

# AGENDA

**Meeting:** Warminster Area Board  
**Place:** Warminster Civic Centre, Sambourne Road, Warminster, BA12 8LB  
**Date:** Thursday 14 July 2022  
**Time:** 7.00 pm

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Including the Parishes of: Bishopstrow, Boyton, Chapmanslade, Chitterne, Codford, Corsley, Heytesbury, Imber & Knook, Horningsham, Longbridge Deverill and Crockerton, Maiden Bradley with Yarnfield. Norton Bavant, Sherrington, Stockton, Sutton Veny, Upper Deverills, Upton Lovell, Upton Scudamore, and Warminster.

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

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

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

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

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

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## Wiltshire Councillors

Cllr Tony Jackson, Warminster Broadway  
Cllr Bill Parks, Warminster North & Rural  
Cllr Andrew Davis, Warminster East  
Cllr Christopher Newbury, Wylde Valley  
Cllr Pip Ridout, Warminster West

## **Recording and Broadcasting Information**

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**County Hall, Trowbridge**  
**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

## **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. <b>Election of the Chairman</b> (<i>Pages 7 - 8</i>)</p> <p>To elect the Chairman of the Warminster Area Board for the forthcoming year.</p>	7.00pm
<p>2. <b>Election of the Vice-Chairman</b></p> <p>To elect the Vice-Chairman of Warminster Area Board for the forthcoming year.</p>	
<p>3. <b>Chairman's Welcome and Introductions</b></p> <p>The Chairman will welcome those present to the meeting.</p>	7.05pm
<p>4. <b>Apologies for Absence</b></p> <p>To receive any apologies for absence.</p>	
<p>5. <b>Minutes</b> (<i>Pages 9 - 14</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on <b>21 March 2022</b>.</p>	
<p>6. <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7. <b>Chairman's Announcements</b> (<i>Pages 15 - 56</i>)</p> <p>To receive the following announcements through the Chair:</p> <ul style="list-style-type: none"> <li>• Change to Community Area Transport Groups (CATGs) into Local Highway and Footway Improvement Groups (LHFIGs).</li> <li>• FUEL Camps.</li> <li>• Positive Conduct Equals Positive Democracy.</li> <li>• Local Successes.</li> </ul>	7.10pm
<p>8. <b>Partner and Community Updates</b> (<i>Pages 57 - 70</i>)</p> <p>To receive updates from any of the following partners:</p> <ul style="list-style-type: none"> <li>• Wiltshire Police</li> <li>• Dorset &amp; Wiltshire Fire and Rescue Service</li> <li>• Warminster and Villages Community Partnership</li> <li>• Warminster Community Police Task Group (CPTG)</li> <li>• Warminster Health and Wellbeing Forum</li> <li>• Local Youth Network</li> <li>• Town and Parish Councils Nominated Representatives</li> </ul>	7.15pm

9.	<p><b>Community Engagement Manager (CEM) Presentation</b></p> <p>To receive a presentation from Graeme Morrison (CEM) on the Area Board Review.</p>	7.30pm
10.	<p><b>Annual Review of Local Priorities</b></p> <p>I. To report on progress made in addressing the Area Board priorities selected for 2021/22</p> <p>II. To consider any new evidence or information that will help inform the Area Board in selecting its priorities for 2022/23</p> <p>III. To highlight potential priorities for the Area Board to consider for 2022/23</p> <p>IV. To inform the Area Board of the broad mechanism for delivering these priorities including (where appropriate): leads, working groups and allocating funding.</p> <p><b>Please note that the paper for this item will be published as an agenda supplement.</b></p>	7.45pm
11.	<p><b>Outside Bodies and Working Groups</b> (<i>Pages 71 - 82</i>)</p> <p>The Area Board is requested to:</p> <p>A. Appoint Members as Lead representatives to Outside Bodies as set out at Appendix A;</p> <p>B. Agree to reconstitute and appoint to AB Non-Priority Working Group(s) as set out in Appendix B; and</p> <p>C. To note the Terms of Reference for the LHFIG as set out in Appendix C.</p>	8.00pm
12.	<p><b>Local Highways and Footway Improvement Group (LHFIG)</b></p> <p>The Area Board will be asked to consider the recommendations from the 6 July 2022 Warminster Local Highways and Footway Improvement Group (LHFIG) meeting outlined in the report.</p> <p><b>Please note that this paper will be published as an agenda supplement.</b></p>	8.15pm
13.	<p><b>Area Board Funding</b> (<i>Pages 83 - 86</i>)</p> <p>To consider the following applications for funding:</p> <p><b>Community Area Grants</b></p> <ul style="list-style-type: none"> <li>Bishopstrow Parish Meeting - £1,367.42 towards</li> </ul>	8.25pm



Bishopstrow Village Speed Indication Device.

- Warminster Athenaeum Trust - £5,000 towards first floor toilets.

### **Health and Wellbeing Grants**

- Open Door Warminster - £500 towards setting up a website and purchase of a smartphone.

### **Youth Grants**

- Warminster Town Football Club – Warminster Town Football Club - £500 towards Warminster Town Football Club U18 Team.
- Warminster Youth Club - £3,648 towards Warminster Youth Club.

14. **Warminster Garrison Health and Wellbeing Fair**

8.20pm

To receive information regarding the Warminster Garrison Health and Wellbeing Fair.

15. **Urgent items**

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

16. **Future Meeting Dates**

The next meetings of the Warminster Area Board will be on: 15 September 2022.

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## 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.

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# MINUTES

**Meeting:** Warminster Area Board  
**Place:** Warminster Civic Centre, Warminster, BA12 8LB  
**Date:** 21 March 2022  
**Start Time:** 10.00 am  
**Finish Time:** 11.05 am

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Please direct any enquiries on these minutes to: Ben Fielding, Democratic Services, (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 Tony Jackson (Chairman)  
Cllr Bill Parks (Vice-Chairman)  
Cllr Christopher Newbury  
Cllr Pip Ridout

### **Wiltshire Council Officers**

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

### **Town and Parish Councillors**

Sutton Veny Parish Council

**Total in attendance: 14**

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<u>Minute 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 Warminster Area Board.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Councillor Andrew Davis, Councillor Sue Fraser of Warminster Town Council and Rebecca Seymour.</p>
3.	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 3 February 2022 were presented for consideration and it was;</p> <p><b><u>Resolved</u></b></p> <p><b>To approve the minutes as a correct record.</b></p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The chairman gave the following update:</p> <ul style="list-style-type: none"> <li>• <b>The Great British Spring Clean</b> The Chairman drew attention to a briefing note attached to the agenda which stated that Wiltshire Council is encouraging local groups and organisations to take part in the Great British Spring Clean this year, from 25 March-10 April. Groups across the county have been urged to sign up on the Great British Spring Clean website and join in to help clean up the county from unsightly litter. Litter picking equipment has been provided by Wiltshire Council to town and parish councils and local community groups across the county, so people should contact their local town or parish council see if they have any equipment to borrow and if they are hosting a clean-up event to support. People can register their event on the Great British Spring Clean website at <a href="http://www.keepbritaintidy.org">www.keepbritaintidy.org</a>. The Chairman noted that Warminster Town Council have planned a litter pick to take place on Saturday 26 March, beginning at 10:30am from the Civic Centre.</li> <li>• <b>Spring in the Park</b> The Chairman noted that Warminster Town Council will be hosting Spring in the Park on Sunday 1 May, with activities set to include a raft race.</li> </ul>

6.

Area Board Funding

Graeme Morrison, Community Engagement Manager, updated the Area Board that if they were to approve all of the tabled grant applications then there would therefore be an overspend within the Community Grant Funding budget. It was therefore agreed by the Area Board to retrospectively move portions of budget from previously awarded applications from the Community Area Grants budget to be taken from the Local Youth Network budget instead. It was agreed that the following grants, previously awarded exclusively from the Community Area Grant budget did have a benefit to young people and therefore would have been eligible for support from the Local Youth Network budget. This would allow the board to support as many of the submitted applications as possible:

- **St Johns Hall, Bishopstrow** - Previously awarded £3,866 for hall refurbishment
- **Codford Village Hall** - Previously awarded £795 for playing field safety fencing
- **Corsley War Memorial Playing Field** - Previously awarded £4,500 for playing field equipment.
- **Warminster Atheneum** - Previously awarded £5,000 for an improved ventilation system.

After which;

The Area Board considered the following applications for funding:

**Community Area Grants:**

1. Knook Heytesbury Imber Allotment Association - £659.81 towards Knook Allotments require a shed and mower.

**Resolved:**

**Knook Heytesbury Imber Allotment Association was awarded £617.35 towards Knook Allotments require a shed and mower.**

2. Sutton Veny Parish Council - £3,131 towards Provision of a Speed Indicator Device (SID).

**Resolved:**

**Sutton Veny Parish Council was awarded £2,531 towards Provision of a Speed Indicator Device (SID).**

3. Corsley Parish Council Parish Clerk - £1,000 towards Maintain and Improve Accessibility on Public Rights of Way in Corsley.

**Resolved:**

**Corsley Parish Council Parish Clerk was awarded £1,000 towards Maintain and Improve Accessibility on Public Rights of Way in Corsley.**

4. Warminster and District Amateur Swimming Club - £2,500 towards Upgrade of equipment for Warminster and District Amateur Swimming Club.

**Resolved:**

**Warminster and District Amateur Swimming Club was awarded £1,500 towards Upgrade of equipment for Warminster and District Amateur Swimming Club.**

5. Salisbury Plain Rights of Way Volunteers - £1,000 towards Warminster Rights of Way Destination Signs.

**Resolved:**

**Salisbury Plain Rights of Way Volunteers were awarded £1,000 towards Warminster Rights of Way Destination Signs. It was agreed by the Area Board that £500 would be taken from Community Area Grant Funding and £500 from Health and Wellbeing Grant Funding.**

**Health and Wellbeing Grants:**

1. The Avenue Surgery - £500 towards Recognizing abuse towards older people.

**Resolved:**

**The Avenue Surgery was awarded £400 towards Recognizing abuse towards older people.**

2. Wiltshire Music Centre - £1,360 towards Celebrating Age Wiltshire.

**Resolved:**

**Wiltshire Music Centre was awarded £1,360 towards Celebrating Age Wiltshire.**

**Youth Grants:**

1. Friends of WCR - £1,968 towards Teen Scene Radio.

**Resolved:**

**Friends of WCR were awarded £1,968 towards Teen Scene Radio.**



	<p>2. Warminster Youth Club - £400 towards Warminster Youth Club.</p> <p><b>Resolved:</b></p> <p><b>Warminster Youth Club was awarded £400 towards Warminster Youth Club.</b></p>
7.	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
8.	<p><u>Future Meeting Dates</u></p> <p>The date of the next meeting is 14 July 2022.</p>



## **Communities to have more say on the highways issues that matter most**

**Wiltshire Council Cabinet has approved plans to change Community Area Transport Groups (CATGs) into Local Highway and Footway Improvement Groups (LHFIGs) - and increase funding for community highways projects.**

On 26 April 2022 Wiltshire Council Cabinet approved plans to change Community Area Transport Groups (CATGs) into Local Highway and Footway Improvement Groups (LHFIGs) - and increase funding for community highways projects.

The 18 new LHFIGs - one for each community area in Wiltshire - will be made up of local Wiltshire Council members, town and parish council representatives, and stakeholders from the local community. They will be tasked with identifying small-scale local highways projects in their area to improve safety and encourage walking and cycling.

The key difference between the new LHFIGs and the former CATGs is that the new groups will be able to improve or repair existing infrastructure such as highways and footways, while still investing in new infrastructure, as the previous CATGs could.

The new bodies will also be able to access more funding - £400,000 in total, with the exact allocation for each area based on geographical size and population. This funding comprises £250,000 and £150,000 for officer resource to administer, realise and advise on the projects. There is also a central £250,000 substantive fund that LHFIGs can apply to annually to help fund larger highways projects.

Cllr Dr Mark McClelland, Cabinet Member for Transport, said: These new LHFIGs will build on the success of CATGs and enable communities to focus on the highways priorities that matter most to them. The new groups meet two key areas of our business plan - ensuring that communities are well connected and that services meet local needs.

LHFIGs report into the local area board, so if anyone has any highways issues in their area that they'd like to improve, they should contact their local area board in the first instance for support and advice.

This is far from just a name change, and what we've agreed will see significantly more investment into local highways.

We look forward to the new LHFIGs beginning in the coming months, and for the first highways community priorities to be realised across the county.

Once the LHFIG groups are operational, the groups remit will be reviewed after six months to ensure effectiveness and capacity.

To read the full Cabinet report, people can go to:

<https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=14349>

2022



The free holiday activity and food programme



# Community Grant Information



# Wiltshire Council Business Plan (2022-2032): Mission and Themes

**Empowered People:** We get the best start in life, We stay active, We are safe.

**Thriving Economy:** We have vibrant, well-connected communities, We have the right skills to prosper.

**Resilient Communities:** We ensure decisions are evidence-based, We live well together.

The Holiday Activity and Food programme (HAF) has the potential to meet all four of the council's guiding themes; '**Prevention and early intervention**', '**improving social mobility and tackling inequalities**', '**understanding communities**' and '**working together**'.

## Background on HAF

HAF is funded across England by the Department of Education (DofE) and aims to provide children who are eligible for benefits related free school meals (FSM) with free access to enriching activities, nutritious meals and healthy eating information during the Easter, summer and Christmas holidays. The latest school census states we have **9,753** pupils eligible for FSM in Wiltshire.

Department of Education have set clear standards that HAF provision needs to meet, further information can be found [here](#).

The HAF programme is delivered in Wiltshire using the brand FUEL (Food, Unity, Energy, Laughter) and the programme is a direct response to the growing issue of holiday hunger which is having a significant impact on low-income families.

During 2021, Wiltshire Council delivered a core, disability and a funded community offer. In total, **4,714 individual participants** took part in the HAF programme across all three settings with beneficiaries ranging in age from **4-17 years old**.

Nearly **40%** of registered participants were from the **most deprived** areas in Wiltshire (Quintile 1: Index of Multiple Deprivation). The programme totalled 20 face to face delivery days, **49,322 contact hours** and provided **31,263 meals**. For further information on [previous FUEL delivery please click here](#).



## Objectives

**In line with the HAF delivery objectives by the DofE, the FUEL programme vision is to:**



Provide meals and snacks to ensure participants can eat healthily over the school holidays.



Provide a range of sport and physical activities to ensure participants can be more active over the school holidays.



Support the development of resilience, character and wellbeing of participants along with wider education attainment. Also give participants a greater knowledge of health and nutrition.



Create a safe environment, combatting social isolation over the school holidays. Use FUEL as a platform to connect schools and other local services.





## FUEL Programme Components

The HAF delivery in Wiltshire is made up of three main components:



### Core FUEL Camps

The core offer is responsible for the delivery of ten activity camps during the Easter, summer and winter holiday periods, in priority areas of the county where there is the greatest number of children eligible for FSM shown on the map below. These camps are delivered by three major commissioned suppliers, specialising in food, nutrition and activity provision.

### Disability FUEL Camps

Additional FUEL camps for young people with special educational needs and/or a disability are also provided. These camps are delivered by Wiltshire Council staff and appointed coaches who have expertise in delivering and implementing successful provision.



-  Mainstream camp
-  Disability camp

### Community FUEL Camps

Wiltshire Council also provides HAF funding to community organisations to develop additional HAF provision to extend the reach and capacity of the programme. Funding is available to support summer delivery. Funded organisations also receive nutritional training and resources to better enable them to deliver this aspect of the programme.



## FUEL Community Grant Background

The FUEL community grant fund aims to support local organisations to extend the reach and capacity of the FUEL offer currently in Wiltshire. There are two types of grants available:

### Pot A: Stand Alone Provision (up to £10,000)

### Pot B: Bolt-on Provision (up to £2,000)

Successful applicants will be responsible for providing structured enriching activity that give participants the opportunity to develop new skills and knowledge, try out new experiences and have fun and socialise. Participants are also required to engage with physical activity for at least 60 minutes each day of FUEL delivery.

Successful applicants will also be responsible for staffing requirements, safeguarding processes, health and safety, monitoring and reporting along with the overall delivery management of the FUEL community camps.

As part of the national criteria for HAF, set by Department of Education, FUEL camps must provide at least one hot meal a day and an element of nutritional information for participants. Those local organisations that are awarded a grant will receive a hot meal for each funded participant, from our commissioned food provider. Our commissioned nutritional provider will also provide successful applicants with support and tools to provide nutritional education as part of the community offer.

Wiltshire council is seeking local partners including **schools, children centres, community organisations, town and parish councils and sporting providers** who meet the set criteria to deliver over the summer holidays.

We are also encouraging groups, before submitting an application, to consider how they can work collaboratively with other organisations to make maximum impact in community areas.

## Essential Criteria

Applications **must** meet the below criteria to be considered for a FUEL community grant:

- FUEL camps have to be delivered in the county and for Wiltshire residents.
- Delivery to take place for 4 weeks (from 1 August to 25 August), 4 days a week (Monday-Thursday) for at least 4 hours a day (recommended 10am-2pm).

### Pot A: Stand Alone Provision (up to £10,000)

For local organisations to provide a FUEL camp in their local community, targeting those who are eligible for benefit related free school meals (FSM) and meet the set criteria.

### Pot B: Bolt-on Provision (up to £2,000)

For local organisations who have existing activity and want to extend their remit to meet the set criteria and to incorporate FUEL participants.



- Participants of funded FUEL community delivery must be eligible for benefit related free school meals. 15% of attendees can not receive FSM however must be either a refugee, currently in foster care or have written recommendation from social services to attend.
- Have a sign up process in place that will allow your organisation to send the required information (including participant age, school, postcode, eligibility, days attending, meal choices, food allergies and dietary requirements) over to Wiltshire Council in advance of 25 July 2022.
- All staff, volunteers and externally sourced provision from local organisations working on the FUEL community delivery meet the correct employment standards including relevant qualifications, first aid (minimum of two on site), safeguarding and protecting children and a valid DBS.





- Ensure staff ratios for each activity are at least 1:12.
- Source and have responsibility for all equipment and venues used throughout the FUEL community delivery and conduct risk assessments to ensure safety of participants.
- Deliver content that is aligned to the framework stated in the [national framework for HAF](#), which includes providing sport provision and enriching activities.
- Work alongside our food providers to ensure participants receive a hot meal every day of delivery.
- With support and tools from our nutritional provider ensure informal nutritional education is part of the FUEL community delivery. This can include getting participants involved in food preparation/cooking, growing fruit and vegetables and taste tests.
- It is the grant holders responsibility to get participants to complete consent and medical forms prior to their first session and keep information safe by abiding to GDPR regulations
- Implement clear safeguarding, health and safety and COVID (if relevant) policies and processes to ensuring the safety and security of participants and staff.
- Must be **Ofsted compliant** and ensure delivery is at a high standard.
- Be able to evidence public liability insurance, venue user agreement/insurance details and employee liability insurance.
- Return monitoring and evaluation reports (including both qualitative and quantitative data) in a timely manner to Wiltshire Council to include in the Department of Education returns and the FUEL impact report .
- Provide photos (ensuring all participants visible have signed photo consent) and parent/participants positive testimonials that can be included in Department of Education returns and the FUEL impact report.
- All participants that attend a FUEL community camp will be able to do so free of charge. (For organisations applying to Pot B, this excludes children who are attending your existing provision).

## Desirable Criteria

Applications that can meet the below will be prioritised:

- Programmes that will be delivered in areas that there is currently no core FUEL provision.
- Programmes that are taking place and/or target residents in pockets of high deprivation. [Click here](#) to check indices of deprivation for specific locations.
- Programmes that can show evidence of community partnership working, taking on a joined up approach, increasing the added community value and secondary benefits to the programme.
- Local organisations that can independently deliver the programme for an additional 4 days at Easter and 4 days at Christmas therefore providing a FUEL offer in all three delivery periods and reducing holiday hunger further.



## FUEL Community Grant Payment

As part of the application process local organisations are requested to submit a breakdown of costs. If successful:

**Pot A: Stand Alone Provision** will receive 75% on receipt of grant acceptance and 25% after the project ends and the monitoring form has been submitted.

**Pot B: Bolt-on Provision** will receive 50% on receipt of grant of grant acceptance and 50% after the project ends and the monitoring form has been submitted.

Once the project has ended, successful grant holders will be required to complete a monitoring form which will include a grant expenditure sheet. Any underspend that has occurred on community grant projects will be paid back to Wiltshire Council.

## FUEL Community Grant Application

The FUEL community grant is open for applications from **Monday 23 May** and closes **Monday 20 June**

The form can either be downloaded from our **[FUEL programme webpage](#)** or requested by emailing **[fuelprogramme@wiltshire.gov.uk](mailto:fuelprogramme@wiltshire.gov.uk)**

All applicants will be contacted the week commencing **20 June** to be told if their bid has been successful and the next steps.

## Useful contacts and websites

### **[FUEL programme webpage](#)**

*For further insight on the overall FUEL programme, including impact reports*

### **[Find your local Community Engagement Manager \(CEM\)](#)**

*CEMs can help connect you with other local organisations in your area*

### **[Department of Education: Holiday Activity and Food information](#)**

*National framework of what is expected to be delivered at a camp*

### **[Indices of deprivation data](#)**

*Check specific area data to strengthen your application*

### **[Ofsted information](#)**

*Guidelines on making sure camps are Ofsted compliant*

For any further information or assistance with the FUEL community grant application process please contact:

Becca Higgs

*Holiday Activity and Food Programme Manager*

**[becca.higgs@wiltshire.gov.uk](mailto:becca.higgs@wiltshire.gov.uk)** or **[fuelprogramme@wiltshire.gov.uk](mailto:fuelprogramme@wiltshire.gov.uk)**





## FUEL Community Grant Case Study

In 2021 Wiltshire Council allocated HAF funding to eight community organisations to develop additional HAF provision to extend the reach and capacity of the programme of the core summer provision. Seeds4Success were one of the successful applicants.

Seeds4Success is a youth work charity based in Mere, which provides opportunities for personal and social development for young people living in South West Wiltshire. They enable young people to access programmes that develop practical skills, enhance education, improve employability, provide recreational activities, conserve the natural environment and strengthen the local community.



Seeds4Success received funding from Wiltshire Council to run a FUEL community camp over the summer holidays of 2021. As a youth work charity covering the south west of the county we knew that transport was a huge issue facing parents, children and young people so we knew that this needed to be integral to our offer. Working closely with Mere Primary School, Mere

Food Bank and a team of young leaders at Seeds4Success we designed a local offer which was aimed at reaching 8-13 year olds living in and around the rural towns of Mere and Tisbury. We recruited and trained young leaders, some of whom themselves had an EHCP or were eligible for free school meals, specifically to support with the delivery of the programme and they received vouchers or 'leisure credits' as a reward for their commitment. The team offered a range of sports, games and arts and crafts activities each day and we also took the group 'off site' for 2 'forest school' type sessions at Fontmell Down and a trip to Moors Valley for a picnic and to enjoy the play trail. We ran a healthy cooking activity each week and used the sports pavilion on Mere and the youth centre as our bases for the sessions. We used our minibuses to collect children and young people from a number of rural locations in south west Wiltshire and where necessary we arranged for a car to pick up those in the more isolated locations.

Feedback from parents included:

*"My son loved today, he said it was absolutely brilliant! He has so loved coming along each day, I was so relieved on his first day, he couldn't stop raving about what a great time he had and it's not stopped since. He hasn't really picked up his technology either all holiday so far so I'm really appreciative of that."*

**Jaki Farrell, Director**



## Terms and Conditions

- *The project which funding has been awarded to will proceed on the agreed dates.*
- *The funding can only be used for the purpose it was granted (as defined in your application form). If you decide to change the grant in any way, you MUST inform the Wiltshire Council before making these changes.*
- *If the scheme for which this money has been granted, does not proceed for any reason you must advise Wiltshire Council at the earliest opportunity and repay the full amount (or such sum as has not been properly spent), on request. Wiltshire Council may seek to recover any monies which have been spent contrary to the terms on which the grant was made.*
- *Any unspent monies must be returned to Wiltshire Council.*
- *You must be able to provide copies of all receipts, invoices and salaries paid associated with your grant on request as your project may be audited after completion. Failure to provide this information may lead to a request to return your grant and no further grant requests being considered from your organisation.*
- *All staff and volunteers involved with the project/activity/programme have a valid DBS check and satisfactory references if appropriate, in line with your organisation's agreed child protection policy.*
- *All provision must be delivered in accordance with health and safety, safeguarding, OFSTED and any current COVID-19 regulations and legislation.*
- *Your organisation has appropriate public liability insurance in place with a minimum indemnity of £5,000,000 and your policy must cover the delivery for which you intend to use the FUEL grant funding.*
- *Your organisation has appropriate employee liability insurance in place with a minimum indemnity of £5,000,000*
- *All activities delivered using this grant are appropriately risk assessed, with activities provided in accordance with the requirements of the risk assessment.*
- *Applicant organisations and associated staff will act lawfully when delivering the project.*
- *Applicant organisations will comply with data protection laws regarding the participant's personal information.*
- *Applicant organisations must be constituted with a management committee, constitution and a company bank account.*
- *You should keep Wiltshire Council informed during delivery of your project.*
- *Successful applicants must complete an evaluation form with participant numbers on a weekly basis and send in information/photographs to demonstrate how your grant was spent. You will receive a proforma form for this.*
- *You will promote your project extensively and manage your participant registration.*
- *Applicants must acknowledge Wiltshire Council's financial support in any publicity, printed or website material and use the council's approved logo.*
- *Wiltshire Council can use the name of your organisation/group and project/activity/programme in its own publicity material.*
- *Any proposed grant sum together with any other public money you have received from any source in the past three fiscal years does not exceed €200,000 or that we are exempt from state aid rules.*
- *Wiltshire Council are entitled to withhold or suspend payment and/or recover any sums paid where you fail to comply these terms and conditions.*

- Once delivery of your project is complete, we will remind you that you will need to submit an evaluation for your project, a condition of receiving a grant. Will provide the Report form that you will need to complete. You will also need to send photos and copies of receipts and invoices
- Regardless of the nature of the delivery, all provision must include one hour of physical activity for all participants on each day that the programme is delivered. (Physical Activity Guidelines)
- Provision must take place for four weeks from the week commencing 1 August 2022. Provision must run for four weeks, with each week comprising of four days (Monday – Thursday), for a minimum of four hours a day.
- You will provide Wiltshire Council with the lunch selections in a timely manner before the agreed deadline.
- Wiltshire Council will provide the lunch for your FUEL participants
- Pot A grants – 75% of the funding will be paid on receipt of the signed grant acceptance form with the remaining 25% paid after the delivery.
- Pot B grant – 50% of the funding will be paid on receipt of the signed grant acceptance form with the remaining 50% paid after the delivery.



**The free holiday activity  
and food programme**



# Community Grant Application Form



Thank you for showing an interest in applying for the **FUEL** community grant fund, which aims to support local organisations to extend the reach and capacity of the holiday activity and food provision offer currently in Wiltshire.

Please ensure you have familiarised yourself with the [FUEL community grant information pack](#) before proceeding with the application form. Please complete **all** questions below.

Email completed applications should be submitted by **Noon, Monday 20 June** to: [fuelprogramme@wiltshire.gov.uk](mailto:fuelprogramme@wiltshire.gov.uk)

## ■ Grant type

What type of grant are you applying for :

Pot A

**Pot A: Stand Alone Provision (up to £10,000)**

*For local organisations to provide a FUEL camp in their local community, targeting those who are eligible for benefit related free school meals (FSM) and meet the set criteria.*

Pot B

**Pot B: Bolt-on Provision (up to £2,000)**

*For local organisations who have existing activity and want to extend their remit to meet the set criteria and to incorporate FUEL participants.*

## ■ Organisation information

Organisation name :

Type of organisation :

Registered address :

Town :

County :

Phone Number :

Postcode :

## ■ Primary contact details

*In this section please add the contact details for the principle contact in your organisation leading on this application. This will be the person whom we contact about the application. This is the person in your organisation who has the authority to request this funding and who will be responsible for ensuring the money is used to deliver the activities set out in this application should it be successful.*

Full Name :

Contact position :

Telephone number :

Email address :





## ■ Secondary contact details

Full Name :

Contact position :

Telephone number :

Email address :

## ■ Delivery area

*In this section please provide details of the location where you intend to deliver the programme. Please include the address of your delivery location (including postcode), the age of your target audience, the projected number of individuals/beneficiaries who will benefit from your delivery and specific details of the provision you intend to offer. Please also include if you are working in partnership another organisation to deliver the FUEL camp.*

*\*If delivery due to be in multiple locations, please select the primary delivery location your application relates to. Please details the different locations in the outline of your proposal below.*

*Please note that ten core FUEL camps have been commissioned by Wiltshire Council in Amesbury, Calne, Chippenham, Devizes, Melksham, Royal Wootton Bassett, Salisbury, Trowbridge, Warminster and Westbury. Any delivery relating to these areas must highlight how it will add value to this core offer and enable the programme to reach eligible participants that the core offer is unlikely to engage.*

*Priority is likely to be given to applications delivering in locations outside of the ten areas where core FUEL camps are expected to take place and those who are delivering in areas of deprivation.*

Delivery area :

Name of venue :

Venue address\* :

Town :

Postcode :

## ■ Delivery provision

Target audience :

Predicted number of individual participants throughout ALL 4 weeks :

Please confirm that all children accessing the project for which you are seeking funding will be able to do so **free of charge**. For organisations applying to Pot B, this excludes children who are attending your existing provision. Applicant organisations **will not need to provide food** for participants and instead this will be sourced by Wiltshire Council and delivered to delivery venues on each day of the programme.

Due to this applicant organisations are required to ensure delivery takes place for **4 weeks** (from **1 August to 25 August**), 4 days a week (**Monday-Thursday**) for at least 4 hours a day (recommended 10am-2pm).

*I confirm that all children accessing our project will be able to do so free of charge and the project will run to the timescales as described above.*



## ■ Delivery provision overview

Please provide an outline of your proposal, using the essential and desirable criteria listed in the FUEL community grant information pack as a guide. (500 word limit)

## ■ Details of enriching activities

Please provide details of fun and enriching activities you will offer, that will provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. (500 word limit)

## ■ Details of physical activity

Please provide details of physical activities you will offer on a daily basis which will enable participants to meet the [Physical Activity Guidelines](#) and how you will staff this aspect of your provision with suitably qualified staff. This is particularly important if sport is not the primary focus of your project. (500 word limit)

## ■ Details of healthy eating

Please detail how you will incorporate healthy eating and nutrition messages and activities within your delivery. (500 word limit)

A key aspect of this programme is improving participants knowledge relating to healthy eating and nutrition. It is Wiltshire Council's has commissioned a supplier to provide related support, resources and/or training to organisations who are successful with their funding application to enable them to deliver this aspect of the programme.

*Please confirm that if successful, relevant staff from your organisation will attend training/hand out resources/use the tools provided by Wiltshire Council's commissioned nutritional provider*

## ■ Engaging the target audience

Please tell us how you intend to promote your project, ensuring that it engages the target audience of this funding (Children and young people who are residents of Wiltshire and who are eligible for benefits related free school meals)? What processes will you put in place to ensure this audience access your offer rather than children who are not eligible? (300 word limit)

**For organisations applying for Pot B**, as your organisation intends to use this funding to add additional places for children who receive free school meals to additional provision, please detail how you will ensure that children accessing these additional places will not be stigmatised or differentiated from the other children attending your programme. This will be particularly important when distributing food provision provided through the FUEL programme. (300 word limit)



## ■ Standard of provision, policies and procedures

A quality service must be delivered to a set of defined standards and procedures in which everyone knows their role and areas of responsibility, with the result that our Wiltshire residents are satisfied by the service they receive every time they enrol on the activity. In this section please outline your operating standard of provision.

Please tick to indicate you have the relevant documents in place to support your delivery.

**Please note that should your application be successful you may be required to provide evidence of some aspects of the below information to Wiltshire Council.**

## ■ Policies and procedures

Please tick to confirm your organisation meets the following requirements of the programme.

*All staff working on the project for which you are seeking funding have been DBS checked and have appropriate clearance to work with children.*

*All staff working on the project for which you are seeking funding have undertaken safeguarding training.*

Please provide the name of the staff member responsible for safeguarding :

*All staff working on the project for which you are seeking funding are appropriately qualified to deliver the activities included within your funding application.*

*Your organisation has a safeguarding risk assessment in place related to the delivery for which you are seeking funding.*

*Your organisation has a health and safety risk assessment in place related to the delivery for which you are seeking funding.*

## ■ Public liability insurance details

*Please confirm your organisation has up to date public liability insurance with a limit of indemnity of not less than £5,000,000 in relation to any claim arising during any 12-month period.*

Policy number :

**Please note that should your application be successful you will be required to provide copies of the above insurance policies to Wiltshire Council.**

## ■ Additional provision details

Does your organisation have an Accessibility and Inclusiveness policy?

Please provide details of your organisations Accessibility and Inclusiveness policy

Is your organisation OFSTED registered?

If your organisation is OFSTED registered, please provide your OFSTED number

Where appropriate, providers must be compliant with the [Ofsted requirements](#) for working with children.

## ■ Signposting and referral details

Please provide details of how you will signpost or refer participants to other services and support that would benefit the children who attend the programme and their families, for example citizens advice, healthcare practitioners, family support or children services or housing support officers.

## ■ Breakdown costs

Please provide a breakdown of the anticipated costs and detail of spend for delivering the project for which you are applying for funding:

	Amount	Funding detail
<b>Staffing costs</b>	£	
<b>Activity costs</b>	£	
<b>Administrative/Operational costs</b>	£	
<b>Other costs</b>	£	
<b>Total amount of funding required:</b>	£	

## ■ Declaration

*I confirm that I have the authorisation to submit this application on behalf of my organisation.*

*I agree that the information I have provided in this application is accurate and complete; and I will notify Wiltshire Council of any changes.*

*By submitting this form, you agree to the **Terms and Conditions** that can be found in [FUEL community grant information pack](#)*

*I agree that I understand that Wiltshire Council will use any personal information I have provided for the purposes described under your Data Protection statement.*

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk). Wiltshire Council will only use any contact details you provide for the purpose of contacting you regarding this application. A more detailed notice of what we may do with your information, and about your information rights is available on our website. We will share your personal data where necessary within the Council to deliver the scheme and events, but we will not share your data with any other third parties unless we are required, or permitted to do so by law. For further information about how Wiltshire Council uses your personal data, including your rights as a data subject, please see our Privacy Notice on the website.

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The free holiday activity  
and food programme

# Annual Report

# 2021



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# Project Background

In November 2020, the Government announced its intention to expand the Holiday Activity and Food programme across the whole of England during 2021. The programme had previously provided healthy food and enriching activities to disadvantaged children in pilot locations since 2018.

School holidays can be pressure points for some families because of increased costs, such as food and childcare, and reduced incomes. For some children that can lead to a holiday experience gap, with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health and are more likely to experience social isolation.

These inequalities have shown to have a negative impact on school attainment once children return to the classroom. This is significant as educational performance is key to social mobility and enabling people to move out of poverty.

Funding was made available to Wiltshire Council by the Department of Education (DofE) to deliver the Holiday Activity and Food (HAF) programme during 2021. As part of the offer, holiday club places were to be made available for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year. This covered four weeks in the summer, plus a week's worth of provision in each of the Easter and Christmas holidays.

Places were made available to all children in the local authority area who are eligible for and receive benefits-related Free School Meals (FSM). As of April 2021, there were a total of 9,445 students eligible for FSM in Wiltshire.

The programme was open to both primary and secondary school pupils, including those within the SEND cohort.

In Wiltshire the HAF programme has been delivered using the brand FUEL.



”

**In April 2021, there were a total of 9,445 students eligible for FSM in Wiltshire.**

# Our journey so far

Since the launch of FUEL in Easter 2021, the programme has engaged over 4,000 young people and provided over 31,000 meals across Wiltshire.

## HAF Preparation 2021

- Wiltshire Council was awarded funding from DofE to deliver the HAF programme across the county
- A mapping exercise was completed to better understand the spread and location of pupils eligible for FSM in Wiltshire
- The FUEL brand, concept and logo was created



## Easter 2021

- The Easter offer consisted of delivering food boxes, activity packs and online content due to Coronavirus pandemic restrictions
- Food boxes provided meals to cover a 4 day period and included breakfast and dinner
- Food providers, Real Wrap Co, delivered meals and ingredient cards to registered families across the county
- Farm Cookery School ran interactive cook-alongs
- Activities were provided in house via the activity pack and online activity sessions.



# Our journey so far

## Summer 2021

- Face-to-face delivery: 4 days for 4 weeks
- Over the summer 10 mainstream FUEL camps were delivered by three commissioned suppliers, each with different areas of responsibility (food, activity, nutrition)
- 2 dedicated camps were delivered specifically for eligible children with SEND
- During the summer, a FUEL grant was given to 8 community groups to deliver summer camps to eligible participants to extend the reach and capacity of the programme.



## Winter 2021

- Face-to-face delivery: 4 days for 1 week
- 10 mainstream camps were delivered using the summer model
- 2 dedicated camps were delivered specifically for eligible children with SEND
- FUEL camps provided structured activity and food for afghan refugees



In total, 4,714 individual participants took part in the HAF programme across all three delivery periods, with beneficiaries ranging in age from 4-17 years old. 40% of registered participants were from the most deprived areas in Wiltshire (Quintile 1: Index of Multiple Deprivation). The programme provided 31,263 meals during 2021.



# Programme components

## Mainstream FUEL Camps



The mainstream offer saw the delivery of ten core activity camps during both the summer and winter delivery periods, in priority areas of the county where there is the greatest number of children eligible for FSM. These camps were delivered by three commissioned suppliers, Learn By Design, Occasional Kitchen and Phunky Foods, each with different areas of responsibility.

## SEND FUEL Camps

Four FUEL camps for young people with special educational needs and/or a disability were provided during the summer and winter periods. These camps were delivered by Wiltshire Council staff and appointed coaches who have expertise in delivering and implementing successful provision to the target demographic. The booking process also allowed participants who applied to the mainstream camps to transfer over to the SEND camps if needed.



## Community FUEL Camps



Wiltshire Council also provided HAF funding to 8 existing community organisations so they could develop additional HAF provision. Funding was available to support summer delivery only and extended the reach and capacity of the programme as a whole. Funded organisations also received nutritional training and resources to better enable them to deliver this aspect of the programme

# Priority areas and vision

-  Mainstream camp
-  Disability camp
-  Community camp



The above map shows the delivery locations of face-to-face FUEL activity camps as part of the summer and winter offer. This includes mainstream, disability and community camps. Locations were selected using registration data from the Easter delivery of the FUEL programme.

**In line with the HAF delivery objectives by the DofE, the FUEL programme vision is to:**



Provide meals and snacks to ensure participants can eat healthily over the school holidays.



Provide a range of sport and physical activities to ensure participants can be more active over the school holidays.



Support the development of resilience, character and wellbeing of participants along with wider education attainment. Also give participants a greater knowledge of health and nutrition.



Create a safe environment, combatting social isolation over the school holidays. Use FUEL as a platform to connect schools and other local services.



**A mapping exercise was completed to better understand the spread and location of pupils eligible for FSM in Wiltshire, to identify areas of greatest need and to inform priority delivery locations**



# Promotion and marketing



**Food**  
F is for Food! You will receive a nutritious lunch each day and you'll also have fun and keep fit!



**Unity**  
Unity means making new friends in your community, while friendly staff are supportive and understanding.



**Energy**  
Take part in a range of activities that will keep you energised, exercised and educated.



**Laughter**  
There will be plenty of opportunities for fun and laughter throughout the programme and opportunities to learn new life-skills.

## FUEL Promotional letters and flyers:



## FUEL social media gifs:



Wiltshire is delivering the programme under the brand FUEL (Food, Unity, Energy, Laughter), which has been created to implement the programmes priorities and to help reduce any stigma associated with the programme.

To promote the project, a specific marketing pack, including letters and flyers were sent directly to schools to be shared with the pupils eligible for FSM.

For the registration process, Wiltshire Council developed a bespoke application form and database to collate applications, manage food orders/allergies, access needs of participants and collect KPIs. Training and step by step guides were created for external providers to ensure efficient use.

The success of the programme has subsequently been shared via social media posts and promotional videos.

**95%**

Reported the booking process to be 'easy'

# Promotion and marketing

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Please click below to watch videos showcasing the delivery of the summer and winter Holiday Activity and Food offer in Wiltshire and to hear what participants thought about their experience. This video was created by our activity providers, Learn By Design and includes pictures, videos and key data from the face to face delivery.

[To watch the summer FUEL video click here](#)



[To watch the winter FUEL video click here](#)



# Key statistics: 2021

Easter participants	2,365
Summer participants	1,837
Winter participants	512

Primary School	77%
Secondary School	20%
Special School	3%

Female	47%
Male	48%
Prefer not to say	5%

Quintile 1	40%
Quintile 2	20%
Quintile 3	18%
Quintile 4	15%
Quintile 5	7%

**4,714**  
individual  
participants

**31,263**  
meals  
provided

**40%**  
of participants  
from  
Quintile 1

**49,322**  
contact  
hours



**93%**

participants of recent FUEL  
camps wanted to attend  
future programmes

”

*The Fuel camp had a really positive impact on my children. They loved all the activities and the meals. It is a very beneficial programme and we hope that it will be continued in the future. Thank you*

*Thank you so much for providing these sessions, it has made a huge difference to us. My daughter had a great time, she loved all the activities, made lots of friends and said the staff were really nice. Such a great idea and we are both very grateful*



# Outcomes: 2021

**31,263**

Meals provided on FUEL camps in 2021



Due to the pandemic the Easter FUEL programme was offered remotely, providing food boxes to registered families eligible to FSM. These contained ingredients and recipes to make healthy meals. 80% reported having more satisfying meal times over Easter as a result of being part of the FUEL programme.

***"Thankyou for the amazing food box, my son and I were really impressed with the box contents and is happily planning out his cooking schedule."***

#### ***Easter FUEL feedback***

In partnership with Occasional Kitchen, Wiltshire Council provided a hot nutritious meal and healthy snacks to each participant at the summer and winter FUEL camps.

***"Really pleased my son had free and healthy meals, what a godsend."***

#### ***Winter FUEL feedback***

Menus were specifically developed to ensure a varied and enticing lunch was offered on each day of the camp. As well as reducing holiday hunger, the meals also gave participants an opportunity to try new foods and take additional food boxes home to their families.

***"I really appreciated not having to worry about the financial costs and know they had healthy meals. Also they came home with food and this saved money that I could use on other essentials. I'm so grateful!"***

#### ***Summer FUEL feedback***



*Provide meals and snacks to ensure participants can eat healthily over the school holidays.*

Meals provided breakdown:

**18,920** **10,339** **2,004**  
Easter Summer Winter

Had 'happy and full tummies after attending a FUEL camp:



Easter 78%



Summer 68%



Winter 72%

Found the provided meals from FUEL beneficial over the holidays:



Easter 81%



Summer 70%



Winter 86%

**68%**

Saw an improvement in their child/ren's food choices after attending a FUEL camp



# Outcomes: 2021

Activity providers, Learn by Design, ensured young people attending the mainstream summer and winter FUEL camps were provided with a range of sport and physical activities to keep them active over both holiday periods. These activities included 'high ticket sessions' such as a climbing wall and zorbing. The SEND provision included activities such as boccia, new age kurling and adapted cycling.

As part of the Easter programme, activity packs were provided alongside online physical activity sessions.



*"Really good service for providing accessible play opportunities. Our child enjoyed a range of activities and was happy to return everyday"*

#### Summer FUEL feedback

**53%**

saw an improvement in their child/ren's behaviour at school as a result of attending FUEL camps and having structured activity during the holiday period

*"My children really enjoyed all the activities in fact it's the first time they came back from an activity day saying how much they loved it! They couldn't wait for the following day."*

#### Winter FUEL feedback



*Provide a range of sport and physical activities to ensure participants can be more active over the school holidays.*

Were more physically active, as a result of attending a FUEL programme:



Easter 55%



Summer 77%



Winter 60%

Enjoyed the range of activities on offer at FUEL camps:



Summer 94%



Winter 92%

Tried a new activity, that they hadn't tried before, as a result of attending a FUEL camp:



Summer 75%



Winter 60%

**76%**

Rated the activities on offer at FUEL camps as high quality





# Outcomes: 2021



**63%**

saw an improvement in their child/ren's attitude towards food after attending the nutritional workshops at FUEL camps

Healthy eating providers, Phunky Foods, delivered hands on nutritional workshops during the summer and winter FUEL camps to educate the young people on the importance of eating healthily. Cook-alongs and workshops were also provided remotely during the Easter programme.

*"My children are incredibly proud of themselves for cooking dinner for the whole family after following the FUEL cook-along."*

*"My son has food aversions and he tried tuna couscous (with grated carrots, peas and lemon juice) for the first time last week, and he's made it 3 times since!"*

### Easter FUEL feedback

As well as providing structured activities and educational sessions the FUEL camps also provided the participants with an opportunity to grow in confidence and develop social skills.

**79%**

saw an improvement in their child/ren confidence levels since attending FUEL camps in the holiday period.

*"She really enjoyed her time at camp, she really struggles being apart from me and going into a new place with all the new people really worried me, but she smashed it because your team was so lovely and friendly and helped her every step of the way!"*

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Data collected from 471 families who completed the FUEL feedback surveys



Support the development of resilience, character and wellbeing of participants along with wider education attainment. Also give participants a greater knowledge of health and nutrition.

Ate more fruit or vegetables as a result of attending FUEL:



Summer 57%



Winter 35%

Enjoyed taking part in the nutritional workshop when attending FUEL:



Summer 76%



Winter 84%

**83%**

Learnt a new skill when attending the online nutritional workshop



# Outcomes: 2021



# 49,322

face to face  
delivery hours  
provided at  
FUEL camps in  
2021

The face to face FUEL camps over the summer and winter period gave young people the opportunity to meet new people in their local community, developing their friendships and social circles.

*"An excellent experience, my son thoroughly enjoyed himself and it was great to see him making new friends and gaining confidence in new situations."*

### Summer FUEL feedback

Wiltshire Council worked collaboratively with the Education team, children's services and social workers to ensure those most in need of the project were offered the opportunity to attend.

The FUEL programme also brought a secondary benefits to parents/carers allowing them to work, focus on studies and have less financial worries over the three delivery periods.

*"This was an incredible thing . A single mum of 5 with no family or friends as I had to restart in a new area I was so worried about how I was going to cope, I'm so grateful to this programme."*

### Summer FUEL programme



Create a safe environment, combatting social isolation over the school holidays. Use FUEL as a platform to connect schools and other local services.

Made new friends as a result of attending a FUEL camp:



Summer 73%



Winter 70%

# 32

Year 6 pupils reported over the summer, attending FUEL camps allowed them to meet other students starting the same secondary school as them.

Found the FUEL camps beneficial to their family :



Easter 81%



Summer 87%



Winter 98%





# Additional Outcomes: 2021



## £1,633

was donated to the FUEL programme by **Waitrose**, as well as 150 lunchboxes, and water bottles over the summer.

This provided participants with food bags and ingredients to take home to their families.



Food bags were provided to FUEL participants attending the Royal Wootton Bassett winter camp by **Swindon Food Collective**. The young people and their families received non perishable goods and toiletries, as well as a Christmas chocolate treats! **Salisbury Food Bank** also provided Christmas chocolate to the participants of Salisbury and Amesbury FUEL camps.

Wiltshire Council teams worked collaboratively together to ensure **30 afghan refugees** were given the opportunity to attend the FUEL winter camps. Passenger Transport provided buses to get the young people to and from the camps. Additional signage and staff were also put in place to make sure these participants were supported and barriers were minimised.

**Seeds4Success** in Mere, who received HAF grant funding in the summer, continued to run their programme during the winter delivery period. Provision followed the same format and structure with Seeds4Success providing a healthy meal and structured activity for **20 young people** eligible for FSM.



”

**30 Afghan Refugees attended the winter FUEL programme**

Food and nutrition providers for the mainstream camps, have also secured additional contracts in Wiltshire after gaining exposure from the FUEL programme. Occasional Kitchen, will be providing the three course meal at the Wiltshire Business and Sports Gala Dinner in 2022. Phunky Foods are working in partnership with Public Health to deliver a healthy lifestyles intervention programme in 10 Wiltshire schools.

# Beyond 2021

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In December 2021, the Government confirmed funding available to local authorities to continue HAF delivery in 2022.



”

**As of October 2021, there were a total of 9,753 pupils eligible for FSM in Wiltshire.**

It is Wiltshire Council's ambition to continue the delivery of the FUEL programme, due to the success and positive impact it has had on young people and their families in the holiday periods throughout the county. During 2021, Wiltshire Council successfully delivered a Holiday Activity and Food offer which met all of DoE's key requirements. In 2022, the FUEL programme will continue to build on the success of the previous year as well as exploring ways to expand the reach of the programme to older pupils and more students that are eligible for FSM.





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We thank you for your continued support and efforts to contribute to Wiltshire HAF programme.



**FUEL**

**The free holiday activity and food programme**

[www.wiltshire.gov.uk/leisure/fuel-programme](http://www.wiltshire.gov.uk/leisure/fuel-programme) 

[fuelprogramme@wiltshire.gov.uk](mailto:fuelprogramme@wiltshire.gov.uk) 

Wiltshire Council 

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**Area Board Briefing Note – Positive Conduct equals Positive Democracy**

<b>Service:</b>	<b>Legal and Governance</b>
<b>Date prepared:</b>	<b>15 June</b>
<b>Further enquiries to:</b>	<b>Perry Holmes</b>
<b>Direct contact:</b>	<b><a href="mailto:committee@wiltshire.gov.uk">committee@wiltshire.gov.uk</a></b>

**Join us to launch our Positive Conduct campaign at our webinar – Positive Conduct equals Positive Democracy – on 7 July, 5pm – featuring Jackie Weaver**

We'd like to invite you to a special webinar on 7 July at 5pm.

Launching our Positive Conduct campaign, our webinar 'Positive Conduct equals Positive Democracy' begins our mission to help Wiltshire be the leading county on promoting positive conduct and democracy and build on the good work already happening here.

At the webinar we will reflect on how we can best embody and promote standards in public life and when running council meetings. We will also be inviting town and parish councillors and clerks to attend.

We are delighted that we will be joined by 'Ambassador for Compassion in Politics', Jackie Weaver, for a question and answer session.

We will also be joined by the Leader of Wiltshire Council, Cllr Richard Clewer, our Cabinet member for Governance, Cllr Ashley O'Neill and the Chair of Standards Committee, Cllr Paul Oatway, and representatives from the Wiltshire Association of Local Councils and Society of Local Council Clerks.

We want to support councillors and clerks as much as possible in what are challenging roles, which will ultimately be to the benefit of residents throughout the areas you serve.

An MS Teams diary invite will be sent to you shortly. Simply click the Microsoft Team link in your MS Teams diary invite at 5pm on 7 July to join the session.

If you are planning on attending please can you ensure you email [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk) just so we can keep track on how many people to expect – thank you.

We look forward to seeing you there.

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# POSITIVE CONDUCT equals POSITIVE DEMOCRACY **webinar**

**Join us on 7 July at 5pm**

Be part of our mission to help Wiltshire be the leading county on promoting positive conduct and democracy.

Get useful hints and tips on embodying and promoting standards in public life and running positive local council meetings.

Q&A with 'Ambassador for Compassion in Politics' – Jackie Weaver.

For further details contact [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)



Featuring Jackie Weaver

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## DORSET & WILTSHIRE FIRE & RESCUE SERVICE

### WILTSHIRE AREA BOARD REPORT

#### **Community Safety Plan**

DWFRS Community Safety Plan can be found on the DWFRS website;

<http://www.dwfire.org.uk/community-safety-plan/>

#### **Prevention**

We are committed to making a real difference to the lives of people in Dorset and Wiltshire. Our aim is to reduce the level of risk and harm to our communities from fire, targeting those most at risk. We do this primarily through our Safe and Well visits.

A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support the occupier may need

Are you or anyone you know:-

- Over the age of 65?
- Need a smoke detector?
- Have a long-term health condition?
- Suffer from poor hearing or sight loss?
- Would you struggle to escape in the event of a fire?

If you can answer yes to more than one of these questions, then please call us on 0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



## Protection

On-going interaction by Protection Team members with Local Authorities, Private landlords and tenants regarding fire safety-related matters: external cladding systems; fire detection and warning systems; fire resisting doors (& self-closers); combustibility/fire resistance of construction materials; commercial and residential sprinklers systems and water-mist suppression systems

### **General Enquiries**

If you have a general fire safety enquiry regarding commercial property, please email [fire.safety@dwfire.org.uk](mailto:fire.safety@dwfire.org.uk) and the Fire Safety Team will respond in office hours.

### **Fire Safety Complaint**

If you wish to tell us about fire safety risks in commercial premises, such as locked or blocked fire exits, you have three options:

- You can email the fire safety department at [enforcement@dwfire.org.uk](mailto:enforcement@dwfire.org.uk)
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

## On Call Recruitment

Have you always wondered if you could join the fire service, but haven't had the opportunity to find out more? Have you found yourself seeking your next challenge, keen to give back to the local community or wanting to learn new skills including leadership and teamwork? Then becoming an on-call firefighter is for you.

As a paid position, on-call firefighters commit anywhere between 40 to 120 hours per week, during which time they must be able to respond to the station immediately.

Many have 'normal' jobs during the day, then upon their return home make themselves available overnight or during the weekends. Some of our crew respond from their workplaces during the day, and we are very grateful to their employers for releasing them to perform their vital duties.

Anyone over 18 years old can apply (although you can also apply once you are 17½) you must be able to respond and attend the fire station within 5-8 minutes, you have a good standard of physical fitness (i.e. you are generally active), and you must have the right to work in the UK.

Further information on becoming an On Call Firefighter can be found at [www.dwfire.org.uk/working-for-us/on-call-firefighters/](http://www.dwfire.org.uk/working-for-us/on-call-firefighters/) or should you have any questions, you can call **01722 691444**.

## Recent News & Events

### DWFRS launch wildfire prevention campaign #BringAPicnicNotABBQ



This week, at the start of National Picnic Week (19-26 June), Dorset & Wiltshire Fire and Rescue Service (DWFRS) is launching its wildfire prevention campaign – #BringAPicnicNotABBQ.

The campaign aims to remind the residents of Dorset and Wiltshire, as well as day trippers and holidaymakers, to take care in our beautiful open spaces this summer. During 2021, firefighters across Dorset and Wiltshire attended 494 wildfires and already in 2022, firefighters across the UK have attended more wildfires than in 2021\*.

More information on staying safe and enjoying outside areas whilst avoiding starting a wildfire can be found at [www.dwfire.org.uk/heath-fires-and-countryside-safety](http://www.dwfire.org.uk/heath-fires-and-countryside-safety)



## **New safety packs for gypsies and travellers**



The Service has launched new safety packs targeted at gypsies and travellers, following collaborative work with the Gypsy, Roma, Traveller and Boater (GRTB) team at the charity Julian House. Safe & Well Team Leader Tracy Jenkins reports.

Fires in vehicles and caravans can be devastating, and we hope the packs will help to keep more people safe. It's also important to raise awareness of carbon monoxide and the dangers it presents. Travellers may be at risk if they encounter problems with solid fuel stoves, including flue pipes, so it's important to be aware of the signs and symptoms of carbon monoxide poisoning and to seek help quickly.

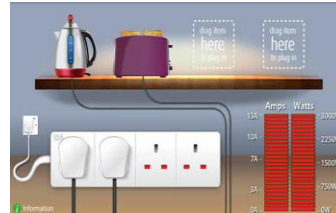
If you know of anyone living roadside or on a site who would benefit from a pack, please contact one of the following. • Jassy from the Julian House team: email [grtb@julianhouse.org.uk](mailto:grtb@julianhouse.org.uk) or phone 07498 723504. • Aileen from Wiltshire Council: email [gypsyandtravellerservice@wiltshire.gov.uk](mailto:gypsyandtravellerservice@wiltshire.gov.uk) • Gary New, Gypsy & Traveller Liaison: email [gary.new@dwfire.org.uk](mailto:gary.new@dwfire.org.uk) or phone 07789 923458.

## **Junior Good Citizen returns**

During June, around 2,800 Year 6 children from Swindon and Wiltshire will attend Junior Good Citizen with their school. Education manager Tess Cross reports.

Undertaking a carousel of activities to help them understand how they can live safer lives, these 10-11 year olds will be discovering the importance of being safe with electrical items, thanks to the DWFRS Education team.

Junior Good Citizen is a partnership between Wiltshire Police, Swindon Borough Council, Wiltshire Council, DWFRS and other organisations. The scheme has been running for almost 20 years and, after a break of two years due to Covid, we are delighted to be able to support it again.



**Station open days make a welcome return!**



After two years of not being able to hold events on station, it's great to see open days being planned again!



## **Demand**

Total Fire Calls for Warminster Fire Station for period 15<sup>th</sup> March-15<sup>th</sup> June 2022

<b>Category</b>	<b>Total Incidents</b>
No. of False Alarms	29
No. of Fires	15
No. of Road Traffic Collisions and other Emergencies	10
<b>Total 54</b>	

### Local Incidents of Note

No incidents of note.

**N Courtice  
Station Manager**

**Email: [nicholas.courtice@dwfire.org.uk](mailto:nicholas.courtice@dwfire.org.uk)**

**Mobile: 07812161115**



Notes from the COMMUNITY POLICE TASK GROUP of 18/3/21

Present; Pip Ridout (chair) Sgts Harmsworth and Oakley ;Len Turner (WVCP) ,Bill Parks, Lesley Welch (Upton Scudamore) and Neil Carpenter (Corsley)

2 Parish Cllrs (Kate Plastow and Simon Wager) had tried to join the hybrid meeting that had been arranged but were unable to due to chairs faulty computer

Apologies were received from Paul Macdonald,,Heather Parks and Phil Hollinshead

First item was for Kevin Harmsworth to introduce Louise (Lou) Oakley who was replacing him from Monday 21<sup>st</sup> and he introduced her to the members

The chair then showed the new Police and Crime Plan from the PCC and Kevin spoke about the revised model for the Community Policing team (CPT) – Warminster area covers

Warminster,Westbury,Tisbury,Mere and surrounding areas and is led by Inspector Al Lumley

We then discussed the notes from previous meeting and any follow ups or new problems raised

- 1) Speeding details required of the new PCC,s initiative which were asked for at last group mtg
- 2) Paul Macdonald not present to give update on Gibbs Transport thru town
- 3) Maltings had been referred to CATG for resolution
- 4) Cycling motorised vehicles,scooters still blighting lives of pedestrians - Police aware of concern .Will also be reported to new Cycling and PROW group at Area Board

- 5) **Kate Plastow who was unable to join online wanted the following addressed in Longbridge Deverill and I quote from her subsequent email “I wanted to share our concern over speeding in Longbridge Deverill and the need for Police reinforcement to support our community efforts (CSW & SIDs)especially along the A350 south of the village and the B3095 entering and exiting Hill Deverill”**

**Also they are very concerned about the very noisy motorbikes using the A350 as a racetrack**

**and ask that the new PCC undertakes to check exhaust modifications as Hampshire Police do**

Cllr Parks /Cllr Newbury to request action or response from police

- 6) Corsley were very concerned at an unsafe beech tree – Cllr Parks to deal
- 7) Codford PC/Selwood concerned about no barrier by the school?? – Cllr Parks will pass on concern on to Cllr Newbury

We had an update from police on our last 3 priorities: speeding, drugs and shoplifting and agreed to continue with speeding ,drugs and anti-social behaviour (as light evenings and summer coming) but keep a watch on the shoplifting from before .Sue Fraser would report back from the Shopwatch meetings she attends

Next meeting should be about the end of June tba

## ***Partner Update***

<b>Update from</b>	<b>Sutton Veny Parish Council</b>
<b>Date of Area Board Meeting</b>	14 <sup>th</sup> July 2022

### **Headlines/Key Issues**

- The Parish Council has purchased a SID for the village and identified with Highways five sites for the installation of sockets to house the device on a rotating basis. Once these are installed, the SID will be active. The PC is grateful for the grant support to assist with this project, from the Area Board.

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- A picnic was held on Saturday 4<sup>th</sup> June at the Alexander Memorial Field to enable the village to celebrate the Queen's platinum jubilee, organised by the Parish Council. A raffle was held and the proceeds were divided between the DEC Ukrainian appeal and Wiltshire Air Ambulance.

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- The Parish Council is arranging to train one of its members so that we are able to carry out our own inspections on our play area.

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- Plans have started to add additional lighting to the Christmas Tree sight in the village and begin to plan a small village switch on event.

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- The Parish Council has a vacancy for a Councillor position and the relevant notice is now published, but it is hoped to fill this by co-option.

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# ***Partner Update***

<b>Update from</b>	<b>Horningsham Parish Council</b>
<b>Date of Area Board Meeting</b>	Thursday 14 <sup>th</sup> July 2022

## **Headlines/Key Issues**

- Co-option vacancy closing date for applications 30<sup>th</sup> August 2022
  - Horningsham Village Hall virtual footpath proposal to go to the CATG
  - Horningsham Street Signs project 8 more road signs to be put forward
  - Defibrillator replacement approved
  - Longleat Estate Concerts - no issues reported to date
  - Parish Council working towards being a Dementia Friendly Community
  - Parish Plan Consultation drafted
- 
- Date of the next meeting is the 8<sup>th</sup> of September 2022. It will start at 7.30pm. All are welcome to attend.
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## ***Partner Update***

<b>Update from</b>	<b>Maiden Bradley with Yarnfield Parish Council</b>
<b>Date of Area Board Meeting</b>	Thursday 14 <sup>th</sup> July 2022

### **Headlines/Key Issues**

- Council to update the Action Plan. See details on Parish Plan documentation on the website [www.maidenbradley.org.uk](http://www.maidenbradley.org.uk)
- Carbon Footprint Climate Action - The Climate Collective Group are arranging a swish clothes exchange and sign posting is occurring on the Facebook pages and that the Climate Collective are arranging for some advice sessions to take place in the Community.
- Renewal & Continuation of the Defibrillator Scheme with the South Western Ambulance Service NHS Foundation Trust
- Operation Scorpion 2 approved that it be advertised in the Parish News
- Date of the next meeting Tuesday 12<sup>th</sup> July 2022 starting at 7.00pm. All are welcome.

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### Warminster Area Board 14 June 2022

#### Appointment of Area Board Lead Councillors

##### 1. Purpose of the Report

- 1.1. To appoint Councillor representatives for the Area Board. This will include appointing to Outside Bodies and to reconstitute and appoint to Working Groups for the year 2022/23

##### 2. Background

- 2.1. Area Boards are invited to appoint Councillors to be their respective lead for particular Outside Bodies or Non-Priority Working Groups. The following guiding principles are in place for Councillors who take a role on an Outside body or Non-Priority Working Group:

- To be the main Area Board point of contact for local Officers within their respective area
- To attend (and often Chair) relevant working 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 Group/Outside-Body including providing feedback on the success or limitations of previously funded Area Board grants (if applicable)

- 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, and will be reviewed annually, unless the Board determines otherwise.
- 2.3. The Area Board is also invited to reconstitute or create new Non-Priority Working Groups set out in **Appendix B**, with the Terms of Reference (if applicable) set out at **Appendix D**, 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 2022/23 (if applicable).

##### 3. Main Considerations

- 3.1. Local Highways and Footpath Improvement Group (LHFIG) has replaced Community Area Transport Groups (CATGs), which will continue to operate as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in **Appendix C** for information.

3.2. Where a Non-Priority Working group is required, the exact purpose should be set out and agreed by the Board.

3.3. A key role within some Health and Wellbeing Group's is that of a 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.

## **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 Non-Priority 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 Non-Priority Working Group(s) as set out in Appendix B; and
- c. To note the Terms of Reference for the LHFIG as set out in Appendix C.

---

**Lisa Alexander, Senior Democratic Services Officer**

**Appendices:**

Appendix A – Appointment to Outside Bodies

Appendix B – Appointment of Members to Non-Priority Working Groups

Appendix C – LHFIG Terms of Reference

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

None.

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**Warminster Area Board**

**Appendix A**

**Appointments of Lead Members to Outside Bodies 2022/23**

Outside Body	Councillor Representative
Warminster & Villages Community Area Partnership	
Warminster and Westbury CCTV Committee	
Warminster Community Police Task Group	
Warminster Local Highways and Footways Improvement Group (LHFIG)	
Warminster LYN	
Warminster Regeneration Working Group (2 reps from AB)	
Warminster and Villages Active Travel Group	

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**Warminster Area Board**

**Appendix B**

**Appointments of Area Board Councillors**

To Non-Priority Working Groups of the Board:

Local Highways & Footway Improvement Group (LHFIG)

Councillor

Local Youth Network (If not included on Priority Working Group Report)

Councillor

Health and Wellbeing, (If not included on Priority Working Group Report)

Councillor



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## **LOCAL HIGHWAY & FOOTWAY IMPROVEMENT GROUPS (LHFIG)**

### **TERMS OF REFERENCE**

#### **Membership of the LHFIG**

The LHFIG will normally be made up of:

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

It is recommended that the groups do not normally consist of more than 10 representatives, but for larger community areas this may not always be feasible.

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

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 LHFIGs will cease when a member ceases to hold the stated office as first appointed, or when a parish/town council or group choose to nominate an alternative representative.

The LHFIGs 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 LHFIGs members**

Appointment of Wiltshire Council members to the LHFIGs 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 LHFIGs (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 LHFIGs must not issue press statements on behalf of the Area Board.

Any press statements about the work of the LHFIGs should be agreed between the Chairman of the LHFIGs and the Chairman of the Area Board, and in consultation with

Wiltshire council's communications team. You can contact the communications team at [communications@wiltshire.gov.uk](mailto:communications@wiltshire.gov.uk).

### **Meetings**

It is recommended that the LHFIGs meet four times a year. Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings. 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 LHFIG chair wishes, and by invitation. It should be noted that LHFIGs are advisory bodies and do not exercise delegated decision-making powers. All decisions are to be ratified by the Area Board.

### **Officer support**

Meetings will be attended by relevant officers from Wiltshire Council, including a Senior Transport Planner, a Senior Traffic Engineer, Local Highway Maintenance Engineer and the local Community Engagement Manager. Attendance by officers of other expert knowledge may be arranged when necessary.

Additional support will be provided outside of the meeting by the Corporate Office Business Support unit as currently for Area Boards, for the purpose of arranging meetings, venues, and the production of meeting action notes.

### **Terms of reference**

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

The LHFIGs terms of reference are set out at Appendix A:

Examples of projects the LHFIGs can and cannot fund are set out in Appendix B:

**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 Transport, Waste, Street Scene and Flooding. The funding allocation is a mixture of highways and council 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 routine maintenance schemes or the provision of passenger transport services.

A list of schemes which the groups can fund in contained in Appendix B

Schemes considered by the LHFIGs must have first been raised through the highway improvement request system and endorsed by the relevant town or parish council.

The LHFIG's can be directed to look at issues identified by Highways Officers when considered appropriate. For example, when an issue is raised for which other centrally held resource does not exist.

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.

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 more than the total discretionary amount available as part of the group's annual allocation.

**Appendix B** – Example of projects which can and cannot be funded by LHFIGs

**LHFIGs can fund the following:**

**Pedestrian improvements:** including dropped kerbs, new footways, substantive improvements to existing footways, pedestrian crossings (including assessments).

**Cycle improvements:** new cycle paths, cycle parking / storage.

**Bus infrastructure:** new and replacement Shelters (subject to agreement on future maintenance liability), bus border kerbs, bus stop road markings.

**Traffic signing:** new and replacement signs (including signposts), street name plates, village gateways.

**New road markings:** new and replacement of existing markings.

**Speed limits:** assessment and implementation.

**Waiting restrictions:** assessments and implementation.

**Footpath improvements:** styles, gates, surface improvements to rights of ways (council maintainable only).

**Drainage:** minor improvements, new gullies.

**Street lighting:** new installations.

**Traffic management measures:** including Sockets and posts for SID (Speed Indication Device) equipment.

*As a general rule, an asset should exist at the end of the project, i.e. something new that wasn't there beforehand.*

**LHFIGs cannot fund:**

**Routine maintenance:** such as gully emptying, ditch clearing, hedgerow cutting, pot hole repairs.

**Service subsidy:** bus services

**Promotional campaigns**

**SID equipment**

**Improvements for individuals and properties**

*As a general rule, activities that repair, clean, tidy or remove something that is already present are likely to be considered routine maintenance and cannot be funded by LHFIGs.*



<b>Report To</b>	<b>Warminster Area Board</b>
<b>Date of Meeting</b>	<b>Thursday, 14 July 2022</b>
<b>Title of Report</b>	<b>Warminster Area Grant Report</b>

## Purpose of the Report

- To provide detail of the grant applications made to the Warminster 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

	Community Area Grants	Young People	Health and Wellbeing
<b>Opening Balance For</b> <u>2022/2023</u>	£ 21,559.00	£ 19,547.00	£ 7,700.00
<b>Awarded To Date</b>	£ 0.00	£ 0.00	£ 0.00
<b>Current Balance</b>	£ 21,559.00	£ 19,547.00	£ 7,700.00
<b>Balance if all grants are agreed based on recommendations</b>	£ 15,191.58	£ 15,309.00	£ 7,200.00

## Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG372</a>	Community Area Grant	Bishopstrow Parish Meeting	BISHOPSTROW VILLAGE SPEED INDICATION DEVICE	£2734.84	£1367.42
<p><b>Project Summary:</b>            To purchase a single, battery operated SID for use at up to 3 sites in the village on the Bishopstrow Road. Each site to have a fixed pole. The device will be moved between sites in accordance with Wiltshire Council guidance. A Wiltshire Council Traffic survey shows that up to 45% of vehicles passing through the village exceed the statutory speed limit of 30mph.</p>					
<a href="#">ABG719</a>	Community Area Grant	Warminster Athenaeum Trust	1st Floor Toilets	£11000.00	£5000.00
<p><b>Project Summary:</b>            Following integration of The Close building into the Warminster Athenaeum we have the opportunity to provide additional 1st Floor meeting rooms and community space. This space needs to ladies' conveniences.</p>					
<a href="#">ABG578</a>	Older and Vulnerable Adults Funding	Open Door Warminster	Setting up a website and purchase of a Smartphone	£969.00	£500.00

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<p><b>Project Summary:</b>  <b>Open Door Warminster was established in 2020 to provide health and well-being support to local residents in the form of 'chat cafes'. These informal, entirely volunteer-led groups provide a drop-in service where people feeling lonely, affected by cancer or grieving can chat with trained volunteers who offer an ear, a shoulder and a signpost. The aim is for people to feel connected, supported and strengthened. We would now like to cement our presence with a website that will promote our services along with those of other relevant organisations - and provide a means for people to easily contact us. A smartphone will further widen access, allowing us to contact individuals direct and provide a means for visitors to have individual, discreet conversations with us.</b></p>					
<a href="#">ABG590</a>	Youth Grant	Warminster Town Football Club	Warminster Town Football Club U18 Team	£959.31	£500.00
<p><b>Project Summary:</b>  <b>Warminster Town Football Club is re-establishing an U18 Football Team to provide local competitive football for Youths aged 17-18, many of whom will have progressed from Warminster Highbury Youth FC at U17 level and offer them a continued football progression in Warminster. This step will further enhance the local relationship between WTFC and WHYFC and keep young players from going elsewhere for competitive U18 Football. The new U18 team requires help to pay for kit and equipment to establish itself for the 22/23 season.</b></p>					
<a href="#">ABG666</a>	Youth Grant	Warminster youth club	Warminster youth club	£10181.00	£3648.00
<p><b>Project Summary:</b>  <b>A weekly youth club during term time for 11-19 year olds and up to 25 with learning disabilities for the young people of Warminster and the surrounding villages. Offering a safe place to go and a informal education at a subsidised cost of just £1 entrance fee each week. As well as the weekly sessions we offer offsite trips and activities as well as a young leadership course working with youth action Wiltshire.</b></p>					

## 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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