

AGENDA SUPPLEMENT (1)

Meeting: Trowbridge Area Board

Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN

Date: Thursday 7 November 2019

Time: 7.00 pm

The Agenda for the above meeting was published on 30 October 2019. Additional documents are now available and are attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Kieran Elliott, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line or email committee@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

4 **Chairman's Announcements** *(Pages 3 - 6)*

A briefing note on the Community Governance Review process is attached.

6 **Partner Updates** *(Pages 7 – 12)*

An update from the Dorset and Wiltshire Fire and Rescue Service is attached.

DATE OF PUBLICATION: 4 November 2019

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Community Governance Review

Briefing Note No. 19-032

Service: Electoral Services
Further Enquiries to: Maggie Mulhall
Date Prepared: 1 November 2019
Contact: committee@wiltshire.gov.uk

This note sets out the background to the Community Governance Review Process, and that Wiltshire Council shall be undertaking a Community Governance Review in certain areas beginning on 1 November 2019.

A [webpage](#) has been established for provision of information relating to the review, and for receipt of any initial comments or submission of additional proposals.

What are Community Governance Reviews?

1. A Community Governance Review (CGR) is a process to provide opportunity to review and make changes to governance arrangements to town and parish councils. This is to ensure that they continue to be reflective of the identity and interest of local communities, and that they are as efficient and effective in their governance as can be.

What can a Community Governance Review change?

2. A Community Governance Review can make a number of changes to parish areas and parish electoral arrangements including:
 - the alteration to, merger or grouping of, creation or abolition of parishes;
 - the naming of parishes and adoption of alternative styles for new parishes (the naming process can also be undertaken under S75 of the LGA 1972);
 - parish council size. e.g. number of councillors to be elected, and warding arrangements;
 - any other electoral arrangements.
3. A Community Governance Review is not responsible for the number or boundary of Unitary Divisions of Wiltshire Council. That is a process known as an Electoral Review and is conducted by the Local Government Boundary Commission for England (LGBCE). In certain circumstances a Community Governance Review may request minor alteration to a Unitary Division as a consequence of other changes, but this must be agreed by the LGBCE.

Who carries out a Community Governance Review?

4. Principal councils (district councils or unitary councils) have the power to carry out community governance reviews and put in place or make changes to local community (parish) governance arrangements
5. Wiltshire Council has established an [Electoral Review Committee](#) to oversee Community Governance Reviews, including setting the scope of any review, its methodology and its timescales. The committee will make recommendations relating to any review to Full Council, who make the decision.

Why and when is a Community Governance Review carried out?

6. As principal authority Wiltshire Council may schedule a review in response to a reasonable request from an individual, group or parish when it considers it practicable to do so, except those that are the result of a petition containing sufficient signatures which must be reviewed once the petition has been verified. Wiltshire Council may also suggest a review when it considers it appropriate to do so.
7. The Electoral Review Committee is responsible for deciding when it is practicable to review requests which have been received.
8. Reasons for a Community Governance Review can include, but are not limited to:
 - Changes in population
 - Housing growth
 - Anomalous boundaries
9. From 12 July 2019 Wiltshire Council contacted town and parish councils requesting expressions of interest for any changes to governance from parishes. Expressions received were circulated to any potentially affected parish council.
10. At its meeting on 31 October 2019 the Electoral Review Committee approved terms of reference for a Community Governance Review to be commenced on 1 November 2019, to include the following areas:
 - Trowbridge, Hilperton, North Bradley, Southwick and West Ashton
 - Salisbury and Netherhampton
 - Chippenham, Chippenham Without, Kington St Michael, Lacock and Langley Burrell Without
 - Melksham, Melksham Without and Seend
 - Derry Hill and Studley (proposed new parish)
 - Wilcot (and Huish), Manningford, Woodborough and Pewsey
11. Other areas will be reviewed at a later date.

How does a Community Governance Review work?

12. Community Governance Reviews are carried out in accordance with the Local Government and Public Involvement in Health Act 2007 and taking into account

statutory guidance. Links to those resources are included on the webpage for the reviews.

13. The Electoral Review Committee has approved [Terms of Reference](#) for this Community Governance Review. These terms of reference set out, among other details, the areas to be reviewed and a timetable for the review.

14. The indicative timetable for the review is set out below:

Stage	Action	Dates
Pre-consultation	Liaising with parish councils on suggested areas for consideration for review and receipt of initial submissions.	12 July 2019 – 30 September 2019
Stage one	Commencement of CGR - Terms of Reference published	1 November 2019
	Schemes uploaded to public portal for any initial comments, to be updated with any relevant additional information. To include any further schemes received which fall within the scope of the Review	1 November 2019 – 30 November 2019
Stage two	Consideration of submissions received in relation to proposed schemes. Local briefings and meetings as appropriate with unitary councillors and/or parish representatives.	1 December 2019 – 21 February 2020
	Scheme consultation Draft recommendations prepared.	1 January 2020- 21 February
Stage three	Draft recommendations published	Mid-Late March 2020
	Draft recommendations consulted upon	Mid-late March 2020 – 30 April 2020
Stage four	Consideration of submissions received. Final recommendations prepared	1 May – 24 June 2020
Decision	Recommendations submitted to Full Council for approval	Circa Late July 2020 – September 2020

15. The committee will have the authority to adjust the timetable and other details if appropriate during the review.

16. A Community Governance Review will include periods of information gathering on any proposals, the Electoral Review Committee making recommendations, and reasonable periods for public consultation on those proposals and recommendations with those who would be affected.

17. After consultation(s) the Electoral Review Committee will submit its final recommendations to Full Council.

On what grounds will a Community Governance Review be decided?

18. Any decision relating to parish arrangements must ensure that those arrangements:

- Reflect the identity and interests of local communities
- Ensure effective and convenient local governance

19. Any other factors, such as council tax precept levels, cannot be considered.

Next step CGR

20. At this stage of the review all schemes which have been received in relation to the areas under review will be uploaded. These will be accessible from [this link](#).

21. Individuals, groups and parishes will be able to submit initial comments against those Schemes, or suggest alternative Schemes within the areas listed in the Terms of Reference, through the contact details above.

22. Following consideration of any comments, and other information gathering, the Electoral Review Committee will prepare draft recommendations for each area and consult upon its recommended outcome.

Parish Name Changes

23. The committee agreed to progress parish council name changes under S75 of the Local Government Act 1972 in relation to Cheverell Parva, Fittleton, Wilcot and Fyfield and West Overton, which can be found at [this link](#), at an appropriate time.



DORSET & WILTSHIRE FIRE & RESCUE SERVICE

WILTSHIRE AREA BOARD REPORT

Community Safety Plan

DWFRS Community Safety Plan can be found on the DWFRS website;
<http://www.dwfire.org.uk/community-safety-plan/>

Prevention

We are committed to making a real difference to the lives of people in Dorset and Wiltshire. Our aim is to reduce the level of risk and harm to our communities from fire, targeting those most at risk. We do this primarily through our Safe and Well visits.

A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support the occupier may need

Are you or anyone you know:-

- Over the age of 65?
- Need a smoke detector?
- Have a long-term health condition?
- Suffer from poor hearing or sight loss?
- Would you struggle to escape in the event of a fire?

If you can answer yes to more than one of these questions, then please call us on 0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



Protection

On-going interaction by Protection Team members with Local Authorities, Private landlords and tenants regarding fire safety-related matters: external cladding systems; fire detection and warning systems; fire resisting doors (& self-closers); combustibility/fire resistance of construction materials; commercial and residential sprinklers systems and water-mist suppression systems

General Enquiries

If you have a general fire safety enquiry regarding commercial property, please email fire.safety@dwfire.org.uk and the Fire Safety Team will respond in office hours.

Fire Safety Complaint

If you wish to tell us about fire safety risks in commercial premises, such as locked or blocked fire exits, you have three options:

- You can email the fire safety department at enforcement@dwfire.org.uk
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

On Call Recruitment

Have you always wondered if you could join the fire service, but haven't had the opportunity to find out more? Have you found yourself seeking your next challenge, keen to give back to the local community or wanting to learn new skills including leadership and teamwork? Then becoming an on-call firefighter is for you.

As a paid position, on-call firefighters commit anywhere between 40 to 120 hours per week, during which time they must be able to respond to the station immediately.

Many have 'normal' jobs during the day, then upon their return home make themselves available overnight or during the weekends. Some of our crew respond from their workplaces during the day, and we are very grateful to their employers for releasing them to perform their vital duties.

Anyone over 18 years old can apply (although you can also apply once you are 17½) you must be able to respond and attend the fire station within 5-8 minutes, you have a good standard of physical fitness (i.e. you are generally active), and you must have the right to work in the UK.

Further information on becoming an On Call Firefighter can be found at www.dwfire.org.uk/working-for-us/on-call-firefighters/ or should you have any questions, you can call **01722 691444**.

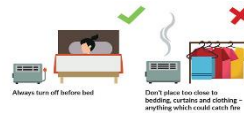


Recent News & Events

Get Ready for Winter

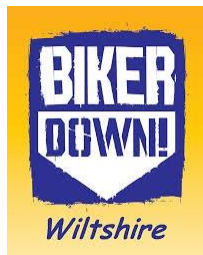
For a full range of information and advice on how to stay safe, warm and healthy over the winter including:-

- Winter Safety in the Home
- Driving in Adverse Conditions
- Winter Driving Checklist



Please visit our website page [Get Ready for Winter](#)

New sponsor for Biker Down Wiltshire



Work is underway to develop a Biker Down scheme across Wiltshire, after sponsorship for the coming year was secured.

Biker Down is a national road safety initiative targeted at motorcyclists, originally conceived and started by Kent Fire & Rescue Service, and it has recently launched locally.

Dorset & Wiltshire Fire and Rescue Service has piloted the scheme with the help of Wiltshire Air Ambulance, but the support now provided by AJN Steelstock means the three-part programme can be delivered in multiple locations.

For further information about Biker Down Wiltshire, visit www.facebook.com/bikerdownwiltshire



Christmas Day help needed

A call is being put out for people to help manage the volunteers who form such an important part of the annual Christmas Day lunch held in Trowbridge. The event has grown substantially since it was started at Trowbridge fire station, and it is now hosted at County Hall in the town. CM Kate Dewey, who works in Fire Control, has been the organisational lynchpin for several years but juggling the logistics, guests and volunteers as part of the charity Company for Christmas is now too much work. Anyone who would like to offer their help would need to be at County Hall on Christmas Day and, ideally, have availability in the days beforehand to help with setting up the venue. If you would like to get involved, please drop Kate an email as soon as possible or give her a call on 07855 746121.

Demand

Total Fire Calls for Trowbridge Fire Station for period October 2019

Category	Total Incidents
No. of False Alarms	18
No. of Fires	8
No. of Road Traffic Collisions and other Emergencies	11
Total	

Local Incidents of Note

Nothing significant this month.



**DORSET & WILTSHIRE
FIRE AND RESCUE**

**Phil People
Station Manager
Email: phil.people@dwfire.org.uk
Mobile: 07787862767**

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