

# AGENDA

**Meeting:** Warminster Area Board

**Place:** Online

**Date:** Thursday 24 June 2021

**Time:** 7.00 pm

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Including the Parishes of Bishopstrow, Boyton, Brixton Deverill, Chapmanslade, Chitterne, Codford, Corsley, Heytesbury, Horningsham, Kingston Deverill, Knook, Longbridge Deverill, Maiden Bradley with Yarnfield, Norton Bavant, Sherrington, Stockton, Sutton Veny, Upton Lovell, Upton Scudamore, Warminster.

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## Wiltshire Councillors

Cllr Pip Ridout, Warminster West

Cllr Tony Jackson, Warminster Broadway (Chair)

Cllr Andrew Davis, Warminster East

Cllr Christopher Newbury, Warminster Copheap and Wylve

Cllr Bill Parks, Warminster North & Rural (Vice-Chair)

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## **Public Participation**

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

## Items to be considered

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

The Chairman will welcome those present to the meeting.

2. **Apologies for Absence**

To receive any apologies for absence.

3. **Minutes** (*Pages 5 - 14*)

To approve and sign as a correct record the minutes of the meetings held on 4 February 2021 and 18 May 2021.

4. **Declarations of Interest**

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

5. **Chairman's Announcements** (*Pages 15 - 16*)

To receive the following announcements through the Chair:

- Area Board Model May 2021

6. **Partner and Community Updates** (*Pages 17 - 34*)

To receive updates from any of the following partners:

- Wiltshire Police
- Dorset & Wiltshire Fire and Rescue Service
- CCG Covid Update
- Healthwatch
- Warminster and Villages Community Partnership
- Town and Parish Councils Nominated Representatives

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

7. **Outside Bodies and Working Groups** (*Pages 35 - 52*)

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

8. **Community Engagement Manager Delegated Decisions** (*Pages 53 - 56*)

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

9. **Community Area Status Reports and Area Board Priority Setting** (*Pages 57 - 66*)

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

Warminster.

10. **Community Area Transport Group (CATG)** *(Pages 67 - 82)*

To consider the notes and actions log of the previous meeting of the Community Area Transport Group held on 24 February 2021.

11. **Area Board Funding - Community Area Grants** *(Pages 83 - 86)*

To consider applications for funding for Community Area Grants.

- Codford Village Hall - £795 towards Codford Village Hall Playing Field Safety Fencing.
- Bishopstrow and Boreham Parochial Church Council - £3,866 towards St Johns Hall Refurbishment.
- Grovelands Countryside and Wildlife Volunteers - £2,000 towards Upgrading of informal footpaths on Grovelands Countryside and Wildlife site.

To consider applications for funding for Area Board Initiatives.

- Friends of WCR – £4,250 towards Computers network update and replacement.

To consider applications for funding for Health and Wellbeing Grants.

- Crockerton Village Committee - £1,364 towards Crockerton Village Committee Defibriliators.

12. **Urgent items**

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

13. **Evaluation and Close**

The next meetings of the Warminster Area Board will be held on Thursday 16 September 2021, 7:00pm.

# MINUTES

**Meeting:** Warminster Area Board

**Place:** [Online](#)

**Date:** 4 February 2021

**Start Time:** 7:00 pm

**Finish Time:** 9:00 pm

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Please direct any enquiries on these minutes to:

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

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Graeme Morrison, Community Engagement Manager  
Dom Argar, Technical Support Officer  
Ben Fielding, Democratic Services Officer

### **Town and Parish Councillors**

Cllr Sue Fraser  
Cllr Tony Nicklin

### **Partners**

Inspector Simon Cowdrey, Wiltshire Police,  
Sergeant Kevin Harmsworth, Wiltshire Police,

### **Others**

Angus Macpherson, Police and Crime Commissioner

**Total in attendance: 21**

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<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 of the Warminster Area Board and invited members of the board to introduce themselves.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Sarah Jeffries, Maiden Bradley Parish Council.</p> <p>It was noted that Councillor Christopher Newbury joined the meeting late due to technological issues.</p>
3.	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held on 12 November 2020 were considered. After which, it was:</p> <p><b>Resolved</b></p> <p><b>The minutes of the meeting held on 12 November 2020 were agreed as a correct record and would be signed by the Chairman at a later date.</b></p>
4.	<p><u>Declarations of Interest</u></p> <p>Councillor Tony Jackson declared a pecuniary interest in the Warminster Athenaeum Trust Community Grant application. It was stated that Cllr Jackson would not vote on the item.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <ul style="list-style-type: none"> <li>• Local Plan Review</li> <li>• Gypsy and Traveller Local Plan Consultations</li> <li>• Covid-19</li> <li>• OPCC Consultation – This was discussed by the Police and Crime Commissioner, Angus Macpherson under agenda Item 6.</li> </ul>
6.	<p><u>Partner and Community Updates</u></p> <p>The Area Board received and noted updates from the following partners:</p> <p style="padding-left: 40px;">6a. Wiltshire Police</p> <p>The Area Board received an update from Sergeant Kevin Harmsworth and Inspector Simon Cowdrey on behalf of Wiltshire Police. Sergeant Harmsworth</p>

reported the following matters:

- Operation Elf ran over Christmas to combat a rise in shoplifting, this led to an 11% reduction in shoplifting offences from 2019.
- Wiltshire Police continue to respond to all Covid-19 legislation breaches. Now in lockdown 3, the police stance has now moved towards enforcement.
- Patrols have taken place at vaccine distribution hubs including in the Avenue Surgery.
- Online crime prevention advice is available for schools along with online lessons which are available through email.
- In January there were 7 community speed watch checks and a breakdown is available upon request through email.
- An arrest was made recently for intention to supply drugs and in December a Misuse of Drugs Act warrant was issued in Chitterne after a small Cannabis growth was found.
- The police have been working with the Town Council around the skatepark and had previously received significant numbers of calls regarding youth gatherings. These have since stopped.
- Attention was drawn to the Police and Crime plan 2017-2022 which sets out four local priorities for policing.
- A digital investigation unit has been set up within the last year to combat cybercrime and aid safeguarding.
- Sergeant Harmsworth clarified the area that police officers cover within the local Warminster Area.

#### 6a.a. OPCC Precept and Police Premises

The Board received an update from the Police and Crime Commissioner, Angus Macpherson. The update covered the following matters:

- The precept consultation period has now ended and there was a proposal that the Band E precept should be increased by £15 a year. The January survey showed that 64% of respondents were in favour of this increase.
- The extra money will be used to fund an extra 46 officers and all those recruited will join neighbourhood policing teams, which is being rebuilt to get back to neighbourhood task groups.
- The new police station located on the former Wiltshire College site is heading towards completion with staff set to move into the building in April.

Following the update, the following questions were addressed by the Police and Crime Commissioner:

- Information was sought regarding officer recruitment and applications. It was clarified that there hasn't been a struggle for applicant numbers,

however, there has been a struggle for these applicants to reflect the society of Wiltshire and the minority groups in proportion to the population as a whole. A number of PCSOs have been lost to regular police officers. Specials have been lost however more will be recruited.

- The old police housing between central carpark and central road, will be disposed of once the new station is established in the town centre and this process will look for the best value of money.
- When asked about recruitment for the community speed watch, it was clarified that a support officer will be recruited so that a camera can operate at sites over the year.

6.b. Dorset & Wiltshire Fire and Rescue Service – The Area Board noted the update attached to the agenda supplement 2.

6.c. CCG – The Area Board noted the updates attached to the agenda.

6.d. Health Watch – The Area Board noted the update attached to the agenda.

6.e. Warminster and Villages Community Partnership

Len Turner, Chair of the WVCP, updated members on the following matters:

- Services provided by the Community Hub are suspended due to the lockdown restrictions. Volunteers will return to normal services when the restrictions are withdrawn, and they feel safe to work. Cornerstone is currently providing a telephone service but no face-to face contact.
- WVCP is supporting organisations alongside the development trust as a fund holder. If there is a group that would like to form a new initiative but is not formally constituted, the WVCP would be happy to talk to them.
- There has been a desire from local businesses to recreate a chamber of commerce for Warminster. If there is a sufficient amount of people who would like to take responsibility, then this could go ahead.

6.f. Town and Parish Councils Nominated Representatives

Fiona Fox provided an update on behalf of Warminster Town Council. The update covered the following matters:

- In September the Town Council set a new strategy for the next 5 years, starting from 2021. This includes the four strategic priorities: to take on new services, assets and responsibilities; building a strong and health community; enabling the new normal; reducing environmental impact.
- The Town Council has worked with the Police to improve behaviour at the skatepark.
- The Weymouth Street path leading down to the lake pleasure grounds has now been closed due to Public Health and Wiltshire Council advice.



	<p>The Area Board noted that written updates had been received from Warminster Town Council, Chapmanslade Parish Council, Horningsham Parish Council and Maiden Bradley Parish Council.</p>
7.	<p><u>Community Engagement Manager Update</u></p> <p>Graeme Morrison, Community Engagement Manager (CEM), provided an update on the Local Area Status Report. A written copy of the report can be found within the agenda pack. The presentation covered the following matters:</p> <ul style="list-style-type: none"> <li>• The aim of the report was to establish emerging themes from Covid19 in order to act as a starting point for a recovery plan. There is a focus on impacts and ensuring community voice is included in the recovery plan process.</li> <li>• Themed public meetings took place in December 2020, with a focus on the impacts on young people, older people, working age people and families as well as local businesses. Information was collected through an online survey which ran until January 2021.</li> <li>• The information collected allowed headline findings of impacts to be produced for each of the four themes. Themes included an increase in mental health issues, a difficulty in assessing military families, deterioration of physical health and an increase in isolation and loneliness.</li> <li>• Next steps included establishing a Local Covid Recovery Group, with meetings to shape the recovery plan, which will be a live document. It is aimed that the recovery plan will be produced and then presented at the next Area Board.</li> <li>• The CEM noted that all unitary members would be included in the Local Covid Recovery Group and that people could get in touch to request an invitation.</li> </ul> <p>The following points were received in response to the presentation:</p> <ul style="list-style-type: none"> <li>• It was queried how businesses would be contacted regarding the Local Covid Recovery Group. The CEM clarified that all those who participated in the themed meetings would be invited, additionally a distribution list of local businesses can be used to share messages as well as promotion through social media and the community newsletter.</li> <li>• It could be valuable to add farmers to the Local Covid Recovery Group.</li> <li>• Whilst it is possible to see the negative impacts of the pandemic on the community, the information gathering that has taken place could be useful with actions from the recovery plan potentially being used to inform Health and Wellbeing funding or the local youth network.</li> </ul>
8.	<p><u>Health &amp; Wellbeing Management Group</u></p> <p>Cllr Pip Ridout provided an update on the Health &amp; Wellbeing Management Group. The group has not met other than to look at the report from the steering</p>

	group and forum, which are now both on hold.
9.	<p><u>Warminster Regeneration Working Group</u></p> <p>Cllr Fleur de Rhé-Philipe, provided an update on the Warminster Regeneration Working Group. The update covered the following matters:</p> <ul style="list-style-type: none"> <li>• Wiltshire Council have put aside one-million pounds in the budget for each of the next four years for all of the market towns to apply for funding.</li> <li>• Wiltshire Council officers have been redeployed to work as part of the response phase of the pandemic as a priority. Once back to the recovery phase then the officers will be in a position to review the economic regeneration of Warminster.</li> <li>• The Board agreed that Warminster needs a clear and united plan with what it would like to do with funding.</li> <li>• Warminster Central carpark was discussed and though the plan is very visual and would rely on software and officers, it would be useful to place an expression of interest for the plans and then provide details when the budget is passed at a later date.</li> </ul>
10.	<p><u>Community Area Transport Group</u></p> <p>Cllr Andrew Davis updated and introduced the recommendations from the CATG meeting held on 12 November 2020. It was reported that the CATG has now identified 5 priorities and also a budget. Cllr Davis thanked Martin Rose and Bill Parks for their contributions towards the CATG.</p> <p><b>Resolved:</b></p> <p><b>To adopt the recommendations of the Community Area Transport Group meeting held on 12 November 2020.</b></p>
11.	<p><u>Area Board Funding</u></p> <p>The Board considered the funding requests as detailed in the report attached to the agenda.</p> <p>The Chair invited representatives for each of the applications to speak, to which the Area Board heard statements from Cllr Tony Nicklin for the Warminster Athenaeum Trust; Nigel Linge for the Smallbrook Meadows Volunteer Group; Nikki Spreadbury-Clews for Longbridge Deverill Parish Council; Ben Gunstone for Kingdown School; Kate Brayne for the Wylde Coyotes Afterschool Club; Jenni Bertram for the Army Welfare Service.</p> <p>Area Board members decided that the Community Area Grant application for the Warminster Athenaeum Trust lighting box modernisation should be considered as both a Youth Grant application and Health and Wellbeing Application and funded as such.</p>

	<p>Cllr Tony Jackson did not partake in voting for the application regarding Warminster Athenaeum Trust, due to his role as treasurer for the organisation.</p> <p>Following which, it was:</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li>1) To grant the Warminster Athenaeum Trust application, £4,500, towards the Athenaeum lighting box modernisation, and that this funding would be provided from the Youth Grant and Health and Wellbeing Grant budgets.</li> <li>2) To grant the Bishopstrow Village Hall application, £1,675, towards the improvement of the playing field footpath.</li> <li>3) To grant the Smallbrook Meadows Volunteer Group application, £1,000, towards Smallbrook Meadows disabled access, and that this would be funded from the Health and Wellbeing Grant budget.</li> <li>4) To grant the Longbridge Deverill Parish Council application, £1,964, towards bus shelters.</li> <li>5) To grant the Upton Scudamore Parish Council application, £600, towards a parish council notice board.</li> <li>6) To grant the Warminster Saddle Club application, £3,000, towards a WSC quad bike.</li> <li>7) To grant the Kingdown School application, £3,941, towards improving mental health and wellbeing for Warminster Children.</li> <li>8) To grant the Wylde Coyotes Afterschool Club application, £3,941, towards greenlight building improvements.</li> <li>9) To grant the Army Welfare Service application, £1,220, towards Easter holiday craft packs.</li> </ol>
12.	<p><u>Urgent items</u></p> <p>The Chairman, Area Board members and Graeme Morrison were thanked for their efforts on behalf of the community.</p> <p>The Area Board thanked Cllr de Rhé-Philippe for her many years of service to the Warminster Area Board.</p>



# MINUTES

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

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Please direct any enquiries on these minutes to:

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Pip Ridout, Cllr Tony Jackson, Cllr Andrew Davis, Cllr Christopher Newbury and  
Cllr Bill Parks

### **Wiltshire Council Officers**

Kieran Elliott – Senior Democratic Services Officer

**Total in attendance: 5**

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<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<u>Apologies</u> No apologies for absence were received.
2.	<u>Election of the Chairman</u> <b>Resolved:</b> <b>To appoint Councillor Tony Jackson as Chairman of Warminster Area Board for the forthcoming year.</b>
3.	<u>Election of the Vice-Chairman</u> <b>Resolved:</b> <b>To appoint Councillor Bill Parks as Vice-Chairman of Warminster Area Board for the forthcoming year.</b>

## Chairman's Announcements

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

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

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

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

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

Figure 1 - The Area Board model

### Area Board Example Model

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

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

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



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## Covid-19 vaccination programme: Stakeholder briefing

Thursday 10 June 2021



Gill May,  
Director of Nursing and  
Quality

“As we enter what could be the final leg of this initial vaccination rollout, we are ramping up our efforts to encourage all those who are eligible to come forward to be vaccinated.

“In the week that the vaccine was opened up to people aged between 20 and 29, we received feedback from our vaccination teams that many people are putting off booking their appointment due to incorrectly assuming their GP practice will contact them first.

“With almost the entire adult population now eligible for the vaccine, the onus is on people to secure their own appointments using the National Booking Service, and this is the message we are calling on our partners to help us spread.

“All vaccination sites across Bath and North East Somerset, Swindon and Wiltshire are now listed on the National Booking Service, which can be accessed online by visiting [www.nhs.uk](http://www.nhs.uk) or over the phone by calling 119.

“Giving people the freedom to book their own appointments mean any person wishing to have the vaccine can receive their jab at a location convenient to them, be it somewhere close to home, or a site near a place of work or education.

“New sites are being added to the list of vaccination venues all the time and, just this week, the vaccine clinic at the Great Western Hospital in Swindon was included on the National Booking Service for the first time.

“We understand that some people have a specific location in mind for their vaccine appointment, and we ask that anyone who is unsuccessful in booking their preferred vaccine site on the first time of trying to keep checking back as new slots are being added all the time.

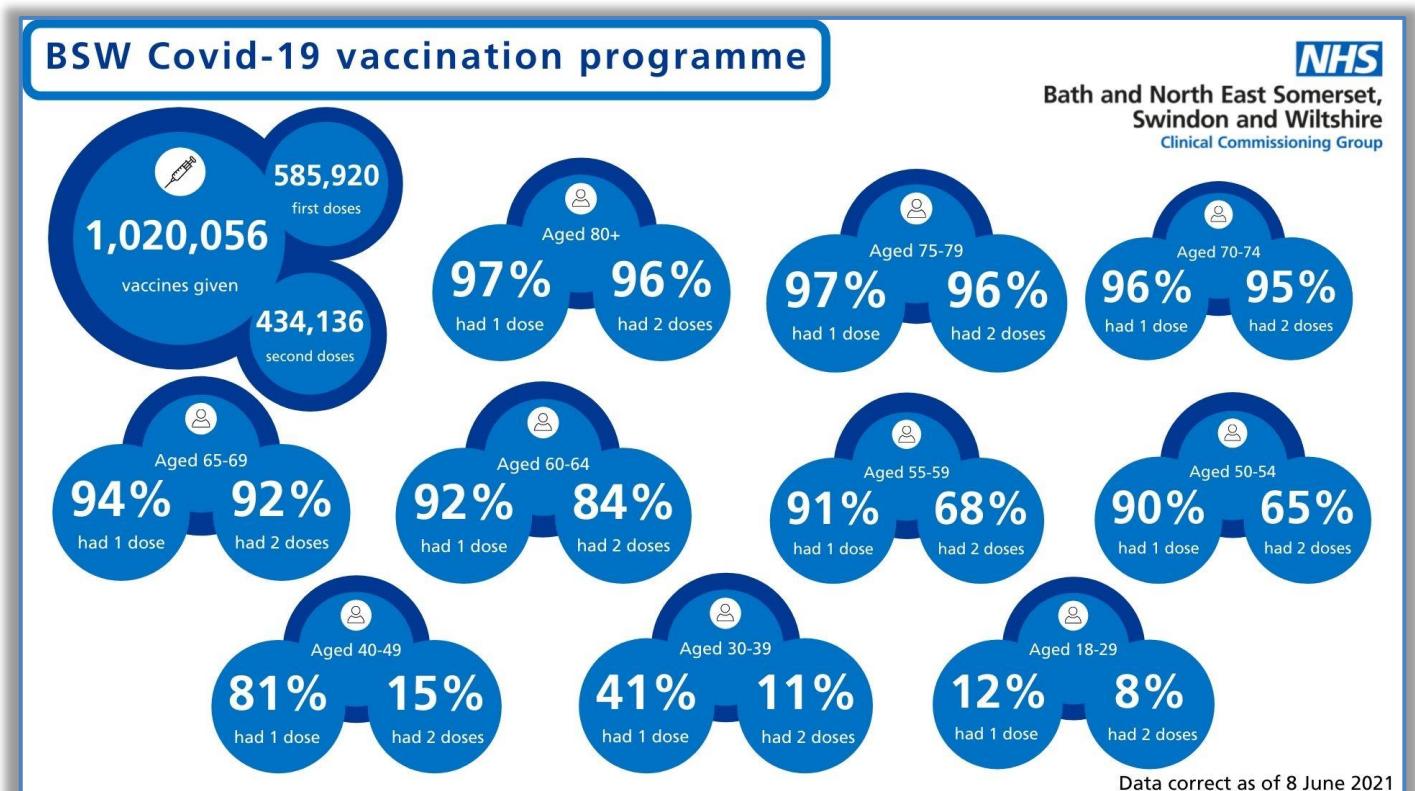
“We’ve come so far in our journey together, having already surpassed the one millionth vaccine mark, and we need to carry this momentum forward as we begin providing the vaccines to the youngest adults in our communities.”

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

- As of Tuesday 8 June, our vaccine teams have carried out a total of 1,020,056 vaccinations, made up of 585,920 first doses and 434,136 second doses
- On each day of the last week, our teams carried out an average of 1,541 first doses and 5,071 second doses

- Due to the recent warm weather, vaccinators have noticed more people fainting or feeling queasy after having the vaccine, and we are reminding patients not to arrive at a vaccine site on an empty stomach
- The vaccination team at the Steam Museum in Swindon administered their 150,000<sup>th</sup> vaccine this week
- An additional community pharmacy in the Marlborough area is expected to begin providing the vaccine in the coming days
- The mobile vaccination clinic is in Bath and North East Somerset this week, and plans are also being drawn up for how the bus can be used to bring the Pfizer vaccine to communities that struggle to reach existing vaccination sites
- We are expecting to have given the vaccine to around 90 per cent of all people aged between 40 and 49 in our region by the end of this week

### Vaccination progress to date



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

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

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

The range of information provided on the pandemic includes:

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

the Government's four-step plan.

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

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

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

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

### Advice and information

[View all](#)



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

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

21 April 2021



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

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

21 April 2021



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

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

14 April 2021



#### The roadmap out of lockdown

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

1 March 2021

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## Heytesbury Imber & Knook Parish Council

### Report to Warminster Area Board 24.06.2021

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Heytesbury Imber & Knook Parish Council were able to meet face to face for the first time on 18<sup>th</sup> May at its annual meeting.

Following the recent election, we were pleased to welcome six newly elected members to the council and Louise Morris was duly elected Chairman and David Bond Vice Chairman.

With grant funding from the Area Board and The Fudge Trust we are presently holding a consultation exercise on the purchase of new play equipment for the play area. The council will consider all of the returned before making a confirmed purchase. It is hoped that new equipment could be installed before the school summer holidays.

At our allotment site at Knook, which is run by the *Knook Heytesbury and Imber Allotment Association*, and following a full tree survey on the site, work was undertaken to remove several trees damaged by Ash die back which was undertaken and paid for by the Parish Council.

The Clerk and one member met with Wiltshire Council Rights of Way and Countryside to consider the diversion of Footpath 13 which is situated at Knook. A full application is to be made during 2021 to make this short diversion to assist with safety and is likely to take 18 months to complete and will be dependent on raising finance to cover costs.

A new working group has been set up to look at future planning of new homes in the Parish.

Heather Parks FSLCC  
Parish Clerk  
[clerk@heytesburyparish.co.uk](mailto:clerk@heytesburyparish.co.uk)

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# ***Partner Update***

<b>Update from</b>	<b>Longbridge Deverill Parish Council</b>
<b>Date of Area Board Meeting</b>	24 June 2021

## **Headlines/Key Issues**

- Thank you – the Parish Council would like to thank the area board for the grant awarded in February 2021, the villages now have four refurbished bus shelters to continue to use safely.

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# ***Partner Update***

<b>Update from</b>	<b>Upton Scudamore Parish Council</b>
<b>Date of Area Board Meeting</b>	24 June 2021

## **Headlines/Key Issues**

- Thank you – the Parish Council would like to thank the area board for the grant awarded in February 2021, we have on order a new notice board for use by the Parish Council and villagers.

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## ***Partner Update***

<b>Update from</b>	<b>Corsley Parish Council</b>
<b>Date of Area Board Meeting</b>	24 <sup>th</sup> June 2021

### **Headlines/Key Issues**

- Parish Council meeting discussed Bay Tree development with Christine Brown who took them through latest thinking by council on houses including plan for sewage. Homes will be carbon neutral and have air source heat pumps and solar PV. Planning application should be submitted in June.
- 
- The current 8 week delay in planning application acceptance was discussed. There appears to be nothing applicants can do about this but it is leading to delays in a number of projects within the village
- 
- Public footpaths within the village were discussed. These have been very popular over the last year but there is confusion between actual footpaths and other tracks, especially on Longleat land. It was also noted that a number of the kissing gates that were put up across the village have deteriorated badly and a solution will need to be found on how to fund repair or replacement.
- 
- Replacement of the bus shelter will now be put off until later in the year given the difficulties in obtaining building materials and builders
  - Annual Parish meeting will take place on the 28<sup>th</sup> June in the Reading Rooms, COVID-19 restrictions allowing. Guest speakers will be Bill Parks, representative from Longleat Estate, and Hugh Dead (to present results on Village Hall Consultation). It is also hope that Christine Brown will be able to attend to explain the Baytree Development to the broader community.

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## ***Partner Update***

<b>Update from</b>	<b>Horningsham Parish Council</b>
<b>Date of Area Board Meeting</b>	Thursday 24 <sup>th</sup> June 2021

### **Headlines/Key Issues**

- Project to preserve the names of areas in Horningsham. 10 Street Signs identified by Council to be put in place where none are. A programme to add further street signs to all areas in the village to be actioned on a rolling programme throughout 2021 when Covid-19 Regulations allow.

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- Community Litter Pick 3<sup>rd</sup> July 2021 10.00am-12.00pm meeting at Horningsham Village Hall. All equipment provided

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- Date of the next meeting is the 24<sup>th</sup> of June 2021. It will start at 7.30pm. All are welcome to attend.

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## ***Partner Update***

<b>Update from</b>	<b>Maiden Bradley with Yarnfield Parish Council</b>
<b>Date of Area Board Meeting</b>	Thursday 24 <sup>th</sup> June 2021

### **Headlines/Key Issues**

- Councillor Simon Wager has taken on the position of Chairman and Councillor Susanna Brigden is now Vice Chairman.
- Council is progressing through the Action Plan. See details on Parish Plan documentation on the website [www.maidenbradley.org.uk](http://www.maidenbradley.org.uk)

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- Consultation with The Rank residents regarding Traffic issues highlighted by a resident

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- Parish Plan Interpretation Board project moving forward to be placed at the Bradley Hare next to the Milk Station to provide tourist information

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- Communication sent to Wiltshire Council Representative Bill Parks for all of his and the Highways Team assisting with preparing the Parish for the Best kept Village Competition

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- Community Speed Watch Volunteers update - the device is now shared between the Upper Deverills Parish Council in rotation, one week on, one week off. They have a speeding problem of a different sort they have much higher speeds presented. There is to be a revamp of the areas speed watch are operated in. Frome road maybe targeted more in future.

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- Date of the next meeting Tuesday 20<sup>th</sup> July 2021 starting at 7.00pm. All are welcome.

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## News for Area Board Meeting 24th June 2021 Chapmanslade Parish Council

- Chapmanslade COVAG (Covid Action Group) continues it's tremendous voluntary support work helping the vulnerable residents. Even as lockdowns ease there is a still a need for help those experiencing difficulties
- As lockdowns have lifted Chapmanslade Village Hall and playing field has seen much more use. The new swing part funded by the Area Board is in regular use. The Playing Field group are finalising the adult exercise equipment also funded by the Area Board and look forward to welcoming you to try it out when installed! Funding is much appreciated.
- Some funding has been secured from the village hall for an exercise track around the Playing Field and we are assessing surfaces and planning the route and construction using volunteers in the community. We hope that the track may also double as a cycle track for youngsters
- Bus services in our village are very weak and we are making requests for improvements as part of the Governments 'Bus Back Better' national bus strategy
- Traffic speed and volume have again become a major talking point in the village and a Traffic Action Group is being established. We will have had our first meeting by the time this is read and will report back to the Area Board in future meetings. We have been inundated with residents that want to get involved.

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### Warminster Area Board 24 June 2021

#### Appointment of Area Board Lead Councillors

##### 1. Purpose of the Report

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

##### 2. Background

- 2.1. Area Boards are invited to appoint Councillors to be their respective lead for particular themes, Outside Bodies or Working Groups. The following guiding principles are in place for Councillors who take a role as an Area Board lead:
  - To be the main Area Board point of contact for local Officers within their respective lead area
  - To attend (and often Chair) relevant sub-groups of the Area Board
  - To work collaboratively with relevant local partners and community groups
  - To provide regular updates back to the Area Board in relation to their lead area
- 2.2. The Area Board is invited to appoint Councillor lead representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.3. The Area Board is also invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups.
- 2.4. Similarly, the Area Board is invited to appoint a named Older Persons and Carer Champion to work with the Area Board and Health and Wellbeing Group for 2021/22 (if applicable).

##### 3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C.
- 3.2. Some Area Boards have a Local Youth Network (LYN) to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C.

- 3.3. Some Area Boards have also established working groups to consider and facilitate the development of Health and Wellbeing Centre proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.
- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers, further details on this role can be obtained on request from the officer named on this report.
- 3.6. Area Boards may have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

## **4. Financial and Resource Implications**

- 4.1. None.

## **5. Legal Implications**

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

## **6. Safeguarding Implications**

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

## **7. Environmental Impact of the Proposals**

- 7.1 None.

## **8. Equality and Diversity Implications**

- 8.1 None.

## **9. Delegation**

- 9.1 By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.

9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

## 10. Recommendation

10.1 The Area Board is requested to:

- a. Appoint Members as Lead representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to AB Themed Areas and the Working Group(s) as set out in Appendix B; and
- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.
- d. To appoint a Carer and Older People's Champion for the Area Board. INSERT NAME (IF KNOWN) OF CARER/ OLDER CHAMPION

---

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

### Appendices:

Appendix A – Appointment to Outside Bodies

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

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

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

None.

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**Warminster Area Board**

**Appendix A**

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

Outside Body	Councillor Representative
Warminster & Villages Community Area Partnership (1)	
Warminster and Westbury CCTV Committee (2)	
Warminster Community Task Group (1)	
Warminster CATG (1)	
Warminster LYN (1)	
Warminster HWB (1)	
Warminster Regeneration Working Group (2)	

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## Warminster Area Board

## Appendix B

### Appointments of Area Board Lead Councillors

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

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

Children and Young People, including Local Youth Network

Health and Wellbeing, including the Health and Wellbeing Group

Economy and Employment (add in any relevant working groups)

Environment (add in any relevant working groups)

Older People (add in any relevant working groups)

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

Community Safety (add in any relevant working groups)

Housing and Development (add in any relevant working groups)

Other Councillor leads?

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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.

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

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

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

#### **Appointment of CATG Members**

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

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

#### **Media Relations**

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

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

### **Meetings**

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

### **Officer Support**

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

### **Terms of Reference**

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

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

**Terms of Reference**

1. Small scale transport schemes – discretionary funding

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

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

*(Cabinet Member Decision HT-021-10)*

2. Small scale transport schemes – substantive funding

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

*(Cabinet Member Decision HT-026-11)*

3. C & UC roads speed limit review

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

*(Cabinet Member Decision HT-027-11)*

4. Waiting restrictions

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

*(Cabinet Member Decision HT-031-11)*

5. 20mph speed restrictions – review and implementation

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

*(Cabinet Member Decision HSB-007-13)*

6. Other decisions

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

# Community Area Health and Wellbeing Group Terms of Reference

## 1. Purpose

### Definition of a Health and Wellbeing Group (HWG)

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

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

## 2. Membership

The Health and Wellbeing Groups may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

### The participation and involvement of people

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

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

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

### Roles of all members of the Health and Wellbeing Groups

All members will be required to:

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

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

### **3. Structure**

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

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

The management group will generally comprise of:

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

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

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

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

### **4. Responsibilities of the Health and Wellbeing Groups**

Key responsibilities for the Health and Wellbeing Groups include:



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

- Recommending grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.
- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.
  
- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- Addressing any conflicts of interest that may arise as part of the local decision making process.

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

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

### **5. Funding**

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

### **6. Media Relations**

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

### **7. Review**

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

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## Local Youth Network (LYN) Terms of Reference

### 1. Purpose

#### Definition of a Local Youth Network

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

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

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

### 2. Membership

The LYN may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

#### Participation and involvement of young people

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

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

#### Roles of the LYN

All members will be required to:

- Take an active part in the development of the LYN and its aims.

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

### **3. Structure and operation**

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

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

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

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

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

### **4. Media Relations**

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

### **5. Review**

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

Wiltshire Council

7 May 2021

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## Delegation to Community Engagement Manager

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### Summary

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

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

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

### Proposal

To consider passing the following resolution:

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

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

### Reason for Proposal

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

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



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### Warminster Community Area Status Report February 2021

#### Background and context

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

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

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

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

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

The Warminster Community area consists of the town of Warminster as well as the parishes of Bishopstrow, Boyton, Chapmanslade, Chitterne, Codford, Corsley, Heytesbury, Horningsham, Brixton Deverill, Kingston Deverill, Knook, Longbridge Deverill, Maiden Bradley with Yarnfield, North Bavant, Sherrington, Stockton, Sutton Veny, Upton Lovell and Upton Scudamore. A key requirement is to ensure that all within the community area have the same opportunity to engage with this work.

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

## Community data and information

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

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

## Context for this report

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

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

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

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

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

<b>Issue and impact of COVID 19 pandemic</b>	<b>Supporting evidence source</b>
<b>Young People</b>	
<b>Spike in children suffering from anxiety and developing mental health needs for various reasons including:</b>	
Lockdown has particularly impacted children in year 7 in 2020/21 educational year as they did not receive full induction programme when transitioning to secondary school	Discussions with local schools
Young people developing anxiety due to missing out on learning due to constraints of remote learning	Discussions with local schools
Lack of extra-curricular activities has impacted mental and physical health	Discussions with local schools
School community ethos has been lost – no whole school events	Discussions with local schools
A number of family break ups have taken place	Discussions with local schools
Pandemic has exacerbated isolation already felt by young people in rural areas	Discussions with local schools and Parish Councils
Gaps have formed between friendship groups who have not seen each other	Discussions with local schools

Some necessary changes in childcare arrangements has caused tensions in some situations	Discussions with local schools and Parish Councils
Financial stresses due to parents work situation has caused anxiety among young people. Pre-covid, 13% of young people in Warminster were living in poverty, compared to Wiltshire average of 9.4%. This will have been exacerbated by the pandemic with more parents being made redundant or self-employed people seeing work opportunities reduce	Discussions with local schools and JSNA data 2020
Social gaps have widened because of lockdowns especially for those children without siblings	Discussions with local schools
Access to mental health support and counselling for parents, young people, school staff is currently insufficient	Discussions with local schools, parishes and Army Welfare Service
<b>Impact on educational attainment</b>	
Full impact on educational attainment of lockdowns and home learning cannot be fully assessed yet but academic gaps have already been identified	Discussions with local schools
Lack of access to internet has affected some young people and results in an inability to access remote learning – this causes an ever-widening academic gap for those without this facility	Discussions with local schools
<b>Impact on young people in Military Families</b>	
Transition of two regiments has caused difficulty in assessing the impact on young people from military families	Discussions with local Army Welfare Service
Restrictions on came at the worst time for the Army Welfare Service because of the face to face nature of their work	Discussions with local Army Welfare Service
<b>Impacts on Physical Health of Young People</b>	
Lack of school-based activity reduces the opportunity for young people to exercise: <ul style="list-style-type: none"> <li>• No after school clubs</li> <li>• PE lessons very difficult to effectively deliver remotely</li> </ul>	Discussions with local schools
Local sports clubs have been unable to run their youth activities due to restrictions	Discussions with local partners and clubs
Mental health issues identified above can be a barrier to participating in exercise	Discussions with local partners
<b>Other issues identified</b>	
Some families still struggling with the basics – food, utilities and internet access	Discussions with local schools and community groups
Increase in the number of domestic violence incidents being reported	Discussions with Warminster Community Policing Team

Unemployment in young people is rising and there are fewer apprenticeship opportunities – pre covid 82 apprenticeships per 10,000 16 year-olds compared to Wiltshire average of 139	JSNA data 2020
<b>Older people</b>	
<b>Mental health</b>	
Social Isolation and loneliness – a problem at all times, not just due to the pandemic – has been exacerbated by lockdowns reducing social contact	Conversations with community groups and charities
Social contact via remote options – zoom etc – not possible for many who are not connected to the internet	Conversations with community groups and charities
Remote contact via zoom etc is difficult for many older people, even if they are online due to hearing problems	Conversations with community groups and charities
Many older people rely on group worship for social contact – this opportunity has been removed during strict lockdowns	Conversations with community groups, faith groups and charities
<p>Loss of confidence</p> <ul style="list-style-type: none"> <li>many older people remained reluctant to go out while restrictions were eased and will remain so even when pandemic is over</li> <li>translates to driving as well – many older people have not driven for some time and will lose the confidence to use their car and therefore lose some independence</li> <li>Some older people are becoming dependent on their support networks</li> </ul>	Conversations with community groups and charities and online slido.com survey
Volunteering often provides the opportunity for a social interaction – not currently possible in many cases e.g. working parties at Grovelands have currently been suspended	Conversations with community groups and charities
Other opportunities for social interactions have been lost with clubs, groups, cafes being cancelled	Conversations with community groups and charities
<b>Working age people and families</b>	
<b>Anxiety/Mental Health</b>	
Anxiety is high among families around employment status – has furlough and other govt support just “delayed the inevitable” in terms of businesses closing	Conversations with community groups and charities and online slido.com survey
Reduced opportunities for social interaction	Conversations with community

<ul style="list-style-type: none"> <li>Families who normally socialise together have been unable to</li> <li>Parents being encouraged not to gather at school gates</li> <li>Volunteering opportunities have reduced</li> <li>Clubs/Cafes/Sports groups not happening or closed reduces opportunity to socialise</li> </ul>	groups and charities
Anxiety around housing has increased as employment anxieties increase	Conversations with community groups and charities
Volunteer led groups have not been running e.g. Mums'n'tots	Conversations with community groups and charities
Anxieties over taking time off work when children have to isolate due to positive cases at school	Conversations with community groups and charities
Working from home has obviously increased – pressures on families in villages as broadband coverage is worse	Conversations with parish councils
<b>Financial Impacts</b>	
Children being at home has meant some people have been unable to work from home and homeschool at the same time	Conversations with community groups and charities and online slido.com survey
Reduced opportunities for work for self employed	Conversations with community groups and charities and online slido.com survey
Foodbank use has increased	Conversations with community groups
Some people are out of work already due to redundancy because of the impact of the pandemic on businesses	Conversations with community groups and charities
Some families are struggling to access benefits	Conversations with community groups and charities and online slido.com survey

<b>Impact on Military Families</b>	
Difficult to measure the impact on army families as engagement has been hard due to restrictions	Conversations with Army Welfare Service
Delay of movement of the units has impacted families e.g. stresses around children starting at a new school part way through an academic year	Conversations with Army Welfare Service
In some cases, partners spending more time at home has caused issues	Conversations with Army Welfare Service
Employment opportunities for spouses of incoming families are limited at the moment	Conversations with Army Welfare Service
<b>Local Business</b>	
Reduced footfall in Town Centre: <ul style="list-style-type: none"> <li>• Concern of this continuing once restrictions are eased due to fear of covid</li> <li>• Non-retail workers working for home not spending lunch hour in town centre affects footfall</li> <li>• Shopping habits have changed to online – will they ever come back?</li> <li>• Support required to encourage people back to town centre when it is safe to do so</li> </ul>	Conversations with local businesses and Town/Parish Councils
Trade has reduced while expenditure continue, notwithstanding government support	Conversations with local businesses and Town/Parish Councils
Some businesses have been able to change model quite easily e.g. moving to online trading, others have found it much more difficult	Conversations with local businesses and Town/Parish Councils
Empty retail units continue to be filled relatively quickly	Conversations with local businesses and Town/Parish Councils
Shopping is no longer an enjoyable experience with social distancing and facemasks etc	Conversations with local businesses and Town/Parish Councils
Positive news is that reduction in footfall may not be as bad as some other towns due to continued support from military community	Conversations with local businesses and Town/Parish Councils

In the villages the main businesses are public houses and farms – these appear to be surviving having changed business model	Conversations with local businesses and Town/Parish Councils
Other positive news is sport and leisure businesses appear to have survived ok as people look for outdoor activities	Conversations with local businesses and Town/Parish Councils
Hospitality and entertainment businesses have been particularly effected – pubs, hotels, The Athenaeum and others	Conversations with local businesses and Town/Parish Councils

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

## How local actions can be supported

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

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

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

**Thematic Leads** (2 per theme) will network together local stakeholders who are or wish to be active within their theme. Existing groups may be utilised or, where required, a new group may be established. The leads will be responsible for carrying out any further investigation, bringing together work currently happening and identifying gaps. Each lead will also be on the Westbury Community Area Recovery Steering Group and they will link to the Area Board who are able to offer support and financial help where appropriate. The 4 themes are:

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



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

## **Next Steps**

- I. Discuss this document and agree approach at next Warminster Community Area Board meeting (4 February 2021)
- II. Engage and consult with all Town and Parish Councils (February - May 2021)
- III. Engage and consult with partner organisations (February - May 2021)
- IV. Bring this document for discussion and agreement at AB meeting along with proposed AB work plan and recovery group's plan (First Area Board meeting of new council)
- V. Review this document and Area Board work plan regularly in response to changes and celebrate completed actions (At least every 2 months or as required)

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### 24<sup>th</sup> February 2021 Meeting (Microsoft Teams) – Minutes

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
<b>1. Attendees, Apologies &amp; Introductions</b>					
Page 67	<b>Present</b>	Cllr Andrew Davis (Chair), Kate Davey (WC), Martin Rose (WC), Denise Nott (WC), Graeme Morrison (WC), Cllr Fleur de Rhe-Phillipe (WC), Cllr Tony Jackson (WC), Andrew Cumming (ULPC), Simon Wager (MBPC), Phil Holihead (Chapmanslade PC), Sue Fraser (Warminster TC), Gillian Flint (UDPC), Simon Jasper (CHPC), Caroline Sawyer, Kate Plastow (LDPC), Len Turner (Co-op member Warminster Community Partnership), Tom Dommatt (Warminster TC), Liz Colvin (HI&KPC)			
	<b>Apologies</b>	Fiona Fox (Warminster TC), Spencer Drinkwater (WC)			
<b>2. Notes of the last meeting (12<sup>th</sup> November 2020)</b>					
		The minutes of the previous meeting held on the 12 <sup>th</sup> November 2020 were accepted and agreed.	Noted and agreed.		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
<b>3.</b>	<b>Finance</b>				
Page 684		<u>Financial position at February 2021</u>  (a) 2020-21 allocation = £15,226.00 (b) 2019-20 underspend = £6,512.84 (c) 2020 -21 3 <sup>rd</sup> party Contributions £9,162.50 (d) Total Budget for 2020-21 = £30,663.84 (a+b+c) (e) Scheme commitments 2020/21 = £29,643.81 (f) Current Balance = <b>£1,020.03</b> (d-e)  Refer to attached finance sheet.	Noted and agreed.		
	<b>Update on top 5 Priority Schemes</b>				
CATG agreed that once work orders have been placed for Priority One schemes a full entry is not required on Action Tracker: <ul style="list-style-type: none"> <li>• A summary will be retained</li> <li>• The entry will be “greyed out” to indicate that it is in progress and no further discussion is required at the CATG meeting unless otherwise indicated.</li> <li>• MR will provide updates in advance of meetings</li> <li>• The item will be removed once the scheme has been implemented.</li> </ul>					
4.1	<b>6661</b> Codford High Street. Signs to Lyons Seafood	<b>18/06/20</b> Sign proposals to be submitted to HE for approval and agreement.  <b>12/11/20</b> Awaiting response from HE. MR to resubmit proposal.  24/02/21 KD chased contact at HE for a response via email 10/2/21, awaiting response.	<b><u>ACTION</u></b> Keep chasing Highways England for a response.	1.	KD

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
4.2	<b>17-20-3</b> (29/01/20) Junction Portway & High Street, Warminster	<p><b>18/06/20</b> Approximately 8 pole cones required. Cost estimate including removal of old bollards, footway reinstatement and traffic management. £3000. TBA</p> <p><b>13/08/20</b> Members agreed to allocate £3,000 for the provision of new pole cones to replace the existing surface mounted bollards.</p> <p><b>12/11/20</b> Trial Pits required due to shallow services. Order placed, awaiting implementation.</p> <p>24/02/21 Confirmation received on 11/02/21 that this work is now complete. Invoice to be issued.</p>	<p><b><u>ACTION</u></b> Issue invoice, close and remove from agenda.</p>	1.	KD
4.3	<b>17-20-7</b> (03/02/20) High Street, Maiden Bradley.	<p><b>18/06/20</b> SDR undertaken at two locations on high Street Feb 20. Site 1 <b>West</b> - Mean = 24mph. 85<sup>th</sup> percentile – 31mph.</p> <p>Site 2 – <b>East</b> – Mean speed 32mph. 85<sup>th</sup> percentile – 39mph. Count at site 2 to be repeated to confirm and rule out device error. Current speed at eastern end would rule out provision of both a 20mph limit and on-carriageway footway.</p> <p><b>13/08/20</b> Repeat SDR to be undertaken in early September when schools return. MR to speak to Simon Wagner to agree way forward once results are known.</p> <p><b>12/11/20</b> Updated SDR count for High Street 17/10/20 - 16/10/20 Site 1 <b>West</b> - Mean = 20mph. 85<sup>th</sup> percentile – 24mph.</p>	<p><b><u>ACTIONS</u></b> Split into two separate schemes.</p> <p>B3092 village gates – send different styles of gates to PC. Progress to design phase.</p> <p>20mph speed limit – traffic surveys to be carried out on Back Lane and Kingston Lane when lockdown restrictions are eased.</p>	1.	KD  KD

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
Page 70		<p>Site 2 – <b>East</b> - Mean speed 29mph. 85<sup>th</sup> percentile – 36mph.</p> <p>Site meeting has taken place with PC Virtual footway no longer supported however a 20mph limit on High St / Back Lane/ Kingston Lane is requested. Consideration of new signs / gates on B3092 (southbound) Estimated cost, Speed Limit - £4000, gates/ signs £3000.</p> <p><b>Agreed</b> – Allocate £7000, PC 25% of cost.</p> <p>24/2/21 Site visit undertaken by KD. Traffic survey sites for Back Lane and Kingston Lane located. Assessment to be progressed once lockdown restrictions are eased. Chased update on landowner's hedge removal for B3092 11/02/21.</p>			
4.4	<b>17-20-9</b> (21/07/20) A362 Corsley Heath	<p>Request by Corsley PC for 40mph speed limit to be re-assessed with a view to implementing a 30mph limit. <a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p><b>13/08/20</b> Members agree to move to priority 1 and allocate £2500.</p> <p><b>12/11/20</b> Order to be issued. Speed limit assessment to take place early Jan 21. Delay due to social distancing restrictions.</p> <p>24/02/21 Further delay due to latest national lockdown for Covid-19. This assessment will be completed once restrictions are eased.</p>	<p><b><u>DISCUSSION</u></b> Simon Jasper commented on new development for Baytree Close resulting in another entrance onto A362. Martin Rose confirmed that Atkins have been made aware of this for inclusion in assessment.</p> <p><b><u>ACTION</u></b> Chase Atkins on timeframe for completion when lockdown restrictions are eased.</p>	1.	KD

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
4.5	<b>17-20-10</b> (16/7/20) Sand Street, Longbridge Deverill	<p>Vehicles are mounting the pavement, damaging the pavements, causing stones to hit windows, vehicles reversing and hitting property number 83. Highways were called to an incident in early June, whereby a van had reversed and hit the corner of property 83, causing damage.</p> <p><b>13/08/20</b> MR to look at bollard options and report back to group.</p> <p><b>12/11/20</b> Discussions taking place with PC. Estimate of 8 no. pole cones. Length to be covered to be agreed. Estimated cost £2500.</p> <p><b>Agreed</b> - Allocate £2500 in 2021/22 financial year.</p>	<p><b><u>DISCUSSION</u></b> Martin Rose suggested recycling some of the emergency active travel poles which will be removed from other sites in the next few months. PC and Group agreed to this in principle.</p> <p><b><u>ACTION</u></b> Send photos of poles and dimensions to PC for final consideration.</p>	1.	KD
4.6	<b>17-20-17</b> (03/11/20) High Street Warminster	<p>The owner of S L Corden &amp; Sons requests that the Bollards outside the Café Journal are extended up to the entrance to North Row to prevent delivery vans from driving onto the pavement to park. These vans are not only delivering to S L Corden's shop but to other premises in the area and on three occasions S L Corden's blinds have been hit causing the arms to be bent and damage that on one occasion was so bad that it resulted in having to replace a whole blind. The owner of S L Corden's concludes that it is only a matter of time before that happens again and they also cause damage to the pavement. <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p><b>12/11/20</b> Manchester style Bollards currently used on High street. Existing spacing between bollards approximately 5.0 – 6.0m. Approximately 2/3 no. bollards required. Estimated cost per bollard £150.00. Traffic</p>	<p><b><u>DISCUSSION</u></b> Cllr Jackson confirmed how important this scheme is due to vehicle damage to footway and gullies in this area.</p> <p><b><u>ACTION</u></b> Order and implement scheme using Manchester rebound bollards.</p>	1.	KD

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who	
		<p>Management (lane closure) = £650.00. Total £950.00.</p> <p><b>Agreed</b> - Allocate £950.00 (CATG £712.50, WTC £237.50)</p> <p>24/02/21 Works pack to be issued imminently.</p>				
<b>5.</b>	<b>Priority Two / Pending Schemes</b>					
Page 72	5.1	<b>6146</b> Woodcock Road	<p><b>08/06/20</b> No update to report. Item to remain on tracker as low priority 2.</p> <p><b>13/08/20</b> No progress to report. Further attempt to be made to encourage submission of updated school. MR to speak to Ruth Durrant (school travel plan advisor).</p> <p><b>12/11/20</b> MR has spoken to Ruth Durrant. Updated travel plans imminent. To be progressed under TAOSJ.</p>	<p><b><u>ACTION</u></b> Leave on agenda for now and monitor.</p>	2	
	5.2	<b>7058</b> King Street Warminster	<p><b>26/09/19</b> Speeding complaint. Request for Traffic Calming. MR recommends metro-count to establish extent of problem. Issue to be discussed at WTC TDC first Action with Warminster TC. Speed survey request to be submitted.</p> <p><b>18/06/20</b> No receipt of metro count request being received.</p> <p><b>13/08/20</b> WTC have resubmitted metro-count request.</p> <p><b>12/11/20</b> Awaiting metro-count results. MR chased</p>	<p><b><u>ACTIONS</u></b> Group agreed to close issue and remove from agenda.</p> <p>Inform requester accordingly.</p>	2	KD  WTC



	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		02/11/20. Note significant waiting time for metro count requests. Count location relocated slightly due to availability of fixing point.  24/02/21 Traffic survey results (Dec 2020): Mean = <b>17.6mph</b> , 85 <sup>th</sup> percentile = <b>21.4mph</b> .			
5.3	<b>17-19-2</b> (23/09/19) A36 / B390 Chitterne	Heytesbury PC request measures to improve safety at the junction of A36 / B390 Knook  <b>18/06/20</b> MR has liaised with HE re. possible future work programmes and awaiting a response.  <b>12/11/20</b> No update to report. MR to continue to chase Highways England. Traffic Engineer to look at road markings to examine why vehicles are queuing side by side at junction onto A36.	<b><u>DISCUSSION</u></b> Martin Rose confirmed he has previously asked contact at Highways England for information on future schemes in this area with no response. Denise Nott confirmed grass cutting south of junction is partly WC partly HE responsibility. Denise agreed to chase HE at appropriate time to maintain area sufficiently.  <b><u>ACTIONS</u></b> Chase HE again for a response.  Investigate road markings (arrows) to reinforce correct junction layout.	<b>2.</b>	KD  KD
5.4	<b>17-20-6</b> B390 Chitterne	Volume of traffic in general using the B390 as a rat run to avoid the A303/A36, particularly the tour buses/coaches travelling from Stonehenge to Bath and vice a versa.  Request for Coach Ban on B390 with exemption for local buses. This is on ongoing issue with residents, in places there are no pavements and the road narrows, therefore making it difficult for resident to safely walk in their own village.  <b>18/06/20</b> MR to investigate further and report to next CATG. Coach survey on B390 likely to be	<b><u>ACTION</u></b> Leave on agenda for now and review post Covid-19.	<b>2.</b>	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
Page 74		<p>required to establish numbers.</p> <p><b>13/08/20</b> 1-week coach survey estimated cost £1350. Members agreed that a survey was unlikely to achieve meaningful data at present time due to Covid-19 and would be better considered next Spring (2021) Virginia Neal expressed ongoing concerns relating to B390, traffic volumes, speed etc and asked for joined up approach to look at these issues, particularly in light of planned improvements to the A303.</p> <p><b>12/11/20</b> No update to report. Issue remains on hold. To be reviewed post Covid-19.</p>			
	5.5	<p><b>17-20-8</b> (08/06/20)</p> <p>C10 Sutton Veny High Street</p> <p>Traffic safety issues in High Street where there is reduced visibility due to parked vehicles and no pavement. Request for 20mph limit. <a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p><b>13/08/20</b> Metro counts required to establish speed data through village. MR to arrange and report back to group.</p> <p><b>12/11/20</b> Request for metro-counts placed and 5 no locations agreed. Please note there is currently a backlog of requests 6-9 months.</p> <p>24/02/21 Traffic surveys pending. They will be commissioned once the Covid-19 national lockdown has been lifted.</p>	<p><b><u>ACTION</u></b> Progress traffic surveys once Covid-19 lockdown restrictions have been eased.</p>	2.	KD
	5.6	<p><b>17-20-11</b>(24/07/20)</p> <p>Request to extend the pavement from its end in Victoria Road to Bugley Cottages, Victoria Road. WTC Members debated this issue and understood</p>	<p><b><u>DISCUSSION</u></b> Cllr Jackson commented on the request not only for a footway but also a need for</p>	2	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
Page 75	Victoria Road, Warminster	<p>the residents' concerns and felt that this route would only get busier going forward when the Western Urban extension is completed. This would be a very expensive project and its integration with forthcoming development was crucial.  <a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p><b>13/08/20</b> Members agreed this issue needs to be considered as part of West Urban Development. MR to speak to Development Control re. possible section 106 monies.</p> <p><b>12/11/20</b> The following response received from Kenny Green in Planning:</p> <p><i>“Applications 15/01800/OUT and 17/01463/FUL are still pending as the legal agreements have been very complex affairs”</i></p> <p><i>“Both committee reports set out the developer contributions that the drafted s106 will secure which extends to various off-site highway works. Warminster TC will also receive CIL monies”</i></p>	<p>a cycleway. Recommends this should be included in the Section 106 agreement.</p> <p><b><u>ACTION</u></b> Leave on agenda for now and monitor.</p>		
	5.7	<b>17-20-15</b> (03/11/20) Portway Warminster	<p>Several members of the public who use wheelchairs/mobility scooters are experiencing difficulties crossing Portway at the exit of Bartholomew Lane/path at the crossing refuge point. Owing to the parked cars and the low-level visibility from a wheelchair/mobility scooter they are unable to see cars coming from the right.  <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p><b>12/11/20</b> Visibility reduced for pedestrian crossing Portway (east to west) using the refuge island due to presence of parked vehicles. Pedestrian count /</p>	<p><b><u>DISCUSSION</u></b> Cllr Davis expressed concerns over the possible loss of 12 parking spaces along Portway due to development. Martin Rose explained this might be due to the full visibility splay required in the design of the access. Cllr Davis confirmed this application has been called in.</p> <p><b><u>ACTION</u></b> Leave on agenda for now and monitor.</p>	<b>2</b>

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
		<p>assessment required before formal crossing can be considered. (Count cost £1000)</p> <p>Potential for possible Section 106 funding or substantive bid in 2021/22.</p>			
5.8	<b>17-20-16</b> (03/11/20) Pound Street Warminster	<p>A resident has requested that something is put in place to stop larger vehicles accessing Pound Street from West Parade. They are happy to have bollards put on corners of the external wall as a deterrent and to protect their wall <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p><b>12/11/20</b> Signs erected in 2019 to direct HGV traffic along West Parade but evidence of these being ignored. New larger HGV sign could be provided.</p> <p>Bell bollards cannot be considered to protect wall of No. 87 Pound Street as likely to have been constructed without permission on public highway. Engineer to look at options/cost and report back to group.</p>	<p><b><u>DISCUSSION</u></b> Martin Rose confirmed previous typo and that a bell bollard can be installed at this location. Cllr Jackson considered if the signing and road markings are a success is there a need for the bell bollard. This could be tackled with a staggered approach if agreed.</p> <p><b><u>ACTION</u></b> Compile estimate for all works to be discussed at the next meeting.</p>	<b>2</b>	KD
5.9	<b>17-20-18</b> (03/11/20) Smallbrook road Warminster	<p>A Temporary Traffic Management Order to close Smallbrook Road for the amphibian breeding migration for 12 weeks from 1st February 2021. A TTMO was made by Richmond Council for this purpose in Spring 2020.</p> <p>Reduce Smallbrook Road speed limit to 20mph between Turnpike Cottage and the junction with Southleigh View.</p> <p>Add speed bumps to the double-blind corner on Smallbrook Road and on the straight section</p>	<p><b><u>DISCUSSION</u></b> Group discussed and agreed previous notes not to support TTMO or speed bumps for reasons outlined at last meeting.</p> <p>Group also discussed whether a 20mph speed limit assessment at the cost of £2500 would be beneficial and add value. Cllr Jackson considers it to be too costly and unenforceable and so does not support it.</p>	<b>2</b>	

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
Page 77		<p>between Turnpike Cottage and the Calves Mead Sewage station. <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p><b>12/11/20</b></p> <ol style="list-style-type: none"> <li>1. A TTMO could be considered on Smallbrook Road for the Amphibian breeding season. However signs alone are unlikely to be an effective deterrent and some form of removable barrier or gate would be required. Legal access to the pumping station would still be necessary.</li> <li>2. A 30mph restriction has been implemented in 2020. A further reduction would require another assessment to be undertaken.</li> <li>3. The provision of vertical features on the highway are governed by the Road Hump Regulations 1999. The regulations prohibit the provision of road humps where a system of street lighting is not present.</li> </ol> <p>The group did not support of the temporary closure request. They were more sympathetic to the request for a 20mph limit and recognised the local importance as walking and cycling route. It will therefore add the site to its 'pending' schemes requiring further investigation and assessment. Possible inclusion in 2021/22 financial year. The CATG did not support the request for road humps for the reasons outlined in point 3. Above.</p>	<p>Sue Fraser added that there is a degree of speeding already but would a 20mph also be ignored.</p> <p><b><u>ACTION</u></b> Request traffic surveys once Covid-19 lockdown restrictions are eased to determine current speeds.</p>		WTC

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
6	<b>New Requests submitted since last meeting</b>				
6.1	<b>17-20-19</b> (11/12/20) New Road, Codford	New Road – from the village shop to the junction of Green Lane is a popular pedestrian route. It is also a very busy road with high volumes of traffic but has no footway on either side for pedestrians. Request for white line along one side of the road to give pedestrians safe right of way.	This issue was not discussed as there was no representative from Codford PC in attendance.  <b>ACTIONS</b> Defer to next meeting and request Codford PC attend to discuss issue.  Contact Codford PC once lockdown restrictions are eased to arrange site visit and gain better understanding of issue.	<b>2</b>	CPC  KD
6.2	<b>17-21-1</b> (22/01/21) Spur Road off Cherry Orchard, Codford	Concerns over a footpath being used as a short cut to the primary school which meets the spur road opposite Wylve Coyotes. Vehicles use this cul de sac to turn around at school drop off time, young children also use it to ride their bikes and scooters to school. Drivers do not realise there is a footpath as it is not signposted and masked by fencing from adjacent house. Since the school had automatic gates installed cars can no longer use car park to turn around so this problem is getting worse.  Request for warning signs on the verge to emphasise to vehicles that children are using the footpath and crossing this road.	This issue was not discussed as there was no representative from Codford PC in attendance.  <b>ACTIONS</b> Defer to next meeting and request Codford PC attend to discuss issue.  Contact Codford PC once lockdown restrictions are eased to arrange site visit and gain better understanding of issue.	<b>2</b>	CPC  KD
6.3	<b>17-21-2</b> (22/01/21) Junction off High Street to Cherry Orchard, Codford	Ongoing parking issues and traffic into Cherry Orchard because of access to the school and doctor's surgery. Parish Council now allow use of village hall car park for visitors.  Request for direction signs on verge at the junction to direct traffic into village hall car park.	This issue was not discussed as there was no representative from Codford PC in attendance.  <b>ACTIONS</b> Defer to next meeting and request Codford PC attend to discuss issue.	<b>2</b>	CPC

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
			Contact Codford PC once lockdown restrictions are eased to arrange site visit and gain better understanding of issue.		KD
Page 79	6.4 <b>17-21-3</b> (08/02/21) Park Lane, Heytesbury	There are two 30 mph speed limit signs at either end of Park Lane and the chicane at Riverbank, Mill Farm and Heytesbury Mill experiences a lot of traffic and walkers. The Parish Council would like to establish whether safety signs could be installed to warn car drivers. This area is often used as a diversion when accidents occur on the A36 and many vehicles are not aware of the tight bend or that larger vehicles struggle to get through.	<b><u>ACTION</u></b> Site visit to assess most appropriate warning sign for this location.	<b>2</b>	KD
	6.5 <b>17-21-4</b> (12/02/21) Heytesbury village	The village of Heytesbury has many young families using buggies and the elderly population using buggies finding it difficult to navigate hard footpaths to get to local facilities and the school. Some work has been done in dealing with overhanging hedges, but the Parish Council would like to know if there is the possibility of a review in the village generally with advice on what might be possible to make transfer routes easier.	<b><u>ACTION</u></b> Arrange site visit with Parish Council once lockdown restrictions are eased to walk through the village and discussed locations for dropped kerb sites.	<b>2</b>	KD
<b>7 AOB</b>					
7.1	Upton Lovell PC - Bus shelter request on A36, previously discussed and not supported by CATG. Alan Cumming attended meeting to raise it again as there is a need for ensuring the safety of elderly members of the village. Informed the group that there might be some village funding which can be contributed in the future.				

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
7.2	Longbridge Deverill PC:  Speeding issues on A350. Requests for information on metro count timescales. KD will send links to traffic survey forms and any requests made will be commissioned when lockdown restrictions are eased.  A350 carriageway repairs – Denise Nott confirmed she is aware of these issues and is escalating them.  Solar bollard issue should be raised through the MyWilts App online reporting system for action.				
7.3	Upton Scudamore - Church Lane surfacing – Denise Nott confirmed this location is on the list for surface dressing. Will confirm time scale in due course.				
7.4	Thanks, and Goodbye - Cllr Tony Jackson expressed thanks to Cllr Andrew Davis for his efforts to chair the CATG meetings and to Martin Rose and highway officers for all their help and advice. All in agreement.				
8.	<p><b>Agreement of Priority 1 schemes (Max 5 to be progressed at any one time)</b> Note: Issues which are ‘Greyed out’ indicate schemes where orders have been issued but are awaiting implementation.</p> <p><b>Issues highlighted in Yellow are awaiting approval from the Area board</b></p> <ol style="list-style-type: none"> <li>1. 17-20-7 High Street, Maiden Bradley. 20mph limit and Gateway on B3092</li> <li>2. 6661 Codford High Street. HGV Signs to Lyons Seafood (Monies not yet allocated)</li> <li>3. 17-20-3 Junction of Portway &amp; High Street, Warminster – Pole Cones <b>£3000</b> (CATG £2250, Warminster TC £750)</li> <li>4. 17-20-9 A362 Corsley Heath – Speed Limit Review - <b>£2500</b> (CATG £1875.00, Corsley PC £625.00)</li> <li>5. 17-20-7 High Street, Maiden Bradley - <b>£7000</b> (CATG - £5250, Maiden Bradley PC £1750.00)</li> <li>6. 17-20-10 Sand Street, Longbridge Deverill Pole Cones (CATG £1875.00 Longbridge Deverill £625.00) <b>IMPORTANT 2021/22 budget</b></li> <li>7. 17-20-17 High Street Warminster - Bollards <b>£950.00</b> (CATG £712.50, Warminster TC £237.50)</li> </ol>				



	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	Who
9.	Date of Next Meeting - TBC				

**Highways Officer – Kate Davey**

**1. Environmental & Community Implications**

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

**2. Financial Implications**

2.1. All decisions must fall within the Highways funding allocated to Warminster Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Warminster Area Board will have a Highways funding balance of **£1,020.03**

**3. Legal Implications**

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

**4. HR Implications**

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

**5. Equality and Inclusion Implications**

5.1. The schemes recommended to the Area Board will improve road safety for all users of the highway.

**6. Safeguarding implications – none.**

## Warminster CATG

### BUDGET 2020-21

£15,226.00 CATG ALLOCATION 2020-21

£6,512.84 2019-20 underspend

### Contributions

Corsley Heath - Ped improvements by bus stop (£5000 20/21)	£5,000.00	Invoiced
Warminster TC - 30mph limit Smallbrook Rd (£750 20/21)	£650.00	Invoiced
Warminster TC - Portway pole cones	£750.00	Confirmed
Corsley PC speed limit assessment	£625.00	Confirmed
H bar marking - Recharge to requester	£150.00	
Maiden Bradley PC - 20mph limit and gateway	£1,750.00	Confirmed
High Street Bollards - Warminster TC	£237.50	Confirmed

### Total Budget

**£30,663.84**

### Commitments carried forward previous years

A362 Corsley Heath - Improvements by bus stop	£13,443.81	Actual
Upper Marsh Road / Lower Marsh Rd/ Smallbrook Road speed Limit	£2,600.00	Actual
H Bar Marking High street Chapmanslade	£150.00	Full recharge to requester

### New Schemes 2020/21

A36 Codford High Street - Lorry Route Signs	£0.00	Awaiting HE feedback
Maiden Bradley - High Street / Back Lane 20mph limit. Gateway on B3092	£7,000.00	£4000 Speed Limit / £3000 Gateway (Land Owner to cut back hedge)
Junction of Portway and High Street Warminster - Jislon City Pole cones	£3,000.00	Estimate
A362 Corsley Heath Speed limit assessment	£2,500.00	Estimate
High Street - 2 no. Manchester Bollards SL Corden to North Row	£950.00	Estimate

Total commitment **£29,643.81**

Remaining Budget **£1,020.03**

<b>Report To</b>	<b>Warminster Area Board</b>
<b>Date of Meeting</b>	<b>Thursday, 24 June 2021</b>
<b>Title of Report</b>	<b>Warminster Area Grant Report</b>

## Purpose of the Report

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

## Area Board Current Financial Position

	Community Area Grants	Young People	Health and Wellbeing
<b>Opening Balance For</b> <u>2021/22</u>	<u>£43,118</u>	<u>£12,892</u>	<u>£7,700</u>
<b>Awarded To Date</b>	<u>£0</u>	<u>£0</u>	<u>£0</u>
<b>Current Balance</b>	<u>£43,118</u>	<u>£12,892</u>	<u>£7,700</u>
<b>Balance if all grants are agreed based on recommendations</b>	<u>£33,029</u>	<u>£12,892</u>	<u>£6,336</u>

## Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG66</a>	Community Area Grant	Codford Village Hall	Codford Village Hall Playing Field Safety Fencing	£1795.00	£795.00
<p><b>Project Summary:</b>            The A36 trunk road was until recently screened from the Village Hall Playing Field by low level scrub vegetation, small and large (poplar) trees. This deterred and prevented children from being attracted to playing close to the A36. In March 2021 the Highways Agency carried out a road safety measure by reducing poplar trees in the roadside buffer zone adjacent to the Playing Field. This was achieved from the Playing Field side of the buffer zone and necessitated removal of the scrub vegetation and small trees to facilitate access to the poplars. An unforeseen consequence of this site clearance was the removal of the A36 screening and the increased openness of the buffer zone to the delight of local children who have been witnessed playing in this area. This application is to fund a safety fence along the open side of the Playing Field. A quote from a local fencing contractor to provide the materials and expertise has been obtained. The village has undertaken to provide the labour to erect the fencing under the guidance of the contractor. Village volunteers have already stood up.</p>					
<a href="#">ABG26</a>	Community Area Grant	Bishopstrow and Boreham Parochial Church Council	St Johns Hall Refurbishment	£8932.00	£3866.00

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<p><b>Project Summary:</b>  <b>St John's Hall is, under normal circumstances, extensively used by a wide variety of clubs, charities and exercises classes, for all people of all ages in the local community. This usually generates about £10,000 a year in income and covers staff and running costs. In 2020-21 this income has reduced to just under £3,500. The Hall is run by a committee and has just appointed a new Hall Manager. I have recently taken over as Treasurer and one of my priority tasks, with the newly appointed Manager, has been to review the condition and safety of the Hall. We have completed the review and it has shown that there is some serious repair, refurbishment and redecoration required in the Hall. All the following tasks need to be completed as soon as possible (and as the Hall is currently not in use due to Covid, we have a plan to complete the works before the Hall re-opens in, hopefully, June). The following needs to be done (by separate independent, local tradespeople):</b></p> <ul style="list-style-type: none"> <li>• Re-roofing of leaking storerooms/garages (£4,030 - expensive due to asbestos roofing sheets needing specialised disposal);</li> <li>• Renewing of non-compliant kitchen and main hall lights (£1,615);</li> <li>• Re-pointing of east wall to stop major damp problem (£1,100);</li> <li>• Repair of main front door, skirting boards, floorboards, and total redecoration of front door, main hall and kitchen (£2,187).</li> <li>• Total cost: £8,932. None of the suppliers are VAT registered. This grant application requests financial support for the above tasks.</li> </ul>					
<a href="#">ABG46</a>	Area Board Initiative	Friends of WCR	Computers network update and replacement	£8500.00	£4250.00
<p><b>Project Summary:</b>  <b>The Radio station relies heavily on its Computers and Network system for running all of its automation, editing software legal accountability to Ofcom and for programme content. When we started the service we had 5 computers we now use 20 for every aspect of operation. Most of the computers are 10 to 15 years old running XP non supported operating system leaving the station open to hacking and virus attack. Replacement of these and the associated routers and cabling are now very urgent.</b></p>					
<a href="#">ABG68</a>	Health and Wellbeing Grant	Crockerton Village Comittee	Crockerton Village Committee Defibrillators	£3360.00	£1364.00
<p><b>Project Summary:</b>  <b>The Village committee purchased two defibrillators from South West Ambulance Trust on a 4 year scheme, they are now due for their renewal for another 4 years.</b></p>					
<a href="#">ABG108</a>	Community Area Grant	Grovelands Countryside and Wildlife Volunteers	Upgrading of informal footpaths on Grovelands Countryside and Wildlife site	£4000.00	£2000.00
<p><b>Project Summary:</b>  <b>During Covid lockdowns much greater use of the Grovelands public open space has been made by local residents. During the late Autumn, Winter and early Spring many of these paths on the western side of the bunded area are impassable because they are waterlogged. Having taken advice from Wiltshire Council's Public Rights of Way Officer his recommended solution is to create a boardwalk to provide a stable surface above the flood plain. When the paths are waterlogged walkers attempt to open up alternative routes that are damaging the wildflowers, orchids etc. that we are trying to restore on site. Over the next 5 years we are planning to raise the standard of all the footpaths to enable full accessibility for all including wheelchair users.</b></p>					

## 1. Background

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

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

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

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

## 2. Main Considerations

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

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

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

## 3. Environmental & Community Implications

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

## 4. Financial Implications

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

## 5. Legal Implications

There are no specific legal implications related to this report.

## 6. Human Resources Implications

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

## 7. Equality and Inclusion Implications

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

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

## 8. Safeguarding Implications

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

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

## Report Author

Graeme Morrison, Community Engagement Manager, [Graeme.Morrison@wiltshire.gov.uk](mailto:Graeme.Morrison@wiltshire.gov.uk)

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