

AGENDA

Meeting: Warminster Area Board
Place: Access the online meeting here
Date: Tuesday 16 June 2020
Time: 1.00 pm

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

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.

[Access the online meeting here](#)

[Public Guidance on how to access an online meeting](#)

Please direct any enquiries on this Agenda to Jessica Croman, direct line 01225 718262 or email jessica.croman@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 Andrew Davis, Warminster East
Cllr Pip Ridout, Warminster West (Chairman)
Cllr Tony Jackson, Warminster Broadway (Vice-Chairman)
Cllr Christopher Newbury, Warminster Copheap and Wyllye
Cllr Fleur de Rhé-Philippe MBE, Warminster Without

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Statements

Members of the public who wish to submit a statement in relation to an item on this agenda should submit it to the officer named on this agenda no later than 5pm on Friday 12 June 2020.

Statements should:

- State whom the statement is from (including if representing another person or organisation)
- State clearly the key points
- If read aloud, be readable in approximately 3 minutes

Statements in accordance with the Constitution will be included in an agenda supplement.

Questions

Those wishing to ask questions in relation to an item on this agenda are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm Thursday 11 June 2020 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm Friday 12 June 2020. Please contact the officer named on the front of this agenda for further advice.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

Items to be considered		Time
1.	Election of Chairman To elect a Chairman for the year 2020/21	1pm
2.	Election of Vice Chairman To elect a Vice Chairman for the year 2020/21	
3.	Chairman's Welcome and Introductions The Chairman will welcome those present to the meeting.	1.05pm
4.	Apologies for Absence	
5.	Minutes (<i>Pages 5 - 10</i>) To confirm the minutes of the meeting held on 5 March 2020.	
6.	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	1.10pm
7.	Appointments to Outside Bodies & Working Groups (<i>Pages 11 - 26</i>) To appoint members to the: <ul style="list-style-type: none"> • Working groups of the Area Board. • Outside bodies • Older People's Champion • Carer's Champion 	
8.	Urgent items Any other items of business which the Chairman agrees to consider as a matter of urgency.	

Warminster Area Board

MINUTES OF THE WARMINSTER AREA BOARD MEETING HELD ON 5 MARCH 2020 AT WARMINSTER CIVIC CENTRE SAMBOURNE RD, WARMINSTER BA12 8LB.

Present:

Cllr Andrew Davis, Cllr Pip Ridout (Chairman), Cllr Tony Jackson (Vice-Chairman) and Cllr Fleur de Rhé-Philippe MBE

Also Present:

Jessica Croman (Democratic Service Officer)
Graeme Morrison (Community Engagement Manager)

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

The Chairman welcomed everyone to the meeting of the Warminster Area Board and invited members of the board to introduce themselves.

2. **Apologies for Absence**

Apologies for absence were received from Cllr Christopher Newbury.

3. **Minutes**

Decision

The minutes of the previous meeting were agreed as a correct record and signed by the Chairman.

4. **Declarations of Interest**

There were no declarations of interest.

5. **Chairman's Announcements**

The Chairman made the following announcements:

Community Area Joint Strategic Needs Assessment

The Warminster JSNA event would be held on April 2020. Those interested in attending were encouraged to sign up to the event online as there were limited spaces.

Families and Children's Transformation (FACT) Programme

The Families and Children's Transformation Programme was a joint programme with the local authority, clinical commissioning group and police. With six key outcomes;

- Community Safety for Young People
- A Good Education for All
- Best Start in Life
- Integrated Multi Professional Early Support
- Whole Life Pathway
- Core Skills and Single Approach

Over 27 projects sat within the work streams to promote social mobility, build resilience and deliver more efficient and impactful services. All of the work streams compliment the council's wider business plan objectives.

The Integrated Earliest Support in Communities (IESiC) project was looking at the amount of contact received by the police, health and social care and how that could be reduced. It was acknowledged that when families had limited knowledge of or access to the earliest forms of support in their communities their problems and concerns easily escalated, subsequently requiring frequent and costly intervention from statutory services. The IESiC work aimed to support all members of the community, children, families and individuals, making it easier for them to find the right help at the right time for them.

A pilot had been running in Calne with an aim to roll out the work across Wiltshire.

6. **Updates from Partners**

Some written updates had been received before the meeting and were included in the agenda.

Dorset & Wiltshire Fire & Rescue Service

An update was given out at the meeting which highlighted:

- Prevention to reduce the level of risk and harm to communities from fire by targeting those most at risk was carried out primarily through Safe and Well visits.
- There was On-going interaction between the Protection Team members with Local Authorities, Private landlords and tenants regarding fire safety-related matters: external cladding systems; fire detection and warning systems; fire resisting doors (& self-closers); combustibility/fire resistance

of construction materials; commercial and residential sprinklers systems and water-mist suppression systems.

- Recruitment was taking place for on call fire fighters.
- There had been an increase of homes being flooded and those whose homes were at risk of flooding were encouraged to make plans of what to do if a flood occurred.
- Carers were offered advice which could be found here: <https://www.dwfire.org.uk/safety/advice-for-carers/> for various information and advice.

7. **Local Youth Network Update and Youth Activities Grant Applications**

Graeme Morrison, Community Engagement Manager, noted that following the youth themed meeting, a survey had been published to gain youth feedback. With the help of Kingdown School, around 200 responses had been received and the data would be analysed and actions formed.

The committee considered the grant applications. The first for a Positive Activity grant which would provide positive activities for the youth across three different areas and funded by three Area Boards. Members expressed their concerns and requested that the outcomes of the activities be brought back to the Area Board at a later date. The second grant application noted that the applicant was the Sheila Toomey Award and not the Athenaeum Centre, and it was;

RESOLVED

To award £5,000 to the cross-area project for positive activities for young people.

To award the Sheila Toomey Award £1500 for their project Little Sparrows Drama Weekend.

8. **Anti-Social Behaviour**

Inspector Gill Hughes informed the meeting that the neighbourhood team was now fully staffed. A recent focus was on modern slavery and trafficking and gave an overview of some local offences which had occurred. It was noted that anti-social behaviour had been a priority for Warminster although the Police had not received many reports.

Sergeant Kevin Harmsworth explained the anti-social behaviour process noting that both top down and bottom up models were used to analyse data to create actions and measure comparable data.

Not all anti-social behaviour was relevant to the Police such as fly tipping as such joint working was the best approach.

9. **Health & Wellbeing Management Group**

Deborah Gogarty, Older Peoples Champion, gave an updated noting that the Health & Wellbeing Forum had welcomed new members and received presentations from Salisbury NHS which had been well received. Conversations had taken place with the Community Connectors on how the increase in new roles from multiple organisations could be confusing for service users. The Health & Wellbeing event scheduled for later in the year was progressing well, currently 40 exhibitors had signed up along with Ben Davis, Olympic rower, to attend with the gym bringing rowing machines.

The Members considered the grant applications and it was;

RESOLVED

To award Carer Support Wiltshire £2084 for their Carer Outreach Campaign at Warminster Community Hospital.

To award the Avenue Surgery £545 for Veterans and Serving Military Personnel Drop In sessions.

10. **Warminster Regeneration Working Group**

There was no update.

11. **Community Area Transport Group**

Members considered the CATG schemes set out in the report and it was;

RESOLVED

All of the CATG schemes were approved.

12. **Area Board Funding - Community Area Grants**

The area board considered the grant applications and it was;

RESOLVED

To award Bishopstrow Village Hall £4000 for cricket pavilion roof repairs and veranda refurbishment.

13. **Urgent items**

There were no urgent items.

14. **Future Meeting Dates**

The next meeting to take place would be JSNA event in April.

(Duration of meeting: 7.00 - 8.20 pm)

The Officer who has produced these minutes is Jessica Croman of Democratic Services, direct line 01225 718262, e-mail jessica.croman@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

Warminster Area Board
16 June 2020

Appointment to Outside Bodies and Working Groups

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2020/21.

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.
- 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 2020/21.

3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C.
- 3.2. Some Area Boards have a Local Youth Network (LYN) to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C.
- 3.3. Some Area Boards have also established working groups to consider and facilitate the development of Health and Wellbeing Centre proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.
- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers, further details on this role can be obtained on request from the officer named on this report.

- 3.6. Area Boards may have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

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

6. Safeguarding Implications

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

7. Environmental Impact of the Proposals

- 7.1 None.

8. Equality and Diversity Implications

- 8.1 None.

9. Delegation

- 9.1 By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

10. Recommendation

- 10.1 The Area Board is requested to:
 - a. Appoint 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;

- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C;
 - d. To appoint a Carer and Older People's Champion for the Area Board.
-

Jessica Croman
Democratic Services Officer

Appendices:

Appendix A – Councillor appointments to Outside Bodies
Appendix B – Working Group Membership
Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

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Name of Outside Body	Internal/External	Appointed by	Number of Reps Required	Names of Reps
Warminster & Villages Community Area Partnership	External	Warminster AB	1	Cllr Pip Ridout
Warminster and Westbury CCTV Committee	External	Warminster AB	2	Cllr Andrew Davis
Warminster Neighbourhood Task Group	External	Warminster AB	1	Cllr Pip Ridout Cllr Christopher Newbury

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Appointments to Working Groups **Warminster Area Board**

Community Area Transport Group:

Councillor Davis
Wiltshire Council Highways Officers
Town & Parish Council representatives
Other transport groups from across the community area

Health and Wellbeing Management Committee:

Councillor (Vacant)

Age UK
Alzheimer's Society
Healthwatch Wiltshire
Older People's Champion
Link
Wiltshire Council Adult Social care
Housing
Doctors and other health care professionals

Warminster Regeneration Working Group

Cllr Tony Jackson and Cllr Fleur de Rhe Phillippe

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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.

Community Area Health and Wellbeing Group Terms of Reference

1. Purpose

Definition of a Health and Wellbeing Group (HWG)

The Health and Wellbeing Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People and organisations living and working in the community play a direct role in setting the agenda for this group.

HWGs will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

2. Membership

The Health and Wellbeing Groups may include representatives of:

- Members of the Community Area Board,
- Older Peoples Champion,
- Carers Champion,
- People from the community,
- Town and Parish Councils,
- Health and social care commissioners,
- Community and voluntary organisations and groups,
- Community transport providers,
- Police,
- Fire and rescue services,
- GP Practices,
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people.

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of people

People living in the community must play a central role in all aspects of the Health and Wellbeing Groups including the design, development, delivery and review of the local activities.

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

Health and Wellbeing Groups must ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the Health and Wellbeing Groups

All members will be required to:

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

3. Structure

The Health and Wellbeing Groups should come together on a quarterly basis, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

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

The management group will generally comprise of:

- The Chairperson
- Older Persons Champion/ Carers Champion
- Community Engagement Manager
- Commissioning representative (Community Commissioner)

The appointment of Councillors (excluding officers) to Health and Wellbeing Groups will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required, the Chairperson and Community Engagement Manager may appoint additional people to the management group if it is felt their involvement would be important for the function of the group.

Alternative people can represent people at the management group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

4. Responsibilities of the Health and Wellbeing Groups

Key responsibilities for the Health and Wellbeing Groups include:

- Awarding grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.

- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.
- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- Addressing any conflicts of interest that may arise as part of the local decision making process.

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

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

5. Funding

Area Boards will have an annual revenue budget allocated to them. The Health and Wellbeing group will advise the Area Board on how these funds should be allocated. Health and Wellbeing Groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

6. Media Relations

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

7. Review

These terms of reference are subject to change and should be reviewed by the Cabinet Member for Adult Care and Health on an annual basis.

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