

AGENDA

Meeting: Southern Wiltshire Area Board
Place: Winterslow Village Hall, Middleton Road, Winterslow, Salisbury,
Wiltshire, SP5 1PQ
Date: Thursday 1 June 2017
Time: 7.00 pm

Including the Parishes of Alderbury, Britford, Clarendon Park, Coombe Bissett, Downton, Firsdown, Grimstead, Landford, Laverstock, Ford and Old Sarum, Odstock, Pitton and Farley, Redlynch, West Dean, Whiteparish, Winterslow.

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 Lisa Moore (Democratic Services Officer), direct line 01722 434560 or email lisa.moore@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 Richard Britton, Alderbury and Whiteparish (Chairman)
Cllr Richard Clewer, Downton and Ebble Valley (Vice Chairman)
Cllr Christopher Devine, Winterslow
Cllr Ian McLennan, Laverstock, Ford and Old Sarum
Cllr Leo Randall, Redlynch and Landford

RECORDING AND BROADCASTING NOTIFICATION

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County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

| | Time |
|---|---------------|
| <p>1 Welcome and Introductions</p> | <p>7.00pm</p> |
| <p>2 Your Local Area Board</p> <p>An introduction to Area Boards by the Community Engagement Manager to explore the role and function of your local Area Board.</p> <p><i>Officer: Tom Bray, Community Engagement Manager</i></p> | <p>7.05pm</p> |
| <p>3 Area Board Start</p> <p>4 Apologies</p> <p>5 Minutes (<i>Pages 1 - 14</i>)</p> <p>To approve and sign as a correct record the minutes of the previous two meetings held on Thursday 23 March 2017 and Tuesday 16 May 2017.</p> <p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p> <p>7 Chairman's Announcements</p> <p>To receive Chairman's Announcements including:</p> <ul style="list-style-type: none"> • Fly Tipping Surveillance Camera <p>8 To note the written reports and updates in the agenda pack or distributed on the night (<i>Pages 15 - 20</i>)</p> <ul style="list-style-type: none"> • Healthwatch Wiltshire • Clinical Commissioning Group <p>9 Outside Bodies and Working Groups (<i>Pages 21 - 44</i>)</p> <p>The Board is asked to consider the report attached to the agenda, and to:</p> <ol style="list-style-type: none"> a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A; b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C. | <p>7.25pm</p> |

- d. Appoint an Older Peoples Champion for the Area Board, in accordance with Appendix D.

10 **Matters of Community Wide Interest** 7.40pm

- a) Parish Councils and Community groups
- b) Community Policing – local issues and priorities

In attendance: PC Matt Holland

11 **Community Area Transport Group (CATG) Update** 7.55pm
(Pages 45 - 46)

To note the CATG update report attached to the agenda.

12 **Area Board Themes** 8.00pm

12a **Youth Projects** *(Pages 47 - 50)*

An update on Youth activities

Youth Grant applications received from:

| Application | Grant Amount |
|--|--------------|
| Applicant: Winterslow Scout Group Project Title: Equipment Storage Project | £1000 |
| Applicant: Whiteparish youth Group Project Title: Paid Youth Worker for Whiteparish Youth Group | £1320 |
| Total grant amount requested at this meeting | £2320 |
| Total amount allocated so far | £0 |

12b **Health & Wellbeing Update and Funding** (Pages 51 - 70)

An update and funding applications as detailed in the attached report.

| <i>Applicant</i> | <i>Amount requested</i> |
|---|-------------------------|
| Music for Wellbeing CIC | £1407.01 |
| Laverstock Memory Group | £4000.00 |
| Amount requested at this meeting | £5407.01 |
| Budget for 2017/18 | £6700 |
| Amount spent to date | £0 |

13 **Community Area Grants** (Pages 71 - 74)

8.30pm

The Board will consider 3 applications for funding from the Community Area Grant Scheme:

| Applicant | Amount requested |
|--|-------------------------|
| Applicant: Downton Tennis Club Project Title: Downton Tennis Club courts refurbishment View full application | £5000.00 |
| Applicant: West Dean Village Fete Committee Project Title: West Dean village history trail View full application | £600.00 |
| Applicant: BWSCA Project Title: Sports Social Club Replacement toilets View full application | £5000.00 |

Officer: Tom Bray, Community Engagement Manager

14 **Close**

8.50pm

MINUTES

Meeting: SOUTHERN WILTSHIRE AREA BOARD
Place: Trafalgar School, Breamore Road, Downton, Salisbury,
Wiltshire, SP5 3HN
Date: 23 March 2017
Start Time: 7.00 pm
Finish Time: 8.49 pm

Please direct any enquiries on these minutes to:

Lisa Moore (Democratic Services Officer), Tel: 01722 434560 or (e-mail) lisa.moore@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Richard Britton (Chairman), Cllr Christopher Devine (Vice Chairman),
Cllr Julian Johnson, Cllr Ian McLennan and Cllr Leo Randall

Wiltshire Council Officers

Tom Bray, Southern Wiltshire Community Engagement Manager
Lisa Moore, Democratic Services Officer
Tracy Carter, Associate Director - Waste and Environment

Town and Parish Councillors

Alderbury Parish Council – E Hartford & D Memagh
Britford Parish Council – M Hitchings
Downton Parish Council – D Mace, J Whitmarsh & R Yeates
Firsdow Parish Council – M Bishop & B Edgeley
Laverstock and Ford Parish Council – V Bussereau & R Champion
Pitton and Farley Parish Council – C Purves
Redlynch Parish Council – D Baker Beall & J Blocksidge
West Dean Parish Council – J Green & H Urquhart

Partners

Wiltshire Police – Matthew Holland

Dorset & Wiltshire Fire and Rescue Service – Tom Brolan

Age UK – Sue Wight

Total in attendance: 29

| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u> |
|------------------------|---|
| 1 | <p><u>Welcome and Introductions</u></p> <p>The Chairman, Councillor Richard Britton welcomed everyone to the last meeting of the Southern Wiltshire Area Board for this council.</p> <p>The Area Board would not meet again until after the elections in May.</p> |
| 2 | <p><u>Apologies</u></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • District Commander Jason Moncrieff – Dorset and Wiltshire F&RS • Inspector Pete Sparrow – Wiltshire Police |
| 3 | <p><u>Minutes</u></p> <p>The minutes of the previous meeting held on Thursday 26 January 2017, were agreed as a correct record and signed by the Chairman.</p> |
| 4 | <p><u>Declarations of Interest</u></p> <p>Councillor Ian McLennan declared a Personal Interest in item 13 – Community Funding.</p> |
| 5 | <p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <p><u>Speed Indicator Device (SID)</u> The SID had been noticeably absent from the area because of repeated breakdowns. The Board had found a way to fund a new SID which would be in circulation from the following week, starting in Whiteparish. Tom would issue a new rota detailing the circulation, to those involved in the programme.</p> <p><u>Great British Spring Clean</u> Thanks were given to everybody who had been involved in the litter picking initiative. There had been 12 group events with around 200 people taking part. The Chairman noted that this need not be a one off event.</p> |

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| 6 | <p><u>Current Consultations</u></p> <p>The Board noted the attached information on the consultations detailed in the agenda pack.</p> |
| 7 | <p><u>To note the written reports and updates in the agenda pack or distributed on the night</u></p> <p>The Board noted the written reports circulated at the meeting and attached to the agenda.</p> <p><u>Dorset & Wiltshire Fire & Rescue (D&WFRS)</u> In addition to the written report circulated at the meeting, District Commander; Tom Brolan gave a verbal update, the main points were:</p> <ul style="list-style-type: none"> • The Chairman had asked for the divisions covered by the Fire Service to be provided for the next update. • The combination of the D & W FRS, had been in place for a year now, there had been many changes. On 1 December 2016 a new Chief Fire Officer had been appointed. Work was still progressing. • Community visits continue to be carried out. • SALE was a service where the Fire Service could refer other organisations to go and help vulnerable people. Tom had circulated forms at the meeting which could be completed to receive a visit from the Bobby van. • A £54 million budget had been approved for 2017/18. • Since the Mobilizing systems went live last year, at no point had 999 calls been unanswered. • 10 whole time Officers had been recruited last year, but the service was still desperate for more retained fire fighters. |
| 8 | <p><u>Matters of Community Wide Interest</u></p> <p><u>Parish Councils and Community Groups</u> Catherine Purves asked if there was any merit in the Parish Chairmen getting together like the clerks did, as this had proven to be very useful for the clerks? <u>Answer:</u> The Chairman noted that this idea had come up a few years ago, but there had been little take up. The Board would circulate the idea after the election to see if there was any appetite for it.</p> <p><u>Community Policing</u> Local Issues and Priorities, local events</p> <p>In addition to the monthly Local Policing priorities report which was circulated at the meeting, PC Matt Holland gave a presentation; the main points were:</p> <ul style="list-style-type: none"> • Following a recent terrorist attack in Westminster, London, Matt noted |

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| | <p>that Police Officers appreciated public support as did all other emergency services.</p> <ul style="list-style-type: none"> • The National threat level remained unchanged following the incident at Westminster Bridge, it remained at severe, this meant that an attack was considered highly likely. • He urged people to be alert in busy public areas and to notify the police if they noticed anything suspicious. • For further information people could keep an eye on the Police website or the Police social media sites. • The site: www.gov.uk/act was a useful place for Parish Councils or other groups to access many posters for print, which could be displayed on your notice boards. • There had been recent thefts of lead from roofs. People were urged to spread the message that everyone should think about the security of their properties. • There had been recent break-ins to houses in Coombe Bissett and a spate of thefts of catalytic converters. <p>Matt noted that the Police were having to push back as an organisation, so were not able to continue to provide cones and road signs for community events. Communities would need to alter their plans to include for these resources. Event organisers would need to apply for road closures themselves. Many documents were available to assist, such as event guides and useful contacts.</p> <p>The purchase of equipment for events could also be shared by several parishes or a community area.</p> <p>Tom Bray would circulate the guides to all parish clerks.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Elaine Hart from Alderbury – Could people use smart water on lead and how did it work? <u>Answer</u>: There were several ways of marking property, smart water could be used to mark any type of property. Once the property was recovered the Police could find out where it came from by tracing the unique genetic make-up of the smart water. It could be difficult to prove where scrap metal had come from. <p>The Chairman added that the idea of cones and signs being held centrally was worth exploring, Tom would carry out a survey of Parish Councils to see what interest there was.</p> |
| 9 | <p><u>Feedback from the 'Our Community Matters' event 16 February</u></p> <p>The Chairman thanked everyone who had attended the event, which had produced some very interesting outcomes. The next step was to begin to zone</p> |

in on specific projects. Out of the nine main topic headings looked at during the event, there had not been an opportunity to select priorities at that level.

Those present were then asked to take part in a voting session to rank the 9 broad headings, by choosing their top 3. The aim was to narrow down a few possible areas to concentrate on over the next few months.

The top three chosen were:

1. Transport
2. Environment
3. Community Safety

A DVD was then shown, depicting a montage of all the things that the Board had supported or initiated over the last year.

Tom then ran a further voting session where people could choose their top three from the nine sub-headings in the three main categories selected. The results were:

1. Fly Tipping
2. Road Improvements and Maintenance
3. Rural Crime/Cycling and Walking

The Chairman felt that it was quite clear that there were broader issues, which could be looked at by other working groups, such as the transport issues which were something that could be tackled by the CATG, adding that none of the issues raised at the JSA event would be ignored.

There were difficulties in taking these broad issues and making them into feasible projects which could be taken forward. If there were areas not identified here, which we had a realistic chance of implementing, avoiding things that we have little direct control over as an Area Board, then he urged people to let Tom know with a detailed proposal.

Questions:

- One person had attended the JSA event twice, but was not sure that their feedback was listened to. She asked if the people who design the process could make it more flexible? Answer: The JSA was built around available statistics.
- The statistics were not accurate all of the time, as they showed that the local community did not use libraries because they did not use Downton, however they used Salisbury library and felt strongly about libraries.

Tom concluded that there had been several examples over the last few years where the Board had taken a broad issue and made it a tangible project which had then gone on to flourish. Following on from this, the Board had been putting

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| | <p>together a series of good ideas, and turning them into actual tool kits. With the aim of having a list of all the tool kits available.</p> <p><u>Question:</u> The board had purchased a camera to target fly tipping, has it produced any results? <u>Answer:</u> No, not yet.</p> |
| 10 | <p><u>Footpaths workshop</u></p> <p>The Chairman noted that footpaths had been very high on the agenda for the Board, with a huge amount of work having been carried out over the past years. He thanked all of the volunteers who had taken part in the work across the community area.</p> <p>A Toolkit had been produced, and would be circulated by Tom following the meeting.</p> <p>Nick Cowen, Senior Rights of Way Warden gave a talk on footpaths. The main points were:</p> <ul style="list-style-type: none"> • Wiltshire had 3 Senior Wardens and a contractor for the county. Nick had 90 parishes in his patch, with 15 of those parishes in the southern Wiltshire area. • The Footpath Group here in the south had been used as a model, Nick hoped to roll out a similar Group in other areas across the county. • The Highways Authority had duties and Parishes had powers with Rights of Ways. • It was key for Parish Councils to have good dialogue with landowners. • The value of a RoW network was far spread, with the connections they make to pubs, churches, and schools. All of which were still valid today. • Footpaths were a benefit to walkers, and encouraged people to the area. • Getting to know your paths was invaluable, it could increase opportunities to meet people. One way to find out what was available nearby was to join a walking group. • Volunteers could get involved with the maintenance of paths. • The toolkit was a valuable document with all the individual links to all the practical templates. When parishes were ready to arrange an activity day, they would have all of the information available to them. • The RoW team had endorsed the audit template on there. It also |

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| | <p>contained case studies, with different approaches, as it was recognised that one size did not fit all.</p> <ul style="list-style-type: none"> • There were some constraints, such as digging holes in verges for sign posts, as this was not possible for volunteers to carry this work out, due to the various utilities in the verges. • Nick advised that when planning the programme of works, to choose the right times of year, so not to disturb the plant life. <p><u>Questions:</u> Was there a map available of the RoW footpaths going through the parishes? <u>Answer:</u> Yes there was one online. If you are a parish keen to survey the RoW we could provide a map. For survey purposes you need a paper map to take with you.</p> <p>Which website has the maps to download? <u>Answer:</u> Tom would circulate the link following the meeting.</p> <p>Tom explained that Alderbury had set up a circular walk, another event planned on 1 April, so they had contacted him to seek assistance with funding for the purchase of some signs. Once the event had taken place, the signs could then be available to be used by other groups.</p> |
| 11 | <p><u>Highways Proposals for 2017/18</u></p> <p>The Board considered the list of proposed schemes for 2017/18 as detailed in the agenda pack.</p> <p>The Chairman drew attention to page 33 onwards, detailing statistics about the community area, noting the 14 schemes for 2017/18.</p> <p>He noted that the Board was able to make suggestions of other schemes to be included, however he cautioned that if they added new schemes then one already proposed would be removed.</p> <p>He urged any parish council to raise any particular stretches of roads in their area, needing work, with the local member.</p> <p><u>Decision</u> The Southern Wiltshire Area Board noted the list of Highways schemes for 2017/18.</p> |
| 12 | <p><u>Community Area Transport Group (CATG) Update</u></p> <p>The Chairman gave a final report on 2016/17. There had not been a new meeting of the CATG since the last Area Board, but there had been some developments on some schemes.</p> |

The Vice Chairman of Laverstock & Ford Parish Council gave the following update relating to Speeding on The Portway, Old Sarum:

At the last Area Board meeting a CATG recommendation for a speed review for The Portway at Old Sarum was not supported and the issue was sent back to the CATG. The aim of the speed review was fundamental to gaining evidence with a view to moving the 40mph terminal sign to allow traffic sufficient time to reduce speed before entering the semi-urban area at the east end of Old Sarum.

Following the Area Board meeting, the views of residents immediately affected by this decision were sort by the Parish Council. As a result, both residents and Parish Council agreed the following:

- Despite moving the 40/60mph sign still being the preferred option (which would necessitate conducting the speed review), all agreed not to waste further time (and indeed effort) pursuing this option in view of the Area Board's previous decision.
- The Council agreed therefore, that to overcome the impasse and get some action, to support the alternative option of requesting the Highways Engineer to design a traffic calming scheme which Wiltshire Councillors believe will reduce the problem of speeding.
- It was also agreed that the £1,000 committed by the Council, at the Sep 2016 CATG, to the process of moving the sign could be reassigned to a traffic calming scheme.
- The Council however wishes it to be recorded that:
 - ✓ It still believed a speed review on The Portway was justified as there was no evidence of any previous review being carried out on this road.
 - ✓ it supported the alternative option of a traffic calming scheme as it considered some action to resolve the significant underlying problem of speeding at the east end of the Portway was essential.

Councillor Ian McLennan added that the issue was deferred last time, when he had asked for independent highways advice. Now that had been received, he recommended that the Board allocated £1,500 from the CATG budget in addition to £1,000 from the parish council towards this scheme.

Decision

The Southern Wiltshire Area Board allocated £1,500 from the CATG budget for 2016/17, to be added to the parish council contribution of £1,000, for the Portway Scheme.

Decision

The Southern Wiltshire Ara Board confirmed the allocation of the

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| | <p>remaining CATG budget for 2016/17 of £5,700 to the traffic calming scheme in Ford.</p> |
| <p>13</p> | <p><u>Funding Applications</u></p> <p>The Board considered 3 Health & Wellbeing funding bids and 2 Community Youth Grants for 2016/17.</p> <p><u>Health & Wellbeing Funding</u></p> <p>Age UK Wiltshire – Sue Wight explained that the project aim was to create opportunities for older people to associate with young people, while exploring and extending practical, social and digital skills, sometimes referred to as gateway services. This was a project run in conjunction with the Area Board.</p> <p>Tom had met with the Head teacher at Trafalgar School, to talk about intergeneration work. Age UK had then been contacted to take care of the safeguarding issues for the older people involved, and the school for the young.</p> <p><u>Question:</u> Was this a pilot scheme? <u>Answer:</u> Yes, the aim was to run it for a term from the school to gain knowledge before we could commit to a year or two long project. Tom hoped that it could then be used as a tool kit for other projects. The initial project would be focusing largely on Downton, as it would mean we would not need to bus in the people to be involved. The Head teacher was keen, and we had all of the ingredients here to make this successful. There were also Wiltshire online volunteers in the area.</p> <p><u>Decision</u> The Southern Wiltshire Area Board awarded £1,955 to the Intergeneration project with Age Uk.</p> <p><u>Dancing for Wellbeing CIC</u> Cllr McLennan declared a personal interest as the applicant was his daughter. He did not take part in the discussion or vote on the motion.</p> <p>No one was in attendance to speak on the application, the Board recommended that the application be deferred until someone could attend a future meeting to support the application and answer any questions.</p> <p><u>Decision</u> The Southern Wiltshire Area Board deferred the application from the Dancing for Wellbeing CIC until a future meeting.</p> <p><u>Hazel Hill Trust</u> No one was in attendance to speak on the application.</p> <p>Cllr Devine noted that he was disappointed that the applicant had not been in</p> |

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| | <p>touch with him or the parish council to discuss the proposals. He felt that what they were proposing could be done with the reserves held by the applicant. This was also the third time the applicant had approached the Board for funding. He moved the motion of refusal. This was not seconded.</p> <p>The Chairman then proposed deferral until the applicant could attend a future meeting to support the application and answer any questions.</p> <p><u>Decision</u> The Southern Wiltshire Area Board deferred the application from the Hazel Hill Trust until a future meeting.</p> <p><u>Community Youth Grants</u></p> <p>No one was in attendance from Winterslow Scout Group, so the Board recommended that the application be deferred to a future meeting.</p> <p><u>Decision</u> The application from Winterslow Scout Group for Youth funding was deferred.</p> <p><u>Landford Badminton</u></p> <p>A taster session was held which welcomed 22 participants. The club had formed a committee, and had affiliated themselves with badminton England. The Club was still looking for a level 2 coach to help. The trial day would be repeated in the autumn to attract more members.</p> <p><u>Decision</u> Landford Badminton Club was awarded £300 towards the New Club project.</p> |
| 14 | <p><u>Closing remarks from the Chairman</u></p> <p>The Chairman noted that this was the last meeting before the Unitary elections in May. He gave thanks to the Members, to Tracy Carter the Associate Director for the Board and Lisa Moore, for their continued support over the last four years.</p> <p>Cllr Johnson would not be standing for re-election, the Chairman thanked him for his guidance and help over the last 8 years and wished him a happy retirement.</p> <p>The Chairman then thanked Tom Bray, Community Area Manager, who had done a brilliant job for the Board.</p> <p>The Chairman thanked all for coming and closed the meeting.</p> |

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MINUTES

Meeting: SOUTHERN WILTSHIRE AREA BOARD
Place: West Wilts Room - County Hall, Trowbridge, BH14 8JN
Date: 16 May 2017
Start Time: 12.25 pm
Finish Time: 12.30 pm

Please direct any enquiries on these minutes to:

Lisa Moore (Democratic Services Officer), Tel: 01722 434560 or (e-mail) lisa.moore@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Richard Britton (Chairman), Cllr Richard Clewer (Vice Chairman),
Cllr Christopher Devine, Cllr Ian McLennan and Cllr Leo Randall

Wiltshire Council Officers

Lisa Moore, Democratic Services Officer

| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u> |
|------------------------|---|
| 1 | <p><u>Apologies</u></p> <p>There were none.</p> |
| 2 | <p><u>Election of the Chairman</u></p> <p>The Democratic Services Officer called for nominations for Chairman for 2017/18.</p> <p>Cllr Devine nominated Cllr Britton for Chairman. This was seconded by Cllr Randall.</p> <p><u>Decision</u> Cllr Richard Britton was elected as Chairman of Southern Wiltshire Area Board for 2017/18.</p> |
| 3 | <p><u>Election of the Vice-Chairman</u></p> <p>The Chairman; Cllr Richard Britton called for nominations for Vice-Chairman for 2017/18.</p> <p>Cllr McLennan nominated Cllr Devine. This was not seconded.</p> <p>Cllr Randall nominated Cllr Clewer, this was seconded by Cllr Britton.</p> <p><u>Decision</u> Cllr Richard Clewer was elected as Vice-Chairman of Southern Wiltshire Area Board for 2017/18.</p> <p>Cllr McLennan noted his descent that a Councillor new to the Southern Wiltshire Area Board should be elected as Vice-Chairman.</p> |
| 4 | <p><u>Close</u></p> |



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.



Marking a milestone

An online directory with an extensive list of health and social care services in Wiltshire has almost doubled in size since its launch two years ago.

The ‘Your Care Your Support Wiltshire’ website was launched in 2015 and now has 764 entries on the service directory. Services range from hearing aid repair clinics, foodbanks, meal providers, to long term condition support groups.

To make services easy to find, they are grouped around themes such as multiple sclerosis, diabetes, stroke, or palliative care. A hashtag has also been created - #makesomeonewelcome - for groups and clubs identified as going the extra mile in welcoming new people.

During the last two months, 150 directory entries have been added including links to videos about ‘Men’s Sheds’ and ‘The Learning Curve’.

Claire Cooper, Information Research and Web Content Officer, said: “Thank you to the volunteers, groups, Community Engagement Managers, Older People and Carers Champions and stakeholders who help keep Your Care Your Support Wiltshire up to date.”

Marking our impact

Do you want to know the impact of our work in Wiltshire?

Healthwatch Wiltshire engages with people throughout the county to find out their experiences of using health and social care service. We use this information to feedback to the boards and groups who provide and buy these services.

We have produced a range of ‘You Said, We Did’ reports to illustrate the work carried out over the last year and what happened as a result of the feedback which people gave to us.

The reports, which cover a range of topics such as complaints, dementia and carers, are available at healthwatchwiltshire.co.uk

Contact us:
Tel 01225 434218
info@healthwatchwiltshire.co.uk
healthwatchwiltshire.co.uk



May 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

Primary Care Co-Commissioning

At the beginning of April 2017 Wiltshire CCG has taken on full delegated responsibilities for managing local general practices (GP surgeries). This was previously managed by NHS England.

It is widely recognised across the NHS that involving CCGs more in the commissioning of general practice provides an opportunity for offering better, more joined-up care for patients and local populations.

Functions the CCG has taken on include:

- The commissioning and monitoring of General Practices contracts
- Commissioning of local services for the Wiltshire population
- Approval of practice mergers
- Making decisions on local discretionary payments for GP practices
- Making decisions on establishment of new GP practices
- Provision of communications and patient engagement advices to GP practices



More information can be found on the CCGs website – www.wiltshireccg.nhs.uk

Prescription Ordering Direct (POD)

NHS Wiltshire CCG launched a NHS Prescription Ordering Direct (POD) service on Monday 8 May 2017.

This new service will provide an easy way for people to order their repeat prescription by making a simple phone call from the comfort of their own home – without the need to go into a GP practice or pharmacy.



Prescription Ordering Direct (POD)

A new and convenient way to order your repeat prescription

0300 123 6242

The POD will be staffed by dedicated, experienced and fully trained repeat prescription coordinators and pharmacists from NHS Wiltshire CCG.

When you call the POD telephone line you will talk to a trained coordinator dedicated to taking repeat prescription requests and answering any repeat prescription queries.

They will be able to help you to order only the items that you need, ask you how you are getting on with your medication and alert you if a medicine review is needed.

The POD has been introduced to help reduce the amount of medicine wasted across Wiltshire, as unused prescription medicines cost the NHS in Wiltshire over £2.7million every year. By managing repeat prescriptions orders more efficiently, we can reduce waste and save valuable NHS funds.

The service will also reduce time and workload pressures for GP practices, allowing staff to focus on providing better care to patients.

Don't worry if you already use a repeat prescription service from a pharmacy, you will be able to phone the POD service to order your medicines instead and the POD will arrange for your prescription to be sent electronically to your usual pharmacy and dispensed as normal.

The POD service will be available for patients registered with Lovemead Surgery, Trowbridge from 8 May. Giffords Surgery, Melksham and Castle Surgery, Ludgershall will be joining the scheme in June 2017 and we will keep you updated when more surgeries join.

Have you consented to have additional information in your Summary Care Record

Summary Care Records is an electronic record of important patient information, created from GP medical records. We are asking patient to improve their patient experience by consenting to have additional information available on their summary care record (SCR).

What is additional information?

Essential details about your healthcare can be very difficult to remember, particularly when you are unwell. Having additional information in your SCR means that when you need healthcare, you will be helped to recall this vital information, this includes:

- Your long term health conditions – such as asthma, diabetes, heart problems or rare medical conditions
- Your relevant medical history – clinical procedures that you have had, why you need a particular medicine, the care you are currently receiving and clinical advice to support your future care
- Your personal preferences – you may have particular communication needs, or may have made legal decisions about your care that you would like to be known
- Immunisations – details of previous vaccinations such as tetanus and routine childhood jabs



GPs use your Summary Care Record to share medical information with other healthcare staff treating you



We need your permission to add more information to help support your care.

Ask reception for a consent form.

Care professionals in Wiltshire use your Summary Care Record when they are treating you and this currently provides important information about the medicines you are taking, allergies you suffer from and any previous bad reactions to medicines you have experienced.

By consenting to have additional information included in your SCR, means more information will be available to health and care staff when they are treating you and can enhance the care your receive.

Ask reception for a consent form next time you visit your GP surgery.

SOUTHERN WILTSHIRE AREA BOARD
1 June 2017

Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2017/18

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2017/18.

2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. The Area Board is also invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2017/18.
- 2.3. Similarly, the Area Board is invited to appoint a named Champion to work with the Area Board and Health and Wellbeing Group for 2017/18, the role description is attached at **Appendix D**.

3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. In 2014 all Area Boards appointed Local Youth Network (LYN) Management Groups to coordinate wider LYNs, sub-groups of the Area Boards, to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C and may be reviewed by the Leader on an annual basis.
- 3.3. Some Area Boards have also established working groups to consider and facilitate the development of Health and Wellbeing Centre/Campus proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.

- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers. The role description is attached at Appendix D and the Area Board is asked to appoint to this position.
- 3.6. Some Area Boards have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Safeguarding Implications

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

7. Environmental Impact of the Proposals

- 7.1 None.

8. Equality and Diversity Implications

- 8.1 None.

9. Delegation

- 9.1 Under Wiltshire Council's constitution appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.

9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

10. Recommendation

10.1 The Area Board is requested to:

- a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and
- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.
- d. Appoint an Older Person's Champion for the Area Board, in accordance with Appendix D.

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Appendices:

Appendix A – list of appointments to Outside Bodies
Appendix B – list of appointments to Working Group(s)
Appendix C – Terms of Reference for Working Group(s)
Appendix D – Champion role description

Unpublished background documents relied upon in the preparation of this report

None.

WILTSHIRE COUNCIL OUTSIDE BODIES

| Outside Body Title (A to Z) | Appointed By | Why Rep Needed | Organisation aims | Meeting schedule | Voting rights | Reps needed | Representative (s) |
|--------------------------------------|--------------------------|--|---|-------------------------|----------------------|--------------------|---------------------------|
| Brian Whitehead Sports Association | Area Board - South Wilts | So council sees visibly how funds are used | Provision of sporting facilities for the Downton area | 4 to 6 times per year | - | 1 | |

Appointments to Working Groups
Southern Wiltshire Area Board

The board will appoint representatives at the meeting to the following working groups:

Community Area Transport Group:

Health and Wellbeing Forum

Community Area Health and Wellbeing Group Terms of Reference

1. Purpose

Definition of a Health and Wellbeing Group (HWG)

The Health and Wellbeing Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People and organisations living and working in the community play a direct role in setting the agenda for this group.

HWGs will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

2. Membership

The Health and Wellbeing Groups may include representatives of:

- Members of the Community Area Board,
- Older Peoples Champion,
- Carers Champion,
- People from the community,
- Town and Parish Councils,
- Health and social care commissioners,
- Community and voluntary organisations and groups,
- Community transport providers,
- Police,
- Fire and rescue services,
- GP Practices,
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people.

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of people

People living in the community must play a central role in all aspects of the Health and Wellbeing Groups including the design, development, delivery and review of the local activities.

Health and Wellbeing Groups are encouraged to use a variety of methods to ensure people participate and are involved in decision-making processes. Existing groups may provide a useful forum for involving people, although the decision to retain these groups is for local determination.

Health and Wellbeing Groups must ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the Health and Wellbeing Groups

All members will be required to:

- Take an active part in the development of the Health and Wellbeing Group and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the Health and Wellbeing Group relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on activities for older people and ensure that this is shared with the Health and Wellbeing Group.
- Champion the voice and influence of people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the Health and Wellbeing Groups activities.
- Respect all members of the Health and Wellbeing Group and invited representatives.
- Work to improve outcomes for people and ensure high quality safeguarding practice.

3. Structure

The Health and Wellbeing Groups should come together on a quarterly basis, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the Health and Wellbeing Groups activities. The Chair of the group will be decided locally and could be any member of the Group. The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of:

- The Chairperson
- Older Persons Champion/ Carers Champion
- Community Engagement Manager
- Commissioning representative (Community Commissioner)

The appointment of Councillors (excluding officers) to Health and Wellbeing Groups will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required, the Chairperson and Community Engagement Manager may appoint additional people to the management group if it is felt their involvement would be important for the function of the group.

Alternative people can represent people at the management group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

4. Responsibilities of the Health and Wellbeing Groups

Key responsibilities for the Health and Wellbeing Groups include:

- Awarding grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.

- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.
- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

5. Funding

Area Boards will have an annual revenue budget allocated to them. The Health and Wellbeing group will advise the Area Board on how these funds should be allocated. Health and Wellbeing Groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

6. Media Relations

Members of the Health and Wellbeing Groups may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the Health and Wellbeing Groups should be agreed with between the Health and Wellbeing Groups and Chairperson of the Community Area Board.

7. Review

These terms of reference are subject to change and should be reviewed by the Cabinet Member for Adult Care and Health on an annual basis.

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

The CATG will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the CATG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CATG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CATG.

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of CATG Members

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the CATG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the CATG must not issue press statements on behalf of the Area Board.

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes. It should be noted that CATG is an advisory body, it does not exercise delegated decision making powers.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary. Additional support will be provided outside of the meeting by the Corporate Office Business Support unit, as per Area Boards.

Terms of Reference

The CATG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full CATG meeting before being brought to the next Area Board for approval.

The CATG's terms of reference are set out at Appendix A:

Terms of Reference

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management. It cannot be used to fund revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

(Cabinet Member Decision HT-026-11)

3. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-027-11)

4. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

(Cabinet Member Decision HT-031-11)

5. 20mph speed restrictions – review and implementation

To make recommendations to the Area Board as to the priority routes/areas for review and implementation of 20mph speed restrictions in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HSB-007-13)

6. Other decisions

To make recommendations to the Area Board regarding any other local highways issues when requested.

Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the LYN

All members will be required to:

- Take an active part in the development of the LYN and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the management group (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

4. Media Relations

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

Volunteer Role Description

Older People & Carers Champion

Purpose of the role

The Council wishes to encourage Area Boards to identify champions in each of the county's community areas who will have a key role in representing the views of older people and carers at both a local and county wide level.

Furthermore volunteers will be asked to:

- Talk to and seek the views of older people and/or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.
- Work with area boards and local voluntary groups to encourage joint working and share experience to help new local groups set up.
- Advocate for older people and/or carers and be a focal point for identifying what service improvements or developments are required.
- Link with and report to the Community Engagement Manager.
- Talk to older people or carers to obtain their views about services. They will represent these views at Area Board meetings or other meetings as requested and discuss with the Council and CCG Commissioners the priorities for older people or carers and work with them on service improvements and developments.
- Provide a focus for the exchange of views and information between older people and/or carers and the Council's adult care and housing services.
- Work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- Attend area boards to report back on older people and carers issues.
- Attend meetings with other champions and the Council.
- Participate in induction training and ongoing personal development where appropriate. This will include mandatory elements essential for carrying out the role, such as safeguarding which must be completed prior to any volunteering taking place

- Use appropriate claim forms when claiming mileage or expenses
- Comply with Health and Safety Regulations.
- Register as a Wiltshire Council volunteer
- Registration with Fleet Services if the role includes driving on behalf of Wiltshire Council

Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are asked to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.

Volunteer Skills and Qualities Checklist

Older Peoples Champion:

- An ability to make a minimum commitment, as specified per role description.
- An understanding of the issues facing older people in today's society, especially loneliness and social exclusion
- An ability to comply with all relevant policy guidelines.
- An ability to maintain boundaries concerning the role and relationship with members of the community
- An ability to listen and communicate with people.
- An ability to recognise own limits of knowledge and responsibility and to be willing to seek advice and support from the Community Engagement manager or other relevant staff.
- A willingness to participate in induction training and team meetings wherever necessary.
- A commitment to non-judgemental practices.
- A willingness to undertake an enhanced disclosure check with the disclosure and barring service (DBS). The organisation will arrange to cover the cost of this.

Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.

Report to Southern Wiltshire Area Board
Date of meeting 1 June 2017
Title of report Community Area Transport Group update

Purpose of the Report:

To provide an update on the schemes delivered in 2016/17.

Next CATG meeting 12 July 2017.

Completed 2016-2017

- 4163 - Pennings Drove, Coombe Bissett – cul-de-sac signs
- N/A - Eyres Drive, Alderbury – additional bollards to prevent parking
- 3911 - Charlton All Saints – Improve junction markings
- 3985 - The Borough, Downton – Additional Waiting Restrictions
- 4340 - Mill Lane, Winterslow – Extend 30mph speed restriction
- 3984 - High Street, Downton – Improvements to pedestrian crossing
- 3865 - Landford – Speed Limit Review
- N/A - Winterslow, Gunville Hill - Lining works
- N/A - Odstock & Nunton - Signing Works

Carried over to 2017/2018

- N/A - Odstock & Nunton – Coloured surfacing and Lining
- 4536 - Winterslow, The Causeway – Additional Warning Signs
- 4453 - Coombe Bissett – Centreline
- 4576 - Grimstead – Replacement Direction Signs
- 3790 - Ford – Traffic Management Measures
- 4191 - Old Sarum – Traffic Management Measures
- 2940 - Milford Mill Road – FP no 10 – Improvement Works
- 4666 - Redlynch – Flood Depth Gauge

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

Report Author Tom Bray, Community Engagement Manager
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| | |
|-----------------|------------------------|
| Report to | Southern Wiltshire |
| Date of Meeting | 01/06/2017 |
| Title of Report | Community Youth Grants |

1. Purpose of the report:

a) To ask Councillors to consider the following applications seeking funding from the Southern Wiltshire Area Board.

b) To provide an update on the positive activities programme delivered by Go Active, Boomsatsuma and Any Body Can Cook.

Youth Grants

| Application | Grant Amount |
|--|--------------|
| Applicant: Winterslow Scout Group Project Title: Equipment Storage Project | £1000 |
| Applicant: Whiteparish youth Group Project Title: Paid Youth Worker for Whiteparish Youth Group | £1320 |
| Total grant amount requested at this meeting | £2320 |
| Total amount allocated so far | £0 |

2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2017/18 financial year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2017/2018.

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

Community Youth Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.

3. The applications

| | |
|---|--|
| Applicant: Winterslow Scout Group Project Title: Equipment Storage Project | £1000 |
| <p>This application meets grant criteria 2017/18.</p> <p>Project Summary: Winterslow Scout Group is a popular vibrant group with 60 attendees plus leaders & helpers at Beaver Cub Scout & explorer levels. Children & Young People aged from 6-24 take part in the full range of Scouting activities and as well as learning useful skills they have fun extend their friendship circles raise funds for local good causes & hold/support community events - they contribute to village life. All levels meet weekly at the Methodist Church Hall & use the Hall for equipment storage. However the Hall is used by other Community Groups as well as the Church & space is limited. An area immediately adjacent to the Hall has been identified as a space to position a suitable storage shed which would solve the current storage problems & additionally & importantly allow the Young People to be more independent in accessing/responsible for equipment. A funding contribution towards the purchase & siting of the shed is requested.</p> <p>Input from CEM: This was deferred from the last meeting in March 2017 as the applicant was not there to answer questions. This meets our criteria and provides facilities for the group to operate more effectively.</p> | |
| Applicant: Whiteparish youth Group Project Title: Paid Youth Worker for Whiteparish Youth Group | Amount Requested from Area Board: £1320.00 |
| <p>This application meets grant criteria 2017/18.</p> <p>Project Summary: Applying for funding to pay a Youth Worker to run our Youth Group in Whiteparish on Friday evenings from September 2017.</p> <p>Input from CEM: This application meets our criteria and provides support for our voluntary led youth clubs in Southern Wiltshire.</p> | |

4. Update on positive activities programme:

Boomsatsuma creative update 17/05/2017

No. sessions

- 17 music sessions have been delivered by music practitioner Yan Webber.
- Three sessions have not been used but will be allocated before end of year.

- Four dance sessions have been delivered by dance practitioner Bryony Pickup so far.

Highlights

Music sessions with Yan have been a real highlight. It's been great to bring Yan back in to lead the sessions as they young people are coming to know and trust him. He's been able to adapt the sessions to requests of the young people. The groups have been writing and performing songs and learning about the music industry. All in all very positive,

Yan said:

"It has been a pleasure running these workshops and I honestly feel that they have sparked an interest in making music in many of the youngsters who attended."

"I was told by a Mother that her children had talked of nothing but the sessions and couldn't wait for this one"

Go Active:

Youth clubs attended:

- Winterslow (approx. 15 to 20 participants each week) – 4 sessions so far
- Whiteparish (approx. 15 to 20 participants each week) – 2 sessions so far
- Downton (approx. 15 to 20 participants each week) – 2 sessions so far
- West dean (approx. 10 – 12 participants each week) – 2 sessions so far

Sports delivered so far:

- Dodgeball
- Fencing
- Zorb games
- Urban Polo
- Ultimate Frisbee

As the lighter evenings are now upon us we will be delivering some new and exciting sports for the young people to try, including Battlezone Archery, a new sport which is a mix of Archery and dodgeball!! We anticipate it to be a real hit!

Throughout the year the children have been a delight to coach and to see them try new sports with a great attitude and behaviour and showing great teamwork.

Highlights:

Zorb games have been the highlight for all the youth clubs, all the young people are so excited when they arrive to see the Zorbs, the sport is by far the most popular.

We are starting Old Sarum this week due to them only being open every other week and finding evenings that Boomsatsuma were not booked in for, we are offering longer sessions for them so we ensure they receive their allocated hours.

Any Body Can Cook:

We have all sessions booked at all the youth clubs except Downton who we are liaising with at present.

To date we have had an average of 12 young people at each session.

We have made a selection of savoury and sweet recipes including chow mein, pancakes, fajitas, pasta.

We are collecting names each time we are attending so we can apply for the AQA units for those who have participated and will use all the allocated funding for this as take up has been so good. We will not be applying until September though as they can then use the registration for the whole academic year 2017-18.

Report to Southern Wiltshire Area Board
Date of meeting 1 June 2017
Title of report Health and Wellbeing Funding

Purpose of the Report:

- a) To consider the applications for funding listed below together with the recommendations of the Health and Wellbeing Group.
- b) To provide an update on the intergenerational project taking place in Downton.

a) Grants:

| Applicant | Amount requested |
|----------------------------------|------------------|
| Music for Wellbeing CIC | £1407.01 |
| Laverstock Memory Group | £4000.00 |
| Amount requested at this meeting | £5407.01 |
| Budget for 2017/18 | £6700 |
| Amount spent to date | £0 |

1. Main Considerations

- 1.1. Councillors will need to be satisfied that Health and Wellbeing Groups awarded in the 2017/2018 year are made to projects that can realistically proceed within a year of it being awarded.
- 1.2. Councillors will need to be assured that carers, older and/ or vulnerable people will benefit from the funding being awarded. The money must be used to invest in projects that will support adults living within a community area. While not exclusively restricted to older people, the investment should be made in such a way as to make the maximum impact on health and wellbeing within a given community area.
- 1.3. Councillors will need to ensure measures have been taken in relation to safeguarding older and vulnerable people.

2. Environmental & Community Implications

Health and Wellbeing 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.

3. Financial Implications

Financial provision had been made to cover this expenditure

3.1. Southern Wiltshire Area Board was allocated £6700

3.2. The Southern Wiltshire Area Board Health and Wellbeing Funding balance for 2017/18 is £6700

3.3. All decisions must fall within the Health and Wellbeing Funding allocated to Southern Wiltshire Area Board.

4.4 If funding is awarded in line with the Health and Wellbeing recommendations outlined in this report

1. Legal Implications

There are no specific legal implications related to this report.

2. Human Resources Implications

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

3. Equality and Inclusion Implications

Ensuring that Community Area Boards and Health and Wellbeing Groups 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.

4. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Engagement Manager has assessed this application agreed it meets safeguarding requirements.

5. Applications for consideration

| Application ID | Applicant | Project Proposal | Requested |
|---|-------------------------|------------------|-----------|
| 1 | Music for Wellbeing CIC | Music project | £1407.01 |
| <p>Project description The project will pilot 2 short-term projects for people in 2 communities who are living with long-term conditions such as dementia, Parkinson's, post-stroke and frailty, including carers. However, the sessions would also be open to the wider community as the project's aim is to promote community cohesion, reduce isolation as well as encouraging people to move more. The project will work with Downton Good Companions group and Laverstock Memory Group.</p> <p>The circle dance sessions will provide a safe, accessible space for people to learn and create dance and music together, thus increasing social contact, physical activity, emotional wellbeing and creativity.</p> | | | |
| <p>Input from CEM: This project meets the criteria and will deliver a programme of activities as a pilot project for the area. Full evaluation of the project will be presented to the Area Board upon completion.</p> | | | |

| Application ID | Applicant | Project Proposal | Requested |
|--|-------------------------|-------------------------|-----------|
| 2 | Laverstock Memory Group | Laverstock Memory Group | £4000 |
| <p>Project description The Group provides on-going support for people with dementia with a leader who has over thirty years experience in this field. Members meet in the leader's home in Laverstock on a weekly basis. They discuss ways of coping with the challenges of living with dementia. They realise they are not alone and encourage and learn from each other.</p> <p>At the same time, family carers meet in another room to share their experience and practical</p> | | | |

advice, as well as emotionally supporting each other.
Both groups work to help create dementia friendly communities in our area.

See attached application and appendices

Input from CEM: This project meets the criteria and targets dementia, an Area Board theme. Having visited the group it provides important support for people with dementia and their carers.

Appendix 1: Music for Wellbeing CIC application

Appendix 2: Laverstock Memory Group & supporting docs.

b) Update on intergenerational project in Downton:

- Dates for sessions agreed with the Trafalgar School
- Flyers advertising the welcome Afternoon Tea (24/5/17) and following sessions have been placed in numerous business premises in and around Downton; Leisure Centre, Post Office, Surgery, church groups, pubs, Coop, day clubs etc
- Have attempted to inform and attract as many people with varied interests as possible, directly and through family members.
- To date 5 expressions of interest have been registered with Age UK Wiltshire (Salisbury Office)
- Collaboration with Ashley Grange Nursing Home is in place
- Trafalgar School IT team are prepared to share knowledge and coach IT novices to learn and use new digital skills
- Wiltshire Online are also participating, particularly through provision of their website to encourage people to learn and gain access to numerous useful websites
- Age UK Wiltshire volunteers will provide administrative support at the sessions and welcome participants.
- Downton Link is also engaged in case transport requirements are logged.

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

Report Author Tom Bray, Community Engagement Manager
Email: tom@wiltshire.gov.uk

Health and Wellbeing projects and activities FUNDING APPLICATION

1. Applicant:

| | |
|---------------|----------------------------------|
| Name | Olivia McLennan |
| Organisation | Music for Wellbeing CIC |
| Address | 5 Shaston Court, Wilton, SP2 0AF |
| Phone number | 01722 741025/07446 902118 |
| Email address | livmclennan@yahoo.com |

2. Amount of funding required from the Area Board:

| | |
|--|---|
| £0 - £1000 | |
| £1001 - £5000 | X |
| Over £5000 (please note – our grants will not normally exceed £5000) | |

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

| | |
|-----|---|
| Yes | |
| No | X |

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

5. Project title?

Full Circle: Inclusive Music, Movement and Circle Dance in Southern Wiltshire communities

6. Project summary: (100 words maximum)

The project will pilot 2 short-term projects for people in 2 communities who are living with long-term conditions such as dementia, Parkinson’s, post-stroke and frailty, including carers. However, the sessions would also be open to the wider community as the project’s aim is to promote community cohesion, reduce isolation as well as encouraging people to move more. The project will work with Downton Good Companions group and Laverstock Memory Group.

The circle dance sessions will provide a safe, accessible space for people to learn and create dance and music together, thus increasing social contact, physical activity, emotional wellbeing and creativity.

7. Which Area Board are you applying to?

Southern Area Board

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

SP5 3PS and SP1 2SR

9. Please tell us which themes best describe your project:

| | |
|--|---|
| <input type="checkbox"/> Intergenerational projects Older People Support/Activities Carers Support/Activities Promoting physical and mental wellbeing Combating social isolation Promoting cohesive/resilient communities Arts, crafts and culture | <input type="checkbox"/> Heritage, history and architecture Inclusion, diversity and community spirit |
| <input type="checkbox"/> Safer communities | <input type="checkbox"/> Environment, recycling and green initiatives Sport, play and recreation <input type="checkbox"/> Transport <input type="checkbox"/> Technology & Digital literacy <input type="checkbox"/> Other |

If Other (please specify)

10. About your project

Please tell us about your project (a strong application will address all of the following):

How does your project support local needs and priorities?

Full Circle is a project that would use inclusive circle dance (suitable for people with dementia and other neurological conditions, people who are frail and their carers and supporters) and other musical activities to promote creative movement, physical activity, and social interaction. The project would be led and managed by Music for Wellbeing CIC but work in partnership with Downton Good Companions Club and Laverstock Memory Group to set up two pilot projects across Southern Wiltshire. The main target group would be people with dementia and their carers, but the sessions would be open to the wider community and to others with longer-term and/or neurological health conditions. Due to the timings of the sessions, it is expected that the main demographic would be people over 60.

The sessions will be facilitated by Olivia McLennan, who is an experienced community musician and circle dance practitioner and trainer, and take place at Riverbourne Farm and Downton Memorial Hall. The project with Downton Good Companions will take place over 4 monthly sessions at the club and the project with Laverstock Memory Group will take place over 5 weekly sessions at Riverbourne Farm.

A Bupa report (Keep Dancing, 2011) highlighted the fact that older people do not get enough exercise: only 20% of men and 17% of women aged 65-74 reach recommended activity levels per week and for over 75s, only 9% of men and 6% of women reach the recommended weekly activity levels. The report highlights that regular exercise and physical activity by older people

reduces the occurrence of a number of chronic conditions including cardiovascular disease, diabetes, cancer, hypertension, obesity, depression and osteoporosis. Indeed in Wiltshire itself, only 25% of all adults reach 3x 30 minutes of physical activity a week, with Southern Wiltshire slightly over the county average with 27% of people achieving it. The project will support older people to enhance their weekly physical activity, and encourage them to continue it beyond the project by signposting to other opportunities or extending the project with the securing of additional funds.

With dementia being a priority for the Southern Wiltshire board, and communities being encouraged to set up their own projects for people with dementia, Full Circle would support this initiative and promote dementia awareness as well as creative physical activity. There are limited musical opportunities for people with dementia around Salisbury, with Singing for the Brain available, but inclusive, combined music and dance participatory sessions for older people (and people with long-term neurological and physical conditions) is not readily available in these localities.

As mentioned previously, the project will also welcome carers, as circle dance and the other musical activities are suitable for all ages and abilities, and completely inclusive. We know that only 30.9% of carers in Wiltshire have as much social contact as they would like, so this project is also a way of addressing this issue in a non-threatening, supportive way. Indeed, although 78.3% of people in the Southern Wiltshire area report as having as much social contact as they would like, it is still lower than the county average, and the map of loneliness cited in the 2016 JSA for older people suggests people in the Downton area are at higher risk of loneliness. With 40% of the population in Downton over 60 (Downton Neighbourhood Plan 2016-2026), the Full Circle project could help to address social isolation of that age group.

The Start Active, Stay Active report (2011) stated that 'local communities can have a strong influence on people's behaviour...[and] investments in community-level programmes...can help to influence social norms around health and activity.' If the local community are aware of Full Circle and the benefits that dance and music can bring to people, there is a chance that this could have an influence on the wider community as well as the target demographic.

How many older people/carers do you expect to benefit from your project?

I am expecting to be able to work regularly with 20-30 people in Downton at the Good Companions Club and 5-10 people with dementia plus 5 – 10 carers in Laverstock.

How will you encourage volunteering and community involvement?

There are a small number of volunteers who supported the last project who were connected to people attending the dancing, so I would encourage them to be part of these two projects to support the smooth running of the sessions. In addition, I have already been contacted by someone who is keen to volunteer with future projects who is an experienced circle dancer and I would look to explore whether they would be suitable for volunteering on the projects.

I would also write for local newsletters and websites promoting community involvement and display posters and leaflets locally.

How will you ensure your project is accessible to everyone (for example: people living with a disability or on low incomes, or vulnerable, or socially isolated etc.)?

There will be no charge for people to attend (however donations could be taken if people feel able to contribute) so there will be no financial expectation on people who would like to attend the project. The venues that are being used for the projects already work with disabled people and are fully accessible. I will promote the projects as widely as I can within the areas they are taking place, and work with local clubs, societies and businesses in the villages to raise awareness.

There is parking at the venues and there are buses that travel to the venues, so people are able to access them by public transport as well as private cars.

In terms of the project content, every dance, music and movement activity is adapted for both standing and seated use and the facilitator is experienced and skilled in delivering accessible and inclusive projects.

How will you work with other community partners?

I have already made connections with the two organisations that are supporting the projects and will be fostering closer links with them over the coming months. I will also explore further networking with other community organisations in the local areas (such as churches, venues, and other relevant organisations for older people and people with dementia and other neurological conditions).

11. Safeguarding

Please tell us about how you will protect and safeguard vulnerable people in your project (You must address all of the following):

- Please provide evidence of your commitment to safeguarding and promoting the welfare of older/vulnerable people and their carers.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Who in your organisation is ultimately responsible for safeguarding?

Music for Wellbeing has Safeguarding Adults at Risk and Health and Safety policies and the project will fully comply with them. We will also work with the other project partners to create a shared understanding of responsibility with regards to participant and volunteer safety. The activities and venues will be risk-assessed at the beginning of the projects and reviewed before each session thus enabling a safe environment for them to take place in.

Any person who is volunteering on the project will receive verbal and written guidance on safeguarding responsibilities and procedures before the project, plus given ongoing support during the project.

The facilitator has a recent enhanced DBS check. Chris Cook is the person ultimately responsible for safeguarding at Music for Wellbeing.

12. Monitoring your project.

How will you know if your project has been successful? *required field

The project will collect feedback from participants in the form of questionnaires at the end of the project and opportunities for regular verbal and other creative feedback (such as writing postcards, creative feedback circle and physical gesture) to measure three anticipated outcomes:

- Participants will experience a greater social connectedness with others in their community through taking part in regular structured sessions.
- Participants will increase their regular physical activity as a result of attending the project
- Participants will experience greater enjoyment of physical activity as a result of attending the project

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

This is intended to be a pilot project to test 2 different models, so we do not know at this stage whether there will be a need for further funding.

14. If this application forms part of a larger project (eg a community navigation project), please state what this project is and approximately how much the overall project will cost

N/A

15. Finance:

15a. Your Organisation's Finance: We do not have any records presently as we are a new CIC and it is our first year of operation.

Your latest accounts:

Month Year

Total Income:

£ 0

Total Expenditure:

£

Surplus/Deficit for the year:

£ N/A

Free reserves currently held:

(money not committed to other projects/operating costs)

£ 0

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

We are new Community Interest Company and it is our first year

15b. Project Finance:

Total Project cost £1507.01

Total required from Area Board £1407.01

Expenditure £1407.01 Income £ Tick if income confirmed

NB. If your organisation reclaims

VAT you should exclude VAT (Planned Income [help](#))

from the expenditure (Planned project costs [help](#))

| | | | |
|------------------|-----|-----------------|-----|
| Facilitator Fees | 675 | In kind support | 100 |
| | | (eg participant | |

| | | recruitment, refreshments, venue) | | |
|-------------------------------------|----------------------|---|----------------------|--------------------------|
| Travel | 62.01 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Venue hire (Riverbourne Farm) | 100 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Promotional materials | 20 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Refreshments | 10 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Planning & Management | 200 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Evaluation/Report | 200 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Management fee | 140 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Total | 1407.01 | Total | 100 | |

16. Have you or do you intend to apply for a grant for this project from another area board within this financial year? *required field

- Yes
- No

17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

Unknown at this stage, but if the projects are successful, I would look to apply to other area boards to roll out more projects across Wiltshire. However, this wouldn't be until the 2017/18 financial year.

18. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

Quotes:

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)

Project/Business Plan:

For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

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

Constitution:

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

Policies and procedures:

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):

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

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

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...

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

THE LAVERSTOCK MEMORY SUPPORT GROUP

2 Riverside Close
Laverstock
Salisbury
SP1 1QW

The Southern Wiltshire Area Board
Bourne Hill
Salisbury
SP1 3UZ

8 May 2017

Application for funding for The Laverstock Memory Support Group

The Laverstock Memory Support Group is a re-launch of a group for people living with dementia that was funded by Wiltshire Council from 2009 until 31 March 2017. At that point, Wiltshire Council discontinued their contract for the Group.

In the run up to March 2017, Wiltshire Council published an invitation to tender for services for people with dementia in Wiltshire, but this was clearly designed for much larger scale organisations that could cover the whole county and provide a range of different services.

There was no scope in the invitation to tender for the funding of smaller activities with a specific set of aims - like the work of the Memory Support Group in Laverstock.

At the end of March, it was announced that dementia services in Wiltshire would now be provided by Alzheimer's Support. Following this announcement, I approached Alzheimer's Support to see if they were able to assist with a re-launched Memory Support Group.

This led to a Letter of Agreement with Alzheimer's Support covering the work of the Laverstock Memory Support Group being signed at the beginning of April 2017.

However, Alzheimer's Support is only able to contribute £5,000 to the project, which is about 50 per cent of the funding previously provided by Wiltshire Council.

This means we need to find additional funds to sustain the work of the new Laverstock Memory Support Group.

An important principal in the Group has been that there is no charge to members.

This is because it is recognised that many people living with dementia find that the effects of their dementia and the costs of care leave them, and their families, in a financially difficult position.

Nevertheless, with the re-launch we have decided to invite those who feel able to do so, to make voluntary contributions to the Group.

I am therefore now approaching the Southern Wiltshire Area Board for a grant of £4,000 for the current Financial Year, bearing in mind that

- a. The work is based in the Board's area of responsibility,
- b. A significant proportion of the members live in, or have close connections with the area,
- c. One of the aims of the Laverstock Memory Support Group is to strengthen links with the local community, making them more aware of the needs of people living with dementia and opportunities to make services in our area more 'dementia friendly'.

I am enclosing the Health & Wellbeing Funding Application on the form I have been given.

If you require any clarification, or additional information, please feel free to contact me by any of the routes shown on the Application Form.

Yours sincerely

Elizabeth Bartlett

Elizabeth Bartlett
Dementia Consultant & Trainer

Health and Wellbeing projects and activities for everybody matters FUNDING APPLICATION

1. Applicant:

| | |
|---------------|--|
| Name | Elizabeth Bartlett |
| Organisation | The Laverstock Memory Support Group |
| Address | 2 Riverside Close, Laverstock, Salisbury SP1 1QW |
| Phone number | 0781 238 1463 |
| Email address | elizabethbartlett@ntlworld.com |

2. Amount of funding required from the Area Board:

| | |
|--|-------|
| £0 - £1000 | |
| £1001 - £5000 | £4000 |
| Over £5000 (please note – our grants will not normally exceed £5000) | |

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

| | |
|-----|---|
| Yes | |
| No | X |

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

5. Project title?

The Laverstock Memory Support Group

6. Project summary: (100 words maximum)

The Group provides on-going support for people with dementia with a leader who has over thirty years experience in this field.

Members meet in the leader's home in Laverstock on a weekly basis. They discuss ways of coping with the challenges of living with dementia. They realise they are not alone and encourage and learn from each other.

At the same time, family carers meet in another room to share their experience and practical advice, as well as emotionally supporting each other.

Both groups work to help create dementia friendly communities in our area.

7. Which Area Board are you applying to?

Southern Wiltshire

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

SP1 1QW

9. Please tell us which themes best describe your project:

| | |
|---|---|
| <input type="checkbox"/> Intergenerational projects <input checked="" type="checkbox"/> Older People Support/Activities <input checked="" type="checkbox"/> Carers Support/Activities <input checked="" type="checkbox"/> Promoting physical and mental wellbeing <input checked="" type="checkbox"/> Combating social isolation <i>- esp. for people with dementia living alone</i> <input type="checkbox"/> Promoting cohesive/resilient communities <input type="checkbox"/> Arts, crafts and culture <input type="checkbox"/> Safer communities | <input type="checkbox"/> Heritage, history and architecture <input checked="" type="checkbox"/> Inclusion, diversity and community spirit <input type="checkbox"/> Environment, recycling and green initiatives <input type="checkbox"/> Sport, play and recreation <input type="checkbox"/> Transport <input type="checkbox"/> Technology & Digital literacy <input checked="" type="checkbox"/> Other |
|---|---|

If Other (please specify)

Dementia care

10. About your project

Please tell us about your project (a strong application will address all of the following):

How does your project support local needs and priorities?

1. By supporting local people with dementia and their carers.
2. By promoting an understanding of dementia in our community
 - leading to the development of a more dementia friendly environment

Note: Approx. 1 in 50 people between 65 and 70 have dementia
 Rising to 1 in 5 over 80

How many older people/carers to do you expect to benefit from your project?

Our members with dementia and their carers are generally 60 – 90 years of age,
We expect to have 12 -15 members each week, plus 10 -12 family carers.
We will meet as a group 30 times a year, plus participating in 4-5 additional activities for
at least some of the members and their carers.

Whenever a vacancy occurs, (e.g. because a member has had to go into full-time care), we
expect it to be filled very quickly because of the high level of demand for this type of
support.

How will you encourage volunteering and community involvement?

- a. The Co-leader who looks after the carers' group and helps with the administration does so on a voluntary basis.
- b. Members of both groups assist
 - with development of dementia friendly GP practices,
 - a University of Southampton Safer Walking Project,
 - consultations on dementia services with HealthWatch Wiltshire,
 - support the Wiltshire Safe Places scheme.
- c. Individual members will talk to other groups about what it means to have dementia.
- d. The Group is affiliated to DEEP – a UK Network of Dementia Voices

How will you ensure your project is accessible to everyone (for example: people living with a disability or on low incomes, or vulnerable, or socially isolated etc.)?

- a. There will be no charges for membership of The Laverstock Memory Support Group
- b. Access is organised for people with mobility difficulties.
- c. Members with dementia who live alone are often given additional support, or put in touch with other services, by the group Leader

How will you work with other community partners?

The Laverstock Memory Support Group has an Agreement with Alzheimer's Support for the next year and they will monitor the work. Alzheimer's Support will also be the principal financial sponsor. However they are unable to fully cover the cost of running the Group.

The Group will also work with the following providers of services and activities for people with dementia:

- SWAN Advocacy
- Olivia McClennan – circle dancing
- Rebecca Seymour – musical activities
- The Health and Wellbeing Board

11. Safeguarding

Please tell us about how you will protect and safeguard vulnerable people in your project (You must address all of the following):

- Please provide evidence of your commitment to safeguarding and promoting the welfare of older/vulnerable people and their carers.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Who in your organisation is ultimately responsible for safeguarding?

The Group Leader, Elizabeth Bartlett, is ultimately responsible for Safeguarding. She has extensive experience in this field, having attended safeguarding courses and trained staff in care homes on their responsibility to adhere to safeguarding policies.

Elizabeth also ensures that others assisting her with the group are aware of the relevant policies.

12. Monitoring your project.

How will you know if your project has been successful? *required field

It has been agreed that the Laverstock Memory Support Group will submit a service report to Alzheimer's Support annually.

Key indicators of success in this report will include

- a. Comments about the Group made by members and their family carers,
- b. Comments from carers on the value of the Carers' Group,
- c. Levels of attendance – taking into account valid reasons for absence, e.g. illness, or medical appointments.
- d. Records of involvement with relevant activities in the community.

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

Alzheimer's Support has given funding for one fiscal year and is not able to make undertakings for future years. However if the project is deemed to be successful and they have sufficient funds, they would be sympathetic to continuing to support the project.

As in the current year, additional funds will need to be sought from other sources.

If sufficient funds cannot be found, the work undertaken by the Group will have to be reduced, or *in extremis*, the Group will have to be discontinued.

14. If this application forms part of a larger project (eg a community navigation project), please state what this project is and approximately how much the overall project will cost

Not applicable

15. Finance:

15a. Your Organisation's Finance:

Your latest accounts:

Month Year

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

As explained in the covering letter to this application, this is the first year of a new group, even though it draws on the experience gained from a group previously supported by Wiltshire Council.

Therefore there are no previous relevant accounts.

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

This is new group and has no reserves

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

15b. Project Finance: See Covering Letter

Total Project cost £

Total required from Area Board £

| Expenditure | £ | Income | £ | Tick if income confirmed |
|--------------------|----------|---------------|----------|---------------------------------|
|--------------------|----------|---------------|----------|---------------------------------|

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure (Planned project costs [help](#))

(Planned Income [help](#))

| | | | | |
|----------------------|----------------------|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
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| Total | <input type="text"/> | Total | <input type="text"/> | |

16. Have you or do you intend to apply for a grant for this project from another area board within this financial year? *required field

- Yes
- No

17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

18. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

Quotes:

N/A 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)

Project/Business Plan:

N/A For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

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

Constitution:

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

Policies and procedures:

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):

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

N/A I will make available on request the relevant planning permission for the project.

N/A 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...

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

| | |
|------------------------|-------------------------------|
| Report to | Southern Wiltshire Area Board |
| Date of Meeting | 01/06/2017 |
| Title of Report | Community Area Grant funding |

Purpose of the report:

To consider the applications for funding listed below

| Applicant | Amount requested |
|--|-------------------------|
| Applicant: Downton Tennis Club Project Title: Downton Tennis Club courts refurbishment View full application | £5000.00 |
| Applicant: West Dean Village Fete Committee Project Title: West Dean village history trail View full application | £600.00 |
| Applicant: BWSCA Project Title: Sports Social Club Replacement toilets View full application | £5000.00 |

1. Background

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

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

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 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 |
|--|---------------------|--|-----------|
| 2297 | Downton Tennis Club | Downton Tennis Club courts refurbishment | £5000.00 |
| Project Description: Refurbishment and upgrade of Village tennis courts. The project consists of 2 separate but mutually beneficial aspects. Resurfacing the 3 hard court surfaces - the recommended life span of such courts is 10 years - our courts were laid in 1994. At the same time we wish to make the courts disabled friendly by installing wide double gates to allow wheelchair access | | | |
| Input from Community Engagement Manager: This application meet our criteria. It will improve a well-used local sporting facility and improve disabled access. | | | |
| Proposal That the Area Board determines the application. | | | |

| Application ID | Applicant | Project Proposal | Requested |
|--|----------------------------------|---------------------------------|-----------|
| 2344 | West Dean Village Fete Committee | West Dean village history trail | £600.00 |
| Project Description: Last year as a part of the village fete we created a history trail around the village. The trail provided information in words and photos on a wide variety of buildings and sites around the village and highlighting the social history and development of the village. It attracted much local interest as well as visitors from further afield. | | | |

However the trail was temporary and removed after two months. We now plan to make the trail permanent providing information at each location via information boards and QR codes linked to the village website an overview information board on the village green - permission from PC received and publicity of the trail for residents and visitors alike.

Input from Community Engagement Manager:

This application meets our criteria. Following on from a successful community project, this will enable it to become a permanent fixture in the village.

Proposal

That the Area Board determines the application.

| Application ID | Applicant | Project Proposal | Requested |
|----------------------|-----------|--|-----------|
| 2427 | BWSCA | Sports Social Club Replacement toilets | £5000.00 |

Project Description:

To replace 30 year old Ladies & Gents Toilets used by the sports and social club

Input from Community Engagement Manager:

This application meets our criteria. It will help improve a well used local facility.

Proposal

That the Area Board determines the application.

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

Report Author:

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