

# AGENDA

**Meeting:** Westbury Area Board  
**Place:** Online  
**Date:** Thursday 1 July 2021  
**Time:** 7.00 pm

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Including the Parishes of Bratton, Dilton Marsh, Edington, Heywood, Westbury.

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Please direct any enquiries on this Agenda to Ben Fielding Democratic Services Officer, direct line 01225 718656 or email [benjamin.fielding@wiltshire.gov.uk](mailto:benjamin.fielding@wiltshire.gov.uk)

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

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## Wiltshire Councillors

Cllr Carole King, Westbury North  
Cllr Suzanne Wickham, Ethandune (Chairman)  
Cllr Gordon King, Westbury East  
Cllr Matt Dean, Westbury West (Vice-Chairman)

## **Recording and Broadcasting Information**

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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

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

The Chairman will welcome those present to the meeting.

2. **Apologies for Absence**

To receive any apologies for absence.

3. **Minutes** (*Pages 1 - 6*)

To confirm the minutes of the meetings held on 23 March 2021 and 18 May 2021.

4. **Declarations of Interest**

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

5. **Chairman's Announcements** (*Pages 7 - 8*)

To receive the following announcements through the Chairman:

- Area Board Model May 2021

6. **Partner and Community Updates** (*Pages 9 - 14*)

To receive any updates from partners:

- Wiltshire Police
- Dorset & Wiltshire Fire and Rescue Service
- BaNES, Swindon and Wiltshire Clinical Commissioning Group (CCG)
- Healthwatch
- Town and Parish Councils Nominated Representatives

Some written updates have been received and are included in this agenda.

7. **Outside Bodies and Working Groups** (*Pages 15 - 32*)

To agree the memberships and representatives for Outside Bodies and Working Groups for 2021/2022.

8. **Community Engagement Manager Delegated Decisions** (*Pages 33 - 36*)

To agree and adopt the Delegated Powers to the Community Engagement Manager proposals.

9. **Community Area Status Reports and Area Board Priority Setting** (*Pages 37 - 44*)

To discuss the findings, recommendations and next steps. The report sets out the full set of actions the board can agree up to five as priorities for

Westbury.

10. **Community Area Transport Group (CATG)** (*Pages 45 - 58*)

To consider the notes and actions log of the previous meeting of the Community Area Transport Group held on 11 June 2021.

11. **Area Board Funding** (*Pages 59 - 60*)

To consider applications for funding.

Area Board Initiatives:

- The Friends of Victoria Garden - £1,000 towards Victoria Garden New Shed.

12. **Urgent items**

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

13. **Evaluation and Close**

The next meeting of the Westbury Area Board will be held on Thursday 2 September 2021, 7:00pm.

# MINUTES

**Meeting:** Westbury Area Board  
**Place:** Online  
**Date:** Tuesday 23 March 2021  
**Start Time:** 2.00 pm  
**Finish Time:** 2.30 pm

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Please direct any enquiries on these minutes to:

Ben Fielding, Democratic Services Officer, (Tel): 01225 718656 or (e-mail)  
[benjamin.fielding@wiltshire.gov.uk](mailto:benjamin.fielding@wiltshire.gov.uk)

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Carole King (Chairman), Cllr Russell Hawker, Cllr Gordon King and  
Cllr Suzanne Wickham (Vice-Chairman)

### **Wiltshire Council Officers**

Graeme Morrison, Community Engagement Manager  
Ben Fielding, Democratic Services Officer

### **Partners**

Ray Bridgman, Dorset & Wiltshire Fire and Rescue Service

**Total in attendance: 7**

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<b><u>Minute No.</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Westbury Area Board.</p>
2.	<p><u>Apologies for Absence</u></p> <p>There were no apologies for absence received.</p>
3.	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on 11 February 2021 were agreed as a correct record and would be signed by the Chairman at a later date.</b></p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5.	<p><u>Partner Update - Dorset &amp; Wiltshire Fire and Rescue Service</u></p> <p>The Area Board received an update from Ray Bridgman on behalf of Dorset &amp; Wiltshire Fire and Rescue Service. The update covered the following matters:</p> <ul style="list-style-type: none"> <li>• Ray Bridgman recently took over from Richard Humphreys, who previously attended the Area Board on behalf of the Fire Service.</li> <li>• In February there were a large amount of fires, including 11 that crews attended and 1 chimney fire.</li> <li>• Uniformed colleagues have been supporting ambulance crews and would remain there until at least next month.</li> </ul>
6.	<p><u>Chairman's Announcements</u></p> <p>The chairman gave the following updates:</p> <ul style="list-style-type: none"> <li>• Wiltshire Independent Visitor Scheme</li> <li>• Update on targeted Covid-19 community testing for asymptomatic people</li> <li>• Stand as a unitary, town or parish councillor in May</li> </ul>
7.	<p><u>Area Board Funding</u></p> <p>The Board considered the funding requests as detailed in the report attached to the agenda.</p> <p>a) <u>Community Area Grants</u></p> <p>1) Edington Parish Council £1,750, towards car park lighting.</p>

	<p>Councillor Suzanne Wickham spoke in support of a grant towards car park lighting for Edington Parish Council.</p> <p><b><u>Decision</u></b>  <b>To award Edington Parish Council £1,750 towards car park lighting.</b></p> <p>2) Spurgeons Children’s Centre, £200, towards baby bundles storage.</p> <p>Graeme Morrison, Community Engagement Manager, read the application information relating to the grant towards baby bundles storage.</p> <p><b><u>Decision</u></b>  <b>To award Spurgeons Children’s Centre £200 towards baby bundles storage.</b></p> <p>b) <u>Westbury Area Board Initiatives</u></p> <p>1) Area Board Initiative, £1,550, towards Wiltshire Search and Rescue.</p> <p>Councillor Gordon King spoke in support of a grant towards Wiltshire Search and Rescue.</p> <p><b><u>Decision</u></b>  <b>To award Area Board Initiative £1,550 towards Wiltshire Search and Rescue.</b></p>
8.	<p><u>Urgent items</u></p> <p>Councillor Russell Hawker was thanked for his service to the Area Board.</p>

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# MINUTES

**Meeting:** Westbury Area Board  
**Place:** Civic Centre, St Stephens Place, Trowbridge, BA14 8AH  
**Date:** 18 May 2021  
**Start Time:** On the Rising of Full Council, not before 11:00 am.  
**Finish Time:** 12:00 pm.

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Please direct any enquiries on these minutes to:

Ben Fielding, Democratic Services Officer, (Tel): 01225 718656 or (e-mail)  
[benjamin.fielding@wiltshire.gov.uk](mailto:benjamin.fielding@wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Carole King, Cllr Suzanne Wickham, Cllr Gordon King and Cllr Matthew Dean

### **Wiltshire Council Officers**

Kieran Elliott – Senior Democratic Services Officer

**Total in attendance: 4**

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<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<u>Apologies</u> No apologies for absence were received.
2.	<u>Election of the Chairman</u> <b>Resolved:</b> <b>To appoint Councillor Suzanne Wickham as Chairman of Westbury Area Board for the forthcoming year.</b>
3.	<u>Election of the Vice-Chairman</u> <b>Resolved:</b> <b>To appoint Councillor Matthew Dean as Vice-Chairman of Westbury Area Board for the forthcoming year.</b>

## Chairman's Announcements

<b>Subject:</b>	Area Board model May 2021
<b>Web /contact:</b>	Rhys Schell, Specialist Manager - Community Engagement and Governance <a href="mailto:rhys.schell@wiltshire.gov.uk">rhys.schell@wiltshire.gov.uk</a>

The Area Board model was first introduced in 2009 and has delivered significant success in developing stronger communities since its inception. The overall aims of the Wiltshire Area Boards remain the same, however, an evolved framework has been created that builds on the strengths of the model and enables Area Boards to use more flexible, informal methods to engage with local residents.

Over recent years multiple Area Boards have piloted different approaches using events, workshops and surveys, with the data clearly showing that this varied approach to resident engagement reaches a wider cross section of the community. This leads to a more consultative and collaborative approach and one that promotes local intelligence gathering to inform decision making.

The new framework allows Area Boards to tailor their approach to their communities, considering what their local priorities are, the partners involved and the outcomes they wish to achieve. It will importantly offer more opportunities for our residents to engage with us on issues important to them. The model promotes each Area Board to develop its network of community led activity through business meetings, community engagements such as events, workshops and surveys and a wide range of sub-groups.

Figure 1 shows an example of how the annual Area Board cycle could look. Four Area Board business meetings, with multiple Area Board engagements taking place at other times during the year, which focus on specific local priorities. In addition, working groups of the board such as youth networks, health and wellbeing groups and community area transport groups will continue to meet and link with the Area Board.

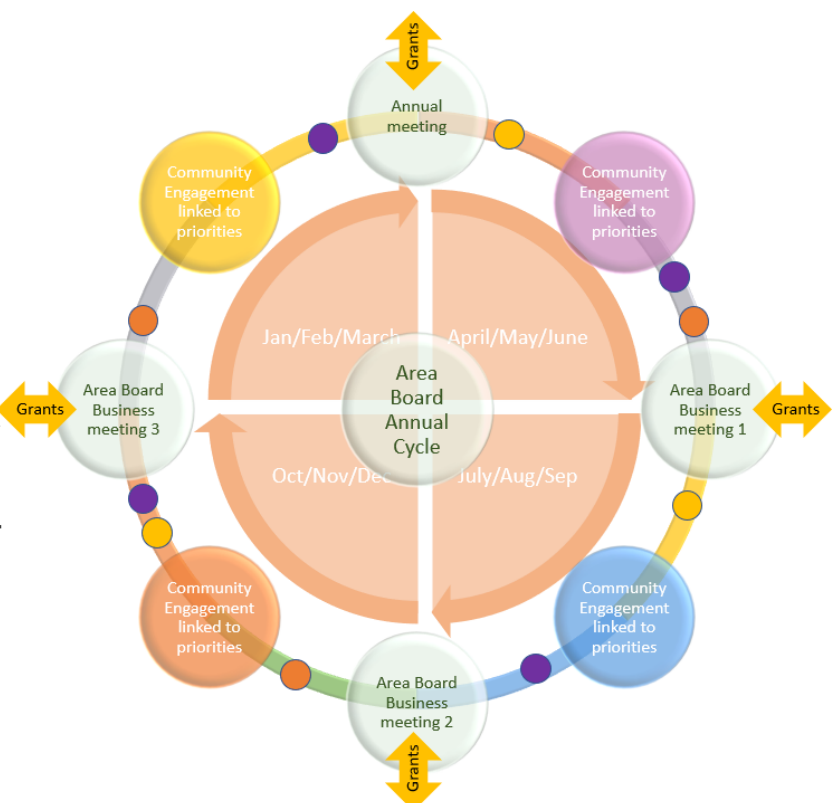
Figure 1 - The Area Board model

### Area Board Example Model

4 business meetings scheduled evenly across the year. If additional business decisions are needed then meetings can be set or delegated decisions taken.

Informal engagement activities can be flexibly built into the Area Board programme, agreed between the Community Engagement Manager and Cllrs.

- Community Area Transport Group
- Health & Wellbeing Forum
- Local Youth Network





## Covid-19 vaccination programme: Stakeholder briefing

Thursday 17 June 2021



Gill May,  
Director of Nursing and  
Quality

“Our message this week is a simple one: we need to do whatever we can to encourage any person who has not yet had the vaccine to come forward.

“As the Prime Minister said during his press conference on Monday evening, we now have a four-week window in which to sever the link between coronavirus infections and coronavirus-related hospital admissions.

“And, as we have seen over the last six months, one of the best weapons in our arsenal to defeat covid is the vaccine.

“We have made considerable progress in our vaccination journey, and are in a very good place right now, but the next four weeks are crucial for us as we work to not only vaccinate those yet to be protected, but also provide the vital second doses, before the lifting of all social distancing restrictions on Monday 19 July.

“To help us achieve maximum vaccine take-up over the coming weeks, we’re currently exploring whether we can do anything new or anything differently.

“This includes adding the Pfizer vaccine to our mobile vaccination clinic, which would enable us to vaccinate more people under the age of 40 in community locations, adding more weekend clinics and investing in paid-for social media adverts that can target people living close to vaccine sites in which uptake has been lower than other areas.

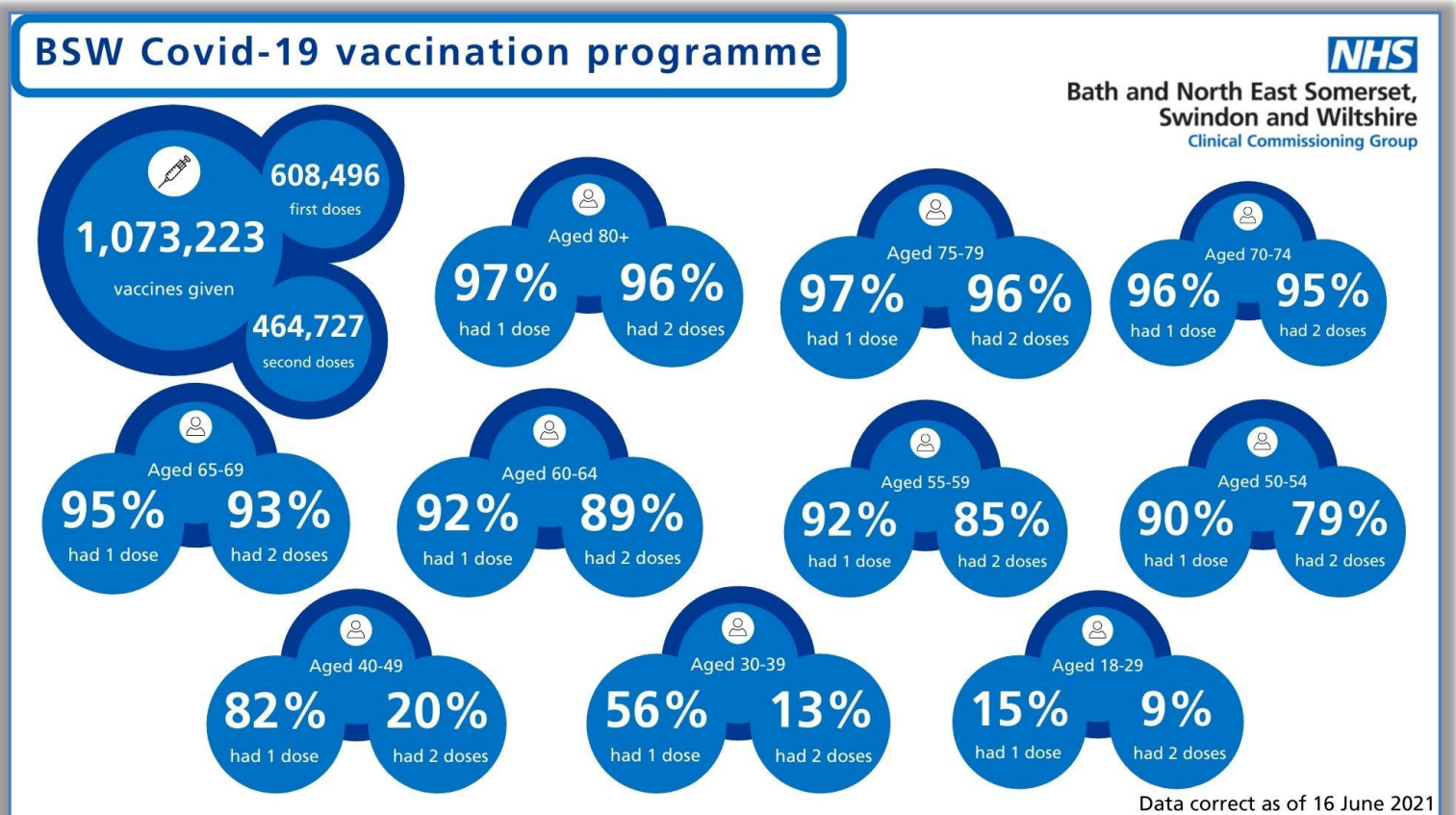
“Partners across the region have been hugely supportive of our vaccination programme, especially in terms of getting important messages out to a wider audience, and we kindly ask this continues for what could be the final push.”

## At a glance: the latest coronavirus vaccine developments in BSW

- As of Wednesday 16 June, our vaccine teams have carried out a total of 1,073,056 vaccinations, made up of 608,496 first doses and 464,727 second doses
- On each day of the last week, our teams carried out an average of 2,862 first doses and 2,442 second doses

- Some of our sites have been visited by anti-vaccine protesters in the last few weeks and, while we understand there may be a range of differing views across the region, we encourage all people to read the [detailed information regarding the vaccination programme](#) on the CCG website
- We expect to have provided a first vaccine to 60 per cent of all people aged between 30 and 39 by the end of this week
- A dedicated second-dose clinic for homeless people in Swindon will take place over the next few days
- Salisbury City Hall has is closing in on giving its 100,000<sup>th</sup> vaccine, and has currently given out around 85,000 vaccinations to date
- A new community pharmacy in the Marlborough area of Wiltshire will be providing weekend vaccinations on Saturday 26 June
- We expect to see a jump in the number of people in their 20s getting the vaccine this week, as pre-booked appointments translate into actual vaccinations

### Vaccination progress to date









## Helping you stay up to date with the latest changes in health and care

Providing information and signposting is a key part of our role at Healthwatch Wiltshire, and since the start of the Covid-19 pandemic we've seen an increasing number of visitors to our website to get the information they need from a trusted source.

Our advice and information pages help people to stay up to date with the latest changes in health and social care, as well as what's happening with Covid testing, vaccinations and the lifting of lockdown restrictions.

The range of information provided on the pandemic includes:

- [Where you can go](#) for a Covid test – and where you can collect lateral flow test kits.
- [What you need to know about the Covid vaccine](#) – a Q&A about the vaccination programme.
- The [roadmap out of lockdown](#) – detailing

the Government's four-step plan.

- Where you can [get support in your community](#) – particularly for those who are struggling and don't know where to get help.

There is also a wide range of help and advice on other issues including:

- [Downloadable guides](#) to mental health resources in Wiltshire for both children and adults – created by our young volunteers and members of our [mental health forum](#).
- How to use the [NHS 111 First service](#).
- Getting the most out of [virtual appointments](#).
- Plus details of [Wiltshire advocacy services](#), if you need help and support with the complaints process.

Find out more at [healthwatchwiltshire.co.uk/advice-and-information](https://healthwatchwiltshire.co.uk/advice-and-information)

### Advice and information

[View all](#)



#### Which Covid-19 test is right for you?

Not all Covid tests are the same so it's important to get the right one. Find out where to go to get tested,...

21 April 2021



#### What you need to know about the Covid-19 vaccine

Take a look at what you need to know about the Covid-19 vaccination programme including how you will know...

21 April 2021



#### Where to get mental health support in Wiltshire

Download our guides to help you find support for your mental health and wellbeing.

14 April 2021



#### The roadmap out of lockdown

The Government has announced an easing of lockdown restrictions from 8 March, including a four step plan to...

1 March 2021



**Westbury Area Board**

**Appendix A**

**Appointments of Lead Members to Outside Bodies 2021/22**

Outside Body	Councillor Representative
Westbury CATG	Cllr Cllr Cllr Cllr
Westbury LYN	Cllr
Westbury HWB	Cllr Cllr
Westbury Community Area Partnership	Cllr Cllr
Westbury Ham Community Project (Eden Vale Youth Centre Project)	Cllr



## Westbury Area Board

## Appendix B

### Appointments of Area Board Lead Councillors

To Themed Areas as set out in the JSNA and Working Groups of the Board:

Work with CEM to add in relevant working group names/ titles.  
AB to allocate a member to each area, even if no current group set up.

Highways and Transport, including Community Area Transport Group (CATG):

Councillor

Children and Young People, including Local Youth Network

Councillor

Health and Wellbeing, including the Health and Wellbeing Group

Councillor

Economy and Employment (add in any relevant working groups)

Councillor

Environment (add in any relevant working groups)

Councillor

Older People (add in any relevant working groups)

Councillor

Arts, Culture and Leisure (add in any relevant working groups)

Councillor

Community Safety (add in any relevant working groups)

Councillor

Housing and Development (add in any relevant working groups)

Councillor

Other Councillor leads?

## **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.

Any recommendations of the CATG 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.

# 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:

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

- 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 their 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:

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

- Recommending 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.



## Local Youth Network (LYN) Terms of Reference

### 1. Purpose

#### Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the 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.

Local Youth Networks will engage young people and support their voices being heard in order to help shape local decision making. LYNs will adopt an evidenced and need based approach for young people and will actively work with the local Area Board on the provision of positive activities for young people. The membership, aims and relationship with the local Area Board may vary slightly in each community area.

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

### 2. Membership

The LYN may include representatives of:

- Members of the Area Board
- Young people
- 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.

#### Participation and involvement of young people

Youth networks are encouraged to use a variety of approaches to ensure young people participate and are involved in decision making processes.

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 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.
- Make recommendations to the Area Board on how positive activities funding should be deployed.
- 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 frequency, location and format of LYN meetings and activities should be determined locally, however it is recommended that the group meets at least two times per year.

The 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.

The Chair of the group will be decided locally. The group will include a member of the Area Board, who will provide updates on progress at Area Board meetings and advise on recommendations where appropriate.

Each network will be supported by the local Community Engagement Manager, however, models that are independently run in the communities are also encouraged.

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.

### **4. Media Relations**

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

### **5. Review**

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



## Westbury Area Board 1 July 2021

### Appointment of Area Board Lead Councillors

#### 1. Purpose of the Report

- 1.1. To appoint lead Councillor representatives for the Area Board. This will include appointing to Outside Bodies and to reconstitute and appoint to Working Groups for the year 2021/22.

#### 2. Background

- 2.1. Area Boards are invited to appoint Councillors to be their respective lead for particular themes, Outside Bodies or Working Groups. The following guiding principles are in place for Councillors who take a role as an Area Board lead:
  - To be the main Area Board point of contact for local Officers within their respective lead area
  - To attend (and often Chair) relevant sub-groups of the Area Board
  - To work collaboratively with relevant local partners and community groups
  - To provide regular updates back to the Area Board in relation to their lead area
- 2.2. The Area Board is invited to appoint Councillor lead 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.
- 2.3. 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.
- 2.4. Similarly, the Area Board is invited to appoint a named Older Persons and Carer Champion to work with the Area Board and Health and Wellbeing Group for 2021/22 (if applicable).

#### 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.
- 3.2. Some Area Boards have a Local Youth Network (LYN) to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C.

- 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, further details on this role can be obtained on request from the officer named on this report.
- 3.6. Area Boards may 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 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 Members as Lead representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to AB Themed Areas and the Working Group(s) as set out in Appendix B; and
- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.
- d. To appoint a Carer and Older People's Champion for the Area Board. INSERT NAME (IF KNOWN) OF CARER/ OLDER CHAMPION

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Ben Fielding – Democratic Services Officer – Benjamin.Fielding@wiltshire.gov.uk

### Appendices:

Appendix A – Appointment to Outside Bodies

Appendix B – Appointment of Lead Members to Themed Areas and Working Groups

Appendix C – Terms of Reference for Working Group(s)

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

None.



Wiltshire Council

7 May 2021

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## Delegation to Community Engagement Manager

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### Summary

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

In light of the Covid-19 pandemic, and due to Area Board engagements increasingly taking place outside of formal meetings, it is recognized that Area Boards now conduct their businesses with increased flexibility and according to community need. The proposed delegation will allow essential decision-making business to continue under such circumstances.

Under the proposed delegation, consultation will take place with the Chairman of the Area Board (or in their absence, the Vice-Chairman) by the Community Engagement Manager to determine urgent matters. It is recognized in urgent situations all members may not be contactable in the timescales required (for instance due to time off or sickness), however, where possible the views of all members should be sought.

### Proposal

To consider passing the following resolution:

*In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings, the Community Engagement Manager, following consultation with the Chairman (or in their absence, the Vice-Chairman) of the Area Board, may authorise expenditure to support community projects (including youth, health and wellbeing and community area transport) from the delegated budget of up to £5,000 per application between meetings of the Area Board. The Community Engagement Manager should seek the views of all Area Board members to obtain a majority in support, prior to the expenditure being agreed.*

*Decisions taken between meetings will be reported in the funding report to the next meeting of the Area Board explaining why the matter was considered urgent or necessary to expedite the work of the Board. Where a significant number of urgent matters arise between meetings, a special meeting may be called, following consultation with the Chairman to determine such matters.*

### Reason for Proposal

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

**Lisa Moore**  
**Democratic Services Officer**  
[lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)







### Westbury Community Area Status Report February 2021

#### Background and context

The overarching aim of this document is for Westbury Community Area Board to understand how to support local responses from communities, businesses and organisations and link this to the work of Wiltshire Council, it's partners and agencies, so that collaboratively we can tackle issues including those arising from Covid-19.

The Westbury community area saw an incredible response to the Covid-19 pandemic with the community groups, the town council and the various parish councils in the surrounding villages coordinating volunteers leading the response and strategic partners working collaboratively to support our communities. This effort combined with significant help being provided by individuals for neighbours and friends and smaller volunteer schemes not affiliated to any particular group, as well as other existing support groups meant every person within the area has access to support from one source or another. Some of these groups and individuals continue to offer additional support.

As we now look ahead, this document provides a summary of information that can be utilised to help inform the local community response. It brings together the differing data and information sources from across the community area that will help us to understand the state of our community and the impact of Covid-19. It also highlights communities that may have been disproportionately affected by the pandemic and it considers how the actions, projects and plans that are emerging will be collated and supported.

Over time this document will be regularly updated in response to changes, new information and actions undertaken.

The Westbury Area Board ultimately aims to establish and work closely with a Westbury Community Area Recovery Group. This group will aim to engage with key local partners, business and community stakeholders to work together to rebuild our local community. Whilst the impact of Covid-19 is considerable, it is recognised that some local issues already existed and that these will need to be tackled as well.

The Westbury Community area consists of the town of Westbury as well as the parishes of Bratton, Edington, Coulston, Dilton Marsh and Heywood and Hawkeridge. A key requirement is to ensure that all within the community area have the same opportunity to engage with this work.

Whilst it is natural to focus on the negative impacts of COVID-19, it is important to recognise and build on any positives that have occurred. These include the closer working between organisations, increased community cohesion, new volunteers and the wider use of the internet / social media to enhance communication between agencies and users.

## Community data and information

Local data has been collected from a range of sources to provide an overview of the current situation within our community. This is being combined with the outcomes of discussions on the impact of COVID-19 to inform the key issues emerging and where resources should be focussed.

- JSNA local data sets – (collected in winter 2019)  
<https://www.wiltshireintelligence.org.uk/community-area/westbury/>
- COVID19 support group survey – (June 2020)
- Wiltshire CAJSNA 2020 Community Survey Results (Westbury)
- Series of themed meetings held with partners and community members in December 2020 attended by: Wiltshire Councillors, Town and Parish Councils, partners from Health Services, Police, Community Groups, Faith Groups, Local Businesses, Local Schools, Charities and others
- Public online survey hosted on [www.Slido.com](http://www.Slido.com) in December 2020 and January 2021
- Additional Partner organisation data
  - I. Link scheme data
  - II. Wiltshire Money
  - III. CAB
  - IV. Town and Parish Council plans
  - V. Local business forums / Inspire for Biz Chamber of Commerce

## Context for this report

It is important to read this report with the following in mind:

- The process of identifying and agreeing the key concerns is not an exact science and both statistical and anecdotal evidence can be misleading. No two people will completely agree on what should be included so trends, commonality and correlation have been looked at when deciding what to include. This report should therefore be viewed as an informed indicator to the state of the Westbury Community Area.
- The Westbury Community area is an excellent place to live and work. It is recognised that a tremendous amount of good work and substantial improvement has taken place over the past few years due to the dedication and hard work of so many within our community. However, the remit of this report does not include capturing these examples and the focus is upon those issues identified by the community as being the most important.
- Some of the areas highlighted from the JSNA data where the Westbury Community areas seems to not be doing so well will need looking at in the context of when and how it was collected.

- The variance between JSNA data in all community areas may not always be of any great significance. Wiltshire is also a great county to live in and sometimes we are comparing good with excellent
- Further investigation will be required with some of the data as it may not tell the whole story. E.g. who particularly is being affected? Are there differences between local communities and minority groups? Is the issue located in a specific geographical area?
- This will be a “live” document. As of February, we are still in the pandemic and its effects on our communities may change over the coming months and this will be reflected by changes to this document where necessary.
- The remit of this document is to identify the emerging issues due to the pandemic, not to identify solutions or actions to be taken to tackle these issues – this will be for the Covid-19 Recovery Action Plan to identify. The Recovery Action Plan will be informed by the contents of this document

## Understanding the emerging themes and the impact of COVID-19

Analysis of the data so far suggests the following issues are emerging. This list may increase and change after further consultation and as new data arises

Issue and impact of COVID 19 pandemic	Supporting evidence source
<b>Young People</b>	
<b>Spike in children suffering from anxiety and developing mental health needs for various reasons including:</b>	
Uncertainty around differing restrictions – especially where siblings go to different schools	Discussions with local schools
Youth activities not taking place – e.g. Bratton Youth Club has completely shut down	Discussions with parish councils and other youth workers
Young people developing anxiety due to missing out on learning due to constraints of remote learning	Discussions with local schools
Young SEND people developing anxieties due to different understanding of reasons for restrictions. This will be exacerbated if services return online rather than face to face	Discussions with local schools and college
Lack of extra-curricular activities has impacted mental and physical health	Discussions with local schools
School community ethos has been lost – no whole school events	Discussions with local schools

Lockdowns have exacerbated isolation felt by young people in rural areas	Discussions with local schools and parishes
Tensions at home have a knock on effect on children – regular issues being seen include tensions around: <ul style="list-style-type: none"> <li>• Housing</li> <li>• Employment</li> <li>• Financial difficulties</li> <li>• Domestic incidents</li> <li>• Mental health issues for parents</li> </ul>	Discussions with local schools
With tensions at home increasing this has had a particular impact on primary aged children who often internalise these anxieties	Discussions with local schools and Parish Councils
Lack of IT equipment at home has caused gaps in education for those without internet access	Discussions with local schools
Gaps have formed between friendship groups who have not seen each other	Discussions with local schools
Some necessary changes in childcare arrangements has caused tensions in some situations	Discussions with local schools and Parish Councils
Financial stresses due to parents work situation has caused anxiety among young people. Pre-covid, 13% of young people in Westbury were living in poverty, compared to Wiltshire average of 9.4%. This will have been exacerbated by the pandemic with more parents being made redundant or self-employed people seeing work opportunities reduce	Discussions with local schools and JSNA data 2020
Social gaps have widened because of lockdowns especially for those children without siblings	Discussions with local schools
Access to mental health support and counselling for parents, young people, school staff is currently insufficient	Discussions with local schools, parishes and Army Welfare Service
<b>Impact on educational attainment</b>	
Full impact on educational attainment of lockdowns and home learning cannot be fully assessed yet but significant academic gaps have already been identified	Discussions with local schools
Lack of access to internet has affected some young people and results in an inability to access remote learning – this causes an ever-widening academic gap for those without this facility	Discussions with local schools
When returning to school while restrictions were eased, concentration levels among some children have been noticeably worsened by lockdown	Discussions with local schools
<b>Impacts on Physical Health of Young People</b>	
Impacts on young people's physical health/BMI have been identified	Discussions with local schools
Lack of school-based activity reduces the opportunity for young people to exercise: <ul style="list-style-type: none"> <li>• No after school clubs</li> </ul>	Discussions with local schools

<ul style="list-style-type: none"> <li>PE lessons very difficult to effectively deliver remotely</li> </ul>	
Local sports clubs have been unable to run their youth activities due to restrictions	Discussions with local partners and clubs
Mental health issues identified above can be a barrier to participating in exercise	Discussions with local partners
<b>Other issues identified</b>	
Incidents of concern relating to safeguarding issues being reported in schools have shown a worrying increase since the start of the pandemic	Discussions with schools
Some families still struggling with the basics – food, utilities and internet access	Discussions with local schools and community groups
Increase in the number of domestic violence incidents being reported	Discussions with Westbury Community Policing Team
Unemployment in young people is rising and there are fewer apprenticeship opportunities – pre covid 82 apprenticeships per 10,000 16 year-olds compared to Wiltshire average of 139	JSNA data 2020
<b>Older people</b>	
<b>Mental health</b>	
Local clubs and organisations unable to operate leaving many people with far fewer opportunities for social contact e.g. <ul style="list-style-type: none"> <li>Westbury Day Centre</li> <li>Lunch Clubs</li> <li>U3A groups</li> <li>Tai Chi group</li> <li>Spiritual group</li> <li>Alzheimers support groups</li> <li>Ramblers association</li> <li>Westbury Shed</li> </ul>	Discussions with groups and organisations
Repeat callers with mental health issues have been contacting the police	Discussions with Wiltshire Police
Loneliness is a big issue for those struggling to access services	Discussions with groups and organisations
In some areas reliance on community support groups raises the issue of dependence – will people be confident enough to go back out when it is safe to do so	Discussions with organisations and groups
<b>Other issues</b>	
Reports of scam and nuisance callers has markedly increased since start of the pandemic	Discussions with community groups and Wiltshire Police

<b>Working age people and families</b>	
<b>Anxiety/Mental Health</b>	
Anxiety is high among families around employment status – has furlough and other govt support just “delayed the inevitable” in terms of businesses closing. This has not affected everyone equally with lower earners more likely to suffer	Conversations with community groups and charities and online slido.com survey
Reduced opportunities for social interaction	Conversations with community groups and charities
Anxiety around housing has increased as employment anxieties increase	Conversations with community groups and charities
Crosspoint have noticed an increase in users whose employment status has changed: <ul style="list-style-type: none"> <li>• Loneliness</li> <li>• Mental health issues</li> <li>• Domestic incidents</li> </ul>	Conversations with community groups and charities
<b>Other issues</b>	
Reports of domestic incidents has increased	Conversations with community groups and charities
Increased levels of relationship breakdown – this often takes a few weeks for people to admit	Conversations with community groups and charities
A lack of internet access at home is an issue for some families – working and schooling from home is a problem	Conversations with community groups and charities
<b>Local Business</b>	
Income has reduced for many businesses while expenditure has increased – increased expenditure includes investing in PPE for staff as well as investing in infrastructure to create COVID-safe environments	Conversations with local businesses
Local businesses – especially small businesses – are feeling burden of responsibility over wellbeing of their staff	Conversations with local businesses
Demands on business owner’s time has increased with the need for monitoring regulations alongside day to day business	Conversations with local businesses
Reduction in income for many businesses due to:	Conversations with local businesses



<ul style="list-style-type: none"> <li>• Lack of footfall in town centre – exacerbated by non-retail businesses in town centre reverting to home working so staff are not in town on lunch break</li> <li>• People reverting to online shopping</li> <li>• Some non-essential retail businesses having to shut down altogether during full lockdown measures</li> <li>• Lack of activities by organisations such as clubs and groups – this affects hospitality businesses in particular</li> </ul>	
Some businesses have struggled to access financial support through their bank – are banks cutting back on lending to business	Conversations with local businesses
Some businesses have done well – food businesses, business support organisations who have helped other companies access government and local authority support, construction businesses	Conversations with local businesses
Expectation is for situation to get worse before it gets better	Conversations with local businesses
Businesses have anxieties over support that will be required for staff when restrictions ease – how will they support staff with mental health issues, and avoid reluctance to return to the workplace	Conversations with local businesses

It is important that this is an inclusive process as possible with special attention to ensure that the villages and minority groups have equal opportunity to feed in and partake in this recovery work. However, it is recognised that some may choose not to engage, and that work will take place that is not captured in this document.

## How local actions can be supported

The local response within the Westbury Community Area should be one of co-production recognising that to rebuild our communities, it is important that we work together, sharing information and resources where appropriate.

**Westbury Area Board** covers the whole community area and is responsible for this document. It links local delivery to Wiltshire Council, the Police, Public health and other partners. It is a formal body with influence and powers. It has its own funding to help support local initiatives.

**Westbury Community Area Recovery Steering Group** will be community formed and led. It is free from any statutory or legal responsibilities. It should consist of a range of local organisations, councils and community activists who have chosen to come together to collectively help deliver and support local action. It should act as a steering group bringing together the local work identified by the thematic leads.

**Thematic Leads** (2 per theme) will network together local stakeholders who are or wish to be active within their theme. Existing groups may be utilised or, where required, a new group may be established. The leads will be responsible for carrying out any further investigation, bringing together work currently happening and identifying gaps. Each lead

will also be on the Westbury Community Area Recovery Steering Group and they will link to the Area Board who are able to offer support and financial help where appropriate. The 4 themes are:

- I. Economy and employment**
- II. Health, well-being and adult care**
- III. Engagement with families**
- IV. Young people, education and children**

Westbury Area Board will receive updates of how this work is progressing as a standing item at its meetings. It will formulate its own work plan of short term and longer-term actions that will support and contribute to the local priorities.

### **Next Steps**

- I. Discuss this document and agree approach at next Westbury Community Area Board meeting (11 February 2021)
- II. Engage and consult with all Town and Parish Councils (February - May 2021)
- III. Engage and consult with partner organisations (February - May 2021)
- IV. Bring this document for discussion and agreement at AB meeting along with proposed AB work plan and recovery group's plan (First Area Board meeting of new council)
- V. Review this document and Area Board work plan regularly in response to changes and celebrate completed actions (At least every 2 months or as required)



## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	<b>Date of meeting: 11<sup>th</sup> June 2021</b>			
<b>1.</b>	<b>Attendees and apologies</b>			
		Suzanne Wickham (Chair – Wiltshire Councillor) Carole King (Wiltshire Councillor) Gordon King (Wiltshire Councillor) Matthew Dean (Wiltshire Council) Jeff Ligo (Bratton Parish Council) Keith Rayward (Bratton Parish Council) Sarah Harris (Westbury Town Council officer) Pat Whyte –(Wiltshire Council) Kirsty Rose (Wiltshire Council)		
	<b>Apologies</b>	Francis Morland (Dilton Marsh Parish Council) John Pollard (Edington Parish Council) Chris Johns (Edington Parish Council)		
<b>2.</b>	<b>Notes of last meeting</b>			
		The notes of the last meeting were agreed at the area board on 11 <sup>th</sup> February 2021.		
<b>3.</b>	<b>Financial Position</b>			
		The available CATG budget at the start of the meeting is £11,347.78.		

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p><b>Allocations made at meeting:</b></p> <p>£4500 Bratton 20mph speed limit (£2250 CATG, £2250 BPC)          £2000 The Mead, Westbury (£1500 CATG, £500 WTC)          £150 Bitham Mill Bar Marking (£75 CATG, £75 WTC)</p> <p>Remaining budget: £7522.78</p>		
<b>4.</b>	<b>Top 5 Priority Schemes</b>			
a)	<p>Issues <a href="#">6667</a> <a href="#">6939</a> <a href="#">6562</a>          B3098 Bratton Road</p>	<p>1. <u>The length of the 50mph speed limit between Edington and Bratton</u></p> <p>It was agreed that the required contribution from the parish councils could be reduced to £364.75 each with the CATG funding the remaining £2188.50. Bratton and Edington Parish Councils have agreed to this since the last CATG meeting.</p> <p>CATG agreed £729.50 additional funding to bring CATG allocation to £2188.50.</p>	<p>Legal documentation with TRO team for advert</p>	<p>KR</p>
b)	<p>18-19-8, 18-20-26 Frogmore Road (From Rosefield Way to Slag Lane).</p>	<p>Westbury Town Council confirmed preferred option is 'high level intervention' and agreed a contribution of £1073.75 to the topo survey. KR has placed an order for the survey to be undertaken.</p> <p>The total cost of the survey is £4295 with CATG allocation of £3221.25 and £1073.75 from WTC.</p>	<p>Topo survey received. KR to progress design for further discussions.</p>	<p>KR</p>

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	18-19-11 Edington – various roads (excl. B3098)  20mph request	Report circulated to CATG members in April setting out recommendations for the implementation of 20mph speed limit on various roads in the village at an estimated cost of £13,000.  The group agreed to submit a bid for funding via the Substantive CATG bid process. CATG have allocated £1000 toward this. Edington Parish Council have confirmed £1000 contribution	Substantive bid to be made in next round. This is likely to be in July 2021.  CATG allocation of £1000.EPC £1000	KR
d)	18-20-09 Dursley Road and Hawkeridge junctions with B3097	The speed limit assessment has been ordered with Atkins but there will be a delay to the assessment being completed due to the current restrictions in place for Atkins employees.	Await outcome of speed limit assessment. To be undertaken after 21 <sup>st</sup> June.	Atkins
e)				
<b>5.</b>	<b>Other Priority schemes</b>			
a)	Issue <a href="#">6557</a> A3098 Hisomley Crossroads, Speeding	Awaiting update from parish council regarding one-way use of The Hollow.	Dilton Marsh Parish Council to consider/consult upon one-way for The Hollow and feedback to CATG.	DMPC
b)	Issue <a href="#">7163</a> Dilton Marsh	The provision of a 20mph speed limit on various roads in the village is being consulted upon by the parish council.	Await outcome of wider consultation on 20mph limit by Dilton Marsh Parish Council.	DMPC
c)	18-20-17 Hillside Park, Westbury – Parking concerns	Works complete	To note and remove from tracker	AB

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

d)	<p>18-20-4 Parking Oldfield Park Westbury (nr 103) – Request for additional parking</p> <p>18-20-5 Oldfield Park, Westbury - Parking (nr 71)</p>	<p>On 23rd November 2020 a meeting was held remotely between Selwood Housing, Wiltshire Council and Westbury Town Council.</p> <p>One of the actions for WTC HP&amp;D committee to consider, was an Experimental Traffic Order for the area. The experimental traffic order could be time limited to target the worse times of the day and may be more acceptable to residents. An experimental traffic order would allow an opportunity to gauge the success and impact of school parking. This would be supported with targeted enforcement.</p> <p>WTC HP&amp;D committee voted in support of the Experimental Traffic Order –</p> <p>2. That the matter is of sufficient seriousness to be of immediate consideration by CATG.</p> <p>For CATG information, WTC HP&amp;D committee asked that the Town Clerk writes to the schools in Oldfield Park about the issues with parking and ask the schools to remind parents they can park in Railway Close car park.</p> <p>KR has also asked the WC Road Safety team to contact both schools and undertake a visit to review the existing arrangements around school drop off and pick up. The schools will also be encouraged to take up the walking, cycling and scooter training initiatives offered by WC.</p>	<p>KR to review status of Railway Close and the availability of parking spaces for non-residents.</p>	<p>KR</p>
e)	<p>18-20-8 Bratton – 20mph Speed Limit Assessment</p>	<p>BPC would like to pursue implementation of a 20mph speed limit on Lower Road and Court Lane. Estimated cost is £4500 with 50% contribution offered by BPC.</p>	<p>CATG agreed to progress. Funding £4500 (£2250 CATG, £2250 BPC).</p>	<p>AB to agree funding</p>

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

			To be moved to priority 1.	KR
f)	18-20-18 Bratton Road Westbury – narrow section	<p>KR explained that the scheme had been installed without priority in order to encourage more co-operative, courteous approach between drivers. In most instances this appears to be working. Priority being given to those exiting the town centre toward Bratton would require parking on Bratton Road to be removed in order to allow space for queuing and passing vehicles. Priority being given to those travelling toward the town centre may lead to queuing back toward the Laverton with drivers approaching around a bend without forward visibility of a queue.</p> <p>The group discussed the issue and the town council felt that priority to those approaching from the town centre should be given further consideration.</p> <p>GK provided an update that residents are concerned about frequent road rage incidents and confrontation</p>	KR to review feasibility and report back to CATG.	KR
g)	18-20-13 & 14 Newtown, Westbury – Traffic Calming request	<p>It was agreed to wait for the traffic survey results before determining the next course of action.</p> <p>Survey requested to take place at top and bottom of Newtown.</p>	KR to liaise with traffic surveys re: locations. Await outcome of traffic survey.	KR
h)	18-20-20 Newtown, Westbury – request for ‘unsuitable for HGV’ sign	The traffic survey to be undertaken on Newtown has been asked to include vehicle types to identify the extent of this issue. The group agreed to await the outcome of the traffic survey.	Await outcome of traffic survey.	
i)	18-20-21 & 22 The Mead, Westbury	Pedestrian crossing assessment circulated. Recommendation to provide tactile paving and bollards to enhance existing dropper kerb crossing point at approx. cost of £2000.	CATG agreed to progress upgrades to informal crossing point subject to funding contribution from WTC. This will	AB/TC

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p><b>Westbury Town Council object to the recommendation and share the following feedback to CATG, for their meeting on 11<sup>th</sup> June 2021:</b></p> <p><i>The report suggests that having a light controlled crossing would cause difficulty to drivers, as they might not see the lights in time at the speed they are travelling at, however an uncontrolled crossing, where pedestrians cross at their own risk and presume drivers can see them and stop in time, would be seen to be acceptable?</i></p> <p><i>How would drivers see pedestrians any better compared to seeing lights – either way a certain amount of stopping distance is required.</i></p> <p><i>If the concern is that drivers would not be able to stop in time, should consideration be given to reducing the traffic speed?</i></p> <p><i>Bollards and a tactile surface would be better than nothing. If this is the only option available, Westbury Town Council would request that warning signs are in place, in both directions, to inform drivers that a pedestrian crossing point is coming up.</i></p> <p>KR explained that the report did not raise issues regarding visibility to and from a formal controlled crossing but the location does not meet the criteria set out in WC policy for the provision of a formal crossing.</p>	<p>include warning signs as requested.</p> <p>Funding £2000 (£1500 CATG, £500 WTC)</p>	
j)	18-20-25 Bremeridge Road, Westbury – Parking Issues	Works complete	To be noted and removed from tracker	AB to note
k)	18-20-27 Alfred Street Westbury	<b>Problem</b> Lorries and Transporters attempting to turn left from Bratton Road in Alfred Street on a daily basis. This problem	Signing plan and cost estimate to be prepared for consideration	KR

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>has increased dramatically since lorries have been rerouted from Bath through Westbury. When they realise they cannot turn they attempt to reverse onto the pavement and back onto Bratton Road. This has caused damage to my property and is putting the lives of pedestrians at risk. I can provide photographic evidence of incidents if required.</p> <p><b>Request</b> Signage to inform NOT SUITABLE FOR HGVs and clearer indication how to get to the A350 Trowbridge Road.</p> <p><b>Westbury Town Council – Highways, Planning and Development Meeting – Monday 16th November 2020:</b></p> <p>2. That the matter is of sufficient seriousness to be of immediate consideration by CATG.</p> <p>The committee asks: If signage can be considered, at both ends of Alfred Street and Bratton Road, for HGVs coming from Warminster.</p>	To be moved to priority 1	
i)	18-20-28 Westbury Infant School	<p><b>Problem</b> Badly parked cars in front and behind Westbury Infant School, speeding on Eden Vale Road on dropping off and picking children from the school hours. Really concerning for children's safety.</p> <p>I have some worries and complaints about drivers near Westbury infant school. Lots of drivers speeding. Why is no sign of school and 20mph sign while school hours? It is very frightened sometimes as drivers speeding as lots of children walking to school. Also parking on the grass in front of school. Same very bad situation at the back of school.</p> <p><b>Request</b> Can Council give us some more information about this situation? We think something has to be done until not too</p>	<p>The following actions were agreed:</p> <p>Parking Services to be contacted re enforcement</p> <p>Schools to be contacted by School Travel Plan Advisor and Road Safety to discuss road safety (walking, cycling, scooting) initiatives available, Taking Action on School Journeys and any other concerns regarding school traffic.</p>	<p>KR</p> <p>KR to arrange contact</p>

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>late.</p> <p>Would like 20mph sign and amber flashing lights during school picking/collecting children from school hours. And stop badly parked cars on grass, double yellow lines and behind garages at the back of school.</p> <p><b>Westbury Town Council – Highways, Planning and Development Meeting – Monday 16<sup>th</sup> November 2020:</b></p> <p>2. That the matter is of sufficient seriousness to be of immediate consideration by CATG.</p> <p>The committee asks:</p> <ul style="list-style-type: none"> <li>○ If signage can be considered, to indicate there is a school coming up.</li> <li>○ The speed limit on the section of road outside the school be reduced.</li> </ul> <p>The police have confirmed they will do some spot checks in the area.</p> <p>KR explained a 20mph advisory limit could not be installed as the flashing amber lights are not permitted on the approach to the signal controlled crossing. A 20mph speed limit in this location would require extensive traffic calming to reduce vehicle speeds.</p> <p>The parking shown is in contravention of the restrictions and will be highlighted to Parking Enforcement for action.</p>	<p>PCSO to be contacted to request presence at school drop off/pick up times.</p>	<p>SW</p>
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## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

m)	18-20-29 Clivey Dilton Marsh	<p><b>Problem</b> The Dilton Marsh sign is missing from the Clivey entrance to the village and the Parish Council has received request from residents for this to be reinstated, together with a traditional village 'gate' to mark the entrance to the village.</p> <p><b>Request</b> The PC would like a Dilton Marsh sign and gate to be installed</p>	A signing plan and cost estimate is to be prepared.	KR
<b>6.</b>	<b>Traffic Surveys</b>			
a)	18-19-4 Newtown and Long River Road, Westbury	Metrocount undertaken prior to lockdown, however was subject to flooding therefore no data available. Count to be re-done in next batch.	Await outcome of metrocount. Police have stated to Westbury Town Council that they cannot undertake enforcement until they have information from the metrocount in order to target resources effectively.	AB to note
b)	Meadow Lane, Westbury	Awaiting survey		
<b>7.</b>	<b>New Requests / Issues</b>			
a)	18-21-2 Bitham Mill, Westbury	<p><b>Request:</b> Bar marking to prevent cars parking alongside marked parking bay.</p> <p><u>Westbury Town Council – Highways, Planning and Development Committee Meeting – Monday 15th February 2021</u></p> <p>The committee voted –</p> <p>3. That the matter is of sufficient seriousness to be considered a town council priority worthy of a contribution to the cost. *</p>	<p>CATG agreed to progress. Funding £150 (£75 CATG, £75 WTC)</p> <p>KR to add to ad-hoc lining programme</p>	<p>AB</p> <p>KR</p>

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		*The committee agreed a £75 contribution towards an H-Bar.		
b)	18-21-3 Alfred Street, Westbury	<p><b>Request:</b> I am a resident of BA133DY area for the past 3 years and have noticed more motorists speeding down our road. Its the straight stretch in front of the Horse and Groom pub. All the houses on this road, their gates open onto the road not a pavement and is a double yellow line area so no cars are parked.</p> <p>We really need speed restrictions in place, speed bumps or islands. Something to make us safer leaving our property and the people leaving the pub.</p> <p><u>Westbury Town Council – Extraordinary Highways, Planning and Development Committee Meeting – Monday 22nd March 2021</u></p> <p>The committee voted –</p> <p>2. That the matter is of sufficient seriousness to be of immediate consideration by CATG.</p> <p>The committee ask CATG to consider traffic calming in this area, appropriate signage to discourage non-residential vehicles and HGVs</p>	KR to request traffic survey to determine vehicle speeds and volumes	KR
c)	18-21-4 Newtown/Long River Road, Westbury	<p><b>Request:</b> Speeding traffic in the above locations. Yesterday we experienced yet another accident. Fortunately, there were no fatalities, but Newtown had to be closed by the police to permit safe access to the accident site for the attending ambulance and paramedics. The road is at best single track with few passing places and some sharp corners which are</p>	<p>It was agreed that a review of existing signing and road markings would be undertaken to identify improvements.</p> <p>Traffic survey results will also be reviewed when received.</p>	KR

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>obviously blind (previous accidents have damaged property on one of these corners). The number of walkers has increased significantly during the last 12 months due to lock-down and so has the vehicle traffic for people disobeying lock-down, many of these people are not locals.</p> <p>My personal preference would be for a 20mph speed limit to be introduced from the point where the current 30 limit ends in Newtown to the car park for the White Horse, with either the installation of at least 3 cameras or alternatively some steep sided speed humps maybe in groups of three about 50 meters apart on each of the main straight sections of the route. There is a precedent for such humps: Dilton Marsh near the agricultural college where the humps force 15 mph in a 30 limit</p> <p><u>Westbury Town Council – Extraordinary Highways, Planning and Development Committee Meeting – Monday 22nd March 2021</u></p> <p>The committee voted –</p> <p>2. That the matter is of sufficient seriousness to be of immediate consideration by CATG.</p> <p>The committee ask that CATG consider the following proposed speed limits:</p> <ul style="list-style-type: none"> <li>• From the White Horse to the top of Newtown – 30mph</li> <li>• From the top of Newtown to Bratton Road – 20mph</li> </ul>		
d)	18-21-5 Dog Kennel Lane, Westbury	<p><b>Request:</b> Issue with Dog Kennel Lane not being recognised by post office systems resulting in issues with deliveries. Request for assistance to resolve with Post Office and additional signing.</p> <p>At a meeting held on Monday 24th May 2021, Westbury Town Council Highways, Planning and Development Committee</p>	CATG agreed that an additional street nameplate may be appropriate with an approximate cost of £200 however would request a 50% contribution from WTC due to the very localised nature of the request.	WTC

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>considered the lack of signage at Dog Kennel Lane issue and has the following response to make:</p> <p>The committee voted –</p> <p>3. That the matter is of sufficient seriousness to be considered a town council priority worthy of a contribution to the cost. *</p> <p>* The committee agreed a 25% contribution towards additional signage.</p>	WTC to confirm contribution	
8.	<b>Other items</b>			
9.	<b>Date of Next Meeting: 30<sup>th</sup> July 2021 – MS Teams (will update if face to face)</b>			

### Westbury Community Area Transport Group

#### Highways Officer – Kirsty Rose

#### 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 3<sup>rd</sup> party contributions are confirmed, Westbury Area Board will have a remaining Highways funding balance of £

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

**3. Legal Implications**

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

**4. HR Implications**

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

**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**



<b>Report To</b>	<b>Westbury Area Board</b>
<b>Date of Meeting</b>	<b>Thursday, 01 July 2021</b>
<b>Title of Report</b>	<b>Westbury Area Grant Report</b>

## Purpose of the Report

- To provide detail of the grant applications made to the Westbury Area Board. These could include; community area grants, health and wellbeing, young persons grants and Area Board initiatives.
- To document any recommendations provided through sub groups.

## Area Board Current Financial Position

	<b>Community Area Grants</b>	<b>Young People</b>	<b>Health and Wellbeing</b>
<b>Opening Balance For</b> <u>2021/22</u>	<u>£31,433</u>	<u>£12,892</u>	<u>£7,700</u>
<b>Awarded To Date</b>	<u>£0</u>	<u>£0</u>	<u>£0</u>
<b>Current Balance</b>	<u>£31,433</u>	<u>£12,892</u>	<u>£7,700</u>
<b>Balance if all grants are agreed based on recommendations</b>	<u>£30,433</u>	<u>£12,892</u>	<u>£7,700</u>

## Grant Funding Application Summary

<b>Application Reference</b>	<b>Grant Type</b>	<b>Applicant</b>	<b>Project</b>	<b>Total Cost</b>	<b>Requested</b>
<a href="#">ABG109</a>	Area Board Initiative	The Friends Of Victoria Garden	Victoria Garden New Shed	£1000.00	£1000.00

### Project Summary:

**The Friends of Victoria Garden have been caring for the garden for approximately five years we had use of an old shed housed on an adjoining piece of land that has subsequently been sold and we no longer have access. We would like to be able to house safely and securely gardening tools and other items that we regularly use during our fund raising events**

## 1. Background

Area Boards have authority to approve funding under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Funding and Grants Criteria. This document is available on the council's website.

Three funding streams are available to the Area Board, each with an annually awarded amount. These funding streams are as follows:

- Community Area Grants (capital)
- Young People (revenue)
- Health and Wellbeing (revenue)

The Area Board will be advised of the funding available prior to their first meeting of each financial year.

## 2. Main Considerations

2.1. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.

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

2.3. Councillors need to consider any recommendations made by sub groups of the Area Boards.

### **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**

Councillors must ensure that the Area Board has sufficient funding available to cover the grants awarded.

### **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.

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

### **Report Author**

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