

# AGENDA

**Meeting:** Pewsey Area Board  
**Place:** Access the online meeting below  
**Date:** Tuesday 16 June 2020  
**Time:** 2.00 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.

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[Access the online meeting here](#)

[Public Guidance on how to access an online meeting](#)

Please direct any enquiries on this Agenda to Stuart Figini Senior Democratic Services Officer, direct line 01225 713191 or email [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@wiltshire.gov.uk)

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

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## Wiltshire Councillors

Cllr Jerry Kunkler, Pewsey  
Cllr Paul Oatway QPM, Pewsey Vale  
Cllr Stuart Wheeler, Burbage and The Bedwyns

## **Recording and Broadcasting Information**

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## **Public Participation**

During the ongoing Covid-19 situation the Council is operating revised procedures for public participation. Members of the public can view the meeting online as detailed below.

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### **Statements**

Members of the public who wish to submit a statement in relation to an item on this agenda should submit it to the officer named on this agenda no later than 5pm on Friday 12 June 2020.

Statements should:

- State whom the statement is from (including if representing another person or organisation)
- State clearly the key points
- If read aloud, be readable in approximately 3 minutes

Statements in accordance with the Constitution will be included in an agenda

supplement.

### Questions

Those wishing to ask questions in relation to an item on this agenda are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm Thursday 11 June 2020 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm Friday 12 June 2020. Please contact the officer named on the front of this agenda for further advice.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

<b>Items to be considered</b>		<b>Time</b>
1	<b>Election of Chairman</b> <i>(Pages 5 - 6)</i>  To elect the Chairman of Pewsey Area Board for the forthcoming year.	<b>2.00pm</b>
2	<b>Election of Vice-Chairman</b>  To elect the Vice-Chairman of Pewsey Area Board for the forthcoming year.	
3	<b>Welcome and Introductions</b>	<b>2.05pm</b>
4	<b>Apologies for Absence</b>	
5	<b>Minutes</b> <i>(Pages 7 - 16)</i>  To confirm the minutes of the meeting held on 9 March 2020.	
6	<b>Declarations of Interest</b>  To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	<b>2.10pm</b>
7	<b>Appointment to Outside Bodies and Working Groups</b> <i>(Pages 17 - 32)</i>	
8	<b>Urgent items</b>  Any other items of business which the Chairman agrees to consider as a matter of urgency.	

## 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.

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# MINUTES

**Meeting:** Pewsey Area Board  
**Place:** The Vale Community Campus, Wilcot Road, Pewsey, SN9 5EW  
**Date:** 9 March 2020  
**Start Time:** 7.00 pm  
**Finish Time:** 8.50 pm

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Please direct any enquiries on these minutes to:

Stuart Figini Senior Democratic Services Officer, Tel: 01225 718221 or (e-mail) [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@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 Jerry Kunkler, Cllr Paul Oatway QPM and Cllr Christopher Williams

### **Wiltshire Council Officers**

Stuart Figini (Senior Democratic Services Officer), Dominic Argar (Technical Support Officer), Richard Rogers (Community Engagement Manager).

### **Town and Parish Councillors**

Burbage Parish Council – Roger Pearce, Steve Colling

Charlton and Wilsford Parish Council – Clarissa Reilly

Easton Royal Parish Council – Margaret Holden

North Newnton Parish Council – Tom Ellen

Pewsey Parish Council – David Smith, Caroline Dalrymple, Peter Deck, Ann Hogg

Rushall Parish Council – Colin Gale

Shalbourne Parish Council – Mike Lockhart

Upavon Parish Council – John Tighe

Wilcot and Huish Parish Council – Dawn Wilson

Woodborough Parish Council – John Brewin

### **Partners**

Dorset and Wiltshire Fire and Rescue Service – Mark Hillier

**Others**

Wiltshire CIL – Brian Hollands

Residents – Carol Parsons, Peter Parsons

Easton Royal resident – Hew Helps

HQ TNB Garrison – Lt Col Michael Turner

Narde Village Hall – Alan Coggins, Gill Coggins

Shalbourne Village Hall – Robert Green

Upavon resident - Lesley Edmunds

Woodborough Club – Dan Cowan, Wendy Feur

**Total in attendance: 45**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
82	<p><u>Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting and introduced the Area Board Members and officers.</p>
83	<p><u>Apologies for Absence</u></p> <p>Apologies for absence had been received from Cllr Stuart Wheeler. Cllr Wheeler was substituted by Cllr Christopher Williams.</p>
84	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 11 November 2019 were agreed as a correct record and signed by the Chairman.</p>
85	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
86	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the following written announcements available in the agenda pack or circulated at the meeting:</p> <ul style="list-style-type: none"> <li>• Families and Children’s Transformation (FACT) Programme - noted</li> <li>• Community Governance Review Consultation -</li> <li>• Coronavirus: Advice and Information</li> <li>• A summary of the governments £220m “better deal for bus users” and consultation information</li> <li>• Changes to Kerbside Recycling Collections</li> </ul>
87	<p><u>Partner Updates Part 1</u></p> <p>(a) Wiltshire Police – the written report, circulated at the meeting, was noted.</p> <p>(b) Dorset &amp; Wiltshire Fire and Rescue Service – the written report and following points were noted:</p> <ul style="list-style-type: none"> <li>• Fire safety checks for canal boats.</li> <li>• To include more content in future reports relating to the Pewsey Area</li> <li>• Improvements in Service’s performance and response times.</li> </ul>

88	<p><u>Update on the Working Groups and Projects</u></p> <p>a) Local Youth Network – the following points were noted:</p> <ul style="list-style-type: none"> <li>• A family fun day would be held in Pewsey on 17 April 2020, to include activities such as mobile climbing wall, skateboard ramps, artwork and a project about VE Day.</li> <li>• In relation to the VE Day project, the Area Board noted that Belinda Chandler was working with young people from local schools to create a table with the types of food available at that time. Contributions to the event were welcomed. The event was subject to weather conditions and current advice about the Coronavirus situation.</li> </ul> <p>b) Health &amp; Wellbeing – the following points were noted:</p> <ul style="list-style-type: none"> <li>• The Memory Café had outgrown its current venue and would be relocating to the Bouverie Hall.</li> <li>• A canal trip was being arranged for April by Bruce Boats and was open to interested groups, the lonely and isolated.</li> <li>• The work of the Music Group was going from strength to strength and they were looking to secure funding from the CCG and NHS.</li> <li>• The Project to deliver chairs to village halls had proved to be very successful.</li> <li>• A Health funding had been secured towards the VE Day celebrations.</li> <li>• Pewsey Community Area Partnership were offering banking and insurance support for small groups in partnership with the Bedwyn Walking Group,.</li> <li>• The Rugby Club was now available as a venue to hold meetings for community groups, with a room charge dependent on the type of event and number of attendees.</li> <li>• Meetings of the Health and Wellbeing Group would be held in other areas of the Vale, possibly Bedwyn Café, at least once a year.</li> </ul> <p>c) Community Area Transport Group</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. To note the discussions and updates outlined in the report</li> <li>2. To add the following issues to the Priority List and to allocate funding as shown: <ul style="list-style-type: none"> <li>• <b>Issue 5281 (£300)</b></li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• <b>Issue 10-19-7 (£3,200)</b></li> </ul> <p><b>3. To close the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Issues 0072, 3718, 3723, 6672, 6851, 6827, 7063 and 10-19-6.</b></li> </ul>
89	<p><u>Changes to Kerbside Collection</u></p> <p>The Chairman welcomed Tracy Carter, Interim Waste Management and carbon Reduction Officer, who made a presentation detailing the changes to kerbside collections. Key points of the presentation focused on:</p> <ul style="list-style-type: none"> <li>• Blue lidded bins currently took plastic bottles, pots, tubs and trays, cardboard boxes, food cartons and drink cartons. The changes to collections meant that the blue lidded bins would also be taking paper, food cans, drink cans, aerosols and foil.</li> <li>• Black boxes would continue to collect glass and textiles.</li> <li>• Implementing the changes meant that recycling would be easier for residents and reduce the number of collection vehicles as they could empty the black box and blue lidded bin at the same time.</li> <li>• A new materials recovery facility to sort through mixed recycling was currently being built.</li> <li>• The collections would remain fortnightly and residents could sign up online for email updates and order larger/ additional blue lidded bins here: <a href="http://www.wiltshire.gov.uk/rubbish-and-recycling-collection-changes">www.wiltshire.gov.uk/rubbish-and-recycling-collection-changes</a></li> <li>• If Town/ Parish Councils or community groups required more information in the form of an article, information for websites of social media pages, posters or for officers to attend local meetings, then they should email <a href="mailto:wasteandrecycling@wiltshire.gov.uk">wasteandrecycling@wiltshire.gov.uk</a></li> <li>• Wiltshire Council was a signatory to the End Destination Charter and published an annual return on its website: <a href="http://www.wiltshire.gov.uk/what-happens-to-recycling">http://www.wiltshire.gov.uk/what-happens-to-recycling</a></li> </ul> <p>In response to questions asked it was noted that:</p> <ul style="list-style-type: none"> <li>• The sorting of materials would take place at the recycling facility, as the current process of sorting materials at the kerbside was slow and would allow a more efficient service to be delivered to residents.</li> <li>• The council's approach to the collection of food waste was to focus on minimising and reducing amounts of food through planning portion sizes, freezing meals, composting etc. The government planned to pass a bill for all local authorities to collect food waste although a previous consultation suggested that residents did not want a separate food bin.</li> <li>• The use of composting bags for storing newspapers in the garden waste bin was not recommended as the bags take much longer to decompose, compared to garden waste.</li> </ul>

	<ul style="list-style-type: none"> <li>• All residents would be informed of the new collection dates by letter.</li> <li>• Review of all Household recycling Centres as part of the Strategic Depot Implementation Plan, and references to the closure of Everleigh Household recycling Centre.</li> <li>• Recycling of glass bottles and jars, with lids on, should be placed in the blue lidded box.</li> </ul> <p>The Chairman, in acknowledging that this would be one of Mrs Carter’s last Council meetings, thanked her for the presentation, responding to questions raised and wished her well for the future.</p>
90	<p><u>Road Condition in the Pewsey Community Area</u></p> <p>The Area Board received a presentation from Cllr Paul Oatway about the condition of highways in the Pewsey area and the recent highway works carried out around the County during February 2020.</p> <p>Cllr Oatway commented on the recent storms ‘Clara’ and ‘Dennis’ and the wet weather, which continued to cause damage to road surfaces and increase the number of potholes. He referred to a number of pictures of planned carriageway repairs that were undertaken in the west and south of the County during February 2020, but expressed a concern that no repair works had been carried out in the Pewsey Area, especially on the A342, A345, A388, and B3087.</p> <p>The Area Board noted that Cllr Oatway had lobbied the Cabinet member for Highways, Transport and Waste and conducted site visits with Highways Officers of the affected routes. He was pleased to report that a number of schemes had been brought forward in the programme of road surfacing work. He also encouraged the public to report potholes online.</p> <p>Cllr Oatway responded to a number of questions from the Area Board, in particular the following issues and comment were raised:</p> <ul style="list-style-type: none"> <li>• Any potential Freight Strategy should be County wide rather than localised to the Pewsey Area</li> <li>• Problems with damage to the overrun on the side of roads</li> <li>• Speedwatch and metrocount to consider including the possible recording of information about HGV movement in the County</li> <li>• Parish magazines to include information about reporting potholes to the Council</li> <li>• To encourage vehicle usage of the A350 in the west in preference to the A345 in the east of the County</li> <li>• The policy for making a claim against pothole damage to vehicles.</li> <li>• The increasing damage to roadsides from larger vehicles</li> <li>• The need for a Highway Engineer to attend future Area Board meetings to respond to highway questions</li> </ul>

	<p>The Chairman thanks Cllr Oatway for his presentation and the Area Board for their contributions.</p> <p><b>Decision:</b></p> <ol style="list-style-type: none"> <li><b>1. The Area Board to support a traffic survey being undertaken on the A342, A345, A388, and B3087 to establish vehicle usage.</b></li> <li><b>2. That a Highway Engineer attend future Area Board meetings.</b></li> <li><b>3. That residents be encouraged to report potholes to the Council.</b></li> </ol>
91	<p><u>Adventure Youth Trust</u></p> <p>The Area Board received a presentation from Nicola Keys-Toyer, Adventure Youth Trust Fundraising Manager about the work of the Trust.</p> <p>Ms Keys-Toyer explained that the Trust was established for vulnerable young people to fulfill their potential, learn valuable life skills, build confidence and self-esteem, to make a measurable difference to their lives and to lead positive lives in the future.</p> <p>The Area Board noted that the Youth Adventure Programme is an outdoor youth development course that provides young people between 11 and 14 years old a chance to try new things and challenge themselves. It enables them to experience success, learn to go beyond their own expectations and grow in confidence. The programme consists of a series of residential adventure camps and day activities over three years, where young people have the chance to take part in a range of activities, work in a team, experience group living and challenge themselves in a new environment. It is provided completely free of charge to all the young people who take part. A video of a number of young people's experiences was shown during the presentation.</p> <p>The Chairman thanked Ms Keys-Toyer for the very informative presentation.</p>
92	<p><u>Community Area Grants</u></p> <p>The Area Board considered 10 applications for Community Area Grant funding and 1 application for Youth funding.</p> <p>The Chairman invited a representative of the applicants the opportunity to give a brief overview of their project to the Area Board.</p> <p><b><u>Decision</u></b></p> <ol style="list-style-type: none"> <li>1. Community Area Grants</li> </ol>

	<ul style="list-style-type: none"> <li>a. To award Rushall and Charlton St Peter Village Hall - £1,000 towards Rushall Charlton Village Hall Improvements</li> <li>b. To award Wiltshire Council - £3,580 towards Pewsey Family Fun Day – youth pot</li> <li>c. To award Wiltshire Council - £1342.04 towards VE Day Celebrations Pewsey Area</li> <li>d. To award Woodborough Club - £1,550 towards Woodborough Club - Replacement Carpet in Lounge Area</li> <li>e. To award Upavon Village Hall - £615 towards replacement of Fire Invalid Door</li> <li>f. To award Marden Village Hall - £1,800 towards shed for storage at rear of Marden Village Hall</li> <li>g. To award Pewsey Vale Football Club - £1,000 towards Pewsey Vale Football Club CCTV.</li> <li>h. To award Pewsey Vale Bowls club - £670 towards Pewsey Vale Bowls Club CCTV</li> <li>i. To award Shalbourne Village Hall - £1,000 towards Updating and improvements to hall</li> <li>j. To award Wiltshire Council - £500 towards picture hanging rails in Pewsey Vale Campus</li> </ul> <p>2. Youth Funding</p> <ul style="list-style-type: none"> <li>a. To award the Youth Adventure Trust - £1,500 towards vulnerable young people from Pewsey fulfilling their potential</li> </ul> <p>3. To note that an award of £25 to roots and shoots had been agreed by the Community Engagement Manager under delegated powers.</p>
93	<p><u>Partner Updates Part 2</u></p> <p>a) Community Engagement Manager</p> <p>The Community Engagement Manager (CEM) reported that the next meeting of the Area Board, scheduled for 18 May 2020 would be dedicated to the Our Community Matters event. A venue needed to be</p>

	<p>booked to hold at least 90 attendees. There would be a separate meeting for the award of any community and youth grants.</p> <p>The Great British Spring Clean was being held between 20 March 2020 and 30 April 2020, and communities interested in being involved in this should contact the CEM.</p> <p>b) Spotlight on the Parishes</p> <p>Pewsey Parish Council was holding a meeting on Climate Change scheduled for 4 April 2020. Everyone is welcome to attend, and it is supported by the Parish Council. The main speaker being Dr Gary Mantle from the Wildlife Trust.</p> <p>c) Pewsey Community Area Partnership</p> <ul style="list-style-type: none"> <li>• Community Land Trust – New members were welcome to join and support the work of the Land Trust in Pewsey, in particular, those possessing accountancy and housing skills would be welcome.</li> <li>• Tourism Partnership – The Partnership were working with Pewsey Parish Council to produce a report on Pewsey Matters, including the footfall and reasons for people visiting Pewsey.</li> </ul> <p>An accommodation network had been set up for partners to improve networking. An ANOB meeting was scheduled for 10 March 2020. Walking events were being arranged for the Walking Festival in June 2020. Local business interested in tourism, or business support were being encouraged to become involved with the Partnership to enhance its sustainability for the future.</p> <ul style="list-style-type: none"> <li>• Transport – A Rail User Group was held recently and concerns about tickets were being progressed. Great Western Railways, whose franchise ends at the end of March, were being very helpful and co-operative.</li> </ul> <p>d) Healthwatch Wiltshire – the written report was noted</p> <p>e) NHS Wiltshire Clinical Commissioning Group – the written report was noted.</p>
94	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

95	<p data-bbox="336 241 807 280"><u>Future Meeting Dates and Close</u></p> <p data-bbox="336 309 1485 383">The next meeting of the Pewsey Area Board is scheduled for 18 May 2020, 7pm at Burbage Village Hall, 60 Eastcourt Road, Burbage, SN8 3AJ</p> <p data-bbox="336 421 1002 459">The Chairman thanked everyone for attending.</p>
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**Pewsey Area Board**  
**16 June 2020**

### **Appointment to Outside Bodies and Working Groups**

#### **1. Purpose of the Report**

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2020/21.

#### **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.
- 2.3. Similarly, the Area Board is invited to appoint a named Champion to work with the Area Board and Health and Wellbeing Group for 2020/21.

#### **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.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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, further details on this role can be obtained on request from the officer named on this report.
- 3.5. Area Boards may 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 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.

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**Stuart Figini – Senior Democratic Services Officer – Phone – 01225 718221; email – stuart.figini@wiltshire.gov.uk**

**Appendices:**

Appendix A – Councillor appointments to Outside Bodies and Working Groups

Appendix B – Working Group Membership

Appendix C – Terms of Reference for Working Group(s)

**Unpublished background documents relied upon in the preparation of this report**

None.

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**WILTSHIRE COUNCIL OUTSIDE BODIES**

<b>Outside Body Title</b>	<b>Appointed By</b>	<b>Why Rep Needed</b>	<b>Organisation Aims</b>	<b>Meeting Schedule</b>	<b>Voting Rights</b>	<b>Representative(s) Needed</b>	<b>Representative(s)</b>
Partnership for Older People (POPP)	Pewsey Area Board	To improve services to older people	To work in partnership to improve services for older people across the Pewsey Community area.	4	Yes	1	Cllr Stuart Wheeler
Pewsey – The Vale Health and Wellbeing Centre	Pewsey Area Board	Area Board representative for Health and Wellbeing related issues.	N/A	4	Yes	1	Cllr Paul Oatway
Pewsey Community Area Partnership (PCAP)	Pewsey Area Board	Area Board representative on the Community Area Partnership.	Supporting those who live and work in the Pewsey Community Area by collaborating with	4	Yes	1	Cllr Paul Oatway

			parishes, Wiltshire Council and others to make changes for the better.				
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## **Appointments to Working Groups Pewsey Area Board**

### Community Area Transport Group:

Cllr Jerry Kunkler (Wiltshire Council)  
Richard Dobson (Wiltshire Council)  
Spencer Drinkwater (Wiltshire Council)  
Richard Rogers (Wiltshire Council)  
Mark Stansby (Wiltshire Council)  
Peter Deck (Pewsey Community Area Partnership)  
One representative per Parish Council

### LYN Management Group:

Cllr Jerry Kunkler (Wiltshire Council)  
Richard Rogers (Wiltshire Council)  
Dawn Wilson (Pewsey Community Area Partnership)  
Annie Witcher (Grafton Youth Group)  
Jenny Bowley (Great Bedwyn Youth Group)  
Neil Stephens (Pewsey Parish Council)  
School representative

### Health and Wellbeing Group:

Cllr Stuart Wheeler (Wiltshire Council)

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## **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.

## **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:

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- 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.

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- 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.

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