

MINUTES

Meeting: Southern Wiltshire Area Board
Place: Online
Date: 27 May 2021
Start Time: 7.00 pm
Finish Time: 9.55 pm

Please direct any enquiries on these minutes to:

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In Attendance:

Wiltshire Councillors

Cllr Richard Britton (Chairman), Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Ian McLennan, Cllr Andrew Oliver (Vice-Chairman) and Cllr Rich Rogers

Wiltshire Council Officers

Karen Linaker, Community Engagement Manager
Lisa Moore, Democratic Services Officer
Rebecca Lockwood Norris, Community Led Housing Project Manager
Laura Young, Residential Development Team Manager

Town and Parish Councillors

Partners

Wiltshire Police – Inspector Tina Osborn
Wiltshire Fire and Rescue Service – Matthew Maggs

Total in attendance: 21

<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
4	<p><u>Welcome and Introductions</u></p> <p>The Chairman, Cllr Richard Britton, welcomed everyone to the meeting of the Southern Wiltshire Area Board.</p> <p>New and former Members of the Board were welcomed and invited to introduce themselves.</p>
5	<p><u>Apologies</u></p> <p>There were no apologies.</p>
6	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the previous full meeting held on 11 March 2021 and the meeting to elect a chair and vice-chair on 18 May 2021 were agreed as a correct record and signed by the Chairman.</p>
7	<p><u>Declarations of Interest</u></p> <p>There were none.</p>
8	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <p><u>Leader delegated decision</u> The legislation which allowed local authorities to take public meetings and decisions online was not extended past May 6th despite national requests for an extension.</p> <p>Area Boards held before the 21st June (when it is hoped the roadmap will move forward and lift current restrictions on the number of people able to meet in public) would need to have any funding decisions ratified through the Leader Delegated Decision process before funding could be released.</p>
9	<p><u>To note the written reports and updates in the agenda pack or distributed on the night</u></p> <p>The Board noted the written reports and updates available in the pack and online, which were:</p> <ul style="list-style-type: none"> • Fire & Rescue Service • Wiltshire Council Updates

	<ul style="list-style-type: none"> • Healthwatch Wiltshire • Current consultations: http://www.wiltshire.gov.uk/council/consultations.htm <p><u>Fire & Rescue - Matthew Maggs invited questions:</u></p> <ul style="list-style-type: none"> • Was the establishment currently at full strength? <u>Answer:</u> Salisbury Station was currently two under full capacity, with two new Officers starting in August. They were extremely short of on-call officers at Amesbury and Salisbury stations. Anyone that was interested in becoming an on-call Firefighter and was able to spare 40 hours min a week and lived within 10 minutes of a station was urged to get in contact. • How long was the training period for an on-call Officer? <u>Answer:</u> After clearing the HR process, the physical and medical aspects of clearance usually took approx. 10-12 weeks. Training consisted of 2 weeks basic training and other various specialised courses once on station, new officers were on a 2 year probationary period. • What was the take up of the Safe & Well visits in light of Covid? <u>Answer:</u> Generally, there had been a huge increase in people's own fire safety. Local councils were on board and homes were now fitted with smoke detectors in all council housing. There was a backlog in visiting due to the Covid pandemic, however anyone wishing to have a Safe & Well home safety check was encouraged to make contact to arrange one. • Large parts of the Southern Wiltshire community area were outside of the target response times, how did that apply in the Bourne Valley? <u>Answer:</u> Rural response times were 20 minutes, that was based on there being a fire unit available at the time of response. We can meet that target for the rural areas.
10	<p><u>Matters of Community Wide Interest - New Sector Inspector</u></p> <p>In addition to the written report available online as Supplement 1, the Chairman welcomed the new Sector Inspector Tina Osborn.</p> <p>Inspector Osborn gave an update, some of the main points were:</p> <ul style="list-style-type: none"> • Tina had 20 years in the job, predominantly policing in the south of the county, and was now CPT for Salisbury and Amesbury. • Reported crime figures for the last 8 months were below average, with a slight increase in March, however since coming out of lockdown they had reduced back down again. It was expected to see a rise once people come back out of the current lockdown.

	<ul style="list-style-type: none"> • A plea for people to report crimes as it gave a better understanding of the true picture of the community. • Criminal damage was still below average, even with an increase seen in Jan – March, the figures were still below average. • Local priorities included, non-dwelling burglaries, theft from motor vehicles, vulnerability patrols, speeding vehicles – CSW back out in operation and off-road motorbikes/ASB. <p>Questions and comments:</p> <ul style="list-style-type: none"> • Chairman – With the uplift of 60 new Officers, what would that mean for the southern CPT? <u>Answer:</u> Once they start, we would look at our vacancies, and bolster our shifts in the south. We have had a number of Officers join the Salisbury and Amesbury CPT’s. • Charles Penn- Could we have clarification on the alignment of the CPT. We are a village in the Bourne Valley, are we still covered in the Amesbury area, where do our figures get included, here at Southern AB or at Amesbury AB? <u>Answer:</u> Staff wise cover would be from the Amesbury CPT but I will include figures for your area in the next update for this AB. • Was there a specific problem with catapults in the south west or was it a country wide issue? <u>Answer:</u> No, it was not confined to the south, it was a national problem. We have had issues in Downton and Bemerton Heath, but the problem was greater than just our areas, the legislation did not cover catapults so it would be great to have that changed. • There appeared to be an increase of the use of e-scooters, it was not a good idea to have these unlicensed vehicles on pavements and roads. <u>Answer:</u> Officers were trying to educate people on e-scooters. Whilst it was ok to hire one, it was not legal to purchase one, and this was what we needed to get across to people. It did not sit comfortably with me, that here are these powerful scooters being used on the pavements. • In Alderbury there had been an increase in ASB, thank you for contacting our PC to advise how we could combat this. • Cllr R Clewer – As Leader of the Council, I would be happy to look into the possibility of a Public Space Protection Order to combat the catapult issue. <u>Answer:</u> I would welcome your help on that, we can get together out of this meeting to discuss that further.
11	<p><u>Housing Needs Surveys</u></p> <p>The Board received a presentation on the approach to determining affordable housing needs in rural areas, from Rebecca Lockwood Norris - Community Led Housing Project Manager and Laura Young – Residential Development Team</p>

Manager. The main points included:

- This was a free service for PC's – Survey undertaken online in two parts.
- PC's were involved in the process and act as contact.
- Timescale – approx. 6 weeks from request to being online and then open for 4-5 weeks. Reports can take up to 6 weeks to be completed.
- Publicity material provided by Wiltshire Council – survey also publicised through AB.
- The survey could recommend how many homes were required to meet local need in a parish and be used to contribute to evidence required for neighbourhood planning.
- It could not recommend how many open market homes should be provided or indicate the distribution of affordable housing where more than one village makes up a parish.
- The report would belong to the parish council.
- Housing requirement was tested through local plan and detailed the expected need for growth over the next 20 years.
- Housing need – defined as the need of families or individual in a community who require public assistance to access adequate housing; the rural housing needs survey allows recommendations to be made in response to this need over the next 3-5 years.
- Community led housing – where community are involved throughout the process and plays a long-term role in ownership, management or stewardship of the homes.
- Community driven development was important as it overcomes many barriers to the delivery of housing.

Useful contact details:

- Further information is also available on our Local Housing Need webpage www.wiltshire.gov.uk/housing-local-housing-needs
- To request a Rural Housing Needs Survey or to find out more about Community Led Housing please contact communityledhousing@Wiltshire.gov.uk or visit www.homesofourown.co.uk
- For queries around Neighbourhood Planning contact michael.kilmister@wiltshire.gov.uk
- For Local Plan Review/housing requirement queries contact tim.mccombe@wiltshire.gov.uk

Questions and comments:

- Would a rural development on an exception site count towards a housing allocation emerging from the local plan?
Answer: Yes
- There was an inconsistency between the approach you take in linking

	<p>adjacent villages in the same parish, compared with the local plan which separates the villages regardless to them in the same parish. <u>Answer:</u> Yes there were discrepancies between the two.</p> <ul style="list-style-type: none"> Your survey lasts 3-5 years and the local plan runs to 2026. <u>Answer:</u> Yes Housing Need is quite an immediate thing, it looks at the need now. Could the slides be circulated to Parish Councils? <u>Answer:</u> Yes.
12	<p><u>Area Board Forward Work Plan and Priorities 2021/22</u></p> <p>Karen Linaker ran through the Area Board (AB) Forward Work Plan and Associated Funding proposals which were set out in the agenda.</p> <p>In March 2021, the last AB agreed to recommend a new Work Plan. The purpose of that was to steer work and funding in line with a set of local priorities.</p> <p>The Board engaged with PC's and held dedicate meetings to consult with Partners and Schools.</p> <p>The suggested top 6 priorities were listed as:</p> <ol style="list-style-type: none"> 1. Our Community Matters – encourage better use of the online noticeboard 2. Rural Youth Outreach projects 3. Village Youth Group support 4. Make a Friend be a Friend delivery 5. Health & Wellbeing Directory 6. Healthy Schools Project <p>The Chairman noted that there was an amount of overlap of priorities detailed in the Plan which could be grouped together and that the JSNA had also indicated there were higher than average levels of Dementia in the community area, so that would need to be looked at carefully.</p> <p>Questions and Comments:</p> <ul style="list-style-type: none"> The action plan and the targets seem open ended – do we have enough data, and could we move to something more tangible? <u>Answer:</u> We would need to establish what the base line was, so we would need to do a piece of work to understand what that was as I am not comfortable we have the baseline. <p>Chairman – some of the work does not set itself to target goals, so setting objectives was an integral part of the early stages of many of these workstreams.</p>

- Cllr R Clewer – I would be happy to work with the 6 priorities, but am nervous in how we make communications work, we would need to try and make some headway but also must be prepared to cut our losses if not achievable.
- When it came to finding Lead members to work on the priority areas, everyone has different skill sets. It would also be sensible to draw on our parish councils to tap in to their help.

Merv Quick stated that as the Wiltshire Neighbourhood Watch Committee member for the area, he would volunteer for the community safety role.

The Chairman thanked Merv and noted the support he had provided in creating the Community Safety Directory.

Anyone with an interest in volunteering to be a Lead on any of the priority areas to contact him or Karen.

The Chairman moved the motion to support the recommendations as set out in the agenda. This was seconded by Cllr Rogers.

Decision

The Southern Wiltshire Area Board agreed to:

- **Approve and adopt the Work Plan**
- **Follow a rolling prioritisation process.**
- **Hosts up to 4 community engagement events in 2021/22, covering themes such as Young People, Eco-Friendly Villages, Health & Wellbeing, Parish & Community Group Networking.**
- **Appoint councillors and community volunteers to work in conjunction with the CEM to provide leadership and capacity for each of the Work Plan's priorities:**
 - 1) **Strengthening arrangements for village and area board communications and improving their impact**
 - 2) **Facilitate eco-friendly villages and projects**
 - 3) **Continual focus on maintaining a strong sense of community safety**
 - 4) **Loneliness and isolation of older people**
 - 5) **Rural Isolation of families and young people**
 - 6) **Youth Engagement**
 - 7) **Physical Health & Wellbeing**
 - 8) **Mental Health & Wellbeing**

	<p style="text-align: center;">9) Support people living with Dementia</p> <ul style="list-style-type: none"> • Note the action list relating to Work Plan priority: Strengthening arrangements for village and area board communications and improving their impact. • Prioritise its resources, including funding, upon those issues identified in the Work Plan. • Requests the Community Engagement Manager to work with key partners, agencies and community groups to encourage them to consider where they are best placed to take actions around the priorities identified. • That regular updates are submitted to the Area Board on progress made in relation to its own Work Plan.
13	<p><u>Youth Engagement Update</u></p> <p>Karen Linaker gave an update on Youth Engagement for Southern Wiltshire.</p> <p>In Southern Wiltshire the offer for youth positive activities was mainly volunteer led. The provision had been hit hard by the impact of the pandemic. Old Sarum had a paid youth worker to work alongside the volunteer workers and was going strong. The other youth clubs would require some support to get back up and running.</p> <p>The Board was part of a shared initiative with 4 other boards, the Rural Outreach project, which was about to commission a provider. An update on the progress of this initiative would be presented at the next meeting.</p> <p>When restrictions eased, a series of fund days would be held.</p> <p>So far only 4 of the 14 schools in the community area had signed up to the Healthy Schools Programme, a national programme.</p> <p>A Needs Analysis would be run by the Community Engagement Team, to review of all groups engaged in youth support and activities, to have more knowledge of who the contacts were and where support was needed.</p> <p>The Chairman added that this was such an important area of work for the Board. The efforts to engage young people in positive activities was vital in tackling ASB in the villages.</p> <p><u>Questions and comments:</u></p> <ul style="list-style-type: none"> • The Healthy Schools Programme was a great example of how we could improve communication. It had been difficult to establish who the

	<p>contacts were at the schools. <u>Answer:</u> Chairman – We have historically had difficulty engaging with schools, it remained a priority for us.</p> <ul style="list-style-type: none"> • There was a youth club at Bishopdown Farm, run by the church, which now needs to be included in the provision for our community area. <u>Answer:</u> KL – I will go and introduce myself and bring that into our fold. • Whiteparish also had two youth clubs, the village one and the church one. We would appreciate being in contact with Karen.
14	<p><u>Lead Member Representatives to Outside Bodies and Working Groups 2021/22</u></p> <p>The Board considered the proposals to appoint Lead Members to the Themed areas, Outside Bodies and Working Groups for the Southern Wiltshire Community Area for 2021/22 report attached to the agenda.</p> <p><u>Decision</u> The Southern Wiltshire Area Board agreed to:</p> <p>a. Appoint Members as Lead representatives to Outside Bodies as set out at Appendix A; b. Agree to reconstitute and appoint to AB Themed Areas and the Working Group(s) as set out in Appendix B; and c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C</p>
15	<p><u>Delegated Authority to the Community Engagement Manager (CEM)</u></p> <p>The Board considered two proposals of CEM Delegated Authority as set out in the agenda.</p> <p>Following discussion Cllr McLennan moved a motion to increase the CEM delegated minor amount to a maximum of £200. This was seconded by Cllr Oliver.</p> <p>It was noted that all funding allocations taken under these CEM Delegated powers will follow consultation with Board Members and seek confirmation that a majority in support is present. All decisions taken in this way would also be noted on the next funding report presented at the area board meeting.</p> <p><u>Decision</u> The Southern Wiltshire Area Board agreed:</p> <p>1. That 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, following consultation with the Chairman (or in their absence, the Vice-Chairman) of the Area Board, may authorise</p>

	<p>expenditure to support community projects (including youth, health and wellbeing and community area transport) from the delegated budget of up to £5,000 per application between meetings of the Area Board.</p> <p>The Community Engagement Manager should seek the views of all Area Board members to obtain a majority in support, prior to the expenditure being agreed.</p> <p>Decisions taken between meetings will be reported in the funding report to the next meeting of the Area Board explaining why the matter was considered urgent or necessary to expedite the work of the Board. Where a significant number of urgent matters arise between meetings, a special meeting may be called, following consultation with the Chairman to determine such matters.</p> <p>2. To reaffirm the separate CEM Delegate Powers devised by the previous Area Board to devolve minor funding requests for amounts under £200 in between meetings.</p>
16	<p><u>Area Board Funding</u></p> <p>The Board considered the funding applications as detailed in the reports attached to the agenda. Applicants in attendance were invited to speak in support of their projects and answer any questions that arose.</p> <p>Community Area Grant funding:</p> <p><u>Naturally Social, Wiltshire Digital Drive – requested £5,000</u></p> <p>The Applicant, Kieran spoke in support of the project, to refurbish 150 laptops to donate to identified individuals and groups in need, in southern Wiltshire community area.</p> <p><u>Questions:</u></p> <ul style="list-style-type: none"> • How do you identify who needs it? <u>Answer:</u> We are in contact with local organisations who decide where they go. • Are the laptops gifted or loaned? <u>Answer:</u> It is a long-term indefinite loan including the virus software, we can then detect when the laptop is not being used so we can re-locate it. • If we look at areas of deprivation, Southern Wiltshire does not come to mind before other areas such as, Westbury, Trowbridge and Salisbury. Did you see there being much demand after we come out of lockdown? <u>Answer:</u> We have already provided those areas with laptops. I agree that

the home working and schooling is fading out but we have also seen that providing technology to charities that work with dementia is very beneficial.

- How was the ongoing support handled?

Answer: The laptops are wiped and upgraded before they go out. They have been donated from corporate organisations, so higher end kit and the support is offered by means of a simple swap of kit.

- What is your total funding need?

Answer: We have a stock of 400 ready to go out, based on funding for parts.

- How will people be equipped with the training they need?

Answer: We work with the charities which provide that and we provide the kit.

- I like the idea of connecting older people, but there are the routers and the wifi that is also needed in addition to just providing a laptop.

Answer: We are speaking with Vodafone who help people in isolation.

- What is your target?

Answer: The target over 3 years is 10,000 devices delivered (approx. 3k a year), with 300-400 in this area.

- Is the work done at cost or are you funding the labour?

Answer: My guys are doing it in their spare time so we are now looking at volunteers and some kick starters to help. Those things would really upscale what we are doing now. No one is profiteering. We are only asking for funding for the parts. The National lottery are helping us with storage.

- This seems quite a green thing to do, recycling old kit rather than recycle it.

Answer: That was always a key thing.

Cllr Richard Britton moved the motion to award in full. This was seconded by Cllr R Clewer.

Decision

The Area Board awarded £5,000 to Naturally Social, towards the digital drive project to refurbish laptops for distribution in Southern Wiltshire.

Reason

The application met the funding criteria for 2021/22.

My Salisbury, Community Journalism and Media Training Project – requested £4479.97

Applicant, Andy Munns spoke in support of the project to provide workshops

and training for community journalists.

Questions:

- What media outlets do you use
Answer: We run MySalisbury.co.uk, it has had over 90k visits since August last year. I also have a good relationship with the people setting up Salisbury Radio, and have a meeting with them next week.
- Could you clarify the £3k listed as staff costs on the application?
Answer: That is what it would cost if I paid for the trainers. I have volunteers experienced in the area of journalism who come to run specialised workshops. (Karen Linaker confirmed that including staffing costs in this way was permitted).
- What would happen with the purchased equipment if this organisation was no longer in existence?
Answer: We would need to find another NFP company to take on the kit.
- I like the idea but worry what output it would generate.
Answer: The numbers on the website have kept on showing an increase, the more we do the more people will come and share the pages. I could also provide statistics to show where the site visitors are from.

Cllr Ian McLennan moved the motion to award in full. This was seconded by Cllr Britton.

Decision

The Area Board awarded £4,479.97 towards the journalism project for those living in Southern Wiltshire.

Reason

The application met the funding criteria for 2021/22.

Laverstock & Ford PC, Partridge Way Play Area – requested £5,000

Applicant Trudi Deane spoke in support of the project, to replace and refurbish the play area in Old Sarum.

Questions:

- Please clarify what contractor's welfare was on the application?
Answer: This covered items such as the contractors Portaloo etc
- We have funded play areas in the past, but for small parishes with no S106 money and no resources. L&F has had lots of development, there must be S106 funding to do this?
Answer: We are taking on 6 play areas from WC, this is one of the first we are looking at refurbishing, there will need to be lots of investment.
- How much S106 money are you sitting on at the moment?
Answer: I don't know.

- Cllr McLennan noted that it was a lot of money but it was tied up to the new development. The PC was taking on 8 of the worst play areas in Wiltshire, either closed or on the verge of closure, and this was the most deprived area of southern Wiltshire and has been for many years.
- Cllr Oliver supported all that Cllr McLennan had said. The area was disadvantaged, the L&F PC were working with the housing association to try and tidy it up, they had taken on a lot.

Cllr Oliver moved the motion to award in full. This was seconded by Cllr McLennan.

Decision

The Area Board awarded £5,000 to Laverstock & Ford PC, towards the refurbishment of the Old Sarum play area at Partridge Way.

Reason

The application met the funding criteria for 2021/22.

Swaything Housing Society trading as Abri, The Good Grub Club Longhedge – requested £2310

The Applicant, Nicole Abela spoke in support of the application to provide ingredients and training in cooking and nutrition for residents at Longhedge.

Questions:

- The application shows £1600 on account for food, was that a one off?
Answer: We aim to run the project through the school holidays and use as much surplus food as possible, we then purchase the rest of the food. The project would run until December as a trial.
- The Housing Association had large reserves, why does it not pay for this?
Answer: We do have a lot of money but that goes to building properties. We are employed to build up community projects and set up leads to continue with the projects.
- A chunk of the development is for market sale and the size of the organisation was a concern.
- I would be more comfortable if we had better feeling about its continuity and it developing into a self-sustaining project.
- There were so many unknowns to this, I would like to see the summary of results from the other areas where it has taken place already.
Answer: It has run since 2017 in the other areas but was only for those on free school meals, where here we are offering it out to a slightly different demographic.

The Board was minded to part fund with the condition that the Housing Association contribute the balance to fund the project in full.

Cllr Britton moved the motion to award £1200, with the condition that the balance be paid by the Housing Association. This was seconded by Cllr Oliver.

Decision

The Area Board awarded £1,200 to Swaything Housing Society trading as Abri, towards the Good Grub project at Longhedge, with the condition:

- that the balance of £1110 be funded by the Housing Association.

Reason

The application met the funding criteria for 2021/22.

1st Laverstock Scouts, Nature Discovery Area – requested £1708.44
Applicant, Kevin Doyle spoke in support of the project.

Questions and comments:

- The project was match funded by L&F PC.
- Would a bin be provided at the site?
Answer: This was something that could be considered.

Cllr McLennan moved the motion to award in full. This was seconded by Cllr Britton.

Decision

The Area Board awarded £1,708.44 to 1st Laverstock Scouts, towards the Nature Discovery Area.

Reason

The application met the funding criteria for 2021/22.

Youth Funding:

Coombe Bissett & Homington Cricket Club, Club balls – requested £158
No one was in attendance to speak to the project.

Cllr Clewer moved the motion to award in full. This was seconded by Cllr Britton.

Decision

The Area Board awarded £158 to Coombe Bissett & Homington Cricket Club, towards new club balls.

Reason

The application met the funding criteria for 2021/22.

17

Close

Future meeting dates & Funding Application deadline for applications:

9 September 2021 – grant deadline 12 Aug

8 December 2021 – grant deadline 10 Nov

10 February 2022 – grant deadline 13 Jan

Note: Applications for funding must be submitted 4 weeks prior to the next Area Board meeting date. For further information on the funding process contact karen.linaker@wiltshire.gov.uk

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