

AGENDA

Meeting: Tidworth Area Board

Place: Armed Forces Community Hub, Fisher Ground, Tedworth Park, SP9 7AH

Date: Monday 10 July 2023

Time: 5.00 pm

Including the Parishes of:

Tidworth, Chute, Chute Forest, Everleigh, Ludgershall, Collingbourne Ducis, Collingbourne Kingston, Tidcombe and Fosbury

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.

Networking opportunity from 6:00pm

Please direct any enquiries on this Agenda to Max Hirst , direct line or email max.hirst@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Christopher Williams, Ludgershall North and Rural (Chairman)

Cllr Mark Connolly, Tidworth North and West

Cllr Tony Pickernell, Tidworth East & Ludgershall South (Vice-Chairman)

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Public Participation

Please see the agenda list on following pages for details of the items for discussion. The Area Boards welcome public participation and the Chairman will try to ensure that everyone has the opportunity to participate where possible. To discuss matters not on the agenda, please contact the officer named on the front page, ahead of the 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](#).

Our privacy policy is found [here](#).

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

Area Board Officers

Strategic Engagement & Partnerships Manager (SEPM) – Graeme Morrison
max.hirst@wiltshire.gov.uk

Area Board Delivery Officer – Karlene Jammeh

Democratic Services Officer – Max Hirst max.hirst@wiltshire.gov.uk

Items to be considered	Time
<p>1 Election of the Chairman</p> <p>The Meeting will be opened by the Democratic Services Officer before overseeing the election of a Chairman for the forthcoming year.</p>	<p>5.00pm</p>
<p>2 Election of the Vice-Chairman</p> <p>To elect a Vice-Chairman for the forthcoming year.</p>	
<p>3 Chairman's Welcome and Introductions</p> <p>To welcome attendees to the meeting.</p>	
<p>4 Apologies for Absence</p> <p>To receive any apologies for absence.</p>	
<p>5 Minutes (<i>Pages 1 - 8</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 20 March 2023.</p>	
<p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7 Chairman's Announcements (<i>Pages 9 - 14</i>)</p> <p>The Chairman will provide information about:</p> <ul style="list-style-type: none"> • Cost of Living Update • Wiltshire Libraries – Online Support • Independent Visitor Scheme promotion for volunteers • Family Help Hubs 	
<p>8 Partner Updates (<i>Pages 15 - 22</i>)</p> <p>To receive any updates from partner organisations:</p> <ul style="list-style-type: none"> - Wiltshire Police – Insp Ricky Lee - <i>Report to follow.</i> - Dorset and Wiltshire Fire & Rescue Service – Station Manager Simon Todd - Healthwatch - Parish Councils - MOD 	

9 **Area Board End of Year Report**

To receive updates from the Area Board Delivery Officer and Lead Councillors about the progress made towards the Area Board's priorities over the last year.

Report to follow.

10 **Area Board Priorities - Looking Ahead (Pages 23 - 26)**

To set the Area Board's priority actions for the forthcoming year and appoint Lead Members to those priority areas.

11 **Appointment of Representatives 2023/24 (Pages 27 - 36)**

To appoint Lead Members to the Area Board's Outside Bodies and any Working Groups not already covered under the previous item.

12 **Local Highway and Footpath Improvements Group (LHFIG)**

To consider any recommendations arising from the LHFIG meeting held on 3 July 2023.

Report to follow.

13 **Community Area Grants**

To determine any applications for Community Area Grants.

Grant application packs for the Community Area Grants Scheme are available from the Community Area Manager or electronically at:

<http://www.wiltshire.gov.uk/communityandliving/areaboards/areboardscommunitygrantsscheme.htm>.

14 **Urgent items**

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

15 **Date of Next Meeting, Forward Plan, Evaluation and Close**

The next meeting of the Tidworth Area Board will be on 4 September 2023

MINUTES

Meeting: Tidworth Area Board
Place: Memorial Hall, Andover Rd, Ludgershall, Wiltshire, SP11 9LZ
Date: 20 March 2023
Start Time: 7.00 pm
Finish Time: 8.35 pm

Please direct any enquiries on these minutes to:

Stuart Figini stuart.figini@gmail.com, (Tel): or (e-mail) max.hirst@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Christopher Williams (Chairman), Cllr Tony Pickernell (Vice-Chairman) and Cllr Paul Oatway QPM

Wiltshire Council Officers

Max Hirst – Democratic Services Officer
Stuart Figini – Senior Democratic Services Officer
Dominic Arger – Assistant Multimedia Officer
Graeme Morrison – Strategic Engagement Partnership Manager
Jen Salter – Director of Families and Children

Town and Parish Councillors

Tidworth TC,
Ludgershall TC,
Chute PC,
Collingbourne Ducis PC,
Collingbourne Kingston PC,
Everleigh PC

Partners

Wiltshire Police
MOD

Total in attendance: 34

<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
15	<p><u>Chairman's Announcements, Welcome and Introductions</u></p> <p>The Chairman, Cllr Chris Williams, welcomed everyone to the meeting of the Tidworth Area Board and drew attention to the following announcements attached to the agenda:</p> <ul style="list-style-type: none"> • National Apprenticeship Week 2023 • Cost of Living Update • Wiltshire Families and Children's Transformation (FACT) Partnership Family Help Project – background briefing • Independent Visitor Scheme
16	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>Cllr Mark Connolly who attended as a member of the public and therefore did not participate in voting on any of the items. Cllr Paul Oatway was in attendance as substitute.</p>
17	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
18	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meeting held on 23 January 2023 were agreed as a correct record and signed by the Chairman.</p>
19	<p><u>Partner Updates</u></p> <ul style="list-style-type: none"> • Wiltshire Police The Area Board received and noted the written report attached in the agenda pack. • Dorset and Wiltshire Fire and Rescue Service The Area Board received and noted the written report attached in the agenda pack. • Healthwatch The Area Board received and noted the written report attached in the agenda pack. • Town/Parish Councils

Ludgershall TC - A verbal update was provided covering the following areas:

- The LTC had moved into new offices.
- A request to Wiltshire Council for a road closure for the King's Coronation was denied and a follow up request for an emergency meeting has not yet received a response.
- Pretoria Road Play Area's entrance is being altered for better disabled access.

Tidworth PC - A verbal update was provided covering the following areas:

- Confirmed an event for the King's Coronation on 6th May 2023
- Updated on the building of a skate park, with the official start date to be announced following final details from the contractor.

Collingbourne Ducis PC - A verbal update was provided covering the following areas:

- Confirmed an event for the King's Coronation on 6th May 2023
- Speedwatch - Reported a decrease in average speed and attributed this to an increased roadside presence.
- Potholes on A338 were noted and it was confirmed discussions were taking place over the ongoing deterioration of the road.

Collingbourne Kingston PC - A verbal update was provided covering the following areas:

- Confirmed an event for the King's Coronation on 6th May 2023
- Speedwatch – indicated increased attempts to recruit personnel.

Chute/Chute Forest PC - A verbal update was provided covering the following areas:

- Confirmed an event for the King's Coronation on 6th May 2023 and further events across the Bank Holiday weekend.
- Spoke of issues with off roading and said trees are due to be planted to prevent access. Vehicle registration numbers have also been passed to the police. It was also mentioned that attempts from local farmers to stop the off roaders were being met with threatening behaviour.
- Upgrades are being made to the playing field to allow for more sports such as football and cricket.

MOD – Asked about Wiltshire Council's Future Highstreet Fund.

	<p>Answer: The Future Highstreet Fund is a £1 million fund split across Wiltshire to improve footfall with events and thus boost the local economy. The Chair also noted the potential for joining forces with the MOD to implement these events.</p>
20	<p><u>Area Board Priority and Working Group Updates</u></p> <p>The Strategic Engagement & Partnership Manager (SEPM) / Lead Members provided updates on the individual Lead Areas, these included:</p> <p>Youth – No significant updates since last meeting other than the street based youth work project proposal which would be discussed later in the meeting.</p> <p>Environmental – The group met 3-4 weeks ago and have put forward their first grant application for consideration at the Area Board meeting. It was highlighted that they are still recruiting volunteers and posting on social media.</p> <p>Health and Wellbeing – With regard to the LINX scheme it was noted that many are doing volunteer work and are unpaid and stated they are in need of more drivers.</p> <p>Graeme (SEPM) – Visited the Equestrian Centre and made the decision to hold Tidworth’s next Area Board there. A Health and Wellbeing theme will be used and stated an intention for a quicker run through of Area Board business to allow for networking afterwards.</p> <p>Chair notes it will be the first meeting of the new financial year and agrees that networking will be made a priority.</p>
21	<p><u>Fostering Update</u></p> <p>Graeme (Strategic Engagement and Partnership Manager) gave a presentation update.</p> <p>The MOD representative noted his frustration at the delay for MOD Foster applicants.</p> <p>Carol Webb asked whether foster children were all placed in Wiltshire. Jen Salter (Director of Families and Children) answered that although the majority of foster children were placed in Wiltshire, it was not always possible and therefore some were placed outside Wiltshire.</p>
22	<p><u>Street Based Youth Work</u></p> <p>Graeme Morrison (SEPM) – noted he had attended a meeting with the Youth Justice Team, noting his concern over a higher numbers of youth offenders coming through team and concern over increased drug use and travelling to London and Bournemouth.</p>

	<p>A technique of building relationships with youths over a few months before signposting support routes was explained. Graeme noted the successful application of this technique and others in other areas of Wiltshire such as Westbury. A potential application for Area Board funding was being considered and therefore Graeme would be looking for a body/group/charity to match funding. This has not been successful so far, but other options would be explored further</p>
23	<p><u>Community Area Grants</u></p> <p>The Chairman invited a representative from each of the grant applicants to give a brief overview of their project to the Area Board. After each of the applicants had spoken the Chairman invited questions and discussion, the Area Board members then voted on each application.</p> <p><u>Community Area Grants:</u></p> <p>Ludgershall Old Scout Hall requested £1750 for Replacement Windows.</p> <p><u>Decision:</u> Ludgershall Old Scout Hall was awarded £1750</p> <p><i>Reason:</i> The application met the Grants Criteria 2023/24</p> <p>Collingbourne Kingston Parish Council requested £5000 for playground refurbishment.</p> <p><u>Decision:</u> Collingbourne Kingston Parish Council was awarded a reduced amount of £4387 due to limited budget. (To be allocated from Local Youth Network Funding)</p> <p><i>Reason:</i> The application met the Grants Criteria 2023/24</p> <p>St James Ludgershall PCC requested £3300 for Lych Gate Restoration.</p> <p><u>Decision:</u> St James Ludgershall PCC was awarded £3300.</p> <p><i>Reason:</i> The application met the Grants Criteria 2023/24</p>

Older and Vulnerable Adults Grants:

Chute Design Guide Organisation and Committee requested £615 towards the Chute Design Guide Project.

Decision:

Chute Design Guide Organisation and Committee was awarded £615 (To be allocated from Community Area Grant Funding).

Reason:

The application met the Grants Criteria 2023/24

Chute and Chute Forest Parish Councils requested £450 towards King's Coronation Celebrations

Decision:

Chute and Chute Forest Parish Councils was awarded £450.

Reason:

The application met the Grants Criteria 2023/24

Tidworth Town Council requested £400 towards King's Coronation Celebrations

Decision:

Tidworth Town Council was awarded £400

Reason:

The application met the Grants Criteria 2023/24

The Castle Practise requested £2100 for Castle Carers Craft Cafe or The Four Cs

Decision:

The Castle Practise was awarded £2100.

Reason:

The application met the Grants Criteria 2023/24

Ludgershall Town Council requested £500 towards a Community Gathering

Decision:

Ludgershall Town Council was awarded £500.

Reason:

The application met the Grants Criteria 2023/24

	<p>Tedworth Equestrian requested £5000 towards Workshop Renovation</p> <p><u>Decision:</u> Tedworth Equestrian was awarded £5000.</p> <p><i>Reason:</i> The application met the Grants Criteria 2023/24</p> <p><u>Youth Grants:</u> Tedworth Equestrian requested £5000 for the Pegasus Programme</p> <p><u>Decision:</u> Tedworth Equestrian was awarded a reduced amount of £4387 due to limited budget.</p> <p><i>Reason:</i> The application met the Grants Criteria 2023/24</p> <p><u>Area Board Initiative Grants:</u></p> <p>Tidworth Area Board requested £500 for a Biodiversity Audit.</p> <p><u>Decision:</u> Tidworth Area Board was awarded £500</p> <p><i>Reason:</i> The application met the Grants Criteria 2023/24</p> <p>Tidworth Area Board requested £5000 for detached youth work in Tidworth Community Area.</p> <p><u>Decision:</u> Deferred to next financial year.</p> <p><i>Reason:</i> Limited grant budget for 2023/24 financial year</p>
24	<p><u>Date of Next Meeting</u></p> <p>The The next meeting of the Tidworth Area Board will be held on 10th July 2023</p>

	at 7pm
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Area Board Briefing Note – Cost of Living Crisis

Service:	Executive Office
Date prepared:	24/4/23
Further enquiries to:	Will Oulton
Direct contact:	William.Oulton@Wiltshire.gov.uk

With inflation and energy costs still high, Wiltshire Council continues to provide support to people through the cost-of-living crisis. Wiltshire Council has a range of advice and support at www.wiltshire.gov.uk/cost-of-living.

Energy Support

The Government recently extended its energy price guarantee for an additional three months until the end of June 2023, which limits the amount suppliers can charge per unit of energy used. However, the £66/£67 monthly payments that most residents were receiving from their energy supplier since October 2022, as part of the Energy Bills Support Scheme (EBSS), recently came to an end. With this in mind, and in addition to the continuing high inflation, Wiltshire Council continues to provide a range of support to those most in need.

The council is continuing to allocate funding to those who were not eligible for payments through the EBSS. So far, the council has allocated £510,000 through the Government's EBSS Alternative Fund and a further £172,600 through its Alternative Fuel Payment Scheme for people who don't have a domestic electricity supplier. More information on this can be found at [Overview - Wiltshire Council](#).

Household Support Fund

The council has allocated all of its funding from the 2022/23 phase of the Government's Household Support Fund, but recently had confirmation that it had received more than £5.4m to allocate during 2023/24. The Household Support Fund is provided by the Department for Work and Pensions and is in place to support households that would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs to help them during the current cost-of-living challenges. The council is in the process of finalising its plans for the fund and will have more information soon.

Support in Libraries

Although the temperatures have risen, Wiltshire Council's libraries continue to be there for people who need them, providing anyone with a warm and friendly welcome. The council continues to work with Warm and Safe Wiltshire and The Rural Communities Energy Support Network to assist residents seeking basic energy advice and make referrals to experienced energy advisors in all but its smallest libraries. In total, 1,462 warm packs were handed out at libraries, which contained a thermal mug, a fleece blanket and a hot water bottle with a cover. More packs may be available later this year. All libraries can signpost people to community partners and agencies that can support people through the

rising cost of living. Wiltshire Libraries are also working with the Good Things Foundation to distribute free SIMs and mobile data to people in need. The [National Databank scheme](#) is supported by UK mobile networks including Vodafone, O2 and Three. More information can be found at <https://www.wiltshire.gov.uk/libraries-news>.

Interactive Directories

Last year Wiltshire Council set up an interactive directory, which continues to be available, so people could easily find local food providers and warm spaces near to them at just a few clicks of a mouse. The council will soon be engaging with all the local groups that registered to be included on the directory to establish what support is still available in the county and what the plans might be for the future so that it has a clear picture of what might be needed.

Work of Area Boards

All 18 of Wiltshire Council's Area Boards have also been working on a number of projects and initiatives to support people in the county's community areas. Multiple Area Boards have hosted warm and safe community events, bringing together a range of partners to showcase what support they can offer to residents. They have coordinated the production, printing and distribution of local cost of living information leaflets to specifically targeted residential areas through officers, volunteers and councillors. Some have worked with community groups to draw in multiple sources of funding to develop small emergency hardship funds that agencies can refer suitable residents to. In partnership with food banks and community organisations, the area boards have also provided a range of useful products free of charge to suitable residents including slow cookers and electric blankets.

Bus Passes

The council also recently confirmed that all holders of Wiltshire concessionary bus passes can continue using their pass to travel at any time on local bus services during April. Normally, concessionary bus passes for older and disabled people cannot be used to travel before 9.30am on weekdays, but Wiltshire Council agreed with bus operators to temporarily lift this restriction from 1 September 2022. The offer is eligible on all local buses that operate within the Wiltshire Council area, or for any bus journeys that begin in Wiltshire. Concessionary passes cannot be used to board a bus within the Borough of Swindon before 9.30am on weekdays.

Holiday Activities

The council has been delivering the Holiday Activity and Food programme, known locally as FUEL during the Easter holidays and this will continue in the Summer and Christmas school holidays in 2023. The FUEL programme is funded by the Department of Education and will deliver camps in ten areas across the county where there is the greatest level of need. At FUEL camps children receive a nutritious lunch each day and are given the opportunity to take part in a range of practical, physical and hands on activities including robotics workshops, circus skills, sporting sessions, Olympic kit, talent shows, and arts and crafts.

Area Board Briefing Note – Independent Visitor Scheme

Service:	Quality Outcomes for Children and Families
Date prepared:	08/03/2023
Further enquiries to:	Jesnie Barry, Independent Visitor Scheme Manager
Direct contact:	Jesnie.Barry@wiltshire.gov.uk; 07760178875

The Independent Visitor Scheme needs more volunteers! Independent Visitors are adult volunteers who are matched with young people in care to visit, advise and befriend them. We currently have nearly 70 approved and matched Independent Visitors but with over 400 young people in care in Wiltshire, we need more to provide this vital and life changing service.

Volunteers are asked to give a long term commitment to visit a young person every 3-4 weeks, for a couple of hours, to have fun, try new things and build a strong and lasting relationship. Training and ongoing support is provided, with all expenses covered.

If anyone is interested, please could they get in contact with IVScheme@Wiltshire.gov.uk for more information on how to apply!

Area Board Briefing Note

Service:	Library
Date prepared:	16/03/2023
Further enquiries to:	Kathryn Preston
Direct contact:	kathryn.preston@wiltshire.gov.uk

Wiltshire Libraries are supporting residents to stay online during the cost of living crisis

Wiltshire Libraries are helping residents to have the skills and internet access they need to get and stay online during the cost of living crisis.

All libraries in Wiltshire offer free Wi-Fi and computer access, plus printing for a small charge.

If residents want to learn more about using their smart phone, tablet, laptop or the library computers, they can contact Amesbury, Bradford on Avon, Calne, Chippenham, Corsham, Devizes, Malmesbury, Marlborough, Melksham, Royal Wootton Bassett, Salisbury, Trowbridge, Warminster and Westbury libraries to book a one-to-one digital support appointment with library staff or volunteers.

Wiltshire Libraries are also working with the Good Things Foundation to distribute free SIMs and mobile data to people in need. The [National Databank scheme](#) is supported by UK mobile networks including Vodafone, O2 and Three.

The free SIMs and mobile data are available from Chippenham, Devizes, Salisbury, Trowbridge and Warminster libraries.

To be able to access the National Databank recipients must be 18+ years old and from a low-income household. One or more of the following must also be true:

- They have no or poor access to the internet at home.
- They have no or poor access to the internet away from home.
- They can't afford their existing monthly contract or top-up.

Anyone who meets the criteria can be referred by their local library or can contact Chippenham, Devizes, Salisbury, Trowbridge or Warminster libraries direct to find out more and to book an appointment. The National Databank online application form is now live at [National Databank - Wiltshire Council](#).

Up to six months of data can be provided at a time with a maximum of 12 months to one individual.

Further information about getting online at the library can be found at <https://www.wiltshire.gov.uk/libraries-accessing-computers>. Information about the National Databank appears on the cost of living support and advice pages at <https://www.wiltshire.gov.uk/cost-of-living>. An online referral form will soon be added.

Update for Tidworth Area Board

Update from	Collingbourne Kingston PC
Date of Area Board Meeting	Monday 12 July 2021

Headlines/Key Issues

- Playground refurbishment is now agreed, all funding in place and awaiting commencement of works in a few weeks time.

- Extension of 30 mph speed limit 100m further north to the northern boundary of CK is awaited.

- Road signage renewal on the stretch of A338 between CK and CD awaited.

- Work has commenced by a public committee on the refreshing of the CK Village Design Statement

Update for Tidworth Area Board

Name of Parish/Town Council	Everleigh Parish Council
Date of Area Board Meeting	10 th July 2023

Headlines/Key Successes

- A village work party took place on Saturday 15th April to conduct general maintenance and tidying up at the playground. Many thanks go to the seven volunteers who cleaned and painted all the equipment, and strimmed the perimeter fence. This play area is now looking very smart!
- Our village celebration of the King's Coronation took place on Saturday 6th May at the playground/Jubilee field, starting at 5pm. Turnout was good, with about 50 villagers braving the damp conditions. Spirits were lifted by complimentary sparkling wine on arrival and to toast our new King, courtesy of the Ducis Beerfest Committee whose donation was greatly appreciated. The event included a BBQ and games/activities such as rounders, volleyball and golf pitch + putt. Festivities culminated with the lighting of a superb bonfire beacon at 8.30pm, thanks to Cllr Henry Waight. Congratulations also go to Cllr Andy Earle for his efforts to set up street flags and to decorate the event area. Finally, we are grateful to the many volunteers who helped set up and take down such a memorable occasion. This event was a real village effort and highly successful.

Projects

- Our Everleigh Enhancement plans remain on track. Spring plants have been deployed for our eight planters which are enriching the appearance of the village. We have also chosen a new picnic bench for the playground and a new park bench for Everleigh centre to replace the wooden bench by the Manor fence. These benches will be delivered and set out in due course.

Forthcoming events/Diary dates

- **Walk the Parish Boundary:** Sunday 16th July. We intend to walk the parish boundary to commemorate the ancient ceremony of *Beating the Bounds of Everleigh Parish*. The plan is to assemble at 9am at the Everleigh Playground, and then conduct a leisurely 8 mile+ hike around most of our scenic parish boundary, to finish at about 1pm.
- The **Collingbourne Ducis St Andrew's Church Fete** takes place this year on Saturday 2nd September from 12 noon until 5pm in the Ducis Village Hall and on the recreation ground. Everleigh has been invited to participate in fun games activities with Ducis and Kingston folk at this excellent community event..
- The next Everleigh **village litter pick** will take place on Saturday 21st October at 11am.

Signed: **DENIS BOTTOMLEY, Chairman Everleigh Parish Council**

Date: 22nd June 2023

Update for Tidworth Area Board

Name of Parish/Town Council	Ludgershall Town Council
Date of Area Board Meeting	10 July 2023

Headlines/Key successes

- We had a very successful Coronation Street party, well attended and a brilliant time had by all.
- The council office on the High Street is officially open and running well, we held an opening day with special guest opener Dr Phil Harding.
- We now have a full council with 15 councillors.

Projects

- The skatepark extension has been approved and foundations will be going down shortly.
- The poppy in the Centenary Gardens has been restored and is looking lovely and vibrant.
- Planning for a new flagpole at the war memorial has been approved and the flagpole is being purchased.

Forthcoming events/Diary dates

- 1st July 2023 – 26 Engineers freedom parade
- 2nd August 2023 – Kings Coronation Street Party
- 12th November 2023 – Remembrance Sunday

Signed: Victoria Roper

Date: 23/06/23

TIDWORTH UPDATES

Since the last Area Board Meeting we have had a change of Chair at Tidworth Town Council. Mark Connolly stood down and at the full Town Council meeting on 2nd June Cllr. Carole Webb was elected as Mayor in his place.

Mark Connolly has helpfully agreed to stay on as a Councillor and to continue to lead on our biggest projects to see them to their conclusion.

We celebrated the King's Coronation in the rain and although the Tigers Parachute Display Team were unable to take off due to puddles on the runway at Netheravon, the 500 or so people who attended thoroughly enjoyed themselves. Our Coronation coins for the under 16's were extremely well received and were later distributed to the children who were unable to attend the event due to the adverse weather. It is a great shame that HM King Charles did not choose to be crowned on the 7th May when the weather was perfect.

The title to the tranche of land in the River Bourne Corridor was eventually transferred to the Council earlier in the year and we are now working to make it a safe place to be enjoyed by the residents.

Our skatepark was completed and sailed through its safety inspection on 22nd June. We made the skatepark available for use at 4 p.m. on the same day and it has been completely full of children and young people ever since. There has been a great community spirit with more experienced riders mentoring younger people.

The formal opening of the skatepark is on 22nd July when we have organised a 'Jam' with demonstrations and competitions between 12.00 and 16.00; it promises (weather permitting) to be a very busy day.

We are holding another one of our popular cinema events on the Esso field on Saturday 26th August and during the school summer holidays we are running a virtual interactive treasure hunt

The new Civic Centre and Police Hub are progressing very well. With the installation of windows on some elevations of the Civic Centre, particularly that facing the main road, it is really taking shape. Save for any currently unforeseen problems we are still hopeful for completion at the end of October.

Our application for planning permission for allotments on the site in Humber Lane was withdrawn due to a technical issue and immediately resubmitted. The matter has now completed the

consultation process and we are waiting to hear from the planners with their final decision on the proposed project.

The formal opening of the Civic Centre will not be until early 2024 but in the mean time we have more exciting events planned to be enjoyed by all the family.

Area Board Working Group Terms of Reference

May 2023

1. Purpose

An Area Board working group is an excellent vehicle to drive forward a local priority theme. The Area Board will evaluate each priority, in respect of the actions required and the existing arrangements in place, prior to setting up a new working group. Where there is an existing community or partner led group addressing this priority, the Area Board should work in partnership with such community or group and not create a working group of its own. Where a working group is required, the exact purpose is set out by the Area Board using the table set out in Appendix A.

Some example functions of an Area Board working group are set out below in relation to their respective theme. A group could be asked to:

- Research and review key data, intelligence and information related to the specific priority theme, to develop an in-depth understanding of the issue and opportunities;
- Democratically consider issues, projects and initiatives that could be developed and identify risks;
- Engage with the relevant partners to advance objectives, empowering the wider community to lead where appropriate;
- Provide regular information to the Area Board for review and further guidance; and/or
- Address any conflicts of interest that may arise as part of the local decision-making process.

2. Membership

The membership of a working group will be set by the Area Board but may include representatives as follows:

- City, town and parish councils;
- Voluntary and community sector organisations (regional, countywide and local level);
- Wiltshire Police;
- Dorset and Wiltshire Fire and Rescue Service;
- Ministry of Defence;
- Bath, Swindon and Wiltshire CCG, Healthwatch, Local Health Representatives;
- Local businesses, Chambers of Commerce;
- Schools;
- Housing Associations;
- Residents and resident action groups; or
- Other organisations, agencies and individuals that have a genuine interest in promoting the respective theme issue.

The Area Board should consider whether membership is fully representative of the local community by carefully considering the diversity and inclusion of the group. Consideration must be given where appropriate to the safeguarding procedures that must be followed (set out in Section 4 below)

3. Roles of all members of the Area Board working group

All members will be required to:

- Agree to the terms of reference as set out within this document;
- Take an active part in the development of the working 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 relevant to their organisation/ stakeholders/sector;
- Contribute any information that may have a bearing on positively achieving agreed objectives;
- Be mindful of the needs of the community area as a whole when providing input or making decisions;
- Be open and honest and work collaboratively;
- Work to promote equality and non-discriminatory practices;
- Respect all members of the working group and invited representatives; and
- Work to ensure high quality safeguarding practices are followed where appropriate.

4. Structure and operation

A working group will generally comprise of no more than ten members, to keep conversations and actions focussed. If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda. Additional attendees can be brought in as required when invited by the Chairperson.

The Chair of the group will be agreed locally and could either be the Area Board Councillor lead or another member from within the group. A vote of members can determine the Chair where required. Further Area Board Councillors can be appointed to the group as required and as deemed appropriate by the Area Board.

An assigned Wiltshire Council Officer will support each working group, however their role and involvement will vary. Brief notes with key actions and decisions will be recorded and reported back to the Area Board business meeting. The Area Board Councillor lead or the assigned Officer will provide verbal updates to the Area Board business meeting.

Decisions will usually be reached by consensus, however, if necessary, these can be agreed by a majority vote of all group members. The Chairperson would have the deciding vote in cases of a tie. This may be required if for example, the group is providing a funding recommendation to the Area Board.

Working groups must be culturally and socially considerate when focussing on themes that affect vulnerable or underrepresented groups of people (e.g., older people, young people, LGBTQ+, BAME and those with SEND). Ensuring a diverse and representative working group membership will support the safe and appropriate engagement with the respective groups to ensure voices are clearly heard.

The frequency, location and format of group meetings and activities should be determined locally, however, it is advised that groups do not formally meet more than quarterly and complement the timings of the Area Board business meeting.

5. Safeguarding

The Area Board and its working groups have a key role in ensuring the safeguarding of all residents. Effective safeguarding involves organisations working together to prevent the risks and experience of abuse or neglect, while ensuring that the views and wishes of an individual are at the heart of decisions that affect them, wherever possible.

Effective safeguarding is critical when groups are working towards objectives that support children, young people or vulnerable adults. It is critical that each group minimises all safeguarding risks and is aware of the relevant local agencies to escalate any concern.

If someone is in immediate danger you should contact the appropriate emergency service immediately by calling **999**. If you believe a child or young person is at risk of significant harm, neglect or injury, you should report your concerns to the Wiltshire Multi-Agency Safeguarding Hub (**MASH**) by calling **0300 456 0108** during weekdays or on **0300 456 0100** at evenings or weekends. If you are concerned that an adult is at risk of neglect or abuse, please contact Adult Social Care's Advice and Contact Team by calling **0300 4560111** during weekdays or **0300 456 0100** on evenings and weekends please contact the Emergency Duty Service on **0300 456 0100**.

When entering into agreements with voluntary and private sector organisations, working groups, under the umbrella of the Area Boards, need to be assured that the successful individual/organisation has the following in place:

1. Safer recruitment processes, including DBS checks; induction and supervision;
2. Identified designated lead(s) for safeguarding with appropriate relevant training;
3. Safeguarding policy, allegations management processes and policy, code of conduct policy; and
4. Child protection (where applicable) and Safeguarding training at the level appropriate to posts and roles.

6. Media Relations

Members of the working group may not issue media statements on behalf of the Area Board. Any media statements about the work of the group should be agreed with between the group and Chair of the Area Board.

7. Review

These terms of reference are subject to change and may be reviewed from time to time by the Leader, and at least annually.

Appendix A – Terms of Reference table

This table is to be completed and agreed by the Area Board when establishing/ re-establishing a working group.

Task	Area Board agreed response
Name of working group:	
Priority theme it is linked to: e.g., Environment, social isolation, young people	
Councillor lead(s):	
Assigned Officer lead(s):	
Date of set up:	
Date of review:	
Specific scope and remit for the working group: <ul style="list-style-type: none"> • What are the specific objectives? • Any particular data or intelligence the board would like considered/ investigated? • Any partners, residents or other groups it should specifically link with? • Is the group being asked to review relevant grant funding applications? 	
Proposed membership (up to 10): This does not need to be an exhaustive list. The Cllr lead and local Officer can review as needed.	
Any specific safeguarding guidance? Meeting directly with young people or vulnerable adults?	

Tidworth Area Board 10 July 2023

Appointments of Representatives 2023/24

1. Purpose of the Report

- 1.1. To appoint Councillor representatives for the Area Board. This will include appointing to Outside Bodies and to reconstitute and appoint to any Non-Priority Working Groups and the LHFIG for the year 2023/24.

2. Background

- 2.1. Area Boards are invited to appoint Councillors to be their respective lead for particular Outside Bodies, Non-Priority Working Groups and the LHFIG. The following guiding principles are in place for Councillors when taking on one of these roles:
 - To be the main Area Board point of contact for local Officers within their respective area
 - To attend (and often Chair) relevant working groups of the Area Board
 - To work collaboratively with relevant local partners and community groups
 - To provide regular updates back to the Area Board in relation to their Group/Outside-Body including providing feedback on the success or limitations of previously funded Area Board grants (if applicable)
- 2.2. The Area Board is invited to appoint Councillor representatives to the Outside Bodies or Non-Priority Groups (which do not fall under one of the Area Board Priority areas) listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, and will be reviewed annually, unless the Board determines otherwise.
- 2.3. Similarly, the Area Board is invited to appoint a named Older Persons and Carer Champion to work with the Area Board and Health and Wellbeing Group for 2023/24.

3. Main Considerations

- 3.1. The Local Highways and Footpath Improvement Group (LHFIG) operates as an informal working group making recommendations to the Area Board for approval. Terms of Reference are set out in **Appendix B** for information. The Area Board are invited to appoint a Lead Councillor on an annual basis.
- 3.2. Any amendments to the currently appointed Representatives on Non-Priority Working Groups can be agreed by the Area Board here or at any future scheduled business meeting.

- 3.3. If a new Non-Priority Working group is required, the Strategic Engagement & Partnerships Manager will work with the Board to set out the exact purpose and Membership, which would then be agreed by the Area Board at its next scheduled business meeting.
- 3.4. A key role within some Health and Wellbeing Group's is that of a 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 Strategic Engagement & Partnerships Manager.

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 Non-Priority 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 Members as Lead representatives to the Outside Bodies and any new Non-Priority Working Groups set out at Appendix A;
 - b. To Appoint a Lead representative to the LHFIG (listed on Appendix A) and to note the Terms of Reference as set out in Appendix B.
 - c. To appoint a Carer and Older People's Champion for the Area Board.
-

Max Hirst, Democratic Services Officer

Appendices:

Appendix A – Appointment to Outside Bodies & Non-Priority Working Groups

Appendix B – Appoint to the LHFIG & note the Terms of Reference

Unpublished background documents relied upon in the preparation of this report

None.

Appendix A

Representative Appointments 2023/24

Appointments on Outside Bodies and Non-Priority Working Groups will continue for the duration of Councillors' terms of office, and will be reviewed annually, unless the Board determines otherwise.

Outside Body	Councillor Representative

Non-Priority Working Group	Councillor Representative

LHFIG Councillor Representative Note: This position is appointed annually	
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Appendix B

LOCAL HIGHWAY & FOOTWAY IMPROVEMENT GROUPS (LHFIG)

TERMS OF REFERENCE

Membership of the LHFIG

The LHFIG will normally be made up of:

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

It is recommended that the groups do not normally consist of more than 10 representatives, but for larger community areas this may not always be feasible.

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

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 LHFIGs will cease when a member ceases to hold the stated office as first appointed, or when a parish/town council or group choose to nominate an alternative representative.

The LHFIGs 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 LHFIGs members

Appointment of Wiltshire Council members to the LHFIGs 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 LHFIGs (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 LHFIGs must not issue press statements on behalf of the Area Board.

Any press statements about the work of the LHFIGs should be agreed between the Chairman of the LHFIGs and the Chairman of the Area Board, and in consultation with

Wiltshire council's communications team. You can contact the communications team at communications@wiltshire.gov.uk.

Meetings

It is recommended that the LHFIGs meet four times a year. Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings. 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 LHFIG chair wishes, and by invitation. It should be noted that LHFIGs are advisory bodies and do not exercise delegated decision-making powers. All decisions are to be ratified by the Area Board.

Officer support

Meetings will be attended by relevant officers from Wiltshire Council, including a Senior Transport Planner, a Senior Traffic Engineer, Local Highway Maintenance Engineer and the local Community Engagement Manager. Attendance by officers of other expert knowledge may be arranged when necessary.

Additional support will be provided outside of the meeting by the Corporate Office Business Support unit as currently for Area Boards, for the purpose of arranging meetings, venues, and the production of meeting action notes.

Terms of reference

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

The LHFIGs terms of reference are set out at Appendix A:

Examples of projects the LHFIGs can and cannot fund are set out in Appendix B:

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 Transport, Waste, Street Scene and Flooding. The funding allocation is a mixture of highways and council 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 routine maintenance schemes or the provision of passenger transport services.

A list of schemes which the groups can fund in contained in Appendix B

Schemes considered by the LHFIGs must have first been raised through the highway improvement request system and endorsed by the relevant town or parish council.

The LHFIG's can be directed to look at issues identified by Highways Officers when considered appropriate. For example, when an issue is raised for which other centrally held resource does not exist.

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.

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 more than the total discretionary amount available as part of the group's annual allocation.

Appendix B – Example of projects which can and cannot be funded by LHFIGs

LHFIGs can fund the following:

Pedestrian improvements: including dropped kerbs, new footways, substantive improvements to existing footways, pedestrian crossings (including assessments).

Cycle improvements: new cycle paths, cycle parking / storage.

Bus infrastructure: new and replacement Shelters (subject to agreement on future maintenance liability), bus border kerbs, bus stop road markings.

Traffic signing: new and replacement signs (including signposts), street name plates, village gateways.

New road markings: new and replacement of existing markings.

Speed limits: assessment and implementation.

Waiting restrictions: assessments and implementation.

Footpath improvements: styles, gates, surface improvements to rights of ways (council maintainable only).

Drainage: minor improvements, new gullies.

Street lighting: new installations.

Traffic management measures: including Sockets and posts for SID (Speed Indication Device) equipment.

As a general rule, an asset should exist at the end of the project, i.e. something new that wasn't there beforehand.

LHFIGs cannot fund:

Routine maintenance: such as gully emptying, ditch clearing, hedgerow cutting, pot hole repairs.

Service subsidy: bus services

Promotional campaigns

SID equipment

Improvements for individuals and properties

As a general rule, activities that repair, clean, tidy or remove something that is already present are likely to be considered routine maintenance and cannot be funded by LHFIGs.