

AGENDA SUPPLEMENT (1)

Meeting: Westbury Area Board
Place: Bratton Jubilee Hall, Melbourne Street, Bratton, Westbury,
Wiltshire, BA13 4RW
Date: Thursday 7 April 2016
Time: 7.00 pm

The Agenda for the above meeting was published on 30 March 2016. Additional documents are now available and are attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713 035 or email roger.bishton@wiltshire.gov.uk

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

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

10. **Westbury Community Area Grants 2015/2016 (Pages 1 - 18)**

To consider applications for funding from the Community Area Grants Scheme.

Report to	Westbury Area Board
Date of Meeting	07/04/2016
Title of Report	Community Area Grant Funding

Purpose of the report:

To consider the applications for funding listed below.

Applicant	Amount requested
Applicant: Leigh Park Community Centre Project Title: LPCC Skittle Alley and Dart Board Purchase View full application	£1150.00
Applicant: Westbury United Football Club Project Title: Wiltshire County Football Pitch Improvement Programme View full application	£700.00
Applicant: Bratton PCC Project Title: Bratton Institute Hall Refurbishment in Main Hall View full application	£1500.00

1. Background

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

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

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2015/2016 year is made to projects that can realistically proceed within a year of it being awarded.

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

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

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

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

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

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
1833	Leigh Park Community Centre	LPCC Skittle Alley and Dart Board Purchase	£1150.00
Project Description: The Leigh Park Community Centre would like to purchase a portable skittle alley and dart board in order to provide skittles/darts evenings for people living within the Community Area.			
Input from Community Engagement Manager: This application meets the criteria to be brought before the Area Board.			
Proposal That the Area Board determines the application.			

Application ID	Applicant	Project Proposal	Requested
1705	Westbury United Football Club	Wiltshire County Football Pitch Improvement Programme	£700.00
Project Description: Wiltshire FA: The Institute of Groundsman are partnering to provide an enhanced offer for member clubs groundsman with the single aim of improving grass pitches.			

This can be seen below. The charge for Wiltshire FA affiliated clubs to be involved in the programme is 80. This 80 is to cover the two independent visits from approved IOG groundsman. After the first visit a report will be written and recommendations will be made in line with the club facilities budget as to how to improve the clubs grass playing surface. From the pilot visits we have completed thus far the main work that clubs are being recommended to complete is verti-draining. The purpose of verti-draining and spiking is to allow oxygen into the root system and to provide a conduit for surface water to the drains. This video gives an example of the process - <https://www.youtube.com/watch?v=QVHZm4liWcs>. As you will read from the offer to our clubs it includes reduced rates for specialist grounds works such as verti-draining. We have lined up a highly recommended independent contractor to complete this work. We have negotiated a reduced rate for clubs to hire in this service it will also allow us to quality assure the standard of work being completed. Each visit would save the club 40 on current contractor rates. To enable the clubs to access these reduced rates we need to provide an equipment bank so that the undertaking of the mentioned work can take place by the independent contractor. The equipment bank will start as a tractor and verti-drainer initially but as this programme progresses it is hoped that more equipment can be added based on specialist recommendations of the first IOG visits to pitches. The price for the two bids of equipment has been quoted at 38000. The Football Foundation has committed we are tasked with finding the remaining shortfall. The applicant to the Football Foundation and owner of the equipment would be the Wiltshire FA. A service level agreement will be drafted between the Wiltshire FA and the independent contractor who will carry out the work arranged with clubs. The independent contractor will be responsible for all day to day maintenance of the equipment in the bank. A second visit will take place by an independent IOG groundsman after 1224 month to measure the success and implementation of the recommendations and judge the improvement of the playing service. Alongside this there will be regular Groundsman CPD Events to educate the workforce around the implementation of their individual site reports.

Input from Community Engagement Manager:

This application meets the criteria to be brought before the Area Board.

Additional information provided by Colin Brown

Play & Leisure Strategy Officer

Wiltshire Council

Application for a Community Area Grant linked to the Wiltshire FA Pitch Improvement Programme from the following:

Chippenham Town FC

Royal Wootton Bassett Town FC

Calne Town FC

Corsham Town FC

Pewsey Vale FC

Devizes Town FC

Westbury United FC

Bemerton Heath Harlequins

Laverstock & Ford FC

Could you please confirm that you have received an application and when it is going to be

heard. My interest in these applications is explained below:

I am working with Wiltshire Football Association and a host of Wiltshire based football clubs on a project to improve the quality of existing football pitches, the quality of existing football pitches has been identified as a matter of concern by the FA, Clubs and ourselves (existing district council Playing Pitch Strategies and our emerging Wiltshire Council Playing Pitch Strategy identify quality of the existing pitches as an issue).

Wiltshire FA and the Football Foundation have put together a scheme that if fully funded will over time improve the quality of existing pitches as well as giving the County a sustainable pitch improvement programme with the necessary equipment.

Wilts FA and the Football Foundation are funding the majority of the programme but are £5k short, hence the clubs initially involved are applying to their respective Area Boards for a total of £5k.

The clubs are making the applications, not Wiltshire FA as the benefits are to the clubs applying and in the future other local clubs.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
1828	Bratton PCC	Bratton Institute Hall Refurbishment in Main Hall	£1500.00

Project Description:

Refurbishment of main hall to include minor repairs painting and some decorating replacement of curtain rails and curtains. Much work has been done over the last few years to refurbish the interior of this old village building including updating the boiler double glazing modernising the heating system ensuring access is safe and disability friendly - which has been costly but worthy of the fine old building. The kitchen area has also been modernised and refreshed. Also much self-help. But the main hall which is the most used needs attention and updating to bring into line with safety guidelines and fire retarding regulations as well as presentationally acceptable. Hence the need for this work to be done which will be much appreciated by the many users and supporters of the Hall.

Input from Community Engagement Manager:

This application meets the criteria to be brought before the Area Board.

Proposal

That the Area Board determines the application.

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

Report Author:

Liam Cripps
Community Engagement Manager
01225 713143

liam.cripps@wiltshire.gov.uk

Grant Applications for Westbury on 07/04/2016

ID	Grant Type	Project Title	Applicant	Amount Required
1833	Community Area Grant	LPCC Skittle Alley and Dart Board Purchase	Leigh Park Community Centre	£1150.00
1705	Community Area Grant	Wiltshire County Football Pitch Improvement Programme	Westbury United Football Club	£700.00
1828	Community Area Grant	Bratton Institute Hall refurbishment in Main Hall	Bratton PCC	£1500.00

ID	Grant Type	Project Title	Applicant	Amount Required
1833	Community Area Grant	LPCC Skittle Alley and Dart Board Purchase	Leigh Park Community Centre	£1150.00

Submitted: 04/03/2016 15:36:32

ID: 1833

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

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?

LPCC Skittle Alley and Dart Board Purchase

6. Project summary:

The Leigh Park Community Centre would like to purchase a portable skittle alley and dart board in order to provide skittles/darts evenings for people living within the Community Area

7. Which Area Board are you applying to?

Westbury

Electoral Division

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

BA133FN

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

Children & Young People
Health, lifestyle and wellbeing
Inclusion, diversity and community spirit
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

02/2016

Total Income:

£4873.60

Total Expenditure:

£3829.53

Surplus/Deficit for the year:

£1044.07

Free reserves currently held:

(money not committed to other projects/operating costs)

£3574.82

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

We will provide a match funding to any grant received but we need to retain some funding in our reserves to cover damage/losses within the Centre. Also any downturn in activities which would result in a loss of income.

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

10b. Project Finance:

Total Project cost		£2300.00		
Total required from Area Board		£1150.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
Skittle Alley	2200.00	Our income	yes	1100.00
Dart Board	100.00	Our income	yes	50.00

Total

£2300

£1150

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?

Westbury

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

The intended beneficiaries of this project are the people who live within the catchment area of Leigh Park Community Centre. This has been defined in the past as a radius of one mile from the Community Centre. This includes most of Westbury and parts of Dilton Marsh. The aim is to provide skittles/darts evenings involving a number of teams hopefully competing in a league. This activity would usually take place during the summer months when other skittles leagues in the area are inactive. The aim would be in the future to enter the Westbury Area Skittles league. This project addresses three of the local priorities listed in the Westbury Community Area Plan namely 1 Arts Culture and Leisure. Skittles and darts provide a good leisure activity. 2 Health and Wellbeing. Skittles is quite an active pastime and so contributes to good health and playing darts has been shown to contribute to mental wellbeing in the sense of the mental arithmetic requirements of the game. 3 Children and Young People. This project would also be of benefit to young people who would be able to participate particularly with regard to skittles. The Westbury Area Youth services meet at LPCC and they would be able to use these facilities also.

14. How will you monitor this?

This will be monitored by assessing the numbers of people engaged in the activity on a weekly basis. It is anticipated that the numbers of people involved could be significant judging by ad hoc surveys that have been carried out.

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

This is a one-off cost and subsequent funding will be low and LPCC will cover the expenses.

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

This is a stand-alone 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.

1705	Community Area Grant	Wiltshire County Football Pitch Improvement Programme	Westbury United Football Club	£700.00
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Submitted: 26/01/2016 19:57:27

ID: 1705

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Engagement Manager

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?**

Wiltshire County Football Pitch Improvement Programme

6. Project summary:

Wiltshire FA The Institute of Groundsman are partnering to provide an enhanced offer for member clubs groundsman with the single aim of improving grass pitches. This can be seen

below. The charge for Wiltshire FA affiliated clubs to be involved in the programme is 80. This 80 is to cover the two independent visits from approved IOG grounds man. After the first visit a report will be written and recommendations will be made in line with the club/facilities budget as to how to improve the clubs grass playing surface. From the pilot visits we have completed thus far the main work that clubs are being recommended to complete is verti-draining. The purpose of verti-draining and spiking is to allow oxygen into the root system and to provide a conduit for surface water to the drains. This video gives an example of the process - <https://www.youtube.com/watch?v=QVHZm4IiWcs>. As you will read from the offer to our clubs it includes reduced rates for specialist grounds works such as verti-draining. We have lined up a highly recommended independent contractor to complete this work. We have negotiated a reduced rate for clubs to hire in this service it will also allow us to quality assure the standard of work being completed. Each visit would save the club 40 on current contractor rates. To enable the clubs to access these reduced rates we need to provide an equipment bank so that the undertaking of the mentioned work can take place by the independent contractor. The equipment bank will start as a tractor and verti-drainer initially but as this programme progresses it is hoped that more equipment can be added based on specialist recommendations of the first IOG visits to pitches. The price for the two bids of equipment has been quoted at 38000. The Football Foundation has committed we are tasked with finding the remaining shortfall. The applicant to the Football Foundation and owner of the equipment would be the Wiltshire FA. A service level agreement will be drafted between the Wiltshire FA and the independent contractor who will carry out the work arranged with clubs. The independent contractor will be responsible for all day to day maintenance of the equipment in the bank. A second visit will take place by an independent IOG groundsman after 1224 months to measure the success and implementation of the recommendations and judge the improvement of the playing service. Alongside this there will be regular Groundsman CPD Events to educate the workforce around the implementation of their individual site reports.

7. Which Area Board are you applying to?

Westbury

Electoral Division

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

BA13 3AF

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

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

06/2015

Total Income:

£40000.00

Total Expenditure:

£39800.00

Surplus/Deficit for the year:

£200.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£1500.00

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

We would be able to afford it. It is a Countywide initiative that the club would not be able to sustain alone.

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

10b. Project Finance:

Total Project cost		£38031.00		
Total required from Area Board		£700.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
Kubota STW34		Wiltshire		
34hp Tractor cw	14672.00	County FA	yes	7000.00
ROPS				
9x Kubota front	421.20	Football		
Weights		Foundation	yes	26000.31
7316 Veri-Drain				
1.6m width and	16600.00			
300mm max				
depth				
Total	£31693.2			£33000.31

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?

Westbury

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

There will be numerous affiliated football clubs benefit including but not limited to Chippenham Park, Royal Wootton Bassett, Pewsey Vale, Devizes Town, Westbury United, Bemerton Heath, Harlequins, Laverstock, Ford, Corsham Town, Marlborough, Melksham Town and Chippenham Town.

14. How will you monitor this?

This project will be managed centrally by the Football Foundation and the contractor who will complete the work will be responsible to reporting to the Football Association following the service level agreement that has been signed.

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

The project will be fully sustainable as there will be a sink fund set up each individual verti-drain will contribute a nominal amount 25 to this fund. Based on 100 verti-drains per year over a 15 year period life expectancy of equipment 37500 will be raised. This will in turn be allowing for replacement equipment to be purchased.

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

Yes I will make available on request the relevant planning permission for the project.

Yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

1828	Community Area Grant	Bratton Institute Hall refurbishment in main hall	Bratton PCC	£1500.00
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Submitted: 03/03/2016 21:04:07

ID: 1828

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

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?

Bratton Institute Hall refurbishment in main hall

6. Project summary:

Refurbishment of main hall to include minor repairs painting and some decorating replacement of curtain rails and curtains. Much work has been done over the last few years to refurbish the interior of this old village building including updating the boiler double glazing modernising the heating system ensuring access is safe and disability friendly - which has been costly but worthy of the fine old building. The kitchen area has also been modernised and refreshed. Also much self -help. But the main hall which is the most used needs attention and updating to bring into line with safety guidelines and fire retarding regulations as well as presentationally acceptable. Hence the need for this work to be done which will be much appreciated by the many users and supporters of the Hall.

7. Which Area Board are you applying to?

Westbury

Electoral Division

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

BA13 4RR

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
 Inclusion, diversity and community spirit
 Safer communities

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2015

Total Income:

£12110.00

Total Expenditure:

£11900.00

Surplus/Deficit for the year:

£210.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£4349.00

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

Predicted ongoing maintenance expenditure and running costs such as Insurance Gas and Heating Caretaker costs etc.

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

10b. Project Finance:

Total Project cost £4100.00

Total required from Area Board £1500.00

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Materials for refurb	1650.00	Grant from reserves	yes	2000.00
Fabric lining	2233.10	Donations&Fundraising	yes	500.00
Poles and pelmets	300.00			

Total	£4183.1	£2500
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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?

Westbury

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

The hall is owned and managed by the PCC who consider the hall to be a valuable asset to the village being so centrally positioned and well equipped inside. It is used by a number of organisations covering all ages and abilities providing a valuable focal point in the village to a number of voluntary run organisations and clubs such as youth groups brownies guides dance club history club voluntary bands etc. There are increased opportunities if volunteers could be found but equally due to the age of the building and its status within the village - the PCC are keen to ensure it remains well maintained and cared for as well as continuing to meet safety and regulatory requirements. Furthermore the PCC are keen to provide scope to the Parish Council for possible emergency use and contingency planning and ongoing discussions are taking place with regard to this important community dimension.

14. How will you monitor this?

Regular PCC meetings take place to include the care maintenance and strategic plan for the hall. Day to day monitoring is provided by a caretaker with regular feedback. Users also provide feedback and we are confident that this urgently needed work will not only be appreciated by those who use the hall and have commented on the need for these enhancements but will also open up additional possible users within the village - especially amongst the youth.

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

Ongoing maintenance programme overseen by PCC

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.

