

# AGENDA

**Meeting: MARLBOROUGH AREA BOARD**  
**Place: Marlborough Town Hall, 5 High St, Marlborough SN8 1AA**  
**Date: Tuesday 22 November 2016**  
**Time: 7.00 pm for Chelsea's Choice Performance, 8.20pm for formal Area Board**

---

**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 opportunity from 6:30pm .**

---

Please direct any enquiries on this Agenda to Becky Holloway (Democratic Services Officer), direct line 01225 718214 or email [becky.holloway@wiltshire.gov.uk](mailto:becky.holloway@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

---

## **Wiltshire Councillors**

Cllr Jemima Milton, West Selkley  
Cllr Stewart Dobson, Marlborough East  
Cllr Nick Fogg MBE, Marlborough West (Vice Chairman)  
Cllr James Sheppard, Aldbourne and Ramsbury (Chairman)

## **RECORDING AND BROADCASTING NOTIFICATION**

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on the Council's website and available on request.

If you have any queries please contact Democratic Services using the contact details above.

### **Networking Session and Refreshments 6:30- 7pm**

During the networking session there will be the opportunity to find out more about the new Community Policing Model, information is also available [here](#).

### **Chelsea's Choice Live Performance 7:00 -7:40pm**

### **Workshops- being CSE aware in your organisation 7:40-8:15pm**

Plenary workshops led by Wilts Council HR, Child Sexual Exploitation Manager and cast 'in character' around safer recruitment of volunteers, working with volunteers and safeguarding.

1 **Chairman's Welcome**

8:20pm

To welcome the public to the formal meeting of the Area Board.

2 **Apologies for Absence**

To receive any apologies for absence.

3 **Minutes** (*Pages 1 - 6*)

To approve and sign as a correct record the minutes of the meeting held on 27 September 2016.

4 **Declarations of Interest**

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

5 **Chairman's Announcements** (*Pages 7 - 8*)

To receive the following announcements through the Chairman:

- Community JSA Event
- Petition received in respect of Marlborough Jazz Festival

6 **Partner Updates** (*Pages 9 - 22*)

8:30pm

To note any written updates available in the agenda from the following:

- a. Wiltshire Police
- b. Dorset and Wiltshire Fire and Rescue

|    |  |        |
|----|--|--------|
|    | <ul style="list-style-type: none"> <li>c. Healthwatch Wiltshire</li> <li>d. Wiltshire Clinical Commissioning Group (CCG)</li> <li>e. MADT (Marlborough Area Development Trust)</li> <li>f. Transition Marlborough</li> <li>g. Town / Parish Councils</li> </ul>  |        |
| 7  | <p><b>Refurbishment of George Lane car park public toilets</b> (<i>Pages 23 - 24</i>)</p> <p>To consider a report on the refurbishment of George Lane car park public toilets and funding contribution of £1,000 from the Area Board.</p>  | 8:35pm |
| 8  | <p><b>MY ME Music Festival</b> (<i>Pages 25 - 32</i>)</p> <p>To receive an update on the MY ME Music Festival of 24 September 2016.</p> <p>To note the expenditure of the music festival, as detailed in the report.</p>   | 8:40pm |
| 9  | <p><b>Local Youth Network Update</b></p> <p>To hear an update from Helen Bradley, Locality Youth Facilitator.</p>  | 8:45pm |
| 10 | <p><b>Community Area Grant Scheme</b> (<i>Pages 33 - 36</i>)</p> <p>To consider the following applications to the Community Area Grants scheme:</p> <ul style="list-style-type: none"> <li>• Merchant's House- £875 for new brown tourist signs;</li> <li>• Aldbourne Recreation Centre- £5,000 to facilitate access to Palmer's Field.</li> </ul> <p>Copies of the completed application forms and grant application packs for the Community Area Grants Scheme are available from the Community Engagement Manager or electronically <a href="#">here</a>.</p> | 8:50pm |
| 11 | <p><b>Urgent items</b></p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>  | 9pm    |
| 12 | <p><b>Close</b></p> <p>The next meeting of the Marlborough Area Board will be held on 24 January 2017 at 7pm.</p>  | 9pm    |

# MINUTES

**Meeting:** MARLBOROUGH AREA BOARD  
**Place:** Marlborough Town Hall, 5 High St, Marlborough SN8 1AA  
**Date:** 27 September 2016  
**Start Time:** 7.00 pm  
**Finish Time:** 8.00 pm

---

Please direct any enquiries on these minutes to:

Libby Beale (Senior Democratic Services Officer), Tel: 01225 718214 or (e-mail) [elizabeth.beale@wiltshire.gov.uk](mailto:elizabeth.beale@wiltshire.gov.uk) Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **In Attendance:**

### **Wiltshire Councillors**

Cllr Jemima Milton (Chairman), Cllr Stewart Dobson (Vice Chairman),  
Cllr Nick Fogg MBE and Cllr James Sheppard (Chairman) and Cllr John Thomson.

### **Wiltshire Council Officers**

Andrew Jack (Community Engagement Manager)  
Helen Bradley (Locality Youth Facilitator)  
Libby Beale (Senior Democratic Services Officer)  
Steve Milton (Head of Service- Community Engagement and Governance).

### **Town and Parish Councils**

Marlborough Town Council – Noel Barrett-Morton (Mayor), Justin Cook, Bryan Castle,  
Margaret Rose, Elizabeth Marian Hannaford-Dobson  
Aldbourn Parish Council – Nick Joesphy  
Avebury Parish Council – Andrew Williamson. Maggie Lewis  
Baydon Parish Council – John Cockcroft  
Berwick Bassett & Winterbourne Monkton Parish Council – Tony Iles  
Broad Hinton & Winterbourne Bassett Parish Council – George Horton, Alex Laroche  
Froxfield Parish Council – Pat Adams, Claire Costello  
Fyfield & West Overton Parish Council – Sarah Nichols, Jane Davies  
Mildenhall Parish Council- Deirdre Watson

### **Partners**

Wiltshire Police – Inspector Nick Mawson

**Total in attendance: 36**

| <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 those present to the meeting and invited Councillors and Officers to introduce themselves.</p>  |
| 2                      | <p><u>Apologies for Absence</u></p> <p>There were no apologies for absence.</p>   |
| 3                      | <p><u>Minutes</u></p> <p><b>Resolved:</b></p> <p><b>To confirm the minutes of the last ordinary meeting held on 19 July 2016 and special meeting held on 9 August 2016.</b></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 drew attention to the written announcements available in the agenda pack in respect of mental health awareness workshops and public meetings Wiltshire Council was hosting to discuss budget pressures. It was noted that a budget meeting was scheduled for Marlborough on 5 October. Dates of free workshops for Wiltshire businesses to receive advice on licensed trade events were also planned for October.</p> <p>The Chairman highlighted Marlborough Medical Practice Carers Fair and also a meeting of Marlborough Disability Forum.</p> |
| 6                      | <p><u>Written Partner Updates</u></p> <p>The Chairman drew attention to written updates available in the agenda pack and invited Inspector Nick Mawson, Wiltshire Police, to update the meeting.</p> <p>The Inspector advised that a new policing model was to be implemented from 17 October 2016, the model should realise efficiencies and was designed to improve service for victims of crime by providing them with one point of contact within the police.</p>   |
| 7                      | <p><u>Update from Community Area Transport Group meeting on 15 September 2016</u></p> <p>The Chairman explained the CATG was currently working on a significant number of issues and introduced recommendations arising from the Community Area Transport Group meeting held on 15 September 2016.</p>  |

The issue of road surface in the Parade was raised and the Chairman advised he would look into resurfacing.

**Resolved:**

- To grant £3,750 from the CATG budget for work on the C189
- To grant £8,250 from the CATG budget for a 20mph speed limit on Lockeridge
- To grant £600 from the CATG budget for deer warning signs on the A4.

8

Area Board delegation to Community Engagement Manager

The Chairman introduced a report within the agenda pack which recommended delegating authority to the Community Engagement Manager to determine funding decisions when required urgently between meetings. Members considered this would help them to make urgent decisions quickly, without the need for holding a public meeting, however stressed that this would only occur in exceptional circumstances.

**Resolved:**

**That in order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings, the Community Engagement Manager, in consultation with the Chairman (or in their absence, the Vice-Chairman) of the Area Board, may authorise expenditure to support community projects from the delegated community grants budget of up to £5,000 in total, youth projects of up to £5,000 in total, and health and wellbeing projects of up to £1,000 in total, between meetings of the Area Board.**

**Decisions taken between meetings will be reported to the next meeting of the Area Board explaining why the matter was considered urgent or necessary to expedite the work of the Board and the Cabinet Member for Communities, Campuses, Area Boards and Broadband will also be kept informed of any such decisions.**

9

Local Youth Network Update and Applications for Youth Funding

Helen Bradley, Locality Youth Facilitator, updated the meeting on recent progress with the Local Youth Network. Andrew Jack, Community Engagement Manager, advised that the LYN had put on a music festival for young people in the town over the preceding weekend. It was considered that the event had ran smoothly with live bands, cookery, sports demonstrations and feedback from young people had been very positive. Despite this however the event had not been well attended, one reason for this was thought to be the difficulty young people had in travelling to the event.

|    |  |
|----|--|
| 10 | <p>The Chairman thanked the officers for their hard work in supporting the event.</p> <p><u>Community Area Grant Scheme</u></p> <p>The Board considered an application to the Community Area Grants scheme from Kennet Art and History Group for £500 for the purchase of a new projector. Members commented that they were in support of the application, provided the resource could be made available to others in the community.</p> <p><b>Resolved:</b></p> <p><b>To grant Kennet and Art History Group £500 for the purchase of a new projector to facilitate presentations, on the condition that the projector be made available as a community resource.</b></p>  |
| 11 | <p><u>Any Other Questions</u></p> <p>A question was raised by Marlborough Town Council about whether the Board had reached a decision on their funding application for new Christmas lights. The Town Council was concerned that the Area Board had not taken a decision publicly and that the application may be rejected on the grounds of it not meeting the grants criteria, despite similar applications having been granted in other community areas.</p> <p>The Chairman advised that a decision on the application had not yet been made and was to be addressed under the urgent items provision on the agenda. It was noted that a decision was required urgently to allow an order for lights to be made in time for the Christmas period.</p>  |
| 12 | <p><u>Urgent Items</u></p> <p>The Chairman advised that the aforementioned application from Marlborough Town Council for funding towards Christmas lighting for the town was to be tabled on the agenda as an urgent item.</p> <p>In response to questions it was confirmed that the Area Board had discussed the application outside of the public meeting with officers, as was usual practice, to allow the opportunity for officers to look into questions members may have had about the application before it was determined. At that meeting it was unclear whether the application met the grants criteria and so it had not been tabled for that evening's meeting in the printed agenda whilst the query was investigated by officers. The Area Board had since received guidance that the application did meet the criteria and so could be considered, as such the Chairman was happy to consider this as a matter of urgency given the timescales involved.</p> <p>The application in question was for £5,000 towards the cost of new Christmas lighting. The Community Engagement Manager detailed the breakdown of costs.</p> |



|    |  |
|----|--|
|    | <p>In response to questions, the Town Council confirmed that due to much expense during the financial year it was unable to fund the project itself. A discussion was held as to whether traders could be asked to contribute towards the cost of the lights. Members of the public and councillors expressed disappointment that the advice as to the eligibility of the application had initially not been clear.</p> <p>The Chairman asked the meeting for a show of hands to indicate its view on whether the Board should support the project, and to what amount. On seeking the views of the meeting, members agreed to support the majority of the application, that which applied to new equipment.</p> <p><b>Resolved:</b></p> <p><b>To grant Marlborough Town Council, £4,720 towards new equipment for Christmas lights.</b></p> |
| 13 | <p><u>Close</u></p>  |
|    | <p>The formal meeting of the Area Board was closed and attendees were invited to attend a training session on planning issues and neighbourhood plans which immediately followed the meeting.</p>  |
| 14 | <p><u>Training session for town &amp; parish councils</u></p> <p>Mike Wilmot, Development Manager for Wiltshire Council, gave a presentation on planning matters relevant to town and parish councils. This was followed by a presentation Marlborough Town Council on the Marlborough Area Neighbourhood Plan and emerging issues.</p>  |

This page is intentionally left blank

# Agenda Item 5

## **Chairman's Announcements**

|   |   |
|---|---|
| <b>Subject:</b>                         | <b>Marlborough Community JSA Event</b>  |
| <b>Officer<br/>Contact<br/>Details:</b> | <b>Andrew Jack 01225 713109 or <a href="mailto:Andrew.jack@wiltshire.gov.uk">Andrew.jack@wiltshire.gov.uk</a></b> |

Marlborough residents will have an opportunity to discuss priorities for the local area at the "Our Community Matters" event on 21st February when information and data about the Marlborough area is released.

Taking place from 6.30pm in Marlborough Town Hall, this event will focus on the local data contained within the Joint Strategic Assessment and give people a chance to decide on their priorities for action for the next two or three years. These priorities drive the work of Marlborough Area Board so taking part in this event is a great way to influence what happens in the area.



## Marlborough Area Board

November 2016

### 1. Wiltshire East Community Policing Team

**Sector Head:** Inspector Nick Mawson

**Sector Deputy:** Sergeant Mark Andrews

**Community Coordinator:** PC Teresa Herbert

**Marlborough PCSO's :** PCSO Mark Braithwaite.

The Community Policing Team (CPT) model commenced in this area on 17 October 2016 and was followed by Swindon on 7 November 2016.

This followed a successful trial of the new model in Trowbridge, Warminster, Bradford on Avon, Westbury, Tisbury and Mere.

CPT combines Neighbourhood Policing, Response teams and Local Crime Investigators so there is a “one team” approach to community policing. It means there is a bigger team of officers and police staff available to attend incidents and improves communication between teams and departments. It gives the public a better service because issues can potentially be resolved at the first point of contact (101 and 999 call-takers) and provides them with a named officer/police staff member who they will be able to keep in touch with during the investigation. It also encourages officers and staff to take more “ownership” of cases.

There are seven Community Policing Teams: Swindon North, Swindon West, Swindon South, Wiltshire North, Wiltshire West, Wiltshire East and Wiltshire South. Marlborough comes under Wiltshire East area.

Each Community Policing Team is overseen by a Superintendent and has an Inspector and a Deputy. The team will be made up of a mix of police officers, community co-ordinators, PCSOs, civilian local crime investigators and Specials.

We will be engaging with the public after the roll-out and will welcome feedback about the new model. Please speak to your local officers to find out more about how Community Policing is affecting your local area. You can also find out more, including videos and infographics explaining the new model, on our website <http://www.wiltshire.police.uk/information/community-policing-pilot>

Our free Community Messaging service will also help keep you updated about policing and crime in your local area <https://www.wiltsmessaging.co.uk/>

## **2. CPT - Current Priorities & Consultation Opportunities:**

### **Traffic matters.**

In response to ongoing complaints from members of the public, Parish Councils and Speedwatch Teams our Policing Team will be focussing upon traffic matters, particularly speed enforcement, via the use of UNIPAR devices. Positive action has been requested of our team members concerning the issue of fixed penalty notices and reporting for summons offending drivers accordingly, together with words of advice for minor infringements. Such engagement with our motorists for this period may assist in reducing risk and keeping our communities and road users safe.

Details of actions completed will be documented within our priority investigation log detailing location, times, dates and disposal summaries.

### **Purse thefts.**

A second priority for this area concerns the series of purse and wallet thefts from elderly members of the community during shopping trips in Marlborough. In recent weeks the town has experienced four incidents of this type ranging from the suspects barging into an elderly male shopper in Waitrose as he entered the lift, during which his wallet was stolen from his jacket pocket, to a female being approached after leaving the store in the rear car park and a female asking for directions after having produced a map which she then placed over the victim's bag. During such time a credit card was removed from her purse and used within minutes at a cashpoint machine at a local bank.

Our community policing team has been busy investigating these crimes and we are working in partnership with colleagues from other areas of the county and further afield. Excellent progress has been made. One line of enquiry which has been most productive has been the developments via our use of the excellent local CCTV system. Thank you to all involved in the commissioning and implementation of this concept. It has proved invaluable in both this current series of events as well as with a number of recent investigations and has enabled the identification of suspects who would otherwise have remained unidentified.

In terms of our target hardening to these thefts there has been an increased policing presence in the town and local shops and foot patrols being conducted by our community policing team officers.

We also held a community consultation at the Wednesday market in which members of our team spent two hours sharing crime prevention information, distributing purse clips and posters displaying alerts to the community.

We also obtained details of new members to the Community Messaging system during this time. We are eager to promote this free service, please encourage everyone to join.

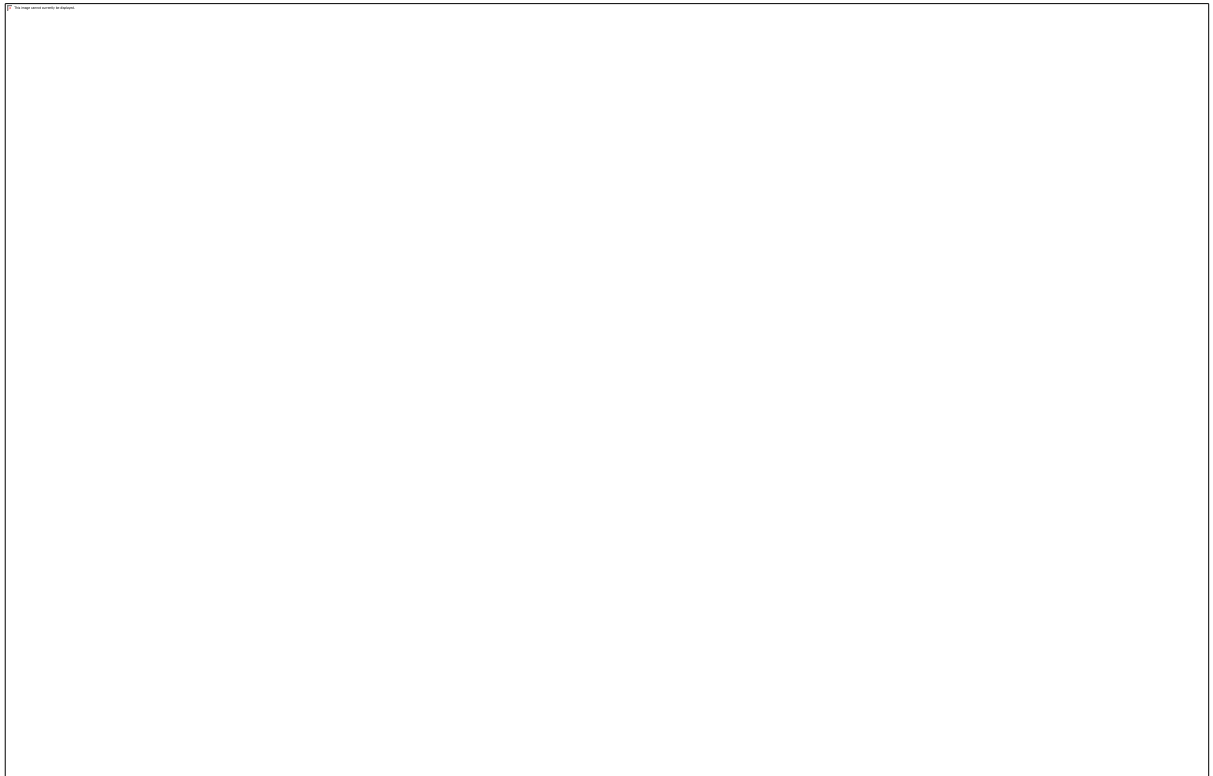
In the wider CPT area there has been some very early success against the policing priority in Devizes addressing street drinking, anti-social behaviour and begging, with positive action concerning a known male who had repeatedly breached his criminal behaviour order, who, following appearance at Swindon Magistrates Court was issued a custodial sentence.

### **Community Consultations.**

In relation to our Community Consultations; members of our Police Community Support Officer teams attended the town market earlier this month, as above. We will continue to provide a monthly presence at this event.

It is also our intention to reinvigorate the local Neighbourhood Tasking Group, to ensure that we are tackling the issues that matter most to the local community.

### **3. Wiltshire Police Control strategy**



### **Cybercrime**

There have been no reported instances of cybercrime since the last meeting. A recent development is now enabling tasking of The Bobby Van to those who have been victims of these incidents.

Advice and guidance can be found at <http://www.actionfraud.police.uk>

### **Domestic Abuse**

Our community policing team continue to be involved in supporting victims and the management of offenders in partnership with our multi-agency safeguarding hub.

## High Risk Victims

Referral to our victim support team; Horizon has been made in relation to the purse thefts, and follow-ups completed with those victims to crime identified as vulnerable or high risk.

## High Risk Offenders

The structure of our Community Policing Team provides capacity in our management of persistent or dangerous offenders, in partnership with our Public Protection Department.

## Other local issues

Burglaries to the Marlborough area;

We have experienced eleven non-dwelling burglaries to business premises and outbuildings since 1<sup>st</sup> October 2016. These include the theft of power tools; De-Walt drills and Angle grinders which occurred at 0341 hours on 12<sup>th</sup> October 2016, totalling £1,000 from a business premises at Glympton Court. A male, wearing a halloween mask was seen loading goods into a white Toyota pick-up at this time.

Other incidents have occurred in Ogbourne St George and Rockley area, involving the theft of equestrian pony harnesses and horse worming products from tack rooms along with a lawnmower from an insecure garage.

A quantity of red diesel was stolen from an insecure barn, near the A4 Froxfield, together with power tools between 5-12<sup>th</sup> October 2016.

Enquiries are continuing into a number of these investigations which have now been identified as a policing priority for the area. Three males have been arrested following a burglary to a business premises in the High street, Marlborough at 0212 hours on 26<sup>th</sup> October 2016.

In relation to dwelling burglaries we have experienced one attempt in Marlborough itself in which a hole was cut in a glass window, no entry gained. Two daytime dwelling burglaries have occurred at Avebury between 1145-1420 hours on 9<sup>th</sup> November 2016. A community messaging appeal for information has been sent concerning these most recent crimes.

Please refer to <https://www.police.uk/> which will allow you to check stats in more details for your area.

Marlborough Mop.

A male has been arrested following two assaults upon members of the public, which occurred in the grounds of The Green Dragon Public House at 1847 hours on 8<sup>th</sup> October 2016, during one of the mop fairs.



Your local contact is PCSO Mark BRAITHWAITE. Email [mark.braithwaite@wiltshire.pnn.police.uk](mailto:mark.braithwaite@wiltshire.pnn.police.uk)

Please continue to report incidents via 101 or 999 accordingly, at the time, to allow for appropriate deployment of resources. Thank you.

**Nick Mawson**  
Sector Inspector,  
Wiltshire East CPT



## ***Update for Royal Wootton Bassett & Cricklade Area Board***

|                                   |   |
|-----------------------------------|---|
| <b>Update from</b>                | <b>DWFRS District Commander Jason Underwood</b> |
| <b>Date of Area Board Meeting</b> | 22nd November 2016                              |

### **Headlines/Key Issues**

- New Trainees for Marlborough, a couple currently in our system, a couple of no further communication with the Service and removed from our system.  
Still looking for new Firefighters, please look at website or come and visit at your local Fire Station.

- 
- On going Risk awareness work with local businesses

- 
- Home Fire Safety Checks, Safe and Well Visits are available, these are free of charge, please see website for details.

- 
- Incidents since last Area Board for Marlborough  
10 - Automatic Fire Alarms  
1 - Fire  
0 - Other  
6 - Special Service  
  
17 - Total

Incidents since last Area Board for Ramsbury  
12 - Automatic Fire Alarms  
2 - Fires  
0 - Other  
6 - Special Service  
  
20 – Total

Grand total for both stations is 37 incidents between 22/09/16 and 11.30 on 03/11/16, the majority of the incidents for the 2 stations are a duplicate of the same incident. E.g. both Marlborough and Ramsbury attending the same incident.





## Area Board Update - November 2016

Healthwatch Wiltshire is a local independent organisation which exists to speak up for people on health and care. If you have used a service recently then we would like to hear from you. We use what people tell us when we meet with the commissioners and providers of services to make sure that they take account of your views and experiences.

### Hospital discharge in Wiltshire

We have listened to people about their experiences when they were discharged from hospital or when their care was transferred between different care settings. For most people, the system is working well and they are happy with their discharge. However, people also told us about delays, poor communication, a lack of involvement of patients and their unpaid carers, and accessing social care at home after a stay in hospital. We have shared the feedback we have gathered with the health and care partnership for Wiltshire's Better Care Plan. The partnership brings together organisations to improve 'the system'. Our report will shortly be published and available download from our website [www.healthwatchwiltshire.co.uk/reports-publications/](http://www.healthwatchwiltshire.co.uk/reports-publications/). Our next aim is to produce information about discharge or transfers of care for local people so they know what they should expect.

### Feedback on Your Care Your Support Wiltshire (YCYSW)

We saw a statistic from The Social Care Institute for Excellence recently stating that over 80% of adults are online, but fewer than 2% reported a 'digitally enabled transaction' with the NHS in 2015. This month we have been out and about meeting people to improve that statistic for Social Care in Wiltshire. We have presented training and provided workshops about YCYSW to:

- a local Alzheimer's café
- a health & wellbeing group
- carers' and older people's champions
- Parent Carers
- Safer Salisbury groups and over 55's.



**Your care  
Your support Wiltshire**  
Your local information and support site for Health and Social Care  
[www.yourcareyoursupportwiltshire.org.uk](http://www.yourcareyoursupportwiltshire.org.uk)

We have signposted to articles about the mental capacity act, support to live independently, Easy Read versions of our most used pages, the telecare guide, and the screencast we made about how to use the site. We listened to Carers who said it was hard to sign up online for a Carers Emergency Card (CEC). We talked to local charity Carers Support Wiltshire who said it is quicker to process an electronic form. We signed up ourselves for a CEC to make sure the system was working, and discovered the page made some assumptions about what you do to successfully complete a CEC form. We have made the instructions about how to sign in to YCYSW, and how to access the carers emergency card form clearer and easier to follow. We haven't left out that you can still use paper and pen though.

### Contact us:

Tel 01225 434218

[info@healthwatchwiltshire.co.uk](mailto:info@healthwatchwiltshire.co.uk)

[www.healthwatchwiltshire.co.uk](http://www.healthwatchwiltshire.co.uk)

To apply for a carers emergency card online, create a profile on YCYSW, sign in, and find the steps to follow at [www.yourcareyoursupportwiltshire.org.uk/health-and-social-care/carers-emergency-card.aspx](http://www.yourcareyoursupportwiltshire.org.uk/health-and-social-care/carers-emergency-card.aspx).

In the words of Mrs Doyle from the TV show *Father Ted* "Go on Go on Go on: go online."



Photo source: <http://www.morganjones.co.uk/2015/02/hmrc-drop-100-penalty/>



**November 2016**

### **MIUs to align opening hours**

Wiltshire's Health Select Committee have acknowledged support for a proposal by Wiltshire Health and Care, in partnership with Wiltshire Clinical Commissioning Group to align the opening hours of Trowbridge and Chippenham Minor Injuries Units from 7am-11pm, seven days a week.

Minor Injuries Units (MIU) offer a facility for treating injuries that are not serious, providing a real alternative and a more suitable setting for the care and treatment of less serious injuries to local Accident and Emergency departments.

Patient attendance overnight at Wiltshire's two minor injuries units is extremely low and it has been difficult to ensure the MIUs can be staffed properly, due a shortage of staff with the right training who are able to treat minor injuries and deliver safe patient care. Additionally, many of those people who attend during the night time present with minor illness, meaning that they are referred to the 24 hours Out of Hours GP service.

Over a 91 day period from January – March 2016 there were average overnight attendances of 2.3 at Trowbridge MIU and 0.6 at Chippenham MIU. The impact of this has been greatest at Trowbridge MIU, where there have also recently been 28 overnight closures due to lack of appropriate staffing.

Douglas Blair, Managing Director of Wiltshire Health and Care said: "To make the sure we can staff the unit in the day time when most minor injuries occur, it's essential that we review the operational effectiveness of MIUs in Trowbridge and Chippenham at night time. Continuity of the existing arrangements at Trowbridge and Chippenham MIUs is not sustainable if we're to provide an effective service that meets the current and future needs of local communities. That means being able to properly staff our units during the day time when people most require the services they provide".

Tracey Cox, Interim Accountable Officer at Wiltshire CCG said: "The revised opening times for Trowbridge and Chippenham MIUs will ensure there are no more unplanned closures at night time, will make better use of nurse resource during the day when attendances to the MIUs are at their highest, and means clearer communication for the public as to when the MIUs are open".

Wiltshire Health and Care is committed to reinvesting any savings generated back into community services.

### **15,500 missed GP Practice appointments across Wiltshire in three months**

An equivalent of 516 days of general practitioner time was lost during July –September 2016 because more than 15,500 GP, nurse and healthcare assistant appointments were missed across Wiltshire's 55 GP Practices.

Known as 'Did Not Attend' appointments they have a huge impact on the health economy, prevent other patients from being seen and waste the time of ever-stretched doctors and nurses.

Wiltshire Clinical Commissioning Group is urging patients to take a few minutes to cancel their appointments if they are no longer required, or if they are unable to attend. Practices will then be able to offer those slots to other patients who require them and help to reduce appointment waiting times.

Dr Peter Jenkins, Chair of Wiltshire CCG said: “Every missed appointment it is a missed opportunity for practices to see another patient. Between July and September that means practices could have seen another 15,500 patients, which is staggering. Simply by cancelling unwanted appointments, even if it is a few minutes before, it means that other patients have an opportunity to be seen more quickly and perhaps see their own GP. We were aware that most practices experience several DNAs each day, but the volumes we are seeing are quite frankly, shocking.”

On average a GP will conduct 30 appointments per day and based on the total number of missed appointments for July – September 2016, the equivalent of 516 days of general practitioner time has been lost.

Dr Richard Sandford-Hill, a GP at Market Lavington Surgery explains on behalf of Wiltshire Practices: “As doctors, we understand that people lead busy lives, that plans often change and quite often many people feel better by the time of their pre-booked appointment, so needing to change or cancel it is not a problem – please just remember to let your surgery know.

“At a time when NHS resources are stretched to the hilt, it’s really important that people understand the impact they have if they simply do not turn up. Everyone has responsibility to look after the NHS – it’s tax payers money after all – and we urge Wiltshire people to cancel when they don’t need the appointment so that those most in need are able to be seen more quickly”.

### Stay well this Winter campaign

As the days get colder and bugs and illnesses become more common, it’s important to take care of your health. Wiltshire Clinical Commissioning Group are part of the **Stay Well This Winter** national campaign to raise awareness of what you can do to stay healthy this winter and what services are available if you need additional help.

The national **Stay Well This Winter** campaign started on 2 October 2016 and will run until the end of March 2017 and will also be providing advice to those with long-term health conditions, over 65s, pregnant women and parents of under-sevens.

### Get the jab, get Flu Safe

NHS Wiltshire CCG is encouraging people to have their flu jab. Flu is a highly contagious infection that anyone can catch, but it can be very serious for some. For most people flu is a relatively mild illness from which they recover within a week or two – yet every year people, especially those at risk, become seriously ill because they don’t get their free flu jab.

Flu is not the same as a cold and it affects people of all ages. If you or someone you care for is in any of the at-risk groups listed below you can get a free flu jab from your GP.

- everyone aged 65 years and over
- all pregnant women irrespective of their stage of pregnancy
- Adults and children over six months with long term heart, lung, kidney, liver or neurological conditions
- people with diabetes
- anyone who has a reduced immunity because of an illness or medical condition
- people with asthma
- anyone in long-stay residential care
- carers of disabled or elderly people and healthcare workers that are in direct contact with patients

Get the best protection for yourself and your family by being flu free this winter and book your appointment today.



## Staying Healthy this winter

NHS Wiltshire CCG is urging people to keep warm and well this winter, especially as the nights are starting to draw in and the temperature is dropping.

The cold can have serious consequences as it can increase the risk of strokes and heart attacks as well as causing people to catch colds and flu. Wrapping up warm, keeping the heating turned up, making sure you have enough winter food supplies and keeping a well-stocked medical cabinet in case you do catch a cold or flu are all sensible steps to take.

What to keep in your medicine cabinet

### Painkillers



Aspirin, paracetamol and ibuprofen are highly effective at relieving most minor aches and pains.

### Antihistamines



Useful for dealing with allergies, insect bites and hay fever.

### Oral rehydration salts



Oral rehydration salts can help restore your body's natural balance of minerals and fluid lost through diarrhoea, fever, and vomiting - if you can't continue your normal diet.

### Indigestion treatment



If you have stomach ache, heartburn or trapped wind, a simple antacid will reduce stomach acidity and bring relief.

### Anti-diarrhoea tablets



It's a good idea to keep anti-diarrhoea medicine at home as diarrhoea can happen without warning. Causes include food poisoning and a stomach virus.

### Suncream



Keep a suncream of at least factor 15, with UVA protection. Exposure to the sun can cause sunburn and increase your risk of skin cancer.

In Wiltshire, there are numerous ways to get healthcare advice and treatment. Consider all the options available to help you make the right decision about where to go if you need treatment.



**NHS 111:** free non-emergency number | trained call handlers will listen to your symptoms and direct you to the best medical care for you | 24 hours a day, 365 days a year

**NHS Choices:** UK's biggest health website | 24 hours a day, 365 days a year | [www.nhs.uk](http://www.nhs.uk) | for information specifically for Wiltshire, visit: [www.yourcareyoursupportwiltshire.org.uk](http://www.yourcareyoursupportwiltshire.org.uk)

**GP out of hours:** 6.30pm - 8am on weekdays and all day at weekends/bank holidays | call your GP to access the service | call 111 if you urgently need medical help, but it's not life-threatening

**Minor Injuries Unit (MIU):** treat minor injuries that are not life-threatening e.g. cuts, bites and simple fractures | Trowbridge x-ray: 9am - 1.30pm and 2pm - 5pm | Chippenham x-ray: 9am - 12.30pm and 1pm - 5pm

**Pharmacist:** experts in medicines | advice on common ailments | potential alternative to a GP visit | opening hours vary, for your local hours visit: [bit.ly/YourPharmacy](http://bit.ly/YourPharmacy)

**GP:** see a GP if you have a condition that can't be treated with over the counter medication or advice from a pharmacist | for your local GP details visit: [bit.ly/My\\_GP](http://bit.ly/My_GP)

**A&E:** for genuine life-threatening emergencies only | 24 hours a day, 365 days a year

|                        |                                       |
|------------------------|---------------------------------------|
| <b>Report to</b>       | Marlborough Area Board                |
| <b>Date of meeting</b> | 22 November 2016                      |
| <b>Title of report</b> | Area Board funding for public toilets |

**Purpose of the Report:**

To consider proposals for funding towards new public toilet facilities at George Lane car park, Marlborough.

**1. Background**

- 1.1 Changes to Wiltshire Council's provision of public toilets
  - 1.1.1 Because of financial pressures, from 1<sup>st</sup> April 2016 Wiltshire Council closed all of the public toilets it ran throughout Wiltshire. This is not a statutory service, hence the decision to close them.
  - 1.1.2 In order for there to still be provision within the county, Wiltshire Council has given area boards one-off funding for 2016/17 of £1,000 to be made available to town & parish councils and local businesses such as shops and cafes. In the case of local business, this is to encourage them to allow non-customers access to their facilities. In the case of town & parish councils it is to help encourage either the refurbishment of toilets they currently operate or to take on the former Wiltshire Council facilities through a Community Asset Transfer.
- 1.2 Community Asset Transfers
  - 1.2.1 In January 2013 Marlborough Area Board agreed to the Community Asset Transfer of the George Lane car park toilets to Marlborough Town Council. This was part of a project for Marlborough Town Council to sell the toilets at Chantry Lane, which they currently own and operate, and to then use the profits to refurbish and reopen the George Lane block.
  - 1.2.2 The sale of the Chantry Lane block has been slowed by a number of difficulties but these are now progressing. In order to expedite the improvements to George Lane, Marlborough Town Council has decided to take out a Public Works Loan and get work under way. The town council's plan is for the refurbished toilets to reopen in spring 2017.

**2 Main Considerations**

- 2.1 At present, the only public toilets in Marlborough are at Chantry Lane, off the High Street. Marlborough Town Council sees it as a priority to re-open the George Lane facilities, hence taking the loan rather than waiting for the sale of Chantry Lane to go through. This route would have also meant that for a while, there would be no facilities still open in town.
- 2.2 Marlborough Area Board has funding available to help town councils refurbish existing public toilets. If this funding is not spent by the end of 2016/17, it is likely this money cannot be rolled forward into the new financial year and will be reclaimed by Wiltshire Council.
- 2.3 The Community Engagement Manager has been in discussion with Marlborough's Town Clerk about offering the town council the £1,000 as a contribution towards the refurbishment. Whilst this represents only a small part of the overall costs, it will be sign that Marlborough Area Board supports this solution.

**3 Environmental & Community Implications**

- 3.1 There are no specific environmental implications related to this report.

3.2 There are no specific community implications related to this report although the benefits of having public toilet facilities are clear.

#### **4 Financial Implications**

4.1 Financial provision has been made to cover this expenditure.

4.2 Neither Marlborough Area Board nor Wiltshire Council will have any financial responsibility for operating or maintaining the refurbished toilets at George Lane car park.

#### **5 Legal Implications**

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

#### **6 Human Resources Implication**

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

#### **7 Equality and Inclusion Implications**

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

#### **8 Safeguarding Implications**

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

#### **9 Recommendation**

9.1 That Marlborough Area Board agrees to contribute the £1,000 funding available towards Marlborough Town Council's project to refurbish and reopen the George Lane car park public toilets.

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

#### **Report Author**

Andrew Jack

Community Engagement Manager

Tel: 01225 713109 EXT 13109

Email: [andrew.jack@wiltshire.gov.uk](mailto:andrew.jack@wiltshire.gov.uk)



|                        |                        |
|------------------------|------------------------|
| <b>Report to</b>       | Marlborough Area Board |
| <b>Date of meeting</b> | 22 November 2016       |
| <b>Title of report</b> | MY ME Music Festival   |

**Purpose of the Report:**

To provide a summary and evaluation of the MY ME music festival for young people from the Marlborough community area that took place on 24<sup>th</sup> September 2016.

**1. Background**

1.1 Evidence of need.

1.1.1 Following the Joint Strategic Assessment discussion event in spring 2014, a similar event was held at St John's Academy in June 2014 involving around 60 students at the school. This followed a very similar process of discussing local issues and voting on priority projects. Following this voting, the 4<sup>th</sup> highest ranked project was "Develop a music festival with Sound Knowledge – lead by YP and local bands, outside event, in green space" supported by 48% of the students taking part.

1.1.2 In the summer of 2015, the Community Youth Officer (CYO) carried out a paper-based survey amongst all students at St John's looking at a range of issues and projects. This also showed that even a year later, holding a local music event specifically for young people was a high priority and something young people would welcome.

1.2 Local Youth Network Involvement.

1.2.1 Following Wiltshire Council's decision to end its direct provision of Youth Services (e.g. no longer provide and run youth centres) additional funding was provided to area boards with which to provide positive activities for young people based on knowledge of what is needed and wanted in the local area. The target age range of young people within this system is 13 – 19 or up to 24 with SEN or disability.

1.2.2 CYOs were established to work in each community area and to help set up Local Youth Networks (LYNs) that would become a sub-group of the area board. LYNs would carry out "mapping and gapping" exercises to identify activities already available in their area and to try to help encourage other activities or services. The LYN recommends allocation of funding to projects which is then ratified by the area board.

1.2.3 With support from the CYO and Community Engagement Manager (CEM), in November 2015, the LYN adopted the project to organise and run an outdoor music festival specifically for young people of the target age.

1.2.4 A sub-group of the LYN, known as the Wider LYN met regularly throughout the end of 2015 and through 2016 to work on the organisation of this event. Membership of the group comprised the Chair of the Wider LYN, the CYO (up until June 2016), the CEM, a number of young people from St John's, a teacher from St John's, residents with experience of the music industry and of working with young people and an Early Help Team Leader from Wiltshire Council (in a volunteer capacity).

**2 The Event**

2.1 Through the course of the planning meetings, the following details of the event evolved:

- Venue: A sports field belonging to Marlborough College close to Treacle Bolly footpath. This provided good access on foot along with the use of the College's car parking and drop-off facilities. Marlborough College was able to offer this site at their charity rate.

- Time and date: 2.00pm to 10.00pm on Saturday 24<sup>th</sup> September. This date was felt to be far enough away to ensure adequate planning but to still benefit from good weather. The timing allowed for activities to run during daylight when younger people might enjoy the event and go on long enough into the evening to attract older people within the age range. Taking place after dark would make the stage look good and give the event a festival feel.
- Ticket numbers: Based on the number of students at St John's (approx. 1,700) and living throughout the community area, it was decided to put 1,000 tickets on sale. Putting this number of tickets on sale meant the event had to apply for a Premises Licence. Tickets were on sale in advance from St John's school library, Sound Knowledge record store and Marlborough Library as well as on the gate.
- Stage acts and other activities: It was decided that the music acts on stage would cover a range of musical styles and would have a connection to the local area. In the end, seven acts were booked including singer/songwriters still at St John's. There were also performances from Marlborough Academy of Dance. Other activities included taster sessions from local sports clubs, cookery, circus skills, drumming workshop, arts & face-painting and fairground rides.
- Ticket price: In order to make the event accessible to all, tickets were priced at just £5.00 which also included a voucher worth £3.00 to redeem at one of the food vendors present on site. This should have meant that for £5.00 a young person could have come for a long day out, enjoyed several different bands, taken part in different activities / sports and had something to eat and drink.
- Other facilities: As well as music and activities, facilities on the day included a range of food and drink vendors, professional stage, lighting and sounds system, generator (and back-up), site lighting, marquees, toilets, Red Cross first aid cover and security staff.

### **3 Budget**

- 3.1 Across financial years 2015/16 and 2016/17 the Wider LYN made two grant applications from the positive activities for young people funds. This totalled £10,000 available from Marlborough Area Board. The area board also authorised to CEM to spend up to £1,000 should there need to be a contingency. There was an agreement that any unspent money would be returned to the area board to be available to other projects.
- 3.2 An application was made to Wiltshire Music Connect which resulted in an award of £1,200 towards the event.
- 3.3 Local businesses were approached to sponsor the event, in return putting their logo with all publicity as well as their banners around the venue. Unfortunately, the only business that showed interest did not have any publicity material so did not go forward with sponsorship.
- 3.4 A full breakdown of the event's budget is at Appendix A.

### **4 Event Publicity**

- 4.1 Much of the publicity for the event was given to the young people on the planning group. They designed the logo and other printed material and were responsible for much of the social media interest for the event as well as spreading word-of-mouth information amongst their friends.
- 4.2 At the end of term in July, "save the date" flyers were distributed throughout St John's giving details of the event.
- 4.3 Large banners advertising the event were made up and put up at several prominent locations throughout the Marlborough area including at the entrance to St John's, the junction of Granham Hill and George Lane, the Town Hall, Bath Rd and at the top of Herd St.
- 4.4 At the beginning of the new term, further flyers with more details of the event were distributed throughout St John's, including going into each of the form tutors' pigeonholes. In the words of the teacher on the planning group, St John's was "inundated" and "saturated" with information about the event.

- 4.5 There was an article in Marlborough News Online promoting the event. Wiltshire Council's Comms team was involved in getting news items out to other media outlets and via its social media, the CEM put out stories via Our Community Matters and Twitter and the group's young people were using their own social media to promote the event. MY ME Festival had a Facebook page to promote the acts and other activities on offer.
- 4.6 Throughout the afternoon, young people from the planning group handed out flyers around the High St and town centre. Marlborough's Locality Youth Facilitator (LYF) spent time speaking with local young people to encourage them to attend the festival.

## **5 Evaluation**

### **5.1 Successful aspects of project:**

- 5.1.1 Before starting out on this project, none of the members had any experience of organising a music festival, although between the different members there was experience of the different elements. These included working with young people, fund-raising, dealing with authorities, working within the music industry, organising small events and safeguarding young people.
- 5.1.2 With this in mind, the following points should be noted:
- The planning group was able to attract a number of young people onto the group who fully participated in organising the event. They took responsibility for elements like designing the logo and promotion material and the social media of the event. Young people played a significant role in choosing the bands and activities that went into the event.
  - The group organised a wide range of elements making up the event including suitable risk assessments, successfully applying for a Premises Licence, liaising with different suppliers, using contacts to provide services at less than market rate, such as the stage, sound and lighting.
  - The date of the event was selected in early 2016. The group was able to work to this date and have all arrangements in place. The site was dressed and ready on time, with the gates opening on time and the first act opening on stage at the published time. All other acts kept to their schedule.
  - The group was able to put on a varied range of high quality acts throughout the day. Off stage, there was also a varied range of other activities on offer also throughout the day.
  - The event kept within its budget.
  - The event attracted funding from an outside organisation that felt the festival would encourage young people to listen to live music, give local musicians an opportunity to perform and maybe inspire young people to take up making music.
  - Most of the passers-by using Treacle Bolly during the set-up knew the event was taking place and wished us luck.
  - Comments from some of the food vendors, who attend similar events on a regular basis, said that MY ME Festival seemed a well-organised event in a good looking location.

### **5.2 Unsuccessful aspects**

- 5.2.1 Ticket sales and attendance was very disappointing. Records show that only 80 young people attended the event. This was bitterly disappointing, felt by the entire planning group.
- 5.2.2 Some of the sports clubs due to run taster sessions during the festival were not able to take part because of sporting commitments, it being a Saturday afternoon when teams or coaches were themselves playing.
- 5.2.3 The company providing the fairground rides was not able to come due to the injury of one of their staff.
- 5.2.4 One of the food vendors did not arrive on the day, with no reason given. The items they were due to provide, hot and cold drinks, were picked up by the other vendors present.

## **6 Analysis of poor ticket sales**

- 6.1 After speaking with members of the event planning group, the following points should be noted regarding attendance to the MY ME Festival:
- Most people spoken to knew about the event.
  - The name MY ME Festival, standing for Marlborough Youth Music Event, was weak and did not describe the event well enough.
  - The teacher on the planning group described St John's as being "inundated" and "saturated" with information about the event.
  - Some young people did not know where Treacle Bolly was
  - Publicity around the event did not describe the styles of music on stage or the other activities on offer well enough to let young people know what to expect.
  - The local performers did not bring groups of friends with them to watch them perform. E.g. the 20-25 dancers from Marlborough Academy of Dance brought parents but many said they were "too embarrassed" to dance in front of their friends.
  - The event was advertised as for 13- 19 year olds (up to 24 with SEND) only. This is the target age range of the positive activities for young people funding. If it had been advertised as a family festival, that might have attracted more people – parents often organise the time of younger people. However, the original idea, coming from the consultation, was for something just for young people.
  - Whilst there was publicity at the school, no one was able to speak to assemblies or other groups to describe the event and encourage young people to come along. Marlborough's LYF felt that had someone been at the school in the weeks before the event, like the former CYO was able to, to provide a constant stream of information and reminders, more young people would have been prepared to go.
  - Young people's social groups are hard to get into and some of the publicity for the event, like Marlborough News Online or Our Community Matters would not have reached them. They might have been more prepared to take note of their peers and "copy" them.
  - The event failed to "inspire" young people to attend. The young people spoken to by the LYF at Marlborough's skate park preferred to keep on skating, something they can do all through the year, rather than attend an event especially for them.
  - Aiming to sell fewer tickets would not have had much of an effect. Having 500 tickets on sale would have saved the cost of needing a Premises Licence, needed fewer tickets printed and might have required fewer security staff, toilets and other facilities. This would have saved several hundred pounds, but only a relatively small proportion out of the overall cost of the event.

## **9 Recommendation**

- 9.1 That Marlborough Area Board notes the contents of this report and the successes and failures of the project.
- 9.2 That Marlborough Area Board confirms the expenditure of the MY ME Festival as set out in Appendix A of £10,302.78

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

**Report Author** Andrew Jack. Community Engagement Manager

Tel: 01225 713109 EXT 13109

Email: [andrew.jack@wiltshire.gov.uk](mailto:andrew.jack@wiltshire.gov.uk)



## Appendix A. Budget For MY Music Festival

| <b>Income</b>   | <b>Projected</b>             |                | <b>Actual</b>          |
|---|------------------------------|----------------|------------------------|
| LYN Grant - Marlborough Area                                      | £5,000.00                    | £0.00          | £5,000.00              |
| LYN Grant - Marlborough Area                                      | £5,000.00                    | £0.00          | £5,000.00              |
| CEM delegated authority (contingency)                             | £1,000.00                    | £0.00          | £1,000.00              |
| Pre-Sale Ticket Sales   | £1,000.00                    | £0.00          | £55.00                 |
| On Gate Ticket Sales  |                              |                | £50.00                 |
| Sponsorship   | £0.00                        | £0.00          | £0.00                  |
| Grants - Wiltshire Music Connect                                  | £1,200.00                    | £0.00          | £1,200.00              |
| Donations   | £0.00                        | £0.00          | £0.00                  |
| Concessionaires @ £50 per site*                                   | £200.00                      | £0.00          | £0.00                  |
| Fun Fair Rides  | £100.00                      | £0.00          | £0.00                  |
| Cake Workshop @ £1 per cupcake                                    | £100.00                      | £0.00          | £16.00                 |
| <b>Total Income</b>   | <b>£<br/>13,600.00</b>       | <b>£<br/>-</b> | <b>£<br/>12,321.00</b> |
| <b>Expenditure</b>  | <b>Projected<br/>ex. VAT</b> | <b>VAT</b>     | <b>Actual</b>          |
| <b>Facilities:</b>  |                              |                |                        |
| Venue Hire, Marlborough College                                   | £1,000.00                    | £200.00        | £1,000.00              |
| Toilet Hire - Andy's Loos   | £780.00                      | £156.00        | £780.00                |
| First Aid, Red Cross  | £330.00                      | ?              | £220.00                |
| Security  | £1,920.00                    | ?              | £2,220.00              |
| Public Liability & Tax  | £275.00                      | £26.13         | £301.13                |
| Cancellation Insurance & Tax                                      | £225.00                      | £21.38         | £246.38                |
| Property Insurance  | £75.00                       | £7.13          | £82.13                 |
| Premise Licence   | £100.00                      | £0.00          | £100.00                |
| Premise Licence Advert  | £316.30                      | £63.26         | £316.30                |
| Marquees  | £1,136.00                    | £227.20        | £1,136.00              |
| <b>Ticketing:</b>   |                              |                |                        |
| Wristbands x 1000 (www.ukwristbands.com) - YP                     | £37.00                       | £7.40          | £37.00                 |
| Wristbands x 100 (www.ukwristbands.com) - Volunteers              | £13.95                       | £2.79          | £13.95                 |
| Tickets   | £79.98                       | £16.00         | £79.98                 |
| Postage on all above  | £9.44                        |                | £9.44                  |
| <b>Equipment Hire:</b>  |                              |                |                        |
| PA System   | £200.00                      |                | £200.00                |
| Additional Lighting & Smoke Machine etc                           | £300.00                      |                | £300.00                |
| Staging, Barriers & Basic Lighting                                | £500.00                      |                | £500.00                |
| Generators (plus £60 delivery)                                    | £415.00                      | £83.00         | £415.00                |
| Additional Tower Lighting (plus £20 delivery + £40 Sat surcharge) |                              |                | £180.00                |
| Additional Tower Lighting (plus £30 delivery)                     | £150.00                      | £24.00         |                        |
| Diesel for generators   | £85.00                       | £17.00         | £60.35                 |
| <b>Workshops &amp; Performers:</b>                                |                              |                |                        |
| JoJo's Cupcakes - Booked  | £575.00                      | £0.00          | £575.00                |

|   |         |         |         |
|---|---------|---------|---------|
| Art Workshop – Sue Faux – <b>Booked</b>                   | £0.00   |         |         |
| Music Workshop - Kaya Drums - <b>Booked</b>               | £250.00 |         | £200.00 |
| Circus Performer - <b>Booked</b>                          | £335.00 |         | £335.00 |
| Rugby Club – <b>Booked</b>                                | £0.00   |         |         |
| Golf Club - <b>Booked</b>                                 | £0.00   |         |         |
| Cricket Club – <b>Booked</b>                              | £0.00   |         |         |
| Hockey Club - <b>Booked</b>                               | £0.00   |         |         |
| MAD - <b>Booked</b>                                       | £0.00   |         |         |
| <b>Additional Entertainment:</b>                          |         |         |         |
| Funfair   | £0.00   |         |         |
| <b>Acts (£50 per musician):</b>                           |         |         |         |
| Dirty Thrills (4)   | £200.00 |         |         |
| The Sam Evans Band (5)                                    | £250.00 |         | £250.00 |
| Rufus MacKay (1)  | £50.00  |         | £50.00  |
| All Ears Avow (4)   | £200.00 |         | £200.00 |
| George Wilding (1)  | £50.00  |         | £50.00  |
| Rohan Bell  | £10.00  |         | £10.00  |
| SN Dub  | £400.00 |         | £400.00 |
| <b>Dressing Site:</b>                                     |         |         |         |
| Bunting, flags, lanterns etc                              | £400.00 | £0.00   | £344.13 |
| <b>Misc.</b>  |         |         |         |
| Food voucher redemption - Pizza                           |         |         | £137.00 |
| Food voucher redemption - Ice-cream                       |         |         | £15.00  |
| Food voucher redemption - Burgers                         |         |         | £87.00  |
| Green Room food and drinks                                |         |         | £40.05  |
| Loo Paper   |         |         | £10.94  |
| <b>Promotion &amp; Marketing:</b>                         |         |         |         |
| A5 'Save The Date Flyers' - Kennet Signs - Artwork Design | £35.00  | £7.00   | £35.00  |
| A5 'Save The Date Flyers' - Kennet Signs - Printing       | £66.00  | £13.20  | £66.00  |
| Banners   | £500.00 | £100.00 | £500.00 |
| Promotion Flyers  | £66.00  | £13.20  |         |

**Expenditure:**    £    11,334.67    £    984.69    £11,502.78

**Total income less expenditure =**    £    2,265.33    -£    984.69    £    818.22





**Report to** Marlborough Area Board  
**Date of meeting** 22 November 2016  
**Title of report** Community Area Grant Funding

**Purpose of the Report:**

To consider the applications for funding listed below.

| Applicant   | Amount requested  |
|---|-------------------|
| The Merchant's House – New brown tourist signs                    | <b>£875.00</b>    |
| Aldbourn Recreation Centre – Access to Palmer's Field             | <b>£5,000.00</b>  |
| Total grant amount requested at this meeting                      | <b>£5,875.00</b>  |
| Total capital funding allocated to Marlborough Area Board 2016/17 | <b>£40,616</b>    |
| Total amount awarded so far, 2015/16                              | <b>£10,930.00</b> |
| Amount remaining if all grants are awarded as per report          | <b>£23,811.00</b> |

**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 available here: <http://www.wiltshire.gov.uk/community-area-grants-criteria-2015-16-april.pdf>

The funding criteria and application forms are available on the council's website: <http://www.wiltshire.gov.uk/council/areaboards/areaboardscommunitygrantsscheme.htm>

**2. Main Considerations**

- 2.1. Councillors will need to be satisfied that funding awarded in the 2016/2017 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.
- 2.4. The Cabinet Member for Area Boards, Cllr John Thomson, has confirmed that area boards may rollover any unspent funding from financial year 2015/16 to 2016/17.

**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 has been made to cover this expenditure.

**5. Legal Implications**

There are no specific legal implications related to this report.

**6. Human Resources Implication**

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="#">2052</a>  | The Merchant’s House, Marlborough | New brown tourist signs for road routes | £875.00   |
| <p><b>Project Description</b></p> <p>The Merchant’s House is a permanently established attraction of recognised quality and importance that attracts people from within and outside the local area offering historical and educational interest. The House is open to the public without prior booking during its normal opening hours. The Merchant’s House Trust currently relies on its own publicity produced in-house via posters, its own website and website listings, social media, leaflets and press coverage to attract interest and visitors. To increase promotion and awareness of The Merchant’s House and Museum situated in Marlborough’s High Street the Trust would like to apply for funding to install Brown Tourist signs.</p> <p>These signs will be located on all major routes into Marlborough letting visitors know what is on offer within this historic town. As a site of historical importance and interest, The Merchant’s House should have adequate signage so that visitors to the Marlborough area know it is there and choose to make a visit.</p> |                                   |   |           |
| <p><b>Proposal</b></p> <p>That the Area Board determines the application from The Merchant’s House Trust for £875.00</p>  |                                   |   |           |

|  |
|--|
|  |
|--|

| Application ID       | Applicant                        | Project Proposal                                  | Requested |
|----------------------|----------------------------------|---|-----------|
| <a href="#">2163</a> | Aldbourn<br>Recreation<br>Centre | Improved access to<br>Palmer's Field,<br>Aldbourn | £5,000.00 |

**Project Description**

As part of a much larger project to provide a range of community facilities on the community-owned playing field known as Palmer's Field, to include sports pavilion and changing facilities, a new "Big Hut" for local Scout and Guide groups, practice and storage rooms for Aldbourn Band and other outdoor activity equipment, Aldbourn Recreation Centre group would like to improve access to Palmer's Field by building a new road to the site.

Aldbourn Parish Council has already contributed £1,500 towards detailed plans for the new access and planning permission for the road has been granted by Wiltshire Council. This new road is a prerequisite for the development of the area allowing access for both the construction phase and for users of the finished facilities. Further information about the wider project can be found at [www.palmersfield.org.uk/](http://www.palmersfield.org.uk/)

This application is part of a £20,000 project to create the new access that is made up of different sources of funding including local fundraising, in-kind support through materials and from local volunteers and from other funding bodies. By confirming their financial support for this project, Marlborough Area Board could help applications to these other funders and influence their success.

**Proposal**

That the Area Board determines the application from Aldbourn Recreation Centre for £5,000.00

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

**Report Author**

Andrew Jack

Community Engagement Manager

Tel: 01225 713109 EXT 13109

Email: [andrew.jack@wiltshire.gov.uk](mailto:andrew.jack@wiltshire.gov.uk)

