

# MINUTES

**Meeting:** Warminster Area Board  
**Place:** Warminster Civic Centre, Sambourne Road, BA12 8LB  
**Date:** 2 February 2023  
**Start Time:** 7.00 pm  
**Finish Time:** 9.10 pm

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Please direct any enquiries on these minutes to: Ben Fielding, Senior Democratic Services Officer, (Tel): 01225 718656 or (e-mail) [Benjamin.fielding@wiltshire.gov.uk](mailto:Benjamin.fielding@wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Tony Jackson, Warminster Broadway (Chairman)  
Cllr Bill Parks, Warminster North & Rural (Vice-Chairman)  
Cllr Andrew Davis, Warminster East  
Cllr Pip Ridout, Warminster West

### **Wiltshire Council Officers**

Liam Cripps, Strategic Engagement Partnerships Manager  
Dominic Argar, Assistant Multimedia Officer  
Lizzie Watkin, Assistant Director Finance  
Ben Fielding, Senior Democratic Services Officer  
Simon Thomas, FACT Partnership Lead  
Camella Town, National Power Outage Project Officer  
Matty Maggs, Emergency Plan, Resilience & Response Specialist

### **Partners and Parishes**

Inspector Kevin Harmsworth – Wiltshire Police  
David Reeves – Warminster Health Wellbeing and Social Care Forum  
Stephanie Stevens – Warminster Health Wellbeing and Social Care Forum  
Sarah Jeffries, Clerk to Horningsham, Chitterne and Maiden Bradley Parish Councils  
Cllr Steve Jeffries, Warminster Town Council  
Cllr Neil Carpenter, Corsley Parish Council  
Cllr Phil Hollihead, Chapmanslade Parish Council  
Cllr Jon Neville, Codford Parish Council

**Total in attendance: 36**

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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 for absence were received from Heather Parks (Clerk to Sutton Veny Parish Council).</p>
3.	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 10 November 2022 were presented for consideration and it was;</p> <p><b><u>Resolved:</u></b></p> <p><b>To approve and sign as a true and correct record of the minutes of the meeting held on 10 November 2022.</b></p>
4.	<p><u>Declarations of Interest</u></p> <p>Councillor Tony Jackson declared that in relation to Item 11, that he was part of the Warminster Athenaeum Management Committee and would therefore recuse himself from the meeting whilst the respective grant application was discussed and voted upon.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The chairman gave the following updates:</p> <ul style="list-style-type: none"> <li> <p><b>• King Charles III Coronation – Community Celebrations</b></p> <p>The Chairman drew attention to the agenda pack which included a briefing note which aimed to ensure that communities wishing to celebrate the King’s Coronation were signposted to the council’s web page where they would find the appropriate tools, support, and guidance to apply to hold a community party. Further details could be found within the agenda pack.</p> </li> <li> <p><b>• Update from Community First</b></p> <p>The Chairman drew reference to an update included within the agenda pack from Community First. The update covered information about the Youth Action Wiltshire minibus appeal “Destination Adventure”, which aimed to raise £30,000 towards the cost of a replacement minibus for Youth Action Wiltshire. In addition, the briefing note covered help with community engagement as well as details of a digital consultation.</p> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Cost of Living Update</b></li> </ul> <p>The Chairman drew attention to a briefing note attached to the agenda pack which detailed how Wiltshire Council is focusing on three principal areas to meet the Cost-of-Living crisis. Namely support for Businesses, Staff and the People in Wiltshire communities. Under each of the three principal areas within the update, guidance and information was provided as well as useful contact details.</p> <ul style="list-style-type: none"> <li>• <b>Local Successes</b></li> </ul> <p>Warminster Area Board would like to congratulate the following individuals and groups for their respective achievements:</p> <ul style="list-style-type: none"> <li>• Bishopstrow House Hotel, which was named as the Bath, Bristol and Southwest Hotel of the Year.</li> </ul>
6.	<p><u>Community Area Grants - Feedback of Previous Funding</u></p> <p>The Area Board then received presentations from the following guest speakers, which covered the success of previous area board funding applications:</p> <ul style="list-style-type: none"> <li>• <b>Warminster Community Radio – Barry Mole</b></li> </ul> <p>Representatives from Warminster Community Radio thanked the Area Board for the grant funding that they had received, which had allowed people under the age of 18 to have access to the radio station. It was highlighted that this was a positive opportunity for young people to gain experience in broadcasting, whilst being carefully protected by expert broadcasters who had been DBS checked.</p> <p>Two young broadcasters who had benefitted from the scheme thanked the Area Board and talked through their experiences of being part of Warminster Community Radio and how they worked on a two hour “Teen Scene” radio show every Saturday evening.</p> <ul style="list-style-type: none"> <li>• <b>Destination Signs - Nigel Linge</b></li> </ul> <p><b>MBE</b></p> <p>Mr Linge provided feedback on a project which had updated destination signs on a bridleway between Warminster and Longbridge Deverill as well as the benefits from using the new signs. Details were also provided on signage work that had taken place near Heaven’s Gate and Corsley as well as outlining future work which was likely to take place.</p>
7.	<p><u>Area Board Priorities Update</u></p> <p><b><u>Area Board Priorities Update</u></b></p> <p>The Area Board received an update on the following local Area Board Priorities:</p> <ul style="list-style-type: none"> <li>• <b>Supporting Local Volunteer Groups</b></li> </ul> <p>The Chairman introduced Maggie Richens to the meeting, who was a member</p>

	<p>of Sustainable Warminster. Maggie spoke to the Area Board and raised the following points:</p> <ul style="list-style-type: none"> <li>• As a member of Sustainable Warminster, Maggie had requested to speak on behalf of the Wiltshire Climate Alliance, an umbrella organisation for a plethora of groups which had formed since Wiltshire Council had declared a climate emergency in 2019.</li> <li>• It was suggested that misinformation had been provided regarding solar farms and the impact on UK food supply, with it clarified that such farms would not be built on agricultural land but rather land such as brownfield sites. Additionally, it was suggested that solar farms were one of the best ways to mitigate climate change.</li> <li>• Further details on Sustainable Warminster and Wiltshire Climate Alliance could be found via the following links: <a href="#">Sustainable Warminster</a> and <a href="#">Wiltshire Climate Alliance</a>.</li> </ul> <p>Following the update there was time for the following questions and points to be raised:</p> <ul style="list-style-type: none"> <li>• It was suggested that most solar farms in Wiltshire were near Chippenham and Devizes due to them having direct access to the national grid and pylons, which there was not many of in the Warminster Area.</li> <li>• It was noted that a planning application for a solar farm near Chapmanslade, in Somerset had recently been approved and that there was a solar farm in Codford.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Health and Wellbeing</b> It was noted that there would be an update from the Warminster Area Health and Wellbeing Forum later in the agenda.</li> <li>• <b>Youth Engagement</b> Councillor Andrew Davis noted that a Councillor initiative grant application to support young people would be heard later in the agenda.</li> </ul>
8.	<p><u>Updates from Partners</u></p> <p>Updates were received from the following partners:</p> <ul style="list-style-type: none"> <li>• <b>Wiltshire Police</b> The Area Board received a verbal update from Inspector Kevin Harmsworth which included the following points:</li> <li>• Inspector Harmsworth noted how he had been promoted to the role of Inspector and that the Police operating model had undergone change with a back-to-basics process after being placed in special measures. As</li> </ul>

Inspector, his role would be to oversee the response and performance of teams.

- The Police looked forward to welcoming new Chief Constable, Catherine Roper to the force.
- Regarding Stop and Search, it was highlighted that a new project “Revolving Doors” had now been undertaken to allow those stopped an opportunity to provide anonymous feedback through a leaflet.

Inspector Harmsworth provided an update of the local priorities for Warminster:

- Non-dwelling burglaries to sheds/outbuildings – In December and early January there had been an increase in this crime type, which seemed to have since decreased following the arrest of a local male. Prevention work had taken place through follow up visits with victims as well as the use of Selecta DNA.
- Motorcycle Excess Speed & Antisocial Riding, Longbridge Deverill – A problem orientated approach to policy had been undertaken in Longbridge Deverill with residents to investigate alleged excess speed and anti-social riding. This had been in conjunction with “Project Zero”.

Inspector Harmsworth raised the following additional points:

- Within the agenda supplement was an update from Community Speedwatch, which included that over 2 million vehicles had passed during over 8,000 Speedwatch sessions. To assist this, schemes had been asked to obtain SIDs to capture data in real time.
- A hotel watch scheme has started in the Bath Arms in Warminster to minimise the chances of exploitation.
- Work with town CCTV has continued and has seen success with two individuals detained earlier in the day for stealing a hairbrush from Boots. A wider piece of work would take place with town CCTV managers to share best practice and plan for future demand.
- The rural crime team has continued to progress with work.

Following the presentation there was time for the following questions and points to be raised:

- It was stated that it would be positive for the Police to build a relationship with active Speedwatch teams in villages.
- The issue of highways safety and the positioning of SIDs was raised, with it noted that a policy was being redrafted which would include the positioning of SIDs and identifying safe sites for their use. It was suggested that it would be positive for Sarah Holden (Road Safety Supervisor, Wiltshire Police) to attend a future Area Board meeting.
- The issue of speeding around the county boarder with Somerset was raised as well as the difficulty of cross boarder liaison.
- It was clarified that the data collected from SIDs is not calibrated,

however this takes place when civilian officers visit locations.

- **Dorset & Wiltshire Fire and Rescue Service**

The Area Board noted a written update attached to the agenda which contained a link to a 10-minute video which showed notable incidents that the force had attended, and the good work that was achieved across the Service in the last three months.

The Chairman noted that Deputy Chief Fire Officer (DCFO) Derek James had been awarded the King's Fire Service Medal as part of the New Year Honours List. Additionally, it was raised that Warminster fire station had received the best inspection rating in the Southwest, being graded as outstanding in one area and maintaining a status of good in two other areas.

- **BSW Together (Integrated Care System)**

The Area Board noted a written update attached to the agenda.

- **Healthwatch Wiltshire**

The Area Board noted a written update attached to the agenda.

- **Warminster and Villages Community Partnership**

Len Turner spoke on behalf of the Warminster and Villages Community Partnership and updated that the future of the partnership was being reviewed with the hub building currently closed and would re-open in March. It was outlined that the partnership acts as a fund holder for new organisations to allow them to get set up and grow. Concern was raised that it had been two years since the Town Council had made an application to Wiltshire Council for a community asset transfer for the hub building, to which it was clarified by the Chairman that this should be dealt with by Warminster Town Council.

- **Warminster Community Police Task Group (CPTG)**

Cllr Ridout updated that the next meeting of the CPTG would be at 7pm on 23 March 2023 at Warminster Police station, with the minutes of the previous meeting set to be circulated. It was clarified that this would not be a hybrid meeting.

- **Warminster Area Health and Wellbeing Forum**

David Reeves and Stephanie Stevens provided the Area Board with a verbal update on behalf of the Warminster and District Health and Wellbeing Forum, which covered the following points:

- It was stressed that Health and Wellbeing is a top priority for the Council, therefore the aim of the Forum is to build and improve connections between organisations throughout the local area.
- It was acknowledged that the pandemic had caused a loss of face-to-face meetings, which had been important to the Forum for networking and meeting with organisations. Therefore, funding would be needed to get back to having meetings.

	<ul style="list-style-type: none"> <li>• It was noted that the Forum was in the process of forming a constitution and a formalised structure through a steering group. The constitution was almost complete and would be presented to members of at its AGM on 8 March 2023 with new officers voted in.</li> <li>• Plans for the Warminster Area Health and Wellbeing Forum Fayre on 22 April 2022 were outlined, with it noted that 40 participating groups had signed up. The Fayre would be free to attend and would include a raffle, two local sporting heroes, stalls, and the town crier.</li> <li>• A booklet for the Fayre had also been produced which would include contact details for a list of 140 clubs and societies in Warminster as well as details on the participating organisations.</li> <li>• The Forum thanked Len Turner and the Warminster and Villages Community Partnership for running their finances.</li> </ul> <p>Following the update there was time for the following questions and points to be raised:</p> <ul style="list-style-type: none"> <li>• It was questioned whether the constitution for the Warminster Area Health and Wellbeing Forum would include those within the BA13 area, to which it was clarified that this postcode would be included, and the Forum logo would be updated accordingly.</li> <li>• It was suggested that the Health and Wellbeing Forum get in touch with the villages, to which it was clarified that once up and running, funding could be used to go on the road to visit villages.</li> </ul>
9.	<p><u>Proposal of Emergency Contact Hubs and their purpose - Helping Resilience in the Community</u></p> <p>The Area Board received a presentation from Camella Town (National Power Outage Project Officer) and Matty Maggs (Emergency Plan, Resilience &amp; Response Specialist) for a presentation on Proposal of Emergency Contact Hubs and their purpose. The update covered the following points:</p> <ul style="list-style-type: none"> <li>• It was outlined that emergency contact hubs were a concept that originated from New Zealand, with it envisaged that every parish and village would have an identified building where they could go to for refuge and information in a national power outage or emergency.</li> <li>• The communications structure of emergency contact hubs was outlined, with initial information being received by the Devizes Police Headquarters, which in turn be able to feed information back to central government.</li> <li>• It was noted that community hubs would be ran and owned by the community, building on community knowledge and experience already in place.</li> <li>• An example of the role that an emergency contact hub would play during a national power outage was provided.</li> </ul>

	<ul style="list-style-type: none"> <li>• The benefits of having an emergency hub were outlined, including but not limited to, that it would allow communities to be part of a national community resilience network; being able to build on current community resilience structures in place and enabling support for vulnerable people.</li> <li>• The next steps of the proposal were outlined, with those interested encouraged to speak with their communities and to get in touch with <a href="mailto:wiltshireandswindonprepared@wiltshire.gov.uk">wiltshireandswindonprepared@wiltshire.gov.uk</a>. Additionally, the team would visit the proposed hub to discuss the hub itself as well as community resilience and training.</li> </ul> <p>Following the presentation there was time for the following questions and points to be raised:</p> <ul style="list-style-type: none"> <li>• It was raised that some parishes already have community emergency plans in place along with tiering structures and contact guidance, therefore it would be simple to integrate an emergency contact hub into these plans.</li> <li>• Concern was raised that the emergency plans in place and the teams behind them were not already joined up or aware of existing resilience plans. Therefore, it would be positive to have a discussion and strengthen lines of communication.</li> <li>• It was clarified that the addition of emergency contact hubs would not be conducted through additional paperwork but rather communities adding to their existing plans.</li> <li>• It was clarified that there would not be a phone number point of access but rather the emergency hub would be run by volunteers who would receive training to provide administration.</li> <li>• It was suggested that the information around emergency contact hubs should also be made accessible to those who do not have a laptop or a smart phone.</li> <li>• Regarding members of the community with disabilities, it was stated that support for such individuals from emergency hubs would be reliant on communities knowing the individuals.</li> <li>• An emergency planning group had recently been assembled in Chitterne, which would be ideal to discuss an emergency contact hub with.</li> </ul>
10.	<p><u>FACT Pilot</u></p> <p>The Area Board received a presentation from Simon Thomas (FACT Partnership Lead) about the FACT Pilot. The presentation covered the following points:</p> <ul style="list-style-type: none"> <li>• It was outlined that the project was on behalf of the Wiltshire Families and Children’s Transformation (FACT) Partnership and that Wiltshire Council was a key supporter.</li> </ul>



- The project has the aim of being inclusive to bring together shareholders to maximise the value and benefits to the system of support offered to families and children.
- The current situation for the FACT Partnership was outlined, with the key areas of demand that collectively concerned the partners as well as practice and system issues identified. Further examples of these issues were provided in the form of feedback that had been collected from families.
- It was highlighted that Wiltshire's multi-agency Family Help arrangements enable children, young people and families to access the right help at the right time through a co-ordinated approach to prevention and early intervention. The importance of working together to prevent needs from arising in the first place was stressed as well as building resilience through available resources.
- It was outlined that across Wiltshire the project would deliver a clear unifying brand for Family Help, an online database of services and community resources via the Wiltshire Together platform, a co-ordinated whole system workforce development offer and a consistency to core approaches across the Early Help workforce.
- A pilot is set to take place in Warminster and Westbury to test the following benefits:
  - Wrapping services and groups around local clusters and communities
  - Local case consultation
  - A more flexible and responsive practice model
  - Local community of practice
  - Working with sibling groups across phases
  - Local training and sharing
  - Local "voice" activity
- It was stated that currently the project is at an early stage and that though the Partnership has developed these ideas, it hasn't developed what it would look like on the ground, therefore local conversations are needed.

Following the presentation there was time for the following questions and points to be raised but not limited to:

- It was questioned how the FACT project would tie in with the Multi Agency Safeguarding Hub (MASH), to which it was clarified that the FACT project would not take from this service and that should there be any risk to children, conversations would still take place with MASH. Training would also be provided to those involved to identify risk.
- It was questioned whether housing societies had bought into the project, to which it was clarified that anyone would be welcome to join in with the project and that should individuals and organisations be interested they could contact Simon Thomas using the following email:

	<p><a href="mailto:fact@wiltshire.gov.uk">fact@wiltshire.gov.uk</a>.</p> <ul style="list-style-type: none"> <li>It was queried whether the voluntary sector had been involved, to which it was clarified that volunteer groups had been included and were key partners.</li> </ul>
11.	<p><u>Local Highways and Footway Improvement Group (LHFIG)</u></p> <p>Cllr Bill Parks introduced the minutes and recommendations from the LHFIG meeting held on 18 January 2023.</p> <p><b><u>Resolved</u></b></p> <p><b>The minutes of the Local Highways and Footway Improvement Group meeting held on 18 January 2023 were agreed as a correct record as well as the recommendations within.</b></p>
12.	<p><u>Community Area Grants</u></p> <p>The Area Board considered the following applications for funding:</p> <p><b><u>Area Board Initiative:</u></b></p> <p>Councillor lead initiative - £2,500 towards Continuing to Support Young People in Warminster</p> <p><b><u>Resolved:</u></b></p> <p><b>£2,5000 was awarded towards a Councillor lead initiative of continuing to support young people in Warminster.</b></p> <p><b><u>Community Area Grants:</u></b></p> <p>Tynings Allotments - £1,203.35 towards Tynings Allotment outdoor community seating.</p> <p><b><u>Resolved:</u></b></p> <p><b>Tynings Allotments was awarded £1,203.35 towards Tynings Allotment outdoor community seating.</b></p> <p><i>Councillor Tony Jackson left the meeting for the following grant application, therefore meaning that Councillor Bill Parks took the role of Chairman temporarily.</i></p> <p>Warminster Athenaeum Trust - £5,000 towards Disabled Rear Access.</p> <p><b><u>Resolved:</u></b></p>

	<p><b>Warminster Athenaeum Trust was awarded £2,500 towards Disabled Rear Access.</b></p> <p>Wylve Coyotes Afterschool Club CIC - £3,500 towards Greenlight Outdoor Improvements.</p> <p><b><u>Resolved:</u></b></p> <p><b>Wylve Coyotes Afterschool Club CIC was awarded £2,500 towards Greenlight Outdoor Improvements.</b></p> <p>Warminster Riding for the Disabled Association - £2,500 towards RDA Warminster New Horse January 2023.</p> <p><b><u>Resolved:</u></b></p> <p><b>Warminster Riding for the Disabled Association was awarded £2,500 towards RDA Warminster New Horse January 2023.</b></p> <p><b><u>Older and Vulnerable Adults Funding:</u></b></p> <p>Warminster Area Health and Wellbeing Forum - £500 towards Health and Wellbeing Annual Conference and Meetings.</p> <p><b><u>Resolved:</u></b></p> <p><b>Warminster Area Health and Wellbeing Forum was awarded £500 towards Health and Wellbeing Annual Conference and Meetings.</b></p> <p>Warminster Action Group - £500 towards Warm Winter Hampers.</p> <p><b><u>Resolved:</u></b></p> <p><b>The Area Board ratified the grant for Warminster Action Group who had been awarded £500 towards Warm Winter Hampers under delegated authority.</b></p> <p>Cornerstone Warminster - £500 towards Cornerstone Warminster support to homeless and rough sleepers.</p> <p><b><u>Resolved:</u></b></p> <p><b>Cornerstone Warminster was awarded £500 towards Cornerstone Warminster support to homeless and rough sleepers.</b></p>
13.	<p><b><u>Urgent items</u></b></p> <p>There were no urgent items.</p>

14.	<u>Close</u> The date of the next meeting is 13 July 2023.
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