asked to note that since the paper was written, a consultation had been undertaken of local opinion, which strongly supported a pavement outside Prebendal House in Stratford Road. The dropped kerb project only required £5K instead of the planned £7K. £7K was therefore allocated to build a pavement outside Prebendal House.</p>

	<p><b><u>Decision</u></b>  <b>The Salisbury Area Board approved funding for the following schemes:</b></p> <ol style="list-style-type: none"> <li><b>1. £1,000 towards Cherry Orchard Lane Footway improvements.</b></li> <li><b>2. £5,000 towards Dropped kerbs.</b></li> <li><b>3. £983 for a Topographical survey for Stratford Road.</b></li> <li><b>4. £7,000 towards a pavement outside Prebendal House, Stratford Road</b></li> </ol>
18	<p><b><u>Future Meeting Dates, Evaluation and Close</u></b></p> <p>The Chairman thanked everyone for attending and noted that the next meeting of the Salisbury Area Board would be held on Thursday 8 November 2012.</p> <p>Please note that the venue for the next meeting has been changed and will now be held at The South Wilts Grammar School for Girls, Stratford Road, Salisbury, SP1 3JJ, from 7.00pm, (refreshments available from 6.30pm).</p>
<p><b><u>Attachment - Housing Presentation Slides</u></b></p>	



# Agenda Item 6c

## Chairman's Announcements

<b>Subject:</b>	<b>Community Infrastructure Levy (CIL) for Wiltshire – Consultation</b>
<b>Officer Contact Details:</b>	<b>CIL@Wiltshire.gov.uk</b>
<b>Weblink:</b>	<b><a href="http://consult.wiltshire.gov.uk/portal">http://consult.wiltshire.gov.uk/portal</a></b>
<b>Further details available:</b>	<b>The charging schedule and supporting documents can be viewed online at: <a href="http://www.wiltshire.gov.uk/communityinfrastructurelevy">www.wiltshire.gov.uk/communityinfrastructurelevy</a></b>

### Summary of announcement:

#### What is the Community Infrastructure Levy (CIL)?

Wiltshire Council is in the process of preparing a Community Infrastructure Levy (CIL) charging schedule. CIL is a new charge that local authorities in England can place on new development in their area. The money generated through the levy will contribute to the funding of infrastructure to support growth.

#### Why has Wiltshire decided to implement the Levy?

Government, through legislation, has restricted the ability of local authorities to pool funding for off-site infrastructure and expects them to develop CIL. The government believe that this tariff based approach provides the best framework to fund new infrastructure in a fair and transparent manner. CIL will provide 'up front' certainty about how much money developers will be expected to contribute.

#### How will money from CIL be spent?

CIL is designed to contribute towards bridging the 'funding gap' between the total cost of new infrastructure required to support development and the amount of funding available from other sources. Wiltshire Council's Infrastructure Delivery Plan (IDP) identifies a range of physical, community and 'green' infrastructure projects that will be required to support the level of development as set out in the Wiltshire Core Strategy. Informed by the IDP, a list (known as the Regulation 123 list) will identify and prioritise which infrastructure projects will be eligible to receive money from CIL. CIL regulations also propose to allow the council to allocate a share of the levy raised in a local area to deliver infrastructure that local communities want – although this 'meaningful proportion' is yet to be set by the government.

#### Consultation on the preliminary draft charging schedule

A preliminary draft charging schedule has been developed which sets out the proposed charging rates for Wiltshire. The council considers that the preliminary draft charging schedule strikes an appropriate balance between contributing to funding infrastructure and not putting development across Wiltshire at risk.

In accordance with Regulation 15 of the CIL Regulations 2010 (amended 2011), comments are invited on the preliminary draft charging schedule during the consultation period starting 1 October and ending 12 November 2012 at 5pm.

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# Easy guide to the Community Infrastructure Levy

Public consultation on the preliminary draft charging schedule is open between 1 October and 12 November 2012.

## What is the Community Infrastructure Levy (CIL)?

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## What development will be liable to pay CIL?

CIL can be applied to most new buildings with 100m<sup>2</sup> or more of gross internal floor-space (or involves the creation of at least 1 dwelling), and is charged per square metre on net additional floor-space. The amount of CIL a development is liable to pay is based on its size, type and location. The rate(s) of CIL are set locally by the charging authority (Wiltshire Council) and are published in a charging schedule. The levy is payable by the developer on commencement of development.

## What are the proposed CIL rates for Wiltshire?

The preliminary draft charging schedule proposes the following CIL charging rates by type of development in Wiltshire:

Development type	CIL charge (£/sq m)
Residential	£70
Retail (except retail warehouse, supermarkets and similar development)	£0
Retail warehouse, supermarkets and similar development	£175
Student housing and hotels	£70
All other uses	£0

### How have these rates been calculated?

The proposed CIL rates have been informed by an up-to-date development plan (Draft Wiltshire Core Strategy), infrastructure planning evidence base (Infrastructure Delivery Plan) and viability assessment (prepared by consultants BNP Paribas). Having examined all available evidence it is considered that the proposed rates strike an appropriate balance between contributing to funding infrastructure and ensuring development across Wiltshire remains viable.

### How can I comment on the preliminary draft charging schedule?

Comments are invited on the preliminary draft charging schedule during the consultation period starting 1 October and ending 12 November 2012.

The charging schedule and supporting documents can be viewed:

- online at [www.wiltshire.gov.uk/communityinfrastructurelevy](http://www.wiltshire.gov.uk/communityinfrastructurelevy)
- at libraries and the council's main office hubs.

We welcome your comments via the following means:

- online consultation portal: <http://consult.wiltshire.gov.uk/portal>
- email: [CIL@wiltshire.gov.uk](mailto:CIL@wiltshire.gov.uk)
- post: Spatial Planning, Economy & Regeneration, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

### What is the timetable for implementing CIL in Wiltshire?

Representations received on the preliminary draft charging schedule will be taken into consideration in preparing the draft charging schedule. Following an additional period of consultation on this second draft, the charging schedule will then be examined in public by an independent inspector.



### How will the levy affect planning obligations?

Developer contributions are currently collected through 'Section 106' planning obligations. Planning regulations state that there should be no 'double charging' for infrastructure through CIL and Section 106. So only CIL money pooled from multiple developments will be used to fund infrastructure on the 'Regulation 123' list. After a CIL charging schedule is adopted, planning obligations will still be used to deliver site-specific, direct requirements, without which a development should not be granted planning permission. As it stands, planning obligations will continue to be used to fund the provision of affordable housing, but this may change in the future.

<b>Subject:</b>	<b>Victim Support</b>
<b>Officer Contact Details:</b>	Julie Locks, Victim and Witness Development Officer 01380 738878 <a href="mailto:Julie.locks@victimsupport.org.uk">Julie.locks@victimsupport.org.uk</a>
<b>Weblink:</b>	<a href="http://www.victimsupport.org.uk">www.victimsupport.org.uk</a>
<b>Further details available:</b>	Victim Support 01380 738878

## **Summary of Announcement:**

Victim Support offers free confidential support to those people who have been a victim of crime. We have a team of professionally trained volunteers who can offer emotional and practical support whatever the impact on the victim.

We have specialist support workers who assist those that have been a victim of a serious crime including domestic violence and anti-social behaviour.

We are looking to raise our profile in the local communities and ensure that our service is available to all. We would therefore appreciate any opportunities to come along to community groups/events to talk about what we do.

We are also looking for venues to display our posters.

Any help would be greatly appreciated. Please ring Julie Locks on 01380 738878.

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<b>Subject:</b>	<b>Impact of Welfare Reform</b>
<b>Officer Contact Details:</b>	Emma Cooper Community Partnership Manger 01225 718627 <a href="mailto:Emma.cooper@wiltshire.gov.uk">Emma.cooper@wiltshire.gov.uk</a>
<b>Weblink:</b>	<a href="http://www.wiltshire.gov.uk/counciltaxhousingandbenefits/welfare2012reform.htm">http://www.wiltshire.gov.uk/counciltaxhousingandbenefits/welfare2012reform.htm</a>
<b>Further details available:</b>	<b>From Wiltshire Council on: 0300 4560100</b>

## Summary of Announcement:

On 8 March 2012 the Welfare Reform Act 2012 was approved. This government change to welfare is designed to simplify the benefit system and encourage people to work. It will affect many people across the country and if you are in receipt of benefit, or an employer, then it will affect you too. The council is working with partners to make sure information and support is available to all those who need it. The changes include:

- Benefit cap
- Under-occupation rules (housing benefit)
- Universal credit
- Disability Living Allowance
- New Council tax scheme
- New social fund

Further information is available on the council's website: <http://www.wiltshire.gov.uk/counciltaxhousingandbenefits/welfare2012reform.htm>. Or telephone the council on: 0300 456 0100

An 'infographic' has been commissioned by Wiltshire Money which is the financial inclusion partnership for the county. The film is less than 4 minutes long and we will watch this now: <http://www.youtube.com/watch?v=dd29tTwwT8>

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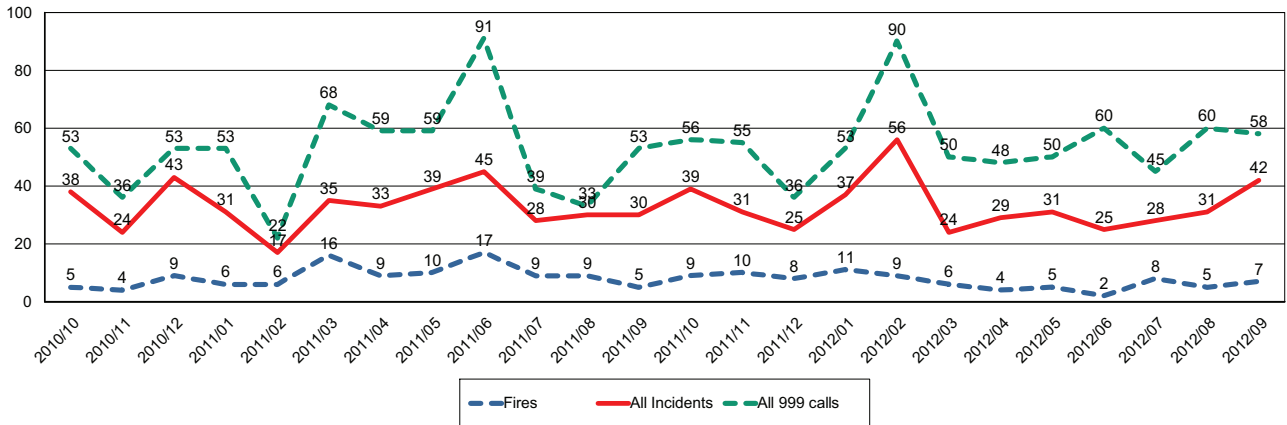




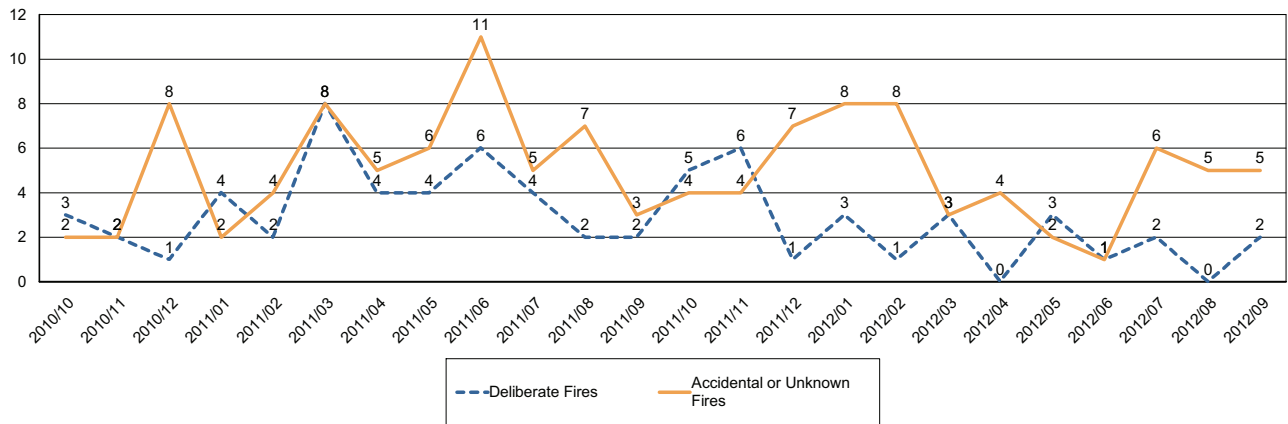
## Report for Salisbury Area Board

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

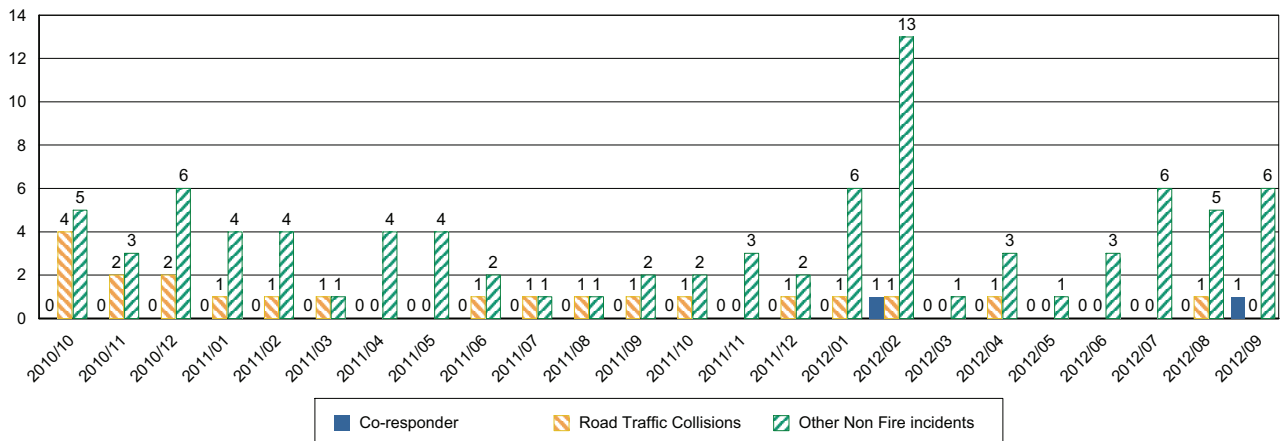
### Incidents and Calls



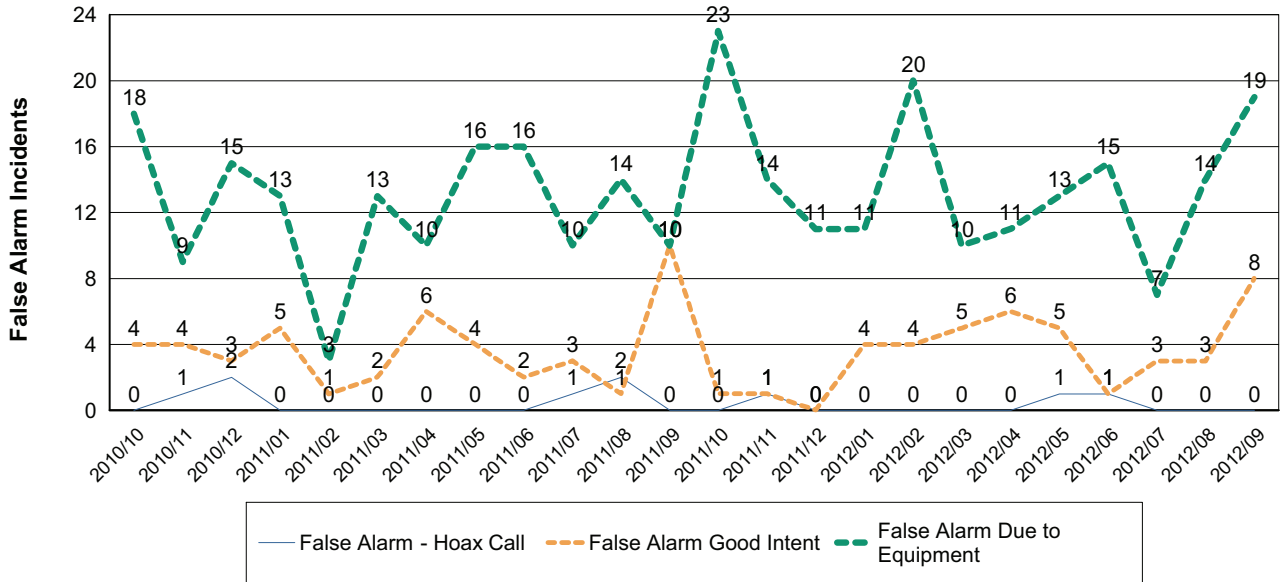
### Fires by Cause



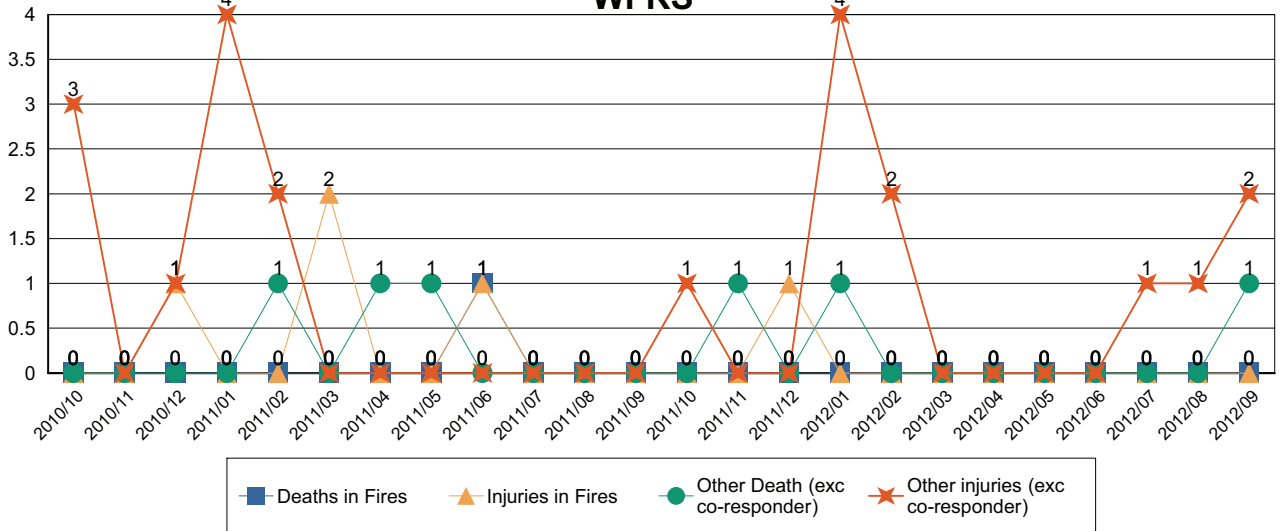
### Non-Fire incidents attended by WFRS



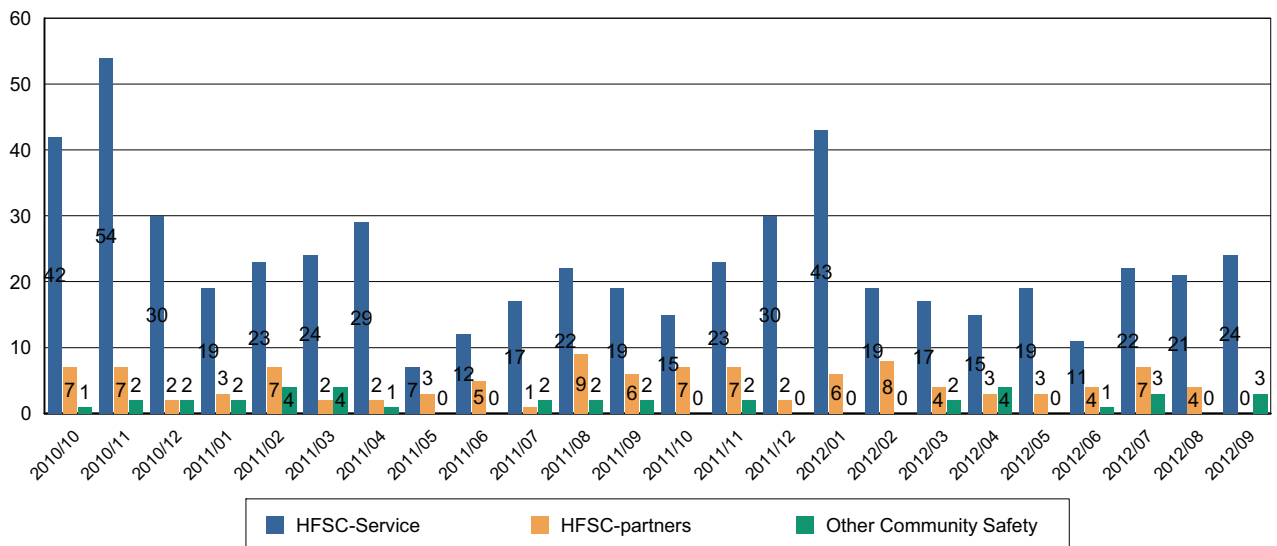
### Number of False Alarm Incidents



### Death & Injuries in incidents attended by WFRS



### Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

## October 2012 update

### Pregnant women offered whooping cough jab

Pregnant women across Wiltshire are being offered the whooping cough vaccination, following a national increase in the number of cases.

The vaccination will boost short term immunity passed on by women to their babies while they're still in the womb. Newborns will still need to be vaccinated between two and four months of age, so that they continue to be protected.

GPs will be giving the vaccination to women who are at least 28 weeks pregnant, in order to optimise its effectiveness.

Whooping cough – or pertussis is a highly contagious bacterial infection of the lungs and airways. The condition usually begins with a persistent dry and irritating cough which progresses to intense bouts of coughing. These are followed by a distinctive 'whooping' noise.

The Department of Health is encouraging all women who are 28 weeks pregnant or more to have the vaccination because immunity from the vaccine will pass to your baby through the placenta, helping to protect them in their first few weeks of life

If you're approaching 28 weeks pregnant or more, please contact your GP practice to find out more about the vaccine and book an appointment to receive it.

For more information on the whooping cough vaccine in pregnancy, visit the NHS Choices website: <http://www.nhs.uk/Planners/vaccinations/Pages/Adultshub.aspx>

### Keep warm and well

Now that the clocks have changed and we have already seen temperatures plummet, NHS Wiltshire is urging people to keep warm and well this winter:

“The cold can have serious consequences, increasing the risk of strokes and heart attacks as well as colds and flu,” says Medical Director Peter Jenkins; “Wrapping up warm, keeping the heating turned up and keeping a well-stocked medical cabinet incase you do catch a cold or flu are all sensible steps to take.”

“It's particularly important to stay indoors during very cold weather if you have a respiratory illness – and all elderly people should avoid going out on icy pavements. This means staying at home until later in the morning when the ice has melted. Even if you have a doctor's appointment first thing, try and reschedule it for later – your surgery will usually be happy to help with this. It's better to wait than risk falling on the ice.”

NHS Wiltshire has produced five top tips on staying warm and well this winter.

1. **Keep your home warm** – set your central heating to between 65 and 70 degrees Fahrenheit (18-21 degrees centigrade). Heat the room you sit in during

- the day to 70 degrees, and your bedroom to 65 degrees. When it's very cold (as it is at present), set the heating to come on earlier so that you're not waiting for your home to warm up.
2. **Have your flu jab.** Everyone over 65, or with a wide variety of health conditions, is entitled to one free of charge. Immunity takes effect almost immediately, so even though a flu outbreak is currently well underway, you can still protect yourself by getting the jab – just call your GP to make an appointment.
  3. **If you do fall ill with flu, it's best to stay at home.** Flu is caused by a virus, and cannot be treated with antibiotics – so a visit to your GP is not necessarily the best course of action.
  4. **Vomiting and diarrhoea bugs** caused by norovirus are common and very infectious. This can be a very unpleasant condition, but the best advice is to stay at home and drink plenty of fluids until the symptoms pass. Norovirus is highly infectious, with an incubation period of between one and three days. For that reason, you should wait 48 hours after symptoms have stopped before going back to work or school.
  5. **Keep a well-stocked medicine cabinet**, with supplies of ibuprofen, paracetamol and your favourite cold remedy at hand.

#### **Where to go when you're ill**

The following points should be helpful when deciding who to contact.

- Pharmacies offer over-the-counter medicines and advice. As well as being open during regular retail hours, they operate an out-of-hours service on a rota basis;
- Call NHS Direct for advice on 0845 46 47 or go to [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk). They can give a wide range of advice and information about many conditions;
- Use the minor injuries units at Chippenham and Trowbridge for cuts, burns and other injuries – but not for colds, flu or vomiting;
- Make an appointment with your own GP - an out-of-hours service is also available;
- If it is a genuine emergency, go to your local A&E department or call 999 for an ambulance.

**The next PCT Cluster Board Meeting will be held on Wednesday 28 November at 10am in the Conference Room, Southgate House, Pans Lane, Devizes.**

Members of the public are welcome to attend. Papers are published a week before the meeting on [www.wiltshire.nhs.uk](http://www.wiltshire.nhs.uk) or on request from Stacey Saunders, NHS Wiltshire, email: [stacey.saunders@wiltshire.nhs.uk](mailto:stacey.saunders@wiltshire.nhs.uk)

## Wiltshire Involvement Network (WIN)

### Report to Wiltshire Area Boards

September 2012 to November 2012

WIN is one of a nationwide system of Local Involvement Networks (LINKs) set up under the *Local Government and Public Involvement in Health Act 2007* to listen to the concerns of local people, community groups and organisations about their health and social care services. They all want to see these services change for the better. By sharing your views and experiences of health and social care in Wiltshire, you can help influence how services are planned and run. The work that WIN has carried out from September to November 2012 is set out below:

- The WIN Outreach Group met twice to discuss its work plan and arrangements for representing WIN at all area board meetings. A draft response to the Care and Support Bill consultation was also discussed. Final preparations were also discussed for the WIN 'Carers and Services that help people to live at home' event that will take place on the 19<sup>th</sup> October in Salisbury
- The WIN Officer attended the Regional LINKs meeting in Taunton to hear updates from NHS South West and the Local Government Association on LINK legacy and handover documents, the Equality Delivery System and information about how other Local Involvement Networks across the region are coping with the transition into Healthwatch.
- The WIN Chair, Phil Matthews, attended a meeting of Wiltshire Council's Shadow Health and Wellbeing Board, on which he represents WIN. He also represents WIN on Wiltshire Council's Health and Social Care Select Committee.
- Following two informal Enter and View visits to Athelstan House, Malmesbury, and Hungerford House, Corsham, which took place in July, full reports have been written and shared with the commissioners, providers and regulators of both services. Copies of the report can also be found on the WIN website. (WIN has the statutory power to enter and view any health or social care facility in Wiltshire.) A programme of unannounced visits is now being planned to other care homes across Wiltshire. WIN works closely with the CQC to ensure health and social care premises meet the required standards.
- During the period WIN members and staff attended the following events to promote the work of WIN and to listen and engage with members of the public to establish issues and concerns from around the county:
  - Wiltshire and Swindon Users' Network Annual General Meeting
  - Wiltshire Equality Network – Mental Health – Ensuring Positive Outcomes event
  - Carer Support Wiltshire Annual Review meeting
  - Wiltshire Patient Participation Group Forum
  - CCG Stakeholder Assembly
  - Voluntary Sector Assembly
  - AWP – Moving Forward Together Event

- Housing Tenants Open Day in Salisbury
- Age UK Wiltshire Annual General Meeting
- WIN, the Wiltshire and Swindon Users' Network and Wiltshire Council are committed to transforming how blind, partially sighted and visually impaired people are supported. With this in mind a series of workshops has been organised to help us to define:
  - What works really well within the current services on offer?
  - What needs to change within the current services?
  - What are the key issues and priorities for developing services?

A final list of recommendations will be taken forward for discussion with the Council, NHS Wiltshire and the Clinical Commissioning Group as to how services can be developed or enhanced in the future. For more information contact us.

- WIN has been working closely with Wiltshire Council's Help to Live at Home service and Carers Support Wiltshire to promote services available for people to help them to live safely and longer in their own homes. An information and promotion event took place at the end of May in Devizes which saw 100 people receive updates from Wiltshire Council, Carers Support Wiltshire, Youth Action Wiltshire, Age UK Wiltshire, Wiltshire Medical Services and Mediquip. WIN received some extremely positive feedback from attendees. WIN was asked by Wiltshire Council to replicate the event in Salisbury to ensure that the information was promoted as widely across Wiltshire as possible. The event in Salisbury will take place on Friday 19<sup>th</sup> October at the City Hall.
- The WIN Healthwatch Implementation Task Group met with a representative from Wiltshire Council to be updated on the progress of Healthwatch Wiltshire.
- The WIN Chairs met with the Wiltshire and BANES Compliance Inspector for the Care Quality Commission (CQC) to share information and discuss issues of concern. These meetings take place on a bi-monthly basis and enable WIN to have open and clear communication with the CQC.

A report of all meetings attended by members and staff is produced and shared with the wider membership and published on the WIN website.

Dates for your diary:

Friday 19<sup>th</sup> October – WIN 'Carers and Services that Help People to Live at Home' Event, Salisbury

Wednesday 7<sup>th</sup> November – First Vision Ahead workshop, Devizes

Wednesday 14<sup>th</sup> November – WIN Public Meeting (hospital and community discharge), Melksham

For more information on the above meetings or if you would like to be involved with WIN, or find out what our future plans are contact us on 01380 871800, [winadmin.wsun@btconnect.com](mailto:winadmin.wsun@btconnect.com) or find us online at [www.wiltshireinvolvementnetwork.org.uk](http://www.wiltshireinvolvementnetwork.org.uk)

## **‘Understand autism’**

### **Wiltshire Area Boards 2012/13**

**“Treat me the way they would like to be treated. Take into account my disability but remember me and my rights”** (Wiltshire resident)

### **Introduction – What is autism?**

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Autism is a lifelong condition that affects how a person communicates with, and relates to other people and the world around them.

Autism is a spectrum condition, which means that, while all people with autism share certain difficulties, their condition will affect them in different ways.

The three main areas of difficulty which all people with autism share are sometimes known as the 'triad of impairments'. People have difficulties with:

1. social communication (e.g. difficulty with both verbal and non-verbal language, interpreting comments very literally, while thinking that people always mean exactly what they say)
2. social interaction (e.g. difficulty recognising or understanding other people's emotions and feelings, and expressing their own, which can make it hard to fit in socially)
3. social imagination (e.g. difficulty understanding and predicting other people's thoughts or behaviour and making sense of abstract ideas or situations outside of the immediate daily routine).

**“The complexities of communication with people with autism are more than just a noisy room and speaking plainly”** (Wiltshire resident)

## Why are we going to area boards?

**“they feel alone and alienated as people will often give them a wide berth”**

(Wiltshire resident)

1. It can be hard to create awareness of autism as people with the condition do not 'look' disabled: parents of children with autism often say that other people simply think their child is naughty; while adults find that they are misunderstood. We would therefore like to share how autism affects individuals in Wiltshire so there is more understanding about the condition.
2. We have worked with a lot of local people with autism and their families to form a plan about how changes will be made. We would like to share this with you and see where your local area can support any improvements.

## Why this area is important?

- **Autism is not uncommon**

It is estimated that 1 in every 100 people have autism and therefore in Wiltshire, we estimate that over 4,500 individuals are affected by the condition.

In Wiltshire, we know about (a little over) one thousand children and adults with the condition. Many of these people will also have a learning disability or mental health problem (autism, in itself, is neither).

We therefore believe that there are over 3,500 people in Wiltshire with autism who are unknown and may not get any support from other means.

This may well be appropriate as many people with autism can live relatively independent lives, however, because of the hidden nature of the condition, many people have also said that they find it difficult to get the right understanding and support, at the right time, from the same local services as everyone else.

We think that this could affect around 2000 in Wiltshire who have a form of autism (aspergers or high functioning autism) which is 'hidden' but nevertheless, may still struggle in life.

Very often, without low level natural and community support or understanding, these individuals tend to come to the attention of statutory services later on in life; this is usually at crisis point which has a negative impact on the individual and tends to be much more intensive and costly.



**“Bewildered, not knowing where to turn”** (Wiltshire resident)

**“Prevention and support is much better than trying to pick up pieces afterwards”** (Wiltshire resident)

- **Poor outcomes**

People with autism tend to have significantly poorer outcomes than others. As an example, national research shows that only 15% of adults with autism have a job. In comparison, the employment rate for disabled people, as a whole, is 48% indicating the low rates. This is despite the fact that many people with autism have unique skills and abilities that can help a business thrive (ie. problem solving skills, attention to retail, ability to retain detailed factual knowledge, excellent memory, technical abilities etc).

**“Use of careful planning, strategy and therapeutic relationships can steer them through this [work] successfully developing their self awareness and ability to cope”** (Wiltshire resident)

- **The Autism Act 2009 places duties on local areas**

**“It seems that there is the assumption that at 18, all problems cease”**

(Wiltshire resident)

In March 2010, the first ever strategy for improving the lives of adults with autism in England was published.

This strategy set out a number of key actions and recommendations which the government decided were the most important:

1. Making sure that more people understand about autism.
2. Making it easier for adults to get a diagnosis of autism. A diagnosis is when a doctor tells someone that they have autism.
3. Making it easier for adults with autism to choose how they live, and get the help that they need to do this.
4. Helping adults with autism to find jobs.
5. Helping local councils and health services to write plans so that the adults with autism who live in their area get the help that they need.

If you would like to find out more detail about what the strategy says, please follow this link: [www.autism.org.uk/dhstrategy](http://www.autism.org.uk/dhstrategy)

## The Wiltshire Autism Partnership

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To help Wiltshire plan how to make these key priorities happen, a 'Wiltshire Autism Partnership' meet five times per year. This group includes people with autism, parent/ carers and professionals from different teams, agencies and organisations.

The group have done a lot of work to consult with local people. They have developed a strategy and are now finalising a plan detailing how the changes will be made. To view these documents, please visit:

<http://www.wiltshire.gov.uk/healthandsocialcare/disabilities.htm>

## How Trowbridge area board can help?

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**“Awareness that certain groups in our communities are more sensitive and vulnerable.....gives me faith that this can be extended to those on the autistic spectrum”** (Wiltshire resident)

To promote more understanding and acceptance about the nature of autism in the local area: improved recognition, awareness and minor adjustments in the community would alone, contribute significantly. We would therefore welcome the opportunity to hear your views and ideas for improvements as the success of this work will be limited if there is a 'standalone' approach.

## Useful websites

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- <http://www.wiltshire.gov.uk/healthandsocialcare/disabilities.htm>
- <http://www.autism.org.uk/>

## Contacts

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For further information about the autism work please contact the disabilities commissioning team on 01225 718559 or email: [disabilities@wiltshire.gov.uk](mailto:disabilities@wiltshire.gov.uk)

If you are a carer or person with autism (or think you may have autism) and feel that you may need some help, please contact 0300 456 0111 and someone will be able to tell you about the process of having an assessment to see if you are eligible for support.

**WILTSHIRE COUNCIL**

**SALISBURY AREA BOARD  
(8 November 2012)**

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**BRIEFING NOTE -  
CHANGES TO MINI-RECYCLING FACILITY AT WAITROSE**

**1. Summary**

- 1.1. The council has ceased to collect plastic bottles and cardboard from the Waitrose car park mini recycling site, as part of a county-wide change to waste collection services. Other materials – paper, glass, cans, textiles and books - will continue to be collected from the site.
- 1.2. The changes to the Waitrose (Salisbury) mini recycling site are part of a county-wide programme of changes which has been consulted upon and advertised. The changes were approved in principle as part of the council's budget setting for 2012-13, which required the waste service to make savings totalling £300,000 by a number of agreed methods.
- 1.3. Whilst the council will not now collect plastic bottles and card from mini recycling sites, all residents now have access to a kerbside collection of these materials, using a "blue top" bin or "no blow" blue bags. Many residents are using the kerbside collection and recycling has increased greatly as a result. In contrast tonnages collected at mini recycling sites have been reducing. The kerbside service offers far more capacity to residents and can accommodate all normal household items. Larger cardboard packaging can be cut up to fit into the bin for kerbside collection or taken to the council's household recycling centres including that at Churchfields. In many cases it can be returned to the retailer. (Cardboard can be a useful addition to home compost bins, for those residents who are keen gardeners.)

**2. Background**

- 2.1. The waste services budget for 2012-13 requires savings of £300,000. This will help the council to spend more on priority services, such as those for vulnerable adults and children, and roads. Following the recent major improvements to kerbside recycling services the budget decision was based on a calculation of savings to be made by
  - (1) terminating all plastic bottle and card collections from mini recycling sites
  - (2) reducing the overall number of mini recycling sites and
  - (3) slightly reducing household recycling centre summer opening hours.
- 2.2. The savings are equivalent to approximately 1 per cent of council spending on waste management. This is relatively modest compared with savings made by other services.

2.3. The first action has led to the changes at the Waitrose (Salisbury) mini recycling site, which is operated by the council.

2.4. The council decisions relating to mini recycling sites were made in the knowledge that their use has been generally reducing. This table shows performance in recent years :-

<b>Mini recycling sites</b>	<b>2007/08</b> Tonnes	<b>2008/09</b> Tonnes	<b>2009/10</b> Tonnes	<b>2010/11</b> Tonnes	<b>2011/12</b> Tonnes
Paper, Glass, Cans	6,547	5,804	5,465	5,062	4,339
Plastic bottles/Cardboard	1,279	1,581	1,853	1,513	1,090
<b>Total</b>	<b>7,826</b>	<b>7,385</b>	<b>7,318</b>	<b>6,575</b>	<b>5,429</b>
Change from 2007/08	n/a	-6%	-6%	-16%	-31%

2.5. Overall, mini recycling site tonnages have been decreasing for several years, as more recycling has been provided at kerbside. Until 2009/10 the number of sites taking plastic bottles and cardboard was being increased, with tonnage growth. However, as kerbside service became available in south Wiltshire, use of mini recycling sites for these materials also started to reduce.

2.6. Figures for the first quarter of 2012-13, compared with the same period a year before, show the effect of extending the kerbside collection to all parts of Wiltshire last year, and the very small tonnage collected at mini recycling sites.

<b>Plastic bottle and cardboard collections (tonnages)</b>	Quarter 1 2011/12	Quarter 1 2012/13	Percentage Change
Kerbside service	1101	3002	+173%
Mini recycling sites	335	73	-78%

### **3. Consultation and Reporting**

3.1. The Council consulted with residents for 3 months between 29 February and 28 May 2012, in order to obtain their views on the proposed changes outlined above. The consultation asked respondents to complete a short questionnaire which aimed to gather information on residents' recycling behaviours. The purpose was to ascertain the impact of the proposals on their ability to continue recycling.

3.2. The council used a number of communication channels to invite responses. Information was

- sent to parish councils via the Parish Newsletters on at least two occasions
- made available on the council's website
- sent to the local press
- advertised in the council's 'Your Wiltshire' magazine which is sent to all residents in Wiltshire and
- included in the agenda for the Salisbury Area Board meeting 17 May 2012.

3.3. During the three month consultation period, 384 responses were received.

3.4. Key findings from the survey were that almost 90% of respondents now make frequent use of the kerbside dry recycling collections. In contrast, only 24% of respondents used mini recycling sites frequently and about 70% use them less than they did before the kerbside improvements, or do not use them at all. Responses showed that the main concern was accessibility of available sites to the public.

3.5. Following the consultation, a [formal report was published and submitted to the Cabinet member](#), and the following decisions were made:-

- The withdrawal of plastic bottle and cardboard collections from sites where these were provided was confirmed
- Closure of school recycling sites, including an offer of alternative services to schools, to approximately halve the general network of sites, whilst keeping most public sites open
- Closure of 23 public sites with low performance. This enabled the council to keep open some sites that formerly collected only plastic bottle and card, which would otherwise have closed.

3.6. The remaining network will total about 140 sites, normally collecting paper, glass and cans. The above changes and closures will deliver the required savings outlined above.

#### **4. Informing Residents and Others about the decisions**

4.1. In order to keep council members, area board managers and parish councils informed of the changes to recycling sites in their area, individual emails were sent containing information about the changes, reasons for these changes, timescales and exactly which sites were affected. Emails were issued circa 17th August 2012.

4.2. Notices were displayed at all sites affected by changes. In order to keep users informed of the changes, the council put up signs on all the sites containing information about the change dates. These signs were then replaced more recently with updated signs to inform residents that plastic bottles and cardboard are no longer collected at the site.

4.3. Services were changed or discontinued (as announced) on 1<sup>st</sup> October. The relevant bins are being removed during October, as planned.

4.4. In addition the changes were featured in the Salisbury Journal a few weeks ago and have been highlighted on the Wiltshire Council and Recycle for Wiltshire websites.

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Background papers:

Report to Cabinet member and published decision:

<http://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?ID=649>

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**WILTSHIRE COUNCIL**

**SALISBURY AREA BOARD  
(08 November, 2012)**

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**Community Area Transport Group (CATG) Update – 2012/13**

**1. Purpose of the Report**

- To update the Board on the progress of the CATG Schemes.
- To request the Board to ratify specific recommendations from CATG.

**2. Prioritised CATG schemes to be considered in 2012/2013**

2.1 Salisbury CATG has a budget of £14,758 discretionary funding for the financial year 2012/13.

2.2 At the 6 September, 2012 Area Board meeting, approval was given to fund the following CATG schemes

- Cherry Orchard Lane Footway improvements - £1k
- £5k towards city centre dropped kerbs
- £983 for a Topographical survey for Prebendal House, Stratford Road

2.3 At the CATG meeting of 20 September, 2012, the CATG group was advised that a topographical survey had been carried out for the Prebendal House, Stratford Road scheme and that consultation with residents and the school had shown that nearly all respondents were in favour of the scheme.

2.4 In addition, the original list of dropped kerbs had contained locations for kerbs which did not lay in the city centre, therefore they did not fall within the original remit to provide dropped kerbs in the city centre to aid with disabled parking. By removing those that did not meet the criteria, the remaining dropped kerbs should be able to be delivered inside a £5,000 budget. As a result of this, the remainder of the CATG budget could be assigned to the Prebendal House, Stratford Road scheme.

2.5 CATG therefore requested that a recommendation be made to the Area Board to approve the release of £7k from the discretionary budget to support this scheme.

2.6 The Table below illustrates the current status of schemes and costs.

Street	Scheme Description	Current Position	Next Action	Target Date	Budget Requirement	Implem Target
Harnham Road	Puffin Crossing	Works substantially complete	SEC for lighting completion		£70k (£37.5k subst bid)	July, 2012
Prebendal House Stratford Road	Footway by primary school	Scheme recommended by CATG. Approval to be sought at 8 Nov Area Board	Undertake detailed design and order works	End Feb	Topo survey £983 £7k	End financial year
Cherry Orchard Lane	Footway improvement by railway bridge including lining	Scheme recommended by CATG & approved by the Area Board	Undertake detailed design and order works	End August	£1k	End financial year
Dropped Kerbs	Various locations	Scheme recommended by CATG & approved by the Area Board	Undertake detailed design and order works	Delivery end of 2012-2013	At least £5k	End financial year
Stratford Road	Pedestrian Crossing	Feasibility Study complete	Scheme on hold pending implem of residents parking scheme. To be discussed at next CATG	2013 - 2014	To be confirmed	

### 3. Recommendations

The Board is asked to approve the CATG recommendation to:

- release £7k from the CATG discretionary budget to support the Prebendal House, Stratford Road scheme.

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Report Author: Marianna Dodd, Salisbury Community Area Manager  
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<b>Report to</b>	<b>Salisbury</b>
<b>Date of Meeting</b>	<b>08 November, 2012</b>
<b>Title of Report</b>	<b>Area Board Grants and Funding</b>

**Purpose of Report**

To ask Councillors to consider 1 community area grant application and 1 Area Board project bid seeking 2012/13 Community Area Grant Funding.

**Community Area Grants**

- South Wilts Mencap are seeking £2,700 for a series of themed Fun Days throughout 2013

**Area Board Project Bid**

- £210 is sought towards funding 30mph wheelie bin stickers

## 1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (4 April 2012). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2012/2013.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The emphasis in the Coalition Government's Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups. Likewise, Small Grants (new this year) should be awarded to similar groups, as well as un-constituted groups of people wanting to improve things near to where they live.
- 1.4. Salisbury Area Board has been allocated a 2012/2013 budget of £78,075 for community grants, small grants, community partnership core funding and area board/councillor led initiatives.
- 1.5. Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1,000 - £5000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.6. Small Grants, new for this year will fund up to £350, where the total cost of the project does not exceed £350. This grant is aimed at enabling groups (including those not formally constituted) to implement projects, involving local people to make their community a better place to live.
- 1.7. Area boards will not consider Community Area Grant (CAG) applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.8. In addition to CAGs and Small Grants, councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls. The application process and form has been updated to bring it in line with the other grants.

- 1.9. Officers are required to provide recommendations in their funding reports (except in the case of Area Board Projects), although the decision to support applications is made by Wiltshire Councillors on the Area Board.
- 1.10. Funding applications will be considered at every Area Board meeting.
- 1.11. Applicants are encouraged to contact and seek funding help from Charities Information Bureau (CIB) who work on behalf of Wiltshire Council. CIB support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.12. Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available on the Wiltshire Council web site with the area board agenda papers and hard copies available upon request.
- 1.13. The 2012/2013 funding criteria and application forms are available on the council's website ([www.wiltshire.gov.uk/areaboards](http://www.wiltshire.gov.uk/areaboards)) and paper versions are available from the Community Area Manager.
- 1.14. All recipients of area board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board. This applies to all grants made by the area board.
- 1.15. A budget ring-fenced for the needs of young people will again be made available in 2012/2013. How this will be allocated will be the decision of the area board.
- 1.16. Salisbury Area Board has a separate Community Area Transport Group (CATG) budget for 2012/13.

<p><b>Background documents used in the preparation of this Report</b></p>	<ul style="list-style-type: none"> <li>• Area Board Grant Guidance 2012/13 as presented for delegated decision</li> <li>• 'Our Salisbury' Community Area Plan</li> </ul>
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## **2. Main Considerations**

- 2.1. Councillors will need to be satisfied that grants awarded in the 2012/13 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. There will be 5 rounds of funding during 2012/2013. No grants were submitted for

consideration at the 5 July, 2012 meeting, therefore, this is the fourth round of funding. Future rounds will take place on;

- 10 January, 2013 (deadline for applications is 22 November, 2012)

### **3. Environmental & Community Implications**

- 3.1. Area Board Grants 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.

### **4. Financial Implications**

- 4.1. Awards must fall within the Area Boards budget allocated to the Salisbury Area Board.
- 4.2. If grants are awarded in line with officer recommendations, Salisbury Area Board will have a balance of **£27,573.00**.

### **5. Legal Implications**

- 5.1. There are no specific Legal implications related to this report.

### **6. HR Implications**

- 6.1. There are no specific HR implications related to this report.

### **7. Equality and Inclusion Implications**

- 7.1. Community Area Grants and Small 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.
- 7.2. Implications relating to individual grant applications are outlined within section 8 – "Officer Recommendations".

### **8. Officer recommendations**

Ref	Applicant	Project proposal	Funding requested
SAL	South Wilts Mencap	To provide a series of 5 themed Fun Days throughout 2013 for young people with learning disabilities	£2,700

- 1) The Officer recommends an Award of £2,700
- 2) The application meets grant criteria 2012/13

- 3) The application demonstrates a link to the Community Plan
- 4) The application meets locally agreed/area board priorities
- 5) Summary details about applicant: South Wilts Mencap is a charity no 1112202 and Company Limited by Guarantee no 05585404 which aims to provide help and support for people with a learning disability and their families. The financial statements show reserves of £28k, however, the applicant explains that as SW Mencap wishes to purchase a replacement minibus in 2013, the reserves are held for that reason.
- 6) Summary details about the project: The applicant has explained why Mencap wishes to hold a series of fun days, that it is important for people with learning disabilities to experience continuity of experiences and learning as well as providing support and respite to carers at these events run in the school holidays.
- 7) If the Area Board makes a decision not to fund these events, funding will have to be found elsewhere.

## 9. Area Board Projects

Lead Ward Councillor	Project proposal	Funding requested
1) Cllr Richard Clewer	30mph Wheelie Bin Stickers	£210

The idea of providing 30mph stickers to residents in designated speeding hot spots in the city was raised at the Community Area Transport Group (CATG) as a way forward to help bring down speeding in the city.

This bid meets Councillor led project criteria in terms of:

- Evidence of community need (high number of speeding issues in the city)
- Clear links to 'Our Salisbury' community plan: Transport & Accessibility – towards safer transport.

<b>Appendices:</b>	<p><b>Appendix 1 Grant application – SW Mencap</b>  <b>Appendix 2 Area Board Project: 30mph Wheelie Bin Stickers</b></p> <p><b>Appendices available on line or on request.</b></p>
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No unpublished documents have been relied upon in the preparation of this report.

<b>Report Author</b>	<p>Marianna Dodd, Salisbury Community Area Manager          Tel: 01722 434696          E-mail: Marianna.dodd@wiltshire.gov.uk</p>
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## Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form  
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

**To fund projects up to £1,000 without the need for matched funding**

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. ([See Section 2 for contact details](#))

Please contact your Community Area Manager before completing your application  
([See Section 3 for contact details](#))

### 1. Your organisation or group

Name of organisation	South Wilts Mencap		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify Registered charity/company ltd by guarantee		

### 2. Your project

Project Title/Name	Fun days for young people with learning disabilities in the Salisbury area		
What is your project about and what does it aim to achieve?  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	A series of 5 themed Fun Days throughout 2013, linked to school/college holidays, to provide creative experiences for young people with learning disabilities in transition from children's to adult services, respite AND support to their parent carers and siblings.		
In which community area does your project take place? (Please give name – <a href="#">see section 3</a> )	Salisbury		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

<b>Where will your project take place?</b>	Stratford Social Club, Stratford sub Castle, Salisbury	
<b>When will your project take place?</b>	School/college holidays through 2013	
<b>How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community?</b>  <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	<p>*Initially, meetings with members of the parent liaison group at Exeter House Special School identified the concern of parents at the lack of social activities for young people in transition as they approach school leaving age.</p> <p>* Feedback from the users of the Wiltshire Short Breaks Service (respite) also strongly reflected the need for more activities geared to this group.</p> <p>*There was also an evident information gap for parents about opportunities for further education and/or employment for their youngsters.</p> <p>*There were major concerns about building confidence in both the young people and their carers to allow them to participate in mainstream activities for young people.</p>	
<b>How many people will benefit from your project?</b>	c 45 young people + their carers	
<b>How does your project demonstrate a direct link to the local community plan for your area? (see <a href="http://www.wiltshire.gov.uk/areboards">www.wiltshire.gov.uk/areboards</a>) or priorities of your area board) Please provide a reference/page no.</b>	<p>Action points 2, opportunities for young people to get involved and 4 supporting more activities in holiday periods for families.</p> <p>Our Salisbury p 31</p>	
<b>Any other information about your project. (Limited to a 1000 characters)</b>		
<p>* Linked with our Fun Days for the young people we will provide a space at each session for family carers, with speakers providing information on relevant services, for networking and sharing issues and concerns, supported by the SW Mencap Family visitor. Real anxiety about Safeguarding vulnerable young people as they enter the adult world is a major concern of carers and we are able to provide a safe environment and build confidence.</p> <p>* A specific socially isolated group whose needs we have identified are the stated young people who leave Wiltshire to attend specialist colleges and then return home without a peer network.</p> <p>* Dates of the planned Fun Days are February, April, May, August and October 2013 each in school holidays.</p> <p>* Staffing costs calculated as preparation time by two leaders x 5 hours per session x 5 sessions x £13+ £650; On day costs 4 staff x 6 hours x 5 sessions x £12 per hour+ £1440.</p> <p>* SWM free reserves form a sinking fund for the replacement of our minibus.</p>		
<b>To be completed ONLY where town/parish councils are making an application</b>		
<b>Is your project one which parish/town councils have powers to raise local taxes to fund?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Could your project be funded from your reserves?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>



### 3. Management

How many people are involved in the management of your group/organisation?

Of these, how many are:

Over 50 years	Male	<input type="text" value="5"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text" value="2"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

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

After our pilot year we will seek to support from within our charitable funding

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

All SW MENCAP events are evaluated and the feedback used as the basis for future activities: we usually get 70-80% responses. We also hold regular carers lunches and conferences - again with a high level of feedback from family carers.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

*Please list with amount applied for and whether you have been successful*

Name of Funder

Amount Applied For

Amount Received

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

*If yes, please state which one(s).*

Yes

No

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

**4. Information relating to your last annual accounts (if applicable)**

<b>Year ending:</b>	<b>Month:</b> Dec	<b>Year:</b> 2011
<b>A - Total income:</b>	£116,296	
<b>B - Minus total expenditure:</b>	£112,832	
<b>Surplus/deficit for year: (A minus B)</b>	£) £3,464	
<b>Free reserves currently held (i.e. money not committed to other projects/operating costs)</b>	£28,000	

**5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.**

<b>Project Costs A</b> Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		<b>Project Income B</b> Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			<b>P/C</b>	
Venue 5 x £60	£300	<b>Own fundraising/reserves</b>	c	£
Prep time x 5 sessions	£650	Staff prep+on day	c	£2,090
Staff 4 x 5 x 6h £12	£1,440	<b>Parish/town council</b>		£
Entertainment X 5	£1,000			£
Materials x 5	£250	<b>Trusts/foundations</b>		£
Volunteer expenses	£300			£
Volunteers 4x30hrsx£7	£840	<b>In kind</b>		£840
Catering	£850			£
	£			
	£	<b>Other</b>		£
	£			£
<b>Total Project Expenditure</b>	<b>£5,630</b>	<b>Total Project Income</b>		<b>£2,930</b>
<b>Total project income B</b>		£2,930		
<b>Total project expenditure A</b>		£5,630		
<b>Project shortfall A – B</b>		£2,700		
<b>Grant sought from Wiltshire Council Area Board</b>		£2,700		
<b>Bank Details</b>				
<b>Please give the name of the organisations' bank account e.g. Barclays</b>				
<b>Please give the name of the organisations' bank account e.g. Chippenham Scouts</b>				

**6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered**

**Enclosed (please tick)**

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

**For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.**

**7. Declaration (on behalf of organisation or group) – I confirm that...**

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection     Safeguarding Adults
- Public Liability Insurance     Equal opportunities
- Access audit     Environmental impact
- Planning permission applied for (date)                      or granted (date)
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

**Name:**

**Date:** 25/09/2012

**Position in organisation:** Trustee/development officer

**Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))**

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## Area Board Projects and Councillor Led Initiatives Application Form 2012/2013

**To be completed by the Wiltshire Councillor leading on the project**

Please ensure that you have read the Funding Criteria before completing this form  
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE  
CONSIDERED

### 1. Contact Details

<b>Area Board Name</b>	Salisbury		
<b>Your Name</b>	Richard Clewer		
<b>Contact number</b>	07980 756424	<b>e-mail</b>	richard.clewer@wiltshire.gov.uk

### 2. The project

<b>Project Title/Name</b>	30mph Wheelie Bin Speed Stickers		
<b>Please tell us about the project /activity you want to organise/deliver and why?</b>  <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	<p>The Community Area Transport Group aim to target speeding hot spots in Salisbury by enabling households to display 30mph speed stickers on their Wheelie Bins.</p> <p>The Southern Area Board had funded a similar project after establishing that although Highways did not support the displaying of 30mph stickers on wheelie bins, it was not illegal. A main reason for Highways concern was that they could cause confusion for motorists if the stickers were placed on bins NOT in a 30mph zone.</p> <p>Therefore stickers would only be displayed in 30mph zoned roads agreed between the CATG and SCC.</p>		
<b>Where is this project taking place?</b>	<i>In a number of designated 30mph zoned Salisbury roads</i>		
<b>When will the project take place?</b>	As soon as stickers are purchased and distributed, circa Nov/Dec 2012		
<b>What evidence is there that this project/activity needs to take place/be funded by the area board?</b>	The issues log highlights 14 speeding issues in the city.		

<b>How will the local community benefit?</b>	By showing its community that it is being proactive in the fight against speeding in these local areas		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)	Yes, various		
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	Yes, toward safer transport networks		
<b>What is the desired outcome/s of this project?</b>	Reduced speed in designated 30mph zoned roads.		
<b>Who will be responsible for managing this project?</b>	Salisbury City Council. The SCC will order the 30mph Please Drive Carefully stickers (Bulk pack of 500 @ £210) communicate the initiative to residents through its Newsletter with information about where to collect the stickers, e.g., Guildhall or Library		
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	£ 210		
<b>How much funding are you applying for?</b>	£ 210		
<b>If you are expecting to receive any other funding for your project, please give details</b>	<b>Source of Funding</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
<b>Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to.</b> (N.B. We cannot pay money into an individual's bank account)			
<b>4. Declaration – I confirm that...</b>			
<input type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified			
<input type="checkbox"/> Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application			
<b>Name:</b> Richard Clewer		<b>Date:</b> 18/10/2012	
<b>Position in organisation:</b> Chair, Salisbury Area Board			
<b>Please return your completed application to the appropriate Area Board Locality Team</b> <a href="#">(see section 3)</a>			

## SALISBURY AREA BOARD Forward Plan

Please note: This is a working document which is subject to change due to availability of relevant officers/partners and relevant timescales.

Date	Location	Possible Area Board Agenda Items	Cabinet Member Attending	Other items/events (provisional)
10 Jan 2013	Alamein Suite, City Hall, Malthouse Lane, Salisbury SP2 7TU	<ul style="list-style-type: none"> <li>Wiltshire online: Connectivity and Provision</li> <li>Fire Authority Integrated Risk Management Plan (Business Plan)</li> <li>Asset Management Strategy</li> <li>Youth Service Update</li> </ul> <p>Standard items including Updates and Community Area Grants</p>	Councillor John Noeken - Resources	•
14 Mar 2013	South Wilts Grammar School for Girls, Stratford Road, Salisbury SP1 3JJ	<ul style="list-style-type: none"> <li></li> </ul> <p>Standard items including Updates and Community Area Grants</p>	(None)	
27 June 2013	Salisbury Methodist Church, St Edmund Church Street, Salisbury SP1 1EF	<ul style="list-style-type: none"> <li>Election of Chairman and Vice-Chairman</li> <li>Reconstitution of Sub groups – Community Area Transport Group and Shadow Community Operations Board.</li> <li>Appointments to Outside Bodies</li> </ul> <p>Standard items including Updates and Community Area Grants</p>		

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