

## AGENDA

**Meeting:** DEVIZES AREA BOARD  
**Place:** Devizes Sports Club, London Rd, Devizes SN10 2DL  
**Date:** Monday 20 May 2013  
**Time:** 6.30pm

---

Including the Parishes of All Cannings, Bishops Cannings, Erlestoke, Bromham, Devizes Town, Easterton, Etchilhampton, Great Cheverell, Little Cheverell, Market Lavington, Marston, Potterne, Roundway, Rowde, Stert, Urchfont, West Lavington and Worton

---

**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 6.00pm.**

---

Please direct any enquiries on this agenda to Alexa Smith (Democratic Services Officer), on 01249 706610 or [alexa.smith@wiltshire.gov.uk](mailto:alexa.smith@wiltshire.gov.uk)

or Richard Rogers (Community Area Manager), on 07771 547522 or [richard.rogers@wiltshire.gov.uk](mailto:richard.rogers@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Wiltshire Council website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Press enquiries to Communications on 01225 713114/713115.

---

### Wiltshire Councillors

Cllr Liz Bryant, Bromham, Rowde and Potterne

Cllr Peter Evans - Devizes East

Cllr Sue Evans - Devizes North

Cllr Richard Gamble – The Lavingtons and Erlestoke

Cllr Simon Jacobs - Devizes and Roundway South

Cllr Laura Mayes - Roundway

Cllr Philip Whitehead – Urchfont and the Cannings

<b>Items to be considered</b>	<b>Time</b>
<p>1     <b>Appointment of Area Board Chairman</b></p> <p>To elect a Chairman of the Area Board for the forthcoming year.</p>	<b>6.30pm</b>
<p>2     <b>Appointment of Area Board Vice Chairman</b></p> <p>To elect a Vice Chairman of the Area Board for the forthcoming year.</p>	
<p>3     <b>Welcome, Introductions and Chairman's Announcements</b></p>	
<p>4     <b>Apologies for Absence</b></p> <p>5     <b>Minutes (Pages 1 - 8)</b></p> <p>To approve and sign as a correct record the minutes of the meeting held on 28 January 2013.</p>	<b>6.45pm</b>
<p>6     <b>Declarations of Interest</b></p> <p>Councillors are requested to declare any pecuniary or non-pecuniary interests or dispensations granted by the Standards Committee.</p>	
<p>7     <b>Appointments to Outside Bodies and Working Groups (Pages 9 - 26)</b></p> <p>To confirm membership of Outside Bodies and Working Groups and to confirm Terms of Reference for Working Groups.</p>	<b>6.50pm</b>
<p>8     <b>Update on Community Projects</b></p> <p>Three short updates on partnership projects supported by the Devizes Area Board:</p> <ul style="list-style-type: none"> <li>• Stuart and Lorna Hislop will update the area board regarding Drew's Pond Wood and the purchase of the adjacent land</li> <li>• Albert Wooldridge will update the area board on Roundway Allotments (the first asset transfer agreed by the area board)</li> <li>• Doug Roseman will present the new tourism map and information on the improvements to tourism town signage.</li> </ul>	<b>6.55pm</b>
<p>9     <b>Local Highways and Streetscene Service</b></p> <p>Adrian Hampton, Head of Local Highways and Streetscene South, will provide an update on the changes to the local highway and streetscene service. The staffing structure has been changed to reflect the new highway and streetscene contract, which commences on the 1 June 2013.</p>	<b>7.05pm</b>

10	<p><b>Partner Updates</b> (<i>Pages 27 - 30</i>)</p> <p>To receive updates from the following partners:</p> <ul style="list-style-type: none"> <li>a. Wiltshire Police</li> <li>b. Wiltshire Fire and Rescue Service (attached)</li> <li>c. Health Services</li> <li>d. Young People (attached)</li> <li>e. Devizes Community Area Partnership</li> <li>f. Town and Parish Councils.</li> </ul>	7.10pm
11	<p><b>Traffic, Air Quality and Transport Update</b></p> <p>Councillor Gamble and Mandy Bradley, Service Director of Public Protection, will provide information about the Community Area Transport Group, the Wiltshire Local Transport Plan 2011-2026 and the Devizes Air Quality Steering Group.</p>	7.25pm
12	<p><b>Update on Devizes Campus Project</b> (<i>Pages 31 - 32</i>)</p> <p>An opportunity to hear about the Community Campus Project and to ask any questions you may have. The Devizes Shadow Community Operations Board has been running for several months now and is soon to begin its consultation exercise.</p>	7.35pm
13	<p><b>Register of Community Assets</b></p> <p>David Bowater, Programme Lead for Communities at Wiltshire Council, will explain how we can protect and enhance our community assets, including the use of a community asset register. Please see link below:  <a href="#">Summary of the community ownership of assets toolkit Summary version of the assets toolkit</a></p>	7.45pm
14	<p><b>Asset Transfers</b> (<i>Pages 33 - 46</i>)</p> <p>Councillors will be asked to consider the transfer of the following assets:</p> <ul style="list-style-type: none"> <li>a. Ryeleaze Playing Field (to Potterne Parish Council)</li> <li>b. Paddock Green (to Urchfont Parish Council).</li> </ul>	
15	<p><b>Area Board Funding</b> (<i>Pages 47 - 52</i>)</p> <p>Changes to the area board's grants system for 2013-14 will be explained before councillors will be asked to consider two applications made to the Community Area Grants Scheme, as follows:</p> <ul style="list-style-type: none"> <li>a. Alzheimers Support - requesting £399 to purchase an iPad for the Sidmouth Street Day Club</li> </ul>	8.15pm

b. Devizes Rugby Club – requesting £5,000 towards a replacement tractor.

Both applications meet the criteria and are recommended for consideration for approval.

16 **Evaluation and Close.**

**Future Meeting Dates**

Monday, 22 July 2013

7.00 pm

Bromham Social Centre, New Rd, Bromham SN15 2JB

Monday, 23 September

6.30pm

Devizes School

Monday, 25 November

6.30pm

Devizes Sports Club

# MINUTES

**Meeting:** DEVIZES AREA BOARD  
**Place:** Devizes Sports Club, London Rd, Devizes SN10 2DL  
**Date:** 28 January 2013  
**Start Time:** 6.30 pm  
**Finish Time:** 8.30 pm

---

Please direct any enquiries on these minutes to:

Alexa Smith (Democratic Services Officer), on 01249 706610 or [alexa.smith@wiltshire.gov.uk](mailto:alexa.smith@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

---

## **In Attendance:**

### **Wiltshire Councillors**

Cllr Laura Mayes (Chairman), Cllr Jeffrey Ody, Cllr Jane Burton (Vice Chairman), Cllr Nigel Carter, Cllr Richard Gamble, Cllr Lionel Grundy OBE and Cllr Liz Bryant

### **Wiltshire Council Officers**

Dave Ashdown (Technical Support Officer), Danny Everett (Drainage Engineer), Richard Rogers (Community Area Manager) and Alexa Smith (Democratic Services Officer)

### **Town and Parish Councillors**

Devizes Town – Peter Evans, Sue Evans, Simon Fisher, Kelvin Nash, Margaret Taylor and Ray Taylor

Bishops Cannings – G Anstell

Bromham - Jo Partt

Cheverell Magna – Ann Lumb

Easterton – C Saunders

Erlestoke – Dean Moore

Etchilhampton – M Woods

Market Lavington – D Ballardie

Rowde – Peter Allfrey, Jackie Bawden, Rebekah Jeffries and Albert Wooldridge

Urchfont – Nicky Mitchell

West Lavington – Sandra Gamble

**Partners**

Wiltshire Police – Inspector Matt Armstrong and Angus Macpherson

Wiltshire Fire and Rescue Service – Mike Franklin

Devizes Community Area Partnership – Peter Baxter, Kate Freeman, David Fuller, Simon Jacobs, Margaret Nightingale, Ian Rose, Rick Rowland and Tony Sedgwick

**Total in attendance: 86**

---

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Welcome and Chairman's Announcements</u></p> <p>The Chairman welcomed everyone to the meeting and gave a special mention to Councillor Jane Scott OBE, Leader of Wiltshire Council, and Angus Macpherson, Police and Crime Commissioner for Wiltshire and Swindon.</p> <p>The Chairman provided information about the topics below, as in the agenda pack.</p> <ul style="list-style-type: none"> <li>i. Welfare Reform in Wiltshire – The Welfare Reform Act 2012 would bring about Government change to welfare intended to simplify the benefits system and encourage people to work. Those affected would be contacted and further information was available on the Wiltshire Council website.</li> <li>ii. Youth Service Update – including the formation of Youth Advisory Groups (YAGs) in each community area, led by young people. The YAG would be a more formal version of the previous CAYPIG.</li> <li>iii. Wiltshire Online: Connectivity and Provision – the Wiltshire Online Programme would bring availability of standard and superfast broadband to homes and businesses across the county.</li> <li>iv. Legacy for Wiltshire – a series of evening events were being held to focus on what could be done in 2013 to help communities come together and celebrate, as in 2012. The Chairman drew attention to the event at the Corn Exchange on Wednesday 27 February at the Corn Exchange, Devizes at 6.30 pm, with refreshments available from 6.00 pm.</li> <li>v. Joint Strategic Assessment for Health and Wellbeing 2012-13 – this document was now available and could be downloaded from the Wiltshire Intelligence Network website.</li> </ul>
2	<p><u>Apologies for Absence</u></p> <p>Apologies had been received from Richard Harris (Integrated Youth Service Locality Team Leader) and Paula Winchcombe (Devizes Community Area Partnership).</p>
3	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 26 November 2012 were approved and signed as a correct record.</p>
4	<p><u>Declarations of Interest</u></p> <p>Councillor Bryant declared a non-pecuniary interest in item 10d, a grant application from Rowde Community Village Shop, as her mum worked as a volunteer in the shop. She was free to take part in the debate and vote.</p>

5	<p><u>Four Years of the Area Board</u></p> <p>Councillor Mayes explained that four years had passed since the introduction of the area boards with the move to a unitary Wiltshire Council. The area board had developed from addressing service issues to taking on strategic projects. Councillor Mayes explained the key to success in Devizes had been the active community that the area board worked with and she thanked its members and the supporting officers.</p> <p>A short film was shown about the achievements of the area board and how it was working with local people. The film was available to view on the Wiltshire Council website.</p>
6	<p><u>Angus Macpherson, the new Police and Crime Commissioner</u></p> <p>Angus Macpherson, Wiltshire’s Police and Crime Commissioner, presented information about the future of policing in Wiltshire.</p> <p>This included:</p> <ul style="list-style-type: none"> <li>• The role of the Commissioner – this was a commissioning role to ensure a policing service fit for purpose in Wiltshire.</li> <li>• Angus had a budget of £100 million and five support staff.</li> <li>• He was at present writing a five year Police and Crime Plan to set the strategic direction of policing in Wiltshire and Swindon.</li> <li>• The plan was available for comment from 18 February until 10 March, with the intention to publish the plan on 28 March. You can read and give views on the plan via the Police and Crime Commissioner’s website – <a href="http://www.wiltshire-pcc.gov.uk">www.wiltshire-pcc.gov.uk</a>.</li> <li>• In short, the aim of the plan was for community-based policing, protecting the most vulnerable, putting victims and witnesses first, reducing reoffending, improving quality of life, customer service, ensuring a timely response and unlocking resources.</li> </ul> <p>This was followed by a short question and answer session, which covered the main points below:</p> <ul style="list-style-type: none"> <li>• The Police and Crime Panel – this was a statutory Panel hosted by Wiltshire Council and made up of councillors from Wiltshire and Swindon and two independent members. The main role of the Panel was to hold the Commissioner to account.</li> <li>• A list of Panel members was available to view on the Wiltshire Council website and their meetings were public meetings.</li> <li>• A strategic review of the entire Wiltshire Police estate was underway.</li> <li>• Recruitment for Wiltshire Police had not taken place for three years, however Angus was now in the happy position of being able to recruit. A pool of 1,000 applicants had been received recently for 20 posts.</li> </ul>
7	<p><u>Jane Scott - Leader of Wiltshire Council</u></p>

Councillor Jane Scott OBE provided a short overview of the future of local government. Local government was largely controlled by Whitehall and made relevant to Wiltshire. Wiltshire Council was a big and efficient authority working at the local level through the area boards. The move to one unitary Wiltshire Council had saved nearly £100 million over the last four years. There were challenging demographic times ahead, with an increase in both younger and older people, and finance remained an issue. Wiltshire Council was looking to provide its services in new and innovative ways, such as volunteers coming forward to plug the gaps in the library service. Joint working with partner organisations would continue to be important. An element of this was the sharing of public assets, for example Wiltshire Police moving into the Monkton Park office with the closure of the police station at Wood Lane. In summary, Wiltshire Council was in a strong position to weather the current storm in local government.

This was followed by an opportunity to ask questions, which covered the following main points:

- Wiltshire Council had not increased council tax in the last four years. However it should be for local people not central government to decide whether town and parish councils should cap their precepts.
- Wiltshire Council had a two year pilot scheme to monitor the success of 20mph limits.
- Wiltshire Council clearly supported a Trans Wiltshire train line to improve rail connectivity across the county.
- Air quality in Devizes – a bypass was not financially viable for the town. A lot of traffic was locally generated and Councillor Scott encouraged everybody to consider leaving their cars behind when possible and to develop walk/cycle to school/work schemes.
- Community asset transfer of The Shambles and its market – Councillor Scott was not aware of reluctance for the transfer and believed the issue was still open for discussion. Councillor Mayes clarified if the market was transferred concerns had been raised regarding the associated loss of revenue.
- Superabundance of housing in Devizes and the role of local people in controlling build – Councillor Scott commented the Core Strategy was now in progress and it was important to remember that young people did want housing they could afford. In Devizes, a number of developers had got in before the Core Strategy was in place and Wiltshire had lost several appeals on the basis that houses were needed to boost the economy. Once the Core Strategy was in place, neighbourhood plans could be further developed with community input as to where build should go.
- Wiltshire Council was committed to supporting parish councils to take on the running of very local services such as play areas. However the support on offer had not always been taken up.

#### **Decision**

**Rowde Parish Council would liaise with Richard Rogers regarding the support available to them from Wiltshire Council.**

8	<p><u>Partner Updates</u></p> <p>a. The written update from Wiltshire Police was noted. Wiltshire Police was pleased to report that the local team was up to full strength. There were a number of new faces as team members were developed and would inevitably move on.</p> <p>b. The written update from Wiltshire Fire and Rescue Service was noted. Mike Franklin highlighted that the number of fires had dropped to only five in December 2012.</p> <p>c. The written update from NHS Wiltshire was noted.</p> <p>d. The written update from Devizes Community Area Partnership was noted. Tony Sedgwick congratulated Devizes Area Board on its achievements in the last four years and added that a great strength was the relationship between the Partnership and the area board. Display boards about safe cycle routes and the Devizes Transport Strategy were available to view and comment on at the meeting and on the Partnership's website. The economy group were continuing with their mentoring scheme in schools and were encouraging new businesses through the 'Devizes Means Business' scheme. The reopening of a tourism desk was an exciting development and Tony thanked Age UK for their generosity as its host.</p> <p><b><u>Decision</u></b>  <b>The Area Board agreed to release the second tranche of agreed funding of £5819.00 to the Devizes Community Area Partnership.</b></p> <p>e. Councillor Gamble presented an update about the Community Area Transport Group. With regards to the proposed path over the Green, while it was not mandatory to light, this was strongly recommended for safety reasons. Installing low level lighting was now being investigated. The Devizes Transport Strategy had been discussed comprehensively at the area board meeting in September and the Partnership and Kate Freeman were thanked for their work. A task and finish group had been established to form a priority list and a schedule of work. The group would report back to the area board.</p> <p>f. The Air Quality Steering Group had held two meetings thus far. Their first task had been to clarify their purpose and to develop terms of reference. The administration of the air quality management area decision had been completed and reported to Defra.</p> <p><b><u>Decision</u></b>  <b>Devizes Area Board ratified the terms of reference, as included in the agenda pack, for the Air Quality Steering Group.</b></p>
9	<p><u>Flooding on the Roads</u></p> <p>Danny Everett, Wiltshire Council Drainage Engineer, provided information about dealing with flooding on the roads in the community area. The situation today was very different to that in May when there had been a hosepipe ban. Danny provided an overview of the successful experiences during the recent flooding</p>

	<p>with regard to drainage. He explained that the drainage team operated with a wide remit with limited resources. This included drainage of high speed roads, property flooding, low speed roads, residential land and agricultural land. Danny invited parish and town councils to provide maps and data on historical flooding to help develop future action plans and preventative strategies.</p> <p>Danny confirmed that the landowner was responsible for blocked ditches. If there were problems with clearing ditches, the next step would be to contact the relevant parish council. Wiltshire Council would only then become involved if this became a 'sticky' issue.</p>
10	<p><u>Area Board Funding</u></p> <p>Councillors were asked to consider five applications made to the Community Area Grants Scheme.</p> <p><b><u>Decision</u></b>  <b>Devizes Outdoor Celebratory Arts were awarded the remaining £2,900 of the £5,000 that was ring fenced for their work this financial year.</b></p> <p><b><u>Reason</u></b>  <i>The application met the 2012/13 grant criteria and this application would help increase cultural activities.</i></p> <p><b><u>Decision</u></b>  <b>Friends of Erlestoke Prison were awarded £1,500 towards a mosaic project with the offenders to help them think about their victims, on condition that the project was shared with the local community.</b></p> <p><b><u>Reason</u></b>  <i>The application met the 2012/13 grant criteria and would help with the prevention of crime.</i></p> <p><b><u>Decision</u></b>  <b>Market Lavington Parish Council were awarded £275 towards equipment for the Friday night youth club.</b></p> <p><b><u>Reason</u></b>  <i>The application met the 2012/13 grant criteria and the initiative helped to address concerns around anti social behaviour, as well as offering more positive activities for young people.</i></p> <p><b><u>Decision</u></b>  <b>Rowde Community Village Shop were awarded £999 to make alterations to the shop in order to meet safety regulations and increase storage capacity.</b></p> <p><b><u>Reason</u></b></p>

	<p><i>The application met the 2012/13 grant criteria and the transfer of stock from the loft area where it was stored to the shop via a ladder was very difficult for the elderly volunteers and also against safety regulations.</i></p> <p><b><u>Decision</u></b>  <b>Cycle Devizes were awarded £1,000 towards an event to celebrate national bike week in June 2013.</b></p> <p><b><u>Reason</u></b>  <i>The application met the 2012/13 grant criteria and cycling was one of the key priorities for the area board to reduce reliance upon car usage and for health reasons.</i></p> <p>The Chairman asked the councillors to consider a recommendation to delegate certain authority over the pre-elections period in order to facilitate the smooth and efficient running of area board business.</p> <p><b><u>Decision</u></b>  <b>That in respect of urgent matters that may arise from time to time between meetings of an area board, the Community Area Manager, in consultation with the unitary councillors on the area board, be granted delegated authority to make any necessary financial decisions. A report explaining the decision and the reasons why it was considered to be urgent shall be reported to the next ordinary meeting of the Area Board to ensure that such decisions are subject to public examination.</b></p>
11	<p><b><u>Evaluation and Close.</u></b></p> <p>The Chairman thanked everyone for coming to the meeting and wished them a safe journey home. The next meeting would take place on Monday 20 May at 6.30 pm at Devizes Sports Club.</p>

Devizes Area Board  
20 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:

Alexa Smith  
Democratic Services Officer  
01249 706610  
alex.smith@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.



**WILTSHIRE COUNCIL OUTSIDE BODIES**

<b>Outside Body Title ( A to Z )</b>	<b>Appointed By</b>	<b>Why Rep Needed</b>	<b>Organisation aims</b>	<b>Meeting schedule</b>	<b>Voting rights</b>	<b>Reps needed</b>
Devizes & District Association for the Disabled Executive Committee	Area Board - Devizes	To continue representation for the disabled in the Devizes Area Community	Provide support and assistance to the disabled	Meetings organised when required	Yes	2
Devizes Community Area Partnership	Area Board - Devizes	To inform on the development of the Community Area Plan	Development of the Community area Plan	Quarterly	No	1
Devizes Development Partnership	Area Board - Devizes	Public sector representation essential.	Steer the work of the Town Centre Manager. Economic and social development of the Devizes area	Six meetings per annum	Yes	2



## **Appointments to Working Groups** **Devizes Area Board**

### Community Area Transport Group:

- Wiltshire Councillor
- Devizes Community Area Manager
- Highways Officer
- Devizes Community Area Partnership representative
- Devizes Development Partnership representative
- Town Council representative
- Rural parish representatives x 2
- Supporting Officers when required
- The group is open to any Parish Council to request to attend to discuss an issue

### Shadow Community Operations Board:

- Wiltshire Council Officer
- Area Board representative
- Town/Parish Council representative
- Education and Young People representative
- Wider Community representative
- User and Community Groups x 3

### Air Quality Steering Group:

- Wiltshire Councillor
- Community representatives:
  - o Devizes Community Area Partnership
  - o Community Area Transport Group
  - o Devizes Town Council
  - o Roundway Parish Councillor
- Representatives from the following Wiltshire Council Services:
  - o Public Protection Services
  - o Public Health
  - o Transport Planning
  - o Strategic Planning
  - o Development Control
- Potential Co-optees
  - o Local businesses, schools etc as appropriate.



## **COMMUNITY AREA TRANSPORT GROUP (CATG)**

### **TERMS OF REFERENCE**

#### **Membership of the CATG**

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

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

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

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

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

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

#### **Appointment of CATG Members**

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

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

#### **Media Relations**

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

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

### **Meetings**

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

### **Officer Support**

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

### **Terms of Reference**

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

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

**Terms of Reference**

1. Small scale transport schemes – discretionary funding

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

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

*(Cabinet Member Decision HT-021-10)*

2. Small scale transport schemes – substantive funding

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

*(Cabinet Member Decision HT-026-11)*

3. Speed Indication Devices

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

*(Cabinet Member Decision HT-023-11)*

4. C & UC roads speed limit review

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

*(Cabinet Member Decision HT-027-11)*

5. Waiting restrictions

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

*(Cabinet Member Decision HT-031-11)*

6. Other decisions

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

# CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

## Campus & Operational Estate Management Workstream

---

### Draft Terms of Reference for Shadow Community Operations Board

#### 1 Background

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

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

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

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

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

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

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

#### 2 Campus Management Principles

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

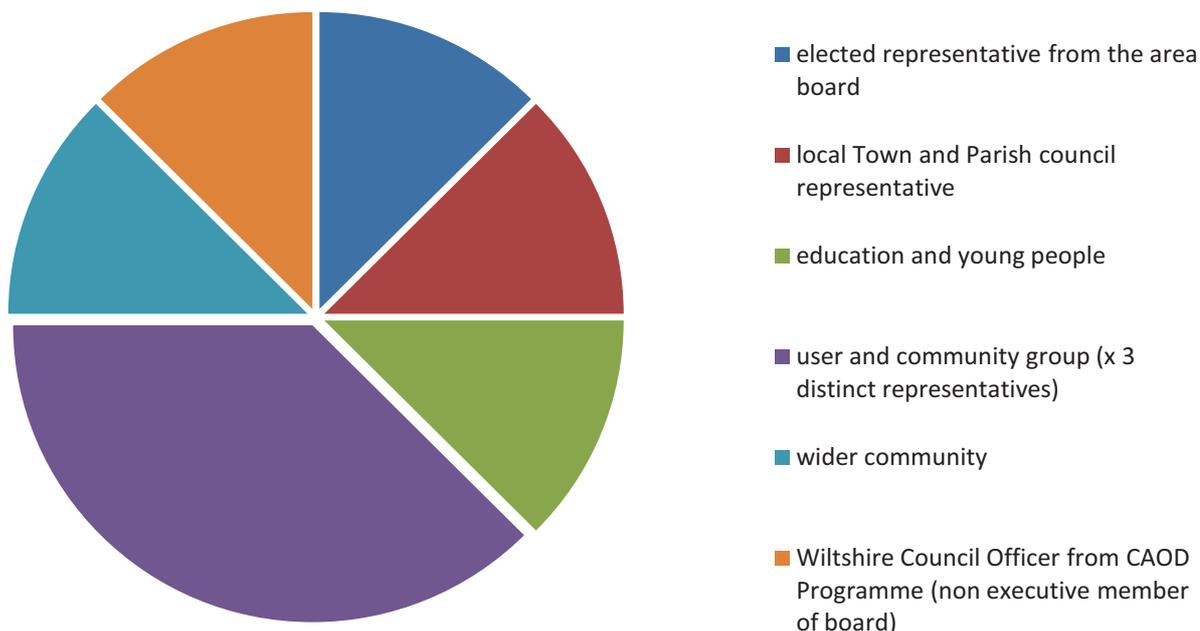
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive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

Version3 – 5/4/11

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

### 3 Membership

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



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

### 4 Roles and responsibility

#### 4.1 Community leadership & engagement

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

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

#### **4.2 Responsibility for outcomes**

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

#### **4.3 Project coordination and reporting**

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

#### **4.4 The role of Wiltshire Council**

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

### **5 Outcomes**

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

### **6 Confidentiality**

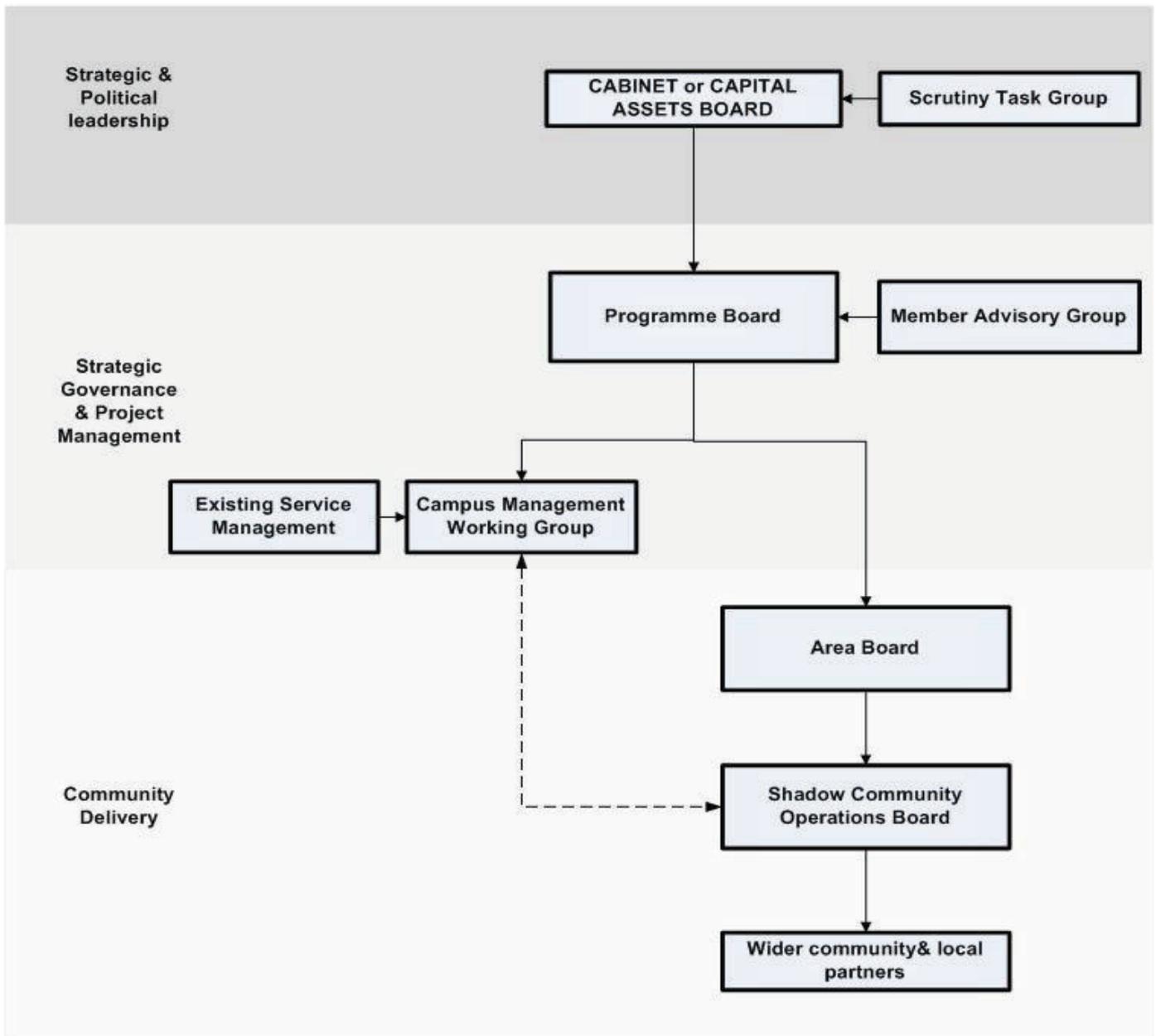
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or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

**7 Governance Arrangements**

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

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

**Preliminary Management Project Governance Arrangements**



## **Devizes Air Quality Steering Group**

### **Overall objective/outcome of the group:**

To work together with the common goal of seeking to improve the air quality in Devizes through behavioural, strategic and infrastructure change to ensure that the level of pollutants (nitrogen dioxide and particulates (PM10) are in line with national air quality objectives and that this work supports the principles of sustainable development.

### **Purpose of the group:**

To oversee the development and implementation of an effective local Air Quality Action Plan for Devizes Town.

### **Terms of Reference:**

- The Devizes Air Quality Steering Group (the Group) will work together to ensure the development and implementation of the air quality action plan. Membership will comprise of officers of Wiltshire Council, community representatives and elected Councillors (see Membership below). The group will co-opt other members onto the group as and when considered necessary and appropriate.
- Governance arrangements for the Group will sit with Members of the Area Board – the Group itself will have no voting rights. The Group will make recommendations to the Area Board as and when decisions are required (including commissioning decisions) and will report the progress of its work to Members by means of updates at future Area Board meetings as appropriate.
- The Group will use the air quality data from the current monitoring regime to provide an objective framework for monitoring and for guiding its actions and recommendations, focusing on those areas with greatest exceedence with regard to air quality objectives.
- The Group will focus activity within the town of Devizes addressing the existing Air Quality Management Area and aligning with the Transport Strategy. However the Group accepts that this will not fetter activity elsewhere in the Board area if this achieves the overall objective of the Group.
- The Group will endeavour to work within and complement existing national and local policy frameworks such as the UK climate change strategy, Wiltshire Air Quality Strategy, Local Transport Plan, Devizes Community Area Plan, Wiltshire Core Strategy, etc
- The Group will explore any funding opportunities and recommend any commissioning decisions to Members of the Area Board.
- In order to inform its action plan the Group will assess the work already completed or on progress across the town with regard to air quality

- The group will establish a dialogue with community groups to understand existing concerns or perceptions regarding air quality and to explore a means of dealing with those concerns.
- The group will link with other steering groups across the County with a view to sharing good practice with respect to air quality management.

## Membership

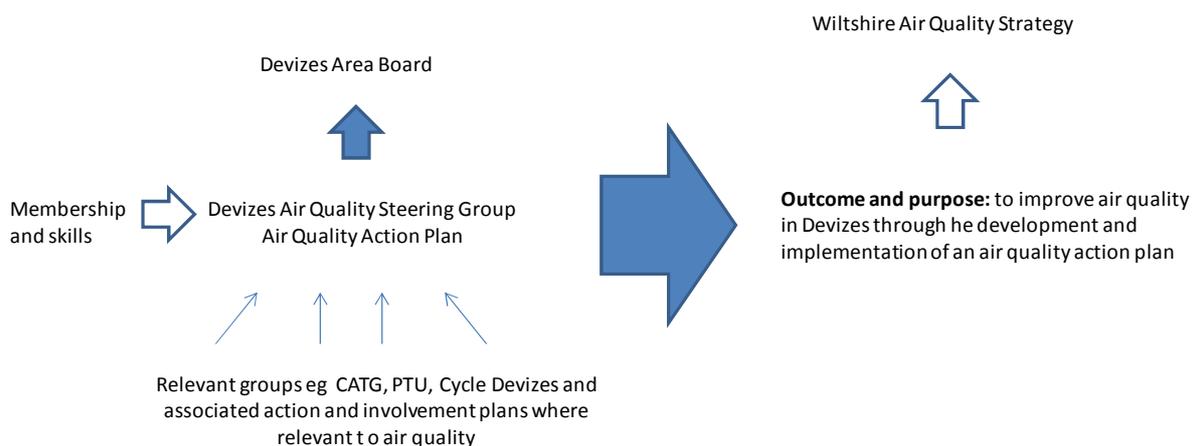
Core membership:

- Area Board Wiltshire Councillor(s)
- Community representatives:
  - Devizes Community Area Partnership
  - Community Area Transport Group
  - Devizes Town Council
  - Roundway Parish Councillor
- Representatives from the following Wiltshire Council Services:
  - Public Protection Services
  - Public Health
  - Transport Planning
  - Strategic Planning
  - Development Control

Potential Co-optees

- Local businesses, schools etc as appropriate

## Operating model



## Frequency of meetings

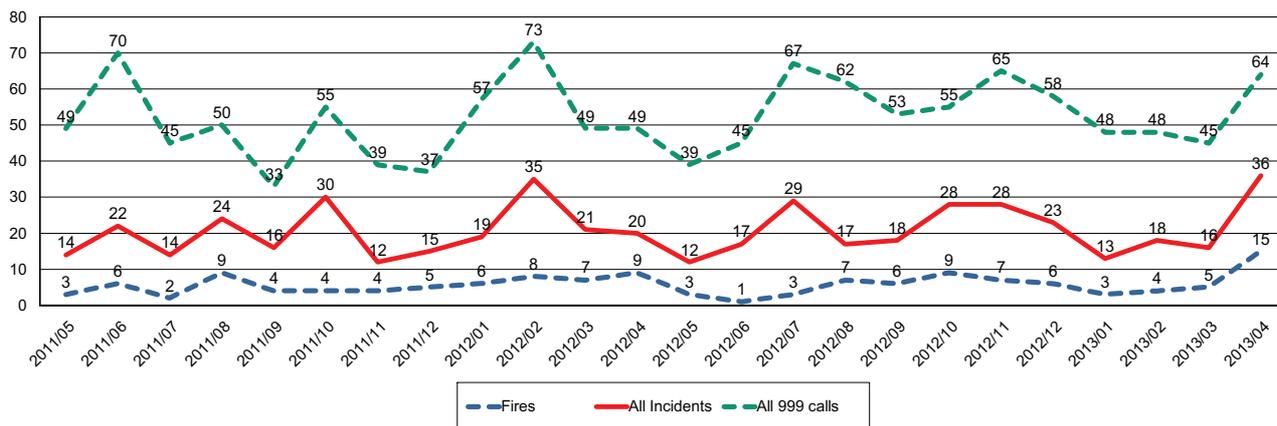
Bi-monthly on the rising of the Community Area Transport Group



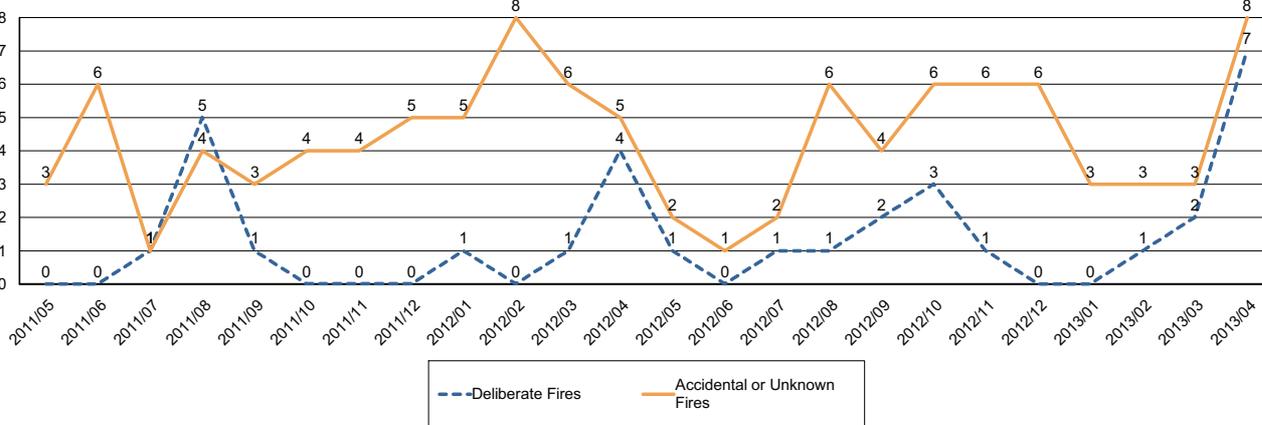
## Report for Devizes Area Board

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.

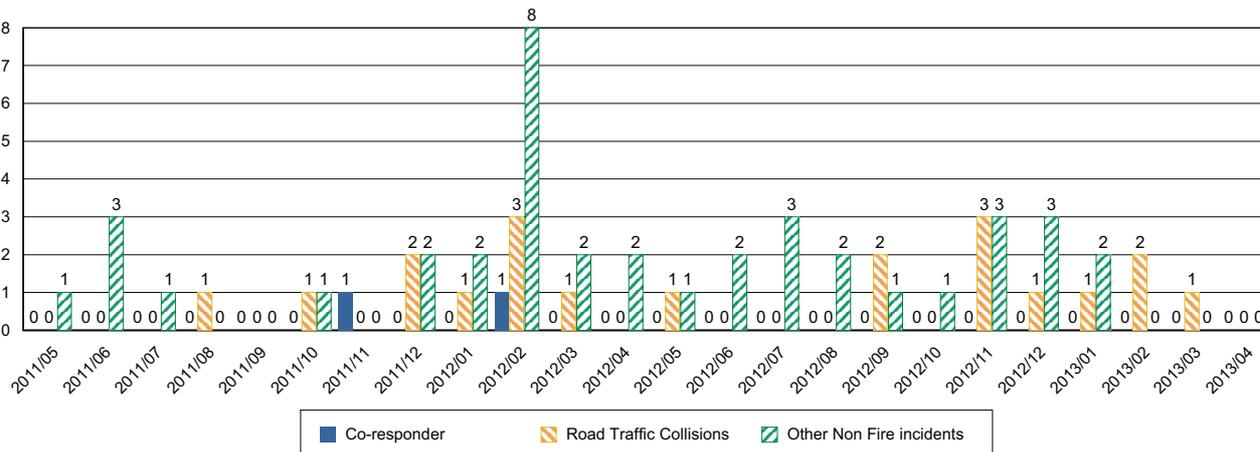
### Incidents and Calls



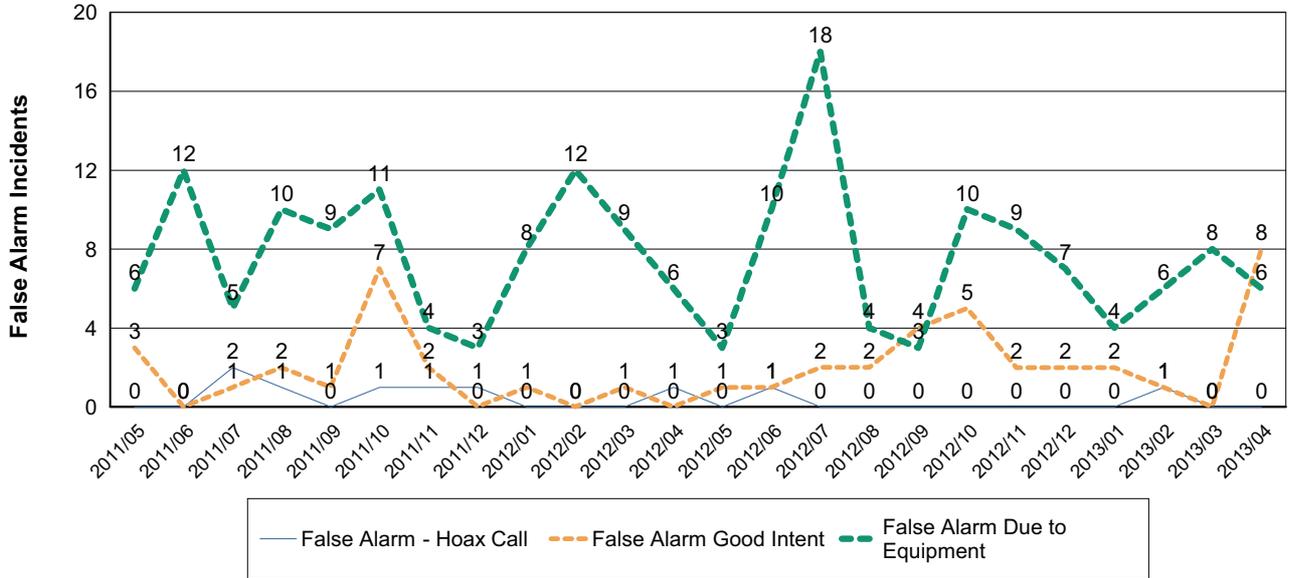
### Fires by Cause



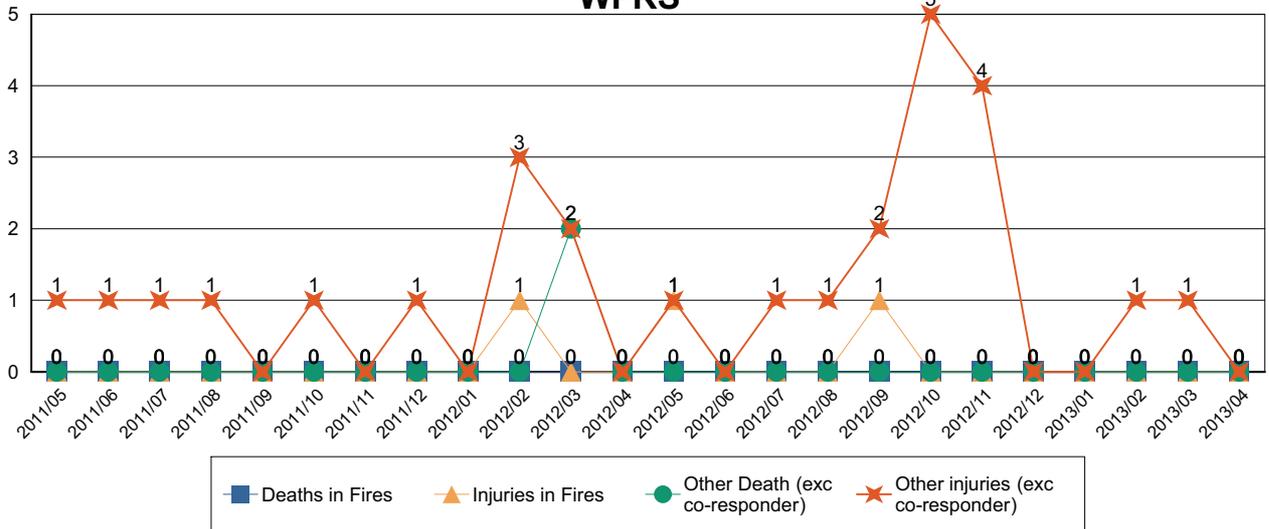
### Non-Fire incidents attended by WFRS



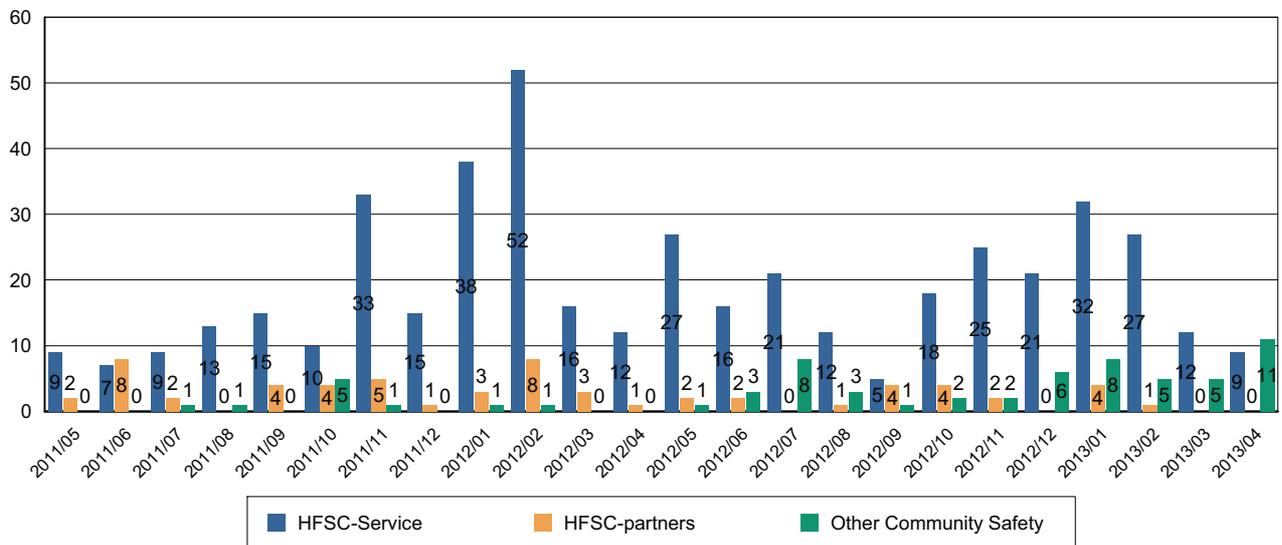
### Number of False Alarm Incidents



### Death & Injuries in incidents attended by WFRS



### Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

# Devizes Community Area Youth Work Team Report to Area Board – May 2013

## Part of The Integrated Youth Service

---

The Youth Work Team are part of the Integrated Youth Service, and based at the Devizes Development Centre for Young People, sandwiched between Devizes School & the leisure centre. We offer youth work opportunities to young people aged between 13 – 19 years, up to the age of 25 with additional needs. This is achieved through a combination of open and targeted youth work sessions.

The team is managed by Richard Harris, a full time, professionally qualified youth worker. There are currently 5 Assistant Youth Workers with one vacancy which has been recently advertised. These staff work between 6 – 12 hours per week.

## How are we doing?

---

In the 2012 – 2013 year, the youth work team came into contact with 529 (contacts) different young people who visited the centre or met our street based team 14029 times (attendances). A number of young people achieved accredited outcomes, including ASDAN and Duke of Edinburgh awards. Unfortunately due to a change of IT system, I am unable to give an accurate number here – I believe it to be around 5 young people. This is a target area for improvement for the next 12 months.

## Financial Position

---

Wiltshire Council funds most of the building and staffing costs for the youth work program. We have, since February, made a small charge of 50p per session to young people using the centre (with the exception of the Devizes School lunch club) and have limited that so no one pays more than £1 per week (Monday – Sunday). This has raised several hundred pounds, which young people will control to purchase new equipment or materials for activities.

We also have an income generation target of £3000 to be paid back to Wiltshire Council. This will be raised by trading services, profits from the coffee bar and other fundraising.

It can be difficult to gain funding for local authority services, so we are exploring options including a 'Friends of' committee.

## Youth Advisory Groups

---

One of the service's key objectives is to support the development of Youth Advisory Groups (YAGs). These aim to give young people a voice in shaping services in their area, and will meet monthly. The Devizes YAG is in the early stages of development, and I believe an area board representative will be elected at the May meeting.

## Program

---

The centre is open on a Monday, Wednesday & Thursday evening for open access provision. Tuesday night is the Bridging Project for young people with disabilities, supported by peer mentors – we are currently recruiting some new volunteers for this role.

We open on a Saturday afternoon 3 weeks in the month for the Saturday Cafe, which attracts young people from further afield in the community area than our evening provision.

We will have two sessions a week of street based youth work – one in the town and one in the villages – once our recruitment process is complete.

We also support Devizes Children's Centre with a Young Parents Group, and offer a lunch club to year 11 students at Devizes School, which is part funded by the school.

More details of the program can be found on Sparksite – [www.sparksite.co.uk](http://www.sparksite.co.uk) – Wiltshire's website for young people. The centre also has a Facebook page which you can 'Like' – [www.facebook.com/southbroom.dcup](https://www.facebook.com/southbroom.dcup)

## Other Work

---

Staff are also involved in supporting young people with additional or complex needs and contribute to various local processes, including the Anti-Social Behaviour Risk Assessment Conference (ASBRAC) and Multi-Agency Forum (MAF). We have also been involved in community groups such as DCAP.

## Further information

---

For further information or to arrange a visit please contact [Richard.harris@wiltshire.gov.uk](mailto:Richard.harris@wiltshire.gov.uk) or call the centre on 01380 722598. You can also call Richard directly on 07767 425611.

# Agenda Item 12

## Update for Devizes Area Board

<b>Update from</b>	<b>Devizes Campus Development Team (formally Shadow COB)</b>
<b>Date of Area Board Meeting</b>	20 <sup>th</sup> May 2013

### Overview

The shadow COB has held several meetings since forming to gather background information on the campus programme and also sourcing demographic data for the local Devizes area. The background work included the formulation of a baseline report that collated all information relating to the campus project and the Devizes area in a single document. The document will provide key information throughout the project for the development of a campus in the Devizes community area.

During a meeting that was held on 5<sup>th</sup> April the shadow COB elected to revise their working name to Campus Development Team (CDT). The change was agreed by the group to better describe their role to the wider community and will be used on any future communications relating to the campus development.

The CDT has recently been discussing the first phase of consultation with a view of gaining local residents opinions on the campus development in the Devizes area. This work has included the formulation of a questionnaire along with support documents to publicise what a campus is.

It is the CDT's intention that the first consultation will be completed from mid June to the end of July and utilise a number of different methods to gain responses. These include online questionnaires, face to face sessions around the community area, linking with partner organisations and forms available in a number of areas around the community. A list of key dates along with how to access the materials will be communicated to the community area in preparation for the first phase of consultation.

Following the first consultation a report will be generated and brought back to the area board for their agreement to progress on to the next stages of the project.

### Key Headlines

- Information gathering on the campus proposal for the Devizes area
- Creation of a baseline report that collate information relevant to the campus and the Devizes community area
- Creation of a consultation timeline
- Creation of consultation materials



**WILTSHIRE COUNCIL**

**DEVIZES AREA BOARD  
20 MAY 2013**

---

**COMMUNITY ASSET TRANSFER**

**Ryeleaze Playing Field, Potterne**

**Executive Summary**

This report deals with an application for the transfer of Ryeleaze Playing Field, Potterne to be transferred to Potterne Parish Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

**Proposal**

The Area Board is asked to consider an application submitted by Potterne Parish Council for the transfer of Ryeleaze Playing Field, Potterne. The applicants' proposal is set out at Appendix 2.

**Reasons For Proposal**

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

**Recommendation**

To approve the transfer.

**Richard Rogers**  
Devizes Community Area Manager

## **COMMUNITY ASSET TRANSFER**

### **Ryeleaze Playing Field, Potterne**

#### **Purpose of Report**

1. The Area Board is asked to consider an application submitted by Potterne Parish Council for the transfer of Ryeleaze Playing Field, Potterne (see plan attached at Appendix 1). The applicants' proposal is set out at Appendix 2.

#### **Background**

2. Ryeleaze Playing Field was bought many years ago as a replacement site for Potterne School. It was used as a playing field by Potterne School but has not been used by the school since it merged with Worton & Marston School to become Five Lanes School. It is currently leased to Potterne Youth Club, which is aware of the application.
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 Potterne Parish Council is attached at Appendix 2 and relates to the transfer of Ryeleaze Playing Field, Potterne for community recreation.
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. 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 Bryant, the local member, has been apprised.

### **The views of Council officers**

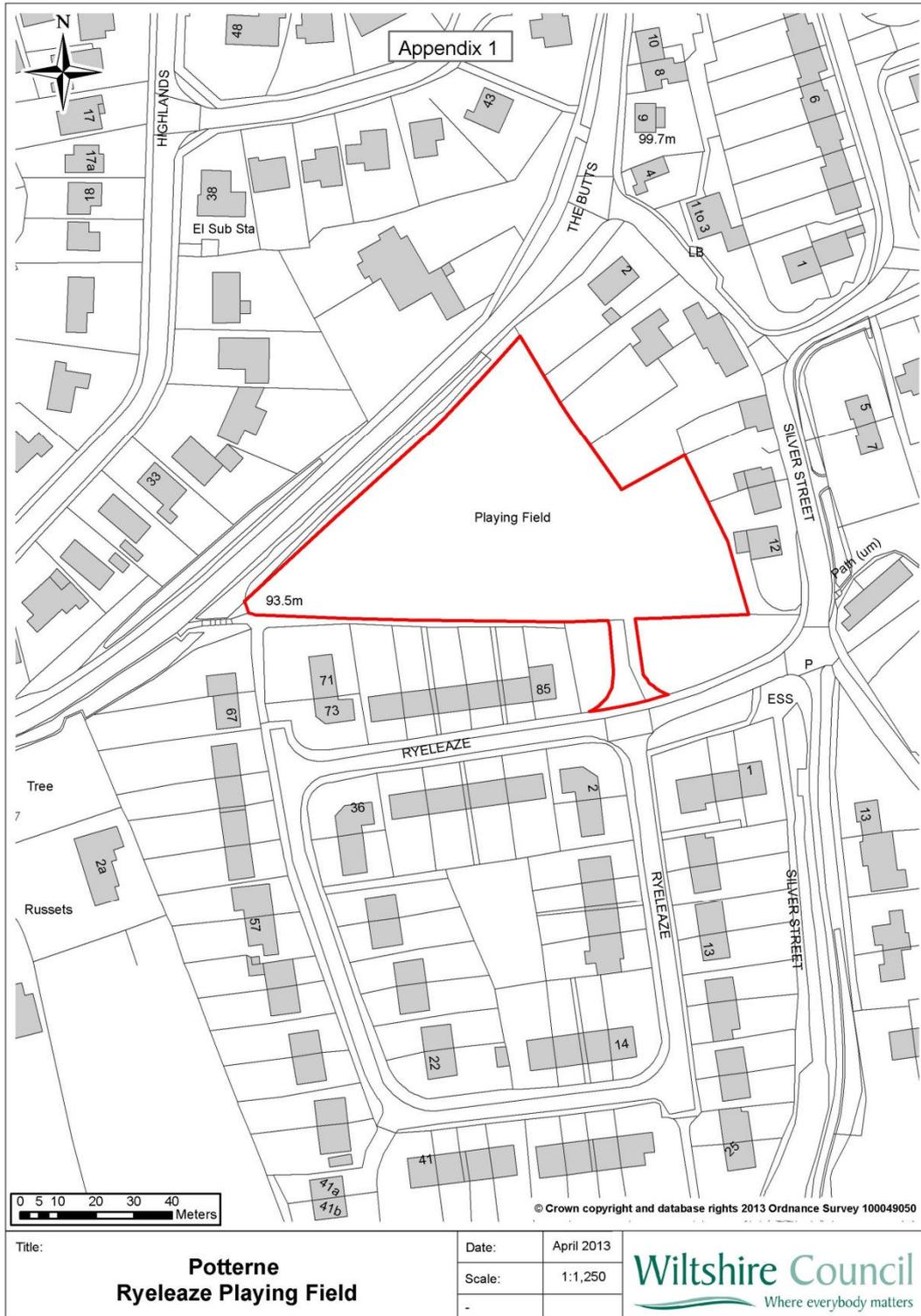
10. On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.
  - 10.1 Vehicular access to the land is from Ryeleaze, which is not adopted. Pedestrian access is available from a public footpath which adjoins the southern boundary of the field and crosses the northern end of the vehicular access.
  - 10.2 The land is leased to Potterne Youth Club for five years from May 2009. The transfer will be subject to the remaining term of this lease.
  - 10.3 The field is designated as public open space. The disposal will, therefore, have to be advertised for two consecutive weeks in the local paper. The applicant will be required to bear this cost.
  - 10.4 The School Standards and Frameworks Act 1998 and Academies Act 2010 contain provisions which protect playing fields which have been used by schools within the last ten years. A disposal of the freehold interest in the field will trigger these provisions. As Five Lanes School has only been in existence since September 2006 the Secretary of State for Education's consent will be required.
  - 10.5 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.
  - 10.6 As the land is dedicated as open space it is of low financial value. Potterne Youth Club is currently responsible for maintenance so financial implications will be limited to the loss of a small rental payment, which will be payable to Potterne Parish Council instead of Wiltshire Council.

### **Recommendation**

11. To approve the transfer.

**Richard Rogers**  
Devizes Community Area Manager

# Appendix 1 – Plan of Ryeleaze Playing Field



## Appendix 2 – Applicants Proposal

Form CAT01

# Application for the transfer of a Council asset

## Your details

**Your Organisation** *Potterne Parish Council*

**Contact name** *Sally Hoddinott*

**Position held** *Clerk*

**Address** *Manor Farm  
Worton Road  
Potterne  
Devizes  
Wiltshire*

**Postcode** *SN10 5PR*

**Telephone** *01380 722016*

**Email** *potterneparishcouncil@yahoo.com*

## Your proposal

*(please complete Checklist CAT02 before completing the following)*

### Details of asset

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

*Ryeleaze playing field  
Ryeleaze Estate  
Potterne  
Devizes  
Wiltshire.*

*Accessed from Ryeleaze housing estate.  
Post code area roughly: SN10 5NJ  
Map attached.  
Approximately just over half a hectare*

### Summary of proposal

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

*The area has been by default accepted as a public open space for many years. To maintain the area as a recreational area for the village the Parish Council would wish to obtain ownership to ensure it remains open as a facility for the whole village.*

*We recognise that the youth club has a right to use the area now the LEA no longer require it and a covering letter supporting our application is*

*attached. The Parish Council would not wish to restrict the youth clubs use, but to try and enhance it.*

### **Community use**

Please explain how the asset will be used

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

*The playing field is large enough to hold village fetes, small scale football tournaments, sports days etc., Its location in the centre of the village and is an ideal and unique location which is easily accessed by all parts of the village. It can be accessed by several footpaths.*

*The playing field was classed safe enough as a primary school play area and nothing has changed.*

*The proximity and dual use by the youth centre gives access to all facilities for organised events.*

*Already being used for same.*

### **Suitability for purpose**

Please explain why this asset is suitable for the intended purpose

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

### **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 Parish Council have been urged by villagers to secure this facility as a public open space in perpetuity and we have had no adverse comments to our proposal. We are in the early stages of a neighbourhood plan and this one of the key ambitions for the village.*

*No one is adversely affected by the change of ownership of a facility that is being used at present for the same reasons the Parish Council wish to require it.*

*Our Wiltshire Councillor is aware of our intentions and has given her full support.*

### **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 Parish Council are unaware of legal constraints and there is no change of use proposed that would require planning consent. The Parish Council have all necessary insurance cover in place for play areas and this would be added to the policy.*

*The Parish Council would include the area in our RoSPA inspection re health and safety liabilities..*

### **Financial matters**

How will you fund future running costs, repairs and maintenance?

*(please refer to questions 19-23 in the checklist -*

*The Parish Council already maintain outlying play areas and have sufficient funds and ability to meet capital maintenance costs and the day to day running costs.*

*It is not envisaged to use the asset to generate income.*

CAT02)

*The Youth Centre already help in the maintenance costs of the area and it is envisaged this will continue. .*

*The Parish Council have some reserves which could be used as contingency funds should it be necessary.*

**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)

*The Parish Council would set up a management sub committee who would be responsible to the main Council. This sub committee would include any member of any user organisations.*

*It is not envisaged that anyone will be employed to manage the asset.*

**DECLARATION**

**I confirm that the details included in this application are correct**

**Name (please print):** *Sally Hoddinott*

**Date:** *17<sup>th</sup> March 2013*



**WILTSHIRE COUNCIL**

**DEVIZES AREA BOARD  
20 MAY 2013**

---

**COMMUNITY ASSET TRANSFER**

**The Paddock Green, Urchfont**

**Executive Summary**

This report deals with an application for the transfer of the Paddock Green, Urchfont to be transferred to Urchfont Parish Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

**Proposal**

The Area Board is asked to consider an application submitted by Urchfont Parish Council for the transfer of the Paddock Green, Urchfont. The applicants' proposal is set out at Appendix 2.

**Reasons For Proposal**

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

**Recommendation**

To approve the transfer.

**Richard Rogers**  
Devizes Community Area Manager

## **COMMUNITY ASSET TRANSFER**

### **The Paddock Green, Urchfont**

#### **Purpose of Report**

1. The Area Board is asked to consider an application submitted by Urchfont Parish Council for the transfer of the Paddock Green, Urchfont (see plan in Appendix 1). The applicants' proposal is set out at Appendix 2.

#### **Background**

2. The land is public open space owned and currently maintained by Wiltshire Council. Urchfont Parish Council has applied to take it over.
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 Urchfont Parish Council is attached at Appendix 2 and relates to the transfer of the Paddock Green, Urchfont to remain as open space.
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. 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 Whitehead, 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.
  - 10.1 The land is designated as public open space. The disposal will, therefore, have to be advertised in the local paper for two consecutive weeks. The applicant will be required to bear the cost of the advertisements.
  - 10.2 The transfers to Wiltshire Council contain restrictions that the land can only be used as public open space.
  - 10.3 The land is to be transferred on the standard basis. This is that there will be a covenant restricting use of the land to community purposes. If the land should cease to be used for this purpose it will revert to Wiltshire Council.
  - 10.4 The land has no value other than as amenity land and Urchfont Parish Council will take over the maintenance of the area. Therefore, financial implications are limited to the maintenance cost previously incurred by Wiltshire Council being transferred to Urchfont Parish Council.

### **Recommendation**

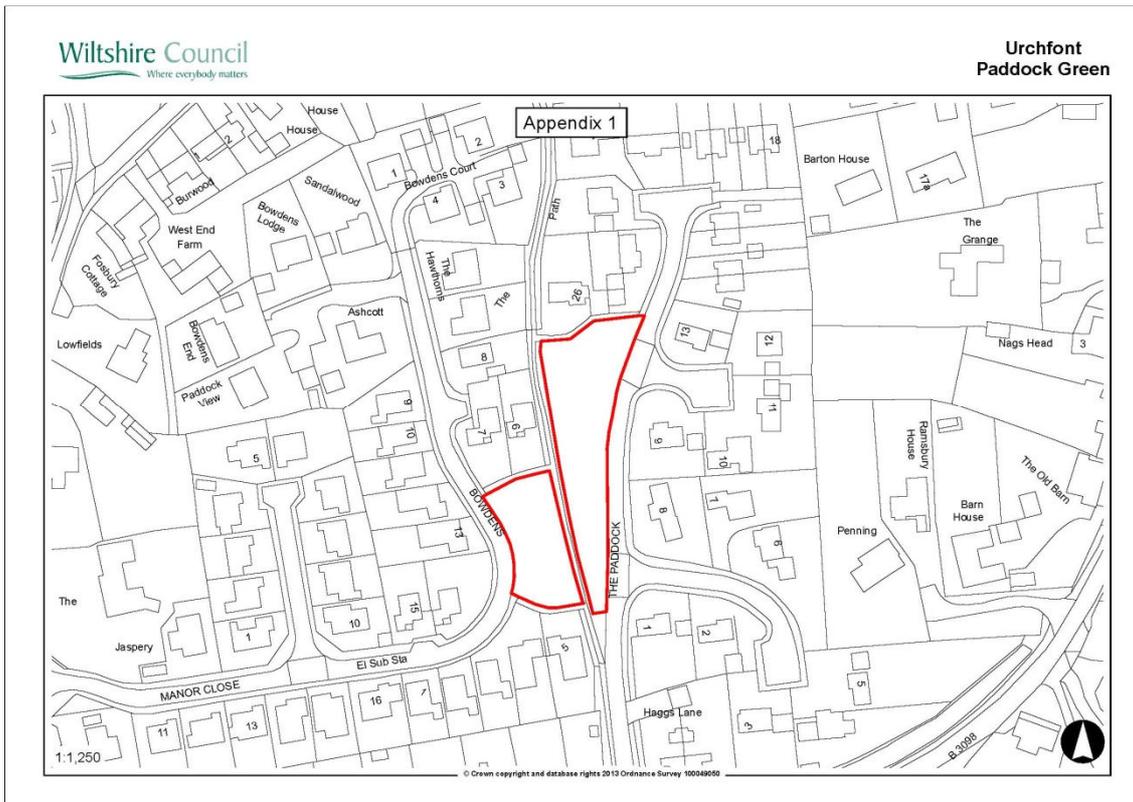
11. To approve the transfer.

**Richard Rogers**

Devizes Community Area Manager

---

# Appendix 1 – Plan of Paddock Green Urchfont



## Appendix 2 – Applicants Proposal

Form CAT01

# Community asset transfer: application

## Your details

<b>Your Organisation</b>	<i>URCHFONT PARISH COUNCIL</i>
<b>Contact name</b>	<i>BOB LUNN</i>
<b>Position held</b>	<i>CLERK TO THE COUNCIL</i>
<b>Address</b>	<i>14 WALNUT CLOSE URCHFONT DEVIZES</i>
<b>Postcode</b>	<i>SN10 4RU</i>
<b>Telephone</b>	<i>01380 848737</i>
<b>Email</b>	<i>urchfontpc@hotmail.com</i>

## 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

*The Paddock Green, Urchfont, SN10 4SH*

*This open green space is situated between The Paddock and Bowdens roads.*

*Please see map attached.*

### Summary of proposal

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

*The Parish Council wish to see this area of green space brought under their ownership and control to ensure continuity of maintenance and use of green spaces within Urchfont. This proposal has been discussed with Wiltshire Council on a number of occasions in the past but we have not been required to submit a formal application until now.*

### Community use

Please explain how the asset will be used  
*(Please refer to questions 5-8 in the checklist - CAT02)*

*The Paddock Green is open green space for the general day to day use of the community to walk across and as play space for informal games; it will not be used for any special or organised events unless prior approval has been gained from the Parish Council and other authorities as appropriate.*

**Suitability for purpose**

Please explain why this asset is suitable for the intended purpose

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

*The Paddock Green is a grassed area with some trees which will be maintained as part of the Parish Council maintenance contractor contract. The Green has existed since the late 1970's when surrounding houses were built and is currently maintained by Wiltshire Council.*

**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 transfer of this grass area has been fully discussed by the Parish Council on the basis merely of change of ownership and responsibility from Wiltshire Council to the Parish Council, change of use is not an issue and as such wider consultation has not taken place.*

**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)*

*As far as the Parish Council is aware, the only legal issue is in relation to change of ownership which will be dealt with in consultation with the Parish Council solicitor. No change of use planning application is necessary as The Paddock Green will continue to be as now. H&S will be reviewed as part of the Parish Council H&S review, any incidents or issues will be covered under the Parish Council Public Liability insurance. Paddock Green will be embraced within the existing Parish Council Maintenance Contract*

**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)*

*Funding for an extension of the existing Parish Maintenance Contract will be included in the Parish Council budget and subject to annual Precept demand.*

**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)*

*The Parish Council do not wish to change the current use of Paddock Green, merely ensure its continued long term use as community open green space subject to Parish Council maintenance consistent with other green space within the Village. The Parish Council may consider applying for Village Green status for the Paddock Green at some point in the future.*

**DECLARATION**

**I confirm that the details included in this application are correct**

<b>Report to</b>	<b>Devizes Area Board</b>
<b>Date of Meeting</b>	<b>20<sup>th</sup> May 2013</b>
<b>Title of Report</b>	<b>Area Board Grants</b>

**Purpose of Report**

To ask Councillors to consider 2 applications seeking 20013/14 Community Area Grant Funding.

1. **Alzheimers Support** are requesting £399 to purchase an iPad for Sidmouth Street Day Club

Recommended for consideration for approval

2. **Devizes Rugby Club** are requesting £5000 towards the purchase of a replacement tractor and line marking machine

Recommended for consideration for approval

## **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<sup>th</sup> April 2013). Under the Scheme of Delegation Area Boards must adhere to the 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. Devizes Area Board has been allocated a 2013/2014 budget of £83,375 for community grants, digital literacy projects, community partnership core funding, area board operational funding and area board/councillor led initiatives.
- 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 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.
- 1.9. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.10. 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.

- 1.11. The 2013/2014 funding criteria and application forms are available on the council's website  
<http://www.wiltshire.gov.uk/council/areaboards/areaboardscommunitygrantsscheme.htm>
- 1.12. 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.

<b>Background documents used in the preparation of this Report</b>	<ul style="list-style-type: none"><li>• <a href="#">Area Board Grant Guidance 2013/14 as presented for delegated decision</a></li><li>• <a href="#">Devizes Community Area Plan</a></li><li>• <a href="#">Devizes Joint Strategic Needs Document</a></li></ul>
--	--

## **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 5 further rounds of funding during 2013/2014. The first is contained in this report. The remaining will take place on;
  - 22<sup>nd</sup> July 2013
  - 23<sup>rd</sup> September 2013
  - 25<sup>th</sup> November 2013
  - 27<sup>th</sup> January 2014
  - 24<sup>th</sup> March 2014

## **3. Environmental & 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 Area Boards budget allocated to the Devizes Area Board.
- 4.2. If grants are awarded in line with officer recommendations, Devizes Area Board will have a balance of £77,976

#### **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	Alzheimers Support	Purchase of an iPad for Sidmouth Street Day Club	£399

- 8.1.1. It is the officer's recommendation that an award of £399 to purchase an additional iPad for the Sidmouth Day Club is considered for approval.
- 8.1.2. This application meets grant criteria 2013/14 and has been classified as a capital project by Wiltshire Council finance department
- 8.1.3. Sidmouth Street Day Club is a day club in Devizes for people with dementia. The club is funded via a mixture of fundraising and member contributions. The club which is now in its 5th year is highly regarded.
- 8.1.4. Dementia is a terminal illness which leads to memory loss and a general deterioration of the cognitive function. The number of people suffering from Dementia in the Devizes area is likely to rise by about a third over the next 12

years.

- 8.1.5. The building is being refurbished but the area board can only provide awards for capital projects.
- 8.1.6. At the club, an iPad is used on a 1-1 basis to work with individuals, helping them to remember their lives and express themselves using reminiscence, prompted with images.
- 8.1.7. The grant if awarded will provide for a second iPad to be used by the team
- 8.1.8. This group is a not for profit group.
- 8.1.9. If the Area Board makes a decision not to fund the project, this valuable work with those suffering from dementia will not take place unless alternative funding can be found.

Ref	Applicant	Project proposal	Funding requested
<b>9.1.0</b>	Devizes Ruby Club	Purchase of a replacement tractor and white line marker	£5k towards a project costing £10,890

- 9.1.1. It is the officer's recommendation that an award of £5k to help purchase a new tractor and white line marker is considered for approval.
- 9.1.2. This application meets grant criteria 2013/14 and has been classified as a capital project by Wiltshire Council finance department
- 9.1.3. The existing tractor and line marker are becoming increasingly unreliable, dangerous and difficult to operate and need to be replaced.
- 9.1.4. The rest of the funding will be provided by the RFU Lead Up and Legacy Grant as well as their own reserves
- 9.1.5. The Devizes Rugby Club is growing with over 350 youth players, a ladies senior side and three senior men's teams. In addition, a girls side will be launched next season.
- 9.1.6. The Devizes area board awarded a grant of £4,710 to the Devizes Rugby Club 2 years ago to help with the purchase of mobile flood lights.
- 9.1.7. This group is a not for profit group.
- 9.1.8. If the Area Board makes a decision not to fund the project the project will be delayed until alternative funding can be found.

No unpublished documents have been relied upon in the preparation of this report.

<b>Report Author</b>	Richard Rogers Devizes Community Area Manager Tel: 01225 718626 E-mail <a href="mailto:Richard.rogers@wiltshire.gov.uk">Richard.rogers@wiltshire.gov.uk</a>
----------------------	---