

# MINUTES

**Meeting:** WESTBURY AREA BOARD  
**Place:** Hawkeridge and Heywood Village Hall, 5A Church Road, Heywood,  
BA13 4LP  
**Date:** 4 August 2016  
**Start Time:** 7.00 pm  
**Finish Time:** 9.30 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Liam Cripps – Community Engagement Manager  
Lorraine Walters – Older People's & Carers' Champion  
Jan Bowra – Locality Youth Facilitator  
Roger Bishton – Senior Democratic Services Officer

### **Town and Parish Councillors**

Westbury Town Council – Cllr Stephen Andrews, Cllr Sue Ezra, Cllr Christine Mitchell,  
Cllr Francis Morland, Cllr David Tout  
Bratton Parish Council  
Coulston Parish Council  
Dilton Marsh Parish Council – Cllr Sonja Harris, Cllr Francis Morland  
Edington Parish Council – Cllr Mike Swabey  
Heywood Parish Council – Cllr Francis Morland

### **Partners**

Wiltshire Police – Inspector James Brain, PC Charly Chilton

Wiltshire Fire and Rescue Service – Station Manager Andy Green  
Wiltshire NHS  
BA13+ Community Area Partnership – Carole King, Phil McMullan.

**Total in attendance: 28**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Westbury Area Board.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>Cllr Ian Cunningham – Westbury Town Council Deborah Urch - Westbury Town Clerk</p>
3.	<p><u>Minutes</u></p> <p><b>Resolved:</b></p> <p><b>The minutes of the previous meeting were agreed as a correct record and signed by the Chairman, subject to the following amendment:</b></p> <p><b>Minute No. 10 – Community Use of Defibrillators</b></p> <p><b>Second half of second paragraph to read:</b></p> <p><b>“Defibrillators were also available from the Ambulance Trust at a cost of £1,800 plus VAT which could be paid <i>up front</i> to cover a period of four years, but these remained the property of the Trust. It was <i>recommended</i> that all portable defibrillators be registered with the Ambulance Trust and ideally should be checked at least once a week but ideally on a daily basis.”</b></p>
4.	<p><u>Declarations of Interest</u></p> <p>Cllrs Russell Hawker, David Jenkins and Gordon King each declared a non-pecuniary interest regarding the Community Grant applications for £4,195.00 towards the purchase of Christmas lights in Westbury town centre and also for £1,000.00 towards the repair of public toilets in Westbury, in Minute No. 13 below, as they were all members of Westbury Town Council.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:-</p> <ul style="list-style-type: none"> <li>• Wiltshire Online Programme – Extension of the Basic Broadband Commitment Scheme. The Chairman drew attention to the website <a href="http://www.wiltshireonline.org">www.wiltshireonline.org</a> where further information could be obtained about the scheme.</li> </ul>

	<ul style="list-style-type: none"> <li>• Road to Rio – The Chairman was very pleased to announce that the Westbury Community Area had finished second in the County after Melksham in the number of miles recorded by participants. This was really excellent news and further detailed information would be published shortly.</li> <li>• Campus Update – The Chairman reported that a progress update would be provided at the next meeting.</li> </ul>
6.	<p><u>Older People's &amp; Carers' Champion</u></p> <p>The Chairman introduced and welcomed Lorraine Walters, the newly appointed Older People's and Carers' Champion. She explained that initially she would be meeting as many interested people as possible in order to find out ascertain the needs of the community.</p>
7.	<p><u>Community Use of Defibrillators</u></p> <p>The Chairman drew attention to the lack of defibrillators available for public use in Westbury and a discussion took place concerning their provision particularly in the centre of the town.</p> <p>During the discussion that took place it became apparent that most people did not know where defibrillators were positioned but David Wilmot, Community Responder Officer for Wiltshire, South Western Ambulance Service advised that this information could easily be obtained in an emergency by phoning 999. It was suggested that this information be obtained and then publicised in <i>White Horse News</i>. However, there were some defibrillators which were privately owned and permission would need to be obtained from the owners before their siting could be made generally known.</p> <p>After further discussion, during which it was reported that a defibrillator was available in the Leigh Park Community Centre during the times when the Centre was open,</p> <p><b>Resolved:</b></p> <p><b>To arrange a meeting with Westbury Town Council and the Community Area Partnership to explore ways of providing defibrillators in Westbury town centre and to bring a proposal to the next meeting of this Area Board.</b></p>
8.	<p><u>Partner and Community Updates</u></p> <p>The Area Board received the following updates from key partners:-</p> <p>(a) <b>Wiltshire Police</b> Inspector James Brain presented his report and</p>

introduced Police Constable Charly Chilton, Community Crime Coordinator. He explained that this new post had so far been funded for 10 months and with the aim of working with key partners and the community in resolving problems.

He drew attention to Community Messaging and explained that its purpose was to provide daily updates on crime in localised areas. This facility would enable all members of the community to receive daily updates on crime. New crime prevention advice would be imparted this way as well as information about very recent crime incidents. Inspector Brain was pleased to report that some very positive feedback had been received about community messaging.

Inspector Brain provided an update on the Community Policing Pilot Scheme and following its success in the pilot areas, the Chief Constable would be introducing this model throughout the Wiltshire Force. Members enquired about the degree of its success and Inspector Brain reported that a full evaluation was being carried out by a Systems Thinking Project Team.

**Resolved:**

**To request Chris McMullin, Head of Business Improvement, to provide a presentation to the Westbury Area Board on the evaluation of the Community Policing Model.**

- (b) **Dorset and Wiltshire Fire & Rescue Service** Andy Green, Station Manager presented his report from which it was noted that during the period 1 June to 14 July 2016, the crew was mobilised 23 times. There were four fires, including the large incident in Brook Lane, which resulted in the attendance of six fire engines and numerous support appliances. The remaining calls were either false alarms or minor in nature.

In answer to a question, Andy Green reported that the merger of the Dorset and Wiltshire Fire & Rescue Services was progressing well. Procedures were in the process of being rationalised and various risk assessments were being carried out, including the size of fire tenders.

It was noted that there was a shortage of fire fighters in Westbury and arrangements were being made for an Open Day to take place at which interested members of the public would be given the opportunity to be shown around the Fire Station and have their questions answered.

- (c) **BA13+ Community Area Partnership** Carole King presented an update report from which it was noted that the Partnership sought to:

- Help the local community articulate their aspirations, needs and priorities.

	<ul style="list-style-type: none"> <li>• Work together with residents, councils, businesses, voluntary and other organisations in a common effort to achieve these aims.</li> <li>• Work with partners on projects to make real and sustainable changes to life in and around Westbury.</li> <li>• Contribute to the effective protection of Westbury's natural and heritage environment.</li> <li>• Reflect local concerns and ideas by tackling them in the Community Plan.</li> </ul> <p>Concern was expressed at the difficulties being experienced at times in securing appointments at the White Horse Medical Centre. The Chairman reported that there would be a public meeting of Healthwatch Wiltshire on 8 September 2016 in the Laverton, Westbury starting at 6.00pm, when a report would be presented providing a feedback from local people as a result of engagement in the town this summer, together with research and evidence of health and social care issues in Westbury.</p> <p>(d) <b>Wiltshire Clinical Commissioning Group</b> An update report was received and noted.</p> <p>(e) <b>Healthwatch Wiltshire</b> An update report was received and noted.</p> <p>(f) <b>Westbury Town Council</b> An update report was received and noted.</p>
9.	<p><u>Wiltshire Community Land Trust - Helping Wiltshire's Rural Communities to Face their Future</u></p> <p>The Chairman introduced and welcomed Trevor Cherrett, Chair of Wiltshire Community Land Trust (WCLT) who was attending to explain how the Trust could help and support local communities who were developing Neighbourhood Plans.</p> <p>Trevor Cherrett showed a short film which set out the role of the WCLT. He explained that the WCLT had recently won a Big Lottery "Awards for All" grant to provide help and support for local communities embarking on Neighbourhood Plans, focusing on local housing problems and needs and on the mechanisms available to secure delivery. This grant would enable WCLT to offer advice and guidance through one-to-one planning surgeries and workshops.</p> <p>Following a very successful Wiltshire Neighbourhood Planning Roadshow organised by Community First on 16 March 2016 in Devizes, several parishes had requested advice sessions and the funding would certainly help to extend this advisory work.</p> <p>Most CLTs, of which there were 175 in the United Kingdom, collaborated with housing associations and it was quite possible that they would also work with</p>

	<p>developers in the future. It was noted that so far the WCLT was working in partnership with Wiltshire Council and also Community First. It was pointed out that there were quite significant problems in providing suitable housing for the elderly and although this was generally appreciated, it was a matter that town and parish councils would need to take into account in prioritising their housing needs.</p> <p>Trevor Cherrett informed the meeting that anyone wishing to receive help and advice on local planning, especially about meeting affordable housing needs, should contact WCLT members as listed below:</p> <p>Chair, Trevor Cherrett: <a href="mailto:tbcherrett@btinternet.com">tbcherrett@btinternet.com</a></p> <p>Vice-Chair, Philippa Read: <a href="mailto:pipanddes@outlook.com">pipanddes@outlook.com</a></p> <p>WCLT Project Support Officer, Anna Maloney: <a href="mailto:anna@wiltshireclt.org.uk">anna@wiltshireclt.org.uk</a></p> <p>The Chairman thanked Trevor Cherrett for his interesting and thought provoking presentation.</p>
10.	<p><u>Community Engagement Manager 2015/16 Review</u></p> <p>Liam Cripps, Community Engagement Manager, provided an update on the successes and priorities over the past 12 months.</p> <p>With the aid of slides, he set out the successes as follows:-</p> <p><b>Children and Young People</b></p> <ul style="list-style-type: none"> <li>• Child Poverty Summit</li> <li>• Youth club to open at Leigh Park Community Centre in September '16</li> <li>• Bratton Youth club received funding for sessions at Jubilee Hall</li> <li>• Westbury Leigh Primary School introduce "The Westbury Leigh Mile"</li> <li>• 430 pupils from Westbury Leigh Primary and 911 pupils from Matravers take part in #BigPledge Road to Rio</li> <li>• Westbury Junior school create a Spiritual Garden as a school and community project</li> <li>• All schools enter Tarmac chimney competition</li> <li>• Westbury Leigh School enter world record reading attempt</li> <li>• RAPID community group actively fund raising for Dilton Marsh play area</li> <li>• Local Youth Facilitator takes up new role</li> </ul> <p><b>Community Safety</b></p> <ul style="list-style-type: none"> <li>• Emergency planning workshop</li> <li>• Through the BA13 Partnership Westbury continues with Safe Places Scheme</li> <li>• ICE cards and Safer Travel cards available from outlets in town</li> <li>• Community Speedwatch</li> <li>• Police community messaging</li> </ul>

	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Wiltshire Wildlife recycling programme</li> <li>• Clean for the Queen</li> <li>• Westbury Shed allotments</li> <li>• The Monday Gang</li> <li>• Increased promotion of walking to school</li> </ul> <p><b>Health and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Health and Wellbeing Group formed</li> <li>• Older People and Carers Champion appointed</li> <li>• #BigPledge Road to Rio</li> <li>• Health Walks</li> <li>• “The Westbury Leigh mile”</li> <li>• Health Trainers</li> <li>• Age UK Advice Bus</li> <li>• Dementia Friends</li> <li>• Westbury Shed</li> </ul> <p>The Chairman was very pleased to report that the Edington Priory bell ringing team had finished second in a recent change ringing competition.</p> <p>The Community Engagement Manager reported that a public meeting to discuss priorities for Public Health would be held on Thursday 3 November 2016 at Leigh Park Community Centre, starting at 7.00pm.</p>
11.	<p><u>Youth Update</u></p> <p>Jan Bowra, Locality Youth Facilitator, presented an update on current activities during which she drew attention to the need to recruit more people to participate in the Local Youth Network.</p> <p>It was noted that priorities were as follows:-</p> <ul style="list-style-type: none"> <li>• Supporting, developing and strengthening the <b>LYN Management Groups</b>, making sure young people are properly represented.</li> <li>• <b>Mapping community provision</b> – this is the positive activity ‘offer’ in each area in the form of a directory of services and activities for YP and at the same time it forms the wider LYN</li> <li>• <b>Communications</b> – ensuring that activities are well promoted</li> <li>• <b>Safeguarding</b> – ensuring funding applications meet our requirements and that we respond quickly if any issues are referred</li> <li>• <b>Grants</b> – ensuring applications are dealt with as quickly and as simply as possible and that reports to the LYN MGs and Boards are complete and clear to avoid deferral</li> </ul> <p>The Area Board was informed that the revenue budget allocation for 2016/17 was £16,410 and in addition there was a further roll forward of £3,670.</p>



	<p>Jan Bowra also presented for information a report on the process for youth grants application funding and it was noted that there were no applications for consideration at this meeting.</p>
12.	<p><u>Community Area Transport Group</u></p> <p>The Area Board received notes of the Westbury Community Area Transport Group (CATG) meeting held on 22 July 2016.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• <b>To allocate £2,250 to provide a pedestrian crossing at Bratton Road, Westbury.</b></li> <li>• <b>To allocate £1,000 to advertise waiting restrictions (no waiting at any time) at the junction of Eden Vale Road and Matravers Close, Westbury and also an additional 3m near the roundabout at Spur Road, Westbury.</b></li> </ul> <p><b>To allocate £3,000 to provide dropped kerbs on Chantry Lane, Westbury.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>To allocate £1,500 to renew road edge markings by the duck pond and to install ‘Road Narrows’ warning signs.</b></li> <li><input type="checkbox"/> <b>To note that £10,320 had been allocated to the Westbury CATG from 1 April 2016.</b></li> </ul> <p>10. Westbury Community Area Grants</p>
13.	<p><u>Community Area Grants</u></p> <p>Consideration was given to a report by the Community Engagement Manager in which councillors were asked to consider funding from the 2016/17 Area Grants Budget, all of which met the grants criteria. After receiving brief statements from the applicants giving reasons for the requests,</p> <p><b>Resolved:</b></p> <p><b>(1) Application 1884 – West Wilts Esprit Gymnastics Club</b></p> <p><b>To approve a grant of £1,000 towards the upgrading of changing rooms by installing shower cubicles.</b></p>

	<p><b>(2) Application 1971 – Westbury Town Council</b></p> <p>To approve a grant of £4,195.00 towards the provision of Christmas lights in Westbury town centre.</p> <p><b>(3) Application 2033 – Westbury Town Council</b></p> <p>To approve a grant of £1,000 towards the repairs to public toilets in Westbury.</p> <p><b>(4) Application 2024 – Edington Parish Council</b></p> <p>To approve a grant of £3,495.50 towards the provision of additional play equipment for the village playing field.</p>
15.	<p><u>Future Meeting Dates</u></p> <p>It was noted that the next meeting of the Westbury Area Board would be held on Thursday 6 October 2016 at The Laverton, Westbury.</p>