

# AGENDA SUPPLEMENT (1)

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**Meeting:** Westbury Area Board  
**Place:** Laverton Hall, Bratton Road, Westbury, BA13 3EN  
**Date:** Thursday 13 December 2018  
**Time:** 7.00 pm

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**The Agenda for the above meeting was published on 5<sup>th</sup> December 2018. Additional documents are now available and are attached to this Agenda Supplement.**

Please direct any enquiries on this Agenda to Stuart Figini, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718221 or email [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@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](http://www.wiltshire.gov.uk)

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- 10. **Partner and Community Updates (Pages 1 - 6)**
  
- 12. **National Armed Forces Day 2019 (Pages 7 - 10)**
  
- 14. **Community Area Grants (Pages 11 - 20)**

DATE OF PUBLICATION: 12 December 2018
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## Westbury Area Board 13<sup>th</sup> December



### **Thatch Properties**

The counties of Dorset and Wiltshire have thousands of thatched homes – although there is no increased risk of fire within thatched properties, the impact of a fire is far greater.

Thatch fires are typically attended by in excess of 50 firefighters, at least eight appliances and often for over 24 hours. The National Society of Master Thatcher's estimate that the average cost of a thatch fire is in excess of £45,000.



### **Driving in adverse conditions**



The best way to be safe in extremely bad weather is to avoid driving at all. However, that's not always possible. In addition, bad weather can be unpredictable and it's common to get caught out while on the road.

These basic safe driving principles apply in all adverse conditions:

- Slow right down – if visibility is poor or the road is wet or icy, it will take you longer to react to hazards and your speed should be reduced accordingly. If you have a temperature gauge in your vehicle that is showing zero degrees or below, then presume that the roads will be icy.
- Maintain a safe gap behind the vehicle in front – stopping distances are double in the wet and ten times greater in icy weather. The gap between you and the vehicle in front is your braking space in a crisis.
- Look out for vulnerable road users – be aware that people on foot, bicycles, motorbikes and horses are harder to spot in adverse weather and in the dark. Drive as though someone could step out in front of you at any time.
- Look out for signs warning of adverse conditions – including fixed signs, such as those warning of exposure to high winds, and variable message signs on motorways that warn of fog, snow and which may display temporary slower speed limits.
- Stay in control – avoid harsh braking and acceleration, and carry out manoeuvres slowly and with extra care.
- Use lights – put lights on in gloomy weather or when visibility is reduced. Only use front and rear fog lights in dense fog.
- Listen to travel news on local radio so you know where problem areas are.

## **What to do in a road traffic collision**



Many people are unsure of what to do when they are involved in a road traffic collision. Here are the essential details to remember should you experience a road traffic collision.

If you are involved in a crash or stop to give assistance

- Use your hazard lights to warn other drivers.
- Ask drivers to switch off their engines and stop smoking.
- Arrange for the emergency services to be called immediately with full details of incident location and casualties (see below on how to identify your location on a motorway).
- Move uninjured people away from vehicles to safety. On a motorway, this should, if possible, be well away from traffic, the hard shoulder and the central reservation.
- Do not move injured people from their vehicles unless they are in immediate danger from fire or explosion.
- Never remove a motorcyclist's helmet unless it is essential to do so.
- Be prepared to give first aid if possible.
- Stay at the scene until the emergency services arrive.
- When calling the emergency services, **R.E.A.C.T.**

**R** Ring 999

**E** Exact location

**A** All vehicles involved

**C** Casualty numbers

**T** Anybody trapped





## **Your local station is recruiting**

On-call (retained) firefighters are ordinary people doing extraordinary work – they are men and women who may have other jobs or responsibilities as well as their vital role with the Fire & Rescue Service.

On-call firefighters are part-time staff who make themselves available for emergency call-outs depending on their other commitments. They are usually contracted for between 48 and 120 hours per week, but this can vary. Between them, each fire station team will provide cover for weekdays, evenings, nights and weekends.

### **How many firefighters are on-call?**

Some 60% of firefighters in Dorset and Wiltshire work on an on-call basis, making them hugely important to both the Service and the communities that they serve. Of our 50 stations, the majority are crewed only by on-call firefighters and on-call staff work alongside their wholetime colleagues at many of our other stations.

### **Who can be an on-call firefighter?**

Our on-call staff come from all walks of life: they may be employed, self-employed, parents at home or students. Some work in building or allied trades, whilst others are shop assistants, farmers, typists, factory workers or managers.

What they all have in common is self-reliance, confidence, respect, enthusiasm, team spirit and a willingness to be ready for anything when they are alerted to an emergency.

On-call and wholetime firefighters are expected to meet the same entry standards and they receive the same training and development to enable them to work to common standards.

### **Who can apply?**

You can find out more about the role and current vacancies through these pages, but key requirements for applicants are:

- You must be at least 18 years old when you join us (you can apply once you are 17½)
- You must be able to respond and attend the fire station within five minutes (this can vary slightly dependant on location)
- You must have a good standard of physical fitness
- You must have the right to work in the UK



If you are unsure if you can apply, please contact our HR team on 01722 691444 or email [recruitment@dwfire.org.uk](mailto:recruitment@dwfire.org.uk)

**Response**

**Incidents**

**October 2018**

<b>Category</b>	<b>Westbury</b>
False alarm's	5
Fire's	6
Special Service's	2
<b>Total</b>	<b>13</b>

**November 2018**

<b>Category</b>	<b>Westbury</b>
False alarm's	4
Fire's	0
Special service's	3
<b>Total</b>	<b>7</b>

**Community Safety Plan DWFRS Community Safety Plan 2017-2021**

Outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year period. The plan can be found on the DWFRS website <http://www.dwfire.org.uk/community-safety-plan/>

James Plumley

**Station Manager, Warminster, Tisbury, Mere and Westbury**

Dorset & Wiltshire Fire and Rescue Service

Telephone: 01722 691 743

Mob. 07825 927 829

Email: [james.plumley@dwfire.org.uk](mailto:james.plumley@dwfire.org.uk)

Web: [www.dwfire.org.uk](http://www.dwfire.org.uk)





## Community participation in National Armed Forces Day 2019 events

### Aim:

The project's aim is to enable communities from around Wiltshire to engage with and participate in the activities around the National Armed Forces Day event in Salisbury in June 2019 and a request for funding from Westbury Area Board (and all other Area Board's across Wiltshire)

### Executive Summary:

The Community Engagement Manager, along with the Library Heritage and Arts Team, will work to deliver three projects that will require community involvement and provide a lasting legacy following the events.

- Social media photograph campaign as part of the event launch
- Community art tapestry project to be displayed at the event in June
- Human poppy world record attempt at the event in June

Funding will be requested from area boards to support each of the three projects as outlined below in this report.

### Benefits:

This project directly addresses both Wiltshire Council's and the Westbury area's local priorities including:

- Combatting loneliness and isolation
- Improve our mental health
- Provide more activities for older people
- Provide positive activities for young people
- Improving affordable access to arts and cultural activities
- Increasing volunteering and providing skills
- Creating a lasting legacy for National Armed Forces Day 2019

### Proposal:

- ***Social media photograph campaign as part of the launch of the National Armed Forces Day 2019***

Community members will be encouraged to take pictures that show what the armed forces mean to them within Wiltshire, and to post them on social media sites such as Twitter, Instagram and Facebook using the hashtags #SalisburyNAFD and #Westbury #Wiltshire

Each community engagement manager will capture 5-10 images in their community area including a NAFD official flag.

As well as promoting the event, the images will be used to create a collage for display at the events in June. The collage design will be something that represents the armed forces and the communities support for them.

- **Community art tapestry project to be displayed at National Armed Forces Day 2019**

Wiltshire Council will commission an artistic lead to work with community groups in each of the 18 community areas, identified by Community Engagement Managers, to create a tapestry, which will be combined together to form one larger piece to be displayed at the event in June. This will create a lasting legacy for the event which can be displayed around the county at Libraries, Campuses and Hub and future events.

- **Human poppy world record attempt**

Community members will be encouraged to come to Salisbury on the Sunday of the weekend of events to participate in a “human poppy”. This will be created by providing participants with a coloured poncho and arranging them into the shape of a poppy (see image below).

The aim of this will be to break the World Record for the largest ever human poppy which is currently 2,567 people. We aim to get between 3,500 and 4,000 people to take part. This could involve providing transport from around the county by putting on coaches from each community area to ensure the event is inclusive and anyone can take part.

In order to officially break the world record there is a significant amount of impartial monitoring required by Guinness. There will be costs involved in this and other parts of the attempt which are outlined below.



**Funding:**

Funding is requested from Westbury Area Board for aspects of the project as outlined in the table below.

Item	Amount
1/18 <sup>th</sup> of the cost of commissioning artistic lead for the community art project and tapestry	£200.00
1/18 <sup>th</sup> of the cost of 4,000 ponchos of various colours	£300.00
Cost of 1 x 52 seater coach from Westbury	£500 (estimate)

community area on Sunday 30 June 2019	
1/18 <sup>th</sup> of the cost of equipment, resources and security to support participants of human poppy	£500
<b>Total</b>	<b>£1500</b>

**Broad Time scales:**

The project will run from now until the weekend of Events around National Armed Forces Day on Saturday 29 June 2019. Below are broad timescales to complete the project

<b>Task Name</b>	<b>Start Date</b>	<b>End Date</b>
Agree funding from Community Area Boards	November 2018	February 2019
<b>Social media photograph campaign</b>		
Community photos taken and posted on SM	February 2019	March 2019
Collage created	April 2019	May 2019
<b>Community Art project</b>		
Commission artistic lead to work with Community Areas to create tapestry	December 2018	February 2019
Artistic lead work with communities to create tapestry	February 2018	May 2019
<b>Human Poppy</b>		
Promotion of event by CEMs/Communications team at Wiltshire Council	November 2018	June 2019
Logistics confirmed and booked – transport, ponchos, security arrangements etc	November 2018	May 2019

**Recommendation:**

That Westbury Area Board

- I. Notes the report and supports the Community Participation in National Armed Forces Day 2019 events project as outlined above
- II. Supports the proposal and awards £1500 towards the costs of the local element of the project.



<b>Report to</b>	Westbury Area Board
<b>Date of Meeting</b>	13/12/2018
<b>Title of Report</b>	Community Area Grant funding

**Purpose of the report:**

To consider the applications for funding listed below.

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Penleigh & Oldfield Park Community Action Network <b>Project Title:</b> Penleigh Park wobbly footpath resurfacing <a href="#">View full application</a>	£5000.00

**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
<a href="#">3132</a>	Penleigh & Oldfield Park Community Action Network	Penleigh Park wobbly footpath resurfacing	£5000.00
<b>Project Description:</b> This application is being made by POPCAN Penleigh and Oldfield Park Community Action Network for a contribution towards the cost of resurfacing the footpath that runs through Penleigh Park connecting Queens Road with Hackney Way. The footpath is not a public right of way and part of it sits on land owned by Persimmon Homes. It has become seriously eroded and now presents a trip hazard for walkers a serious impediment for those needing to access the path using wheelchairs and buggies. POPCAN identified this as a local priority during their summer consultation exercises.			
<b>Input from Community Engagement Manager:</b> (CEM put your input here)			
<b>Proposal</b> 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](mailto:Liam.Cripps@wiltshire.gov.uk)

Grant Applications for Westbury on 13/12/2018

ID	Grant Type	Project Title	Applicant	Amount Required
3132	Community Area Grant	Penleigh Park wobbly footpath resurfacing	Penleigh & Oldfield Park Community Action Network	£5000.00

ID	Grant Type	Project Title	Applicant	Amount Required
3132	Community Area Grant	Penleigh Park wobbly footpath resurfacing	Penleigh & Oldfield Park Community Action Network	£5000.00

**Submitted:** 09/12/2018 11:07:16

**ID:** 3132

**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?**

Yes

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

This is a partnership project and would fund items that would not be able to be funded from the parish precept as they are not within the remit of the town council. The role of the town council is to assist our group in coordinating the work with their contractor.

**5. Project title?**

Penleigh Park wobbly footpath resurfacing

**6. Project summary:**

This application is being made by POPCAN Penleigh and Oldfield Park Community Action Network for a contribution towards the cost of resurfacing the footpath that runs through Penleigh Park connecting Queens Road with Hackney Way. The footpath is not a public right of way and park of it sits on land owned by Persimmon Homes. It has become seriously eroded and now presents a trip hazard for walkers a serious impediment for those needing to

access the path using wheelchairs and buggies. POPCAN identified this as a local priority during their summer consultation exercises.

**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 3NQ

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

Children & Young People  
Countryside, environment and nature  
Health, lifestyle and wellbeing  
Inclusion, diversity and community spirit  
Safer communities  
Sport, play and recreation

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

**Total Income:**

£

**Total Expenditure:**

£

**Surplus/Deficit for the year:**

£

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£

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

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

**10b. Project Finance:**

Total Project cost	£13286.35		
Total required from Area Board	£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed £
Contractors quote to	13286.35	Fundraising and other grants	8286.35



resurface and  
remove waste  
including VAT

Total                      **£13286.35**    **£8286.35**

**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?**

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

POPCAN carried out two detailed community listening activities during 2018 which identified a range of improvements local residents wanted to happen in the wider estate. The main area of priority concerned upgrading Penleigh Park so it could provide the full range of benefits to residents one might expect from a park and large recreation field. The adjacent housing areas of Phoenix Rise and Oldfield Park have a range of challenges that POPCAN is aiming to overcome. These are improved community safety a better lived environment improved well-being and a strong connected local community. POPCAN has already been successful in taking forward a number of improvements at Penleigh Park. by listening to the views of residents and young people and acting accordingly. POPCAN worked with Westbury Town Council to have a troublesome and somewhat unsafe youth shelter removed. The improvements to litter and ASB have been dramatic and feedback from other residents has so far been completely positive. Building on this work POPCAN is now targeting the wobbly footpath that most park-goers use to access the park. The footpath is a popular route connecting Oldfield Park with Leigh Park too. As it crosses public open space but is itself not a designated right of way it is not maintained by Wiltshire Council. Part of it also sits on land owned by Persimmon Homes. POPCAN and Westbury Town Council have both communicated with Persimmon who give permission to have the footpath resurfaced. We are also aiming to secure some funding from Persimmon towards the costs of this. Working with the town council we have secured three quotes for the work the cheapest so far has been ID Verde which we are basing this funding application on. We are also working to secure funds from other sources. This project fulfils a number of local priorities. It improves community safety and social isolation by increasing the number of people who can access the space. It contributes to community spirit by demonstrating how local people's views are being listened to and acted upon. It provides a number of benefits to the local environment including access to open spaces. It has a benefit to community activity by making the space more useable for community events. It helps to demonstrate the value of community members working together with partners on groups such as POPCAN. It benefits local well-being by making a space more accessible to those with limited mobility and those who use pushchairs. It benefits local well-being as it validates the views of local residents who have identified this priority which helps to challenge the feeling that the area isn't being heard. Having this footpath resurfaced will generate more community engagement in the vision to

convert Penleigh Park from a negative space into a space which is entirely positive for local people and the wider town.

**14. How will you monitor this?**

POPCAN meets each month and carries out community walkabouts and holds partnership meetings which positively engage local residents to feedback on any local issues. These issues are written up in the POPCAN minutes. POPCAN also intends to hold an annual community listening festival in the park following the success of this year's events.

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

This project is a one-off activity that will conclude when the funding target has been reached.

**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)

**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 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.

## List of Grant Applications for Westbury Area Board – December 2018

Applicant	Project summary	Amount Requested from Area Board	Total Project Cost
<p><a href="#">3132</a>  <b>POPCAN residents association</b></p>	<p>Penleigh Park wobbly footpath resurfacing            This application is being made by POPCAN Penleigh and Oldfield Park Community Action Network for a contribution towards the cost of resurfacing the footpath that runs through Penleigh Park connecting Queens Road with Hackney Way. The footpath is not a public right of way and park of it sits on land owned by Persimmon Homes. It has become seriously eroded and now presents a trip hazard for walkers a serious impediment for those needing to access the path using wheelchairs and buggies. POPCAN identified this as a local priority during their summer consultation exercises.</p> <p>POPCAN carried out two detailed community listening activities during 2018 which identified a range of improvements local residents wanted to happen in the wider estate. The main area of priority concerned upgrading Penleigh Park so it could provide the full range of benefits to residents one might expect from a park and large recreation field. The adjacent housing areas of Phoenix Rise and Oldfield Park have a range of challenges that POPCAN is aiming to overcome. These are improved community safety a better lived environment improved well-being and a strong connected local community. POPCAN has already been successful in taking forward a number of improvements at Penleigh Park by listening to the views of residents and young people and acting accordingly. POPCAN worked with Westbury Town Council to have a troublesome and somewhat unsafe youth shelter removed. The improvements to litter and ASB have been dramatic and feedback from other residents has so far been completely positive. Building on this work POPCAN is now targeting the wobbly footpath that most park-goers use to access the park. The footpath is a popular route connecting Oldfield Park with Leigh Park too. As it crosses public open space but is itself not a designated right of way it is not maintained by Wiltshire Council. Part of it also sits on land owned by Persimmon Homes. POPCAN and Westbury Town Council have both communicated with Persimmon who give permission to have the footpath resurfaced. We are also aiming to secure some funding from Persimmon towards the costs of this. Working with the town council we have secured three quotes for the work the cheapest so far has been ID Verde which we are basing this funding application on. We are also working to secure funds from other sources. This project fulfils a number of local priorities. It improves community safety and social isolation by increasing the number of people who can access the space. It contributes to community spirit by demonstrating how local peoples views are being listened to and acted upon. It provides a number of benefits to the local environment including access to open spaces. It has a</p>	<p>£5000</p>	<p>£13286.35</p>

**List of Grant Applications for Westbury Area Board – December 2018**

	<p>benefit to community activity by making the space more useable for community events. It helps to demonstrate the value of community members working together with partners on groups such as POPCAN. It benefits local well-being by making a space more accessible to those with limited mobility and those who use pushchairs. It benefits local well-being as it validates the views of local residents who have identified this priority which helps to challenge the feeling that the area isn't being heard. Having this footpath resurfaced will generate more community engagement in the vision to convert Penleigh Park from a negative space into a space which is entirely positive for local people and the wider town.</p>		

**Capital budget 2018/19: £30,749.27**

**Current capital budget: £16,738.42**

**Total of current applications: £5,000.00**

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