

AGENDA

Meeting: WARMINSTER AREA BOARD
Place: Warminster Civic Centre, Sambourne Road, Warminster BA12 8LB
Date: Thursday 8 November 2012
Time: 7.00 pm

Including the Parishes of Bishopstrow, Boyton, Chapmanslade, Chitterne, Codford, Corsley, Heytesbury, Horningsham, Longbridge Deverill and Crockerton, Maiden Bradley with Yarnfield, Norton Bavant, Sherrington, Stockton, Sutton Veny, Upper Deverills, Upton Lovell, Upton Scudamore, and Warminster.

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 Stuart Figini (Democratic Services Officer) 01225 718376 or email: stuart.figini@wiltshire.gov.uk, direct line 01225 718376 or email stuart.figini@wiltshire.gov.uk or Jacqui Abbott (Warminster Community Area Manager), on 07771 844 530 or email jacqui.abbott@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

Andrew Davis (Chairman)	Warminster East
Fleur de Rhé-Philippe (Vice-Chairman)	Warminster Without
Keith Humphries	Warminster Broadway
Christopher Newbury	Warminster Copheap and Wyllye
Pip Ridout	Warminster West

Items to be considered

1. **Chairman's Welcome and Introductions**

The Chairman will welcome those present to the meeting.

2. **Apologies for Absence**

3. **Minutes** (*Pages 3 - 12*)

To approve and sign as a correct record the minutes of the meeting held on 6 September 2012 (*copy attached*).

4. **Declarations of Interest**

Councillors are requested to declare any non-pecuniary and pecuniary interest or dispensations granted by the Standards Committee.

5. **Young People's Participatory Budgeting Awards**

The Area Board has £4,045 for Young People's Projects and has decided to hold a participatory budgeting session to decide how these funds are allocated. Young people have been encouraged to develop ideas for projects that they would like to see funded. Groups of young people will be attending the meeting to make presentations about their projects. Everyone attending the meeting will be able to vote for their favourite project and voting handsets will be used to cast votes. The most popular projects will go through.

6. **A36 Manor Road Junction, Upton Lovell**

7. **Chairman's Announcements**

The Chairman will introduce the Announcements included in the agenda and invite any questions.

7.a Informal Adult Education Update *(Pages 13 - 14)*

The Council's Cabinet, at its meeting held on 10th September 2012, agreed a number of recommendations in relation to a consultation on adult education in Wiltshire which had been undertaken to determine the future role of Wiltshire Council in respect of the provision of informal adult education. A copy of the report can be found at this link –

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=6122&Ver=4>

Further information can be found in the attached document.

7.b Victim Support *(Pages 15 - 16)*

Victim Support offer free confidential support to people who have been the victims of crime. Further information about the support offered is detailed in the attached announcement.

7.c Community Infrastructure Levy *(Pages 17 - 18)*

Wiltshire Council is in the process of preparing a Community Infrastructure Levy (CIL) charging schedule. CIL is a new charge that local authorities in England can place on new development in their area. The money generated through the levy will contribute to the funding of infrastructure to support growth.

Further information can be found in the attached announcement.

7.d Youth Service Update

7.e Current Consultations

Have your say on how your council works by viewing the current consultations. The information in the document included in the agenda is available on the Wiltshire Council website under: Council and Democracy / Consultations.

8. Your Local Issues *(Pages 19 - 20)*

An update from the Community Area Manager and leaders of the groups working on existing issues.

If you would like to raise an issue please contact the Warminster Community Area Manager, Jacqui Abbott on 07771 844 530 or jacqui.abbott@wiltshire.gov.uk or report the issue on the Wiltshire

Council Website by using this [link](#).

The Chairman will invite those attending to raise any urgent items of public concerns and will also invite any questions from the floor.

9. **Cabinet Member**

Councillor Dick Tonge, Cabinet member for Highways & Transport, will present his portfolio.

You will of course be invited to ask questions at the meeting but it would be very helpful if you could inform Stuart Figini (tel: 01225 718376 or email: stuart.figini@wiltshire.gov.uk) of your question(s) prior to the meeting.

10. **Community Asset Transfer - Warminster Town Council (Pages 21 - 30)**

The Area Board will be asked to consider the transfer of a piece of land to the side of the Warminster Civic Centre from Wiltshire Council to Warminster Town Council.

11. **Youth Advisory Group Appointments (Pages 31 - 34)**

The Area Board will be asked to appoint a representative to attend future Youth Advisory Group meetings.

Further information about the Youth Advisory Group and their Terms of reference is attached.

12. **Updates from Partners (Pages 35 - 66)**

To receive written updates from any of the following partners:

- Wiltshire Police
- Wiltshire Fire and Rescue Service
- NHS Wiltshire
- Wiltshire Involvement Network
- Warminster and Villages Community Partnership – will also consider a request from Warminster and Villages Community Partnership to receive its second tranche of funding for 2012/13

- Town and Parish Councils Nominated Representatives
- Warminster Community Area Young People's Issues Group
- The Warminster and District Chamber of Commerce
- CAT-G Update

Written updates which have been received are included in this agenda.

13. **Area Board Funding - Community Area Grants** (*Pages 67 - 94*)

To consider any applications for funding from the Community Area Grants Scheme.

A decision was made in 2010/11 that paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce the volume of paper used. However the full applications are circulated to all members of the Area Board, published on the Wiltshire Council website and hard copies are available on request.

14. **Future Meeting Dates**

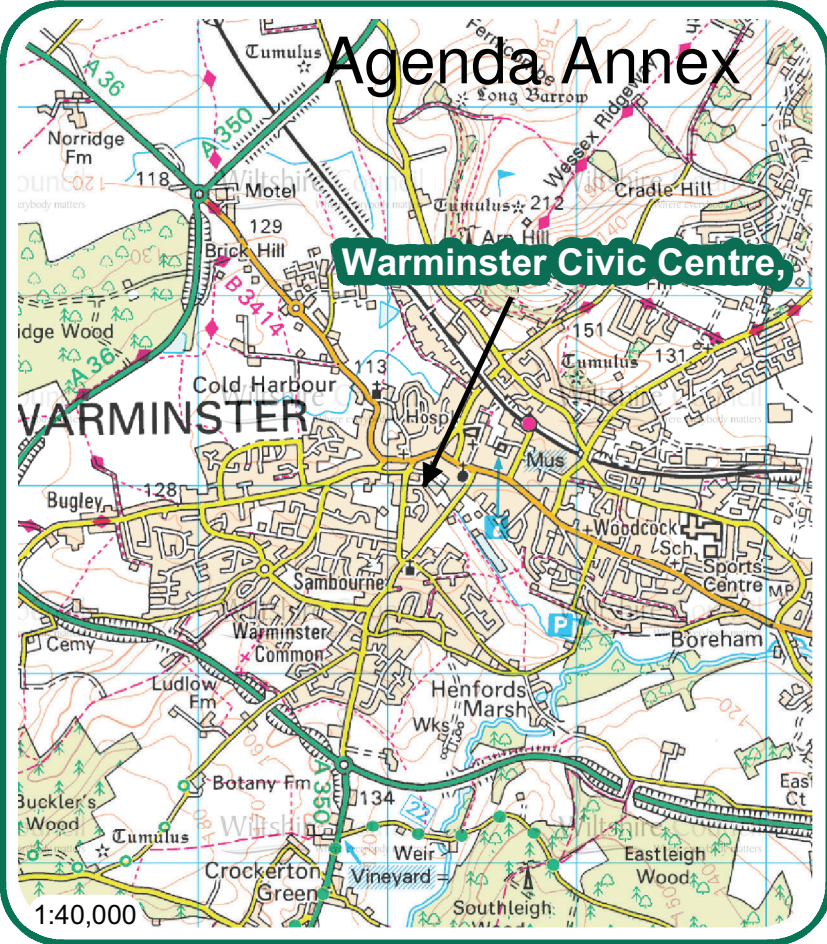
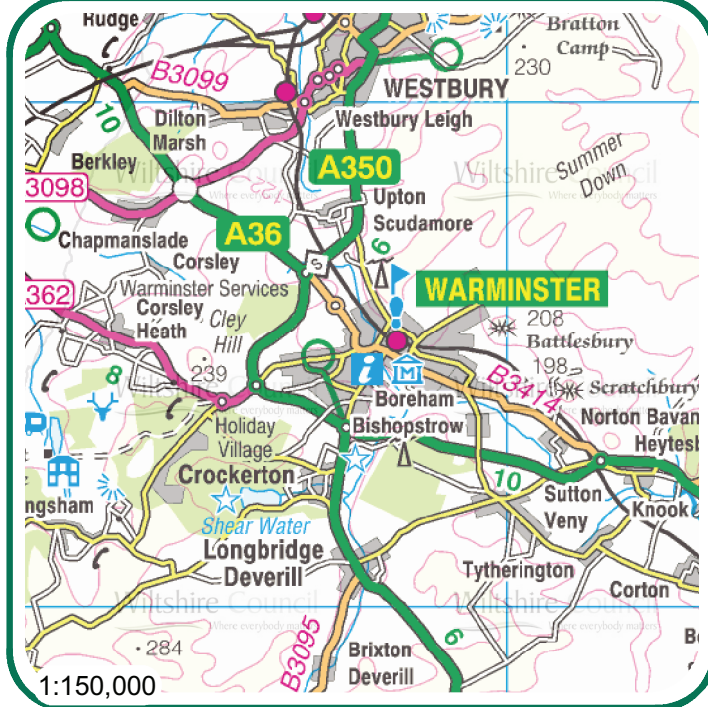
The next meetings of the Warminster Area Board will be on:

- 8 November 2012 – Warminster Civic Centre
- 10 January 2013 – Warminster Civic Centre
- 7 March 2013 – Warminster Civic Centre

15. **Evaluation and Close**

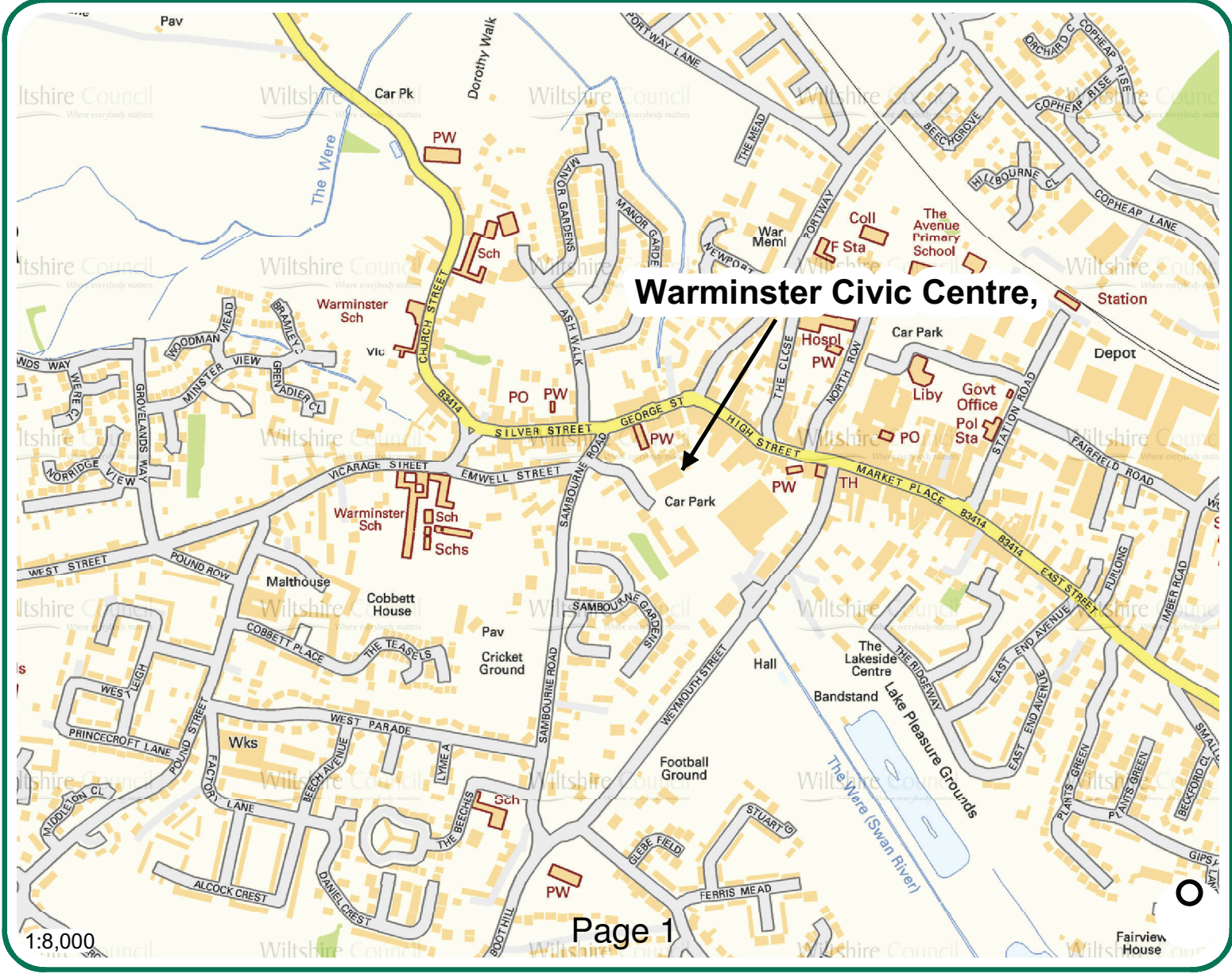
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Agenda Annex



**Warminster Civic Centre,
Sambourne Road,
Warminster,
BA12 8LB**

Wiltshire Council
Where everybody matters



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MINUTES

Meeting: WARMINSTER AREA BOARD
Place: Warminster Civic Centre, Sambourne Road, Warminster BA12 8LB
Date: 6 September 2012
Start Time: 7.00 pm
Finish Time: 10.00 pm

Please direct any enquiries on these minutes to:

Stuart Figini , Tel: 01225 718376 or (e-mail) stuart.figini@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Andrew Davis (Chairman), Cllr Pip Ridout, Cllr Christopher Newbury and
Cllr Fleur de Rhe-Philippe (Vice Chairman)

Wiltshire Council Officers

Jacqui Abbott, Warminster Community Area Manager
Stuart Figini, Democratic Services Officer

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Warminster Area Board, in particular the Leader of the Council – Councillor Jane Scott and Cabinet Member for Resources – Councillor John Noeken.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>Councillor Keith Humphries – Warminster Broadway Barry Pirie – Service Director for Human Resources and Organisational Development Sheila Thomson – Bishopstrow Parish Council Sandra Samuels – Youth Development Co-Ordinator, Wiltshire Council</p>
3.	<p><u>Minutes</u></p> <p>Decision</p> <p>The minutes of the meeting held on 5 July 2012 were agreed as a correct record and signed by the Chairman.</p>
4.	<p><u>Declarations of Interest</u></p> <p>Councillor Pip Ridout declared a pecuniary interest in relation to agenda item 12 – Area Board Funding – Community Area Grants as she was a member of the Warminster Carnival Committee. Councillor Ridout remained in the meeting but took no part in the discussion and did not vote.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p>
5.a	<p><u>Participatory Budgeting</u></p> <p>The Chairman drew the Boards attention to the update which gave information about Participatory Budgeting session for young people's projects that would be considered by the Board at its meeting on 8 November 2012. It was noted that a drop in session had been arranged for those interested in applying for a grant and that the deadline for applications was Friday 28 September 2012.</p>

5.b	<p><u>Police and Crime Commissioners</u></p> <p>The Chairman drew the Boards attention to the update which gave information about the first ever Police and Crime Commissioner for the Wiltshire Police area which would be elected by residents on 15 November 2012. The Commissioner would be responsible for overseeing the Force on behalf of residents, replacing the Wiltshire Police Authority.</p>
5.c	<p><u>Street Lighting Savings - Cabinet Member Decision</u></p> <p>The Chairman drew the Boards attention to the update which gave information about proposals to save money and reduce the Councils carbon footprint by reducing energy usage on street lighting. It was also felt that light pollution would also be reduced if the proposals were agreed and implemented.</p> <p>It was noted that the views of the public were being sought that were relevant to Town and Parish Council areas before further consultations were held.</p>
5.d	<p><u>State of the Environment Report</u></p> <p>The Chairman drew the Boards attention to the update which gave information about State of the Environment for Wiltshire and Swindon. The report was the first of its kind for the area and provided a strategic assessment of Wiltshire's environment.</p>
5.e	<p><u>Litter Picking</u></p> <p>The Chairman drew the Boards attention to the update which gave information about the Community Litter Pick Scheme and how the Council help communities with arrangements.</p> <p>A number of Parish and Town Clerks spoke about their experiences with litter picking in their areas.</p>
5.f	<p><u>Wilts and Swindon Local Nature Partnership</u></p> <p>The Chairman drew the Boards attention to the update which gave information about the Local Nature Partnership for Wiltshire and Swindon and introduced by the Government in June 2011 as a new mechanism to help improve the health</p>

	<p>of the local environment.</p> <p>It was noted that the aim of the Partnership was to raise the profile of the natural environment and enhance partnership working, in particular supporting the environment sector to engage more effectively with the business, community and health sectors.</p>
5.g	<p><u>Warminster Town Council Wards</u></p> <p>The Chairman drew the Boards attention to the update which sought the views of the public on recommendations from the Boundary Committee for England on proposed arrangements for Warminster Town Council Wards to take effect from May 2013.</p> <p>It was noted that any comments should be received by the Council's Election Team by 12 October 2012. Councillor Newbury spoke about the proposals and expressed his support for them.</p>
5.h	<p><u>Barrier Busting Proposals</u></p> <p>The Chairman drew the Boards attention to the update which gave information about how volunteers, community groups and social enterprises could submit ideas to make their neighbourhood a better place to live.</p>
5.i	<p><u>Minerals Sites in Wiltshire and Swindon</u></p> <p>The Chairman drew the Boards attention to the update which gave information about seven new sand and gravel quarries in Wiltshire and Swindon and where submission documents could be viewed.</p>
5.j	<p><u>Current Consultations</u></p> <p>The Chairman encouraged those present to become involved with the on-going consultations which could be accessed on the Wiltshire Council Website</p>
6.	<p><u>Your Local Issues</u></p> <p>The Community Area Manager introduced her report including new issues since the last meeting, on-going issues and those issues since resolved. She invited people to contact her should they have any issues to raise.</p> <p>The Town Clerk for Warminster Town Council, Heather Abernethie, asked the</p>

	<p>Area Board to consider, at its next meeting, an on-going problem with the conversion of the Pavilion in Warminster Town Park into a new cafe, with a view of moving the issue forward.</p> <p>The Chairman felt that some of the issues highlighted in the letter could be investigated before the next meeting, in particular issues surrounding ownership and maintenance. The Area Board were reminded that they had agreed a grant of £4,000 towards the project and the Town Council were concerned that this grant would have to be returned if the project stalled for much longer.</p> <p>The Area Board agreed with the Chairman that the matter would be added to the agenda for the next meeting and that some of the issues highlighted in the letter should be investigated and reported to the next meeting.</p>
7.	<p><u>Updates from Partners</u></p> <p>Some written updates had been received before the meeting and were included in the agenda. The Area Board received verbal updates from Warminster Town Council, the Warminster and Villages Community Partnership and CAYPIG.</p>
8.	<p><u>The Legacy of 2012</u></p> <p>The Leader of the Council, Councillor Jane Scott and Service Director of Communications, Laurie Bell made a presentation on the events that took place throughout the County during the year, discussed the effect that the year had on Wiltshire communities and spoke about how the legacy of 2012 could continue into 2013 and beyond. The presentation highlighted the following:</p> <ul style="list-style-type: none"> • The key events for the year included the Queen’s Diamond Jubilee, Olympic Torch Relay that came through the County in May and July, the festival of celebration at Hudson’s Filed, Salisbury and Michael Johnson being part of the Torch Relay at Stonehenge and Salisbury Cathedral • The impact of the events on the community included over 225,000 people attending events, hundreds of street parties, events, concerts and the way that communities came together to celebrate • The impact of the events on the economy included an additional £1m being spent on event days, hotels and B & B’s in Salisbury being fully booked in the week commencing 9 July, highest number of visits to the Visit Wiltshire website since records began in 2008 and a substantial return on the Council’s investment of £290,000 • The impact of the events on publicity to Wiltshire included <ol style="list-style-type: none"> 1. the Queen’s Diamond Jubilee event – local, regional, national and international – advertising value £191,000 – circulation 100 million 2. Olympic torch and Hudson’s Field so far... local, regional, national and international – advertising value £890,000 – circulation of 250 million +

	<p>3. Footage of Stonehenge and Michael Johnson coverage – advertising value £2.7million – circulation 50 million + per day</p> <ul style="list-style-type: none"> • The impact of the events on culture included the events being the biggest partnership event, close working with area boards and town and parish councils, great team building for over 1,000 Wiltshire Council staff working at the events and learning of new skills and experiences, and lasting relationships being formed. • The impact of the events on legacy included the need to build on the success of the year, the setting up of a Legacy Board which would focus on health and sport for all, business events and promotions, annual event or activity in every community area, and more partnership working <p>The Chairman thanked Councillor Scott and Laurie Bell for their presentation.</p>
9.	<p><u>Cabinet Representative</u></p> <p>Councillor John Noeken spoke about his role as Cabinet Member for Resources and gave an overview of Customer Services and Systems Thinking.</p> <p>Councillor Noeken explained that he had been a Cabinet member for six years and was assisted by Councillor Bucknell. The Council Services that were part of the portfolio included:</p> <ul style="list-style-type: none"> • Human resources and organisational development • ICT • Procurement and commissioning • Customer services • Shared services team • Business management programme • Business transformation (systems thinking/lean) • Legal and Democratic Services • Councillor Development • Registration Service and Coroners <p>The Area Board were informed that there had been a big culture change for council employees in relation to IT, since the County Council and Districts becoming one authority – Unitary Council, as staff and Councillors were now able to work from anywhere in the County, whether it was at home or any council building. This culture change enabled the council to begin a transformation programme which included the rationalisation of the buildings it owned, especially as some buildings were no longer ‘fit for purpose’ and agreeing common terms and conditions for all staff.</p> <p>Councillor Noeken then made a presentation on Customer Services and Systems Thinking. The following issues and comments were made during the presentation:</p>

	<ul style="list-style-type: none"> • The purpose of Customer Services • Statistics about the number of full time staff employed in Customer Services, the number of phone calls received per month, face to face enquiries per month and number of emails received per month • Details of the services either delivered or supported by Customer Services • A few key achievements including, being Wiltshire Council Team of the Year in 2010/2011, delivery of the new 'Tell Us Once' service, playing a key part of Waste and Recycling roll out , and bringing their professional skills to system thinking reviews • How Systems Thinking works for the customer so that the customer can communicate with the Council in the way the customer prefers whether its by, phone, web, email or face to face • The council services that have already be subject to Systems Thinking and those that were being included in the programme. • Performance improvement has consistently been between 40-400% with the same or less resources • Negotiations were continuing with the Broadband providers to supply connections for the outlying areas of the County <p>The Chairman thanked Councillor Noeken for attending and contributing throughout the meeting.</p>
10.	<p><u>Digital Literacy in Wiltshire</u></p> <p>Sarah Cosentino, Wiltshire Online Project Manager spoke about helping local people access free computer support to learn about the basics of computers and the internet.</p> <p>Sarah highlighted challenges, the importance of having the ability to go online, the solutions, issues in the Warminster area and how to become a local digital champion volunteer to support local people get on line. In Particular the following issues wee raised:</p> <ul style="list-style-type: none"> • About 68,000 people in Wiltshire have never been online and many more have only used the internet very occasionally as they didn't have access, equipment of skills • The importance of being online meant that you could save money on bills and shopping, 90% of all new jobs required basic IT skills, the use of social media could reduce isolation and loneliness, understanding technology keeps your children/grandchildren safer and the aging population can keep their independence longer • Possible solutions would include recruiting volunteer coordinators and digital champion volunteers who would offer free support in community venues such as libraries or in someone's own home, partnerships with local and national organisations and working with schools • In Warminster about 4,800 people were not online and in order to help

	<p>this a minimum of 2 volunteer coordinators and 20 digital champions were being recruited.</p> <ul style="list-style-type: none"> • Wiltshire online were promoting the availability of wifi hotspots in rural communities and supporting, signposting and encouraging new local computer groups and courses • Details of how to become involved as a volunteer were explained and also how people could pre-register for support with computer basics. • Other ways the community could become involved included letting Wiltshire online know of pubs, internet cafe and community halls that were wifi enabled <p>For further information people were encouraged to contact:</p> <ul style="list-style-type: none"> • Sarah Cosentino, Wiltshire Online Project Manager : sarah.cosentino@wiltshire.gov.uk <p>The Chairman thanked Sarah Cosentino for her presentation and wished her continuing success for the future.</p>
11.	<p><u>Housing, Allocations, Need and Potential Opportunities for New Housing</u></p> <p>Janet O'Brien, Head of New Housing for Wiltshire Council made a presentation about the housing needs and affordable housing options in the Warminster area.</p> <p>Janet spoke about the housing stock profile for Warminster, the number of people on the housing register, under occupied homes and extra charges they would incur, in particular the following issues and challenges were highlighted:</p> <ul style="list-style-type: none"> • The allocation provisions in the Localism Act 2011 came into force on 18 June. Together with new social housing allocations guidance published on 29 June, the Localism Act gave councils more freedom to manage their own waiting lists. The Council now had the option to exclude certain groups if it was appropriate – such as those with no local connection to Wiltshire or those who had no identified housing need etc. • The Council were currently undertaking a consultation to find out what the community would like to see changed when determining who should be allocated social housing and what priority they should be given. • Possible priorities could include a local connection to a particular area, exclusion of certain groups from being able to register, such as those with high rent arrears or who caused anti social behaviour, giving additional priority to those who volunteer, those who are employed in an area, seeking training or who were volunteering • Parish Councils could request a Rural Housing Needs Surveys to determine the type of affordable housing need for their area, the results of which would be used as evidence for neighbourhood planning • It was noted that Chitterne Parish Council had a survey completed in December 2012 and Longbridge Deverill and Crockerton had a survey currently being carried out

	<p>The Chairman thanked Janet O'Brien for her presentation.</p>
<p>12.</p>	<p><u>Area Board Funding - Community Area Grants</u></p> <p>The area board considered the following applications seeking 2012/13 Community Area Grant funding:</p>
<p>13.</p>	<p><u>Sukosta Theatre Company</u></p> <p>The Community Area Manager explained that the proposal from Sukosta was for a 'How We Move' project in Warminster. It would involve an intergenerational programme of five workshops with diverse groups in the community. The workshops would develop participants' awareness of theatrical movement and space and would also develop the health and well being of participants.</p> <p>The Board asked a number of questions of Sukosta Theatre Company and felt that more work and information was required in the following areas:</p> <p>The level of interest for the project in Warminster – how many people were interested in taking part in the workshops? What was the level of consultation and involvement with groups and individuals? How involved was the Army, the Athenaeum and the Youth Centre as mentioned in the application?</p> <p>The budget for the project – it was unclear how much the total project would cost and how much match funding was available. How much would each workshop cost pro rata?</p> <p>Warminster villages – how involved were the communities in the surrounding area, was there a desire for the project in the villages?</p> <p>Other area boards – the Members were interested in Sukosta's applications to other boards – how many had been approached?</p> <p>It was noted that Sukosta could apply to the Board again, however the level of information provided and consultation and involvement with the community would have to be expanded for the Board to make an informed decision.</p> <p>The Chairman suggested that in light of the concerns expressed at the meeting, that it would be appropriate to defer consideration of the grant request so that Sukosta would have an opportunity to respond to the issues and concerns raised.</p> <p>Decision:</p>

	<p>That the request for a Grant of £3,600 from Sukosta be deferred in order for them to respond to the issues and concerns raised by the Area Board.</p>
14.	<p><u>Warminster Carnival Committee</u></p> <p>The Community Area Manager explained that the proposal would contribute towards Warminster annual carnival for the town and surrounding villages and that it would benefit 3,000 to 10,000 people.</p> <p>Decision:</p> <p>To award Warminster Carnival Committee £334.07 towards the Warminster Annual Carnival.</p>
15.	<p><u>Your Area Board - Your Ideas, Your Reactions, Your Suggestions</u></p> <p>There were no comments from those present.</p>
16.	<p><u>Future Meeting Dates</u></p> <p>The Chairman confirmed the future meeting dates as follows and drew the meeting to a close:</p> <ul style="list-style-type: none"> • 8 November 2012 - Warminster Civic Centre at 7.00pm • 10 January 2012 - Warminster Civic Centre at 7.00pm • 7 March 2013 - Warminster Civic Centre at 7.00pm
17.	<p><u>Evaluation and Close</u></p> <p>The next meeting of the Warminster Area Board will be held on 8 November 2012 - Warminster Civic Centre at 7.00pm</p>

Agenda Item 7.a

Chairman's Announcements

Subject:	Informal Adult Education In Wiltshire - update
Officer Contact Details:	Simon Burke Head of Business and Commercial Services Schools and Learning Wiltshire Council Tel. 01225 713840 Simon.burke@wiltshire.gov.uk

Summary of announcement:

At its meeting held on 10th September 2012, Cabinet received a report on the outcome of the consultation on adult education in Wiltshire which had been undertaken and invited the cabinet to determine the future role of Wiltshire Council in respect of the provision of informal adult education. The full report can be found at <http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=6122&Ver=4>

The cabinet agreed to support the option which had been recommended by ten area boards and Children's Select Committee and resolved:

- i. that the council adopt the role to facilitate the provision of informal adult education at a local level;
- ii. to approve the appointment of a 0.6 full-time equivalent part-time adult education officer to work with local community networks to develop a sustainable locally-based adult education provision including information on, and promotion of, opportunities;
- iii. to allocate budget of £32,000 from the revenue savings accrued from the closure of Urchfont Manor College to meet the costs associated with the appointment.

It is envisaged that the adult education officer will work with a few community areas at a time, to develop appropriate systems which will become sustainable. The officer's work could relate to the development of the community campuses if supported by the relevant area boards.

We will now seek to appoint to this position as soon as possible. When in post, the officer will be able to brief Area Boards on the priorities for their work and how it may benefit individual community area.

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Subject:	Victim Support
Officer Contact Details:	Julie Locks, Victim and Witness Development Officer 01380 738878 Julie.locks@victimsupport.org.uk
Weblink:	www.victimsupport.org.uk
Further details available:	Victim Support 01380 738878

Summary of Announcement:

Victim Support offers free confidential support to those people who have been a victim of crime. We have a team of professionally trained volunteers who can offer emotional and practical support whatever the impact on the victim.

We have specialist support workers who assist those that have been a victim of a serious crime including domestic violence and anti-social behaviour.

We are looking to raise our profile in the local communities and ensure that our service is available to all. We would therefore appreciate any opportunities to come along to community groups/events to talk about what we do.

We are also looking for venues to display our posters.

Any help would be greatly appreciated. Please ring Julie Locks on 01380 738878.

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Agenda Item 7.c

Chairman's Announcements

Subject:	Community Infrastructure Levy (CIL) for Wiltshire – Consultation
Officer Contact Details:	CIL@Wiltshire.gov.uk
Weblink:	http://consult.wiltshire.gov.uk/portal
Further details available:	The charging schedule and supporting documents can be viewed online at: www.wiltshire.gov.uk/communityinfrastructurelevy

Summary of announcement:

What is the Community Infrastructure Levy (CIL)?

Wiltshire Council is in the process of preparing a Community Infrastructure Levy (CIL) charging schedule. CIL is a new charge that local authorities in England can place on new development in their area. The money generated through the levy will contribute to the funding of infrastructure to support growth.

Why has Wiltshire decided to implement the Levy?

Government, through legislation, has restricted the ability of local authorities to pool funding for off-site infrastructure and expects them to develop CIL. The government believe that this tariff based approach provides the best framework to fund new infrastructure in a fair and transparent manner. CIL will provide 'up front' certainty about how much money developers will be expected to contribute.

How will money from CIL be spent?

CIL is designed to contribute towards bridging the 'funding gap' between the total cost of new infrastructure required to support development and the amount of funding available from other sources. Wiltshire Council's Infrastructure Delivery Plan (IDP) identifies a range of physical, community and 'green' infrastructure projects that will be required to support the level of development as set out in the Wiltshire Core Strategy. Informed by the IDP, a list (known as the Regulation 123 list) will identify and prioritise which infrastructure projects will be eligible to receive money from CIL. CIL regulations also propose to allow the council to allocate a share of the levy raised in a local area to deliver infrastructure that local communities want – although this 'meaningful proportion' is yet to be set by the government.

Consultation on the preliminary draft charging schedule

A preliminary draft charging schedule has been developed which sets out the proposed charging rates for Wiltshire. The council considers that the preliminary draft charging schedule strikes an appropriate balance between contributing to funding infrastructure and not putting development across Wiltshire at risk.

In accordance with Regulation 15 of the CIL Regulations 2010 (amended 2011), comments are invited on the preliminary draft charging schedule during the consultation period starting 1 October and ending 12 November 2012 at 5pm.

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Warminster Area Board Issues Report for 8 November 2012

New issues since last meeting:

1. Dog Fouling Upper Marsh Road

This issue has been resolved through street cleansing.

Issues Resolved and Closed since last meeting

1. Inappropriate graffiti on footpath Ferris Mead / Damask Way

The graffiti has been cleaned.

2. Safety surfaces at Queensway Play area

CAM has investigated. The slide was removed due to safety issues. A new slide and surrounding new surfaces will be installed.

3. Extra dog bin in Upton Scudamore

This has been agreed and will be installed.

4. Sambourne Road crossing

Part of Taking Action on School Journeys. Has been agreed and work is being implemented.

5. Folly Lane

Signing and lining agreed and works to be implemented. Metro count requested. In future will look at speed limit but not certain will meet the criteria. No further action for Area Board at the moment.

Ongoing Issues under investigation

1. Several overgrown footpaths in Warminster

Community Area Manager has raised with officers who are investigating. This is a general issue in the Summer months in Warminster. The Town Clerk has co-ordinated a successful meeting and a map of responsibilities completed. Further meetings to take place and a range of actions are in progress.

2. Junction to Upton Scudamore A350

Discussed at Community Area Transport Group 11 September. Funding proposed via CATG group in separate report.

3. Issues with planning website & public information

Planning website manager to discuss with correspondent.

4. Parking on junction of Smallbrook / Boreham Road

Discussed at CATG meeting 11 September. Highways have drawn up a plan. Small consultation to take place via letters. Funding allocated to be ratified by Area Board 8.11.12

5. Portway – vehicles mounting pavement

The dropped kerbs are to be raised which will help to eliminate the problem of vehicles mounting the pavement. Community Area Manager chasing implementation of this work - ongoing.

6. Broadway footpath

Part of wider issue regarding footpaths in Warminster and meetings are in progress.

7. West Street vehicles mounting pavement

Area Manager and Town Clerk drawing up list of difficult areas. Correspondent requesting weight limit on West Street which would prove difficult. Area Manager and Highways to prepare formal response.

8. Parking on pavement Highbury Park and Cul-de-Sac

Area Manager and Town Clerk drawing up list of difficult areas.

9. Beech Grove / Portway junction

Three options put forward at CATG on 11 September. Plan to be drawn up for future funding. Request for top survey funding in separate CATG report

10. Grovelands / Victoria Road

The work on this junction has been approved and should be implemented imminently.

Further details / actions and outcomes can be viewed at www.wiltshire.gov.uk/areaboards including reporting of issues.

Report Author: Jacqui Abbott, Community Area Manager
Jacqui.abbott@wiltshire.gov.uk 07771 844 530

WILTSHIRE COUNCIL

AGENDA ITEM No.10

WARMINSTER AREA BOARD
8 NOVEMBER 2012

COMMUNITY ASSET TRANSFER

Land Adjoining Assembly Room, Warminster

Executive Summary

This report deals with an application for the transfer of land adjoining the Assembly Room, Warminster to be transferred to Warminster Town Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The Area Board is asked to consider an application submitted by Warminster Town Council for the transfer of land adjoining the Assembly Room, Warminster. The applicants' proposal is set out at Appendix I.

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.

Jacqui Abbott
Warminster Community Area Manager

WARMINSTER AREA BOARD
8 NOVEMBER 2012

COMMUNITY ASSET TRANSFER

Land Adjoining Assembly Room, Warminster

Purpose of Report

1. The Area Board is asked to consider an application submitted by Warminster Town Council for the transfer of land adjoining the Assembly Room, Warminster (see plan and proposal at Appendix 1)

2. Background

3. 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.
4. 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.
5. 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.
6. 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

7. The application from Warminster Town Council is attached at Appendix 1 and relates to the transfer of land adjoining the Assembly Room, Warminster.
8. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the Area Board.

9. 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 Pip Ridout, the local member, has been apprised.

The views of Council officers

10. 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 The land contains a number of mature trees which are subject to a tree preservation order.
 - 9.2 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.
 - 9.3 The land has no value other than as amenity land and Warminster Town Council will take over maintenance. Therefore, financial implications are limited to the maintenance cost previously incurred by Wiltshire Council being transferred to Warminster Town Council.

Recommendation

11. To approve the transfer.

Jacqui Abbott
Warminster Community Area Manager

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Form CAT01

Community asset transfer: application

Your details

Your Organisation	Warminster Town Council
Contact name	Heather Abernethie
Position held	Town Clerk
Address	Warminster Civic Centre Sambourne Road Warminster
Postcode	BA23 8LB
Telephone	01985 214847
Email	townclerk@warminster-tc.gov.uk

Your proposal

(please complete Checklist CAT02 before filling in the following form)

Details of asset

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

Land to the side of the Warminster Civic Centre BA12 8LB
Sambourne Road
Warminster

Summary of proposal

Why do you want the asset and how will this benefit the local community?

This small piece of amenity land is situated to the side of the Civic Centre, outlined in green on the attached map. It is on a steep slope and is covered with large trees which are protected. The benefit of taking ownership of the site will be to manage the space to look more attractive.

Community use

Please explain how the asset will be used

(Please refer to questions 5-8 in the checklist - CAT02)

Fencing off part of the land will improve the security of the Civic Centre and Warminster community Radio who are long term tenants. It is proposed to carry out some work to the trees, providing planning permission can be gained, to improve the amenity light to local residents. This will also reduce further damage to underground drains which have been repaired and replaced following damage by tree roots.

The ground is not useful for any wider community use.

Suitability for purpose

Please explain why this asset is suitable for the intended purpose

(Please refer to questions 5-8 in the checklist - CAT02)

It is attached to the Civic Centre.

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)

The request for transfer was raised by Warminster Community Radio 18 months ago, this was turned down by Warminster Area Board with a suggestion that a request should come from the owners of the building adjacent to the site, which is the Town Council.
Local residents would like to see management of the trees which under current policy will not be attended to, as they block out the light, cause excessive problems in the winter when leaves are shed, causes blockages to drains and back flooding.

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)*

The site would be incorporated into management by the Town Council. This will involve grounds maintenance and tree management. There are no other legal issues known.

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)

The management of the site would fall within the Town Council budget for grounds maintenance.

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)

See above.

DECLARATION

I confirm that the details included in this application are correct

Signed: *Heather Abernethie*

Name (please print): Heather Abernethie

Date: 25.07.2012

Community asset transfer: checklist

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	X	<input checked="" 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"/>	X	<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"/>	NA	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	X	<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?	X	<input checked="" type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	6. Is it in the right location?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? (Water, electricity, drainage, etc)		X	<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?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	14. Is there community support for the change of use?	X	<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"/>	X	<i>If 'yes' your application should explain implications</i>
16. Does the proposed use require planning consent?	X	<input type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
17. Have you considered insurance cover?	X	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
18. Have you assessed health and safety liabilities?	X		<i>Your application must explain how you will deal with risks and liabilities</i>

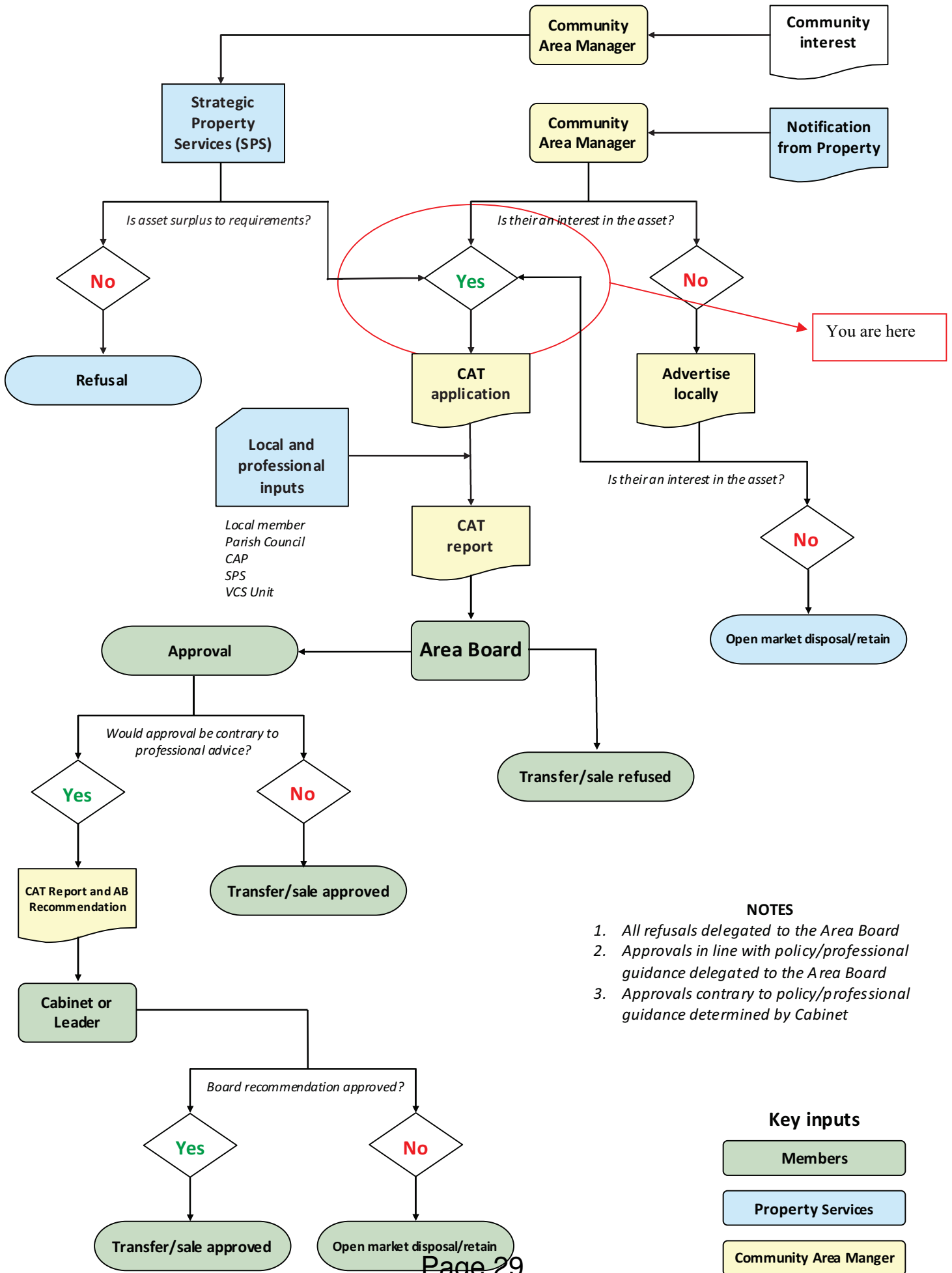
Finance

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

Management

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

Community Asset Transfer

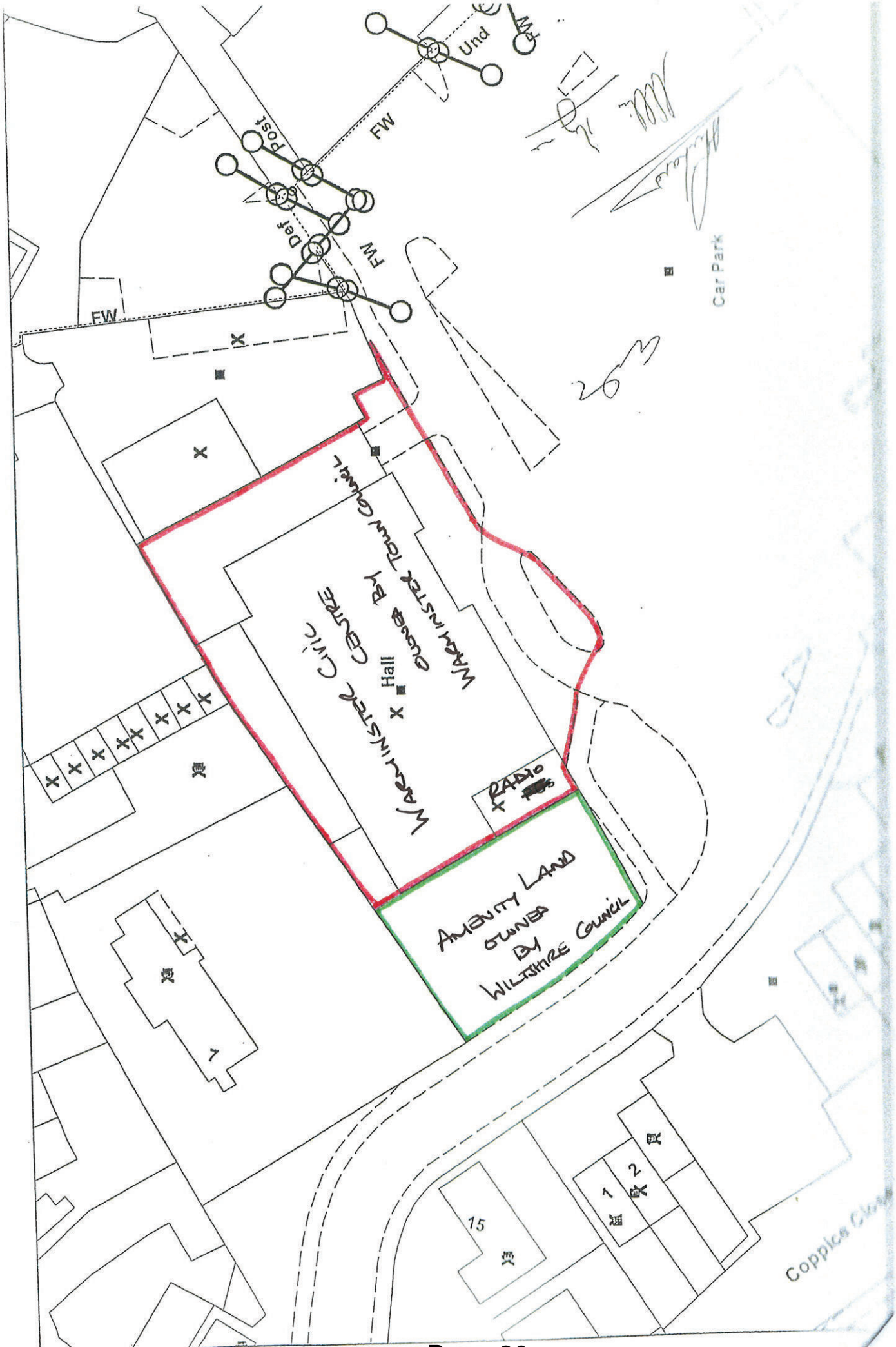


NOTES

1. All refusals delegated to the Area Board
2. Approvals in line with policy/professional guidance delegated to the Area Board
3. Approvals contrary to policy/professional guidance determined by Cabinet

Key inputs

- Members
- Property Services
- Community Area Manger



Youth Advisory Groups Update - Roll out to all community areas

The Wiltshire 11-19 Commissioning Strategy was agreed by Cabinet and the Wiltshire Children & Young People's Trust in September 2011. This included the implementation of a new local Youth Work Offer.

Part of the Wiltshire Youth Work Offer includes the formation of Youth Advisory Groups with standard terms of reference in each community area, led by young people. These groups will be linked to Area Boards and chaired by a young person under 25. Over 50% of the members will be under 19 years of age and the groups will play a key role in improving the coordination of positive activities for young people in local areas. This will involve encouraging partnerships that avoid overlap and fill gaps.

The groups will also be involved in planning and shaping local services from a young person's perspective. Furthermore they will help local young people know what opportunities and activities are available for them to access. Mechanisms will be established so that knowledge and ideas can be shared between the groups across the county.

Youth Advisory Groups have been piloted in four community areas since January 2012. The areas involved include Salisbury, Southern Wiltshire, Melksham and Malmesbury. The pilots have recently been evaluated and the learning is being used to inform the development of groups in other areas. It is expected that groups will have commenced in all community areas across the county by the end of October 2012.

- Youth Advisory Groups will be co-ordinated by staff from the Integrated Youth Service and supported by the Voice and Influence Team.
- An evaluation of the Youth Advisory Group pilots has been completed and an evaluation report is available on request. Young people who took part in the pilots were involved in the evaluation and explored what worked well and what did not work so well.
- Standard Terms of Reference for Youth Advisory Groups have been developed and updated following the evaluation. These are also available on request. There will be a minimum of six meetings per year, however the frequency of local meetings will be determined by community areas.
- In keeping with the commitment to localism, it will be up to individual community areas to decide upon the future of Community Area Young People's Issue Groups (CAYPIGs). Following the formation of Youth Advisory Groups in each community area some areas may decide to continue their CAYPIG, whilst others might prefer to disband it. Some areas may opt to

develop their local CAYPIG into a Youth Advisory Group. Either of these options is possible and it's important that decisions are made based on local needs.

Next Steps

- Area Boards and Town Councils are invited to appoint a representative to their local Youth Advisory Group.
- Area Boards and Town Councils are invited to consider how they might support and work in partnership with their local Youth Advisory Group.

For further information please contact:

James Fortune (Lead Commissioner, Children's Services)

T: 01225 713341

M: 07827309120

E: James.Fortune@Wiltshire.gov.uk

Youth Advisory Groups

What are they about?

Youth Advisory Groups provide an opportunity to:

- Give young people the chance to have a REAL say about services in their local area.
- Enable young people to shape services, particularly youth services funded by the Council in a way that meets their needs.
- Promote all the opportunities and services which are available to young people in their local area.
- Build on young people's strengths e.g. confidence and public speaking skills.

As a Youth Advisory Group (YAG) member you will need to:

- Understand the needs of young people in your local area.
- Know when something is or isn't working in your area.
- Help Identify any gaps in services and come forward with ideas on how these might be filled.
- Advertise what your YAG is doing.
- Speak to young people in your area and ask them what their issues or suggestions are.
- Champion the voice of young people locally and make recommendations on behalf of young people to your Area Board.
- Be aware of, or know where to find out about the full range of opportunities and services which are available to young people in your local area.
- Make sure everyone's views are taken on board, including for example those young people who are vulnerable i.e. disabled young people, looked after young people etc...
- Support adults in your local area to understand what young people's needs are and suggest ways to change things and make things better.
- Work with other youth groups in your area and build partnerships with them.

The YAG will help you with all of these things and you will be offered training.

The Youth Advisory Group will be made up of:

- The Chair (This is the person leading the meeting, making sure it doesn't go off task), they will be a young person under 25.
- At least 50% young people (ideally 70%).
- A minimum of 12 members.
- Other professionals (You might sometimes invite someone to a YAG to talk about something specific e.g. if your meeting is focused on transport you might get someone from a bus company to come and talk to you).
- A range of people that could include any of the following (or any other people that your YAG thinks would be good):

Young People	Adults
Youth Centre user representative	Community Area Manager
Voluntary sector representative	Youth Development Coordinator
Faith sector representative	Elected member
School Council representative	Local Town / Parish Council representative
Wiltshire Youth Assembly representative	Local Head teacher/Deputy Head teacher
Community Area Young Peoples Issues Group (CAYPIG) representative	Police representative
United Kingdom Youth Parliament (UKYP) representative	Health representative
Targeted Youth Support service user representative	Parent/Carer representative
Young person with Learning Difficulties and Disabilities	Voluntary and Community sector representative
Young person who is a child in care/care leaver	Faith group representative
Young carer	Local Business representative
Teenage parent	

The guidelines for running the meetings are:

- They should take place roughly each month as a minimum but sometimes you might want to meet outside of the YAG meetings to focus on a specific issue.
- They are coordinated by the Chair of the YAG with support from a worker.
- Suitable times and venues will be decided by the YAG.
- Everyone on the YAG has a vote when decisions are being made.



Crime and Community Safety Briefing Paper Warminster Community Area Board 8th November 2012

Current Priorities:

Up-to-date details of the current news about Neighbourhood Policing Teams, including, profiles, priorities and forthcoming community consultation events can be found on the Wiltshire Police Website.

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

<ul style="list-style-type: none">• Traffic Related	<ul style="list-style-type: none">• Within the Rural Community and Schools
<ul style="list-style-type: none">• Anti Social Behaviour	<ul style="list-style-type: none">• Boreham Field and Princess Gardens.
<ul style="list-style-type: none">• Speeding	<ul style="list-style-type: none">• Chapmanslade, Sutton Veny, Chitterne, Maiden Bradley and Crockerton.
<ul style="list-style-type: none">• Parking/Obstruction	<ul style="list-style-type: none">• Woodcock Road, Warminster.

Team News:

Ps Debra ASHLEY

Town Team:

Pc Sam Withey
PCSO Lorraine Rice

PCSO Jason Greenland
PCSO Liz Harmsworth

Rural Team:
Pc Vicky Howick
PCSO Caroline Wright

WARMINSTER PERFORMANCE:

ER Warminster	Crime				Detections	
	October 2010 - September 2011	October 2011 - September 2012	Volume Change	% Change	October 2010 - September 2011	October 2011 - September 2012
Victim Based Crime	926	983	57	6%	19%	20%
Domestic Burglary	42	32	-10	-24%	12%	0%
Non Domestic Burglary	91	108	17	19%	4%	6%
Vehicle Crime	60	126	66	110%	18%	7%
Criminal Damage & Arson	188	208	20	11%	19%	19%
Violence Against The Person	140	215	75	54%	51%	40%
ASB Incidents (Year to Date)	539	441	-98	-18%		
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 Violence Against the Person in the previous 12 month period (September 2011 -August 2012) and have recorded the lowest Domestic Burglary volume per 1,000 population.						
* Detections include both Sanction Detections and Local Resolution						

The performance figures for Warminster and the surrounding villages this reporting period show quite mixed results when compared to this time last year.

Whilst there are continued reductions in reported incidents of house burglaries and anti social behaviour other challenges continue, especially regarding vehicle crime and reports of violence.

Detection rates are also mixed when compared to those of last year.

The local Neighbourhood Policing Team continue to liaise with the specialist policing teams in Melksham and our colleagues in Avon and Somerset where some of the offenders are suspected to be travelling from.

Vehicle crime reports include thefts of actual vehicles (and the larger portion of them in our rural area involve farm vehicles/quads and the like) being stolen from rural locations. Other

vehicle crime reports predominantly involve thefts from cars whilst parked in rural locations when owners are out walking and the like, having left valuable items on show. Then there are reports of damage to vehicles as they are left parked overnight along routes frequented by those who walk home after they have been out socialising in town.

All these incidents are invariably difficult to detect once they have happened – due to the isolated locations/ lack of witnesses/CCTV/forensic captures etc.

The hard work and effort needs to be put into preventing these offences happening in the first instance.

There is a lot we can all do to prevent crime happening and us becoming victims of crime. Improved security and looking after our property is a must. Property marking, improved locks and alarm systems, crime prevention advice is always available on the Wiltshire Police website.

The reports of incidents where violence is involved is a worry. What should be noted in relation to these particular figures is that invariably these are not reports of stranger assaults in public but reports of assaults happening within a private/home environment with known suspects often arrested for their behaviour.

Most of these reports are within families, children/youth arguments and others within care home establishments.

Assaults relating to the town – night time economy/alcohol fuelled are actually few of those reported.

This last two weeks has seen a number of reports of house burglaries across Westbury and Warminster.

These reports are quite specific and appear to involve an offender who is specifically targeting bungalows and after gaining entry only looking for items of jewellery.

There have been 6 reports so far during the month of October.

It cannot be confirmed as to when during the course of the day these incidents are happening but it is believed to be during the evening/hours of darkness.

The offender/s are using a tool to gain entry and are generally forcing open a rear window out of view of any passers by.

Bungalows in the vicinity of Copheap Lane in Warminster, Leighton Park, Meadow Road, Thornbury Rd and Chalford in Westbury have all been subject of reports so far.

If anyone believes they know anything about these reported crimes then the CID at Melksham DC Nicola CARFFERY would be really keen to hear from you.

If any neighbours, locals or passers by recall anything suspicious upon reading this item I would ask that they also make contact with DC Caffery.

Please take particular care of any neighbouring properties, those people away on holiday or away for a short period, visiting friends. Unoccupied houses are particularly vulnerable during this time.



Wiltshire Police Authority

1. **Mr Ricky Rogers** is an Independent Member of the Wiltshire Police Authority and has the responsibility for overseeing police matters in the Community Area. He can be contacted via Wiltshire Police Authority: 📞 01380 734022

or 🌐 <http://www.wiltshire-pa.gov.uk/feedback.asp>

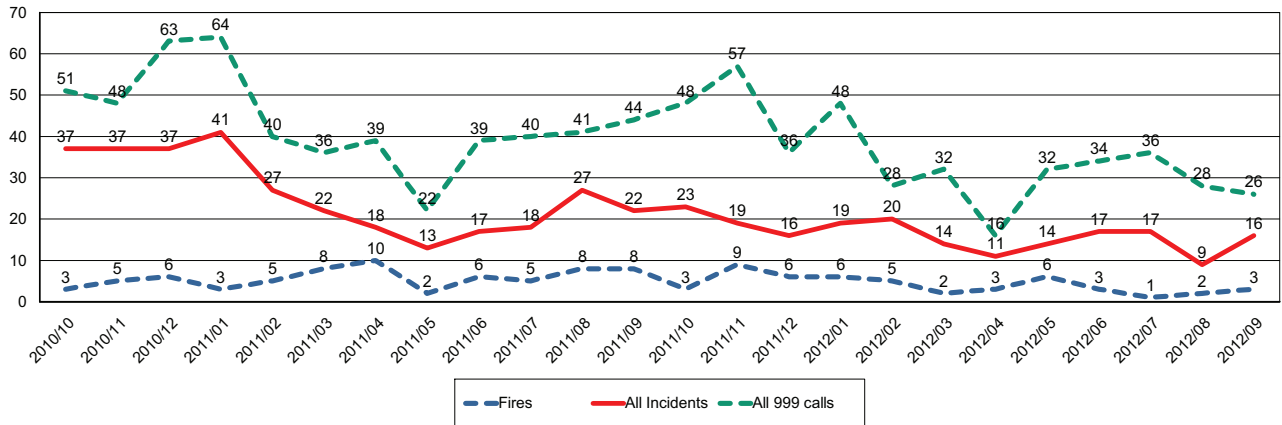
Lindsey Winter
Sector Inspector
24th October 2012



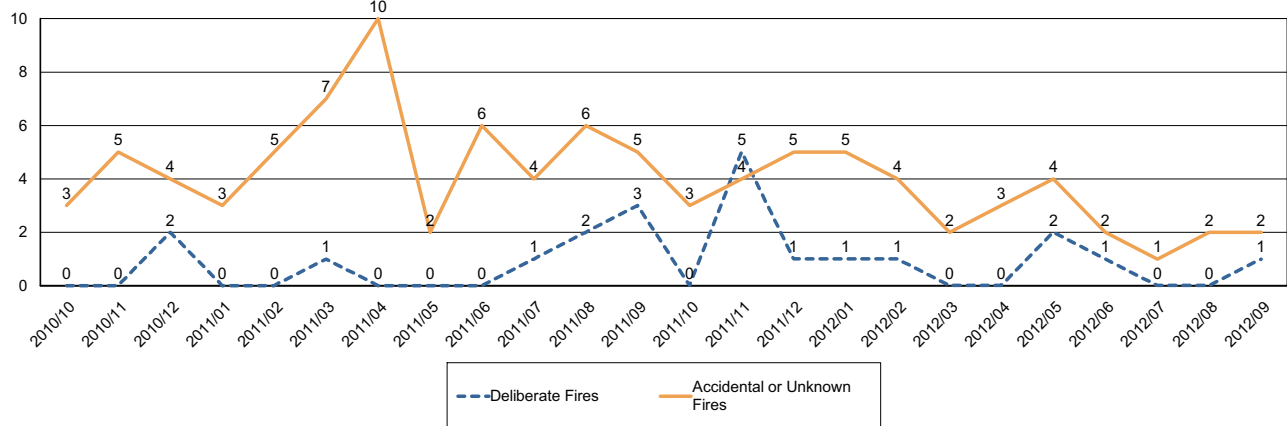
Report for Warminster Area Board

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

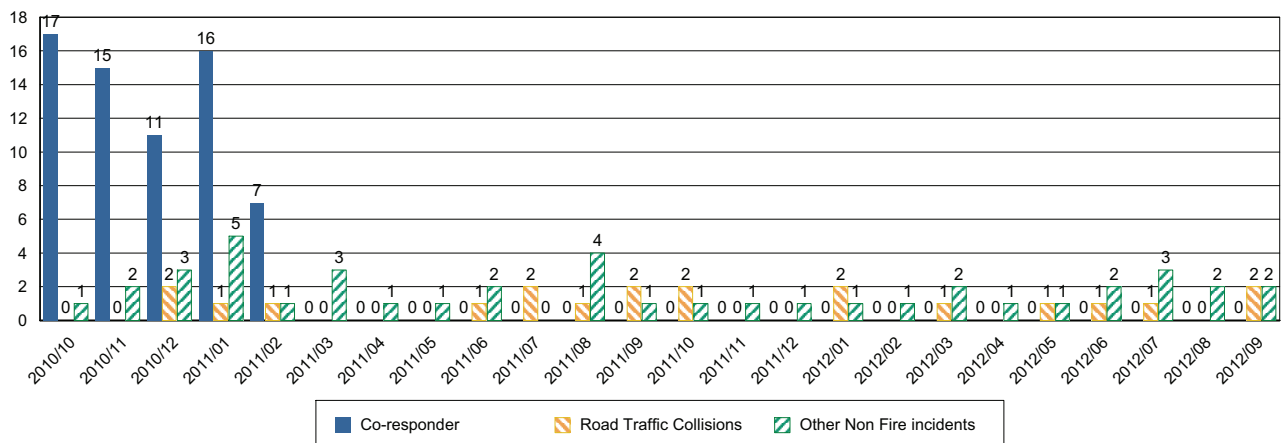
Incidents and Calls



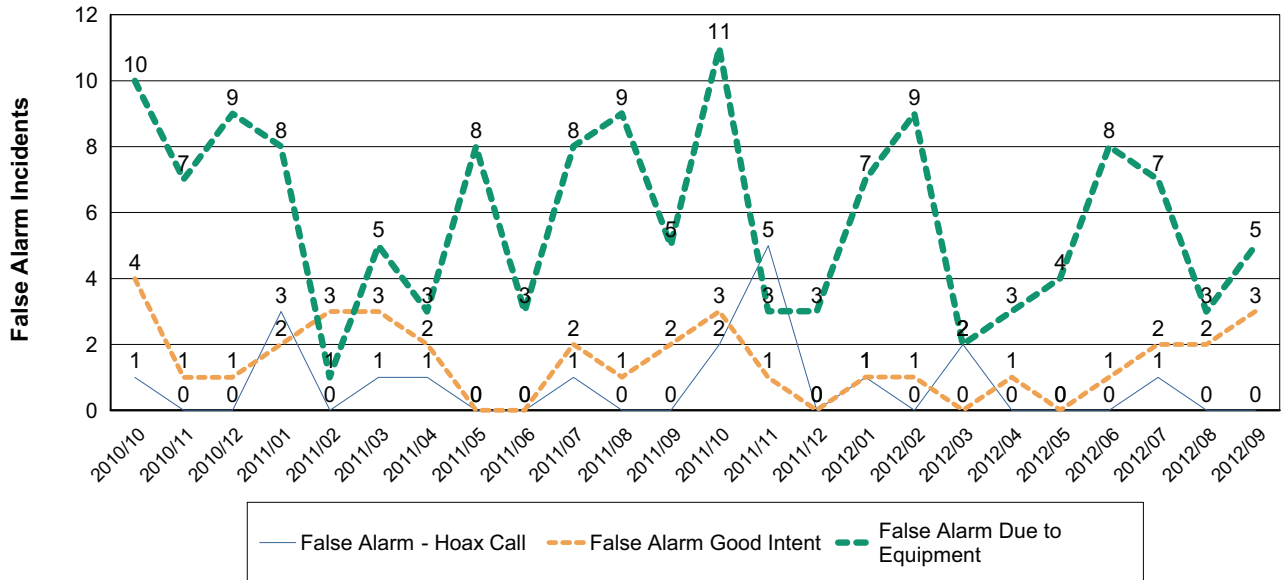
Fires by Cause



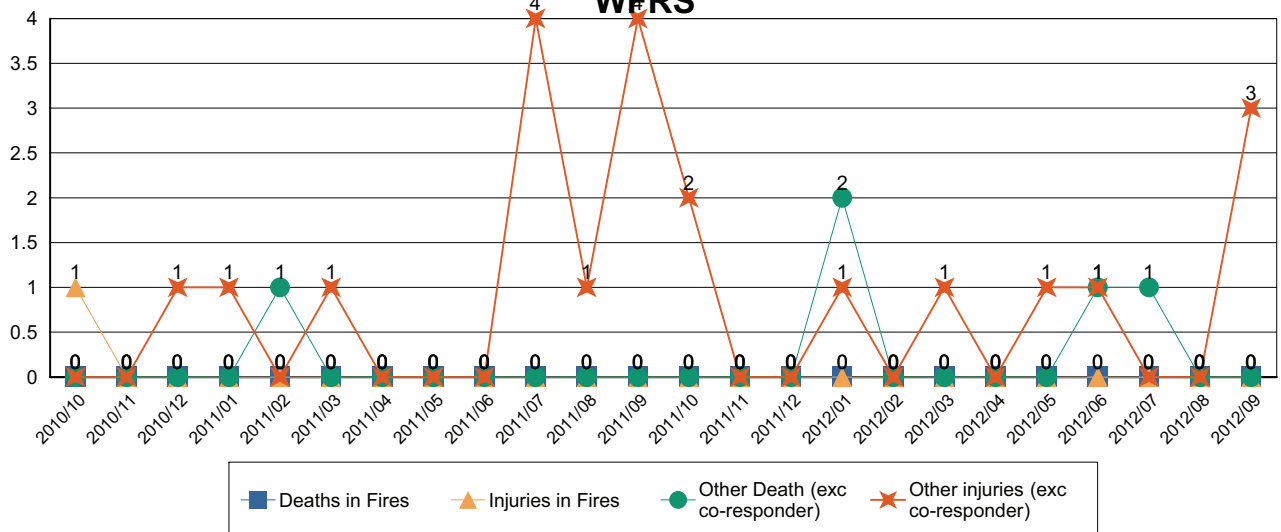
Non-Fire incidents attended by WFRS



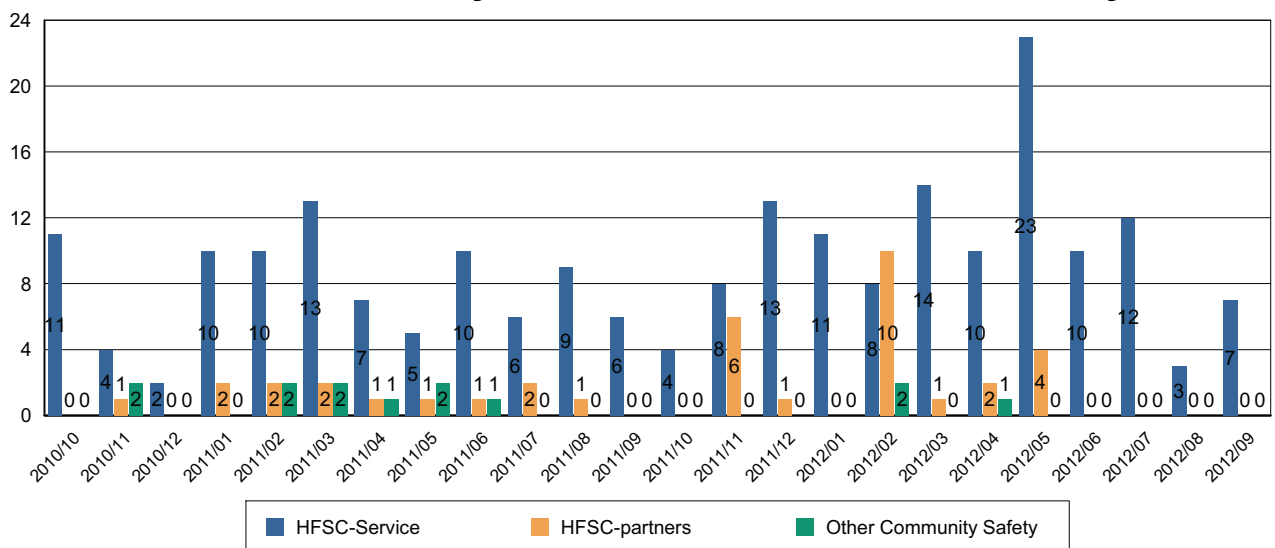
Number of False Alarm Incidents



Death & Injuries in incidents attended by WERS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

October 2012 update

Pregnant women offered whooping cough jab

Pregnant women across Wiltshire are being offered the whooping cough vaccination, following a national increase in the number of cases.

The vaccination will boost short term immunity passed on by women to their babies while they're still in the womb. Newborns will still need to be vaccinated between two and four months of age, so that they continue to be protected.

GPs will be giving the vaccination to women who are at least 28 weeks pregnant, in order to optimise its effectiveness.

Whooping cough – or pertussis is a highly contagious bacterial infection of the lungs and airways. The condition usually begins with a persistent dry and irritating cough which progresses to intense bouts of coughing. These are followed by a distinctive 'whooping' noise.

The Department of Health is encouraging all women who are 28 weeks pregnant or more to have the vaccination because immunity from the vaccine will pass to your baby through the placenta, helping to protect them in their first few weeks of life

If you're approaching 28 weeks pregnant or more, please contact your GP practice to find out more about the vaccine and book an appointment to receive it.

For more information on the whooping cough vaccine in pregnancy, visit the NHS Choices website: <http://www.nhs.uk/Planners/vaccinations/Pages/Adultshub.aspx>

Keep warm and well

Now that the clocks have changed and we have already seen temperatures plummet, NHS Wiltshire is urging people to keep warm and well this winter:

“The cold can have serious consequences, increasing the risk of strokes and heart attacks as well as colds and flu,” says Medical Director Peter Jenkins; “Wrapping up warm, keeping the heating turned up and keeping a well-stocked medical cabinet incase you do catch a cold or flu are all sensible steps to take.”

“It's particularly important to stay indoors during very cold weather if you have a respiratory illness – and all elderly people should avoid going out on icy pavements. This means staying at home until later in the morning when the ice has melted. Even if you have a doctor's appointment first thing, try and reschedule it for later – your surgery will usually be happy to help with this. It's better to wait than risk falling on the ice.”

NHS Wiltshire has produced five top tips on staying warm and well this winter.

1. **Keep your home warm** – set your central heating to between 65 and 70 degrees Fahrenheit (18-21 degrees centigrade). Heat the room you sit in during

- the day to 70 degrees, and your bedroom to 65 degrees. When it's very cold (as it is at present), set the heating to come on earlier so that you're not waiting for your home to warm up.
2. **Have your flu jab.** Everyone over 65, or with a wide variety of health conditions, is entitled to one free of charge. Immunity takes effect almost immediately, so even though a flu outbreak is currently well underway, you can still protect yourself by getting the jab – just call your GP to make an appointment.
 3. **If you do fall ill with flu, it's best to stay at home.** Flu is caused by a virus, and cannot be treated with antibiotics – so a visit to your GP is not necessarily the best course of action.
 4. **Vomiting and diarrhoea bugs** caused by norovirus are common and very infectious. This can be a very unpleasant condition, but the best advice is to stay at home and drink plenty of fluids until the symptoms pass. Norovirus is highly infectious, with an incubation period of between one and three days. For that reason, you should wait 48 hours after symptoms have stopped before going back to work or school.
 5. **Keep a well-stocked medicine cabinet**, with supplies of ibuprofen, paracetamol and your favourite cold remedy at hand.

Where to go when you're ill

The following points should be helpful when deciding who to contact.

- Pharmacies offer over-the-counter medicines and advice. As well as being open during regular retail hours, they operate an out-of-hours service on a rota basis;
- Call NHS Direct for advice on 0845 46 47 or go to www.nhsdirect.nhs.uk. They can give a wide range of advice and information about many conditions;
- Use the minor injuries units at Chippenham and Trowbridge for cuts, burns and other injuries – but not for colds, flu or vomiting;
- Make an appointment with your own GP - an out-of-hours service is also available;
- If it is a genuine emergency, go to your local A&E department or call 999 for an ambulance.

The next PCT Cluster Board Meeting will be held on Wednesday 28 November at 10am in the Conference Room, Southgate House, Pans Lane, Devizes.

Members of the public are welcome to attend. Papers are published a week before the meeting on www.wiltshire.nhs.uk or on request from Stacey Saunders, NHS Wiltshire, email: stacey.saunders@wiltshire.nhs.uk

Wiltshire Involvement Network (WIN)

Report to Wiltshire Area Boards

September 2012 to November 2012

WIN is one of a nationwide system of Local Involvement Networks (LINKs) set up under the *Local Government and Public Involvement in Health Act 2007* to listen to the concerns of local people, community groups and organisations about their health and social care services. They all want to see these services change for the better. By sharing your views and experiences of health and social care in Wiltshire, you can help influence how services are planned and run. The work that WIN has carried out from September to November 2012 is set out below:

- The WIN Outreach Group met twice to discuss its work plan and arrangements for representing WIN at all area board meetings. A draft response to the Care and Support Bill consultation was also discussed. Final preparations were also discussed for the WIN 'Carers and Services that help people to live at home' event that will take place on the 19th October in Salisbury
- The WIN Officer attended the Regional LINKs meeting in Taunton to hear updates from NHS South West and the Local Government Association on LINK legacy and handover documents, the Equality Delivery System and information about how other Local Involvement Networks across the region are coping with the transition into Healthwatch.
- The WIN Chair, Phil Matthews, attended a meeting of Wiltshire Council's Shadow Health and Wellbeing Board, on which he represents WIN. He also represents WIN on Wiltshire Council's Health and Social Care Select Committee.
- Following two informal Enter and View visits to Athelstan House, Malmesbury, and Hungerford House, Corsham, which took place in July, full reports have been written and shared with the commissioners, providers and regulators of both services. Copies of the report can also be found on the WIN website. (WIN has the statutory power to enter and view any health or social care facility in Wiltshire.) A programme of unannounced visits is now being planned to other care homes across Wiltshire. WIN works closely with the CQC to ensure health and social care premises meet the required standards.
- During the period WIN members and staff attended the following events to promote the work of WIN and to listen and engage with members of the public to establish issues and concerns from around the county:
 - Wiltshire and Swindon Users' Network Annual General Meeting
 - Wiltshire Equality Network – Mental Health – Ensuring Positive Outcomes event
 - Carer Support Wiltshire Annual Review meeting
 - Wiltshire Patient Participation Group Forum
 - CCG Stakeholder Assembly
 - Voluntary Sector Assembly
 - AWP – Moving Forward Together Event

- Housing Tenants Open Day in Salisbury
- Age UK Wiltshire Annual General Meeting
- WIN, the Wiltshire and Swindon Users' Network and Wiltshire Council are committed to transforming how blind, partially sighted and visually impaired people are supported. With this in mind a series of workshops has been organised to help us to define:
 - What works really well within the current services on offer?
 - What needs to change within the current services?
 - What are the key issues and priorities for developing services?

A final list of recommendations will be taken forward for discussion with the Council, NHS Wiltshire and the Clinical Commissioning Group as to how services can be developed or enhanced in the future. For more information contact us.

- WIN has been working closely with Wiltshire Council's Help to Live at Home service and Carers Support Wiltshire to promote services available for people to help them to live safely and longer in their own homes. An information and promotion event took place at the end of May in Devizes which saw 100 people receive updates from Wiltshire Council, Carers Support Wiltshire, Youth Action Wiltshire, Age UK Wiltshire, Wiltshire Medical Services and Mediquip. WIN received some extremely positive feedback from attendees. WIN was asked by Wiltshire Council to replicate the event in Salisbury to ensure that the information was promoted as widely across Wiltshire as possible. The event in Salisbury will take place on Friday 19th October at the City Hall.
- The WIN Healthwatch Implementation Task Group met with a representative from Wiltshire Council to be updated on the progress of Healthwatch Wiltshire.
- The WIN Chairs met with the Wiltshire and BANES Compliance Inspector for the Care Quality Commission (CQC) to share information and discuss issues of concern. These meetings take place on a bi-monthly basis and enable WIN to have open and clear communication with the CQC.

A report of all meetings attended by members and staff is produced and shared with the wider membership and published on the WIN website.

Dates for your diary:

Friday 19th October – WIN 'Carers and Services that Help People to Live at Home' Event, Salisbury

Wednesday 7th November – First Vision Ahead workshop, Devizes

Wednesday 14th November – WIN Public Meeting (hospital and community discharge), Melksham

For more information on the above meetings or if you would like to be involved with WIN, or find out what our future plans are contact us on 01380 871800, winadmin.wsun@btconnect.com or find us online at www.wiltshireinvolvementnetwork.org.uk

Partner Update for Warminster Area Board

Name of Partner: Warminster and Villages Community Partnership (WVCP)

Date of Area Board Meeting: 8 November 2012

Headlines/Key Successes

- Len Turner and Michael Mounde are acting Chair and Vice Chair respectively until WVCP's next AGM in January 2013.
- Enterprise Warminster sub-group set up in partnership with Warminster Town Council and includes members from the retail sector.
- Warminster Benchmarking activity completed with online surveys for visitors and businesses followed by event in June.
- Shona Holt replaces Debra Leslie as Coordinator for WVCP.
- Partnership working links strengthened by WVCP with Area Board and others through sub-groups, committees, panels and forums.
- Signage survey completed in Warminster by Economic and Tourism Group and report recommendations passed onto the Town Council.
- A consultation survey for the updated Community Plan is going to all households and businesses within the WVCP area and is available online via <http://www.surveymonkey.com/s/3RTJYJF>. Closing date is 7th December.
- Analysed survey results to be presented by WVCP at a consultation event on 26th January 2013 at Civic Centre for further discussion to finalise priorities under the eight community plan pillars/themes. New Community Plan to be published end of March 2013.
- 2nd tranche of core funding for 2012/13 is therefore requested for release by the Area Board.

Projects

- Youth Transport scheme is ongoing and enables youngsters from rural villages access to Warminster Town facilities.
- Warminster Benchmarking event held in June.
- Warminster in Bloom was successful over the summer and looking to continue next year.
- Economic and Tourism Group – signage survey report completed and monitoring of town scene and empty buildings ongoing. A business confidence survey is being carried out and 'Welcome to Warminster' and 'Buy Local' leaflets are being developed.
- Warminster Community Radio's Saturday morning slot continuing to highlight the work of the Partnership/ Area Board/Voluntary organisations etc.

- Sport 4 Warminster – the rural schools sports initiative that supports the continuation and sustainability of a jointly held annual Sports day and Thursday club is ongoing. This helps to integrate Primary school youngsters prior to moving to the senior school.

Diary Dates

- WVCP Committee meeting every 4th Tuesday of the month
- 7th December – closing date for Community Plan consultation survey
- 24th January – WVCP Community Plan event and AGM

Signed: Shona Holt, Coordinator, WVCP

Date: September 2012

WILTSHIRE COUNCIL

WARMINSTER AREA BOARD 8 November 2012

Warminster & Village Community Partnership (WVCP) Application for Second Tranche of Core Funding

1. Purpose of the Report

- 1.1. To seek the Board's approval to release the second tranche of core funding to WVCP which was awarded in July 2012 covering the financial year 2012/13

2. Background

- 2.1. Warminster and Villages Community Area Partnership (WVCP) are allowed to apply for up to 20% of Area Board funding for their running costs each year. They are required to provide a workplan and a budget projection as provided in the appendices.
- 2.2. There are normally 2 tranches of funding to community partnerships during 2012/13 (up to 50% of their total projected costs in each tranche).
- 2.3. The Community Area Manager advised WVCP that the second tranche can be requested at the November 2012 Board. It was agreed that will be submitted that the first tranche has been spent effectively in meeting their objectives and also that the conditions listed in section 5 below have been met.
- 2.4. Warminster Area Board has been allocated in 2012/13 budget of £47,714 for community grants, community partnership core funding and councillor led initiatives.
- 2.5. The partnership was awarded £9294.00 in July 2012 for their core up to the end of March 2013.

3. Main Considerations

- 3.1. All partnerships funded by Area Boards are required to sign a Community Area Partnership Agreement (CAPA), which will be countersigned by the Chair of the Area Board. The CAPA is to be signed by both parties at this meeting if WVCP's core funding is awarded.
- 3.2. In order to show how the community area partnership aims to meet the commitments set out in the CAPA, WVCP are required to complete a work

plan. This work plan has been reviewed and endorsed by the Community Area Manager as a workable document.

3.3. There were two conditions attached to the Area Board funding. These were that the partnership will:

- engage the services of a Partnership Administrator by September 2012
- be on target to produce the updated Community Area Plan by January 2013 as per their workplan

The first condition has been met as there is a new co-ordinator in place.

The Community Area Manager is confident that good progress is being made to update the Community Area Plan which will be achieved early next year. There is a consultation survey currently in progress and a consultation event planned for January 2013, both of which will be used to update the Community Area Plan. The partnership are confident that a draft of the new plan will be ready for presentation to the Area Board in March 2013.

3.4. The partnership has received the first tranche of funding for £4647 and is now requesting that the Area Board releases the second tranche for £4647.

4. Implications

4.1. Environmental Impact of the Proposals

4.1.2 The community partnership contributes to the continuance and improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon individual projects.

4.2. Financial Implications

4.2.1 Core costs awarded to the community partnership must fall within the Area Boards budget allocated to the Warminster Area Board.

4.3. Legal Implications

4.3.1 There are no specific Legal implications related to this report.

4.4. HR Implications

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

4.5. Equality and Diversity Implications

4.5.1 Community partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive.

5. Recommendation

The Community Area Manager recommends that the area board:

- releases the 2nd tranche of core funding which was awarded in July 2012 for the financial year 2012/13.

Tel No: Jacqui Abbott, Warminster Community Area Manager
07771 844 530
E-Mail: Jacqui.abott@wiltshire.gov.uk

Appendices:
Appendix 1 WVCP Annual Workplan, 2012/13
Appendix 2 WVCP Budget Form, 2012/13

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Warminster & Villages Community Area Partnership

Annual Workplan 2012/13

In order to show how the community area partnership aims to meet the commitments set out in the Community Area Partnership Agreement 2012/13, please complete the form below.

CAPA commitments	Proposed initiatives and activities	WVCP Response
<p>Partnership Development <i>“To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</i></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 51</p>	<p>Please tell us about your Steering Group or Management Committee, how it is appointed and who serves upon it?</p> <p>Give details of any theme groups within the CAP.</p> <p>Please explain how your CAP is supported – do you have an administrator/agent/project officer and if so, how are they engaged?</p> <p>Are you affiliated to WfCAP and do you attend WfCAP meetings and events?</p> <p>Please indicate how you intend to maintain and develop the CAP over the next 12 months.</p>	<p>The Committee is elected at the AGM and comprises citizens & councillors/clerks from the Town & Villages. We welcome attendance from the Official Services.</p> <p>We currently have 3 active Pillar Groups (Economy & Tourism, Health & Social Care; and Education & Life-long learning (‘L4W’ for short)). The Coordinator and a Parish Clerk attend meetings of the Community Area Transport Group (CATG) and we continue in our efforts to identify ‘focal points’ willing to help form groups covering the 5 other Quality of Life topics, although Crime & Community Protection is already well-covered by NHW and the NTG meetings.</p> <p>We have recently recruited 3 new members to the Committee and hope to encourage them to act as focal points in the future.</p> <p>We engaged a Coordinator in September 2011. Shona Holt is now in post and formally employed through the Warminster & Villages Development Trust as this is a legal entity.</p> <p>Yes. We attend when a representative is able to & copy WFCAP in on appropriate correspondence. One of our members is WFCAP Treasurer. The Coordinator also attends the CAP quarterly meetings to share information and good practice across the County and a few of the partnership members attend the AGM in April.</p> <p>Our priorities in 2012/2013 are to draft a new, a fit for purpose Community Plan, to take account of the period 2013 -2026. To continue to foster and support community groups with aims & objectives consistent with those of the Partnership (e.g. Friends of Warminster Park); and to work with the Official Services, including working closely with the Area Board, ensuring priorities established as a result of recent and forthcoming consultations are taken account of in their action plans.</p>

Please post your Annual Workplan and Claim Form for running costs to:

Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

<p>Accountability</p> <p><i>"To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis."</i></p> <p style="text-align: center;">Page 52</p>	<p>Please explain how you will account to the community during the year?</p> <p>How will you promote your work and engage people?</p> <p>Can you show that you have the support of the local community?</p>	<p>We hold an AGM followed by an open forum which is advertised in good time and to which a detailed report from the Committee is submitted. We maintain a website providing a range of information about the Partnership's work with links to the Community Area Plan and more recent community views on Priorities and providing the facilities for communicating with the Partnership.</p> <p>We held a joint Community Event in Jan 2012 with the Area Board where local issues and priorities were discussed and the work of the Partnership was highlighted. The development of the new Community Plan will involve a mail-drop survey and Community Consultation Event, and we are budgeting for quarterly notices to be published in the local paper on behalf of the Partnership as a whole and each of the 3 main Pillar groups.</p> <p>In addition the Coordinator is working closely with the Villages/Parishes and local organisations to circulate relevant and useful information, to highlight the support the Partnership can offer and to give practical help and advice in establishing and running community projects.</p> <p>Not really, this is an area in which we recognise we need to establish ways to encourage involvement and feedback. However, there being no evidence of objections to the aims or activities of the Partnership: we actively participate in the Area Board meetings as often as possible and have had no adverse comments as a result. Those members of the community who are active in the 3 Pillar groups are naturally supportive of the Partnership Committee's efforts on their behalf.</p>
<p>Communication</p> <p><i>"To engage and communicate systematically with all sections of the community and to maintain a contact register of key organisations and volunteers."</i></p>	<p>Please explain how you communicate with the wider community, promote your work and encourage participation in the activities of the CAP.</p> <p>How many organisations are affiliated to the CAP and how</p>	<p>We aim to reintroduce the quarterly Newsletter and we have display boards and material which we use at community events whenever we have volunteers available. The Coordinator attends Pillar meetings where possible; she and Committee members are active on Committees set up by the Area Board and Town Council e.g. planning the Jubilee celebrations in 2012 and on the local economy ('Warminster in Business'). The Committee and Pillar Group members take the opportunity to explain about the Partnership and how it can help whenever possible: we readily accept invitations to talk about the Partnership to other organisations and invite them to be in attendance at our Committee meetings.</p> <p>We will be reviewing the website, updating it and making more interactive over the coming months.</p> <p>The issue of membership & affiliation is one with which the Committee have been wrestling for some time, there being a range of views on the</p>

Please post your Annual Workplan and Claim Form for running costs to:

Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

	many names are on your communications database?	<p>subject which have yet to be reconciled. We invite the Town Council to nominate a representative on the Committee and explored the idea of inviting a representative from each of 3 clusters of Villages but without success. The Area Board has itself nominated a Councillor to sit on the Committee. Many of the Committee members are also active in other local organisations.</p> <p>As a result of the recent Community event, we have updated our contact list, and this now takes account of a large number of local organisations, representatives from Official Services and citizens interested in Community Work. As far as possible, we aim to keep this updated on an on-going basis.</p>
<p>Consultation</p> <p><i>"To consult widely on a range of socio-economic issues including the holding of public engagement events and activities."</i></p>	<p>Please explain how you intend to consult the community in the coming year. Will this be through surveys, public meetings, on-line questionnaires, etc? Will this work be towards an updated community plan? Are there any topics / issues arising of community concern that your CAP would like to consult on e.g. community campuses?</p>	<p>The responses we receive from Community Consultation will form the basis of the new Community Plan taking us through to 2026. We will be consulting widely with the local community – both households and businesses – by way of a maildrop survey which is also available online and advertising this through the local press to encourage a good response. This will be followed by a public consultation event in January 2013 as well as taking advantage of events organised by others to seek inputs. We are also considering consulting in some of the schools, to encourage the younger population to take an interest in Community issues and plans.</p>
<p>Community Planning</p> <p><i>"To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations"</i></p>	<p>Please explain how you intend to develop, review or implement your community plan over the next 12 months. What activities will you undertake in order to consult with local people? How will you ensure this is representative of the whole population locally?</p>	<p>The Plan as published covers the period 2005 –2015. At a recent Community Event we used the issues and initiatives from the current plan, together with JSA statistics, updates from Services and local organisations, WC and Town Council to discuss Community Priorities. This information will be used by the Area Board in their future considerations and by the Partnership as a basis for drafting consultation documentation for 2012. It is available to the community via our website.</p> <p>We will ensure we take account of the community in both town and villages through postal consultation, on line questionnaires and attendance at public events.</p>
<p>Local action</p> <p><i>"To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where appropriate."</i></p>	<p>Please tell us about your plans to encourage local action to address the community plan priorities.</p> <p>What do you expect to achieve during the year ahead?</p>	<p>We foster & support the 3 main Pillar groups and encourage the formation of others. We draw the attention of community groups to the CAPlan at every opportunity, particularly where they are applying for funding.</p> <p>A major Consultation exercise with the Warminster and Villages Communities on priorities and issues and the use of the input generated to draft a new fit-for-purpose Community Plan to take us through to 2025.</p>

Please post your Annual Workplan and Claim Form for running costs to:

Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

	<p>How will you secure funding for these projects?</p>	<p>To work closely with the Town & Parish Councils and the Area Board to ensure Community Priorities, expressed through consultation exercises, are taken account of in future Town, Village, Area Board and Wiltshire Council plans and their implementation.</p> <p>Warminster has been selected as a Pilot Area for the Community Budget initiative and, whilst we have only received information regarding plans for Community Budgeting to date, we hope to work closely with the Area Board to highlight the priorities to be taken account of during the Pilot.</p> <p>The Partnership is involved in and providing active support to a wide range of on-going g projects including: Youth Transport Scheme, Bustards, Warminster in Bloom, Warminster Jubilee Events and the Queens Jubilee Event in Salisbury.</p> <p>We will take advice from local people such as Warminster Mayor Cllr Pip Ridout, from WFCAP, and the Charities Aid Foundation etc on appropriate sources of funding. Where local organisations seek support for grants we will help them in their efforts to secure funding via Area Board or other organisations.</p>
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Community Area Partnership Agreement 2012/13:

Budget details for CAP running costs

Your Details:

Name:	Shona Holt
Partnership:	Warminster and Villages Community Partnership
Address:	c/o CAB Building Central Car Park Warminster Wiltshire BA12 9BT
Phone:	07403 914263
Email:	warminstervcp@gmail.com

Bank Account Details:

Account name:	Lloyds TSB
Sort code:	
Account no.	
Balance of funds at beginning of year:	£10821.13

Details of Budget:

	Cost:
Administrator / Project Officer (inc travel) costs: <ul style="list-style-type: none">▪ Details £8120 (Fee+NI) + 500 expenses	a £ 8620
Consultation activities, public events, analysis, etc: <ul style="list-style-type: none">▪ Details - Carried forward from last year	b £ -
Advertising & promotion (inc websites): <ul style="list-style-type: none">▪ Details £500 adverts £200 website	c £ 700
Plans, questionnaires, other printing costs: <ul style="list-style-type: none">▪ Details Pillar Group Support	d £ 1800
Office expenses, consumables, etc.: <ul style="list-style-type: none">▪ Details £1500 rent + £300 stationary	e £ 1800
Other costs: <ul style="list-style-type: none">▪ FR book & Mag 210 Audit 500 Postage 250	f £450
Amount of funding rolled forward from 2011/12 to be spent in 2012/13:	g £ 4586
Total running costs applied for:	h £ 9294

(costs a+b+c+d+e+f - g must equal h)

I confirm that the costs detailed here will be incurred by the Warminster and Villages Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2012/13.

I understand that a first tranche payment of 50% of the funding will be released following Area Board approval (July 2012). The second 50% will be released following approval at the November 2012 meeting.

Signed:

Date:

Please send your Annual Workplan and Budget Form for running costs to the Community Area Manger: JanPage55@wiltshire.gov.uk

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Partner Update for Warminster Area Board

Name of Parish/Town Council/Partner: Warminster Town Council

Date of Area Board Meeting: 8th November 2012

Headlines/Key Successes

- Warminster Town Council held its own job fair
- Warminster Festival
- Freedom of the Town awarded to 3 Yorks Battalion (Duke of Wellingtons)

Projects

- Welcome home parade for 3 Yorks
- Boreham Road Neighbourhood Development Order
- Asset Transfer of Land adjacent to Warminster Civic Centre
- Transfer of Allotments to Town Council
- Review of internal signage within the Town
- Town Plan – next stages. Discussion papers in circulation
- New Trees to be planted in Boreham Road
- Christmas Market featuring local craft and food producers

Diary Dates

- Remembrance Service Sunday 11th November 2012 3pm at War Memorial
- Welcome Home Parade 30th November 10am
- Christmas Market, 24th & 25th November Warminster Civic Centre – local crafts and food producers, Father Christmas and local choirs performing.

Signed: *Hu Abernethie*

Date: 9th October 2012

Partner Update for Warminster Area Board

Name of Parish/Town Council/Partner: Maiden Bradley with Yarnfield

Date of Area Board Meeting: Thursday 8 November 2012

Headlines/Key Successes

- A new Manager has taken over in the Community Shop
- New Councillor Sarah Fry has join the team
- Parish Footpath Standard Review has been completed and adopted in the parish

Projects

- Village Hall maintenance programme moving forward
- Youth Club seeking funds at the Area Board Participatory Budgeting Session

Diary Dates

- Full Council meeting 13th November 2012 Maiden Bradley Village Hall 7.30pm

Signed: Sarah Jeffries MILCM Parish Clerk/Responsible Finance Officer

Date: 24th October 2012

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Partner Update for Warminster Area Board

Name of Parish/Town Council/Partner: Horningsham

Date of Area Board Meeting: Thursday 8 November 2012

Headlines/Key Successes

- New Councillor Ken Windess- the new Youth Club Representative on the Parish Council

Projects

- Housing Survey to be actioned
- Play Area moving forward to quotations

Diary Dates

- Annual Village Meeting with Longleat Estate on the 7th November 2012
Horningsham Village Hall
- Full Council meeting 29th November 2012 7.30pm Horningsham Village Hall

Signed: Sarah Jeffries MILCM Parish Clerk /Responsible Finance Officer

Date: 24.10.12

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Partner Update for Warminster Area Board

Name of Parish/Town Council/Partner: Longbridge Deverill & Crockerton Parish Council

Date of Area Board Meeting: Thursday 8 November 2012

Headlines/Key Successes

- Grant awarded for £200 from the AONB towards the Community Noticeboard

Projects

- Flood Plan in progress
- Winter Emergency Plan in progress
- Community Noticeboard for the Longbridge Deverill Service Station

Diary Dates

- Next Full Council meeting 5th November 2012 7.30pm There is an open public session at the start of the meeting.

Signed: Sarah Jeffries MILCM Clerk /Responsible Finance Officer

Date: 24.10.12

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Wiltshire Council

Warminster Area Board

8 November 2012

Agenda Item No: 12

Agreement of Community Area Transport Group Budget Allocation Proposals

1. Purpose of the Report

- 1.1. To agree the budget allocation proposals from the Community Area Transport Group (CATG) for the Warminster Community Area.

2. Background

- 2.1. Funding for local road schemes for 2012/13 is to be allocated by area boards through Community Area Transport Groups (CATGs).
- 2.2. The Warminster CATG met in September 2012 to prioritise projects which have been put forward for CATG expenditure.
- 2.3. The CATG discussed a variety of projects and have recommended a number of projects detailed in section 4 below for approval by the Area Board.

3. 2012 / 13 Budget allocation

- 3.1 The budget for CATG projects in 2012 /13 is £15, 226.

4. Proposed expenditure to be agreed by Area Board

Project	CATG funding to be agreed
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4.1 Improvements to A350 Junction	£2,100
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(Parish Council has agreed to contribute £1,000 to the project which will cost £3,100)

4.2 Beech Grove

£1300

This is for a topographical survey. An application will be made to the 2013/14 substantive scheme for possible future work on creating access restrictions.

4.3 Smallbrook Lane / Boreham Road

£800

To provide hatched lines at junction to improve access for vehicles exiting Smallbrook Lane.

As the allocation for 2012/13 is £15,226, if the above expenditure is approved, the Warminster CATG will have £1,726 remaining for 2012/13.

5 Recommendations

The CATG recommends that the Warminster Area Board:

- a) Agrees the prioritised projects listed in section 4 for CATG expenditure.

Report Sponsor & Chair of CATG: Cllr. Andrew Davis
Report Author: Jacqui Abbott, Community Area Manager
Tel No: 07771 844 530
E-Mail: jacqui.abbott@wiltshire.gov.uk

Report to	Warminster Area Board
Date of Meeting	8 November 2012
Title of Report	Community Area Grants

Purpose of Report:

To ask Councillors to consider the following 4 applications seeking 2012/13 Community Area Grant funding.

1. Corsley Reading Room. A request for £2,287
Officer recommendation: Approve
2. Warminster Supporter’s Group, Wiltshire Wildlife Trust. A request for £4,976
Officer recommendation: Approve
3. Warminster Area Rural and Town Schools Partnership. A request for £350
Officer recommendation: Approve
4. Chapel of St. Lawrence. A request for £4,990
Officer recommendation: Approve

Total request **if all applications are allocated in line with officer recommendations:**
£12,603

Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (4 April 2012). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2012/2013.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer’s recommendation would need to demonstrate that the application in question has a wider

community benefit, and give specific reasons for why this should justify an exception to the criteria.

- 1.3. The emphasis in the Coalition Government's Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups. Likewise, Small Grants (new this year) should be awarded to similar groups, as well as un-constituted groups of people wanting to improve things near to where they live.
- 1.4. Warminster area Board has been allocated a 2012/2013 budget of £47,714 for community grants, small grants, community partnership core funding and area board/councillor led initiatives.
- 1.5. Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1,000 - £5000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.6. Small Grants, new for this year will fund up to £350, where the total cost of the project does not exceed £350. This grant is aimed at enabling groups (including those not formally constituted) to implement projects, involving local people to make their community a better place to live.
- 1.7. Area boards will not consider Community Area Grant (CAG) applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.8. In addition to CAGs and Small Grants, councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls. The application process and form has been updated to bring it in line with the other grants.
- 1.9. Officers are required to provide recommendations in their funding reports (except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire Councillors on the Area Board.

- 1.10. Funding applications will be considered at every Area Board meeting.
- 1.11. Applicants are encouraged to contact and seek funding help from Charities Information Bureau (CIB) who work on behalf of Wiltshire Council. CIB support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.12. Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available on the Wiltshire Council web site with the area board agenda papers and hard copies available upon request.
- 1.13. The 2012/2013 funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) and paper versions are available from the Community Area Manager.
- 1.14. A decision was been made in 2010/2011 that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.15. All recipients of area board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board. This applies to all grants made by the area board.
- 1.16. A budget ring-fenced for the needs of young people will again be made available in 2012/2013. How this will be allocated will be the decision of the area board. In Warminster, the Area Board chose to allocate this via a Participatory Budgeting event.
- 1.17. Warminster Area Board has a separate Community Area Transport Group (CATG) budget of £15,226 for 2012/13.

Background documents used in the preparation of this Report	<ul style="list-style-type: none"> • Community Area Grant Application Pack 2012 / 13 • Small Grants Application Pack 2012 / 13 • Warminster and Villages Community Area Plan
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2012/13 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. There will be 6 rounds of funding during 2012/2013. The remaining 2 rounds will take place on the following dates:

Board meeting

10 January 2013
7 March 2013

Deadline for applications

30 November 2012
25 January 2013

3. Environmental & Community Implications

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

4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Warminster Area Board.
- 4.2. If grants are awarded in line with officer recommendations, Warminster Area Board will have a balance of £14,303.

5. Legal Implications

- 5.1. There are no specific Legal implications related to this report.

6. HR Implications

- 6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- 7.1. Community Area Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.
- 7.2. Implications relating to individual grant applications are outlined within section 8 – “Officer Recommendations”.

8. Officer Recommendations:

Ref	Applicant	Project proposal	Funding requested
8.1	Corsley Reading Room	Replacement of old and worn chairs for the Reading Room	£2,287

8.1.1 Officer Recommendation – Approve

- 8.1.2 The application meets the 2012/13 grants criteria.
- 8.1.3 The application demonstrates a link to the community plan through supporting parishes in the development of their village halls / meeting places
- 8.1.4 Corsley Reading Room is used regularly for functions in the village and helps to bring the community together. The grant request is to replace uncomfortable plastic chairs with modern upholstered chairs.
- 8.1.5 The overall cost of the project will be £4,894 and there will be match funding provided totalling £2,607.

Ref	Applicant	Project proposal	Funding requested
8.2	Wiltshire Wildlife Trust Warminster Supporter's Group	Upgrade Infrastructure Smallbrook Meadows	£4,976

8.2.1 Officer Recommendation: Approve

8.2.2 The application meets the grants criteria 2012/13.

8.2.3 If awarded, the funding would contribute to a longer term plan to improve access from Smallbrook Lane through to the park for a wider range of people including those who use a wheelchair. The first part of the project is to upgrade the path with the ramp forming part of a future project.

8.2.5 Many wheelchair users are keen to access the path. The proposed improvements will join up those already done and will give an improved route and easy access. The area is a popular leisure facility for many people in Warminster.

8.2.6 The project demonstrates a link to the community plan through economy and tourism, culture and leisure, the environment and volunteering.

8.2.7. Match funding is provided to the value of £5,200.

Ref	Applicant	Project proposal	Funding requested
8.3	Warminster Area Rural and Town Schools Partnership	After School computer Xplorers for Families	£350

8.3.1 Officer Recommendation: Approve

8.3.2 This application is made under the new Small Grants Scheme which is a simple application process that does not require match funding

8.3.3. The application meets the criteria of the small grants scheme 2012/13

8.3.4 The funding would provide a 6 week course for up to 9 adults and 2 children per adult and encourages children and adults to learn together. Learning opportunities are extended and a similar project in the Summer was very popular and successful.

8.3.5. This does not form part of the normal school curriculum and is an innovative project.

Ref	Applicant	Project proposal	Funding requested
8.4	Chapel of St Lawrence	West End Development Project	£4,990

8.4.1 Officer Recommendation: Approve

8.4.2 The application meets the grants criteria 2012/13.

Although we normally expect 3 quotes for amounts above £1,000, this is a specialist project for a listed building construction involving limed mortar and ragged stone. There are extremely limited providers for this work. It is acceptable in this case to receive 1 professional quotation provided for the works.

8.4.3 The project will upgrade the facilities of the chapel for community use which includes the provision of a toilet for disabled people and catering facilities. The building will be more accessible to the general population for community and charitable events.

8.4.5 The local community has expressed an interest in improved facilities and will use the venue more regularly if this can be achieved. Over 1,000 people are likely to benefit from the project.

8.4.6 The project will cost £18,912 in total and £5,823.56 match funding has already been raised.

Appendices:	Completed Community Area Grant Application forms
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o unpublished documents have been relied upon in the preparation of this report.

Report Author	<p>Jacqui Abbott Warminster Community Area Manager <u>Tel:</u> 07771 844 530 Email: Jacqui.abbott@wiltshire.gov.uk</p>
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Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. ([See Section 2 for contact details](#))

Please contact your Community Area Manager before completing your application
([See Section 3 for contact details](#))

1. Your organisation or group

Name of organisation	Corsley Reading Room		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Replacement of old and worn chairs		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Corsley Reading Room is used regularly for a range of functions including : Womens Institute meetings, Pilates and Yoga classes , coffee mornings, parish council meetings , various entertainments requiring seating for up to 100 people, and a number of private and public events held by organisations from the local community and surrounding towns and villages. The chairs currently in use are old plastic ones, worn and uncomfortable and difficult to stack because of differing frame designs. Replacement with modern upholstered chairs , of sturdy construction and easy to stack is necessary.		
In which community area does your project take place? (Please give name – see section 3)	Corsley		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Corsley Reading Rooms	
When will your project take place?	as soon as funding is available	
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	Awareness by the Management Committee that replacement chairs were necessary reinforced by a growing number of complaints that the chairs are uncomfortable and, in many cases unsteady, and are difficult to stack safely because of wear and tear over the years.	
How many people will benefit from your project?	Corsley population (est 700)	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	Warminster and villages plan : Support parishes in the development of their village halls /meeting places p13	
Any other information about your project. (Limited to a 1000 characters) The Reading Room is used regularly by groups in Corsley and we have a growing number of external bookings . Many of the users are elderly. Improving the comfort of chairs and making them easier to move and stack will be helpful to all users and to those who prepare and clear the rooms for use .		
To be completed ONLY where town/parish councils are making an application		
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Management

How many people are involved in the management of your group/organisation?

Of these, how many are:

Over 50 years	Male	<input type="text" value="4"/>	Female	<input type="text" value="8"/>
25 – 50 years	Male	<input type="text"/>	Female	<input type="text"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
not a recurring cost

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

Feedback from hall users re comfort and convenience and more bookings

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

Elizabethan Evening

£500

£320

Please list with amount applied for and whether you have been successful

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

Yes

No

If yes, please state which one(s).

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

4. Information relating to your last annual accounts (if applicable)		
Year ending: 2011	Month: September	Year: 2011
A - Total income:	£10358-04	
B - Minus total expenditure:	£5600-92	
Surplus/deficit for year: (A minus B)	£4757-12	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£3500-00	

5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.

Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
100 new chairs inc VAT	£4,794	Own fundraising/reserves	C	£2,287
trolleyx1	£100.74			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£			
	£	Other		£320
	£			£
Total Project Expenditure	£4,894	Total Project Income		£2,607

Total project income B	£2,607
Total project expenditure A	£4,894
Project shortfall A – B	£2,287
Grant sought from Wiltshire Council Area Board	£2,287
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	
Please give the name of the organisations' bank account e.g. Chippenham Scouts	

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

7. Declaration (on behalf of organisation or group) – I confirm that...

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection Safeguarding Adults
- Public Liability Insurance Equal opportunities
- Access audit Environmental impact
- Planning permission applied for (date) or granted (date)
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 15/10/2012

Position in organisation:

Please return your completed application to the appropriate Area Board Locality Team [\(see section 3\)](#)

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Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. ([See Section 2 for contact details](#))

Please contact your Community Area Manager before completing your application
([See Section 3 for contact details](#))

1. Your organisation or group

Name of organisation	Warminster Supporters Group of Wiltshire Wildlife Trust		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify Registered Charity		

2. Your project

Project Title/Name	Upgrade of Infrastructure in Smallbrook Meadows Local Nature Reserve		
What is your project about and what does it aim to achieve?	This project is part of a longer term plan to improve the access from Smallbrook Lane through to the park for a wider range of people including those who use a wheelchair. The first part is to upgrade the path which has become worn with broken edges, then the actual access ramp is a future project. The part nearer the park has been completed with some re routing. This part gives access to the best flower meadow, pond and woodland.		
<i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>			
In which community area does your project take place? (Please give name – see section 3)	Community Plan Warminster P 8 E & T p8,C& L p16,Env p18,WWT Vol p20		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date 1/2/2012	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 1/2/2012	No <input type="checkbox"/>

Where will your project take place?	Smallbrook Meadows Local Nature Reserve	
When will your project take place?	2013	
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	There have been requests from wheelchair users keen to access the path, and one who can stand has done so. It is becoming difficult to wheel a buggy along a narrowing uneven path. The proposed improvements joining up those already done will give an improved through route and encourage easy access.	
How many people will benefit from your project?	The whole community of Warminster	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	It matches criteria for: economy & tourism, culture & leisure, the environment and volunteering. On Community plan p8, 16,18,& 20	
Any other information about your project. (Limited to a 1000 characters) All the reserve is leased from Wiltshire County Council, the original 50 year lease being in 1989 and additional land on the slopes in 2003 which aided management of the grazing. This gives a managed, traffic free, green heart to Warminster much appreciated and used by the locals, at no cost to them. The through paths are also used. Their maintenance takes funding as that is not a task for the volunteers who work to the management plan. River erosion, cattle trampling, falling trees and water have taken their toll as has their use. Fencing, water troughs and field gates for the cattle came first, now the aim is to upgrade and to improve access especially for the less mobile to this diverse area of old watermeadow which supports some unusual habitats. Funding for previous works has come from a variety of sources mostly found by Local Supporters, while the Trust has funded particular items.		
To be completed ONLY where town/parish councils are making an application		
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Management

How many people are involved in the management of your group/organisation?

Of these, how many are:

Over 50 years	Male	<input type="text" value="9"/>	Female	<input type="text" value="4"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="1"/>
Under 25 years	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Disabled People	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Black and Minority Ethnic people	Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
Local fundraising pays for maintenance materials and volunteers work for free.

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

Verbal response and also will do questionnaires when the whole paths are reworked.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Please list with amount applied for and whether you have been successful

Name of Funder	Amount Applied For	Amount Received
Warminster T C	2,000	2,000
The Fudge Trust will hear in Dec	3,200	0

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

If yes, please state which one(s).

Yes

No

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

4. Information relating to your last annual accounts (if applicable)		
Year ending: 2012	Month: 03	Year: 2012
A - Total income:	£1,945,784	
B - Minus total expenditure:	£2,317,594	
Surplus/deficit for year: (A minus B)	£(371,810)	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£n/a	

5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.

Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Materials	£3,770	Own fundraising/reserves		£
Labour & Machinery	£4,710			£
VAT & 20%	£1,696	Parish/town council	C	£2,000
	£			£
	£	Trusts/foundations		£
	£	The Fudge Trust	P	£3,200
	£	In kind		£
	£			£
	£			
	£	Other		£
	£			£
Total Project Expenditure	£10,176	Total Project Income		£5,200

Total project income B	£5,200
Total project expenditure A	£10,176
Project shortfall A – B	£4,976
Grant sought from Wiltshire Council Area Board	£4,976
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	
Please give the name of the organisations' bank account e.g. Chippenham Scouts	

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

7. Declaration (on behalf of organisation or group) – I confirm that...

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection Safeguarding Adults
- Public Liability Insurance Equal opportunities
- Access audit Environmental impact
- Planning permission applied for (date) or granted (date)
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 19/09/2012

Position in organisation:

Please return your completed application to the appropriate Area Board Locality Team [\(see section 3\)](#)

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Small Grant Application Form

2012/2013

For small projects requiring funding - maximum award £350
where total projects costs do not exceed £350

Please ensure that you have read the Funding Criteria before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE
CONSIDERED

1. Your organisation or group	
Name of organisation	WARMINSTER AREA RURAL AND TOWN SCHOOLS PARTNERSHIP
Contact name	
Contact address	
Contact number	e-mail
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Other, please specify
2. Your project	
Project Title/Name	AFTER SCHOOL COMPUTER XPLORERS FOR FAMILIES
Please briefly tell us about the project/activity you want to organise and why <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	<ul style="list-style-type: none"> • 6 week course using Stop Motion • Places for 9 adults + up to 2 children per adult. • Course to run after school + open to families in & around Warminster with children in KS2. <p>In the Summer we ran a one off session for families which proved popular. We wish to expand on this to encourage adults + children to learn together. From this we hope to extend learning opportunities with future courses in both family + adult learning opportunities</p>
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Warminster
Where will your project take place?	Host School to be confirmed in Warminster
When will your project take place?	Term 3 (after Christmas)

How will your project benefit your local community?
Important: This section is limited to 300 characters only (inclusive of spaces).

Provide opportunity & support to both adults & children in a non-judgemental way/setting that will encourage & support family relationships, own learning and increase opportunity. Not everyone has good memories of school life so by holding this in a school setting it can help break down barriers and build more positive relationships between schools & families.

How many people will benefit from your project?
 9 adults + up to 18 children (27)

Any other information about your project.

Although this course is a pilot project our aim is to use it as a stepping stone to future learning. Through this course it is important for adults + children to work together, talk to each other, have fun together at the same time as learning together. It will increase their knowledge of Stop Motion as they move towards Secondary School. This course is open to anyone in the Wexminster town + surrounding villages and although places are limited for this course if there is enough interest evidenced we will expand the offer.

3. Funding

What will be the total cost of your project?
 £ 350

How much funding are you applying for (maximum £350)?
 £ 350

If you are expecting to receive any other funding for your project, please give details	Source of Funding	Amount Applied For	Amount Received

Name of the organisation and the bank account name (but not the number) your grant funding will be paid in to: (Please Note: we cannot pay money into an individual's bank account)

4. Declaration (on behalf of organisation or group) – I confirm that...

- The information on this form is correct and that any grant received will be spent on the activities specified
- Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name: _____ Date: 25.9.12

Position in organisation: _____

Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))

Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. (See Section 2 for contact details)

Please contact your Community Area Manager before completing your application

(See Section 3 for contact details)

1. Your organisation or group

Name of organisation	CHAPEL OF ST. LAWRENCE		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/>		
	Other, please specify TOWN FACILITY		

2. Your project

Project Title/Name	WEST END DEVELOPMENT PROJECT		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	UPGRADING OF FACILITIES FOR THE CHAPEL WHICH INCLUDES THE PROVISION OF A DISABLED TOILET AND CATERING FACILITIES. TO MAKE THE BUILDING MORE ACCESSIBLE TO THE GENERAL POPULATION FOR COMMUNITY EVENTS INCLUDING RECITALS, CONCERTS AND 'ONE OFF' EVENTS SUCH AS THE RECENT ARMED FORCES CONDOLENCE BOOKS. THE CHAPEL ALSO PROVIDES A VENUE FOR A WIDE RANGE OF LOCAL CHARITABLE EVENTS.		
In which community area does your project take place? (Please give name - see section 3)	THE TOWN OF WARMINSTER.		
Have we discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
Have we discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date 4/9/2012	No <input type="checkbox"/>

Where will your project take place?	IN THE CHAPEL	
When will your project take place?	AS SOON AS FUNDING ALLOWS.	
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 800 characters only (inclusive of spaces)</i>	PEOPLE ATTENDING CHAPEL EVENTS WERE REQUESTING USE OF A TOILET. ANECDOTAL EVIDENCE THAT ATTENDANCE AT EVENTS WOULD BE INCREASED BY THE PROVISION OF CATERING AND TOILET FACILITIES.	
How many people will benefit from your project?	POTENTIALLY IN EXCESS OF THE CURRENT ANNUAL ATTENDANCE OF APPROX. 1000 PEOPLE.	
How does your project demonstrate a direct link to the local community plan for your area (see www.wiltshire.gov.uk/areaboards) or priorities of your area board?	IMPROVING DISABLED FACILITIES. ENHANCED USE OF A CENTRALLY BASED COMMUNITY FACILITY.	
Please provide a reference/page no.		
Any other information about your project. (Limited to a 1000 characters)	<p>CURRENTLY THE CHAPEL IS, SADLY, THE FOCUS FOR THE SIGNING OF MILITARY CONDOLENCE BOOKS FOR SERVICE PERSONNEL KILLED IN ACTION.</p> <p>AN INCREASING NUMBER OF LOCAL CHARITIES E.G. DOROTHY HOUSE, GUIDE DOGS FOR THE BLIND, ETC., ARE REQUESTING USE OF THE CHAPEL AND GROUNDS TO HOST THEIR FUNDRAISING EVENTS DUE TO THE CENTRAL LOCATION.</p> <p>THESE EVENTS REQUIRE CATERING AND TOILET FACILITIES.</p>	
To be completed ONLY where town/parish councils are making an application		
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Information relating to your last annual accounts (if applicable)		
Year ending:	Month: DEC.	Year: 2011
A - Total income:	£ 9,097.26	
B - Minus total expenditure:	£ 8,807.78	
Surplus/deficit for year: (A minus B)	£ 289.48	
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 5,823.56	

5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.

Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
	£		P/C	£
PREPARATIONS,	£	Own fundraising/reserves	C	£ 5,823.56
EXCAVATION+FOUNDATIONS	£ 3,648			£
	£	Parish/town council TO DATE		£ 0
FLOORING/CONCRETE	£			£
TILING	£ 1,476	Trusts/foundations TO DATE		£ 0
	£			£
BUILD EXTENSION	£ 8,100	In kind TO DATE		£ 0
	£			£
ROOFING	£ 3,420			
FIXTURES+PLUMBING	£ 1,848	Other <u>NOTE.</u>		£
	£	THIS IS OUR FIRST APPLICATION FOR		£
BUILDING FEES	£ 420	FUNDING THIS PROJECT.		£
Total Project Expenditure INCLUDING V.A.T.	£ 18,912	Total Project Income TO DATE		£ 5,823.56
Total project income B TO DATE	£	5,823		
Total project expenditure A	£	18,912		
Project shortfall A – B	£	13,089		
Grant sought from Wiltshire Council Area Board	£	4,990		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

3. Management

How many people are involved in the management of your group/organisation?
Of these, how many are:

Over 50 years	Male	<input type="text" value="8"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

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

THE REQUIRED FUNDING WILL COMPLETE THE PROJECT

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

INCREASED ATTENDANCE AT EVENTS.
DISCUSSION WITH USERS AND GROUP ORGANISERS.
ANALYSIS OF VISITOR'S BOOK AND ATTENDANCE REGISTER.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (other than Wiltshire Council)?

Name of Funder

Amount Applied For

Amount Received

NONE

Please list with amount applied for and whether you have been successful

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

Yes

No

If yes, please state which one(s).

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules *SEE - WWW.STLAWRENCECHAREL.CO.UK*
- Evidence of ownership/lease of buildings and/or land *SEE LAND REGISTRY*

IN TOWN RESIDENTS OWNERSHIP SINCE 1575
For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

7. Declaration (on behalf of organisation or group) – I confirm that...

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection Safeguarding Adults
- Public Liability Insurance Equal opportunities
- Access audit Environmental impact
- Planning permission applied for (date) or granted (date) *25th JULY 2012*
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:	Date:
Position in organisation:	<i>8th OCT. 2012</i>

Please return your completed application to the appropriate Area Board Locality Team (see section 3)

