

AGENDA

Meeting: WESTBURY AREA BOARD
Place: The Laverton, Westbury
Date: Thursday 9 October 2014
Time: 6.30 pm – preceded by Health Fair from 4.30pm

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

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

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

Please arrive early! Refreshments will be available from 4:00pm.

Please direct any enquiries on this Agenda to Roger Bishton (Democratic Services Officer), on 01225 713 035 or email roger.bishton@wiltshire.gov.uk
Or Sally Hendry (Westbury Community Area Manager), Tel: 01225 718627 or email sally.hendry@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

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

Wiltshire Councillors

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

Health & Wellbeing Fair 4.30pm – 6.30pm

Drop in to pick up free passes for leisure activities; discover how healthcare is delivered locally; have your blood pressure checked.

Local charities and organisations dedicated to promoting a healthy lifestyle, both physical and emotional, will be offering face-to-face information, setting quizzes and much more to encourage communities across Wiltshire to stay active and healthy.

Featuring presentations on:

- Dementia Awareness at 5.45pm
- Better Care Plan at 6.30 pm

Items to be considered

1. **Chairman's Welcome and Introductions**

2. **Better Care Plan Presentation**

A presentation, together with the showing of a DVD, will be given.

3. **Apologies for Absence**

4. **Minutes** (*Pages 1 - 14*)

To confirm the minutes of the meeting held on 7 August 2014.

5. **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

6. **Chairman's Announcements** (*Pages 15 - 34*)

To note the following items for information – written briefing notes are available in the full agenda pack or online. If you would like the Area Board to consider or discuss any of these items in more detail, please speak with the Community Area Manager or the Democratic Services Officer.

- (a) Westbury and the campus development plans
- (b) A350 works – road closure and bus service changes
- (c) Fire Service consultation
- (d) Positive leisure activities for young people - update

7. **Partner and Community Updates** (*Pages 35 - 36*)

To receive the attached partner and community updates and to receive any further information partners wish to share:-

- Wiltshire Police
- Wiltshire Fire & Rescue
- BA13 Community Area Partnership
- Town & Parish Councils

8. **Community Area Transport Group** (*Pages 37 - 42*)

To consider the minutes of the Westbury Community Area Transport Group held on 19 September 2014 and to consider the recommendations set out in minute no. 8.1.

9. **Community Area Grants** (*Pages 43 - 62*)

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

10. **Future Meeting Dates**

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

Thursday 13 December 2014 at The Laverton, Bratton Road, Westbury, BA13 3EN.

Future Meeting Dates

Thursday 15 February 2015 at The Laverton, Bratton Road, Westbury, BA13 3EN.

MINUTES

Meeting: WESTBURY AREA BOARD
Place: Heywood & Hawkeridge Village Hall, Church Road, Heywood,
Westbury, Wiltshire, BA13 4LP
Date: 7 August 2014
Start Time: 7.00 pm
Finish Time: 8.35 pm

Please direct any enquiries on these minutes to:

Roger Bishton (Democratic Services Officer), Tel: 01225 713 035 or (e-mail) roger.bishton@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

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

Cllr Christopher Newbury was also in attendance.

Wiltshire Council Officers

Sally Hendry, Westbury Community Area Manager
Julia Cramp, Service Director for Commissioning and Performance & School
Effectiveness
Roger Bishton, Democratic Services Officer
Tracy Carter, Associate Director for Waste & Recycling
Vicki Harris, Senior Waste Project Officer
Deborah Griffin, Health Trainer
Margaret Winskill, Health Promotion Specialist

Town and Parish Councillors

Westbury Town Council – Cllr Francis Morland
Bratton Parish Council – Cllr KG Drewett
Dilton Marsh Parish Council – Cllr Francis Morland
Edington Parish Council – Cllr Mike Swabey
Heywood Parish Council – Cllr J Masson, Cllr Francis Morland & Cllr Keith Youngs

Partners

Wiltshire Police – Inspector Alan Webb

BA13+ Community Area Partnership – Carole King & Phil McMullen

Integrated Youth Service – Sally Willox

Total in attendance: 36

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Westbury Area Board.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>Cllr Ian Cunningham – Westbury Town Council Cllr Sue Ezra – Westbury Town Council Revd Dai Davies – Crosspoint Mike Franklin & Andy Green – Wiltshire Fire & Rescue Service Ian Holden – Balfour Beatty - Living Places Norman Burgess – Community Coordinator, Local Highways Cllr Russell Hawker – Wiltshire Council</p>
3.	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meetings held on 5 & 17 June 2014 were agreed as a correct record and signed by the Chairman.</p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest made at the meeting.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:-</p> <ul style="list-style-type: none"> • GOV/14/05/10 Integrated Performance Report May 2014 – This report showed that performance across the urgent care system remained broadly as expected over recent weeks, with the exception of a couple of areas which had not consistently achieved the expected targets due to spikes of activity, these areas being A & E waiting times at Great Western Hospital, Swindon and also in NHS111, this being a new service to make it easier for the public to access local NHS healthcare services in England. The public can call 111 when medical help is required fast but it's not a 999 emergency. NHS 111 is a fast and easy way to get the right help, whatever the time. NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones. • Community Infrastructure Levy (CIL) – Wiltshire Council submitted its draft Charging Schedule for examination on 23 June. A Statement of Modification (which sets out proposed changes to the Schedule) had been published for a 4 week consultation period at the same time which ran until

	<p>21 July. The Chairman drew attention to the appendix to the Announcement which explained the CIL in more detail.</p> <ul style="list-style-type: none"> • Changes to the Electoral Registration System – Over the Summer period all Wiltshire residents would be receiving a letter explaining a new, more secure system of Individual Electoral Registration which was being introduced to replace the old Victorian system where the “head of Household” registered everyone living in a property. In future, each individual would be responsible for registering themselves. • Changes to Bell Orchard Sheltered Housing - Selwood Housing was planning to renovate their housing stock at Bell Orchard and was in the process of making arrangements for the residents to receive alternate accommodation whilst the renovations were taking place. It was noted that Selwood Housing would be providing a more detailed announcement as soon as they were able to do so. • The Great War 1914 - 1918 – The Chairman drew attention to the leaflet Westbury Remembers the Great War 1914-1918 which had been circulated at the meeting and was readily available in Westbury. The leaflet set out the programme of events until the end of the year and plans were being made for further events to take place during subsequent years. More details about these events can be seen at www.westburytowncouncil.gov.uk .
6.	<p><u>Partner and Community Updates</u></p> <p>The Area Board received the following partner and community updates:-</p> <ul style="list-style-type: none"> • Wiltshire Police Inspector Alan Webb presented his report which was in a slightly different format in that performance and other local issues regarding Westbury were now included. It was noted with pleasure that ASB incidents in Westbury had reduced by 42.3%. (A copy of the report is attached to these minutes). • Wiltshire Fire & Rescue Service An update report was received and noted. Attention was drawn to a public consultation on the future of Wiltshire & Swindon Fire Authority which was taking place between 21 July and 20 October 2014. Attention was drawn to the lack of paper copies of the consultation document and assurances were given that copies would be made available in Westbury Library. It was also noted that information was available to download at www.wiltsfire.gov.uk • BA13 Community Area Partnership An update report was received and noted.

	<ul style="list-style-type: none"> • Westbury Campus An update report was received and noted. It was further reported that the Campus Team was looking at how listed buildings in Bath, Radstock and Bourne Hill, Salisbury had been transformed and a report on their findings and how that might apply to listed buildings in Westbury would be reported to the next meeting. • Youth Advisory Group An update report was received and noted. Sally Willox announced that this would be the last meeting that she would be attending consequent upon her appointment as a Community Youth Officer elsewhere in Wiltshire. Members expressed their thanks and appreciation for all the excellent work that Sally had carried out during her time in Westbury and wished her every success and happiness in her new role. • Town/Parish Councils There were no update reports.
7.	<p><u>Tackling Priorities raised in the Westbury JSA</u></p> <p>Sally Hendry gave an update since the last meeting as follows:-</p> <ul style="list-style-type: none"> • Recycling The recycling campaign had been launched and generated much interest at the Westbury street fayre. Wiltshire Council's recycling experts were on hand to give tips and information about recycling and to show off alternatives to wheelie bins such as bags and baskets. People also got the chance to have their say on the consultation into the collection of garden waste. • Domestic Abuse The JSA had highlighted high levels of domestic abuse compared with other community areas. A working group of key partners including the police had now been formed and an awareness campaign was being planned in November. • Safe Places The Safe Places Project was a new community safety project which had started in Westbury. It was aimed at helping vulnerable people. This project, funded through the Police and Crime Commissioner, provided a network of places where people could get help if they were lost or confused. The project was being led by the BA13+ community area partnership with support from the Area Board and the police. • Health and Wellbeing Plans were at an advanced stage for a Health Fair to take place during the afternoon of Thursday 9 October 2014 at The Laverton, Westbury, which would be followed by the scheduled meeting of the Area Board. Health Fairs were being organised in each community area at which stalls on many aspects of preventative medicine would be provided in addition to

health experts being available to give advice on various health issues.

- **Cycling**

A cycle route map was in the process of being produced and it was anticipated that it would be available by the Autumn.

- **Access to the Countryside**

Kissing gates were being constructed to replace some stiles in and around the Westbury area, following on from a grant of £3000 being awarded by the Area Board. Parish councils had been asked to identify where they thought a stile could be replaced with a kissing gate to improve access. The move was part of the commitment to improve access to the countryside and to encourage enjoyment of the local environment. The project was in partnership with Wiltshire Council's Rights of Way Officer and the gates were being fitted by volunteers from the local Ramblers.

- **Allotments**

Allotments in the Westbury area had been neglected and overgrown for several years. These had now been restored and were in the process of being allocated to users. In the near future an application to transfer the ownership of the allotments from Wiltshire Council to Westbury Town Council would be coming before this Area Board.

8.

Update on Recycling in the Westbury Community Area and Overview of the Consultation into Changes to the Garden Waste Collection Service

The Chairman welcomed Tracy Carter, Associate Director, Waste & Recycling who was attending to provide an update on recycling in the Westbury Community Area and to explain proposed changes to the garden waste collection service.

She reported that recycling and composting performance in West Wiltshire was higher than in North Wiltshire but lower than the rest of the County, as seen in the following statistics:-

Recycling and Composting Performance by Area		2013/14
		Cumulative
East	Total	48.80%
North	Total	41.10%
South	Total	44.80%
West	Total	43.10%
HRCs	Total	48.10%
Wiltshire	Total	44.10%
PI Target		50%

Tracy Carter explained that there were alternatives to bins were provided to residents when there was no storage space for bins at their property, i.e. no garden or outside storage space and where access to and from the point of collection was not suitable for a wheeled bin. In these circumstances the following alternatives could be provided:-

- Two blue re-useable bags as an alternative to the plastic bottles and cardboard collection service.
- Two green re-useable bags as an alternative to the garden waste collection service.
- A black recycling basket as an alternative to the black box recycling collection service.

She went on to explain that since improved kerbside recycling services were introduced in 2011/12, very small tonnages had been collected through the large network of mini recycling sites across the county. Less than 3,000 tonnes were collected in 2013/14 from mini recycling sites. Financial savings were having to be made and, to help facilitate this, the Council had agreed to reduce the number of the mini recycling sites network in the county. 15 strategic sites had been retained. These sites contributed 59% of mini recycling site tonnage in 2013/14

She was able to announce that a site was to be retained in Westbury at the Co-op. The Area Board had raised concern at a previous meeting that the site might close and had written to express concern; it was heartening to hear this good news.

The Area Board was informed that Wiltshire Council faced continued pressure to make financial savings and that consequently changes to the current garden waste collection service were being considered which could contribute to finding these savings.

Cabinet had agreed to a public consultation on three options to decide the future of the garden waste collection service, which were as follows:-

- 1) A three month suspension with no collections taking place in December, January and February.
- 2) A five month suspension with no collections taking place in November, December, January, February and March.
- 3) The introduction of a chargeable service instead of the current non-chargeable service.

The Council was carrying out a consultation exercise which was running from 1 July until 1 September 2014 with the intention that any decision would mean that the service would change during 2015-16. Members of the public were being

	<p>encouraged to either complete an information leaflet which was available at the meeting or to fill out the online form or to email views to gardenwasteconsultation@wiltshire.gov.uk.</p>
9.	<p><u>Healthy Communities and the Wiltshire Council Health Trainer Project</u></p> <p>The Chairman introduced and welcomed Margaret Winskill and Deborah Griffin, health trainers who were attending to explain the project in which information and support was available to people in the Westbury area who wanted to improve their general health and make better lifestyle choices.</p> <p>Wiltshire Council ran project offers up to six free one to one sessions offering advice on everything from healthy eating to weight loss, exercise and reducing alcohol consumption. People taking part had benefitted by setting mini goals and taking small steps to improve their general health such as the following:</p> <ul style="list-style-type: none"> • To get off the bus one stop earlier • To eat one extra piece of fruit a day • To have ten minutes a day 'me' time • To have one or two alcohol free days a week <p>Results so far showed that people who had taken part had really benefitted in a range of ways including general wellbeing and weight loss. Westbury's health trainer was Deb Griffin who could be contacted on deborah.griffin@wiltshire.gov.uk or on 07810757092.</p>
10.	<p><u>Changes to Youth Services in the Westbury Community Area</u></p> <p>Julia Cramp, Associate Director, Commissioning, Performance & School Effectiveness provided an update on the implementation of the Council's new policy on how youth services were to be provided.</p> <p>She reminded the meeting that there would be a change in delivery of the service whereby a community-led model would be introduced with funds being allocated to each area board to commission services that had been identified locally as being needed. A Community Youth Officer was being appointed to each Community Area who would act in an advisory role rather than be responsible for the provision of youth services as currently carried out by the Youth Workers.</p> <p>Julia Cramp emphasised that the area boards would be responsible for the provision of local services after consultation with youth groups and other interested parties. No decision had yet been made on the future of the Youth Centre at Westbury; the Council's building team was carrying out a review of all youth centres across Wiltshire and would be presenting a report to Council in due course.</p>

	<p>It was anticipated that a Community Youth Officer would be appointed for the Westbury Community Area shortly and the person appointed would be introduced to the Area Board at the earliest opportunity.</p>
11.	<p><u>Community Area Transport Group</u></p> <p>The Area Board received a report by the Community Area Manager together with the minutes of the Community Area Transport Group dated 18 July 2014.</p> <p>Decision</p> <p>(1) To allocate £100 to fund a Through Traffic sign at the roundabout at the junction of Westbury Leigh and Camargue Road.</p> <p>(2) To allocate £1000 for an extension to time of disabled parking in Market Place from two hours to three hours.</p> <p>(3) To allocate £1500 for work associated with an extension of zig zag markings and double yellow lines in Eden Vale Road.</p> <p>(4) To approve the 2014/15 list of proposed highway maintenance schemes as set out in Appendix 1 to the report, subject to Road B3098 being resurfaced from the White Horse viewing gallery to the edge of the wooded area near Town Farm.</p>
12.	<p><u>Air Quality Group</u></p> <p>The notes of the Air Quality Group meeting held on 18 July 2014 were received and noted.</p>
13.	<p><u>Community Area Grants</u></p> <p>Consideration was given to a report by the Community Area Manager in which councillors were asked to consider applications for funding from the 2014/15 Area Board Grants Budget. She then explained each application in turn.</p> <p>(a) U3A – Purchase of a Projector</p> <p>Decision</p> <p>To approve a grant of £450 towards the purchase of a projector.</p> <p>Reason</p> <p>This application meets the grants criteria for 2014/15.</p>

(b) Bratton Silver Band – Purchase of a Tuba

Decision

To approve a grant of £895 towards the purchase of a tuba.

Reason

This application meets the grants criteria for 2014/15.

(c) West Wiltshire Esprit Gymnastics Club – Purchase of Equipment for Young People

Decision

To approve a grant of £1000 towards the purchase of equipment for young people.

Reason

This application meets the grants criteria for 2014/15.

(d) Westbury Music and Arts Festival – Purchase of a Ticket Printer, Laptop and Lighting Equipment

Decision

To approve a grant of £992 for a ticket printer, laptop and lighting equipment, on condition that the ticket printer is made available for use by other organisations in Westbury.

Reason

This application meets the grants criteria for 2014/15.

(e) Domestic Abuse Awareness Project at Matravers School – Led by Cllr Gordon King

Decision

To approve a grant of £660 towards a domestic abuse awareness project at Matravers School.

	<p>Reason</p> <p>This application meets the grants criteria for 2014/15.</p>
14.	<p><u>Future Meeting Dates</u></p> <p>It was noted that the next meeting of the Westbury Area Board would be held on Thursday 9 October 2014 at The Laverton, Bratton Road, Westbury, BA13 3EN, to be preceded by a health fair.</p>

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Crime and Community Safety Briefing Paper Westbury Community Area Board 7th August 2014



1. Neighbourhood Policing

Town Team:

Pc Gavin Hucks
PCSO Neil Turnbull
PCSO Matoyizi Katsande

Rural Team:

Pc Darren Foulger
PCSO Lukas Breedt
PCSO Caroline Wright

2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

□ Visit the new and improved website at: www.wiltshire.police.uk

3. Performance and Other Local Issues

Current priorities for Westbury Town Centre are:

Anti Social Behaviour Redlands Football Field and Leigh Play Park.
NDB

Current Priorities for Westbury Rural are:

Anti Social Behaviour Bratton, and Speeding / poaching _all rural areas
NDB

Incident of Note on the 2nd of July, we had a report of males going around Leigh Road offering to clean gutters for residents. We attended and located 2 males. They were both arrested at scene as they had also taken money from an elderly resident and offered to come back and cut a large tree for her and are currently on bail with conditions not to come to Westbury.

There has been a reduction in reported ASB in all areas despite the onset of school holidays.

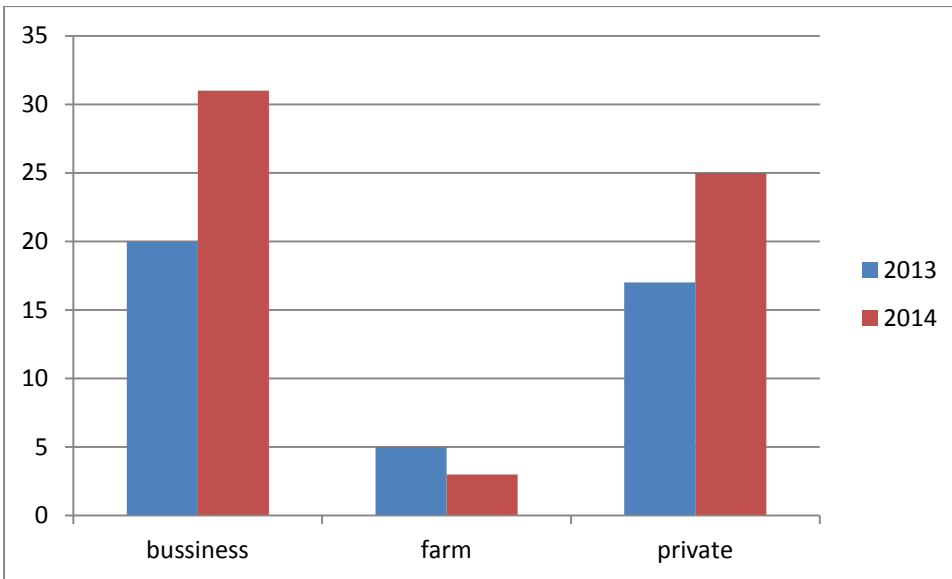
Non Dwelling Burglaries remain a concern and when I have researched the current increases I can see that they are being driven by multiple units being broken into at the same time on industrial estates where the offender appear to be looking for cash.

Secondly burglaries to sheds and outbuildings where items ranging from tools to lawn mowers and motorcycles are being stolen. Shed alarms are available and can have a deterrent effect on burglaries of this nature and we have committed resources to night time patrols especially around industrial estate in Westbury.

EG Westbury NPT	Crime				Detections*	
	12 Months to July 2013	12 Months to July 2014	Volume Change	% Change	12 Months to July 2013	12 Months to July 2014
Victim Based Crime	628	624	-4	● -0.6%	21%	17%
Domestic Burglary	38	34	-4	● -10.5%	11%	32%
Non Domestic Burglary	43	54	+11	● +25.6%	5%	4%
Vehicle Crime	78	70	-8	● -10.3%	4%	10%
Criminal Damage & Arson	151	140	-11	● -7.3%	19%	6%
Violence Against The Person	156	149	-7	● -4.5%	38%	36%
ASB Incidents (YTD)	615	355	-260	● -42.3%		

* Detections include both Sanction Detections and Local Resolutions

Non Dwelling Burglaries



Alan Webb

Westbury Sector Inspector.

7th August 2014

Chairman's Announcement

Carriageway improvement works programmed along the A350 in Westbury

These works have been separated into two categories. The first will be an improvement scheme involving reconstruction and resurfacing of the carriageway, footway & kerbing works, drainage repairs, replacement of road markings and the adjustment of ironwork from the roundabout with Bitham Park to the Market Place. Please see drawing SO16-002 for the scheme extents. The second will be patching of the existing carriageway from the Market place to the roundabout with Laverton Road.

Due to the nature of the required works and the local environment, part of the works are to be carried out within temporary road closures, to ensure that adequate health and safety is maintained for local residents and the Contractor. The closures have been separated into three phases to minimise disruption to residents, public transport and local businesses.

The temporary diversion route and phases are shown on the attached plan SO16-026 Proposed Diversion Route.

Preliminary timings for works operations are listed below:-

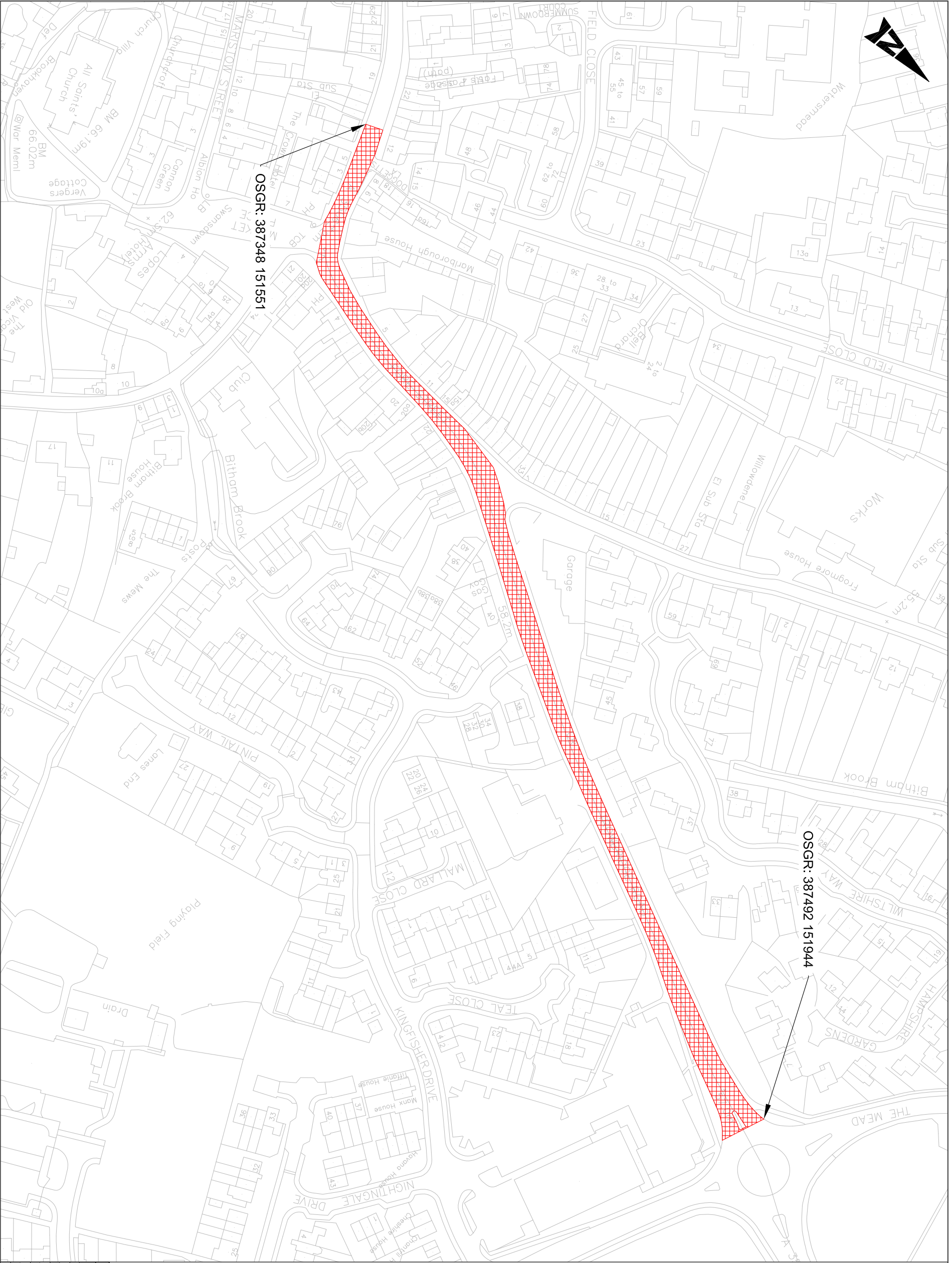
1. Monday 29th September 2014 to Friday 24th October.2014 (4 weeks), 07.30 to 17.00 hours;
Lane closures utilising temporary traffic signals, working in phase one.
2. Monday 27th October 2014 to Friday 21st November 2014 (4 weeks), 24 hours a day 7 days a week (including weekends);
Temporary road closure, working in phase one.
3. Monday 24th November 2014 for one day, 07.30 to 17.00 hours;
Temporary road closure, working in phase 2.
4. Tuesday 25th November 2014 to Friday 28th November 2014 (4 days), 07.30 to 17.00 hours;
Temporary road closure, working in phase 3.

On occasions there may be a slight delay in completion due to unforeseen circumstances such as late delivery of materials.

During the works period, access to enable residents to enter and egress from their property may temporarily be restricted due to site operations. The Contractor will endeavour to minimise the delay; although due to the nature of the works minor disruption is inevitable. It is essential that the road remains un-trafficked until the new material has set, as early trafficking could lead to premature failure. Dedicated Traffic Management operatives at the extent of the closures will monitor access and give motorists assistance.

Signing will be in place advising that local businesses will be open as usual.

For further information please contact Jim Bailey, Principal Highways Engineer on 01225 756181.



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 100049050, 2012

Start	End	Date	Auth	Rev	Description
S2	Fit for Information	13.03.14	NAM	C1	First Issue

ATKINS
 Consulting Engineers,
 County Gate, County Way
 Trowbridge, Wiltshire
 BA14 7FU
 Tel: 01225 730360
 www.atkinsglobal.com

Wiltshire Council
 Where everybody matters
 Project: Surface Treatments 2014/2015
 Surface Only 2014/2015

Sheet Size	Original Scale	Designed/Drawn	Checked	Authorised
A3	N.T.S	CI	DSW	NAM
Status	Drawing Number	Date	Date	Date
S2	5120442-ATK-DR-C-S016-002	10.02.14	13.03.14	13.03.14
				Rev
				C1

Notes

- Limits of work are approximate and are to be agreed on site with the Engineer.

Key

Site Extents

Client
 Wiltshire Council

Project
 Surface Treatments 2014/2015
 Surface Only 2014/2015

WC Brief No: 02-15-01
Client Finance Code: 64 14 27
BILP Works Order No: SM82235
Postal Area: BA13

USRN: 43801720
OS Grid Ref: 387348 151551 - 387492 151944
Phillips Street Atlas: Page 109 A4
Road Speed Limit: 30mph

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION
 IN ADDITION TO THE HAZARDS/ISSUES NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILLED ON THIS DRAWING, NOTE THE FOLLOWING SIGNIFICANT RESIDENTIAL ISSUES

CONSTRUCTION
 NONE

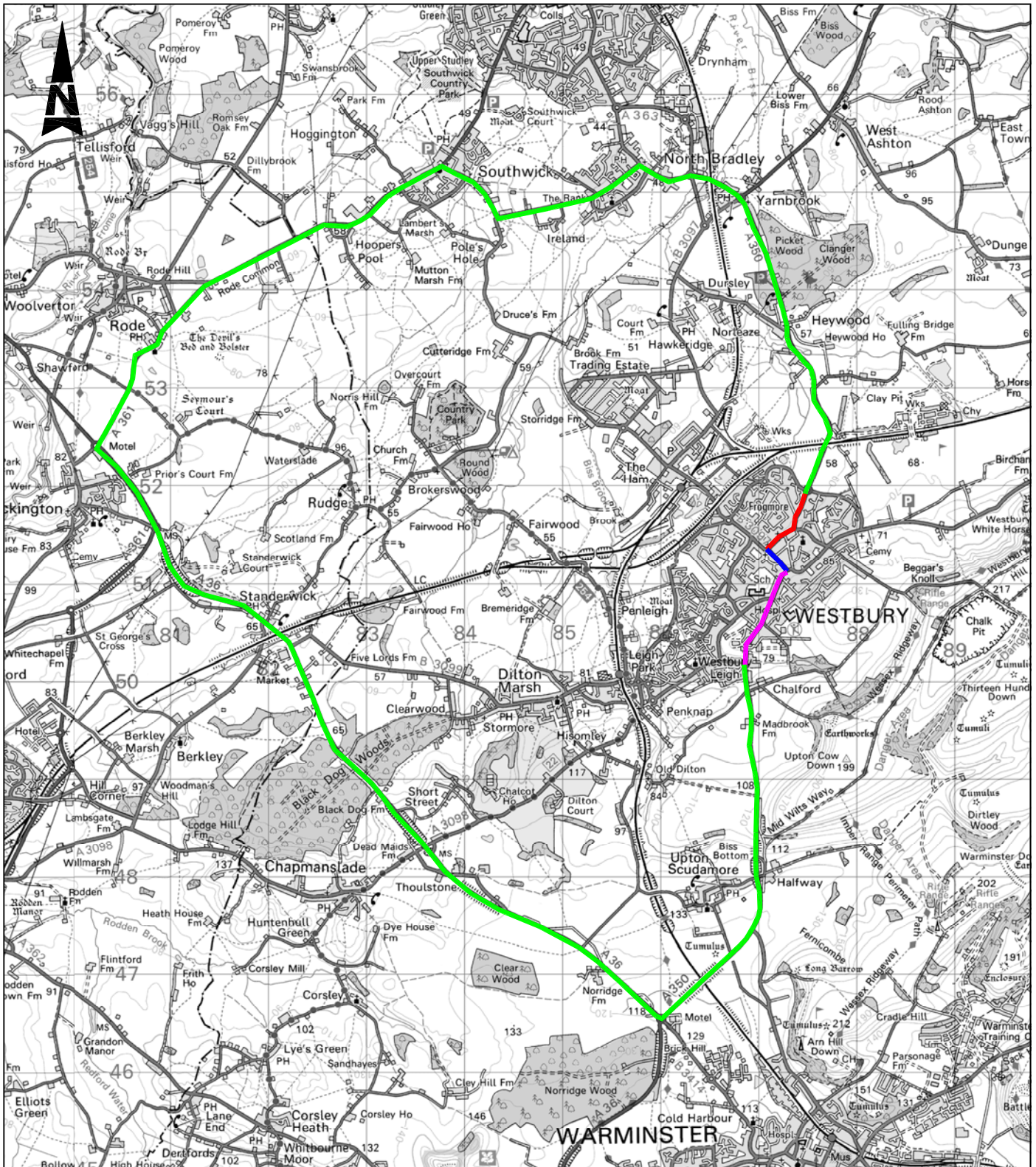
MAINTENANCE/CLEANING
 NONE

USE
 NONE

DECOMMISSIONING/DEMOLITION
 NONE

Site Extents
 A350 Trowbridge Road, Westbury

DO NOT SCALE



WC Brief No: 02-15-01
 Client Finance Code: 63 14 27
 BBPL Works Order No: SMB2/235
 Postal Area: BA13

USRN: 43801720
 OS Grid Ref: 387348 151551 to 387492 151944
 Phillips Street Atlas: Page 109 A4
 Road Speed Limit: 30mph

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Notes

- Limits of work are approximate and are to be agreed on site with the Engineer.

Key

- Phase 1 Road Closure
- Phase 2 Road Closure
- Phase 3 Road Closure
- Diversion Route

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

IN ADDITION TO THE HAZARDS/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING SIGNIFICANT RESIDUAL RISKS

CONSTRUCTION	NONE
MAINTENANCE/CLEANING	NONE
USE	NONE
DECOMMISSIONING/DEMOLITION	NONE

C1	First Issue	ND	24.06.14	DSW	NAW
Rev	Description	By	Date	Chk'd	Auth

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Client **Wiltshire Council**
 Where everybody matters

Project
 Surface Treatments 2014/2015
 Surface Only Schemes 2014/2015

Title
 A350 Trowbridge Road, Westbury
 Proposed Diversion Route

Sheet Size	Original Scale	Designed/Drawn	Checked	Authorised
A4	N.T.S	ND	DSW	NAW
Status	Drawing Number	Date	Date	Date
S3	5130518-ATK-DR-C-S016-026	24.06.14	24.06.14	24.06.14

Chairman's Announcements

Subject:	Wiltshire Fire & Rescue Service – Consultation
Officer Contact Details:	Mike Franklyn
Further details available:	Wiltfire.gov.uk

Summary of announcement:

A wide ranging consultation to consider options for the future of Wiltshire Fire & Rescue Service started on Monday 21 July.

Between now and 20 October, local people will be able to have their say on options including closer working with local authorities and the police through to a possible merger with Dorset Fire Authority.

A parallel consultation is being held in Dorset over the same period. In both counties local residents will be able to access further information and complete on-line questionnaires. In addition, a random selection of 12,000 households across Wiltshire and Dorset will receive the questionnaire directly. Information will also be placed in public buildings, including libraries, and consultation forums will be held with the public, businesses and voluntary organisations.

Simon Routh-Jones, Chief Fire Officer of Wiltshire Fire & Rescue Service, said: "We are keen to know what local people think about our options to strengthen our fire and rescue service. We have a number of potential ways forward, including a potential merger with Dorset Fire Authority. We are consulting widely on this important issue and we would encourage any views as no decisions have yet been made.

Cllr Christopher Devine, Chairman of Wiltshire & Swindon Fire Authority, said: "We face difficult financial times ahead that result from cuts to our central Government grant. We need to find significant savings from our limited budget whilst protecting frontline services. It is vital that local people take this opportunity to find out more about the proposals and have their say, and we would encourage as many people as possible to get involved now that the consultation has started."

The consultation portal is accessible via www.wiltfire.gov.uk/strengtheningourfrs

Community Area Board Chairman's Announcement

Service : Children's Services / Communities **Further Enquiries to:** James Fortune / Steve Milton

Date Prepared: 08 September 2014 **Direct Line:** (01225) 713341 / (01722) 434255

For the attention of: Area Board Chair's; Democratic Services Officers; Community Area Managers

Implementing a community-led model for youth activities

Introduction

In May 2014 Cabinet agreed to adopt a community-led model for the provision of positive activities for young people. By delegating responsibility and resources to Community Area Boards for youth activities, Wiltshire Council is committed to supporting young people and their communities to come together to develop a responsive and locally driven positive activities offer for young people.

The new model means the positive activities offer will develop differently in each of the 18 Community Area Board areas to reflect local needs. A positive activity can be any educational or recreational leisure-time activity that is arts, sports, leisure, informal education and community based which helps young people achieve healthy and safe lifestyle outcomes.

This briefing provides members with an update on progress and next steps to support implementation.

The current youth service offer

The council's open access youth work offer comes to an end during September in preparation for the commencement of the community-led model on 01 October 2014.

As in previous years, during the school holidays, normal youth work provision was largely replaced with a summer programme, where youth workers focused on providing planned activities.

Community Youth Officers have been appointed in fifteen of the eighteen Area Board areas, with further interviews planned for the remaining posts on 16 September. In addition, three Youth Support Workers have now been recruited to provide 1:1 support to vulnerable young people from October.

For information about current youth work activity and Community Youth Officer appointments, please contact Kevin.Sweeney@Wiltshire.gov.uk

Youth Centre Property Asset Review

The change to the way the youth service is delivered has triggered the need to review the property asset status of the youth centres. This work is currently underway and a further update will be provided to Area Board Chairs in due course.

The council has a vast range of equipment which has been used by young people ranging from games consoles to pool tables. A comprehensive inventory of this equipment has been made on a community area basis and will be made available to voluntary and community sector youth activity providers, subject to Area Board approval.

For information about youth centre buildings or to enquire about the use of any Wiltshire Council owned property asset in connection with the delivery of the new model please contact propertyassets@Wiltshire.gov.uk

Positive activities for young people with Special Educational Needs and/or Disabilities (SEND)

To date, additional staff support has been provided by the council's youth work team to enable young people with SEND to access mainstream positive activity provision. This has taken the form of nine 'bridging projects' which offer weekly/evening, centre-based youth work sessions. 'Bridging Projects' are available in Chippenham, Devizes, Durrington, Malmesbury, Marlborough, Pewsey, Salisbury, Tisbury, Trowbridge and Warminster. Some are well attended whilst others have benefited a more limited number of young people.

'Bridging projects' are part of a much broader and comprehensive range of short breaks and leisure activities that are available to children and young people with SEND.

Going forward children and young people with SEND will continue to have access to a broad range of short breaks and leisure activities provision. In addition, young people with SEND will have access to community based youth activities and it will be important that Area Boards ensure positive activity provision is inclusive and takes into account the needs of all vulnerable groups.

From October, community-led positive activity clubs will be provided in Salisbury and Tisbury. Barnardo's have been commissioned to provide a youth activities service in other areas across the county. Further information on these services will be made available within the next few weeks and the council is working closely with the Wiltshire Parent Carer Council to manage these changes.

Support for Community Area Boards

Area Board briefings

All Area Boards have been offered an initial face to face briefing on the changes, with sixteen having taken place to date.

Each Area Board has delegated authority, a devolved budget and dedicated Community Youth Officer (CYO) to support the implementation of the new model in its area. The CYO will be accountable to the Area Board for the delivery of agreed local priorities and the Area Board will be the responsible body for youth activities at a local level.

Community Area Boards will work within the council's policy as set out in the Leaders Guidance which covers issues such as safeguarding, equalities and the use of resources. A 'Positive Activities Toolkit' will also be available which provides a 'how to do it', 'step by step' guide for developing and delivering provision. The toolkit will be released to Community Youth Officers and Community Area Board Managers shortly.

Each Area Board will establish and maintain a Local Youth Network (LYN), to understand local needs and make recommendations to the Area Board on how funding for positive activities should be deployed. The LYN will be an open network of organisations in the area that have an interest or involvement in the provision of positive activities for young people. The LYN will be supported by a smaller coordination group facilitated by the Community Youth Officer.

One of the early tasks of the LYN will be to work with young people to identify local priorities informed by the needs identified within the Community Joint Strategic Assessment for the area. This will provide Area Boards with a clear direction in terms of youth activities and spending.

To enable Area Boards to satisfy themselves and the local community that budgets are being targeted appropriately, a new system for monitoring the impact of youth activities will be introduced with regular reports to the LYN and Area Board.

Leader's Guidance & Local Youth Network (LYN) Terms of Reference

Leaders Guidance for Positive Activities and Terms of Reference for Local Youth Networks have now been issued by the Leader of the Council (attached). Area Boards are required to read and adopt these documents, as well as commence work to establish their LYN.

Funding providers to deliver positive activities

Community Area Boards will be able to fund providers to deliver positive activities via a grants process and/or procurement exercise.

A specific grant funding scheme for positive activities has been developed, which will be included in the 'Positive Activities Toolkit'. In addition, a catalogue of positive activity providers is currently being developed and will be ready in November for those areas which wish to follow the procurement route and enter into more formal contractual arrangements with providers.

Workshops

A number of workshops have been organised for Area Board members, Community Youth Officers and Community Area Managers. Area Boards are encouraged to nominate one or more members to attend one of the following sessions:

Monday 22 September 1:30pm till 5:00pm, Council Chamber, Monkton Park, Chippenham

Monday 29 September 5:00pm till 8:00pm, Alamein Suite, City Hall, Salisbury

Monday 06 October 9:30am till 1:30pm, Council Chamber, County Hall, Trowbridge

Please e-mail Sukhvir.Kaur@Wiltshire.gov.uk to book places for your Area Board.

The workshops will focus on the Leader's Guidance, Local Youth Network Terms of Reference and 'Positive Activities Toolkit'. This will include taking participants through the grant funding and procurement processes as detailed above.

A market development event for voluntary and community sector providers who are interested in delivering positive activities has also been arranged for **Tuesday 30 September**. This will provide organisations with information about the community-led model, along with detail of how to apply for grants and join the positive activities catalogue of accredited providers. Organisations who are interested in attending this event can use the e-mail address above to book a place.

For further information please contact:

James Fortune (Lead Commissioner Childrens Services) 01225 713341

Steve Milton (Head of Community Governance) 01722 434255

Leaders Guidance for Community Area Boards on Positive Activities for Young People

September 2014

1. Context

Wiltshire Council has adopted a community-led model for the provision of positive activities for young people. By delegating responsibility and resources to Community Area Boards for youth activities, the council is committed to supporting young people and their communities to come together to develop a responsive and locally driven positive activities offer for young people. This means the positive activities offer will develop differently in each of the 18 Community Area Board areas to reflect local needs.

Definition of Positive Activities

A positive activity can be any educational or recreational leisure-time activity that is arts, sports, leisure, informal education and community based which helps young people achieve healthy and safe lifestyle outcomes.

Positive activities are for young people aged 13-19 (up to 25 years of age for young people with special educational needs and/or disabilities) and may include activities and support which:

- Helps young people connect with their communities, enabling them to belong and contribute to society e.g. through volunteering
- Provides opportunities for young people to take part in a range of sports, arts, music and other activities where they can socialise safely with their peers and develop relationships, including with adults they can trust
- Encourage young people's personal and social development
- Improve young people's physical and mental health and emotional well-being
- Help young people to achieve in education, work or training
- Prevent and divert young people away from risky behaviours e.g. teenage pregnancy, substance misuse and involvement in crime and anti-social behaviour

2. Legal Framework

The Education Act 1996

S507B of the Education Act requires Council's, so far as reasonably practicable, to secure for qualifying young persons (aged 13-19 in the local area¹) access to sufficient positive leisure-time activities which improve their well-being, and sufficient facilities for such activities. With an annual budget for positive activities for young people and enabling support from Wiltshire Council Children's Services, this responsibility has been delegated to Community Area Boards.

The Equality Act 2010

Community Area Boards are required to comply with the Public Sector Equality Duty under S149 of the Equality Act 2010. Community Area Board members must consider the equality issues and impact of proposals as part of the decision-making process. This requires the council to have regard to the need to:

¹ Up to 25 years of age for young people with special educational needs and/or disabilities

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act,
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The Duty is in relation to protected characteristic groups and has to be applied in the delivery of Wiltshire Council services and in the employment of its staff. The relevant protected characteristics include age, disability, gender reassignment, marital and civil partnership, pregnancy and maternity, race (including colour, and nationality, ethnic or national origins), religion and belief, sex, and sexual orientation.

Wiltshire Council Constitution

Area Boards are required operate in accordance with Wiltshire Council's Constitution. In particular, it states Area Boards will allocate their delegated funds in accordance with this guidance issued by the Leader and that they must operate in accordance with the council's budget and policy framework and in accordance with the requirements of the Constitution. Area Boards must comply with the statutory equality and safeguarding duties as well as the council's rules on contracts and procurement (Part 11) and the Code of Conduct (Part 13) and the objectives set out below.

3. Objectives

- Create, develop and maintain a sustainable Local Youth Network (LYN) as a sub group of the Area Board in accordance with attached terms of reference;
- Identify, plan and make available a broad offer of positive activities for young people in their area, taking into account the needs and views of young people, and priorities identified within the local Joint Strategic Assessment;
- Secure young people's participation and direct involvement in all stages of the decision making process about the needs, outcomes, priorities and options that form the basis of the offer;
- Identify and secure suitable, safe providers and/or projects/programmes to deliver positive activities, making the best use of local resources;
- Comply with the statutory duties outlined in section 2 and demonstrate compliance through monitoring and evaluation evidence;
- Promote the local positive activities offer effectively, in a way which maximises young people's participation and involvement;
- Promote improved partnership working between organisations and groups working with young people, and develop links with other Local Youth Networks and services for young people;
- Encourage volunteering and community involvement in the development and delivery of positive activities;
- Maintain effective communication with all members of the Local Youth Network to keep them informed and involved;
- Comply with any special requirements asked for by external/alternative funders.

4. Priorities

- Ensure that access to a broad range of safe positive activities is open to all young people regardless of their circumstances or needs;
- Ensure that young people are directly involved in the design, development, delivery and review of local provision. To include representation on the Local Youth Network and identification of needs and priorities;
- Ensure that the needs of the most vulnerable and disadvantaged young people are made a high priority;
- Ensure that the positive activities offer reflects the needs of young people and the wider community, enabling them to pursue and progress in their areas of interest.

5. Financial requirements

A budget for positive activities for young people will be allocated annually to Community Area Boards using the locally agreed Area Board Funding Formula based on the population of 13-19 year olds (using Office for National Statistics mid-year population estimates). This will ensure that funding is allocated equitably across community areas according to local needs.

The funding is revenue based and must be used for the provision of positive activities for young people, targeted at the 13-19 age range (up to 25 years of age for young people with special educational needs and/or disabilities). The funding is ring-fenced for these purposes only.

This funding is not to replace other local funding which is currently used to support services and activities for young people. Community Area Boards are required to use the positive activities for young people funding to complement and enhance other local resources, to secure an offer of positive activities which meets the needs of young people in their area.

Community Area Boards will be accountable for the budget, which will include regular financial reporting of spend and compliance with the council's budget and policy framework.

Budgets are allocated annually for use within year. Roll-over will not normally be permitted although funding that is committed to local positive activity provision but unspent at year end will be carried forward subject to the normal financial management arrangements.

6. Support

Community Area Boards and their Local Youth Networks will be able to access a wide range of support to enable them to develop and deliver a needs-led and sustainable positive activities offer for young people. This consists of technical, professional and developmental support which is set out in the *'Positive Activities Toolkit for Community Area Boards'* and includes access to a Wiltshire Council employed Community Youth Officer.

7. Administration

Administration should be kept to a minimum and shared by members of the Local Youth Network, utilising relevant expertise from the stakeholders involved. The operation of the Local Youth Network and associated support will be provided by the Community Youth Officer with assistance from the Community Area Manager / Community Engagement Officer.

8. Wiltshire Council expectations of Community Area Boards and Local Youth Networks

Monitoring and evaluation requirements:

- Put into place monitoring and evaluation arrangements with providers of positive activities to ensure good quality services and that young people's needs are being met;
- Monitor and evaluate the impact and outcomes of the overall local positive activities offer on an annual basis, to include service user feedback;
- Provide Wiltshire Council Children's Services with regular information on the activity in the area so that a database of activity across the authority can be held centrally;
- Provide a breakdown of how funds are spent;
- Provide evidence that equality impacts and due regard to the Public Sector Equality Duty have been considered as part of the decision making process;

- Provide evidence that young people have participated and been involved in decision making processes to develop the positive activities offer, and that their views have been taken into account.
- Keep a record of actions agreed in accordance with Wiltshire Council regulations; to ensure that recommendations made to the Community Area Board and the decision making process are open and transparent.
- Provide evidence that the recommendations of Local Youth Network have been taken into account.
- Share best practice with other Community Area Boards and Local Youth Networks across the county.

Policies and Procedures

Community Area Boards are required to adhere to Wiltshire Council policies and procedures. It is particularly important that Community Area Boards ensure they understand and are compliant with the equality of opportunity and safeguarding policies. Safeguarding guidance has been developed for Community Area Boards in respect of positive activities for young people and this will need to be adhered to at all times.

9. Quality and Standards Framework

Wiltshire Council has developed a quality and standards framework for positive activities for young people. Community Area Boards, its suppliers of positive activities for young people and Local Youth Networks are expected to adhere to this framework. This is included in the *'Positive Activities Toolkit for Community Area Boards'*.

10. Decision-making process

Community Area Boards will make decisions at public meetings on how funding should be deployed to ensure that decision making is open and transparent.

The decision making process must:

- Take into account recommendations, advice and guidance from the Local Youth Network;
- Evidence that young people have participated and been directly involved in the decision making process and that their needs and views have been taken into account;
- Take into account and ensure compliance with the statutory duties outlined in Section 2 of this guidance;
- Demonstrate that safeguarding and quality assurance standards have been met;
- Ensure that impact assessment will form a condition of any funding and/or procurement decision so that the effectiveness of positive activities may be monitored.

Community Area Boards should implement their decision making powers in accordance with the *'Positive Activities Toolkit for Community Area Boards'*.

11. Review

This guidance is subject to change and may be reviewed by the Leader at any time.

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

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

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

2. Membership

The LYN may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

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

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

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

Roles of all members of the LYN

All members will be required to:

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

3. Structure and operation

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

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

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

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

The management group will be supported by:

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

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

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

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

Key responsibilities for the management group include:

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

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

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

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

4. Media Relations

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

5. Review

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

Report of the BA13+ Partnership Meeting

The BA13+ Community Area Partnership's latest meeting was held on 17th September in Edington Parish Hall. The theme of the evening was Community Safety.

The guest speakers were Mike Bedford MBE and Janine Watkins from the SPLITZ support service. Mike explained that he manages the domestic abuse perpetrators programme. There are currently three full groups, in addition to a Relapse Prevention Group, and currently a waiting list of 44 men. The age range of men they see ranges from 21 to 75. The waiting list is around 8 to 10 months at the moment, and the men have to ring in regularly to show they are motivated. The number of people completing the course is 70%. Abusive behaviour is reduced in an estimated 90% of cases.

Janine explained that she is the outreach worker for West Wiltshire. During the period 1st April 2013 to 31st March 2014 there had been 560 referrals to the outreach project for one-to-one work, of which 47 were from Westbury in the past year. This was increase over the previous year (381 with 35 from Westbury). The Police believe they only hear about 20% of cases so it's possible that the true picture could be 5 times worse than this.

Particular issues facing Westbury and other rural areas in Wiltshire are: Lack of knowledge of what's available or accessible to people; concern that people will become the subject of village gossip; concern that other family members will find out; stigma and shame attached to reporting issues, particularly if the perpetrator is seen to be a "pillar of the community".

There are very few services in the Westbury area that are specifically able to deal with young people aged from 5 to 10 years old.

Mike underlined the fact that SPLITZ is a crisis intervention service but that there is no funding whatsoever from Wiltshire Council. Their current funding is from the lottery, and that runs out on 31st March.

Last year for example they had 22 children come off the child protection plan as a result of their work, which is a huge saving to the Council – approximately £500,000 in a year.

The meeting agreed that the Partnership should formally write to Wiltshire Council saying that they need to support this very important service.

The date of the next Partnership meeting is on 19th November at the Laverton in Westbury. The theme is to be Children and Young People.

WILTSHIRE COUNCIL

WESTBURY AREA BOARD

9 October 2014

COMMUNITY AREA TRANSPORT GROUP
SMALL-SCALE TRANSPORT AND HIGHWAY IMPROVEMENTS SCHEME
RECOMMENDATIONS

Purpose of the Report

To put forward for approval recommendations from the Community Area Transport Group meeting of the 19 September 2014

1. Background

1.1 Due to the complexity of assessing and selecting schemes from the many requests, and the potential time that such an agenda item would take, each Area Board was requested to set up a Community Area Transport Group (CATG) to make recommendations to the Area Board

1.2 In 2014/15 Westbury Area Board has a £16,062 discretionary budget to involve it in the assessment and selection of small-scale transport schemes and other highways matters to be progressed in its community area.

1.3 It should be noted that this allocation is for capital funding and can only be used to provide new and improved infrastructure. It is to be used for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport, and improve traffic management. It cannot be used to fund maintenance schemes; these are selected using technical surveys and inspections.

1. **2. Main Considerations £4,900: £400 for Hisomley signs, £3,500 for bus shelter; £1000 for handrail. This leaves £10,062 in the CATG budget.**

2.1 It was agreed to recommend to the Area Board to allocate £400 to fund a speed warning signs at Hisomley.

2.2 It was agreed to recommend to the Area Board to allocate £3,500 for a bus shelter on the A350 near Aldi.

2.3 It was agreed to recommend to the Area Board to allocate £1000 for replacement of the handrail near Edington parish hall.

3. Environmental Impact of the Proposals

3.1 There is no environmental impact

4. Financial Implications

4.1 The proposals above can be funded from the 2014/15 CATG budget, leaving £10,062.

5. LegalImplications

None

6. HRImplications

None

7. Equality andDiversityImplications

8. Recommendations

8.1 It is recommended that the Area Board agrees to the recommendations of the Community Area Transport Group set out in paragraphs 2.1, 2.2, 2.3.

Report Author: Community Area Manager Sally Hendry sally.hendry@wiltshire.gov.uk

**Westbury Area Board
Community Area Transport Group
Friday 19 September 2014
Minutes**

1. Attendees:

David Jenkins	Wiltshire Councillor (Chairman)
Russell Hawker	Wiltshire Councillor
Jerry Wickham	Wiltshire Councillor
Sally Hendry	Community Area Manager
Spencer Drinkwater	Principal Transport Planner
Kirsty Rose	Traffic Engineer
Francis Morland	Heywood Parish Council
PC Darren Foulger	Wiltshire Police
Carole King	BA13 Community Area Partnership
Keith Harvey	Westbury Town Council
Emily Greening	Edington Parish Council

2. **Apologies:** Alison Irving, Keith Youngs, Gordon King, Sue Ezra, Pat Whyte, Mike Swabey.

3. Agreed minutes of CATG meeting of 18 July 2014

4. **Update on highways works A350 Westbury** – update on possible disruption, SH to ask if there could be signage to say business as usual. Also request monitoring of traffic on Trowbridge Road.

5. Matters arising from the previous meeting to include progress reports on :

Issue	Detail
Parking issues at Atyeo Close Dilton Marsh	White markings to be painted to help alleviate parking issues
Requests for speed calming at Hisomley	Signage costs of £400 agreed.
Slag Lane development ref roundabout	Letter written to developers – reply awaited. Phil Tilley has been chasing. SH to do letter expressing concerns of CATG.
Eden Vale Road	Traffic Reg Orders to be advertised. KR to send letter to residents. Copy requested by RH.
Bus shelter outside Aldi on A350	£3,500 cost agreed – project to go ahead.
Tower Hill	KR has designed questionnaire which will go out via parish council. JH said matter discussed at parish council last night – Tower Hill resident to distribute the questionnaire next week. KR updated on bridge. Bridge ok – Network Rail to remove the vegetation October/November. Resurfacing works planned – some vegetation will be cut back at that time as well. JW said there were alternatives to wheelie bins – still being looked at. DF expressed concern about speeding.
Edington footpath handrail	£1000 for new handrail agreed. Handrail to be replaced through Rights of Way officer.

Replacement for brown sign on Mane Way that has been damaged by graffiti	Sign has been ordered
Indigo Lane footpath lighting	KR has met with ecology experts and said there is evidence of badgers under footpath. Means we have to stick to specific time scale – we have to avoid badger nesting season – could only work in August September October. Going to do more investigation to see if setts are active – if not we don't have to worry.

6. Update on 2013/14 CATG budget for Westbury area board

CATG budget stands at £14,962.

7. Review of scheme requests and area board transport issues raised since last CATG:

Issue	Detail
Safety of platform on Dilton Halt.	KR said some work had taken place by Network Rail to improve the halt but there had been no mention or discussions about closing the halt.
Request for change of lights sequence timing at Hawkeridge and changes to white line at junction	KR has sent information to parish council. They want to move it back to lights resting on green. KR would prefer to leave them as they are. Reason we changed it before was because of number of accidents on this stretch. Can change white line at junction – moving it back. JW asked that any decision should be backed by stats – ie less accidents since lights sequence changed three years ago. KR will send stats to parish council. AGREED: Lights sequence to stay as they are. Junction line to be moved back – costings awaited. KR to inform CATG councillors with relevant accident stats.
Parking in Brabant Way – request for DYLS	Resident had raised concerns about parking on both sides of road making access difficult for emergency vehicles. AGREED: Passed to town council ref DYL request. DF said cars blocking access should be reported to police on 101 or email – if wished this could be adopted as a police neighbourhood tasking group priority.
Request for signage in Brabant Way ref “Children Playing” and traffic calming	Resident concerned about children playing in road – KR said only signs available are for schools and playgrounds. This road is already 20mph. No action taken.
HGV signage ref Station Road bridge	KR and DJ had walked route and identified that it is very easy for lorries to miss signs on Haynes Road – thus going up Station Road and coming to the bridge which is weight restricted. KR still looking at situation – idea mooted to improve signs and make them clearer. Costings to be presented to future

	meeting.
Roundabout on Station Road/Rosefield Way	No action to be taken until signage issue above resolved.
Request for speed calming on Leigh Road between Gooselands and roundabout to Warminster Road- also request for 20mph limit in Matravers area.	Metrocount to be requested – results to be brought before a future meeting.
Request for lighting in Frogmore Lane	KR said lighting has gone in where the development is on Slag Lane. Frogmore Road by the lakes is very restricted ref placing of any lighting columns. Could ask for street lighting assessment. Agreed to take no action at present.
Concern expressed ref bus service on Slag Lane	Individual to report issue to bus company.

8. AGREED spending of £4,900: £400 for Hisomley signs, £3,500 for bus shelter; £1000 for handrail. This leaves £10,062 in the CATG budget.

9. Next meeting. Friday 21 November at 10am.

Report to	Westbury Area Board
Date of Meeting	9 October 2014
Title of Report	Area Board Grants

Purpose of Report

To ask Councillors to consider funding applications to the community area grants fund scheme and councillor led project bids:

1. Applications seeking Community Area Grant Funding (appendix 1)

- 1.1 Westbury Rugby Club is seeking £1,000 to fund new signs
- 1.2 Westbury Children's Centre is seeking £990 for a new storage shed.

Councillor led project – led by Councillor Gordon King

- 1.5 Domestic abuse awareness campaign - £300

TOTAL Funding Requests: £ 2,290

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. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2014/2015.
- 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. Westbury Area Board has been allocated a 2014/2015 budget of £31,543.19 capital funding and £5,566 revenue funding for community grants, digital literacy projects, community partnership core funding, area board operational funding and area board/councillor led initiatives.
- 1.4.** 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.
- 1.5.** 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.
- 1.6.** In addition to CAGs, councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle 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.
- 1.7.** Officers are required to provide recommendations in their funding reports (except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire Councillors on the Area Board.
- 1.8.** Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.9.** 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.

- 1.10. The 2014/2015 funding criteria and application forms are available on the council's website
<http://www.wiltshire.gov.uk/council/areboards/areboardscommunitygrantsscheme.htm>
- 1.11. 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.

<p>Background documents used in the preparation of this Report</p>	<ul style="list-style-type: none"> • Area Board Grant Guidance 2014/15 as presented for delegated decision • BA13 Community Area Plan • Westbury Joint Strategic Needs Assessment
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2014/15 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. This meeting is the second round of funding during 2014/2015:

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 Westbury Area Board. **The Westbury grants fund currently stands at £21,063 (capital) and £415 (revenue).**
- 4.2. All awards are subject to the condition that no payment will be made until all other funding has been confirmed.

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 will give local community and voluntary groups, town and parish councils 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. Community Grant Applications Summary

Ref	Applicant	Project proposal	Funding requested
8.1.0	Westbury Rugby Club	Purchase of signage for new ground	£1000

8.1.1 This application meets the grant criteria and will encourage community participation in sports and leisure.

Ref	Applicant	Project proposal	Funding requested
8.2.0	Westbury Children's Centre	Purchase of a storage shed for toys and activity equipment.	£990

8.2.1 This application meets the grant criteria and will benefit the work carried out with children and families.

Ref	Applicant	Project proposal	Funding requested
8.3.0	Area board led proposal (Councillor Gordon King)	Fund domestic abuse awareness campaign	£300

8.3.0 Application attached

9.Recommendations

9.1 It is recommended that the Area Board decides whether to allocate funding to these five applications. Approval of all three would leave a grants fund balance of £115 (revenue) and £19,163 (capital).

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Grant Applications for Westbury on 09/10/2014

ID	Grant Type	Project Title	Applicant	Amount Required
874	Community Area Grant	Westbury Rugby Club Signage	Westbury Rugby Club	£1000.00
945	Community Area Grant	Quality shed to store resources	White Horse and Happy Feet Children's Centres	£990.00

ID	Grant Type	Project Title	Applicant	Amount Required
874	Community Area Grant	Westbury Rugby Club Signage	Westbury Rugby Club	£1000.00

Submitted: 15/07/2014 16:11:20

ID: 874

Current Status: Application Appraisal

To be considered at this meeting:

09/10/2014 Westbury

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

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

5. Project title?

Westbury Rugby Club Signage

6. Project summary:

Westbury Rugby Club has in recent years relocated its ground. Its new location is not easy to find off of the A350. This often delays and confuses visiting teams both senior and junior.

7. Which Area Board are you applying to?

Westbury

Electoral Division

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

BA13 3QN

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

Children & Young People
2012 Olympic Legacy
Health, lifestyle and wellbeing
Inclusion, diversity and community spirit
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2014

Total Income:

£53645.77

Total Expenditure:

£55429.70

Surplus/Deficit for the year:

£1783.93

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

We do not have any real reserves to speak of. Any such reserves that we may have are used to provide the day to day running of the club. I apologise for the lack of detail with regard to the financial submissions, but is simply not possible to provide an itemised list.

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

10b. Project Finance:

Total Project cost £1000.00

Total required from Area Board £1000.00

Expenditure	£	Income	Tick if income
(Itemised		(Itemised	confirmed
			£

expenditure)		income)		
Appropriate Signage	1000.00	Reserves	yes	0.00
Total	£1000			£0

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

No

12. If so, which Area Boards?

Westbury

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

Westbury Rugby Club is expanding, attracting more and more players of all ages each year. It supports two adult male and a female senior side, as well numerous youth sides. The club reaches out to the community through coaching at schools and offering a fun and safe environment for young and older people to enjoy sport, socialise and keep fit. The rugby club has been in existence now for over 30 years and the move from rented land at Leighton Sports Centre to its own ground some 3 or 4 years ago shows its ambition to be at the heart of the Westbury community.

14. How will you monitor this?

This will be monitored by the Westbury Rugby Club Committee who have responsibility to ensure that numbers grow

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

N/A

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

N/A

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

945	Community Area Grant	Quality shed to store resources	White Horse and Happy Feet Children\'s Centres	£990.00
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Submitted: 23/09/2014 22:10:28

ID: 945

Current Status: Application Appraisal

To be considered at this meeting:

09/10/2014 Westbury

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

4. If yes, please state why this project cannot be funded from the Parish Precept**5. Project title?**

Quality shed to store resources

6. Project summary:

We have previously delivered a Stay and Play session at the Youth Centre in Westbury. The building is about to be closed and we need a shed to store the resources in. We have had a small shed in the past, but items have gone mouldy, so need a shed that is of a better quality. The resources will be made available for parent and toddler groups to borrow for a three month period, so need to be able to store the resources in an organised fashion, keeping the resources in good condition.

7. Which Area Board are you applying to?

Westbury

Electoral Division

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

BA13 3NY

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

Children & Young People

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost		£990.00		
Total required from Area Board		£990.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed £
Cost of summerhouse/shed	990.00			

Area Board Project	
1. What is the Initiative?	
	A domestic abuse awareness campaign to be launched in the Westbury area in November – coinciding with Domestic Abuse Awareness Week.
2. Where is the initiative taking place?	
	In and around Westbury
3. When will the initiative take place?	
	In November
4. What are the Community benefits/evidence of need/links to Community Plan/Community Issue?	
	The incidence of domestic abuse in the Westbury community area is the fourth highest in Wiltshire (JSNA 2014) and the need to address this is an agreed area board priority which has now been incorporated into the community plan. The area board has assembled a small working group led by Councillor Gordon King and including health representatives, police and community safety officers. One of the outcomes was the decision to launch an awareness campaign.
5. What is the desired outcome of this initiative?	
	To raise awareness of this important issue and to make people aware of where to get help and advice.
6. Who will Project Manage this initiative?	
	The working group (see above) and the CAM.
7. Costs/quotes/ match funding?	
	£300 will fund white ribbons and publicity materials plus costs of postage and posters.
8. Additional information	
	Tackling domestic abuse is a JSA priority identified by the area board. This project is just one of a multi stranded approach we are taking to domestic abuse awareness.

