

# AGENDA

**Meeting:** Westbury Area Board  
**Place:** The Laverton Hall, Bratton Road, Westbury, BA13 3EN  
**Date:** Thursday 15 June 2017  
**Time:** 7.00 pm

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Including the Parishes of Bratton, Coulston, Dilton Marsh, Edington, Heywood and Westbury

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**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 6:30pm .**

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Please direct any enquiries on this Agenda to Roger Bishton (Democratic Services Officer), direct line 01225 713 035 or email [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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

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

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## Wiltshire Councillors

Cllr Russell Hawker, Westbury West (Chairman)  
Cllr David Jenkins, Westbury North (Vice Chairman)  
Cllr Gordon King, Westbury East  
Cllr Jerry Wickham, Ethandune

## **RECORDING AND BROADCASTING NOTIFICATION**

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

### **Public Participation**

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

## Items to be considered

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

2. **Apologies for Absence**

3. **Introduction to Westbury Area Board**

The Community Engagement Manager will provide an introduction to the work of the Westbury Area Board, together with details of priorities and budgets.

4. **Minutes** (*Pages 1 - 8*)

To confirm the minutes of the meetings held on 13 April and 16 May 2017.

5. **Declarations of Interest**

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

6. **Chairman's Announcements** (*Pages 9 - 10*)

To note the following items of information:-

- The Wiltshire Bobby Van Trust

7. **Community Hub Update**

An update will be given at the meeting.

8. **Appointments to Outside Bodies and Working Groups** (*Pages 11 - 34*)

To appoint to outside bodies and working groups for 2017/18. A report is attached.

9. **Partner and Community Updates** (*Pages 35 - 54*)

To receive any updates from partners. Some reports have been received and are included in the pack.

- Wiltshire Police
- Dorset and Wiltshire Fire & Rescue Service
- BA13+ Community Area Partnership
- Bath Clinical Commissioning Group
- Healthwatch Wiltshire
- Westbury Town Council

10. **Community Area Grants** (*Pages 55 - 66*)

To consider applications for funding from the Community Area

Grants Scheme.

11. **Youth Grants** (*Pages 67 - 70*)

To consider applications for funding from the Youth Grants Scheme.

12. **The Big Pledge**

The Community Engagement Manager will to introduce the 'Big Pledge' for 2017.

13. **Urgent items**

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

14. **Future Meeting Dates, Forward Plan, Evaluation and Close**

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

**Thursday 10 August 2017 at The Laverton, Westbury, BA13  
3EN**

Future Meeting Dates

Thursday 12 October 2017 at The Laverton, Westbury, BA13 3EN

Thursday 7 December 2017 at The Laverton, Westbury, BA13 3EN

# MINUTES

**Meeting:** WESTBURY AREA BOARD  
**Place:** The Laverton Hall, Bratton Road, Westbury, BA13 3EN  
**Date:** 13 April 2017  
**Start Time:** 7.00 pm  
**Finish Time:** 8.35 pm

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Please direct any enquiries on these minutes to:

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

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

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Liam Cripps – Community Engagement Manager  
Jan Bowra – Locality Youth Facilitator  
Roger Bishton – Senior Democratic Services Officer

### **Town and Parish Councillors**

Westbury Town Council – Cllr Stephen Andrews, Cllr Ian Cunningham, Cllr Sue Ezra, Cllr Mike Sutton  
Bratton Parish Council – Cllr John Bartram

### **Partners**

Wiltshire Police – PC Amy Hardman  
Wiltshire Fire and Rescue Service – District Commander Andy Green  
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>There were no apologies for absence received.</p>
3.	<p><u>Minutes</u></p> <p><b>Resolved:</b></p> <p><b>To confirm the minutes of the previous meeting held on 2 February 2017 as a correct record.</b></p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest made at the meeting.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>There were no Chairman's announcements.</p>
6.	<p><u>Partner and Community Updates</u></p> <p>The Area Board received and noted the following updates from key partners:-</p> <p>(a) <b>Wiltshire Police</b> Community Coordinator, PC Amy Hardman presented a report from which it was noted that a multi-agency operation to tackle illegal fishing had started in March 2017. Under the banner of Operation Clampdown, water bailiffs and volunteer bailiffs were trying to target specific locations and were liaising with local fishermen at these places to establish where illegal fishing was taking place and whether or not any criminal offences were occurring. They were also linking in with the Environment Agency, Angling Trust, Rural Crime Team and with the Community Police Team to develop intelligence relating to offences and possible suspects.</p> <p>The Area Board was informed that through feedback and working with local communities, community messaging was developing well and daily updates about local crimes were being uploaded on <a href="http://www.wiltsmessaging.co.uk">www.wiltsmessaging.co.uk</a> This was enabling the Force to reach as much of the community as possible and was being well received.</p> <p>It was reported that overall, crime reported within Westbury had been just under the figure predicted for March. However, the area around Westbury</p>

Market Place had been made a priority area for the Community Police Team, which should involve increased patrols during the evenings and nights and also during the day throughout the school holidays. Statistics for the villages around Westbury indicated that crime figures were below those predicted in all crime types.

PC Hardman drew attention to the availability of a new toolkit which was available from Wiltshire Council at [www.wiltshire.gov.uk/public-events-toolkit.pdf](http://www.wiltshire.gov.uk/public-events-toolkit.pdf). This toolkit provided guidance and advice for most types of events, including topics ranging from traffic management to toilets, and gave contact details for which agencies and departments needed to be contacted when applying for various licences or road closures.

Dr Peter Biggs requested information about the cost of carrying out the investigation regarding the late Sir Edward Heath and if all the officers involved had now returned to their usual duties. The Chairman responded by saying that the Chief Constable would be asked what information was available and this would be reported back to the next meeting.

- (b) **Dorset & Wiltshire Fire and Rescue Service** A report was presented by District Commander Andy Green from which it was noted that there had been some changes in senior staff since the retirement of Darren Gunter, Chief Fire Officer (CFO). Ben Ansell had been appointed CFO with effect from 1 December 2016 and Jim Mahoney was now Assistant Chief Fire Officer with responsibility for Operations (Response).

The Fire and Rescue Authority had approved a budget of £53.735 million for 2017/18 together with a requirement to increase council tax with a 2.6 pence per week increase for Band D properties, resulting in an annual fire precept Band D of £70.59 within the council tax for the year starting on 1 April 2017.

- (c) **BA13+ Community Area Partnership** The written report was received and noted.

Carole King further reported that Healthwatch Wiltshire had very recently published a couple of reports on Dementia, titled "*You Said, We Did: Dementia – monitoring the quality of dementia services*" and "*Talking to people about dementia: a focus on primary care*", both of which were available from Phil McMullen.

She also reported that the first meeting of Dementia Awareness Westbury would be held shortly and that Dementia Awareness Week would take place during the period 15 to 21 May 2017; there would be an awareness stand at the end of High Street, Westbury on Saturday 20 May between 10.00am and 12.00 noon.

	<p>(d) <b>Health &amp; Wellbeing Group</b> The Community Engagement Manager reported the success of the workshop on Cooking with Confidence for adults with mental health needs which was held the previous day at Matravers School and was attended by 25 people. A second workshop was due to be held the following week at which a similar number of participants had registered to attend. It was planned to hold further sessions after May and a report would be made to the Area Board in due course.</p> <p>(e) <b>Westbury Town Council</b> Cllr Stephen Andrews, Mayor of Westbury, presented his report. He drew attention to the reinstating of the two hours free parking in the three Pay and Display car parks in High Street, Warminster Road and Westfield House, Westbury, hopefully from 1 June 2017. It was noted that Wiltshire Council would be paying for the upgrading of the ticket machines and the Town Council would provide the necessary signage.</p>
7.	<p><u>Youth Centre - Update</u></p> <p>An update was provided by the Chairman.</p> <p>Richard Hatt, Headteacher at Westbury Junior School had reported that the School had been instrumental in establishing the opportunity to create a Community Centre in the Old Youth Centre. This had arisen from the need of children in the area to become active and occupied both within and outside of the school day. The Centre would not be managed by the School but by a charitable trust, a non-profit organisation, who would have ownership via a lease. The following actions would be required:-</p> <ul style="list-style-type: none"> <li>• The establishment of the charitable trust</li> <li>• Formal support for the project from the Area Board and the Town Council</li> <li>• Establish practical support for a half day a week for a project support worker</li> <li>• Agree a date for formal transfer of the building from the Local Authority</li> <li>• Establish pump priming funding to open the Community Centre.</li> </ul> <p>Progress would be reported back to the Area Board in due course.</p>
8.	<p><u>Youth Grants</u></p> <p>Consideration was given to a report by Jan Bowra, Locality Youth Facilitator, in which councillors were asked to consider funding for one application.</p>



	<p>On hearing from Dr Tina Pagett, College Principal</p> <p><b>Resolved:</b></p> <p><b>To approve a grant of £2,056.00 towards the cost of providing a FFC multi-use games area MUGA inclusive sports facility for Fairfield Farm College, Dilton Marsh.</b></p>
9.	<p><u>Youth Awards</u></p> <p>The Community Engagement Manager reported that the first set of Youth Awards had been made at the Leigh Park Community Centre on Friday 10 March 2017. 300 members of the public had been present and 174 young people had been nominated to receive an award. Some excellent and incredible performances had been made by various youth groups, including Matravers Dance Group and the evening had been very well received.</p> <p>Plans were being made for a similar evening to be held the following year and potential sponsors were already expressing an interest.</p>
10.	<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 2017/18 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 2196 – Bratton Recreation Ground</b></p> <p><b>To approve a grant of £1,000.00 towards the cost of providing:-</b></p> <ul style="list-style-type: none"> <li>• A ride-on rotary mower to replace the existing worn-out mower.</li> <li>• A cricket square mower to replace the existing worn-out mower.</li> <li>• A towed roller to be used on the football pitches and cricket outfield.</li> </ul> <p><b>(2) Application 2252 – West Wilts Society of Model Engineers</b></p> <p><b>To approve a grant of £750.00 towards the cost of providing a WWSME new milling machine, it being noted that a grant of £500.00 had been made by Westbury Town Council.</b></p> <p><b>(3) Application 2265 – Laverton Institute Trust</b></p> <p><b>To approve a grant of £2,037.73 towards the cost of providing a replacement projector for the Main Hall.</b></p>
11.	<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 8 March 2017.</p> <p><b>Resolved:</b></p> <p><b>(1) To allocate £3,600.00 for the implementation of all advertised waiting restrictions in Leigh Road, Westbury.</b></p> <p><b>(2) To allocate £1,418.00 towards the extension of the footway in Bratton Road, Westbury to the White Horse Viewing Area.</b></p>
12.	<p><u>Leigh Park Community Centre, Westbury - Site Ownership Issues</u></p> <p>The Area Board was informed that Persimmon Homes had transferred land at Leigh Park Community Centre, Westbury to Wiltshire Council whose solicitors would be sending a draft lease to the Community Centre's solicitor within the next few days to complete the transfer of land.</p>
13.	<p><u>Urgent items</u></p> <p>There were no items of urgent business.</p>
14.	<p><u>Future Meeting Dates</u></p> <p>The next meeting of the Westbury Area Board will be held on Thursday 15 June 2017 at The Laverton, Westbury.</p>

# MINUTES

**Meeting:** WESTBURY AREA BOARD  
**Place:** Council Chamber - County Hall, Trowbridge BA14 8JN  
**Date:** 16 May 2017  
**Start Time:** 12.30 pm  
**Finish Time:** 12.35 pm

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Please direct any enquiries on these minutes to:

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

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Russell Hawker, Cllr David Jenkins, Cllr Gordon King and Cllr Jerry Wickham

### **Wiltshire Council Officers**

Roger Bishton – Senior Democratic Services Officer

**Total in attendance: 5**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p data-bbox="336 376 667 414"><u>Apologies for Absence</u></p> <p data-bbox="336 443 879 481">There were no apologies for absence.</p>
2.	<p data-bbox="336 515 643 553"><u>Election of Chairman</u></p> <p data-bbox="336 582 1485 620">On the proposal of Cllr Gordon King, which was seconded by Cllr David Jenkins,</p> <p data-bbox="336 656 491 694"><b>Resolved:</b></p> <p data-bbox="336 730 1297 768"><b>To elect Cllr Russell Hawker as Chairman for the ensuing year.</b></p> <p data-bbox="683 840 1139 878">Cllr Russell Hawker in the Chair</p>
3.	<p data-bbox="336 907 715 945"><u>Election of Vice-Chairman</u></p> <p data-bbox="336 974 1425 1048">On the proposal of Cllr Russell Hawker, which was seconded by Cllr Gordon King,</p> <p data-bbox="336 1084 491 1122"><b>Resolved:</b></p> <p data-bbox="336 1158 1353 1196"><b>To elect Cllr David Jenkins as Vice-Chairman for the ensuing year.</b></p>

## Chairman's Announcements

<b>Subject:</b>	<b>Online Safety- Free support from Bobby Van Trust</b>
<b>Contact Details:</b>	<a href="mailto:bv.onlinesafety@wiltshire.police.uk">bv.onlinesafety@wiltshire.police.uk</a> / 01380 861191

**The Wiltshire  
Bobby Van Trust**



The Wiltshire Bobby Van Trust has launched its Online Safety Initiative. This will be the first scheme of its kind in the country.

If you are over 60, or Over 18 and registered disabled, and have concerns over your online safety you will be able to apply for a visit from an Online Safety Advisor. The Advisors have been interviewed following Police procedures and will be supporting The Wiltshire Bobby Van Trust to rollout this important new initiative. All Advisors are volunteers and they aim to cover the whole of Wiltshire and Swindon.

Referrals can be made via self-referral either by email [bv.onlinesafety@wiltshire.police.uk](mailto:bv.onlinesafety@wiltshire.police.uk) or by calling 01380 861191. Alternatively via Wiltshire Police (101) and other supporting agencies.

The aim of the Online Safety Advisor will be to visit the client's home to offer a tailored service to:

- Improve digital/cyber security awareness and help the client to identify potential risks
- Offer cyber & scam prevention advice.
- Signpost to future advice & available resources.
- Provide support & reassurance.
- If an offence is identified reporting signpost the client to 101 for Police investigation
- Offer basic practical skills to ensure clients can check & understand privacy settings.
- Provide talks & presentations to community groups

Education is the key to its success.

Jennie Shaw Director of the WBVT, "Online crime is the fastest growing crime in our County and as always it the elderly and vulnerable that seem to be the most targeted."

"At the Bobby Van Trust we recognize the fear of crime and loneliness within our client base continues to increase, as life expectancy has risen and people increasingly live alone or far from their families. A recent study showed that a fifth of older Britain's felt lonely all the time. This isolation is having a serious effect on both mental and physical health. The computer is a tool to help prevent loneliness it enables people to keep in touch with family and friends or groups and interests".

## **Chairman's Announcements**

As with our home security service we will work closely with Wiltshire Police to maintain an awareness of current threats and to ensure our advice is current with ever changing trends.

*The Wiltshire Bobby Van Trust is a scheme which has been operating in Swindon and Wiltshire for nearly 20 years it provides a free home security service for older, vulnerable and disabled people.*

WESTBURY AREA BOARD  
15 June 2017

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**Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2017/18**

**1. Purpose of the Report**

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2017/18.

**2. Background**

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. The Area Board is also invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2017/18.
- 2.3. Similarly, the Area Board is invited to appoint a named Champion to work with the Area Board and Health and Wellbeing Group for 2017/18, the role description is attached at **Appendix D**.

**3. Main Considerations**

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. In 2014 all Area Boards appointed Local Youth Network (LYN) Management Groups to coordinate wider LYNs, sub-groups of the Area Boards, to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C and may be reviewed by the Leader on an annual basis.
- 3.3. Some Area Boards have also established working groups to consider and facilitate the development of Health and Wellbeing Centre/Campus proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.

- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers. The role description is attached at Appendix D and the Area Board is asked to appoint to this position.
- 3.6. Some Area Boards have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

#### **4. Financial and Resource Implications**

- 4.1. None.

#### **5. Legal Implications**

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

#### **6. Safeguarding Implications**

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

#### **7. Environmental Impact of the Proposals**

- 7.1 None.

#### **8. Equality and Diversity Implications**

- 8.1 None.

#### **9. Delegation**

- 9.1 Under Wiltshire Council's constitution appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.



9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

## **10. Recommendation**

10.1 The Area Board is requested to:

- a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to 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.
- d. Appoint an Older People's & Carers' Champion for the Area Board, in accordance with Appendix D.

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### **Appendices:**

Appendix A – list of appointments to Outside Bodies  
Appendix B – list of appointments to Working Group(s)  
Appendix C – Terms of Reference for Working Group(s)  
Appendix D – Champion role description

### **Unpublished background documents relied upon in the preparation of this report**

None.



**WILTSHIRE COUNCIL OUTSIDE BODIES**

<b>Outside Body Title ( A to Z )</b>	<b>Appointed By</b>	<b>Why Rep Needed</b>	<b>Organisation aims</b>	<b>Meeting schedule</b>	<b>Voting rights</b>	<b>Reps needed</b>	<b>Representative (s)</b>
Leigh Park Community Centre (Westbury)	Area Board - Westbury	Local voluntary community group working to improve facilities which affect both younger and older people alike within Westbury and surrounding villages.	Promote the benefit of the inhabitants of Leigh Park	Local venues in Westbury	Yes	1	Cllr Russell Hawker
Warminster and Westbury CCTV Partnership	Area Board - Warminster	Rep adds district and council perspective to crime issues	Prevent crime in Warminster and Westbury	4 meetings per year	No (under review)	1	Cllr Russell Hawker
Westbury Community Area Partnership	Area Board - Westbury	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Cllr Gordon King



## Appointments to Working Groups Westbury Area Board

### Community Area Transport Group:

Councillor Russell Hawker  
Councillor David Jenkins  
Councillor Gordon King  
Councillor Jerry Wickham  
Wiltshire Police  
Westbury Town Council  
Bratton Parish Council  
Dilton Marsh Parish Council  
Coulston Parish Council  
Edington Parish Council  
Heywood Parish Council  
Community Area Partnership

### LYN Management Group

Councillor David Jenkins  
Jan Bowra – Locality Youth Facilitator  
Liam Cripps – Community Engagement Manager  
Kerry Pearce (Fairfield Farm College)  
Amy Hardman (Wiltshire Police)  
Rob Guy (Wiltshire & Dorset Fire and Rescue)  
3 young persons

### Health and Wellbeing Group

Councillor Gordon King  
Liam Cripps – Community Engagement Manager  
BA13+ Partnership  
PfP (Places for People) leisure centres: Westbury Pool – Colin Larrigan and  
Leighton Recreation Centre – Keith Brunsden  
Lorraine Walters – Older People's Champion  
Deb Griffin – Health Trainer  
Management team of the White Horse Health Centre  
Dorothy House  
Alzheimer's Support Wiltshire  
Westbury Town Council



## **COMMUNITY AREA TRANSPORT GROUP (CATG)**

### **TERMS OF REFERENCE**

#### **Membership of the CATG**

The CATG will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the CATG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CATG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CATG.

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

#### **Appointment of CATG Members**

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

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

#### **Media Relations**

Members of the CATG must not issue press statements on behalf of the Area Board.

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

### **Meetings**

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes. It should be noted that CATG is an advisory body, it does not exercise delegated decision making powers.

### **Officer Support**

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary. Additional support will be provided outside of the meeting by the Corporate Office Business Support unit, as per Area Boards.

### **Terms of Reference**

The CATG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full CATG meeting before being brought to the next Area Board for approval.

The CATG's terms of reference are set out at Appendix A:



**Terms of Reference**

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management. It cannot be used to fund revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

*(Cabinet Member Decision HT-021-10)*

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

*(Cabinet Member Decision HT-026-11)*

3. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

*(Cabinet Member Decision HT-027-11)*

4. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

*(Cabinet Member Decision HT-031-11)*

5. 20mph speed restrictions – review and implementation

To make recommendations to the Area Board as to the priority routes/areas for review and implementation of 20mph speed restrictions in accordance with the guidance issued by the Cabinet Member for Highways.

*(Cabinet Member Decision HSB-007-13)*

6. Other decisions

To make recommendations to the Area Board regarding any other local highways issues when requested.

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

September 2014

## 1. Purpose

### Definition of a Local Youth Network

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

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

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

## 2. Membership

The LYN may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

### The participation and involvement of young people

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

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

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

### Roles of all members of the LYN

All members will be required to:

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

### **3. Structure and operation**

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

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

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

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

The management group will be supported by:

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

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

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

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

Key responsibilities for the management group include:

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

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

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

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

#### **4. Media Relations**

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

#### **5. Review**

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



## **Community Area Health and Wellbeing Group Terms of Reference**

### **1. Purpose**

#### **Definition of a Health and Wellbeing Group (HWG)**

The Health and Wellbeing Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People and organisations living and working in the community play a direct role in setting the agenda for this group.

HWGs will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

### **2. Membership**

The Health and Wellbeing Groups may include representatives of:

- Members of the Community Area Board,
- Older Peoples Champion,
- Carers Champion,
- People from the community,
- Town and Parish Councils,
- Health and social care commissioners,
- Community and voluntary organisations and groups,
- Community transport providers,
- Police,
- Fire and rescue services,
- GP Practices,
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people.

All representatives must be subject to appropriate safeguarding requirements.

#### **The participation and involvement of people**

People living in the community must play a central role in all aspects of the Health and Wellbeing Groups including the design, development, delivery and review of the local activities.

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

Health and Wellbeing Groups must ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

#### **Roles of all members of the Health and Wellbeing Groups**

All members will be required to:

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

### **3. Structure**

The Health and Wellbeing Groups should come together on a quarterly basis, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

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

The management group will generally comprise of:

- The Chairperson
- Older Persons Champion/ Carers Champion
- Community Engagement Manager
- Commissioning representative (Community Commissioner)

The appointment of Councillors (excluding officers) to Health and Wellbeing Groups will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required, the Chairperson and Community Engagement Manager may appoint additional people to the management group if it is felt there involvement would be important for the function of the group.

Alternative people can represent people at the management group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

### **4. Responsibilities of the Health and Wellbeing Groups**

Key responsibilities for the Health and Wellbeing Groups include:

- Awarding grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.



- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.
- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- Addressing any conflicts of interest that may arise as part of the local decision making process.

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

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

## **5. Funding**

Area Boards will have an annual revenue budget allocated to them. The Health and Wellbeing group will advise the Area Board on how these funds should be allocated. Health and Wellbeing Groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

## **6. Media Relations**

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

## **7. Review**

These terms of reference are subject to change and should be reviewed by the Cabinet Member for Adult Care and Health on an annual basis.



## Volunteer Role Description

### Older People & Carers Champion

#### Purpose of the role

The Council wishes to encourage Area Boards to identify champions in each of the county's community areas who will have a key role in representing the views of older people and carers at both a local and county wide level.

Furthermore volunteers will be asked to:

- Talk to and seek the views of older people and/or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.
- Work with area boards and local voluntary groups to encourage joint working and share experience to help new local groups set up.
- Advocate for older people and/or carers and be a focal point for identifying what service improvements or developments are required.
- Link with and report to the Community Engagement Manager.
- Talk to older people or carers to obtain their views about services. They will represent these views at Area Board meetings or other meetings as requested and discuss with the Council and CCG Commissioners the priorities for older people or carers and work with them on service improvements and developments.
- Provide a focus for the exchange of views and information between older people and/or carers and the Council's adult care and housing services.
- Work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- Attend area boards to report back on older people and carers issues.
- Attend meetings with other champions and the Council.
- Participate in induction training and ongoing personal development where appropriate. This will include mandatory elements essential for carrying out the role, such as safeguarding which must be completed prior to any volunteering taking place

- Use appropriate claim forms when claiming mileage or expenses
- Comply with Health and Safety Regulations.
- Register as a Wiltshire Council volunteer
- Registration with Fleet Services if the role includes driving on behalf of Wiltshire Council

*Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are asked to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.*

## Volunteer Skills and Qualities Checklist

### Older Peoples Champion:

- An ability to make a minimum commitment, as specified per role description.
- An understanding of the issues facing older people in today's society, especially loneliness and social exclusion
- An ability to comply with all relevant policy guidelines.
- An ability to maintain boundaries concerning the role and relationship with members of the community
- An ability to listen and communicate with people.
- An ability to recognise own limits of knowledge and responsibility and to be willing to seek advice and support from the Community Engagement manager or other relevant staff.
- A willingness to participate in induction training and team meetings wherever necessary.
- A commitment to non-judgemental practices.
- A willingness to undertake an enhanced disclosure check with the disclosure and barring service (DBS). The organisation will arrange to cover the cost of this.

*Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.*





## Westbury Area Board

Hello and welcome to this Community Policing Team report.

It has been another challenging time for Police all over the Country. Following on from the traumatic events London and in Manchester we are sadly all reminded of what devastation can be brought upon any of us at any time. But even in these difficult times what shines through is that the entire policing family and the fabulous public we serve are all able to work together to keep our communities strong and to support each other. Our thoughts are with all the family and friends of those who have been affected by the tragic loss of lives in both of these major cities.

We cannot highlight enough the importance of communities coming forward with information on suspicious activity which could be linked to terrorism. If you see or hear anything that could be terrorist related, act on your instincts and call the police, in confidence, on 0800 789321 or visit [www.gov.uk/ACT](http://www.gov.uk/ACT)

Here in Wiltshire we placed Armed Police Officers in some of our more prominent locations, Salisbury being one of them, to reassure you all that we are here and will continue to do all we can to keep you safe.

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Moving forward, June will mark the start of the Summer Drink Drive campaign. Sergeant Gavin Brewster of the Wiltshire Police Roads Safety Unit said "With support from the public, our aim is to reduce the number of people who even consider getting behind the wheel whilst under the influence of drink or drugs".

Nearly one in five people who are convicted of drink driving are caught the morning after and do not realise that they can lose their licence if they are over the legal alcohol level. Taking the risk is a big one, you potentially risk peoples' lives and can receive a fine of up to £5000, a minimum 12 month driving ban and a criminal record.

Please plan ahead and if you are going to drink then arrange for alternative transport, it is never worth the risk.

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[feedback@wiltshire.police.uk](mailto:feedback@wiltshire.police.uk)

## Calls to 101

A frequent complaint we receive is that our 101 Call handling for Wiltshire remains below the standards we wish to deliver.

There has been a significant shift in the way we manage our demand within the Police Service. The Community Policing Model recognises that the Police service is being asked to do more with less and helps to address this fact by resolving the problem at the first point of contact, whilst assessing the Threat, Harm and Risk associated with the contact without necessarily tasking an officer to attend in the first instance. The adage they work to in our Communication Centre is to get it right first time. Consequently, by doing more initially, this has seen an increase in waiting times for people to be answered. There are several factors that need to be considered here.

The first point is that under the CPT Model, calls for immediate help have seen an improvement. If calls were answered quicker and pushed through the system, this would not be the case. I hope this point is accepted as being the right stance.

The second point is that we have gone through, and continue to go through, a significant recruitment phase for many roles within the CPT. Police Officers, PCSO, Local Crime Investigators and Prisoner Transport Team members have all been recruited. Where do we find people with the right skills to do these roles? One area is our Communication Centre. These are members of Police Staff who have been trained in aspects of law and have good communication skills. It is not surprising that they then wish to use their training and continue to develop. Consequently recruitment and retention of staff is a significant factor, however to reassure you our Communication Centre Leadership team have a well-established rolling recruitment programme in place.

We are aware of the issue and exploring solutions including on-line reporting of crime, a more informative website and on-line chat and hope this different access channels will start to be available late summer 2017. We will not solve this issue overnight but are aware of our failings and are working hard to resolve them in order to deliver the best possible service to those who contact us. We hope this helps to put context to the current issues we are experiencing with the 101 system

Thank you for your continued support to Wiltshire Police.

Please follow us on:

Twitter <https://twitter.com/wiltshirepolice>

Facebook <https://www.facebook.com/wiltshirepolice/>

Or sign up to Community Messaging <https://www.wiltsmessaging.co.uk/>

## **COMMUNITY MESSAGING**

Working with our local communities, we have been developing ways to reach out to all our communities and keep everyone up to date with the latest information that matters to you in your area.

Through feedback and working with our local communities, we have developed the use of <https://www.wiltsmessaging.co.uk/> and are now sending out daily updates around crimes that matter to you in your area. This is enabling us to reach as much of our community as possible, as

[feedback@wiltshire.police.uk](mailto:feedback@wiltshire.police.uk)



quickly as possible and impart any new crime prevention advice or information about incidents that may affect you in your community that we feel you need to know about.

We have received some very positive feedback around this and encourage you to speak to all members of your community and encourage them to sign up to Wiltshire Messaging. It is free and a very good way of keeping all our communities connected.

<https://www.wiltsmessaging.co.uk/>

## **CONTROL STRATEGY**

Below is our control strategy for your reference. This focuses on where how we conduct our operational Policing based on the Police & Crime Plan. We will continue to align our resources with the threat/harm/risks presented in line with the control strategy.

- Domestic abuse / Cyber Crime / High risk offenders / High risk victims



## **CURRENT SECTOR SERIES/ Exceptions**

Crime Exceptions are where the volume of crime exceeds the levels we would expect over a specified period. This is based on evaluation of data, over like to like periods historically.

\*\*\*The comparison database that is usually used for this data is currently unavailable, so we have had to rely on an alternative database so the results will be slightly different\*\*\*

[feedback@wiltshire.police.uk](mailto:feedback@wiltshire.police.uk)

Westbury Town - April

April saw 53 crimes reported to Police which comprised of the following:

- Burglary x 2
- Drug Offence x 1
- Robbery x 1
- Sexual Offences x 3
- Theft x 9
- Violence against the person x 15
- Criminal Damage x 8
- Public Order x 9
- Vehicle offences x 5

When looking at the same time period over the past two years, 2015 saw 54 offences, and 2016 saw 59 offences. All crime types appeared to be in similar quantities. Crime has therefore seen ever such a slight decrease.

There have been no series of offences identified.

Westbury Town – May

May saw 50 crimes reported to Police which comprised of the following:

- Burglary x 3
- Drug Offence x 2
- Sexual Offence x 3
- Theft x 7
- Violence against the person x 23
- Criminal Damage x 7
- Weapon Offence x 1
- Public Order x 2
- Vehicle offences x 2

Comparing these figures to previous years, 2015 saw 47 crimes reported, and 2016 saw 60 crimes reported. I have tried to see where the increase in Violence Against the Person has occurred since the previous month, and can see no obvious reason. There are no notifiable series of crimes or spikes in any one crime type to make residents aware of.

Westbury Villages - April

April saw 15 crimes reported to Police which comprised of the following:

- Burglary x 2
- Theft x 1
- Violence against the person x 5
- Criminal Damage x 3
- Public Order x 1
- Vehicle offences x 3

In comparison with previous years, 2015 saw 7 offences, and 2016 also saw 7 offences reported. So whilst for this particular month there is a significant increase in figures, when compared with the following month there isn't. I have reviewed the crime types and cannot identify any reason for the increase and there are no current concerns over series of crimes.

Westbury Villages – May

May saw 19 crimes reported to Police which comprised of the following:

- Burglary x 1
- Drug Offence x 1
- Theft x 2

Violence against the person x 7

Criminal Damage x 5

Vehicle offences x 3

In May 2015 15 crimes were reported, and in 2016 this figure was 18. So again, we report no identified series of crimes are currently taking place in the area, and crime figures has stayed relatively stable.

When taking in to account that the number of Police Officers has been slowly decreasing, the fact that crime figures are remaining fairly consistent across these two areas is something that is pleasing to see. There is always room for improvement though, and we will continue to aim for this at all times.

### **OTHER INFORMATION**

EVENTS... As we start to approach the Summer months, many groups and individuals start to organize various events and gatherings. A toolkit is available from Wiltshire Council which gives fantastic guidance and advice for most types of events, including topics ranging from traffic management to toilets, and gives contact details for which agencies and departments need to be contacted when applying for various licences or road closures.

It can be found at <http://www.wiltshire.gov.uk/public-events-toolkit.pdf>

In essence, all organisers must be responsible for identifying any risks and putting in measures to remove or reduce them.

SPRING IS HERE... As the warmer weather starts to appear it is tempting to throw open the windows and leave doors ajar to allow for the fresh air to flow through, BUT, this is often an open invitation to opportunistic burglars. Please do be mindful about keeping windows closed, many modern windows allow you to lock them whilst slightly ajar and I would urge you to do this if you have the capability to do so. Even if you are only in the back garden having out the washing or mowing the lawn, please ensure that your front door remains locked. Don't give these opportunists any excuse to try their luck at your property.

GOODBYE TO NEIL.... PCSO Neil Turnbull has now been assigned to Tisbury and the surrounding villages. We are continuously looking at the spread of PC's and PCSO's and so while he hasn't been replaced as yet there are still decisions being made as to whether or not this will take place. PCSO Mat Katsande remains as a Westbury Town Centre Officer, and PCSO Caroline Wright remains as the Westbury Villages Officer. I'm sure you will join me in thanking Neil for his service to the area, as he now embarks on tackling Tisbury.

For a detailed breakdown of the crime in your area visit...

**<https://www.police.uk/wiltshire/>**

Community Coordinator PC 1570 Amy Hardman : [amy.hardman@wiltshire.pnn.police.uk](mailto:amy.hardman@wiltshire.pnn.police.uk)

Deputy Sector Head PS 1629 Gill Hughes : [gill.hughes@wiltshire.pnn.police.uk](mailto:gill.hughes@wiltshire.pnn.police.uk)

Sector Head Insp 0041 Andy Fee : [andy.fee@wiltshire.pnn.police.uk](mailto:andy.fee@wiltshire.pnn.police.uk)

[feedback@wiltshire.police.uk](mailto:feedback@wiltshire.police.uk)





**DORSET & WILTSHIRE  
FIRE AND RESCUE**

## **Westbury Area Board Report**

**13<sup>th</sup> April 2017**

### **Dorset and Wiltshire Combination: One year on.**

Ben Ansell, the CFO of Dorset & Wiltshire Fire and Rescue Service offered the following at the beginning of April 2017:

“1<sup>st</sup> April 2017 marked the first anniversary of the new Dorset & Wiltshire Fire and Rescue Service.

It is sometimes easy to forget just how far we've come in such a relatively short space of time.

Some of these times have been difficult, but I know we've continued to deliver high levels of service to the public and everybody, across all areas of the organisation has played an important part in making this happen.

I am extremely proud of our 'one team' approach, it is the only way we can continue to effectively support our communities, as well working closely with our partners. Being a bigger Service has enabled us to be a stronger partner to other agencies, including the police, our local authorities and health.

A number of schemes are being developed to work with our colleagues in the ambulance service, allowing us to better position ourselves to meet the needs of our communities.

Making financial savings was one of the key drivers for combination, and our savings have been significant, while still being able to invest in the things we need to support our work such as new appliances, prevention activities, new fire helmets, improved ICT and essential improvements to our estate.

Another key part of becoming a combined Service was consolidating our governance arrangements, and a huge amount of work has taken place to deliver this.

I know that there is still much to do to bring together our ways of working and embedding a new combined culture for the Service is not something that will happen overnight.

Indeed, we are now developing our new Community Safety Plan 2017-2021, which will set our direction and aspiration for service delivery across the Bournemouth, Poole, Swindon, Wiltshire and Dorset Areas.”

At primary school level, education advisors visit classes with structured lesson plans that focus on issues such as the work of the Fire & Rescue Service, the dangers of playing with matches, the importance of smoke alarms, having a fire plan, and dialling 999 in an emergency. Older children are also taught why you should never make hoax calls.

Home educated children can also be accommodated, but we try to approach these within groups for a more efficient use of our limited resources

We can also arrange visits to our fire stations or one of our safety centres. For more information or to make a booking for your school or pre-school, please visit our webpage; <https://www.dwfire.org.uk/school-visits/> or email [enquiries@dwfire.org.uk](mailto:enquiries@dwfire.org.uk)

If you need a smoke alarm, some advice or are worried about what you would do in an emergency, contact us for a free Safe and Well visit; <http://www.dwfire.org.uk/safety/safe-and-well-visits/>

As summer inches closer we will start to promote various water safety messages. These include:

**Key safety tips for staying safe near water**

- Alcohol and swimming do not mix – stay out of the water if you’ve been drinking.
- Always watch your child while at the beach, lake or other natural bodies of water.
- Never let older children swim in unsupervised areas like quarries, canals or ponds.
- Don’t swim near motor boats, jet skis or other power vehicles.
- Never interfere with lifesaving equipment – you might need it yourself.
- Learn to spot and keep away from dangerous water.
- Take safety advice – heed notices which warn you of the danger. See [\*\*national water safety signs\*\*](#) for guidance.
- Children should always visit open water sites with a grown-up.
- Swimming anywhere other than at purpose built and supervised swimming pools is highly dangerous and is not recommended, unless as part of an organised club.

See our website for more information.

**Operational Activity**

Between 21<sup>st</sup> January and 3<sup>rd</sup> April there were 46 incidents in the Westbury area.

Category	Call Sign	Incidents March	Incidents April
False Alarm	4/4P1	0	8
Fire	4/4P1	4	1
Other	4/4P1	3	2
Special Service	4/4P1	2	0
<b>Total</b>		<b>9</b>	<b>11</b>

## Appliance availability

### March

Appliance	Day	Night	Average
44P1	61.6	70.5	65.83

### April

Appliance	Day	Night	Average
44P1	51.46	70.14	60.80

The “Difficult Hours” for On-Call cover tends to be 0700 to 1800hrs weekdays, and weekends from 1800hrs Friday until 1800 hours Sunday.

## Significant Incidents

A road traffic collision where crews rescued a female from a 3 car collision using their hydraulic rescue equipment. Westbury were part of the crew that extinguished a fire in a block of flats using hose reels, breathing apparatus and positive pressure ventilation.

## Want to become a firefighter?

Or know someone who does?

On-call Firefighters provide a part-time service around other commitments. They let us know when they are available and respond to emergency call outs.

To find out more about the role please visit the ‘Working for us’ pages of our website or drop into the station on a Monday evening for a chat. Or visit [dwfire.org.uk](http://dwfire.org.uk) for more information.

Andy Green

District Commander, Trowbridge, Bradford on Avon & Westbury.

Email: [andy.green@dwfire.org.uk](mailto:andy.green@dwfire.org.uk)

Tel: 01722 691247 | Mobile: 07734 483886



**DORSET & WILTSHIRE**  
**FIRE AND RESCUE**



## BA13+ REPORT TO WESTBURY AREA BOARD

The latest in a very popular series of quarterly BA13+ Community Area Partnership meetings took place at the Laverton on the evening of Thursday 18th May and was themed around Children and Young people.

Those present, who included the town's newly appointed Mayor Cllr. Gordon King, enjoyed a lively and entertaining keynote presentation from TV presenter, international skateboarder and the face of the 'Animal' sports brand, **James Threlfall**



Making good use of the excellent audio-visual facilities available at the Laverton, James featured interviews with several successful skateboarders on film, including the legendary Tony Hawke (a name many will recognise from a generation of Playstation games featuring his likeness). James gave a potted history of skateboarding, right back to its origins in the USA in the 1950s, through its introduction to the UK in the 1970s to the present day.

James particularly liked the fact that skating taught perseverance, that if you fall you get back up and carry on. You have to be passionate, to really want to achieve something. As well as the perseverance it's taught James to accept knock-backs. It's given him confidence and a positive outlook on life.

In answer to a question from the audience regarding injuries, James explained that he had found high jumping and rugby to be far more prone to injury when he was younger; he has only had one serious injury (a broken leg) while skateboarding. He explained that it appeals to different backgrounds, religions, all kinds of people. It's predominantly males, but they are encouraging more and more females to take part.

James explained that as a teenager growing up here in Wiltshire there were no competitions available to enter, as a result of which he had helped to establish the Wiltshire Skate Series competition in 2010. It now attracts people from not only Wiltshire but from right across the country. About 100 young people take part each year. Wiltshire Council have seen the benefit of it and been very supportive, as it engages so many young people who might not take place in other sports. James said that in his opinion we are very lucky here in Wiltshire to have so many facilities.

There is a new, state of the art skateboard park being built in Melksham, costing £178,000. It will last for 50 years, so basically is costing around £4,000 a year, which is very cost-effective compared to many facilities.

Skateboarding is in the Olympic Games for 2020. There is now a national governing body called Skateboard England (which James is associated with). He's also talking with people about how to get it onto the TV.

James finished by quoting Theodore Roosevelt, "Believe you can, and you're halfway there"

James was thanked by an appreciative, if disappointingly small, audience for an entertaining and thought-provoking presentation.

Chairman Carole King went on to mention that the BA13+ Community Area Partnership is working closely with Alzheimers Support in order to help Westbury join the Dementia Action Alliance, and we are very keen to hear from anyone who would like to get involved. The formation meeting is on June 7<sup>th</sup> at 11am at Crosspoint.

The venue and theme of the next Partnership meeting, which is scheduled to take place on 17<sup>th</sup> August 2017, is to be agreed at the next Steering Group meeting, which takes place on Wednesday 14<sup>st</sup> June 2017 at Crosspoint.

Philip McMullen, BA13+ Community Area Partnership coordinator  
[ba13plus@outlook.com](mailto:ba13plus@outlook.com)



**May 2017**

## Overview

NHS Wiltshire Clinical Commissioning Group (CCG) is responsible for commissioning a broad range of healthcare for the population of Wiltshire. We are led by experience local GPs drawn from across the county, who provide clear clinical leadership to the big decisions affecting the future of healthcare provision in Wiltshire, carefully tailored to meet the differing needs of people locally.

Our vision is to ensure the provision of a health service which is high quality, effective, clinically-led and local. We are committed to delivering healthcare that meets the needs of Wiltshire people, to consult and engage with our population to enable them to be involved in decisions made about health services and to deliver those services to people in their own homes or as close to home as possible.

**The right healthcare, for you, with you, near you**

## Primary Care Co-Commissioning

At the beginning of April 2017 Wiltshire CCG has taken on full delegated responsibilities for managing local general practices (GP surgeries). This was previously managed by NHS England.

It is widely recognised across the NHS that involving CCGs more in the commissioning of general practice provides an opportunity for offering better, more joined-up care for patients and local populations.

Functions the CCG has taken on include:

- The commissioning and monitoring of General Practices contracts
- Commissioning of local services for the Wiltshire population
- Approval of practice mergers
- Making decisions on local discretionary payments for GP practices
- Making decisions on establishment of new GP practices
- Provision of communications and patient engagement advices to GP practices



More information can be found on the CCGs website – [www.wiltshireccg.nhs.uk](http://www.wiltshireccg.nhs.uk)

## Prescription Ordering Direct (POD)

NHS Wiltshire CCG launched a NHS Prescription Ordering Direct (POD) service on Monday 8 May 2017.

This new service will provide an easy way for people to order their repeat prescription by making a simple phone call from the comfort of their own home – without the need to go into a GP practice or pharmacy.



**NHS**  
Wiltshire  
Clinical Commissioning Group

### Prescription Ordering Direct (POD)

A new and convenient way to order your repeat prescription

**0300 123 6242**

The POD will be staffed by dedicated, experienced and fully trained repeat prescription coordinators and pharmacists from NHS Wiltshire CCG.

When you call the POD telephone line you will talk to a trained coordinator dedicated to taking repeat prescription requests and answering any repeat prescription queries.

They will be able to help you to order only the items that you need, ask you how you are getting on with your medication and alert you if a medicine review is needed.

The POD has been introduced to help reduce the amount of medicine wasted across Wiltshire, as unused prescription medicines cost the NHS in Wiltshire over £2.7million every year. By managing repeat prescriptions orders more efficiently, we can reduce waste and save valuable NHS funds.

The service will also reduce time and workload pressures for GP practices, allowing staff to focus on providing better care to patients.

Don't worry if you already use a repeat prescription service from a pharmacy, you will be able to phone the POD service to order your medicines instead and the POD will arrange for your prescription to be sent electronically to your usual pharmacy and dispensed as normal.

The POD service will be available for patients registered with Lovemead Surgery, Trowbridge from 8 May. Giffords Surgery, Melksham and Castle Surgery, Ludgershall will be joining the scheme in June 2017 and we will keep you updated when more surgeries join.

## Have you consented to have additional information in your Summary Care Record

Summary Care Records is an electronic record of important patient information, created from GP medical records. We are asking patient to improve their patient experience by consenting to have additional information available on their summary care record (SCR).

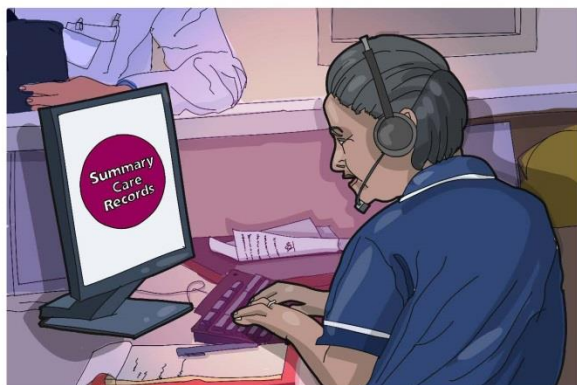
What is additional information?

Essential details about your healthcare can be very difficult to remember, particularly when you are unwell. Having additional information in your SCR means that when you need healthcare, you will be helped to recall this vital information, this includes:

- Your long term health conditions – such as asthma, diabetes, heart problems or rare medical conditions
- Your relevant medical history – clinical procedures that you have had, why you need a particular medicine, the care you are currently receiving and clinical advice to support your future care
- Your personal preferences – you may have particular communication needs, or may have made legal decisions about your care that you would like to be known
- Immunisations – details of previous vaccinations such as tetanus and routine childhood jabs



### GPs use your Summary Care Record to share medical information with other healthcare staff treating you



**We need your permission to add more information to help support your care.**

**Ask reception for a consent form.**

Care professionals in Wiltshire use your Summary Care Record when they are treating you and this currently provides important information about the medicines you are taking, allergies you suffer from and any previous bad reactions to medicines you have experienced.

By consenting to have additional information included in your SCR, means more information will be available to health and care staff when they are treating you and can enhance the care your receive.

**Ask reception for a consent form next time you visit your GP surgery.**





## Cut waiting times for young people accessing mental health services



Health officials in Wiltshire will provide quicker access to mental health services for children and young people - thanks in part to the views of young people in the county.

New plans include earlier intervention through schools, online counselling and improved information and help for parents to reduce referrals to the more specialist counselling services provided through the Child and Adolescent Mental Health Services (CAMHS).

Our 'Young Listeners' spoke to 174 children and young people in the county to find out how they felt about using health and care services. The report with their findings was presented to Wiltshire's Health and Wellbeing Board, a committee which brings together all the leaders of the health and social care system in the county.

### Contact us:

Tel 01225 434218

[info@healthwatchwiltshire.co.uk](mailto:info@healthwatchwiltshire.co.uk)

[healthwatchwiltshire.co.uk](http://healthwatchwiltshire.co.uk)

A main issue in the report was that many young people thought waiting times for an appointment for CAMHS was too long, with some waiting eight weeks. Now Wiltshire Council and NHS Wiltshire Clinical Commissioning Group (CCG) have announced they are aiming to cut waiting times by bringing more mental health workers to children through selected schools and increasing online support to take the pressure off the more specialist services.

Kerry McKenzie, 18, helped to present the report to the board with Healthwatch Wiltshire Manager Lucie Woodruff. She said: "Before ever carrying out a listening exercise I was sceptical at the impact it would make on people. But then I got into it and realised young people who are talking to someone of a similar age to them open up more than they do to an adult. It's great that we are being heard and can make a difference."

Another Young Listener, 18-year-old Zoe Radford from Calne said: "I have had personal links with people suffering with mental health issues and this made me want to be part of something which looked at how we can make health services better for those who use them. It's great for young people to have a voice on health services they use and we are so pleased we have been listened to and changes are being made."



Healthwatch Wiltshire is a local independent organisation which exists to speak up for people on health and care. If you have used a service recently then we would like to hear from you. We use what people tell us when we meet with the commissioners and providers of services to make sure that they take account of your views and experiences.





## **Westbury Town Council**

### **Westbury Area Board – 15 June 2017**

Councillor King was elected Mayor (Chair) of Westbury Town Council with Cllr Cunningham as his deputy.

We are looking at possible co-optees to increase our number (7 vacancies). We have an extraordinary Town Council on the 12<sup>th</sup> of June, 7pm the Laverton at which we will consider 6 people who put their names forward as possible co-opted councillors. As with all Town Council meetings, this is a public meeting.

We have started demolishing the unsafe, derelict side extension at the Laverton to replace it with facilities for community use and provide an improved fire escape from the main building.

Hanging basket tree has been set up in the market place. Local businesses sponsor some of our hanging baskets.

Free car parking for 2 hours paid for by Westbury Town Council and arranged in conjunction with Wiltshire Council began on all the public car parks in Westbury. There is some confusion as to the no return period; officers at Wiltshire council confirmed that it was 1 hour but some of the car parks have additional signs saying 3 hours.

Christmas in Westbury (the Town Council Christmas event) will be on Saturday 3<sup>rd</sup> of December. This year the switch on events will be in the market place with a wide range of stalls and events around the town during the day.

We have signed our lease with Wiltshire Council for the running of the public toilets in Westbury.

We have produced new and updated protocols for Co-Option & the Mayor's Protocol see [www.westburytowncouncil.gov.uk](http://www.westburytowncouncil.gov.uk) for details.

We have moved the date for our grants process to 30<sup>th</sup> June .... Groups can obtain applications forms for electronic (Word) or completion by hand (printable DPF) from our website or by contacting the office on 01373 822232. The change of date means that the process will no longer clash with our busy Christmas period. Note that those who applied last year can apply again – even though it is not a year since the last grant round.

Cllr Ian Cunningham (Deputy Mayor)  
Westbury Town Council



<b>Report to</b>	Westbury Area Board
<b>Date of Meeting</b>	15/06/2017
<b>Title of Report</b>	Community Area Grant funding

**Purpose of the report:**

To consider the applications for funding listed below.

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Welfare of the Elderly <b>Project Title:</b> Updating Hall for the use by the elderly  <a href="#">View full application</a>	£900.00
<b>Applicant:</b> Avon Valley Runners <b>Project Title:</b> Avon Valley Running AVR Facility  <a href="#">View full application</a>	£5000.00

**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 2015/2016 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 the applications meet the Community Area Board grants criteria.

**3. 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.

#### 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

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.

#### 8. Safeguarding Implications

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

#### 9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
<a href="#">2379</a>	Welfare of the Elderly	Updating Hall for the use by the elderly	£900.00
<b>Project Description:</b> This Project is to update the hall for the use of the elderly and other community users. The new ramp is to make entry to the hall easier for wheelchair users and those less mobile. The window and guttering is to update the hall.			
<b>Input from Community Engagement Manager:</b> Grant meets criteria. Possibility of funding to come from Health and Wellbeing group.			
<b>Proposal</b> That the Area Board determines the application.			

Application ID	Applicant	Project Proposal	Requested
<a href="#">2239</a>	Avon Valley Runners	Avon Valley Running AVR Facility	£5000.00
<b>Project Description:</b> In partnership with Trowbridge Rugby Club AVR plan to build a suitable path around the main rugby pitch. The surface will be made of redgra an approved sports surface as recommended by Sport England within their facilities guidance document. This will allow the rugby pitch to be fully inclusive for spectators and enable us to provide safe running sessions for junior's adults and beginners. The facility will benefit from the existing lighting provided by the rugby club allowing full			

usage all year round and eliminate the risk of taking groups of runners out on to the streets and unlit paths.

**Input from Community Engagement Manager:**

Grant to be considered. Trowbridge Area Board have agreed £5,000 towards the project and Bradford on Avon are yet to hear the application.

**Proposal**

That the Area Board determines the application.

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

**Report Author:**

Liam Cripps

Community Engagement Manager

01225 713143

[Liam.Cripps@wiltshire.gov.uk](mailto:Liam.Cripps@wiltshire.gov.uk)



Grant Applications for Westbury on 15/06/2017

ID	Grant Type	Project Title	Applicant	Amount Required
2379	Community Area Grant	Updating Hall for the use by the elderly	Welfare of the Elderly	£900.00
2239	Community Area Grant	Avon Valley Running AVR Facility	Avon Valley Runners	£5000.00

ID	Grant Type	Project Title	Applicant	Amount Required
2379	Community Area Grant	Updating Hall for the use by the elderly	Welfare of the Elderly	£900.00

**Submitted:** 08/04/2017 20:53:25

**ID:** 2379

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

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

No

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

**5. Project title?**

Updating Hall for the use by the elderly

**6. Project summary:**

This Project is to update the hall for the use of the elderly and other community users. The

new ramp is to make entry to the hall easier for wheelchair users and those less mobile. The window and guttering is to update the hall.

**7. Which Area Board are you applying to?**

Westbury

**Electoral Division**

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

BA13 3NZ

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

Health, lifestyle and wellbeing

Other

If Other (please specify)

The Elderly

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

03/2016

**Total Income:**

£18594.00

**Total Expenditure:**

£18216.00

**Surplus/Deficit for the year:**

£378.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£00.00

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

Because we do not hold any money in reserve due to the fact that the hall required so much updating. The Trustees in the past have been unable to access suitable grants

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

**10b. Project Finance:**

Total Project cost	£928.00
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Total required from Area Board		£900.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed
New Concrete Ramp	500.00		Our reserves	28.00
New Kitchen Window	428.00			
<b>Total</b>	<b>£928</b>			<b>£28</b>

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

No

**12. If so, which Area Boards?**

Westbury

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

The elderly population of Westbury and surrounding area. This will include all other clubs that use the facilities such as White Horse Day Centre Awareness The Leg Club NHS Rainbows Movement for Mind Memory Club and many other users

**14. How will you monitor this?**

The groups that use the hall will keep us informed as we have regular contact with all of them.

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

We all ways undertake to finish the work within the allotted time.

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

17. DECLARATION

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

Yes I will make available on request evidence of ownership of buildings/land

**And finally...**

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

2239	Community Area Grant	Avon Valley Running AVR Facility	Avon Valley Runners	£5000.00
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**Submitted:** 07/01/2017 14:24:27

**ID:** 2239

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

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

No

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

Avon Valley Running AVR Facility

**6. Project summary:**

In partnership with Trowbridge Rugby Club AVR plan to build a suitable path around the main rugby pitch. The surface will be made of redgra an approved sports surface as recommended by Sport England within their facilities guidance document. This will allow the rugby pitch to be fully inclusive for spectators and enable us to provide safe running

sessions for junior's adults and beginners. The facility will benefit from the existing lighting provided by the rugby club allowing full usage all year round and eliminate the risk of taking groups of runners out on to the streets and unlit paths.

**7. Which Area Board are you applying to?**

Westbury

**Electoral Division**

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

BA14 6JB

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

Children & Young People

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Safer communities

Sport, play and recreation

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

12/2016

**Total Income:**

£40504.48

**Total Expenditure:**

£26564.00

**Surplus/Deficit for the year:**

£13940.48

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£25085.30

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

AVR have allocated 10000 of their reserves to this project and subject to membership for 201718 have identified a possible additional 5000 to add to this. Over the last 18 months the club have worked hard to generate these funds for this project and have hosted races held fund raising auctions and engaged in the community. The remaining reserves are required for the ongoing management of the club and to fulfil the clubs sinking funds obligations.

This includes covering facility costs affiliation fees and running the club in line with best practice guidelines.

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

**10b. Project Finance:**

Total Project cost		£30000.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Labour/Materials	27000.00	Our reserves	yes	10000.00
Legal	3000.00	2017/18 Membership fees		5000.00
<b>Total</b>	<b>£30000</b>			<b>£15000</b>

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

Yes

**12. If so, which Area Boards?**

Bradford on Avon  
Trowbridge

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

This would impact young people beginner’s women girls and competitive runners as well as TRFC by providing an accessible area for spectators. AVR has recently been awarded by England Athletics for our beginners programme. The club would like to continue supporting beginners but is close to capacity and unless we can provide a suitable facility for training we will be unable to continue to grow and provide safe and affordable sessions for runners. West Wiltshire no longer has an athletics track and this puts our club and the running community within West Wiltshire at a disadvantage. Thus the club are currently hosting a weekly session out of County at Bath University for young people. The cost to hire the facility and the distance to travel is a real barrier for participation and young people without access to transport are at a disadvantage and are unable to attend. If AVR had regular access to a suitable facility there would be huge potential for significant growth. This would benefit inactive people and young people aged 4-14. This is particularly important as the latest government sports strategy has focused on these audiences and the role sport and physical activity can play regarding health and wellbeing and self-efficacy. The proposed facility will also have an impact on athletes with ambitions of performing at a higher level. Currently clubs in Wiltshire are feeder clubs with talented athletes having to go out of County to access quality training sessions at suitable and safe venues. It is our belief that the

proposed project can achieve the following Develop Doric Park as a sporting hub and create mutually beneficial facility for TRFC AVR. Provide safe sessions for members and more opportunities for beginners to get fit through running activities. Engage with specialist audiences and invite targeted groups to attend sessions. Allow the club to develop the junior section and make training more accessible for local residents. Provide further running movement skills sessions for children under 11. Develop and improve existing members and enable talented athletes to fulfil their potential.

**14. How will you monitor this?**

By monitoring the use of the facility once built taking into account the number of users per session the overall profile of the sessions delivered and the demographics of the users.

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

The project will only commence once the total funds required have been raised. This will cover the initial costs of implementing this project. Ongoing maintenance fees will be minimal and covered by future membership fees.

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

17. DECLARATION

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

Yes I will make available on request evidence of ownership of buildings/land

Yes I will make available on request the relevant planning permission for the project.

Yes 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...**

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

**Report to** Westbury Area Board  
**Date of meeting** 15<sup>th</sup> June 2017  
**Title of report** Youth Grant Funding

**Purpose of the Report:**

To consider the applications for funding listed below. Also to note items listed under point five of this report.

Applicant	Amount requested	LYN Management Group recommendation
Westbury Youth FC	£3000.00	Award in Full
Matravers School Combined Cadet Force	£3299.50	Award in Full

**1. Background**

Any recommendation made from the LYN Management Group will have 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

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

**2. Main Considerations**

- 2.1. Councilors will need to be satisfied that Youth Grant Funding awarded in the 2017/18 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councilors 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. Councilors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councilors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

**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

4.1. For 2017/18 Westbury Area Board was allocated £TBC

4.2. The Westbury Area Board Youth Funding balance for 2017/18 is £TBC

4.3. All decisions must fall within the Youth Funding allocated to Westbury Area Board.

If funding is awarded in line with the LYN recommendations outlined in this report Westbury Area Board will have a Youth Funding balance of £TBC

#### 5. LYN report

A Local Youth Network meeting was held on 6<sup>th</sup> June 2017 where 2 grant applications for positive activities for young people were submitted and discussed. All applications met the grants criteria.

#### 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

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.

#### 9. Safeguarding Implications

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.

#### 10. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
412	Westbury Youth FC	Continuous Improvement Project	£3000.00
<b>Project description</b> Westbury Youth FC provides football to nearly 300 children from Westbury and the surrounding areas we aim to become an FA Charter Standard Community Club ASAP. To achieve this we aim to send more coaches on higher level FA courses to improve the standard of the coaching and improve safety for all members of the club.			
<b>Recommendation</b> <b>Short Paragraph</b>  Provide a high level of training to assist in delivering a high quality sessions for its young people  It was agreed to award the full amount of £3000.00 towards the Continuous Improvement Project but with			



the following condition

**Condition**

For the LYF to confirm that there a evidence that the applicant has the following 3 policies – Public Liability Insurance, Health and Safety and Whistle Blowing Policy which was not available at the time of this report.

<b>Applicant ID</b>	<b>Applicant</b>	<b>Project Proposal</b>	<b>Requested</b>
389	Matravers	Combined Cadet Force Target Shooting	£3299.50
<b>Project Description</b> <p>Our Project has developed positively in the last 6 months as benefits are starting to be visible to our community. We are encouraging every student at Matravers to Think Differently and make the most of the new opportunities open to them. Encouraging the CCF to become a foundation for young people to develop resilience determination and ambition. The CCF is offering expansive programmes and our young people have identified target shooting as something they wish to participate in more regularly. Therefore we hope to build this into our already diverse programme of activities to develop positive characteristics in young people.</p>			
<b>Recommendation</b> <b>Short Paragraph</b> <p>The project is inclusive to all the students at Matraver’s school and will help young people to develop resilience, determination and ambition.</p> <p>It was agreed to award the full amount of £3299.50 towards the Combined Cadet Force Target Shooting with the following condition</p> <p><b>Condition</b> Matraver’s to submit evidence of the projects risk assessment before funds a released.</p>			

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

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