

AGENDA

Meeting: SOUTH WEST WILTSHIRE AREA BOARD
Place: Bishopstone Village Hall, Bishopstone SP5 4AD
Date: Wednesday 13 June 2012
Time: 7.00 pm

Including the Parishes of Alvediston, Ansty, Barford St. Martin, Berwick St John, Berwick St Leonard, Bishopstone, Bowerchalke, Broad Chalke, Burcombe Without, Chicklade, Chilmark, Compton Chamberlayne, Dinton, Donhead St Andrew, Donhead St Mary, East Knoyle, Ebbesbourne Wake, Fonthill Bishop, Fonthill Gifford, Fovant, Hindon, Kilmington, Mere, Netherhampton, Quidhampton, Sedgehill and Semley, South Newton, Stourton with Gasper, Stratford Toney, Sutton Mandeville, Swallowcliffe, Teffont, Tisbury, Tollard Royal, West Knoyle, West Tisbury, Wilton and Zeals.

The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Refreshments and networking opportunities will be available from 6:30pm.

Please direct any enquiries on this Agenda to Lisa Moore (Democratic Services Officer), on 01722 434560 or email lisa.moore@wiltshire.gov.uk

or Stephen Harris (South West Wiltshire Community Area Manager), Tel: 01722 434211 or (email) stephen.harris@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 Bridget Wayman
Cllr Josephine Green
Cllr Richard Beattie
Cllr Tony Deane
Cllr George Jeans

Nadder and East Knoyle
Fovant and Chalke Valley
Wilton and Lower Wylye Valley
Tisbury
Mere

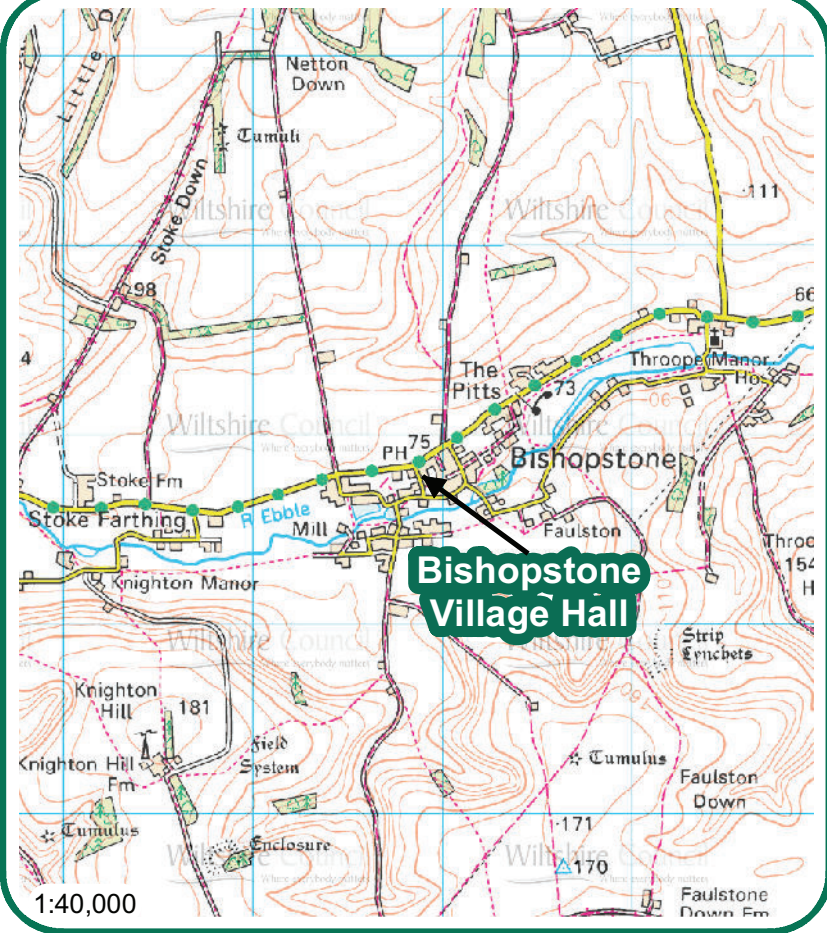
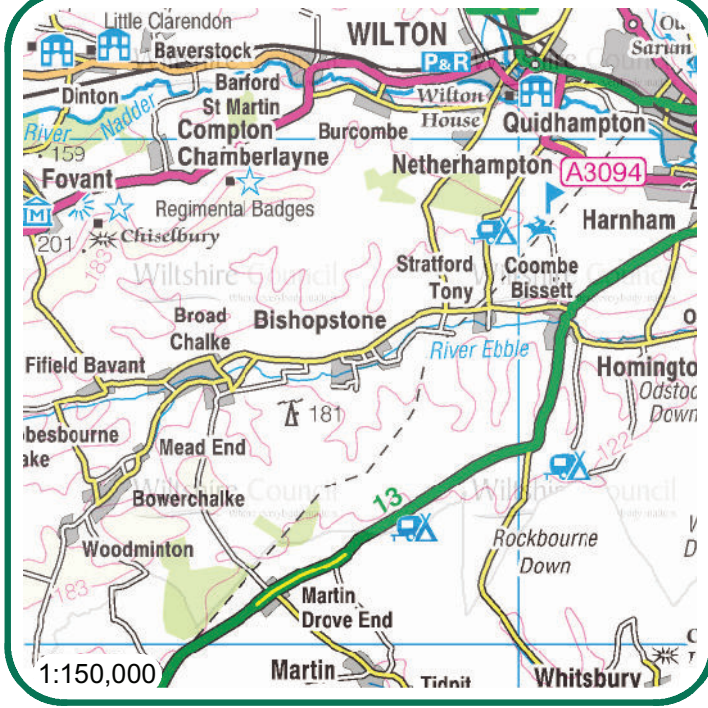
Items to be considered	Time
<p>1 Appointment of a Chairman</p> <p>To elect a Chairman for the Municipal year.</p>	7.00pm
<p>2 Appointment of Vice Chairman</p> <p>To elect a Vice-Chairman for the municipal year.</p>	
<p>3 Appointments to Outside Bodies and Working Groups <i>(Pages 3 - 18)</i></p> <p>To note that appointments to outside bodies which were made by the Board last year along with any changes as detailed in the attached document will continue for 2012/13.</p>	
<p>4 Apologies for Absence</p>	
<p>5 Declarations of Interest</p> <p>Councillors are requested to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.</p>	
<p>6 Minutes <i>(Pages 19 - 30)</i></p> <p>To confirm as a correct record and sign the minutes of the previous meeting held on Wednesday 11 April 2012.</p>	
<p>7 Matters Arising</p> <p>The Board will discuss any matters arising from the minutes of the last meeting.</p>	
<p>8 Chairman's Announcements <i>(Pages 31 - 32)</i></p> <p>To receive any announcements from the Chairman.</p> <ul style="list-style-type: none"> • New £350 smaller grants scheme – Information attached 	7.20pm
<p>9 Youth Project Funding <i>(Pages 33 - 34)</i></p> <p>The Board receive a short presentation from the Wilton Explorer Scouts, in support of their bid for funding from the Youth Project Funding Budget 2011/12.</p>	

10	<p>Partner and Community Area Updates (Pages 35 - 62)</p> <p>The Board will receive verbal updates from partners present. Some written updates are also attached</p> <ul style="list-style-type: none"> • Police – updates attached • Fire – update attached • NHS – update attached • Wiltshire Council – updates attached • Tenants Panel – Invited to provide update at the meeting • Youth – to be circulated at the meeting • Community Area Partnerships <ol style="list-style-type: none"> 1. TAPCAP – Annual report and accounts 2011/12 (attached) 2. WilCAP – Annual report and update to be provided at the meeting <p>Additional information:</p> <p>For news & information about WilCAP, please visit: www.wilcap.wordpress.com You can also follow WilCAP on Twitter: twitter.com/#!/wilcap_Rachael WilCAP photos also on Flickr: www.flickr.com/photos/wilcap/sets</p>	7.25pm
11	<p>Volunteering in Wiltshire</p> <p>The Board will receive a presentation on Volunteering in Wiltshire.</p> <p><i>Presented by: Sandie Lewis, Head of Service, Communities and Voluntary Sector Support (for Wiltshire Council) and Vanessa Wells, Development Worker at Volunteer Centre Wiltshire</i></p>	7.45pm
12	<p>Informal Adult Education (Pages 63 - 66)</p> <p>The Board will receive a presentation on Informal Adult Education in Wiltshire.</p> <p>A formal view from the Area Board regarding the preferred option for the future provision of these services is required. The proposed options are listed in the attached report.</p> <p><i>Officer: Simon Burke, Head of Business and Commercial Services</i></p>	8.05pm
13	<p>Area Board - Feedback and Discussion (Pages 67 - 74)</p> <p>To note the attached report on feedback received on South West Wiltshire Area Board meetings 2011/12.</p> <p>To note the key issues which arose from the Community Planning Event held on 5 March 2012, as detailed in the attached report.</p> <p><i>Officer: Stephen Harris, Community Area Manager</i></p>	8.20pm

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| 14 | <p>Tisbury Community Campus</p> <p>To receive an update from a member of the Shadow Community Operations Board (SCOB).</p> <p><i>Cllr Tony Deane</i></p> | 8.30pm |
| 15 | <p>Community Area Transport Group (Pages 75 - 84)</p> <p>To receive an update from a member of the group.</p> <p>To note the minutes from the last CATG meeting held on 22 May 2012 and to consider the officers report, detailing recommendations for funding future projects.</p> <p><i>Cllr Tony Deane</i></p> <p>Note: a copy of the new Terms of Reference for the CATG is attached to item 03 of this agenda.</p> | 8.35pm |
| 16 | <p>Community Asset Transfer (Pages 85 - 94)</p> <p>The Board will consider a Community Asset Transfer of the recreation field at Vale View, South Newton to be transferred to South Newton Parish Council in accordance with Wiltshire Council's Community Asset Transfer Policy. As set out in the attached report.</p> <p><i>Officer: Stephen Harris, Community Area Manager</i></p> | 8.40pm |
| 17 | <p>Community Area Grants Criteria for 2012/13 (Pages 95 - 96)</p> <p>The Board will consider the proposal to include additional criteria to the Community Area Grant Criteria for 2012/13, as detailed in the attached report.</p> <p><i>Cllr: Richard Beattie</i></p> | |
| 18 | <p>Delegation of Powers (Pages 97 - 98)</p> <p>The Board will consider the attached report which proposes to grant delegated power to the Community Area Manager, in consultation with the Chairman. This would enable urgent decisions on the allocation of funds (of up to £750 per financial year) for costs associated with Area Board related events.</p> | |
| 19 | <p>Update on Issues (Pages 99 - 100)</p> <p>To note the attached Issues report and to receive any further information on the progress of issues to date.</p> <p><i>Officer: Stephen Harris, Community Area Manager</i></p> | 8.50pm |

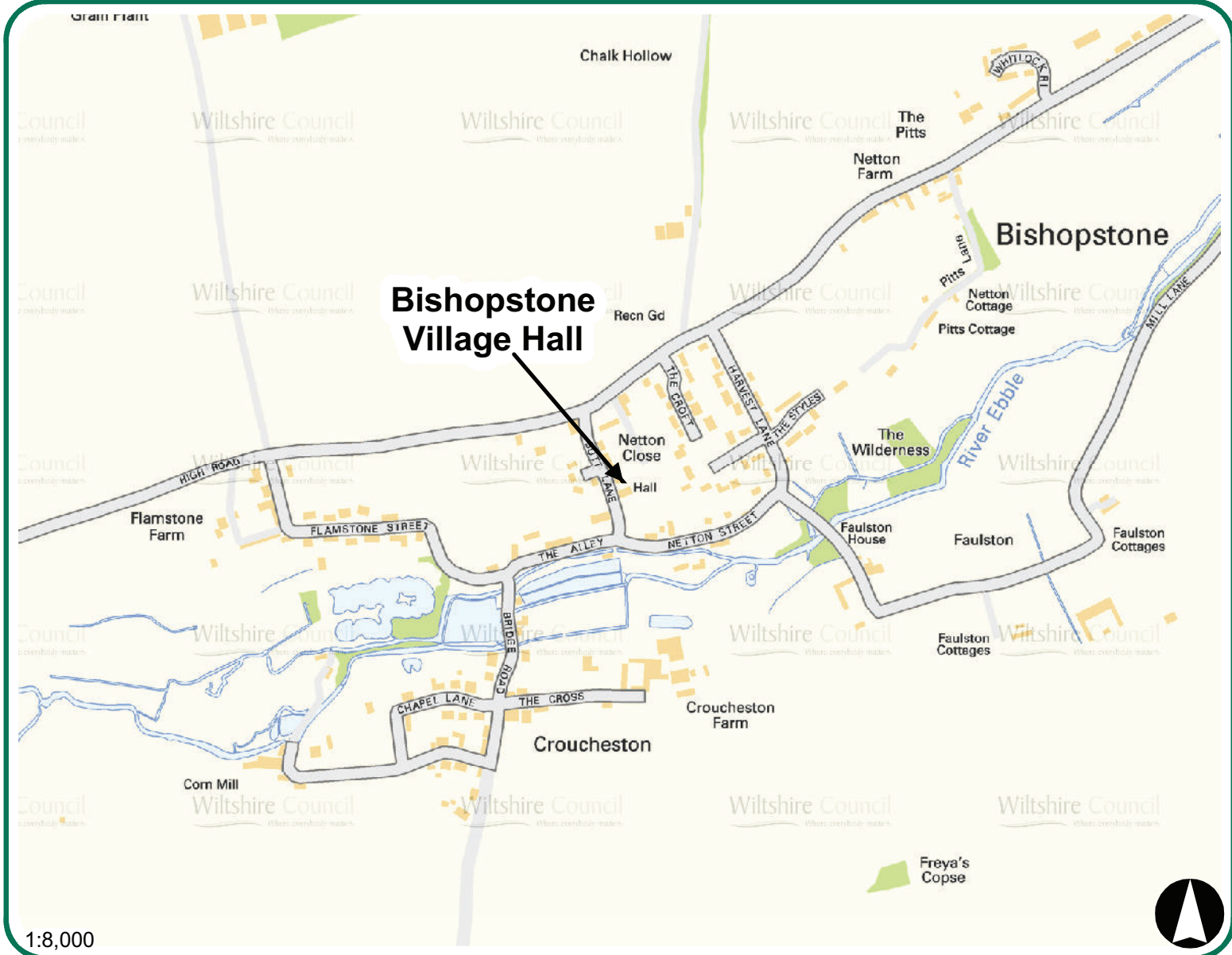
A copy of the Forward Plan is attached for information.

Future Meeting Dates
Wednesday 15 August 2012 7.00pm Grove Buildings, Mere
Wednesday 17 October 2012 7.00pm Nadder Hall, Tisbury
Wednesday 5 December 2012 7.00pm Wilton Community Centre
Wednesday 6 February 2013 7.00pm Grove Buildings, Mere



Bishopstone Village Hall
Bishopstone
Salisbury
Wiltshire
SP5 4AD

Wiltshire Council
 Where everybody matters



Appointments to Outside Bodies and working groups 2012/13

1. Purpose of the Report

- 1.1. To note the appointments to Outside Bodies and Working Groups as set out at Appendix A, which will continue for the forthcoming year 2012/13, unless the Board wishes to make any changes.

2. Background

- 2.1. The Area Board appointed to Outside Bodies at its inaugural meeting in 2009. These appointments will continue for the duration of Councillors' current terms of office, unless the Board determines otherwise.
- 2.2. Similarly, other appointments have been made to Working Groups, such as the Community Area Transport Group (CATG). These appointments will also continue until 2013.

3. Main Considerations

- 3.1. All Area Boards have appointed Community Area Transport Groups (CATGs), which operate as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. Some Area Boards have also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups have been established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

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

6. Environmental Impact of the Proposals

- 6.1. None.

7. Equality and Diversity Implications

- 7.1. None.

8. Delegation

- 8.1. Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 8.2. The appointment of Councillors to working groups operating under the Area Board is a matter for the Area Board to determine.

9. Recommendation

- 9.1. The Area Board is requested to:
 - a. note the appointments to Outside Bodies as set out at Appendix A, and to agree any changes required.
 - b. agree to reconstitute the Working Group(s), and to agree to re-appoint to Working Group(s) as set out at appendix B
 - c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

Report Author:

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Democratic Services Officer

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Appendices:

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Group(s)

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

Unpublished background documents relied upon in the preparation of this report

None.

Appointed By	Outside Body Title (A to Z)	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Rep
Area Board - South West Wilts	Community Area Transport Group (CATG)	The CATG needs to obtain the views of local councillors on highways priorities within their area.	To consider priorities for highways projects in the community area and to make recommendations to the Area Board.	Every 8 weeks in the community area	Yes but the group is only able to make recommendations to the Area Board.	At least one member of the Area Board and consisting of up to 10 people from the Town and Parish Council and Community representatives	Cllr Tony Deane (chair) Usually one other Cllr also attends
Area Board - South West Wilts	Shadow Community Operations Board (Tisbury Community)	To oversee the community campus project and make recommendations to the relevant Area Board.	To maintain an overview of the community campus project including design of the building and discussing which services should be located within the building.	Monthly meetings in the locality	Yes	1 - Tisbury	<ul style="list-style-type: none"> • Cllr Tony Deane (Wiltshire Council) • Patrick Duffy (Tisbury Parish Council) • Felicity Corp (User and Community Groups) • Isobel Scott-Clark (User and Community Groups) • Nigel Knowles (Tisbury and Parishes Community Area Partnership) • A representative from local CAYPIG • Elizabeth Coyle-Camp - Local Resident
Area Board - South West Wilts	Mere & Tisbury Youth Issues Group (CAYPIGS)	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Tony Deane & Cllr Bridget Wayman
Area Board - South West Wilts	Tenants Panel	So tenants Panel can inform board and be informed of issues in the area concerning council tenants	To promote & Represent the interest of all Council Tenants	Every 6 Weeks	Yes	1 & sub	Cllr Jose Green & Cllr George Jeans as sub
Area Board - South West Wilts	Tisbury & Parishes Community Area Partnership (TAPCAP)	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Cllr Tony Deane & Cllr Bridget Wayman as sub
Area Board - South West Wilts	Tisbury and District Sports Centre Managing Body	To ensure that centre issues can be heard at Area Board level and by the new Council	to provide recreational and sporting facilities in the community	Quarterly	Yes	2 & 1 sub	Cllr Tony Deane & Cllr Bridget Wayman with Cllr Richard Beattie as sub
Area Board - South West Wilts	Wilton Community Area Partnership (WilCAP)	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Cllr Richard Beattie
Area Board - South West Wilts	Wilton Youth Issues Group (CAYPIG)	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Richard Beattie
Area Board - South West Wilts	Sure Start Children's Centre - Mere	TBC	Support for families with children from pregnancy to 5 years old	TBC	TBC	TBC	Cllr George Jeans
Area Board - South West Wilts	Sure Start Children's Centre - Tisbury	TBC	Support for families with children from pregnancy to 5 years old	TBC	TBC	TBC	Cllr Tony Deane
Area Board - South West Wilts	Sure Start Children's Centre - Wilton	TBC	Support for families with children from pregnancy to 5 years old	TBC	TBC	TBC	Cllr Richard Beattie

Appointments to Working Groups **South West Wiltshire Area Board**

Community Area Transport Group:

- Councillor Tony Deane
- Usually one other Cllr will attend

Shadow Community Operations Board (SCOB), Tisbury Community:

- Cllr Tony Deane (Wiltshire Council)
- Patrick Duffy (Tisbury Parish Council)
- Felicity Corp (User and Community Groups)
- Isobel Scott-Clark (User and Community Groups)
- Nigel Knowles (Tisbury and Parishes Community Area Partnership)]
- A representative from local CAYPIG
- Elizabeth Coyle-Camp - Local Resident

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 to do so. It should be noted that CATG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

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.

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. Speed Indication Devices

To make recommendations to the Area Board as to the locations for speed indicator devices (SIDs) in line with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-023-11)

4. 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)

5. 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)

6. Other decisions

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

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

On 15 February 2011 Wiltshire Council's Cabinet approved the implementation of the Campus and Operational Delivery Programme. The Programme will:

- Work with local communities to develop, facilitate and deliver community campus buildings across Wiltshire which seek to co-locate existing Council and partners services in one accessible location (or possibly more if appropriate) in a community area.
- Carry out the development of campus facilities in line with the Campus and Operational Management workstream principles (noted in section 2 of this document).
- Implement the Preliminary Management Project which will test the potential to develop some form of community driven strategic non-profit distributing organisation to deliver and support public services across Wiltshire.

Some of the benefits that the Council is seeking to achieve from a campus are:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Reducing the Council's estate producing an estimated 40% reduction in operational costs across all estate (this is an estimation based upon an initial assessment of the impact of the Workplace Transformation Programme which preceded the Campus and Operational Delivery Programme).
- Combining point of contact arrangements and improving accessibility to services.
- Developing and providing sustainable and energy efficient buildings.
- Ensuring long term flexibility in terms of the use of space is fundamental to the design.
- Developing the synergies between the management of individual services at a community level.
- Working with communities to develop a coherent and effective volunteering policy relevant to the local campus.
- Reducing the current overall risk to the Council from aging, disparate and inefficient buildings.
- Increased, beneficial and sustainable partnership working.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities.

The Preliminary Management Project will initially be focused on Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett. This will encompass the creation of Shadow Community Operations Boards, reporting into the Area Board who will make final recommendations to Cabinet for their consideration. The Shadow Community Operations Boards, will, subject to the agreement of the Area Board, take on a key role in coordinating and leading communications, influencing, and local engagement. This will cover areas such as the consultation processes, commenting on facility design and development and the ongoing indirect management and strategic planning of the resulting campus facility.

The preliminary management project will be in place from April 2011 through to April 2013 unless the Council determines otherwise.

2 Campus Management Principles

The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

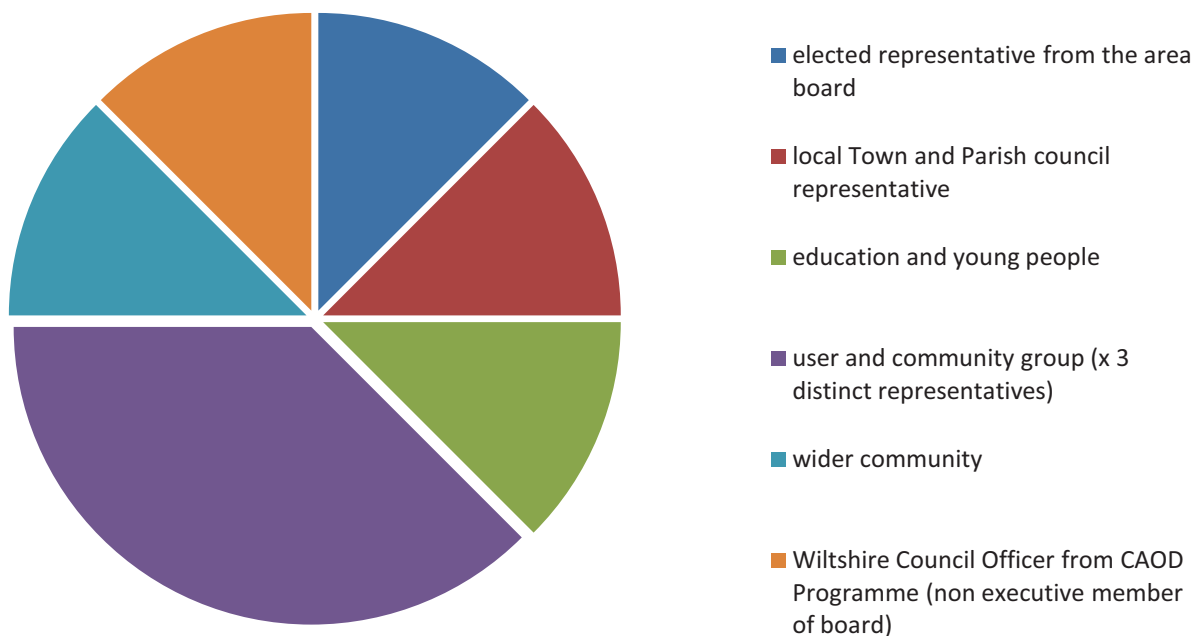
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.

Version3 – 5/4/11

- (v) Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- (vi) Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement
- (vii) Make specific provision for accessible opportunities for partnership working.
- (viii) Provide accessible local decision making processes and governance structures.
- (ix) Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.
- (x) Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

3 Membership

The shadow community operations board membership will be determined by the Area Board and should consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- (i) There will be one representative for each party identified.
- (ii) The board will need to nominate a chairperson at its inaugural meeting.
- (iii) The board will need to determine if the suggested representation appropriately reflects the description of the party.
- (iv) There will be up to three representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.
- (v) The Wiltshire Council liaison representative will be an officer from the Campus and Operational Delivery Programme team and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavour to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.

4 Roles and responsibility

4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability for the preliminary management project and ensure the workstream principles are met.
- (ii) As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications plan complements the wider strategic communications plan.

- (iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.
- (iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

4.2 Responsibility for outcomes

- (i) To define community need and make recommendations to the Area Board over facility specification and operations.
- (ii) Support the Area Board in the delivery of the campus building.
- (iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.
- (iv) Influence the campus design and specification where appropriate by recommendation to the Area Board
- (v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

4.3 Project coordination and reporting

- (i) To develop a community led action plan that clearly sets out the approach the shadow board will take and seek Area Board approval for this
- (ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan
- (iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.
- (iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet
- (v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.
- (vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion
- (vii) Partner role in the wider not for profit distributing management options and governance appraisal

4.4 The role of Wiltshire Council

- (i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the preliminary management project.
- (ii) There may be elements or decisions required within the preliminary management project that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board
- (iii) The Council will endeavour to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

5 Outcomes

- (i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.
- (ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.
- (iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

6 Confidentiality

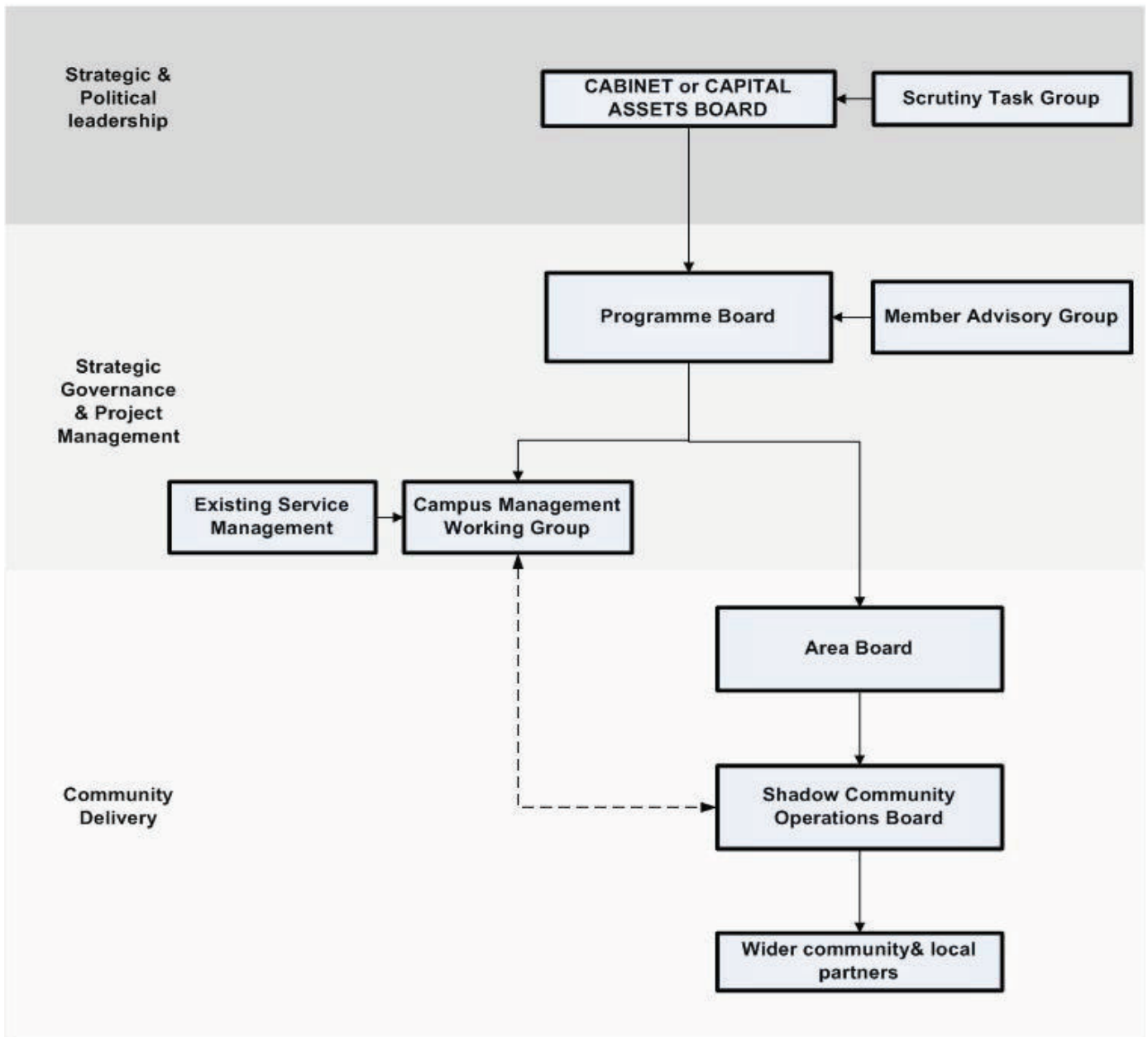
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential. Should any participant be unable to respect this request they must absent themselves from the meeting prior to discussion and consideration of the relevant item.

7 Governance Arrangements

The project remit currently extends up to April 2013. Prior to this there is a need to implement an interim governance structure that provides an appropriate framework to operate. It should be noted that managerial responsibility for operations, health and safety, staff etc remains with the Council for the duration of the project however there is scope for the Shadow Community Operations Board to influence, plan and programme services, subject to Cabinet approval following a recommendation from the Area Board. A chart showing the relationships between the various parties is noted below.

- (i) The Shadow Community Operations Board will meet as necessary and as determined by the Board.
- (ii) The Shadow Community Operations Board will be chaired by a representative elected by the Board.
- (iii) The Shadow Community Operations Board will report to the Area Board, but where request to do so by the Area Board, may provide advice directly to the Campus Management Working group, which is a cross departmental officer team coordinated by the Campus and Operational Delivery Programme.
- (iv) The administration of the Shadow Community operations Board will be the responsibility of the Board itself.
- (v) There may be occasions whereby sub-groups of the Shadow Community Operations Board will be necessary. In this instance any sub-group will report directly to the Shadow Community Operations Board in governance terms.

Preliminary Management Project Governance Arrangements



MINUTES

Meeting: SOUTH WEST WILTSHIRE AREA BOARD
Place: Charlton New Remembrance Hall, The Remembrance Field,
Charlton, Shaftesbury, SP7 0PL
Date: 11 April 2012
Start Time: 7.00 pm
Finish Time: 9.10 pm

Please direct any enquiries on these minutes to:

Lisa Moore (Democratic Services Officer), Tel: 01722 434560

or (e-mail) lisa.moore@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Bridget Wayman (Chairman), Cllr Jose Green (Vice Chairman), Cllr Tony Deane,
Cllr George Jeans

Cllr John Brady, Cabinet member for Finance, Risk and Performance

Wiltshire Council Officers

Stephen Harris, Community Area Manager
Lisa Moore, Democratic Services Officer

Town and Parish Councillors

Bishopstone Parish Council – M Ash
Broad Chalke Parish Council – M Powis
Chilmark Parish Council – P Boyles
Dinton Parish Council – C Smith
Donhead St. Mary Parish Council – J Barnes & J Pendrill
East Knoyle Parish Council – D Booth
Fovant Parish Council – T Phillips
Netherhampton Parish Council – S Armitage & J Lawson
Swallowcliffe Parish Council – G Ewer
Teffont Parish Council – R Long-Fox

West Knoyle Parish Council – J Randall
West Tisbury Parish Council – J Amos

Partners

Wiltshire Police – Inspector Lindsey Winters
Wiltshire Police Authority – Angus MacPherson
Wiltshire Fire and Rescue Service – Mike Franklin & Scott Taylor
WILCAP – David Parker
Tenants Panel – Suzanne George
Integrated Youth Services – Mark Holden

Total in attendance: 45

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Welcome and Introductions</u></p> <p>The Chairman Councillor Bridget Wayman welcomed everyone to the meeting of the South West Wiltshire Area Board and introduced Councillor John Brady, Cabinet member for Finance, Risk and Performance to the meeting.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Councillor Richard Beattie – Board Member • Jaki Farrell – Youth Service Coordinator
3.	<p><u>Declarations of Interest</u></p> <p>There were none.</p>
4.	<p><u>Minutes</u></p> <p>The minutes of the previous two meetings, held on Wednesday 29 February and Thursday 22 March were agreed as a correct record and signed by the Chairman.</p>
5.	<p><u>Matters Arising</u></p> <p>There were none.</p>
6.	<p><u>Chairman's Announcements</u></p> <p><u>Queens Diamond Jubilee Event – 1st May</u></p> <p>The Board would be hosting a jousting style tent at the Jubilee event due to be held in Cathedral close, Salisbury on 1st May.</p> <p>Work was underway to coordinate the exhibits, demonstrations and displays which would take place in the tent. A trial run to establish set up and layout requirements would take place at Farmer Giles, all of those involved were asked to deliver their exhibits/goods to Farmer Giles by 18th April.</p> <p>The final deadline for delivery of exhibits/goods to Farmer Giles would be Wednesday 25th April, so that a bulk one off delivery could be made to Cathedral Close, using a trailer from the farm on 30th April. Separate deliveries to the jousting tent by individuals must be requested through Stephen Harris, Community Area Manager, to ensure security clearance is in place.</p>

	<p>For further details contact Stephen.harris@wiltshire.gov.uk or 01722 434211.</p> <p><u>Confirmation of successful Community Area Grants (CAG) 2011/12</u> A report detailing all of the CAG's awarded during 2011/12, by community area, was circulated at the meeting.</p> <p><u>Feedback from the Community Planning Event, held on 5 March 2012</u> A report detailing information collated at the event was circulated at the meeting. Several key issues had been identified, these included improvements to rural broadband, youth transport and community safety. The Chairman proposed to have an item to discuss these findings at a future area board meeting, and asked Stephen Harris, Community Area Manager to produce a discussion paper.</p> <p><u>Fortnightly Household Waste Collection</u> A fortnightly household collection service had now been implemented across the south of Wiltshire. There were slight inaccuracies with the original information flyer distributed to households, this had since been replaced online with correct information.</p> <p><u>Election of a Chairman</u> At the next Area Board meeting on 13 June, the Board would be electing a Chairman for the forthcoming year. The Chairman, Councillor Wayman advised that she would be standing down as Chairman due to other commitments, and thanked everyone who had supported the South West Wiltshire Area Board.</p> <p><u>Nadder School Site</u> The Old Nadder School site in Tisbury had recently been purchase by Wiltshire Council, for use as the Tisbury Area Campus site, due to be developed in 2013.</p>
7.	<p><u>Tisbury Campus Update</u></p> <p>Councillor Tony Deane gave an update to the Board, he also asked for the Tisbury Campus to be called the Tisbury Community Campus, as it would cover the whole area not just central Tisbury.</p> <ul style="list-style-type: none"> • Plans were underway to incorporate a youth training centre in the campus. • The old Nadder School site had been purchased by Wiltshire Council, the budget required to develop the site would go to Cabinet in September 2012, for approval. • Conversations with the Police had taken place to establish the specification of their requirements should they decide to move into the campus. • The opportunity for the Fire & Rescue service to move to the campus site was available, should they wished to. <p>Councillor Deane urged anyone interested in attending Shadow Community</p>

	<p>Operations Board (SCOB) meetings to do so, he explained that due to the information discussed by the group, a certain level of confidentiality was involved.</p>
8.	<p><u>Partner and Community Updates</u></p> <p><u>Wiltshire Fire and Rescue Service (WF&RS).</u> Scott Taylor, Station Manager presented the WF&RS proposals for their Integrated Risk Management Plan for 2012-15. Consultation documents and a freepost survey had also been circulated around the room.</p> <p>The risks that Wiltshire Fire and Rescue Service face are changing, from a reduction in their budget, through the increased housing within Wiltshire to the type of incidents that they respond to on a daily basis.</p> <p>Their goal is to meet these challenges and provide an improved service to the public in the most effective and efficient way possible.</p> <p>Areas of Change To achieve this goal, WF&RS have reviewed how they provide the service today and how they should be providing that service to the public in the future. They have come up with five proposals that will expand their ability to respond to incidents, enhance the knowledge and skills of staff and reduce the overall cost of the Service to the taxpayer.</p> <p>WF&RS are proposing the following options:</p> <ol style="list-style-type: none"> 1. To alter the way they employ firefighters on the Retained Duty System (on-call staff) to guarantee availability and to provide a sustainable system. 2. To alter the way they crew stations to relocate staff throughout the county to create communities of stations to manage increased risk presented by future developments. 3. To alter the shift times of operational staff to occur outside of incident peak hours. 4. To alter duty systems to provide enhanced cover. 5. To relocate specialist vehicles to provide suitable and sustainable arrangements. <p>WF&RS welcomes public opinion on the proposed changes; this could be done in a number of ways. People could register as a stakeholder and receive a survey to complete, or view the consultation document circulated at the meeting and comment using the supplied e-mail address consultation@wiltsfire.gov.uk, or they could view the proposals in the packs and complete the freepost survey also provided. To view the consultation on line, follow the link: http://www.wiltsfire.gov.uk/irmp/index.html</p>

Questions and comments were then taken from the room, these included:

- To what extent has the staff been consulted on the proposed 12hr shift change? Answer - Current shift patterns were 9hr day shifts and 15 hr night shifts. The proposal for a 12 hr shift for days as well as nights has been investigated for any health & Safety issues due to tiredness.
- Can you confirm that the 1st responder service for Mere would not be affected by any of the planned changes? Answer - Scott Taylor confirmed that the current level of service would be maintained.
- Has any consultation with local employers been undertaken to tackle the issues around employers not permitting staff to be released from duties to act as Retained Fire Fighters? Answer – WF&RS had consulted with current employers and also aimed to make the Retained Fire Fighter role more appealing to those who may not have considered it previously, such as mothers at home.
- Can you explain how one new unit will be better than the four it would replace? Answer – There would be a fleet reduction because one new unit would be capable of carrying all of the specialised kits previously carried on the four individual vehicles.

Wiltshire Police Authority (WPA)

Angus MacPherson, Independent member of the WPA gave an update to the Board including:

- The WPA recently held a Community Awards ceremony, where community officers were nominated by the public, where PC Peter Jung from Wilton received three nominations and PCSO Jake Noble from Mere received 2 nominations. The winner was a PCSO from Swindon.
- Tisbury Police were completely committed to becoming part of the Tisbury Community Campus project.
- The Police recently gave away £30,000 of proceeds from the sale of property through an awards system. A further £40,000 of funds would shortly be available for up to £3,000 awards, which groups could apply for towards youth deprivation projects.
- Elections for a Police and Crime Commissioner would be taking place in November 2012, this would replace the Police Authority. The final date for nominations for the post was 13th October 2012.

Community Area Police

Inspector Lindsey Winters ran through the Mere and Tisbury Community Area Updates which were attached to the agenda, the Wilton Update was circulated at the meeting and is attached to the end of these minutes.

	<p><u>Youth</u> Mark Holden (Project Co-ordinator - Leisure Credits Young Enterprise Initiative) ran through the youth services update on behalf of Jaki Farrell, who was away with a group of young people on a residential. The update was circulated at the meeting and is attached to the end of these minutes.</p> <p>Comments and questions were then taken from the floor, they included:</p> <ul style="list-style-type: none"> • Councillor Deane praised Jaki Farrell for her work with the young people. He added that when he had met with young people from Tisbury in the past he had always been surprised by their lack of experience outside of Tisbury and Wiltshire, suggesting that in the future he would like to see Tisbury Twinned with somewhere in Europe. • What is the future for the Leisure Credit Scheme financially? <u>Answer</u> – Mark explained that in his experience, Wiltshire had invested in its youth services, far more than he had seen in other counties. Mark was on a fixed term contract, funded by the Sewing Seeds charity until September 2013. He hoped that enough interest would be created by then to enable the scheme to continue beyond that date. He felt that Wiltshire could create a model which could then be used by other areas across the county.
9.	<p><u>Community Area Transport Group Update</u></p> <p>Councillor Tony Deane advised the Board that the small budget allocated to the Community Area Transport Group (CATG) had nearly all been allocated. He advised that funds were available centrally for improvements to council housing estates; he suggested that any bids for improvements such as drop kerbs could be made by local residents, directly to Councillor John Thomson.</p> <p><u>Community Area Transport Group (CATG) Funding</u> The Board considered the recommendations of the CATG for allocation of funds to projects as detailed in the officer's report, circulated at the meeting.</p> <p><u>Decision</u> The South West Wiltshire Area Board ratified the recommendations of the Community Area Transport Group (CATG) to release funds from the CATG budget for 2011/12, to the following projects:</p> <ul style="list-style-type: none"> • £1500 towards dropped kerbs in Charlton • £3500 towards Tollard Royal roadside kerbing • £3500 towards Tisbury Row footbridge <p><u>Speed Indicator Device (SID)</u> The Board considered the recommendation as set out in the officer's report relating to the centrally owned SID, and the Area Board purchased SID for the South West Wiltshire community area.</p>

	<p><u>Decision</u> The South West Wiltshire Area Board agreed to delegate responsibility for future discussions and decisions on the allocation of the SIDs to the Community Area Manager in consultation with the Community Area Transport Group.</p> <p>Questions and comments were then taken from the room, these included:</p> <ul style="list-style-type: none"> • There was a request for information on the ‘C’ road review. <u>Answer:</u> A map detailing all of the ‘C’ roads within the South West Wilts Community Areas was circulated to the CATG; from this, the C12 road matched most of the suggested criteria, so was chosen for use in a pilot scheme for further scrutiny. The usual process for submission of comments from parishes and the public would be available during the review. <p>Cabinet member, Councillor John Brady explained that from April 2012, the system of local authority housing finance has been devolved to local authorities to manage themselves and the Council will now gain full control of its housing income and expenditure.</p> <p>Council house residents in the rural areas were urged to get involved in suggesting how the funds should be spent. Councillor Brady added that it was important to let the tenants decide which schemes for improvements should take place, rather than for the council making those choices for them.</p> <p>A representative from the Tenants Panel informed the Board that on one site in the South West, there was an issue with limited parking due to the road being too narrow, causing vehicles to be parked half on the pavements. This was causing problems for residents as they were then unable to walk on the pavement very easily, especially for those with pushchairs and wheel chairs. The residents had been trying for two years to get some improvements carried out, but had been told that no funds were available, and that improvements were not possible. On hearing the news from Councillor Brady, the lady agreed to bring the improvement project up again at the next Tenants Panel meeting, and would propose that the project be considered for funding from this newly available budget.</p>
10.	<p><u>Youth Project Funding</u></p> <p>The Board deferred the Youth Funding Bid from the Wilton Explores Scouts until the next meeting of the Board as there was no one in attendance to speak on behalf of the project.</p> <p>Action: The Community Area Manager would invite the applicant to attend the next meeting of the Board.</p>
11.	<p><u>Replacement Finger Post Funding</u></p> <p>The Board considered the report detailing a bid from Teffont Parish Council for</p>

	<p>funding towards the replacement/refurbishment of a finger post within the parish during 2012/13. Councillor Deane proposed that the Board raised the amount of the award to cover the additional £200 cost incurred as a result of Highways having to be used to take down and then reinstate the finger posts.</p> <p>The Area Board considered the proposal and voted on increasing the available amount by £200 for all bids to be considered from here on.</p> <p><u>Decision</u> The South West Wiltshire Area Board agreed that parishes could apply for up to £350 towards a finger post repair/replacement and a further £200 towards the Highways element of the necessary works to take down and reinstate the posts.</p> <p>The Board then considered the bid from Teffont Parish Council.</p> <p><u>Decision</u> The South West Wiltshire Area Board approved an award of £550 of funds to Teffont Parish Council towards the replacement/refurbishment of a finger post (£200 of this amount would be used to pay for the Highways element of the work), with the condition that each Parish Council that receives funding to replace or refurbish a finger post must provide evidence of doing so within twelve months.</p>
12.	<p><u>Jubilee and Olympic Community Events Funding</u></p> <p>The Board considered bids for funding for Jubilee and Olympic Community events, as detailed in the officer's report. Following discussion the Board members voted on each bid in turn.</p> <p><u>Decision</u></p>

The South West Wiltshire Area Board awarded a total of £9,750 of funding from the Jubilee and Olympic Community Event funding budget for 2011/12, as set out in the table below:

Parish Council	Brief description of Celebration	Amount Awarded
Compton Chamberlayne	Afternoon and evening events including live music, hog roast/BBQ, firework display, and village 'sports day'	£500
West Knoyle	Mini-Olympics and street party	£500
South Newton	Joint fete and BBQ being held with the local Church, including stalls, displays, hog roast and a dog show	£1,000
Broad Chalke	Two day event including street party meal, children's games and competition, film viewing and beacon	£1,000
Mere	Community picnic, street party, beacon and fireworks	£2,000
Chilmark	Two day main event including street party, hog roast and country dancing, beacon and firework display. Also two performances by Amateur Dramatic Society	£1,000
Fonthill Gifford	1950s themed tea party	£250
Zeals	Hog roast, with Maypole displays, entertainment and a bouncy castle.	£1,000
West Tisbury	Stone seat from local quarry, plus contribution towards Tisbury beacon/fireworks	£500
East Knoyle	Evening event including beacon, bar, BBQ, children's entertainment and a band	£1,000
Netherhampton	Hog roast / lunch with competitions and games	£1,000

The Community Area Manager confirmed that as this was the last opportunity for parishes to bid for funds from this budget, the total amount of funds awarded was £26,894, leaving a balance of £14,106 to be returned to the general South West Wiltshire Area Board funding pot for 2012/13.

13.

Community Area Grants

The Board considered one new application for funding from the Community Area Grant Scheme for 2012/13 from Zeals Youth Trust, in addition to this the Board revisited an application submitted at the previous meeting in February 2012 from Broad Chalke Village Hall Management committee as further information had been requested regarding a three year warranty for £500 which had formed part of the initial grant bid.

The Board considered the applications, following discussion they voted on each in turn.

Decision

Zeals Youth Trust was awarded £1,770 towards their project to purchase storage cabins for equipment.

Reason

	<p><i>The application met the Community Area Grant Criteria for 2011/12 and demonstrates a link to the Wiltshire Community Plan 2011 – 2026 as detailed in the officer's report.</i></p> <p><u>Decision</u> Broad Chalke Village Hall Management Committee was awarded a further £275 towards their project to purchase a sound system (This added to the previously awarded amount of £1,663 would total £1,938 which was half of the project cost if the warranty was deducted from the bid).</p> <p><u>Reason</u> The Board did not support the warranty aspect of the bid as they felt a warranty constituted ongoing costs and should therefore be paid for by the applicant.</p>
14.	<p><u>Update on Issues</u></p> <p>The Community Area Manager, Stephen Harris had circulated an updated table of current Issues.</p> <p>The Chairman announced that the issue number 2043, Planning matter in Bower Chalke would now be closed as the person who raised the issue had had the opportunity to present his case to the Inspector.</p> <p>The Chairman also proposed to close other issues on the system which were deemed by the Chairman to have been developed as far as was possible under the Area Boards remit.</p> <p>A Chilmark parish councillor asked for further consideration in relation to an issue of flooding at a particular part in Chilmark where no drainage was present. Around this area, landowners had been asked to cut hedges back, subsequently a build up of clippings and leaves had accumulated over several years on a verge, which had now become slippery.</p> <p>The Chairman suggested that the matter be passed to the CATG for discussion and asked for the parish councillor to produce a document with photos of the issue, to be passed to Stephen Harris, Community Area Manager.</p> <p>Action: Community Area Manager to include the item for discussion at a future CATG meeting.</p>
15.	<p><u>Close</u></p> <p>The Chairman thanked everyone for coming and closed the meeting.</p> <p>Thanks were given to Councillor Wayman for her work as Chairman of the South West Wiltshire Area Board over the past few years.</p> <p>The next meeting of the South West Wiltshire Area Board will be held on Wednesday 13 June 2012 at Bishopstone Village Hall.</p>

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South West Wiltshire Area Board – 13 June 2012

Chairman's Announcement

'There have been some changes to the Community Area Grants system for 2012/13; for the first time small grants of up to £350 are available to any group for projects that are aimed at building a stronger community. You don't have to be a formal group with a constitution and the application process is simplified; find out more at <http://www.wiltshire.gov.uk/council/areaboards/areaboardscommunitygrantsscheme.htm> or contact Stephen Harris, Community Area Manager, on 01722 434211 for more information.

Standard grants are still available as before; we are now in a new financial year so please encourage your local community groups and organisations to bring projects forward. Awards will be made at each area board meeting as funds allow. Please remember the application deadline is usually around 4 weeks before meetings.'

Report to	South West Wiltshire Area Board	
Date of Meeting	13 June 2012	
Title of Report	Funding for Young People in the South West Wiltshire Community Area	
Purpose of Report		
For Councillors to consider 1 application seeking funding for youth projects from South West Wiltshire Area Board.		
	Applicant	Brief description of Project
	Wilton Explorer Scouts	Equipment for outdoor scouting recreational activities
		Amount
		£1,000

Background

1.1 South West Wiltshire Area Board had £11,743.64 from the 2011/12 budget for funding youth projects across the Mere, Tisbury and Wilton Community Areas.

1.2 The criteria for applications is set out below:

- Groups of young people up to the age of 21 are eligible to apply.
- A group must be a minimum of 3 young people.
- Groups can apply for up to £1000 to take part in activities, buy equipment or other project costs; grants for more than £1000 will be considered on a case by case basis.
- The project ideas should come from young people themselves and they should be actively involved in the planning.
- The project should have a 'supporter' to help and hold funds for the project (e.g. youth worker, school, parish councillor).
- The project should show benefits for young people in at least one of the following areas:
 - Leading healthier lifestyles / keeping physically healthy.
 - Learning new skills.
 - Enjoying recreation and leisure.
 - Making a positive contribution.
 - Access to transport or other services.
 - Challenging bullying or discrimination.
- Young people should have help to present their ideas to the Area Board.
- Young people should develop ideas for how they will know their project has been successful.
- Young people should be actively involved working out the project costs and benefits.

1.3 Young people, with assistance as required, presented their youth project to the Area Board during the Area Board meeting on 22 March 2012 in the form of a 3 minute presentation. A representative from Wilton Explorer Scouts did not attend on 22 March 2012, therefore an opportunity is being provided at the Area Board meeting on 13 June 2012 for this application to be heard.

1.4 A total of 14 groups were awarded funding at the Area Board meeting on 22 March 2012, with a total amount of **£11,270.50** allocated by the Area Board. **£473.14** of youth project funding for 2011/12 remains unallocated at the time of this report.

1.5 All awards are subject to quotes / estimates being provided as financial evidence; one quote is required for each element of the project.

1.6 All awards will be subject to a suitable 'supporter' being in place to hold funds for the project and confirm that any necessary safeguards are in place. The supporter will ensure that funds are spent as outlined within applications and any unspent funds are returned within 3 months of the project starting. The supporter will confirm the project has run and will provide a simple account summary detailing how funds were used within 3 months of the project starting.

The project application is summarised below:

Wilton Explorer Scouts

- The project is to buy equipment for outdoor scouting recreational activities such as camping, cooking, Duke of Edinburgh award scheme.
- The group consists of 9 young people.
- The amount applied for is £1,000.
- The project aims to enable members of the group to do more to work towards their badge awards.
- The group is a mixed unit of boys and girls, and aims to involve more young people through a wider possibility of activities. At present the group do not have enough equipment to run a camp without borrowing from other groups.

Recommendation:

- 1) **To consider and approve funding as set out above.**
- 2) **To delegate responsibility to the Community Area Manager, Stephen Harris, to ensure funds are only released once all financial evidence has been received and a suitable 'supporter' is in place for each project, as agreed by the Chairman.**

Report Author	Stephen Harris, Community Area Manager Tel: 01722 434211 E-mail: stephen.harris@wiltshire.gov.uk
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Crime and Community Safety Briefing Paper
Mere
31st May 2012



1. Neighbourhood Policing

Team Sgt:

Debra Ashley

Team:

Beat Manager – PC Richard Salter
PCSO – Jake Noble

2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

□ Visit the new and improved website at: www.wiltshire.police.uk

3. Police Authority Representative: Joy Hillier

Please contact via Wiltshire Police Authority Tel. 01380 734022 or
<http://www.wiltshire-pa.gov.uk/feedback.asp>

4. Performance and Other Local Issues:

Please note: The regular performance data previously provided has changed in appearance slightly.

The main crime type categories remain but there is no overall crime figure reported. ASB is included but it should be remembered that this includes many issues, youth ASB, drunkenness, neighbourly disputes etc etc.

The performance figures for Mere show some really good news with reductions in reports of burglaries to sheds and outbuildings and crimes relating to vehicles (whether that be thefts of cars or from cars) compared to this time last year. The local officers have been working really hard with our neighbouring forces and the rural crime team during the late evenings/nights especially in relation to tackling rural crime/burglary offences. It is wonderful to see that work appears to be making an impact and preventing these offences occurring is clearly better than trying to detect them afterwards.

The main challenges regarding reports of criminal damage and ASB, continue to be the focus of the local neighbourhood policing team in Mere and I am hopeful that working with individuals and our partners within the community we can not only prevent and detect

those that commit this time of offence but educate others into realising the effect of their behaviour and what this means to those affected by or living nearby.

CRIME & DETECTIONS (May 11 to Apr 12 compared to previous year)

EV Mere	Crime				Detections	
	May 2010 - April 2011	May 2011 - April 2012	Volume Change	% Change	May 2010 - April 2011	May 2011 - April 2012
Victim Based Crime	168	170	2	1%	9%	14%
Domestic Burglary	7	9	2	29%	0%	56%
Non Domestic Burglary	43	29	-14	-33%	0%	0%
Vehicle Crime	33	10	-23	-70%	3%	0%
Criminal Damage & Arson	31	46	15	48%	6%	11%
Violence Against The Person	23	25	2	9%	52%	52%
ASB Incidents	94	112	18	19%		
<p>Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for Victim Based Crime and Violence Against the Person in the previous 12 month period (April 2011 - March 2012)</p>						
<p>* Detections include both Sanction Detections and Local Resolution</p>						

Inspector Lindsey Winter
 Area Inspector for Warminster Westbury Tisbury and Mere
 31st May 2012

Crime and Community Safety Briefing Paper Tisbury

31st May 2012



1. Neighbourhood Policing

Team Sgt:

Ps Debra Ashley

Town Centre Team:

Beat Manager – PC Martyn Day
PCSO – Gary Chambers

2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

□ Visit the new and improved website at: www.wiltshire.police.uk

3. Police Authority Representative: Joy Hillier

Please contact via Wiltshire Police Authority Tel. 01380 734022 or
<http://www.wiltshire-pa.gov.uk/feedback.asp>

4. Performance and Other Local Issues

Please note: The regular performance data previously provided has changed in appearance slightly.

The main crime type categories remain but there is no overall crime figure reported. ASB is included but it should be remembered that this includes many issues, youth ASB, drunkenness, neighbourly disputes etc etc.

The good news is that in the majority of the areas measured below there are significant reductions in offences reported compared to this time last year.

35 less victims of crime and 43 less victims subject to an offence of burglary (incl both houses and outbuildings) is a great achievement. The ongoing preventative work within the community with Neighbourhood watch, farm watch, the rural crime team and good communication is essential in this success.

There are still challenges in relation to offences of damage being caused within the towns and villages and some reports of anti social behaviour, but the neighbourhood policing team continue to work with those affected within the community and identifying those responsible.

The summer months are now with us and the warmer weather and lighter evenings encourages people to spend more time outdoors. It is important to realise that not everyone enjoys themselves in the same way, and whilst there should be some tolerance of others and their differences, loud music, parties bbqs do not suit everyone.

Consideration to those living within our surrounds and nearby needs to be a priority.

CRIME & DETECTIONS May 2011 – April 2012 (compared to previous year)

EB Tisbury	Crime				Detections	
	May 2010 - April 2011	May 2011 - April 2012	Volume Change	% Change	May 2010 - April 2011	May 2011 - April 2012
Victim Based Crime	223	188	-35	-16%	7%	5%
Domestic Burglary	16	5	-11	-69%	0%	0%
Non Domestic Burglary	76	44	-32	-42%	1%	0%
Vehicle Crime	30	24	-6	-20%	3%	8%
Criminal Damage & Arson	27	35	8	30%	11%	3%
Violence Against The Person	15	12	-3	-20%	33%	25%
ASB Incidents	99	104	5	5%		
Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for All Crime and better than peers for Violent Crime in the previous 12 month period (Mar 2011 - Feb 2012)						
* Detections include both Sanction Detections and Local Resolution						

Inspector Lindsey Winter
 Area Inspector for Warminster Westbury Tisbury and Mere
 31st May 2012

NOT PROTECTIVELY MARKED/UNCLASSIFIED

**Crime and Community Safety Briefing Paper
(Wilton)
South West Community Area Board
13th June 2012**



1. Neighbourhood Policing

Team Sgt: PS Dean Garvin

Wilton Town Beat: PC Rachel Jennings PCSO Ben Brewster

Wilton Rural Beat: PC Pete Jung PCSO Jenny Moss

2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

□ Visit the new and improved website at: www.wiltshire.police.uk

NOT PROTECTIVELY MARKED/UNCLASSIFIED

Performance and Other Local Issues

Local increases in acquisitive crime – Non Dwelling Burglary & Car Crime have slowed and we are now back to familiar levels of offending. The conspiracy investigation into a prominent Salisbury crime family involved in car crime across the region is ongoing. Unfortunately we will bear the legacy for some months in the figures below from that spike of offending. Whilst on the subject of crime figures, you will notice that Home Office classifications have changed and the first column now represents 'Victim Based Crime' rather than all 'Recorded Crime'. I will explain this at the meeting, but it simply means that number now represents those crimes reported to Police by a victim and excludes self generated crime such as drugs enforcement activity. These matters are now recorded elsewhere. As we move forward into the summer months your local team will be assisting with policing a number of large events in the wider South Wiltshire area: Diamond Jubilee, Olympic Torch Events; Summer Solstice & European Cup to name but a few. This presents a particular challenge and means that some of the discretionary assistance Wiltshire Police provided to local event organisers will not be possible. Those seeking to organise events will find the Wiltshire Council Toolkit useful: <http://www.wiltshire.gov.uk/communityandliving/2012celebrations.htm>

CRIME & DETECTIONS (May 2011 – April 2012) compared to previous year

EW Wilton	Crime				Detections	
	May 2010 - April 2011	May 2011 - April 2012	Volume Change	% Change	May 2010 - April 2011	May 2011 - April 2012
Victim Based Crime	324	370	46	14%	12%	12%
Domestic Burglary	12	5	-7	-58%	17%	20%
Non Domestic Burglary	62	58	-4	-6%	2%	7%
Vehicle Crime	38	47	9	24%	5%	2%
Criminal Damage & Arson	71	77	6	8%	4%	8%
Violence Against The Person	47	44	-3	-6%	40%	48%
ASB Incidents	218	272	54	25%		
Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for Victim Based Crime and Violence Against the Person in the previous 12 month period (April 2011 - March 2012)						
* Detections include both Sanction Detections and Local Resolution						

**Andrew Noble
Inspector**

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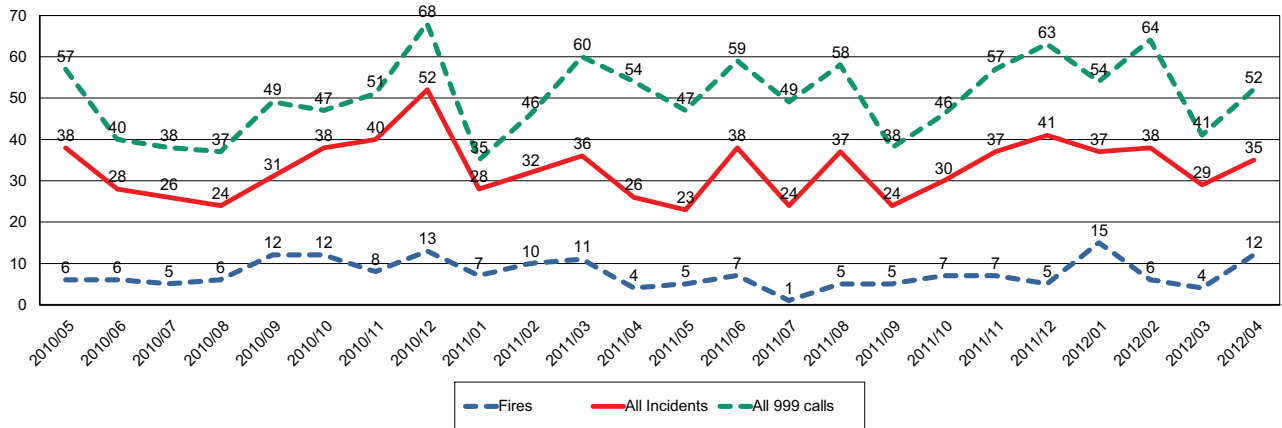
Salisbury & Southern Wiltshire Community Areas



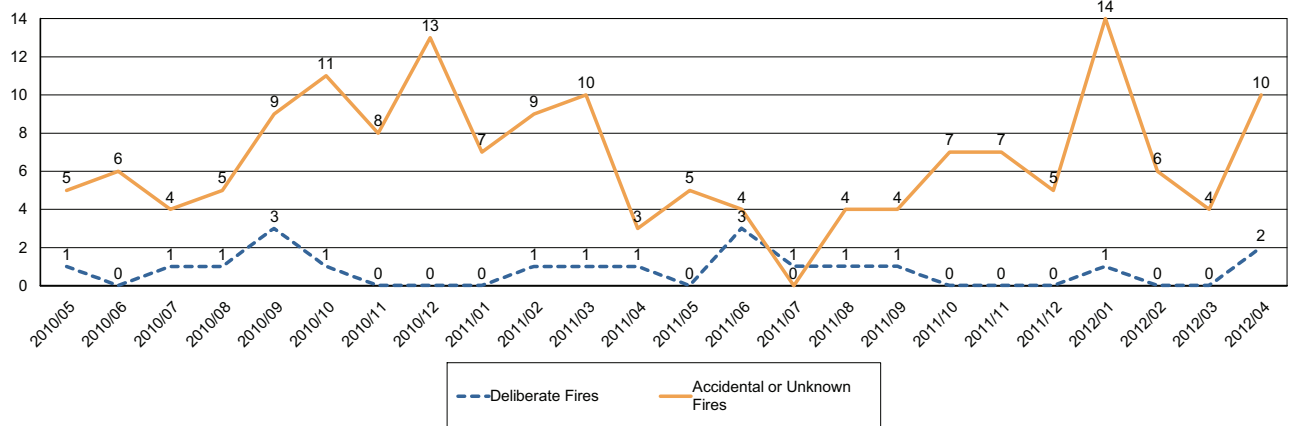
Report for South West Wiltshire Area Board

The following is an update of Fire and Rescue Service activity up to and including April. It has been prepared using the latest information and is subject to change.

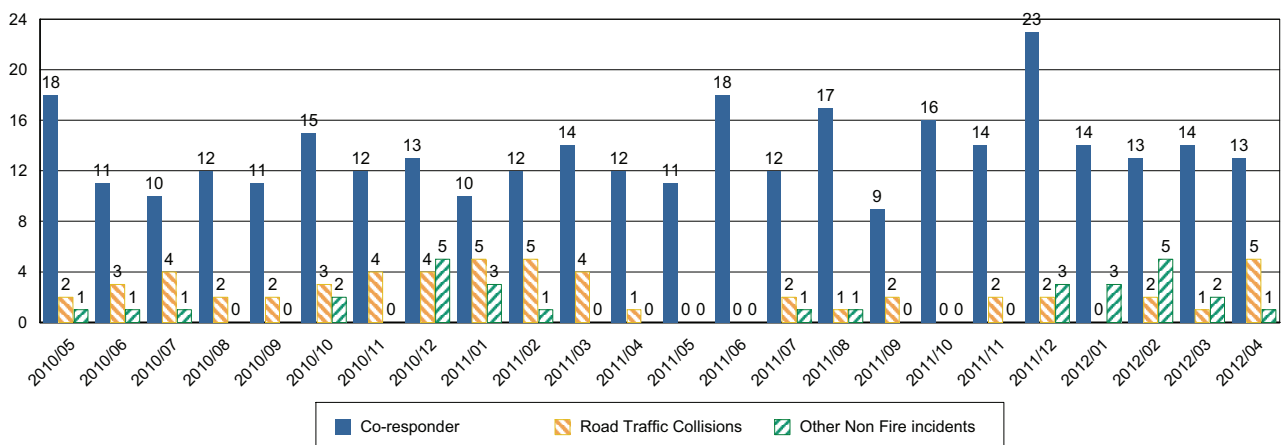
Incidents and Calls



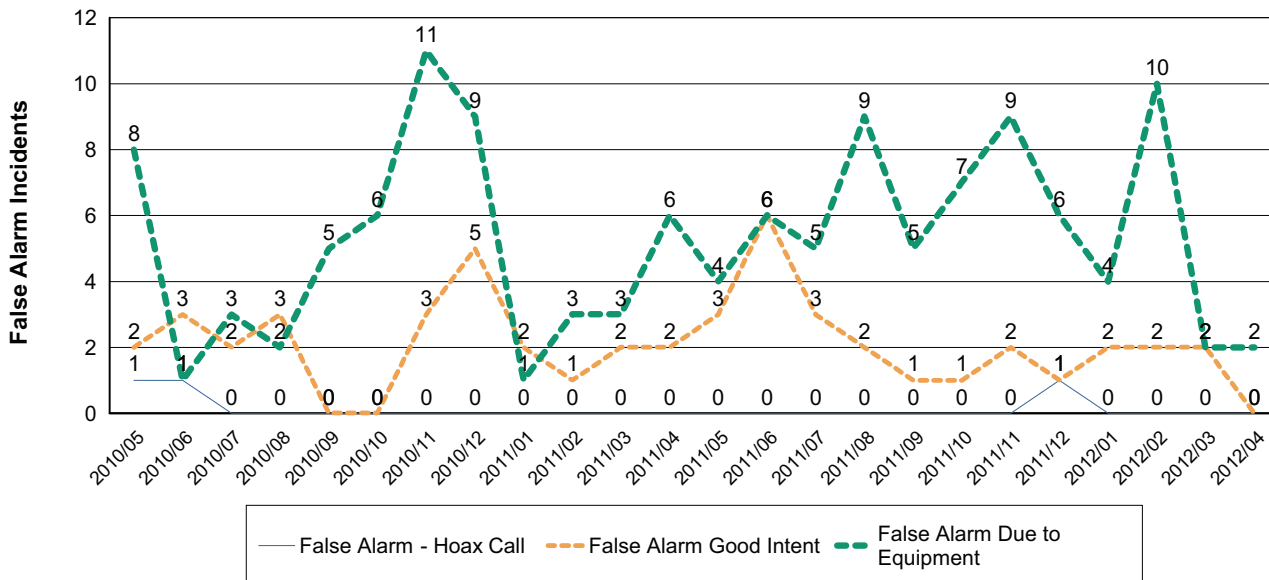
Fires by Cause



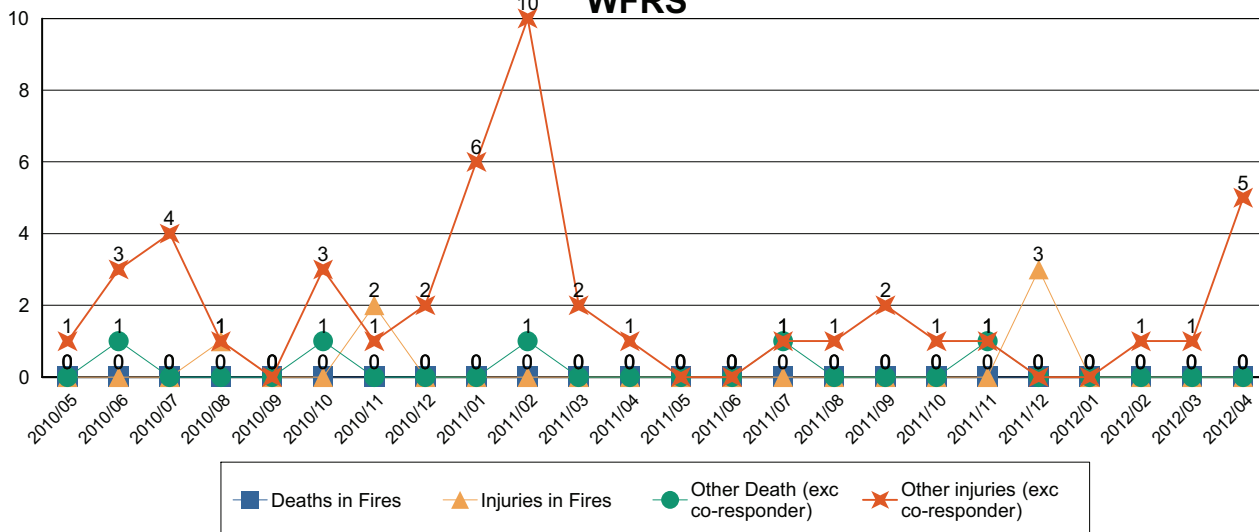
Non-Fire incidents attended by WFRS



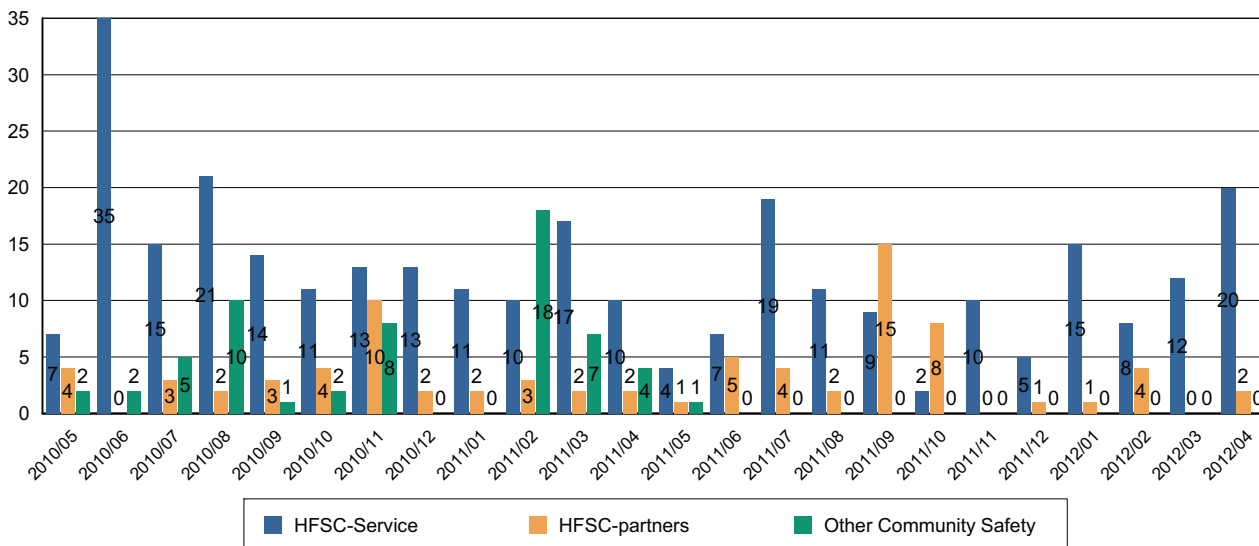
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

May update

New tests provided for women in Wiltshire as part of the NHS Cervical Screening Programme

Women in Wiltshire will benefit from a new test for High Risk Human Papilloma Virus (HR HPV) from April 2012 onwards, as part of the NHS Cervical Screening Programme.

HPV is a common infection and most women get it at some point in their life. In most cases it clears up by itself without the need for treatment, but in some women the virus persists, placing them at greater risk of developing cervical cancer. Clinical studies have identified that almost 100% of cervical cancers show evidence of HR HPV infection, and detecting HPV at an early stage can reduce the risk.

The HPV test will be carried out as part of the routine smear test, and no additional sample is required. Women will be given the results of the screening and HPV tests in the normal way, and will be advised if any treatment is necessary. All women in the eligible age group – between the ages of 25 and 64 – come under the screening programme and are invited for routine screening by their GP.

About 2,900 women are diagnosed with cervical cancer in the UK each year. It is the most common cancer in women under 35 years old and over half of all cases are diagnosed in women under 50. Every year in Wiltshire six women die of the condition. Cervical cancer is unique in that we already know exactly what we have to do to prevent almost every case; effective vaccination and screening programmes could virtually eliminate cervical cancer, so the inclusion of HPV testing in the screening programme makes it even more effective.

Wiltshire welcomes the Government's consultation on plain packaging of tobacco products

Wiltshire's Director of Public Health and Public Protection has welcomed the announcement of the Government's consultation on tobacco packaging. Maggie Rae, NHS Wiltshire and Wiltshire Council's Director of Public Health and Public Protection said:

'Our partners, Smokefree South West, have launched a world first campaign to raise awareness of the dangers of tobacco packaging to children and young people. The shocking facts are that smokers start as children and continue as adults. Two thirds of smokers start before they are 18 and the vast majority while still teenagers. The tobacco industry knows this only too well, and uses trendy,

appealing packaging to help entice young people – who go on to replace the 100,000 people lost every year to smoking related diseases.

‘We have had support from parents and grandparents, from old and young, men and women, smokers and non-smokers. People want to see their children lead a full life free from addiction and from the illnesses and premature death caused by smoking.

The aim of packaging tobacco products in standardised packaging is to reduce the number of children who smoke by:

- Making tobacco packaging look less attractive
- Increasing the effectiveness of health warnings
- Preventing the use of misleading and deceptive colours to create false beliefs of different strength and quality
- Removing the positive association with cigarette brands and image

‘Smoking is an epidemic that affects children and moving tobacco products into standardised, plain packaging is designed to protect them and to help reduce the numbers who begin smoking. The proposals for plain packaging are not about current smoker’s behaviour.’

To date over 25,000 people have given their backing to the Smokefree Southwest campaign at www.plainpacksprotect.co.uk.

Darrell Gale, Consultant in Public Health at NHS Wiltshire and chair of Wiltshire’s Tobacco Control Alliance said:

“Branding of cigarettes encourages childhood experimentation - which leads to addiction. Smoking is still cool to many children and young people - aided by brightly coloured packs; cool brands; packs designed to look like MP3 players or Zippo lighters. Plain packaging removes the tobacco industry’s ONLY remaining legal means of promotion to the young. They know their potential UK market will shrink dramatically if cigarettes are packages in standardised packaging.”

Wiltshire CCG appoints Chairman

Wiltshire Clinical Commissioning Group, the new doctor-led commissioning organisation that will be responsible for buying local health services in Wiltshire, has elected Dr Stephen Rowlands as its Chair with immediate effect.

Dr Rowlands has been the Medical Director of Wiltshire Primary Care Trust since April 2011 and, alongside his work with the emerging Clinical Commissioning Group (CCG), has been a Senior Partner GP with the Bradford Road surgery in Trowbridge since 1985. His role as Chair to the CCG will be an interim post until March 2013.

The Health and Social Care Act requires that every CCG has a governing body which must oversee its governance and decision-making, ensuring that it exercises its functions effectively, efficiently and economically. The CCG will work within a framework with other health and social care providers such as the three NHS acute hospitals and Wiltshire Council and arrangements for engaging and involving members of the public, patients, carers and voluntary organisations to ensure they are ready to take up the responsibility for commissioning. They will enter a process for authorisation as a statutory commissioning organisation later this year.

Dr Rowlands said:

“The agenda for the next eleven months is extremely demanding and I am very keen to support the transition from PCT to clinical commissioning as smoothly as possible. I’m honoured to have been chosen as Chair of the Wiltshire CCG, which brings together all GPs in the county to help steer the provision and development of local health services for Wiltshire people. This is an exciting opportunity to build on the good work of NHS Wiltshire”.

“As highlighted in national media, the NHS faces significant challenges in the next few years, especially in terms of its finances. Having local GPs working in partnership with hospital colleagues, other healthcare professionals, NHS managers and patients will ensure that we continue to have local NHS services that really support and meet the needs of people in Wiltshire”.

Ed Macalister-Smith, Chief Executive of the existing Primary Care Trust said:

“I am delighted that Steve has accepted the role, and the people of Wiltshire should feel confident in Steve’s experience, his focus on patient safety and clinical excellence, and his ability to lead such complex changes”.

South West Wiltshire Area Board – 13 June 2012

Item 10

Help to Live at Home - update

The council are continuing to work with the NHS, selected providers and residents of Wiltshire to implement the 'Help to live at Home' service. This service will, upon full implementation improve the experiences of people and their carers who require support, whilst ensuring that the changes are sustainable in the future.

The main priority at this stage is managing the movement of customers from existing providers to the new Help to Live at Home providers: Enara Complete Care, Ridgeway Care (now re-named Aster Living), Somerset Care at Home and Leonard Cheshire Disability. This is being managed on an individual basis to ensure that customer requirements are taken into account. It is important that these changes are undertaken with as little disruption as possible to the customer concerned.

Testing out the New Model:

The Help to Live at Home service is a new way of working for the Council and is unique in the country we believe. What is different is that providers will only be paid if they deliver the service that customers, the Council and NHS want. This will be introduced later in the year however, before introducing this new way of working we want to test it out which we plan to do so in February in West Wiltshire working with Somerset Care. Whilst we are testing out this new payment system we are also going to test out the new response service as well as the new equipment service so we can be sure that it all works as we intended.

Practical Help and Support at Home:

In November a new contract for community equipment and practical help in the home was awarded to Medequip Assistive Technology Limited, a national organisation with offices in Calne. In addition to bathing aids, grab rails and ramps, Medequip will also be providing telecare equipment, continence products and pressure care. In the future Medequip will also be opening new retail outlets and will be employing specialist advisors, able to help people to find the right equipment for them. Medequip are also planning to operate a mobile equipment "bus" able to go all over the county so that people in rural areas will be able to see what equipment is available to help them.

Response service

A key part of the Help to Live at Home approach is to offer telecare to customers with a call centre and personal response service able to visit people at home if necessary.. This service will be available county-wide and will operate 24 hours a day and 365 days a year. There will be an opportunity for people to purchase the service privately if they are not eligible for a service from the Council. The response service will be provided by Wiltshire Medical Services (WMS) in partnership with the NHS, which is based in Chippenham. When the customer presses their alarm or a telecare sensor in their home indicates that there may be a problem, an alarm is received by the call monitoring centre at WMS who assess the most appropriate response to resolve the situation.

Issues and Concerns:

In making these changes the Council wants to hear from people who are receiving these services about their experiences. We believe that the changes that are being implemented will provide excellent services to the whole population of Wiltshire but recognise that it will take time for services to settle down. Should you have any concerns about services you or someone you know is receiving please contact: 01225 712553 anytime between 9am and 4pm Monday to Friday.

Paths Improvement Grants Scheme (PIGS)

Do you have an idea to improve access to the countryside or to create new links between settlements in your area?

The Paths Improvement Grants Scheme aims to help local people to make innovative improvements to countryside access in their area. In 2012 around £60,000 will be made available for community led projects.

If you have an idea for a scheme please contact Wiltshire Council's Rights of Way and Countryside Team Michael.Crook@wiltshire.gov.uk or Tel: 01225 713349.

Further details of the scheme are available on the Countryside Access Forum website - www.wiltshirelaf.org.uk

The closing date for applications is Friday 13 July 2012.

Agenda Item 10

Subject:	New Standards Framework
Officer Contact Details:	Ian Gibbons – Solicitor to the Council and Monitoring Officer 01225 713052 or email ian.gibbons@wiltshire.gov.uk
Weblink:	http://cms.wiltshire.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13530&path=0

Summary of announcement:

Wiltshire Council has agreed to consult parish, town and city councils on a draft code of conduct and process for dealing with complaints under the new standards regime.

The link to the consultation is detailed above and invites comments on a draft code and complaints process, and provides information on other developments relating to the new framework.

Comments are invited from parish, town and city councils on the draft documents to reach us **by Friday 15 June 2012** so that they can be taken into account when this Council meets to approve the final version of the documents on 26 June 2012.

We are holding briefing sessions for clerks, parish, town and city councillors on the new standards regime in Trowbridge, Devizes, Chippenham and Salisbury on the following dates:

7 June 2012	6.00 pm for 6.30 to 8.00 pm	Devizes Corn Exchange, Ceres Hall, Market Place, Devizes SN10 1HS
12 June 2012	6.00 pm for 6.30 to 8.00 pm	Trowbridge Civic Centre, The Lansdown Hall, St Stephens Place, Trowbridge BA14 8AH
13 June 2012	6.00 pm for 6.30 to 8.00 pm	Wiltshire Council, Monkton Park Offices, Council Chamber, Monkton Hill, Chippenham SN15 1ER
14 June 2012	6.00 pm for 6.30 to 8.00 pm	Salisbury City Hall, Alamein Suite, Malthouse Lane, Salisbury SP2 7TU

If you would like to attend one of these sessions please contact Joanna Smith on 01225 718025 or e-mail joanna.smith@wiltshire.gov.uk.

**Tisbury & Parishes
Community Area Partnership**

**ANNUAL
REPORT & ACCOUNTS**

**For the year ended
31 March 2012**

ANNUAL REPORT

PREFACE

The following report provides a detailed review of the Tisbury & Parishes Community Area Partnership carried out over the period 1 April 2011 to 31 March 2012, and a forecast review for the forthcoming year 2012.

A. OBJECTIVES, GOVERNANCE AND MANAGEMENT

1. Purpose.

TAPCAP's purpose is to act as a voice for the community speaking to all the bodies that have an impact on life in the Tisbury and associated Parishes (See list below) in our area. It has been set up with the support of Wiltshire Council to advise and lobby the South West Wiltshire Community Area Board (SWWAB) and other statutory, voluntary and private sector organisations in order to help shape the community's future.

Ansty,	Fonthill Gifford
Berwick St John,	Fovant
Berwick St Leonard,	Hindon
Chicklade,	Semley and Sedgemoor
Chilmark,	Sutton Mandeville
Donhead St Andrew	Swallowcliffe
Donhead St Mary	Tisbury
East Knoyle	Tollard Royal
Fonthill Bishop	West Tisbury
<i>Dinton*</i>	<i>Teffont*</i>

** Requested to be a member of TAPCAP (also a member of WILCAP)*

To achieve its purpose, we aim to work together to secure the social, economic and environmental well-being of the Tisbury and Parishes Communities, for both present and future generations, by creating an integrated, fair and sustainable community in a living, working and beautiful countryside.

2. Governance

TAPCAP operates in accordance with its own Terms of Reference (The Constitution). It is an unincorporated independent voluntary 'not-for-profit' organisation.

It is not a registered charity and it is not a Statutory government entity - although Wiltshire Council provides some essential core funding assistance to help the TAPCAP Executive Committee run TAPCAP.

3. Management

TAPCAP has the following management structure:

- The Partnership Association (its membership)
- An Executive Committee (as listed at Appendix 2)
- Theme and Project Working Groups (where necessary)

Membership is comprised of the following participants:

- The TAPCAP officers (The Executive Committee) (Chairman & Vice-Chairman and Chairs/Nominees of Theme & Project Groups).
- One representative from each parish as nominated by the Parish Council – not necessarily a Parish Councillor.
- Any individual living or working in the community area
- A representative nominated by any group based in the TAPCAP area and having a community-wide area of interest

Current membership of the Executive Committee is as follows:

- | | | |
|--------------------------|--------------|---------------------|
| • Nigel Knowles | Fovant PC | (Chairman) |
| • Patrick Duffy | Tisbury PC | (Vice-Chairman) |
| • John Berkeley-Matthews | TCSP | (Financial Officer) |
| • Felicity Corp | Links Scheme | (SCOB) |
| • Charles Smith | Dinton PC | (CATG Highways) |

Voting Arrangements:

Where a vote is necessary on any matter, TAPCAP will always seek first to obtain consensus agreement but where a consensus is not possible, a simple majority vote will be taken. The voting arrangement used by TAPCAP conforms to the COMMUNITY AREA PARTNERSHIP AGREEMENT (CAPA) 2009/2010 agreed between the Wiltshire Council and the Wiltshire Forum of Community Area Partnerships (See Appendix 1 attached).

4. Risk Management Plan

Having no fixed assets or premises, TAPCAP does not at this time require a risk management plan because all meetings and other partnership sponsored or attended activities are carried out at third party owned premises for which appropriate risk management plans are the responsibility of such third parties. In the event that TAPCAP should acquire access to or ownership of operating assets and/or premises, a risk management plan will be produced.

5. Current Status

TAPCAP was inaugurated on 21 January 2009, and although the Unitary Authority Elections and setting-up of Area Boards did not take place until the 3rd Quarter of the year, the subsequent Wiltshire Council re-organisational changes meant that the Partnership only met the new Community Area Manager on 9th September. The Partnership has been working to support its Theme & Project Groups and to advance awareness within the community.

Following an initial core funding allocation in December 2010, no further funding has been requested by the TAPCAP EC. The current financial status of TAPCAP is detailed at Part 2 of this Annual Report.

B. FINANCE

TAPCAP holds and operates a bank account in its own name using the free banking services available through the Post Office and Co-operative Bank community banking schemes. The Tisbury and Parishes Community Area Partnership has adopted the financial regulatory arrangements as used by Parish Councils and the responsible Financial Officer (Mr John Berkeley-Matthews) is elected by the Executive Committee. A financial statement of accounts as at 31 March 2012 is attached at Appendix 1 to this Report.

C. YEAR 2011-2012 ACTIVITIES

Liaison with South West Wiltshire Area Board. The SWWAB regularly holds meetings around the South West Wiltshire Community areas and TAPCAP is invited to attend as a participant alongside Town and Parish Council representatives, Service Providers and other interested groups and individuals. During the past year TAPCAP representatives have attended/propose to attend, the following meetings:

13 April 2011 (Tisbury)	29 February 2012 (Tisbury)	17 October 2012 (Tisbury)
22 June 2011(South Newton)	22 March 2012 (Tisbury)	15 December 2012 (Mere)
24 August 2011 (East Knoyle)	11 April 2012 (Charlton)	
5 October 2011 (Tisbury)	13 June 2012 (Bishopstone)	
7 December 2011 (Wilton)	15 August 2012 (Mere)	

Tisbury Community Campus. In 2011 Wiltshire Council has made its decision to approve introduction of a proposed Tisbury Community Campus in line with the Wiltshire Council's policy for service provision to be co-located at the Nadder School site, including the youth activities, Leisure Centre, swimming pool, Sure-start pre-school etc. The Campus will be managed through the establishment of a Campus Operations Board (COB).

During the past year, TAPCAP has been assisting the SWWAB SCOB with their work relating to the introduction and setting up of the proposed Tisbury Community Campus. Three TAPCAP EC members regularly take part and have attended SCOB Meetings concerning this topic.

In June 2011, TAPCAP assisted COB with preparations for a Stage 1 community campus questionnaire, provided details of local organisations for consultation and agreed to fund aspects of the costs associated with promotion, delivering and analyzing the questionnaire responses.

The EC reports that the 1st Stage of the Consultation had indicated public interest in looking at the WC Tisbury Campus Proposal in more depth. SWWAB/ SCOB proceeded with a further 2nd Stage consultation carried out in October 2011 in order to obtain more detailed inputs from the Community as to what they would like to see incorporated into the Campus offering. TAPCAP had indicated its continuing support to this activity by funding certain costs associated with promotion, delivering and analyzing the 2nd Stage questionnaire responses. In addition to assisting the COB with the implementation of a Community Consultation Questionnaires (Stage 1 and Stage 2), and also assisted by helping to staff the 'Pop-in Shop located in the Tisbury High Street in advance of the Stage 2 activity. TAPCAP members continue to attend the SCOB Working Group meetings as and when required.

Community Planning Event. On 5th March 2012, TAPCAP co-hosted a presentation at the Wiltshire Council's Community Planning Event together with WILCAP, ably assisted by the Wiltshire Forum of Local Area Partnerships (Laura Pictor – Chairman); the Presentation gave a brief summary of the role of CAPs, the CAP/Area Board relationship, community involvement – volunteers, promotion of the CAPs, coordinators and Joint-area working possibilities between WILCAP, TAPCAP and the Mere communities.

The purpose of the event was to join discussions with other community partners about issues which may affect the Community over the next 10 years and to provide inputs to the decision-makers for their consideration. The event was well attended and the feed-back considerable. See also 'Community Plan Reviews' below.

Highways Charles Smith is Chairman of the Theme Group and continues to be the TAPCAP point of contact as a member of the SWWAB Community Area Transport Group (CATG) offering TAPCAP support on area-wide issues. Recently the CATG has undertaken a significant level of activity relating to road safety issues affecting the whole community as well as some individual he had received reports that traditional 'conservation area' style Finger Posts were not being refurbished or replaced where necessary and that inappropriate alternatives had been offered as replacements. Following liaison with the Community Area Manager, Stephen Harris, have been assured that there were no budget problems but the list of works was taking longer to do because there was only limited resource available. Any parishes requiring Finger Post works should let Charles have their details and he will try to help things along.

Community Speed-watch / SIDS. A TAPCAP EC member attends the CATG which actively processes this project at its regular meetings. Also TCSP supports the co-ordination required for introducing the SIDs & Speed-watch projects. SWWAB obtained funding allocation approvals for the SIDs programme which required circa £2,000 plus start-up.

TCSP originally approached Parish Councils in the TAPCAP area to ascertain their interest; the project was popular with many Parish Councils offering funding of varying amounts to match the SWWAB grant application. Parishes have identified the location and number of sites to be approved for their parish to assist the SWWAB commitment to specific funding. TCSP & the Community Police co-ordinator previously identified some possible locations however the closure of the Camera Partnership has stalled completion of surveys and approvals for possible sites.

The SWWAB had purchased its own Speed Indicator Device which will be made available to all parishes throughout the area upon application. The SIDs include a 'data-logger' which must be down-loaded for analysis, however although the Highways Dept had agreed to undertake the installation and removal of the SID between various approved sites, they had not agreed to download the data. It was advised that some members of the Transport Group had volunteered to have training in order to capture the data but that funding would be required for the activity. It had been suggested that TAPCAP funding should be used for this purpose, however expenses arising out of activity relating to the operation of SIDs in the TAPCAP Area could only be legally provided from the Operating budgets of Service Providers.

Currently operation of SIDs and the movement of and down-loading of the SIDs between locations will need to be carried out by trained Wiltshire Highways personnel (e.g. Parish Stewards) rather than parish volunteers until problems associated with public liability insurance for volunteers has been resolved.

Tisbury Community Safety Partnership. John-Berkeley-Mathews continues as the Chairman of the Tisbury Community Safety & Neighbourhood Watch Partnership (TCSP). The TCSP applied for approval for Core Funding of the Tisbury Community Safety Partnership up to the end of Year 2012 in the sum of £1,200.00. The TAPCAP EC agreed payment against receipt of an invoice in that amount from the Secretary TCSP.

D. TAPCAP FUTURE ACTIVITIES

Community Plan Reviews

The principle activity of TAPCAP as stated in the Constitution is to keep the Nadder Valley Community Action Plan under constant review. The Plan covered the years 2003 – 2009 but the Plan has to be updated to make sure completed actions are removed, uncompleted actions are updated and new actions added. To do this, the Community as a whole has to be consulted as to the changes required following on from newly introduced village plans and design statements as well as taking account of the Wiltshire Council Core Strategy Consultations which have taken place for the South West Wiltshire area, and circulated to members in advance of the meeting.

However, since the original concept outlined above, which required many CAPs to set up entirely new sub groups to deal with all themes of the community plan which proved difficult to do due to lack of volunteer numbers and expertise, it is now considered by WfCAP to be better to link with already operating groups which work within the themes, i.e. the eco park group at Wilton would fall into housing and also environment themes, whereas the local libraries would come into education and also culture.

It is now considered best practise for CAPs Executive committees to build links with established groups rather than start from scratch.

Building links will then help to:

- Impart information out to the wider audience
- Collect specialist or more focused views/needs/evidence for a community plan
- Initiate projects to meet community plan

WfCAP no longer is insisting that the community plan is the one major role of a CAP as it is now recognised that it was always going to be a huge undertaking with limited resource. However the importance of the plan is still recognised as there is a need to have evidence of what an area needs and wants. Therefore whilst previously CAPs were urged to plan before they begin working on projects (to ensure the projects were really relevant to the community), it is now realised that actually carrying out or helping to initiate or boost some local projects is a really good way of getting publicity, building a reputation and consequently getting more volunteers and support for the group.

This new model for working was illustrated during the South West Wiltshire Community Planning Event held earlier this year.

Wiltshire Forum of CAPs – Autumn Event

The official WfCAP Autumn Event is anticipated to be issued later this year. The venue is normally held at Devizes Town Hall in October/November annually and the agenda usually covers an informative/interactive series of facilitated sessions on fundamental CAP issues. CAPs are normally asked to send at least 2 delegates in order that they could cover all sessions between them.

TAPCAP Next Annual General Meeting

The TAPCAP Annual general meeting is tentatively ear-marked for 7pm, Wednesday, 20th March 2013 in the Victoria Hall, Tisbury High Street. Arrangements for publicising the event, issuance of calling notices, agenda item papers (ToR, Finance Report, Nomination Forms for Chair/Vice-Chair posts etc) and arrangements for guest speakers and reception/refreshments will be published nearer the time.

Nigel Knowles
Chairman

**Tisbury & Parishes
Community Area Partnership**

APPENDIX 1

Financial Statement

Tisbury & Parishes Community Area Partnership (TAPCAP)
 Second Year - "YEAR C" - 01 Apr 2011 to 31 Mar 2012
 Summary Receipts and Payments Account

Opened: 23-May-12

Previous Year	Receipt	Details	Current year	
£			£	
	SWWAB		0.00	
	Grants:		0.00	
	Interest		5.78	
	Blank		0.00	
	Blank		0.00	
	Blank		0.00	
	Donations		0.00	
	VAT Refunds		0.00	
	Blank		0.00	
<u>0.00</u>	Total Receipts		<u>5.78</u>	check balance 5.78
£	Payments		£	
	TCSP		1,200.00	E
	Community Engagement		886.64	F
	Meetings Employer costs, Village Warden and Parish Clerk		0.00	G
	Campus		636.42	H
	Blank		0.00	I
	Blank		0.00	J
	Blank		0.00	K
	Blank		0.00	L
	Office Expenses		0.00	M
	Clerk		0.00	N
	Subscriptions & Insurance		0.00	O
	Sundry		0.00	P
	Professional fees		0.00	Q
	Blank		0.00	R
	VAT payments		0.00	T
<u>0.00</u>	Total Payments		<u>2,723.06</u>	check balance 2723.06
Balance brought forward on 01 April 11		at	6,894.91	
add total receipts			5.78	
less total payments			2,723.06	
Balance carried forward from 31st March 2011			4,177.63	
Current Account - Lloyds Bank Statement at 03 Feb 2012			5064.27	
Unpresented payment cheques			886.64	
Undeposited receipts			0.00	
			4177.63	
Difference between Books and Bank			0.00	
Outstanding payments to be carried forward				
Outstanding receipts to be carried forward				
	C4 Cathedral Communications		253.64	
	C5 Valley News		633.00	
	Check. Unpresented's		886.64	

Note: There will be approx £0.40 interest at 31st March 2012. No Bank Statement to hand.

INFORMAL ADULT EDUCATION IN WILTSHIRE

What is Informal Adult Education?

1. Informal adult education (also known as informal adult and/or community learning) refers to courses which are offered as leisure activities and not those which are focused on developing basic skills or qualifications relating to employment.

Why should we be concerned about Informal Adult Education?

2. Informal Adult Education contributes to economic and social well-being in communities. It can help with a variety of objectives including:
 - adult social care
 - health and well-being
 - crime reduction and community safety
 - democratic engagement
 - economic development.

What does Wiltshire Council do?

3. Currently, Wiltshire Council offers informal adult education through public libraries, its Family Learning Team and at Urchfont Manor College (which is due to close in September 2012).

Who else is involved?

4. Other providers who offer informal adult education include Wiltshire College, the Workers' Educational Association and Learning Curve, in addition to which there is a huge range of activities organised by groups and individuals taking place in communities across the county.

Does the council have to provide it?

5. Informal Adult Education is a non-statutory service for a local authority meaning that the council is able to decide the extent of its involvement in the planning and provision of the service.
6. Local Authorities may take a range of roles in relation to informal adult education, including direct delivery, strategic commissioning, shaping the new all age careers service, coordinating with the Work Programme and as key players in Local Enterprise Partnerships.

What does the Government do?

7. The government, through the Department for Business, Industry and Skills (BIS), provides financial support for informal adult education (which it mostly refers to as "community learning"). The government's support for community learning in Wiltshire is much lower than that provided to other comparable local authorities. Government funding to Wiltshire Council currently supports the provision of Family Learning which is focused upon improving the basic skill level of parents to enable them to support their children's learning.

8. BIS is reviewing its strategy to support community learning and is intending to use the public funding subsidy to support access, and progression in its widest sense, especially for people who are disadvantaged.
9. In the 2012/13 BIS will pilot different locally-based 'community learning trust' models to channel funding and lead the planning of local provision in cities, towns and rural settings. If this proves to be effective the model will be rolled out across England to begin full operation from summer 2013. The new trusts are intended to take account of the views of local government, local communities and local business leaders to ensure the purpose and objectives for the budget are implemented in ways that meet local need.

Why are we being asked about Informal Adult Learning now?

10. At its meeting in January, the council's cabinet decided to close Urchfont Manor by the end of September 2012 while recognising that future Adult Education Service provision, including local flexible delivery in line with the BIS proposals, will be determined by cabinet after consultation with service users, area boards, local communities and partners;
11. Wiltshire Council is taking this opportunity to undertake a review of its provision and support of informal adult education across the county.
12. This report seeks the views of the Area Boards on the council's future policy towards informal adult education.
13. The council is establishing a community campus in each community area. These premises could be used to offer accommodation for a variety of activities, including informal adult education.

Options for Consideration

14. Option 1 – Wiltshire Council to take no action in relation to informal adult education

The council does not have to get involved with Informal Adult Education. There are a number of adult education providers which are able to offer activities as and when they wish. Some receive government funding to support their provision while others rely upon payments by participants or support from other sources. The council has no current budget of its own to support informal adult education.

For:

Activities organised by Wiltshire College and other providers will continue
No financial risk to the council

Against:

Unable to seek government funding
Council and communities have little influence over what is offered
No continuation of activities run at Urchfont Manor College

15. Option 2 – Wiltshire Council to be a direct provider of informal adult education.

The council could continue to offer adult education direct to the public on a similar basis as the courses offered at Urchfont Manor College. The council would decide what would be offered, make all the arrangements and promote the courses. Unless a subsidy was available, the full cost would be charged to participants. Activities could be held on a residential basis, utilising suitable residential accommodation in the county, or on a non-residential basis.

For:

The council could use information from communities to decide what to offer
Some courses from Urchfont Manor College could continue in different venues
The council could ensure the quality of activities being provided.

Against:

Financial risk for the council
Depends upon the ability of participants to pay
The council will need to develop a system to organise courses, take bookings, etc.
May be seen as being in competition with other providers

16. Option 3 – Wiltshire Council to facilitate the provision of informal adult education at a local level.

Rather than be the organiser and provider of activities, the council could work through its network of area boards and community area networks to identify the demand for specific informal adult education provision in each community area. The demands will include provision for leisure learning and that needed to reach disadvantaged members of the community. The council could establish partnerships with adult education providers to share this information and meet this demand. Providers would be able to offer activities with reduced risk and in venues to suit the participants.

This approach would require the active involvement of members of the community area networks if it is to be delivered in a affordable way.

For:

Uses expertise and experience of other providers
Little financial risk to the council
Reduced financial risk to providers
Builds upon network of community areas
Providers and council able to bid for BIS funding

Against:

Level of activity may vary from one area to another
Will have to establish system to identify demand
Different providers use different systems

17. Option 4 – Wiltshire Council to coordinate and promote informal adult learning opportunities offered across the county.

Currently, every provider publishes their own prospectus and promotes their activities independently. With the support of education providers, it may be possible to collate this information to provide a single compendium of informal adult education in Wiltshire, both residential and non-residential. Such a publication (available on-line) could not only serve to improve access to informal adult education but may also encourage more education providers who would be able to promote their activities in a cost-effective way.

For:

Single source of information for participants
Joint promotion may increase take-up
Providers able to reach more people
Low cost to providers

Against:

Initial development costs
Difficulty in linking to providers' systems
Willingness of providers to contribute

What do you think?

18. The area board is invited to comment upon the options presented above.
19. The area board is invited to indicate which of the options it would wish to recommend to cabinet.

Next Steps

20. A questionnaire survey is available for completion by service users and members of the public.
21. The cabinet will receive a report in September 2012 on the outcome of the survey, together with the responses from area boards which will inform its decision on the council's strategy for informal adult education.

STEPHANIE DENOVAN
SERVICE DIRECTOR FOR SCHOOLS AND LEARNING

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Unpublished documents relied upon in the production of this report: None

Feedback on Area Board Meetings

Purpose of the Report

To provide an update from a recent consultation held with members of the South West Wiltshire Community Area Network, including all Parish Councils, where comments were invited on how Area Board meetings run.

Introduction

At the Area Board meeting on 29 February 2012, the Area Board requested that anybody who wished to do so provide feedback on Area Board meetings. An email was subsequently sent out to the South West Wiltshire Community Area Network, with a deadline for responses set at the end of March 2012.

Responses were received from members of the public in a total of seven parishes and these have been summarised below, grouping responses together where appropriate. The feedback has been arranged under three headings:

- What works well?
- What could be improved?
- Suggested actions for the future

It is important to note that the responses detailed below are the opinions of those who took part in the consultation. As a result of this feedback, the Area Board has listed action points at the end of the report.

Summary of feedback

What works well?

- The Area Board is much better than what was there before.
- On the whole SWWAB is working well. Problems, views and a good assortment of matters are raised and discussed in an open and frank manner. In my 25 years on Parish Councils there has not been this forum available before. The meetings are well attended (that suggests people believe it works), money is awarded to local projects and I enjoy the informal way the chair allows differing opinions on the subjects.
- The meetings have vastly improved over the last 6 months or so. The agenda is kept to time (more or less). The Area Board Meetings are such a useful thing to attend to keep the Parishes well informed as well as the public.

- The Area Boards in 2010/11 were surprisingly well-attended by the general public, normally due to a controversial subject being on the Agenda or a local grant application up for consideration.
- Sometimes it goes on longer than planned but that is part of our democratic system, it is not perfect, but it is working.

What could be improved?

- The agenda gets very easily bogged down at the start with comments and queries and alterations on agenda items.
- The only issue we have raised in the past is the time spent on grant applications after a long meeting.
- The Agenda indicated the time a particular item would come up but, as the evening progressed with items presented by various 'partners', the timings drifted and one evening the item we were waiting for was 90 minutes behind schedule. This occurrence was occasionally on evenings where people had travelled a long way and weather conditions not entirely favourable. I appreciate that, if you arrange it the other way round, i.e. popular matters first, the hall will probably clear halfway through - so a happy medium is called for.
- The quality of submissions for funds is declining seriously. This was demonstrated clearly at the most recent Board meeting. It is an old truism that if you want money, you have got to work for it. Surely the Board should reject ill prepared cases out of hand? If they are actually valid, then the applicant will eventually demonstrate it. In these stringent times, such discipline is important to demonstrate proper safeguards for our money, which should not be spent unless there is good reason for doing so. Equally important, it maintains gravity for the Board so it is not regarded as a pushover, and encourages those who are prepared to make a good case for a good cause.
- I do understand that timekeeping is a delicate area involving personal style as well as the weight of business. Nevertheless, too many Area Board meetings seem to overrun, and to be punctuated by the exodus of the audience.
- The Area Board has built up a large number of contacts since it started to the extent that too many people are getting too much information. Much of this information is of, at best, peripheral value to those who receive it: too often the dross obscures important things.

Suggested actions for the future:

- Topics should be raised in advance if not on the agenda.
- Can I suggest that the Board re-iterates its Code, and steels itself to shut up those doing business the wrong way? In the long run, this does a better service for local democracy than "always letting everybody have their say."
- If someone thinks the previous minutes are wrong, then they should say when they receive the minutes not at the meeting.
- Could the issue system be better used?

- Can I suggest that an email is sent to all Clerks telling them when the Area Board Minutes have been published (and highlighting if action is needed) so that they can scan them for anything relevant to their parish? This should apply to any “central” website issuance which is not sent to individual Clerks.
- As done with the Youth Project Funding workshops, grant applications could be held at 6.30 – 7.00 pm and give everyone the option to attend at 6.30pm or at 7.00 pm onwards.
- It would be helpful to ensure the screen is positioned in the centre behind the members rather than to the side.
- It would be interesting to know how many public attend in relation to parish councils and clerks.
- At Area Board level, things need hustling along a bit, and sticking firmly to the point. Business would also be hastened by summarising decisions at the end of each agenda item.
- The answer is surely a layer approach to your contacts, with the legal democratic framework at its heart i.e. the Town & Parish Councils, and a rigorous classification of information by its source and nature.

Action points for the Area Board

As a result of this consultation, the South West Wiltshire Area Board is committed to the following:

- It is the desire of the Area Board that issues are raised in advance rather than at the meeting, so that appropriate time and/or preparation can ensure a helpful debate. It will be at the Chairman’s discretion as to whether to allow an issue to be raised on the evening.
- The Area Board is under obligation to check the minutes of the previous meeting in public, to ensure everybody has an opportunity to raise a query or suggest an amendment from the floor. However, all are encouraged to raise such concerns before the meeting itself.
- Advice on when to use the issues system and how it operates was sent to all members of Community Area Network on 15 May 2012 to remind them of issues system and how to use it. There has been a notable increase in the number of issues referred since this time.
- Notification to all is provided once a draft copy of the minutes from an Area Board meeting is available. The Community Area Manager will contact Parish Councils specifically in future if any actions requiring their input are agreed during a meeting.
- The order of standing items at Area Board meetings will continue to be reviewed. However, we want to encourage members of the community to engage in the work of the Area Board, and there is a concern that hearing Community Area Grant applications before the meeting itself would counter this aim.
- The position of the screen is carefully considered at each venue.

- Figures on the number of residents (i.e. not members of Parish Councils or organisations) who have attended Area Board meetings in the last year will be provided at the next Area Board meeting, on 15 August 2012. A record of attendance is provided in the minutes for each meeting; details are taken from the signing in sheet available to all who attend. A total attendance figure is provided and all Parish Council clerks/Councillors are listed by name if they have signed in.
- A consultation has started with those Parish Councils and Parish Meetings who have not had representation at an Area Board meeting in the last year, to explore whether there are any particular barriers to them attending.
- It is already practice for any decisions to be summarised at the end of each agenda item, and this will continue to happen.
- The Community Area Manager will work closely with future Community Area Grant applicants to ensure their projects are more clearly explained in papers submitted for Area Board meetings.
- The list of names on the Community Area Network will continue to be reviewed on an ongoing basis. Information distributed by the Community Area Manager will be targeted as much as possible, without removing the opportunity for members of the public to receive updates directly.

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Community Planning Event – Next Steps

Purpose of the Report

To provide an update on the 2012/13 priorities identified by the South West Wiltshire Area Board, as a result of the Community Planning Event held on 5 March 2012.

Introduction

On 5 March 2012 South West Wiltshire Area Board, TAPCAP (Tisbury & Parishes Community Area Partnership) and WilCAP (Wilton Community Area Partnership) hosted a Community Planning Event at Dinton Village Hall. The aims of this event were to share information collated in the Joint Strategic Assessments for Mere, Tisbury and Wilton Community Areas and gather feedback on what the priority actions for the Area Board should be in 2012/13. Various stakeholders took part in this event, including local residents, Parish Councils, statutory services and voluntary groups.

The Community Planning Event looked at issues relating to eight topic areas:

- Housing
- Community Safety
- Children and Young People
- Health and Well-being
- Economy, Jobs and Skills
- Transport
- Arts, Culture and Leisure
- Environment

The feedback collected at the event was circulated at the Area Board meeting on 11 April 2012 at Charlton Remembrance Hall. If you would like a copy of this feedback please contact Stephen Harris, Community Area Manager (contact details given at the end of this report).

Community Planning Events were held for each of the 18 Area Boards within Wiltshire, and the information collected from these events is currently being compiled centrally in order to identify common themes and issues.

Priorities Identified

Having some identified priorities for the Area Board has real benefits, especially as the Community Plans for Mere, Tisbury and Wilton are no longer in date. It will enable us to focus on issues that residents and stakeholders have identified as a

priority. It will also mean that we can direct our efforts and resources to build better relationships with key stakeholders and push for successful outcomes.

The South West Wiltshire Area Board recognises that it is better to set achievable goals, and has, therefore, decided to focus on the following areas for 2012/13:

- Economy, Jobs and Skills.
Priorities identified at the Community Planning Event include; supporting existing small/medium sized businesses and encouraging new businesses to start, measures to tackle youth unemployment, cost of heating oil, faster broadband speeds.
- Health and the Environment.
Priorities identified at the Community Planning Event include; tackling water supply/demand issues in the area, sustainable living, health issues relating to an aging population.
- Housing.
Priorities identified at the Community Planning Event include; affordable housing for local people, tackling fuel poverty.

Although these areas will be prioritised, other actions raised that the Area Board considers to be achievable will also be tracked.

Next Steps

After agreeing priorities for 2012/13, the Area Board will now undertake a period of consultation and research to agree future actions. A specific update on progress will be reported at future Area Board meetings, and an action log sheet will be kept on the South West Wiltshire Area Board webpage (<http://www.wiltshire.gov.uk/council/areaboards/southwestwiltshireareaboard.htm>)

In addition to the priority areas identified during the Community Planning Event, it was noted in the Joint Strategic Assessment for Wilton that it has the highest rate of admission to hospital for asthma out of all 20 community areas in Wiltshire. 181 admissions per 100,000 people were recorded in Wilton Community Area in 2010/11, which is higher than the Wiltshire rate of 93 per 100,000. Wilton currently has a population of 8,780, which equates to 16 people admitted to hospital in 2010/2011.

Due to these findings, WilCAP are currently undertaking a project to explore these issues further and report back on possible actions for the future.

The Area Board also wants to explore potential projects that it can look to champion in 2012/13, in connection with the agreed priorities. In addition, there is an ongoing opportunity for local groups to apply for funding through the Community Area Grants scheme (more information is available by following this link; <http://www.wiltshire.gov.uk/council/areaboards/areaboardscommunitygrantsscheme.htm>). The Area Board is inclined to look favourably on projects that help to provide solutions to some of the issues raised.

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**South West Wiltshire Area Board
Community Areas Transport Group (CATG)**

**14.00 Tuesday 22 May 2012
Dinton Village Hall**

Minutes

1. Apologies and Introductions

In attendance:

- i. Cllr Tony Deane (Chair) (AD)
- ii. Cllr Jose Green (JG)
- iii. Cllr Bridget Wayman (BW)

- iv. Tom Gardner, Senior Engineer (TG)
- v. Tony Phillips, Fovant Parish Councillor (AP)
- vi. Clive Upton, Dinton Resident (CU)
- vii. Tony Peel, Tollard Royal Parish Councillor (TP)
- viii. Chris Clark, Local Roads Manager (CC)
- ix. Spencer Drinkwater, Principal Transport Planner (SD)
- x. Tracy Myers, Highways Technician (TM)
- xi. Charles Smith, Dinton Parish Councillor (CS)
- xii. Mike Leonard, Chilmark Parish Councillor (ML)
- xiii. Richard Jefferies, Mere Resident (RJ)
- xiv. Sara Willan, Teffont Parish Councillor (SW)
- xv. Rachel Ashton-Brown, Wilton Resident (RAB)
- xvi. Steve Harris, Community Area Manager (SH)

Apologies received from: Bev Ford, Tisbury Community Safety Partnership (BF), Elizabeth Pelham, Chilmark Parish Councillor (EP)

2. Budget update

TG advised that annual allocation for SWW is £17,079. Spent £16,899 last year, budget for 12/13 is now £17,227. No commitments out of the budget for this year at this stage.

TG was asked what contributions from parishes had been agreed for 2011/12:

Wilton TC £2,500

Fovant PC £200

Netherhampton PC £1,000

BW asked whether extra funding had now been allocated to individual CATGs. SD advised that extra funding has been put into substantive CATG budget (centrally held), no extra funding for CATGs.

CU asked for clarification on the Dinton Scheme as it had not been mentioned; TG advised this funding was from The Highways Safety budget.

3. Terms of reference

AD advised terms of reference now available and this could be useful for parishes to refer to.

4. Minutes from meeting on 20 March 2012, including update on agreed actions

JG said that the Broad Chalke dropped kerbs were not mentioned; TM advised that these have been completed out of last year's budget (2011/12).

Parking at The Poplars – AD advised that Graham Hogg has now left the Council. The process is not yet clear for how housing finance funding will be awarded; tenants' panel likely to be involved at some stage and Cllr Green is on this panel. AD advised that at the present time no contract appears to be set up for environment improvements. **ACTION – issue to be raised again with new Director / Derek Streek / Chairman of tenants panel (Diane Knight) by AD/SH.**

Extended parking bay in Wilton - Rob Hannis has advised not possible to include as part of improvement works at old MOD site. TG advised he had viewed the road and there were two options. Filling in the area between lay-bys would gain 2-3 spaces and cost approximately £15,000. Alternatively, constructing a new lay-by would create 5-6 spaces and cost approximately £12,000. TG would recommend option 2. TG advised that S106 agreements had already determined, and it was considered by Rob Hannis to be too late to amend. AD said that due to the expense, this should go back to Rob Hannis. **ACTION – SH/AD to follow up.** SD advised it has been decided by Cllr Tonge that capital funding should not be used for private parking.

Walnut pub junction - TG advised he had viewed the site. There is poor visibility as you exit the roundabout from the side road. Clearing vegetation would improve this. The give way lines for the mini-roundabout are set back into the minor road and bringing them forward would improve visibility. TG estimated it would cost approximately £800 to make changes. AD advised Parish Steward could clear vegetation.

Low Armco barrier next to lake on the road between Dinton and Tisbury - CC advised that the cost of putting this in is likely to be approximately £8,000. This would be a driven post arrangement. Location is rural, steel safety barrier could be an eyesore. CC said there is limited signing and his opinion would be to improve signing on the bends. SW advised there are endless accidents on that bend, it is constantly being repaired. Fencing is inferior; it is a popular spot and has a significant view. 3 posts have been put in. CC gave the opinion that it would not be a good use of funds to put in barrier. **ACTION – AD to speak to landowner to get their opinion on increased signage.**

Dropped kerb in Spracklands, Dinton - TM advised that they have agreed the location of the dropped kerb. Now waiting to be approved for finance, will cost £800. CS advised that the Parish Council have agreed £50 contribution. JG questioned whether the Housing Department could cover the cost as they do have funding for making changes for disability. TM advised that this particular dropped kerb was agreed for the benefit of the community as well as individual concerned.

Other updates were provided in written form to the group and are copied below:

Action	By whom?	Update for meeting on 22 May 2012
Issues system and Clarence - SH to liaise with SD in order to provide guidance on where people should refer. SH to run draft past CC, AD and JG before sending out	SH, SD	Done
Tollard Royal - SH to chase up with Mark Stansby	SH	Mark Stansby now in contact with Tony Peel
Fovant Crossroads - AP to raise again at CATG once funding can be requested. TG, AP and JG to liaise in order to arrange meeting	AP, TG, JG	AP to request issue to be discussed at CATG once consultation has taken place
SD to contact Joanna Heal re. double yellow lines at Tisbury station for a progress update	SD	Due to be carried out on Friday 8 th June
Large vehicles in Tisbury, raised through issue system, SH to raise with Mark Stansby	SH	Sign due to be in place by end of April but delay from contractors; still outstanding
Sutton Row – SH to liaise with Mark Stansby about possibility of horse sign being explored	SH	Metro count has been order for further assessment
SH to check the order of SID sites to ensure that same village is not repeated straight away	SH	Confirmed
SH to re-send email to all parish clerks (include AP in email list) asking for information on 2 nd SID sites, stating that this is a repeat request. BF to send email to SH first listing those who have already responded	SH, BF	Done
Strimming on banks in Fovant - CC advised that no instruction has been given for their budget to be spent and it was not the Parish Steward – CC to make enquiries	CC	The majority of the grassland protected verges are cut and the arisings removed by blowing up the clippings. This is to control coarser growth and avoid a build of fertility. This assists the more desirable species such as orchids by reducing competition. Fovant verge was strimmed in March. The Cowslips will come up to flower in April and May. Rabbits keep the bank grazed very short, which is actually desirable as long as there are not too many of them. The strimming is just to

		control any longer, coarser growth.
Speed limit in Fovant - AD advised that he would raise the matter with Cllr Dick Tonge.	AD	AD to raise with Cllr Tonge.

5. Updates:

- Squalls Lane, Tisbury - Speeding Issues

TG has ordered metro count; awaiting data back.

- Kerbs in the narrows on B3089, Teffont

TM advised that David Button is going to organise the repainting of white lines, sweeping back the mud first. CC advised the group that the white lining team is heavily committed to Olympic torch routes at this time.

- TCSP Speed Indicator Device

CS advised SID should be functional in next few weeks; believes that Swallowcliffe is next on list. The team are aware of how to link with the contractors. RJ asked whether private liability insurance had been resolved. AD advised he has had assurance by email that volunteers are able to carry out the work, under the same conditions as those on speed watch. For the purposes of doing this work they are employees. AD advised he will provide email address of Steve Milton for RJ to confirm. RJ stated that the original test in Ansty for 5 weeks showed 92% were over 30mph and asked what will happen from this? CS said that the police have taken data to inform when they should check. AD advised that data can also be used to inform whether greater measures need to be taken. RJ asked if central SIDs were recording data. CC advised that SIDs are there as a deterrent, data capture side not prime purpose. Also a resource issue, extra officer time. AD asked if it would be possible to trial this in the area if volunteers can be organised. CC said that this should be possible. **ACTION – TCSP to liaise with AD/CC in order for this to be organised outside of the meeting.**

6. Review of scheme requests in the Mere, Tisbury and Wilton Community Areas:

- Dinton Refuge Island B3089

TG said that two design options had been discussed with PC. TG attending PC meeting on 29.5.12 to discuss options and see what preferred option is.

- Netherhampton B3094

TG advised the provisional start date is 31.5.12.

- Wilton Double Yellow Lines

TG advised the TRO is due to go out on 28.6.12.

- Hindon Lane, Tisbury

TG advised the TRO for all waiting restrictions had all been advertised, period finished on 14 May. No objections were made to the raised table or speed limit change so these will go ahead. There were numerous objections to parking on Hindon Lane and yellow lines on Park Street. The cabinet member for highways will consider the objections and decide whether the scheme should proceed. AD advised the group to check through TROs carefully when they come out.

- Dropped kerbs update

TM advised that there are no new ones planned. At Coronation Drive four have been put in and are completed. Not been advised if more required. AD advised he had asked Derek Streek to pay for the cost of kerbs.

- Tollard Royal B3081 Roadside Kerbing

TG advised implementation will be the week commencing 7th July.

- Tisbury Row footbridge

TG advised there is no update. It has been programmed, will be taking place. AD stated that the footbridge can be done without need for road closure. Work on existing bridge will take 3 months but now delayed from 27th July.

7. New issues:

- Chilmark overgrowing hedges

ML explained issue and passed around photographs; landlords have cut back the hedges but there are still leaves on both sides of the road. Children have to walk up the hill to school and in wet weather can become dangerous. CC advised that the road was in a similar condition to many others in the area. TM advised that the road was swept a couple of years ago but within a week the leaves were back again. AD requested that this was done as a one-off. BW requested that School Lane in Hindon be done at the same time, as there was a similar issue with potential danger to those on the school run. **ACTION – CC to speak to colleagues and organise for roads to be swept in next 2-3 weeks.**

- Netherhampton disused lay-by and bus stop

TG explained that issue has been raised by PC as resident is requesting the lay-by be filled in due to nuisance caused by cars parking / doing u-turns close to a bend. Scheme would cost approximately £10,000. The group agreed that this was too expensive. AD suggested WC could facilitate the work if the resident(s) agreed to pay. **ACTION – TG and JG to liaise with PC about this proposal.**

- Erosion of grass bank in Teffont Magna

Same as kerbs in narrows in Teffont, was discussed earlier in the meeting.

- AONB consultation on rural roads

BW explained about the consultation and advised that the group all try to read and send in responses before next CATG. **ACTION - SH to send document out with the minutes and add to agenda for next meeting. All comments to be sent to BW.**

- Semley – clearing of gullies on A350, flooding on railway bridge on A350, flooding near the Bennett Arms

For the railway bridge, CC advised that a scheme has been drawn up by Network Rail and Danny Everett is in contact with them. **ACTION – CC to find out Network Rail contact and give details to BW so this can be chased up.**

For the Bennett Arms, TM advised that David Button is looking into this. **ACTION – TM to liaise with David Button.**

- Road resurfacing – Calais Hill in Semley, Teffont, B3089 between Willoughby Hedge and A350

For Calais Hill, TM advised this is on the list for major maintenance. For Willoughby Hedge and Teffont, CC advised that a material was used a few years ago that is now coming to the end of its life causing roads to break up. **ACTION – CC to chase up with David Button.**

- Drainage and verge cutting on Long Lane, Kilmington

CC advised that the costs of doing major works to such a lane could not be justified, and previously the local farmer would be encouraged to take their own measures. **ACTION – SH to liaise with PC and Cllr George Jeans about reasons for lane needing to be cleared.**

8. AOB.

SD advised that there is a need to identify highway schemes to commit to. The group agreed in principle to allocate £800 for Walnut pub junction. **ACTION – AD/SH to request a £200 contribution from Mere PC.** The group also agreed to commit £800 for the Spracklands dropped kerbs, with £50 being contributed by Dinton PC.

NB. Any funding commitments must be authorised by South West Wiltshire Area Board.

JG raised the issue of finger-posts. AD reminded the group that in a new financial year all parishes are able to apply for finger-post funding according to the new criteria.

JG raised the issue of 30mph sign locations in Ansty. CC advised that Steve Pike is working on this.

RAB advised that there may be objections to some of the sites for yellow lines in Wilton.

RAB raised an issue about the existing pedestrian crossing in Wilton between Lloyds Bank & the Market Square (on Silver Street A30). In certain circumstances when traffic has backed up, the green light indicates to pedestrians it's safe to cross but traffic can still be moving over the crossing in the direction of Kingsbury Square; there is no signage actually at the crossing to alert motorists from that side.

ACTION – CC to raise this issue with Mouchel.

AP advised that there are more speed measurements to be done on A30 (Fovant).

AP said that 3 days of road closures were planned (micro-surfacing) in Fovant and there were concerns about access. CC advised that access will be possible but there will be delays whilst going on of approximately 45 mins.

C class road survey

TG advised this will begin later this year, not yet started.

9. Date of Next Meeting – 24 July 2012, Dinton Village Hall.

END OF MEETING

Summary of actions:

Issue	Action	By whom?
Parking at The Poplars, Fovant	Issue to be raised again with new Director / Derek Streek / Chairman of tenants panel (Diane Knight)	AD / SH
Extended Parking Bay in Wilton	Case to be referred back to Rob Hannis to press for it to be included s106 works	AD / SH
Low Armco barrier next to lake on the road between Dinton and Tisbury	Landowner's opinion to be sought on increased signage	AD
Recording data on WC centrally-run Speed Indicator Device	To be organised outside of the meeting	TCSP / AD / CC
Chilmark overgrowing hedges and blocked gullies	Organise for road in Chilmark and School Lane in Hindon to be swept in next 2-3 weeks	CC
Netherhampton disused lay-by and bus stop	To liaise with PC about proposal for local residents to pay for works, with WC facilitating	TG / JG
AONB consultation on rural roads	Document to be sent out with minutes. Any comments to be sent to BW	SH / all
Flooding on railway bridge on A350	Network Rail contact details to be provided to BW	CC
Road surface issues near the	Liaise with David Button for update	CC / TM

Bennett Arms (Semley), in Teffont and on B3089 between Willoughby Hedge and A350		
Drainage and verge cutting on Long Lane, Kilmington	Liaise with Cllr George Jeans and Mere PC about reasons for clearing lane	SH
Walnut Pub Junction works	Request £200 contribution from Mere PC towards the scheme	AD / SH
Pedestrian crossing in Wilton between Lloyds Bank & the Market Square (on Silver Street A30)	Raise issue of pedestrians starting to cross whilst traffic still moving over crossing with Mouchel	CC

WILTSHIRE COUNCIL

SOUTH WEST WILTSHIRE AREA BOARD (13 June 2012)

Community Area Transport Group allocated funding report

1. Purpose of the Report

1.1. This report deals with the proposals from the South West Wiltshire Community Area Transport Group (CATG), after the recent meeting held on 22 May 2012 at Dinton Village Hall.

2. Background

2.1. The South West Wiltshire Area Board has £17,079 allocated for 2012/13 CATG projects. £16,899 was committed from the 2011/12 budget, leaving a current budget total of £17,227.

2.2. The CATG is the mechanism whereby Councillors, Parish Councils and Highways officers can discuss and prioritise how the money is spent. This process requires all stakeholders to be proactive in assessing local needs.

3. Main Considerations

3.1. The CATG met on 22 May 2012 (see attendance list at bottom of the report) and considered new schemes for funding out of the remaining budget (£17,227):

Scheme	Amount Allocated by CATG	Total cost of project (as estimated by Senior Highways Engineer)	Notes and Actions Required
Changes to signage and road markings at the Walnut Pub Junction in Mere	£800	£800	£200 contribution to be requested from Mere Parish Council; funds received would be returned to the CATG budget
Dropped kerbs in Spracklands, Dinton	£800	£800	£50 contribution has been agreed by Dinton Parish Council; funds received will be returned to CATG budget
Total	£1,600		

4. Implications

4.1. Financial Implications
As per recommendation.

4.2. Legal Implications

There are none.

4.3. Equality and Diversity Implications

There are none.

5. Recommendation

It is recommended that:

- 1. The South West Wiltshire Area Board approves the allocations and corresponding actions as set out in the table above.**
-

Report Author: Stephen Harris – Community Area Manager

Tel No: 01722 434211

E-Mail: stephen.harris@wiltshire.gov.uk

NB. Attendance list for 22 May 2012 – CATG:

- i. Cllr Tony Deane (Chair)
 - ii. Cllr Jose Green
 - iii. Cllr Bridget Wayman

 - iv. Tom Gardner, Senior Engineer
 - v. Tony Phillips, Fovant Parish Councillor
 - vi. Clive Upton, Dinton Resident
 - vii. Tony Peel, Tollard Royal Parish Councillor
 - viii. Chris Clark, Local Roads Manager
 - ix. Spencer Drinkwater, Principal Transport Planner
 - x. Tracy Myers, Highways Technician
 - xi. Charles Smith, Dinton Parish Councillor
 - xii. Mike Leonard, Chilmark Parish Councillor
 - xiii. Richard Jefferies, Mere Resident
 - xiv. Sara Willan, Teffont Resident
 - xv. Rachel Ashton-Brown, Wilton Resident
 - xvi. Steve Harris, Community Area Manager
-

SOUTH WEST WILTSHIRE AREA BOARD
WEDNESDAY 13 JUNE 2012

COMMUNITY ASSET TRANSFER

South Newton Recreation Field

Executive Summary

This report deals with an application for the transfer of the recreation field at Vale View, South Newton to be transferred to South Newton Parish Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The Area Board is asked to consider an application submitted by South Newton Parish Council for the transfer of the recreation field at Vale View, South Newton. The applicants' proposal is set out at Appendix 2.

Reasons For Proposal

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

Recommendation

To approve the transfer subject to the matters referred to in paragraph 9 of the report.

Stephen Harris

South West Wiltshire Community Area Manager

SOUTH WEST WILTSHIRE AREA BOARD
WEDNESDAY 13 JUNE 2012

COMMUNITY ASSET TRANSFER

South Newton Recreation Field

Purpose of Report

1. The Area Board is asked to consider an application submitted by South Newton Parish Council for the transfer of the recreation field at Vale View, South Newton (see plan attached at Appendix 1). The applicants' proposal is set out at Appendix 2.

Background

2. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.
3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.
4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.
5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

The application before the Area Board

6. The application from South Newton Parish Council is attached at Appendix 2 and relates to the transfer of the recreation field at Vale View, South Newton.
7. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the Area Board.

8. The Community Area Manager has consulted with Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. Cllr Beattie, the local member, has been apprised.

The views of Council officers

9. On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.
 - 9.1 Access is over private rights of way to the south west (vehicular) and over the field to the east (pedestrian).
 - 9.2 The land is subject to agreements for an electricity cable with Scottish & Southern Energy and water supply to the neighbouring property to the north.
 - 9.3 The land is to be transferred on the standard basis. This is that there will be a covenant restricting use of the land to community purposes. If the land should cease to be used for this purpose it will revert to Wiltshire Council.
 - 9.4 The land has no value other than as amenity land and South Newton Parish Council will take over maintenance. Therefore, financial implications are limited to the maintenance cost previously incurred by Wiltshire Council being transferred to South Newton Parish Council.

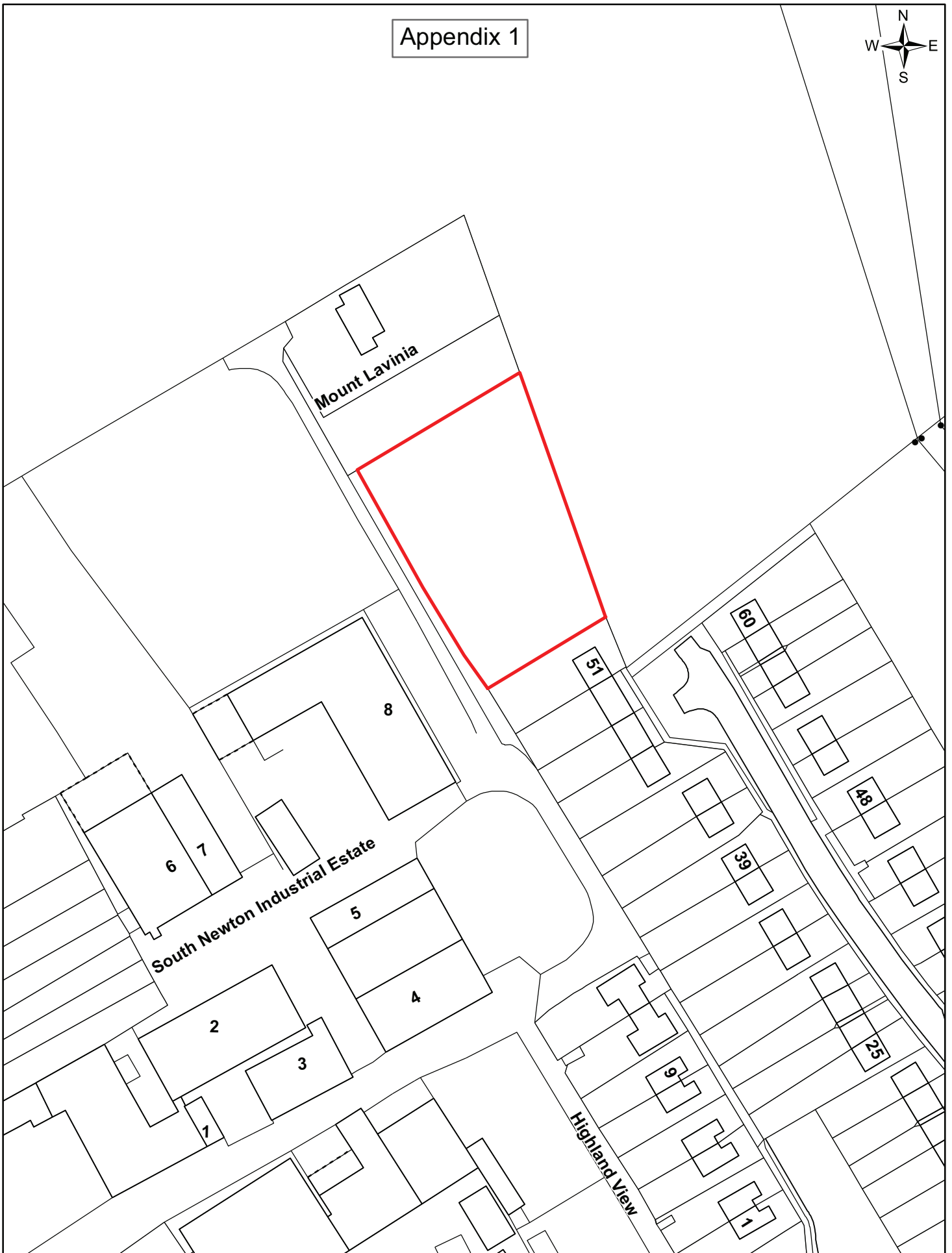
Recommendation

10. To approve the transfer.

Stephen Harris

South West Wiltshire Community Area Manager

Appendix 1



Title: South Newton Recreation Field

Crown copyright and database rights 2012
Ordnance Survey 100049050

Date: April 2012
Scale: 1/1250 @A4

Dr Carlton Brand BA MSc EngD
Corporate Director
Telephone 0300 456 0100



Form CAT01

Community asset transfer: application

Your details

Your Organisation	SOUTH NEWTON + STOFORD PARISH COUNCIL
Contact name	
Position held	
Address	
Postcode	
Telephone	
Email	

Your proposal

(please complete Checklist CAT02 before filling in the following)

Details of asset Please include exact location, address, postcode, size, boundaries, access points and a map if possible	SOUTH NEWTON RECREATION GROUND (NORTH END OF VALE VIEW ROAD SOUTH NEWTON) (SEE ATTACHED W COUNCIL MAP)
Summary of proposal Why do you want the asset and how will this benefit the local community?	THE GROUND IS ONLY GRASS CUT BY WILTSHIRE COUNCIL. THE AREA IS IN NEED OF DEVELOPMENT AS A COMMUNITY PLAY AREA, THE LOCAL COMMUNITY HAVE ASKED THE PARISH COUNCIL TO DO THIS
Community use Please explain how the asset will be used (Please refer to questions 5-8 in the checklist - CAT02)	FENCE AREA SUITABLY, REPAIR & RENEW GOALS. COMMUNITY PLAY & PICNIC AREA, POSSIBLY ADD EQUIPMENT FOR YOUNGER CHILDREN. FURTHER CONSULTATION WITH COMMUNITY ON EXACT FACILITIES.

<p>Suitability for purpose Please explain why this asset is suitable for the intended purpose (Please refer to questions 5-8 in the checklist - CAT02)</p>	<p>VERY CLOSE TO RESIDENTIAL AREA, ALREADY IN USE AS COMMUNITY PLAY FACILITY.</p>
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<p>Community support and consultation Please set out who you have consulted about your proposal and how you have addressed any concerns raised (Please refer to questions 9-14 in the checklist - CAT02)</p>	<p>RESIDENTS OF VALE VIEW ROAD APPROACHED US APPROXIMATELY 2 YEARS AGO ASKING PARISH COUNCIL TO TIDY UP AREA & PROVIDE MORE FACILITIES.</p>
---	---

<p>Legal issues Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset (Please refer to questions 15-18 in the checklist - CAT02)</p>	<p>AREA ALREADY IN USE AS COMMUNITY PLAY FACILITY. PARISH CLERK TO INVESTIGATE WHETHER INSURANCE NECESSARY. BINS ALREADY EMPTIED BY LOCAL VOLUNTEER, GRASS WILL BE CUT REGULARLY.</p>
--	---

<p>Financial matters How will you fund running costs and maintenance? Are you willing to pay for the asset? (Please refer to questions 19-23 in the checklist - CAT02)</p>	<p>IT WOULD BE HELPFUL IF WILTSHIRE COUNCIL WERE ABLE TO DEVOLVE THEIR PAYMENTS FOR GRASS-CUTTING TO SOUTH NEWTON PARISH COUNCIL. GRANTS WILL BE APPLIED FOR TO IMPROVE AREA. WE ARE NOT PREPARED TO PAY FOR THE ASSET AS IT WAS ORIGINALLY IN OWNERSHIP OF SNPC.</p>
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<p>Future management How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future? (Please refer to questions 24-27 in the checklist - CAT02)</p>	<p>VERY LITTLE MAINTENANCE IS CARRIED OUT BY WILTSHIRE COUNCIL. SNPC WOULD LOOK TO INCREASING LOCAL VOLUNTEERS TO MANAGE THE MAINTENANCE OF THE AREA, SOME ALREADY VOLUNTEERED WHEN REQUESTING IMPROVEMENTS.</p>
--	--

I confirm that the details included in this application are correct

Signed:

[Signature box]

Name (please print):

[Name box]

Date:

[Date box]

Form CAT02

Community asset transfer: checklist

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale</i>
	2. Will the asset be hired or used by third parties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should set out how your liabilities will be covered</i>

	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	6. Is it in the right location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe for the use proposed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? (Water, electricity, drainage, etc)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'no'- your application should explain if they are needed</i>

	Question	Yes	No	Note
Community Support and consultation	9. Have you consulted nearby residents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	14. Is there community support for the change of use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - consider carefully whether you wish to proceed with your application</i>

Legal

Question	Yes	No	Note
15. Are there any covenants or other legal constraints?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should explain implications
16. Does the proposed use require planning consent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should explain implications
17. Have you considered insurance cover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'no' your application must explain implications
18. Have you assessed health and safety liabilities?	<input checked="" type="checkbox"/>		Your application must explain how you will deal with risks and liabilities

Finance

Question	Yes	No	Note
19. Can you meet all conversion costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'no' your application should explain how funding will be provided
20. Can you meet all capital maintenance costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'no' your application should explain how funding will be provided
21. Can you meet all day-to-day running costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'no' your application should explain how funding will be provided
22. Will you use the asset to generate income?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should provide further details
23. Will any third party be assisting with the costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should provide further details
24. Do you have any contingency funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should set out how you will deal with contingencies
25. Are you prepared to pay for the asset ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should set out your offer

NOT SURE WHAT THIS MEANS
JEE NOTES

Management

Question	Yes	No	Note
26. Will you manage the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If 'no' your application should set out who will manage the asset.
27. Will a management committee be set up?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should set out how this will work
28. Will users of the asset be involved?	<input type="checkbox"/>	<input type="checkbox"/>	If 'yes' your application should set out how this will work
29. Will someone be employed to manage the asset?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If 'yes' your application should set out how this will work

Community Area Grant Criteria - Councillor Proposal

Background to the Proposal

Following discussions at previous Area Board meetings relating to the Community Area Grant criteria and contributions from Parish Councils, it is proposed that the South West Wiltshire Area Board includes the following as part of the Community Area Grant Criteria. This would take effect for all Community Area Grant applications, including Small Grants, from June 2012 onwards.

Proposal

Where projects are put forward by a community based group other than the Parish Council, it will be considered whether the benefits go to the whole community or only to those who choose to join the group.

- If the benefits are to the whole community the Parish Council should be expected to make a significant contribution.
- If the benefits are only to those who choose to join the applicant group then there is no requirement for a parish council contribution but the group will have to show that there is at least some wider community benefit.

This requirement is in addition to the standard Community Area Grant criteria, which can be found at

www.wiltshire.gov.uk/council/areaboards/areaboardscommunitygrantsscheme.htm

E-Mail: stephen.harris@wiltshire.gov.uk

Delegated Power to the Community Area Manager

1. Purpose of Report

- 1.1 The purpose of the report is to ask the area board to consider whether it wishes to delegate power to the Community Area Manager to take certain urgent decisions between meetings where necessary.

2. Background

- 2.1 There is currently no provision to make decisions regarding small payments for cost associated with event planning between meetings of an area board
- 2.2 The proposal to grant delegated power to the Community Area Manager, in consultation with the Chairman would enable urgent decisions to be made without the need for an extraordinary meeting. The details of the decision would then be reported to the next meeting of the board to ensure transparency.
- 2.3 The delegated power is only intended to be used for matters of urgency which cannot wait until the next meeting, or when costs arise associated with event planning for the area board and would not be used as a matter of routine. The majority of decisions will continue to be taken at a public meeting.

3. Recommendation

- 3.1 **It is proposed that the South West Wiltshire Area Board agrees:**

That in respect of urgent matters that may arise from time to time between meetings of an Area Board, the Community Area Manager, in consultation with the Chairman of the South West Wiltshire Area Board, be granted delegated authority to make decisions provided any expenditure does not exceed £500 in total for the financial year, from the South West Wiltshire Area Board budget for 2012/13.

A report explaining the decision and the reasons why it was considered to be urgent shall be reported to the next ordinary meeting of the area board to ensure that such decisions are subject to public examination. Any additional spending beyond £500 would need to come to the Board for approval.

Contact: Lisa Moore, Democratic Services Officer, Tel: 01722 434560 or email lisa.moore@wiltshire.gov.uk

Background Papers

None

Appendices

None

SOUTH WEST WILTSHIRE AREA BOARD (13 June 2012)

Your Local Issues

1. Purpose of the Report

1.1. To update the board on all issues currently **in progress**. The table below shows all issues currently in progress; a full report will be presented at the Area Board meeting on 13 June 2012, including a recent update for each issue.

2. Issues in progress

ID	Category	Location	Summary of Issue
1943	Highways	Tisbury	Large vehicles in Tisbury
1925	Highways	Zeals	Speeding in New Road, Zeals
1891	Highways	Wilton	Stoford vehicle activated sign in wrong place
1856	Highways	Sutton Mandeville	Speeding in Sutton Row
1312	Highways	Dinton	Speeding in Steep Hollow, Dinton
2152	Highways	Ugford	Village gateway request
2209	Highways	Wilton	Parking bays in The Avenue
2207	Highways	Chilmark	Overgrowing hedges
2200	Highways	Tisbury	Speeding past The Avenue
2249	Environment	Mere	Littering on B3092 and B3095
2258	Highways	Kilmington	Drainage and verge cutting on Long Lane
2287	Highways	West Tisbury	Problems caused by farm vehicles on roads
2301	Highways	Netherhampton	Disused lay-by and bus stop in Netherhampton
2316	Highways	Teffont	Erosion of grass bank in middle Teffont Magna
2322	Transport	Bowerchalke	Lack of bus shelter in Bowerchalke
2330	Highways	Broad Chalke	Speeding in Broadchalke – High Road to North Street
2333	Waste	Tisbury	Disposal of ash on Churchill Estate in Tisbury
2335	Highways	Barford St Martin	Speeding along B3089 West Street, Barford St Martin

2338	Environment	Dinton - Salisbury	Graffiti and litter from Dinton to Salisbury
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3. Updates for the above issues:

3.1. Full details on the issues are available online here:

<http://www.wiltshire.gov.uk/council/areaboards/southwestwiltshireareaboard.htm>

You then click on **issues tracking**. If you would like to be sent hard copies of the issues and updates please send an email to stephen.harris@wiltshire.gov.uk or phone 01722 434211.

4. Reporting an issue:

4.1. To report an issue go to

https://forms.wiltshire.gov.uk/area_board/areaboards.php

Report Author: Stephen Harris – Community Area Manager
Tel No: 01722 434211
E-Mail: stephen.harris@wiltshire.gov.uk

SOUTH WEST WILTSHIRE AREA BOARD

Item No. 20

Please note: this is a working document which is subject to change due to availability of relevant Officers/Partners and relevant time scales.

Date	Cabinet Member Attending	Location	Area Board Agenda Main Items
15 August 2012	Cllr Fleur de Rhe-Philipe	Grove Buildings, Mere	<ul style="list-style-type: none"> • Wiltshire Community Bank – Tackling Social Exclusion • Review of Local Bus Service • Wiltshire Online – Digital Literacy • Matters Arising <p>Standard items including Partner and Parish Council Updates, Local Issues and Community Area Grants.</p>
17 October 2012	Cllr Lionel Grundy	Nadder Hall, Tisbury	<ul style="list-style-type: none"> • Understanding Autism • Review of Wiltshire’s Housing Allocation Policy • Matters Arising <p>Standard items including Partner and Parish Council Updates, Local Issues and Community Area Grants.</p>
5 December 2012	Cllr Toby Sturgis	Wilton Community Centre	<ul style="list-style-type: none"> • Matters Arising <p>Standard items including Partner and Parish Council Updates, Local Issues and Community Area Grants.</p>

Community Area Manager: Stephen Harris (Stephen.harris@wiltshire.gov.uk)
 Democratic Services Officer: Lisa Moore (lisa.moore@wiltshire.gov.uk)
 Service Director: Graham Hogg (graham.hogg@wiltshire.gov.uk)

