

AGENDA

Meeting: Westbury Area Board
Place: The Laverton Hall, Bratton Road, Westbury
Date: Thursday 7 June 2018
Time: 7.00 pm

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

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

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

Refreshments and networking opportunity from 6:30pm .

Please direct any enquiries on this Agenda to Stuart Figini (Democratic Services Officer), direct line 01225 718221 or email stuart.figini@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Russell Hawker, Westbury West
Cllr David Jenkins, Westbury North
Cllr Gordon King, Westbury East
Cllr Jerry Wickham, Ethandune

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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	Time
<p>1. Election of Chairman (<i>Pages 1 - 2</i>)</p> <p>To appoint a Chairman for 2018/19.</p>	7.00pm
<p>2. Election of Vice-Chairman</p> <p>To appoint a Vice-Chairman for 2018/19.</p>	
<p>3. Chairman's Welcome and Introductions</p>	7.05pm
<p>4. Apologies for Absence</p>	
<p>5. Minutes (<i>Pages 3 - 12</i>)</p> <p>To confirm the minutes of the meeting held on 12th April 2018.</p>	
<p>6. Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7. Chairman's Announcements (<i>Pages 13 - 16</i>)</p> <ul style="list-style-type: none"> • Becoming a Foster Carer • Salisbury Recovery 	7.10pm
<p>8. Appointment of Working Groups and Outside Bodies (<i>Pages 17 - 40</i>)</p> <p>To make appointments to Working Groups and Outside Bodies for the forthcoming year:</p> <p><u>Working Groups</u></p> <ul style="list-style-type: none"> • Community Area Transport Group • LYN Management Group • Health and Wellbeing Group <p><u>Outside Bodies</u></p> <ul style="list-style-type: none"> • BA13+ Westbury Community Area Partnership • Westbury Ham Community Project (Eden Vale Youth Centre Project) • Warminster and Westbury CCTV Committee • Older Peoples Champion – Sally Lewis 	7.15pm
<p>9. Electoral Review (<i>Pages 41 - 44</i>)</p> <p>To receive a briefing note and presentation about the Electoral review. The note gives details about the review, and highlights links for residents and partner organisations to submit their comments to the consultation.</p>	7.25pm

	<p>Presentation to be provided by Cllr Richard Clewer, Chairman of the Electoral Review Committee, or a member of the Project Team.</p>	
10.	<p>Future of Pavilion on Penleigh Park Recreation Ground</p> <p>To gauge public interest in restoring the site for public use or demolition.</p>	7.50pm
11.	<p>Leigh Park - Public Open Space (POS) - Part of Penleigh Park Recreation ground</p> <p>To note the following update from Persimmon:</p> <p><i>As you may recall, there were certain areas at the northern end of the Leigh Park development that were not offered for adoption at the time we were progressing all of the other POS adoptions. This is currently being discussed at Director level, whereupon I will be able to get back to you'</i></p>	8.00pm
12.	<p>Asset Transfer - Old Youth Centre, Westbury</p> <p>To consider a request for an asset transfer of the Old Youth Centre to a local community group.</p>	8.10pm
13.	<p>Partner and Community Updates (Pages 45 - 56)</p> <p>To receive any updates from partners including:</p> <ul style="list-style-type: none"> • Wiltshire Police • Dorset and Wiltshire Fire and Rescue Service • Westbury LYN (including funding requests) • BA13+ Community Area Partnership • Healthwatch Wiltshire • NHS Wiltshire Clinical Commissioning Group • Town and Parish Councils 	8.20pm
14.	<p>Community Area Grants (Pages 57 - 64)</p> <p>To consider applications for funding from the Community Area Grants Scheme:</p> <ul style="list-style-type: none"> • Bratton Recreation Ground - £1,500 towards improvements at Bratton Recreation Ground 	8.30pm
15.	<p>Community Area Transport Group (Pages 65 - 86)</p> <p>To consider any recommendations arising from the CATG meeting held on 23rd March 2018 and 25th May 2018.</p>	8.45pm
16.	<p>Urgent items</p>	

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

17. **Future Meeting Dates**

9.00pm

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

**Thursday 26th July 2018 at The Laverton Hall, Westbury BA13
3EN**

Future Meeting Dates:

Thursday 18th October 2018 at The Laverton Hall, Westbury BA13
3EN

Thursday 6th December 2018 at The Laverton Hall, Westbury BA13
3EN

Extract from Part 3 of the Constitution: Appointment of Chairmen and Vice-Chairmen of Area Boards

4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.

4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.

4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.

4.9.7 With the exception of an election year, the chairman and vice chairman of an area board shall remain in post until their successors are appointed.

MINUTES

Meeting: WESTBURY AREA BOARD
Place: The Laverton Hall, Bratton Road, Westbury
Date: 12 April 2018
Start Time: 7.00 pm
Finish Time: 9.25 pm

Please direct any enquiries on these minutes to:

Stuart Figini (Democratic Services Officer), Tel: 01225 718221 or (e-mail) stuart.figini@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Liam Cripps – Community Engagement Manager
Jan Bowra – Local Youth Facilitator
Stuart Figini – Democratic Services Officer

Town and Parish Councillors

Westbury Town Council – Ian Cunningham
Coulston Parish Council – Ian Lafferty
Dilton Marsh Parish Council – Sonja Harris
Edington Parish Council – Mike Swabey, David Pike and Wendy Pollard
Heywood Parish Council – Francis Morland

Partners

Wiltshire Police – Inspector Andy Fee
BA13+ Community Area Partnership – Carole King

Others

Westbury Gasification Action Group – Margaret Cavanna
Westbury Gasification Action Group – Maggy Daniell
Local Resident – Dr Biggs

Local Resident – Peter Smith
KP Garage and Bodyshop – Marie Pinnell
KP Garage and Bodyshop – Leasa Keely
Matravers Combined Cadet Force – Capt Edward Fairnington
Westbury Utd Football Club – Greg Coulson
Larkrise Farm – Sue Bradbrooke
Larkrise Farm – Zoe Mann
Sovereign – Scott Jacobs-Lange

Total in attendance: 35

<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>Chairman's Announcements</u></p> <p>There were no Chairman's announcements.</p>
3.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Phil McMullen – BH13+ Partnership and Darren Nixon – Dorset and Wiltshire Fire and Rescue Service.</p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5.	<p><u>Minutes</u></p> <p>Resolved: To confirm and sign the minutes of the meeting held on 1st February 2018.</p>
6.	<p><u>Thermal Treatment Facility, Stephenson Road, Northacre Trading Estate, Westbury</u></p> <p>The Area Board considered the Council's response to an online petition about air quality and the proposed Thermal Treatment Facility in Westbury.</p> <p>The letter referred to waste management, planning and public health issues in relation to the Facility.</p> <p>The following issues were raised during the meeting:</p> <ul style="list-style-type: none"> • The number of objections to the original planning application in 2015. • Concern that Westbury is one of the most polluted towns in Wiltshire. • The role of Wiltshire Council and the Environment Agency in determining planning permission and environmental permits. • The impact of Wiltshire Council Waste Policy and its impact on the use of the thermal treatment facility. • Consideration of the planning application by Westbury Town Council and Wiltshire Council. • Impact of the thermal treatment facility on resident's health. • Integrity issues and endorsement of Hills as a responsible waste service provider. • Impact of vehicular traffic using the A350 on air quality in Westbury.

	<p>Resolved: That the response to the online petition be noted.</p>
7.	<p><u>Air Quality</u></p> <p>The Area Board received an update report from the Head of Public Protection about air quality in Westbury and how this is monitored, following a request from a ward Councillor.</p> <p>Members noted that concerns had been raised about the recent increase in the use of wood burners and how this could be contributing towards reduced air quality. Reference was also made about the need to monitor fine particulate matter below 2.5 microns as this has been implicated under new research to have an impact on bad health.</p> <p>The report confirmed that there was no evidence to support this theory. It was noted that the main contributor towards poor air quality in Westbury remained road traffic emissions along the A350 and this would only be alleviated following the construction of a bypass around Westbury.</p> <p>Resolved: The report on air quality in Westbury be noted and the Head of Public Protection to confirm if particulate matter below 2.5 microns is monitored.</p>
8.	<p><u>Local Highways Investment Fund</u></p> <p>The Area Board received a report of the Cabinet Member for Highways, Transport and Waste about the Road Surfacing Programme 2018/19.</p> <p>The report provided information on the progress made in improving the condition of the County's roads, and advised on the road surfacing schemes to be undertaken in 2018/19, including the schemes for Westbury.</p> <p>Resolved: The Area Board:</p> <ul style="list-style-type: none"> i. Acknowledges that there has been a substantial improvement in the overall condition of Wiltshire's roads in recent years, but further investment is still required; ii. Approves the highway maintenance scheme list for the Westbury area in 2018/19; and iii. Notes that a new five-year programme will be developed shortly, making use of the Council's new Highways Infrastructure Asset Management System (HIAMS), to ensure best value for money and whole life costing for the highways asset.
9.	<p><u>The Big Pledge 2018</u></p> <p>The Community Engagement Manager explained that the 'Big Pledge 2018'</p>

	<p>would be launching on Monday 16th April 2018, with a start date of 14th May and goes on until 18th July 2018. He explained that this year's event differed from previous events in as much as it is linked to the Commonwealth Games on the Goldcoast, Australia and those taking part would be logging the amount of time they were exercising rather than the distance covered.</p> <p>The Area Board noted that schools were being encouraged to take part with the first 50 to sign up receiving a free kit bag.</p>
10.	<p><u>Partner and Community Updates</u></p> <p>The Area Board received and noted the following updates from key partners :-</p> <p>(a) Wiltshire Police Inspector Andy Fee presented his report from which referred to a number of operational staffing matters, the introduction of daily crime updates for the local community available via email, outcome of recent speed checks in Bitham Park, Westbury, and updates on reported crime in the Westbury area.</p> <p>(b) Dorset and Wiltshire Fire & Rescue Service The written report was received and noted.</p> <p>(c) Westbury LYN Jan Bowra, Locality Youth Facilitator, presented a report requesting the Area Board to consider three applications for Youth Grant Funding as detailed in the agenda pack.</p> <p>The Community Engagement Manager explained that the LYN budget for 2018/19 had not been released and therefore it would be difficult for the Area Board to consider grant applications at this stage. It was expected that the LYN budget allocation for 2018/19 would be reduced.</p> <p>A number of applicants gave brief statements about the reasons for their grant requests.</p> <p>Resolved:</p> <p>i) That the following Youth Grant application be agreed:</p> <ul style="list-style-type: none"> • KP Garage and Body Shop for teaching skills in the motor trade to local young people - £2,000, with the outstanding amount of £3,000 to be considered at the next meeting of the Area Board, once the LYN budget has been allocated. <p>ii) That the following Youth Grant applications be deferred to the next meeting of the Area Board, once the LYN budget has been allocated:</p> <ul style="list-style-type: none"> • Matraver's School for a combined cadet force corps of

	<p style="text-align: center;">drums for £4,900.</p> <ul style="list-style-type: none"> • Youth Adventure Trust for vulnerable young people 2018 Forest Camps for £3,000; <p>(d) BA13+ Community Area Partnership The written report was received and noted.</p> <p>Carole King (Chairman of the BA13+ Partnership) presented the report and highlighted that Dementia Action Week was taking place between 21st – 27th May 2018.</p> <p>(e) Healthwatch Wiltshire The written report was received and noted.</p> <p>(f) Wiltshire Clinical Commissioning Group (CCG) The written report was received and noted.</p> <p>(g) Westbury Town Council The Deputy Mayor, Westbury Town Council, reported that a litter pick with Wiltshire Wildlife Trust had taken place on 12th April 2018, a Town Councillor vacancy had arisen following a recent resignation, an art exhibition would be taking place at the Laverton Hall on 21st April 2018 and the Annual Town Meeting was taking place on 23rd April 2018, again at the Laverton Hall.</p> <p>(h) Eddington Parish Council The Chairman of Eddington parish Council reported that the final version of the Parish Development Plan had now been launched and was available on the Parish council website. He also commented on a Parish Clean Up day taking place on 14th April 2018.</p> <p>(i) Community Engagement Manager The Community Engagement Manager (CEM) reported that 130 applications had been received for the upcoming Young People Awards evening on 19th June 2018, at Matravers School. He explained that the deadline for the awards would be extended and encouraged the Area Board to consider making nominations. The CEM also mentioned that a litter pick was taking place on 28th April 2018 at the White Horse site, Bratton Camp, in conjunction with the Countryside Team and other volunteers.</p>
11.	<p><u>Supporting Our Community - Feedback from Grant Recipients</u></p> <p>There were no updates from representatives who had received grant funding from the Area Board at previous meetings.</p>
12.	<p><u>Community Area Grants</u></p> <p>Members considered applications for the Community Area Grants Scheme funding as detailed in the agenda pack, some of which had been deferred from the previous meeting. A number of applicants gave brief statements about the reasons for their grant requests.</p>

	<p>Resolved:</p> <p>That the following grant applications be agreed:</p> <ul style="list-style-type: none"> a. Leigh Park Community Centre towards a bouncy castle - £494.50 and a requirement that the bouncy castle is free to use by the public at the proposed 2 open days this year. Money to be transferred once dates are confirmed and advertised. b. Westbury Rugby Football Club towards the internal refurbishment of the club house - £1000 and a requirement of a free entry rugby fair / festival in the summer offering taster sessions to the Westbury community c. Edington PCC Parish hall towards the provision of disabled toilet facilities - £2,500 d. Heywood Parish Council towards a new parish council noticeboard - £288 e. Westbury United Football Club towards equipment - £1000 on the condition that the club offers free entry for U16's to one home game this season. f. Larkrise Community Farm towards a sensory classroom project - £937.50 (The Board noted that Melksham had awarded £1,500 towards the Project and Trowbridge Area Board awarded the Project the full amount requested of £3,875 on condition that Westbury area board awards the full amount requested from them as well. The Chairman was asked to write to the Trowbridge Area Board to express the concerns of this Area Board about the conditions for grant funding placed on the project) g. Coulston Village Hall towards the village hall refurbishment - £1,852.
13.	<p><u>Community Area Transport Group</u></p> <p>The Area Board received the notes of the Westbury Community Area Transport Group (CATG) meeting held on 23rd March 2018.</p> <p>Cllr Francis Morland, Heywood Parish Council, commented on a letter from the Parish Council to the Community Engagement Manager about the withdrawal of the bus services that operate in the Westbury Railway Station area, in particular the Station Road railway overbridge, Slag lane and The Ham, and along Hawkeridge Road. He explained that the Parish Council had not received a response from Wiltshire Council officers dealing with the highway structures and the ability of the overbridge to take a certain weight of vehicle. The Chair referred to the comments received from the Wiltshire Councils Principal</p>

	<p>Engineer on the matter at the CATG meeting held on 23rd March 2018. Further, more detailed advice, was received from the Principal Engineer and was referred to at the meeting.</p> <p>The Area Board noted that Wiltshire Council are currently undertaking a feasibility study in conjunction with Network Rail to see if it is achievable to increase the overall capacity of the bridge to 40 tonnes. This would not be a quick process and would involve some temporary disruption whilst investigations were undertaken on the condition of the structure below road level. This work will be ongoing over the next 6 months.</p> <p>The Chairman thanked Cllr Morland for his comments and the issues raised. Cllr Morland was asked to forward his technical questions directly to the Principal Engineer for a response at the next CATG meeting, with a copy to Area Board members.</p> <p>Resolved: That the matter be considered further at the next CATG meeting in light of the advice received from the Principal Engineer and that Cllr Morland be invited to attend the meeting.</p>
14.	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
15.	<p><u>Future Meeting Dates</u></p> <p>The next meeting of the Westbury Area Board will be held on 7th June 2018 at the Laverton, Westbury, BA13 3EN</p>

Westbury Area Board – 7 June 2018

Minute 7/12 April 2018 – Air Quality - Update

The Area Board received an update report from the Head of Public Protection about air quality in Westbury and how this is monitored, following a request from a ward Councillor.

Members noted that concerns had been raised about the recent increase in the use of wood burners and how this could be contributing towards reduced air quality. Reference was also made about the need to monitor fine particulate matter below 2.5 microns as this has been implicated under new research to have an impact on bad health.

The report confirmed that there was no evidence to support this theory. It was noted that the main contributor towards poor air quality in Westbury remained road traffic emissions along the A350 and this would only be alleviated following the construction of a bypass around Westbury.

Resolved: The report on air quality in Westbury be noted and the Head of Public Protection to confirm if particulate matter below 2.5 microns is monitored.

Response from Head of Public Protection

The council has not monitored PM2.5 under the Local Air Quality Monitoring regime in the Westbury area. However, we are proposing to install an indicative particulate monitor in the area shortly to assess background levels.

Additional questions and answers:

- The cost of installing the particulate monitor and the monitoring itself;
Response: The council has previously purchased a monitor, so costs will be limited to officer time for installation and analysis.
- The location that the monitor will be installed;
Response: The specific location has not yet been determined, but it will be to the north east of the proposed location.
- When the monitoring equipment will be installed and for how long;
Response: The installation date will be in June 2018, for a period of 1 month to provide background levels.
- How many monitors will be installed – I guess it will be one as your email states ‘an indicative particulate monitor’.
Response: Two. Diffusion tubes will monitor NO2 and a particulate monitor.

Chairman's Announcements

Subject:	Becoming a Foster Carer
Web contact:	http://www.wiltshire.gov.uk/fostering

Wiltshire Council needs to recruit foster carers of all types, including specialisms. Foster carers are needed in all areas of the county, although it is recognised that the main priority is to recruit in the main towns to the north and west of the county (Chippenham and Trowbridge) and to the south (Salisbury). Most looked after children come from these areas and so generally local foster carers are needed to support children continuing at school and college and to facilitate family contact more easily.

Foster carers are ordinary people and so they are likely to be living in any part of the county, in any community. To become an approved Wiltshire foster carer you need to:

- Be at least 21 years old (although they can apply from the age of 18)
- Have a spare bedroom big enough for a child or young person to use
- Be a full-time resident in the UK or have leave to remain
- Be able to give the time to care for a child or young person on a full or part-time basis

Foster Carers are paid an allowance based on the age of the child they look after and a Skill Fee dependent upon their skills and experience.

Recent research carried out at Bristol University with children in care shows how important it is that children have someone they can trust, who is interested in them and that:

"Living with someone that you have a good and trustful relationship with is the key to a happy and effective placement"

Saving Grace is the story of a young person who was fostered, and the positive impact fostering had on her life, and on the life of her foster family.

To find out more about fostering in Wiltshire please visit:

<http://www.wiltshire.gov.uk/fostering>

Or phone 01225 716510 (office hours) or 0845 6070888 (out of hours)

Our next information evenings are:

- 29 May, 7pm - 8pm, County Hall, Trowbridge**
- 26 June, 7pm – 8pm, County Hall, Trowbridge**
- 24 July, 7pm – 8pm, County Hall, Trowbridge**
- 25 September, 7pm – 8pm, County Hall, Trowbridge**
- 30 October, 7pm – 8pm, Five Rivers Health and Wellbeing Centre, Salisbury**

Chairman's Announcements

Subject:	Area board briefing for chairs regarding Salisbury situation
Web contact:	communications@wiltshire.gov.uk

Wiltshire Council and Salisbury City Council are proud to be hosting the grand final of the elite cycling OVO Energy Tour Series on May 31 as part of the recovery of the city. This exciting free event is the first major event of the recovery programme and will showcase Salisbury to the world as the ITV4 programmes are broadcast to more than 100 countries. The elite races are being supported by a programme of fun family activities in the Guildhall Square from 1pm. Why not join us and support Salisbury in its recovery? More information about the event is available at www.wiltshire.gov.uk/salisbury-cycle-tour-series

A dedicated webpage providing up to date information on what is happening in Salisbury has been set up at www.wiltshire.gov.uk/salisbury.

Changes have been made to the free parking provision in Salisbury and came into effect on May 14. These changes were made following feedback from the city's community and businesses. Shoppers and visitors will continue to be able to park free of charge in Wiltshire Council's car parks from midday Monday to Friday and all day on Saturday and Sunday. Parking continues to be free at the five park and ride sites.

The recovery is moving fast and we are reiterating that Salisbury is safe for residents and visitors outside of the cordoned off areas. It's important to emphasise that no further reports of illness have been reported since the incident on Sunday March 4. The city is recovering and getting back to normal.

The clean-up stage of the recovery is well underway. Nine sites have been identified as potentially contaminated. These are Bourne Hill, Salisbury Ambulance Station, Amesbury Ambulance Station, Maltings Park, the Mill pub, Zizzi restaurant, Ashley Wood Car Recovery Centre, Mr Skripal's house and the police officer's home.

Work to clean each sites involves testing, removing any potentially contaminated items, chemical cleaning and re-testing. Sites will not be released until tests have been reviewed and approved. This work could take several months and the priorities are Bourne Hill, the two ambulance stations and The Maltings. They will be followed by The Mill pub and Zizzi restaurant. We will keep the community updated as the work progresses. The recovery is being overseen by the Recovery Coordinating Group (RCG) which is made up of local and national agencies.

WESTBURY AREA BOARD
7TH JUNE 2018

Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2018/19

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2018/19.

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 2018/19.
- 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 2018/19, 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 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 Champion for the Area Board, in accordance with Appendix D.

Stuart Figini
Democratic Services Officer
01225 718221
stuart.figini@wiltshire.gov.uk

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

Name of Outside Body	Appointed by	Number of Reps Required	Names of Reps	Date Appointed	Voting Rights	Meetings per year	Why Reps Required
BA13+ Westbury Community Area Partnership	Westbury AB	1	Cllr Gordon King	15-Jun-17	No	4	Rep adds council perspective to crime issues
Westbury Ham Community Project (Eden Vale Youth Centre Project)	Westbury AB	1	Cllr Gordon King	15-Jun-17	No	6	To inform on the development of the Community Area Plan
Older Peoples Champion	Westbury AB	1	Sally Lewis	15-Jun-17	No	?	
Warminster and Westbury CCTV Committee	Westbury AB	1	Councillor Russell Hawker	15-Jun-17	No		

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 Brunnsden
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.

Councillors Briefing Note No. 348

Service: Legal and Democratic
Further Enquiries to: Maggie Mulhall
Date Prepared: 17 April 2018
Email: committee@wiltshire.gov.uk
Direct Line: 01249 706598

Electoral Review of Wiltshire Council – Update Consultation on New Division Boundaries

Background

1. As detailed in [Briefing Note No. 337](#), on 17 October 2017 Full Council was informed that the Local Government Boundary Commission for England ('the Commission') would be undertaking an electoral review of Wiltshire Council. The review would be to consider the total number of councillors on the council, and then review the numbers and boundaries of electoral divisions within the council, for implementation at the next elections in May 2021. The decision on the number of councillors, and pattern of divisions, is taken by Parliament following the recommendation of the Commission.
2. Full Council established an Electoral Review Committee ('the Committee') to progress any council responses to the Commission. For the preliminary stage of the review the Council was invited to make a submission setting out what it felt the evidence demonstrated would be the optimum council size moving forward, taking into account the Council's governance arrangements, its regulatory and scrutiny functions, and the representational role of councillors.
3. Following work from the Committee, on 20 February 2018 Full Council approved a submission which argued that the most appropriate council size moving forward would be 99, an increase of 1 from the current position. In particular, the fundamental role of community area boards was highlighted. The final version, as submitted to the Commission, can be found at [this link](#).
4. **The Council will be informed by the end of April 2018 of the 'minded to' decision of the Commission on council size. A further update to councillors will follow at that stage.**

Next Phase

5. The next phase of the Electoral Review, which is officially the first stage of the formal review process, is for the Commission to seek representations on new electoral division boundaries for Wiltshire Council, based on the total number of councillors being proposed. As part of this process there will be public consultation on the new division boundaries for the Council. This will be to allow the Council, other organisations and members of the public, to make representations and provide evidence on the most appropriate pattern of divisions moving forward. The Commission will use that evidence to assist in drawing up their draft recommendations for electoral divisions, on which they will consult later in the year.

6. The Commission will create a consultation portal for the Wiltshire Council review on [their website](#), on which they will include all relevant materials and instructions for organisations and the public to construct a suitable submission.
7. Any submissions to the Commission will be required to seek to create divisions as close as possible to the figure of electors per division (not total population per division) identified by the Commission's 'minded to' decision, whilst also seeking to reflect community identities and provided convenient and effective local government. Localised evidence from organisations and communities may justify a certain level of variance from that figure, but submissions will need to provide evidenced justification for any such variance.
8. **The consultation for the next phase will begin on 1 May 2018 and run until 9 July 2018. Any parties interested in making a submission on division boundary patterns should submit this directly to the Commission.**

Wiltshire Council Consultation

9. Although any interested parties are encouraged to submit any representations directly to the Commission, the Committee would also welcome any views from organisations, communities or the public, as it prepares a submission on behalf of the Council. **Any representations to the council should be sent to committee@wiltshire.gov.uk.**
10. Due to their role at the centre of the increasing devolution of decision-making to communities, the Electoral Review Committee has prepared this briefing note and other relevant information, which will be taken to each Area Board in Wiltshire in order to publicise the review and provide guidance to anyone interested in making or contributing to a submission. It will be taken as an item at the following meetings:
 - 26 April – Warminster Area Board
 - 3 May – Southern Wiltshire Area Board
 - 8 May – Malmesbury and Melksham Area Boards
 - 9 May – Royal Wootton Bassett and Cricklade Area Board
 - 14 May – Devizes and Tidworth Area Boards
 - 15 May – Marlborough Area Board
 - 17 May – Salisbury Area Board
 - 21 May – Pewsey Area Board
 - 23 May – Bradford-on-Avon Area Board
 - 24 May – Amesbury and Trowbridge Area Boards
 - 29 May – Calne Area Board
 - 30 May – South West Wiltshire Area Board
 - 31 May – Corsham Area Board
 - 4 June – Chippenham Area Board
 - 7 June – Westbury Area Board
11. For the assistance of councillors, organisations, communities and the public, links are provided to the [technical guidance on electoral reviews](#) from the Commission, as well as a guidance document on [preparing a submission](#) on proposing a pattern of divisions/wards.

Additional Stages

12. From 4 September to 12 November 2018 the Commission will consult upon its draft recommendations on new divisions, published after consideration of the submissions provided in Stage One. Area Boards would also be consulted by the Committee at this stage.
13. In March 2019 the final recommendations of the Commission will be published. At this stage they will no longer be able to be amended – a draft order will be prepared for laying in Parliament in Spring 2019, where the recommendations may be accepted or rejected, but not amended.
14. Should the recommendations be accepted, they will then be implemented for elections in May 2021.

Report to Westbury Area Board
Date of meeting 7th June 2018
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
Youth Adventure Trust	£3000.00	To award in part the sum of £1200.00 Condition: This will be based on the amount available from the 2018/19 Community Youth Budget
KP Garage and Body Shop	£3000.00	£2,000 awarded at Area Board meeting on the 12 th April 2018 – remaining £3000.00 to be awarded Conditions: None
Matraver's School	£4900.00	To award in part the sum of £2000.00 Condition: This will be based on the amount available from the 2018/19 Community Youth Budget

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 2018/19 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 2018/19 Westbury Area Board was allocated £12,896.00

4.2. The Westbury Area Board Youth Funding balance for 2018/19 is £10,896.00

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 £4,696.00 for the remaining 2018/19 financial year.

5. LYN report

A Local Youth Network meeting was held on 20th March 2018 where 3 grant application for positive activities and services for young people was discussed. Members of the LYN agreed that all 3 grant application meet the grants criteria and responded to local needs for young people.

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
551	Youth Adventure Trust	Vulnerable Young People 2018 Forest Camps	£3000.00
Project description			
The Forest Camp is the final residential adventure camp on the Youth Adventure programme and continues the aims of building confidence self-esteem resilience and aspiration. It is a 6-			

day camp held in the summer holidays in between Year 8 and Year of school. It takes place in the Forest of Dean where the children camp on a river bank taking part in group living. They take part in lots of different activities including archery an overnight river canoe journey a ropes challenge course rock climbing and traversing as well as building their own shelter and cooking over a campfire

**Recommendation
Short Paragraph**

To award in part the sum of £1200.00

Condition of Grant

The amount awarded is dependent on the amount available from the 2018/19 Community Youth Budget

Application ID	Applicant	Project Proposal	Requested
540	KP Garage & Body Shop	KP Youth Project	£5000.00

Project description

We are working with a group of local youths to teach them skills in the motor trade by doing this we are designing and building a one of a kind BMW which we will then take to shows with the youths once show season has ended we will auction the car to raise funds for the charity uk youth and for the next project hoping this will continue for years to come encouraging today's youth onto careers in the motor industry and following on from the project we will help them onto apprenticeships or guiding them in the right direction.

**Recommendation
Short Paragraph**

To award in the full £3,000.00 towards this project - £2,000.00 of the original amount requested already awarded during the April 2018 Area Board Meeting

Conditions

None

Application ID	Applicant	Project Proposal	Requested
549	Matraver's School	Matraver's Combined Cadet Force Corps of Drums	£4900.00

Project Description

Our Project has developed positively in the last 12 months as benefits are starting to be visible to our community. We are encouraging every student at Matraver's 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 programme's and our young people wish to start a band due to the significant funding required to undertake such a project we plan to start with a Corp of Drums and build this into our already diverse programme of activities to develop positive characteristics in young people.

**Recommendation
Short Paragraph**

To award the sum of £2000.00 to ward this project

Condition

The amount awarded is dependent on the amount available from the 2018/19 Community Youth Budget

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

Report Author

Name, Jan Bowra Locality Youth Facilitator

Email: janette.bowra@wiltshire.gov.uk



BA13 COMMUNITY AREA PARTNERSHIP Report May 2018

The most recent BA13+ Community Area Partnership meeting took place on 17th May at the Laverton. and focussed on community safety in the Westbury area.

This latest in an increasingly popular series of public meetings, which have in the past year also covered issues as diverse as the Environment, the Arts, Transport, Health and Business issues, welcomed as guest speaker on this occasion Supt. Dave Minty who is Head of Force Operations at Police HQ, London Road, Devizes.

Supt. Minty introduced himself and explained he was responsible for the Control Centre and primarily here to talk about issues with the 101 service.

He recognised that there had been something of a perfect storm last year with the 101 service. There were substantial delays in calling the service. They have recruited heavily and have an extra 20 call handlers – 4 people per shift on average. He is confident that we won't see the same issues this summer.

Supt. Minty agreed that there were problems with the IT system they use but that they had a very dedicated team of staff. They receive 30,000 calls a month on average. Peak periods with 101 are Monday mornings and the evenings, but not necessarily weekends. They also receive a lot of calls which aren't police issues, unfortunately.

Their 999 call demand has increased by 10%. 96% of those calls are answered within 10 seconds. They also now have a new, better website. Eventually this will include web-chat. That will take a little time to achieve however.

Supt. Minty agreed that it would be a good idea to know what position you are in the telephone queue. There is a technological upgrade expected in the next 18 months and that ability will hopefully be in place.

A question was posed regarding vehicles causing obstructions by parking on the pavement. The police have powers to deal with this, and the point was made that if it was enforced from time to time it might prevent the rise of the low level crime which is in turn making people feel less safe.

In summarising, Carole King the Chair of BA13 CAP warmly thanked Supt. Minty for a very engaging and interesting presentation.

Carole then brought the meeting up to date with Dementia Friendly Westbury. A Dementia Action Week is taking place 21st to 27th May. The Westbury Dementia Action Alliance is being launched formally at Westbury Junior School on Thursday 24th May at 10:30am. White Horse News and Wiltshire Times are attending.

The Neighbourhood Watch AGM is on 7th July at Police HQ.

A big thank-you was expressed to Bill Fanning who has been the Partnership's health officer for many years, and has decided to retire.

The next Partnership Meeting takes place on Thursday 16th August 2018 – theme to be decided at the Steering group meeting, which is on 13th June 2018 7pm at Crosspoint.

Phil McMullen
Administrator, BA13+ Community Area Partnership
BA13plus@outlook.com

Five ways to give feedback to help shape local health and care services in Wiltshire

Share your experiences of local health and care services and make it better for everyone - that's the message from the county's independent health and care watchdog Healthwatch Wiltshire as it celebrated its fifth birthday on 1 April.

Healthwatch Wiltshire, along with 147 other healthcare organisations in England, was set up in 2013 as a result of the Health and Social Care Act 2012. Its role is to listen to the views of the public on local health and care services. They then use this feedback to help influence decision-making at a local level, shaping services for the better.

In the last year, the Melksham-based organisation has regularly visited all corners of the county and collected 2495 individual views and experiences. Overall, 46 per cent of feedback was positive, with 424 comments praising the quality of services.

More than 60 volunteers also took part in over 500 activities over the last year and helped to collect feedback from the public.

Lucie Woodruff, Healthwatch Wiltshire Manager, said: "On our fifth birthday, we are really proud of what we have achieved so far in the county. Our staff and volunteers continue to meet the community to listen to what people have to say about local health and care services.

"Everyone who uses health and care services has the right to expect a high standard. In order to help organisations achieve these standards, we need the public's help. That's why we actively encourage and welcome feedback.

"No matter how big or small the issue, we want local people to share their stories with us, so that we can share these ideas with those with the power to make change happen."

Five ways to share your views on health and care in Wiltshire:

1. Talk to a Healthwatch Wiltshire volunteer or staff member on an information stand in the community. See the events calendar for an up to date venue list:
www.healthwatchwiltshire.co.uk/events
2. Pick up the phone and talk to a friendly member of staff to share your experience: 01225 434218
3. Email your story to info@healthwatchwiltshire.co.uk
4. Leave feedback online: www.healthwatchwiltshire.co.uk
5. Join our growing team of volunteers - and help give people a powerful voice to make a real and lasting change, visit:
www.healthwatchwiltshire.co.uk/volunteering



Pictured: Lucie Woodruff (centre), Healthwatch Wiltshire Manager with Shiena Bowen and Paul Lefever.

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

healthwatchwiltshire.co.uk

Healthwatch Wiltshire is the county's independent health and care champion. We listen to what people like about local health and care services, and what could be improved. These views are then shared with the decision-making organisations in the county, so together we can make a difference.

Annual General Meeting

We are holding our annual general meeting in the conference room at Southgate House, Pans Lane, Devizes on Tuesday 26 June starting at 9.30am.

This event provides you with the opportunity to learn about what the clinical commissioning group has achieved in the past year and allows you to ask questions and find out more about our plans for the future – You can also pick up a copy of our annual report and accounts on the day.



Doors will be open from 9am for registration, and the AGM will take place between 9.30 – 10.30am.

If you would like to attend the AGM, please email tracy.torr@nhs.net by Friday 15 June 2018.

Don't let hay fever spoil your summer!

Spring and summer are wonderful seasons, filled with blossoming flowers, sunshine and warmth and many more of us will be spending time outdoors. But for hay fever sufferers, this time of year can cause worry and discomfort.



Hay fever is a common allergy and can affect up to one in five people at some point in their life, and is mainly caused by grass pollen.

The good news is you don't need to see your GP for hay fever treatment. Wiltshire Clinical Commissioning Group is urging residents of Wiltshire to consider buying their own hay fever treatment, instead of getting it on prescription.

Hay fever and seasonal allergy treatments such as tablets, eye drops and nasal sprays are all easily available from your local pharmacy, and you don't need a prescription from your GP.

As pollen count increases, hay fever sufferers dread the oncoming symptoms, which include a runny nose, itchy eyes and sneezing. That's why it's always good to be prepared. The symptoms of hay fever can be really unpleasant and the best way to control them is with antihistamines, which are inexpensive and can be bought from many shops and pharmacies on the high street.

By going to the pharmacy you'll be saving yourself time and money, freeing up GP appointments for people with more urgent needs as well as doing your bit to help save the NHS money on unnecessary prescription costs. Your pharmacist will also be able to offer you advice on how to avoid triggers.

There is currently no cure for hay fever, and you technically can't avoid it, however, there are ways to help reduce the effects including:

- Wearing wraparound sun glasses when outdoors to protect the eyes
- Showering and changing your clothes after being outdoors will help stop the spread of pollen through your home
- Putting a small amount of petroleum jelly in your nose helps to trap pollen grains
- Keeping an eye on the weather forecasts and staying indoors to avoid going out when the pollen count is high

Self-care is an important part of keeping well and having a well-stocked medicine cabinet can help you treat minor illnesses, such as hay fever, and injuries at home without the need to see a GP.

You can find us on social media – follow us and keep up to date with our latest posts as we celebrate the decades of the NHS during our countdown to the NHS’s 70th birthday on 5 July 2018.



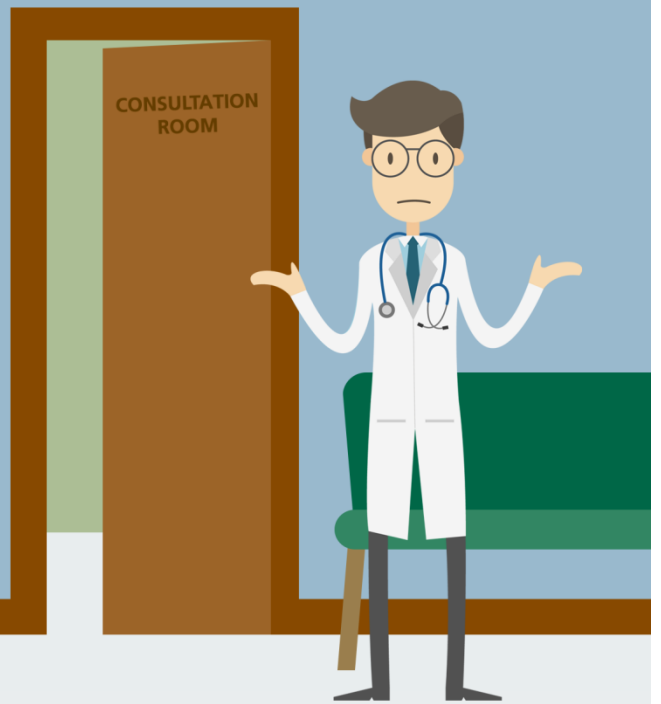
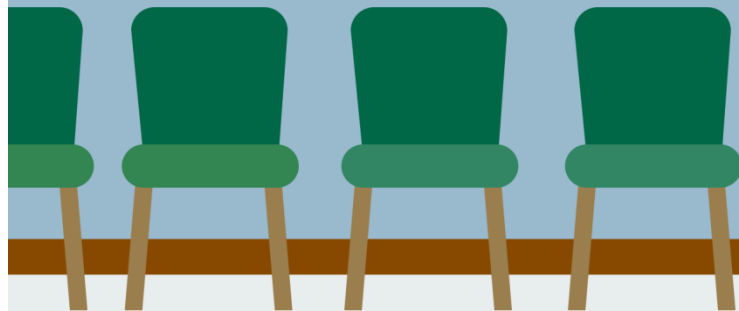
NHSWiltshireCCG

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NHS Wiltshire CCG

Visit our [website](#)

The cost of Wiltshire’s missed GP practice appointments



76,402

Missed appointments in 12 months



Average missed appointments per GP practice per week



The same as **1 in 6** Wiltshire residents - or the **entire population of Trowbridge and Salisbury** - missing one appointment each!



Report to	Westbury Area Board
Date of Meeting	07/06/2018
Title of Report	Community Area Grant funding

Purpose of the report:

To consider the applications for funding listed below.

Applicant	Amount requested
Applicant: Bratton Recreation Ground Management Committee Project Title: Improvements to Bratton Recreation Ground View full application	£1500.00

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
2902	Bratton Recreation Ground Management Committee	Improvements to Bratton Recreation Ground	£1500.00
Project Description: With increasing use of the Ground by a larger number of cricket and football teams from Bratton Westbury and Trowbridge we need to refurbish and improve facilities. This project seeks to 1. Surface the car park entrance with tarmac. 2. Improve drainage of the pitches with sand. 3. Fence the recent car park extension. 4. Replace the worn-out line marking equipment. 5. Replace the rusting entrance gates. 6. Install a new sign board at the entrance. Almost all of the work except laying tarmac will be done by our volunteer maintenance team.			
Input from Community Engagement Manager: (CEM put your input here)			
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
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Grant Applications for Westbury on 07/06/2018

ID	Grant Type	Project Title	Applicant	Amount Required
2902	Community Area Grant	Improvements to Bratton Recreation Ground	Bratton Recreation Ground Management Committee	£1500.00

ID	Grant Type	Project Title	Applicant	Amount Required
2902	Community Area Grant	Improvements to Bratton Recreation Ground	Bratton Recreation Ground Management Committee	£1500.00

Submitted: 15/05/2018 12:49:16

ID: 2902

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?

Improvements to Bratton Recreation Ground

6. Project summary:

With increasing use of the Ground by a larger number of cricket and football teams from Bratton Westbury and Trowbridge we need to refurbish and improve facilities. This project seeks to 1. Surface the car park entrance with tarmac. 2. Improve drainage of the pitches with sand. 3. Fence the recent car park extension. 4. Replace the worn-out line marking equipment. 5. Replace the rusting entrance gates. 6. Install a new sign board at the entrance.

Almost all of the work except laying tarmac will be done by our volunteer maintenance team.

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 4RF

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

Children & Young People

2012 Olympic Legacy

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2018

Total Income:

£6442.42

Total Expenditure:

£7398.03

Surplus/Deficit for the year:

£-955.61

Free reserves currently held:

(money not committed to other projects/operating costs)

£1057.20

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

The project will cost much more than we hold in reserve.

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

10b. Project Finance:

Total Project cost	£4750.00		
Total required from Area Board	£1500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed £

Tarmac	3500.00	Bratton Parish Council	yes	3000.00
Sand	200.00	Our Reserves	yes	250.00
Fencing materials	250.00			
Line Marker	500.00			
Entrance Sign	150.00			
Gates	150.00			
Total	£4750			£3250

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?

1. There are now 5 clubs using the Ground as their home Bratton CC Westbury CC 3rd XI Trowbridge CC 3rd XI Westbury United Development FC and Trowbridge Town FC Youths. TTFC field two U15 teams and also two U13 teams. Consequently over 100 adult and youth players use the Ground regularly and around 700 members of visiting teams from Wiltshire will use it at least once a year.2. This all means that a lot of cars use the car park. Our car park extension paid for last year entirely from our reserves can accommodate all these cars but when it is wet it becomes muddy. This is worst near the entrance so laying tarmac on this area will provide a much better facility we hope to extend this in the future.3. Although the Ground has drainage the topsoil is predominantly clay. When there is a lot of rain this retains the water and prevents play. From Dec 17 to Mar 18 inclusive only 4 games out of 17 could be played. The football season had to be extended by 2 months as a result. Drainage will be improved by feeding several tons of sand into the ground and young footballers will be able to play more regularly. For cricketers, this should reduce the number of dangerous cracks as the clay dries out.4. Low fencing of the car park extension will prevent cars driving onto and damaging the playing areas.5. Our line marker for the two football pitches is over 20 years old has worn out and is likely to collapse beyond repair very soon. A new marker will be far more reliable and provide better lines for players to see.6. The new entrance sign and gates will improve the appearance of the Ground notably for all team members who are proud to play there. The gates will also improve security.

14. How will you monitor this?

We maintain a booking register for all cricket and football games. The volunteer maintenance team also regularly visits the Ground to work and to play in or observe matches being played.

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

The Ground is managed by a Committee on behalf of Bratton Parish Council. The Committee sets a budget with income mainly from hiring and fund raising plus a grant from the PC. The budget usually operates with a small surplus. Last year's deficit was due to the

use of much of our reserves. Note that almost all work with the exception of laying tarmac will be done by our volunteer Ground maintenance team.

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

NA.

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.

List of Grant Applications for Westbury Area Board – June 2018

Applicant	Project summary	Amount Requested from Area Board	Total Project Cost
Ref: 2902 Bratton Recreation Ground Management Committee	Improvements to Bratton Recreation Ground With increasing use of the Ground by a larger number of cricket and football teams from Bratton Westbury and Trowbridge we need to refurbish and improve facilities. This project seeks to 1. Surface the car park entrance with tarmac. 2. Improve drainage of the pitches with sand. 3. Fence the recent car park extension. 4. Replace the worn-out line marking equipment. 5. Replace the rusting entrance gates. 6. Install a new sign board at the entrance. Almost all of the work except laying tarmac will be done by our volunteer maintenance team.	£1500.00	£4750.00

Capital budget 2018/19: £30,749.27

Current capital budget: £22,488.42

Total of current applications: £1,500.00

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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 23rd March 2018			
1.	Attendees and apologies			
		Pat Whyte, (Wiltshire Highways) Cllr David Jenkins, Cllr Gordon King, Cllr Russell Hawker, Cllr Jerry Wickham (Wiltshire Council), Cllr Mike Swabey (Edington PC), Cllr Francis Morland (Wesbury TC), Sarah Harris (Westbury TC), Carole King (BA13 CP), Kirsty Rose (Wiltshire Highways)		
	Apologies	Spencer Drinkwater, Liam Cripps (Wiltshire Council), Cllr Alison Irving (Dilton Marsh PC), Cllr Keith Youngs (Heywood PC)		
2.	Notes of last meeting			
		The minutes of the previous meeting were agreed at the Westbury Area Board meeting on the 1 st Feb 2018 http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=173&MI d=11047&Ver=4		
3.	Financial Position			
		The remaining allocation for 2017/18 is £920 Footpath improvement funding = £6,192.12		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

4.	Top 5 Priority Schemes			
a)	Issue 5417 White Horse Way, Westbury	KR has passed lining works for bar markings to be undertaken as part of the ad-hoc lining works package with costs to be recharged to CATG.	Await works to be undertaken Added to works ticket with a recharge to CATG. Likely to be next financial year now	KR.
b)	Issue 5129 - Bratton Road Westbury (White Horse Viewing Area)	Substantive bid successful. Awaiting topographical survey.	Works package to be prepared	KR
c)	Issue 5218 Wellhead Drove, Westbury	KR and PW met on site to review highway boundary and possible amendments to increase visibility. Vegetation has been cut back greatly improving visibility to the right when exiting the junction. Works to adjust levels to allow further clearance would not improve visibility due to the geometry of the carriageway.	No further action. Area Board to note update	AB
d)	Penwood Close and Station Road	Concerns raised relating to lack of dropped kerbs within Penwood Close. KR contacted Selwood. Awaiting review from Selwood & confirmation of their financial contribution and permission for works on Selwood owned land. KR requested a 50/50 financial split – this would be £800 contribution from Selwood. .	Selwood happy to give permission for dropped kerbs. Selwood will not offer a financial contribution. Area Board to challenge the no contribution. KR & LC to draft a letter.	KR/LC
e)				
5.	Other Priority schemes			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

a)	Tower Hill, Dilton Marsh <i>Substantive Scheme</i>	Works scheduled to commence 4 th April with road closure in place.	Await works completion	KR
b)	Issue 4927 Church Lane, Westbury Leigh	Awaiting Ringway to complete the work. Due to be complete by end of March.	Area board to note update	AB
c)	Issue 5088 Bitham Mill – Signing (to move to top 5 priority scheme)	KR presented proposal for additional/amended street name plates designed to reduce the confusion regarding Bitham Mill and Bitham Mill Courtyard. The cost estimate for the works is £1500. CATG agreed to fund in 2018/19 financial year subject to a 25% contribution from Westbury Town Council. Proposal to be taken to Westbury Town Council HP&D committee.	Proposal to be discussed by WTC to determine support and funding contribution. Scheme requires £1500 (£375 Westbury Town Council and £1125 CATG)	WTC
d)	Issue 5608 The Ham Cottages to Hawkeridge Road	Substantive bid successful. Topographical survey received. It was agreed that the footway construction would go ahead and is to be considered separate to the concerns raised by Heywood Parish Council regarding bus routing and the Station Rd overbridge. The additional items relating to the concerns raised by HPC are noted under 'other items' for the purpose of this note tracker.	KR to progress design and issue works package.	KR
e)	Issue 5625 , 5627 and 5630 – Old Dilton	Concerns raised regarding increased traffic levels due to wedding venue	KR to visit the venue along with local member GK.	
f)	Issue 5633 Chalford Westbury	Leanne Homewood (Speedwatch Co-ordinator) hasn't had any volunteers come forward to take part in CSW.	Area board to note update	AB

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

g)	<p>Issue 5644 The Mead Lakes, Westbury</p> <p>(to move to top 5 priority scheme)</p>	<p>Funding of £750 confirmed from WTC. KR to issue works package for construction in 18/19 financial year.</p>	<p>KR to issue works package.</p>	
h)	<p>Issue 5674 Coulston – 20mph request</p>	<p>Assessment undertaken and circulated with note tracker. The criteria is met for a 20mph speed limit with signing and road markings. Estimated implementation cost of £10,000.</p> <p>Cllrs felt the costs were high and Coulston PC would be unable to provide a £2500 contribution. The scheme cost does not exceed the CATG budget allocation for the 18/19 financial year therefore it would not be possible to make a substantive bid.</p> <p>It was explained that an application could be made either by CATG, Coulston Parish Council or as a Councillor led initiative to the Area Board grant system for a financial contribution to the scheme,. KR also explained that other areas had undertaken community fundraising events to raise monies toward CATG schemes.</p> <p>Cllr Wickham is to discuss the proposed speed limit changes with Coulston PC and report back to CATG.</p>	<p>Cllr Wickham to discuss with Coulston PC.</p>	<p>JW</p>
i)	<p>Issue 5809 A350 Westbury (West End/Market Place)</p>	<p>Concerns regarding vehicle speeds, including HGVs, and narrow footways.</p> <p>Collision history indicates none of the collisions in the past 3 years have been speed related. Driver errors and weather conditions have been identified by the Police as a factor.</p>	<p>No further action to be taken in relation to vehicle speeds. Area board to note update.</p>	<p>AB</p>

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		Metrocount undertaken on West End, east of Doggetts Lane, from 9 th – 18 th Jan 2018. Speeds recorded 85 th ile 25.7mph and mean speeds of 22.7mph.		
j)	Issue 5874 Footway/path conditions, Westbury	Pat Whyte has reviewed both Frogmore Road and Castle View and Atkins have provided cost estimates for the required works. The costs are estimate at £4,236 and £5,355 respectively. This exceeds the available budget however it is expected as part of the funding initiative that Westbury Town Council should provid a financial contribution. The CATG proposed WTC be asked to contribute £3398.88 to allow both footway schemes to take place. If WTC are unable to contribute this amount, it is asked to indicate which of these footway schemes should take priority for funding. PW indicated that the Castle View footway is in poorer condition than Frogmore Road.	WTC to discuss and agree funding/priority scheme.	WTC
6.	New Requests / Issues			
a)	Issue 6053 Speeding on B3098 Baynton House Lodge	<p><i>Speed on this road has been an issue for many years</i></p> <p><i>It affects adjacent land owners and motorists using the road. Whilst this is governed now by a 50mph limit there was a single vehicle fatal collision in this vicinity a few years ago. The view is that the limit is inappropriate at this section of the B3098</i></p>	Metrocount to be undertaken	
b)	Issue 6161 Bratton Road, Westbury – Alfred Street to Laverton Building	<i>Last week with one grandson in a pushchair and one grandson 412 walking beside me we walked from the top of Alfred Street to The Laverton in Westbury. Where the road narrows to just under two lanes I had a very scary moment when a lorry came up from behind us and went past at some speed. I actually felt the wing mirror whistle past the top of my head as the lorry was</i>	Issue withdrawn by issue raiser	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<i>so close into the pavement the large mirror was overhanging it. The down draft was considerable. I walk this piece of road at all times of day and in both directions at least three times a week as I am a Westbury Town Councillor and I feel that having experienced the scariness of this moment I needed to bring it to your attention. Traffic lights like those in Westbury Leigh would be the perfect answer but failing that a 20mph speed limit through that section and a sign saying Road narrows to single line of traffic would help enormously</i>		
c)	Issue 6153 Mane Way, Westbury (to move to top 5 priority scheme)	<i>The grass verge on Mane Way Westbury. Delivery lorries for the shops located here have been parking on the grass verge when making deliveries and this has destroyed the grass.</i> <i>Westbury Councillors would like to put some posts on this verge to stop vehicles parking on the grass.</i>	KR to determine feasibility and cost. WTC have agreed funding contribution up to £500.	KR
d)	Issue 6155 A350 West End (to move to top 5 priority scheme)	<i>There is an increase in the number of large vehicles mounting the kerb on the A350 West End Westbury as well as an increase in the distance the pavement is mounted. I have photographic evidence. Also note that on the roundabout where Haynes Road Station Road and West End meet as the large vehicles turn into West End the corner of their trailer often protrudes onto the pavement.</i> This has been discussed by Westbury HP&D who would like CATG to consider the installation of bollards or railings on West End outside of the Bridal Shop and between the Market Place and Edward St junctions.	KR to determine feasibility and cost.	KR
e)	Issue 6192 Westbury to Bratton (links to 6161) (to move to top 5 priority scheme)	<i>This is gateway route into Westbury from Bratton that is busy and too narrow in places. This includes the carriageway and the pedestrian footway. Because of this pedestrians walking through the narrows are often put under pressure because they feel that they are too close to road vehicles especially larger vans lorries and they think they are travelling faster than they might be.</i>	KR to determine feasibility and likely costs.	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p><i>Although it is a gateway I would like to discourage vehicular use reduce speeds the perception of speed and improve the perception of pedestrian safety. We might do this by constructing flyout spot not bumps along the road.</i></p> <p>CATG discussed and agreed it would be beneficial to investigate the feasibility of footway build-outs/priority working system</p>		
7.	Other items			
a)	Edward Street, Westbury	Carole King raised concerns regarding vehicles contravening the one-way system from Edward Street toward High Street. PW to discuss sign lighting with Atkins street lighting.	PW	
b)	Bus layover, B3097 Hawkeridge Road and Link Road	<p>Heywood PC are concerned that following the re-routing of the 265 service, First bus now use the stops on the B3097 near Link Road entrance to WWTE as a layover/driver changeover location. The buses are stationary for a number of minutes and result in vehicles overtaking where visibility is poor. This is a particular issue on the Trowbridge bound side of the carriageway as heavy goods vehicles exiting the estate are then required to negotiate passing the bus with limited visibility of oncoming vehicles.</p> <p>KR is to re-iterate these concerns with Passenger Transport and encourage discussion with First to review these practices.</p>	KR/Passenger Transport	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	Exemption for services buses – Station Road overbridge, Westbury	<p>Heywood Parish Council would like Wiltshire Council to consider the provision of an exemption to the 7.5t weight limit on Station Road overbridge for public service vehicles in order to allow buses to be routed along Station Road to serve The Ham.</p> <p>KR explained that advice from Julian Haines, Principal Technical Officer dealing with Highway Structures, was that due to the weight limit being a structural limit, an exemption is not possible. Public service vehicles have a similar axle weight to HGVs and as such it is not possible to structurally differentiate between the two.</p> <p>Discussion took place regarding the structural limit, PSV exemptions and the desire for works to upgrade the structure to allow removal of the weight limit. Two votes were taken following discussion, these were:</p> <ol style="list-style-type: none"> 1) To pursue the removal of weight limit on Station Road overbridge – Decision not to pursue 2) To pursue exemption for public service vehicles – Decision not to pursue <p>It was agreed that KR would circulate response from Julian Haines regarding the Station Road overbridge/</p>	<p>Area board to note decisions taken.</p> <p>KR to circulate response re overbridge.</p>	
8.	Date of Next Meeting: 25th May 2018, 10:00, The Laverton Westbury			

Westbury Community Area Transport Group

Highways Officer – Kirsty Rose

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Westbury Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Westbury Area Board will have a remaining Highways funding balance of £

3. Legal Implications

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

4. HR Implications

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5. Equality and Inclusion Implications

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

6. Safeguarding implications

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 25th May 2018			
1.	Attendees and apologies			
	Apologies			
2.	Notes of last meeting			
		<p>The minutes of the previous meeting were agreed at the Westbury Area Board meeting on the 12th April 2018</p> <p>https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=173&MId=11959&Ver=4</p>		
3.	Financial Position			
		<p>The available CATG budget for 2018/19 is £11,001.00</p> <p>Footpath improvement funding = £6,192.12</p>		

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4.	Top 5 Priority Schemes			
a)	Issue 5088 Bitham Mill – Signing	<p>KR presented proposal for additional/amended street name plates designed to reduce the confusion regarding Bitham Mill and Bitham Mill Courtyard. The cost estimate for the works is £1500. CATG agreed to fund in 2018/19 financial year subject to a 25% contribution from Westbury Town Council. Proposal to be taken to Westbury Town Council HP&D committee.</p> <p>The Committee agreed that WTC will contribute 25%. The Committee requested this was agreed with the Town Clerk, to ensure funding is available. Recommend to the Town Council that Westbury Town Council will contribute £375.</p>	Proposal to be discussed by WTC to determine support and funding contribution. Scheme requires £1500 (£375 Westbury Town Council and £1125 CATG)	WTC
b)	Issue 5644 The Mead Lakes, Westbury	Works Complete.	Area Board to note update and remove from list.	AB
c)	Issue 6153 Mane Way, Westbury	<p><i>The grass verge on Mane Way Westbury. Delivery lorries for the shops located here have been parking on the grass verge when making deliveries and this has destroyed the grass.</i></p> <p><i>Westbury Councillors would like to put some posts on this verge to stop vehicles parking on the grass.</i></p>	KR to determine feasibility and cost. WTC have agreed funding contribution up to £500.	KR
d)	Issue 6155 A350 West End	<p><i>There is an increase in the number of large vehicles mounting the kerb on the A350 West End Westbury as well as an increase in the distance the pavement is mounted. I have photographic evidence. Also note that on the roundabout where Haynes Road Station Road and West End meet as the large vehicles turn into West End the corner of their trailer often protrudes onto the pavement.</i></p>	KR to determine feasibility and cost.	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		This has been discussed by Westbury HP&D who would like CATG to consider the installation of bollards or railings on West End outside of the Bridal Shop and between the Market Place and Edward St junctions.		
e)	Issue 6192 Westbury to Bratton (links to 6161)	<p><i>This is gateway route into Westbury from Bratton that is busy and too narrow in places. This includes the carriageway and the pedestrian footway. Because of this pedestrians walking through the narrows are often put under pressure because they feel that they are too close to road vehicles especially larger vans lorries and they think they are travelling faster than they might be.</i></p> <p><i>Although it is a gateway I would like to discourage vehicular use reduce speeds the perception of speed and improve the perception of pedestrian safety. We might do this by constructing flyout spot not bumps along the road.</i></p> <p>CATG discussed and agreed it would be beneficial to investigate the feasibility of footway build-outs/priority working system</p>	KR to determine feasibility and likely costs.	KR
5.	Other Priority schemes			
a)	Tower Hill, Dilton Marsh <i>Substantive Scheme</i>	Construction works complete. Coloured surfacing laid in buff (contractor error) rather than red as specified. Awaiting outcome of Road Safety Audit to determine course of action.	Awaiting Road Safety Audit	
b)	Issue 4927 Church Lane, Westbury Leigh	KR has chased Ringway. Ringway report that they are awaiting delivery of the sign from the manufacturer.	Area board to note update	AB
c)	Issue 5417 White Horse Way, Westbury	KR has passed lining works for bar markings to be undertaken as part of the ad-hoc lining works package with costs to be recharged to CATG.	Await works to be undertaken	KR.

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			Added to works ticket with a recharge to CATG. Likely to be next financial year now	
d)	Issue 5608 The Ham Cottages to Hawkeridge Road	Topographical survey now received. KR progressing design. Works scheduled for September 2018. A road closure will be required for a small section of the works –liaison with bus company etc will be undertaken in advance to minimise impact.	Design work in progress	KR
e)	Issue 5625 , 5627 and 5630 – Old Dilton	Concerns raised regarding increased traffic levels due to wedding venue	KR to visit the venue along with local member GK.	
f)	Issue 5129 - Bratton Road Westbury (White Horse Viewing Area)	Topographical survey now received. KR progressing design. Works scheduled for October 2018. A road closure will be required.	Works package to be prepared	KR
g)	Penwood Close and Station Road	Concerns raised relating to lack of dropped kerbs within Penwood Close. KR contacted Selwood. Awaiting review from Selwood & confirmation of their financial contribution and permission for works on Selwood owned land. KR requested a 50/50 financial split – this would be £800 contribution from Selwood. .	Selwood happy to give permission for dropped kerbs. Selwood will not offer a financial contribution. Area Board to challenge the no contribution. KR & LC to draft a letter.	KR/LC
h)	Issue 5674 Coulston – 20mph request	Assessment undertaken and circulated with note tracker. The criteria is met for a 20mph speed limit with signing and road markings. Estimated implementation cost of £10,000. Cllrs felt the costs were high and Coulston PC would be unable to provide a £2500 contribution. The scheme cost does not exceed the CATG budget allocation for the 18/19 financial year therefore it would not be possible to make a substantive bid.	Cllr Wickham to discuss with Coulston PC.	JW

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		<p>It was explained that an application could be made either by CATG, Coulston Parish Council or as a Councillor led initiative to the Area Board grant system for a financial contribution to the scheme,. KR also explained that other areas had undertaken community fundraising events to raise monies toward CATG schemes.</p> <p>Cllr Wickham is to discuss the proposed speed limit changes with Coulston PC and report back to CATG.</p>		
i)	Issue 5874 Footway/path conditions, Westbury	<p>Pat Whyte has reviewed both Frogmore Road and Castle View and Atkins have provided cost estimates for the required works. The costs are estimate at £4,236 and £5,355 respectively. This exceeds the available budget however it is expected as part of the funding initiative that Westbury Town Council should provid a financial contribution. The CATG proposed WTC be asked to contribute £3398.88 to allow both footway schemes to take place. If WTC are unable to contribute this amount, it is asked to indicate which of these footway schemes should take priority for funding. PW indicated that the Castle View footway is in poorer condition than Frogmore Road.</p> <p>The HP&D Committee agree, subject to a request and seeing further information and a breakdown of costs to see how the money will be spent. The final decision will be deferred to the May HP&D following more information being available and discussions with the Town Clerk.</p>	WTC to discuss and agree funding/priority scheme.	WTC
j)	Issue 6053 Speeding on B3098 Baynton House Lodge	<p><i>Speed on this road has been an issue for many years</i></p> <p><i>It affects adjacent land owners and motorists using the road. Whilst this is governed now by a 50mph limit there was a</i></p>	Metrocount to be undertaken	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p><i>single vehicle fatal collision in this vicinity a few years ago. The view is that the limit is inappropriate at this section of the B3098</i></p> <p>Metrocount results = 85thile 46.1mph, average speed 41.1mph</p>		
6.	New Requests / Issues			
a)	<p>Issue 6199 A3098 Waiting Restrictions</p>	<p><i>There are two roundabouts on the A3098 in Westbury near where I live. One near to the Leigh Park Community centre and another that leads off to Camargue Road. There is a crossing across this road - one used by children to get to parks and the like. The crossing is near a stream. Recently residents have started parking on the A3098 - one van particularly parks such that it obscures the natural view from the crossing to the Camargue Road roundabout. This is in my view incredibly dangerous. I count myself as a sensible adult but nearly crossed in front of a car. And cars do drive very quickly down the A3098. I feel there is a strong case for double yellow lines around the crossing - on both sides. Given the speed at which cars are travelling its an accident waiting to happen.</i></p> <p>Westbury Town Council would like the Wiltshire Highways Officer to visit the area to see if there is anything they can do to improve visibility around the crossing point and to prevent people parking by the crossing. Westbury Town Council would not agree to double yellow lines in this area, however would consider white lines or some kind of road markings by the crossing that does not require a traffic order.</p>		

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b)	Issue 6206 Slag Lane Westbury – Speed Calming	<p><i>I am writing to you this evening as 13 days ago our gorgeous cat Claude was cruelly taken away from us on the night of Monday 5th March on Slag Lane Westbury. Claude was our baby boy at only 11 months old and was out at the time with his brother. We were concerned when they had not returned by their usual time and when a knock was heard at our front door we knew something had happened. If you have animals of your own I am sure you can understand how traumatising and absolutely heart breaking it is to find your beloved family member in the middle of the road in the pouring rain after being hit and killed by someone clearly going way too fast along the race track that is also known as Slag Lane. Claude was a real character he was a very loving affectionate and caring cat who clearly loved his brother Sylvester very much. As I write this I can say that for the last 13 days I have been extremely stressed and Sylvester is missing his brother every single minute of every day. Slag lane is used daily by people cutting through to avoid traffic on Station road the speed of a lot of these cars is ridiculous and something absolutely must be done about it. I lost my little boy and I can guarantee you that if that was a child killed on that night something would be done about it. Well Claude was my child and it is just as hard to lose him as it would have been to lose a family member. Please please can something be done to help the speed of vehicles on Slag lane...this time is what our Claude who had his life taken from him but next time it will be one of the very many children who play around here. This is beyond a joke now and I know other residents feel the same way.</i></p> <p>Westbury Town Council would support a flyout spot or another form of traffic calming in this area. This issue will now be brought to CATG when they meet in April.</p>		
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c)	Issue 6224 Warminster Road Westbury – Speeding Concerns	<p><i>Speeding on Warminster Road Westbury partically at night and early morning.</i></p> <p>The survey was carried out between 16/04/2018 and 26/04/2018. A total of 62205 vehicles were checked. The 85th percentile was 35.1mph (the 85th percentile is the speed at which 85% of the traffic is travelling at or below). The average speed was 30.8mph.</p>		
d)	Issue 6257 Maristow Street/Edward Street junction markings	<p><i>At the point where Maristow Street meets Edward Street there are no indications as to right of way. I have recently had two near misses as I drove up Edward Street from West End only to meet vehicles coming out of Maristow Street without stopping. There are no road markings or signage here to show which road has priority or that there is a junction.</i></p> <p>WTC would support something in place to improve this section of road and requests a Highways Officer has a look and advises.</p>		
e)	Issue 6274 Dropped Kerbs Newfield Close/Oldfield Park, Westbury	<p><i>Inadequate drop curbs and paving from my home in Newfield Close to the Westbury Juniors school including One Stop area.To travel this route in a wheelchair or motorbility scooter as I do is dangerous risky damaging to equipment and most importantly dangerous to my spinal health. I can no longer take my daughter to or from school due to the risk to my own health I have to have carers take my daughter to and from school. Which should not be happening.</i></p>		
7.	Other items			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

a)	Edward Street, Westbury	Carole King raised concerns regarding vehicles contravening the one-way system from Edward Street toward High Street. PW to discuss sign lighting with Atkins street lighting.	PW	
b)	Bus layover, B3097 Hawkeridge Road and Link Road	<p>Heywood PC are concerned that following the re-routing of the 265 service, First bus now use the stops on the B3097 near Link Road entrance to WWTE as a layover/driver changeover location. The buses are stationary for a number of minutes and result in vehicles overtaking where visibility is poor. This is a particular issue on the Trowbridge bound side of the carriageway as heavy goods vehicles exiting the estate are then required to negotiate passing the bus with limited visibility of oncoming vehicles.</p> <p>KR is to re-iterate these concerns with Passenger Transport and encourage discussion with First to review these practices.</p>	KR/Passenger Transport	

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c)	Exemption for services buses – Station Road overbridge, Westbury	<p>Heywood Parish Council would like Wiltshire Council to consider the provision of an exemption to the 7.5t weight limit on Station Road overbridge for public service vehicles in order to allow buses to be routed along Station Road to serve The Ham.</p> <p>KR explained that advice from Julian Haines, Principal Technical Officer dealing with Highway Structures, was that due to the weight limit being a structural limit, an exemption is not possible. Public service vehicles have a similar axle weight to HGVs and as such it is not possible to structurally differentiate between the two.</p> <p>Discussion took place regarding the structural limit, PSV exemptions and the desire for works to upgrade the structure to allow removal of the weight limit. Two votes were taken following discussion, these were:</p> <ol style="list-style-type: none"> 1) To pursue the removal of weight limit on Station Road overbridge – Decision not to pursue 2) To pursue exemption for public service vehicles – Decision not to pursue <p>It was agreed that KR would circulate response from Julian Haines regarding the Station Road overbridge/</p>	<p>Area board to note decisions taken.</p> <p>KR to circulate response re overbridge.</p>	
d)	Springfield Road, Westbury	Concerns from resident regarding speed of vehicles		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

8.	Date of Next Meeting: 6th July 2018, 10:00, The Laverton Westbury
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Westbury Community Area Transport Group

Highways Officer – Kirsty Rose

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