

AGENDA

Meeting: Malmesbury Area Board
Place: Riverside Community Centre, Malmesbury, SN16 9JS
Date: Wednesday 31 May 2017
Time: 7.00 pm

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

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

Refreshments and networking opportunity from 6:30pm.

Please direct any enquiries on this Agenda to Becky Holloway (Democratic Services Officer) 01225 713935, direct line 01225 718063 or email becky.holloway@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Toby Sturgis, Brinkworth
Cllr Gavin Grant, Malmesbury
Cllr John Thomson, Sherston
Cllr Chuck Berry, Minety

RECORDING AND BROADCASTING NOTIFICATION

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

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

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

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

1	An Introduction to Malmesbury Area Board	7.00pm
	The Community Engagement Manager will deliver a session on the role and functions of Area Boards.	
2	Appointment of the Chairman	7.20pm
	To confirm the appointment of the Chairman for the municipal year 2017/2018	
3	Appointment of Vice-Chairman	
	To confirm the appointment of the Vice-Chairman for the municipal year 2017-2018	
4	Apologies for Absence	
5	Minutes (Pages 1 - 10)	
	To approve and sign as a correct record the minutes of the meeting held on 1 March 2017.	
6	Declarations of Interest	
	To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
7	Chairman's Announcements	
8	Local Youth Network Update and Applications for Youth Funding (Pages 11 - 14)	7.35pm
	To receive an update on the Local Youth Network (LYN) and for the Area Board to consider the following two applications to the youth fund:	
	<ul style="list-style-type: none"> • Oaksey Youth Club - £2650.00 • Community Mentoring and Support Service - £4900.00 	
9	Partner Updates (Pages 15 - 28)	7.45pm
	To receive updates from the following partners:	
	<ol style="list-style-type: none"> a. Wiltshire Police b. Dorset and Wiltshire Fire and Rescue Service c. Healthwatch Wiltshire d. Wiltshire Clinical Commissioning Group (CCG) e. Riverside Community Centre f. Health & Wellbeing Champion g. Town and Parish Councils 	

10	<p>Appointments to Outside Bodies and Working Groups (<i>Pages 29 - 48</i>)</p> <p>To appoint representatives from the Area Board to sit on the following Outside Bodies.</p> <ul style="list-style-type: none"> • Malmesbury Community Trust • Malmesbury Local Youth Network (LYN) <p>To appoint members of the following Area Board working groups.</p> <ul style="list-style-type: none"> • Malmesbury Community Area Transport Group (CATG) • Malmesbury LYN Management Group <p>To appoint a Health and Wellbeing Champion</p>	
11	<p>Transitions project</p> <p>Sheila Wade, Wilts and Berks Canal Trust, will speak about the trust's Transitions Project.</p>	8.00pm
12	<p>Working Links projects</p> <p>Kat Woodman, from Working Links, will talk about her organisation's project to help people back into employment.</p>	8.10pm
13	<p>Adult education programme</p> <p>Tina Hiscocks, from Learn Direct, will deliver a presentation on a new learning and support programme for adults aged 50 and over.</p>	8.20pm
14	<p>Area Board Funding (<i>Pages 49 - 52</i>)</p> <p>Councillors will be asked to consider the following applications to the Community Area Grants Fund:</p> <ul style="list-style-type: none"> • £5000.00 - Oaksey Playground - Oaksey Playground committee • £1695.33 - New school library - the Friends of Sherston School • £5000.00 - Non-turf Practice Facility – Malmesbury Cricket Club • £667.60 - Community Art Project – Sherston Arts Festival 	8.30pm
15	<p>Update from Community Engagement Manager</p> <p>Ollie Phipps, Community Engagement Manager, will provide an overview on upcoming projects in Malmesbury Community Area.</p>	8.45pm
16	<p>Urgent items</p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	
17	<p>Evaluation and Close</p> <p>The next meeting of the Malmesbury Area Board will be held at 7pm on Wednesday 12 July 2017 at Sherston Village Hall.</p>	9.00pm

MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Assembly Rooms, Malmesbury Town Hall
Date: 1 March 2017
Start Time: 7.00 pm
Finish Time: 9.20 pm

Please direct any enquiries on these minutes to:

Becky Holloway (Democratic Services Officer) Tel: 01225 718063 Email
becky.holloway@wiltshire.gov.uk, Tel: 01225 718063 or (e-mail)
becky.holloway@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr John Thomson (Chairman), Cllr Simon Killane (Vice Chairman), Cllr Chuck Berry
and Cllr Toby Sturgis

Wiltshire Council Officers

Ollie Phipps, Community Engagement Manager
Richard Williams, Locality Youth Facilitator
Becky Holloway, Democratic Services Officer
Bill Parks, Head of Service for Highways North
Jim Bailey, Highways Principal Technical Officer

Town and Parish Councillors and Community Partners

Great Somerford Parish Council - S Webb, H Cole, D. Bourne
St Paul Malmesbury Without Parish Council - Deborah Clegg, Roger Budgen
Brinkworth Parish Council - Elizabeth Thelfall, John Beresford
Malmesbury Town Council - Wayne Jones
Little Somerford Parish Council - Tony Pooley
Health and Wellbeing Champion - Ellen Blacker

Total in attendance: 25

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Andrew Woodcock of Malmesbury Town Council, and Charles Cook of Minety Parish Council.</p>
3	<p><u>Minutes</u></p> <p>The minutes of the last meeting of Malmesbury Area board were presented and it was</p> <p>Resolved:</p> <p>To approve and sign the minutes of the meeting of Malmesbury Area Board held on 9 November 2016 as a true record.</p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest made</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following two announcements:</p> <p>The Riverside Community Centre had opened and had been handed over to the Friends of Riverside, a voluntary organisation, to run. The chairman thanked all involved for their hard work in enabling this to happen.</p> <p>Additional funding would be available to the Area Board in the new financial year to improve the maintenance of pavements in the Malmesbury area.</p>
6	<p><u>Local Youth Network Update and Applications for Youth Funding</u></p> <p>Richard Williams, the local youth facilitator, gave an overview of the work done with young people in the Malmesbury area over the previous year. He reported the funding allocations made through the youth grant scheme and explained what support was available to local and voluntary sector youth groups and organisations including training and safeguarding support.</p> <p>The officer outlined plans for Malmesbury Area over the financial year 2017/18. This would include outreach work, targeted work on mental health support, and continued partnership work with local stakeholders. He thanked all those who continued to deliver positive activities for young people in the area.</p>

	<p>A short video was then shown which covered the work done with young people in Wiltshire during the year 2016/17.</p> <p>Following the officer's presentation, the board was asked to consider four youth grants. Representatives from Ashton Keynes youth club and the Open Blue Bus spoke in support of their applications and it was</p> <p>Resolved:</p> <p>To award £1052.00 to the Friends of Riverside for a young musician project</p> <p>To award £3200.00 to Ashton Keynes youth café</p> <p>To recommend that the following grants be awarded at the meeting of the Area Board held on 31 May 2017:</p> <ul style="list-style-type: none"> • £2650.00 to Oaksey Youth Club • £3000.00 to the Open Blue Bus outreach and engagement programme.
7	<p><u>Partner Updates</u></p> <p>The Chairman drew the meeting's attention to the written reports from partners in the agenda pack.</p> <p>Ellen Blacker, the Health & Wellbeing Champion, provided a spoken update on the new Sunday lunch club held monthly at Malmesbury garden centre which had proved very popular. A second club would be established in order to cater for more people and anyone interested in attending should contact Ellen Blacker.</p> <p>The Chairman thanked Ellen for her update and for all the work she had done to establish the lunch club, and expressed a desire to see it continue into the future.</p> <p>Roger Budgen, of Malmesbury Without Parish Council, reported that the opening of Cowbridge footpath which had been planned for that week, would be delayed to enable the completion of a formal consultation period.</p> <p><i>Admin note: an up-to-date report from the Fire Service is included in these minutes to replace the report sent out with the agenda.</i></p>
8	<p><u>Cyber crime</u></p> <p>PS Paul Harvey delivered a presentation on Cyber crime; one of Wiltshire Police's four priority areas and part of the national policing agenda. He reported that cyber crime included any crime that took place through digital media and</p>

	<p>that in the last year, around £4.3million had been illegally taken from Wiltshire residents online. It was explained that 80% of crimes could be prevented by the use of strong passwords, the installation of virus protection software, and by keeping up to date with any software updates.</p> <p>The officer shared examples of people who had been affected locally, and reported that there were online safety volunteers to support people most at risk of being targeted. Information sessions could be delivered to groups who felt it would be of use and interested groups should get in touch with Paul Harvey on paul.harvey@wiltshire.pnn.police.uk.</p> <p>The officer then took questions and it was explained that it was important to report cybercrime as many incidences went unreported, especially non-financial crime such as sexual exploitation and bullying.</p> <p>The chairman thanked the officer for his presentation</p>
9	<p><u>Wiltshire Community Foundation</u></p> <p>Heidi Yorke, from Wiltshire Community Foundation, gave a presentation on the grant programmes the foundation could make available to local groups. She explained that Wiltshire Community Foundation (WCF) managed a number of grant programmes, all of which were open to local organisations or individuals. Group applicants required a constitution, bank account, and a minimum of three un-related trustees. Projects with a focus on alleviating disadvantage were preferred and applications for training and development were also seen particularly favourably. Applications could not be made by groups who had more than 12 months running costs in their reserves.</p> <p>The representative reported that WCF managed two primary grant programmes: large grants of up to £15,000 over three years, and small grants of up to £2000. The grant committee met quarterly and applicants were required to submit an expression of interest before being supported through the longer application process.</p> <p>Other programmes included: the Youth Social Action fund that delivered up to £5000 for social action activities in communities; the Comic Relief fund; educational grants for looked after young people or those with disabilities; vocational grants for travels costs to further education courses; scholarship grants for university students for up to £1500 a year; and Surviving Winter grants of up to £200 for individuals.</p> <p>In the last year, Wiltshire Community Foundation had granted £2.1million of funds in Wiltshire, including £18,000 to the Malmesbury Area. Members were encouraged to raise awareness of the different programmes as there were a lower than average number of applications from the Malmesbury Area.</p>

	<p>The representative explained that further information about all the programmes could be found at www.wiltshirecf.org.uk where it was also possible to sign up for a regular funding bulletin.</p> <p>The Chairman thanked Heidi Yorke for her presentation.</p>
10	<p><u>Local Highways Investment Fund 2014 - 2020</u></p> <p>Bill Parks, Head of Service for Highways North, and Jim Bailey, Highways Principal Technical Officer, from Wiltshire Council, provided an update of the work done on highways in the Malmesbury Area in 2016/17 and presented a list of proposed improvement works for 2017/18.</p> <p>Bill Parks encouraged members of the public to make use of the council app for reporting potholes and other highway maintenance issues. He reported that the parish steward scheme continued to have been positive and that there would be a series of meetings with Cllr Philip Whitehead, Cabinet member for transport which members of town and parish councils were encouraged to attend.</p> <p>The Chairman highlighted that a phone call to report a highways issue cost the council around £5 while use of the app cost only around 5p and this was why its use was being so heavily promoted.</p> <p>Jim Bailey explained the context of the Local Highways Investment Fund and reported that a budget of £21million had been allocated for the period 2014-2020 for road maintenance schemes and that substantial improvement had already been seen to the road network. The officer then presented the list of proposed works for 2017/18 as outlined in Appendix 2 of the report.</p> <p>The Chairman invited questions from the floor and the following points were raised and clarified: that Wiltshire Council had taken on the management of highways contracts from Balfour Beatty; that since the start of the Investment fund the percentage of roads (of all classifications) in bad condition had reduced significantly and that it had made ongoing monitoring of road conditions easier to manage; that the focus of the scheme was predominately on roads but that pavements could also be considered in the remaining years of the fund; that the repair of potholes was prioritised based on their depth and on the classification of the road; that the condition of A roads was assessed annually by a private contractor and the worst sections were then prioritised for repair and that patching sometimes took place as an interim measure; that the initial assessment of highways in the Malmesbury Area done in 2014 had led to the development of a priority list and the list of which schemes were taken forward each year was decided annually; and that different types of highway repair carried different costs and the priority was on making roads safe for users.</p> <p>In reference to specific highways in the Malmesbury area, it was clarified: that the section of road between Corston and Malmesbury which had been identified</p>

	<p>in the list of proposed works had originally been designated for resurfacing but that a re-assessment would take place before work commenced to check whether this was still the best option; and that the road surface of the roads affected by the new traffic calming measures introduced in Oaksey would be considered among the other aspects of road safety in the area. It was also suggested that the Tetbury roundabout would benefit from resurfacing and new markings and signage, and the officers agreed to give this consideration.</p> <p>After discussion it was</p> <p>Resolved:</p> <p>To note the progress report on the Local Highways Investment Fund 2014-17 and to approve the list of proposed works for 2017/18 as outlined in Appendix 2 of the report</p>
11	<p><u>JSA event: Feedback and Outcomes</u></p> <p>Ollie Phipps, the Community Engagement Manager (CEM), delivered a report on the “Our Community Matters” Joint Strategic Assessment (JSA) event that had taken place in Malmesbury on 11 January 2017. Around 100 people had attended the event and through table discussions and a vote, the top three priority areas for the Malmesbury Area under each theme had been identified. The CEM explained that information on the event and all the priorities and projects that had been suggested could be found at www.wiltshirejsa.org.uk.</p> <p>In the discussion that followed, it was highlighted that social housing need was based not only on whether properties were available but also on whether households could be housed within communities in which they had existing connections and not simply within the wider Malmesbury Area. It was also suggested that the discussion at the event around Community Safety had been limited by the choices available.</p> <p>After discussion it was</p> <p>Resolved:</p> <p>To approve the recommendations of the JSA event held on 11 January 2017.</p>
12	<p><u>Legacy for Wiltshire</u></p> <p>Ollie Phipps, Community Engagement Manager, introduced a short “Legacy for Wiltshire” video which promoted the Great British Spring Clean; a national litter-picking initiative planned in Wiltshire for the weekend of 3-5 March 2017. The CEM explained he could also provide resources to groups who wished to organise litter-picks at other times of the year.</p>

	<p>The Chairman reminded members of the environmental and financial impact that littering had on Wiltshire and that it was an important issue to be tackled, highlighting that litter collected on the roadside could not be recycled and cost the Highways department £2.5million annually. It was agreed to include an item on littering on a future Area Board agenda.</p> <p>The video also promoted the London Calling challenge that was due to be held in Wiltshire in the summer and involved the collection of 'flags' based on active challenges. This was an initiative to promote physical activity amongst Wiltshire residents. The CEM explained that equipment resource packs would be made available to the first 50 schools who requested them.</p> <p>The CEM went on to report that the Healthy Schools award scheme was due to be launched in Malmesbury schools. This would involve addressing healthy lifestyles amongst students, awarding a bronze, silver or gold status, and putting in place action plans for improvement.</p>
13	<u>Area Board Funding</u>
13a	<p><u>Community Area Grant Fund</u></p> <p>The Area Board considered ten applications to the Community Area Grants fund. Applicants were in attendance and spoke in support of their applications. Following discussion of each application, it was</p> <p>Resolved:</p> <p>To award £3898.33 to the Open Blue Bus Trust for their Community Bus Conversion, with the additional condition that the bus would provide a minimum of six sessions in the Malmesbury Area within the first two years of its operation.</p> <p>To award £2000.00 to Brinkworth Church Council towards the restoration of their Bell Tower.</p> <p>To award £5000.00 to the Athelstan Museum towards the restoration of the Movarian Church.</p> <p>To award £1000.00 to Butterflies Pre-School for running costs.</p> <p>To award £480.00 to Ashton Keynes Seniors Group for table tennis club equipment.</p> <p>To award £254.98 to Sherston Shooters for Netball Club equipment.</p> <p>To award £3000.00 to Wilts and Berks Canal Trust for a Transitional Skills</p>

	<p>project.</p> <p>To award £3000.00 to Great Somerford Parish Council for a playground upgrade.</p> <p>To award £1560.00 to Friends of Riverside for their Seniors Group.</p> <p>To award £750.00 to Malmesbury & District Twinning for an engagement website to encourage inter-country links.</p>
13b	<p><u>Councillor-Led Initiative Grant Scheme</u></p> <p>The Area Board considered two applications to the Councillor-Led Initiative Fund from Cllr Killane and Cllr Thomson. The second application, for Luckington Church, was considered as an urgent item due to the need to determine it before the end of the financial year.</p> <p>Cllr Killane and Cllr Thomson spoke in support of their applications and provided details of what the projects would concern. After discussion it was</p> <p>Resolved:</p> <p>To award £1077.64 for extending and enhancing current provision for children at Malmesbury library.</p> <p>To award £1000.00 to Luckington Church for initial graveyard surveys to promote restoration work and to enable applications to other schemes for match funding.</p>
13c	<p><u>Health and Wellbeing Fund</u></p> <p>Ollie Phipps, Community Engagement Manager, outlined the application to the Health and Wellbeing Fund to fund the post of the Health and Wellbeing Champion for the financial year 2017/18. The board was in agreement that the work done by the HWB Champion had proved invaluable to the Malmesbury Area and it was</p> <p>Resolved:</p> <p>To award £6700.00 from the Health and Wellbeing Fund to fund the post of Health and Wellbeing Champion for the financial year 2017/18.</p>
14	<p><u>Community Area Transport Group</u></p> <p>The notes of the Malmesbury Community Area Transport Group (CATG) meeting of the 7 February 2017 were presented and it was</p>

	<p>Resolved:</p> <p>To agree the recommendations of the CATG meeting of 7 February 2017 as outlined in the meeting notes.</p>
15	<p><u>Community Asset Transfer - Rodbourne Road Play Areas, Corston</u></p> <p>A proposal to grant a lease of the Wiltshire Council play area in Rodbourne Road, Corston, to St Paul's Malmesbury Without Parish Council was presented and it was</p> <p>Resolved:</p> <p>To note that a single member decision would approve the grant of a 7 year (less one day) contracted out lease of Rodbourne Road play area to St Paul's Malmesbury Without Parish Council.</p>
16	<p><u>Delegated authority of Community Engagement Manager (CEM)</u></p> <p>The Chairman presented an update to the authority delegated to the Community Engagement Manager by the Area Board to allocate funding between formal Area Board meetings and it was:</p> <p>Resolved:</p> <p>To approve the following statement of delegated authority</p> <p><i>In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings, the Community Engagement Manager, in consultation with the Chairman (or in their absence, the Vice-Chairman) of the Area Board, may authorise expenditure to support community projects from the delegated community grants budget of up to £5,000 in total, youth projects of up to £5,000 in total, and health and wellbeing projects of up to £1,000 in total, between meetings of the Area Board.</i></p> <p><i>Decisions taken between meetings will be reported to the next meeting of the Area Board explaining why the matter was considered urgent or necessary to expedite the work of the Board and the Cabinet Member for Communities, Campuses, Area Boards and Broadband will also be kept informed of any such decisions.</i></p>
17	<p><u>Urgent items</u></p> <p>In addition to the Councillor-Led Initiative application from Cllr Thomson taken under agenda item 13b, a further two applications for funding were taken as urgent due to the need to determine them before the end of the financial year.</p>

	<p>The Community Engagement Manager presented both applications and provided details of the projects and after discussion it was</p> <p>Resolved:</p> <p>To delegate to the Community Engagement Manager, authority to release funding up to a total of £538.00 to the Friends of Riverside for the purchase of combi-ovens for Riverside Community Centre, upon receipt of final details.</p> <p>To delegate to the Community Engagement Manager, authority to release funding up to a total of £1000.00 for project costs associated with the work of the Health and Wellbeing Champion, upon receipt of final details.</p>
18	<p><u>Evaluation and Close</u></p> <p>Cllr Chuck Berry paid tribute to the work of Cllr Simon Killane who would be standing down as a Wiltshire Councillor in May and thanked him for his hard work and commitment to the Malmesbury Area. This was echoed by the other members of the Area Board.</p> <p>The Chairman thanked everyone for coming and reminded members that the next meeting of the Malmesbury Area Board would be held at the Riverside Community Centre on 31 May 2017 at 7pm.</p>

Report to Malmesbury Area Board
Date of meeting 31.5.17
Title of report Youth Grant Funding Report

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management Group recommendation
Oaksey Youth Club	£2650	Yes
Community Mentoring and Support Service (CMAS)	£4900	Yes

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

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

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2017/2018 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

Youth Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. Financial provision had been made to cover this expenditure
- 4.2. For 2017/18 Malmesbury Area Board Youth Funding allocation is not yet confirmed at the time of writing this report.
- 4.3. It has been assured by Steve Milton, Head of Service for the Communities Team, that a budget can be expected that will cover the grant applications in this report.
- 4.4. It is recommended that the following grants if principally supported by the Area Board at the last Area Board meeting, are awarded funds this financial year;
 - Oaksey Youth Club
 - CMAS
- 4.5. All decisions must fall within the Youth Funding allocated to Malmesbury Area Board.

5. LYN Update report

- 5.1. There are two new young representatives on the LYNMG; Ella Callus, and Oscar James.
- 5.2. The Open Blue Bus application has been deferred for reconsideration. The refurbishment of the new bus means they cannot deliver until the Autumn. The LYNMG recommendation was based on the aim for summer delivery. As such the LYNMG is waiting to re-evaluate the value of this project, within the context of a reduced budget, and the overall priority need.
- 5.3. Overall the Community Led Model currently has a good reach across the Malmesbury Community Area, and has a range of stakeholders and community partners presenting to offer services and activities to young people locally. The LYNMG is keen to increase the reach of support to villages and parishes who have not yet applied for funding. To this end there is current contact with members of Brinkworth and Luckington parish communities, exploring the possibility of weekly youth club provision.
- 5.4. Mental Health and well-being was the top priority area for young people at the Community Matters event, and will feature highly in the Malmesbury Local Youth Network Management Group's consideration in 2017/18.
- 5.5. Demand for the Youth Revenue budget is likely to be greater this year, and applicants are being encouraged to demonstrate partner contributions, and evidence of sustainability.

6. Legal Implications

There are no specific legal implications related to this report.

7. Human Resources Implications

There are no specific human resources implications related to this report.

8. Equality and Inclusion Implications

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

9. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Locality Youth Facilitator has assessed this application agreed it meets safeguarding requirements.

10. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 411	Miriam Nicholls	Oaksey Youth Club (Seniors)	£2650
<p>Project description To provide a venue in Oaksey village, and surrounding area, for young people, some of whom are isolated and vulnerable teenagers, to socialise and take part in club activities provided by an experienced youth worker supported by volunteers.</p>			
<p>Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for the amount of £2650</p>			

Application ID	Applicant	Project Proposal	Requested
ID 458	Community Mentoring and Advice Service (CMAS)	Weekly after school Drop in café provision at Malmesbury Town Hall	£4900
<p>Project description To continue the successful youth drop in in Malmesbury Town Centre one afternoon a week from 3.30-6.00pm which caters for up to x50 young people. This project works with young people of school age mainly 13-18 after school offering a safe welcoming space. Providing refreshments, support, advice, and guidance in an informal and youth-friendly atmosphere.</p>			
<p>Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for £4900.</p>			

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

Report Author

Name, Richard Williams Locality Youth Facilitator
Email: Richard.williams@wiltshire.gov.uk



Malmesbury Community Policing Team (CPT) update May 2017



Hello and welcome to this Community Policing Team report.

Over the last month Wiltshire Police has been running a survey, collecting feedback about the Community Policing Team model. We thank you all for your help in generating this important information, which will help us to ensure that we are providing the high quality of service that the people of Wiltshire and Swindon deserve and expect.

Police use of Taser and Body Worn Video Cameras

Wiltshire Police currently has 160 Tasers and is offering instruction to officers who successfully apply for additional training in an effort to help maintain public and officer safety by making a greater number of the existing devices able to be deployed at any one time.

Tasers are used by trained Police Officers in a number of ways, many of which involve no direct physical force to be used on a person.

They can be drawn from the holster, aimed at the subject, have the 'red dot' pointed at the subject with the laser sight or activated so that an electric current is 'arced' at the front of the device, all of which can resolve incidents.

Home Office figures released last week showed a drop in the number of times Tasers were discharged nationally

Chief Constable Mike Veale said: "The use of Taser has been widely debated and I have carefully considered the options. I feel that by giving officers the option to carry Taser we are giving them the choice to use the tools available to us at this time to keep both keep the public and themselves safe.

However, let me make it clear that I see the rollout of Tasers as a preventative measure not an aggressive tool. I also want to make it clear that it is not a tool to default to at the earliest opportunity; it needs to be used with precision, wisdom, proportionality and measure. I want to have the right resources in the right place at the right time with the right skills and accreditation to deal with the threat, risk and harm faced within communities.

We have, geographically, a very large force with a huge degree of rurality which often leaves officers and staff working single crewed and on occasions feeling vulnerable to the dangers they may be facing. This decision is something which I hope will give our colleagues more confidence and courage to remain on the front foot so that we are able to protect our communities.

We constantly assess the current risk and threat in the county and I believe that it is the right time to increase the training in Taser and in turn, increase our capacity. Although Wiltshire is one of the safest counties in the country, we still face a rise in violent crime and the threat of terrorism remains very real throughout the UK.

Taser can be used effectively as a deterrent or as a way of ending a violent situation where someone is at risk of harm. In addition to increasing Taser capability, Wiltshire Police is rolling out body-worn cameras to front line officers and staff. Many of you may have already seen a number of our officers sporting the new body worn video cameras.

This new investment in body-worn video cameras will help us transform the way we work, allowing our officers and staff to do their jobs serving the communities of Wiltshire and Swindon with greater confidence and security. Our police officers and staff put themselves into volatile and dangerous situations every day and these cameras should not only act as a deterrent to those who may wish to cause them harm, but can also be used as valuable evidence when officers and staff are subjected to violence and abuse.

It should also give the public greater confidence in our professionalism and, on the rare occasions where our service does not live up to our high standards, allow us to take action and learn from any errors or mistakes. These cameras are as much about the officer behind the camera as the person in front of it. They will help ensure Wiltshire Police continues to provide the high standards of service that both the Force and the people they serve expect.”

Thank you for your continued support to Wiltshire Police.

Please follow us on:

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

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

Burglaries

reported between 17th February 2017 and 22nd May 2017

There is an excellent website where crimes for an area can be mapped the link to it is here

[UK Crime figures](#)

I am therefore only including details of burglaries or any series of crimes that have occurred in the area.

We are seeing a number of thefts from cars in beauty spots in this area. This is normal for this time of year but please do not leave valuables in your vehicle. If the offenders do not prosper from these type of crime they will stop committing them

Burglaries Reported

Overnight between 26/02/17 and 27/02/17 at a shed at Ashfield, Ashton Keynes. Suspects have attempted to break into a shed by unknown means.

Overnight on 01/03/2017 at a residence in Startley. Entry via rear door, flat tool used to force door for entry. Jewellery and cash stolen.

Daytime on 06/03/17 at a residence in Luckington Road, Sherston. Suspect(s) have attempted to gain entry through the top window. No entry has been gained but there are chisel marks on the wooden frame. Home owner was not home when this happened.

Between 11/03/17 and 25/03/17 at a farm shed in Ashton Road, Minety. Suspects have gained entry to an insecure shed and stolen BBQ items from within. Suspects have also stolen BBQ items from storage boxes left near the garage.

Overnight between 19/03/17 and 20/03/17 at a residence in Startley. Unknown suspect(s) has gained access to a property via the upstairs window using a ladder. £600 in cash was stolen.

Overnight between 20/03/17 and 21/03/17 at a residence in Church Street, Sherston. Suspect has attempted to gain access to a property and has caused damage to the lock.

Daytime on 10/04/17 Cotswold Community Centre, Spine Road West, Ashton Keynes on site security reported that group of youths had broken into several buildings and caused damage. He states that there were other white youths 14-19 years of age, all wearing tracksuits and shoulder bags.

At 00.08 hrs on 17/04/17 the ATM at Waitrose in Malmesbury was stolen.

Overnight between 24/05/17 and 25/04/17 entry has been gained to a business site, pallets and sheets have been stacked up by the building and a hole like a window has been cut through the buildings cladding. Entry was not gained into the building and nothing was stolen.

The email address for the Wiltshire North Community Policing team is

northwiltshirecpt@wiltshire.police.uk

Please phone 101 (non emergency) or 999 (emergency) to report any incidents or crimes, reports cannot be taken via the above email address.

At 22.05 hrs on 1st May 2017 St James, Dauntsey at a residence Suspect/s have gained entry to the premises but have possibly been disturbed. Premises are undergoing renovation. Nothing believed stolen from the scene

High Street, Malmesbury between the 04/05/17 and the 05/05/17 at a residential summer house and shed. Suspect(s) have gained access to the summer house and shed by breaking the padlocks. Items stolen, TV, sound bar and telescope- TVO £900.00.

High Street, Malmesbury between the 04/05/17 and the 05/05/17 in a shed. Suspect has forced open the door to a garden shed using an unknown method and has stolen several items. These were a Chainsaw, hedge cutter, air compressor and 8 x Fishing rods.

Daytime 11/05/17 in a residence in Court Street, Sherston. Suspect has gained entry to a property by forcing the bottom panel of the rear door turning an unknown method and has gained entry. An untidy search was made of all the bedrooms. The suspect taken jewellery from a bedside draw and placed it in a pillow case taken from a pillow from the property. Suspect has then left via patio door, taking a TV from the living room on the way out.

A 46 yr old male from Tetbury has been arrested for this burglary and is currently on bail.

Daytime 11/05/17 at a residence in Court Street, Sherston Suspect has attempted to enter property by kicking the bending the door handle into the door using an unknown method.

Overnight between the 16/05/17 and 17/05/17 at a shed on a farm in Back Lane Alderton. Suspect has gained entry to an insecure shed and cut the padlock on a chain securing a quad bike to a concrete post. They have stolen the quad, padlock and chain.

Overnight between 19/05/17 and 20/05/17 at a barn in Brinkworth - Suspect has stolen a Polaris DVAK 1996 Quad bike which was kept in an unsecured barn.



The link below is for Community Messaging. PC Poole, Community Coordinator for this area sends out a daily message, if there has been any crime that she feels will benefit the community to be aware of. This includes thefts, scams and burglaries, the aim is to inform you of what is happening in your area, help you take any actions to avoid becoming a victim of crime and to alert you as a potential witness to any crime. Its easy to sign up and only messages, relevant to your area, are sent to your email inbox.

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

Local Priorities

Since the Community Policing Team Model rolled out, we have been setting the local area priorities in a more fluid way. The priorities, in the most simplistic form, are what officers are expected to be doing, and where they should be patrolling, when they are not responding to ongoing crimes or incidents, or not carrying out enquiries relating to those crimes and incidents.

The priorities are set and evaluated each week and may be long term or short term.

The priorities for the Malmesbury Community Policing area during April and May have mainly focused on tackling issues with drugs and Anti social Behaviour in Station Yard and other areas of Malmesbury :

This has involved three different approaches:

- 1) Gathering of intelligence in relation to drug supply and disruption of activities.
- 2) Targetting of individuals and robust policing in the problem areas.
- 3) Education in schools and working with other agencies to provide support and education.

A number of people have been arrested in possession of drugs and this will be an ongoing priority.

A number of suspected drink drivers have also been targeted.





Wiltshire police has been raising awareness regarding livestock worrying and we have had an incident reported in our area.

Your dog just being too close to livestock can worry it. To worry livestock your dog doesn't have to bite or attack; it also counts as livestock worrying if your dog is:

- ◇ Chasing livestock in such a way as may be reasonably expected to cause injury or suffering; in the case of ewes, this includes abortion or loss or reduction in the number of offspring she has.
- ◇ Not having a dog on a lead or under close control when close by, or in a field or enclosure with livestock.

We are asking dog owners to be responsible when out enjoying our countryside. Keep ALL dogs on a lead around any livestock (always release the lead if chased by cattle and get yourself to safety – your dog will get itself out safely).

Livestock is defined as cattle, sheep, goats, swine, horses or poultry. Cattle means bulls, cows, oxen, heifers or calves and horses include asses and mules. Poultry includes domestic fowls, turkeys, geese and ducks.

The penalty for livestock worrying can be 6 months imprisonment and/or a fine of up to £1000.

Finally – be wary if you are a farmer, regarding the advice that 'farmers can shoot dogs', there has been civil cases against a farmer, it can only be done if owner is not there or attempting to intervene and there is no other option, reasonable steps have failed to stop the dog/dogs concerned during an attack, not if they have left. In other words - livestock in immediate need of protection, and that his/her actions were reasonable having regard to all the circumstances.

Report produced by PC Marie Poole marie.poole@wiltshire.pnn.police.uk

Malmesbury Area Board - Report, 31st May 2017

Dorset and Wiltshire Combination: One year on!!

Dorset & Wiltshire Fire and Rescue Service celebrated its first anniversary on 1st April 2017.

A great deal of work was put into the combination prior to 1st April 2016 in order that the transition could occur with minimal disruption. On the whole this has been achieved, but of course work is ongoing in order align some of the management systems and methods of recording.

Locally, the public should not have noticed any significant change. The local crews still respond to emergency calls, carry out visits and engage with the community in the same way they always did. If anything, in the future, it is this community work that will increase so the crews become more visible to members of the public through new partner initiatives.

Community Engagement

Dorset & Wiltshire Fire and Rescue Service provides a free service called a Safe and Well visit. We will visit a person's home by appointment and discuss any safety issues in the home. We will also have a conversation about improving an individual's health and well-being.

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

Community Safety Plan

DWFRS Community Safety Plan 2016 – 2020 outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year period. The plan can be found on the DWFRS website <http://www.dwfire.org.uk/community-safety-plan/>

Response

Total Incidents attended by DWFRS for Malmesbury Area; 01/01/17 – 19/05/17.

DWFRS have responded to 30 incidents on Malmesbury’s station ground between the dates above categorised in the table below.

The number of fires includes 6 chimney fires. There have been no accidental dwelling fires

The number of special services include 4 Road Traffic Collisions

Category	Total Incidents
False Alarm	10
Fire	11
Special Service	9
Total	30

Recent Notable Incidents

There have been no incidents of particular note over this period.

On-Call Recruitment

Malmesbury Fire Station is crewed by part time “On-Call” Fire fighters. To maintain the availability of the fire engine at the station we are recruiting for On-Call Fire fighters. We are particularly interested in people who could provide availability at weekends. If you are interested or know anyone who might be interested, please visit our website (check the link below) or contact our HR team on 01722 691444.

<https://www.dwfire.org.uk/working-for-us/on-call-firefighters/>

Ade Hurren

District Commander, Chippenham, Corsham and Malmesbury.

Email: ade.hurren@dwfire.org.uk

Tel: 01722 691206 | Mobile: 07739 899635



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



Marking a milestone

An online directory with an extensive list of health and social care services in Wiltshire has almost doubled in size since its launch two years ago.

The 'Your Care Your Support Wiltshire' website was launched in 2015 and now has 764 entries on the service directory. Services range from hearing aid repair clinics, foodbanks, meal providers, to long term condition support groups.

To make services easy to find, they are grouped around themes such as multiple sclerosis, diabetes, stroke, or palliative care. A hashtag has also been created - #makesomeonewelcome - for groups and clubs identified as going the extra mile in welcoming new people.

During the last two months, 150 directory entries have been added including links to videos about 'Men's Sheds' and 'The Learning Curve'.

Claire Cooper, Information Research and Web Content Officer, said: "Thank you to the volunteers, groups, Community Engagement Managers, Older People and Carers Champions and stakeholders who help keep Your Care Your Support Wiltshire up to date."

Marking our impact

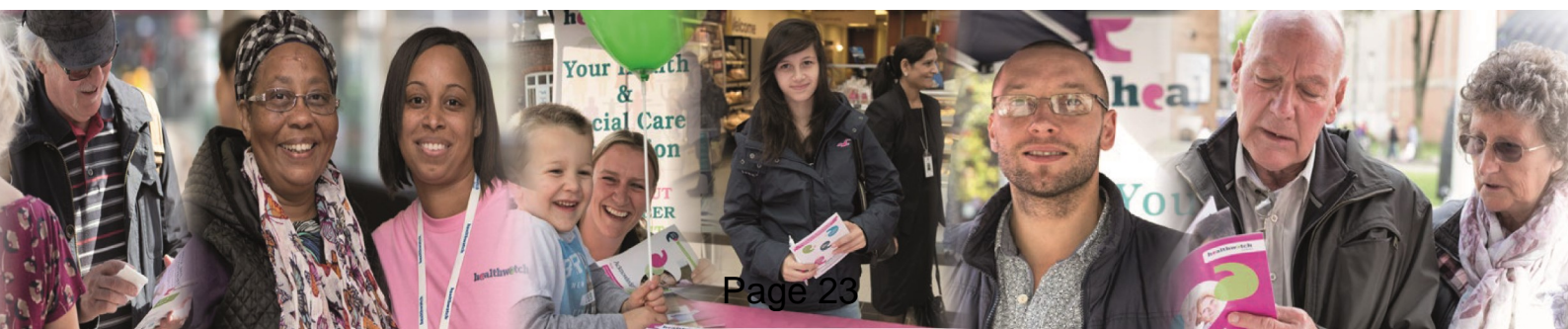
Do you want to know the impact of our work in Wiltshire?

Healthwatch Wiltshire engages with people throughout the county to find out their experiences of using health and social care service. We use this information to feedback to the boards and groups who provide and buy these services.

We have produced a range of 'You Said, We Did' reports to illustrate the work carried out over the last year and what happened as a result of the feedback which people gave to us.

The reports, which cover a range of topics such as complaints, dementia and carers, are available at healthwatchwiltshire.co.uk

Contact us:
Tel 01225 434218
info@healthwatchwiltshire.co.uk
healthwatchwiltshire.co.uk



May 2017

Overview

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

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

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

Primary Care Co-Commissioning

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

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

Functions the CCG has taken on include:

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



More information can be found on the CCGs website – www.wiltshireccg.nhs.uk

Prescription Ordering Direct (POD)

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

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



NHS
Wiltshire
Clinical Commissioning Group

Prescription Ordering Direct (POD)

A new and convenient way to order your repeat prescription

0300 123 6242

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

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

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

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

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

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

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

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

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

What is additional information?

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

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



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



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

Ask reception for a consent form.

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

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

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

**MALMESBURY AREA BOARD
31 MAY 2017**

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

1. Purpose of the Report

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

2. Background

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

3. Main Considerations

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

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

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

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

6. Safeguarding Implications

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

7. Environmental Impact of the Proposals

- 7.1 None.

8. Equality and Diversity Implications

- 8.1 None.

9. Delegation

- 9.1 Under Wiltshire Council's constitution appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

10. Recommendation

10.1 The Area Board is requested to:

- a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and
- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.
- d. Appoint Ellen Blacker, Health and Wellbeing Champion for the Area Board, in accordance with Appendix D.

Becky Holloway
Democratic Services Officer
01225 718063
becky.holloway@wiltshire.gov.uk

Appendices:

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

Unpublished background documents relied upon in the preparation of this report

None.

WILTSHIRE COUNCIL OUTSIDE BODIES

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Representative (s)
Malmesbury Community Trust	Area Board - Malmesbury	Trust deed states that two WCC reps appointed by Dir of Social Services	Help and assistance to the elderly	Four meetings per annum	Yes	2	Vacant
Malmesbury Local Youth Network (LYN)	Area Board - Malmesbury	So young people can present ideas to councillors and council	Youth issues and democracy; to enable young people to present ideas to councillors and the council.	4 meetings per year	Yes	Up to 2	Vacant

Appointments to Working Groups Malmesbury Area Board

Community Area Transport Group:

4x Area Board Representatives	All members of the board
1x Brinkworth Representative	Ellen Blacker (Dauntsey Parish Council)
1x Malmesbury Representative	Roger Budgen (Malmesbury Town Council)
1x Sherston Representative	Graham Morris (Sherston Parish Council)

LYN Management Group

1x Area Board Representative	<i>Vacant</i>
3x Young Person Representatives	Oscar James, Ella Callus, and Jade Saunders
1x Town Council Representative	Fran Vandelli
2x Parish Council Representatives	<i>Vacant</i>
1x School's Representative	Ben Sangster
2x Voluntary Community Sector Reps	Denise Little and Kim Power

Health and Wellbeing Champion

Ellen Blacker

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

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

Officer Support

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

Terms of Reference

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

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

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

(Cabinet Member Decision HT-026-11)

3. C & UC roads speed limit review

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

(Cabinet Member Decision HT-027-11)

4. Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

5. 20mph speed restrictions – review and implementation

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

(Cabinet Member Decision HSB-007-13)

6. Other decisions

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

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

September 2014

1. Purpose

Definition of a Local Youth Network

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

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

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

2. Membership

The LYN may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

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

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

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

Roles of all members of the LYN

All members will be required to:

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

3. Structure and operation

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

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

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

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

The management group will be supported by:

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

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

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

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

Key responsibilities for the management group include:

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

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

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

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

4. Media Relations

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

5. Review

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

Volunteer Role Description

Older People & Carers Champion

Purpose of the role

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

Furthermore volunteers will be asked to:

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

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

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

Volunteer Skills and Qualities Checklist

Older Peoples Champion:

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

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

Report to	Malmesbury Area Board
Date of Meeting	31/05/2017
Title of Report	Community Area Grant funding

Purpose of the report:

To consider the applications for funding listed below

Applicant	Amount requested
Applicant: Oaksey Playground committee Project Title: Oaksey Playground View full application	£5000.00
Applicant: Friends of Sherston School Project Title: Sherston CofE Primary School New Library View full application	£1695.33
Applicant: Malmesbury Cricket Club Project Title: Malmesbury Cricket Non-turf Practice Facility View full application	£5000.00
Applicant: Sherston Arts Festival Project Title: Sherston Arts Festival Community Art Project View full application	£667.60

1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

[The funding criteria and application forms](#) are available on the council's website.

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2015/2016 year

is made to projects that can realistically proceed within a year of it being awarded.

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

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

3. Environmental & Community Implications

Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
2303	Oaksey Playground committee	Oaksey Playground	£5000.00
Project Description: Oaksey Playground project is seeking to improve and expand the current village playground. The current playground is fairly limited and runs down one side of the Oaksey playing fields. We feel this facility is not being used to its full potential mainly after school by ages 2-11yrs. Therefore we would like to make Oaksey Playground a more sociable hub for the village expanding its usage to all age ranges in particular older children who have very limited resources in the village 2-80yrs and making it an area that the local residents can enjoy at evenings, weekends and holidays. Our aim is to expand the playground and make full use of the available land around the perimeter of the playing fields that way making it			

possible to fit in larger pieces of equipment such as bike tracks and climbing equipment. We also intend to provide a play area that would include DDA approved equipment. We have so far completed phase one of the project and successfully installed a zip wire and trim trail much to the excitement of the local children. This has significantly increased the use of the playground by both school and local children at all times of the day/week. Our next phase is to build the bike track install some climbing equipment and build a mound and slide. We are also hoping to replace the old swings with new.

Input from Community Engagement Manager:

This is the second phase of the improvements to Oaksey Playground. A group of local parents work with the parish council to represent the view of the community young and old to improve the facilities in Oaksey. After a very successful first phase they now have moved onto phase two. Area Board funding is a great way for them to secure other match funding streams to make this happen.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2398	Friends of Sherston School	Sherston CofE Primary School New Library	£1695.33

Project Description:

Our project is to create a library in the former ICT suite at Sherston CofE Primary School. Books are currently stored on bookshelves along the main corridor which is not only a thoroughfare but also where children do work outside of the classroom with TAs either one to one or in small groups. There is no separate library or reading area for the children.

Input from Community Engagement Manager:

Currently Sherston school does not offer the students a specific library area. This is a great campaign led by the PTA to develop a new space in the school to enhance the provision of the students and opening is to the local community. They have been liaising with parents and children to ensure everyone's voices are heard and the new library is accessible to all.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2396	Malmesbury Cricket Club	Malmesbury Cricket Non-turf Practice Facility	£5000.00

Project Description:

The project is to replace the dilapidated non-turf nets at The Worthneys ground which have been out of use since 2012 when they were assessed as too dangerous to use

Input from Community Engagement Manager:

An important improvement to the facilities of Malmesbury Cricket club. Replacing old unsafe equipment with the latest non-turf nets for use by the club and community members. Having been a while since last in use this has come as a welcome project by the club and will be welcomed by many as an extension to their training facility.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2432	Sherston Arts Festival	Sherston Arts Festival Community Art Project	£667.60

Project Description:

We would like to create a community big art project. Young people across our community will be able to access a range of art materials to create a large-scale recycled art installation that will be on display in October - 7th-8th 2017 as part of the Sherston Arts Festival. Working with Wiltshire Scrapstore children will build small houses with stained glass effect windows. They will then be backlit with LED candles. Children will also build a bottle cap mural backdrop and this part will enjoy a permanent home in Sherston following the Sherston Arts Festival - 6th-15th October 2017.

Input from Community Engagement Manager:

This project will engage young people and children in art, which will be placed in the community for all to enjoy. Projects allowing children to participate in an activity which will benefit the wider village is an important to their contribution to where they live. Furthermore this project is working alongside Wiltshire Scrapstore and engages young people into environment and recycling.

Proposal

That the Area Board determines the application.

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

Report Author:

Oliver Phipps
 Community Engagement Manager
 07795 060797
ollie.phipps@wiltshire.gov.uk