

AGENDA

Meeting: Bradford on Avon Area Board
Place: Westwood Social Club
Date: Wednesday 13 September 2017
Time: 6.30pm for 7.00 pm start

Including the Parishes of Limpley Stoke, Winsley, Monkton Farleigh, Bradford-on-Avon, Holt, South Wraxall, Wingfield, Westwood, Staverton

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 Kevin Fielding , direct line 01249 706612 or email kevin.fielding@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

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

Wiltshire Councillors

Cllr Jim Lynch, Bradford on Avon North (Chairman)
Cllr Trevor Carbin, Holt and Staverton (Vice Chairman)
Cllr Sarah Gibson, Bradford on Avon South
Cllr Johnny Kidney, Winsley and Westwood

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	Items to be considered	Time
1	Arrival and refreshments: Councillors to network with attendees	6.30pm
2	Welcome	7.00pm
3	Apologies for Absence	
4	Declarations of Interest	
5	Approval of minutes (<i>Pages 1 - 16</i>) <ul style="list-style-type: none"> • To approve and sign as a correct record the Minutes of the Area Board meetings held on 14 June and 12 July 2017. • To approve and sign as the correct record the Minutes of the Bradford on Avon Community Area Transport Group meeting held on 4 September 2107. • To approve and sign as the correct record the Minutes of the Bradford on Avon Local Youth Network Management meeting held on 22 August 2017. • To approve and sign as the correct record the Minutes of the Bradford on Avon Health and Wellbeing Group held on 6 September 2017. 	7.05pm
6	Chairman's Announcements (<i>Pages 17 - 26</i>) <ul style="list-style-type: none"> • Consultation on new Waste Management Strategy & Information on your local Household Recycling Centre. • Community Resilience- Emergency Planning. • Interactive Public Meetings- Challenges Ahead. • Draft Housing Site Allocations Consultation. • Assertive Outreach Work. 	7.10pm
7	Partner Updates (<i>Pages 27 - 30</i>) <ul style="list-style-type: none"> • Wiltshire Police 	7.15pm

	<ul style="list-style-type: none"> • Wiltshire & Dorset Fire and Rescue Service • NHS Wiltshire • HealthWatch Wiltshire • Parish Councils 	
8	<p>Eat Out Eat Well</p> <p>Liz Hubbart - Public Protection, Wiltshire Council.</p>	7.30pm
9	<p>Community Grant Scheme</p> <ul style="list-style-type: none"> • Westwood with Iford Primary School requesting £2,500 towards Westwood Heritage Oral History Project. • Winsley Bowls Club requesting £2,118 towards new windows and doors for clubhouse. • Councillor led application from Councillor Lynch for £500 towards the running costs of the Bradford on Avon Multi Agency Forum. 	7.45pm
10	<p>Hearing and engaging with "village voices"</p> <p>Westwood, Winsley, Limpley Stoke Parish Councils.</p> <p>Including roundtable discussions.</p>	8.00pm
11	<p>Updates from Working Groups</p> <ul style="list-style-type: none"> • CATG Update - Councillor Sarah Gibson. • Local Youth Network Update - Councillor Trevor Carbin/ Emma Drage. • Health and Wellbeing Update - Councillor Johnny Kidney. 	8.45pm
12	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Wednesday 22 November 2017, St Margaret's Hall, Bradford on Avon. 	9.00pm

MINUTES

Meeting: BRADFORD ON AVON AREA BOARD
Place: St Laurence School, Ashley Road, Bradford on Avon, BA15 1DZ.
Date: 14 June 2017
Start Time: 7.00 pm
Finish Time: 8.20 pm

Please direct any enquiries on these minutes to:

Kevin Fielding ,Tel: 01249 706612 or (e-mail) kevin.fielding@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Jim Lynch (Chairman), Cllr Trevor Carbin (Vice Chairman), Cllr Sarah Gibson and Cllr Johnny Kidney

Wiltshire Council Officers

**Peter Dunford – Community Engagement Manager
Kevin Fielding – Democratic Services Officer
Emma Drage – Local Youth Facilitator**

Town and Parish Councillors

**Bradford on Avon Town Council – Mike Roberts, Dom Newton, Emma Franklin, Dave Garwood, Jennie Parker, Alex Kay & Daryl Jones
Holt – Andrew Pearce
South Wraxall – Nigel Gill**

Partners

**Dorset and Wiltshire Fire & Rescue Service – Darren Nixon
Bradford on Avon Seniors Forum – Michael Darlow**

Total in attendance: 34

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
5	<p><u>Apologies for Absence</u></p> <p>There were no apologies.</p>
6	<p><u>Minutes for approval</u></p> <ul style="list-style-type: none"> • The minutes of the Area Board meeting held on the 8 March 2017 were agreed as the correct record. • The minutes of the Area Board meeting held on the 16 May 2017 were agreed as the correct record.
7	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
8	<p><u>Welcome from the Chairman</u></p> <p>The Chairman welcomed everyone to the first meeting of the Bradford on Avon Area since the Local elections. Cllrs Jim Lynch, Sarah Gibson and Johnny Kidney were introduced as new Area Board members along with re-elected Cllr Trevor Carbin.</p> <p>The Chairman thanked previous incumbents Cllr Rosemary Brown and Cllr Ian Thorn for their hard work in representing the community on the Council.</p> <p>The Chairman set out his vision for how the area board members will work together, across party lines, sharing chairmanship of the area board and its committees. Also of how the town and villages would be given equal attention and resources in recognition of local demography. He hoped that politics would be set aside and that the local authorities could work together on common priorities, developing a programme of community engagement and involvement in key decisions and projects.</p> <p>Cllr Dave Garwood was welcomed as the new Mayor of Bradford on Avon. Cllr Garwood echoed the sentiments of Councillor Lynch and looked forward to a good working relationship between the Area Board and Town Council and a bright future for the town.</p> <p>Cllr Dom Newton – Leader of Ideal Bradford on the Town Council was welcomed by the Chairman. Cllr Newton gave a brief overview of how the</p>

	<p>independent group on the Town Council wanted to streamline operations, improve visibility, and enhance community involvement in its work. This would involve a review of standing orders and committee structures but this would lead to a less bureaucratic organisation which was able to be a more effective community leader.</p>
9	<p><u>Introduction to the Bradford on Avon Area Board</u></p> <p>Peter Dunford outlined the role of the Area Board and his role as the Community Engagement Manager.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • Maximise the involvement and engagement of communities in council services and decisions right across the community area. • Assist the area board to deliver its local priorities. • Encourage grant applications and the administration of these. • Support the various sub-groups of the area board including the Transport Group (CATG), Health and Wellbeing Group (H&WG), Local Youth Network (LYN). • Facilitate and coordinate community events and activities. • Connect communities and maximise opportunities. • Communicate what's happening. <p>Bradford on Avon Area Board Budget 2017/18</p> <p>Total funding allocated:</p> <ul style="list-style-type: none"> • £64,532 - 2017/18. <p>Splits into:</p> <ul style="list-style-type: none"> • £29,135 for community grants (capital). • £16,100 for community transport (capital). • £11,597 for youth projects (revenue). • £7,700 for health and wellbeing and older people's champion (revenue). <p>The Chairman thanked Peter Dunford for his presentation.</p>

10	<p><u>Working with Partners</u></p> <p>The following written partner updates were noted:</p> <ul style="list-style-type: none"> • Wiltshire Police • Dorset & Wiltshire Fire and Rescue Service • NHS Wiltshire • HealthWatch Wiltshire
11	<p><u>Appointments to Working Groups and Outside Bodies</u></p> <p>The following appointments to Working Groups and Outside Bodies were made:</p> <p>Bradford on Avon Community Area Transport Group (CAT-G) – Cllr Sarah Gibson as Chairman (all to attend).</p> <p>Bradford on Avon Local Youth Network – Cllr Trevor Carbin as Chairman.</p> <p>Bradford on Avon Health and Wellbeing Group – Cllr Johnny Kidney as Chairman.</p> <p>Bradford on Avon Older Peoples’ and Carers’ Champion – the Bradford on Avon Seniors Forum.</p> <p>Bradford on Avon Dementia Action Alliance – Cllr Johnny Kidney.</p> <p>Bradford on Avon Streets Ahead/ Air Quality Alliance – Cllr Sarah Gibson.</p> <p>BoA Business – Cllr Sarah Gibson.</p> <p>Bradford on Avon Assets Working Group – Cllr Sarah Gibson.</p>
12	<p><u>Community Priorities for Grant Funding 2017/18</u></p> <p>Peter Dunford – Community Engagement Manager outlined proposed community priorities for grant funding 2017/18 so that limited resources would be able to address strategic priorities:</p>

	<p>Culture and Tourism infrastructure: £5,000 plus match funding</p> <p>Business infrastructure: £5,000 plus match funding</p> <p>Pedestrian Friendly infrastructure: £5,000 plus match funding</p> <p>Air Quality and Public Health infrastructure: £5,000 plus match funding</p> <p>Social Isolation and Mental Health infrastructure: £5, 000 plus match funding</p> <p>Assets Review and Options Report: £5,000</p> <p>Total £ 30,000 spent (plus an additional £ 25,000 levered in)</p> <p>Decision</p> <ul style="list-style-type: none"> • That the Bradford on Avon Area Board agrees the Community Priorities for Grant Funding 2017/18.
13	<p><u>Feedback Session</u></p> <p>Those present were given the opportunity to give feedback on what was important to Bradford on Avon and the Area Board as they both moved forward under new stewardship. Comments were collected from flipcharts:</p> <p><u>Ways of Working</u></p> <p>Consensus building and community engagement as the way forward, not “being done to”.</p> <p>It is good to include “non Council” reps in decision-making processes and to welcome fresh faces and new volunteers from the wider public.</p> <p>A catchment area approach which includes the villages who use the town as a service centre makes sense.</p> <p>Find sponsors to provide refreshments at meetings! Attract young people by providing pizza!</p> <p><u>Strategic Relationships</u></p> <p>Develop a strategic relationship between Town Council and Wiltshire Council with key meetings between relevant portfolio holders e.g. Jane Scott, Bridget Wayman.</p>

	<p><u>Traffic and Environment</u></p> <p>Traffic management remains a key issue for resolution with control of HGVs, better use of the Town Bus and the introduction of Park and Ride being key elements of the strategy.</p> <p>Integrate development and infrastructure through developing brownfield sites while protecting the environment.</p> <p>Parking is an issue but we want to be a coach-friendly town and provide facilities for caravans and campervans to park at Station Car Park.</p> <p><u>Tourism</u></p> <p>As a tourist town we should promote events through posters and banners by providing a “rotunda” near the Town Bridge for this purpose. A “Town Map” and better signage is needed to interpret the heritage of the town. Pedestrian walking routes should be highlighted.</p> <p><u>Dementia- Friendly</u></p> <p>Hold Dementia Friends information session with Town Council before Full Council.</p> <p>The Chairman thanked everybody for taking part.</p>
14	<p><u>Community Engagement Manager Update</u></p> <p>First World War Commemorative Tree Planting A proposal from Wiltshire Council to plant 10,000 trees to commemorate the centenary of the end of the First World War. It was to be decided whether a large Wiltshire wood, or smaller community areas would be planted.</p> <p>Wiltshire Council’s Big Pledge 2017- London Calling. We are celebrating the first time the IAAF World Athletic Championships have been held in the UK when they take place in London this summer. This year’s challenge was to collecting the flags of the countries who would be taking part in the championships. You would need to complete set distances to collect a country. There would be 30 countries in total to collect by walking, cycling or swimming. The Big Pledge London Calling challenge runs for eight weeks from 5 June -30 July.</p> <p>The Chairman thanked Peter Dunford for his update.</p>

15	<u>Date of next meeting</u> Wednesday 12 July 2017 - Holt United Reform Church Hall.
16	<u>Close</u>

MINUTES

Meeting: BRADFORD ON AVON AREA BOARD
Place: United Reformed Church Hall, 89 The Street, Holt BA14 6RS
Date: 12 July 2017
Start Time: 7.00 pm
Finish Time: 9.20 pm

Please direct any enquiries on these minutes to:

Kevin Fielding ,Tel: 01249 706612 or (e-mail) kevin.fielding@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Jim Lynch (Chairman), Cllr Trevor Carbin (Vice Chairman), Cllr Sarah Gibson and Cllr Johnny Kidney

Wiltshire Council Officers

**Peter Dunford – Community Engagement Manager
Kevin Fielding – Democratic Services Officer
Emma Drage – Local Youth Facilitator**

Town and Parish Councillors

**Bradford on Avon Town Council – Jennie Parker, Steve Plummer, Emma Franklin & Daryl Jones
Holt Parish Council – Becky Stevens & Andrew Pearce**

Partners

Bradford on Avon Seniors Forum – Michael Darlow

Total in attendance: 26

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
17	<p><u>Apologies for Absence</u></p> <p>There were none.</p>
18	<p><u>Declarations of Interest</u></p> <p>Cllr Sarah Gibson – Cllr led grant application for Phase two of the River Crossing study.</p> <p>Would not debate or vote on this application.</p>
19	<p><u>Welcome from the Chairman</u></p> <p>The Chairman welcomed everybody to the meeting and introduced the Area Board members.</p> <p>Members of the Bradford on Avon Town Council were welcomed, as were Parish Council representatives. The Chairman outlined his hopes that the Area Board, Town and Parish Councils would continue to work together, and that the Area Board meetings would become a bi-monthly community assembly that all parties could be an active part of.</p> <p>Inspector Andy Fee – Wiltshire Police was welcomed to his first Bradford on Avon Area Board meeting, as was Guy Tadman – District Commander Dorset & Wiltshire Fire & Rescue Service.</p> <p>The Chairman outlined the Bradford Area Board ringfenced funding – 2017/18.</p> <ul style="list-style-type: none"> • Culture and Tourism infrastructure: £5,000 plus match funding • Business infrastructure: £5,000 plus match funding • Pedestrian Friendly infrastructure: £5,000 plus match funding • Air Quality and Public Health infrastructure: £5,000 plus match funding • Social Isolation and Mental Health infrastructure: £5,000 plus match funding • Assets Review and Options Report: £5,000

	<p style="text-align: center;">Total £ 30,000 spent (plus an additional £ 25,000 levered in)</p>
20	<p><u>Community Grant Scheme</u></p> <p>The Area Board considered five applications for grant funding.</p> <p>Sue Thomson - Lamb Yard events presented 2 grant applications:</p> <p>Decision Bradford on Avon Music Madness – Lamb Yard Events awarded £1,000 towards a music extravaganza on the August Bank Holiday weekend. Reason</p> <p>Decision Bradford on Avon FEASTival – Lamb Yard Events awarded £1,000 towards a food and drink festival and passport trail in September.</p> <p><i>Note: Cllr Kidney expressed his concerns re awarding £2,000 to the same applicant.</i></p> <p>Decision Holt Village Hall – Village Hall Committee awarded £1,500 towards a new cooker.</p> <p>Decision River Crossing Feasibility – Councillor Led application from Councillor Gibson for Phase 2 of study. <i>It was agreed that this application would be deferred to explore whether it could be incorporated into the Benchmarking Survey.</i></p> <p>Decision Town Centre Benchmarking - Councillor Led application from Councillor Lynch. <i>Application agreed on the understanding that the River Crossing Phase 2 study be incorporated into the Benchmarking Survey.</i></p> <p>Mike King from People and Places outlined the Benchmarking study.</p> <p>Decision Town Centre Benchmarking - Councillor Led application from Councillor Lynch for £ 1,100 towards a joint-funded study. <i>Application agreed on the understanding that the River Crossing Phase 2 study be incorporated into the Benchmarking Survey.</i></p>

21	<p><u>Report of Working Groups and Approval of Minutes</u></p> <p>Decision</p> <ul style="list-style-type: none"> • The Minutes of the Bradford on Avon Community Area Transport Group meeting held on 19 June 2017 were signed as the correct record. • The Minutes of the Bradford on Avon Health and Wellbeing Group held on 28 June 2017 were signed as the correct record. • The Minutes of the Bradford on Avon Local Youth Network Management meeting held on 29 June 2017 were signed as the correct record. <p>LYN Grant Funding Applications</p> <p>Emma Drage - Local Youth Facilitator outlined four grant applications for the Area Board to consider:</p> <ul style="list-style-type: none"> • Scouts cooking equipment awarded £723.80 <p>Ratification of youth activity procurements</p> <ul style="list-style-type: none"> • The Secret Garden Café Youth Café awarded £745 • Bradford on Avon Swimming Pool - awarded £500 (which they were already awarded last financial year) for young people to access the subsidised swimming for the rest of the year • Bradford on Avon Youth Football Club had asked the Town Council for £5,000 towards new goal posts. The Area Board to consider funding the rest of the capital grant of £2,500 if the Town Council match fund with £2,500. <i>It was agreed that this application would be deferred and considered by the Area Board at a future meeting.</i>
22	<p><u>Partner Updates</u></p> <p>The following written reports were noted:</p> <ul style="list-style-type: none"> • Wiltshire Police • Wiltshire & Dorset Fire and Rescue • NHS Wiltshire

	<ul style="list-style-type: none"> • HealthWatch Wiltshire
23	<p><u>Focus on Holt</u></p> <p>Becky Stevens - Holt Parish Council gave a short presentation highlighting current issues and matters in Holt.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • Many pavements are in a poor state of repair. • Vehicles obstructing pavements had become an issue. • The village was looking to share a Speed Indicator Device (SID) to help highlight speeding. • The Neighbourhood Plan had now been ratified by Wiltshire Council, and was now part of the Core Strategy. • The village was looking for volunteers to help support the vibrant Holt Youth Club, which now received funding from Wiltshire Council. • Too much fly posting going on in the village. <p>John Love - Holt Parish Council gave a short presentation highlighting the Holt Community Bus.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • That the Community Bus service was founded 21 years ago. • Now operated as a registered charity. • Provided various community related services for residents of Holt. • Now had 10 volunteer drivers.

	<ul style="list-style-type: none"> • Provided regular monthly excursions, with many local groups using the bus. <p>The Chairman thanked Becky Stevens and John Love for their presentations.</p>
24	<p><u>Report on Holt "Age Matters" event</u></p> <p>Michael Darlow – Chairman, Bradford on Avon Seniors Forum gave a brief overview of the recent Holt "Age Matters" event held on the Thursday 25 May 2017.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • The aim of the Seniors Forum's "Age Matters" event was to give people who lived in the Bradford On Avon Community Area, especially those over 60 and carers, the opportunity to meet their Wiltshire Council Community Engagement Manager, Area Board Chairman, councillors and the Seniors Forum, which was the area's official Older People's & Carers' Champion, and find out what people felt about living in the area. • Twenty to thirty people attended the Holt event, most of them of retirement age or over. • Generally people seem very happy to live in Holt. There are clearly a lot of positives to life in the village and a vibrant, mutually supportive community spirit. The village's community bus was seen as a great bonus, although it was not clear how much it is actually used. Forum members wondered if it could be used more and, maybe, by people in other villages. • Overwhelmingly the main issues raised related to traffic, pedestrian access and safety. Almost everyone drew attention to the dangerous, poorly maintained state of pavements which over long stretches are dangerously uneven, with many broken paving stones, potholes and other trip hazards. This problem is exacerbated by poorly maintained and over-hanging hedges, wheelie bins put outside houses in places where they block pavements and cars parked on pavements, especially along the main road through the village. As a result pavements are often dangerous or impassable, particularly for people with impaired mobility, balance or eyesight problems, who use wheelchairs or push prams. • Difficulties for pedestrians in Holt are further increased, especially at peak times, by the volume and speed of traffic on the B3107 through the village and by the fact that there was only one pedestrian crossing. People felt

	<p>there should be at least two more pedestrian crossings, with one near the village shop.</p> <ul style="list-style-type: none"> • Another frequently raised problem was the very narrow section of the B3107 before you enter Bradford On Avon. People suggested that an alternative cycle path was needed. • Another major issue cited by people was the poor bus service – only one or two services each morning to Trowbridge, Melksham and Bradford On Avon and a similar number in the afternoon, made worse by the fact that the "Zig-Zag" service was not scheduled, so as to facilitate connections with the 265 First Bus services to Bath and Warminster. • People suggested that one of the reasons why cafés in Bradford on Avon seem so well patronised is because many of their customers are Holt residents who had gone into Bradford for a doctor's appointment or to collect a prescription and are waiting for the bus back to Holt. • Collecting doctors' prescriptions was particularly difficult for people without access to a car or who work during the day. Many people seemed not to know that some pharmacies would arrange for people who are house-bound to have their prescriptions delivered direct to their homes • A number of people called for a small branch GP's surgery in Holt, similar to The Bradford On Avon Health Centre's surgery in Winsley. People also raised the problem of getting a timely GP appointment at the Bradford On Avon GP practice. One lady said that it recently took her two to three weeks to even get a GP to phone her. • People mentioned problems over parking at the RUH and said they had found notices explaining the new parking system confusing. • Among issues raised that are not specific to Holt were concerns about potential cuts to pensions and pensioner benefits and more horror stories (similar to those reported to the Forum elsewhere) about the non-emergency ambulance service. <p>The Chairman thanked Michael Darlow for his presentation. The full report was included in the agenda pack.</p>
25	<p><u>Area Board Ways of Working - engagement of "village voices"</u></p> <p>It was agreed to defer this item to a future meeting.</p>

26	<p data-bbox="339 241 644 277"><u>Date of Next Meeting</u></p> <ul data-bbox="384 315 1254 351" style="list-style-type: none"><li data-bbox="384 315 1254 351">• Wednesday 13 September 2017 - Westwood Social Club.
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Chairman's Announcement

Subject:	Information regarding your local Household Recycling Centre
Officer Contact Details:	wasteandrecycling@wiltshire.gov.uk

Following the award of a contract, nine household recycling centres (HRCs) will be operated by FCC from 2 October 2017. We would like to update the area boards about the changes that residents will see at their local sites.

There will be no changes or closures at the HRCs at Purton and Lower Compton near Calne as these will continue to be operated by Hills Waste Solutions.

The change in contractor has allowed the council and FCC to review the current site layouts to make some changes. Where possible, we are making improvements to the traffic management in and out of the sites to help reduce the queuing issues that occur at some of the sites.

The sites will have their white lining repainted and new containers will be placed on the sites. The site signage and staff uniforms will be updated.

To allow for the refurbishment works to take place each site will be closed, one at a time, for a short period of time between 2 October and 17 December 2017

Please see below for your area board's local site(s), the closure date of that site(s), and the closest alternative site(s) which can be used during the closure period.

We would encourage all residents to check online before they travel as sites will be closed on their usual days in addition to the dates below.

Chairman's Announcement

Area Board	Local HRC(s)	Closure Dates	Alternative HRC(s)
Chippenham	Stanton St Quintin	4 December 2017 (Reopens on 18 December)	Lower Compton
Melksham	Melksham	30 October 2017 (Reopens on 11 November)	Trowbridge / Devizes
Malmesbury	Stanton St Quintin	4 December 2017 (Reopens on 18 December)	Purton
Warminster	Warminster	11 October 2017 (Reopens on 20 October)	Trowbridge / Amesbury
Pewsey	Everleigh	23 October 2017 (Reopens on 28 October)	Marlborough / Devizes
Marlborough	Marlborough	2 October 2017 (Reopens on 14 October)	Devizes / Everleigh
Bradford on Avon	Trowbridge	13 November 2017 (Reopens on 26 November)	Melksham
Salisbury	Salisbury	9 November 2017 (Reopens on 17 November)	Amesbury
Amesbury	Amesbury	21 November 2017 (Reopens on 1 December)	Salisbury / Everleigh
Devizes	Devizes	29 November 2017 (Reopens on 9 December)	Melksham / Lower Compton / Everleigh
Tidworth	Everleigh / Amesbury	Everleigh - 23 October 2017 (Reopens on 28 October) Amesbury - 21 November 2017 (Reopens on 1 December)	Everleigh / Amesbury
Calne	Lower Compton	No Closure	
Corsham	Stanton St Quintin	4 December 2017 (Reopens on 18 December)	Melksham / Lower Compton
RWB and Cricklade	Purton / Stanton St Quintin	Purton - No Closure Stanton - 4 December 2017 (Reopens on 18 December)	Purton
Southern	Salisbury	9 November 2017 (Reopens on 17 November)	Amesbury
Trowbridge	Trowbridge	13 November 2017 (Reopens on 26 November)	Melksham / Warminster
South West	Salisbury / Warminster	Salisbury – 9 November 2017 (Reopens on 17 November) Warminster – 11 October 2017 (Reopens on 20 October)	Salisbury / Warminster
Westbury	Warminster / Trowbridge	Warminster – 11 October 2017 (Reopens on 20 October) Trowbridge - 13 November 2017 (Reopens on 26 November)	Warminster / Trowbridge

For more information or if you have any queries, the team can be contacted at wasteandrecycling@wiltshire.gov.uk or on 0300 456 0102.

Chairman's Announcements

Subject:	Community Resilience- Emergency Plans
Officer Contact Details:	Sarah Kelly (Emergency Plan Resilience and Response Officer) Sarah.Kelly@wiltshire.gov.uk

Planning for emergencies is an important job for the organisations who respond to incidents, but it is also important for local communities to think about how you may be able to assist the emergency services and other responders.

The main way of doing this is to create a community emergency plan. This can be as simple as a contact list for key people within the community, or a more comprehensive plan which covers the emergencies which are most likely to occur in your area (rather than just the absolute worst-case scenarios), and how your community would respond to them. Your local knowledge is also very important to the organisations who will be responding to the situation. Information such as where floods most often, what roads could be made inaccessible by snow, how badly a power cut would affect your community and where the nearest places of safety are (village/community hall etc) can greatly help the emergency services, council and other groups. Having this recorded beforehand could potentially save a lot of time if the information is needed in response.

Keeping your plans flexible is also important; they should be able to be picked up for almost anything, even if you only use the contact details and information on the nearest community centre for most events.

Getting started with these plans can be difficult, and knowing what to include even harder. If you are stuck with where to begin, there is a template available to get you started with writing an emergency plan for your area. Please contact Sarah Kelly, Emergency Planning Officer, Wiltshire Council, if you would like a template, or advice about writing your plan. There is also a Community Risk Register Available on the Wiltshire & Swindon Local Resilience Forum (LRF) website (<http://wiltshireandswindonprepared.org.uk/community-risk-register/>). This details the different risks to the Wiltshire and Swindon area, and how likely they are to happen. This document should be adapted to your area if you wish to use its information, as not all risks are relevant to each part of Wiltshire.

It is recommended that to keep your plan in its best condition, it should be exercised with everyone who has a role in it once a year, and contact details should be updated at least once a year, or when there has been a change. There is an exercise template available if you would like to exercise your plan, it is available as a PowerPoint presentation or a Word document, again please contact Sarah Kelly if you would like to discuss the exercise or be sent a template.

Chairman's Announcements

Subject:	Voice Your Views at Interactive Public Meeting
Officer Contact Details:	events@wiltshire.gov.uk

Invitation to voice your views at interactive public meetings

You are invited to attend one of a series of meetings that Wiltshire Council is hosting to discuss the challenges that the council is facing and the impact that these could have.

The council currently spends around £900m each year on more than 300 services and has recently agreed a plan to deliver an ambitious programme of work over the next 10 years.

The council's vision is to create strong communities, prioritising growing the economy, protecting those who are most vulnerable, and working with partners in an innovative and effective way.

Changing demographics and the continuing reduction in funding from central government mean we have to continue to find substantial savings and work even more closely with local communities to encourage and support them to do more for themselves.

The council's cabinet members will be attending the meetings to discuss the challenges and to invite and listen to your views and suggestions on how these can be best managed.

Details of the informative and interactive meetings are set out below.

We look forward to seeing you and hope that you will be able to join us. It would be extremely helpful if you could confirm your attendance by emailing events@wiltshire.gov.uk

Date	Location	Venue	Time	
5 September	Salisbury	City Hall	5.30pm	Refreshments available
14 September	Chippenham	Monkton Park	5.30pm	Refreshments available
25 September	Trowbridge	County Hall	5.30pm	Refreshments available
26 September	Devizes	Corn Exchange	5.30pm	Refreshments available

Chairman's Announcements



Formal Consultation on the Pre-Submission Wiltshire Housing Site Allocations Plan

Friday 14 July to Friday 22 September 2017

The Draft Plan will identify, where necessary, new allocations for housing at settlements and review settlement boundaries.

The draft Plan can be viewed from Friday 14 July at the council's main offices at Monkton Park (Chippenham), Bourne Hill (Salisbury) and County Hall (Trowbridge) and in all Wiltshire Council libraries during normal opening hours or can be available to view on the council's website at <http://www.wiltshire.gov.uk/wiltshsgsiteallocationsplan>

There will be four public exhibitions where you can find out more about the consultation.

These will be held between **12pm** and **7pm** at:

17 July: The Neeld Hall (Neeld Community and Art Centre) in Chippenham

19 July: Guildhall, Salisbury

24 July: Devizes Town Hall

26 July: County Hall Trowbridge

**Please return comments to Wiltshire Council, by 5pm on Friday 22 September 2017
via the following ways:**

Online: <http://www.wiltshire.gov.uk/wiltshsgsiteallocationsplan>

By post to: Spatial Planning, Economic Development and Planning, Wiltshire Council, County Hall,
Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

By e-mail to: spatialplanningpolicy@wiltshire.gov.uk

Chairman's Announcements

Subject:	Assertive Outreach with Rough Sleepers
Officer Contact Details:	Sarah Johnson
Weblink:	Sarahh.johnson@wiltshire.gov.uk

Sarah is employed by Wiltshire Council to support those who identified as sleeping rough throughout the County. This is part of a wider strategy by the Housing Options Team who work in partnership with other agencies to address this issue.

She attends the various third sector drop in centres that take place each week at Devizes, Trowbridge, Chippenham and Salisbury. Her role is to work with service users at the drop in and to engage them sufficiently to address the barriers that prevent their housing being addressed, as well as supporting them to access other services that would support sustaining a change in lifestyle.

This often involves assisting them to engage with the Council's Housing Options Team to look at housing solutions suitable to their circumstances and helping them be aware of what they can do to help themselves.

Most of those sleeping rough have a variety of problems that compound their situation and these problems need to be worked on, often before housing can be considered as otherwise they won't be able to sustain accommodation. Sarah will arrange registration with Drs and banks, attend with individuals at the surgeries, Substance Misuse Services, Mental Health Teams and where else an individual may need help.

There is no formal referral route to take but if you are concerned about someone you see sleeping rough in Wiltshire you can make a report through the STREETLINK site: <http://www.streetlink.org.uk/tell-us-about-a-rough-sleeper> or alternatively email Sarah at sarahh.johnson@wiltshire.gov.uk



Bradford on Avon Area Board - Report 13th September 2017

Chimney Fires

As autumn and Winter approaches our focus moves to Chimney Fires. Bradford on Avon Fire Station attended 36 of these incidents in 2016.

A clean chimney can help prevent fires and structural damage to your property. Regular cleaning of your chimney or flue will eliminate the build-up of soot and clear obstructions such as bird or animal nests, leaves and debris.

It is not enough to use a vacuum cleaner and you should make sure that your chimney or flue is inspected regularly.

Chimneys should be swept:

- At least once a year when using smokeless fuels
- At least once a year when using bituminous coal
- Every three months when burning wood
- Once a year when using oil
- Once a year when using gas

The following safety advice should always be followed when lighting an open fire or wood burning stove:

- Don't use flammable liquids such as petrol or paraffin to light your fire.
- Don't burn excessive amounts of paper or rubbish.
- Don't overload the fire with fuel.

When the fire is alight, check the loft space occasionally to make sure there is no smoke leaking from cracks, defective brickwork or mortar joints.

Fireworks

Moving into November we turn our attention to the safe use of Fireworks. If you're putting on a home display, you should follow some simple steps to make sure that everyone has a good time without getting hurt:

- Plan your firework display to make it safe and enjoyable.
- Keep fireworks in a closed box and use them one at a time.
- Read and follow the instructions on each firework, using a torch if necessary.
- Light the firework at arm's length with a taper and stand well back.
- Keep naked flames, including cigarettes, away from fireworks.
- Never return to a firework once it has been lit.
- Don't put fireworks in pockets and never throw them.
- Direct any rocket fireworks well away from spectators.



- Never use paraffin or petrol on a bonfire.
- Make sure that the fire is out and surroundings are made safe before leaving.

UK law says you must not set off or throw fireworks (including sparklers) in the street or other public places. You must not set off fireworks between 11pm and 7am, except for: Bonfire Night, when the cut off is midnight. New Year's Eve, Diwali and Chinese New Year, when the cut off is 1am.

Pinpoint

'Safe and Well' and 'Health and Well-Being'

The Service is looking to work with the Group to supply information on vulnerable households through our software programme '**Pinpoint**'. This will identify the high risk premises, within the Bradford on Avon Community Area, and allow both the Service and local groups to engage in joint working and information sharing in order to protect the most vulnerable members of our community.

Safe and Well Visits- Home safety

The Bradford on Avon area has a dedicated Fire Service '**Safe and Well**' advisor who can visit people, within their own homes, advising on home safety and wellbeing.

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

If you have thatch property, are living alone, have a young family, are over 65 or a smoker please get in contact with us. We want to help make you safer in your own home. If you or someone you know has mobility or sight and hearing impairments, please suggest a Safe and Well visit.

Visit <http://www.dwfire.org.uk/news/new-name-new-contact-details-same-service/> to book one.

Response

Total Incidents attended by DWFRS for Bradford on Avon Area; 01/07/17 – 01/09/17.

DWFRS have responded to 14 incidents on Bradford on Avon’s station ground between the dates above.

Bradford on Avon Fire Station Responded to a total of 27 incidents County wide in the mentioned time period. Details are listed in the table below.

Category	Incidents in Bradford on Avon	Out of Station Ground incidents	Total
False Alarm	10	8	18
Fire	2	4	6
Special Service	2	1	3
Total	14	13	27
Pump Availability	51%		

Recent Notable Incidents

There have been no incidents that have attracted a larger than standard Service Response within Bradford on Avon.

Community Engagement

Dorset & Wiltshire Fire and Rescue Service provides a free service called a Safe and Well visit. We will visit a person’s home by appointment and discuss any safety issues in the home. We will also have a conversation about improving an individual’s health and well-being.

If you or someone you know need a smoke alarm, some advice or are worried about what to do in an emergency, contact us for a free Safe and Well visit;

<http://www.dwfire.org.uk/safety/safe-and-well-visits/>

Community Safety Plan

DWFRS Community Safety Plan 2016 – 2020 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/>



On-Call Recruitment

Bradford on Avon Fire Station is staffed by a compliment of part time “On-Call” Fire fighters.

To maintain the availability of the Fire engine at the station we are recruiting for On-Call Fire fighters. We are particularly interested in people who could provide availability on week days and at weekends. If you are interested or know anyone who might be interested, please visit our website (check the link below) or contact our HR team on 01722 691444.

<https://www.dwfire.org.uk/working-for-us/on-call-firefighters/>

Guy Tadman

Temp District Commander, Trowbridge, Bradford and Westbury.

Email: guy.tadman@dwfire.org.uk

Tel: 01722 691041

August 2017**Overview**

NHS Wiltshire Clinical Commissioning Group (CCG) is responsible for commissioning a broad range of healthcare for the population of Wiltshire. We are led by experience local GPs drawn from across the county, who provide clear clinical leadership to the big decisions affecting the future of healthcare provision in Wiltshire, carefully tailored to meet the differing needs of people locally.

Our vision is to ensure the provision of a health service which is high quality, effective, clinically-led and local. We are committed to delivering healthcare that meets the needs of Wiltshire people, to consult and engage with our population to enable them to be involved in decisions made about health services and to deliver those services to people in their own homes or as close to home as possible.

The right healthcare, for you, with you, near you

Patients in Bath and North East Somerset, Swindon and Wiltshire Sustainability and Transformation Partnership (STP) area are set to benefit from expansion of diabetes prevention programme as NHS England drives forward changes to support people to live healthier lives.

The head of NHS England, Simon Stevens, has announced 13 new areas, including Bath and North East Somerset, Swindon and Wiltshire partnership, are now live and ready to offer a leading NHS prevention programme to patients identified at risk of developing Type 2 diabetes.

Wave 2 of the [Healthier You: NHS Diabetes Prevention Programme](#) is part of a wider package of measures to support people at risk of type 2 diabetes to get healthier, keep well and reduce their risk of developing the disease.

Local people from the Bath and North East Somerset, Swindon and Wiltshire (BSW) area who are referred on to the programme will get tailored, personalised help to reduce their risk of developing the disease. Their support will include education on healthy eating and lifestyle choices, reducing weight through bespoke physical exercise programmes and portion control, which together have been proven to reduce the risk of developing the disease.

The programme, which is run collaboratively by NHS England, Public Health England and Diabetes UK, was officially launched last year, with the first wave made up of 27 areas and covering 26 million people – almost half of the country. The latest national figures reveal the programme is making good progress, with just under 50,000 people referred in Wave 1 and more than 18,000 on the programme in at the end of April. This exceeds the original target set in the NHS Mandate of 10,000 referrals during 2017/18.

Wave 2 areas will cover another 25% of the population, with an estimated 130,000 referrals and up to 50,000 additional places made available thanks to the expansion.

The ambition is for the programme to eventually cover the whole of the country and these figures could rise to as many as 200,000 referrals and more than 80,000 people on programmes by 2018/19.

Early evidence is positive and suggests that just under half of those taking up the programme are men – a much higher proportion than traditional weight loss programmes, while roughly a quarter of people are from black and ethnic minority communities.

Around the clock healthcare in Wiltshire this summer



✓ Advice on how to stay well during the summer
 ✓ Tips on treating a number of minor ailments

NHS Choices

- UK's biggest website: www.nhs.uk
- Wiltshire advice available at: www.yourcareyoursupportwiltshire.org.uk

NHS 111

- A free non-emergency phone service
- Available 24 hours a day, 365 days a year
- Trained call handlers to help you

✓ Medical help and advice that is not an emergency
 ✓ Advice about which NHS service to use
 ✓ Information and support about what to do next

✓ Insect bites that cause a serious allergic reaction
 ✓ Tick bites that cause a circular rash spreading from the bite site
 ✓ New moles appearing or existing moles changing shape, size or colour
 ✓ Conditions that can't be treated with over the counter medication or advice from a Pharmacist

GP out of hours

- Deal with a range of health problems and also run clinics and carry out simple surgical operations
- Most GP surgery services are available 8am - 6.30pm
- The GP out of hours service is available 6.30pm - 8am and all day at weekends and bank holidays. Call your GP surgery to access this service

Walk-in centre

- Treats non life-threatening minor illness and injuries
- Run by experienced clinicians who will see you on a first come, first served basis. You don't need to book an appointment
- The local service is Salisbury Walk-in Health Centre, Avon Approach, SP1 3SL. The centre is open: Mon - Fri: 6.30pm - 10pm, Sat - Sun and bank holidays: 8am - 8pm

✓ Insect bites
 ✓ Sunburn
 ✓ Stomach upsets

✓ Infection and rashes
 ✓ Bruises and scratches
 ✓ Emergency contraception

• Medicine experts who can provide advice on common ailments
 • See your pharmacist at the first sign of illness before it gets more serious

Pharmacy

✓ Sunburn
 ✓ Hayfever
 ✓ Insect bites
 ✓ Aches and pains

✓ Coughs and colds
 ✓ Sore throat
 ✓ Skin rashes

✓ Insect bites
 ✓ Sunburn
 ✓ Sprains and strains
 ✓ Infection and rashes
 ✓ Bruises and scratches
 ✓ Broken bones

× Heat exhaustion
 × Allergic reactions
 × Chest pain
 × Breathing difficulties
 × Stomach pains
 × Pregnancy problems

✓ Stroke
 ✓ Persistent, severe chest pain
 ✓ Breathing difficulties
 ✓ Severe bleeding
 ✓ Severe burns or scalds

✓ Fits that do not stop
 ✓ Choking
 ✓ Heart attack
 ✓ Severe head injury
 ✓ Severe allergic reactions

A&E

- Provides emergency care for people who have a life-threatening illness or injury
- Available 24 hours a day, 365 days a year
- Only use an A&E service in very serious or life-threatening situations

Minor injuries unit

- Treats non life-threatening minor injuries
- Run by experienced nurses who will see you on a first come, first served basis. You don't need to book an appointment
- The local MIUs are in the community hospitals at:
 - Chippenham, Rowden Hill, SN15 2AJ
 - Trowbridge, Adcroft Street, BA14 8PH

Both services are open 7am - 11pm

Follow us at: [@NHSWiltshireCCG](https://twitter.com/NHSWiltshireCCG)
www.facebook.com/NHSWiltshireCCG

#RightPlaceRightTime

Wiltshire Clinical Commissioning Group is helping people to make the right decision about where to go for healthcare treatment over the summer months in Wiltshire, with the help of an easy to use healthcare clock – a signposting tool to help people choose the right healthcare service for their illness or injury.



New report reveals not all dementia patients receive same level of care in Wiltshire



People being diagnosed with dementia in Wiltshire are not getting consistent care from their GP surgeries – according to a report published by the county’s independent health and care champion.

Healthwatch Wiltshire spoke to 195 people - including those who have been diagnosed with dementia, their families, volunteers and professionals - to find out about their experience of being diagnosed with dementia at their local GP surgery and mixed results were found.

Some people said their GPs were dismissive of their concerns about their memory; they didn’t get a clear diagnosis and they weren’t referred on to other services or offered reviews.

Others reported GPs who listened to people’s concerns and carried out memory tests, gave a clear diagnosis, prescribed medication, referred their patients to other support services and reviewed regularly.

One carer said: “The quality of dementia care can depend on your surgery – there are some positive experiences.”

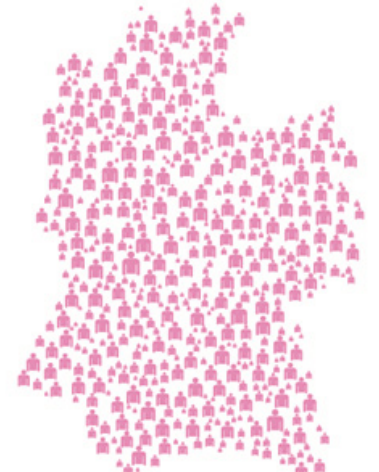
Another said: “My father was diagnosed last July by his GP. I found it very isolating. The GP didn’t inform us about what we could do and didn’t explain everything to me. Later on, the GP casually mentioned Dementia Advisers and said they would refer us. No one got in touch but I made direct contact and the services offered by the Alzheimer’s charities are great.”

The Healthwatch Wiltshire report *Talking to people about dementia: a focus on primary care*, first published in March this year, found other key themes, including:

- People said they valued a clear, direct dementia diagnosis – not everyone had this with some saying their GP had hinted it could be dementia but was not direct.
- Unpaid carers said the approach of their health care centre had an impact on their quality of life. Those who were recognised as a carer at their GP practice and given priority appointments reported a positive experience.
- Many people were concerned about the lack of ongoing support from their health care centre for people living with dementia. Some people reported they had not talked to their health care centre for a number of years.

Lucie Woodruff, Healthwatch Wiltshire manager, said: “With an estimated 6,624 people living with dementia in Wiltshire, we have made it a top priority to talk to people in the county about their experiences of dementia care and support.

“Our role at Healthwatch is to ensure we gather views both good and bad from members of the public and then pass these on to the decision-making bodies who plan, pay for and run these services in



6,624 estimated number of people in Wiltshire living with dementia

Wiltshire. It's important that people have a say in how their local health and care service is run, so they can help shape it for the better."

The report's findings have been presented to the Wiltshire Health and Wellbeing Board, the Dementia Delivery Board and the commissioners and providers of dementia services in the county.

Wiltshire Clinical Commissioning Group (Wiltshire CCG) and Wiltshire Council say work has and continues to be planned, delivered and reviewed around each area that has been commented on by the public in the Healthwatch Wiltshire report.



9 Dementia Advisers in Wiltshire

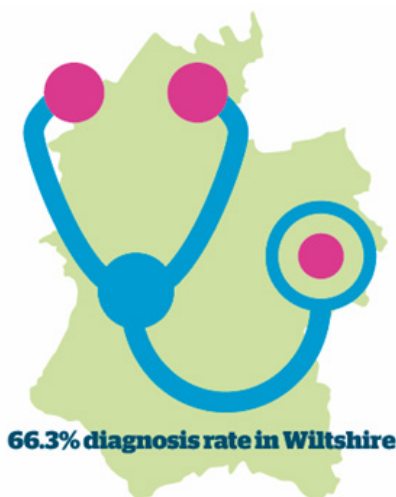
They say 256 practice staff across the county have received Dementia Friends training and the CCG's dementia lead has provided more training to GPs across the county. The feedback from Healthwatch reports has and will be sent to each GP practice and the key themes in the report have been identified and included in the Wiltshire Dementia Strategy Action Plan.

Ted Wilson, Director of Community Services and Joint Commissioning for Wiltshire CCG, said: "We work closely with our service providers and are using the feedback provided through the Healthwatch report to inform continuous improvement in services for those living with and affected by dementia.

"Dementia diagnosis rates for Wiltshire are above the national average and this is something we are really proud of. Our dementia advisers are doing a great job in supporting patients and their families post-diagnosis, at home and in their local communities. They provide confidential advice and information to help improve understanding about dementia, what might happen in the future and to make informed decisions about care and treatment.

"None of us can be complacent about the care available for people living with dementia; we must continuously strive to deliver the best services possible."

The full *Talking to people about dementia: a focus on primary care* report is available to download at: healthwatchwiltshire.co.uk/reports-publications



Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

healthwatchwiltshire.co.uk

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.

Healthwatch Wiltshire is part of Evolving Communities CIC, a community interest company limited by guarantee and registered in England and Wales with company number 08464602.

The registered office is at Unit 5, Hampton Park West, Melksham, SN12 6LH.

EOEW Briefing Bradford On Avon Area Board Meeting 13.9.17

OVERVIEW

The Eat Out Eat Well Award in Wiltshire is now in the third year. The award was purchased from Surrey Trading Standards as a package. It was selected initially because it was suitable to roll out to the majority of food businesses and therefore had broad appeal. It was relatively cost effective with set up costs of £2000.

Surrey Trading Standards developed the award around six years ago and it was based on the all Wales Healthy Options and Scotland's Healthy Living schemes. In conception it was aligned to Healthy Lives, Healthy People (2010) and Healthy Lives, Healthy People : A call to action on obesity in England (October 2011) HM Government documents. Since the award has undergone evaluation by the Department Of Health South East, NHS Surrey and the University of Surrey. During the last year the award has been updated and realigned to reflect current national obesity guidelines and government procurement standards with Public Health England funding.

AWARD CRITERIA

The award has three levels bronze, silver and gold and is open to most types of catering establishments including cafes, takeaways, schools, restaurants and workplace canteens that have been assessed as 'broadly compliant' in terms of food safety & food standards (a three star rating or above against the Food Hygiene Rating Scheme)

Achievement is determined via a points system that rewards healthier catering and reflects current Government obesity messages ; the increased use of fruit & vegetables, reductions in sugar & fat, increased fibre, reductions in refined and processed ingredients, use of healthier cooking techniques, portion control, marketing and pricing policies that encourage healthier choices.

Assessment is made via a visit to the premises and review of menus and recipes. Advice and an Assessment action plan are provided as part of this process. Caterers must also achieve at least a Level 2 award in nutrition to reach the Gold Standard (in some cases alternative qualifications already achieved can also be accepted)

The assessment criteria has been up dated this year as a result of Public Health England funding to incorporate Government buying and procurement standards and developments in thinking around obesity and healthy eating that have occurred since the introduction of the award.

SUCSESSES

Over the last three years in Wiltshire 216 businesses have achieved the award and over 500 have received nutrition advice and information.

More than 100 food business operators and chefs have attended low cost nutrition training establishing a nutrition champions network and providing cascade training to their employees and contacts. An on line option has also been introduced and this has proved very popular with micro businesses and those who have to train outside their working day.

Year 1 the award was not targeted and the objective was to get as many businesses involved as possible and build some brand recognition. 156 businesses joined the Eat Out Eat Well scheme.

***Year 2** we adapted the award criteria to take account of the specific requirements and guidelines that apply to catering in schools, early years settings and nurseries to enable effective assessment of these premises **Eat Out Start Well** was produced*

Takeaways were also a focus and viewed as a priority to improve the obesogenic environment and support the Wiltshire Obesity Strategy. Businesses in more deprived areas and in proximity to schools were targeted. We drew on the extensive work already completed and evaluated by PHE and the CIEH under the London Mayors scheme to produce the **Take Out Eat Well Award**. This award acknowledges that whilst the majority of fast food takeaways can not achieve the full criteria in the general award, they can make step changes that result in a considerable improvement including changing the type of oil used in frying, reducing sugar and salt levels, controlling portions of sauces, increasing salad, offering water and sugar free drinks as an alternative to full sugar fizzy drinks.

Year 3

The original EOEW scheme remains on offer

EOEW has been included within the Healthy Schools initiative

Wiltshire has joined the National Eat Out Eat Well Award website which provides businesses with on line resources and greater information on the award. This will help to facilitate the move towards a more self sustaining model for the award in the future.

Achieve greater recognition of the Eat Out Eat Well Award across Wiltshire.

THE AIMS OF THE AWARD

To encourage caterers to think about healthier options.

Acknowledge and promote caterers who make it easier for customers to eat healthier food.

Assist caterers in meeting the demand for healthier meals via advice, guidance and low cost nutrition training. Provide a competitive edge.

Help customers make more informed choices.

Provide a competitive edge for participating businesses.

COOPERATIVE WORKING WITH AREA BOARDS

To raise the profile and in so doing the status of the EOEW brand so that businesses believe it is a must have endorsement of quality and healthier eating. To achieve these aims we believe the next stage in the development of the award is to achieve saturation (in the region of 85% + uptake) in three Wiltshire towns. We anticipate saturation in three areas would result in a ripple effect across Wiltshire resulting in the availability and promotion of healthier food options across the County.

We are seeking support to work with Area Boards to back the EOEW scheme in their area and as far as possible across the life course in early years settings, schools, the general population and the elderly.



eat out eat well award

Want to make a difference?



Eat Out Eat Well award

A guide to healthy eating

This document is a guide to achieving the Eat Out Eat Well award. It is based on the healthy options award produced by Caerphilly County Borough Council.

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Introduction

Consumers view eating out not just as an occasional treat, but as part of everyday life. 96% of people have eaten out at least once in the last 12 months (Mintel, Eating Out –Ten Year Trends, 2006) and the food we eat outside the home makes up an increasingly important part of our diet. The average person eats one in every six meals out of home and if snacks and 'grab and go' food are added in, men consume about a quarter of their calories when eating out, and women around a fifth.

Food consumed outside the home tends to be higher in added sugar and fat than food prepared at home (DEFRA, Food Service and Eating Out: An Economic Survey, 2007). A diet high in saturated fats has been associated with an increased risk of obesity and coronary heart disease.

Therefore as a caterer you could potentially make a tremendous contribution to improving your customers diet and health by providing healthier food choices, for example by changing the fat or calorie content of dishes.

Consumers are confronted almost daily with information about diet, nutrition and health in the media. Surveys have shown that consumers are becoming more knowledgeable about healthy eating, and 97% of customers think that they should have the choice to eat healthily when they eat out (Health Education Authority, 1996). More than half (52%) believe it is the responsibility of the caterer to provide this choice. In a recent survey in Scotland, 86% of people thought food outlets should actively promote healthier options (Scottish Consumer Council 2008)

Many food manufacturers and retailers who have taken the opportunity to introduce healthier options are seeing growth in sales.

The following fact sheets provide advice and guidance on meeting the new demands of your customers and will give your business a competitive edge.

The aim of the healthy options award is to increase accessibility to tasty food, which has been prepared in a healthy way using good food hygiene practices, and served in a healthy environment.

The award should help to increase your customers satisfaction and your sales.

Who is Eligible?

Most catering premises which serve food to the general public are eligible for the award, including restaurants, cafeterias, hotels, workplace and hospital restaurants, pubs and takeaways.

Premises are usually considered for an award at the time of a satisfactory routine food hygiene or food standards inspection. In addition, premises may also be assessed if requested by a proprietor.

How long is the award valid for?

The award is valid for two years. However, the award may be reviewed or revoked during this time if, for instance:

- there are significant changes to the menu or a change in a major supplier;
- there is enforcement action pending; or
- premises change hands.

There is no automatic right of transfer and a new award application must be made.

An unannounced visit may also be made to the premises during this period in order to ascertain the award conditions are being adhered to.

There are two minimum requirements, which must be met to qualify for an award.

These are:

1. Compliance with Food Regulations

- Regulation (EC) no. 853/2004 on the Hygiene of Foodstuffs and Food Hygiene (England) Regulations 2006¹.
- General Food Law Regulation (EC) 178/2002 and the General Food Regulations 2004².
- Controls on misleading descriptions on food set out in the Food Safety Act 1990, the Trade Descriptions Act 1968 and the Food Labelling Regulations 1996³.

1 Guidance on the 2006 Food Hygiene Legislation is available from the Food Standards Agency <http://www.food.gov.uk/foodindustry/guidancenotes/hygguid/fhlguidance/>

2 Guidance on the General Food Law Regulation (EC) 178/2002 is available from the Food Standards Agency <http://www.food.gov.uk/foodindustry/guidancenotes/foodguid/generalfoodlaw>

3 Guidance on Food Labelling Regulations is available from the Food Standards Agency website <http://www.food.gov.uk/foodindustry/guidancenotes/labelregsguidance/foodlabelregsguid>

2. Healthy Food Options

Once an establishment has obtained a food hygiene award, they can be assessed for the Eat Out Eat Well award. The overall score determines if an award can be granted and whether it is at bronze, silver or gold level. The fact sheets in this folder (some may not apply to your premises) will give you the necessary information on what is considered to be a healthier option and how to adapt your current menu.

The fact sheets also give suggestions for promoting these healthy options to customers. The criteria which are used to assess premises closely mirror the guidelines set out in the fact sheets.

The award is given to the catering establishment. If the establishment has several menus, these should all be considered as part of the assessment. This will mean a customer choosing food from an establishment displaying the award has confidence that the same healthier preparation and cooking practices and accessibility of healthy options is consistent across the board.

Successful premises

- receive an award to display on the premises
- have free publicity in the local authority and any relevant publications
- have the right to use the Eat Out Eat Well award logo on their stationery/menus/boards.

Receiving an award may also result in a competitive edge and increased customer satisfaction as the demand for healthier choices continues to grow - many food manufacturers and retailers who have introduced healthier options are seeing growth in sales.

Establishments that join the Eat Out Eat Well award scheme will be seeking to enhance their reputation by maintaining good hygiene practices and offering healthy options to their customers.

The eatwell plate

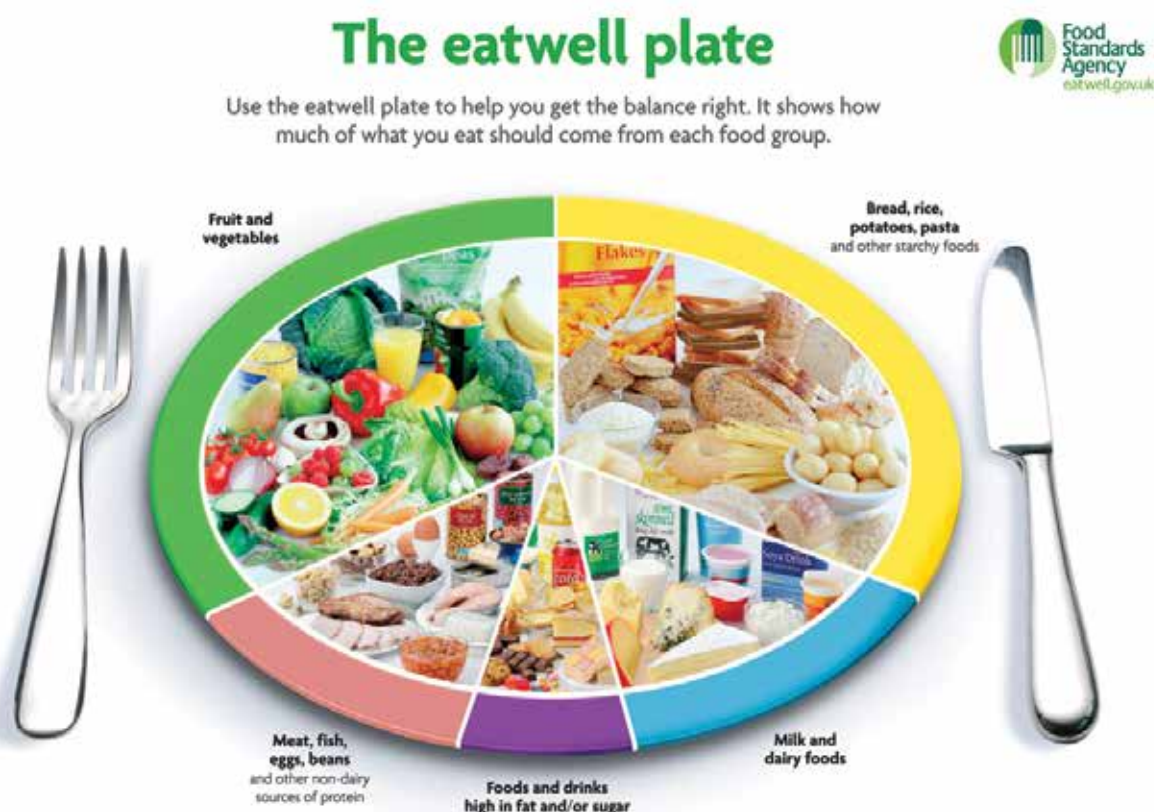
The Government recommends that all individuals should consume a diet that contains:

- Plenty of starchy foods such as rice, bread, pasta and potatoes, choosing wholegrain varieties when possible.
- Plenty of fruit and vegetables; at least five portions of a variety of fruit and vegetables a day.
- Some protein-rich foods such as meat, fish, eggs, beans and non-dairy sources of protein, such as nuts and pulses.
- Some milk and dairy, choosing reduced fat versions or eating smaller amounts of full fat versions or eating them less often.
- Just a little saturated fat, salt and sugar. The eatwell plate is a pictorial representation of the proportions that different food groups should make to the diet. This representation of food intake relates to individuals over the age of five.

The Government has also produced 'eatwell – your guide to healthy eating,' which includes eight top tips covering all aspects of eating a healthy balanced diet and maintaining a healthy weight:


- 1 base your meals on starchy foods
- 2 eat lots of fruit and vegetables
- 3 eat more fish –including one portion of oily fish each week
- 4 cut down on saturated fat and sugar
- 5 try to eat less salt – no more than six grams a day for adults
- 6 get active and try to be a healthy weight
- 7 drink plenty of water
- 8 don't skip breakfast.

The eatwell guide is included in this pack (see section five). You can obtain further copies of this leaflet free of charge for your staff or customers from Food Standards Agency publications (tel. 0845 606 0667 or email foodstandards@ecgroup.uk.com). The key messages in the fact sheets support the eatwell plate and the eatwell guide to healthy eating.



Fruit and vegetables





At least five portions of fruits and/or vegetables a day should be eaten for maximum health benefits. This includes fresh, frozen and canned varieties (without added salt and sugar), dried fruit and fruit/vegetable juices. A glass of fruit and/or vegetable juice (150ml) counts as a portion of fruit and vegetables, but juice can't make up more than one portion a day, however much you drink.

Beans and pulses can count towards the five portions of fruit and vegetables we should aim to eat each day, but they can only make up a maximum of one portion a day.

Potatoes do not count towards the five a day because they are a starchy food. A portion is about 80 grams of fruit or vegetables, and a guide to what this means in actual terms can be found in section three.

Fruit and vegetables are a major source of vitamins, minerals and fibre. There is increasing evidence that consuming at least five portions of fruit and vegetables every day may reduce the risk of developing chronic diseases such as coronary heart disease and certain types of cancer.

Cooking practices

The following practices will help conserve vitamins when preparing and cooking:

- Avoid leaving any cut vegetables exposed to air, light, heat or to soak in water before cooking (this does not apply to dried pulses and beans, which need to be soaked over night). Cover and chill them instead.
- Try to cook vegetables as quickly as possible after cutting.
- Use a minimum of boiling water and cover tightly to keep in the steam, because this speeds up the cooking, or steam vegetables. A shorter cooking time will help retain vitamins.
- Use cooking water for sauce, gravy and soup to recapture lost vitamins and minerals.
- Serve as soon as possible after cooking. Keeping food warm destroys much of the vitamin C.
- Frozen vegetables should be cooked immediately after removing from the freezer and served as soon as possible.
- Leave skins on vegetables and fruit whenever possible.
- Store fresh fruit and vegetables in a cool, dark place and use as soon as possible rather than storing for a long time, or use frozen instead.

Fruit and Fruit Juices

- Try to have fruit on display in a prominent position.
- For fruit based desserts, try fruit cobbler, fruit salad, stewed seasonal fruit, summer pudding or fruit crumbles with muesli topping.
- Avoid adding sugar or syrupy dressings to fruit (such as stewed apple).
- Offer lower-fat or reduced fat creams, ice cream, custard, yoghurt or fromage frais to accompany fruit.
- Add fresh, tinned, frozen or dried fruit to salads.
- When making fruit salad use unsweetened fruit juices and fruit canned in juice rather than syrup.
- Offer unsweetened fruit juices, pure orange/ apple/pineapple juice and unsweetened fruit based smoothies.
- Use a fruit juice as a base for fruit salads.
- Try to incorporate fruit into other dishes, including cold starters and savoury dishes, e.g. lemon chicken and pork with apple sauce.

Vegetables

- Offer large portions of vegetables (fresh, frozen or canned). Baked beans/pulses count towards a maximum of one of your five a day (canned spaghetti does not).
- Offer a range of different hot cooked vegetables.
- Increase the use of raw vegetables in salads.
- Allow customers to add their own butter/ spread, sauces or dressings to vegetables.
- Home-made soups are a tasty way of offering a variety of vegetables, especially in winter (add potatoes and/or lentils and other pulses to soups to make them more filling).
- Keep added fat to a minimum when stirfrying or sautéing, (perhaps use spray oil) and use unsaturated oil such as corn oil, sunflower oil, rapeseed oil etc., rather than lard, butter, ghee or other saturated fats.
- Incorporate more vegetables in main course dishes, e.g. peppers, carrots, mushrooms and peas in casseroles, stews, curries, stir fries or pizzas.
- Add canned, soaked or boiled beans to casseroles or bakes.

Salads

- Add a side salad where appropriate and offer a range of undressed main course salads.
- Offer lower fat dressings and those based on healthier (unsaturated) fats e.g. olive oil based dressings. Provide dressing separately so people have the choice and can use as much/as little as they like.
- Use reduced fat mayonnaise for coleslaw and prepared salads, such as potato salad, and in sandwich fillings.
- Include a range of salads in sandwiches.
- Wash salad vegetables carefully to avoid bruising, and try to serve them whole rather than shredded. It is not good practice to use salt to remove water from salads such as lettuce. Potatoes Although potatoes, plantains, yams and cassava are vegetables, they are a starchy food, so they don't count as one of the five a day recommended portions of fruit and vegetables. Sweet potato or squash on the other hand can be counted as either a vegetable or starchy food portion to a main meal.

Starchy foods are covered in fact sheet two – bread, other cereals and potatoes.

Bread, rice, potatoes, pasta and other starchy foods





Bread, rice, potatoes, pasta, breakfast cereals are all types of starchy carbohydrate foods. We need to eat more of these to maintain a good balanced diet as they should make up about a third of the daily diet. Starchy carbohydrates are a good source of energy and the main source of a range of vitamins and minerals. Wholegrain varieties also provide fibre, which is an essential part of the diet. By filling up on these types of food, we have less room for fatty and sugary foods.

Fibre is a type of plant material, which is found only in foods such as unrefined cereals (like wheat and brown rice), beans, peas, vegetables and fruit. They are important for good intestinal health and can help reduce the risk of heart disease. Starch is also found in plant foods, especially cereals and starchy vegetables like potatoes.

Gram for gram, starch contains less than half the calories of fat. It is recommended that the reduction of fat in the diet be replaced by starchy foods, particularly those that are rich in fibre.

However, it is all too easy to add fat back to starchy foods by adding creamy sauces to pasta, by frying potatoes and applying spread thickly onto bread or toast.

Here are a few suggestions to help you offer healthier alternatives to your customers.

Potatoes

- As an alternative to chips offer jacket, boiled or mashed potatoes. Potatoes are a good source of vitamin C. If boiling potatoes, use a minimal amount of water and re-use the water in sauces.
- If frying, pre-blanch potatoes in steamers beforehand and ensure frying temperatures are correct as this will reduce the amount of oil absorbed. Use unsaturated oils such as sunflower or rapeseed oils, drain fat off chips and do not pre-salt. Allow customers to add their own salt.
- Avoid crinkle cut chips, which absorb more fat and try to cut large thick chips (thin chips or French/curly fries are higher in fat). Also, oven chips are a healthier alternative.
- If roasting potatoes, use large pieces and small amounts of vegetable oil. Brush the oil onto potatoes to use smaller amounts and drain well.
- Use skimmed or semi-skimmed milk rather than butter or margarine to mash potatoes to smoothness.

Bread, rolls and baguettes

- Offer a range of different breads, including wholemeal, brown, multigrain and granary.
- Look for white bread with added nutrients and fibre if customers don't like brown or wholemeal bread.
- Choose lower salt bread where possible.
- Use thick-cut bread or rolls for sandwiches, using a low fat spread or none at all. Offer sandwiches with fillings without mayonnaise.
- Try to vary the breads on offer, such as pitta, chapatti or ciabatta.

Pasta, noodles, rice and other grains e.g. couscous, bulgar wheat

- Use beans, pulses, rice and pasta more often such as, tricolour or whole wheat pasta.
- Use a minimum of oil and salt in cooking, and avoid dressing with fat.
- Offer whole-wheat pasta and make composite dishes such as lasagne using whole-wheat pasta.
- Be aware of fat content of sauces, dressing and accompanying foods (tomato based sauces are usually lower in fat than creamy sauces).
- Offer brown rice as it is higher in fibre.
- Offer boiled/steamed rice if fried rice is the norm.

Breakfast cereals

- Fruit (fresh or dried) can be used to sweeten cereal and can take away the need to add sugar.
- Choose fortified breakfast cereals but look for those with a lower salt and/or sugar content.
- Offer wholegrain breakfast cereals, such as whole-wheat biscuits, and toast.
- Offer skimmed or semi skimmed milk or low fat yoghurt to accompany breakfast cereal.
- Be aware that some cereals contain large amounts of sugar and salt. Offer a selection of cereals including lower sugar, lower salt, and higher fibre options, as highlighted below:

Food Group and Suggested Standard

Items Milk based products

- Semi-skimmed or skimmed milk, low fat yoghurt

Cereals – not sugar coated

- Whole-wheat biscuits
- Corn flakes
- Rice based cereal
- Shredded wholegrain wheat biscuits
- Malted wheat squares
- Bran flakes
- Porridge oats

Fruit

- A selection of chopped fresh fruit or dried fruit to add to the cereals
- Fruit canned in natural fruit juice
- Unsweetened fruit juices

Breads

- Due to the high fat content, try to limit the amount of pastry dishes offered.
- Use half white, half wholemeal flour in pastry dishes.
- Use less fat in pastries or dough, with a low fat alternative where possible.
- If making pies or tarts, use only a pastry lid or base. Use potato as an alternative savoury topping.

Pastry

- Due to the high fat content, try to limit the amount of pastry dishes offered.
- Use half white, half wholemeal flour in pastry dishes.
- Use less fat in pastries or dough, with a low fat alternative where possible.
- If making pies or tarts, use only a pastry lid or base. Use potato as an alternative savoury topping.

Milk and dairy foods



Milk and dairy products such as cheese, yoghurt and fromage frais are good sources of protein and vitamins A, B12, and D. They are also an important source of calcium, which helps to keep our bones strong.

The fat content of different dairy products varies a lot and much of this is saturated fat. Due to the high fat content of cream and butter, these are part of the 'foods containing fat' section in the eatwell plate.



Here are a few ways to include lower fat dairy products in your menu:

- Offer semi-skimmed, 1% fat or fully skimmed milk whenever possible.
- Where cream is used during cooking (e.g. sauces, soups, custard) replace with semi-skimmed or fully skimmed milk, low fat yoghurt, fromage frais or curd cheese where possible.
- Where dairy products are provided on their own, or as an accompaniment to cereal, puddings or desserts, use lower fat varieties:
 - semi skimmed, 1% fat or fully skimmed milk
 - low fat yoghurt
 - low fat frozen yoghurt
 - fromage frais - low fat ice-cream.
- Dress salads with yoghurt, lemon juice and vinegar, and offer dressings separately so people have the choice and can use as much/as little as they like.

Cheese

- Use lower fat cheese such as Edam, Brie and Camembert, cottage cheese or 'half fat' varieties.
- In cooking, and for sandwiches, salads etc, use grated strong flavoured cheese, as you will need to use less.
- Use béchamel instead of cheese sauce for dishes that will be finished with cheese (e.g. lasagne).

The following tables show the fat content of popular cheeses, cream and yoghurts and gives healthier alternatives to cream.

Fat content of popular cheeses

Type of cheese	%Fat
Cottage cheese	3.9
Cheddar (reduced fat)	15.0
Camembert	23.7
Edam	25.4
Brie	26.9
Danish Blue	29.6
Parmesan	32.7
Cheddar	34.4
Stilton	35.5

Fat content of cream

Type of cream	%Fat
Half cream	13.3
Single cream	19.1
Sour cream	19.9
UHT (canned spray cream)	32.0
Whipping cream	39.3
Double cream	48.0
Clotted cream	63.5

Healthier alternatives	%Fat
Virtually fat free fromage frais	0.1
Fromage frais plain	0.8
1/2 Fat crème fraiche	15.0

Fat content of yoghurt

Type of yoghurt	%Fat
Low fat fruit	0.7
Low fat plain	0.8
Whole milk fruit	2.8
Whole milk plain	3.0
Greek yoghurt	9.1

Meat, fish, eggs, beans and other non-dairy sources of protein



Meat is a good source of protein, vitamin B12, iron, zinc and other minerals. This includes red meat and poultry, bacon, salami, sausages, pate, beef burgers etc.

Fish whether fresh, frozen or canned (including fish cakes and fish fingers) is an excellent source of protein and has a more favourable fat content than meat. White fish is very low in fat (compare cod with a lamb chop: 0.6g of fat in 100g cod versus 23g in 100g of lamb). Although oily fish like sardines, mackerel, pilchards, trout, and salmon have a higher fat content, the fat is unsaturated. In particular, oily fish is a very good source of polyunsaturated omega three fatty acids; these are highly recommended for protecting us against coronary heart disease as they help prevent blood from clotting.

We should eat at least two portions of fish a week, and one of these should be oily fish.

Eggs are useful sources of protein, vitamins A and D, and riboflavin (vitamin B2).

There are also alternatives to meat e.g. nuts, beans, pulses, tofu and quorn which can provide a source of protein for those on vegan/vegetarian diets. Note - quorn is not vegan as it contains egg).



Red meat and meat products

- Where possible, use lean cuts, or trim off the visible fat before cooking.
- If available, use low fat sausages and burgers, and grill rather than fry.
- Where possible, poach, roast on a rack, grill, microwave or bake with no/minimal added fat.
- If using minced meat, drain off excess fat once the meat has browned.
- Reduce the use of tinned meats, which contain added salt.
- Be aware of hidden fat in meat products such as pies, sausages and pasties as lower quality, fatty meat may be used in these products.
- Use meat products with higher meat content; check the label for more information.
- Consider adjusting the proportion of dishes by increasing rice, pasta or potatoes to improve the balance, for example by serving slightly more pasta and slightly less sauce, or a little more rice and a little less curry.

Poultry and Eggs

- In all dishes other than roast chicken, remove the skin and fat before cooking or buy skinless, as simply taking the skin off prior to cooking can remove $\frac{3}{4}$ of the fat.
- Offer oven baked, grilled, steamed, or stir fried choices as an alternative to fried.
- If roasting, drain off any excess fat.
- Offer non-fried egg options such as, boiled, poached, scrambled, without added fat or salt.

Fish

- Try to offer other forms of white fish apart from cod. Cod is in short supply in the UK. Choose from sustainable fish stocks.
- Fish can be microwaved, grilled or oven baked instead of fried.
- Replace battered fish with breaded fish, which can be grilled or baked instead of fried.
- Promote oily fish such as salmon, sardines, herring, mackerel (both fresh and canned) and fresh tuna.
- Offer canned oily fish as sandwich fillings or with a salad such as, salmon, mackerel (canned tuna is not an oily fish). Try to use fish canned in spring water rather than salted water/brine or oil.
- If fish is normally deep fried, use unsaturated oils, check the frying temperature and drain off fat.
- When baking fresh fish, brush with unsaturated vegetable oil rather than butter.

Meat alternatives

A variety of foods make good alternatives to meat products: pulses (lentils and beans) and their products (e.g. tofu from soybeans) and meat substitutes like mycoprotein (e.g. quorn) and textured vegetable protein (TVP). These alternatives are low in fat and may be fortified with vitamins and minerals to make them nutritionally equivalent to meat. They can be used as an alternative to meat or to extend dishes like chilli con carne.

Food Allergies And Intolerances

A number of people suffer from allergies to food. For such people, even small quantities of the food or ingredient can have rapid and fatal effects. In the UK, peanuts, milk, eggs and fish are the foods that commonly cause severe allergic reactions; in addition tree nuts, sesame seed and shellfish can also trigger severe allergic reactions.

People with food allergies frequently ask staff about the ingredients in food, so keeping staff informed of the contents of a dish is very important. If staff are not sure whether there is a trace of a potentially life-threatening ingredient in a food, they should say so and never guess.

The Food Standards Agency has produced a number of resources to support food businesses, as shown below.

Food Allergy - What you need to know

This leaflet is aimed at anyone who works in a cafe or restaurant, or in a business selling food you wrap yourself, such as sandwiches, loose bread rolls, cakes, deli products or other unpackaged foods. It gives tips on responding to customers with allergies, highlights the main ingredients people are allergic to and where they can be found, and stresses the importance of dealing with allergies correctly.

You can download a copy at: <http://www.food.gov.uk/multimedia/pdfs/publication/loosefoodsleaflet.pdf>

Think Allergy Poster

This poster is aimed at anyone who works in a cafe or restaurant, or in a business selling food you wrap yourself and shows the main ingredients people are allergic to as well as giving an example of correct procedures.

<http://www.food.gov.uk/multimedia/pdfs/publication/thinkallergy0108.pdf>

The provision of allergen information for non pre-packed foods - voluntary best practice guidance

The guidance document provides best practice voluntary guidance to help businesses selling or providing non prepacked food to learn how they can help customers with food allergy or intolerance.

FSA/1226/0108 (English only)

Fat, sugar and salt





Fats

The daily guideline amounts for fat are 95g for men and 70g for women, of which saturates are 30g and 20g respectively. The main message about fats is to reduce the total consumption of all types, but particularly saturated animal varieties. On average we eat 20% more than the Government recommendation for saturated fat intake.

This can be achieved by: using less fat in food preparation and cooking; removing visible fat on meats; removing skin from chicken; replacing saturated fats with unsaturated fats; using mono-unsaturated (rapeseed, groundnut or olive) or polyunsaturated oils (sunflower, soya, corn) instead of lard, ghee or palm oil and by using unsalted low fat spreads or polyunsaturated margarines.

If buying pre-prepared dishes, encourage your supplier to provide lower fat options.

Avoid part frying foods and then refrying again as this will increase the fat content.

Reducing fat

If an oil has been hydrogenated it has been made more saturated and may contain 'trans' fats. The health effects of trans fats are similar to those of saturates. Read the labels and look for products with a smaller proportion of saturates. Use polyunsaturated or monounsaturated margarines like olive oil or sunflower oilbased margarines instead of butter based fats.

	% Total fat	% Sat.fat
Rapeseed oil	99.9	6.6
Vegetable oil	99.9	11.7
Sunflower oil	99.9	12.0
Olive oil	99.9	14.0
Corn oil	99.9	14.4
Soya oil	99.9	15.6
Groundnut oil	99.9	20.0
Lard	99.0	41.0
Palm oil*	99.9	47.8
Coconut oil*	99.9	86.5

*Beware of coconut oil and palm oil; they are vegetable oil exceptions as they are rich in saturated fat.

	% Total fat	% Sat.fat
Average low fat spread (polyunsaturated)	37.6	8.9
Hard animal and vegetable fats	79.3	34.6
Butter	82.2	52.1
Soft margarine (polyunsaturated)	82.8	17.0

Cooking oil

- Use less fat in cooking.
- Avoid frying wherever possible, or quick fry using a minimum of unsaturated oil (such as, olive oil, sunflower or rapeseed oil sprays). Try dry-grilling, baking, microwaving or steam-roasting using cooking foil.
- Remember to change oil frequently, as it quickly becomes saturated with use.

Butter and spreads

- Use less fat in pastries or dough, with a low fat alternative where possible.
- Where possible, offer sandwiches, rolls and baguettes without any butter/spread. Those with moist fillings may not require spread at all, and others can be spread on one of the pieces of bread only.
- Use spreads that are soft straight from the fridge, so it is easier to spread thinly.
- Where necessary, use lower fat, monounsaturated or polyunsaturated spreads instead of butter, for example, soya, rapeseed and olive oil spreads.
- Refrain from garnishing vegetables, potatoes or salads with fat and oils or adding to mashed potato. If a dish must be finished with butter, try lightly brushing with melted butter before serving.
- Serve butter/spread separately or on the side for foods such as jacket potatoes, bread rolls, or toast.

Dressings and condiments

- Salad dressings should be offered separately, not added automatically.
- Where dressings are offered, use reduced fat or low fat (less than 3% fat) varieties.
- Use mono and poly-unsaturated oils such as soya, rapeseed and olive oils in salad dressings.
- Where mayonnaise is used, use sparingly and use a reduced fat variety or dilute with lower fat yoghurt.

Sauces

- Some cooking sauces, particularly those containing cream, have a high fat content. Examples could be carbonara, cheese sauces and curries such as korma. Always have lower fat versions available, such as tomato based curry or pasta sauce.
- When serving desserts, give customers the choice whether to have them plain or with custard, cream or ice-cream. Alternatively, offer lower fat alternatives, as detailed in the 'milk and dairy products' section.

Sugar

Most adults and children in the UK eat too much sugar. Sugar occurs naturally in some foods (such as fruit and milk), or it can be added to foods. It is the food and drink containing added sugars, such as sweets, cakes and biscuits and soft fizzy drinks that need to be reduced in the diet. This is because they can be high in calories and can cause tooth decay.

Typical examples of sugary food and drink are sweets, chocolate, cakes, desserts and fizzy drinks.

Reducing sugar

- Offer unsweetened fruit juices, milk, low calorie drinks, squash with no added sugar, mineral water and iced water in addition to soft drinks. Ideally, have a jug of water that customers can help themselves to, on the counter or on the table.
- Offer artificial sweeteners to customers as an alternative to sugar.
- Offer lower sugar desserts and puddings.
- Reduce the amount of sugar used in cooking where practical and acceptable. Amend your recipes accordingly. Changes can be made gradually without the customer noticing.

- Use more fresh or dried fruit in cakes and desserts. The natural sweetness of the fruit will reduce the amount of sugar needed in the recipe.
- Use unsweetened, low fat yoghurt or make your own using natural yoghurt and pureed fruits, which are in season.
- Use pure unsweetened fruit juice as a sweetener in your dishes.
- Offer attractive displays of fresh fruit along with other desserts. Consider the position of fresh fruit displayed to make it more prominent than other options.
- Avoid using sugar as a garnish, icing or a glaze.

Snacks, biscuits and cakes

- Offer reduced fat cakes, like, apple, banana or carrot cake, low fat sponges or low fat muffins.
- Offer fruit cake and plain cakes in addition to iced.
- Use semi-skimmed, 1% fat or skimmed milk in the preparation.
- Keep confectionery to the rear of a display. Consider increasing the price of confectionery in relation to the price of fruit.
- Have healthier alternatives to confectionery and savoury snacks on display and within easy reach:

Have less of	and more of
Chocolate	dried fruit e.g. raisins, apricots
Sweets and lollies	Seeds e.g. pumpkin, sunflower
Salted, roasted nuts	Plain, unsalted nuts
Standard crisps	Baked crisps Sweet/ savoury rice cake snacks

- Have healthier alternatives to biscuits and cakes, such as teacakes, malt loaf and fruit bread. Be aware that some cereal type bars are high in sugar.
- Allow customers to add their own spread, like, unsaturated spread or sunflower spread, to toasted teacakes, scones and so on.

Desserts

- Try fruit salad, fruit cobbler, fruit crumble, low fat yoghurt, sorbet and meringue fruit nests.
- Pastry based desserts should have a single crust.
- Include fruit puddings that are not based on pastry or cream, and allow customers to choose toppings. If custard is used, make it using skimmed, 1% fat or semi skimmed milk.
- Try offering sorbets.
- Offer reduced fat varieties of ice cream, yoghurts and low fat frozen yoghurt.

Reducing Salt

Most people are eating too much salt. On average we are having about 9.5g salt per day but we should be having no more than 6g, and children under the age of 12 should be having less.

Eating too much salt can raise your blood pressure. People with high blood pressure are three times more likely to develop heart disease or have a stroke than people with normal blood pressure.

Processed foods (such as ready-made soups and sauces, tinned and cured meats) can contain high levels of salt. Therefore, in order to reduce the amount of salt in your dishes, the use of processed foods needs to be considered along with the amount of salt added to recipes.

- Gradually reduce the quantity of salt used in recipes.
- Control the amount of salt in cooking. In many instances, salt can be gradually cut down or left out altogether. Use unsalted water when boiling vegetables, potatoes, rice or pasta.
- Try using herbs, spices, lemon juice or vinegar more often to enhance the flavour of food.
- Monosodium glutamate (MSG) and soy sauce contain high levels of sodium/salt so should be avoided where possible.
- Avoid excessive use of stock cubes, gravy granules or bouillon cubes, as they contain a high percentage of salt. Instead prepare the stock and use vegetable water for gravy. If stock cubes are used, opt for lower salt versions.
- Use low salt versions of low fat spreads and unsaturated margarines.
- Do not salt chips or other foods before serving, leave the choice of salt to the customer.
- Try to make salt less accessible to customers for example by placing salt on a separate table or behind the counter.
- Choose tinned vegetables and pulses without added salt or sugar, or preferably, use fresh or frozen vegetables. Look at the labels.
- Reduce the use of tinned meats, which contain added salt. Use fresh or frozen meats.
- Roast meat on the premises for salads and sandwiches rather than having only processed, saltier varieties available.
- Try to use fresh or frozen rather than processed food in general because many of them contain salt or other salt-like substances, e.g. monosodium glutamate. Try making home-made soup rather than using tinned or powdered versions.

Children's meals





You may have children who regularly eat with their parents in your establishment or you may cater especially for children. When planning menus, bear in mind that children are often more receptive to messages about healthier food choices than adults, when their lifetime habits are being established. A children's menu of fish fingers or sausages and chips with a sugary drink is inadequate.

You are in a very good position to be able to influence their choices, and the following suggestions might be helpful:

- Offer small portions of all adult meals for children, not just a range of fried options and price children's portions appropriately.
- If you have a dedicated children's menu, make sure it contains several healthier options, not just meals served with chips.
- Provide alternatives to chips such as pasta and baked potato.
- When preparing chips, use thick, straight cut chips and fry in unsaturated oil or use oven chips.
- Fruit, vegetables and salads should be served as part of every children's meal. Try cutting into attractive shapes to make more appealing.
- Promote milk, unsweetened fruit juices and water in place of carbonated sugary drinks or squashes.
- Offer fruit and yoghurts.
- Keep confectionery to the rear of a display or only available on request.
- Offer reduced fat varieties of ice cream/ frozen dessert.
- Ask for comments from children and parents on the provision of healthier options, by questionnaire or suggestion box.

Display, Pricing and Marketing

Marketing the 'healthy options'

By making the changes suggested in this pack, you could not only make a substantial contribution to improving the health of your customers, but you could take advantage of marketing and financial and competitive prospects too.

The Eat Out Eat Well award can be used as a marketing tool to promote your business. Advertising your award on menus, at your establishment and by word of mouth can give you increased publicity and attract new customers.

We are aware that consumers are becoming much more knowledgeable about healthy eating and customers think there should be a healthy option available when eating out. Many food manufacturers and retailers have recognised this increase in demand for healthier foods on the market and for many their main growth areas have been those product lines which provide a healthier option.

There are now a whole variety of items boasting less fat, less sugar and salt on the shelves, and the health benefits of many foods, such as oily fish, has been emphasised.

In addition to highlighting new healthier options to your menu, you could also make small changes across the menu. It is important, when marketing these healthier changes, that customers are informed of the benefits that these changes will have and that the taste of the food will not be compromised.

In larger establishments where there is scope to offer wider choice, new menu items that meet the healthy eating criteria can be introduced and should sell well alongside other dishes (as long as they are reasonably priced, taste good and look attractive).

The four 'Ps' of traditional merchandising:

1. provide a good quality product
2. making the price competitive and appropriate
3. promoting foods by using displays, communication, advertising and new ideas
4. present food attractively.

Product – How can you make the product more appealing to the customer? Although people are becoming more interested in healthy eating, their main priority when eating out remains good value.

Price – A pricing strategy, such as reducing the cost of the healthy option could tempt customers, (a special promotion, such as 'dish of the day', two for the price of one, or a 'meal deal,' such as - buy a sandwich and get a piece of fruit free.

Promotional activities – Offer a healthier menu/meal option/sandwich. You could base this upon a theme such as sporting activities like the World Cup, Olympics and the Six Nations rugby tournament.

Presentation – Where will you market your healthier meals? Healthier options should be placed alongside existing menu items where customers are sure to see them, perhaps first on the list.

If you use a marker/logo/symbol to identify healthier options, make sure an explanation is given to your customers as to what they mean.

Staff training

- Ensure staff members are aware of the healthier options and can explain any markers/logos/symbols.
- Staff can actively promote healthier options by prompting customers to order extra salad or offering an alternative to chips.
- To obtain a higher level award, key members of staff will need to undertake some form of accredited/recognised training in nutrition. The key messages can then be passed on to all other staff members so they understand why they are promoting healthier options (see section four for information).

Section 1

Understanding Food Labels

Most people in the UK are eating too much fat, sugar and salt. Food labels can be confusing with all the different terms and labels. Here is an easy guide to what's a little and a lot (and a medium amount) for salt (sodium), fat and saturated fat, and sugars.

This table shows how much of each nutrient counts as high, medium or low per 100g of a food.

	High/100g	Med /100g	Low /100g
Fat	< 20 g	< 3g - 20g	> 3 g
Sat. fat	< 5 g	< 1.5g - 5g	> 1.5 g
Sugars*	< 12.5 g	< 5g - 12.5g	> 5 g
Salt**	< 1.5 g	< 0.3g - 1.5g	> 0.3 g
	< more than	> less than	

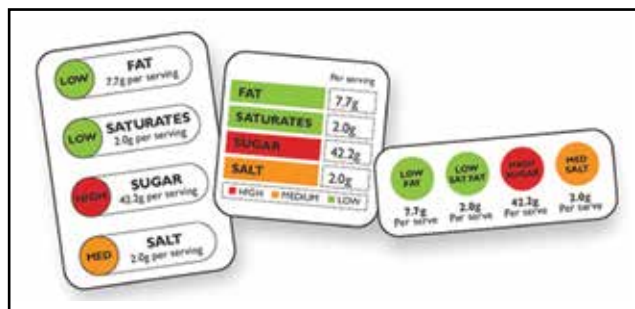
* For sugars, Low = total sugars are less than or equal to 5g/100g, Medium = total sugars exceed 5g/100g but added sugars are equal to or less than 12.5g/100g and High = added sugars exceed 12.5g/100g

**Salt is also called sodium chloride. Food labels usually list the amount of sodium in the nutritional information.

Salt = Sodium x 2.5

These high, medium and low criteria are also used for the Food Standards Agency's signpost labelling, which is being used on front-of-pack by some stores and manufacturers to help consumers make a healthier choice. Red = High Amber = Medium and Green=Low

This is how it could look, and is easily recognisable.



For more information on the Agency's traffic light labelling see

<http://www.eatwell.gov.uk/foodlabels/trafficlights>

Section 2

Menu Adaptations

The following menu plans will help you adapt your menus to provide healthier options. Standard options are given alongside some healthier options. (Adopted with kind permission from a resource produced for Neath Port Talbot's Healthy Options Award scheme)

Breakfast Menu

Standard Menu

- Cereal e.g. frosted flakes, rice puffs

Healthier Options

- A variety of breakfast cereals, especially those low in salt and low in sugar such as shredded wholegrain wheat biscuits, corn flakes or whole- wheat biscuits

Standard Menu

- Porridge made with full fat milk and sugar

Healthier Options

- Porridge made with semi-skimmed or skimmed milk. Sweeten with dried fruit or artificial sweetener instead of sugar.

Standard Menu

- White bread toast with butter
- Fried bread

Healthier Options

- Offer wholemeal or granary bread or toast as well as white
- Make butter optional and also offer low fat spread

Standard Menu

- Fried egg

Healthier Options

- Boiled, poached or scrambled egg (scrambled with skimmed or semiskimmed milk)

Standard Menu

- Croissant with jam or pan au chocolate
- Danish pastries

Healthier Options

- Toasted English muffin (white or wholemeal)

Standard Menu

- Sausage -fried

Healthier Options

- Grilled sausage/vegetarian alternative or low fat sausages

Standard Menu

- Streaky bacon

Healthier Options

- Grilled lean bacon

Standard Menu

- Baked beans

Healthier Options

- Lower sugar and salt baked beans

Standard Menu

- Black pudding

Healthier Options

- Grilled or tinned tomatoes

Standard Menu

- French Toast with maple syrup

Healthier Options

- Dip the bread in egg and cook in a nonstick frying pan or griddle

Standard Menu

- Tea/Coffee

Healthier Options

- A variety of fruit juices such as orange, grapefruit and pineapple, or fruit smoothies in addition to tea/coffee

Lunch Menu

Standard Menu

- Salad with mayonnaise, coleslaw, potato salad and oily dressings

Healthier Options

- Use a variety of vegetables such as peppers, courgettes, avocado, spring onions, lettuce, tomatoes, olives, radish, grated carrot and raisins
- Add cold grilled chicken (without skin), prawns, sardines, cottage cheese, mozzarella, or strips of lean ham
- Add some starchy foods such as rice, pasta or cous-cous
- Serve without dressing and offer a variety, including clearly labelled low fat options, that the customer can add if wanted

Standard Menu

- Sandwiches made from thin sliced white bread with butter or spread
- Mayonnaise fillings

Healthier Options

- Sandwiches with thick slices of brown, rye, granary or wholemeal bread or rolls. Or offer bagels, tortilla wraps, wholemeal pitta bread
- Fillings of lean meats (ham, beef, turkey and chicken (without skin)). Tuna, smoked mackerel, hard boiled egg, reduced fat cheese or salad
- Offer without butter or spread especially with moist filling
- Use reduced fat mayonnaise

Standard Menu

- Baked potato with tuna mayonnaise, coleslaw, full fat cheese, prawns and seafood sauce, creamy curry sauces

Healthier Options

- Offer baked potato with optional butter and salt. Offer fillings like baked beans, cottage cheese and pineapple, ratatouille, dry curry sauces or tomato based curry sauces with lots of vegetables

Standard Menu

- Sausage roll or corned beef pasty

Healthier Options

- Make with thinner crust and include vegetables such as onion / potato / carrot

Evening Menu

Standard Menu

- Battered deep fried fish
- Deep fried chips
- Salted chips
- Thin chips

Healthier Options

- Breaded fish oven baked
 - Oven baked chips served without salt
 - Allow customer to add salt to taste if required.
 - Cut chips thicker, as they absorb less fat
 - Serve with mushy peas or baked beans
-

Standard Menu

- Fried beef/hamburger, added cheese, added mayonnaise

Healthier Options

- Grilled chicken or fish served with salad and a wholemeal roll
-

Standard Menu

- Lamb shank
- Half roast chicken
- Ribs with barbecue sauce
- Surf and Turf
- Steak with creamy mushroom or peppercorn sauce like Diane

Healthier Options

- Gammon with egg
- Grill or griddle meats rather than frying, if frying use unsaturated oils or spray oils
- Remove skin and all visible fat from meat
- Serve with tomato-based sauce, or with salsa or add extra spices
- Gammon with pineapple

Standard Menu

- Creamy curries such as Korma, Madras, Passanda, Massala, Thai green or red curry

Healthier Options

- Lower fat curries based on tomatoes such as Tandoori with chicken, prawns or vegetables.
 - Vegetable side dishes, dhal
 - Use yoghurt or milk to make curry
-

Standard Menu

- Pasta with creamy sauces such as Carbonara, cheesy or oily sauces

Healthier Options

- Pasta with tomato-based sauce such as Arrabiata, other vegetable based sauces
-

Standard Menu

- Chinese meals that are battered or fried such as sweet and sour pork, prawn crackers, dim sum/spring rolls,
- egg fried rice, fried noodles / chow mein

Healthier Options

- Chinese meals that are steamed or stir fried such as fish dishes, Chop suey dishes
 - Boiled rice or noodles
-

Standard Menu

- Italian or thin crust pizza
- Extra cheese toppings
- Meat feast toppings
- Deep pan thick crust pizza

Healthier Options

- Lower fat toppings such as ham, fish, prawns
- Serve with extra vegetable toppings
- Increase the amount of tomato sauce and decrease the amount of cheese and use a strong flavoured cheese

Dessert Menu

Standard Menu

- Apple or other fruit pie
- Apple or other fruit crumble

Healthier Options

- Make the pie with one crust either a top crust or a flan with a pastry base using a proportion of wholemeal flour in pastry
 - Add some dried fruit such as raisins to sweeten (therefore reducing the sugar)
 - Add some porridge oats to the crumble mix.
-

Standard Menu

- Rice pudding with full fat milk/cream and sugar

Healthier Options

- Rice pudding made with skimmed or semi-skimmed milk, sweetened with fresh or dried fruit e.g. dates.
-

Standard Menu

- Cakes such as chocolate fudge served with cream
- Custard made with full fat milk or cream
- Ice cream
- Cheesecakes

Healthier Options

- Low fat yoghurt e.g. natural yoghurt
- Low fat fromage frais
- Custard made with skimmed or semi skimmed milk
- Fruit Sorbets
- Increase fruit portion/serving
- Use lower fat/lower sugar biscuits e.g. ginger nuts or digestives.

Standard Menu

- Cheese and biscuits

Healthier Options

- Edam / Camembert
- Selection of whole-wheat crackers

Section 3

Resources and Training

Useful information for you and your customers.

Catering for health. FSAW/010.

This A4 guide is aimed primarily at lecturers of NVQ courses in catering colleges. This guide sets out the fundamental principles of nutrition and healthier food preparation to help chefs of the future plan menus, select ingredients, prepare and serve healthier food to meet increasing consumer demand.

Healthy catering

This web-based resource is aimed at people running small catering businesses or services and also those teaching catering courses or studying for a catering qualification. It includes recipes and practical tips including how to make dishes healthier. This resource is available to download only and is available in English.

To download a free copy go to: <http://www.food.gov.uk/healthiereating/healthycatering/>

Safer food, better business – caterers pack. FSA/1108/0107 (English). Retailers pack. FSA/1062/0507 (English). A4 guides have been developed to help small catering businesses such as restaurants, cafes, takeaways and retailers comply with regulations that have applied from 01 January 2006. These packs have been designed to be practical and easy to use. To obtain a free copy call EC Group on 0845 606 0667 or email: foodstandards@ecgroup.uk.com

Alternatively, you can download a copy at: http://www.food.gov.uk/multimedia/pdfs/s_fbbfullpack.pdf http://www.food.gov.uk/multimedia/pdfs/s_fbbrpack.pdf

Guidance on allergen management and consumer information. FSA/1064/0606.

This voluntary guidance aimed at food producers and retailers contains information on controlling food allergens during food productions, how to assess the risk of crosscontamination and suitable phrases to use to warn consumers of any allergen risks within foods.

Currently available in English only – other languages will follow.

You can download a free copy at: <http://www.food.gov.uk/multimedia/pdfs/maycontainguide.pdf>

Food allergy – what you need to know. FSA/1201/0108 (English).

This leaflet is aimed at anyone who works in a cafe or restaurant, or a business selling food you wrap yourself such as, sandwiches, loose bread rolls, cakes, deli products or other unpackaged foods. It gives tips on responding to customers with allergies, highlights the main ingredients people are allergic to and where they can be found and stresses the importance of dealing with allergies correctly.

You can download a free copy at: <http://www.food.gov.uk/multimedia/pdfs/publication/loosefoodsleaflet.pdf>

The provision of allergen information for non pre-packed foods - voluntary best practice guidance. FSA/1226/0108.

This guidance document provides best practice voluntary guidance to help businesses selling or providing non prepacked food to learn how they can help customers with food allergy or intolerance. Currently available in English only.

If you would like general advice on a healthy balanced diet the following publications may help you.

Eatwell. FSA/1153/0407 (English).

This A5 booklet provides practical tips on how to eat a healthy balanced diet and maintain a healthy weight. The advice in this booklet is suitable for most people. Available in a range of languages

To obtain a free copy call Food Standards Agency publications on 0845 606 0667 or email: foodstandards@ecgroup.uk.com.

You can also download a copy at:

<http://www.food.gov.uk/multimedia/pdfs/eatwell.pdf> (English)

The eatwell plate guide FSA/1198/0907 (English). This A5 pictorial guide shows the five food groups and proportions that are needed to make up a healthy balanced diet. This guide is aimed at anyone wishing to teach or learn about constituents of a healthy balanced diet.

To obtain a free copy call Food Standards Agency publications on 0845 606 0667 or email: foodstandards@ecgroup.uk.com.

Posters of the eatwell plate, portion sizes for fruit and vegetables, and allergen awareness are also available free of charge. To obtain a copy call FSA or email: nutritionstrategy@foodstandards.gsi.gov.uk

Useful websites

<http://www.eatwell.gov.uk> This website is consumer focused and provides advice on diet and health including reliable and practical advice about healthy eating, understanding food labels and how we can affect our health.

<http://www.salt.gov.uk>

This website supports the Food Standards Agency's salt campaign which aims to highlight the consequences of eating too much salt and offers advice on how to cut down on the consumption of salt.

<http://www.nutrition.org.uk>

The British Nutrition Foundation website provides healthy eating information, resources for schools, news items, recipes and details of the work we undertake around the UK/EU.

<http://www.bda.uk.com>

The British Dietetic Association website provides impartial advice about nutrition and health.

Training courses

Should you or your staff wish to get a better understanding of healthy eating, the following courses may be good places to start:

The CIEH level two award in healthier food and special diets - gives catering staff all the information and advice they need to prepare nutritious food, develop healthy recipes and to respond to customer concerns and questions. http://www.cieh.org/training/level_2_healthier_food.html

The Royal Society for the Promotion of Health (RSPH) provides the following recognised qualifications in the principles of nutrition:

- Fundamentals of nutrition – level one.
- Level one award in healthier food and special diets.
- Level two award in healthier food and special diets.
- Level three award in nutrition for healthier food and special diets.
- Certificate in nutrition and health – level three.
- Advanced diploma in nutrition – level three*.
- Diploma in nutrition and health – level four.

These courses are not accredited by the Qualifications and Curriculum Authority. The qualifications are aimed at people working in catering and food and healthrelated occupations. They are also of interest to carers, community workers, fitness trainers and those who have an involvement with the promotion of health and diet. <http://www.rsph.org>

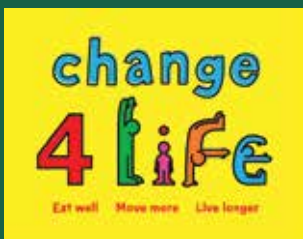
Section 4

eatwell – your guide to healthy eating

You can obtain further copies of this leaflet (FSA/1153/0407 – English; free of charge for your staff or customers from Food Standards Agency publications - tel. 0845 606 0667 or email foodstandards@ecgroup.uk.com).



eat out eat well award
Want to make a difference?



Designed by Surrey County Council,
Creative Services

Report to	Bradford on Avon Area Board
Date of Meeting	13/09/2017
Title of Report	Community Area Grant funding

Purpose of the report:

To consider the applications for funding listed below.

Applicant	Amount requested
<p>Applicant: Winsley Bowls Club Project Title: Winsley Bowls Club New Windows and Doors</p> <p>View full application</p>	£2118.00
<p>Applicant: Westwood with Iford School Project Title: Westwood Heritage Oral History Project</p> <p>View full application</p>	£2500.00

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 2017/2018 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
2166	Winsley Bowls Club	Winsley Bowls Club New Windows and Doors	£2118.00
<p>Project Description: Replace old windows and doors with new PVC. To improve security insulation appearance and reduce long term maintenance.</p> <p>Comment from Sports Development Officer: Without knowing the condition of the current windows and doors at the club it is difficult to comment. However it is widely accepted that playing bowls, particularly for older people provides numerous health benefits, including improved fitness levels, increased confidence, self-esteem and enhanced mental wellbeing. It also promotes social community connectedness and support for older people if isolated. Older people in general often have less opportunity to participate in physical activity; by engaging our older residents in physical activity (such as Bowls) and social engagements leisure can positively impact on the physical, mental and social wellbeing of the older generation in Wiltshire. So in summary we support the development of Bowls and its clubs however it might be worth gaining knowledge of the current state of the windows and doors. It also would be interesting to know what specific projects/classes they run targeting Dementia and if there is a link with gaining Dementia Friendly status and/or engaging with the Alzheimer's alliance, memory cafes etc.</p> <p>Comment from Community Engagement Manager: I visited the club with Councillor Kidney to see the issues first-hand. The club is a</p>			

successful one and an integral part of village life. The clubhouse is an important facility but its existing windows and doors are old-fashioned and insecure to vandals. The club has undertaken various fundraising activities towards the cost of the project and is also hoping to secure a financial contribution from Winsley Parish Council.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2479	Westwood with Iford School	Westwood Heritage Oral History Project	£2500.00

Project Description:

Our project will focus on understanding and sharing the rich heritage of the village and surrounding community of Westwood. I would like to bring members of this community together to enjoy sharing their life memories and experiences of living schooling and working in Westwood and the community over time. These recordings will be digitally recorded broadcast via our radio station and preserved to share now and for years to come through interviews and live radio broadcasts with our pupils. This will produce a wonderful archive of living history that will be made widely available to museums and archives so that people from the community across Wiltshire and around the world can enjoy our rich local heritage.

Comment from Heritage Services Manager:

Thank you for passing this by us. We are very much aware of this project. The head teacher of Westwood with Iford School has been in discussion with our Heritage Education Officer and it was our officer Ruth Butler who advised that the school approach the area board for matched funding for an HLF grant. It is a well-planned project, the school are very switched on to what is required and we think it is very exciting. Our Education Officer Ruth Butler will be working with the school, while we will also offer our expertise on oral history recording and archiving, and we will archive original recordings. I think the school will have a very good chance of obtaining the HLF funding.

Comment from Community Engagement Manager:

I visited the school with Councillor Kidney to meet the headteacher and to see the radio station set-up, which is impressive. The school has received widespread praise for its regular radio broadcasts to the community and this inter-generational project should provide a fascinating digital archive of the social history of the village. The area board grant should be granted on the basis that Heritage Lottery funding is secured.

Proposal

That the Area Board determines the application.

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

Report Author:

Peter Dunford

Community Engagement Manager
01225 713060
Peter.Dunford@wiltshire.gov.uk

Grant Applications for Bradford on Avon on 13/09/2017

ID	Grant Type	Project Title	Applicant	Amount Required
2166	Community Area Grant	Winsley Bowls Club New Windows and Doors	Winsley Bowls Club	£2118.00
2479	Community Area Grant	Westwood Heritage Oral History Project	Westwood with Iford School	£2500.00

ID	Grant Type	Project Title	Applicant	Amount Required
2166	Community Area Grant	Winsley Bowls Club New Windows and Doors	Winsley Bowls Club	£2118.00

Submitted: 08/11/2016 20:59:33

ID: 2166

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Winsley Bowls Club New Windows and Doors

6. Project summary:

Replace old windows and doors with new PVC. To improve security insulation appearance and reduce long term maintenance.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

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

BA15 2LU

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

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

If Other (please specify)

Maintaining mental physical fitness thus preventing onset of Dementia

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

09/2016

Total Income:

£9252.00

Total Expenditure:

£10081.00

Surplus/Deficit for the year:

£829.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£13826.00

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

We are funding 50 of the financial cost plus voluntary labour in preparation and making good.

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

10b. Project Finance:

Total Project cost	£4236.00		
Total required from Area Board	£2118.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed
PVC Windows	3936.00	1968.00	yes
			£ 1968.00

Doors				
Preparation				
volunteer	0.00	0.00	yes	0.00
labour				
Making good				
volunteer	0.00	0.00	yes	0.00
labour				
Making good				
materials	100.00	50.00	yes	50.00
New keys 50				
off @ 4.00 ea	200.00	100.00	yes	100.00
		2118.00		2118.00
Total	£4236			£4236

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?

Bradford on Avon

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

The Community of the village of Winsley. Maintaining an important part of traditional sporting activities for all age groups. Specialist coaching is offered to young people as well as to new potential members. Maintaining physical and mental well-being for all age groups with emphasis on 55 plus to prevent onset of Dementia. This will benefit local people by being actively involved in a sport which can be played all year round in the UK and overseas. Bowls is an Olympic sport.

14. How will you monitor this?

The Winsley Bowls Club has quarterly meetings of its Management Committee. This will be an Agenda item.

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

Not applicable

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

Not applicable

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

And finally...

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

2479	Community Area Grant	Westwood Heritage Oral History Project	Westwood with Iford School	£2500.00
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Submitted: 16/07/2017 12:28:55

ID: 2479

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Westwood Heritage Oral History Project

6. Project summary:

Our project will focus on understanding and sharing the rich heritage of the village and surrounding community of Westwood. I would like to bring members of this community together to enjoy sharing their life memories and experiences of living schooling and working in Westwood and the community over time. These recordings will be digitally recorded broadcast via our radio station and preserved to share now and for years to come through interviews and live radio broadcasts with our pupils. This will produce a wonderful archive of living history that will be made widely available to museums and archives so that people from the community across Wiltshire and around the world can enjoy our rich local heritage.

7. Which Area Board are you applying to?

Bradford on Avon

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

BA15 2BY

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

Children & Young People
Heritage, history and architecture
Inclusion, diversity and community spirit
Technology & Digital literacy

If Other (please specify)

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

03/2017

Total Income:

£537475.11

Total Expenditure:

£500971.97

Surplus/Deficit for the year:

£36503.14

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

Our school budget is very tightly planned and does not allow the flexibility or funds to support a project from our own reserves.

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

10b. Project Finance:

Total Project cost		£10000.00		
Total required from Area Board		£2500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Portable Interview recording and radio broadcasting equipment	2250.00	Area board grant		2250.00
Digital Media Scanner	250.00	Area board grant		250.00
Digital online storage	450.00	Heritage Lottery Grant Application		450.00
Portable radio studio	5250.00	Heritage Lottery Grant Application		5250.00
Professional Fees - Oral History Consultant	600.00	Heritage Lottery Grant Application		600.00
Community room hire	200.00	Heritage Lottery Grant Application		200.00
Production of learning materials	200.00	Heritage Lottery Grant Application		200.00
WSHC Training Support	280.00	Heritage Lottery Grant Application		280.00
Mobile broadband for outside broadcasting	120.00	Heritage Lottery Grant Application		120.00
Heritage WebsiteBlog	400.00	Heritage Lottery Grant Application		400.00

Total	£10000	£10000
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11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Bradford on Avon

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

The aim of this project is for as many people as possible to benefit from enjoy and learn about the heritage of our community. Initially the aim is to hold a community meeting publicising it through the parish newsletter website and school website to bring as many people from the community together to discuss the project. This will be led by a specialist from the Oral History Society John Burgess who will facilitate and outline with me the aims and objectives of this exciting project. Talking to people from the village and local community will allow us to find out who do we know already that will be happy to take part and will encourage volunteers to come forward to become involved. We can also determine what format would be most accessible to the community for learning about heritage when using digital output. A series of planned workshop sessions will take place in the local social club or parish rooms to centralise the experience for everyone and people will be able to bring photos and share memories of Westwood heritage as well as working and living in Westwood. Children from our school will visit local resident's homes to chat with them about their life in Westwood and to make recordings of their memories which will then form an invaluable archive. I have found a local historian and author who wrote a book on the history of Westwood in 2000 and I plan to invite them to take part in our project and speak at one of our workshop sessions as well as involving the archive team from Wiltshire Swindon History Centre. I would also plan to have talks from members of the community to groups about their life in Westwood including QA sessions and interviews of children with residents as part of a talk workshop session and assemblies in school. During these larger workshops I also plan for the children of our broadcasting team to conduct live broadcasts on our radio station Westwood Radio. This would include live interviews and spreading our heritage into the community and beyond. We also have Westwood and Iford Manor, who I am keen to talk to about our heritage and to involve them with our community groups. As you can see a large number of people would benefit greatly from the work carried out in this project and would learn a huge amount about the history and heritage of their local area.

14. How will you monitor this?

I will be directly involved in the recording and archiving of our material and the way in which it is publicised. Through initial discussions with the community it will allow us to ensure that the project maximises the learning potential and opportunity for people to benefit from the project by listening to how the community would like to access the materials and recordings and ensuring this is carried out. We will also have a blog and website for people to interact with us and voice their views on the project allowing direct feedback and enabling us to monitor the success of the project.

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

I have applied for funding from the Heritage Lottery Fund which will allow the legacy of the project to live on even further and to continue to be added to over time. Furthermore future running costs for the project would be minimal and I would seek to support this through finding an alternative funding source.

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

NA

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

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

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

And finally...

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



Reference no
Log no
For office use

Area Board Projects and Councillor Led Initiatives Application Form 2017/2018

To be completed by the Wiltshire Councillor leading on the project
Please ensure that you have read the Funding Criteria before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

1. Contact Details	
Area Board Name	Bradford on Avon
Your Name	Councillor Jim Lynch
Contact number	07906 796398
e-mail	jim.lynch@wiltshire.gov.uk
2. The project	
Project Title/Name	Bradford on Avon Schools Cluster - Multi Agency Forum
Please tell us about the project /activity you want to organise/deliver and why? <i>Important: This section is limited to 900 characters only (inclusive of spaces).</i>	<p>The Bradford on Avon Schools Cluster includes the St Laurence secondary and 5 other primary schools across the Bradford on Avon community area.</p> <p>The cluster hosts a Multi-Agency Forum (MAF) which brings together childcare specialists - such as educational psychologists, education welfare officers, special educational needs and disability experts, social workers, youth workers, drugs and alcohol service etc. – to share information and discuss the needs of children across the town and the villages on a case by case basis.</p> <p>The MAF is under threat as there is no core funding from the schools budget. It had an administrator, Karen Butler, who acted as the interface between the schools and the community, but she has now moved on and has not been replaced in her part-time role. As well as co-ordinating the MAF, Karen worked with the Community Engagement Manager to put on an annual Youth Forum to help identify youth priorities in the community, and represented the schools on the Local Youth Network Management Group.</p> <p>The schools have agreed to finance a person to co-ordinate MAF plus to provide the space to hold the meetings. The charge for the meeting room will be absorbed by the hosting school and the schools will split the costs for the co-ordinator. The “bare minimum” estimate is 5 days work to run the 3 MAF meetings each year and that this would make the annual staffing costs: £458.65.</p> <p>With resources, the MAF would also be in better position to share good practice as a cluster, for instance in spreading the good work of Westwood-with-lford Primary School around the radio project and providing counselling support for young people with identified needs.</p>
Where is this project taking place?	Across the Bradford on Avon Community Area
When will the project take place?	Academic year 2017/18
What evidence is there that this project/activity needs to take place/be funded by the area board?	The headteachers of the school cluster have approached the Area Board for help, citing the critical role of the MAF and the lack of core funding from the schools budget for this activity. It is proposed that help is offered from the Health and Wellbeing budget.

How will the local community benefit?	The community will benefit from a co-ordinated approach by the schools towards child welfare and the continued sharing of good practice between them.		
Does this project link to a current Community Issue? (if so, please give reference number as well as a brief description)	This project reflects the ever-tightening school budgets and the need for continued support for added-value activities which are over and above those that are core funded.		
Does this project link to the Community Plan or local priorities? (if so, please provide details)	The Joint Strategic Assessment 2017 identified educational attainment and mental and emotional health as the top priorities for children and young people. This project meets these objectives.		
What is the desired outcome/s of this project?	Resources to continue the MAF, joint working between schools and targeted support for child welfare		
Who will be responsible for managing this project?	Tracey Dunn, Headteacher Fitzmaurice Primary School and Chair, Bradford on Avon Schools Cluster		
3. Funding			
What will be the total cost of the project?	£ 1, 000		
How much funding are you applying for?	£ 500		
If you are expecting to receive any other funding for your project, please give details	Source of Funding	Amount Applied For	Amount Received
	Bradford on Avon Town Council	£ 500	
Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to. (N.B. We cannot pay money into an individual's bank account)	Fitzmaurice Primary School on behalf of the Bradford on Avon School Cluster		
4. Declaration – I confirm that...			
<input checked="" type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified			
<input checked="" type="checkbox"/> Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application			
Name: Councillor Jim Lynch			Date: 16 August 2017
Position in organisation: Chairman, Bradford on Avon Area Board			
Please return your completed application to the appropriate Area Board Locality Team (see section 3)			

Report to Bradford on Avon Area Board
Date of meeting 13/09/2017
Title of report Youth Grant Funding

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management Group recommendation
The Last Baguette theatre company	£600	Fully fund

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

Youth 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**
Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.
8. **Safeguarding Implications**
The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Youth Officer has assessed this application agreed it meets safeguarding requirements.
9. **Applications for consideration**

Application ID	Applicant	Project Proposal	Requested
ID 485 (hyper link)	The Last Baguette theatre company	Theatre project	£600
<p>Project description</p> <p>To run 3 theatre workshops at Bradford on Avon Youth and community center on the theme of fairy tales and what they mean in today's society. Young people will develop their own modern twists on traditional fairy tales writing their own scripts and creating their own characters. 20 young people aged 11-18 will participate in the workshops on 9th 16th and 23rd October. The free sessions will build young people's confidence in speaking performing and teamwork and encourage interest in literacy and reading. Participants will be offered free tickets to a theatre performance of The Little Match Girl providing affordable cultural activity.</p>			
<p>Recommendation of the Local Youth Network Management Group</p> <p>That the application meets the grant criteria and is approved for the amount of £600 subject to the following conditions:</p> <ul style="list-style-type: none"> . The organisation delivers ensures that the majority of young people are 13-18. . The organisation submits their online report to demonstrate that they have spent the money in accordance with the general terms and conditions as well as in the way applied for. 			

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

Report Author Name, Emma Drage
Tel: 07775410523 Email: emma.drage@wiltshire.gov.uk

