

# AGENDA

**Meeting:** Marlborough Area Board  
**Place:** Marlborough Town Hall, 5 High St, Marlborough SN8 1AA  
**Date:** Tuesday 24 July 2018  
**Time:** 7.00 pm

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**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 .**

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Please direct any enquiries on this Agenda to Tara Shannon Democratic Services Officer, direct line 01225 718352 or email [tara.shannon@wiltshire.gov.uk](mailto:tara.shannon@wiltshire.gov.uk)

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

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

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## **Wiltshire Councillors**

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

## **RECORDING AND BROADCASTING NOTIFICATION**

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

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

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

### **Parking**

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

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

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

### **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

	<b>Items to be considered</b>	<b>Time</b>
1	<p><b>Election of a Chairman for 2018/2019</b> (<i>Pages 1 - 2</i>)</p> <p>To appoint a Chairman for 2018/2019.</p>	<b>7.00pm</b>
2	<p><b>Election of a Vice Chairman for 2018/2019</b></p> <p>To appoint a Vice-Chairman for 2018/2019.</p>	
3	<p><b>Chairman's Welcome and Introductions</b></p>	<b>7.05pm</b>
4	<p><b>Apologies for Absence</b></p>	
5	<p><b>Minutes</b> (<i>Pages 3 - 10</i>)</p> <p>To approve and sign as a correct record the minutes of the meetings held on 15 May 2018.</p>	
6	<p><b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
7	<p><b>Chairman's Announcements</b> (<i>Pages 11 - 14</i>)</p> <ul style="list-style-type: none"> <li>• Special Schools Consultation</li> <li>• UK Youth Parliament Elections and Activity</li> </ul>	<b>7.10pm</b>
8	<p><b>Local Youth Network Update and Applications for Youth Funding</b> (<i>Pages 15 - 18</i>)</p> <p>To consider the following applications for youth grant funding:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Marlborough Guides, £350.20 for new handbook resources;</li> <li>• Marlborough youth and community project, £3773.00 for monthly activities, resources and outreach kit;</li> <li>• New Road Day Centre, £1639.94 for active resources.</li> </ul>	<b>7.15pm</b>
9	<p><b>Waste Services Presentation</b></p> <p>Martin Litherland, Head of Waste Management, Waste Services to give a presentation on changes to waste services and kerb-side recycling.</p>	<b>7.25pm</b>
10	<p><b>Wiltshire Wildlife Trust - Waste Reduction and Recycling</b></p> <p>A presentation from the Wiltshire Wildlife Trust on waste reduction, recycling and education projects.</p>	<b>7.45pm</b>
11	<p><b>River Clean Up</b></p>	<b>8.05pm</b>

	<p>A presentation from Tamzyn Long of River Clean Up, an organisation which runs river clean ups and uses the rubbish collected to create art.</p>	
12	<p><b>Appointments to Outside Bodies and working Groups</b> (<i>Pages 19 - 38</i>)</p> <p>To consider the Area Board representatives to Outside Bodies and Memberships of Working Groups as detailed in the attached report.</p> <p>To appoint representatives to the following Outside Bodies for 2018/2019:</p> <ul style="list-style-type: none"> <li>• Avebury Solstice Operational Planning Meeting</li> <li>• Avebury World Heritage Site Steering Committee</li> <li>• Marlborough Local Youth Network (LYN)</li> </ul> <p>To appoint representatives to the following Working Groups for 2018/2019:</p> <ul style="list-style-type: none"> <li>• Community Area Transport Group</li> <li>• LYN Management Group</li> <li>• Health and Wellbeing Group</li> </ul>	8.15pm
13	<p><b>Partner Updates</b> (<i>Pages 39 - 58</i>)</p> <p>To note the attached Partner updates and receive any further information partners wish to share:</p> <ol style="list-style-type: none"> <li>a. Wiltshire Police</li> <li>b. Wiltshire Fire and Rescue</li> <li>c. Healthwatch Wiltshire</li> <li>d. Wiltshire Clinical Commissioning Group (CCG)</li> <li>e. MADT (Marlborough Area Development Trust)</li> <li>f. Transition Marlborough</li> <li>g. Town / Parish Councils</li> <li>h. Marlborough Neighbourhood Plan</li> </ol>	8.20pm
14	<p><b>HomeRun App</b></p> <p>An update from Andrew Jack, Community Engagement Manager of the success of the HomeRun App.</p>	8.30pm
15	<p><b>Update from Community Engagement Manager</b></p> <p>Andrew Jack, Community Engagement Manager (CEM), to provide an update.</p>	8.35pm
16	<p><b>Community Area Grant Scheme</b> (<i>Pages 59 - 64</i>)</p> <p>To consider the following applications to the Community Area Grants Scheme, as follows:</p> <ul style="list-style-type: none"> <li>• St. Michael's School, Aldbourne, £5000.00 for a new running</li> </ul>	8.45pm

	<ul style="list-style-type: none"> <li>track;</li> <li>• Wagtails After-School Club Baydon, £4460.00 for PlayPod equipment;</li> <li>• Friends of the Railway Path, £849.00 for a new map/leaflet;</li> <li>• Preshute School, £1462.50 for Jigsaw PSHE learning material</li> </ul>	
17	<p><b>Community Area Transport Group</b> (<i>Pages 65 - 78</i>)</p> <p>To receive any updates from the CATG.</p>	<b>8.55pm</b>
18	<p><b>Any Other Questions</b></p> <p>The Chairman will invite any remaining questions from the floor.</p>	<b>9.00pm</b>
19	<p><b>Urgent items</b></p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	
20	<p><b>Evaluation and Close</b></p> <p>The next meeting of the Marlborough Area Board will be held on Tuesday 4 September 2018 at the Assembly Room, Marlborough Town Hall, 5 High Street, Marlborough, SN8 1AA.</p>	<b>9.05pm</b>



## Extract from Part 3 of the Constitution: Appointment of Chairmen and Vice-Chairmen of Area Boards

4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.

4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.

4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.

4.9.7 With the exception of an election year, the chairman and vice chairman of an area board shall remain in post until their successors are appointed.





# MINUTES

**Meeting:** MARLBOROUGH AREA BOARD  
**Place:** Marlborough Town Hall, 5 High St, Marlborough SN8 1AA  
**Date:** 15 May 2018  
**Start Time:** 7.00 pm  
**Finish Time:** 9.10 pm

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Please direct any enquiries on these minutes to:

Tara Shannon Democratic Services Officer, Tel: 01225 718352 or (e-mail) [tara.shannon@wiltshire.gov.uk](mailto:tara.shannon@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr James Sheppard (Chairman), Cllr Stewart Dobson (Vice-Chairman),  
Cllr Jane Davies and Cllr Nick Fogg MBE  
Also in attendance was Cllr Richard Clewer.

### **Wiltshire Council Officers**

Tara Shannon – Democratic Services Officer  
Andrew Jack – Community Engagement Manager  
Helen Bradley – Local Youth Facilitator  
Maggie Mulhall – AEA Consultant, Electoral Services  
Emma Carroll – Senior Public Protection Officer, Public Health  
Libby Jonstone – Senior Democratic Services Officer

### **Town and Parish Councils**

Marlborough TC – Peter Cairns, Shelley Parker (Town Clerk), Lisa Farrell (Mayor)  
Berwick Bassett & Winterbourne Monkton PC – Andrew George, Mark Saunders  
Fyfield & West Overton Parish Council – Jill Turner  
Mildenhall Parish Council – Brain Devonshire, Deirdre Watson, Rush Kolish

### **Partners**

Wiltshire Police – PC Emily Grigor and Inspector Chris Martin  
Marlborough Area Development Trust – Richard Pitts

**Total in attendance: 40**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
26	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting and invited the Councillors and Officers present introduce themselves.</p> <p>In response to questions from Sylvia Card, Chairman of the local Labour Party the Chairman advised that the closure of Braeside and Oxenwood Outdoor Education Centres would be dealt with in the Chairman's Announcements.</p>
27	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Fire Service Station Manager James Plumley.</p>
28	<p><u>Minutes</u></p> <p><b>Resolved:</b></p> <p><b>To confirm the minutes of the meeting on 13 March 2018.</b></p>
29	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
30	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <ul style="list-style-type: none"> <li>• <b>The Big Pledge 2018.</b> The Big Pledge 2018 was to return on 14 May, the meeting was encouraged to sign up on The Big Pledge website to undertake sport or activities to complete 'active minutes', with the possibility of winning a Fitbit or trophy for the most active team.</li> <li>• <b>Update on 'The Parade'</b> – Highways had confirmed that works to The Parade would be undertaken within the financial year. The Board would be advised of dates.</li> <li>• <b>Becoming a Foster Carer</b> – The Chairman summarised the written report in the agenda on the need for foster carers in Wiltshire and how to become one.</li> <li>• <b>Salisbury Recovery</b> - The Salisbury Recovery was going well and Salisbury was to host the grand final of the elite cycling OVO Energy Series Tour on 31 May 2018. Free Parking hours had been adjusted to after 12pm weekdays and all day on the weekends. The adjustment to free parking had been requested by traders who felt that commuters were taking up the free parking spaces.</li> <li>• <b>Closure of Braeside and Oxenwood Outdoor Education Centres</b> –</li> </ul>

	<p>The Chair spoke regarding the withdrawal of Council provision at Braeside and Oxenwood Outdoor Education Centres. A question had been received from a member of the public regarding the Area Board's view on the closures and they requested that the Council seek alternative ways of running the centres. The Chair explained that Wiltshire Council's Cabinet decision was taken following the consideration of a wide range of implications. The Council had invited expressions of interest from organisations who may be interested in running one, or both of the sites and six expressions of interest had been received at that point. The Cabinet would then decide at its next meeting on 12 June 2018 whether any of the expressions of interest were viable. An online petition relating to the closure of the centres was due to be debated at the full Council meeting on 22 May 2018. The public were welcome to attend the Council meeting or watch it live online via the Council's website.</p> <p>In response to questions from the audience, Cllr Clewer, at the Chairman's invitation, stated that Wiltshire Council were looking at the expressions of interest to see if any were viable. If any of these expressions of interest did prove to be viable then it would be the Council's preference to use one of these outside providers to run the centres. However the Council had decided that they are not able to run the facilities themselves. The centres had been overtaken by other services and providers and it was simply not viable for Wiltshire Council to run the centres.</p> <p>After further questions from the audience it was reiterated that the best forum to raise the matter was at the full Council meeting on 22 May 2018.</p>
31	<p><u>Partner Updates</u></p> <p>Attention was drawn to the written reports from partners attached to the agenda.</p> <ul style="list-style-type: none"> <li>• <b>Wiltshire Police</b> At the Chair's invitation, Inspector Chris Martin introduced himself to the meeting. He had been in his new role of Inspector for Marlborough, Pewsey and Devizes for approximately seven weeks. Inspector Martin summarised the agenda report. In response to questions from the Board, Inspector Martin stated that the target response time in rural areas was 20 minutes and in urban areas was 10 minutes. These targets were being achieved with a 90% success rate. The police service was looking at bringing back the Community Messaging Service, PSCO's has been allocated to oversee this project. Marlborough Police Station was to close, as the Police needed to make savings of 30%. However the Police were working with Wiltshire Council to find a location for a touchdown centre in Marlborough and the front desk would still be manned. Community Policing would not be effect by these changes.</li> </ul>

- **MADT (Marlborough Area Development Trust)**

Richard Pitts of the MADT advised the meeting that the Raspberry Pi Jam would be taking place Saturday 19 May 2018. A Raspberry Pi is a small, affordable, easy to use single board computer, aimed at teaching, learning and making. Attendees would also be able to use virtual reality to see what it is like to drive the Bloodhound (the world's fastest car).

- **Town / Parish Councils**

The newly elected Marlborough Town Mayor, Lisa Farrell, gave an update from the town council. After consulting with the town on 20mph speed limits, the majority of respondents (66%) preferred the option where a 20mph limit would be implemented throughout the full qualifying areas of Marlborough, with the addition of 20mph carriageway roundels on St Martins and Kingsbury Street. Other comments received also requested that speed restrictions and safety measures should be implemented at George Lane. Marlborough Town Council would be responding to a consultation run by Wiltshire Council on parking charges and encouraged others to do the same. The consultation was to close on 21 May 2018. The Coopers Meadow Play Area was to be upgraded. A civil war re-enactment of the battle of Marlborough was to take place on 27/28 July 2018. Eight organisations had benefitted from small grants awarded by the town council during 2017/2018.

- **Community Engagement Manager Update**

Officer Andrew Jack, Community Engagement Manager, advised the meeting that he works from Marlborough Library on Wednesdays. Anyone seeking information on the Area Board or advice regarding grants was welcomed to visit him there.

The Area Board budget for 2018/2019 had been finalised, the total budget was £71,706.

The World War One Centenary tree planting project was well underway, with eight locations selected across the community area. 1,700 trees would be planted for November 2018.

An update was given on the Big Pledge 2018.

The Community Area Transport Group (CATG) was made up of Area Board Members, Town and Parish Councillors and meets quarterly. The function of the Community Area Transport Group was for raising long-standing problems or suggesting small improvements to highways – particularly around safety. Rather than for reporting faults or asking for repairs to be carried out. The public need to raise issues via an online form. Then, if agreed by the local council and the CATG it would become a project. 5 high priority projects are worked on at a time.

	<p>Dog fouling had been reported as a problem in the area. Official text warnings of the offence to allow dogs to foul an open area must be in place in order for wardens to hand out warnings and fines under Public Space Protection Orders. The Area Board was hoping to offer signs to parishes, recreation grounds, sports clubs, et cetera. The signs would be subsidised by the Area Board and offered for just £20. Updates on this project would be given at future meetings.</p> <ul style="list-style-type: none"> <li>• <b>Other</b> Randy King, vice chair of Devizes Liberal Democrats thanked the Board for the provision of non-statutory services, such as public parks. He commented that some of these were provided at great cost. He felt that the closure of the outdoor education centres may need to be reviewed taking into account the value they create rather than the value that can be extracted. The Chair thanked him for his comments.</li> </ul>
32	<p><u>Update on the Wiltshire Electoral Review</u></p> <p>The Area Board received a presentation from Cllr Clewer, Cabinet member for Corporate Services, Heritage, Arts &amp; Tourism &amp; Housing about the Electoral Review being undertaken by the Local Government Boundary Commission for England, (LGBCE) to determine both the overall number of councillors on the Council, and the pattern of divisions within the Council.</p> <p>Cllr Clewer explained that the Review was required because 25 Divisions within Wiltshire had a variance from the average in the size of their electorate of more than 10%, and 2 Divisions had a variance from the average of over 30%. In particular Cllr Clewer referred to the current electorate for Marlborough and the projected electorate for 2024 along with the projected numbers for 2024 in each Parish.</p> <p>The Area Board noted that the LGBCE draft recommendations for the number of Councillors for Wiltshire Council had been delayed. Once the draft recommendations had been released there would be a period of public consultation, prior to final recommendations from the LGBCE and Parliamentary approval. The review's outcome, if implemented, would apply from the next elections in May 2021.</p> <p>In response to questions Cllr Clewer stated that there were likely to be significant changes to division boundaries in the Marlborough Area and that it might be wise to anticipate a reduction in the number of Councillors in the Marlborough Area. Members of the public and parish councils were encouraged to take part in the consultation when it starts.</p>
33	<p><u>Be 'Scam Savvy' - How to avoid cybercrime and rogue traders</u></p> <ul style="list-style-type: none"> <li>• The Chair introduced Emma Carroll Senior Public Protection Officer,</li> </ul>

	<p>Wiltshire Council, to present Trading Standards 'Friends Against Scams' awareness session.</p> <p>Trading Standards work with partner agencies such as the Police and Victim Support when tackling scams. Trading Standards would like to get 1 million people signed up to their 'Friends Against Scams' scheme. As a 'Friend Against Scams' people can talk more openly about scams and encourage the reporting of scams. The presentation detailed different types of scams, how to spot victims, consequences of scams and gave details and case studies of scams in Wiltshire.</p> <ul style="list-style-type: none"> <li>• Caroline Gray, NatWest Community Banker gave a presentation on Online Safety and How to Avoid Financial Trickery. Details were given on how to stay safe online including not clicking on links in emails, never giving your password or pin too anyone, checking the email address messages are sent from, using virus software and not giving away too many details on social media.</li> </ul>
34	<p><u>Community Area Grant Scheme</u></p> <p>An application to Youth Grant Funding was considered.</p> <p>Richard Pitts from MADT spoke in support of the application. The Local Youth Network recommended that the Area Board approve the funding and it was;</p> <p><b><u>Resolved</u></b></p> <p><b>To grant the Marlborough Area Development Trust, Digital Makers project £2990.00 for further equipment and support resources.</b></p> <p>Applications to the Community Area Grants Scheme were considered.</p> <p>A representative of parkrun spoke in support of the Marlborough parkrun application. Their intention was to run parkrun events - a 5km walk or run, every Saturday morning on Marlborough common. They are free events open to everyone. In response to questions the representative stated that the funds would be used to train staff, purchase a laptop, barcode scanners, timers and to set up the website. After the initial set up fee there would be no ongoing fees for this. Participants would be encouraged not to drive to the events however there was hard standing available on the common as well as overflow parking. Marlborough Town Council were in support of the project and arrangements. The Board had further questions regarding the number of volunteers and whether this would be sufficient.</p> <p>A representative of Ogbourne Parish Council spoke in support of the application to refurbish the Parish Hall's flooring.</p> <p>Mr Howard Witt, Vice Chairman of Winterbourne Bassett Community Pub spoke</p>

in support of both their applications. Mr Witt explained that the pub had been in trouble so a community alliance was formed which raised £288,000, including a £100,000 loan and they purchased the pub in March 2018. They planned to add value to the pub and diversify including a microbrewery, community shop, using renewable energy and making the pub core to the community. Unplanned projects had used a lot of funds so they needed to focus on planned projects including installing a kitchen, which would cost £42,000 and creating disabled access, as wheelchair users had to use the back door.

In response to questions from the Board Mr Witt stated that the Parish Council had not increased the precept for the parish to raise funds for the project as several of the community alliance were members of the Parish Council and they were worried about a conflict of interest. They also did not want to show favouritism as there were several other pubs in the parish. The Plunkett Foundation (which supports community pubs) had recommended that they go the tenant route and employ a manager for the pub. There would be an expectation setting document which would be contractual, detailing their requirements of the tenant manager. The pub would be a free house and would try to use local breweries.

It was,

**Resolved**

**To approve in principal the application from Marlborough parkrun for £1850.00 to establish a new parkrun event for the town, delegating powers to the Community Engagement Manager to grant the funds once the boards questions had been answered and concerns addressed.**

**To grant Ogbourne Village Hall £4816.00 to refurbish and update the hall's flooring with the condition that the money would be repaid if the owner of the village hall was to change in the next 5 years.**

**To refuse Winterbourne Bassett Community Pub £5000.00 to rebuild the porch and create new disabled access. The reason for refusal was to preserve available Area Board funds further into the financial year, as there was only a limited amount available.**

**To grant Winterbourne Bassett Community Pub £5000.00 to install a brand new kitchen.**

**To note that Cllr Jane Davies supported both of the Winterbourne Bassett Community Pub's applications.**

35	<p><u>Any Other Questions</u></p> <p>There were none.</p>
36	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
37	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending.</p> <p>It was noted that the next meeting of the Marlborough Area Board would be held on Tuesday 24 July 2018 at 7pm at The Assembly Room, Marlborough Town Hall.</p>



# Agenda Item 7

## **Chairman's Announcements**

<b>Subject:</b>	<b>Special Schools Consultation</b>
<b>Web contact:</b>	<a href="http://wiltshire.objective.co.uk/portal/education/special_school_provision_in_wiltshire">http://wiltshire.objective.co.uk/portal/education/special_school_provision_in_wiltshire</a>

Over the last few years we have seen significant growth in housing in Wiltshire and this has meant that all our special schools for children and young people with special educational needs and disabilities (SEND) are now full.

We are likely to need at least 220 new special school places by 2026. In the north of Wiltshire this means creating at least 70 additional places for children with complex needs.

We have committed investment to provide these additional places in the north and now it's important to get this right for all our children and young people with complex needs both now and in the future. There are several options to explore how we provide for pupils with special needs in the future and we are encouraging people to have their say by taking part in the consultation which is on the website until 31 July 2018.

[http://wiltshire.objective.co.uk/portal/education/special\\_school\\_provision\\_in\\_wiltshire](http://wiltshire.objective.co.uk/portal/education/special_school_provision_in_wiltshire)

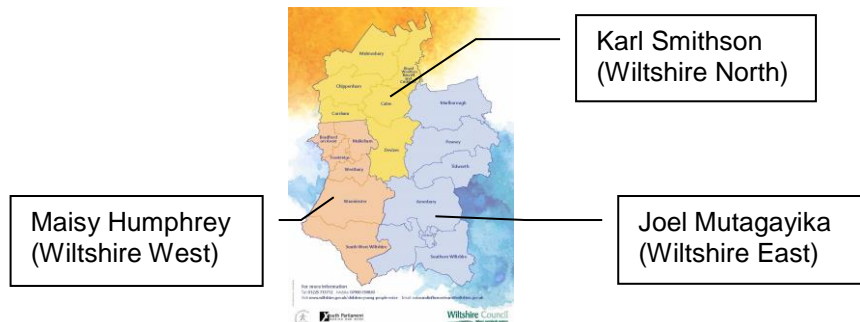


# Chairman's Announcements

<b>Subject:</b>	<b>UK Youth Parliament Elections and Activity</b>
<b>Officer contact:</b>	Judy Edwards <a href="mailto:judy.edwards@wiltshire.gov.uk">judy.edwards@wiltshire.gov.uk</a> 07900 759830

## 1. UK Youth Parliament 2018 elections and activity

UK Youth Parliament provides opportunities for 11-18 year olds to use their elected voice to bring about social change through meaningful representation and campaigning. Members of Youth Parliament (MYPs) are elected annually in every part of the UK. There are currently 349 MYPs. MYPs are encouraged to meet with MPs and local councillors, organise events, run campaigns, make speeches, hold debates and ensure that the views of young people are listened to by decision makers. The most important aspect of any MYP's job is to make sure they represent the views of the young people in their constituency. Wiltshire has three seats on the UK Youth Parliament, with the term of office commencing on 1 March. Information about Wiltshire's MYPs for 2018/19 can be found [here](#).



The role of the MYP is increasingly being recognised at a local and national level. UK Youth Parliament seeks opportunities for MYPs to meet regularly with government ministers, members of the opposition and civil servants. UK Youth Parliament also works to promote the role and influence of MYPs to service providers, e.g. the transport industry and health services.

## 2. Youth Parliament programme

MYPs come together for an Annual Conference each July at which they debate manifesto points and vote on **ten** issues to take to a national [Mark Your Mark campaign](#). Schools and youth groups are encouraged to register to take part in debate and discussion about these 10 issues, and then vote for those which are most pertinent to them. Almost 1m ballots are cast each year. The top **five** issues are then taken to a debate in the [House of Commons](#) which is chaired by the Speaker of the House. Following these debates, MYPs vote to decide which **two** issues should become the UK Youth Parliament's priority campaigns for the year ahead.

## 3. 2018 campaigns

The two priority campaigns for 2018 are: i) [Votes at 16 in all public elections](#) and ii) [A curriculum for life](#).

Wiltshire's MYPs have also agreed a set of their own local priorities which they would like to progress in partnership with elected members:

- Bus passes for those under 18
- Whole county litter picking days to include all Wiltshire schools
- Railway station in Devizes

## ***Chairman's Announcements***

- Use of new materials for road repairs – plastic roads
- Increase special school provision
- Revisit youth centre provision

### **4. Wiltshire Assembly of Youth**

MYPs are expected to take a leading role in the Wiltshire Assembly of Youth (WAY). WAY is a forum for young people in Wiltshire to express their experience of the needs of children and young people, give their views on services, and offer consultation over policy.

### **5. Meet your MYP**

Councillors are encouraged to contact their MYP, to introduce them to the work of the Council, discuss how the 2018 campaigns can be supported, and encourage wider debate and discussion with young people at Area Board and Full Council level. To make contact and for more information, please contact:

[judy.edwards@wiltshire.gov.uk](mailto:judy.edwards@wiltshire.gov.uk), 07900 759830.

**Report to** Marlborough Area Board  
**Date of meeting** 23<sup>rd</sup> May 2017  
**Title of report** Youth Grant Funding

**Purpose of the Report:**

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

Applicant	Amount requested	LYN Management Group recommendation
1 <sup>st</sup> Marlborough Guides	£350.20	Recommended
Marlborough youth and community project	£3773.00	Recommended
New Day Centre	£ 1639.94	Recommended

**1. Background**

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

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

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

**2. Main Considerations**

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

**3. Environmental & Community Implications**

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

**4. Financial Implications**

Financial provision had been made to cover this expenditure.

**5. Legal Implications**

There are no specific legal implications related to this report.

**6. Human Resources Implications**

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

**7. Equality and Inclusion Implications**

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

**8. Safeguarding Implications**

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

**9. Applications for consideration**

Application ID	Applicant	Project Proposal	Requested
<a href="#">link to application</a>	1 <sup>st</sup> Marlborough Guides	New handbook resources	£350.20
<p><b>Project description</b>            The new Guide programme will be introduced in Sept 2018. To successfully proceed the guide group will need to buy each Guide a new Section Handbook and Badge Record Book along with new teaching resources. They are a growing group and need to plan for guides coming in on a waiting list. They are also requesting funding for a fire pit for outdoor camping activities.</p>			
<p><b>Recommendation of the Local Youth Network Management Group</b>            The application meets the grant criteria 2018/19            The LYN support this application</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">link to application</a>	Marlborough Youth and Community Project	Monthly activities, resources and outreach kit	£3773.00
<p><b>Project description</b>            A year of activities and outreach based from MCYP to facilitate activities for the whole community area. Activities will take place twice a month in the centre which releases the volunteers to work on leading an outreach service to meet young people in street based work and grow the club with more young people.            Funding includes resources, outreach kit, bi-monthly professional led activities and training.</p>			

**Recommendation of the Local Youth Network Management Group**

The application meets the grant criteria 2018/19  
The LYN support this application and approved

Application ID	Applicant	Project Proposal	Requested
<a href="#">(application link)</a>	New Road Centre	Active resources	£1639.94

**Project description**

To engage younger clients (18-25 year olds with special educational needs and disabilities) in recreational activities that improve their mental and physical health. The centre welcomes adults with SEND in a day centre format. There is a huge spread of ages. The younger clients have requested a number of activities which help to keep them active and engaged socially.

**Recommendation of the Local Youth Network Management Group**

The application meets the grant criteria 2018/19  
The LYN supports this application

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

**Report Author**

Helen Bradley, Locality Youth Facilitator  
Tel: 07919396465 Email: [helen.bradley@wiltshire.gov.uk](mailto:helen.bradley@wiltshire.gov.uk)





MARLBOROUGH AREA BOARD  
24 July 2018

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**Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2018/19**

**1. Purpose of the Report**

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2018/19.

**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 2018/19.

**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 proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.
- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area.

These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.

- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers. The role description is attached at Appendix D and the Area Board is asked to appoint to this position.
- 3.6. Some Area Boards have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

#### **4. Financial and Resource Implications**

- 4.1. None.

#### **5. Legal Implications**

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

#### **6. Safeguarding Implications**

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

#### **7. Environmental Impact of the Proposals**

- 7.1 None.

#### **8. Equality and Diversity Implications**

- 8.1 None.

#### **9. Delegation**

- 9.1 Under Wiltshire Council's constitution appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

#### **10. Recommendation**

10.1 The Area Board is requested to:

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

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**Libby Johnstone**  
**Democratic Services Team Lead**  
01225 718214  
[libby.johnstone@wiltshire.gov.uk](mailto:libby.johnstone@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

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation Aims	Meeting Schedule	Voting Rights	Reps Needed	Representative (s) for 2017/2018
Avebury Solstice Operational Planning Meeting	Area Board - Marlborough	Representing the Highway Authority	Event Safety	6 Meetings per year	No	1 Councillor + 1 Officer	Cllr Jane Davies
Avebury World Heritage Site Steering Committee	Area Board - Marlborough	Public and national interests and concerns	Conservation, Management and Guardianship of the World Heritage Site	3 meetings per year	No	1 Councillor & Heritage Champion Member	Cllr Jane Davies
Marlborough Local Youth Network (LYN)	Area Board - Marlborough	So young people can present ideas to councillors and council	Youth issues and democracy; to enable young people to present ideas to councillors and the council.	4 meetings per year	Yes	Up to 2	Cllr Stewart Dobson



## **Appointments to Working Groups** **Marlborough Area Board**

### Community Area Transport Group:

- 4 x Area Board Members - All members
- 1 x Marlborough Town Council representative
- 4 x Parish Council representatives
- 1 x Community group representative
- Officers to support as necessary

### LYN Management Group

- 1 x Area Board Representative - Cllr Stewart Dobson
- 1 x Marlborough Town Council representative
- 2 x Parish Council representatives
- 1 x St John's School representative
- 4 x Voluntary Sector representatives
- 2 x Young person representatives

### Health and Wellbeing Group

- Jo Collinge, Resident
- Fil Carne, Resident
- Richard Allen, Resident
- Andrew Jack, Community Engagement Manager, Wiltshire Council





## **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.



**Marlborough Area Board  
Police Report  
June 2018**

## 1. East Community Policing Team

**Sector Head:** Insp. Chris Martin

**Community Coordinator:** PC 2620 GRIGOR

**Marlborough PCSO's:**



PCSO 6195 Lucy STONESTREET  
MARLBOROUGH



PCSO 6035 Mark BRAITHWAITE  
MARLBOROUGH



PCSO 7712 Emily SYKES

**Target Patrols Marlborough and surrounding areas:**

## **Burglaries**

**Unfortunately East CPT has seen a rise in burglaries over the past 8 weeks, due to this we have now ensured this is a priority for East CPT. Alongside our increased patrols we are offering the following security advice to residents;**

*To improve the security in and around your home we are asking residents to remember the following advice:*

- Lock your doors and windows every time you leave the house, even if you're in the garden, and make sure you have approved locks or bolts on all doors and windows*
- Never leave a spare key in a hiding place like in a plant pot or letterbox - a thief knows all the hiding places*
- Keep all keys, purses and wallets out of sight and away from the letterbox*
- Consider installing a burglar alarm, and only use a company that is registered or certified with the NSI or the SSIAB*
- Do not open the door to anyone you don't know or are not expecting. Always check by using a spy-hole or look through a window*
- Make sure that you have up to date contents insurance*
- Register all serial numbers from electrical items, tools and garden equipment with Immobilise.com (the free national property register). Mark items without serial numbers with an artificial DNA property marker such as Smartwater or SelectaDNA*
- Do not keep large amounts of cash at home - it is much safer in a bank or building society*
- Trim back any plants and hedges at the front of your property to no higher than 1 metre to remove hiding places*
- Always report any suspicious activity, note any vehicle registrations, descriptions of persons involved and direction of travel*
- Use a timer to set lights to mimic your usual activity when you are not at home*
- Take photographs of all jewellery including hallmarks and keep them safe. Also consider using an artificial DNA property marker on jewellery or other valuable items*
- Make sure any bolts are low enough so they cannot be opened by reaching over the top of the gate.*



## **Media**

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

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

## **Consultations**

Your PCSO's or Police officers are available to speak with on the following dates and locations:-

Saturday 7<sup>th</sup> July – Emily Sykes

Saturday 4<sup>th</sup> August – Mark Braithwaite

Saturday 11<sup>th</sup> August – Emily Sykes

Saturday 8<sup>th</sup> September – Mark Braithwaite

Saturday 15<sup>th</sup> September – Emily Sykes

\*These will be between 10-1200hrs at The Library, Marlborough\*

## **Drugs**

Between 1<sup>st</sup> May and 1<sup>st</sup> July 2018 police have dealt with 11 incidents involving drugs in the Marlborough area.

## **Domestic Abuse**

Marlborough CPT have dealt with 10 domestic incidents in the Marlborough area between 1<sup>st</sup> May and 1<sup>st</sup> July 2018.

A number of these incidents have resulted in criminal action being taken.

## **Anti Social Behaviour**

Marlborough CPT have dealt with 10 reports of anti-social behaviour in the Marlborough area between 1<sup>st</sup> May – 1<sup>st</sup> July 2018.

## **Whats been happening in Marlborough**

Officers and PCSO's have been making regular patrols of Priory Gardens.



**Marlborough Police**

Published by Emily Sykes [?] · 27 June at 16:02 · 🌐

Afternoon patrol in Priory Gardens.

Crotchet rock re-hidden.

#MarlboroughRocks



Officers have been conducting many speed checks in the Marlborough Area





**Marlborough Police**

Published by Emily Sykes [?] · 8 July at 07:26 · 🌐

**SPEED ENFORCEMENT:**

You told us speeding was a local issue at Ogbourne St Andrew. We took action yesterday (07/07/18). 2 drivers were stopped and given £100 fines with 3 points each. #fatalfour #speedingkills 🚔



**Good News**

Due to the increased patrols from Police officers and PCSO's, alongside the signage erected at our beauty spots we have managed to reduce the amount of theft from motor vehicles.

This is a fantastic achievement and as such this is no longer a priority for the East CPT Sector.

We will however continue issuing advice to all parties regarding the security of their vehicles and property inside.



## Update re Rural Crime Partnership

OPERATION BADGER

### WE NEED YOUR HELP!

Persecuting badgers is a crime - if you have information please contact your local police or phone crimestoppers. With your help we can make a difference.

IT IS ILLEGAL TO TAKE, INJURE OR KILL A BADGER.




**CALL:** If the incident is taking place ring **999**. For non urgent ring **101** OR Crimestoppers on **0800 555 111**











### Wiltshire Rural Crime Team

30 April · 🌐

Wiltshire Police, working with our partners Avon and Somerset Constabulary, Devon and Cornwall Police, Dorset Police and Gloucestershire Constabulary are pleased to pledge our ongoing commitment to Operation Badger, which is an intelligence-led nationwide police operation gathering evidence of badger persecution and targeting offenders.

All five south west forces are sharing the new set of posters agreed by the UK Priority Badger Group depicting the plight of the badger and urging members of the public to report any illegal activity they are aware of.

Chief Inspector Richard Pegler The Senior Rural Crime Officer from Gloucestershire Constabulary said: "We are pleased to join our partners in our ongoing commitment to Operation Badger, which we hope will once again raise awareness of the cruel and illegal activities carried out against them.

"Badgers are a protected species, and defined as a priority group by the National Wildlife Crime Unit.

"There are many levels of persecution; such as sett interference, shooting, poisoning, snaring, or badger baiting, all result in either a loss or disturbance of their habitat, suffering or death. These offences are sadly all too frequent events across the UK. There is also a link between some of the activity and the involvement of organized crime groups.

"We appeal to everyone to be our eyes and ears - together we can make a difference.

"If you believe a crime is taking place call 999, or you have any information call 101 or Crimestoppers on 0800 555 111."

## Dangerous and Persistent offenders

Work is continuing with our SWITCH nominals, (those who are identified as persistent and prolific offenders), including intelligence gathering and relevant actions following dissemination. We currently have two nominals within the East Policing Area classified as such and we work closely with our SWITCH team members and partner agencies to manage these offenders.

**Chris Martin**  
Sector Inspector,  
Wiltshire East CPT



## PROTECT



### Marlborough Area Board Report

July 2018

#### Recruitment Campaign

Dorset & Wiltshire FRS is now started a process of whole-time recruitment. This began in November and is still on-going. Prior to this the Service has run six “have-a-go-sessions” so that under-represented groups in our community can see what it is like to be a firefighter.

Three of these have been in the Wiltshire area, Swindon, Salisbury & Trowbridge. Despite numerous campaigns in the past, female and BME groups are still under-represented in the Fire Service and we are hoping that this positive action will help destroy some of the myths about the job.

#### Want to become an On-Call firefighter ? Or know someone who does?

On-call Firefighters provide a part-time service around other commitments. They let us know when they are available and respond to emergency call outs.

To find out more about the role please visit the ‘Working for us’ pages of our website or drop into the station on a Wednesday evening for a chat.

We also have opportunities for **Volunteers**. If you are interested please see the Service Web-site, contact Neil Chamberlain or speak to me. My contact details are at the end of this report.

#### ‘Safe and Well’ and ‘Health and Well-Being’

The Service is keen to maintain a link between our **Safe and Well advisors** and **Health and Wellbeing** activities across the Tidworth area. I am always happy to discuss Service activities in terms of working together in this area.

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

## PROTECT



## PROTECT



### **Safe and Well Visits- Home safety**

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

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

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

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

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

### **Camping and Caravanning Safety Awareness**

Whether you're out and about in a camper van, towing your caravan or sleeping under canvas for your holidays, venturing into the great outdoors can carry risks.

When you're on a campsite, make sure there's at least six metres (20ft) between caravans and/or tents and that you're away from parked cars – this will reduce the risk of any fire spreading. If mobile phone signal is poor, make sure you know where the nearest payphone is.

Never use barbecues inside or near the entrance to your tent or caravan, either for cooking or as a heat source – the carbon monoxide they produce is lethal.

## PROTECT

## PROTECT



### Camping

A fire can destroy a tent in just a minute, so make sure you:

Never use candles in or near the tent – torches are safer.

Keep cooking stoves and barbecues away from the tent walls, as they can catch light very easily.

Know how to escape by cutting your way out of the tent, should there be a fire.

Don't smoke inside your tent.

### Caravans

Take special care when cooking and don't leave pans unattended.

Turn off all appliances when you go to bed.

Never dry clothes over the stove.

Remove any litter and rubbish near the caravan to reduce the risk of fire spreading.

Make sure the caravan is well ventilated and never block air vents.

If there is a fire extinguisher or fire blanket within the caravan, read the instructions so you know what to do in the event of fire.

Keep flammable liquids, such as petrol and gas cylinders, outside and away from children.

Make sure the gas pipe connection is secure. If you suspect a leak, turn off the main cylinder valve.

### Heath fires and countryside safety

When you are out and about enjoying the countryside, there are some things you can do in order to protect our beautiful surroundings and keep you safe.

Large wildfires are thankfully rare but, when they do occur, they can be very serious and affect large areas of the countryside. They also take a great deal of resources to bring under control, which impacts the availability of appliances for property fires and other emergencies.

The Upton Heath fire in Dorset in 2011, for example, damaged approximately 250 acres of the heath and required the mobilisation of 30 fire engines and 11 Land Rovers.

Wildfires can ravish the local wildlife, destroying ecosystems in a matter of hours that have taken years to build up. If a wildfire encroaches upon farmland, then crops and farm buildings can be consumed, and homes that border heathland can also be at risk.

## PROTECT

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At their worst, wildfires can cause death or injury to people. A developed wildfire creates its own wind, which drives it at speeds faster than people can get out of its way.

### Steps you can take to avoid starting a wildfire:

- Avoid open fires in the countryside. If you must have a fire, make sure that you're in a designated safe area.
- Put out cigarettes and other smoking materials properly before you leave your vehicle.
- Do not throw cigarette ends out of your vehicle. They could start a fire and destroy surrounding countryside.
- Don't leave bottles or glass in woodlands, as sunlight shining through the glass can cause a fire to start. Take the items home, or put them in a waste or recycling bin.
- If you see a fire in the countryside, report it immediately. Do not try to tackle a fire yourself; usually they can't be put out with a bucket of water. Please call the fire service and leave the area as soon as possible.

### Advice for landowners

Through controlled management of planting schemes and firebreaks, the risk of a wildfire starting can be reduced and the effects of a 'going' wildfire can be restricted.

Fire spreads at different rates through different vegetation so, by managing the planting, the rate of fire spread can be slowed to give fire crews extra time to get resources in place.

A best practice guide has been produced by the Forestry Commission, giving further information about the causes of wildfires, their behaviours and the steps that landowners can take to prevent or mitigate them.

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## PROTECT



### **Incidents of note.**

- Automatic smoke alarm activation in a hospital leading to the discovery of a fire involving a fridge. Removed from premises.

### **Special Service Calls**

- Assist Police - removal of a boat fallen from a trailer on to a carriageway
- Gain entry - 18-month old infant locked in car
- 3 x Assist Ambulance - casualty handling from height or confined space
- Assist Ambulance - space creation within private residence for casualty extraction
- Assist Police - gain entry for concern for welfare
- RTC - scene safety

### **New Fire & Rescue Service Community Safety Plan**

The Service Community Safety Plan 2018 – 2022 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 our website

<http://www.dwfire.org.uk/community-safety-plan/>

### **Dorset & Wiltshire Fire and Rescue**

- Helping you make Safer and Heathier choices
- Protecting you and the Environment from Harm
- Being there when you need us
- Making every penny count
- Supporting and developing our People

James Plumley

**Station Manager, Marlborough, Ramsbury, Pewsey and Ludgershall**

Dorset & Wiltshire Fire and Rescue Service

Telephone: 01722 691 743

Mob. 07538 703 870

Email: [james.plumley@dwfire.org.uk](mailto:james.plumley@dwfire.org.uk)

Web: [www.dwfire.org.uk](http://www.dwfire.org.uk)

## PROTECT





# Area Board Update

## July 2018

### New Provider

Following a recent tender process, a new provider has been awarded the Healthwatch Wiltshire contract. Help and Care, a charity based in Bournemouth, works across south central England and support 8 local healthwatch contracts.

The new contract began on the 1st June and two of the staff team transferred over to Help and Care. We are now in the process of locating a new local office, setting up governance and writing the workplan based on what local people have told us.

### New report!

Our Impact Report for 2017/18 has just been published. This highlights some of the work carried out over the last year by our previous provider, Evolving Communities and sets out our priorities for 2018/19. These are:

1. Mental health, including dementia - engaging with people with mental health issues to find out what issues they face.
2. Children and Young People - engaging children and young people to ensure their views are listened to and heard
3. Social Care - engaging with patients, their carers and staff to find out their experiences of receiving and delivering care and to monitor the impact of changes to Wiltshire Council's Charging policy
4. Primary Care - ensuring that local people are involved with and informed on plans for the development of primary care services.



The full report can be viewed here: <https://www.healthwatchwiltshire.co.uk/reports.html>

### We are recruiting!

Are you passionate about making a difference, through good writing and social media campaigning?

Then join our small team as Healthwatch Officer-Communications lead.

Full details and application pack can be found here:

<https://www.helpandcare.org.uk/work-with-us/vacancies/>



01225 434218



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



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



**July 2018**
**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 experienced 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**
**News from the CCG!**
**Dad Pad app launched to support new dads**

An app to support new dads and dads-to-be in Wiltshire, BaNES and Swindon has been launched containing practical information and advice on topics ranging from changing nappies, feeding and how babies like to be held. The Dad Pad aims to support new dads and help them to feel more confident about fatherhood.



Lucy Baker, Programme Director for Maternity - the B&NES, Swindon and Wiltshire Maternity Transformation Partnership explains: "We've had loads of conversations with dads, who have told us that they want information on how to care for their new babies, so that they can be more involved right from the start. The Dad Pad has practical advice which dads can access quickly and easily to help support them in caring for their new born."

The Dad Pad was previously launched in Wiltshire as an online and printed leaflet. It is now available in an updated version as a free to download app. Visit the Dad Pad website to download the app: [www.thedadpad.co.uk/app](http://www.thedadpad.co.uk/app)

**Northlands Surgery nominated for Surgery of the Year Award!**

As part of the national General Practice Awards 2018, Northlands Surgery in Calne has been nominated for The People's Choice Award: Surgery of the Year.

The award offers the general public the chance to give their thanks and show appreciation for their local healthcare team. Northlands Surgery is one of 81 Practices nationwide that have been nominated and public voting is now in full swing until 10 August 2018.



Alison Ingham, Practice Manager at Northlands Surgery comments, "It is an absolute thrill that Northlands has been nominated for this prestigious award. Everyone in the Practice Team works tirelessly to provide outstanding care for our patients and I think it is wonderful for our staff to have been recognised in this way."

Voting is now open and people have until 10 August 2018 to show their support for Northlands Surgery in one of two ways:

- Free online via the General Practice Awards website: <http://www.generalpracticeawards.com/the-awards/peoples-choice-award/> or

- By texting **CHOICE51 to 60777** (standard text message rates apply).

The final three shortlisted surgeries will be announced on 3 September and will be invited to attend this year's Awards Event, which takes place on 30 November in London.

To find out more, visit [www.generalpracticeawards.com](http://www.generalpracticeawards.com)

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## Improving services for the victims and survivors of sexual assault and abuse

NHS England has published the [Strategic direction for sexual assault and abuse services](#), which sets out what is needed to improve services and consequently patient experience for those who have experienced sexual assault and abuse.

Developed with a range of partner organisations, as well as the victims and survivors of sexual assault and abuse, the Strategic direction takes into account a lifelong pathway of care for survivors. It also outlines how services need to evolve and work together to ensure that as much as possible can be done to safeguard individuals and support them at times of crisis and at the point of disclosure.

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## News archive

Read more news from Wiltshire CCG in our [news archive](#).

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## Have your say

[Back to top](#)

### Gluten-free foods on prescription

In February 2018 the Department of Health and Social Care (DHSC) announced its decision to nationally restrict the prescribing of gluten-free foods. This is in response to the public consultation in 2017 on the 'Availability of gluten-free foods on NHS prescription'.

Wiltshire CCG's current policy permits the prescribing of gluten-free staple foods for patients with a diagnosis of coeliac disease and/or dermatitis herpetiformis, with the following guidance:

- Gluten-free prescribing should focus on enabling people with coeliac disease to access gluten-free staple foods, (bread, bread mix, flour, flour mix and pasta) free of charge on NHS prescription, as part of a healthy balanced diet.
- Sweet biscuits and cakes should not be prescribed based on the grounds of supporting healthy lifestyles and the fact that gluten-free products are available at competitive prices in supermarkets.
- Any gluten-free foods prescribed for patients without a confirmed diagnosis should not be prescribed.

Between 1 April 2017 and 31 March 2018, gluten-free foods on prescription cost NHS Wiltshire £241,487.

**Wiltshire CCG is asking the public, patients and clinicians to have their say by completing a survey on two proposed options that will change the prescribing approach to gluten-free foods in Wiltshire, in line with National Institute of Care and Excellence (NICE) guidelines.**

[Visit our website to find out more and to complete the survey.](#)

[Stay well this summer](#)

To help you, your friends and family stay well this summer, we've teamed up with Wiltshire Council to produce this [handy booklet](#). With lots of tips on how to enjoy the sun safely, advice on what to keep in your medicine cabinet and information on healthy living it's this summer's latest must-read!

For more information and top tips for a safe summer, visit [www.wiltshireccg.nhs.uk/our-campaigns/safe-summer](http://www.wiltshireccg.nhs.uk/our-campaigns/safe-summer)



NHSWiltshireCCG



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NHS Wiltshire CCG





**Report to** Marlborough Area Board  
**Date of meeting** 24 July 2018  
**Title of report** Community Area Grant Funding

**Purpose of the Report:**

To consider the applications for funding listed below.

<b>Applicant</b>	<b>Amount requested</b>
St. Michael's School, Aldbourn – new school running track	<b>£5,000.00</b>
Wagtails After-School Club Baydon - PlayPod Equipment	<b>£4,460.00</b>
Friends of the Railway Path – new map / leaflet	<b>£849.00</b>
Preshute School – Jigsaw PSHE learning material	<b>£1,462.50</b>
Total grant amount requested at this meeting	<b>£11,771.50</b>
Total capital funding allocated to Marlborough Area Board 2018/19	<b>£32,141.00</b>
Total amount awarded so far, 2018/19	<b>£11,416</b>
Amount remaining if all grants are awarded as per report	<b>£9,545.50</b>

**1. Background**

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance available here: <http://www.wiltshire.gov.uk/community-area-grants-criteria-2015-16-april.pdf>

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

**2. Main Considerations**

- 2.1. Councillors will need to be satisfied that funding awarded in the 2018/2019 year is made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
- 2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

**3. Environmental & Community Implications**

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

**4. Financial Implications**

Financial provision has been made to cover this expenditure.

**5. Legal Implications**

There are no specific legal implications related to this report.

**6. Human Resources Implication**

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

**7. Equality and Inclusion Implications**

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

Community Area Grants will give local community and voluntary groups, Town and Parish Council’s equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

**8. Safeguarding Implications**

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

**9. Applications for consideration**

Application ID	Applicant	Project Proposal	Requested
<a href="#">2942</a>	St Michael’s School, Aldbourne	New running track for the school field	£5,000.00

**Project Description**

The health aspects of taking part in regular exercise are well known, but exercise can also benefit mental health, concentration and the ability to learn, particularly in children. Many schools across the county take part in “Wake and Shake” exercises and the Daily Mile each morning to get their children ready for the day.

St Michael’s School would like to install a new running track around the perimeter of the school field to help their children get this regular exercise. The school has already tried different ways to achieve a surface that is usable all year round, with little success so feel laying down a special new surface will allow running at the field to take place all year round.

Many different groups from the village have already expressed an interest in using this facility, including: Aldbourne Dabchicks Running Club is raising funds for the project including donating the proceeds from the 2018 Aldbourne 5k run. They would use the track as a year-round training venue for the club and to initiate coached community training sessions to encourage a wide range of Aldbourne citizens to get fit and healthy; The Aldbourne Ranger Guides would use the track as a girl-only space for those girls who have become self-conscious of their body and image; The Aldbourne Community

Junction, a youth and community centre, would use the track to encourage their members to run the 'couch to 5k' initiative aiming to take part in the annual Aldbourne 5k run; The Aldbourne Oval Ball club runs weekly rugby-netball and touch-rugby sessions. They would use the running track for warm-up before games on the school field; Fitness with Friends is a community group which meets weekly. They would use the track to offer a wider range of activities including circuit training.

**Proposal**

That the Area Board determines the application from St Michael's School for £5,000.00 towards the new track

Application ID	Applicant	Project Proposal	Requested
<a href="#">2958</a>	Wagtail's After-school Club, Baydon	PlayPod equipment to encourage creative play.	£4,460.00

**Project Description**

The after-school club - Wagtails – based at Baydon St Nicholas Primary School would like to provide children with a wider range of outdoor activities and opportunities for imaginative play by introducing a Scrapstore Playpod. The Scrapstore PlayPod is based on the Theory of Loose Parts. The theory advocates that the more loose elements in a play space there are, that a child can pick up move and manipulate, the more playful interaction they can achieve. So, if children have access to a range of materials which have no defined purpose they will access a wider range of play types and be more inventive in the ways and in what they play.

Children in the rural location of Baydon will benefit from an after-school club which offers a wider range of fun, outdoor activities and play five days per week in the afternoon to early evening. Due to the fact that the after-school club is based on-site at Baydon St Nicholas School, the PlayPod will also be available for the whole school to use at lunchtime, therefore increasing its use by a greater number of children.

Through using and playing with the elements from the PlayPod, children will use more imagination in their play during break times. This use of their imagination and creativity will continue into their work during lessons and so improve their school work and learning.

**Proposal**

That the Area Board determines the application from Wagtail's After-school Club, Baydon for £4,460.00 towards the PlayPod equipment

Application ID	Applicant	Project Proposal	Requested
<a href="#">2949</a>	Friends of the Railway Path	to design and print a new map and information leaflet.	£849.00

**Project Description**

The Marlborough to Swindon Railway path follows the route of the old railway line which skirts the eastern and north-eastern sides of the town before heading northwards towards

Swindon, through Ogbourne St Andrew and Chiseldon.

The project is the printing of a map of the Marlborough to Swindon Railway Path which will be an information map to encourage people, walkers, cyclists and equestrians out onto the Path. The map describes the history, points of interest and the ecology of the Path as well as how to gain access to it. It also shows all the Rights of Way which cross the Path.

Many people in the locality are unaware of the Railway Path or even how to access it. They believe it to be a Right of Way, it is not and is actually run almost entirely by volunteers. The charity Sustrans maintain the surface and the local authority are responsible for the infrastructure.

Friends of the Railway Path consists of Sustrans, volunteers, cyclists, walkers, representative from Wiltshire Ramblers, equestrian representative from the Wiltshire Bridleways Association. The map will be sold for a small sum and local shops and organisations will be used.

**Proposal**

That the Area Board determines the application from Friends of the Railway Path for £849.00 towards the new leaflet.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2962</a>	Preshute School	Jigsaw PSHE course learning materials	£1,462.50

**Project Description**

Personal, social, health and economic (PSHE) education has in various forms been part of the National Curriculum for schools in the UK since 2000. Some aspects, but not all, have been compulsory.

Jigsaw is a new physical learning material that will be used in the school for all children from Reception to Year 6. It will greatly support the school's Pupil Premium Strategy Objective to close the gap between Pupil Premium Children and others by pupils feeling supported and engaged with increased self-esteem and pupils forming stronger friendship groups with improved ability to manage friendship difficulties.

All children in the school will benefit but in particular Pupil Premium children and the lower attaining. It links to the local priorities to raise the attainment of lower attaining pupils and those receiving Free School Meals.

The Jigsaw approach will help to close the gap between the least able children and others. Jigsaw goes over and above the expectations of the curriculum as it raises self-awareness, group awareness, collaboration skills, teamwork, experience, respectfulness etc. and prepares children for the wider world and their position in it. Jigsaw teaches children to become aware of their thoughts and feelings throughout the programme.

**Proposal**

That the Area Board determines the application from Preshute School for £1,462.50 towards the Jigsaw learning materials.

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

**Report Author**

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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Priority A, B or C
	<b>Marlborough Community Area Transport Group</b>			
	<b>Date of meeting: Thursday 21<sup>st</sup> June 2018</b>			
1.	<b>Attendees and apologies</b>			
	Present:	Cllr Nick Fogg, Cllr Jane Davies, Cllr Stewart Dobson (Wiltshire Council), Cllr John Bevan, Cllr Ruth Kolish (Mildenhall PC), Cllr Jim Gunter (Broad Hinton & Winterbourne Monkton PC), Cllr John Hetherington (Ogbourne St Andrew PC), Cllr Vanya Body, Cllr Stephen Heppenstall, (Froxfield PC), Cllr Jane Drew (Fyfield & West Overton PC), Cllr Neil Twentyman, Cllr Andrew Smithson (Savernake PC), Cllr Alison Edmonds (Aldbourne PC), Cllr Steve Campbell (Chilton Foliat PC), Cllr Mervyn Hall (Marlborough TC), Cllr Sheila Glass (Ramsbury PC), Steve Hind, Martin Cook, Andrew Jack (Wiltshire Council).		
	Apologies:	Cllr Sarah Chidgey (Baydon PC), Cllr James Sheppard (Wiltshire Council), Cllr Jill Turner (Fyfield & West Overton PC), Spencer Drinkwater (Wiltshire Council).		
2.	<b>Notes of last meeting</b>			
		The minutes of the previous meeting held were agreed at the Marlborough Area Board meeting on the 14 <sup>th</sup> December 2017.  <i>Link can be found at</i> <a href="https://cms.wiltshire.gov.uk/documents/g10937/Printed%20minutes%2013th-Mar-2018%2018.00%20Marlborough%20Area%20Board.pdf?T=1">https://cms.wiltshire.gov.uk/documents/g10937/Printed%20minutes%2013th-Mar-2018%2018.00%20Marlborough%20Area%20Board.pdf?T=1</a>	NF raised some issues with the notes from last meeting, specifically the way some issues have been missed off this agenda after being put on hold until a town-wide traffic survey has been completed. He said how this traffic survey does not have the backing of all of Marlborough TC.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

			MH agreed these projects need to be put back on the agenda and NF will try to deal with some of them now.	
<b>3.</b>	<b>Financial Position</b>			
		Finance sheet to be presented.	SH presented the current financial position. CATG has received the allocation for the new financial year of £13,615. Together with underspend from the previous year, Marlborough CATG has £19,613 to allocate during 2018/19. JH asks about the billing process for PCs to pay their share of projects. SH will chase the invoice for Ogbourne St Andrew.	
<b>4.</b>	<b>Top 5 Priority Schemes</b>			
	Following discussion of all projects currently being developed, the priority of remaining schemes was allocated. The letter given here reflects the new priority. SH stressed the need for the group to prioritise five projects to allow him to focus his limited time on those the group wants taking forward.			
a)	Issue <a href="#">3578</a> A346 Ogbourne St Andrew, Crawlings Piece – More space needed on verge for wheelie bins	Following design work, updated cost estimate is £9k PC have offered £1k contribution	SH confirms this work is now complete. There was some BT equipment under the surface which meant the size of the wheelie bin area is not as large as planned, but this has brought	



COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		Construction commenced but delayed due to BT apparatus. Works due to re commence after extensive Thames Water works.	down the cost of the project. He confirms the PC's contribution is still less than 25% of the project. CATG agreed this project could be removed from the list.	
b)	Substantive scheme Baydon- Ermin St (west)	<p>A petition against the scheme has been received by the Area Board but did not meet the criteria for further action. Area Board endorsed scheme at meeting on 28/11/17.</p> <p>Ongoing objections from some residents. Construction programmed which includes the build out near Ermin Close and a gateway improvement at the western end to replace the build out by a resident's property.</p> <p>Road closure programmed for 19<sup>th</sup> March for up to 4 weeks. (9.30 to 15.30 Mondays to Fridays)</p>	SH confirmed this work has now been completed. A draft safety audit has been received and none of the perceived problems raised by residents are now being seen on the ground. SH feels the scheme is working as well as can be. Any further discussions between residents, Baydon PC and Highways can be in the background. CATG agreed this project could be removed from the list.	
c)	Issue <a href="#">4352</a> Lockeridge – 20mph limit proposal	Proposal developed through site meetings for additional signing and a virtual footway. Proposal approved by PC. Further additional works being considered to include a gate at the eastern entrance.	The new virtual footway is now in and JDr say the PC thinks it looks good. They would like to combine this with a new white gate for the village entrance. SH feels this needs to be treated as a separate project, with a contribution from the PC for this extra work. It will be priced up separately. SH says that the gate needs to be a different material. The PC feels the new walkway is impacting on traffic speeds and	A

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

			safety is improving. JDa agrees she is happy with it. CATG agreed to keep this as a high priority – A.	
d)	Issue No: <a href="#">4245</a> A4 at Beckhampton and West Kennett – speeding	<p>Atkins fees are £9650 for Beckhampton and £9125 for West Kennet to provide a prelim design. Avebury’s transport group has agreed to fund 25%. AW said that a further 25% will be raised from the community. CATG agreed to fund the remaining 50%.</p> <p>Atkins have concerns about the West Kennet designs. There was a need for some initial investigation work to be done before committing to the full project.</p> <p>Atkins have undertaken preliminary work and a meeting with the Transport Group. B4003 requires closure except for access. Concern that speed along A4 will not be reduced to 40mph. Costs to date on this are £2850.</p> <p>Atkins fees for Beckhampton have gone up to £9800 due to inflation. Confirmation required from Avebury PC to proceed.</p>	SH reported not a lot has happened over the West Kennet work since the last CATG meeting. The Consultants, Atkins, are finding it hard to make any progress on schemes that will have an effect there. SH will be chasing Atkins to get on with the work at Beckhampton, from the roundabout back to the Waggon & Horses pub. CATG agreed to keep this as a high priority – A.	A
e)	Issue <a href="#">4793</a> Request for clearer No Cycling signage at Figgins Lane	<p>SH has visited the site, surveyed locations of existing utility covers and is considering either barrier or bollards in combination with road markings.</p> <p>Town Council have agreed 25% contribution</p>	SH confirms there are various service covers near this location, which makes siting any features harder. He recommends a bollard in the footpath out from River Park. The estimated cost is £500-700. SH feels this work could require pedestrian traffic management to be put in place.	A

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			This element was questioned. CATG agreed to keep this as a high priority – A.	
f)	Froxfield's Village Traffic Plan	Froxfield PC has ideas for potential projects. These need to be prioritised and discussed further with SH. A further meeting could be arranged to discuss and prioritise development of schemes within the village plan. Priority from the CATG will then be required to make progress with any design work.	SH has been on site to look at projects and locations. Established four possible projects, including new gateways to the village. One suggested project at Brew House Hill and the crossing there could be difficult due to the location and nature of the bend. SH needs to develop these ideas further, including the gateways. One project is okay to develop, another is harder but the project at Brew House Hill will need a land survey carried out, this could cost approx. £1,500. SH confirmed he needed to spend further time on all of these projects. VB asked whether it is better to group these projects together or tackle them separately. SH's recommendation was to keep them separate and the prioritise the new gateways and keep Brew House Hill under review. The Substantive Scheme was discussed as a source of funding for this work.	A

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			CATG agreed to keep this as a high priority – A with design progress to be concentrated on the western gateway.	
g)	Issue <a href="#">5689</a> Request for new bus stop area Mildenhall	This was described at CATG meeting on 21/09/17. Mildenhall PC would like to create new bus shelter and hard standing on verge on south side of road within the village.	SH has made no further progress on this issue as it is a reserve. There needs to be discussions over the priority of this. CATG agreed to prioritise this project as first reserve.	A – 1 <sup>st</sup> reserve.
<b>5.</b>	<b>Other Priority schemes</b>			
a)	Issue <a href="#">3832</a> Marlborough, Silverless St HGV's using inappropriate road	'No Entry' signs for Silverless St entering from Herd St. Experimental Order implemented on the 1 <sup>st</sup> Feb to run for the maximum of 18 months. Expired Aug 2017  Cabinet Member report signed off. Works cost estimate £4,000  Town Council contribution 25%  Works currently being implemented.	NF felt this project was a success and that cases of HGVs using Silverless St and hitting buildings hasn't happened in a while. He thought that this route had come off of Sat Nav directions. CATG agreed this could be removed from the list.	
b)	Issue <a href="#">4851</a> Multiple issues about pedestrians' safety and speeding at Herd St	It was agreed that this Issue, along with 4852, 3832 and 4932 are all interlinked and need to be dealt with together.  The first step in addressing these issues is to make progress with assessment of the requested 20mph limit for Marlborough town.	CATG felt that this issue could be removed from the agenda as many of the safety concerns could be dealt with by the new 20mph limit going in to the lower part of Herd St and Barn St. See Issue No. 5179	

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c)	Issue <a href="#">4932</a> Multiple issues at Kingsbury St including speeding, dangerous driving and HGVs	Refer to 4851 above	CATG felt that this issue could be removed from the agenda as many of the safety concerns could be dealt with by the new 20mph limit going in to the lower part of Kingsbury St. See Issue No. 5179	
d)	Issue <a href="#">5179</a> Request for new assessment for 20mph limits throughout Marlborough.	Scheme has been developed and options report issued to Marlborough Town Council for consideration. Cost of assessment is £2500. 25% contribution from Marlborough TC.	MH gave the background to this work and the consultation Marlborough TC had carried out over the options for implementation. The public had decided on Option 1. Following this, there was discussion about how the new 20mph limit would be implemented and signed, including the use of repeater signs and how far apart they needed to be. CATG agreed to give this project a high priority – A.	A
e)	Issue <a href="#">5190</a> Request for safety works at London Rd, Marlborough.	Issue raised by Community Speedwatch group. Wish to reduce the speed limit and keep hedges etc. cut back to open sightlines and to install new barrier near top of hill close the Savernake Hospital.  Recent speed limit review shows that no change in speed limit is possible. SD states that the location of the requested barrier is not within Marlborough but is within Savernake PC.	NT described the site visit held with Savernake parish councillors, Wiltshire councillors and MC. He felt there was so much work needed to the pavement to make it safer that it would be more appropriate to create a new 40mph limit at the top of the hill, by the hospital. He talked about	

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		<p>Members of CATG took on contacting Savernake PC through different channels to let them know about this request.</p>	<p>the increased use of the junction to the hospital, from both increased services there and the new housing at Maurice Way. He felt there needed to be Metrocounts to check the speed in this area. A further suggestion is to reduce the current three lanes to two. This would discourage drivers from trying to overtake, especially uphill. MC explained he had met with traffic officers to look at the site. Collision data had shown nothing except the recent fatality. This work could be tied in with re-surfacing in order to produce a better effect. This section of the A4 could be put on the list for re-surfacing work in 2019/20. MC also recommended going back to Dave Thomas to request a new speed limit review based on the change of use of the junction to the hospital. MC wanted this to be prioritised by CATG in order to get the re-surfacing work on the 2019/20 list. There would be no cost to CATG for this. SD said he felt the three lanes needed to stay to give drivers the opportunity to overtake slow vehicles but that the third lane</p>	
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			<p>should finish earlier before the hospital.</p> <p>JDa felt that the third lane encouraged drivers to speed.</p>	
f)	<p><a href="#">5703</a> Request new mini roundabout at junction of Herd St and The Acres</p>	<p>A roundabout at this junction would make access and exit of the “Acres estate” easier and quicker and would also act to slow down traffic as it enters town from the north on A346.</p>	<p>SD gave the background to this. There is public support for it and now it has support from Marlborough TC. He spoke about the need for a better way for cars to enter / exit The Acres estate off Herd St.</p> <p>SH responded about the need for equal flow of traffic in all directions for a roundabout to function properly.</p> <p>MH agreed that Marlborough TC supports the scheme but it needs detail.</p> <p>JDa supported this scheme.</p> <p>There was discussion about using the Highways Substantive Scheme to fund this project. SH felt it was too close to the bid deadline for this year but if CATG prioritised the project, it could go towards 2019 bids.</p>	
g)	<p>Issue <a href="#">5781</a> Request for clearer markings at crossing on Kingsbury St Marlborough</p>	<p>There is danger to the public at the crossing point in Kingsbury Street that gives egress to Patten Alley. A section of the street incorporated in different material to make drivers aware that it is a crossing point.</p>	<p>NF gives his thoughts on the need for a safer crossing point here. JDa mentions the collision data that was gathered as part of</p>	

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			the 20mph assessment and points out that it is low here.	
h)	<a href="#">5931</a> Traffic calming on A4 west of Marlborough	Resident feels speed is too high, possibly reduce current 40mph limit to 30mph out to start of current 60mph. Make it safer for residents etc to exit driveways and side roads onto A4.	SH feels this will not be possible due to the lack of recent development facing onto the A4 here. Community Speedwatch could be used at this location. CATG agreed this could be removed from the list.	
i)	<a href="#">5932</a> Width of pavement beside A4 west of Marlborough	Pavement is too narrow beside A4 and does not allow for buggies or pushchairs or for two pedestrians to walk side-by-side.	This work had originally been given to Marlborough's Parish Steward. However, they have reported that there is too much debris for them to be able to remove. MC said he and his team would deal with this case. CATG agreed this could be removed from the list.	
j)	<a href="#">6057</a> Poorly marked sharp bend on B4192 at Chilton Foliat	Increasing concerned over the number of vehicles which fail to take the right-angle bend on the B4192 close to Chilton Foliat resulting in them leaving the highway and impacting the embankment.	SC described that Mark Stansby from Highways had visited the site and agreed that this is an issue due to the sharp bend. He agrees current signage is inadequate and can mount new signs, "reduce speed" markings and new chevrons at the location. Rumble strips would not be appropriate. The cost of this work would be £3,500 including traffic management.	



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			SC confirmed that Chilton Foliat PC would contribute 25% and urged CATG to give this scheme high priority.	
k)	<a href="#">6142</a> Lack of any speed limit through the village of Uffcott.	Having had it raised by several residents of Uffcott the Parish Council have now accepted this problem and would like the introduction of a 30mph limit in line with stated government policy The local Highways engineer agreed this can be part of the wider scheme for Uffcott and can be looked at.	JG reports that for the national speed limit (60mph) to be lowered, the frontage of a settlement needs to be 600m. Uffcott has a frontage of 460m. He describes the volume of traffic to the Wroughton airfield using this road, including many HGVs.	
l)	<a href="#">6143</a> Sharp turn in road from A4361 to Uffcott.	There is a very sharp right-hand bend at the end of this road as it turns to enter the village. There is no speed limit no road marking advising motorist to slow down and no keep right arrow sign. As a result, vehicles have missed the turning left the road The local Highways engineer had already been on site to look at it. He agrees signage is needed and has already made progress on moving this forward. The engineer should be able to give an update at the next CATG meeting on 21/06/18.	JG gives the background to this Issue. MC says that he has a used chevron at the depot that he can have installed at this location with no cost to CATG.	
m)	C189 Baydon-Aldbourn-Ogbourne St George C Class speed limit review	Speed limit to be moved back to the gates location as agreed through CATG. This will include taking up existing coloured approach markings. Total package around £5k. New coloured surfacing to gateways will not be implemented due to maintenance issues.  Scheme to be prioritised	Especially with no-one from Baydon PC present, it was decided to leave this issue until it has been prioritised by the parish.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

6.	<b>New Requests / Issues</b>		
a)	<a href="#">6272</a> Traffic speed volume at Church Hill West Overton	Traffic speed and volumes posing a danger on Church Hill, West Overton, due to road layout two bends one of which is a blind corner with severely restricted visibility in both directions. A house is situated directly on the blind corner. Its front door opens almost directly onto the road increasing the hazard risk	A recent Metrocount has shown that average speeds are low and not an issue. However, due to the nature of the road, there are other dangers present. JDr describes how there are no warnings for these hazards, including horse riders and pedestrians.
b)	<a href="#">6312</a> Pedestrian safety through Baydon	HGVs mounting the pavement outside Five Ways, on Ermin St in the centre of the village, due to parked cars on the opposite side of the road. There is a concern for pedestrian safety especially children.	Cars parked opposite the village shop on Ermine St narrow the road, making it hard for HGVs to pass. Rather than slow, many will mount the kerb in order to get past. This is where children exit the village school and there is worry that a child will be hit. SH will have to look further at this issue and would like to meet someone from Baydon to discuss.
c)	<a href="#">6373</a> Move 30mph sign further out of Aldbourne on C189	Request to move the 30mph limit further out to beyond the urban area at the top of Oxford Street into Aldbourne Road. Properties beyond the current limit are finding it dangerous to pull out onto the road due to the speed of passing vehicles.	AE gives the background to this Issue about the need for better visibility of the existing 30mph sign and giving vehicles more chance to slow down before reaching the houses. SH has already had a look and feels it is not possible to move the

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			<p>sign back as far at the PC would like, but it can be brought further back than it currently is. There was discussion about where this new location could be. This work can be carried out but needs to be prioritised by CATG.</p>	
7.	<b>Other items</b>			
a)		<p>JG raises the matter of rumble strips on the A4361 on the entrance to Broad Hinton coming from Wroughton. The PC wanted them moved away from the location close to a cottage and moved further out from the village. MC proposes creating a new village gateway with rumbles strips included. However, the PC does not like gates but SIDs are not possible in a 50mph limit. SH feels that moving the strips 150m back is too far and would not be of any use. To re-instate the rumble strips to a new location would be a separate project and could cost in the region of £5-10,000. JDa offered to speak to Peter Binley of Highways immediately to try to get strips installed during work being carried out that day.</p> <p>NF raised a new matter which had been discussed by Marlborough TC about parking on the High St around St Peter's Place, to the north of the former church, and the concerns of residents and business owners about illegally parked cars blocking the narrow entrance to St Peter's Place. Marlborough TC had discussed making this area into a No Access area. This had not yet been raised through the online Issues system.</p>		
8.	<p><b>Date of Next Meeting: 20<sup>th</sup> September 2018 10.00am in Marlborough Town Hall</b></p>			

Marlborough Community Area Transport Group

Highways Officer – Steve Hind

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### 1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

### 2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Marlborough Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Marlborough Area Board will have a remaining Highways funding balance of **£19,613**

### 3. Legal Implications

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

### 4. HR Implications

4.1. There are no specific HR implications related to this report.

### 5. Equality and Inclusion Implications

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

### 6. Safeguarding implications