

AGENDA

Meeting: CORSHAM AREA BOARD
Place: Box Pavilion, Valens Terrace, Box SN13 8NT
Date: Thursday 23 May 2013
Time: 7.00 pm

Including the Parishes of Box, Corsham, Colerne and Lacock

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 Marie Todd (Area Board and Member Support Manager) on 01225 718036 / marie.todd@wiltshire.gov.uk or Dave Roberts (Corsham Community Area Manager), 07979 318504 / dave.roberts@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

Sheila Parker – Box & Colerne

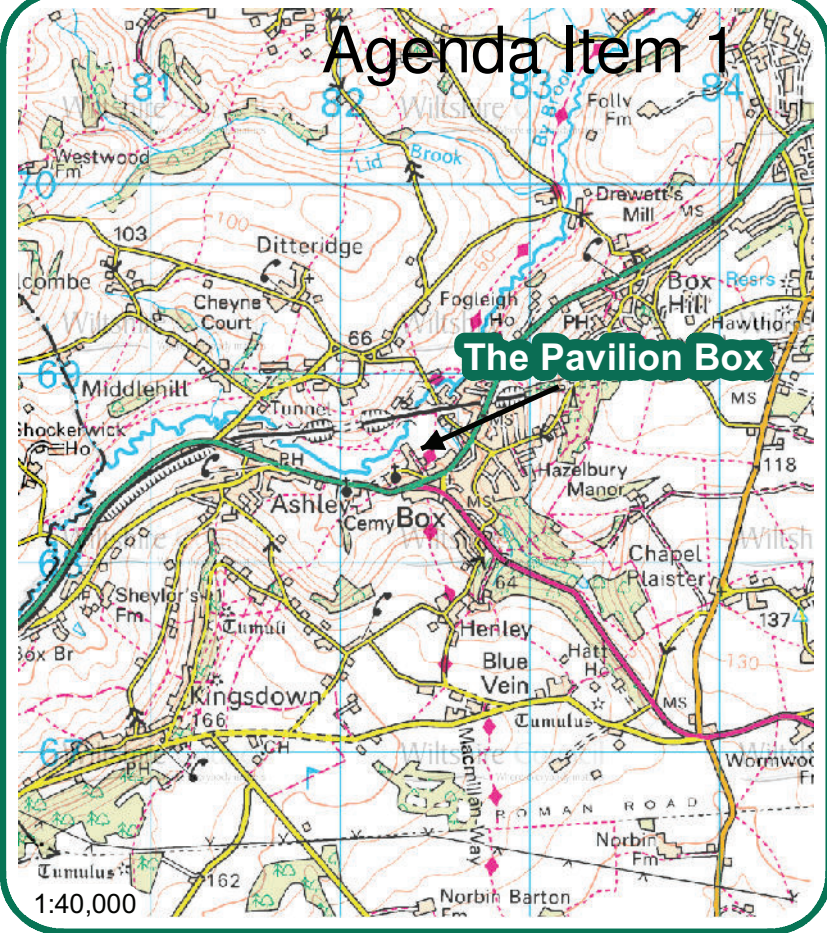
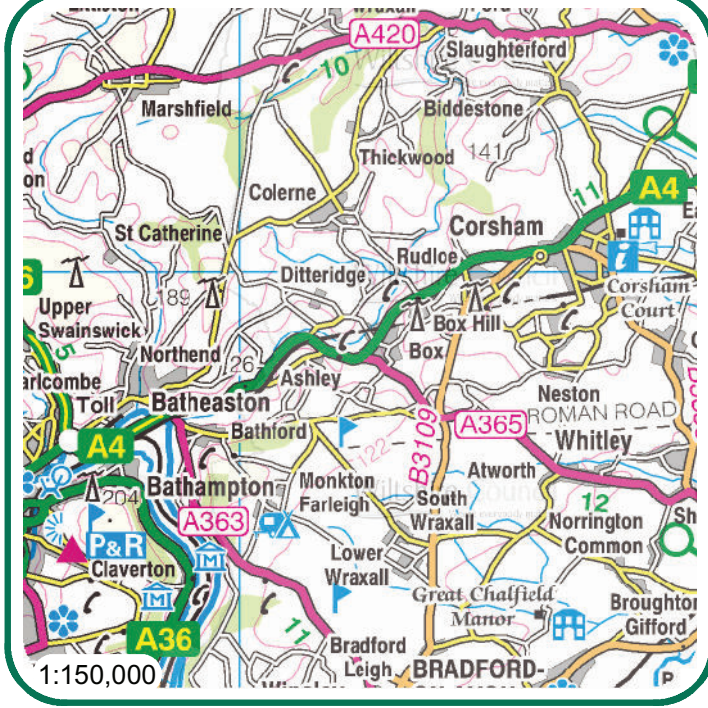
Alan MacRae - Corsham Pickwick

Dick Tonge – Corsham Without & Box Hill

Philip Whalley – Corsham Town

	Time
<p>1 Election of Chairman (<i>Pages 1 - 2</i>)</p> <p>To elect a Chairman for the forthcoming year.</p>	7pm
<p>2 Election of Vice Chairman</p> <p>To elect a Vice Chairman for the forthcoming year.</p>	
<p>3 Chairman's Welcome and Introductions</p>	
<p>4 Apologies for Absence</p>	
<p>5 Minutes (<i>Pages 3 - 14</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 24 January 2013.</p>	
<p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7 Chairman's Announcements (<i>Pages 15 - 18</i>)</p> <p>To receive the following chairman's announcements:</p> <ul style="list-style-type: none"> • Wiltshire Local Transport Plan 2011 – 2026: Further Consultation • Safeguarding Thresholds 	
<p>8 Partner Updates (<i>Pages 19 - 26</i>)</p> <p>To receive any updates from the following partners:</p> <ul style="list-style-type: none"> (a) Wiltshire Police (b) Wiltshire Fire and Rescue Service (c) NHS Wiltshire (d) Town and Parish Council Nominated Representatives (e) Corsham Community Area Network (CCAN) (f) Chamber of Commerce (g) Shadow Community Operations Board 	7.10pm
<p>9 Understanding Autism (<i>Pages 27 - 30</i>)</p> <p>To view a DVD and receive a presentation from Emma Townsend, Contracts and Commissioning Lead – Disabilities, regarding autism.</p>	7.25pm
<p>10 Local Highways and Streetscene Service</p> <p>To meet Paul Bollen the new community co-ordinator for the local</p>	7.50pm

	highways and streetscene service.	
11	<p>Understanding Corsham - Supporting Retail Vitality in the Town Centre</p> <p>To receive a presentation from Councillor Allan Bosley from Corsham Town Council. The market town benchmarking report relating to Corsham is available on the website using the following link http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=162&MId=7406&Ver=4</p>	8pm
12	<p>Box Rock Circus</p> <p>To receive an update from Elizabeth Devon on the Box Rocks Circus project which received grant funding from the Corsham Area Board.</p>	8.15pm
13	<p>Community Speedwatch</p> <p>To receive an update regarding the Box speedwatch scheme.</p>	8.25pm
14	<p>Community Area Grants (Pages 31 - 40)</p> <p>The Wiltshire Councillors will consider the following application to the Community Area Grants Scheme:</p> <p>Colerne Old School Playgroup - £1,500 to install an interactive smart board.</p>	8.35pm
15	<p>Appointments to Outside Bodies and Working Groups (Pages 41 - 56)</p> <p>To appoint representatives to local outside bodies and to working groups of the area board.</p>	8.45pm
16	<p>Future Meeting Dates</p> <p>To note that future meeting dates will take place on:</p> <p>Thursday 18 July 2013 – Colerne Village Hall – 7pm Thursday 19 September 2013 – Lacock Village Hall – 7pm Thursday 21 November 2013 – Corsham Town Hall – 7pm Thursday 23 January 2014 – Corsham Town Hall – 7pm Thursday 20 March 2014 – Corsham Town Hall – 7pm</p>	8.55pm



The Pavilion Box
Valens Terrace
Box
Wiltshire
SN13 8NT

Wiltshire Council
 Where everybody matters



MINUTES

Meeting: CORSHAM AREA BOARD
Place: Lacock Village Hall, East Street, Lacock, SN15 2LF
Date: 24 January 2013
Start Time: 7.00 pm
Finish Time: 9.05 pm

Please direct any enquiries on these minutes to:

Marie Todd (Area Board and Member Support Manager) on 01225 718036 or marie.todd@wiltshire.gov.uk.

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

In Attendance:

Wiltshire Councillors

Cllr Dick Tonge, Cllr Peter Davis (Vice Chairman), Cllr Alan MacRae (Chairman) and Cllr Sheila Parker

Also present: Cllr Jane Scott – Leader of the Council

Wiltshire Council Officers

Dave Roberts - Community Area Manager
Marie Todd - Area Board and Member Support Manager
Siân Walker - Service Director
Terry Bracher - Local Studies and Archives Manager
Nicole Smith - Head of Strategic Housing.

Town and Parish Councillors

Corsham Town Council – Peter Anstey and David Martin (Clerk)
Box Parish Council – Richard Campbell
Colerne Parish Council – Tom Hall
Lacock Parish Council – Philip Glen, Terry O'Neill and John Taylor,

Partners

Police – Inspector Phil Staynings
Police and Crime Commissioner – Angus MacPherson
Fire – Mike Franklin

Wiltshire Involvement Network – Anne Keat
Community Operations Board – Allan Bosley and Anna Mackie

Total in attendance: 37

<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 and to Lacock Village Hall.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Councillor Jennie Hartless (Box Parish Council) and Kevin Gaskin (CCAN).</p>
3	<p><u>Minutes</u></p> <p>It was noted that the extraordinary meeting held on 13 December had not been quorate so the two members present could only make recommendations rather than decisions.</p> <p><u>Decision</u></p> <p>(1) To agree the recommendations set out in the minutes of the extraordinary meeting held on 13 December 2013.</p> <p>(2) To approve the minutes as a correct record.</p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <p>(a) <u>Victim Support</u></p> <p>Victim Support was looking to raise its profile in the local communities and would like to come along to community groups and events to talk about their work. If anyone is interested they should contact Julie Locks on 01380 738878.</p> <p>(b) <u>Integrated Youth Service</u></p> <p>The Chairmen briefly outlined the work of the youth service and the link between the youth advisory groups and the area boards.</p> <p>(c) <u>Wiltshire Online Team</u></p> <p>The Wiltshire Online Programme aims to bring availability of standard and superfast broadband to homes and businesses across the county. The</p>

	<p>main aim of the programme was to enable a minimum of 85%, hopefully up to 95%, of premises to access superfast broadband by 2015. All premises to have access to a minimum broadband service of 2Mbps by March 2016.</p> <p>(d) <u>Legacy for Wiltshire</u></p> <p>Events would be taking place to discuss a lasting legacy for Wiltshire to keep the momentum of 2012 going into 2013 and beyond. Events would take place as follows:</p> <p>Thursday 31 January, at County Hall, Trowbridge Thursday 7 February at the Town Hall, Chippenham Thursday 21 February at the Guild Hall, Salisbury Wednesday 27 February at the Corn Exchange, Devizes</p> <p>All the evenings will start with tea and cakes at 6pm. The meeting will start at 6.30pm, finishing by 8pm</p>
6	<p><u>Partner Updates</u></p> <p>(a) <u>Wiltshire Police</u></p> <p>Inspector Phil Staynings reported that there had been a number of successes regarding drugs offences in the area. Burglary was being targeted locally and one person had recently been jailed for eight years for this offence. As a result the number of burglaries in the Corsham area had been greatly reduced. Robbery was down 66% in the Chippenham and Corsham area. The objective for the police was to target prolific offenders. It was noted that visibility of the police was important especially at key times.</p> <p>(b) <u>Wiltshire Fire and Rescue Service</u></p> <p>There had been six fires in the area in December. Five of these had been accidental and most had been as a result of chimney fires. It was very important to get chimneys and flues swept regularly. Newly produced flashing armbands were being distributed to children in the area and these would also be available for members of the public who needed them such as cyclists and dog walkers to improve their visibility.</p> <p>(c) <u>NHS Wiltshire</u></p> <p>Two written reports were circulated and noted.</p> <p>(d) <u>Colerne Parish Council</u></p> <p>During the recent cold weather the parish snowplough scheme had been very successful. The Parish Council thanked Wiltshire Council for its</p>

	<p>proactive work to ensure that the roads were kept clear and that parishes had adequate salt supplies.</p> <p>Siân Walker, Service Director, thanked all town and parish councils for their help during the recent winter weather. The support given had greatly helped vulnerable people in the area.</p> <p>(e) <u>Corsham Town Council</u></p> <p>Corsham Town Council appreciated the work of the area boards and felt that they offered a useful forum and promoted mutual understanding between the two tiers of local authority.</p> <p>On Saturday 2 March, the freedom of the town would be granted to swimmer Stephanie Millward, in recognition of her recent success at the Paralympics.</p> <p>29 June would be armed forces day in the town.</p> <p>(f) <u>Lacock Parish Council</u></p> <p>A consultation had recently taken place regarding traffic in Lacock. There had been some issues relating to recent legislation in respect of declaration of interests which was a national problem but these had now been ironed out.</p> <p>(g) <u>Community Campus Operations Board</u></p> <p>The Operations Board was aware that it was important to look wider than Corsham town and to include surrounding areas in the campus proposals. The outlying areas could be included in activities taking place in the campus by using technology to access fitness classes, hustings events etc. Building would start at the beginning of February 2013.</p> <p>(h) <u>Wiltshire Involvement Network (WIN)</u></p> <p>A report from WIN was circulated. It was noted that from 1 April 2013 WIN would be known as “Healthwatch Wiltshire”. Events would soon be held to aid public understanding of the organisation’s work.</p>
7	<p><u>Community Area Grants</u></p> <p>The Area Board considered two applications seeking 2012/13 Community Area Grant funding and one councillor led initiative put forward by Cllr Alan MacRae. Members also discussed the possible transfer of any underspend on the community area grants budget towards projects identified by the Community Area Transport Group.</p>

	<p><u>Decision</u></p> <p>(1) To approve the following grant applications:</p> <p>(a) Corsham One Mile Running Club – To award £350 towards providing medals and trophies to young people achieving targets set by the club.</p> <p><i><u>Reason for Decision</u></i> <i>The proposal links to the community plan by offering young people a safe place to meet and offering a healthy lifestyle.</i></p> <p>(b) Corsham Churches Food Bank – To award £500 towards food storage space to store food in a safe and dry environment.</p> <p><i><u>Reason for Decision</u></i> <i>The proposal is for a not for profit organisation running a valued community facility for which demand has increased dramatically.</i></p> <p>(2) To approve the councillor led initiative for £500 to support Corsham Town Council in awarding swimmer Stephanie Millward the Freedom of the Town. This is in recognition of her success and achievements at the 2012 Paralympics and her work coaching and encouraging local children with their swimming, as well as her support of the Multiple Sclerosis Society.</p> <p><i><u>Reason for Decision</u></i> <i>To encourage a sporting legacy from the 2012 Olympics and Paralympics The event will bring together the community and highlight sport in Corsham and may inspire others to take part in sporting activities.</i></p> <p>(3) To agree that the underspend of £16,323.91 from the 2012/13 community area grants budget be used to fund local projects identified by the Community Area Transport Group (CATG).</p> <p><i><u>Reason for Decision</u></i> <i>To resolve some of the priority issues in the Corsham community area.</i></p> <p>ACTION: Dave Roberts, Community Area Manager</p>
8	<p><u>Recommendations from Community Area Transport Group</u></p> <p>The Area Board considered recommendations from the Community Area Transport Group (CATG) from the meeting that took place on 13 December 2012.</p> <p><u>Decision</u> To agree to allocate the underspend from the 2012/13 community area</p>

	<p>grants budget to the following projects:</p> <ul style="list-style-type: none"> • Installation of HGV signage in Colerne - £2,500 • Installation of two bus stops at the Corsham Campus - £6,000 • Repair of grass verge at Meriton Avenue - £3,000 • Provision of permissive footpath through Corsham Estate subject to agreement with Corsham Estate - £13,323.91 <p><u>Reason for Decision</u> <i>The proposals have the support of the CATG, Corsham Town Council and Colerne Parish Council and will resolve some of the priority issues for the Corsham community area.</i></p> <p>NB It was confirmed that Corsham Town Council had agreed to accept responsibility for cleaning the two new bus stops at the Corsham Campus but not other maintenance or repairs and to support the repair of the grass verge at Meriton Avenue.</p> <p>ACTION: Dave Roberts, Community Area Manager</p>
9	<p><u>KOBRA Update</u></p> <p>The Area Board received an update on the KOBRA (Knowledge of Box Roman Archaeology) project to construct a portable scale model and publish an illustrated book explaining the Roman structure that received community area grant funding in 2011.</p> <p>The Trust had completed the scale model and produced 400 books. The project had been used as an educational tool for local children and the model was currently on display at Box Library. Some books were still available if anyone was interested in buying one. The grant recipients thanked the Corsham Area Board for its support.</p>
10	<p><u>Delegated Power</u></p> <p>Due to this being the last Area Board meeting until after the elections in May members considered whether to delegate powers to the Community Area Manager so that urgent matters could be dealt with during this period.</p> <p><u>Decision</u> In respect of urgent matters that may arise up until 23 May 2013 between meetings of the Area Board, the Community Area Manager, in consultation with the unitary councillors on the Area Board be granted delegated authority to make any necessary decisions (such as the agreement of CATG funding). A report explaining the decision and the reasons why it was considered to be urgent shall be reported to the next ordinary meeting of the area board to ensure that such decisions are subject to public</p>

	<p>examination.</p> <p><u>Reason for Decision</u> <i>To facilitate the smooth and efficient running of Area Board business and to reduce the need for unnecessary extraordinary meetings.</i></p>
11	<p><u>Draft Police and Crime Plan</u></p> <p>The Area Board received a presentation from Angus MacPherson, Police and Crime Commissioner, regarding the Police and Crime Plan.</p> <ul style="list-style-type: none"> • The Police and Crime Commissioner (PCC) was a new role, the PCC had a budget of £100m and a staff of five. • The PCC hoped to work closely with the area boards across Wiltshire and planned to attend the area board meetings as often as possible. • The role was to commission services to cut crime and deliver an effective and efficient police service. • A five year Police and Crime Plan would be set. The Plan will set the strategic direction of policing in Wiltshire and Swindon. It would be wider than the current Policing Plan and there would be public engagement and consultation regarding the plan. • The PCC outlined the proposed areas he felt were important such as protecting the most vulnerable in society and reducing offending and reoffending. • The draft plan will be published on the PCC website www.wiltshire-pcc.gov.uk on 18 February 2013. There will be formal public consultation via a website feedback facility between 18 February and 10 March 2013. The final plan will be published on 28 March 2013.
12	<p><u>Housing Need and Review of Wiltshire's Housing Allocations</u></p> <p>The Area Board received a presentation from Nicole Smith, Head of Strategic Housing regarding housing need in Wiltshire and the review of housing allocations.</p> <ul style="list-style-type: none"> • It was noted that the total population in the Corsham area was 19,840 made up as follows: <ul style="list-style-type: none"> ○ Children 0 – 15 3,890 19.6% ○ Working Age 11,780 59.4% ○ Retirement over 65 4,170 21%

	<ul style="list-style-type: none"> • The median house price in Corsham was £227,000 • The total number of people on the Housing Register was 17,088 and 533 households had a first preference for Corsham. • The breakdown of housing in the community area was: <ul style="list-style-type: none"> ○ 65% Owner Occupied ○ 13.6% Social Housing ○ 19.4% Private ○ 2.1% Other • The proposed number of homes to be built in 2006 – 2026 was 1,200. • 43 new affordable homes had been delivered during 2010 to 2012. • A breakdown of the housing register was outlined setting out the numbers according to priority need. • The total social housing lettings across Wiltshire since April 2012 was 611 households. • Of the social housing lettings in Corsham 46 out of the 51 allocations had a local connection. • Details of the new rules relating to under occupation for social housing were outlined. This would mean that some tenants would lose a proportion of housing benefit. Wiltshire Council had written to all those who would be affected by this change. People would therefore be encouraged to move to smaller accommodation. • The Localism Act 2011 introduced amendments which provide new freedoms to set the rules determining which categories of applicants qualify for social housing. • It provides new freedoms to set the rules determining which categories of applicants qualify for social housing. Voting handsets were then used by those present at the meeting to indicate which categories they felt should be given priority. A public consultation would be taking place in the next three weeks regarding the allocations policy.
13	<p><u>Lacock Archives</u></p> <p>The Area Board received a presentation from Terry Bracher, Local Studies and Archives Manager, regarding the successful bid to buy the Lacock Archive and associated activities.</p> <ul style="list-style-type: none"> • The cost of purchasing the Lacock archive was £420,000.

	<ul style="list-style-type: none"> • Access, participation and learning activities would cost £181,605. • Wiltshire’s contribution was made up of, cash - £10,000, National Trust in kind contributions £12,630 and volunteer time valued at £86,000. • Funding from the Heritage Lottery fund was £492,200. • The total value of the project was £601,605. • Activities would involve: <ul style="list-style-type: none"> • Opening up the archive – Cataloguing, indexing and conservation • Digital interpretation – interactive web presence • Education Resources and activities • Inspired by Lacock – family learning and other activities. • The work would take place between 2013 and 2015. • Volunteers could become involved in the following work: <ul style="list-style-type: none"> • Creating an online catalogue - supporting the work of a professional archivist • Indexing manorial documents - supported by professional archivists • E-volunteering • Conservation • Volunteers supporting work of a professional conservator • Promoting the archive for formal and informal learning • There would also be web based interactive activities. • There would be family learning activities, hands on history events, a mobile exhibition and a Lacock Local History Festival. There would also be online educational activities working with local schools. • Terry thanked the local community for its support with this project and for their help with fundraising to ensure that the archive remained in the local area. • There would be an open evening on Wednesday 24 April 2013 from 6pm to 8pm at the History Centre in Chippenham where people could view the collection.
14	<p><u>Achievements of the Area Board over the last 4 years</u></p> <p>Councillor Alan MacRae gave a presentation outlining the achievements of the Corsham Area Board over the last four years.</p>

	<ul style="list-style-type: none"> • £119,655 has been allocated to local projects, £560,244 was the value of projects supported, and 40% of funding has been invested in young people. • 167 issues have been submitted to the Area Board, 2 speedwatch schemes have been supported, 520 people have signed up to the Community Area Network and 152 of the local issues have been resolved by the Area Board. • The Area Board has awarded £119,655 to support local projects helping to lever in over £560,000 in of external funding. • Five community assets have been transferred to Corsham Town Council. • The Corsham Area Board has awarded £119,655 to support local projects helping to lever in over £560,000 in of external funding. • The Corsham Area Board has set up a local campus board that is looking at ways of bringing together local public and voluntary services under one local roof. It is hoped that the campus will be in place by 2014. • The Queen’s Jubilee event took place in Salisbury. • In the future the Area Board will: <ul style="list-style-type: none"> • raise awareness and increase participation in the work of the Area Boards. • provide new ways for all sections of the community to have a say. • help local people get more involved in the design and delivery of local services.
15	<p><u>Cabinet Member Update</u></p> <p>The visiting Cabinet member was Councillor Jane Scott, Leader of the Council. Jane talked about the following issues:</p> <ul style="list-style-type: none"> • When the Council became a unitary authority as well as saving money the aim was to ensure that decisions were made locally by the 18 Area Boards. • £100 million had been saved by merging five councils into one. Services such as youth centres, children’s centres, libraries and adult care had continued despite a cut in government grant funding. In order to become more efficient about 350 posts (mostly managers) had been deleted. • The number of young people being looked after by the Local Authority was growing and was now about 450. • Over £4million had been spent on economic development and unemployment was currently 2.2% in Wiltshire. It was important to encourage businesses to stay in the area to provide jobs for local people. • The contract to provide superfast broadband had now been signed and it was hoped that 91% of the county would be covered by March 2016. • New campuses were being built and the number of council office buildings would soon be reduced from 98 to 3 hubs. • The future was bright for Wiltshire and good quality services would be maintained.
16	<p><u>Councillor Peter Davis</u></p>

	<p>The Leader of the Council paid tribute to Councillor Peter Davis who had been a councillor for 30 years and had decided not to stand for re-election in May . Peter had served on North Wiltshire District Council and Wiltshire County Council. He was currently a member of Corsham Town Council as well as the unitary authority. Members of the area board thanked Peter for all his hard work during this time and wished him well for the future.</p>
17	<p><u>Future Meeting Dates</u></p> <p>It was noted that future meeting dates of the Area Board would take place on:</p> <p>Thursday 23 May 2013 – Box Pavilion – 7pm Thursday 18 July 2013 – Colerne Village Hall – 7pm Thursday 19 September – Lacock Village Hall – 7pm Thursday 21 November 2013 – Corsham Town Hall – 7pm</p>

Corsham Area Board 23 May 2013

Chairman's Announcements

Wiltshire Local Transport Plan 2011 – 2026: Further Consultation

This consultation provides the opportunity to make comments on a further four sub-documents of the Wiltshire Local Transport Plan 2011-2016 (LTP3):

- Accessibility Strategy
- Cycling Strategy
- Powered-Two Wheeler Strategy
- Smarter Choices Strategy

The Wiltshire LTP3 was adopted by the Council in February 2011 - LTPs are high level documents which aim to steer the delivery of national transport goals at the local level. The Wiltshire LTP3 is currently made up of a long-term strategy document, a shorter-term implementation plan (to be reviewed in 2013) and four sub-documents: Car Parking Strategy; Freight Strategy; Public Transport Strategy; and Road Safety Strategy (available from <http://www.wiltshire.gov.uk/council/howthecouncilworks/plansstrategiespolicies/transportpoliciesandstrategies/localtransportplan3.htm>).

Making comments

Our preferred method of communication is for comments to be submitted on-line at <http://consult.wiltshire.gov.uk/portal>.

Alternatively, comments can be emailed to transportplanning@wiltshire.gov.uk or in writing to: Sustainable Transport Group, Wiltshire Council, County Hall, Trowbridge, Wiltshire BA14 8JD.

Paper copies of the documents will also be available from all libraries.

The consultation is open from **Friday 1st March to 24th May 2013**.

Chairman's Announcements

Subject:	Revised Multi-Agency Thresholds for Safeguarding Children 2013
Officer Contact Details:	Tamsin Stone Lead Commissioner and Children's Trust 01225 713504
Weblink:	www.wiltshirepathways.org and www.wiltshirelscb.org .
Further details available:	Pathways@wiltshire.gov.uk

Accessing the right level of support to safeguard children and young people

A thorough review of guidance on safeguarding thresholds has been undertaken jointly by the Wiltshire Safeguarding Children Board and the Wiltshire Children and Young People's Trust. Working in close collaboration with our partner agencies we have taken the opportunity to consider how we can make integrated working and early intervention even more effective to improve outcomes for children and young people.

To this end the 'Multi-agency Thresholds Document 2011' has been simplified and a collection of supporting tools has been designed to provide clear practical guidance and advice to all agencies. A 'golden thread' running through this is the critical importance of collaborative working between agencies to ensure there is a coordinated approach to supporting the child or young person. Creating a 'team around the child' allows professionals to make fully informed collective decisions and take coordinated action based on what is best for the child or young person.

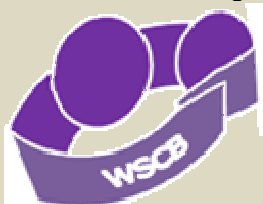
The revised document and practitioners' toolkit can be found at www.wiltshirepathways.org and at www.wiltshirelscb.org. The Wiltshire Safeguarding Children Board is overseeing the dissemination and education of this new guidance and implementation will be led by the multi-agency Early Intervention Group (which reports to both the Board and the Children's Trust).

We all want to ensure that children and young people get the right help at the right time, and I hope that the model outlined in this document will ensure that children and young people with additional needs are identified earlier and that help can be provided before any difficulties become more entrenched.

Your views are very welcome as ever and can be sent to Pathways@wiltshire.gov.uk.

With regards,

Cliff Turner
Chair – Wiltshire Safeguarding Children Board



**Wiltshire Safeguarding
Children Board**

Crime and Community Safety Briefing Paper Corsham Community Area Board 24th January 2013



1. Neighbourhood Policing Team (NPT).

Sgt: PS Nick Cooke

Town Centre Team

Beat Manager – PC Hazel Anderson
PCSO – Shaun Redmond

Rural Team

Beat Manager – PC Mandie Ball
PCSO – Norman Webster

2. NPTs - Current Priorities & Consultation Opportunities:

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

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

3. Performance and Other Local Issues:

Drugs – A male was arrested for being in Possession of Cannabis.

Robbery - A young adult male has recently been sentenced to 18 months imprisonment for the offence of Robbery in Corsham which took place in December 2012.

Shed breaks In the last month there has been a couple of shed breaks in the Corsham area. It is likely that these are linked to other nearby Towns where several shed breaks have occurred. There has been limited forensic evidence but several under cover operations are being carried out to try and catch those individuals who are responsible.

Thefts from Motor Vehicles – There has been a few reports of thefts from motor vehicles, mostly transit vans containing tools. It is important that vehicles are secured and that no valuables are not left in the vehicle or on display.

Shop lifting Two males residing in Rudloe have been arrested for shoplifting offences in the Corsham and Chippenham area and are currently on bail with strict conditions until the 24th May. They are being 'policed' regularly.

Blues 'N' Zues A very successful Blues 'N' Zues disco was held in March at Corsham School for 11-16 year olds. This was organised and supervised by Corsham Police Officers and Staff. There was a good turn-out of youngsters who all had a good time and many of whom won some fantastic raffle prizes. Another one is planned for Friday 24th May.

Sexual Assault - At the end of April a white male in his 50's with short cropped white hair approached a female in an alleyway in the Coulston Road/Kings Avenue area of Corsham and sexually touched her. There were no witnesses but we are awaiting the results of the forensics that have been sent off for analysis. Following this there have been two further instances where females have been approached in Alleyways in the Corsham area. All of these offences are being investigated by CID & PCT and robust patrols are being carried out by NPT & GPD.

Anti-Social Behaviour Corsham NPT and WCC have jointly sent Anti-social behaviour questionnaires to all the residents on the High Street in the vicinity of The Royal Oak and are awaiting their responses.

Community Engagement – In addition to the Wiltshire Police website, Corsham NPT also regularly update a Facebook Page at facebook.com/CorshamPolice. This has been effective in putting out local crime warnings (in addition to usual methods such as Neighbourhood Watch), appeals for witnesses or information and for putting out good-news stories. We also use the site to tell the community about upcoming consultations. So far over 120 people have joined the page to receive updates posted by the NPT and this number is steadily growing – if you are on Facebook please feel free to join us.

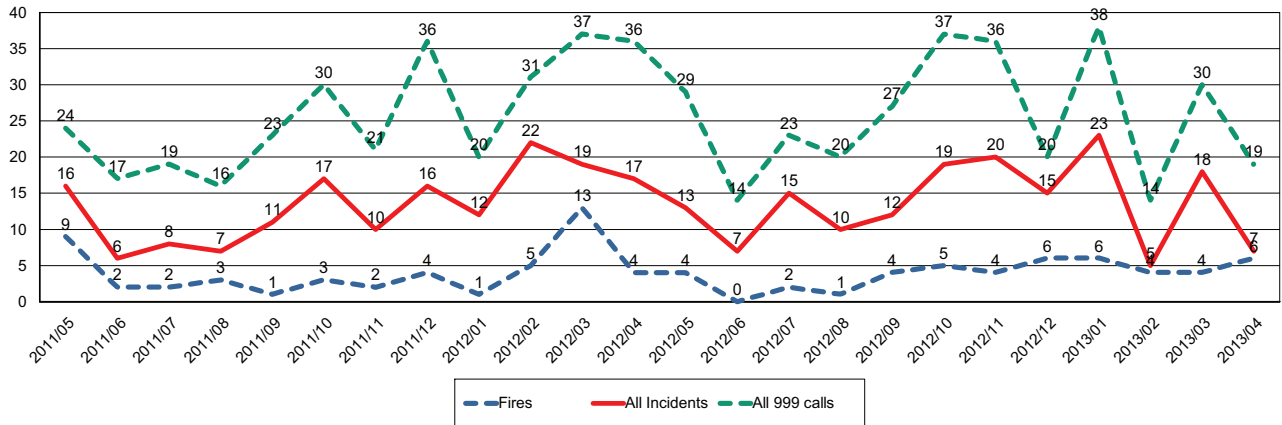
Phil Staynings
Inspector Chippenham, Calne and Corsham



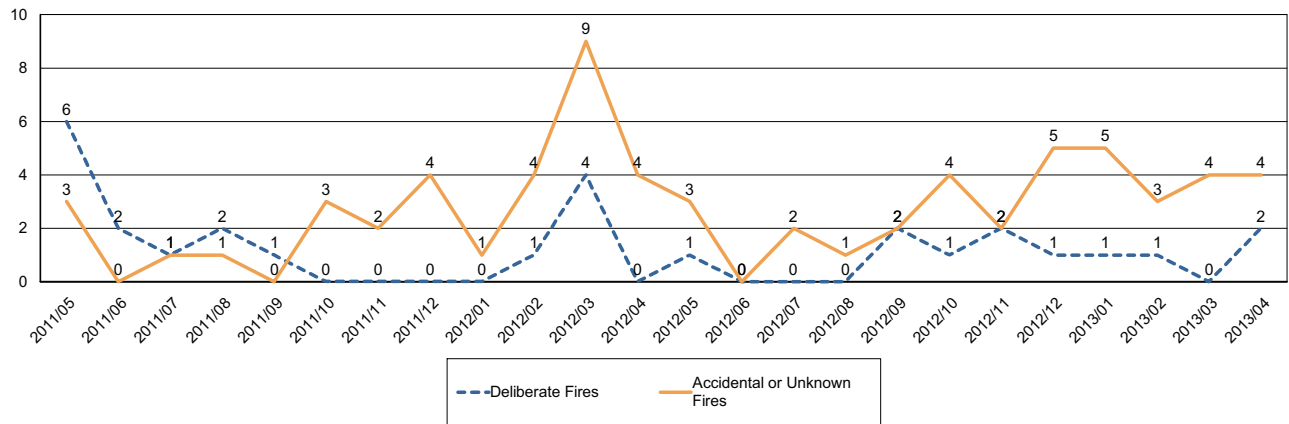
Report for Corsham Area Board

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

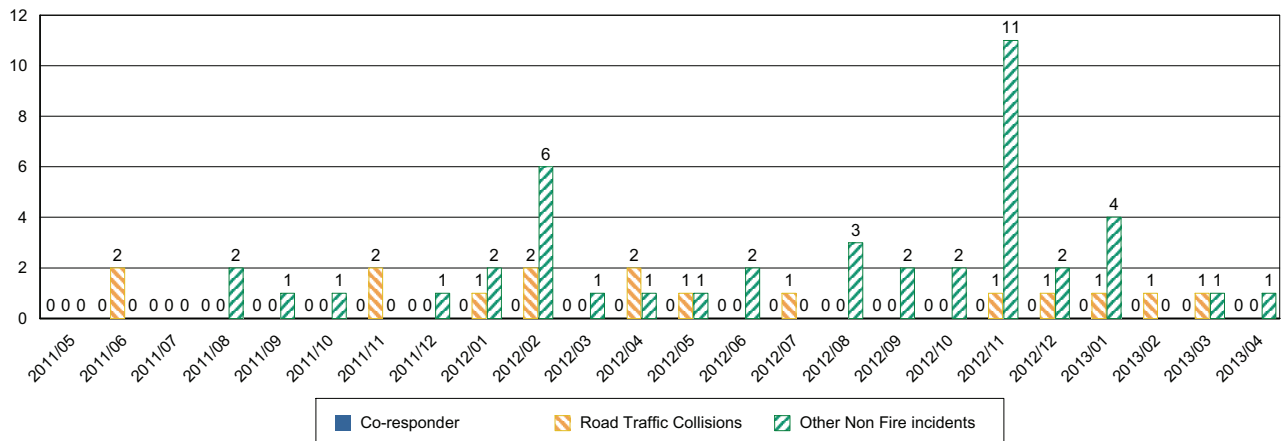
Incidents and Calls



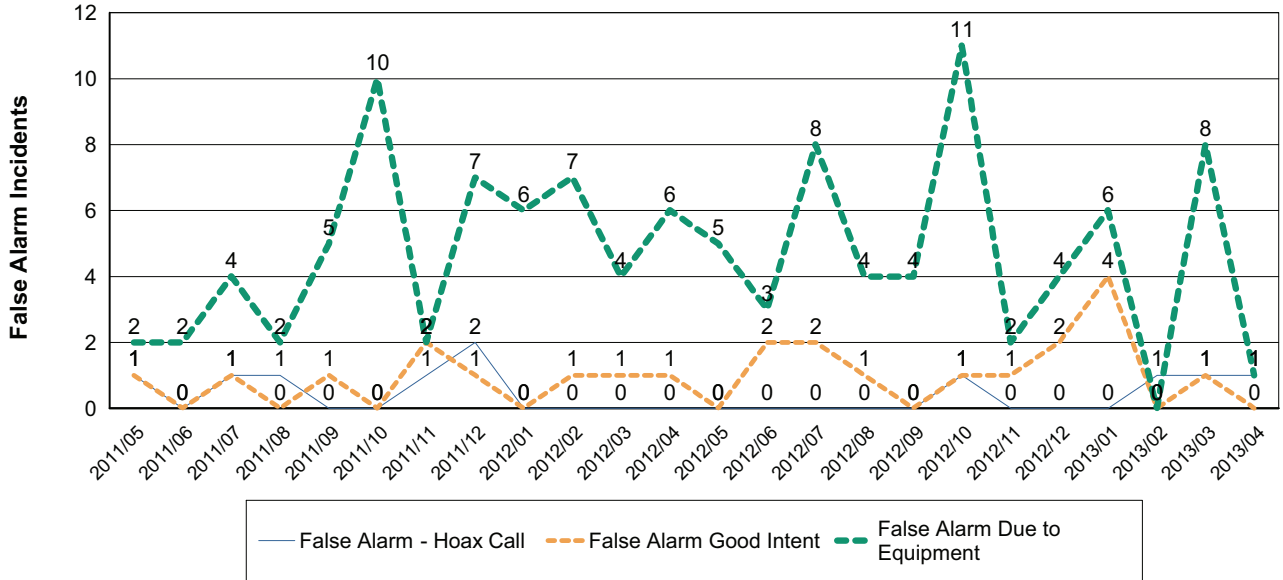
Fires by Cause



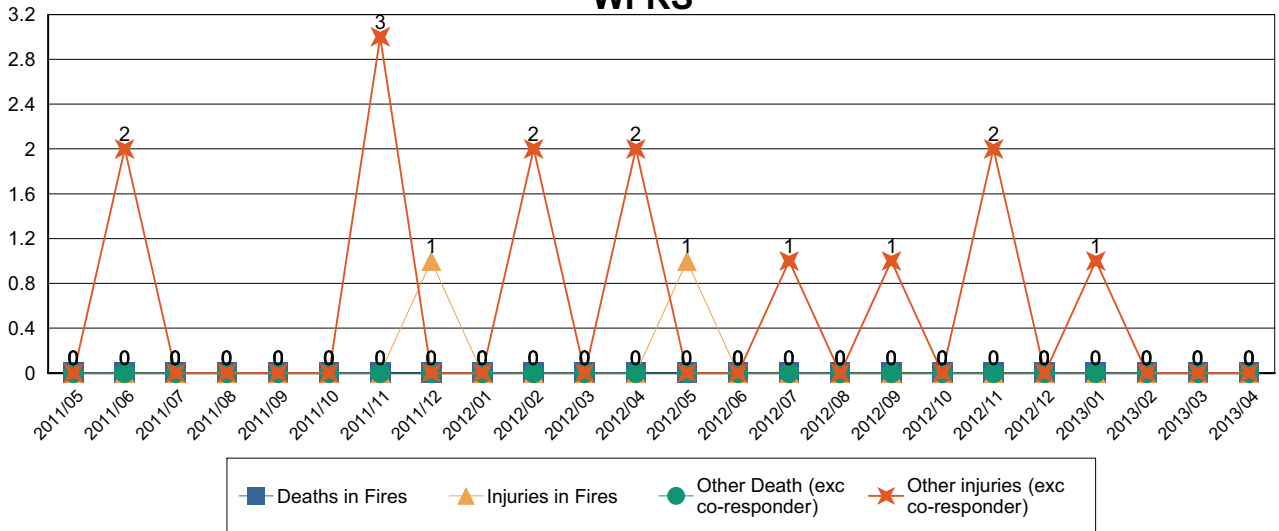
Non-Fire incidents attended by WFRS



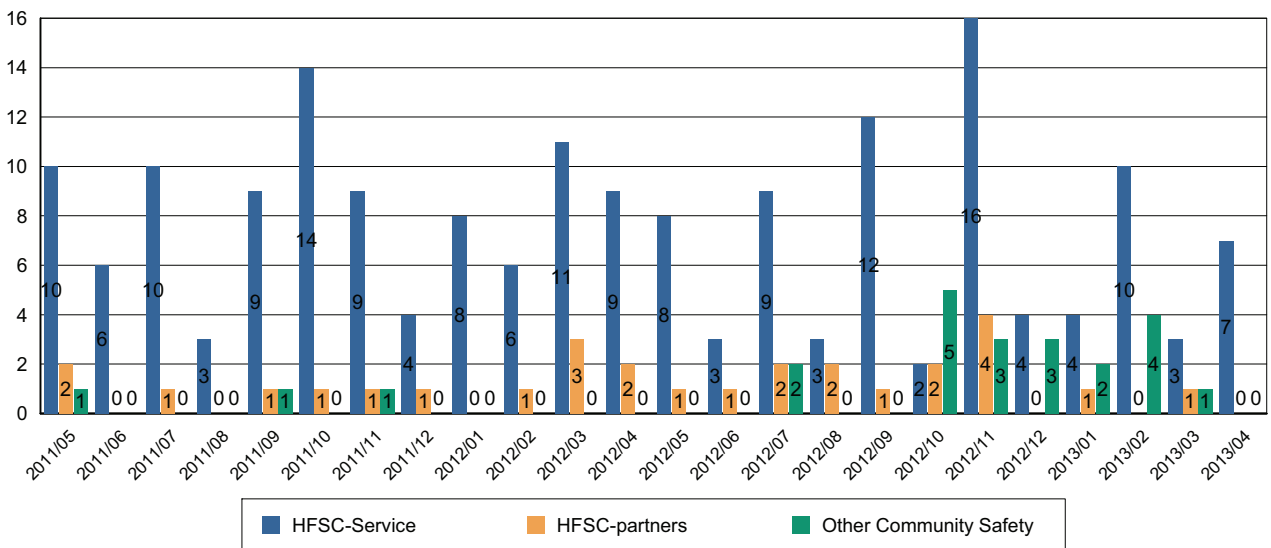
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

AREA BOARD UPDATE – MAY 2013

On 1 April 2013, the GP led Wiltshire Clinical Commissioning Group (CCG) became the statutory body responsible for commissioning local health services for Wiltshire. Wiltshire CCG is passionate about commissioning the highest quality care for our patients as close to their homes as possible - 'The right healthcare, for you, with you, near you'

Our vision will ensure that NHS care in Wiltshire can operate with improved effectiveness. Implicit in this will be greater integration between community services, general practice and working in close partnership with Wiltshire Council.

The vision puts the patient in control whilst ensuring that every opportunity is given for the residents of Wiltshire to improve their health. It's about the CCG working with people in the community, the Local Authority and other organisations to identify and understand patients' requirements so that services can be designed to meet their needs. Key to our approach is that the CCG is clinically led with GPs proactively involved in the decision making as they are in the best place to engage with the local population to help improve health and wellbeing.

As Wiltshire is a relatively dispersed, rural community which naturally divides into three areas of population, our structure incorporates three local groups to gain the collective, specific and local knowledge of general practitioners across the county. The three local groups cover the communities of:

- South Wiltshire – (Sarum Group)
- North and East Wiltshire (NEW Group)
- West Wiltshire (WWYKD Group)

The CCG will commission services for the population of Wiltshire using local information obtained from members of GP practices in each group. The groups will be responsible for ensuring delivery of quality health services from acute and community providers of health services.

We aim to ensure that all our stakeholders are engaged in a meaningful, consistent and timely manner in having a say regarding health services. The feedback we garner will be used to assist in the decision making process for healthcare improvements in Wiltshire.

Our aims are to:

- To make clinically led commissioning a reality in providing local solutions to local needs
- To deliver strategic plans which address the needs of local populations and involve patients, practices and partners
- To address the growing needs of our ageing population, and the mental health and emergency needs of our combined populations
- To encourage and support the whole population in managing and improving their health and wellbeing
- To ensure sustainability of the emerging organisation in delivering cost effective healthcare
- To communicate effectively, staying engaged with all of our patients, partners and stakeholders.

Our 7 key priorities are:

- 1 – Staying healthy and preventing ill health
- 2 – Planned care
- 3 – Unplanned care and frail elderly
- 4 – Mental health
- 5 – Long term conditions (inc Dementia)
- 6 – End of life care
- 7 – Community services and integrated care.

Contact:

Tracy Torr
Communications and Engagement Officer
Wiltshire Clinical Commissioning Group
Tel: 01380 736010 or tracy.torr@nhs.net

MEDIA STATEMENT

2 May 2013

NHS 111

The NHS 111 service is currently being established across Bath and North East Somerset and Wiltshire, following a 'soft' launch in February. This means that a test period is now underway in order to identify problems and rectify them before the service goes fully live.

"Performance is continuing to improve, but we know that some patients and providers are still experiencing some problems with getting through to the service as well as delays in receiving treatment particularly during busy weekend periods," said Dr Simon Douglass, Clinical Accountable Officer for BaNES Clinical Commissioning Group. "We'd like to apologise for this and reassure patients that we are continuing to work with our NHS 111 provider, Harmoni, to resolve the remaining issues before the service is launched in full. We have seen a reduction in the number of 999 ambulances dispatched by the NHS 111 service, and an encouraging improvement in the number of these ambulance call outs that result in patients requiring transfer to hospital or another service."

Wiltshire and B&NES CCGs have decided to defer the full launch of NHS 111 until all such issues are resolved. Both CCGs and Harmoni are committed to providing a safe and high quality NHS 111 service and contingency plans, involving the established local out-of-hours GP service for patients, have been in place throughout this period.

NHS England supports the CCGs' decision and is working alongside them to ensure that the service meets national requirements.

When fully launched, NHS 111 will be a free to call service, available 24 hours a day, 365 days a year. It will act as a one stop shop for patients if their healthcare need is urgent, but not a 999 emergency.

-END-

Contact details for further information:

Tracy Torr, Communications and Engagement Officer
Wiltshire Clinical Commissioning Group
01380 736010 or tracy.torr@nhs.net

The right healthcare, for you, with you, near you

‘Understand autism’

Wiltshire Area Boards 2012/13

“Treat me the way they would like to be treated. Take into account my disability but remember me and my rights” (Wiltshire resident)

Introduction – What is autism?

Autism is a lifelong condition that affects how a person communicates with, and relates to other people and the world around them.

Autism is a spectrum condition, which means that, while all people with autism share certain difficulties, their condition will affect them in different ways.

The three main areas of difficulty which all people with autism share are sometimes known as the 'triad of impairments'. People have difficulties with:

1. social communication (e.g. difficulty with both verbal and non-verbal language, interpreting comments very literally, while thinking that people always mean exactly what they say)
2. social interaction (e.g. difficulty recognising or understanding other people's emotions and feelings, and expressing their own, which can make it hard to fit in socially)
3. social imagination (e.g. difficulty understanding and predicting other people's thoughts or behaviour and making sense of abstract ideas or situations outside of the immediate daily routine).

“The complexities of communication with people with autism are more than just a noisy room and speaking plainly” (Wiltshire resident)

Why are we going to area boards?

“they feel alone and alienated as people will often give them a wide berth”

(Wiltshire resident)

1. It can be hard to create awareness of autism as people with the condition do not 'look' disabled: parents of children with autism often say that other people simply think their child is naughty; while adults find that they are misunderstood. We would therefore like to share how autism affects individuals in Wiltshire so there is more understanding about the condition.
2. We have worked with a lot of local people with autism and their families to form a plan about how changes will be made. We would like to share this with you and see where your local area can support any improvements.

Why this area is important?

- **Autism is not uncommon**

It is estimated that 1 in every 100 people have autism and therefore in Wiltshire, we estimate that over 4,500 individuals are affected by the condition.

In Wiltshire, we know about (a little over) one thousand children and adults with the condition. Many of these people will also have a learning disability or mental health problem (autism, in itself, is neither).

We therefore believe that there are over 3,500 people in Wiltshire with autism who are unknown and may not get any support from other means.

This may well be appropriate as many people with autism can live relatively independent lives, however, because of the hidden nature of the condition, many people have also said that they find it difficult to get the right understanding and support, at the right time, from the same local services as everyone else.

We think that this could affect around 2000 in Wiltshire who have a form of autism (aspergers or high functioning autism) which is 'hidden' but nevertheless, may still struggle in life.

Very often, without low level natural and community support or understanding, these individuals tend to come to the attention of statutory services later on in life; this is usually at crisis point which has a negative impact on the individual and tends to be much more intensive and costly.

“Bewildered, not knowing where to turn” (Wiltshire resident)

“Prevention and support is much better than trying to pick up pieces afterwards” (Wiltshire resident)

- **Poor outcomes**

People with autism tend to have significantly poorer outcomes than others. As an example, national research shows that only 15% of adults with autism have a job. In comparison, the employment rate for disabled people, as a whole, is 48% indicating the low rates. This is despite the fact that many people with autism have unique skills and abilities that can help a business thrive (ie. problem solving skills, attention to retail, ability to retain detailed factual knowledge, excellent memory, technical abilities etc).

“Use of careful planning, strategy and therapeutic relationships can steer them through this [work] successfully developing their self awareness and ability to cope” (Wiltshire resident)

- **The Autism Act 2009 places duties on local areas**

“It seems that there is the assumption that at 18, all problems cease”

(Wiltshire resident)

In March 2010, the first ever strategy for improving the lives of adults with autism in England was published.

This strategy set out a number of key actions and recommendations which the government decided were the most important:

1. Making sure that more people understand about autism.
2. Making it easier for adults to get a diagnosis of autism. A diagnosis is when a doctor tells someone that they have autism.
3. Making it easier for adults with autism to choose how they live, and get the help that they need to do this.
4. Helping adults with autism to find jobs.
5. Helping local councils and health services to write plans so that the adults with autism who live in their area get the help that they need.

If you would like to find out more detail about what the strategy says, please follow this link: www.autism.org.uk/dhstrategy

The Wiltshire Autism Partnership

To help Wiltshire plan how to make these key priorities happen, a 'Wiltshire Autism Partnership' meet five times per year. This group includes people with autism, parent/ carers and professionals from different teams, agencies and organisations.

The group have done a lot of work to consult with local people. They have developed a strategy and are now finalising a plan detailing how the changes will be made. To view these documents, please visit:

<http://www.wiltshire.gov.uk/healthandsocialcare/disabilities.htm>

How your area board can help?

“Awareness that certain groups in our communities are more sensitive and vulnerable.....gives me faith that this can be extended to those on the autistic spectrum” (Wiltshire resident)

To promote more understanding and acceptance about the nature of autism in the local area: improved recognition, awareness and minor adjustments in the community would alone, contribute significantly. We would therefore welcome the opportunity to hear your views and ideas for improvements as the success of this work will be limited if there is a 'standalone' approach.

Useful websites

- <http://www.wiltshire.gov.uk/healthandsocialcare/disabilities.htm>
- <http://www.autism.org.uk/>

Contacts

For further information about the autism work please contact the disabilities commissioning team on 01225 718559 or email: disabilities@wiltshire.gov.uk

If you are a carer or person with autism (or think you may have autism) and feel that you may need some help, please contact 0300 456 0111 and someone will be able to tell you about the process of having an assessment to see if you are eligible for support.

Report to	Corsham Area Board
Date of Meeting	23 May 2013
Title of Report	Area Board Grants

Purpose of Report

To ask councillors to consider one application seeking 2013/14 community area grant funding.

1. Colerne Old School Playgroup – To consider awarding £1,500 towards a total project cost of £3,000 to install an interactive smart board.

1. 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 (5 April 2013). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2013/2014. [Area Board Grants Guidance 2013/2014](#).
- 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.
- 1.4. Corsham Area Board has been allocated a 2013/2014 budget of £53,418 for community grants, digital literacy projects, area board operational funding, community partnership core funding, and area board/councillor led initiatives. In 2013/14 only capital funding is available for community area and digital literacy grants.
- 1.5. Applications of up to and including £500 can be made for a community area grant, which will not require matched funding. Amounts of £500 - £5000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.6. 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.
- 1.7. In addition to CAGs, 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.
- 1.8. 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. Grants of up to £500 are available for digital literacy projects.

- 1.9. Funding applications will be considered at every area board meeting whilst there is money available.
- 1.10. New for 2013/14 is a single on-line application process for community area grants (CAG) and digital literacy grants, introduced to provide an easy step by step application process. The application process and funding criteria can be found [here](#).
- 1.11. All recipients of area board funding are expected to complete an evaluation form as soon as the project has been completed and provide receipts if requested. Groups are encouraged to up-load information and photographs about their project on to their area board [blogsite](#). Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

Background documents used in the preparation of this Report	<p>Corsham Community Area Plan</p> <p>Area Board Grant Criteria and Guidance 2013/14 as approved by delegated decision</p> <p>Corsham Joint Strategic Needs Document</p>
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2013/14 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. There will be five further rounds of funding during 2013/2014. The first is contained in this report the remaining will take place on;
 - 18 July 2013
 - 19 September 2013
 - 21 November 2013
 - 23 January 2014
 - 20 March 2014

3. Environmental and Community Implications

- 3.1. Area board grants 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 budget allocated to the Corsham Area Board.
- 4.2. If grants are awarded in line with officer recommendations, Corsham Area Board will have a balance of £51,198.

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 will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.
- 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	Colerne Old School Playgroup	Install interactive smart board	£1,500

- 8.1.1. Officers recommend that Colerne Old School is awarded £1,500 to install an interactive smart board, conditional upon the balance of funding being in place.
- 8.1.2. This application meets grant criteria 2013/14.
- 8.1.3. This project is considered as capital by Wiltshire Council Finance Department.
- 8.1.4. This application demonstrates a link to the Community Plan." Activities for young people"
- 8.1.5. This application also demonstrates a direct link to the JSA priorities identified at the February 2012 consultation and supported at the May 2012 Area Board." Improve pre-school opportunities and activities to better prepare young children for school" "Support measures that provide early (pre-school) intervention leading to increased educational attainment."

8.1.6. This group is a not for profit group.

8.1.7. This project has the support of Colerne Parsih Council who own the premises and have agreed to the installation.

8.1.8. If the area board makes a decision not to fund the project the project will be delayed until alternative funding can be found.

Appendices:	Appendix 1 Grant application – Colerne Old School Playgroup
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Report Author	Dave Roberts Corsham Community Area Manager Tel: 07979318504 E-mail dave.roberts@wiltshire.gov.uk
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1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Colerne Old School Playgroup Smartboard Installation

6. Project summary:

Installation of smartboard and projector at Colerne Old School Playgroup

7. Which Area Board are you applying to?

Corsham

Electoral Division

Box and Colerne

8. What is the Post Code of where the project is taking place?

SN14 8EL

9. Please tell us which theme(s) your project supports:

Children & Young People

Technology & Digital literacy

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

01/2013

Total Income:

£21778

Total Expenditure:

£18953

Surplus/Deficit for the year:

£2825

**Free reserves currently held:
(money not committed to other projects/operating costs)**
£35182

Why can't you fund this project from your reserves:

Under the terms of our constitution we are required to keep reserves to cover the staff redundancy costs if the playgroup had to close.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£3000		
Total required from Area Board		£1500		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Smartboard	2150	Playgroup Funds	yes	1500
Installation of projector	350			
VAT	500			
Total	£3000			£1500

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

No

12. If so, which Area Boards?

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The children of the playgroup, staff and parents will benefit by being able to use up to date IT equipment. Also the 'Little Fishes' group and the summer holiday 'Stay and Play' group and any other users who hire the playgroup room out of hours will also be able to use this equipment

14. How will you monitor this?

We will regularly observe the children and assess their development in IT skills.

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

This is a one-off project and if there is a requirement for updates to software and training we will fund it ourselves.

16. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes the information on this form is correct, that any award received will be spent on the activities specified.

Corsham Area Board
23 May 2013

Appointments to Outside Bodies, and Constitution of and Appointments to Working Groups 2013/14

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2013/14.

2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at Appendix A. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. Similarly, the Area Board is invited to reconstitute the Working Groups set out at Appendix B, with the Terms of Reference set out at Appendix C, and to make appointments to these groups. These appointments are for 2013/14.

3. Main Considerations

- 3.1. In 2010, all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups were established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

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

6. Environmental Impact of the Proposals

- 6.1. None.

7. Equality and Diversity Implications

- 7.1. None.

8. Delegation

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

9. Recommendation

- 9.1. The Area Board is requested to:
 - a. appoint Councillor representatives to outside bodies as set out at Appendix A.
 - b. agree to reconstitute and appoint to the Working Group(s) as set out at appendix B.
 - c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

Report Author:

Marie Todd
Area Board and Member Support Manager
01225 718036
Marie.todd@wiltshire.gov.uk

Appendices:

Appendix A – list of appointments to Outside Bodies

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

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

Unpublished background documents relied upon in the preparation of this report

None.

APPOINTMENTS TO OUTSIDE BODIES

<u>Name of Outside Body</u>	<u>Meeting Schedule</u>	<u>Previous Representative(s)</u>
Corsham Community Area Network (CCAN)	Normally six meetings per year	Cllr Sheila Parker
Corsham Pound Arts Centre Trust	Bi-monthly on Monday evenings at the Pound Arts Centre	Cllr Alan MacRae
Corsham Youth Issues Group (CAYPIG)	Four meetings per year	Cllrs Peter Davis and Sheila Parker

Appointments to Working Groups Corsham Area Board

Community Area Transport Group:

Previous membership (2012/13):

- Corsham Area Board Councillors (4)
- Representatives from Corsham Town Council
- Representative from Box Parish Council
- Representative from Colerne Parish Council
- Representative from Lacock Parish Council
- Representatives from CCAN

Shadow Community Operations Board (COB):

Previous membership (2012/13):

<u>Name</u>	<u>Group Represented</u>	<u>Category of Membership</u>
Allan Bosley	Corsham Town Council	Local Town and Parish Council
Steve Hammond	Corsham Community Association	User and Community Group
Christine Reid	Corsham Community Area Network (CCAN)	Wider Community
Marcus Chapman	The Corsham School	Education and Young People
Patrick Kelly	Springfield Leisure Centre	User and Community Group
Anna Mackie	TransCoCo Transport Group	User and Community Group
Alan MacRae	Corsham Area Board	Elected Representative from Area Board

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

The CATG will normally be made up of not more than 10 members from the following groups:

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

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

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of CATG Members

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the CATG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the CATG must not issue press statements on behalf of the Area Board.

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes to do so. It should be noted that CATG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary.

Terms of Reference

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

The CATG's terms of reference are set out at Appendix A:

Terms of Reference

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management. It cannot be used to fund revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

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

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

(Cabinet Member Decision HT-031-11)

6. Other decisions

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

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

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

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

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

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

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

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

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

2 Campus Management Principles

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

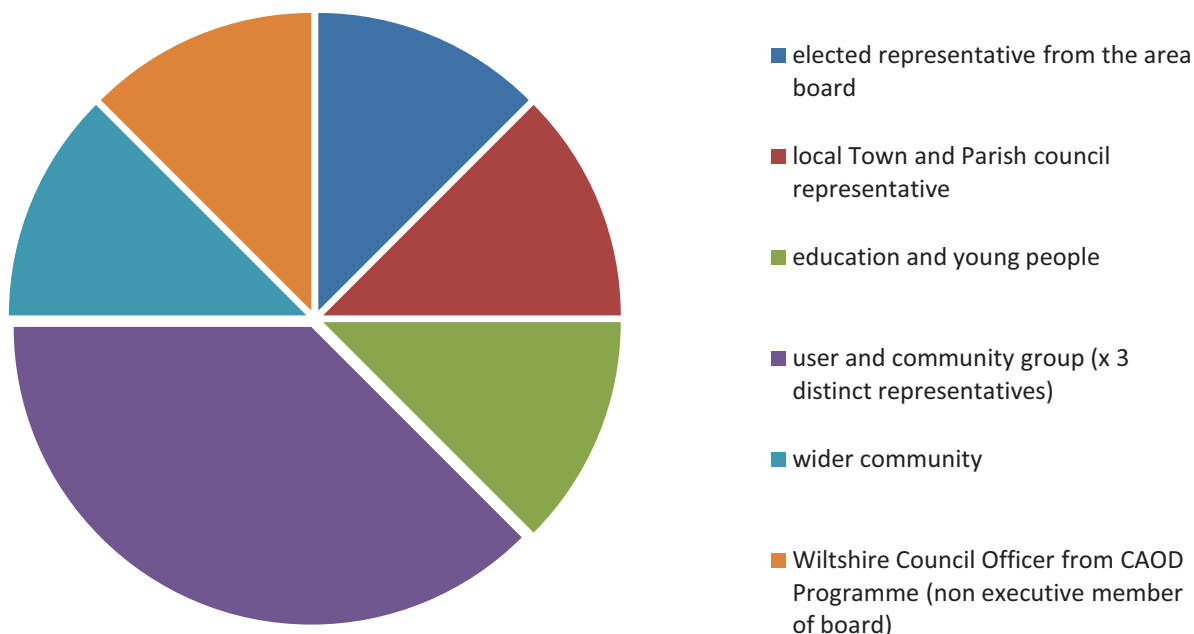
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive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

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

3 Membership

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



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

4 Roles and responsibility

4.1 Community leadership & engagement

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

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

4.2 Responsibility for outcomes

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

4.3 Project coordination and reporting

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

4.4 The role of Wiltshire Council

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

5 Outcomes

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

6 Confidentiality

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

7 Governance Arrangements

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

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

Preliminary Management Project Governance Arrangements

