

AGENDA

Meeting: CALNE AREA BOARD
Place: Calne Library, The Strand, Calne, SN11 0JU
Date: Tuesday 4 October 2016
Time: 6.30 pm

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

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

Refreshments and networking opportunity from 6:00pm .

Please direct any enquiries on this Agenda to Kieran Elliott (Senior Democratic Services Officer) Tel: 01225 718504, Email: kieran.elliott@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 Christine Crisp, Calne Rural (**Chairman**)
Cllr Alan Hill, Calne South and Cherhill (**Vice Chairman**)
Cllr Howard Marshall, Calne Central
Cllr Tony Trotman, Calne Chilvester and Abberd
Cllr Glenis Ansell, Calne North

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	Time
<p>1 Apologies for Absence</p>	6.30pm
<p>2 Minutes (<i>Pages 1 - 16</i>)</p> <p>To approve and sign as a correct record the minutes of the meetings held on 31 May and 30 August 2016.</p>	
<p>3 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>4 Chairman's Announcements (<i>Pages 17 - 24</i>)</p> <p>To receive announcements through the Chair including:</p> <ul style="list-style-type: none"> a. Wiltshire Online Programme b. Mental Health Awareness c. Council Budget Events d. Licensed Trade Event 	
<p>5 Partner Updates</p> <p>To receive written or verbal updates from the partners listed below:</p> <ul style="list-style-type: none"> a. Wiltshire Clinical Commissioning Group – To receive a presentation on proposed changes to Chippenham Minor Injury Unit. b. Dorset and Wiltshire Fire and Rescue Service c. Town and Parish Councils. d. Wiltshire Police 	6.35pm
<p>6 South West Ambulance Service NHS Foundation Trust</p> <p>To receive a presentation and discussion on defibrillator use and locations.</p>	6.55pm
<p>7 Community Policing Model</p> <p>To receive a presentation from Inspector Hobman on the new community policing model.</p>	7.25pm
<p>8 Our Community Matters (<i>Pages 25 - 48</i>)</p> <p>Councillors and the Community Engagement Manager will provide an update on community issues and progress on area board working groups. This will include:</p> <ul style="list-style-type: none"> a. Community Engagement Manager Update - To receive a presentation from the CEM on items including reviewing the 'Big Pledge'. 	7.45pm

- b. Community Area Transport Group
- c. Calne Health and Wellbeing Programme - A written update is attached.
- d. Calne Section 106 group. A written update on revised terms of reference is attached.
- e. Air quality working group - a verbal update will be received. The 2016/17 Action Plan was approved at the meeting on 30 August 2016.
- f. Older Peoples/Carers Champion – A report and proposal is attached to note the discussions and actions recorded in the last group meeting notes and to consider a proposed application and scoring scheme that will enable the group to make recommendations for area board funding.
- g. Dementia Friends Working Group - A report to the Board including a recommendation that the area board notes the discussions and actions outlined in the meeting notes and considers a proposal to become a full member of the Calne Dementia Action Alliance

9 **Local Youth Network Update and Grants**_(Pages 49 - 64) **8.15pm**

10 **Area Board Grant Funding** (Pages 65 - 80) **8.25pm**

To note one application was approved under delegated authority since the last meeting.

And to determine the following application:

Applicant: Calne Fitness and Friendship Club	
Project Title: To pump prime a new club promoting health and wellbeing.	£1,038

11 **Open Forum Discussion** **8.45pm**

Members of the public are invited to raise topics for open discussion.

12 **Community Engagement Manager Delegation** (Pages 81 - 82) **8.55pm**

To consider updates to the delegated authority granted to the Community Engagement Manager.

13 **Urgent items** **9.00pm**

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

MINUTES

Meeting: CALNE AREA BOARD
Place: Pavilion Hall, Beversbrook Sports Facility, Beversbrook Rd, Calne
SN11 9FL
Date: 31 May 2016
Start Time: 18:30
Finish Time: 20:44

Please direct any enquiries on these minutes to:

Natalie Heritage (Democratic Services Officer), on 01255 718062 or
natalie.heritage@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Christine Crisp (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Howard Marshall
and Cllr Glenis Ansell

Wiltshire Council Officers

Helen Bradley (Local Youth Facilitator), Natalie Heritage (Democratic Services Officer)
and Jane Vaughan (Community Engagement Manager)

Town and Parish Councillors

Calne Town Council – Mercy Baggs*
Calne Without Parish Council – Richard Aylen*, Tom Rounds*
Cherhill Parish Council – David Evans*
Compton Basset Parish Council – Peter Alberry*

* = nominated representative

Partners

Wiltshire Police – Sgt Ronnie Lungu
Healthy Active Calne Community Area (HACCA) – Olga Tuffery

Total in attendance: 30

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Election of a Chairman</u></p> <p>Cllr Crisp was re-elected Chairman for the forthcoming municipal year.</p>
2	<p><u>Election of a Vice-Chairman</u></p> <p>Cllr Hill was re-elected as Vice-Chairman for the forthcoming municipal year.</p>
3	<p><u>Chairman's Welcome and Introductions</u></p> <p>Those present were welcomed to the meeting by the Chairman.</p>
4	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllr Trotman and Cllr Mel Wilkins (Hilmarton Parish Council).</p>
5	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 5 April were presented.</p> <p>Resolved: To approve and sign as a correct record the minutes of the meeting held on 5 April 2016.</p>
6	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
7	<p><u>Appointments to Outside Bodies</u></p> <p>The point was raised that Simon Tomlinson would replace David Evans as the Cherhill representative on the Calne CATG and that this amendment should be made to Appendix B.</p> <p>It was also highlighted that the 'Calne CATG' listed under Appendix B should include the representation of Mrs Anne Henshaw from 'Calne Area Transport'.</p> <p>Resolved:</p> <p>Subject to the amendment to the Calne CATG working group of Simon Tomlinson replacing David Evans and the inclusion of Mrs Anne Henshaw - Calne Area Transport as a part of the Calne CATG, listed in Appendix B – Appointments to Working Groups, to make appointments to outside bodies and working groups, as detailed in the agenda pack.</p>
8	<p><u>Chairman's Announcements</u></p>

9

The Chairman drew attention to the written announcements provided with the agenda.

In terms of the petition on the Calne Library consultation that had been received at 5 April Area Board, the Chairman provided an update that the organiser of the petition, Melissa Loveday, had been provided with a formal letter of acknowledgement for her petition and also that the petition itself had been noted both by the Cabinet member and Full Council. The Chairman stated that any further questions or issues arising on the matter should be sent directly to Joan Davis, Head of Libraries, Heritage and Arts.

Partner Updates

The Chairman drew attention to the written updates provided with the agenda.

The Chairman informed the meeting that Goatacre Cricket Club, who had received a grant from the Area Board in 2015 towards providing a new scoreboard and shower facilities, had been in contact to thank the Area Board for the grant award and to update that their project had been running smoothly.

In response to questions, Sgt Lungu confirmed that as the Corsham and Calne police forces had now become combined, there were now 10 officers working as a part of this team; which was an increase in 4 officers for the Calne community area, in comparison with the number of officers that had previously been allocated to Calne. It was stressed that officers had been assigned to the areas that had showed the most need.

Sgt Lungu informed the meeting that the police force's recording systems were now more advanced than the system that had previously been in place and therefore, although statistics had stated that there had been an increase in crime, it was felt that this increase was due to the improvement in the recording facilities of the police.

It was highlighted that the way in which policing was organised would be changing; indeed, there would be a more community approach, as opposed to a neighbourhood approach. Furthermore, those present were informed that the Police and Crime Commissioner had applauded Calne's police force for the valuable and positive relationships that officers had been able to build with the community.

Cllr Aylen, Calne Without, detailed that in terms of the housing consultations that had taken place in both Calne Town and Derry Hill, the turnout had been very good. He encouraged those present to participate in the consultations on possible development sites for the Chippenham DPD.

Cllr Hill then provided an explanation to the meeting on the 'Neighbourhood Plan' and relayed that such a document would seek to provide protection against unwarranted development in the wrong location. He stressed that the

Neighbourhood Plan was a document that allowed the community to have the opportunity to note where they would prefer development to take place. It was noted that once a Neighbourhood Plan was finalised, it would become secondary planning legislation. Cllr Hill stated that, occasionally, developers may be able to offer benefits to the community, in exchange for the community agreeing to planning permission on a proposed development site. Those present were encouraged to visit the Council's website and fill in the survey attached to the Neighbourhood Plan.

Cllr Evans, Cherhill Parish Council, detailed that there were a couple of upcoming events, which included a countryside access meeting and an emergency planning meeting; for which several people had been invited to present and discuss pertinent issues.

On behalf of Bremhill Parish Council, Cllr Crisp relayed that the latest plans for the Chippenham DPD sites that affected Bremhill had changed. She encouraged those present to attend the Chippenham DPD consultation for Calne, Corsham and Chippenham Area Boards, to be held on 7 June at 6:30pm in Chippenham. It was noted that an update on this meeting would be provided at the next Calne Area Board.

Cllr Alberry, Compton Basset Parish Council, explained that the Parish Council had applied to the transparency fund; in order to help secure funding for super-fast broadband to the area. He encouraged other Parish Councils to apply to the scheme too, should they be having difficulty in securing a super-fast broadband connection in their area.

Cllr Baggs, Calne Town Council, noted that the next Town Council meeting would be held on 20 June and she encouraged those present to attend.

Olga Tuffery, Healthy Active Calne Community Area (HACCA), provided an update on the HACCA's workshop which was held during 5 April Area Board. Ms Tuffery outlined that participants had identified health as the main priority for the HACCA to focus on in 2016/17 and Ms Tuffery stated that she felt that the HACCA could work well in this area. She also noted that Bentley Model Railway Group had expressed an interest in helping to improve skills in the Calne community area, and that this relationship would be explored. Ms Tuffery stated that the HACCA had reviewed its 'Terms of Reference' and that the main objective of the group was 'To reduce the impact of poverty upon the life chances of local people through improving: Skills, Health, Housing and Environment, Access to Information'.

10

Tesco Bags of Help Programme

Caroline McKenna was in attendance and presented on the programme and detailed how interested parties could apply for funding. She explained that the money that had been raised from the 5p charge on Tesco carrier bags would be used to pay for creating green spaces, as a part of community projects, across

	<p>England, Scotland and Wales. She highlighted that £30,000 was available per region, per round and that applications were accepted from a range of organisations. The meeting was informed that £8,000, £10,000 and £12,000 were available for successful applicants.</p> <p>Miss McKenna stressed that capital projects were the types of projects that could be supported and that proposed projects must provide a community benefit, whilst not charging for access. She relayed that the types of projects that had recently been supported were; community gardens, a bio-dome and a coastal path. It was detailed that there was also a nomination process; whereby individuals could nominate a particular piece of land that they felt could benefit from the scheme.</p> <p>It was confirmed that 3 applications would be shortlisted and then Tesco customers would have the opportunity to vote for which of the 3 applications should receive the apportioned £8,000, £10,000 or £12,000. Miss McKenna stressed that the current round for applications was due to close, however, there would be a further 2 years' worth of funding, with 2 rounds of applications per year.</p> <p>The Chairman thanked Miss McKenna for her presentation and signalled that she would pass on her details to any interested parties.</p>
11	<p><u>Local Youth Network (LYN)</u></p> <p>Helen Bradley, Community Youth Officer, was in attendance and provided an update on the Local Youth Network (LYN).</p> <p>Ms Bradley introduced the procurement request from Splash Summer Multi-sports for £321; in order to provide summer activities, which would help to introduce young people to different sports, games and activities. She outlined that a range of sports activities would be provided throughout the day and from this point, young people would then be sign-posted to different arenas that could provide these activities on a long-term basis.</p> <p>In response to questions it was confirmed that, if approved by the Members, the funding of £321 would be provided from the LYN allocated budget.</p> <p>Resolved: To grant the procurement request to Splash Summer Multi-Sports for £321 to provide summer activities for young people.</p>
12	<p><u>The 'Big Pledge'</u></p> <p>Jane Vaughan, Community Engagement Manager, was in attendance and presented on this year's 'Big Pledge – the Road to Rio'. Ms Vaughan outlined that the initiative was designed for both those who liked and disliked sport; as the idea was to help ensure that everyone in the community could be</p>

encouraged to get involved in having fun through being active. Ms Vaughan noted that walking, running, cycling and skating were examples of the types of sport that individuals could become involved with as part of the scheme.

Those present were informed that they could register on the Council's website and that individuals would also have the opportunity to track their progress on the website. Ms Vaughan stated that one could sign-up either as an individual or as part of a team and that the HACCA had created a team called 'TeamCalne'; for which anyone was very welcome to join. The competition would commence on 4 June 2016.

13

Our Community Matters

Jane Vaughan, Community Engagement Manager, presented a review of the Calne Area Board during 2015/16 and asked the area board to consider its priorities for the Calne community area for 2016/17. She outlined that there had been 7 Area Board meetings since the last election of a Chairman and that the average attendance was 45; which was rated as good. It was highlighted that in April 2015 a workshop on Older People had been held and that this had indirectly led to the creation of Older Person's Carer and Champion posts. There had also been an Emergency Planning workshop, which had been very well attended by all the local parish councils. This workshop had promoted the review of local emergency plans, as well as better links with Wiltshire Council Officers in the event of an emergency situation.

It was explained that there had been a total of £30,760 Community Area grants awarded, which in turn had attracted an additional £110,125 of funding to local projects and that 27 young people had been awarded positive tickets. Ms Vaughan relayed that Wiltshire Police had recognised Calne's positive ticket scheme as a huge success and the initiative was being explored for other areas too.

The meeting was informed that 'Beat the Street', 'Billy the Melon and the Magna Carta' and 'Clean for the Queen' had all been hugely successful events and had involved a wide range of individuals.

It was noted that the Calne Bowl Project had been able to open the new Calne Bowl, after many years of extensive work. It was relayed that this group had won an award from Britain in Bloom for their Salad Bowl project.

Cllr Crisp provided an update on the Highways Working Group (CATG) and explained that several traffic calming measures had been successfully implemented and others were still on-going. She also stated that the road safety scheme had been implemented and that the Springfield crossing and bus stop had now been completed too. Cllr Crisp detailed that the CATG had hoped to achieve more in 2015/16; however, the group was confident that the new highways contractor would be able to catch-up with any work that was running behind schedule. Cllr Crisp signalled that the priorities for 2016 concerned the

feasibility study around the White Hart roundabout and the safety concerns of Anchor Road, however, she stressed that priorities could be subject to change, as new issues came through to the CATG.

Following Cllr Crisp's update, the minutes of the February CATG meeting were presented. The minutes of the April CATG meeting were then presented and the recommendations were considered by the Area Board Cllrs.

The meeting's attention was then drawn to the Local Highways Investment Fund document, included with the agenda, which detailed the areas that officers had prioritised for work on the highways.

Cllr Hill was then invited to provide an update on the Health and Wellbeing Programme and highlighted that the toucan crossing at the Beversbrook Sports Facility had been completed and also that the new all-weather pitch had been installed at Beversbrook. All in all, he noted that the Beversbrook project was faring well.

In terms of the leisure centre, Cllr Hill explained that work was on-going to move the Leisure Centre back into the ownership of Wiltshire Council and he stressed that the current staff at the Centre would continue to work at the Centre once it was returned to the ownership of Wiltshire Council. He highlighted that following this transfer; work would begin on planning the refurbishment of the centre. Indeed, Cllr Hill stated that, while this was a slow moving process, it was important to get it right and he assured those present that £5.5 million of funding for the project was available.

In response to questions it was confirmed that the pilot phase of the Open+ system, proposed for the Calne Library, would be managed by professional officers and that these officers would ensure that information would be reported back to the Calne Area Board. Cllr Hill noted that he would provide a confirmation of how the Open+ pilot scheme review would be undertaken by professional officers at the next Calne Area Board. Those present were further informed that it was expected that the Calne Community Hub would move into the Calne Library from 15 August 2016.

Cllr Trotman had sent his apologies for the meeting and therefore an update on the Sandpit Road (Section 106) working group was not provided at the meeting.

Cllr Ansell provided an update on the Air Quality working group (AQWG) and informed the meeting that the group's tree planting scheme had been deemed to have been successful and that there were 2 phases of the initiative left to be undertaken. Cllr Ansell informed those present that she was seeking to ensure that there was a county-wide AQWG forum and that the group had been instrumental in over-turning several larger planning applications; as a result of their objective to reduce the amount of traffic and pollution within the town.

It was highlighted that there was a nitrogen dioxide monitor in a secret location

along the A4 road; which recorded the levels of the gas and then posted the information on the website. Indeed, it was stated that the group was seeking to ensure that more people took advantage of alternative forms of transport and that there were alternative routes for HGVs, as opposed to the A4 route.

In response to questions, Cllr Ansell confirmed that the location of the nitrogen dioxide monitor was in the best location that the group could find, after a range of locations had been explored. She informed the meeting that a pump was used to sample the air from the A4 road to the monitor, as this was deemed the most effective manner in which to measure the air quality of the A4 road. Cllr Ansell signalled her appreciation for the work that the Calne Labour Party had undertaken on air quality, which had echoed some of the work already being done by the Air Quality Working Group.

Cllr Crisp provided an update on the Dementia Friends Working Group and outlined that the group had become the first dementia action alliance in Wiltshire and that the first Wiltshire dementia conference had been held in Calne Town Hall. Those present were informed that a 'Dementia Duck' had been entered in the Calne Duck Race and that a stall manned by the group at the same event, had promoted dementia awareness week accordingly. Cllr Crisp further detailed that the dementia action alliance had held its launch event during Dementia Awareness week. 15 new dementia friends had been made at this public friends' session, 3 of which were young people; who had signalled that they would attempt to create a dementia awareness group of their own, to help promote dementia awareness to young people. The meeting was informed that a total of 35 new dementia friends were made during dementia awareness week and there were now a total of 331 dementia friends within the Calne community area.

Diane Gooch was then congratulated and applauded as an inspiration for encouraging people to become dementia friends and Cllr Crisp noted that the working group were proud of what they had achieved and for Diane's help in this process.

Cllr Crisp also provided an update on the Older People's Champion and detailed that Diane Gooch and David Evans had been appointed as the Calne Area Board's Older People's/Carers Champions. It was explained that these 2 individuals would act as the Champions of older people and their carers for the programme and would feed into the Calne health and social forum; which would act as the Calne community area's Health and Wellbeing group. This group would then provide feedback on the group's progress to future Area Board meetings.

David Evans was invited to speak and relayed that he was seeking to recruit local volunteers to the scheme and encouraged those present to come forward, should they be interested.

Diane Gooch outlined that she was appreciative that both older people and their carers had been included within the Champion's remit and reminded the

meeting of the benefit that could come from the input from carers themselves. Several Members reiterated Diane's sentiments.

In conclusion, the Chairman highlighted that the priorities of the Calne Area Board for 2016/17 were to ensure that poverty and obesity were reduced and that more visitors were attracted to the Calne community area; through its positive reputation.

The point was raised that employment opportunities had improved for young people in the area in 2015/16 and that it could be beneficial for the Area Board to consider how to support young people who were struggling to find employment through the development of their skills for 2016/17. It was decided that this should be further discussed at the next Area Board Co-ordinating group (ABC) and be reported back to the next Area Board.

Having been put to the meeting, it was

Resolved:

- i. To note the minutes of the February CATG meeting**
- ii. To note the minutes and resolutions of the April CATG meeting**
- iii. To ratify the appointment of Diane Gooch and David Evans as the Calne Area Board Older People's Champion and Carer respectively**
- iv. To discuss the details of the Calne Area Board's 2016/17 priorities at the ABC meeting on 5 July 2016**

14

Area Board Funding

Jane Vaughan, Community Engagement Manager, introduced the following 3 applications.

The first application had been received from Calne Town Football Club for £5000 towards floodlights and ground improvements. It was noted that there had been extensive vandalism to the football club and that, should the application be approved, some of the money would be used to improve security. It was explained that, although it was desirable for Town/Parish Councils to make a contribution to such projects, as the applicant had been able to draw down a great deal of funding from elsewhere, the lack of a contribution from Calne Town Council towards this application could be overlooked.

The second application had been received from Calne Tennis Club for £1233.31 towards a community hut. Again, it was relayed that the Town Council might normally be expected to make a contribution; however as the club had also drawn down substantial outside funding the board may wish to overlook this lack of contribution.

Sarah Brown, Chairman of the Tennis Club, outlined that the Club desired to build a hut to help with storage facilities, to be able to provide alternative youth activities during poor weather at summer camps and for the Club's match teas. It

was highlighted that there would be electricity to the hut, but that the hut would be of a very basic nature; as the Club would still rely on the facilities at Beversbrook Sports Facility.

The third application had been received from Calne Camera Club for £700 towards a projector. Mrs Lane, Calne Camera Club, explained that the Club was comprised of 43 members and encompassed a wide range of ages. She detailed that the Club's current projector had been well used for over 11 years; however, there was now a need to replace it, as it was not operating at its optimum ability. The meeting was informed that the Club had no reserves to pay for the projector. Cllr Ansell remarked upon the value added to the Calne Arts festival each year, as a result of the input of the Club.

The Area Board was also asked to note that £90 had been allocated under authority delegated to the Calne Community Engagement Manager, Jane Vaughan, to ensure for the provision of 2 'Dementia Friendly Calne' banners, which helped to promote dementia awareness week.

Resolved:

- i. To award £5000 to Calne Town Football Club for floodlights and ground improvements**
- ii. To award £1233.31 to Calne Tennis Club for a community hut**
- iii. To award £700 to Calne Camera Club for a projector**
- iv. To note that under delegated authority and in consultation with the Chairman and Vice-Chairman, the Calne Community Engagement Manager had allocated £90 to provide 2 'Dementia Friendly Calne' banners, which helped to promote Dementia Awareness Week, which took place during 15-21 May 2016**

15

Urgent items

There were no urgent items.

16

Close

The next meeting was confirmed as 2 August at 6:30pm.



Healthy Active Calne Community Area (HACCA) –

Proposed Terms of Reference ... these will be reviewed by the group annually.

Prepared for the group by: Olga Tuffery - Chair of the HACCA, Fiona Cameron - local volunteer and Jane Vaughan - Community Engagement Manager, Wiltshire Council.

OBJECTIVE:

To reduce the impact of poverty upon the life chances of local people through improving:

**Skills
Health
Housing and Environment
Access to Information**

The Group:

Chair: Dr Olga Tuffery

Secretary: currently vacant

Treasurer: currently vacant

Other members:

- Fiona Campbell – local volunteer
- Georgina Knappe – Calne Children's Centre
- Patrick Donlan – local volunteer
- Anne Hayward – local volunteer
- Bradley, Helen – Community Youth Officer (Wiltshire Council)
- Catherine Maxwell – Anybody Can Cook
- Debbie Dunsford – local volunteer
- Marie Wykes – local volunteer (Launch to Learning)
- Sarah Mills - Health Trainer (Wiltshire Council)
- Sarah Hopkins – Anybody Can Cook
- Wendy Crunden – local volunteer

In addition the Project group may choose to co-opt others onto the group on a permanent or temporary basis in order to further the aims and objectives.

Linking to the Area Board:

The Chair or their representative will report back to each Area Board.

The Action Plan and Reporting:

The group shall present an action plan and a regular progress report to the Area Board.

Dissolution

The HACCA will continue to meet until all objectives are met or members of the group agree that the HACCA is no longer viable, at which point it will be dissolved.

(The Terms of Reference for this project, as set out above, were agreed at the HACCA group meeting held on 26th May 2016 and were noted by the Calne Area Board on 31st May 2016).

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MINUTES

Meeting: CALNE AREA BOARD
Place: Calne Community Hub, Calne Library, Calne, SN11 0JU
Date: 30 August 2016
Start Time: 5.30 pm
Finish Time: 6.10 pm

Please direct any enquiries on these minutes to:

Kieran Elliott (Senior Democratic Services Officer), kieran.elliott@wiltshire.gov.uk
01225 718504

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

In Attendance:

Wiltshire Councillors

Cllr Christine Crisp (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Howard Marshall,
Cllr Tony Trotman and Cllr Glenis Ansell

Total in attendance: 12

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
16	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed those present to the meeting.</p>
17	<p><u>Apologies for Absence</u></p> <p>No councillor apologies were received.</p>
18	<p><u>Declarations of Interest</u></p> <p>Councillor Alan Hill declared a non-pecuniary interest in the grant application for the Calne Alpha Synchronised Swimming Club by virtue of his granddaughter attending the club. He declared he would not vote on the application.</p> <p>Councillor Tony Trotman declared a non-pecuniary interest in the grant application for the Calne Heritage Centre by virtue of being a Chairman of the Heritage Centre Trust. He declared he would not vote on the application.</p>
19	<p><u>Local Youth Network</u></p> <p>A report was received from Helen Bradley, Local Youth Facilitator, ratification of an officer decision taken under delegated powers in relation to a grant of £1976 to Calne Wordfest.</p> <p>Following discussion, it was,</p> <p><u>Resolved:</u></p> <p>To note the decision taken under delegated authority to award £1976 to Calne Wordfest.</p>
20	<p><u>Area Board Funding</u></p> <p>Consideration was given to three applications made to the Community Area Grants Scheme as detailed in the agenda papers.</p> <p>Following discussion decisions were made as follows:</p> <p><u>Decision</u></p> <p>£5000 was awarded to the Derry Hill and Studley Village Hall Trust for an extension of the Lansdowne Hall New Meeting Room.</p> <p>£997.50 was awarded to the Calne Alpha Synchronised Swimming Club for tablets and other materials for training and recording, conditional upon the applicant liaising with the Local Youth Facilitator to confirm safeguarding arrangements relating to filming and internet usage</p>

21	<p>£1630 was awarded to the Calne Heritage centre for new permanent exhibition panels.</p> <p><u>Reason</u> The applications meet the latest grants criteria.</p> <p><u>Air Quality Working Group</u></p> <p>The Area Board considered the revised Air Quality Action Plan as detailed in the agenda papers. Following discussion, it was,</p> <p><u>Resolved:</u></p> <p>1) To note the progress made during 2015/16 2) To adopt the document and refer to it with regards Air Quality priorities.</p>
22	<p><u>Community Area Transport Group (CATG)</u></p> <p>The Area Board considered the notes of the latest meeting of the CATG on 7 July 2016. In particular they considered the recommendation to approve additional funding of £4967.57 for the Cherhill Village 20mph scheme as a result of an increase in costs to the scheme.</p> <p><u>Resolved:</u></p> <p>To approve the recommendations of the CATG.</p>
23	<p><u>Urgent Items</u></p> <p>There were no urgent items.</p>

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Chairman's Announcements

Subject:	Wiltshire Online Programme – Extension of the Basic Broadband Commitment Scheme
Weblink:	http://www.wiltshireonline.org

What is the Basic Broadband Commitment scheme?

This scheme has been designed to provide support to the homes and businesses that are unable to receive broadband speeds in excess of 2 megabits per second (Mbps) and who will not be benefitting from the superfast broadband rollout. The scheme was previously referred to as the Universal Service Commitment (USC).

Who is eligible for the scheme?

Residents who are unable to receive a service of more than 2Mbps and who are not benefitting from the Wiltshire Online superfast broadband rollout programme are eligible to apply to the scheme.

Why is there a subsidy available?

The subsidy is to provide support for premises which do not have access to broadband speeds of more than 2Mbps at an affordable price; 2Mbps is the minimum speed required to undertake routine activities over the internet. The basic requirement is that premises should not have to pay more than £400 over a 12 month period to access a basic broadband service; this cost represents the monthly charges, installation, hardware and activation costs. The subsidy scheme helps make basic broadband affordable by contributing towards the cost of the equipment and installation.

How does the scheme work?

Eligible residents are provided with a subsidy code which allows residents to gain access to a subsidised broadband connection, with all of the capital costs and at least part of the installation cost paid for. Residents are able to choose from a number of retail service providers and from a variety of packages to suit their budget and needs.

How has the scheme altered?

The scheme was originally launched in December 2015 in line with our contractual commitment to provide a basic broadband service via a satellite solution. However, Wiltshire Council has been working closely with BDUK since the launch of the scheme and we are pleased to advise that it has now been extended to include alternative technologies. For a list of current suppliers operating in Wiltshire please see Annexe 1.

Opening up the scheme to alternative technologies should see Wiltshire's residents being able to access a wider range of suppliers.

Does the scheme work the same for wireless technologies as with satellite providers?

Yes, the subsidy code can be used in exactly the same way with a wireless provider; the subsidy is used to fund the installation and equipment costs the same as with a satellite solution.

The one difference with the wireless technology is that it can be designed to serve multiple premises and could lend itself to a community based solution.

Chairman's Announcements

How do residents apply for the scheme?

Information about the scheme, including a list of participating providers and an online application form, can be found on the Basic Broadband Commitment pages on the Wiltshire Online website: www.wiltshireonline.org

Who do I contact if I have any queries about the scheme?

The Wiltshire Online website (www.wiltshireonline.org) is intended to be the first port of call for information. However, for specific queries, there is a dedicated email address which is broadband@wiltshire.gov.uk

Annexe 1

The following is a list of providers who are currently participating in the Basic Broadband Commitment scheme in Wiltshire:

Wireless Providers:

Wessex Internet - <https://www.wessexinternet.com/>

Satellite Providers:

Avonline - www.avonlinebroadband.com/

Bentley Walker - <http://toowayinfo.bentleywalker.com/bduk/>

Broadband Wherever - www.broadbandwherever.net/home

Corsat - www.corsat.co.uk/bduk/

Digiweb - www.digiweb.com/satellite/

Europasat - www.europasat.com/

ibub Communications - <http://www.ibub.co.uk/satellitescheme/>

Not Spot Broadband - <http://notspotbroadband.com/grant-schemes/>

Prime Satellite Broadband - <http://www.primesatellitebroadband.com/>

Primetech - www.primetech-bduk.co.uk

Rural Broadband - www.ruralbroadband.co.uk/

Satellite Internet - www.satelliteinternet.co.uk/

Chairman's Announcements

Subject:	Mental Health Awareness Raising
Officer Contact Details:	Karen Spence (Public Health Specialist) karen.spence@wiltshire.gov.uk



The Public Health team at Wiltshire Council have developed some tools to help raise awareness of mental health both in the workplace and in communities.

We are able to offer (to Area Boards and other community groups) a session which is ideally about 90 minutes long (but can be tailored to provide a session of about 50 minutes if timings do not allow the full package to be delivered).

The session takes inspiration in its approach and ethos from the extremely successful Alzheimers' Society 'Dementia Friends' programme and is designed to deliver community awareness raising, increase understanding and reduce stigma and discrimination.

The session itself is interactive and suitable for both professionals and members of the public. It involves some group activities and video clips as well as information about mental health and how to keep yourself well. It focusses strongly on how to improve and maintain wellbeing and mental health and uses tools like the Five Ways to Wellbeing <http://www.neweconomics.org/projects/entry/five-ways-to-well-being>

Sessions held to date (including Health and Wellbeing Board, Health Select Committee and Westbury Area Board) have been extremely well received and have generated some healthy debate about promoting mental and emotional wellbeing.

The Public Health team is now in the process of rolling this session out more widely to include:

- Training key members of staff to deliver the sessions (e.g. Health Trainers, volunteers)
- Delivering the session within Wiltshire Council for staff members
- Publicising the sessions for wider dissemination
- Engaging with local voluntary and community sector organisations such as Mind to explore the option of offering the opportunity for their staff/volunteers to receive training and deliver the session
- Producing a toolkit to run alongside the training (or to stand alone) which will be available from September 2016.

Chairman's Announcements

For further information about the awareness raising package, please contact karen.spence@wiltshire.gov.uk or telephone 01225 713094

Some local and national links to sources of help:

National

SANE Helpline http://www.sane.org.uk/what_we_do/support/helpline

Rethink <https://www.rethink.org/about-us/our-mental-health-advice/crisis-contacts>

Time to Change <http://www.time-to-change.org.uk/mental-health-and-stigma/help-and-support>

Depression UK http://www.depressionuk.org/national_links.shtml

Samaritans: telephone 116 123 or email jo@samaritans.org

Local

Your own GP (who can refer on to mental health providers where mental ill health requires treatment)

Wiltshire IAPT – wide variety of group and 1:1 sessions
<https://iapt-wilts.awp.nhs.uk/all-courses/browse-wiltshire-courses/>

Wiltshire MIND – counselling and group sessions plus other services
<http://www.wiltshiremind.co.uk/>

Wiltshire Health Trainers
<http://www.wiltshire.gov.uk/healthandsocialcare/publichealthwilts/healthtrainers.htm>

Other community based services

Revival (rape and sexual abuse support)

Soundwell (music therapy)

Richmond Fellowship (employment/vocational support)

Advocacy services

WSUN Service user engagement and support <http://wsun.co.uk/>

Helping Wiltshire Council meet the challenges ahead

Invitation to voice your views at interactive public meetings

Wiltshire Council is hosting a series of interactive meetings to discuss the challenges ahead.

The council currently spends £900 million each year on more than 350 services. The changing demographics, the continuing reduction in funding from central government and changes to the way future government funding might be provided mean further savings need to be found.

Working with local communities helping them to do more for themselves is one solution and we welcome your ideas on what more we can do together.

Our priorities continue to be supporting those who are most vulnerable in our communities, as well as taking action to boost the local economy, safeguard and create jobs and to build even stronger communities.

The council's cabinet members will be attending the meetings and look forward to hearing your views and suggestions.

We hope you are able to attend one of the meetings below and it would be helpful if you could please confirm your attendance by emailing:
events@wiltshire.gov.uk

Meeting schedule

Date	Location	Venue	Time	
26 September	Chippenham	Monkton Park	5.30pm	Refreshments available
27 September	Devizes	Corn Exchange	5.30pm	Refreshments available
28 September	Salisbury	City Hall	5.30pm	Refreshments available
29 September	Trowbridge	Atrium, County Hall	5.30pm	Refreshments available

Licensed Trade Event



Free advice and guidance to help support your business in Wiltshire and better understand the important role you have in the licensed trade and within your community.

Speakers will include:

- Gambling Commission
- Child Sexual Exploitation Team
- National PubWatch
- Public Health – Alcohol and drug awareness
- Dorset and Wiltshire Fire Service

Representatives from; Licensing, Immigration, Security Industry Authority (SIA), Dorset and Wilts Fire Service, Street Pastors, Consumer Protection, Environmental Health, Pest Control, Wiltshire Police, and others will be there to provide information and answer any questions and concerns.

Free refreshments and parking

Trowbridge

26 September 2016

6pm – 9pm

County Hall, Bythesea Road, BA14 8JN

Salisbury

13 October 2016

10am – 2pm

Five Rivers Campus, Hulse Road, SP1 3NR

Royal Wootton Bassett

28 October 2016

2pm – 6pm

Lime Kiln Leisure Centre, Lime Kiln, SN4 7HG

For more information and to confirm attendance please contact:

Licensing Team, Wiltshire Council, Monkton Park, Chippenham, SN15 1ER

Tel: **01249 706555** Email: LicensingEvent@wiltshire.gov.uk

Health and Wellbeing Centres – Calne Update for the Area Board – 4th October 2016

Beversbrook:

- Work at Beversbrook has been completed and an official opening of the 3G pitch is currently being planned

Centre Site:

- Calne Community Hub moved into the new Community Hub and Library in August 2016
- 300 people attended the official opening event on 19th September
- State of the art Bibliotheca technology – (automated system that extends operating hours and access to authorised members of the community) is being rolled out on a stage by stage basis and will be monitored by officers
- Local community groups have started to use the building for meetings, activities and events outside of normal opening hours using the new automated system and have provided positive feedback about the experience and the facilities that are now available to them

Leisure Centre:

- The Leisure Centre and staff have moved into the organisation of Wiltshire Council
- Budget investment circa; £5m +
- Refurbishment of the building is currently being planned. A comprehensive update on these plans will be available at the December Area Board meeting

Report to	Calne Area Board
Date of Meeting	4 th October 2016
Title of Report	Calne s106 Working group update/recommendations

Purpose of Report:

To ask the area board:

- 1. to note the discussions and actions recorded in these meeting notes**
- 2. to consider the proposed revisions to the Calne s106 Working Group terms of reference in order to allow involvement in other s106 agreements in the area, in addition to the current Sandpit Road agreement.**

1. The Calne s106 working group held its most recent meeting at the Calne Community Hub and Library on 4th August 2016. The following notes and action points were recorded of the meeting and have been acknowledged as an accurate record by all present:

S106 Working Group

Notes of the Working Group Meeting: 4th August 2016

Attendees: Cllr Tony Trotman (Wiltshire Council), Heather Canfer (Calne Town Council), Anne Henshaw (CAT/CCAP), Mark Stansby (Wiltshire Council - Senior Traffic Management Engineer), Stephen Hind (Wiltshire Council, Principle Engineer, Highway Network Improvements), Steve Corbin (Wiltshire Council, Transport Planning Assistant), Jane Vaughan (Wiltshire Council - Calne Community Engagement Manager).

- 1. Apologies:** Robert MacNaughton (Calne Town Council), Linda Roberts (Calne Town Clerk), Philip Wrenn (Sandpit Road Resident).

Notes of this meeting were taken by Jane Vaughan.

ACTIONS

2. Budget.

There was no revised budget sheet at this meeting; some figures relating to Abberd Way scheme are being revised as a result of changes.

Following the completion of this scheme SC would arrange a new budget calculation.

It was confirmed that the Sandpit Road s106 final spend date was September 2021.

SC prepare new budget calculation on completion of Abberd Way scheme.

3. Update on existing schemes

a. Pedestrian crossing – Oxford Road –

On hold until review of all s106 agreements had been undertaken when a ‘plotting’ exercise would take place.

On hold

b. Woodhill Rise – Oxford Road

SC reported that, in response to a request from the legal team, a pedestrian count recording 150+ pedestrian movements had taken place to ascertain pedestrian movements on the Oxford Road/Woodhill Rise footpath.

Temporary bollards and signage is currently in place.

SC clarified that this scheme also includes maintenance of Woodhill Rise. The group discussed the potential of a properly bound footpath.

SC to progress

c. Abberd Way road safety measures:

SH reported that the road safety scheme at Abberd Way was complete apart from the implementation of colour surface and crossing point.

In addition a stage 3 safety audit would be undertaken.

d. Cycle/pedestrian routes to schools/town:

Penn Hill Road –

Woodhill Rise/Penhill Road - a signage scheme was identified. Money would be ring fenced for this and would not need to be referred to the Area Board as the entire scheme had previously been approved.

SC/SH ring fence funds for signage at Woodhill Rise/Penhill Road.

Woodhill Rise towards Abberd Way - SH would design a scheme for a shared use path. Most of the existing footpath was of sufficient width, tightening of the radii required at junction with the Slades, dropped kerbs across Penn Hill Road (towards

Abberd Way) and widening of footpath at Abberd Way end, to link with the crossing point. This would require public consultation, signage and a conversion order. (see plan)



Honeymead across Abberd Way to Abberd Brook –

SC reported that Greensquare had expressed their support in principle. SC/SH would now start work on this scheme in liaison with Greensquare/legal and the Friends of Abberd Brook.

4. Other focus points:

Enhancing bus stops - It had previously been decided that this item should be revisited once the Community Area Strategy was available. It was discussed that it was also important to consider this matter further in line with schemes that may arise from s106 agreements arising from other nearby developments.

5. Revised Terms of Reference (Area Board resolution 04/08/2015) re. involvement of the group in all future s106s agreements/implementations in the area.

JV explained that, at its meeting on 4th Aug 2016, the area board resolved to ask the group to review its terms of reference and to investigate other s106 agreements in the area.

JV would make alterations to the terms of reference and share with the group via email for confirmation.

It was noted that Roger Witts would be leaving Wiltshire Council and Steve Corbin would be the group's link to engagement in future planning application s106 discussions.

SC had sourced a large scale base map for the group to plot potential pedestrian/cycle routes in line with all

SH to progress

SC/SH to progress

On hold

JV circulate draft TT take to next full Area Board for approval.

s106 agreements identified through the table of information. The group would start work on this at the next meeting if possible.

SC was progressing the production of map and spreadsheet showing current development areas, potential future development sites, details of funding and agreements.

6. Feedback to and recommendations for the next Area Board:

To note details of this meeting and action points arising.

To approve revised Terms of Reference.

7. Date of next meeting:

Thurs. 20th October - 10am

Calne Community Hub and Library.

All

SC to progress

TT to report to Area Board on 4/10/2016

JV arrange

-
2. At its meeting on 4th Aug 2016, the area board resolved to ask the Sandpit Road s106 working group to review its terms of reference and to investigate other s106 in the area. The proposed new terms of reference are as follows:

AREA BOARD

for the Calne Community Area

Calne Section 106 WORKING GROUP

TERMS OF REFERENCE

Aims:

To ensure that Section 106 legal agreements relative to developments in the Calne Community Area take into account the views of the local community in respect of Highway improvement schemes outlined in original Section 106 agreements.

The Working Group:

Working Groups are set up on a 'task and finish' basis by the Calne Area Board to undertake specific areas of work that have been identified within the community

Membership:

The core membership of the Calne Section 106 Working Group will be determined by the Calne Area Board and should consist of appropriate members of the community and co-opted officers from Wiltshire Council as required. The Chairperson will be selected by the Calne Area Board and will be an elected representative of the Calne Area Board and will receive support from the Community Engagement Manager.

The Working Group may wish to co-opt members of local service providers and organisations to join the meeting when a specific issue arises to which they require outside expertise.

Members of the Working Group will look to represent the wider collective interests of the community, rather than single interest pressure groups.

Accountability:

The Working Group will be fully accountable to the Calne Area Board. The intention is that decisions will be made, if possible, by consensus of the Working Group but in the event that a vote is required, then a quorum must be present and in the event of a tied vote then the Chairperson has the casting vote. (Note: a quorum will consist of at least 50% of the core membership).

Working group duration:

The Working Group will continue to meet until a decision to terminate has been taken by the Calne Area Board

Linking to the Area Board:

The Chairperson shall present regular status reports, including any recommendations to the Calne Area Board. These reports/ recommendations shall be arranged by the Community Engagement Manager.

Confidentiality:

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

3. Environmental & Community Implications

- 3.1. Calne Area Board s106 working group contributes to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual scheme identified.

4. Financial Implications

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

5. Legal Implications

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

6. HR Implications

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

7. Equality and Inclusion Implications

7.1. All schemes and decisions recommended to the Area Board will improve the experience and road safety of all users of the highway.

8. Safeguarding Implications

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

Report Author:

Jane Vaughan – Community Engagement Manager (Calne)
jane.vaughan@wiltshire.gov.uk

Report to	Calne Area Board
Date of Meeting	4 th October 2016
Title of Report	Calne Older People/Carer Champions update/recommendations

Purpose of Report:

To ask the area board:

1. to note the discussions and actions recorded in the last group meeting notes
2. to consider a proposed application and scoring scheme that will enable the group to make recommendations for area board funding.

1. The Calne Older People/Carer Champions steering group consists of two Community Champions, the Chair of Calne Area Board and the Community Engagement Manager, who have met informally since the Champions took up post and will continue to meet until such time as a group of Older People's/Carers Community Voices has been established and linked with the existing Calne Health and Social Care Forum.

1.1. The group held its most recent meeting at the Calne Community Hub and Library on 16th September 2016. The following notes and action points of the meeting were recorded and have been acknowledged as an accurate record by those present:

Calne Older People's and Carers Champions Health and Wellbeing Steering group

Meeting notes – 16th September 2016, 10:30am

Calne Community Hub and Library



	ACTION
Apologies: Christine Crisp	
Funding – discuss draft application form, scoring sheet and pilot application from Fitness and Friendship.	
The draft application form was felt to cover the requirements foreseen	

<p>by the steering group. With the following modifications:</p> <ul style="list-style-type: none"> • Q.10 add a), b), c) etc. • Q.11 find out if there is any safeguarding advice available to provide an online link to or hard copies with the application form. • Q.14 remove question, not applicable to this scheme • Q.17 remove option boxes, ask people to write the Area Board name. • The layout of the forms should be condensed so that it covers fewer pages. <p>Scoring sheet:</p> <ul style="list-style-type: none"> • The scoring sheet and process designed for the Local Youth Network had been adapted for the Older Peoples/Carers grants. This was felt to be adequate for the scheme as it is currently expected to run once agreed by the area board. • The steering group discussed that, ideally the Older People's/Carers voices, or a small group of them, would agree to work with the steering group to score applications. • Calne Fitness and Friendship had submitted an application using the draft form as a pilot application to test the system through. • The scoring sheet facilitated focussed discussion about the proposed project and enabled the group to assess the application against a benchmark. <p>The Pilot application:</p> <ul style="list-style-type: none"> • The application scored 41/60 against the benchmark of 30 identified by the scoring system. • The applicant would be asked to clarify the following points: <ul style="list-style-type: none"> ○ Confirm accessibility of disabled toilets at the venue. ○ Confirm that all instructors would be DBS checked. ○ Confirm that a grant from the area board would not cover volunteer expenses. ○ Confirm that the applicant had seen and was happy that policies and procedures were in place. • A recommendation would be put to the Area Board on 4th October 2016 to grant funding for this project. • Jane Vaughan would draft a report to be submitted next week. 	<p>JV amend form</p> <p>DG investigate safeguarding</p> <p>JV amend form</p> <p>JV amend form</p> <p>JV amend form</p> <p>JV to contact applicant</p> <p>CC make recommendation.</p> <p>JV draft report.</p>
<p>Calne Health and Social Care Forum – discuss presentation to the forum: This would be discussed at the next steering group meeting.</p>	
<p>Local Voices – discuss and prepare first meeting of local voices: This would be discussed at the next meeting.</p>	
<p>Discuss potential arrangements of the Health and Wellbeing/Local Voices: This was discussed briefly, but would be discussed further at</p>	

the next meeting.	
<p>Recommendation to the Area Board:</p> <p>The Area Board would be asked to:</p> <ul style="list-style-type: none"> • Note the actions emerging from this meeting • Consider awarding a grant of £1,038 to the Fitness and Friendship group in order to facilitate a weekly social club for over 50's with an emphasis on keeping active. 	Calne Area Board to consider.
<p>Date of the next meeting:</p> <p>The next meeting would take place on Mon 10th October at 10 am.</p>	

2. In 2016/17 the Calne Area Board has been allocated a budget of £6,700 for revenue projects that will provide positive health and wellbeing activities and events.

2.1. The Older People's/Carers Champions steering group has developed a pilot process to enable it to assess applications for funding from this budget and to make recommendations to the area board until such time as a countywide arrangement has been confirmed. (The assessment sheet is attached in appendix.1)

2.2. Reference has been drawn from the existing Community Area Grants and Local Positive Youth Activities schemes.

2.3. An application for funding has been received from a local group and they have agreed to act as a pilot to test this process.

2.4. The area board is asked to use this process to consider and make a decision relating to the pilot application (this will be presented under a separate report).

3. Environmental & Community Implications

3.1. Calne Area Board Older People/Carer Champions contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual scheme identified.

4. Financial Implications

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

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. The assessment process developed by the group pays specific attention to equality and inclusion matters.

8. Safeguarding Implications

8.1. The assessment process developed by the group pays specific attention to safeguarding matters.

Report Author:

Jane Vaughan – Community Engagement Manager (Calne)
jane.vaughan@wiltshire.gov.uk

Calne Older Peoples/Carers Voices Grant Scoring Sheet

Organisation:

Amount Requested:

Project title:

Category:	Total mark available	Mark given:	Comments:
How well does the project/activity/programme meet local needs and priorities, is there evidence of this need?	10		
How well have older people and their carers been involved in the development of the project/ activity /programme?	10		
Will enough older people/carers benefit from their project / activity?	10		
How accessible is the activity/project for all (Disabled access, low incomes, vulnerable, socially isolated etc.)?	10		
How well will the project/activity safeguard the welfare of vulnerable people?	10		
How well has the applicant ensured that they will monitor and evaluate their project / activity involving older people and carers?	10		
TOTAL Benchmark is 30/60	60		

Local Voices Decision (to go as a recommendation to the Community Area Board)

Decision:	
Amount Awarded:	
Reason for part award (if applicable):	
Reason for rejection:	
Local Older Peoples Voices present:	
Date:	

Report to	Calne Area Board
Date of Meeting	4 th October 2016
Title of Report	Calne Dementia Friends Working group update/recommendations

Purpose of Report:

To ask the area board:

1. to note the discussions and actions recorded in these meeting notes
2. to consider signing the area board up as a full member of the Calne Dementia Action Alliance.

1. The Calne Dementia Friends/Dementia Action Alliance working group held its most recent meeting at Bank House, Calne on 22nd August 2016. The following notes and action points were recorded of the meeting and have been acknowledged as an accurate record by all present:



Dementia Action Alliance Steering Group

Notes of the Meeting: 22 August 2016

Attendees: Cllr Christine Crisp (Wiltshire Council), Jane Vaughan (Wiltshire Council - Calne Community Area Manager), Trudy King (Calne Town Council), Diane Gooch (Wiltshire and Swindon Users Network, Caroline Wilson (Alzheimer's Society), David Evans (Calne Memory Club/Comm Health & Social Care Forum) and Clare Harris (Calne Town Council)

1. **Apologies:** Andrew Day (Alzheimer's Society)

Notes of this meeting were taken by Clare Harris

2. **To discuss and approve the Action Plan**

The Action plan was discussed and updated to form the minutes of this and agenda of the next meeting (see below).

3. **Date and Venue of next meeting**

The next meetings will be held at Calne Town Council offices at **2pm on Monday 26th Sept and Wednesday 19th October 2016.**

Action Plan from 22 August 2016

Action	Action Points	Lead Member	Progress/ Update	Funding Required & achieved	Action Completed v
Create & develop a Champion's Network	Encourage attendance at Alliance meetings		<p>The next Champions meeting is in Trowbridge on Monday 12th September. 12.30pm -1.30pm Information Session followed by 2pm-4pm Champions meeting at Dorothy House Hospice Care, Trowbridge, Wiltshire, BA14 8HE</p> <p>It was noted that we need a broader champion's network in the Calne area. This network, when developed further, will standalone, and act as a support network to new champions. Ideally this network would be run by a champion not already committed to this group. CW to contact Camilla for an updated list of Champions in the Calne area.</p>		
	Arrange social events		<p>Members discussed arranging a more structured social event for Champions in the Calne CA. It was suggested that we arrange a walk and talk around the town, finishing off with Tea & Cake in the Library, with an aim to develop a Dementia Friendly Walk. More info later in Action Plan.</p>		

			ONGOING		
Recruit 12 x full members to the CCADAA is first year	Provide an information pack to prospective new members		<p>It was noted that the introduction packs need completing before we do anything else. We cannot go out and recruit new members without this information. Whilst CH and JV have made a start, there is more work to do. CW to contact Penny Ford to ask for any information she has which could be included in the pack, to include case studies (<i>there is one in particular relating to a hairdressing salon</i>).</p> <p>CH/JV to meet and complete the content and circulate to all members in advance of the next meeting so that comments can be incorporated and the packs can be taken to the next meeting for final approval.</p> <p>CH/TK can then make contact with the Royal British Legion, Goughs Solicitors and New hairdressers to arrange DF sessions and recruit as members.</p> <p>The SG then need to develop a Welcome Pack for new members. Once the packs are created – these will be delivered by a member of the SG.</p>		

			<ul style="list-style-type: none"> • JV/CH met with Simon of Chilvester Finance, explained the process and he went away with his three actions ready. Simon to complete and return his declaration. CH has heard from Simon but no action plan has been received – CH has chased and is awaiting a response. • CH confirmed that Dorothy House have signed up as members on the DAA website. CH has been in touch to thank them/keep them in the loop explaining that Welcome packs will be ready soon and that we will invite them to our first CCADAA meeting. • CH to sign CTC up as a member at FC on 27 September 2016 (provided the intro packs is ready) • JV to sign the Calne Area Board up as a member at the next meeting in October • CC to approach the Bobby Van Trust (when the intro packs are ready) to see if they would be interested in joining • DE to sign the Memory Club up as a member (when the intro packs are ready) 		
<p>Continue to coordinate and run dementia friends Sessions in the</p>	<ul style="list-style-type: none"> • Champions to update on sessions run & friends created 		<ul style="list-style-type: none"> • CH/TK have organised a session for the remaining and new CTC employees and Councillors at 10am on 14th September 2016. 		

<p>community area</p>	<ul style="list-style-type: none"> • Request that new members of the Alliance also become Dementia Friends & runs sessions accordingly • Continue to target the following groups: <ul style="list-style-type: none"> ▪ Town Council Parishes ▪ High St Businesses ▪ Greensquare (handymen) ▪ WC Housing team ▪ GP Practices ▪ Young People ▪ The WI 		<ul style="list-style-type: none"> • DE raised with Calne Link AGM. DG to take this up with the Link via Frank Rumble. • TM is meeting with the Calne Rotary this week and will raise this with him - PENDING • CH suggested that following the 2017 elections all new Councillors should become DF's as part of their induction – ONGOING <p>Need to find a way to ensure that DF sessions form part of induction packages; Town and Wiltshire Council (following elections), Wilts Police, Fire, Town and Wiltshire Council (new employees) etc. CC to bring this up at the next Chairman's meeting at the end of September.</p> <ul style="list-style-type: none"> • CC spoke with Jeanette of Greensquare who now understands the approach we are looking to take – in ensuring tradesmen who have contact with tenants are DF's. Jeanette to re-address this within Greensquare. PENDING • CC to contact WC board members and will seek to get a resolution so that it can be taken forward. ONGOING 		
<p>Encourage & promote activities for people living with dementia</p>	<ul style="list-style-type: none"> • Calne Memory Club to work on a programme of events for next year 		<ul style="list-style-type: none"> • DE to work with the Memory Club to achieve this - ONGOING • DE confirmed that a programme for Aug- 	<p>Funding may need to be sought</p>	

<p>and their carers (e.g. The Memory Club)</p>	<ul style="list-style-type: none"> • Ask Richard Paget (through Catherine Beswick) of Kingston House for his input • Find out what activities are already happening in the CCA for those living with dementia and their carers 		<p>Oct has just been finalised. CH to post on Dementia website.</p> <ul style="list-style-type: none"> • DG confirmed that she is running another 'Singing for the Brain' session on 15th September. • A new Memory Club website is being launched www.calnememoryclub.org • The Working Group is looking to create a Dementia Friendly walk around Calne and are hoping to involve the Heritage Centre. CH has raised this with Cllr Trotman asking for their support. ONGOING • Working group should promote the Calne DAA so that events useful to people living with dementia and their carers can be made available. • Calne Leisure Centre is now back under Wiltshire Council control. JV is meeting with Mike Stuart on 23 August to try and get them to agree to all their staff becoming DF's and then sign up the Leisure Centre as a member of the CCADAA. There are a number of simple actions they could include in their Action Plan; holding 'quiet' swimming sessions, looking at their existing signage etc (<i>CW suggested looking at 'Find Signage' and/or the Alzheimer's site for examples</i>). If there are any changes that need to be made, these could be incorporated into the plan 	<p>dependant on suggested activities</p>	
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			<p>when the refurb is rolled out. JV to suggest looking at the new Salisbury Five Rivers Leisure Centre who are working to become dementia friendly and are implementing changes.</p> <ul style="list-style-type: none"> • We still need to work on how to update information regarding events, activities, services and classes available in our area. ONGOING. • The Healthwatch roadmap is still being developed. This should be made available to key people in communities. ONGOING • JV explained that once the Library is refurbished there will be digital info boards which will display local information, which people can sign up to, to received updates on local news and events etc. ONGOING • TM asked whether we should be approaching multi faith groups? JV has a link with the Trowbridge CEM and has visited the Mosque in the town and is aware that some people from the CCA attend this mosque. JV suggested that maybe this is something we need to work on with Trowbridge when we are more established as a CCADAA. ONGOING • CH confirmed that the Care Coordinator for Northlands/Patford Surgery was invited to this meeting and did hope to 		
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			attend. CH to make contact with the CC at Beversbrook Medical Centre and invite to the next meeting.		
Campaigns - Promote, create and report	<ul style="list-style-type: none"> Raise awareness with the Dementia Roadshow vehicle. New Year Resolution (October/November) 		<p>AD to contact Craig Hussey, manager at Sainsburys Calne, manager.calne@sainsburys.co.uk to arrange for a vehicle to be parked outside the store. CH emailed AD a list of dates of events and festivals in the diary for 2017 so that they can piggy back. ONGOING</p> <ul style="list-style-type: none"> Conduct a 'Black mat' audit within the town. Come up suggestions for alternatives. TK has spoken with PHS (the Town Council supplier) and they are happy to quote for an alternative 'dementia friendly' design . TK to discuss costs and designs with them and feedback at the next meeting. The TC could lead the way and change the mats it uses in its public buildings (cost dependant). JV suggested that we ask members of the LYN if they would like to get involved and conduct the audit on our behalf. JV to liaise and feedback. 		

Monitor local action plans	<ul style="list-style-type: none"> Members to be encouraged to attend Alliance meetings & update on progress or supply written update Community Volunteers to visit and monitor progress 		<ul style="list-style-type: none"> Ongoing 		
Communication – Promote good practice, opportunities for activity and progress using all forms of media	<ul style="list-style-type: none"> Share good practice with other DAAs in the area. Carry out actions from Dementia Friendly Wiltshire Conference 		<ul style="list-style-type: none"> Meet with other champions to share ideas and actions. Carry out the public building audit to check signage etc. Ensure that we encourage 12 local businesses to become alliance members in our 1st year as CCADAA. Continue to raise awareness holding by regular DF information sessions. JV has been approached by Eartunes Radio who are keen to do a piece on the CCADAA. JV to find out more and suggest that DG, as our spokesperson goes to talk to them. It was agreed that whilst the CCADAA is our official title we do need to call ourselves something a little more familiar/approachable. It was agreed that this group will be known as the Calne Community Dementia Friends. 		
RUNNING TOTAL OF DEMENTIA FRIENDS IN CCA					350

2. The Area Board is asked to consider becoming a full member of the Calne Dementia Action Alliance as a part of the group action point to recruit 12 full members in 2016/17.

2.1. This will involve the Area Board in identifying 3 action points of its own. It is suggested that these be discussed at the next Area Board co-ordinating group and be fed back to the December meeting.

3. Environmental & Community Implications

3.1. The Calne Dementia Friends Action Alliance aims to contribute to the continuance and/or improvement of environmental, social and community wellbeing of local people living with dementia and their families/carers, the extent and specifics of which will be dependent upon the individual actions identified in the action plan.

4. Financial Implications

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

5. Legal Implications

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

6. HR Implications

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

7. Equality and Inclusion Implications

7.1. The Calne Dementia Friends Action Alliance aims to make sure that everyone from the Calne Community Area living with dementia is respected and enabled to continue to enjoy living their lives in their own community as well as possible for as long as possible.

8. Safeguarding Implications

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

Report Author:

Jane Vaughan – Community Engagement Manager (Calne)
jane.vaughan@wiltshire.gov.uk

Report to Calne Area Board
Date of meeting 4th October 2016
Title of report Youth Funding

Purpose of the Report:

To consider the applications for procurement listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Procurement

Activity	Amount quoted	
SEND youth club	£9260	Recommended 47/60

In respect of urgent matters that may arise, the Community Engagement Manager, following consultation with the Chairman and Vice-Chairman of the Area Board, may authorise expenditure to support youth projects from the youth budget of up to £5,000 in total between meetings of an Area Board. The decision and reasons why it was considered urgent will be reported to the next meeting of the Area Board.

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards
- Procurement Policies and Guidelines <http://thewire.wiltshire.council/index/service-areas-carolyn-godfrey/business-services-procurement/procurement-policies-and-guidance.htm>

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2016/2017 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.

2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

2.5. Councillors will need to be satisfied that procurement policies and guidelines have been adhered to.

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

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

8. Safeguarding Implications

8.1 The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Locality Youth Facilitator has assessed this application agreed it meets safeguarding requirements.

8.2 Wiltshire Council has ensured that the necessary policies and procedures are in place; through its' procurement process, to safeguard children and young people. However, the Area Board needs to be satisfied that the providers being procured have everything necessary in place. The Locality Youth Facilitator has assessed this and agreed providers meet safeguarding requirements.

9. Applications for consideration

None for this Area Board Meeting

10. Procurement

Procurement purchase ID	Provider	Project Proposal	Requested
Procurement purchase ID number	Barnardo's	SEND youth club	£9260
Provider (details of the PAYP provider) Barnardo's Positive activity description A youth club for young people with special educational needs. Explanation why chosen this supplier			

Barnardo's submitted a detailed proposal which assured the local youth network that the offer would be what we expected. In addition to this, Barnardo's are commissioned by Wiltshire Council for other services and would include this club in their reporting to commissioning. The Local youth network invited a group of parent carer's and young people with special educational needs and disabilities to help them assess this proposal. There were a number of questions raised in this meeting which were responded to adequately by Barnardo's. The group together with guests scored the proposal as a normal grant application to assess value for money, inclusion of young people and safeguarding. It scored 47/60 which meets the threshold. The cost proposal is above the normal £5000 limit, however, because it is for a year and will ensure sustainability, the group feels this is an important spend.

Recommendation of the Local Youth Network Management Group, with any conditions

That this procurement purchase of a PAYP meets the youth funding criteria, meets the needs of young people identified in the recent needs assessment, relates directly to the Calne strategic plan for young people and is approved for the amount of £9260

Condition: To be paid in 4 equal payments over the year period.

Background documents used in the publication of this report:

- Proposal document from Barnardo's
- Response to questions from the LYN group
- LYN minutes from 14th September 2016

Report Author

Helen Bradley, Locality Youth Facilitator
Tel: 07919396465 Email: helen.bradley@wiltshire.gov.uk

Quotation to deliver an SEND Youth Club in Calne

Celebrating our 150th anniversary this year, Barnardo's has a long history of providing activities for vulnerable young people. Since 2010 in Wiltshire, we have provided activity clubs for 8-25 year olds with special educational needs or disabilities (SEND) who are eligible for the Local Offer. Since 2015 this has included Barnardo's successful weekly Phoenix Youth Clubs for 13-25s, in Chippenham, Marlborough, Devizes and Trowbridge.

We will replicate our Phoenix model in Calne, tailoring our new club to meet the requirements of the town's young people and families.

Calne Phoenix Club

Barnardo's will run a weekly, term time only Phoenix Club for young people with SEND aged 12-18. We will hold it primarily at Beversbrook for two hours on a Wednesday evening, with a range of positive activities and trips out, decided with young people. We expect a maximum of 10 young people per club session, but can accept greater numbers where they are accompanied by carers. Our club will be open to all young people with SEND in the area; where a young person has a greater need than our staff and volunteers can support safely, we will request a carer accompanies them. We expect to start in October or November following consultation with young people and families.

Barnardo's Phoenix Clubs provide a safe and stimulating space away from home and away from the formality of school or college, where young people can socialise with their peers. We want young people to have fun at our clubs and to feel accepted, included and welcomed whatever their needs or abilities.

Case Study – Chippenham Phoenix Club

A young person was introduced to Chippenham Phoenix Club from the Community Connecting team. He has attended three sessions now and his mother said this was the only group he has chosen to return to after attending the first session. Feedback from the Community Connecting team is that he says he enjoys the clubs because it is relaxed without any pressures and they were very surprised as he is able to talk to the staff in detail after only a few sessions as this is not his normal behaviour.

We provide activities that reflect young people's wishes. Our staff plan each club session to include a specific activity such as cooking (including shopping and information on healthy diets), music, arts and crafts. We always plan in free time for young people to socialise and access on-site activities on their own terms, such as computer games, sports, board games, reading, etc. Dependant on local resources, we can offer other activities; previously, young people at our

clubs have made non-alcoholic cocktails, had barbecues in the sun, hosted film nights (complete with popcorn!), and accessed creative writing and drumming workshops.

Barnardo's hold a licence to provide the Duke of Edinburgh (D of E) award. This autumn, we will pilot a D of E activity scheme in our Trowbridge Phoenix Club. If this proves successful and popular with young people, we would hope to roll it out across Wiltshire.

At the moment, we charge £1 per young person per club, reviewing costs annually. The money raised remains with each club and young people decide how it gets spent: on additional resources (like a tuck shop) or activities/trips out (e.g. bowling or the cinema). We try to organise larger trips during the year; previously we have been to Longleat and visited the Magna Carta celebrations in Salisbury. These days out may incur additional charges but we minimise all costs for our club members (e.g. by sourcing corporate sponsorship) and seek financial support for young people who could not access it for themselves.



Inclusive Provision

Prior to starting any new club, we invite young people, parents and carers to an event where we discuss organisation, programmes and ideas for specific activities. This means everyone's views inform the club's final set-up.

If appropriate, we visit young people at their home before they attend our Phoenix Clubs. Together we complete "All about Me" documents to ensure we have relevant information about each young person's needs. This also enables us to decide if our club is suitable, and liaise with carers where appropriate to decide greater support. We are clear about consent and information sharing as appropriate dependant on the young person's age and ability.

Young people decide and agree ground rules for the club from the outset. We provide regular opportunities at clubs for members' feedback. Barnardo's treats all complaints seriously; following our complaints policy, we seek to resolve all issues with the young person and family quickly and satisfactorily.

Staffing and Volunteers

Existing Barnardo's staff with experience of working with young people with SEND will lead and deliver the Calne Phoenix Club. Two experienced Play Leaders, supported by a Play Coordinator and volunteers, will welcome up to 10 young people at any one time. Barnardo's works on safe ratios of 1 worker to 5 young people (maximum) for groups, which we reduce to 1 to 3 for trips and activities. All ratios are based on the needs of the young people attending. We

could accommodate additional members if young people bring their own 1:1 support to clubs.

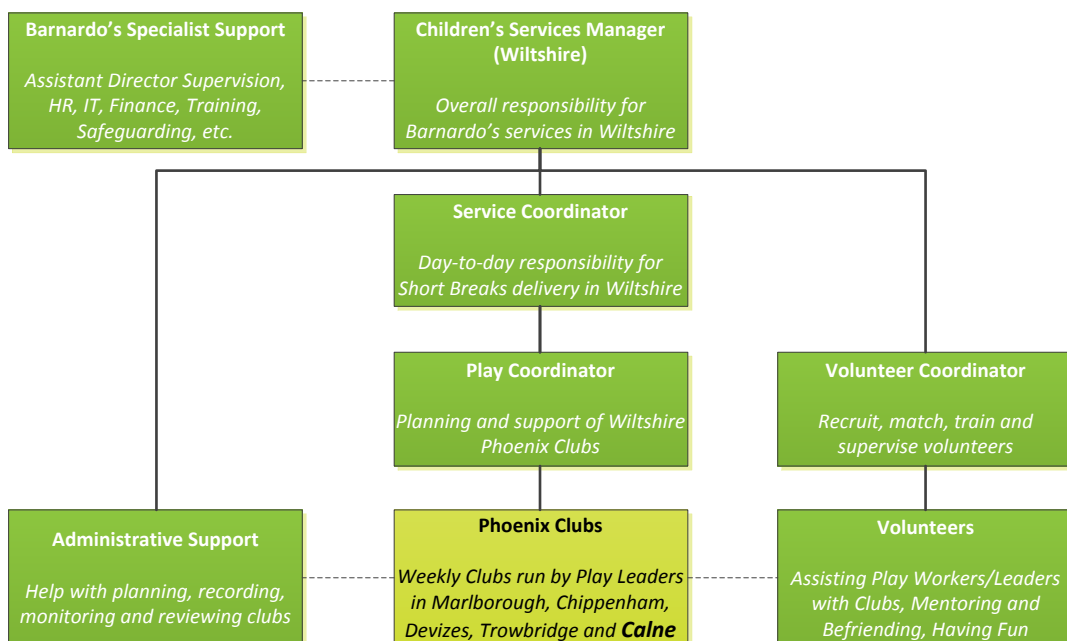
Barnardo’s commits to providing a service that is fully inclusive of all support needs of the young people, but we are unable to provide personal care. However, where a young person requires a level of support greater than we can safely provide, they can still attend with a carer. We discuss and agree these extra care arrangements with young people and carers prior to attending.

We encourage volunteers in all our services and provide a structure for parents/carers, members of the local community and young people themselves to become involved. Barnardo’s dedicated Volunteer Coordinator in Wiltshire helps us recruit, train and supervise volunteers, who all have enhanced DBS checks and undertake an induction programme before they start.



Barnardo’s reflects the diversity of our service’s local community; in Wiltshire, our Short Breaks and Positive Activities staff and volunteers are aged from 16 to 70 and from a wide variety of different backgrounds. Barnardo’s mandatory induction training gives all staff and volunteers a thorough grounding in safeguarding, health and safety, equality and diversity, data protection and information sharing. We offer additional training where required in first aid, lifting and handling, disability awareness and Team Teach (behaviour management).

Our Phoenix Club will sit in the wider Barnardo’s structure and benefit from all of our experience, knowledge and best practice:



Safeguarding

Keeping young people safe is Barnardo's number one priority. We have a robust training programme for all staff and volunteers who must sign up to and abide by Barnardo's Safeguarding Policy and Code of Conduct. We provide additional specialist safeguarding training as required, e.g. for managers. Staff carry out individual safeguarding risk assessments where needed.

Barnardo's management support is available at all times for service staff; we maintain a rota of senior staff on duty for safeguarding incidents outside office hours. We have established policies in place for safeguarding, health and safety, behaviour management and healthy relationships and a national Safeguarding Lead who is responsible for overall compliance and quality assurance procedures.

Outcome Monitoring and Reporting

At each quarterly review with Wiltshire Council, we currently provide a written report that includes:

- Numbers of young people attending
- Activities and trips
- Evaluations with young people, feedback from parents and carers
- Information about any complaints and our responses
- Staffing and volunteer updates
- Any safeguarding and health and safety issues

We also include young people in the review and would hope to replicate this in Calne, building on successful pilots at our other Phoenix Clubs.

We monitor young people's attendance and satisfaction with Phoenix Clubs through regular feedback. We will obtain the views of parents and carers working with Wiltshire Parent Carer Council, e.g. confidential surveys.

As a weekly, two-hour youth group, detailed outcome monitoring tools are unnecessary for most young people. However, we will open a case file and work within Barnardo's established monitoring frameworks where further support, individual outcome targets or safeguarding concerns require. We can report on these as required.

Parents and Carers and Sustainability

Barnardo's believes regular consultation and engagement with parents and carers ensures our services meet local needs. We actively seek out feedback from parents both verbally and in writing and welcome their contributions to club development; parents can contact the club coordinator at any time. We have robust complaints procedures in place so parents/carers feel confident reporting

their concerns. We also encourage parents and young people to take an active part in staff recruitment.

Where parents/carers wish to play a more active role in the sustainability of the Phoenix Club we will support around organisation and future funding applications. We will also build on our close partnership with Wiltshire Parent Carer Council to ensure families always receive appropriate independent advice.

Funding

The cost of delivering the Calne Phoenix club is based on clubs running for 40 weeks (10 months):

Cost	Total
2 x Play Leaders (2.5 hours/week, £26/hour – includes on-costs)	£5,200
Administrator (1 hour/week, £20/hour – includes on-costs)	£800
Play Coordinator (0.5 hours/week, £16/hour – includes on-costs)	£640
Activities and resources (£50/month)	£500
Mileage and travel costs (£80/month)	£800
Mobile phone contract (£12/month)	£120
Venue hire (£120/month)	£1,200
TOTAL	£9,260

Dear Liz and Alison.

The LYN met last night and discussed the proposals. We invited the parent group to come along as well to input. They have a number of clarification questions.

- **Up to 25 not 18 age range-** you asked this and there was discussion over setting up an older group themselves, but on balance they want to start it with 12-25.

Our current clubs are for young people aged between 13-25 years so we are aware of the risks and challenges this may present but the staff are equipped to deal with it.

- **Qualifications of the staff?** They would like to know what experience the play leaders would have and what qualifications.

Barnardo's services in Wiltshire are managed by Liz James , Children's Services Manager who is a qualified social worker with over 30 years experience in children's services including 20 years working for Wiltshire council in a management role..

Alison Lawrence who is the service Coordinator for Wiltshire short breaks has worked for Barnardo's for 5 years in a range of roles. She has previously worked for Wiltshire council in day care and educational provision for young people with additional needs.

The Co-ordinator is qualified to Level 6 and his day time job is managing a service for Adults who have a learning disability. He oversees the planning for the club activities and ensures appropriate levels of staffing. He is available to troubleshoot as necessary and provides support and consultation to the play leaders / workers. He will attend the clubs himself as necessary to ensure quality of service is maintained.

In addition senior staff are available by telephone during the evenings should there be any emergencies.

The Play Leaders who would be delivering this club have a range of skills and qualifications (Level 3 qualified), for example we have staff who work in special needs schools, Outreach support in Children's centres and a manager from the Traveller Liaison service.

We also employ a number of play workers aged from 16-70 with a wide range of experience and expertise. Most of these have worked for us for several years and also work in our short breaks clubs where they provide 1:1 care for children with significant levels of need. Given that there will only be 2 paid staff at the Calne club we would ensure that both staff have the experience necessary to ensure the safety and well being of the young people. This could mean that clubs are run by 2 play leaders or on occasions one play leader and one experienced play worker.

In addition to paid staff we also recruit volunteers to support us in our clubs. We have a dedicated volunteer coordinator for our locality who recruits and trains volunteers for all our services. All volunteers receive the same induction training

as our paid staff. Our coordinator is already aware of the possible need to identify volunteers for a club in Calne and I understand one person has already been identified. We also have volunteers in our Chippenham club who may be able to work in Calne too. If we are successful in our bid we would prioritise the recruitment of more volunteers to this service.

We encourage all our staff to complete Paediatric First Aid and Team Teach training. At least one member of staff who is first aid trained will attend each club. We offer other training opportunities throughout the year, e.g. we have Autism training in October. All staff complete basic training in Equality and Diversity, Health and Safety, Safeguarding, Data protection and information sharing. We also have access to expert advice such as Health and safety and Safeguarding through Barnardo's senior management team.

- **Propose helping decide who would be a volunteer**, one of the parents or more could be on the interview panel? This suggestion came because the parents would be involved in keeping this club sustainable long term, they wanted to start relationships with volunteers early and help with recruitment, there may be some training needs in this suggestion, but would you be open to it? Like having a service user on an interview?

Penny Woods our Volunteer Co-ordinator interviews the prospective volunteers when they first contact the organisation. She is responsible for advertising specific vacancies for volunteers. She has an initial telephone interview with interested people and then organises an information day about the opportunities available. At this point a parent could attend the information day and speak to the volunteers there to start building relationships.

We would welcome parents to take part in interviewing for any additional staff.

- **How are they coming across the volunteers?** They feel that volunteers will be key to growing the club so want to know if there's a strategy

We have a volunteer co-ordination for the South West region who recruits all of our volunteers we liaise with her to identify the clubs where we require support. Each volunteer will have to go through an induction process, including training on Safeguarding, Health and Safety, Data Protection. We would not accept any volunteer without references and a valid DBS.

- **Issues over venue;** They are not keen on Beversbrook. safety, glass, too many doors, not a discreet space. No other venues being considered in Calne? If you are set on Beversbrook they would like to see how you are discussing overcoming some of the safety issues at beversbrook.

We have contacted both John Bentley School and Springfields without success, we would be happy to look at other venues however if we did use Beversbrook then we would risk assess the venue and identify any policies that would need to be put into place to ensure the safety and well-being of the young people attending and the staff and volunteers.

- **Safeguarding concerns;** this is a possible misunderstanding. I said that all staff members will be trained to the right standard but they were thrown by the management statement. Can you confirm what level safeguarding the play workers will have?

All staff complete online Safeguarding training before they do any work for the service. Play workers/Play leaders have to undertake our Face to Face Core 1 Safeguarding training within 6 months of starting work with us. Play co-ordinators do Core 2 and more senior staff do Core 3.. Staff are given the telephone contacts for the service coordinator and childrens services manager to contact in the evening if there are Safeguarding concerns or any issues they need immediate support with.

The service co-ordinator will have regular individual supervision meetings with the play coordinators who will in turn have supervision sessions with the play leaders / workers.. Once a month there is a group supervision for the workers together to review how the club is progressing and to raise any concerns or issues. Safeguarding is an agenda item on all these meetings.

- **Personal care; assisting with appearance? Clarification.** This question comes from a personal incident. Please could you tell us where the line is drawn?

In the event of an unexpected need for personal care then we would always offer support, our priority would be maintain the self-respect and dignity of the person. Staff employed in the team undertake personal care at other clubs so are experienced in undertaking it and have a policy to follow.

- **Peer mentors?** They said they would like some volunteers to be younger people, the LYN young people also suggested they might want to volunteer. Would you be open to peer mentors? Providing the same volunteer training?

We would welcome young people as volunteers and they would go through the same process as our other volunteers. We would also be flexible about when to other training to work around their education.

- **More than 2 main staff?** They are concerned this may not be enough and would like to know if you are going to recruit volunteers before it starts?

We have a volunteer who has just started with us who lives in Calne and would be happy to support at the group. We will start recruiting for volunteers when we know we have been asked to deliver.

Local Youth Network Meeting

Notes Record

Area: Calne

Date: 14/9/16

Times: 16:00 17:30

Venue: Calne library

Present: Beth Wheeler, Rebecca Green, Jordan Holt, Claire Sellman, Joe Provis, Helen Bradley, Callem Jones, Erin, Abi, Carla, James, Leah, Karena, Debbie, Nathan, Abbie +2 more unnamed

Apologies: Howard Marshall, Jane Vaughan

Agenda items:

- 1. SEND youth club**

Questions:

Comments/questions:

- **Up to age 25 not 18**
- **Qualifications of the staff?**
- **Propose deciding who would be a volunteer, one of the parents or more could be on the interview panel.**
- **How are they coming across the volunteers?**
- **Issues over venue; safety, glass, doors, near main road. No other venues being considered in Calne? Springfield? Venue not set**
- **Potential venues; Springfield, Mardon house, Masons, John Bentley, other schools?**
- **Safeguarding concerns; higher level 3 safeguarding training? At least level 2 by volunteers, play workers to have advanced course**
- **Personal care; assisting with appearance? Clarification**
- **Peer mentors?**
- **Depending on ability, need more support?**
- **More than 2 main staff**

Recommendations to Area Board:

- **Meets local needs and priorities (9)**
- **Young people involvement ? (8)**
- **Will enough yp's benefit? (5)**
- **Accessibility? (7)**
- **Safeguarding? (8)**

- Yp involvement? (9)

Total score = 47/60

Actions:

- **Suggest revisions to Banardo's**
- **Recommend to area board**

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Notes taken by- name: Natalie Viveash
Youth work apprentice

Position:

Report to	Calne Area Board
Date of Meeting	04/10/2016
Title of Report	Community Area Grant funding

Purpose of the report

To ask the Area Board to:

1. Note a decision taken under delegated authority as listed below

Councillor Initiative	Amount requested
Councillor: Christine Crisp Project Title: Display equipment for the Community Hub	£82.98

1. Background

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

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

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2016/2017 year is made to projects that can realistically proceed within a year of it being awarded.

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

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

2.4. Calne area board has agreed to prioritise three themes from the Joint Strategic Assessment, which had been highlighted at the 'What Matters to You', event held in 2014. These were to:

- Increase employment opportunities (especially through initiatives like apprenticeships and work experience) and social activities for and in consultation with young people.
- Recognise and address child poverty and childhood obesity.
- Build a positive reputation for Calne Community Area to attract more visitors to venues and events.

3. Councillor Initiatives

In addition to CAGs and digital literacy 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 has emphasised it does not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.

4.Environmental & Community Implications

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

5. Financial Implications

5.1. The extraordinary Area Board meeting of 30th August 2016 will be the third opportunity to consider community grant applications in the 2016/17 financial year.

5.2. Applications will be considered at each area board meeting of the year, while funding remains:

6 December 2016	Deadline for receipt of applications - 8 November 2016
7 February 2017	Deadline for receipt of applications - 10 January 2017

5.3. In 2016/17 the Calne Area Board has been allocated a budget of **£40,661** capital funding. In addition the Area Board has rolled forward **£15,919** from the 2015/16 financial year. This gives a total capital budget of **£56,580**.

5.4. Following financial decisions made at the extraordinary area board meeting on 30th August 2016 the current balance is **£36,429.19**

5.5. Following the delegated decisions noted under this report, the remaining capital balance is **£36,346.21**

6. Legal Implications

There are no specific legal implications related to this report.

7. Human Resources Implications

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

8. Equality and Inclusion Implications

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

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

9. Safeguarding Implications

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

10. Proposals for consideration

10.1.

Councillor:	Requested
Christine Crisp	£82.98
Project: To provide display equipment (A frames and leaflet holders) to help the Community Area Partnership to promote activity in the new Calne Community Hub and Library.	
Input from Community Engagement Manager: This project links to all of the current area board priorities, but most specifically towards building a positive reputation for Calne Community Area to attract more visitors to venues and events. The Area Board is asked to note that, in line with authority delegated to the Community Engagement Manager, in consultation with the Chair of the Area Board £82.98 has been allocated from the Area Board community budget.	
Proposal That the Area Board notes this delegated decision.	

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

Report Author:

Jane Vaughan
Community Engagement Manager
01249 706447
Jane.Vaughan@wiltshire.gov.uk

Area Board Project/Councillor Initiative

1. What is the project?

Display equipment for the Community Hub

2. Where is the project taking place?

Calne Community Hub and Library

3. When will the project take place?

September 2016

4. Please outline:

- Community benefits
- Evidence of need
- Links to Community Plan
- Community Issue

This project links to all of the current area board priorities, but most specifically towards building a positive reputation for Calne Community Area to attract more visitors to venues and events.

Area Board Project/Councillor Initiative

5. What is the desired outcome/s of this project?

To provide display equipment that will enable the Community Hub volunteers to promote opportunities and activities for community engagement at the new Community Hub and Library.

6. Who will Project Manage this project?

Calne Community Area Partnership

7. Please confirm costs and provide quotes

- Total project costs up to and including £5,000 - 1 quote
- Total project costs over £5,000 - 3 quotes

2x Sign display boards = £71.98

5x leaflet displays =£11.00

TOTAL COST = £82.98

8. Additional information in support of the project

Report to	Calne Area Board
Date of Meeting	04/10/2016
Title of Report	Health & Wellbeing funding for Older Peoples/Carers Positive activities

Purpose of the report

To ask the Area Board to:

1. Consider 1 application for Health & Wellbeing funding listed below

Applicant	Amount requested
Applicant: Calne Fitness and Friendship Club Project Title: To pump prime a new club promoting health and wellbeing.	£1,038

2. Background

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

[The funding criteria](#) is available on the council's website.

3. Main Considerations

- 3.1. Councillors will need to be satisfied that funding awarded in the 2016/2017 year is made to projects that can realistically proceed within a year of it being awarded.
- 3.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
- 3.3. Councillors will need to be satisfied that applications meet the Community Area Board grants criteria.

4. Environmental & Community Implications

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

5. Financial Implications

- 5.1. The Area Board meeting of 4th October 2016 will be the first opportunity to consider community grant applications to the new health and wellbeing budget.

5.2. Applications will be considered at each remaining area board meeting of the year, while funding remains:

6 December 2016	Deadline for receipt of applications - 8 November 2016
7 February 2017	Deadline for receipt of applications - 10 January 2017

5.2.1. In 2016/17 the Calne Area Board has been allocated a budget of **£6,700** for revenue projects that will provide positive health and wellbeing activities and events.

5.2.2. The Older People's/Carers Champions steering group has developed a pilot process to enable it to assess applications for funding from this budget and to make recommendations to the area board until such time as a countywide arrangement has been confirmed.

5.2.3. Reference has been drawn from the existing Community Area Grants and Local Positive Youth Activities schemes.

5.2.4. An application for funding has been received from a local group and they have agreed to act as a pilot to test this process.

5.3. If the grant application being considered under this report is approved by Members, the remaining revenue balance will be **£5,662**.

6. Legal Implications

There are no specific legal implications related to this report.

7. Human Resources Implications

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

8. Equality and Inclusion Implications

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

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

8.3. The assessment process developed by the group pays specific attention to equality and inclusion matters.

9. Safeguarding Implications

9.1. The assessment process developed by the Older People's/Carers Champions steering group pays specific attention to safeguarding matters.

10. Application for consideration

10.1.

Applicant	Project Proposal	Requested
Calne Fitness & Friendship Club	To develop a new club promoting health and wellbeing among people aged over 50.	£1,038
<p>Project Description:</p> <p>A weekly social club for over 50's with an emphasis on keeping active. Based at Beversbrook Sports and Community Facility on Thursday afternoons starting with an hour of instructor lead exercises with a break for refreshments then 'taster' sessions of various clubs and activities run in and around Calne to promote membership and encourage participation in different sports/activities.</p> <p>Input from Community Engagement Manager:</p> <p>This project is being led by an enthusiastic group of local people and partner agencies who are keen to promote healthy lifestyles and social interaction amongst older people.</p> <p>They hope to reach out to around 20 people in the first instance, but their plan will allow them to grow to accommodate 30 people almost immediately with further plans to develop more 'spin off' groups as the project becomes more popular.</p> <p>The project links to the long held vision of the Area Board to encourage and promote a sense of community cohesion and wellbeing.</p> <p>The Calne Older People's/Champions Carers group has assessed this application and feels that it meets community area grant criteria, provides opportunities for older people to engage in activities which will promote their health and wellbeing and has considered how the project will be assessed and developed in the future.</p>		
<p>Recommendation of the Calne Older People's/Carers Champions Group:</p> <p>That Members grant £1,038 to pump prime this project.</p>		

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

Report Author:

Jane Vaughan
 Community Engagement Manager
 01249 706447
Jane.Vaughan@wiltshire.gov.uk

Health and Wellbeing projects and activities FUNDING APPLICATION

1. Applicant:

Name	Helen Shakespeare
Organisation	Wiltshire Health and Care(GWH Foundation Trust)
Address	Calne Community Team
Phone number	01249 810370
Email address	Helen.shakespeare@gwh.nhs.uk

2. Amount of funding required from the Area Board:

£0 - £1000	
£1001 - £5000	£1,038
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	X

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

N/A

5. Project title?

Calne Fitness and Friendship Club

6. Project summary: (100 words maximum)

A weekly social club for over 50's with an emphasis on keeping active.
Based at Beversbrook Sports and Community Facility on Thursday afternoons starting with an hour of instructor lead exercises with a break for refreshments then 'taster' sessions of various clubs and activities run in and around Calne to promote membership and encourage participation in different sports/activities.

7. Which Area Board are you applying to?

Calne ▼

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

SN11 9FL

9. Please tell us which themes best describe your project:

<input type="checkbox"/> Intergenerational projects	<input type="checkbox"/> Heritage, history and architecture
<input checked="" type="checkbox"/> Older People Support/Activities	<input checked="" type="checkbox"/> Inclusion, diversity and community spirit
<input checked="" type="checkbox"/> Carers Support/Activities	<input type="checkbox"/> Environment, recycling and green initiatives
<input checked="" type="checkbox"/> Promoting physical and mental wellbeing	<input checked="" type="checkbox"/> Sport, play and recreation
<input checked="" type="checkbox"/> Combating social isolation	<input type="checkbox"/> Transport
<input checked="" type="checkbox"/> Promoting cohesive/resilient communities	<input type="checkbox"/> Technology & Digital literacy
<input checked="" type="checkbox"/> Arts, crafts and culture	<input type="checkbox"/> Other
<input type="checkbox"/> Safer communities	

If Other (please specify)

10. About your project

Please tell us about your project (a strong application will address all of the following):

How does your project support local needs and priorities?

Although predominantly aimed at the over 50's and recently retired individuals this club will also be open to younger adults who are welcome to join the committee and expand their knowledge and skillset with the opportunity to volunteer for additional organisations. New groups could be started and doors could be opened to meaningful occupations for residents in and around Calne.

How many older people/carers to do you expect to benefit from your project?

Initially issuing personal invitations from key individuals (including participants in already well attended exercise classes run by our named instructor in Calne) numbers will amount to approx.20 with room to accommodate an increase of up to 30 but potentially with others clubs benefitting from increased membership and the possibility of further groups/clubs being started when there is sufficient demand. After researching other similar clubs they have a high volume of demand and well received in their communities according to evaluation completed by Age UK (Wiltshire).

How will you encourage volunteering and community involvement?

Again personal invitations from individuals running existing clubs/groups plus approaching and distributing leaflets to community and Health centres, GP surgeries, Health trainers, libraries etc. plus advertising in local Calne magazines and parish mags. The opportunities will assist all those looking to enhance their CVs, inter-personal and social skills and training for further career development.

How will you ensure your project is accessible to everyone (for example: people living with a disability or on low incomes, or vulnerable, or socially isolated etc.)?

Key personnel aware of individuals that potentially would benefit socially and be invited to attend. Centre has facilities eg. disabled access to toilets, hall etc. Charges to be kept low so non-profit making to just cover expenses accrued. LINK committee and drivers aware of project. Some taxi services will accept bus passes to support those on reduced income and additional disabilities to access the sessions.

How will you work with other community partners?

Word of mouth and attending regularly the Calne Health and Social Care Forum. Working in the NHS we have links to Adult Social Care and they have agreed to advertise on their website. Other groups attending post refreshments, invited to attend by committee, will promote our club after opportunities to 'guest speak' and promote their organisations.

11. Safeguarding

Please tell us about how you will protect and safeguard vulnerable people in your project (You must address all of the following):

- Please provide evidence of your commitment to safeguarding and promoting the welfare of older/vulnerable people and their carers.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Who in your organisation is ultimately responsible for safeguarding?

All trained instructors taking sessions and volunteers to have DBS clearance or work alongside staff who have clearance. Manager at Beversbrook has overall responsibility and is willing to take on this role. Free safeguarding training courses are available online and other information concerning 'safeguarding' is available.

12. Monitoring your project.

How will you know if your project has been successful? *required field

Participants will increase fitness levels and ongoing attendance will demonstrate goals achieved plus reduced isolation demonstrated by friendships formed. Individuals paying a small charge will enable the club to be self-supporting. The evaluation questionnaire used by Age UK (Wilts) will be used to monitor the club's success plus other clubs will benefit from increased membership. Further referrals from attendees can initiate other clubs to form if enough interest.

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

Charges for sessions at £3 will ensure the club is sustainable and self-funding once funding finishes. our break-even status is 23 participants.

14. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost

N/A

15. Finance:

15a. Your Organisation's Finance:

Your latest accounts:

Month Year

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:

15b. Project Finance:

Total Project cost £ 1578.00

Total required from Area Board £ 1038.00

Expenditure £ Income £ Tick if income confirmed

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure (Planned project costs [help](#))
 (Planned Income [help](#))

Hall hire (1st 6 w ks)	108.00	indiv.w eekly payment	540.00	<input type="checkbox"/>
Hall hire (next 6 w ks)	135.00			<input type="checkbox"/>
Hall Hire (next 6 w ks)	135.00			<input type="checkbox"/>
refreshments	0.00			<input type="checkbox"/>
Qualified instructor	810.00			<input type="checkbox"/>
volunteer expenses	90.00			<input type="checkbox"/>
fliers/posters	100.00			<input type="checkbox"/>
equipment	100.00			<input type="checkbox"/>
w ebsite	100.00			<input type="checkbox"/>
				<input type="checkbox"/>
Total	1578.00	Total	540.00	

16. Have you or do you intend to apply for a grant for this project from another area board within this financial year? *required field

- Yes
- No

17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

Calne

18. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

Quotes:

- 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)

Project/Business Plan:

- For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

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

Constitution:

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

Policies and procedures:

- 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):

- I will make available on request evidence of ownership of buildings/land
- I will make available on request the relevant planning permission for the project.
- I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

- I confirm that the information on this form is correct, any award received will be spent on the activities specified.

Wiltshire Council

Calne Area Board

4 October 2016

Delegation to Community Engagement Manager

Summary

Wiltshire Area Boards have previously delegated authority to officers to grant funding from their delegated community and youth budgets in respect of urgent matters that may arise between meetings of the Area Board. It is proposed that this delegation is updated and extended to cover health and wellbeing projects.

Proposal

To consider passing the following resolution:

In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings, the Community Engagement Manager, in consultation with the Chairman (or in their absence, the Vice-Chairman) of the Area Board, may authorise expenditure to support community projects from the delegated community grants budget of up to £5,000 in total, youth projects of up to £5,000 in total, and health and wellbeing projects of up to £1,000 in total, between meetings of the Area Board.

Decisions taken between meetings will be reported to the next meeting of the Area Board explaining why the matter was considered urgent or necessary to expedite the work of the Board and the Cabinet Member for Communities, Campuses, Area Boards and Broadband will also be kept informed of any such decisions.

Reason for Proposal

In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings.

Libby Beale

Senior Democratic Services Officer

Elizabeth.beale@wiltshire.gov.uk

