

AGENDA

Meeting: WARMINSTER AREA BOARD
Place: Chitterne Village Hall, Chitterne
Date: Thursday 4 July 2013
Time: 7.00 pm

Including the Parishes of Bishopstrow, Boyton, Chapmanslade, Chitterne, Codford, Corsley, Heytesbury, 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.

Refreshments and networking opportunities will be available from 6:30pm.

Please direct any enquiries on this Agenda to Stuart Figini (Democratic Services Officer) 01225 718376 or email: stuart.figini@wiltshire.gov.uk, direct line 01225 718376 or email stuart.figini@wiltshire.gov.uk or Jacqui Abbott (Warminster Community Area Manager), on 07771 844 530 or email jacqui.abbott@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

Andrew Davis

Fleur de Rhé-Philippe

Keith Humphries

Christopher Newbury

Pip Ridout

Warminster East

Warminster Without

Warminster Broadway

Warminster Copheap and Wyllye

Warminster West

Items to be considered

Time

Please note these timings are approximate only

The following stands will be available for browsing from 6.30pm

There will be an opportunity to hear about the Fire Authority Integrated Risk Management Plan and pick up a copy of the Plan.

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

7.00pm

The Chairman will welcome those present to the meeting.

2. **Apologies for Absence**

3. **Minutes** (*Pages 1 - 12*)

To approve and sign as a correct record the minutes of the meetings held on 7 March 2013 and 5 June 2013 (*copies attached*).

4. **Declarations of Interest**

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

5. **Chairman's Announcements**

7.10pm

The Chairman will introduce the Announcements included in the agenda and invite any questions.

5.a **Safeguarding Thresholds** (*Pages 13 - 14*)

This Chairman's announcement provides information about a review of guidance on safeguarding thresholds which has been undertaken jointly by the Wiltshire Safeguarding Children Board and the Wiltshire Children and Young People's Trust. This has resulted in the introduction of a revised safeguarding document and toolkit.

Further information can be found in the attached document.

5.b **Wiltshire Fire and Rescue Service - Draft Public Safety Plan 2013-16 'Have Your Say'** (*Pages 15 - 16*)

This Chairman's announcement provides information about

the new draft Public Safety Plan 2013-16 (Integrated Risk Management Plan) which is available to view on the Wiltshire Fire and Rescue Service website. The plan shows what the service has been doing and how it intends to build on that for the future.

Further information can be found in the attached announcement.

5.c **Current Consultations** (*Pages 17 - 18*)

Have your say on how your council works by viewing the current consultations. The information in the document included in the agenda is available on the Wiltshire Council website under: Council and Democracy / Consultations.

6. **Local Highways and Streetscene Service** (*Pages 19 - 26*)

7:20pm

The Area Board will receive a presentation from Adrian Hampton – Head of Local Highways & Streetscene South and be introduced to the new Community Co-ordinators for the Warminster area. The Area Board will be informed of the role of the Community Co-ordinator as the first point of contact on highways and street-scene issues.

7. **Shadow Campus Operations Board** (*Pages 27 - 30*)

7.30pm

The Area Board will receive a presentation and report from Lucy Murray-Brown, Head of Campus Delivery & Operational Models about the process for setting up a Shadow Campus Operations Board for Warminster.

8. **Your Local Issues** (*Pages 31 - 34*)

7.50pm

An update from the Community Area Manager and leaders of the groups working on existing issues.

If you would like to raise an issue please contact the Warminster Community Area Manager, Jacqui Abbott on 07771 844 530 or jacqui.abbott@wiltshire.gov.uk or report the issue on the Wiltshire Council Website by using this [link](#).

The Chairman will invite those attending to raise any urgent items of public concerns and will also invite any questions from the floor.

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| 9. | <p>Community Asset Transfer - Allotments at the Tynings, Warminster (<i>Pages 35 - 40</i>)</p> <p>The Area Board is asked to consider an application submitted by Warminster Town Council for the transfer of the allotments at The Tynings, Warminster to Warminster Town Council.</p> | 7.55pm |
| 10. | <p>Community Area Transport Group (<i>Pages 41 - 42</i>)</p> <p>To receive an update from the Community Area Transport group.</p> | 8.00pm |
| 11. | <p>Updates from Partners (<i>Pages 43 - 60</i>)</p> <p>To receive updates from any of the following partners:</p> <ul style="list-style-type: none"> ➤ Wiltshire Police ➤ Wiltshire Fire and Rescue Service ➤ NHS Wiltshire ➤ Warminster and Villages Community Partnership ➤ Town and Parish Councils Nominated Representatives ➤ Warminster Community Area Young People's Issues Group ➤ The Warminster and District Chamber of Commerce <p>Some written updates have been received and are included in this agenda.</p> | 8.10pm |
| 12. | <p>Community Area Grants - New System 2013/14 - Update (<i>Pages 61 - 68</i>)</p> <p>The Area Board will be reminded that the Cabinet Member for Adult Care, Communities and Housing – Cllr John Thomson, made a Cabinet Member decision which was published on 26th March, 2013 and came into force on 5th April 2013 about Area Board Funding for 2013/14 to provide clarity to the process.</p> <p>A copy of the decision made and associated documents are attached for information and future reference.</p> | 8.20pm |
| 13. | <p>Area Board Funding - Community Area Grants (<i>Pages 69 - 88</i>)</p> <p>To consider any applications for funding from the Community Area Grants Scheme.</p> <p>A decision was made in 2010/11 that paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce the volume of paper used. However the full applications are circulated to all members of the Area Board, published on the Wiltshire Council website and hard copies are available on request.</p> | 8.30pm |

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| 14. | Warminster Villages Community Partnership - Funding Request (<i>Pages 89 - 98</i>)

To receive a report from the Warminster Villages Community Partnership requesting the Board's approval to core funding covering the financial year 2013/14. | 8.45pm |
| 15. | Your Area Board - Your Ideas, Your Reactions, Your Suggestions

The board will consider the existing Forward Work Plan for the Warminster Area Board at which point the Chairman will invite those present to suggest topics to be considered at future meetings.

If you cannot attend the meeting and would like to suggest topics please contact the Democratic Services Officer whose details are available on the front page of this agenda. | 8:50pm |
| 16. | Future Meeting Dates

The next meetings of the Warminster Area Board will be on: <ul style="list-style-type: none">• 5 September 2013 – Maiden Bradley Village Hall• 7 November 2013 – Warminster Civic Centre• 9 January 2014 – Warminster Civic Centre• 6 March 2014 – Warminster Civic Centre | |
| 17. | Evaluation and Close | |

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MINUTES

Meeting: WARMINSTER AREA BOARD
Place: Warminster Civic Centre, Sambourne Road, Warminster, Wiltshire,
BA12 8LB
Date: 7 March 2013
Start Time: 7.00 pm
Finish Time: 8.40 pm

Please direct any enquiries on these minutes to:

Stuart Figini (Democratic Services Officer) 01225 718376 or email:
stuart.figini@wiltshire.gov.uk stuart.figini@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Andrew Davis (Chairman), Cllr Pip Ridout, Cllr Keith Humphries,
Cllr Christopher Newbury and Cllr Fleur de Rhé-Philippe (Vice Chairman)

Wiltshire Council Officers

Sandra Samuel, Youth Development Co-ordinator
Jacqui Abbott, Warminster Community Area Manager
Barry Pirie, Service Director for Human Resources and Organisational Development
Stuart Figini (Democratic Services Officer), Democratic Services Officer

Town and Parish Councillors

Warminster Town Council
Bishopstrow Parish Council
Boyton Parish Council
Brixton Deverill Parish Council
Chapmanslade Parish Council
Chitterne Parish Council
Codford Parish Council
Coursley Parish Council
Heytesbury Parish Council
Horningsham Parish Council

Kingston Deverill Parish Council
Knook Parish Council
Longbridge Deverill and Crockerton Parish Council
Maiden Bradley with Yarnfield Parish Council
Norton Bavant Parish Council
Sherrington Parish Council
Stockton Parish Council
Sutton Veny Parish Council
Upper Deverills Parish Council
Upton Lovell Parish Council
Upton Scudamore Parish Council

Partners

Wiltshire Police
Wiltshire Fire and Rescue Service
Wiltshire NHS
Community Area Partnership
Youth Advisory Grou (YAG)

Total in attendance: 27

<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 explained the evacuation procedure in the case of an emergency.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Councillor Francis Morland representing Chapmanslade Parish Council.</p>
3.	<p><u>Minutes</u></p> <p>Decision</p> <p>The minutes of the previous meeting were agreed as a correct record and signed by the Chairman.</p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p>
5.a	<p><u>Wiltshire On-Line: Connectivity and Provision</u></p> <p>The Chairman drew the Board's attention information about the Wiltshire On-Line programme and how it related to the future availability of standard and superfast broadband to homes and businesses in the area.</p> <p>Further information was available from www.wiltshireonline.org</p>
5.b	<p><u>Current Consultations</u></p> <p>The Chairman encouraged those present to become involved with the on-going consultations which could be accessed on the Wiltshire Council Website</p>
6.	<p><u>Understanding Autism</u></p> <p>The Area Board received a presentation from Maria Cattelona – Wiltshire Council and Patti Harrison – Wiltshire Parent Carers Council and mother of two grown up young people with autism, to raise awareness and understanding of autism and to see how the Warminster area can help.</p>

	<p>The Area Board also watched a short DVD which contained interviews with autistic people in Wiltshire and how they lived with the condition and their hopes for the future.</p> <p>The following issues and comments were raised during the presentation:</p> <ul style="list-style-type: none"> • Why autism seems to be different and difficult to understand • There are estimated to be over 4,500 individuals affected by the condition in Wiltshire • People with autism have significantly poorer outcomes than others • However, they have unique skills and abilities, for example problem solving skills, attention to detail, retention of detailed factual knowledge, excellent memory etc • Autism created difficulties with social communication, social interaction and social imagination • The Area Board could help to promote more understanding and acceptance about the nature of autism to include improved recognition, awareness and minor adjustments in the community would contribute significantly. <p>The Chairman thanked Maria and Patti for their very informative presentation.</p> <p>Decision: To note the presentation</p>
7.	<p><u>Your Local Issues</u></p> <p>The Community Area Manager introduced her report including new issues since the last meeting, on-going issues and those issues since resolved. She invited people to contact her should they have any issues to raise.</p> <p>Councillor Newbury expressed concerns about the lack of passing places on North Farm Road, Norton Bavant and the number of larger vehicles using the road. He asked if it was feasible to achieve passing places on the road. The Community Area Manager explained that she was working with the Area Highway Engineer to assess the issue and that it would be discussed at the next Community Area Transport group.</p> <p>Councillor Ridout informed the Area Board that costings had now been provided for the Warminster Pleasure Gardens and funding was in place. She urged all those involved in the project to start the necessary work.</p> <p>It was noted that dog fouling was still a problem in towns and villages. Council officers have started to target specific areas in Wiltshire, including Amesbury where dog fouling has been an issue, with the aim of fining those owners who continue to let their dog foul parks, pavements and roads. The Community Area Manager explained that the Scheme being used in Amesbury was being looked</p>

	<p>at for implementation in Warminster. Councillor Keith Humphries, Cabinet member for Public Health and Protection Services reported that there was already one prosecution in Amesbury which was being considered by the courts very soon. Reservations were expressed by some members of the Area Board about who would pay for the prosecution. It was noted that the Council would pay for the prosecution, however, it was felt that this would be a very rare event as the majority of dog owners would pay the initial fine.</p> <p>Decison: That the report and comments made above be noted.</p>
8.	<p><u>Updates from Partners</u></p> <p>Some written updates had been received before the meeting and were included in the agenda:</p> <ul style="list-style-type: none"> • Wiltshire Police • NHS Wiltshire • Wiltshire Involvement Network • Warminster Town Council • Warminster Villages Community Partnership • Horningsham Parish Council • Maiden Bradley with Yarnfield Parish Council • Upper Deverills Parish Council • Longbridge Deverill and Crockerton Parish Council <p>Additional updates were received from Wiltshire Police, Sandra Samuels and the Youth Advisory Group and Councillor Ridout and the Warminster and surrounding villages job club.</p>
9.	<p><u>Warminster Area - Our Community Matters Website</u></p> <p>The Area Board received a presentation from Matthew Woolford, Wiltshire Council Communications about the launch of the Warminster Area Community blogsite.</p> <p>The following areas and issues were highlighted during the presentation:</p> <ul style="list-style-type: none"> • That people are changing the way they receive information and communicate. • People expect to receive information online and to be able to interact with the information • The Council has developed a fully interactive digital noticeboard to be used by the whole community to improve the way we communicate locally using social media • There would be one blogsite for every community in Wiltshire • The blogsite would contain stories, events and comments posted by

	<p>Wiltshire Council, Parish and Town Councils, community groups, organisations, businesses and individuals.</p> <ul style="list-style-type: none"> • The site would be maintained by the council and moderated by the council and users • People could become involved by posting news, events, ideas, commenting on other peoples news and ideas or promoting the community site through other sites. Also using the site to provide community information • 17 sites had already been launched, with key partners signing up, dozens of people already registered to post stories and the first community reporters had been trained <p>A number of comments were received from those present including, the types of controls in place when linking to other sites, how the Council would moderate posts on the site, making sure the sites achieve value for money.</p> <p>The Chairman thanked Matthew for his very informative presentation and hoped that the site would become a big success.</p> <p>Decision: That the presentation be noted.</p>
10.	<p><u>Area Board Achievements - 2009-2013</u></p> <p>The Chairman, Councillor Andrew Davis and Community Area Manager, Jacqui Abbott gave a presentation outlining the achievements of the Warminster Area Board over the last four years.</p> <p>In particular the following areas were highlighted:</p> <ul style="list-style-type: none"> • £168,172 has been allocated to local projects, £416,000 was the value of projects supported, and £15,000 of funding has been invested in young people. • 111 issues have been submitted to the Area Board, 9 speedwatch schemes have been supported, 700+ people have signed up to the Community Area Network and over 90% of the local issues have been resolved by the Area Board. • Two community assets have been transferred to Warminster Town Council. • Over £45,000 has been awarded to support local highway projects identified through the Community Area Transport Group • The Queen’s Jubilee event took place in Salisbury. • In the future the Area Board will: <ol style="list-style-type: none"> 1. raise awareness and increase participation in the work of the Area Boards. 2. provide new ways for all sections of the community to have a say. 3. help local people get more involved in the design and delivery of local services.

	<p>The Chairman explained that it had been a successful four years for the Warminster Area Board and that it was an honour to be Chairman over that time. He was especially proud of the achievements made by the Board and thanked everyone who contributed towards the meetings and in particular a number of officers who collectively made the Area Board the success that it was - Service Director, HR and Organisational Development – Barry Pirie, Community Area Manager - Jacqui Abbott, Technician – Alan Byrne, Democratic Services Officer – Stuart Figini.</p>
11.	<p><u>Area Board Funding - Community Area Grants</u></p> <p>The area board considered the following applications seeking 2012/13 Community Area Grant funding:</p>
12.	<p><u>Maiden Bradley Village Shop Association</u></p> <p>The Community Area Manager explained that the proposal was for new chillers for the Community Village shop.</p> <p>Decision: To award Maiden Bradley Village Shop Association £2500 towards new chillers for the Community Village Shop, subject to a further £3500 of match funding being identified by the Shop Association.</p> <p>Reason: The application demonstrated a link to the Parish Plan as there was overwhelming support to maintain a village shop in the village. The project also fitted within Wiltshire Council's corporate goal of strengthening our communities.</p>
13.	<p><u>Warminster Cycle Group</u></p> <p>The Community Area Manager explained that the proposal was for the Warminster Wobble Festival of Cycling.</p> <p>Decision: To award Warminster Cycle Group £350 towards the Warminster Wobble Festival of Cycling.</p> <p>Reason: The application meets the 2012/13 Small Grants programme criteria.</p>
14.	<p><u>Horningsham Youth Club</u></p> <p>The Community Area Manager explained that the proposal was for the re-launch of the Teenage Club in Horningsham.</p> <p>Decision:</p>

	<p>To award Horningsham Youth Club £1000 towards the re-launch of the Teenage Club.</p> <p>Reason: The application meets the criteria of the grants scheme 2012/13.</p>
15.	<p><u>Transfer of Remaining Community Area Grant Funds to CATG Projects</u></p> <p>The Chairman reported that there was £1,545.93 remaining in the Boards area grants budget following support for the above three projects. It was suggested that the full amount could be used for CATG projects in the current year. Members expressed a desire to see the remaining balance allocated towards the cost of the bollards for Bishopstrow.</p> <p>Decision:</p> <p>That the remaining £1,545.93 be used for a CATG project at Bishopstrow for the purchase of new bollards.</p>
16.	<p><u>Your Area Board - Your Ideas, Your Reactions, Your Suggestions</u></p> <p>There were no comments from those present.</p>
17.	<p><u>Future Meeting Dates</u></p> <ul style="list-style-type: none"> • 4 July 2013 – Chitterne Village Hall • 5 September 2013 – Venue to be agreed
18.	<p><u>Evaluation and Close</u></p> <p>The next meeting of the Warminster Area Board will be held on</p>

MINUTES

Meeting: WARMINSTER AREA BOARD
Place: Warminster Civic Centre, Sambourne Rd, Warminster BA12 8LB
Date: 5 June 2013
Start Time: 5.45 pm
Finish Time: 6.00 pm

Please direct any enquiries on these minutes to: Stuart Figini (Democratic Services Officer), Tel: 01225 718376 or (e-mail) stuart.figini@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Pip Ridout, Cllr Andrew Davis (Vice Chairman), Cllr Keith Humphries, Cllr Christopher Newbury (Chairman) and Cllr Fleur de Rhé-Philippe

Wiltshire Council Officers

Barry Pirie, Service Director for Human Resources and Organisational Development
Stuart Figini (Democratic Services Officer), Democratic Services Officer

Town and Parish Councillors

Chitterne Parish Council

Partners

Community Area Partnership

Total in attendance: 9

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Election of Chairman</u></p> <p>Councillor Christopher Newbury was elected Chairman of the Area Board for the forthcoming municipal year.</p>
2.	<p><u>Election of Vice-Chairman</u></p> <p>Councillor Andrew Davis was elected Vice-Chairman of the Area Board for the forthcoming municipal 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 and thanked Councillor Andrew Davies for his Chairmanship of the Area Board over the last four years.</p>
4.	<p><u>Apologies for Absence</u></p> <p>There were no apologies for absence.</p>
5.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
6.	<p><u>Appointment to Outside Bodies</u></p> <p>The Board considered the appointments to Outside Bodies and Working Groups, set out in the Appendix to the report for the forthcoming year 2013/14.</p> <p>Decision:</p> <ol style="list-style-type: none"> 1. That the current appointments to Outside Bodies for 2013/14, as detailed below be noted: <ul style="list-style-type: none"> • Warminster & Villages Community Area Partnership - Councillor Fleur de Rhe-Philippe • Warminster and Westbury CCTV Partnership - Councillor Andrew Davis • Warminster Town Plan Steering Group - Councillor Keith Humphries • Warminster Youth Advisory Group (YAG) - Councillor Pip Ridout 2. That the Community Area Transport Group be reconstituted with the membership as detailed below: <ul style="list-style-type: none"> • Cllr Christopher Newbury– Chairman (Wiltshire Council) • Mike Lucas (Chitterne Parish Clerk) • Spencer Drinkwater (Wiltshire Council officer) • Steve Wilson (Wiltshire Council officer) • Martin Rose (Wiltshire Council officer)

	<ul style="list-style-type: none"> • Phil Jefferson (Chapmanslade Parish Clerk) • Jill Willmot (Chapmanslade Parish Council) • Sarah Jefferies (Maiden Bradley Parish Clerk) • Jacqui Abbott (Wiltshire Council officer) • Sally Barnett (Wiltshire Council officer) • Chris Clark (Wiltshire Council officer) • Colin French (Warminster Cycle Group) • Heather Abernethie (Warminster Town Clerk) <p>3. That the Terms of Reference for the Community Area Transport Group, as detailed in Appendix C of the report, be noted.</p>
7.	<p><u>Warminster Campus Programme</u></p> <p>Councillor Keith Humphries spoke about the importance of Warminster being included in the Campus and Operational Delivery Programme. He explained that Warminster was in an ideal position to be considered in the programme as a number of community groups were active in the Town and there were strong links with the military which set Warminster apart from other Towns in the County.</p> <p>Councillor Humphries asked the Area Board to agree the following:</p> <p style="padding-left: 40px;">‘The Warminster Area Board wishes to register with the Council’s Campus programme and requests that Lucy Murray-Brown be asked to attend a future Area Board meeting to explain and initiate the process of setting up a Shadow Campus Operations Board.’</p> <p>The proposal received unanimous support from the Board Members, who asked for a presentation and report with further information about the Programme to the next meeting on 4 July 2013.</p> <p>Decision:</p> <p>That the Warminster Area Board wishes to register with the Council’s Campus and Operational Delivery Programme and requests that Lucy Murray-Brown be asked to attend a the Area Board meeting on 4 July 2013 to explain and initiate the process of setting up a Shadow Campus Operations Board.</p>
8.	<p><u>Future Meeting Dates</u></p> <ul style="list-style-type: none"> • 4 July 2013 – Chitterne Village Hall • 5 September 2013 – Maiden Bradley Village Hall • 7 November 2013 – Warminster Civic Centre

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Agenda Item 5.a

Chairman's Announcements

Subject:	Revised Multi-Agency Thresholds for Safeguarding Children 2013
Officer Contact Details:	Tamsin Stone Lead Commissioner and Children's Trust 01225 713504
Weblink:	www.wiltshirepathways.org and www.wiltshirelscb.org .
Further details available:	Pathways@wiltshire.gov.uk

Accessing the right level of support to safeguard children and young people

A thorough review of guidance on safeguarding thresholds has been undertaken jointly by the Wiltshire Safeguarding Children Board and the Wiltshire Children and Young People's Trust. Working in close collaboration with our partner agencies we have taken the opportunity to consider how we can make integrated working and early intervention even more effective to improve outcomes for children and young people.

To this end the 'Multi-agency Thresholds Document 2011' has been simplified and a collection of supporting tools has been designed to provide clear practical guidance and advice to all agencies. A 'golden thread' running through this is the critical importance of collaborative working between agencies to ensure there is a coordinated approach to supporting the child or young person. Creating a 'team around the child' allows professionals to make fully informed collective decisions and take coordinated action based on what is best for the child or young person.

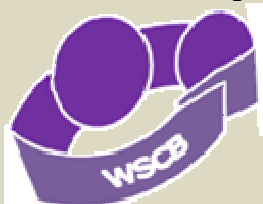
The revised document and practitioners' toolkit can be found at www.wiltshirepathways.org and at www.wiltshirelscb.org. The Wiltshire Safeguarding Children Board is overseeing the dissemination and education of this new guidance and implementation will be led by the multi-agency Early Intervention Group (which reports to both the Board and the Children's Trust).

We all want to ensure that children and young people get the right help at the right time, and I hope that the model outlined in this document will ensure that children and young people with additional needs are identified earlier and that help can be provided before any difficulties become more entrenched.

Your views are very welcome as ever and can be sent to Pathways@wiltshire.gov.uk.

With regards,

Cliff Turner
Chair – Wiltshire Safeguarding Children Board



**Wiltshire Safeguarding
Children Board**

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Agenda Item 5.b

Chairman's Announcements

Subject:	Wiltshire Fire and Rescue Service draft Public Safety Plan 2013-16 'Have your say'
Officer Contact Details:	Mike Franklin Partnership & Community Engagement Manager Tel: 07919 306037 e-mail: michael.franklin@wiltsfire.gov.uk
Weblink:	http://www.wiltsfire.gov.uk/About_Us/Publications/publications.htm
Further details available:	e-mail: michael.franklin@wiltsfire.gov.uk

Wiltshire Fire and Rescue Service draft Public Safety Plan 2013-16 "Have your say"

The new draft Public Safety Plan 2013-16 (Integrated Risk Management Plan) is now available to view on the Wiltshire Fire and Rescue Service website. The plan shows what the service has been doing and how it intends to build on that for the future. Part of this is around how they operate as an emergency service, utilising personnel differently to have greatest impact on local communities.

The service very much welcomes your thoughts and opinions on its plans for the future. The consultation period will run from 10 June until 01 August. Please send any comments or feedback to consultation@wiltsfire.gov.uk. or Sarah Hargreaves, Wilts FRS HQ, Manor House, POTTERNE, SN10 5PP.

To view the plan please use the following link below or for a paper copy contact Sarah Hargreaves as above.

http://www.wiltsfire.gov.uk/About_Us/Publications/publications.htm

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Current consultations

Have your say on how your council works by viewing our current consultations.

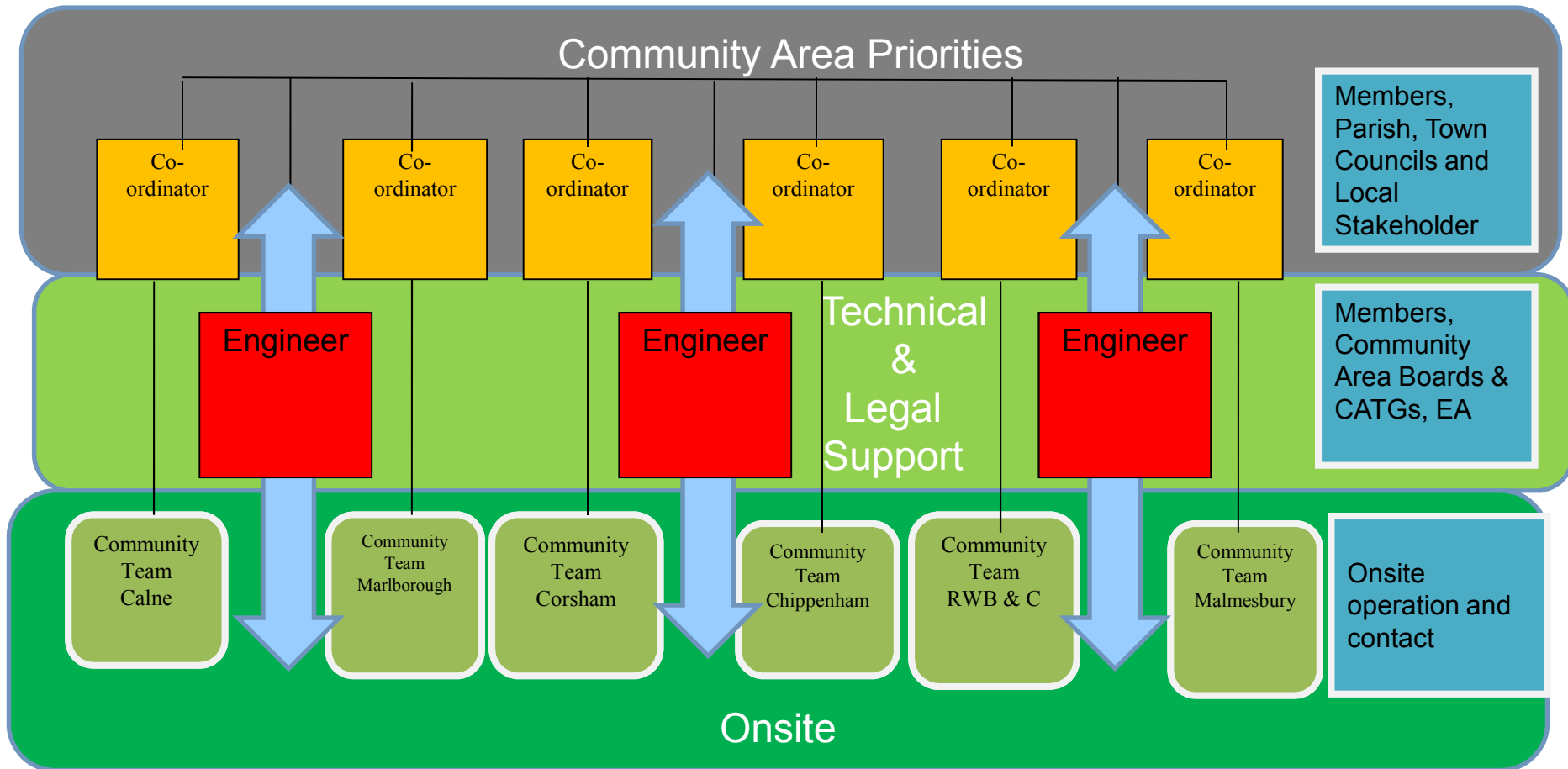
Consultation	Closing Date	More information
Devizes campus survey	31 July 2013	The Devizes Campus Development Team would like to gain your feedback on a campus development for the Devizes area. The campus is a building(s) where community members can have access to a number of Wiltshire Council and partner services and each campus is shaped by community need.
Bus routes consultations	1 July and 2 August 2013	<p>Wiltshire Council is reviewing the provision of some of its bus services and would like to know how some of the proposed changes will affect you</p> <p>Wiltshire Council is working with parish councils to identify the housing needs of local people and would be grateful for your help.</p>
Housing needs survey	Open	<p>Households in parishes are being asked to take part in a survey that will give up-to-date information about local housing circumstances and aspirations.</p> <p>Email: housing.strategy@wiltshire.gov.uk</p> <p>Telephone: 01249 706614</p>
Consultations on Traffic Regulation Orders	Open	<p>Wiltshire Council actively seeks the views of its residents in the decision making process for Traffic Regulation Orders within the county.</p> <p>As part of this process, Wiltshire Council undertakes consultation on its proposals for Traffic Regulation Orders in the county with the publication of the proposals for response.</p>

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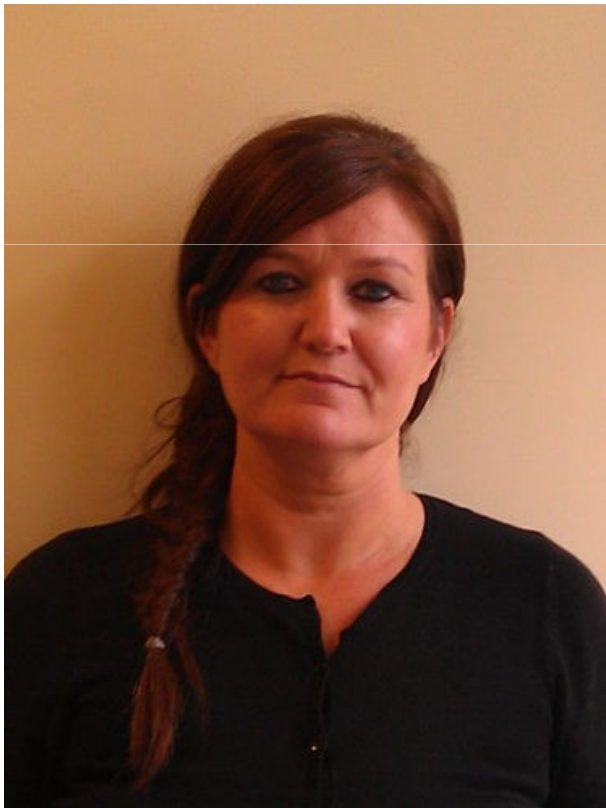
Local Highways & Streetscene



New Structure



Member of Public Contact



- Members of the Public –
 - Customer Care Unit 0300 456 0100 e-mail clarence@wiltshire.gov.uk
 - Clarence 0800 23 23 23 or 01225 777234 from landlines
- Website www.wiltshire.gov.uk

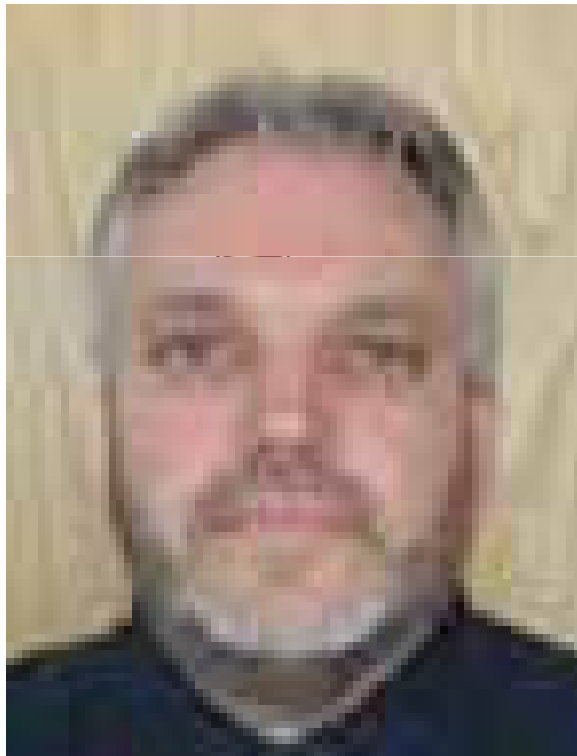
Parish/ Town Council Contact



- The Community Coordinator for your area is Tracy Myers
- He is based at the Wilton Depot, Salisbury.

A **Community Coordinator**, is responsible for the management of the Local Highway and Streetscene assets and the community priorities within one community board area. Feedback to parish/ town council is undertaken by the Coordinator to one point of contact agreed by the local council..

Community Area Board Contact



- The Engineer for your area is David Button
- He is based at the Wilton Depot, Salisbury.

An **Engineer** provides the technical support and strategic service provision across two community board areas. Feedback to Community Area Boards is undertaken by the Engineer at the Community Area Board Transport Groups.

Questions

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CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

On 15 February 2011 Wiltshire Council's Cabinet approved the implementation of the Campus and Operational Delivery Programme. The Programme will:

- Work with local communities to develop, facilitate and deliver community campus buildings across Wiltshire which seek to co-locate existing Council and partners services in one accessible location (or possibly more if appropriate) in a community area.
- Carry out the development of campus facilities in line with the Campus and Operational Management workstream principles (noted in section 2 of this document).
- Implement the Preliminary Management Project which will test the potential to develop some form of community driven strategic non -profit distributing organisation to deliver and support public services across Wiltshire.

Some of the benefits that the Council is seeking to achieve from a campus are:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Reducing the Council's estate producing an estimated 40% reduction in operational costs across all estate (this is an estimation based upon an initial assessment of the impact of the Workplace Transformation Programme which preceded the Campus and Operational Delivery Programme).
- Combining point of contact arrangements and improving accessibility to services.
- Developing and providing sustainable and energy efficient buildings.
- Ensuring long term flexibility in terms of the use of space is fundamental to the design.
- Developing the synergies between the management of individual services at a community level.
- Working with communities to develop a coherent and effective volunteering policy relevant to the local campus.
- Reducing the current overall risk to the Council from aging, disparate and inefficient buildings.
- Increased, beneficial and sustainable partnership working.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities.

In order to facilitate the above the area boards will establish Shadow Community Operations Boards, reporting into the Area Board, who will make final recommendations to Cabinet for their consideration. The Shadow Community Operations Boards, will, subject to the agreement of the Area Board, take on a key role in coordinating and leading communications, influencing, and local engagement. This will cover areas such as the consultation processes, commenting on facility design and development and the ongoing indirect management and strategic planning of the resulting campus facility.

The Shadow Community Operations Boards will be in place from April 2011 until the Council determines otherwise.

2 Campus Management Principles

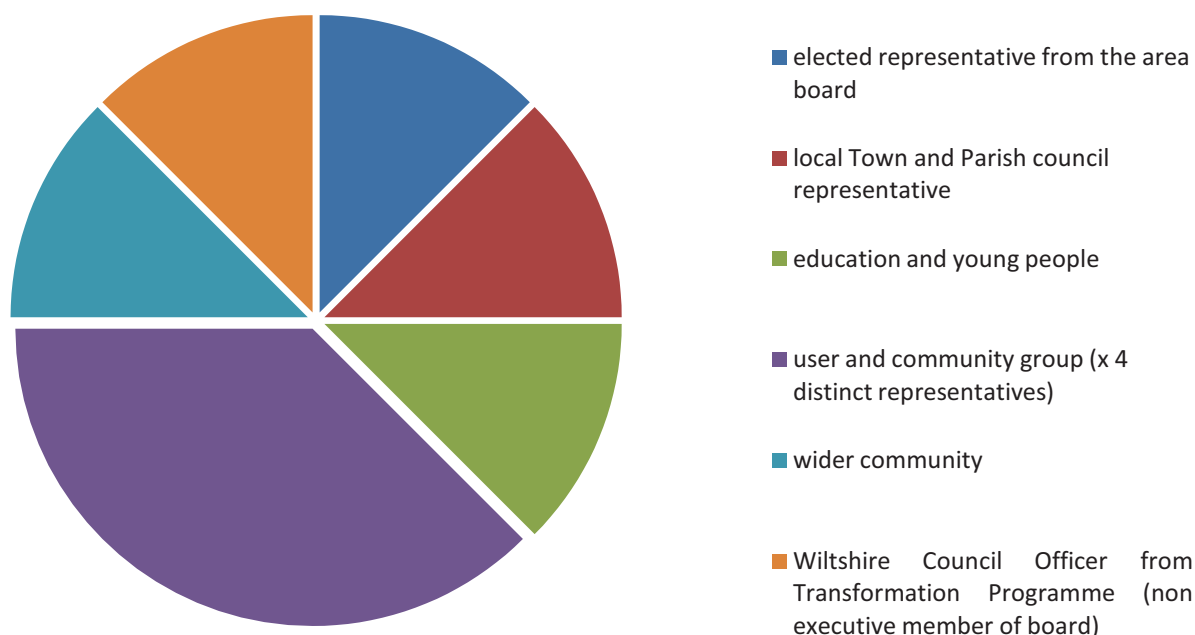
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.

- (v) Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- (vi) Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement
- (vii) Make specific provision for accessible opportunities for partnership working.
- (viii) Provide accessible local decision making processes and governance structures.
- (ix) Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.
- (x) Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

3 Membership

The shadow community operations board membership will be determined by the Area Board and should consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- (i) There will be one representative for each party identified.
- (ii) The board will need to nominate a chairperson at its inaugural meeting.
- (iii) The board will need to determine if the suggested representation appropriately reflects the description of the party.
- (iv) There will be up to four representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.
- (v) The Wiltshire Council liaison representative will be an officer from the Transformation Programme and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavour to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.
- (viii) The chairperson may, in consultation with the area board representative on the COB, co-opt on non-executive representatives of the community as appropriate.

4 Roles and responsibility

4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability and ensure the workstream principles are met.
- (ii) As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications

plan complements the wider strategic communications plan.

- (iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.
- (iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

4.2 Responsibility for outcomes

- (i) To define community need and make recommendations to the Area Board over facility specification and operations.
- (ii) Support the Area Board in the delivery of the campus building.
- (iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.
- (iv) Influence the campus design and specification where appropriate by recommendation to the Area Board
- (v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

4.3 Project coordination and reporting

- (i) To develop a community led action plan that clearly sets out the approach the shadow board will take and seek Area Board approval for this
- (ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan
- (iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.
- (iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet
- (v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.
- (vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion
- (vii) Partner role in the wider management options and governance appraisal

4.4 The role of Wiltshire Council

- (i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the campus delivery project.
- (ii) There may be elements or decisions required that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board
- (iii) The Council will endeavor to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

5 Outcomes

- (i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.
- (ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.
- (iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

6 Confidentiality

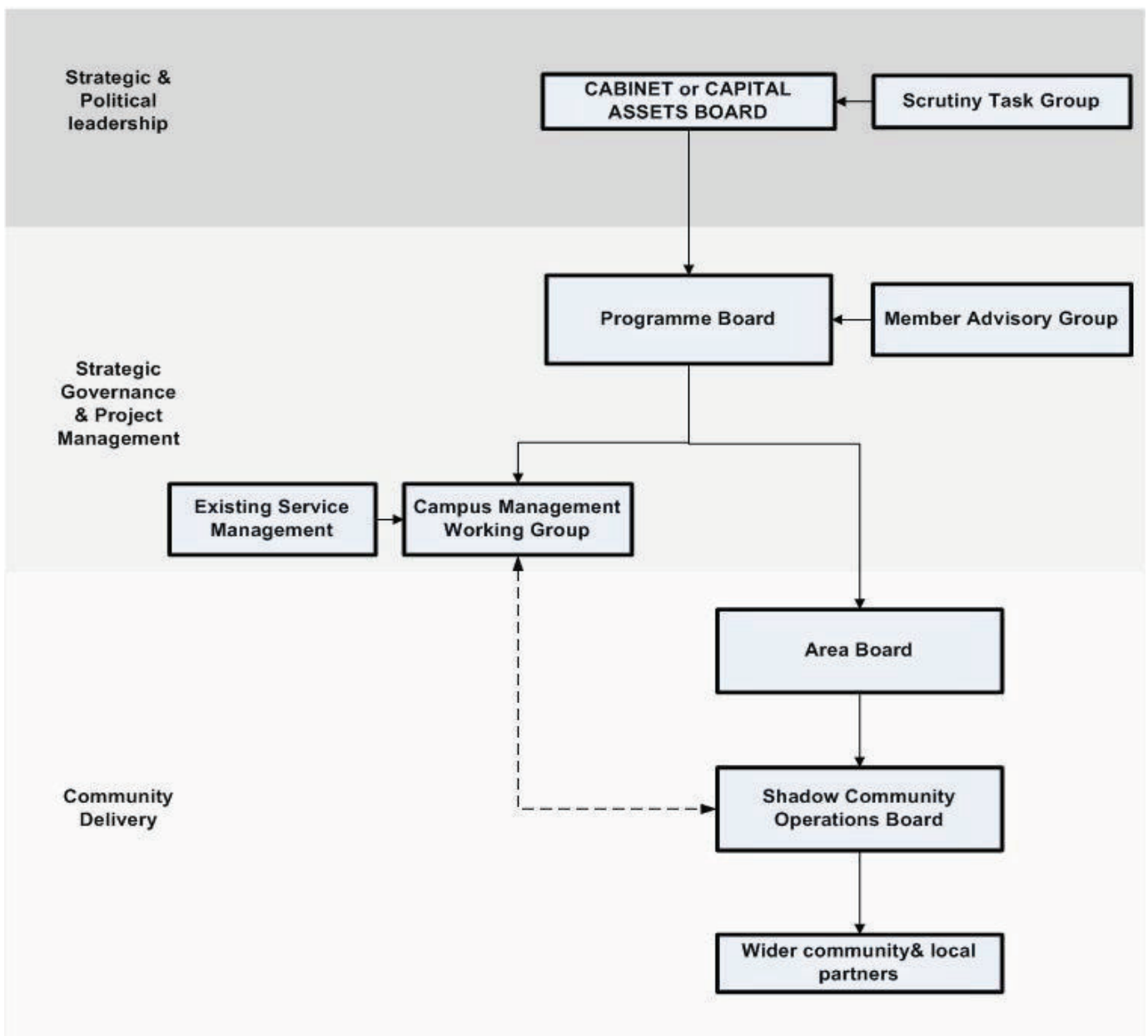
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential and as such the Council requires all members of the Shadow Community Operations Board to sign non-disclosure agreements. Should any participant be unable to respect this request they must absent themselves from the meeting prior to discussion and consideration of the relevant item.

7 Governance Arrangements

There is a need to implement an interim governance structure that provides an appropriate framework to operate. It should be noted that managerial responsibility for operations, health and safety, staff etc remains with the Council for the duration of the project however there is scope for the Shadow Community Operations Board to influence, plan and programme services, subject to Cabinet approval following a recommendation from the Area Board. A chart showing the relationships between the various parties is noted below.

- (i) The Shadow Community Operations Board will meet as necessary and as determined by the Board.
- (ii) The Shadow Community Operations Board will be chaired by a representative elected by the Board.
- (iii) The Shadow Community Operations Board will report to the Area Board, but where request to do so by the Area Board, may provide advice directly to the Campus Management Working group, which is a cross departmental officer team coordinated by the Campus and Operational Delivery Programme.
- (iv) The administration of the Shadow Community operations Board will be the responsibility of the Board itself.
- (v) There may be occasions whereby sub-groups of the Shadow Community Operations Board will be necessary. In this instance any sub-group will report directly to the Shadow Community Operations Board in governance terms.

Preliminary Management Project Governance Arrangements



Warminster Area Board Issues Report for 4 July 2013

New issues since last meeting:

1. Central Car Park

Parking on approach road to central car park. This issue was discussed at the Community Area Transport Group meeting on 18 June and Highways officers will be investigating the options to improve the situation.

2. Fairfield Road Car Park

Surface water along the Furlong. This issue has been passed to the Warminster co-ordinator for Neighbourhood services to check the drainage in the first instance.

3. Sambourne Road School

There have been reports of inconsiderate parking by parents when dropping of children causing congestion. Community Area Manager to investigate and contact the Head Teacher.

4. Overgrown trees

This issue is regarding tall evergreen trees which are too close to houses in Morley Field. They are on the edge of parking area & entrances to first houses on the right once in Morley Field. CAM has asked the Area Co-ordinator to investigate.

Issues Resolved and Closed since last meeting

1. Speeding Victoria Road

This site is part of the Speed Indicator Device scheme and the Community Area Manager will alert the group regarding the exact location prior to the SID being used in Spring. This has been done.

Ongoing Issues under investigation

1 Caravans entering Longleat via Geys Hill, Lane End, Corsley

An issue has been raised regarding caravans entering Longleat to and from the A362 at Lane End Corsley via Geys Hill. Residents and workers are

affected by this traffic which blocks the roads and causes potential danger according to the complainant.

This issue was discussed at the Community Area Transport Group meeting (CATG) on 18 June 2013.

Members of the Parish Council and residents were in attendance.

It was agreed that:

Wiltshire Council Highways team finalise the meeting date with Longleat with a view to identifying solutions. This is in progress.

2. Dropped kerbs

A resident has suggested that more dropped kerbs are required in the Macefield Way, Shelly Way, Broxburn Road to access the shops. This was discussed at CATG on 18 June. Wiltshire Council Officers investigating and costing. Town Council to consider potential usage of the route.

3. Signage in Warminster Town

Issues raised by Economy and Tourism Group of Warminster and Villages Community Partnership.

A walk around the town took place on Wednesday 6 February. Wiltshire Council Highways team, the Community Area Manager, member of the Tourism Group and the Town Clerk covered the whole of the central area and checked all of the street signs.

Better signage also required for Western Car Park.

This was discussed at CATG on 18 June and officers are drawing up plans and costings for the work.

4. Warminster Pleasure Gardens

Issues regarding the former tennis pavilion and maintenance are ongoing and constructive meetings have been held. Neil Ward (Head of Strategic Property Services) has provided costings regarding refurbishment of the pavilion and some funding has been found from the Council. Friends of Warminster Park will also be applying for grants. More detail is needed including detailed costings is required from Wiltshire Council in order to proceed with funding applications and to progress the project. Neil Ward and the Town Clerk, Heather Abernethie have discussed the next steps and progress is being made.

5. Several overgrown footpaths in Warminster

These will be passed to the area co-ordinator to sign post depending on location.

Further details / actions and outcomes can be viewed at www.wiltshire.gov.uk/areaboards including reporting of issues.

Report Author: Jacqui Abbott, Community Area Manager
Jacqui.abbott@wiltshire.gov.uk 07771 844 530

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WILTSHIRE COUNCIL

WARMINSTER AREA BOARD
4 JULY 2013

COMMUNITY ASSET TRANSFER

Allotments, The Tynings, Warminster

Executive Summary

This report deals with an application for the transfer of the allotments at The Tynings, Warminster to be transferred to Warminster Town Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The Area Board is asked to consider an application submitted by Warminster Town Council for the transfer of the allotments at The Tynings, Warminster to be transferred to Warminster Town Council.

Reasons For Proposal

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

Recommendation

To approve the transfer subject to the matters referred to in paragraph 9 of the report.

Jacqui Abbott
Warminster Community Area Manager

COMMUNITY ASSET TRANSFER

Allotments, The Tynings, Warminster

Purpose of Report

1. The Area Board is asked to consider an application submitted by Warminster Town Council for the transfer of allotment land at The Tynings, Warminster (see plan attached at Appendix 1).

Background

2. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.
3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.
4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.
5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

The application before the Area Board

6. In spring 2012, The Tynings Allotment and Leisure Gardners Association enquired about a community asset transfer of the allotments at The Tynings, Warminster from Wiltshire Council. After discussion with Warminster Town Council it was agreed that the Town Council would apply for the transfer of the allotments.
7. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the

Area Board.

8. The Community Area Manager has consulted with Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. Cllr Humphries, the local member, has been apprised.

The views of Council officers

9. On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.
 - 9.1 There is an agreement with The Tynings Allotment and Leisure Gardeners Association which is due to expire in November 2013. The transfer will be subject to that agreement.
 - 9.2 Public Footpath Warminster 71 adjoins the south eastern boundary of the site. This will be retained by Wiltshire Council.
 - 9.3 The land is to be transferred on the standard basis. This is that there will be a covenant restricting use of the land to community purposes. If the land should cease to be used for this purpose it will revert to Wiltshire Council.
 - 9.4 The land has no value other than as allotment land and the agreement with the Allotment Association is at a peppercorn payment. Therefore, there are no financial implications.

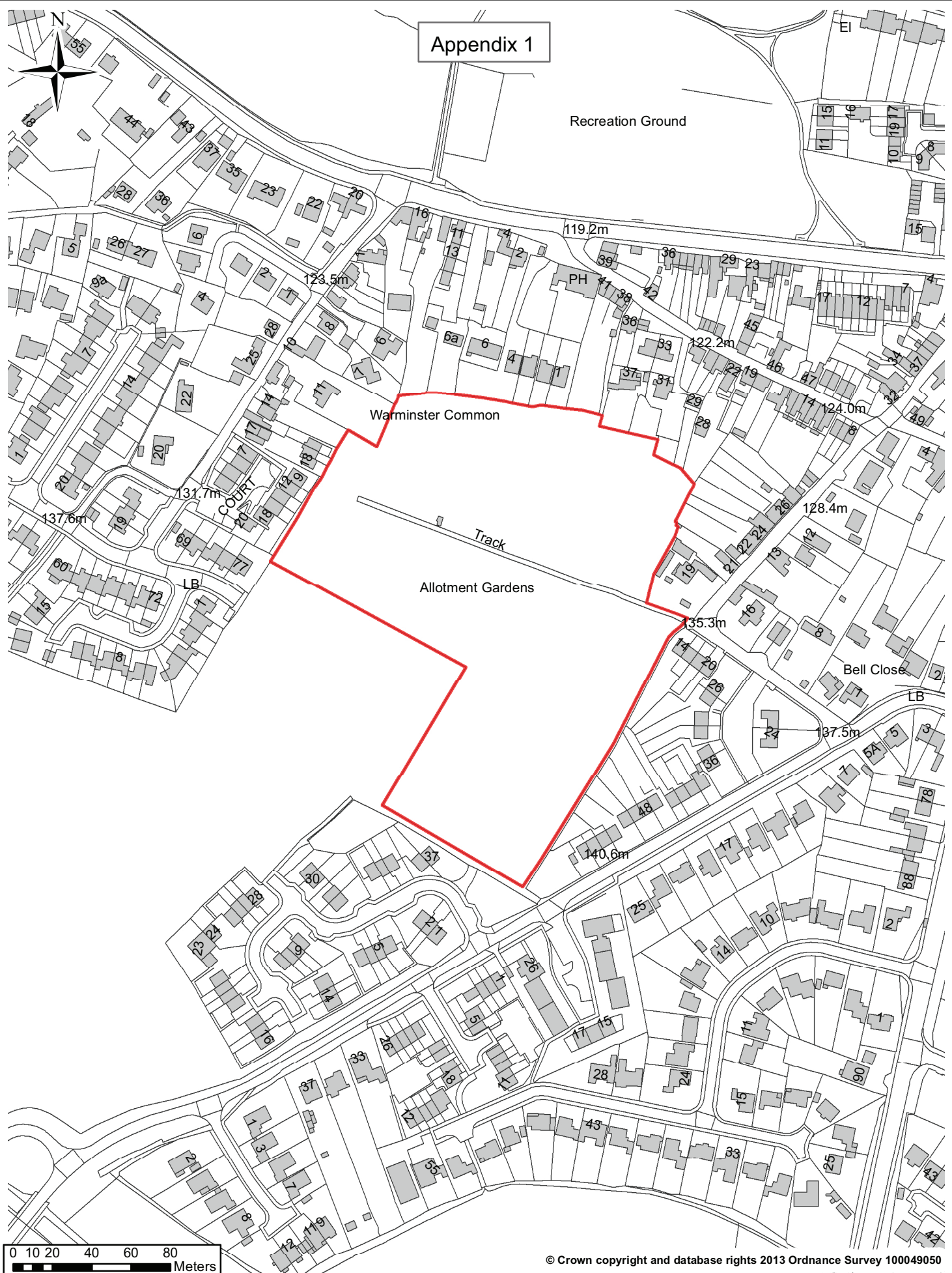
Recommendation

10. To approve the transfer.


Jacqui Abbott
Warminster Community Area Manager

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Appendix 1



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Title: Warminster Allotments	Date:	May1 2013	 Where everybody matters
	Scale:	1:2,500	
Page 39			

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Wiltshire Council

Warminster Area Board

4 July 2013

Agreement of Community Area Transport Group Budget Allocation Proposals

1. Purpose of the Report

1.1. To agree the budget allocation proposals from the Community Area Transport Group (CATG) for the Warminster Community Area.

2. Background

2.1. Funding for local road schemes for 2013 /14 is to be allocated by area boards through Community Area Transport Groups (CATGs).

2.2. The Warminster CATG met in June 2013 to prioritise projects which have been put forward for CATG expenditure.

2.3. The CATG discussed a variety of projects and have recommended 2 projects detailed in section 4 below for approval by the Area Board.

3. 2013 / 14 Budget allocation

3.1 The budget for CATG projects in 2013 /14 is:

£15,226.00 CATG allocation

£10,282.44 2012-13 rolled over from 2012 /13

£1479 contribution from Area Board 2012/13

Total Budget 2013 /14 £26,987.44

Committed expenditure to date: **£5,387.52**

Remaining budget: **£21,599.92**

4. Proposed expenditure to be agreed by Area Board

Project	CATG funding to be agreed
4.1 Bishopstrow flexi bollards	£879

There are a number of Highways issues in Bishopstrow which are in the process of being resolved. Funding would be used to install permanent bollards along one section of the pavement to prevent drivers driving on the pavement which is immediately outside front doors.

Members may wish to note that £600 has already been agreed by the Board for this project. The additional £879 is requested as the Parish meeting in Bishopstrow does not hold any reserves and cannot fund this project.

The CATG has agreed to fully fund this project, subject to agreement by the Area Board.

4.2 Beech Grove traffic management £5,000

This is required for access restriction and entry treatment. The £5,000 will be used towards a substantive bid for the project which it is estimated will cost around £20,000 (costings being prepared for the bid). A contribution from the CATG is required for all substantive bids.

If the bid is not successful, the £5,000 will remain within the CATG budget.

If the above expenditure is approved, the Warminster CATG will have a balance of £15,720.92

5 Recommendations

The CATG recommends that the Warminster Area Board:

- a) Agrees the 2 projects listed in section 4 for CATG expenditure.

Report Sponsor & Chair of CATG: Cllr. Christopher Newbury
Report Author: Jacqui Abbott, Community Area Manager
Tel No: 07771 844 530
E-Mail: jacqui.abbott@wiltshire.gov.uk

Crime and Community Safety Briefing Paper Warminster Community Area Board 5th June 2013



1. Neighbourhood Policing

Ps Debra ASHLEY

Town Team:

Pc Sam Withey
PCSO Lorraine Rice
PCSO Jason Greenland
PCSO Liz Harmsworth

Rural Team:

Pc Vicky Howick
PCSO Caroline Wright

2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

□ Visit the new and improved website at: www.wiltshire.police.uk

3. Performance and Other Local Issues

The performance figures for Warminster and the surrounding villages this reporting period show quite mixed results when compared to this time last year.

Whilst there are continued reductions in reported incidents of house burglaries and anti social behaviour other challenges continue, Non Domestic Burglary, Vehicle Crime and crimes of violence are up.

Vehicle crime reports predominantly involve thefts from cars whilst parked in rural locations when owners are out walking, having left valuable items on show.

All these incidents are invariably difficult to detect once they have happened – due to the isolated locations/ lack of witnesses/CCTV/forensic etc.

The majority of Non Domestic Burglaries relate to secure outbuildings and sheds where the criminals are forcing or cutting locks in order to gain entry and stealing both Horse related equipment and Garden Machinery. In order to target the problem additional police resources are being dedicated in the form of additional night patrols by NPT officers.

There are 2 areas where all the community can help:

- Report any suspicious activity to police as soon as possible.
- Always lock your out buildings and sheds and ensure that your property is clearly marked so as to make it difficult to sell and easily identifiable

The crimes of violence are a mixture of public and private space violence. There has been a marked increase in reported incidents for the period and a small increase in detection rates. Further research is to be conducted in order to understand whether it is better reporting or a true increase.

CRIME & DETECTIONS (May 2012 – May 2013 compared to previous year)

Detections remain broadly similar to last period

ER Warminster NPT	Crime				Detections*	
	12 Months to May 2012	12 Months to May 2013	Volume Change	% Change	12 Months to May 2012	12 Months to May 2013
Victim Based Crime	1041	981	-60	● -5.8%	19%	22%
Domestic Burglary	41	31	-10	● -24.4%	10%	6%
Non Domestic Burglary	99	109	+10	● +10.1%	4%	6%
Vehicle Crime	79	106	+27	● +34.2%	11%	8%
Criminal Damage & Arson	214	219	+5	● +2.3%	19%	17%
Violence Against The Person	146	196	+50	● +34.2%	53%	54%
ASB Incidents (YTD)	118	68	-50	● -42.4%		

Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for Victim Based Crime and significantly better than peers for Domestic Burglary in the previous 12 month period (April 2012 - March 2013).

* Detections include both Sanction Detections and Local Resolutions

Alan Webb

Warminster Sector Inspector

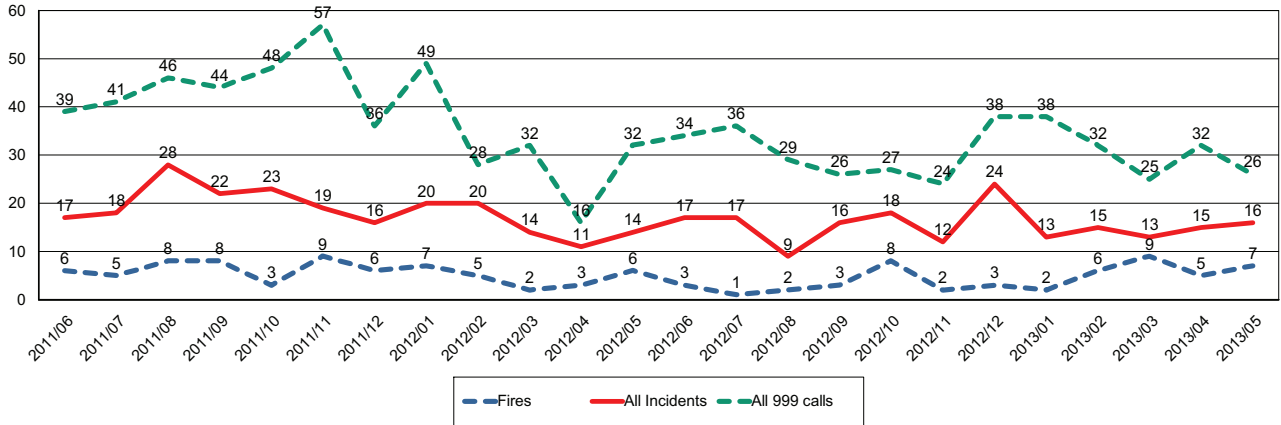
5th June 2013



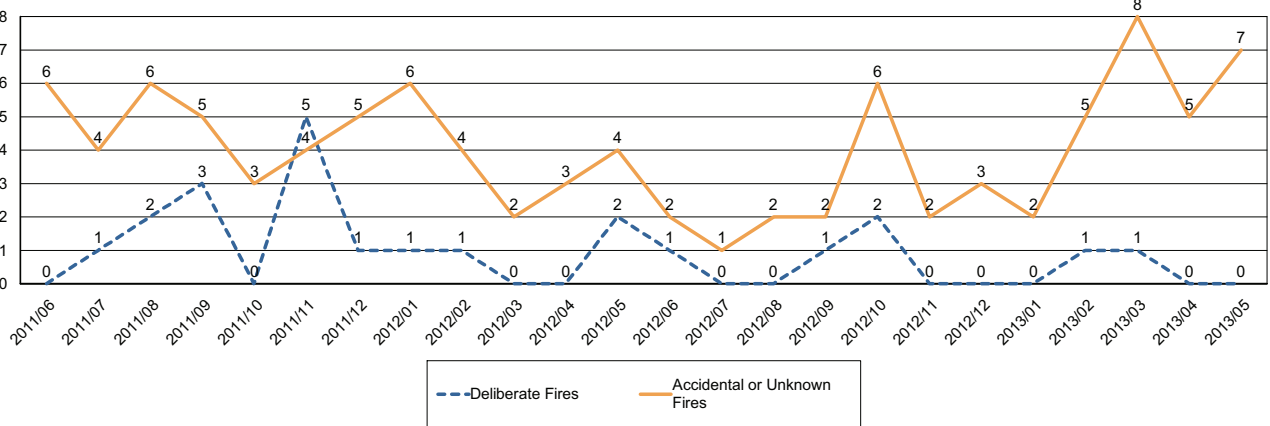
Report for Warminster Area Board

The following is an update of Fire and Rescue Service activity up to and including May. It has been prepared using the latest information and is subject to change.

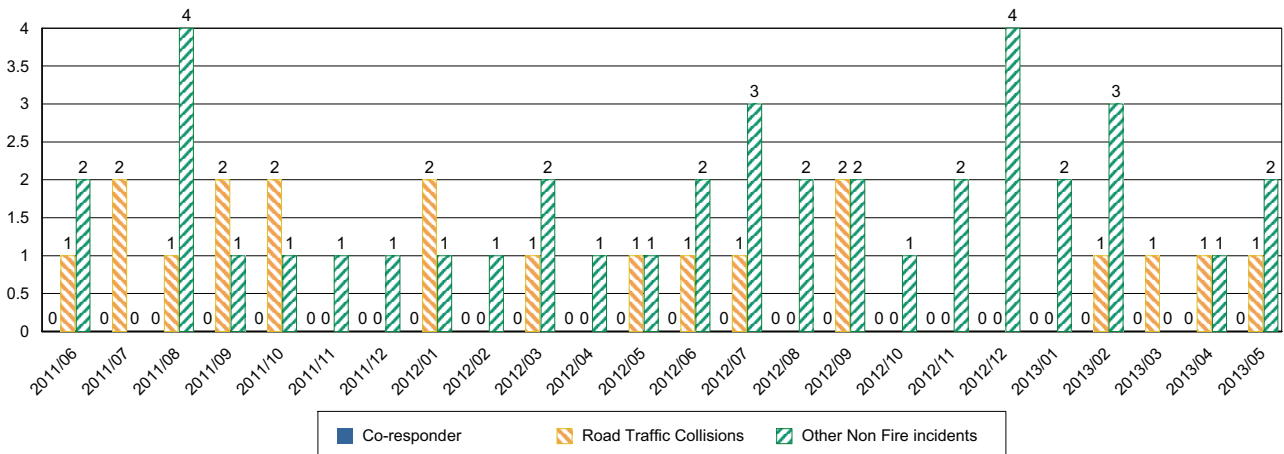
Incidents and Calls



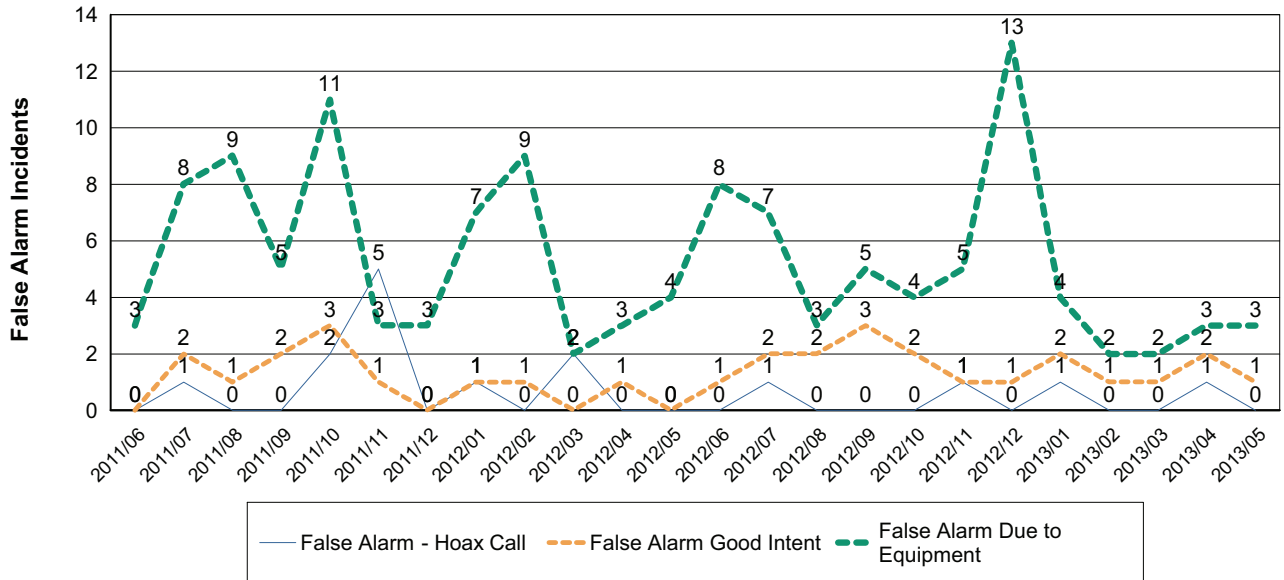
Fires by Cause



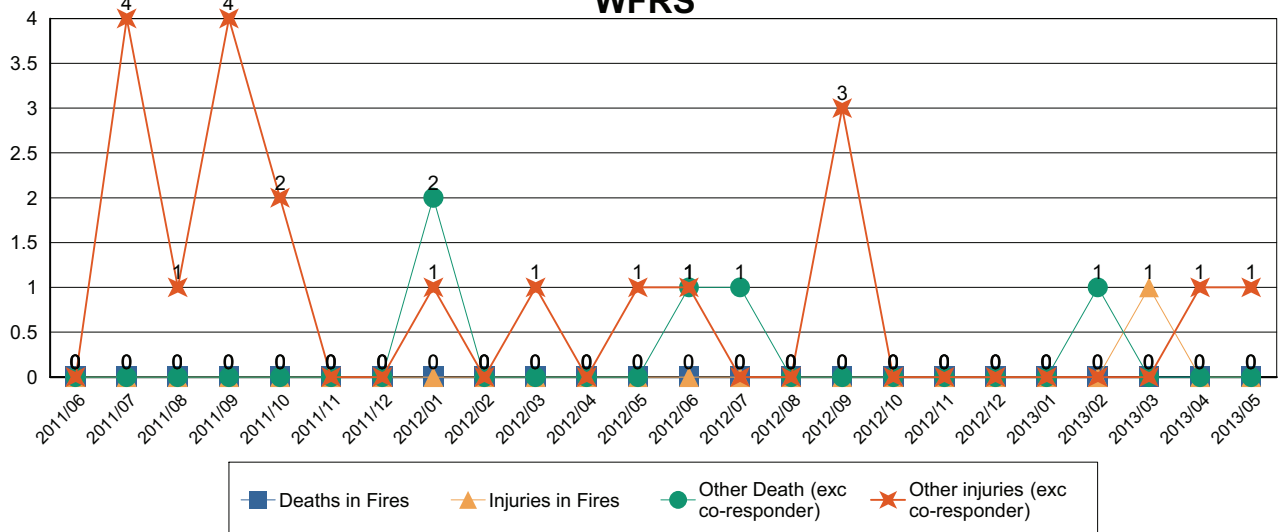
Non-Fire incidents attended by WFRS



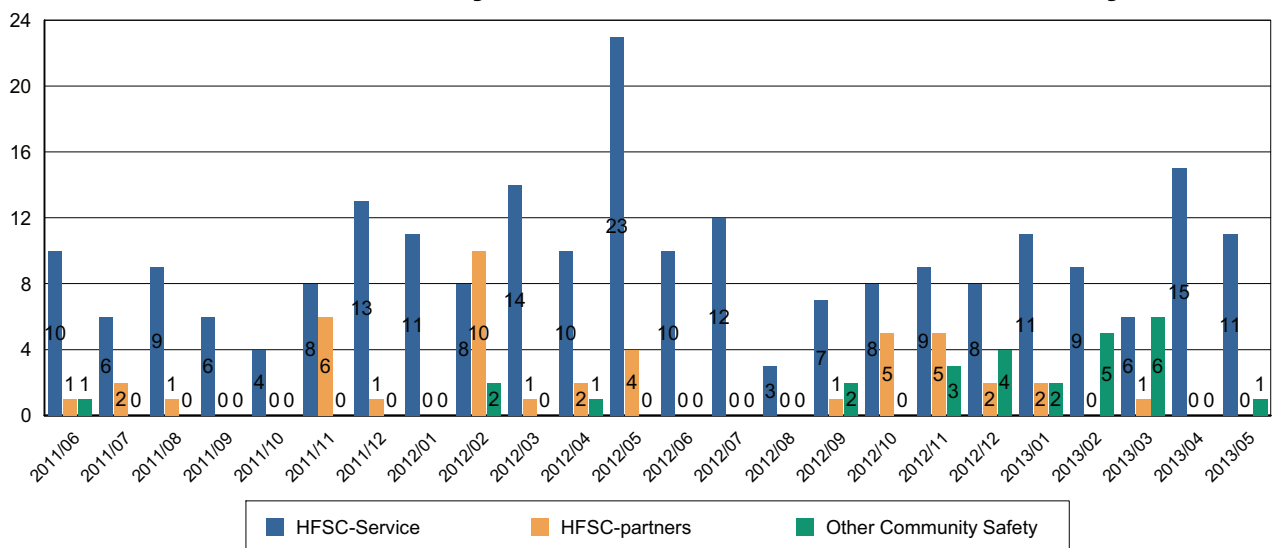
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

AREA BOARD UPDATE – MAY 2013

On 1 April 2013, the GP led Wiltshire Clinical Commissioning Group (CCG) became the statutory body responsible for commissioning local health services for Wiltshire. Wiltshire CCG is passionate about commissioning the highest quality care for our patients as close to their homes as possible - 'The right healthcare, for you, with you, near you'

Our vision will ensure that NHS care in Wiltshire can operate with improved effectiveness. Implicit in this will be greater integration between community services, general practice and working in close partnership with Wiltshire Council.

The vision puts the patient in control whilst ensuring that every opportunity is given for the residents of Wiltshire to improve their health. It's about the CCG working with people in the community, the Local Authority and other organisations to identify and understand patients' requirements so that services can be designed to meet their needs. Key to our approach is that the CCG is clinically led with GPs proactively involved in the decision making as they are in the best place to engage with the local population to help improve health and wellbeing.

As Wiltshire is a relatively dispersed, rural community which naturally divides into three areas of population, our structure incorporates three local groups to gain the collective, specific and local knowledge of general practitioners across the county. The three local groups cover the communities of:

- South Wiltshire – (Sarum Group)
- North and East Wiltshire (NEW Group)
- West Wiltshire (WWYKD Group)

The CCG will commission services for the population of Wiltshire using local information obtained from members of GP practices in each group. The groups will be responsible for ensuring delivery of quality health services from acute and community providers of health services.

We aim to ensure that all our stakeholders are engaged in a meaningful, consistent and timely manner in having a say regarding health services. The feedback we garner will be used to assist in the decision making process for healthcare improvements in Wiltshire.

Our aims are to:

- To make clinically led commissioning a reality in providing local solutions to local needs
- To deliver strategic plans which address the needs of local populations and involve patients, practices and partners
- To address the growing needs of our ageing population, and the mental health and emergency needs of our combined populations
- To encourage and support the whole population in managing and improving their health and wellbeing
- To ensure sustainability of the emerging organisation in delivering cost effective healthcare
- To communicate effectively, staying engaged with all of our patients, partners and stakeholders.

Our 7 key priorities are:

- 1 – Staying healthy and preventing ill health
- 2 – Planned care
- 3 – Unplanned care and frail elderly
- 4 – Mental health
- 5 – Long term conditions (inc Dementia)
- 6 – End of life care
- 7 – Community services and integrated care.

Contact:

Tracy Torr
Communications and Engagement Officer
Wiltshire Clinical Commissioning Group
Tel: 01380 736010 or tracy.torr@nhs.net

MEDIA STATEMENT

2 May 2013

NHS 111

The NHS 111 service is currently being established across Bath and North East Somerset and Wiltshire, following a 'soft' launch in February. This means that a test period is now underway in order to identify problems and rectify them before the service goes fully live.

"Performance is continuing to improve, but we know that some patients and providers are still experiencing some problems with getting through to the service as well as delays in receiving treatment particularly during busy weekend periods," said Dr Simon Douglass, Clinical Accountable Officer for BaNES Clinical Commissioning Group. "We'd like to apologise for this and reassure patients that we are continuing to work with our NHS 111 provider, Harmoni, to resolve the remaining issues before the service is launched in full. We have seen a reduction in the number of 999 ambulances dispatched by the NHS 111 service, and an encouraging improvement in the number of these ambulance call outs that result in patients requiring transfer to hospital or another service."

Wiltshire and B&NES CCGs have decided to defer the full launch of NHS 111 until all such issues are resolved. Both CCGs and Harmoni are committed to providing a safe and high quality NHS 111 service and contingency plans, involving the established local out-of-hours GP service for patients, have been in place throughout this period.

NHS England supports the CCGs' decision and is working alongside them to ensure that the service meets national requirements.

When fully launched, NHS 111 will be a free to call service, available 24 hours a day, 365 days a year. It will act as a one stop shop for patients if their healthcare need is urgent, but not a 999 emergency.

-END-

Contact details for further information:

Tracy Torr, Communications and Engagement Officer
Wiltshire Clinical Commissioning Group
01380 736010 or tracy.torr@nhs.net

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Partner Update for Warminster Area Board

Name of Parish/Town Council/Partner: Upper Deverills Parish Council

Date of Area Board Meeting:

Headlines/Key Successes

- Rural Community Broadband Fund - Sustaining and Supporting Kingston and Monkton Deverill. The Parish Council has applied to Defra for a grant – The Broadband Group are to be thanked enormously for their work on the submission.
- Clubs and Groups reported their aspirations and achievements at the Annual Parish meeting which was very successful
- Co-option Vacancy for a New Councillor

Projects

- Parish Plan Consultation
- Housing Survey

Diary Dates

- Next Full Parish Council meeting 10th July 2013

Date: 18th June 2013 Sarah Jeffries MILCM Parish Clerk

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Partner Update for Warminster Area Board

Name of Parish/Town Council/Partner: Horningsham Parish Council

Date of Area Board Meeting:

Headlines/Key Successes

- Play Area Project – draft plans to be viewed & commented on by parishioners at the Horningsham Village Fayre
- Warminster Community Radio – Community Link
- Horningsham News now has a Facebook Page
- Clubs and Groups reported their aspirations and achievements at the Annual Parish meeting which has created collaborative working within them

Projects

- Parish Plan Consultation
- Public Footpath Order being considered re Mill Farm
- Rural Housing Association to lead possible Affordable Housing Project
- Community Oil Group Purchasing

Diary Dates

- Next Full Parish Council meeting 11th July 2013

Date: 18th June 2013 Sarah Jeffries MILCM Parish Clerk

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Partner Update for Warminster Area Board

Name of Parish/Town Council/Partner: Maiden Bradley with Yarnfield Parish Council

Date of Area Board Meeting:

Headlines/Key Successes

- Forces March/ Somerfest Festival – it was a delight to see young and old, families and friends enjoying the sunshine, the open air and broad range of music on offer
- Community Speed Watch on hold!

Projects

- Community Asset Listing – Village Shop
- Maiden Bradley Village Shop – Plunket Foundation Community Shop Fortnight
- Warminster Community Radio – Collaborative working to highlight what's going on in the parish
- Refurbishment of Village Hall Grounds by Parishioners

Diary Dates

- Next Full Parish Council meeting 9th July 2013
- Coffee Morning in the Village Hall – Friday Mornings
- Walking Treasure Hunt 14th July 2013 2pm start at the Church £3.50 including cream teas Walking sheet £1.00 First prize £10.00 in aid of the Church Fabric Funds

Date: 18th June 2013 Sarah Jeffries MILCM Parish Clerk

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Partner Update for Warminster Area Board

Name of Town Council – Warminster Town Council

Date of Area Board Meeting: 4th July 2013

Headlines/Key Successes

- Second Job Fair held in April. 170 attendees. Positive feedback received.
- Town Council withdraws from Frontrunner project named Boreham Neighbourhood Development Order
- Operation “Helmont” took place on Wednesday 12th June as part of the Wiltshire Council’s Emergency exercises and the Warminster’s emergency plan was tested.

Projects

- Walkers are Welcome have welcomed Victoria Coombes to lead the accreditation process.
- Enterprise Warminster has been working on a Retail Plan for the town.
- The Town Plan working group is to be expanded to debate Transition Towns
- The Town Council is looking for imaginative suggestions for use of a Telephone kiosk in Highbury Park.
- The Council is investigating the possibility of finding alternative day care facilities when Woodmead closes. A working group has been set up to start looking at ideas for commemorating the centenary anniversary of WW1.
- Plans are being prepared for the Council’s first Fruit and Veg show in September 2014.
- Warminster Town Guide has been published and will be delivered by Royal

Mail on 24th June to all households and businesses in BA12 - 8 and 9

Diary Dates

- 17th July Film showing at Civic Centre "Quartet" 2pm
- 3rd August Warminster Festival 2014 are holding an open event at the Civic Centre to find out what the public would like to see in the next festival. Come along and put your ideas forward.
- 4th August Inspire Music Event Warminster Town Park 12am – 6pm Free event. Sponsored by Enterprise Warminster.
- 21st August film showing at Civic Centre "Song for Marion" 2pm

Films cost £3-50 and include a cup of tea and a biscuit. Doors open at 1-30pm

Signed:

Date: 17th June 2013

Hu Abernethie

Partner Update for Warminster Area Board

Name of Parish/Town Council/Partner: Longbridge Deverill Parish Council

Date of Area Board Meeting: July 4th 2013

Headlines/Key Successes

- Litter Picking day
- Identification of land for potential Social Housing
- Five out of eight new councillors.
- Forces March through the Village on May 26th
- Improvements to the junction of A350/The Marsh.

Projects

- Update of Parish Council Website
-

Diary Dates

- Full Meeting – July 15th 2013
- Full Meeting – September 2nd 2013
-

Date: June 24th 2013

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Cabinet Member for Adult Care, Communities and Housing – Cllr J Thomson

Libraries Heritage and Arts and Housing Management

OFFICER CONTACT: Miranda Gilmour, Communities
Tel: 01672 515742 or 07990 505 882
Email: miranda.gilmour@wiltshire.gov.uk

REFERENCE: ACCH-001-13

AREA BOARD FUNDING GUIDANCE 2013/14

Purpose of Report: To update and provide clarity to the 2013/14 Area Board funding process.

Consultation: Undertaken through joint Community Area Manager and Councillor Working Group.

Options Considered: Various including:

No change to a multi-option down loadable application process; which sometimes caused confusion for applicants or embrace digital access and formulate a single process for all applicants to ensure ease of use and greater clarity.

To retain the amount of un-matched funding available at £1,000 or to reduce it to £500 to ensure funding could be more widely spread across the community.

To retain a special small grants process awarding up to £350, which had not been fully utilised in 2012/13 or to ensure groups could access up to £500 unmatched funding from an area board.

Reason for Decision: To improve the application process for members of community, voluntary groups and councillors through adoption on a common on-line process and in so doing make council administrative efficiencies.

DECISION MADE

I approve that:

1. The emphasis in 2013/14 will be that the Area Board funding will support volunteering, community involvement and addressing community priorities.
2. In 2013/14 the Area Boards grant scheme will be restricted to capital projects that deliver enduring community infrastructure improvements – such as new equipment, facilities or environmental improvements. Guidance will be provided to applicants on eligibility.
3. Pursuant to the budget approved by the Council, the Area Boards will be provided with revenue and capital budget allocations as set out in Appendix 1 of this report.
4. Area boards should adhere to the 2013/14 funding criteria.
5. Area Boards will be encouraged to develop ways of linking grant funding to locally agreed priorities emerging from the Joint Strategic Assessment, the local community plan or other relevant local evidence
6. An on-line funding application process will be introduced for all applicants.
7. In 2013/14 up to £500 unmatched funding will be available to support small local projects. All applications for projects exceeding £500 will be expected to provide match funding (either in cash or in kind) to the value of 50% of the total requested - advice will be provided to applicants on the calculation of 'in kind' contributions.
8. In 2013/14 applications for village hall funding will come to the area board for consideration.
9. In 2013/14 applications specifically for Wiltshire Online will be considered, with an £1,500 being allocated to each area board and distributed through the community area grants process.
10. In support of the Olympic and Paralympic legacy, in 2013/14 the Area Boards will particularly welcome applications that encourage young people and people with disabilities to become more actively involved in sports, outdoor activities, recreation, arts and volunteering.
11. Community Area Managers will provide area boards with officer recommendations in respect to all funding applications, with the exception of councillors led projects, where project information should be provided.
12. There will be no change to the guidance in respect to funding to parish/town councils or statutory service providers (including Council services). Area boards will not consider applications from town and parish councils or statutory service providers for purposes that relate to the normal duties, services or activities of such bodies.
13. The Area Board Projects/Councillor Led Initiatives process is used by councillors to enable them to tackle 'sticky' community issues and projects and initiatives which have been identified by the community as priorities. It should not be used to fill gaps where there are service shortfalls or where it is possible for them to be resolved through use of the Area Grant funding scheme.
14. The funding process and criteria for the distribution of area board funding outlined in Appendices 2- 3 of this report are approved.

This decision was published on 26th March, 2013 and will come into force on 5th April 2013.

The following supporting documents are attached:

REPORT AREA BOARD GRANT GUIDANCE 2013/14

Appendix 1: Area Board budget allocations 2013/14

Appendix 2: Community Area Grant Funding Criteria and Information 2013/14

Appendix 3: Area Board Projects and Councillor Led Initiatives - Funding Criteria 2013/14

The following supporting documents are available from the officer named above:

None

Date 25th March , 2013

.....

Cllr J Thomson
Cabinet Member for Adult Care, Communities and
Housing

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The Area Board grants scheme 2013/14

Grants criteria and guidance for applicants

Revised March 2013

Are you a community or voluntary group looking to fund a community project in Wiltshire? If the answer is yes, then community area grants may be for you.....

What do we offer?

- ✓ **Up to £5,000 of capital funding available (more in exceptional cases) for your community project.**
- ✓ **Funding linked to local priorities**
- ✓ **Simple online application process**
- ✓ **Up to and including £500 available for small projects, where there will be no need for you to find matched funding**
- ✓ **Up to 50% of the total cost of a project, where the total cost is more than £500**
- ✓ **Support for organisations making applications**
- ✓ **Signposting to other sources of funding**

Funding is available to help provide facilities, equipment and activities (capital projects) that are important to the local community. These awards can really make a big difference in helping communities get schemes and projects started.

The Area Boards wish to support the ethos of volunteering and community involvement and to that end have decided that Community Area Grant funding should go to these groups.

Town and parish councils are encouraged to promote local community projects and support applications for funding.

Applications are now invited on-line. <insert hyperlink> Applications will be considered at each Area Board.

Making your application

All grant applications are now submitted using our online application system. <insert hyperlink> The system will guide you through the process giving you advice and help as you go. You can save your application at any stage and return to it later.

To ensure your application has the greatest chance of success, we recommend that you leave sufficient time to enable you to develop a strong application. Preparatory work would include investigating a variety of match funding opportunities and we suggest you allow yourself sufficient time to do this before submitting your area board grant application.

To save frustration and wasted time, we strongly advise that you read the following funding criteria before you start your application.

What we cannot consider

The council will not consider grant applications for:

- (a) Political or religious activities (although secular projects by faith groups are welcomed)
- (b) Parish councils and statutory bodies to fund their normal services or activities (including Wiltshire Council services, school curricular projects, etc)
- (c) Sole benefit of individuals
- (d) A private - profit making/commercial organisation
- (e) Recurring revenue or running costs – e.g. rent, rates, utilities, printing, stationery, salaries, etc
- (f) Retrospective funding
- (g) Repeat requests for annual events
- (h) A project that has already received funding in the same financial year from your area board.
- (i) Events/activities whose principle aim is to fundraise for another organisation
- (j) Training of trustees or fundraisers
- (k) Projects that are being administered through a third party
- (l) Projects that are applying for funding to more than 3 area boards, as these are not considered local projects
- (m) Applicants can make no more than 2 applications in any financial year

Our funding requirements

To avoid disappointment it is important that you follow the following requirements

1. Applicants for funding are encouraged to discuss their project with the Community Area Manager well in advance of submitting their bid.
2. Applicants should use the Council's online funding application system <insert link>.
3. Applications are invited from not for profit organisations/activities or groups; clearly showing a need for financial support, through evidence of current financial status and supported by bank statements and audited accounts which must be available for inspection upon request.
4. Projects should demonstrate a link to a local priority e.g. in a Community Plan or Joint Needs Assessment or evidence of another identified community need.
5. No projects will be awarded funding retrospectively.
6. Successful applicants should not seek any additional financial support from Wiltshire Council for the same project.
7. From 2013/14 the Area Boards grant scheme will be restricted to capital projects that deliver a lasting community benefit – such as new equipment, facilities or environmental improvements. Please use our online eligibility checker for further advice. <insert link>
8. Grants will not normally exceed £5,000
9. Projects where the total cost of the project is up to and including £500 do not require match funding.
10. 'Contributions in kind' either as volunteer time or materials may be costed into your project calculations, based on a maximum of £50 per day for general volunteers and £100 per day where professional/technical advice is provided e.g. architect drawing up plans.

11. For funding requests of more than £500, financial support from other sources must be identified (match funding), which can be made up or in part by contributions in kind. No more than 50% of the total cost of a project will be awarded (with the exception of town/parish councils).
12. Applications from town and parish councils will not receive more funding than that contributed (in cash from their annual precept) by that town or parish council, since they are able to raise funds through their precept/local taxation.
13. Applications must be received a minimum of 6 weeks before the relevant area board.
14. If you are asking the area board to fund any item that costs over £500, one written quote/estimate must be obtained. This must be from the supplier you intend to use. Where single items costs over £1,000 a minimum of two quotes/estimates must be obtained with an indication of the supplier you intend to use
15. All quotes from suppliers must be on headed paper, from brochures or websites and must be made available on request.
16. Applications must show how you plan for the future of your project.
17. Where the total cost of the project exceeds £50,000, a project or business plan should be provided including estimates from the suppliers that you intend to use to complete your project – this should be forwarded separately to the Community Area Manager.
18. If your project requires planning permission, building regulations or any other form of licence or approval, this must be sought **before** submitting your application. Any grant shall be conditional on approvals being received.
19. Applicants must acknowledge Wiltshire Council's financial support in any publicity, printed or website material and use the council's approved logo.
20. If successful and you receive a grant from the area board, a condition is that you must be able to provide copies of all receipts and invoices associated with your grant on request as your project may be audited after completion.
21. It is the applicant's responsibility to contact the Community Area Manager if the funds raised for their project (including those awarded by the area board) exceed the sum required.
22. It is the applicant's responsibility to contact the Community Area Manager if there are any changes to the project considered and awarded a grant by the area board.
23. Completion of an evaluation form is a condition of receiving area board funding and information/photographs to demonstrate how your grant was spent should be provided as soon as the project is completed.
24. The grant money can be requested by successful applicants only when **all** award criteria have been met (e.g. match funding is in place).
25. All decisions about community area grants are made by the locally elected councillors on your area board.
26. If you receive funding, the money cannot be claimed before 3 months of the project starting and must be used within 1 year of the date of the award.

In exceptional circumstances, the Area Board may waive any of the requirements set out above provided you can provide reasons to justify why an exception should apply. The Board's decision on eligibility is final.

Apply online now

If you meet our criteria, we would be delighted to receive you application, apply online now

<insert link>

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Report to	Warminster Area Board
Date of Meeting	4 July 2013
Title of Report	Area Board Funding

Purpose of Report

To ask councillors to consider officer recommendations in respect to:

1. Wylde Valley 1914 Project

£3000 request towards the Wylde Valley 1914 Project

Officer Recommendation – Approve, conditional on the balance of the funding being in place and the Area Board funding is used towards the capital aspect of the project; the interpretative map.

2. Corsley Memorial Playing Field

£500 request for the Corsley Memorial Playing Field Barbeque

Officer Recommendation – Approve.

Councillors may wish to note that Corsley Memorial Playing Field has previously been funded by the Warminster Area Board as follows:

£5,000 in 2010/11 for playing field equipment and refurbishment.

£1,000 in 2011/12 for replacement cricket nets.

3. Maiden Bradley Village Hall Project

£2,900 request for a new Central Heating system

Officer Recommendation - Approve

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (5 April 2013). Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance 2013/2014](#).
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.4. The area board may want to link funding to local priorities, including those identified in their Community Plan, Local Area Joint Strategic Assessment and any other community based consultative work.
- 1.5. Warminster Area Board has been allocated a 2013/2014 budget of **£51,672** ([See Appendix one of report to Cabinet](#)) for community area grants, **£1,500** for digital literacy grants and **£10,334** for community partnership core funding. **In 2013/14 only capital funding is available for community area and digital literacy grants.**
- 1.6. In addition to CAGs and digital literacy grants councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.7. In support of the Olympic and Paralympic legacy, in 2013/14 the Warminster area board invites applications that encourage young people and people with disabilities to become more actively involved in sports, outdoor activities, recreation, arts and volunteering. **This must be capital funding.**
- 1.8. Applications of up to and including £500 can be made for a Community Area Grant, which will not require matched funding. Amounts of £501 - £5,000 will be required to find matched funding. The area board will rarely award more than £5,000. Grants of up to £500 are available for Digital Literacy projects.
- 1.9. New for 2013/14 is a single on-line application process for

Community Area Grants (CAG) and Digital Literacy grants, introduced to provide an easy step by step application process. The application process and funding criteria can be found [here](#).

- 1.10. Area boards will not consider CAG applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.11. Officers are required to provide recommendations in their funding reports (except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire councillors on the area board.
- 1.12. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.13. All recipients of area board funding are expected to complete an evaluation form as soon as the project has been completed and provide receipts if requested. Groups are encouraged to up-load information and photographs about their project on to their area board [blogsite](#). Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

<p>Background documents used in the preparation of this report</p>	<p>Area Board Grant Criteria and Guidance 2013/14 as approved by delegated decision</p> <p>WCVP Community Plan</p> <p>Warminster Joint Strategic Assessment</p>
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2. Main Considerations

- 2.1. Warminster Area Board has been allocated a 2013/2014 budget of **£66,951** that may be allocated through Community Area Grants, Digital Literacy Grants, Area Board/Councillor Led Initiatives and core funding for the CAP.
- 2.2. Councillors will need to ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.3. Councillors will need to be satisfied that grants awarded in

2013/2014 are made to projects that can realistically proceed within a year of the award being made.

- 2.4. There are now 4 funding rounds remaining during 2013/14. Deadlines for receipt of funding applications are as follows:
- **Friday 26 July 2013 for consideration on 5 September 2013**
 - **Friday 27 September 2013 for 7 November 2013**
 - **Friday 29 November 2013 for 9 January 2014**
 - **Friday 23 January 2014 for 6 March 2014**
 -
- 2.5. In exceptional circumstances the Area Board may consider certain grants between Area Boards subject to approval by the Chair and Vice Chair.

3. Environmental & Community Implications

- 3.1. Area Board Grants contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Malmesbury Area Board.

If grants are awarded in accordance with officer recommendations, Warminster area board will have a balance of **£45,272** and **£1,500** remaining for digital literacy grants.

5. Legal Implications

- 5.1. There are no specific legal implications related to this report.

6. HR Implications

- 6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- 7.1. Community Area Grants and Small 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.
- 7.2. Implications relating to individual grant applications will be outlined in section 8, "Officer Recommendations" of the funding report.

8. Officer Recommendations

Ref	Applicant	Project proposal	Funding requested
8.1.	Wylve Valley 1914 Project	Wylve Valley 194 Project	£3,000

- 8.1.1. Officers recommend that Wylve Valley 1914 Project is awarded £3,000 towards the 1914 Project, conditional on the balance of funding being in place and the funding being used for the capital aspect of the project.
- 8.1.2. This application meets grant criteria 2013/14 and has been classified as a capital project by Wiltshire Council finance department.
- 8.1.3. The project aims to commemorate the centenary of the outbreak of World War 1 in August 1914 and to portray the arrival of thousands of Kitchener's Volunteers to the Wylve Valley, which is from Longbridge Deverill to Codford, between August 1914 and April 1915 to be trained and the effects this had on the local community and economy. Some of the project's exhibits, in particular the Interpretative Display maps of the military camps, will provide a hitherto unknown and lasting legacy.
- 8.1.4. An estimated 3,000 people will attend.
- 8.1.5. The total cost of the project is £42,641 and £21,000 match funding is already in place (as of April 2013).

Ref	Applicant	Project proposal	Funding requested
8.2.	Corsley Memorial Playing Field	Corsley Memorial Playing Field Barbecue (BBQ)	£500

- 8.2.1. Officers recommend that the Corsley Memorial Playing Field is awarded £500 for the Barbecue.
- 8.2.2. This application meets grant criteria 2013/14 and has been classified as a capital project by Wiltshire Council finance department.
- 8.2.3. Corsley Memorial Playing Field Committee hosts two or three big events each summer with a barbecue (BBQ) being provided. They usually cater for 50+ individuals and their current BBQ is a very old charcoal one. To provide safe and hygienic food in a timely way, we really need a new gas fired catering model.

- 8.2.4. The total cost of the project is £667.98 and there is match funding in place for £167.98.
- 8.2.5. This project will benefit children and young people and the rest of the community in the Corsley and surrounding areas. It will help to provide a lasting legacy of 2012 through continued community cohesiveness.

Ref	Applicant	Project proposal	Funding requested
8.3.	Maiden Bradley Village Hall	Maiden Bradley Village Hall Project	£2900

8.3.1. Officers recommend that the Maiden Bradley Village Hall project (central heating) is awarded £2900 towards the project.

8.3.2. The application meets grants criteria 2013/14 and has been classified as a capital project.

8.3.3. The village hall is a hub for the community and serves all from young to older people. Surrounding villages also use this facility. There is a need to install a modern central heating system to ensure this facility remains a vibrant part of the community.

8.3.4. Match funding is in place for £2900 primarily raised through the Village Hall committee. The Parish Council is not proposing to fund any of the costs as it is using limited resources on projects which cannot access other funding sources.

8.3.5. The Village Hall is used by many clubs and societies in the village and the improved heating system will encourage more groups to use it.

Appendices	Grant Applications
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No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

Report Author	Jacqui Abbott, Community Area Manager Tel: 01722 434 344 Mobile: 07771 844 530 E-mail: jacqui.abbott@wiltshire.gov.uk
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Grant Applications for Warminster on 04/07/2013

ID	Grant Type	Project Title	Applicant	Amount Required
51	Community Area Grant	Wylve Valley 1914 Project	Wylve Valley 1914 project	£3000
111	Community Area Grant	Corsley Memorial Playing Field BBQ	Corsley Memorial Playing Field	£500
163	Community Area Grant	Maiden Bradley Village Hall Project	Maiden Bradley Village Hall	£2900.00

ID	Grant Type	Project Title	Applicant	Amount Required
51	Community Area Grant	Wylve Valley 1914 Project	Wylve Valley 1914 project	£3000

Submitted: 25/04/2013 13:28:07

ID: 51

Current Status: Application Appraisal

To be considered at this meeting:

04/07/2013 Warminster

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

NA

5. Project title?

Wylve Valley 1914 Project

6. Project summary:

The project aims to commemorate the centenary of the outbreak of World War 1 in August 1914 and to portray the arrival of thousands of Kitchener's Volunteers in our part of the Wylve Valley, which is from Longbridge Deverill to Codford, between August 1914 and April 1915 to be trained and the effects this had on the local community and economy. Some of the project's exhibits, in particular the Interpretative Display maps of the military camps, will provide a hitherto unknown and lasting legacy. The project's 15 strong committee was formed in 2011. The project's exhibitions and activities will take place in July 2014 mainly in Codford and will be free of charge. Its website (in need of updating) is

wylyevalley1914.org.uk

7. Which Area Board are you applying to?

Warminster

Electoral Division

Warminster Copheap and Wyllye

8. What is the Post Code of where the project is taking place?

BA12 0NB

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Festivals, pageants, fetes and fayres

Heritage, history and architecture

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2012

Total Income:

£520.00

Total Expenditure:

£370.00

Surplus/Deficit for the year:

£150.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£150.67

Why can't you fund this project from your reserves:

Our organisation is the project's sponsor, the Codford Local History Society. The project is a separate entity. The project's accounts will be sent separately as they need explaining.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost £42641

Total required from Area Board £3000

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
1. Interpretative Display map of the camps (8m x 3m)	7221	1. Heritage lottery Fund grant	yes	18800
2. Casualty Evacuation System map (4m x 3m)	1200	2. Codford Local History Society	yes	200
3. Hiring of Great War Society Living History	2500	3. Cranborne Area of Outstanding Natural Beauty	yes	2000
4. Hiring of Yeomanry Living History	1620	4. Private donor		9250
5. Professional Event Management	6500	5. Warminster Area Board grant		3000
6. Project booklet, design & publishing	4600	6.. Armed Forces Community Covenant grant		4000
7. Heritage Lottery Fund Project Costs (sent separately)	19000	7.. Western Front Association grant		3000
		8.. Sale of Project booklet		2391
Total	£42641			£42641

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Warminster

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

An estimated 3,000 people will attend, enjoy and benefit from the project's events, which will be well advertised. They will benefit by increasing their understanding of what the outbreak of the war meant to those living in the Wylde Valley in those days. They will have a much

clearer idea of how the life of those living here, in some cases their forebears, was changed forever. They will see exactly how the Army camps, rail spurs, hospitals and power plants covered their area. They will learn about how their men answered the call and vanished into the Army, how some of their houses, land and horses were requisitioned, and the role of women in the war and how they had to stand in for the men and how some went away to work in the war factories or as nurses. Attendees will culturally benefit by learning how Kitchener's New Armies were raised and the size of them. They will be shown many aspects of our camps and the conditions initially in them that the Volunteers had to endure. A particular emphasis will be placed on showing the interaction of the civilian community with the military: we will show how the civilian medical establishment in the early days had to support the military almost 100%; how the civilian and military priests worked together; how civilians opened new businesses to supply the military; and entertainment and crime will be covered as well; this should be of interest and educational to all. We believe the civilian and presently serving military attendees from the Warminster and Larkhill garrisons will have an enhanced sympathy with, and understanding of, each other as a result of the project's exhibits, (a representative of the Warminster garrison will join our committee in June 2013). Children will be educated about the tumultuous events of those days, (two local primary schools and the Warminster Boy Scouts are involved in the project, as will be described). Archivists and historians will be able to take away those of the project's exhibits that they wish; the Wiltshire & Swindon History Centre is represented on the project's committee and is expected to archive the Interpretative Display map of the camps, and other museums such as the Warminster one and the Rifles in Salisbury will have the same opportunity. The project's main events and exhibits which it is believed will be of interest, enjoyable and of educational benefit will now be described. In July 2014 up to the weekend 25-26th: a school contemporary play, supported by the Salisbury Outreach, in the Woolstore Codford; a school showing their research into the names on their war memorial; a school making a model of Codford in those days and these two schools and the Warminster Boy Scouts having the funded opportunity to visit the Imperial War Museum; an introductory talk 'The outbreak of War'. The weekend 25-26 July in Codford: the Interpretative Display map of the camps (8m x 3m, for which the £3,000 funding is requested, which will also be available on disk, and which will be a lasting legacy; the Casualty Evacuation System map (4m x 3m); a model by the Warminster modellers of part of the Codford camp; contemporary memorabilia and artefacts; the Order of Battle of the troops trained here, down to battalion level (25 & 26 Infantry Divisions) and some of their subsequent history in the conflict; the project's booklet which will also be a lasting legacy; exhibits and a film of the effects of the war and camps on the civilian community and economy; Living History in the form of the Great War Society infantry and field hospital, and the Yeomanry; a 30m trench constructed by a committee member with the aid of his local firm; a field kitchen and stalls for vendors of contemporary books, post cards, photos and artefacts. The weekend will close with a drumhead service for which we hope many attendees will stay. This will involve the local Royal British Legion, the padre of which is on the committee, its standards, the local Military Wives Choir, a local band, Boy Scouts and possibly some military from the nearby garrisons. In the following week: 3 conducted walks with photos and maps around the camp sites, and reading of the war poets, in Heytesbury church, including Siegfried Sassoon, whose last home was in that village.

14. How will you monitor this?

To a large degree the beneficial effects of the project may be measured by the number of people who attend its events. We will have questionnaires for attendees to complete, giving their impressions of the project's activities, from which we will be able to judge how much has been learnt and how positive its impact has been.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The project will not continue after any Wiltshire Council funding runs out.

16. Is there anything else you think we should know about the project?

This application does not form part of a larger project.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Project/Business Plan:

yes I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

111	Community Area Grant	Corsley Memorial Playing Field BBQ	Corsley Memorial Playing Field	£500
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Submitted: 21/05/2013 11:21:19

ID: 111

Current Status: Application Appraisal

To be considered at this meeting:

04/07/2013 Warminster

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Corsley Memorial Playing Field BBQ

6. Project summary:

Corsley Memorial Playing Field Committee hosts two or three big events each summer with a barbecue (BBQ) being provided. We usually cater for 50+ individuals and our current BBQ is a very old charcoal one. To provide safe and hygienic food in a timely way, we really need a new gas fired catering model.

7. Which Area Board are you applying to?

Warminster

Electoral Division

Warminster Without

8. What is the Post Code of where the project is taking place?

BA12 7PJ

9. Please tell us which theme(s) your project supports:

Children & Young People

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:**10a. Your Organisation's Finance:****Your latest accounts:**

09/2012

Total Income:

£10014.93

Total Expenditure:

£12599.62

Surplus/Deficit for the year:

£2584.69

Free reserves currently held:**(money not committed to other projects/operating costs)**

£15148.14

Why can't you fund this project from your reserves:

Since the annual report above we have spent £4,500 replacing a 30 year old see saw. In addition £600 is reserved for the family day on 13/14 July 2013. Our regular maintenance, insurance, etc. costs per year are about £3,000. Our routine income is around £1,300, with the shortfall being just about made up by fundraising. Remaining reserves form a contingency fund for major equipment replacement, as the old slide and swings are also 30 years old. Some newer wooden equipment is also going to need maintenance this year. We stated three years ago that we would not let the playing field slip into underuse and disrepair again, so we need to keep some reserves and to maintain a 'Repairs and Renewals' fund, as replacing play equipment is horrendously expensive.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£		
Total required from Area Board		£500		
Expenditure			Income	
(Itemised	£		(Itemised	Tick if income
expenditure)			income)	confirmed
				£
Australian 600				
grillstream	599.99		Donation	yes
BBQ				167.98
Gas cylinder &				
deposit	50.00			
BBQ tools	17.99			

Total	£667.98	£167.98
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11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Warminster

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The Warminster & Villages Community Plan states that :

14. How will you monitor this?

The success of our events is monitored by keeping a register and records year on year. The tennis and cricket clubs that operate from the field have both reported increased local membership in the last three years. They also will use the new BBQ for the various events that they host, including the Bridge Trophy Corsley versus Chapmanslade annual cricket match reinstated at last year's Jubilee celebrations. A risk assessment, safe working practises and training will be carried out before any use of the new BBQ. These will be reviewed regularly.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The BBQ will be maintained by volunteers. Gas will be funded by asking for a contribution from the tennis and cricket clubs when they use it. Surplus will be costed into the events and met from playing field funds . The BBQ will be kept in a locked shed when not in use, with the gas stored in the 'Flam store' in the shed.

16. Is there anything else you think we should know about the project?

We have chosen an Australian 600 series Grillstream 4 burner roaster gas BBQ, currently Â£599.99, for several reasons: Foremost, it employs the important safety feature 'Grillstream barbecue technology' that eradicates flare ups and fat fires; it uses gas, so is controllable; it has a hood to keep the wind off and the heat in; it is big enough to cater for our needs; it is sturdy and portable. Monies over Â£500 will be met by confirmed donations.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

163	Community Area Grant	Maiden Bradley Village Hall Project	Maiden Bradley Village Hall	£2900.00
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Submitted: 24/06/2013 11:00:38

ID: 163

Current Status: Application Appraisal

To be considered at this meeting:

04/07/2013 Warminster

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept**5. Project title?**

Maiden Bradley Village Hall Project

6. Project summary:

Maiden Bradley Village Hall is the Hub for the mixed and integrated community. It serves a community ranging from young families with children to elderly. (Direct inhabitants 335) the surrounding villages also use this facility. There is a need to put in a central Heating System. The original system was put in as a frost stat system and does not heat the rooms in the winter months; two rooms do not even have any form of heating in them. Maiden Bradley village have put a lot of effort and support into the refurbishment of this Hall to meet the current needs. The Village Hall is over 102 years old, the fabric and layout of the building is in need of refurbishment. It was originally used as a hospital during the First World War and the Hall Committee wish to make special celebrations this year to commemorate it. It is much used by the clubs and community, Owlets Play group, Pantomime club, Bingo group, Belly Dancers, Caravan Camping Club, Exercise classes Youth Club, Forces March Charity Cycle groups are but a few. With these improvements carried out the hall would be more suitable for use by all groups within the village and make it a more attractive event venue for outsiders. The existing hall will continue as the Central focal point for functions and social gatherings in the village

7. Which Area Board are you applying to?

Warminster

Electoral Division

Warminster Without

8. What is the Post Code of where the project is taking place?

BA12 7JG

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Economy, enterprise and jobs

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:**10a. Your Organisation's Finance:****Your latest accounts:**

03/2013

Total Income:

£6380.89

Total Expenditure:

£3627.37

Surplus/Deficit for the year:

£2753.52

Free reserves currently held:

(money not committed to other projects/operating costs)

£7223.96

Why can't you fund this project from your reserves:

The Community has Â£65,000 more funding to find for the work required on the Hall it is match funding with a sizeable chunk of its reserves using the Â£2900.00 leaves it only Â£4323.96

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost	£5800.00			
Total required from Area Board	£2900.00			
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Central Heating system	5800.00	Fund raising reserves	yes	2900.00
Total	£5800			£2900

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Warminster

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Direct inhabitants 335 the surrounding villages. Everyone who attends will be warm and the fabric of the building will be better preserved. whole parish & surrounding parishes Maiden Bradley Parish Plan page 7 & 8 Warminster Community Plan page 13 A resent consultation with the whole village by the Parish Council gave a resounding seal of approval that the refurbishment and enhancement of this beautiful building was the wish of the parish. Many hours of work have been given in kind to action other required work. the Village Hall committee have worked for 12 months to raise the match funding, such events as these in the

Hall not only have helped with fund raising for this project but brought the community together and helped encourage more volunteers. The Village Hall Committee have also arranged for the Community Pay back team to come in to help paint the building's interior in the September.

14. How will you monitor this?

With these improvements carried out the hall would be more suitable for use by all groups within the village and make it a more attractive event venue for outsiders. The committee will be able to monitor the success with hopefully an increase in bookings alongside the feedback from parishioners and the building will be better preserved. The Community will have the benefit of a fit for purpose village Hall that is warm and dry. They will be able to continue to be able to meet and socialise in it. 335 plus residents from Maiden Bradley plus visitors to the hall

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

no further funding will be required as the project will be completed.

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.



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WILTSHIRE COUNCIL

WARMINSTER AREA BOARD
4 July 2013

Warminster & Village Community Partnership (WVCP) Claim for Core Funding
2013/2014

1. Purpose of the Report

- 1.1. To seek the Board's approval for core funding WVCP covering the financial year 2013/14 to be agreed at this meeting, 4 July 2013

2. Background

- 2.1. Officers are required to provide recommendations in a report, however the decision to support the community partnership and to what level, is made by Wiltshire Councillors on this Area Board.
- 2.2. There will be 2 tranches of funding to community partnerships during 2013/14 (up to 50% of their total projected costs in each tranche). The first is contained within this report, and the Partnership Development Officer will advise WVCP that the second tranche can be requested at the November, 2013 Board when evidence is received of how the first tranche has been spent.
- 2.3. Warminster Area Board has been allocated a 2013/2014 budget of £66,951 including community grants, youth funding, community partnership core funding and councillor led initiatives.
- 2.4. Community Area Partnerships have been invited to apply for up to 20% of the community area grant budget. 20% of the Warminster Area Board grant budget 2013/14 is £10,334.

3. Main Considerations

- 3.1. Councillors will need to be satisfied that core costs awarded in the 2013/14 year are made to projects that can realistically proceed within a year of the award being made.
- 3.2. WVCP were awarded £9,294 in 2012/2013. The balance of WVCP funds as at March, 2013 was £3,350. WVCP will be rolling forward all of this balance into 2013/14 to be spent on activities in this coming financial year in addition to any funding received from the area board. The figure being rolled forward into 2013/14 represents all of WVCP available funds. They also hold £4,000

as a reserve from previous years which it is deemed prudent to maintain for an organisation of this size. This reserve was not funded from Area Board sources.

- 3.3. All partnerships funded by Area Boards are required to sign a Community Area Partnership Agreement (CAPA), which will be countersigned by the Chair of the Area Board. The CAPA is to be signed by both parties at this meeting if WVCP's core funding is awarded.
- 3.4. In order to show how the community area partnership aims to meet the commitments set out in the CAPA, WVCP are required to complete a work plan. This work plan has been reviewed and endorsed by Wiltshire Council's Partnership Development Officer and by Wiltshire Forum of Community Area Partnerships as a workable document.
- 3.5. Warminster & Villages Community Partnership has submitted a 2013/14 request for £10,334 total core costs. This level of funding is within the maximum 20% allocation from Warminster Area Board's budget. 50% of the sum awarded can be considered as the 1st tranche. The area board can therefore award up to £5,167 at this meeting if it approves this funding request.

4. Implications

4.1. Environmental Impact of the Proposals

- 4.1.2 The community partnership contributes to the continuance and improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon individual projects.

4.2. Financial Implications

- 4.2.1 Core costs awarded to the community partnership must fall within the Area Boards budget allocated to the Warminster Area Board.

4.3. Legal Implications

- 4.3.1 There are no specific Legal implications related to this report.

4.4. HR Implications

- 4.4.1 There are no specific HR implications related to this report.

4.5. Equality and Diversity Implications

- 4.5.1 Community partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive.

5. Recommendation

It is recommended that the area board:

- approve the core funding request for £10,334 with an agreement to release the 1st tranche of £5,167 immediately.
- agree to the release of the 2nd tranche at the November Area Board meeting on condition that the final Warminster and Villages Community Area Plan is published in October 2013 at the latest and
- two further theme groups of the partnership have been established as detailed in the workplan by October 2013.

Report Author: Jacqui Abbott, Community Area Manager
Tel No: 07771 844 530
E-Mail: Jacqui.abbott@wiltshire.gov.uk

Appendices:
Appendix 1 WVCP Annual Workplan, 2013/14
Appendix 2 WVCP Budget Form, 2013/14

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Warminster & Villages Community Area Partnership

Annual Workplan 2013/14

In order to show how the Community Area Partnership aims to meet the commitments set out in the Community Area Partnership Agreement 2013/14, please complete the form below.

CAPA commitments	Proposed initiatives and activities	WVCP response
<p>Partnership Development <i>“To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary.”</i></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 93</p>	<p>Please tell us about your Steering Group or Management Committee, how it is appointed and who serves upon it?</p> <p>Give details of any theme groups within the CAP.</p> <p>Please explain how your CAP is supported – do you have an administrator/community agent/project officer and if so, how are they engaged?</p> <p>Are you affiliated to WfCAP and do you attend WfCAP meetings and events?</p> <p>Please indicate how you intend to maintain and develop the CAP over the next 12 months.</p>	<p>The Committee is elected at the AGM and comprises residents, councillors, clerks and other interested parties from the town and villages. We welcome attendance from the official services and now have active representation from the local Army garrison and Youth sectors.</p> <p>We currently have two active thematic groups (Economy & Tourism; Health & Social Care), and as a result of the Community Plan consultation are strengthening links with other groups to achieve identified priorities. The Partnership is represented at meetings of the Area Board, Community Area Transport Group (CATG), Enterprise Warminster, and the Police Neighbourhood Tasking Group (NTG). We continue in our efforts to identify ‘focal points’ willing to help form groups covering the other themes under the revised Community Plan, e.g. countryside.</p> <p>A Coordinator is in post and formally employed through the Warminster & Villages Development Trust as this is a legal entity.</p> <p>We attend the quarterly WfCAP meetings, annual conference and AGM, and also the ‘Cappers’ network for Coordinators to share information and good practice across the County. WfCAP is copied into appropriate correspondence and mutual support is provided.</p> <p>Our priorities in 2013/2014 are to publish a new, a fit for purpose Community Plan for the period 2013 -2026. To continue to foster and support community groups with aims and objectives consistent with those of the Partnership (e.g. Friends of Warminster Park); and to work with the official services, including working closely with the Area Board, ensuring priorities established as a result of public consultations are taken account of in their action plans.</p>

Please post your Annual Workplan and Claim Form for running costs to:

Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

<p>Accountability <i>"To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis."</i></p>	<p>Please explain how you will account to the community during the year?</p> <p>How will you promote your work and engage people?</p> <p>How do you advertise CAP meetings, etc. to local people? How many meetings do you hold per year?</p> <p>How can local people influence the work / priorities of your CAP? Can you show that you have the support of the local community?</p>	<p>We hold an AGM which is advertised in good time and to which a detailed annual report from the Committee is submitted. We provide a regular partner update to the Area Board meetings and attend to field any questions that may arise.</p> <p>We held a public Consultation Event in January 2013 where local issues and priorities were discussed to update the Community Plan and the work of the Partnership was highlighted. The basis of this consultation involved presentation of analysed results from a mail-drop and online survey across the Warminster community area which provided a good response rate of 12% (over 1,000 returns). We continue to budget for quarterly notices to be published in the local paper on behalf of the Partnership as a whole and each of the main Theme Groups. We also use a variety of social media, e.g. Twitter, Our Community Matters, and are currently redeveloping the website that provides a range of information about the Partnership's work, the Community Area Plan and community views on Priorities, plus providing a facility for communicating with the Partnership. In addition the Coordinator is working closely with the Town/Villages and local organisations to circulate relevant information that highlights the support, practical help and advice the Partnership can offer in establishing and running community projects.</p> <p>The Management Committee hold monthly meetings to steer the work of the Partnership, plus the AGM (see above). Minutes will be shared on the website.</p> <p>There is presently no evidence of objections to the aims or activities of the Partnership which is strengthening its links with other groups in the community. We actively participate in the Area Board meetings and have had no adverse comments through this forum. Those members of the community who are active in the Theme Groups are naturally supportive of the Partnership Committee's efforts on their behalf. We are continuing to encourage involvement and feedback through further development of the website, social media and press releases.</p>
<p>Communication <i>"To engage and communicate systematically with all sections of the community and to maintain a contact register of key</i></p>	<p>Please explain how you communicate with the wider community, promote your work and encourage participation in the activities of the CAP.</p>	<p>The Coordinator attends Theme Group meetings; she and Committee members are also active on working committees set up by the Area Board and Town Council, e.g. CATG and Enterprise Warminster, plus any other project groups set up. The Committee and Theme Group members take the opportunity to explain about the Partnership and how it can help whenever possible. We readily accept invitations to talk about</p>

Please post your Annual Workplan and Claim Form for running costs to:

Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

<p><i>organisations and volunteers.”</i></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 9</p>	<p>Do you produce newsletters, press releases, etc. to let the public know what you are up to? Do you have a website where local people can contact the CAP and take part in polls / surveys or contribute in other ways?</p> <p>How many organisations are affiliated to the CAP and how many names are on your communications database?</p>	<p>the Partnership to other organisations and invite them to be in attendance at our Committee meetings. We are also making video clip interviews of local activities to be shared at the WfCAP AGM and on our website if possible.</p> <p>We publish press releases and aim to reintroduce the quarterly Newsletter. We have display boards and material which we use at community events whenever we have volunteers available. We are currently redeveloping the website, updating it and making more interactive over the coming months, as well as utilising social media, e.g. Twitter, Our Community Matters.</p> <p>The issue of membership & affiliation is ongoing and evolving. The Area Board and Town Council has nominated representatives on the Committee and the idea of inviting a representative from each of 3 clusters of Villages has been explored but without success. Many of the Committee members are also active in other local organisations. We have a new Garrison representative that will re-strengthen army links. As a result of the recent Community event, we have updated our contact list, and this now takes account of a large number of local organisations, representatives from official services and residents interested in community work. As far as possible, we aim to keep this updated on an ongoing basis.</p>
<p>Consultation <i>”To consult widely on a range of community issues and hold public engagement events and activities.”</i></p>	<p>Please explain how you intend to consult the community in the coming year. Will this be through surveys, public meetings, on-line questionnaires, etc? Will this work be towards an updated community plan? Are there any topics / issues arising of community concern that your CAP would like to consult on e.g. community campuses?</p>	<p>The responses we received from Community Plan Consultation are forming the basis of the updated and realistic Community Plan taking us through to 2026. We have consulted widely with the local community – both households and businesses – by way of a mail-drop and online survey that was advertised through the local press to encourage a good response. This will was followed by a public consultation event in January 2013 as well as taking advantage of events organised by others to seek inputs. Schools were contacted to encourage the younger population to take an interest in Community issues and plans. Further consultation will be taken if the opportunity and need arises.</p>
<p>Community Planning <i>”To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and</i></p>	<p>Please explain how you intend to develop, review or implement your community plan over the next 12 months.</p> <p>What activities will you undertake in order to consult with local people?</p>	<p>The updated Plan will cover the period 2013 –2026, and its development and consultation is covered in the sections above.</p> <p>At the Community Event in January 2013 we used the issues and initiatives from the current plan, together with JSA statistics, updates</p>

Please post your Annual Workplan and Claim Form for running costs to:

Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

<p><i>identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations.”</i></p>	<p>How will you ensure this is representative of the whole population locally?</p>	<p>from other services and local organisations to discuss Community Priorities. This information will be used by the Area Board in their future considerations and will be available to the community via our website.</p> <p>We will continue to ensure we take account of the community in both town and villages through postal consultation, on line questionnaires and attendance at public events.</p>
<p>Local action <i>”To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where these meet the priorities of the community plan.”</i></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 96</p>	<p>Please tell us about your plans to encourage local action to address the community plan priorities.</p> <p>What do you expect to achieve during the year ahead?</p> <p>How will you secure funding for these projects?</p>	<p>We foster and support the two main Theme Groups and continue to encourage the formation of others. We draw the attention of community groups to the Community Plan at every opportunity, particularly where they are applying for funding.</p> <p>Following the major consultation exercise with the Warminster and Villages Communities on priorities and issues, to use the input generated to draft a new fit-for-purpose Community Plan to take us through to 2026. We aim to work closely with the Town/Parish Councils and the Area Board to ensure Community Priorities, expressed through consultation exercises, are taken account of in future Town, Parish, Area Board and Wiltshire Council plans and their implementation. Warminster had been selected as a Pilot Area for the Community Budget initiative and, whilst we have only received information regarding plans for Community Budgeting to date, we hope to work closely with the Area Board to highlight the priorities to be taken account of during the Pilot.</p> <p>The Partnership has provided active support to a wide range of on-going projects over the past year including: Job Club, Youth Transport Scheme, Bustards, Warminster in Bloom, Warminster Jubilee Events and the Queens Jubilee Event in Salisbury. We will take advice from local people and organisations such as Warminster Mayor, Area Board, WFCAP, and the Charities Aid Foundation etc on appropriate sources of funding. Where local organisations seek support for grants we will help them in their efforts to secure funding via Area Board, Enterprise Warminster or other local/national organisations.</p>

Shona Holt
WVCP Coordinator
May 2013

Please post your Annual Workplan and Claim Form for running costs to:
Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

Community Area Partnership Agreement 2013/14:

Budget details for CAP running costs

Your Details:

Name:	Shona Holt
Partnership:	Warminster and Villages Community Partnership
Address:	c/o CAB Building Central Car Park Warminster BA12 9BT
Phone:	07403 914263
Email:	warminstervcp@gmail.com

Bank Account Details:

Account name:	
Sort code:	
Account no.	
Balance of funds at beginning of year:	£3,350

Details of Budget:

	Cost:
Administrator / Project Officer (inc travel) costs: <ul style="list-style-type: none">£8,100 (incl. NI) + £100 mileage	a £8,200
Consultation activities, public events, analysis, etc: <ul style="list-style-type: none">Carried forward from last year	b £-
Advertising & promotion (inc websites): <ul style="list-style-type: none">£500 adverts + £300 promotion materials	c £800
Plans, questionnaires, other printing costs: <ul style="list-style-type: none">5x £400 support for Theme Groups	d £2,000
Office expenses, consumables, etc.: <ul style="list-style-type: none">£1,500 rent + £300 stationary	e £1,800
Other costs: <ul style="list-style-type: none">£884 misc. expenses (e.g. mobile, postage, audit, research)	f £884
Amount of funding rolled forward from 2012/13 to be spent in 2013/14:	g £3,350
Total running costs applied for:	h £10,334

(costs a+b+c+d+e+f - g must equal h)

I confirm that the costs detailed here will be incurred by the Warminster & Villages Community Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2013/14.

I understand that a first tranche payment of 50% of the funding will be released following Area Board approval (July 2013). This will be followed by a second tranche of the remaining 50% at a date to be agreed in approx. six months time.

Signed:

Date:

Please post your Annual Workplan and Budget Form for running costs to:

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