

AGENDA

Meeting: Warminster Area Board
Place: Warminster Library, Three Horseshoes Walk, Warminster BA12 9BT
Date: Tuesday 23 August 2022
Time: 7.00 pm

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

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

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

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

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

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

Wiltshire Councillors

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

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Bourne Hill, Salisbury
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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 - 16*)

To approve and sign as a correct record the minutes of the meeting held on 14 July 2022.

4. **Declarations of Interest**

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

5. **Chairman's Announcements** (*Pages 17 - 20*)

To receive the following announcements through the Chair:

- Annual Canvass
- Electric Vehicle Charging Points Webinar
- Wylve Valley Art Trail

6. **Annual Review of Local Priorities** (*Pages 21 - 30*)

- I. To report on progress made in addressing the Area Board priorities selected for 2021/22
- II. To consider any new evidence or information that will help inform the Area Board in selecting its priorities for 2022/23
- III. To highlight potential priorities for the Area Board to consider for 2022/23
- IV. To inform the Area Board of the broad mechanism for delivering these priorities including (where appropriate): leads, working groups and allocating funding.

7. **Outside Bodies and Working Groups** (*Pages 31 - 42*)

The Area Board is requested to:

- I. Appoint Members as Lead representatives to Outside Bodies as set out at Appendix A;
- II. Agree to reconstitute and appoint to AB Non-Priority Working Group(s)

as set out in Appendix B.

8. **Urgent items**

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

9. **Future Meeting Dates**

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

MINUTES

Meeting: Warminster Area Board
Place: Warminster Civic Centre, Sambourne Road, BA12 8LB
Date: 14 July 2022
Start Time: 7.00pm
Finish Time: 9.30pm

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

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

In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Graeme Morrison, Community Engagement Manager
Dominic Argar, Assistant Multimedia Officer
Ben Fielding, Democratic Services Officer

Partners, Parish and Town Councils

Maiden Bradley Parish Council
Horningsham Parish Council
Corsley Parish Council
Warminster Town Council
Warminster Garrison

Total in attendance: 21

<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Election of the Chairman</u></p> <p>Nominations were sought for a Chairman for the forthcoming year. On the nomination of Councillor Christopher Newbury seconded by Councillor Andrew Davis, it was,</p> <p>Resolved:</p> <p>To elect Councillor Tony Jackson as Chairman of Warminster Area Board for the forthcoming year.</p>
2.	<p><u>Election of the Vice-Chairman</u></p> <p>Nominations were sought for a Vice-Chairman for the forthcoming year. On the nomination of Councillor Pip Ridout, seconded by Councillor Christopher Newbury, it was,</p> <p>Resolved:</p> <p>To elect Councillor Bill Parks as Vice-Chairman of Warminster Area Board for the forthcoming year.</p>
3.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Warminster Area Board.</p>
4.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Nic Courtice (Dorset & Wiltshire Fire and Rescue Service), Len Turner (Chair of Warminster & Villages Community Partnership) and Heather Parks (Sutton Veny Parish Council).</p>
5.	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 21 March 2022 were presented for consideration and it was noted that on page 11, St John's Hall is located in Boreham rather than Bishopstrow. After which it was;</p> <p>Resolved</p> <p>To approve and sign as a true and correct record of the minutes of the meeting held on 21 March 2022 once the amendment had been made.</p>
6.	<p><u>Declarations of Interest</u></p>

	<p>Cllr Tony Jackson declared an interest regarding the Warminster Athenaeum grant application and stated that he would withdraw from the item and not vote.</p> <p>Cllr Andrew Davis declared an interest regarding the Warminster Youth Club grant application as he is part of the management committee of the Lakeside Centre. He declared he would therefore be abstaining in a vote to award funding.</p>
7.	<p><u>Chairman's Announcements</u></p> <p>The chairman gave the following updates:</p> <ul style="list-style-type: none"> • Change to Community Area Transport Groups (CATGs) into Local Highway and Footway Improvement Groups (LHFIGs) The Chairman noted that on 26 April 2022 Wiltshire Council Cabinet approved plans to change Community Area Transport Groups (CATGs) into Local Highway and Footway Improvement Groups (LHFIGs) – and increase funding for community highways projects. <p>It was explained that the key difference between the new LHFIGs and the former CATGs is that the new groups would be able to improve or repair existing infrastructure such as highways and footways, while still investing in new infrastructure, as the previous CATGs could. The funding arrangements of LHFIGs was also explained with further information regarding LHFIGs and the Cabinet report available to access through the briefing note.</p> <ul style="list-style-type: none"> • FUEL Camps The Chairman provided information about FUEL camps, which are a programme of holiday activities and food provision. The camps are funded across England by the Department of Education (DofE) and aim to provide children who are eligible for benefits related free school meals with free access to enriching activities, nutritious meals and nutritional education during the Easter, Summer and Christmas holidays. Further information regarding FUEL camps as well as well as a report on the impact of FUEL in 2021 and a grant application form could be found within the agenda pack. Community Engagement Manager, Graeme Morrison, stated that the deadline for applications would be lunchtime on 15 July 2022. • Positive Conduct Equals Positive Democracy The Chairman drew attention to information included in the agenda pack regarding a Positive Conduct Webinar that took place ahead of the Area Board meeting on 7 July 2022. The Webinar included a Question-and-Answer session from “Ambassador for Compassion in Politics” Jackie Weaver as well as Cabinet Members from Wiltshire Council. Cllr Bill Parks stated that there is the intention to roll out further webinars with further tools available to use. • Local Successes Warminster Area Board would like to congratulate the following individuals and

	<p>groups for their respective achievements:</p> <ul style="list-style-type: none"> • Sarah Jeffries, who recorded a career-best display in the World Duathlon Championships in Romania in June where she finished 11th in her age group. • Warminster Rugby Club who reached the Bath Combination Semi-Finals. • To all those locally who had arranged and partook in the Queen's Platinum Jubilee Celebrations.
8.	<p><u>Partner and Community Updates</u></p> <p>Updates were received from the following partners:</p> <ul style="list-style-type: none"> • Wiltshire Police <p>The Area Board received a verbal update from Inspector Al Lumley. An overview was provided of the performance over the last 12 months to April 2022, which included the following points:</p> <ul style="list-style-type: none"> • There is currently a review into Stop and Search being conducted regarding ethnicity statistics. The review is on-going and is across Wiltshire. • Details were provided regarding Hate Crime in Warminster, with it noted that there has been an increase from previous years. The police are therefore monitoring community tension. <p>An overview of the local priorities for Warminster was provided, which included the following areas and can be found in the agenda supplement:</p> <ul style="list-style-type: none"> • Westleigh warrants. • HMICFRS report findings. • Operation Siege and residential burglaries. <p>An overview of Operation Scorpion was provided, which included the following points:</p> <ul style="list-style-type: none"> • Operation Scorpion is a regional agreement between the five PCC's and five Chief Constables in the South West regions to make the area a hostile environment for drug supply. • Aims include to raise awareness of the negative impact of drugs, identify hotspots in communities and to enhance community police and proactive responses. <p>An overview of the HMIC PEEL 2021/2022 report was provided, which included the following points:</p> <ul style="list-style-type: none"> • The HMICFRS is an inspection and assessment of police forces, including a rolling assessment (PEEL). • Unfortunately, Wiltshire Police did not do well with significant failings identified that need immediate action with 5/8 areas requiring

improvement and 3/8 areas being seen to be inadequate.

- The force is determined to address these areas and comprehensive action has been outlined as to how it will be done.

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

- It was clarified that the Police have three months to improve the areas identified within the bottom measures but it will take longer to reach an outstanding rating.
- It was clarified that out of the local shed breaks that had taken place, the vast majority had been locked but not very well with tiny padlocks.
- It was clarified that the drugs seized under the Westleigh warrants were a mix of Class A and B with the quantities found suggesting they were for dealing.
- It was recognised that the Police call centres have a high turnover of staff, with the pay scales offered not comparative to the private sector.
- It was stated that the inspection results were a culmination of items with the assessment itself having changed as well as the grading structure. It was also acknowledged that there has been a change in focus for the Police to look at the bigger picture rather than local issues.

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

The Area Board noted a written update attached to the agenda. It was suggested that when a Fire Service rep cannot make an Area Board meeting that a provided video be shown to highlight the work that had been conducted by the service. It was agreed that this could be arranged with the Democratic Services Officer should these be a suitable length.

- **Warminster and Villages Community Partnership**

Cllr Pip Ridout updated that the Warminster and Villages Community Partnership had not had a meeting since lockdown but there is a view to starting up the Partnership again with focus in the winter.

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

The Area Board noted a written report attached to the agenda, which highlighted the concerns of local people, such as cycling on pavements and speeding. It was stated that the next meeting of the group will likely be in the Police building with the opportunity to join via hybrid means not an option. Apologies were provided to the villages who would have to travel to attend.

- **Local Youth Network**

Cllr Tony Jackson informed that a pop-up youth event had taken place in Codford the previous month, which was well attended and received positive feedback. The event was organised by Community First, who have since reported that they have funding available for another event. Corsley or Chapmanslade have been suggested as a potential location for a further event in September.

	<ul style="list-style-type: none"> • Town and Parish Councils <p>The area board noted the following written updates that had been attached to the agenda from the following Parish Councils; Sutton Veny, Maiden Bradley and Horningsham. In addition, a written update was provided by Warminster Town Council, which can be found attached to the minutes.</p> <p>Cllr Neil Carpenter provided a verbal update for Corsley Parish Council, which noted that they had recently completed a review of footpaths, bridal ways and tracks. Additionally, they had agreed as a Parish on a strategy for opening up such routes to horses, cyclists and those on foot as well as doing repairs to all damaged gates with land owners. Signs for horses have also been put up with the support of the National Horse Association.</p>
9.	<p><u>Community Engagement Manager (CEM) Presentation</u></p> <p>The Area Board received a presentation from Graeme Morrison, Community Engagement Manager. The presentation covered the following points:</p> <ul style="list-style-type: none"> • It was explained that the reasoning behind the review was to build on the practice and evident success of the Area Boards and to address areas where there was inconsistency in practice and approach. • An overview of the review process was provided, which acknowledged that an Overview and Scrutiny process took place between January – March 2022, which resulted in 24 recommendations. • The setting of and working to local priorities was detailed, with it noted that up to five priorities could be agreed by an Area Board following the first business meeting after Full Council; with at least one Councillor requested to lead each priority. • An overview of the updated Area Board Grant Funding Criteria was provided, with details of changes and the Grant Assessment Panel that would review grant applications under “exception requests” and “councillor requests for review”. • It was stated that Community Engagement Managers still have delegated powers to award authority, with conditions listed to permit such use. • Attention was drawn to the new Area Board Handbook, which has been published and is available on the Council website. <p>After which, it was,</p> <p><u>Resolved</u></p> <p>The Warminster Area Board agreed that applications for Community Area Grant funding should be limited to £2,500 in order to ensure that the initially allocated amount of money could be spread to help more people. In addition, it was agreed that if money was left over at the end of the financial year then previous grants which requested more funding could be topped up.</p>

10.	<p><u>Annual Review of Local Priorities</u></p> <p>The Area Board received a report from Graeme Morrison, Community Engagement Manager. Graeme Morrison provided an overview of the report which included a progress update from the 2021/22 local priorities work. The following priorities from 2021/2022 were reviewed with examples of completed outputs provided:</p> <ul style="list-style-type: none"> • Digital inclusion • Tackling social isolation and loneliness • Supporting local business • Improving outcomes for young people and positive activities • Housing and employment <p>After which, it was,</p> <p><u>Resolved</u></p> <p>That the Area Board would postpone deciding on their priorities and would meet outside of the Area Board meeting in order to decide upon their priorities for the coming year. The chosen priorities would then be formally agreed upon at a special Area Board meeting.</p>
11.	<p><u>Outside Bodies and Working Groups</u></p> <p>The Chairman introduced a report attached to the agenda, which provided information regarding the appointment of Area Board Lead Councillors.</p> <p>After which, it was;</p> <p><u>Resolved</u></p> <ol style="list-style-type: none"> 1. That the following appointments to outside bodies and working groups for the forthcoming year were made: <ol style="list-style-type: none"> a. Warminster and Villages Community Area Partnership – Cllr Pip Ridout b. Warminster and Westbury CCTV Committee – Cllr Andrew Davis c. Warminster Community Police Task Group (CPTG) – Cllr Pip Ridout d. Warminster Local Highways and Footways Improvement Group (LHFIG) – Cllr Andrew Davis and Cllr Bill Parks e. Warminster Local Youth Network (LYN) – Cllr Tony Jackson f. Warminster Regeneration Working Group – Cllr Bill Parks and Cllr Tony Jackson 2. That the Warminster Area Board would postpone discussion on

	<p>nominating a lead councillor for the Warminster and Villages Active Travel Group until they had more information on the group.</p> <p>3. That the Terms of Reference for the LHFIG as set out in Appendix C were noted.</p> <p>4. That the Warminster Area Board would postpone the reconstitution of Non-Priority Working Groups as set out in Appendix B until the respective Lead Members for Appendix A had been agreed upon.</p>
12.	<p><u>Local Highways and Footway Improvement Group (LHFIG)</u></p> <p>Councillor Bill Parks introduced the minutes and recommendations from the LHFIG meeting held on 6 July 2022.</p> <p>The Area Board invited Nigel Linge to speak about local Rights of Way issues. Nigel stressed the importance of working with the highway authority, landowners and the users of Rights of Way routes as well as outlining some of the recent work that volunteers and himself had conducted in the local area. It was stressed that if such volunteers could be supported then there would be great opportunities ahead for local villages.</p> <p><u>Resolved</u></p> <p>The minutes of the Local Highways and Footway Improvement Group meeting held on 6 July 2022 were agreed as a correct record as well as the recommendations within.</p>
13.	<p><u>Area Board Funding</u></p> <p>The Area Board considered the following applications for funding:</p> <p><u>Community Area Grants:</u></p> <ul style="list-style-type: none"> • Bishopstrow Parish Meeting - £1,367.42 towards Bishopstrow Village Speed Indication Device. <p>Resolved:</p> <p>Bishopstrow Parish Meeting was awarded £1,367.42 towards Bishopstrow Village Speed Indication Device.</p> <ul style="list-style-type: none"> • Warminster Athenaeum Trust - £5,000 towards first floor toilets. <p>Resolved:</p> <p>Warminster Athenaeum Trust was awarded £2,500 towards first floor toilets.</p>

	<p><u>Health and Wellbeing Grants:</u></p> <ul style="list-style-type: none"> • Open Door Warminster - £500 towards setting up a website and purchase of a smartphone. <p>Resolved:</p> <p>Open Door Warminster was awarded £500 towards setting up a website and purchase of a smartphone.</p> <p><u>Youth Grants:</u></p> <ul style="list-style-type: none"> • Warminster Town Football Club – Warminster Town Football Club - £500 towards Warminster Town Football Club U18 Team. <p>Resolved:</p> <p>Warminster Town Football Club was awarded £500 towards Warminster Town Football Club U18 Team.</p> <ul style="list-style-type: none"> • Warminster Youth Club - £3,648 towards Warminster Youth Club <p>Resolved:</p> <p>Warminster Youth Club was awarded £2,500 towards Warminster Youth Club. The Area Board also requested that attendance details be provided upon use of the funding.</p>
14.	<p><u>Warminster Garrison Health and Wellbeing Fair</u></p> <p>The Area Board received a presentation from Colonel Roy Jones regarding the Warminster Garrison Health and Wellbeing Fair. The presentation covered the following points:</p> <ul style="list-style-type: none"> • The Warminster Garrison Health and Wellbeing Fair would be taking place for free on Wednesday 27th July 2022 at Waterloo Lines, Elm Hill in Warminster. • The event is aiming to achieve the following themes: to reconnect with the community, giving sport and recreation a go, health awareness. The ten core Army themes would also be represented on the day. • Bath Rugby will be present as well as the Police and Fire Services.
15.	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
16.	<p><u>Future Meeting Dates</u></p> <p>The date of the next meeting is 15 September 2022.</p>

Update from

Warminster Town Council

Date of Area Board Meeting

14th July 2022

Headlines/Key Issues

- The Town Council is likely to invest in a new CCTV system and control room (subject to the tenders received being acceptable and agreement from Westbury Town Council)
- The Town Council has an ongoing request for the transfer of the Community Hub building from Wiltshire Council to the Town Council
- The new Splash Pad in the Lake Pleasure Grounds has been a huge success attracting people in from far and wide, for example from Bath. The splash pad is free to use and an absolute boon for people in during these economic times
- The Pavilion Café in the Lake Pleasure Grounds is open 10am - 5pm – selling refreshments while the splash pad is open
- The Lawn Tennis Association is seeking to refurbish the Tennis Courts and MUGA in partnership with the Town Council – agreement is likely to be reached shortly
- Spring in the Park and Inspire were both very successful – Initial planning is underway for the hundredth anniversary of the opening of the Lake Pleasure Ground in 1924.
- The Christmas Light Switch on and Christmas Market are set for Saturday 26th November 2022.
- City Dressing in partnership with the Town Council and with funding from Wiltshire Council will be installing giant bunting, flags and pennants to make the town centre seem more cared for.
- The Town Council will be leading work on a town centre action plan as part of the Wiltshire Towns Programme.
- The Town Council has written to all empty business premises in the town centre asking why they are empty and what can be done to bring them back into use.
- The Town Council will be considering its draft budget for 2023/24 in the Autumn. The biggest uncertainty is the exact nature of any devolution from Wiltshire Council.
- The Town Council is reviewing the Neighbourhood Plan and Town Plan and will be setting up task groups to drive the process forward on 26th July

Area Board Briefing Note – Annual Canvass

Service:	Electoral Services
Date prepared:	20 June 2022
Further enquiries to:	Caroline Rudland Head of Electoral Services
Direct contact:	elections@wiltshire.gov.uk

Each year the statutory Annual Canvass process takes place between June - November. This is an audit to ensure the electoral register is accurate and all those people entitled to vote are registered.

Forms will be sent to all properties in July. We encourage everyone to check the information is correct and use the contact details on the form to update their details as appropriate, preferable by using the online or telephone service as this is a quicker and efficient option.

Some households will be **required** to respond where other households only need to if there is a change in the information shown on the form. Full details will be explained on the form.

If you can disseminate the information within your parishes, and encourage households to respond as soon as possible, it will save further reminders being sent.

The final process for those households that do not respond to the initial and reminder form, is to employ canvassers to door knock to encourage a response. This will take place during September.

However, hopefully the number of properties to door knock can be significantly reduced if households respond to the forms so, please encourage your communities to do so.

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Electric Vehicle Charging Points webinar

When: Wednesday 14th September 2022 at 5.30pm on Microsoft Teams

An opportunity to learn more about Wiltshire Council's approach to electric vehicle (EV) charging infrastructure

- Current EV charging infrastructure plan
- Next EV strategy
- Grants and the Office of Low Emissions Vehicles (OLEV) process
- An opportunity to ask questions and understand how to overcome any barriers

Please email climate@wiltshire.gov.uk to book a place on the webinar and receive the link

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Warminster Community Area Board

August 2022

Annual Review of Local Priorities

1. Purpose of the Report

- I. To report on progress made in addressing the Area Board priorities selected for 2021/22
- II. To consider any new evidence or information that will help inform the Area Board in selecting its priorities for 2022/23
- III. To highlight potential priorities for the Area Board to consider for 2022/23
- IV. To inform the Area Board of the broad mechanism for delivering these priorities including (where appropriate): leads, working groups and allocating funding.

2. Introduction

This report has been written by the Community Engagement Manager in consultation with the Area Board Chair. It is provided to help celebrate the success so far and support the Area Board Councillors in setting their priorities for the coming year.

In early 2021, the Community Engagement Manager combined data from the Community Area “Joint Strategic Needs Assessment” (JSNA) with other sources of data and additional local intelligence. This was used to produce a Community Area status report that highlighted where further local improvements may be required. In May 2021, this report was shared with local Area Boards to help inform which priorities it should focus its energy and resources upon.

Given the challenging financial environment, both nationally and locally, Area Boards are encouraged to continue to develop this evidence led approach to its work, so that they can have the greatest impact on the lives of our communities. This includes:

- ✓ Selecting priorities and directing resources to where there is the greatest need and where the Area Board can make a tangible contribution;
- ✓ Being clear on what the Area Board is trying to achieve and the mechanism for doing so; and
- ✓ Regularly reviewing and communicating progress against the chosen priorities.

3. Progress on 2021/22 Area Board priorities

The Area Board working with its partners and the wider community has focussed its attention over the past year on the priority areas below. Appendix A summarises the progress that has been made so far.

- a. Digital inclusion
- b. Tackling social isolation and loneliness
- c. Supporting Local Businesses
- d. Improving outcomes for young people and positive activities
- e. Housing and employment

4. The context for agreeing new Area Board priorities.

The selection of Area Board priorities should be undertaken using both the evidence available to us, as well as the context within which we are operating. Both are continually changing, and the following is provided to help inform the Area Board's decision.

- i. The Joint Strategic Needs Analysis was collated 2 years ago in 2020 and although it used the latest information available at the time, some it is now out of date. This is partly due the significant impact COVID-19 has had on issues such as debt, the economy and mental health as well as the release of more up to date data that was not previously available. This includes
 - [Wiltshire Citizens Advice Annual Report](#)
 - [Wiltshire Intelligence Bringing Evidence Together \(JSNA Update\)](#)
- ii. The 2021/22 Area Board priorities were selected whilst in the middle of the COVID-19 pandemic. The demands of this public health crisis demonstrated the importance of partnership working with some services struggling to cope and many of our community groups and organisations unable to operate. The focus of our time and resources has been upon coming together and supporting the vulnerable within our communities. As we now emerge from the pandemic, the focus is shifting away from this reactive response and onto the rebuilding of our communities. In particular, the evidence suggests that
 - Use of services such as the foodbank has increased
 - Use of mental health services has increased, particularly among young people
 - In some areas, attainment levels at schools have been impacted
 - Fewer groups enabling people to have social interactions now exist
 - Patterns of the occurrence of domestic incidents has changed
- iii. The last 2 years has seen a change in the way that people communicate, especially with the shift to more permanent home and remote working. This has allowed a new approach that includes the ability to be more inclusive and a reduction in the need to travel. The Area Board is encouraged to embrace these opportunities but also mitigate against any local impact upon our communities including considering those that do not have connectivity or the facility to engage in a remote way.

- iv. Wiltshire Council has released its new [business plan](#), outlining its strategy for 2022-2032. It focusses upon the 4 themes of “Empowering People”, “a Resilient Society”, “a Thriving Economy” and “a Sustainable Environment”. In addition, Wiltshire Council on the 1st February 2022, approved both the [Wiltshire Climate Strategy](#) and [Wiltshire’s Natural Environment Plan](#). The Area Board should be aware of these plans and seek to help deliver them at a local level.

5. Agreeing and delivering priorities for 2022/23

The Community Engagement Manager has provided a list of possible priorities for consideration. These can be found in Appendix B. The Area Board should carefully consider how many priorities it can work on at any one time and ensure that they are meaningful for their local area. As a guide, it is recommended that where an Area Board has 4 or less councillors, no more than 4 priorities are selected at any one time. Larger boards can select up to 5 if they believe that they have the capacity to deliver on them. Area Boards can at any time select, review or amend their priorities in order that they remain relevant and linked to current needs.

As well as being evidence led, priorities should be selected where the Area Board believes that it can realistically make a positive impact upon them. To aid the delivery of the chosen priorities, the Community Engagement Manager will support the Area Board councillors including in the creation and management of an action plan. This plan will include clearly defined, manageable and measurable outcomes so the intended outcome is fully understood and will, in turn, facilitate the annual review of delivery on local priorities.

The key mechanism for delivery is to support the local community to use their own experiences, abilities and passions so that they are empowered to shape and deliver positive change. To achieve this the Area Board may wish to consider allocating funding where money is required to help deliver the required aims. The Area Board may also look to set up a local working group to lead on the delivery of a priority, especially where no suitable group already exists.

It is recommended that, for each priority selected, an Area Board councillor takes responsibility for overseeing its delivery and reporting back to the Area Board on progress. The Community Engagement Manager will support the Area Board councillors in undertaking this work.

6. Area Board Lead Councillor Role Description

Area Boards are invited to appoint lead Councillor(s) representatives for each of the priority themes that they have selected. The following guiding principles are in place for Councillors who take a role as an Area Board lead for a priority theme:

- To be the main Area Board point of contact for local officers, councillors and residents within their respective lead area;
- To attend (and usually take the role as chair) relevant working groups of the Area Board;
- To work collaboratively and cooperatively with relevant local partners, community groups, volunteers and outside bodies;
- To provide regular updates back to the Area Board in relation to their lead area, including providing feedback on the success or limitations of previously funded Area Board grants;
- To diligently and democratically consider any funding applications, ensuring due process is undertaken; and
- To in consultation with the local Councillor, monitor feedback for those grant applications that relate to the local priority the lead Councillor has responsibility for, ensuring that relevant feedback on progress and outcomes is provided to the Area Board.

7. Recommendations

- I. The Area Board is asked to acknowledge the progress update from the 2021/22 local priorities work.
- II. The Area Board is asked to consider this report along with its appendices and decide upon the priorities it wishes to focus on in the coming year.
- III. The Area Board is asked to appoint a councillor lead for each of the selected priorities.
- IV. The Area Board is asked to appoint any required working groups in relation to each priority. Note; any existing externally operated groups may already be in place and should be acknowledged and noted.

Report Author: Graeme Morrison Community Engagement Manager
E-Mail: graeme.morrison@wiltshire.gov.uk

APPENDIX A - Summary of progress made against priorities for 2021/22

Digital Inclusion

Support provided to schools to provide IT facilities to families in need

Grant funding provided to Warminster Schools to provide IT devices to families who are digitally isolated

Support provided to Wiltshire Digital Drive

Area Board grant funding was awarded to Wiltshire Digital Drive, a Community Interest Company which provides devices such as laptops, tablets and desktop computers to families and organisations in need.

Increase in opening hours of Warminster Library

As we have emerged from the pandemic, the opening hours of Warminster Library have been generally increasing back to pre-pandemic levels. The Library has computers available for public use and staff are able to provide support to those that need it.

Tech Club at Warminster School

Support for and signposting tech club at Warminster School – part of the community engagement programme at the school, the students provide one to one support to people – mostly older and/or vulnerable people in becoming able to operate online.

Tackling social isolation and loneliness

Support for Warminster Community Area Health and Wellbeing Forum

Financial support provided for Warminster Health and Wellbeing Forum to host meetings and event. Support provided by CEM to provide regular meetings. The group brings together organisations and individuals who work with older and vulnerable people to create a network, working together to initiate and support projects that improve health and wellbeing within our community.

The relationship between Warminster Health and Wellbeing Forum and the area board has been slightly changed this year. The forum has taken on the role of considering and making recommendations to the area board on Health and Wellbeing Grant applications, while remaining outside of the formal Area Board sub-group structure. This has removed the need for a separate Health and Wellbeing Management Group which previously created some duplication of effort when co-existing with the forum.

Warminster Health and Wellbeing Day

Specific grant funding also awarded to the forum's "Health and Wellbeing Day" in Warminster – a free annual event (albeit delayed by covid) which brings together organisations to promote the activities and services which are available to Older and Vulnerable people within the community.

Support for activities at Warminster Action Group

Warminster Action Group now operate out of a unit in Chinns Court in the centre of Warminster, and while they continue to provide support with shopping and prescriptions to some older/vulnerable people, have focused efforts on befriending and companionship projects which provide social interactions for many who would otherwise be socially isolated. Financial support provided by the area board as well as other support has enabled this work to continue.

Support for Warminster Covid-19 Community Response Group

Regular meetings held with group who came together during lockdown periods to support the community. Name of the group will change as the focus is no longer covid response, but groups such as Warminster Action Group, Warminster Library, Kingdown School, Wiltshire Police, Wiltshire Council Officers outside of the Area Board structure and others still see a role for the group within the community.

Support for Warminster Garrison Community Health and Wellbeing Fair

Support provided to Warminster Garrison Community Day to encourage local groups and organisations to get involved in the day.

The event will provide another chance for groups and organisations to promote their services and activities to the community including opportunities which will create social interactions therefore reducing isolation.

Celebrating Age Wiltshire Programme

Area Board funding provided for the Celebrating Age Wiltshire Programme. The programme provided and continues to provide multiple opportunities for older people to engage with and attend professional standard musical performances and targets isolated people in settings such as care homes and the rural settings in our villages.

Celebrating Age Wiltshire Jubilee Event

Additional Area Board Health and Wellbeing funding awarded specifically for the Celebrating Age Wiltshire Jubilee event, providing more opportunities for isolated people to enjoy musical performances over the Queen's jubilee period

Support for Sutton Veny Church Community Facilities

Area Board grant funding awarded to create a community space in Sutton Veny with the aim to provide a community space for events and groups during the week when the local village hall is used exclusively by the school.

Support for Allotment Associations

Area Board funding awarded to Tynings and Knook, Heytesbury and Imber Allotment Associations, providing those allotment owners with improved facilities at their allotments.

Supporting Local Business

Continuing support for Warminster Regeneration Group

The Area Board supports the work of Warminster regeneration group.

Support for Warminster Garrison Community Day

The community day at Warminster Garrison, in addition to the Health and Wellbeing Fair, will provide the opportunity for local businesses to promote themselves and their services

Wellbeing for Young People and Positive Activities

Re-establishing Warminster Local Youth Network

The Local Youth Network has been re-established with regular meetings taking place. Initial meetings has suggested a number of possible projects to follow up on including but not limited to: Initiating “Detached” Street-Based Youth Work to engage with young people who are not involved with existing clubs/activities/services, working with Youth Intervention Team at Wiltshire Police on courses such as drug awareness etc, Improving Communication between the network and young people through social media etc.

Rural Youth Outreach Project

In partnership with Community First, and Area Boards in Southern Wiltshire, Stonehenge, Pewsey and Tidworth, the area board has created the Rural Youth Outreach Project which has engaged with people in villages from around our community areas.

Having completed the first phase of the project, it now moves on to the second delivery phase, including a Pop-Up youth event in Codford with a view to holding further events and other engagement activities moving forwards.

In-School Mental Health Services Support

Funding was provided to Kingdown School in to increase the counselling service provided in school following a report that demand, and as a result, waiting lists had significantly increased following periods of lockdown.

Shell European Eco Marathon

The Area Board funded Kingdown School to participate in the Shell Eco Marathon – a high profile engineering event for young people who design and build an electronic vehicle and “race” to see which vehicle can travel the furthest.

Warminster Youth Club

The Area Board supported the Warminster Youth club, both financially and in terms of helping to find a more suitable and affordable premises. The Youth Club continues to run and is well attended by young people in the area.

Army Welfare Service Activities

The Army Welfare Service delivers youth activities for young people throughout the community. While the activities are targeted at young people in military families, young people from anywhere are allowed to get involved. The Area Board has funded many of these activities including a film club and arts and craft sessions.

Teen Scene Radio

Teen Scene Radio provides tutoring to young people in skills related to radio broadcasting including presentation and technical skills. The Area Board supported Warminster Community Radio Station to begin delivery of this valuable project.

Heytesbury and Sutton Veny Cricket Club All Weather Project

Warminster Area Board has always supported local sports clubs, particularly those with strong youth provision. Heytesbury and Sutton Veny were awarded funding towards their all-weather pitch. This would be particularly useful to their new girls' section.

Warminster and District Swimming Club

The Swimming Club were supported by the area board with funding to upgrade their equipment. The club has a significant junior and youth section.

Employment and Housing

Supporting Warminster Regeneration Group

The Area Board continues to support Warminster Regeneration Group when meetings occur

Liaison with Housing Associations

Meetings with representatives from Selwood Housing continue to discuss potential projects in areas of social housing including Street Games, Digital Inclusion and others

Business Support

Communications open with local businesses around available business support including previous COVID-19 support funds and potential future funding streams

Support for Warminster Garrison Community Day

The community day at Warminster Garrison, in addition to the Health and Wellbeing Fair, will provide the opportunity for local businesses to promote themselves and their services

APPENDIX B – Suggested priorities for 2022/23

The table below shows a list of some possible priorities for the Area Board to consider for the coming year. This includes priorities from previous years

Potential Priority	Key objectives	Additional comments
Combatting Social Isolation and Loneliness	To reduce isolation among older and vulnerable people in our community, reducing and/or delaying the need for adult social care	Existing priority
Digital Inclusion	To eradicate unwanted digital isolation within the Warminster Community Area	Existing priority – could potentially be “rolled into” social isolation priority above to free up a space in priority list.
Youth Engagement	Improving the health and wellbeing of young people with a particular focus on mental health. Providing positive activities for young people	Existing priority
Employment and Housing	Addressing local housing and employment issues	Existing priority – difficult to influence as an Area Board. Consider replacing as a priority with something which the Area Board can have a more direct impact upon.
Local Environmental Action	To support and initiate projects which improve the local environment, including air quality, improving wildlife and biodiversity in our rural areas as well as in our town and villages	Not an existing Warminster Area Board priority, but high priority for Wiltshire Council – if adopted as priority focus could be on local action.
Supporting Local Business	Supporting the local economy	Existing Priority – more work to be done on this, but possibly consider replacing as a priority in 2022/23
Military Family Engagement	Focus on engagements/events which bring military and non-military families together.	Not an existing priority but Military families make up a large part of the Warminster Community and with a new regiment moving in during the pandemic which was a difficult time to integrate, perhaps a focus on this would be worthwhile
Improving Connectivity through Footpaths and Rights of Way	Connectivity between Warminster Town and the Villages via the network of footpaths and	Not a current local priority but there is local enthusiasm for this and if use is increased this can address other issues such as health and wellbeing, social

	other rights of way.	isolation and environmental issues.
Supporting Local Volunteer Groups	To ensure that groups who ensure our communities are resilient are supported in their work	Not a 2021/22 priority but identified via Wiltshire Council Business Plan
Health Promotion	To improve health of the whole population within our community	Not a 2021/22 priority but identified via Wiltshire Council Business Plan
Empowering People/Informed Residents	Ensure communities are well informed about local issues, services, events and activities and how to access them	Not a 2021/22 priority but identified via Wiltshire Council Business Plan
Reducing anti-social Behaviour	Engaging with groups who report anti-social behaviour as well as groups who are involved in ASB	Not a 2021/22 priority but identified during 2020 JSNA residents survey.

Warminster Area Board 23 August 2022

Appointment of Area Board Lead Councillors

1. Purpose of the Report

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

2. Background

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

- To be the main Area Board point of contact for local Officers within their respective area
- To attend (and often Chair) relevant working groups of the Area Board
- To work collaboratively with relevant local partners and community groups
- To provide regular updates back to the Area Board in relation to their Group/Outside-Body including providing feedback on the success or limitations of previously funded Area Board grants (if applicable)

- 2.2. The Area Board is invited to appoint Councillor Lead representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, and will be reviewed annually, unless the Board determines otherwise.

- 2.3. The Area Board is also invited to reconstitute or create new Non-Priority Working Groups set out in **Appendix B**, with the Terms of Reference (if applicable) set out at **Appendix D**, and to make appointments to these groups.

- 2.4. Similarly, the Area Board is invited to appoint a named Older Persons and Carer Champion to work with the Area Board and Health and Wellbeing Group for 2022/23 (if applicable).

3. Main Considerations

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

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

3.3. A key role within some Health and Wellbeing Group's is that of a local 'Champion' who works with the Area Board to address priorities for older people and carers, further details on this role can be obtained on request from the officer named on this report.

4. Financial and Resource Implications

4.1. None.

5. Legal Implications

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

6. Safeguarding Implications

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

7. Environmental Impact of the Proposals

7.1 None.

8. Equality and Diversity Implications

8.1 None.

9. Delegation

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

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

10. Recommendation

10.1 The Area Board is requested to:

- a. Appoint Members as Lead representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to AB Non-Priority Working Group(s) as set out in Appendix B; and
- c. To note the Terms of Reference for the LHFIG as set out in Appendix C.

Lisa Alexander, Senior Democratic Services Officer

Appendices:

Appendix A – Appointment to Outside Bodies

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

Appendix C – LHFIG Terms of Reference

Unpublished background documents relied upon in the preparation of this report

None.

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Warminster Area Board

Appendix A

Appointments of Lead Members to Outside Bodies 2022/23

Outside Body	Councillor Representative
Warminster & Villages Community Area Partnership	Cllr Pip Ridout
Warminster and Westbury CCTV Committee	Cllr Andrew Davis
Warminster Community Police Task Group	Cllr Pip Ridout
Warminster Local Highways and Footways Improvement Group (LHFIG)	Cllr Andrew Davis and Cllr Bill Parks
Warminster LYN	Cllr Tony Jackson
Warminster Regeneration Working Group (2 reps from AB)	Cllr Bill Parks and Cllr Tony Jackson
Warminster and Villages Active Travel Group	

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Warminster Area Board

Appendix B

Appointments of Area Board Councillors

To Non-Priority Working Groups of the Board:

Local Highways & Footway Improvement Group (LHFIG)

Councillor

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

Councillor

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LOCAL HIGHWAY & FOOTWAY IMPROVEMENT GROUPS (LHFIG)

TERMS OF REFERENCE

Membership of the LHFIG

The LHFIG will normally be made up of:

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

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

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

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

The group will normally be chaired by a Wiltshire councillor. Membership of the LHFIGs will cease when a member ceases to hold the stated office as first appointed, or when a parish/town council or group choose to nominate an alternative representative.

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

Appointment of LHFIGs members

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

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

Media relations

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

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

Wiltshire council's communications team. You can contact the communications team at communications@wiltshire.gov.uk.

Meetings

It is recommended that the LHFIGs meet four times a year. Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings. Meetings are intended to be limited to the membership set out above and is open to other members of the Area Board who wish to attend. It can be open to public if the LHFIG chair wishes, and by invitation. It should be noted that LHFIGs are advisory bodies and do not exercise delegated decision-making powers. All decisions are to be ratified by the Area Board.

Officer support

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

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

Terms of reference

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

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

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

Terms of Reference

1. Small-scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small-scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Transport, Waste, Street Scene and Flooding. The funding allocation is a mixture of highways and council capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management.

It cannot be used to fund revenue functions, such as routine maintenance schemes or the provision of passenger transport services.

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

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

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

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

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is more than the total discretionary amount available as part of the group's annual allocation.

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

LHFIGs can fund the following:

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

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

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

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

New road markings: new and replacement of existing markings.

Speed limits: assessment and implementation.

Waiting restrictions: assessments and implementation.

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

Drainage: minor improvements, new gullies.

Street lighting: new installations.

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

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

LHFIGs cannot fund:

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

Service subsidy: bus services

Promotional campaigns

SID equipment

Improvements for individuals and properties

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