

AGENDA

Meeting: Chippenham Area Board
Place: Goss Croft Hall, Malmesbury Road, Upper Seagry, Chippenham, SN15 5HD
Date: Monday 26 June 2017
Time: 7.00 pm

Including the Parishes of Biddestone, Castle Combe, Chippenham Without, Chippenham, Christian Malford, Grittleton, Hullavington, Kington Langley, Kington St Michael, Langley Burrell, Nettleton, North Wraxall, Seagry, Stanton St Quintin, Sutton Benger and Yatton Keynell

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 Will Oulton (Democratic Services Officer), direct line 01225 713935 or email william.oulton@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 Ashley O'Neill, Queens and Sheldon
Cllr Baroness Scott of Bybrook OBE,
Bybrook
Cllr Bill Douglas, Hardens and England
Cllr Andy Phillips, Cepen Park and
Redlands
Cllr Nick Murry, Monkton

Cllr Ross Henning, Lowden and
Rowden
Cllr Peter Hutton, Cepen Park and
Derriards (Vice Chairman)
Cllr Howard Greenman, Kington
(Chairman)
Cllr Melody Thompson, Hardenhuish
Cllr Clare Cape, Pewsham

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

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 Chairman's Welcome and Introductions</p>	7:00pm
<p>2 Apologies</p>	
<p>3 Minutes (<i>Pages 1 - 10</i>)</p> <p>To approve and sign the minutes of the meetings held on 13th March and 16th May 2017].</p>	
<p>4 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>5 Chairman's Announcements (<i>Pages 11 - 12</i>)</p> <p>To consider any announcements by the chair.</p>	
<p>6 Local Youth Network (LYN) Update (<i>Pages 13 - 16</i>)</p> <p>To consider the report and the recommendations for awards as follows:</p> <p>Explorer Scouts - £2000 Relate - £2500</p>	7:10pm
<p>7 Chippenham Station Development Update</p> <p>To receive an update on the Chippenham Station Development project.</p>	7:20pm
<p>8 Town, Parish and Partner Updates (<i>Pages 17 - 30</i>)</p> <p>To note the written updates provided and answer any questions arising from the floor:</p> <ul style="list-style-type: none"> i. Parish and Town Councils ii. Wiltshire Police iii. Wiltshire Fire and Rescue Service iv. Wiltshire Clinical Commissioning Group (CCG) v. Chippenham and Villages Area Partnership (ChAP) vi. Other Community Groups 	7:40pm
<p>9 Health & Wellbeing Update</p> <p>To receive an update from the local Champions.</p>	7:50pm
<p>10 Community Engagement Manager Update</p>	8:00pm

Victoria Welsh, Community Engagement Manager, will provide an overview on upcoming projects in the Chippenham Community Area

11 **Funding** (*Pages 31 - 50*)

8:10pm

To consider the following applications:

Chippenham Hospital Radio - £3360
Kington Langley Croquet Club - £5000
Burton Community Association - £5000

12 **Appointment of Outside Bodies and Working Groups** (*Pages 51 - 74*)

8:20pm

To appoint representatives from the Area Board to sit on the following Outside Bodies.

- Chippenham Local Youth Network (LYN)

To appoint members of the following Area Board working groups.

- Chippenham Community Area Transport Group (CATG)
- Chippenham LYN Management Group

To appoint a Health and Wellbeing and Older Persons Champions

13 **Urgent items**

8:30pm

Any other items of business which the Chairman agrees to consider as a matter of urgency.

14 **Evaluation and Close**

The Chairman will invite any remaining questions from the floor and will welcome the submission of new issues.

The meeting is asked to note the future meeting dates below

[4 Sep 2017 7.00 pm](#)

[6 Nov 2017 7.00 pm](#)

[15 Jan 2018 7.00 pm](#)

MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: Council Chamber - Council Offices, Monkton Park, Chippenham,
SN15 1ER
Date: 13 March 2017
Start Time: 7.00 pm
Finish Time: 8.48 pm

Please direct any enquiries on these minutes to:

Will Oulton (Democratic Services Officer), Tel: 01225 713935 or (e-mail)
william.oulton@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Linda Packard, Cllr Desna Allen, Cllr Chris Caswill, Cllr Bill Douglas,
Cllr Howard Greenman (Chairman), Cllr Mark Packard, Cllr Nina Phillips and
Cllr Melody Thompson

Total in attendance: 27

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
16	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Howard Greenman, welcomed everyone to the meeting and introduced the councillors and officers present.</p>
17	<p><u>Apologies</u></p> <p>Apologies for absence were received from Baroness Jane Scott, and from Cllr Maurice Dixon of the Parish Forum.</p>
18	<p><u>Minutes</u></p> <p>Resolved</p> <p>To approve and sign the minutes of the meeting held on 16 January 2016.</p>
19	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
20	<p><u>Chairman's Announcements</u></p> <p>As they were not seeking re-election in May, the Chairman took the opportunity of their last Chippenham Area Board meeting to wish Councillors Mark Packard, Linda Packard, Nina Philips and Chris Caswill all the best for the future. The Chair also expressed thanks to Victoria Wiltshire and Will Oulton for supporting him throughout the year.</p>
21	<p><u>Highways Issues</u></p> <p>The Chairman invited Councillor Philip Whitehead to address the meeting and to answer question regarding Highways matters.</p> <p>Issues highlighted in the course of the presentation and discussion included: the difference between statutory and discretionary highways improvements, and how safety issues impact on whether something is statutory or discretionary; how Parish Stewards are used to target discretionary work; how the MyWiltshire App (http://www.wiltshire.gov.uk/mywiltshire-online-reporting) can be used to specifically target reports for work and how photographs can be submitted; how reports are filtered by officers and then passed to a work team; the desire to improve the reporting back to people submitting duplicate reports; the additional costs from using the phone are £5 more than submitted on the app; that the Parish Stewards scheme is generally well received, with stewards taking a proactive approach; whether the CATG budget was reasonable for the Chippenham Community Area considering its size; how larger projects can be submitted to the central pot</p>

	<p>for funding; whether using the CATG to prioritize major road maintenance projects was adding value.</p> <p>The Chairman thanked the Cabinet Member for attending the meeting.</p>
22	<p><u>Chippenham Community Area Transport Group</u></p> <p>The meeting considered the notes of the last meeting of the Chippenham Community Area Transport Group and the recommendations therein.</p> <p>It was noted, with regard to scheme 4764 - Bus stop opposite the Star Inn The Street Hullavington, that as the CATG had already requested further information on the scheme, that a request made at the Area Board meeting to approve funding should be deferred until the CATG had made their own recommendation.</p> <p>Resolved</p> <p>To adopt, unamended, the recommendations made by the Community Area Transport Group.</p>
23	<p><u>Local Youth Network Update and Funding</u></p> <p>The meeting received an update and was asked to consider the applications for funding together with the recommendations of the Local Youth Network (LYN) Management Group.</p> <p>Applicants, in attendance, were given an opportunity to address the meeting. Councillor Peter Hutton explained how the expressed priorities of young people and evidence supplied was used to assess the grant application; made reference to the relevance of the Joint Strategic Assessment; thanked Richard Williams and LYN members for work over the course of the year; and commended the range of projects coming through.</p> <p>Resolved</p> <p>To make the following awards:</p> <ul style="list-style-type: none"> • Mind Reset - £4090 • Rise Trust Youth Café - £4920 • Rag and Bone Theatre - £5000
24	<p><u>Update on SWLEP Chippenham Projects</u></p> <p>The meeting received and update on the economic development projects in the Chippenham Area, including the Chippenham Station and Major Road projects. Issues highlighted in course of the presentation and discussion included: The</p>

	<p>background to Swindon and Wiltshire Local Enterprise Partnership (SWLEP) and bids for funding; the benefits of the Station scheme; that conditional approval had been received from the Department for Transport, but that further additional requirements would need to be satisfied; the various options for the station considered and the impact of additional demand; the preferred options for the car parking including underground and the release of land for retail, business and residential development; that potential link underneath the tracks was being considered and additional links could be explored; that the feasibility of the market and deliverability was being explored; that private sector investment would be required; how the public would be involved in the master plan; the GWR ticket barrier proposal and the benefits from using some of the funding for this; the decision making process; how parking for residents could be improved; that siting the bus station north of the train station was not particularly viable and was not being explored; that any link under the tracks would only receive support from GWR if it did not disrupt the rail network; the A350 schemes completed and those still scheduled that were funded from the SWLEP; how changes to the roundabout by the M4 should address congestion; that the development agreement at the Bridge Centre had expired; that site was being reviewed and traffic modelling was underway; that as the project at the Bridge Centre was not part of the Growth Deal funding, options to develop the site independently were being explored.</p> <p>The Chairman thanked the officers for the update.</p>
25	<p><u>Chippenham Our Community Matters</u></p> <p>The meeting received an update regarding the outcome of the ‘Chippenham Our Community Matters’ Joint Strategic Assessment event held on 6 February 2017.</p> <p>Resolved</p> <ol style="list-style-type: none"> 1. That the Area Board adopts the priorities identified by the ‘Chippenham Our Community Matters’ event and works to facilitate local action to tackle those priorities. 2. That the Area Board requests the Local Youth Network, the Health and Wellbeing Group and the Community Area Transport Group (and other local task groups established by the Board) to adopt and take forward the priorities identified in the relevant theme areas. 3. That the Area Board requests the Community Engagement Manager to work with key partners, agencies and community groups to coordinate action around the priorities identified. 4. That the Area Board considers whether it wishes to champion a

	<p>particular theme or priority and to earmark funding to promote, initiate and support community-led action around the selected priorities.</p> <p>5. That the Area Board considers appointing a lead member to champion any priorities adopted.</p> <p>6. That reports are submitted to the Area Board on progress made to address the priorities to ensure that positive outcomes are delivered and that this be made a regular item on future Area Board meetings.</p> <p>7. The Area Board expresses its thanks to the people who gave their time to participate in the event</p>
26	<p><u>Health and Wellbeing Issues</u></p> <p>The meeting considered the appointment of a Carers champion and the recommendations of local Health & Wellbeing Group with regard to applicants to their fund.</p> <p>Resolved</p> <ol style="list-style-type: none"> 1. To appoint Alison Butler to the position of Carers Champion. 2. To approve the recommendation from the Chippenham Health & Wellbeing Group to award £6,000 to the Living Well Project.
27	<p><u>Community Grant Funding</u></p> <p>The Area Board considered the applications to the Community Area Grant Scheme 2016/17. Applicants were given an opportunity to address the meeting and answer questions put to them.</p> <p>Following a short debate, the meeting;</p> <p>Resolved</p> <p>To make the following awards:</p> <ol style="list-style-type: none"> i. Chippenham Moonraker Gymnastics CIC - increasing participation safely - £2664.80 ii. Wilts & Berks Canal Trust - Towpath raising canal bank stabilisation - £4685.29 iii. 10th Chippenham Scout Group - Sextan Cubs Summer Camp - £950.00 iv. £950.00 v. St Andrews Church Castle Combe - Make History Project - £20000.00

	<p><i>Note: In considering the application, the meeting concluded that the application provided a unique and valuable facility for the community area; the addition of a small extension with amenities will enable the applicant to offer more opportunities for more events to be held in the heart of the village for the benefit of all visitors. As such, a funding award of more than the normal maximum award of £5,000 should be made.</i></p> <p>vi. Friends Of St Peter's C of E Academy - Community Running Track and Improved Play Equipment St Peters School - £5000.00</p> <p>vii. Doorway Wiltshire Ltd. - new staff panic alarms - £600.00</p> <p>viii. Councillor Initiative - Tools Equipment & Signage to support volunteer Litter Picking Activities - £2,126</p>
28	<p><u>Community Asset Transfer</u></p> <p>The meeting considered the report which provided information about an application for the transfer of the land in Chippenham near Chippenham Town Football Club (CTFC) in accordance with Wiltshire Council's Community Asset Transfer Policy.</p> <p>Representation were received from representatives of the CTFC. In response to a question from Cllr Chris Caswill, it was noted that the proposed car park would be made available to other users when not in use by CTFC.</p> <p>Resolved</p> <p>To authorise the Solicitor of the Council to execute all documentation needed to implement the transfer subject to the following conditions:</p> <ol style="list-style-type: none"> 1. Advertisement of the proposed disposal in accordance with Section 123 Local Government Act 1972 with any objections considered by the Council. CTFC to pay the costs of such notice. 2. Planning Consent being granted for the proposed change of use to a parking area. 3. Subject to the outcome of public advertisement and the planning application, to agree to the lease of the land for car parking uses for a period of 17 years (or such other period as runs co-terminus with CTFC new lease with their landlord) and upon such terms as Wiltshire Council Estates considers reasonable. These will include a lease outside the 1954 L&T Act and re-instatement of the land at the end of the term. The lease can be terminated by Wiltshire Council if the land ceases to be used for community purposes. 4. Each party bear their own costs other than as above for the Public Open Space Notice which CTFC is to pay.
29	<u>Urgent items</u>

	There were no urgent items.
30	<u>Evaluation and Close</u> The Chairman thanked everyone for attending the meeting. The next meeting of the Chippenham Area Board would take place on the 26 th of June 2017.

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MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: Cabinet Office - First Floor, County Hall Trowbridge
Date: 16 May 2017
Start Time: 12:17
Finish Time: 12:19

Please direct any enquiries on these minutes to:

Edmund Blick (Democratic Services Officer), Tel: 01225 718059 or (e-mail) edmund.blick@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Ashley O'Neill, Cllr Baroness Scott of Bybrook OBE, Cllr Andy Phillips, Cllr Nick Murry, Cllr Ross Henning, Cllr Peter Hutton, Cllr Howard Greenman, Cllr Melody Thompson and Cllr Clare Cape

Wiltshire Council Officers

Edmund Blick (Democratic Services Officer)

Total in attendance: 10

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
31	<p data-bbox="336 376 485 414"><u>Apologies</u></p> <p data-bbox="336 443 1182 481">Apologies for absence were received from Cllr Bill Douglas.</p>
32	<p data-bbox="336 515 695 553"><u>Election of the Chairman</u></p> <p data-bbox="336 582 1485 687">Nominations were sought for the position of Chairman for the forthcoming year. It was moved by Cllr Baroness Scott of Bybrook OBE and seconded by Cllr Peter Hutton that Cllr Howard Greenman be elected as Chairman.</p> <p data-bbox="336 725 919 763">There being no other nominations, it was</p> <p data-bbox="336 801 491 840">Resolved:</p> <p data-bbox="336 878 1163 916">To elect Cllr Howard Greenman as Chairman for 2017-18.</p>
33	<p data-bbox="336 1019 767 1057"><u>Election of the Vice-Chairman</u></p> <p data-bbox="336 1086 1485 1191">Nominations were sought for the position of Chairman for the forthcoming year. It was moved by Cllr Howard Greenman and seconded by Cllr Baroness Scott of Bybrook OBE that Cllr Peter Hutton be elected as Vice Chairman.</p> <p data-bbox="336 1229 919 1267">There being no other nominations, it was</p> <p data-bbox="336 1305 491 1344">Resolved:</p> <p data-bbox="336 1382 1145 1420">To elect Cllr Peter Hutton as Vice Chairman for 2017-18.</p>

Chairman's Announcements

Subject:	Online Safety- Free support from Bobby Van Trust
Contact Details:	bv.onlinesafety@wiltshire.police.uk / 01380 861191

**The Wiltshire
Bobby Van Trust**



The Wiltshire Bobby Van Trust has launched its Online Safety Initiative. This will be the first scheme of its kind in the country.

If you are over 60, or Over 18 and registered disabled, and have concerns over your online safety you will be able to apply for a visit from an Online Safety Advisor. The Advisors have been interviewed following Police procedures and will be supporting The Wiltshire Bobby Van Trust to rollout this important new initiative. All Advisors are volunteers and they aim to cover the whole of Wiltshire and Swindon.

Referrals can be made via self-referral either by email bv.onlinesafety@wiltshire.police.uk or by calling 01380 861191. Alternatively via Wiltshire Police (101) and other supporting agencies.

The aim of the Online Safety Advisor will be to visit the client's home to offer a tailored service to:

- Improve digital/cyber security awareness and help the client to identify potential risks
- Offer cyber & scam prevention advice.
- Signpost to future advice & available resources.
- Provide support & reassurance.
- If an offence is identified reporting signpost the client to 101 for Police investigation
- Offer basic practical skills to ensure clients can check & understand privacy settings.
- Provide talks & presentations to community groups

Education is the key to its success.

Jennie Shaw Director of the WBVT, "Online crime is the fastest growing crime in our County and as always it the elderly and vulnerable that seem to be the most targeted."

"At the Bobby Van Trust we recognize the fear of crime and loneliness within our client base continues to increase, as life expectancy has risen and people increasingly live alone or far from their families. A recent study showed that a fifth of older Britain's felt lonely all the time. This isolation is having a serious effect on both mental and physical health. The computer is a tool to help prevent loneliness it enables people to keep in touch with family and friends or groups and interests".

Chairman's Announcements

As with our home security service we will work closely with Wiltshire Police to maintain an awareness of current threats and to ensure our advice is current with ever changing trends.

The Wiltshire Bobby Van Trust is a scheme which has been operating in Swindon and Wiltshire for nearly 20 years it provides a free home security service for older, vulnerable and disabled people.

Report to Chippenham Area Board
Date of meeting 26.6.17
Title of report Youth Grant Funding

Purpose of the Report:

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

Applicant	Amount requested	LYN Management Group recommendation
Explorer scouts	£2000	yes
Relate	£2500	yes

1.2 To note provision has been made under the delegated authority for;

- £1000 for Chippenham Soap Box Derby, to support and encourage teams of young people from each secondary school to enter (2016/17 decision / budget).
- £750 Chippenham Young Peoples Photography competition 2017.

2. Background

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

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

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

3. Main Considerations

- a. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2017/2018 year are made to projects that can realistically proceed within a year of it being awarded.
- b. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- c. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- d. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

4. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure

4.1 . Chippenham Area Board was allocated for 2017/18 **£35,426**

4.2 The Chippenham Area Board Youth Funding balance for 2017/18 is **£24,756**.

4.3 All decisions must fall within the Youth Funding allocated to Chippenham Area Board.

4.4 It is recommended that the following grants are approved for funding:

- Chippenham Explorer Scouts
- Relate – Time to Talk

4.5 If funding is awarded in line with the LYN recommendations outlined in this report Chippenham Area Board will have a Youth Funding balance of **£20256**

5 LYN report

5.1 2016/17 was a productive and successful year, with fifteen different projects being both developed and supported by Chippenham Local Youth Network and Chippenham Area Board.

5.2 The Youth Revenue budget was maximized according to local need, with fifteen direct recipients of funding, with three more pending.

5.3 Demand for Area Board and the LYN support is has grown as local partners have become more familiar with the Community Led Model.

5.4 Mental Health has been identified as a priority for young people in the Chippenham area.

5.5 The High Ropes course successfully ran in June half term on River Island with 177 participants.

5.6 Support has been given to the Chippenham Soap Box Derby.

5.7 Chippenham Young Peoples Photography competition has been launched for a second time over the summer period.

6 Legal Implications

There are no specific legal implications related to this report.

7 Human Resources Implications

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

8 Equality and Inclusion Implications

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

9 Safeguarding Implications

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

10 **Applications for consideration**

Application ID	Applicant	Project Proposal	Requested
	Chippenham Explorer Scouts	Seamanship steamship experience as part of a summer residential	£2000
Project description The opportunity for x50 scouts from the Chippenham area to participate in a seamanship steamship experience in Southampton with SS Shieldhall, as part of a summer camp / programme in the new forest.			
Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for £2000			

Application ID	Applicant	Project Proposal	Requested
	Relate	Time to Talk counselling service for year 6/ 7 in Chippenham schools	£2500
Project description One to one counselling support for x10 yr 6/7 young people for a minimum of x6 sessions to work with transitional issues around anxiety and mental health.			
Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for £2500			

11 **.Procurement of PAYP for consideration**

There are no procurements for consideration.

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

Report Author Name, Richard Williams Locality Youth Facilitator
Email: Richard.williams@wiltshire.gov.uk



Community Policing Report Area Board - 26th June 2017

Chippenham

Hello and welcome to this Community Policing Team report.

Clearly the events of the 22nd of May's devastating terrorist attack in Manchester and the most recent attack in London are still fresh in the memory. Many of you might have seen an increased police presence in the week that followed, which included increased visibility of armed officers. It remains important to Wiltshire Police, and the police service as a whole, that our communities feel reassured that they are safe. Chief Constable Mike Veale released a video message to the public at the time and reaffirmed our commitment to keeping our communities safe and he also called for the people of Wiltshire and Swindon to be vigilant, but not frightened. That still holds true and we ask you to please remain alert, but not alarmed.

If you see anything suspicious report it to the Anti Terrorism Hotline on 0800 789 321, dial 999 in an emergency.

Nationally, there has been a drive to promote the UK's Modern Slavery Helpline and Resource Centre, which was launched in October 2016.

The confidential Helpline takes calls 24/7, 365 days a year, enabling people to report suspicions of modern slavery and also receives many calls from potential victims themselves. You can call the Helpline on 08000 121 700.

Here in Wiltshire we placed Armed Police Officers in some of our more prominent locations, to reassure you all that we are here and will continue to do all we can to keep you safe.

Many areas boards are raising the issue that our 101 Call handling for Wiltshire remains below the standards we wish to deliver.

To give context to the current position it is important to understand that there has been a significant shift in the way we manage our demand within the Police Service.

The Community Policing Model recognises that the Police service is being asked to do 'more with less' and helps to address this fact by assessing the demand at the first point of contact. The call handler will assess the threat, harm and risk without necessarily tasking an officer to attend in the first instance. The adage they work to in our Communication Centre is to get it right first time.

As a result of this change in handling we have seen an increase in waiting times for calls to be answered.

However, since we initiated the CPT Model, calls for immediate help have seen an improvement.

It is also important to note that we have engaged in a significant recruitment phase for many roles within the CPT. Police Officers, PCSO, Local Crime Investigators and Prisoner Transport Team members have all been recruited. Where do we find people with the right skills to do these roles? One area is our Communication Centre. These are members of Police Staff who have been trained in aspects of law and have good communication skills. It is not surprising that they then wish to use their training and continue to develop. Consequently recruitment and retention of staff is a challenge, however to reassure you our Communication Centre Leadership team have a well-established rolling recruitment programme in place.

We continue to review and assess where improvements are needed. We are currently exploring solutions including on-line reporting of crime, a more informative website and on-line chat and hope this different access channels will start to be available late summer 2017. We will not solve this issue overnight and are working hard any problems to deliver the best possible service to those who contact us.

Thank you for your continued support to Wiltshire Police. Please follow us on:

Twitter <https://twitter.com/wiltshirepolice>

Facebook <https://www.facebook.com/wiltshirepolice/>

Or sign up to Community Messaging <https://www.wiltsmessaging.co.uk/>



COMMUNITY MESSAGING

We are constantly reviewing our visibility and how we can develop this and work with our communities.

feedback@wiltshire.police.uk

We cannot physically be everywhere all of the time and we want to ensure consistent information with our communities and to be able to provide the information that matters to you when you need it. There has been some good feedback from our new way of working using Community Messaging so please sign up and use it.
<https://www.wiltsmessaging.co.uk/>

Our CPT priorities can be accessed online, also persistent offenders and ongoing issues affecting the Community in line with our Force Control Strategy. Priority Offenders are established at a weekly Sector meeting, as a result priorities and taskings are raised as a way to effectively manage live intelligence and priorities that are developing in the northern hub.

CONTROL STRATEGY

Below is our control strategy for your reference. This focuses on where how we conduct our operational Policing based on the Police & Crime Plan. We will continue to align our resources with the threat/harm/risks presented in line with the control strategy.

- Domestic abuse, Cyber Crime, Organised criminality, County lines and the criminally exploited, Dangerous and persistent offenders, Child sexual exploitation and abuse, Modern Slavery and human exploitation.



LOCAL ISSUES/CRIMES

Vagrants in the town centre

Chippenham CPT adopted a problem solving approach along with other key partner agencies and a 'Day of Action' took place on the 25th April, this attracted a number of our rough sleepers and those involved felt that this was a positive step forward as a number of individuals signed up to additional support and agreed to engage with Turning Point. It is hoped that another date will be scheduled in the near future, meanwhile staff from Turning Point along with Police Community Support Officers are patrolling the town centre on Wednesday 14th June to try and encourage rough sleepers to engage and tackle their drinking/drug issues.

Warrants – A drugs warrant was executed in the Redland Park area of Chippenham and more are planned to be executed in line with the Force Control Strategy.

We have had a few reports of either handbag thefts or purses being stolen from elderly people whilst shopping in the town centre, CCTV have assisted us with some of our investigations, please take extra care with your bags etc and if you know elderly people, do please let them know to be aware of their surroundings when attending Banks, ATMs and when shopping.

Chippenham remains a very safe place to live even though we have had a small amount of dwelling burglaries, shed breaks and some vehicle crime reported to us in Chippenham. I would like to take this opportunity to remind members of the public to keep their properties secure and valuables safe.

Do keep serial numbers of high value goods and or photos of the items in particular jewellery. Often stolen items are more easily identifiable if they are uniquely marked. Do be vigilant and report any suspicious activity to the Police at the time of happening to ensure that they can attend. Extensive investigations are ongoing which are being overseen by our Burglary Champion, DC Jo Cheshire based in Chippenham.

Moving forward, June will mark the start of the Summer Drink Drive campaign. Sergeant Gavin Brewster of the Wiltshire Police Roads Safety Unit said "With support from the public, our aim is to reduce the number of people who even consider getting behind the wheel whilst under the influence of drink or drugs".

Nearly one in five people who are convicted of drink driving are caught the morning after and do not realise that they can lose their licence if they are over the legal alcohol level. Taking the risk is a big one, you potentially risk peoples' lives and can receive a fine of up to £5000, a minimum 12 month driving ban and a criminal record.

Please plan ahead and if you are going to drink then arrange for alternative transport, it is never worth the risk.

It is a rather busy time of year and local PCSOs are attending local fetes, careers fairs within schools and various clubs and this will continue over the next few months.

The Force now has a dedicated cybercrime Facebook page and Lee Stripe from Wiltshire Police would be happy to present a short 20-30 minute Power Point ref Cyber Crime threat in Wiltshire, the time of this can be reduced if necessary. If there are any local businesses who would value having this information do please e-mail CPTNorthWiltshire@wiltshire.pnn.police.uk.

In addition to the Wiltshire Police website, Chippenham CPT has 4293 followers on Facebook, please join us either on Facebook or Community Messaging.

Police Cadets who are aged 13-16 years of age can attend local events and assisted with community engagement, they are very keen to get involved in future events, please e-mail CPTNorthWiltshire@wiltshire.pnn.police.uk

If you are planning any event and require assistance from the Police to assist, please e-mail CPTNorthWiltshire@wiltshire.pnn.police.uk in advance as you may be required to complete an 'Events Form' and there may also be a cost incurred to ensure that you have dedicated officers throughout. If you would like the Cadets to assist with community engagement at events please e-mail the address above, there is no charge for this.

EVENTS... Don't forget that a toolkit is available from Wiltshire Council which gives fantastic guidance and advice for organizing most types of events, including topics ranging from traffic management to toilets, and gives contact details for which agencies and departments need to be contacted when applying for various licences or road closures. It can be found at <http://www.wiltshire.gov.uk/public-events-toolkit.pdf>, In essence, all organisers must be responsible for identifying any risks and putting in measures to remove or reduce them.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

The e-mail address for the Wiltshire North Community Policing Team is **cptnorthwiltshire@wiltshire.police.uk**

Please phone 101 (non emergency) or 999 (emergency) to report any incidents or crimes, reports cannot be taken via the above e-mail address.

Prepared by PC 1552 Hazel Anderson

feedback@wiltshire.police.uk

Community Co-ordinator Corsham, Chippenham and Calne

Sector Head Insp 364 Mark Luffman : mark.luffman@wiltshire.pnn.police.uk

Deputy Sector Head Ps 1071 Sean Brady : sean.brady@wiltshire.pnn.police.uk

feedback@wiltshire.police.uk

Chippenham Area Board – DWFRS Report 26th June 2017

Dorset and Wiltshire Combination: One year on!!

Dorset & Wiltshire Fire and Rescue Service celebrated its first anniversary on 1st April 2017.

A great deal of work was put into the combination prior to 1st April 2016 in order that the transition could occur with minimal disruption. On the whole this has been achieved, but of course work is ongoing in order align some of the management systems and methods of information recording.

Locally, the public should not have noticed any significant change. The local crews still respond to emergency calls, carry out visits and engage with the community in the same way they always did. If anything, in the future, it is this community work that will increase so the crews will become more visible to members of the public through new partner initiatives.

Community Engagement

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

If you or someone you know need a smoke alarm, some advice or are worried about what to do in an emergency, contact us for a free Safe and Well visit;
<http://www.dwfire.org.uk/safety/safe-and-well-visits/>

Community Safety Plan

DWFRS Community Safety Plan 2016 – 2020 outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year period. The plan can be found on the DWFRS website <http://www.dwfire.org.uk/community-safety-plan/>

Response

Total Incidents attended by DWFRS for Chippenham Area; 01/03/17 – 31/05/17.

DWFRS have responded to 87 incidents on Chippenham’s station ground between the dates above categorised in the table below.

The number of fires includes 5 caused by electrical faults. There have been 3 accidental dwelling fires

The number of Special Services include assisting the Ambulance Service, rescuing/releasing people from various predicaments & Road Traffic Collisions.

Category	Total Incidents
False Alarm	43
Fire	23
Special Service	21
Total	87

Recent Notable Incidents

Crews from Chippenham were involved in dealing with a tanker lorry fire on the M4 on Good Friday which resulted in the motorway being closed for a period and caused significant traffic problems.

On-Call Recruitment

Chippenham Fire Station is supported by part time “On-Call” Fire fighters. To maintain the availability of both fire engines at the station we are recruiting for On-Call Fire fighters. We are particularly interested in people who could provide availability at weekends. If you are interested or know anyone who might be interested, please visit our website (check the link below) or contact our HR team on 01722 691444.

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

Ade Hurren

District Commander, Chippenham, Corsham and Malmesbury.

Email: ade.hurren@dwfire.org.uk

Tel: 01722 691206 | Mobile: 07739 899635



Cut waiting times for young people accessing mental health services



Health officials in Wiltshire will provide quicker access to mental health services for children and young people - thanks in part to the views of young people in the county.

New plans include earlier intervention through schools, online counselling and improved information and help for parents to reduce referrals to the more specialist counselling services provided through the Child and Adolescent Mental Health Services (CAMHS).

Our 'Young Listeners' spoke to 174 children and young people in the county to find out how they felt about using health and care services. The report with their findings was presented to Wiltshire's Health and Wellbeing Board, a committee which brings together all the leaders of the health and social care system in the county.

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

healthwatchwiltshire.co.uk

A main issue in the report was that many young people thought waiting times for an appointment for CAMHS was too long, with some waiting eight weeks. Now Wiltshire Council and NHS Wiltshire Clinical Commissioning Group (CCG) have announced they are aiming to cut waiting times by bringing more mental health workers to children through selected schools and increasing online support to take the pressure off the more specialist services.

Kerry McKenzie, 18, helped to present the report to the board with Healthwatch Wiltshire Manager Lucie Woodruff. She said: "Before ever carrying out a listening exercise I was sceptical at the impact it would make on people. But then I got into it and realised young people who are talking to someone of a similar age to them open up more than they do to an adult. It's great that we are being heard and can make a difference."

Another Young Listener, 18-year-old Zoe Radford from Calne said: "I have had personal links with people suffering with mental health issues and this made me want to be part of something which looked at how we can make health services better for those who use them. It's great for young people to have a voice on health services they use and we are so pleased we have been listened to and changes are being made."



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.

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.



NHS
Wiltshire
Clinical Commissioning Group

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).

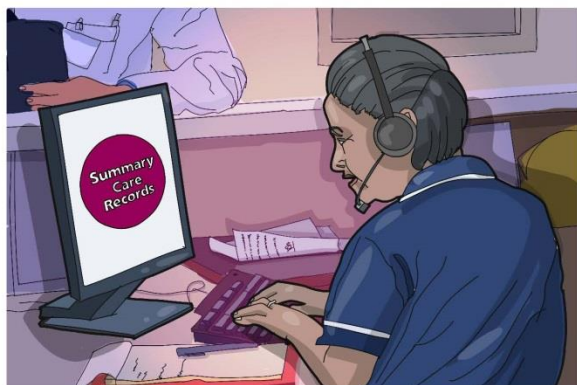
What is additional information?

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 jobs



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.

Report to	Chippenham Area Board
Date of Meeting	26 th June 2017
Title of Report	Community Area Grant Funding

Purpose of the report:

To consider the applications for funding listed below.

Applicant	Amount requested
Applicant: Chippenham Hospital Radio Project Title: Hard wiring of Output to Hospital View full application 2354	£3360
Applicant: Kington Langley Croquet Club Project Title: Kington Langley Croquet Club Lawn Development View full application 2411	£5000
Applicant: Burton Community Association Project Title: Burton Play Area Equipment View full application 2367	£5000

1. Background

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

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

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2015/2016 year is made to projects that can realistically proceed within a year of it being awarded.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

3. Environmental & Community Implications

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

4. Financial Implications

4.1 Financial provision had been made to cover this expenditure.

4.2 Applications will be considered at each Area Board meeting of the year while funding remains. Deadline for applications in 2017/18 are as follows:

26 th May 2017	for consideration on	26 th June 2017
4 th August 2017	for consideration on	4 th September 2017
6 th October 2017	for consideration on	6 th November 2017
8 th December 2017	for consideration on	15 th January 2018
16 th February 2018	for consideration on	19 th March 2018

4.3 For 2017/18 Chippenham Area Board has been allocated a budget of **£67,043 capital funding**.

4.4 If Councillors approve the applications contained in this report, the balance of Chippenham Area Board funding will be **£53,683**.

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

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

7.2 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
2354	Chippenham Hospital Radio	Hard wiring of Output to Hospital	£3360

9.1 Project Description:

To raise funds for the purchase of equipment and installation of a hard-wired solution that will enable us to provide a high quality and reliable output to the Minor Injuries department and Birthing Centre at Chippenham Community Hospital.

Our current method of getting our output to these parts of the hospital is through a Wi-Fi connection providing a feed to Wi-Fi radio units however both have become unreliable in recent months with serious downtime to our output and despite several attempts to resolve this issue we have not been successful. Therefore we are seeking a better way of delivering our output to these key areas of the hospital. In respect of MIU these are the X-Ray department waiting area the nurses station the main office reception desk and the Outpatients waiting area.

In respect of the Birthing Centre we would be looking to run this output system to the Outpatients waiting area Day Clinics. If we look at the waiting areas particularly the MIU one this is a key entry point into the hospital for all outpatients and in some cases where this area is extremely busy people can be waiting for 2 hours plus.

There are no other media outlets in this area and we believe to be able to provide news information health care advice and music whilst they wait goes a long way to making their hospital visit just that little bit more bearable.

The data supplied from the hospital suggests the number of local people who would be able to hear our service in this area ranges from 2790 patients a month increasing to 3000 during busier periods. A similar number access the Birthing Centre.

The service we provide is also interactive in that we encourage people to contact us during our live programmes and we then can immediately play a song for someone in one of these waiting areas. This has proved to be very popular. We often get staff both in the nurses station and MIU reception tell us how important it is they can listen to our output when they have quiet periods it often helps them get through their shifts. As our service broadcasts 24 hours a day 7 days a week through an automated system when we don't broadcast live programmes this means that during opening hours of the MIU 7am until 1am were always there for them.

9.1.1 This application meets the 2017/18 Community Area Grant Criteria.

9.1.2 This application demonstrates a link to priorities identified in the Chippenham Joint Strategic Assessment (JSA) and agreed at the Chippenham Our Community Matters event 6th February 2017:

- Social Isolation and Loneliness
- Mental & Emotional Health

- Positive Activities for Older People
 - Positive Leisure Time Activities
- 9.1.3 This application demonstrates a link to Wiltshire Council Business Plan “To support and empower communities to do more for themselves”.
- 9.1.4 Officers are of the opinion that the installation of the new equipment will enable the volunteers at Chippenham Hospital Radio to deliver a valuable and reliable service to thousands of patients and staff at Chippenham Hospital. This service includes music but also news, information and health care advice.
- 9.1.5 If members are minded to award funding to this project, the award is conditional upon the balance of funding being in place.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2411	Kington Langley Croquet Club	Kington Langley Croquet Club Lawn Development	£5000

9.2 Project Description:

To develop our lawns to achieve 2 full size lawns with flat and level surfaces that can be efficiently managed and maintained by the Club. The development will optimise the land use and increase the opportunity for croquet play within the club and local communities.

- 9.2.1 This application meets the 2017/18 Community Area Grant Criteria.
- 9.2.2 This application demonstrates a link to priorities identified in the Chippenham Joint Strategic Assessment (JSA) and agreed at the Chippenham Our Community Matters event 6th February 2017:
- Positive Activities for Older People
 - Positive Leisure Time Activities
 - Mental & Emotional Health
 - Social Isolation and Loneliness
- 9.2.3 This application demonstrates a link to Wiltshire Council Business Plan “To support and empower communities to do more for themselves”.
- 9.2.4 Officers understand that the current facility is a well-used and valued facility.
- 9.2.5 Officers are of the opinion that the improvements will support the applicant’s aspiration to increase membership and expand the club for the benefit of the community.
- 9.2.6 If members are minded to award funding to this project, the award is conditional upon the balance of funding being in place.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2367	Burton Community Association	Burton Play Area Equipment	£5000
<p>9.3 Project Description:</p> <p>Burton has no playground and playgrounds in nearby villages are over 1.5km away and cannot safely be accessed by children on foot. The Burton Community Association has leased prepared turfed and fenced a play area site.</p> <p>This application is for funding for the play area equipment which will provide a range of exercise and play opportunities for children up to about 10 years old. The play equipment has been selected by a focus group of Burton parents and carers and meets relevant design standards and ROSPA guidance. The land is covered by Land Registry Title WT413337.</p> <p>The private landowner has granted a lease for 125 years with the Permitted Use - as a play area for use by the Burton Community Association and those authorised by it.</p> <p>9.3.1 This application meets the 2017/18 Community Area Grant Criteria.</p> <p>9.3.2 This application demonstrates a link to priorities identified in the Chippenham Joint Strategic Assessment (JSA) and agreed at the Chippenham Our Community Matters event 6th February 2017:</p> <ul style="list-style-type: none"> • Positive Leisure Time Activities <p>9.3.3 This application demonstrates a link to Wiltshire Council Business Plan “To support and empower communities to do more for themselves”.</p> <p>9.3.4 Officers are of the opinion that this project would introduce a valuable facility for the benefit of the local community.</p> <p>9.3.5 If members are minded to award funding to this project, the award is conditional upon the balance of funding being in place.</p>			
<p>Proposal</p> <p>That the Area Board determines the application.</p>			

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

Report Author:

Victoria Welsh
Community Engagement Manager
01249 706 446
victoria.welsh@wiltshire.gov.uk

Grant Applications for Chippenham on 26/06/2017

ID	Grant Type	Project Title	Applicant	Amount Required
2354	Community Area Grant	Hard wiring of Output to Hospital	Chippenham Hospital Radio	£3360
2411	Community Area Grant	Kington Langley Croquet Club Lawn Development	Kington Langley Croquet Club	£5000
2367	Community Area Grant	Burton Play Area Equipment	Burton Community Association	£5000

ID	Grant Type	Project Title	Applicant	Amount Required
2354	Community Area Grant	Hard wiring of Output to Hospital	Chippenham Hospital Radio	£3360

Submitted: 12/03/2017 13:08:26

ID: 2354

Current Status: Application Appraisal

To be considered at this meeting:
tbc contact Community Area Manager

1. Which type of grant are you applying for?
Community Area Grant

2. Amount of funding required?
£501 - £5000

3. Are you applying on behalf of a Parish Council?
No

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

5. Project title?

Hard wiring of Output to Hospital

6. Project summary:

To raise funds for the purchase of equipment and installation of a hard-wired solution that will enable us to provide a high quality and reliable output to the Minor Injuries department and Birthing Centre at Chippenham Community Hospital. Our current method of getting our output to these parts of the hospital is through a Wi-Fi connection providing a feed to Wi-Fi radio units however both have become unreliable in recent months with serious downtime to our output and despite several attempts to resolve this issue we have not been successful. Therefore we are seeking a better way of delivering our output to these key areas of the hospital. In respect of MIU these are the X-Ray department waiting area the nurses station the main office reception desk and the Outpatients waiting area. In respect of the Birthing Centre we would be looking to run this output system to the Outpatients waiting area Day Clinics. If we look at the waiting areas particularly the MIU one this is a key entry point into the hospital for all outpatients and in some cases where this area is extremely busy people can be waiting for 2 hours plus. There are no other media outlets in this area and we believe to be able to provide news information health care advice and music whilst they wait goes a long way to making their hospital visit just that little bit more bearable. The data supplied from the hospital suggests the number of local people who would be able to hear our service in this area ranges from 2790 patients a month increasing to 3000 during busier periods. A similar number access the Birthing Centre. The service we provide is also interactive in that we encourage people to contact us during our live programmes and we then can immediately play a song for someone in one of these waiting areas. This has proved to be very popular. We often get staff both in the nurses station and MIU reception tell us how important it is they can listen to our output when they have quiet periods it often helps them get through their shifts. As our service broadcasts 24 hours a day 7 days a week through an automated system when we don't broadcast live programmes this means that during opening hours of the MIU 7am until 1am were always there for them.

7. Which Area Board are you applying to?

Chippenham

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

SN15 2AJ

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

Children & Young People
Arts, crafts and culture
Health, lifestyle and wellbeing
Inclusion, diversity and community spirit
Technology & Digital literacy
Other

If Other (please specify)

Providing comfort and entertainment to those in hospital and professional radio training for all

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2016

Total Income:

£2569.02

Total Expenditure:

£1798.49

Surplus/Deficit for the year:

£770.53

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

Our Annual expenditure is around 2000 a year. All other fund raising done during the year goes towards running costs and keeping the radio station on-air.

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

10b. Project Finance:

Total Project cost		£8860.00	
Total required from Area Board		£3360.00	
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed £
Equipment cost	8110.00	Chippenham Borough Lands Charity	yes 1000.00
Installation cost	750.00	Chippenham Town Council	2500.00
		Greggs	2000.00
Total	£8860		£5500

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

No

12. If so, which Area Boards?

Chippenham

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

At the Chippenham Hospital it would be the MIU department including the X-Ray department waiting area the nurses station the main office reception desk and the Outpatients waiting area. In respect of the Birthing Centre this would be the Outpatients waiting area Day Clinics. If we look at the waiting areas particularly the MIU one this is a key entry point into the hospital for all outpatients and in some cases where this area is extremely busy people can be waiting for 2 hours plus. There are no other media outlets in this area and we believe to be able to provide news information health care advice and music whilst they wait goes a long way to making their hospital visit just that little bit more bearable. The data supplied from the hospital suggests the number of local people who would be able to hear and benefit from our service in this area ranges from 2790 patients a month increasing to 3000 during busier periods 33480 to 36000 annually. A similar number access the Birthing Centre. This figure doesn't include staff who would have access. The service we provide is also interactive in that we encourage people to contact us during our live programmes and we then can immediately play a song for someone in one of these waiting areas. This has proved to be very popular. We often get staff both in the nurses station and MIU reception tell us how important it is they can listen to our output when they have quiet periods it often helps them get through their shifts. As our service broadcasts 24 hours a day 7 days a week through an automated system when we don't broadcast live programmes this means that during opening hours of the MIU 7am until 1am were always there for them. Our service has become very much part of the fabric of the hospital and is well appreciated by both staff and patients and it is with much disappointment to us that we are providing an unreliable service currently due to equipment not being up to the job. It's also a source of much frustration to our volunteer presenters who produce some amazing programmes that are being interrupted by a failing output system. This is very much an investment in the future and will ensure our service can be reliably relayed from our studio to the hospital.

14. How will you monitor this?

We have and will continue to seek feedback from the hospital both patients and staff on our service. We have been incredibly humbled by the fantastic comments we get about what a difference our service makes.

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

No additional funding will be needed. The company who have advised us on what

we need equipment wise have assured us this is high-spec and will last allowing us to provide a reliable and high quality service to these areas of the hospital.

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

Na

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

2411	Community Area Grant	Kington Langley Croquet Club Lawn Development	Kington Langley Croquet Club	£5000
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Submitted: 03/05/2017 12:02:33

ID: 2411

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Kington Langley Croquet Club Lawn Development

6. Project summary:

To develop our lawns to achieve 2 full size lawns with flat and level surfaces that can be efficiently managed and maintained by the Club. The development will optimise the land use and increase the opportunity for croquet play within the club and local communities.

7. Which Area Board are you applying to?

Chippenham

Electoral Division

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

SN15 5NJ

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

Health, lifestyle and wellbeing

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2016

Total Income:

£7026.90

Total Expenditure:

£6268.50

Surplus/Deficit for the year:

£758.40

Free reserves currently held:**(money not committed to other projects/operating costs)**

£14190.18

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

We only received a Licence to Occupy last year 2016 so had been unable to plan any development. The Licence from the Kington Langley Village Hall Recreation Ground CIO KLVH is for 25 years with a commitment to renew. Prior to this we had not accumulated reserves preferring to keep our subscriptions at a minimum to facilitate access for all. Club members carry out all our grounds maintenance. Since gaining our Licence we have become very active in our fundraising and have already purchased an essential grounds equipment storage unit. From our reserves it is clear that we are serious in our fundraising. The total required though is such that even our own fundraising efforts plus the grant from the Croquet Association are insufficient to meet the costs. Specialist contractors are required to develop croquet lawns. Our land requires extensive earthworks and a sports surface drainage system needs to be installed.

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

10b. Project Finance:

Total Project cost		£37617.84		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Contractor Costs	9446.59	Deposit Account	yes	17190.65
Ground Preparation Removal	2024.87	Grant from Croquet Association	yes	5000.00
Earth Works cut and fill	4800.00	Parish Council	yes	1000.00
Earth Works primary cultivation grading	5123.16	KLVH CIO	yes	200.00
Drainage	8286.00	Future planned fundraising events		1000.00

Cultivation Work	3249.90	Donations	yes	500.00
Final Preparation	2927.52	Loans	yes	2000.00
Application of fertiliser grass seed	1219.80	Landfill Grant		5000.00
Initial Maintenance	540.00	Donation		709.19
Total	£37617.84			£32599.84

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

No

12. If so, which Area Boards?

Chippenham

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

Current club members will benefit from the enhanced facilities these will improve our ability to participate in South West Federation League matches where 2 full-sized lawns are required. It will also benefit members at Club sessions and events. We currently have 32 members and will probably have a few more following our coaching sessions that are taking place at the moment. In addition to this over 150 people participated in social sessions last year. Following development we will be able to offer more sessions to people of all ages. Some of the participants in these sessions are of retirement age they comment that croquet provides exercise mental stimulation and social contact. Some players with disability have found it the only exercise they can partake in. Older people attending these sessions say they help reduce social isolation whilst they are enjoying an activity that provides gentle exercise. For some of those participating this is the only physical exercise they take. Some local companies also have employees coming for a croquet session. We are currently unable to offer social sessions to all groups and organisations that are interested. Once we have the 2 lawns we will be able to increase the use by these groups. We are in touch with a local Parkinson's group but are currently unable to accommodate them. When the development is completed we will be able to offer them and other groups the chance to come and play croquet. We are keen to involve younger people and have had discussion with local schools and aim to encourage their participation once the lawn development is completed.

14. How will you monitor this?

A club member is responsible for liaising and organising social sessions with groups and individuals. Records are kept of all users and those interested groups who we are currently unable to accommodate. We will be contacting them and offering them access once the work is completed. We collect feedback from those

attending sessions and use this to develop our social sessions. Full records are kept of all attendees.

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

The total project costs are greater than the grant we are applying for. Work is due to commence in September 2017 when we are closing early for the winter season. Work should then be completed ready for the season to re-start in April 2018. We are confident that with a grant from the Area Board and the grant from our governing body the Croquet Association CA we will be able to raise the balance of the costs. We are actively fundraising and seeking further grants and donations. Fundraising will continue to support the club and to pay off any loans. We have promissory notes for donations if they are required. Some members and friends have given promissory notes for interest-free loans if they are required. These will enable the work to be carried out this autumn although we will have to carry on fundraising to pay them off. We are hopeful that any loans received will be at a minimal level. All lawn maintenance on our current lawns is carried out by club members. Once the development is complete club members will continue to maintain the lawns on a voluntary basis. The lawns need to be mown 2 or 3 times a week and white line marking needs to be re-applied. The surround needs to be kept weed free and again members do this. Maintenance costs are therefore minimal. Subscriptions event entry fees and income from social events are sufficient to cover our essential outgoings rent insurance CA membership SW Federation membership etc.

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

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

2367	Community Area Grant	Burton Play Area Equipment	Burton Community Association	£5000
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Submitted: 28/03/2017 07:52:59

ID: 2367

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Burton Play Area Equipment

6. Project summary:

Burton has no playground and playgrounds in nearby villages are over 1.5km away and cannot safely be accessed by children on foot. The Burton Community Association has leased prepared turfed and fenced a play area site. This application is for funding for the play area equipment which will provide a range of exercise and play opportunities for children up to about 10 years old. The play equipment has been selected by a focus group of Burton parents and carers and meets relevant design standards and ROSPA guidance. The land is covered by Land Registry Title WT413337. The private landowner has granted a lease for 125 years with the Permitted Use - as a play area for use by the Burton Community Association and those authorised by it.

7. Which Area Board are you applying to?

Chippenham

Electoral Division

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

SN14 7LS

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

Children & Young People
Health, lifestyle and wellbeing
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2016

Total Income:

£7262.00

Total Expenditure:

£4669.00

Surplus/Deficit for the year:

£2593.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£1600.00

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

The preparation and fencing of the play area has so far cost approximately 6000 and has been fully funded by Burton Community Association fundraising efforts over two years. The Associations reserves are less than one tenth of the cost of the playground equipment and with the expected annual surplus it will take several years to accumulate enough reserves to meet the cost.

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

10b. Project Finance:

Total Project cost	£25060.00
Total required from Area Board	£5000.00

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Play equipment	19910.00	S106 grant	yes	10137.00
Energy absorbing tiles	3386.00	Parish Council grant	yes	1000.00
Benches	990.00	Reserves	yes	1400.00
ROSPA inspection	474.00	Local fundraising		2523.00
waste bins signage	300.00	The Jack Lane Charitable Trust		2000.00
		White Horse Housing Association		500.00
		Cotswold Homes		500.00
		Awards for All		2000.000
Total	£25060			£20060

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

No

12. If so, which Area Boards?

Chippenham

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

Burton has no Public Open Space apart from the churchyard. The play area and its equipment will provide an opportunity for much needed positive activities for youngsters in Burton and help them develop their physical coordination balance strength and flexibility and also support development of their social interaction skills. The Nettleton Parish Plan published in 2011 demonstrated that two thirds of the adult residents of Burton and 100 of the children felt the village needed a play area. The project thus addresses this need and supports the local priority for constructive activities for youngsters albeit at a younger age range.

14. How will you monitor this?

The usage of the play area will be monitored mainly by consulting on an informal basis Burton Community Association members who are parents and carers. An

annual questionnaire will be sent out to residents asking for feedback on the play area.

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

The play area will be insured operated and maintained by the Burton Community Association who will carry out the routine safety inspections to a ROSPA schedule and this will be supported by an annual inspection by a ROSPA inspector. The Associations main recurring income is the 100 club lottery which generates a net income of over 1900 p.a. The Association has two regular events and with other ad-hoc general fundraising opportunities these generate an income of over £300 p.a. This is more than sufficient to meet the insurance and routine maintenance and inspection costs for the play area. The life of the equipment is expected to be about 20 years based on the experience of very similar equipment at Grittleton. The strategy for raising funds for replacing equipment will be considered and developed when the equipment is about half way through its life.

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

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

And finally...

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



CHIPPENHAM AREA BOARD
26 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. Reappoint the Health & Wellbeing Champion; and the Older Peoples/Carers Champion for the Area Board, in accordance with Appendix D.

Elizabeth Beale
Senior Democratic Services Officer
01225 718214
elizabeth.beale@wiltshire.gov.uk

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.

Appendix A

Title	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Representative (s)
Chippenham Local Youth Network (LYN)	Area Board - Chippenham	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Peter Hutton, Cllr Melody Thompson

Appointments to Working Groups
Chippenham Area Board

Community Area Transport Group:

Four Councillors

LYN Management Group

Two Councillors – currently Cllrs Hutton and Thompson

Health and Wellbeing Group

Julia Stacey – Older People’s Champion

Alison Butler – Carers Champion

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.

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.

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.

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