

AGENDA

Meeting: MARLBOROUGH AREA BOARD
Place: Marlborough Town Hall, 5 High St, Marlborough SN8 1AA
Date: Tuesday 24 September 2013
Time: 7.00 pm

Including the Parishes of Aldbourne, Avebury, Baydon, Berwick Bassett & Winterbourne Monkton, Broad Hinton & Winterbourne Bassett, Chilton Foliat, East Kennet, Froxfield, Fyfield & West Overton, Marlborough, Mildenhall, Ogbourne St Andrew, Ogbourne St George, Preshute, Ramsbury & Axford and Savernake

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 Roger Bishton (Democratic Services Officer) on 01225 713035 / roger.bishton@wiltshire.gov.uk ;

Or Andrew Jack (Marlborough Community Area Manager) on 01225 713109 / andrew.jack@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 Unitary Councillors

Stewart Dobson (Vice-Chairman)	Marlborough East
Nick Fogg	Marlborough West
Jemima Milton (Chairman)	West Selkley
James Sheppard	Aldbourn & Ramsbury

Items to be considered

1 Chairman's Welcome and Introductions

2 Apologies for Absence

3 Minutes (*Pages 1 - 42*)

- a. To approve and sign as a correct record the minutes of the meeting held on Tuesday 16 July 2013. (Copy attached)
- b. Update on actions and outcomes arising.

4 Declarations of Interest

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

5 Chairman's Announcements (*Pages 43 - 48*)

To note the following items for information – written briefing notes are available in the full agenda pack, or online. If you would like the Area Board to consider or discuss any of these items in more detail, please speak to the Community Area Manager or the Democratic Services Officer.

- (a) Wiltshire Core Strategy Consultation
- (b) Community Area Joint Strategic Assessments
- (c) Pest Control Update

6 Update from Police & Crime Commissioner's Office (*Pages 49 - 50*)

To note the attached partner update from Kieran Kilgallen, representative from the Police & Crime Commissioner's Office.

7 Campus Project for Marlborough - Consultation (*Pages 51 - 68*)

Lucy Murray-Brown and Ros Griffiths from Wiltshire Council's Transformation Team will make a presentation launching the initial consultation on a campus project for Marlborough including the opening of expressions of interest in becoming members of the Community Operations Board.

8 North Wessex Downs Area of Outstanding Natural Beauty - Management Plan (*Pages 69 - 70*)

Oliver Cripps, Assistant Director of North Wessex Downs Area of Outstanding Natural Beauty (NWDAONB), will make a presentation and lead a discussion on the NWDAONB Management Plan.

9 Avebury World Heritage Site's Management Structure (*Pages 71 - 74*)

An update by Sarah Simmonds, Avebury World Heritage Site Officer, is attached.

10 Partner Updates (Pages 75 - 76)

To note the attached Partner updates and receive any further information partners wish to share:

- Wiltshire Police
- Wiltshire Fire and Rescue
- NHS Wiltshire
- MADT (Marlborough Area Development Trust)
- Youth Advisory Group (YAG)
- Transition Marlborough
- Parish Forum
- Town / Parish Councils

11 Community Area Transport Group (Pages 77 - 80)

A report of the Community Area Transport Group meeting held on 12 September 2013 is attached.

12 Community Area Grant Scheme (Pages 81 - 114)

- (1) To receive feedback reports from Broad Hinton Youth Group and Greatwood Education Programme for young people with learning and emotional difficulties. (Copies attached)
- (2) The Wiltshire Councillors will consider applications to the Community Area Grants Scheme, as follows (Copies attached):
 - a) Marlborough Area Development Trust – Community Wi-Fi
 - b) Innov8 Sportz – Equipment for All
 - c) Broad Hinton village hall – Refurbishment of hall floor
 - d) Ladies' Rounders Club, Marlborough – Initial start up costs
 - e) Marlborough Boxing Club – Training equipment and sparring ring
 - f) Natural Access – On-line collaboration tool

13 Date of Next Meeting

To note that the next meeting of the Area Board is due to be held on Tuesday 26 November 2013 at Marlborough Golf Club, The Common, Marlborough, SN8 1DU starting at 7.00pm.

MINUTES

Meeting: MARLBOROUGH AREA BOARD
Place: Marlborough Town Hall, High Street, Marlborough, SN8 1AA
Date: 16 July 2013
Start Time: 7.00 pm
Finish Time: 8.25 pm

Please direct any enquiries on these minutes to:

Roger Bishton (Democratic Services Officer), Tel: 01225 713035 (e-mail)
roger.bishton@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Stewart Dobson, Cllr Nick Fogg, Cllr Jemima Milton and Cllr James Sheppard

Wiltshire Council Officers

James Cawley, Service Director Adult Care Commissioning
Andrew Jack, Marlborough Community Area Manager
Roger Bishton, Democratic Services Officer

Town and Parish Councils

Marlborough Town Council – Richard Allen, Noel Barrett-Morton, Justin Cook,
Elizabeth Hannaford-Dobson, Alec Light, Guy Loosemore.
Aldbourn Parish Council –
Avebury Parish Council – Andrew Williamson
Baydon Parish Council –
Berwick Bassett & Winterbourne Monkton Parish Council –
Broad Hinton & Winterbourne Bassett Parish Council –
Chilton Foliat Parish Council –
East Kennett Parish Council -
Froxfield Parish Council -
Fyfield & West Overton Parish Council – Tim Butler, Mike Morrissy, Sophie Roberts
Mildenhall Parish Council
Ogbourne St Andrew Parish Council -
Ogbourne St George Parish Council –
Preshute Parish Council -
Ramsbury & Axford Parish Council – Diana Barnett, S Findlay, Sheila Glass, G Hawes
Savernake Parish Council –

Partners

Wiltshire Police – Inspector Mark Thompson

Wiltshire Police Authority – Sean Cooper

Wiltshire Fire & Rescue Service – Mike Franklin, David Geddes, G Weller

Marlborough and Villages Community Area Partnership –

Marlborough Area Development Trust – Geoff Brickell, Martin Cook

Transition Marlborough – L Harvey-Frank, Alexandra Wax

Campaign to Protect Rural England – Roger Hicklin

Kennet Communities Transport – Alexander Kirk-Wilson

Youth Advisory Group – Jan Bowra, Jordan Williams

Kennet Valley Arts Trust – Fiona Lawson

Total in attendance: 40

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
32	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting and invited the Councillors and Officers present introduce themselves.</p> <p>The Chairman also noted those parish representatives who were in attendance.</p>
33	<p><u>Apologies for Absence</u></p> <p>Apologies for absence had been received from the following:</p> <ul style="list-style-type: none"> • Cllr James Keith – Parish Forum • Cllr Alan Phizacklea – Aldbourne Parish Council • Cllr Clare FitzPatrick – Broad Hinton Parish Council • Claire Perry MP
34	<p><u>Minutes</u></p> <p><u>Decision</u></p> <p>The minutes of the previous meeting held on 16 July 2013 were agreed as a correct record and signed by the Chairman.</p>
35	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
36	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcement:</p> <p><u>Wiltshire Fire and Rescue Service draft Public Safety Plan 2013-16 "Have your say"</u></p> <p>The new draft Public Safety Plan 2013-16 (Integrated Risk Management Plan) was now available to view on the Wiltshire Fire and Rescue Service website. The plan showed what the service had been doing and how it intended to build on that for the future. Part of this was around how they operated as an emergency service, utilising personnel differently to have greatest impact on local communities.</p> <p>The service would very much welcome the public's thoughts and opinions on its plans for the future. The consultation period was running from 10 June until 1</p>

	<p>August. Any comments or feedback should be sent to consultation@wiltsfire.gov.uk. or Sarah Hargreaves, Wilts FRS HQ, Manor House, Potterne, SN10 5PP.</p> <p>To view the plan please use the following link below or for a paper copy contact Sarah Hargreaves as above.</p> <p>http://www.wiltsfire.gov.uk/About_Us/Publications/publications.htm</p> <p>The Chief Fire Officer explained that the Service had to find savings of £2 million and it was necessary for the contents of the new draft Plan to reflect this. The aim of the new Plan was to be proactive rather than reactive in its approach, it being noted that the number of incidents was decreasing; there had been a 30% reduction in call outs over the last three years. Cuts were being managed wherever possible through vacancies and retirements. He stressed that there were no plans to close any stations. It was noted that the retained duty system was now beginning to show signs of creaking and the Chief Fire Officer explained that he was looking into the possibility of replacing it with a salary scheme and redistributing full time staff.</p>
37	<p><u>The Planning Process</u></p> <p>The Chairman introduced Mike Wilmott, Area Development Manager and Sally Canter, Head of Customer & Technical Support, Development Services and welcomed them to the meeting. She explained that they would be making a presentation on the planning process and then answer any questions.</p> <p>Mike Wilmott started by informing the meeting that Wiltshire processed the third largest amount of planning applications in the country, being exceeded only by Westminster and Cornwall. He then proceeded to make his presentation which:-</p> <ul style="list-style-type: none"> • Explained the development management process • Set out the Development Control Scheme of Delegation • Provided the Development Services Customer Charter • Explained Planning Enforcement with a guide to the service available • Provided staffing structure charts for the various service areas <p>(A copy of the presentation is attached as Appendix 1)</p> <p>Mr Wilmott stated that as an aid to transparency, copies of planning committee reports and the minutes of meetings were available to view on the Council's website.</p> <p>It was noted that it was now possible for local communities and parish & town</p>

	<p>councils to request Wiltshire Council to consider the listing of a building as an asset of community value, e.g. public houses. Once listed, if the owner of the property wished to sell it, it would be necessary to give the community an opportunity to purchase the building. Further information on the process can be found on Wiltshire Council's website at http://www.wiltshire.gov.uk/planninganddevelopment/planningcommunityrighttoobid.htm (the pdf document <i>Wiltshire Ownership of Community Assets Toolkit</i> referred to might well be of particular interest).</p> <p>On behalf of those present, the Chairman thanked Mike Wilmott and Sally Canter for their presentation.</p>
38	<p><u>Partner Updates</u></p> <p>a. Wiltshire Police Inspector Mark Thompson presented his report from which it was noted that there had been a 5.9% reduction in crime within the Marlborough area. He explained that emphasis was being given to the prevention of crime.</p> <p>b. Wiltshire Fire and Rescue Mike Franklin introduced his report and informed the meeting that although there had been three fires in the Marlborough area in June, there had generally been no significant increase or decrease in call outs. Nationally there had been a 48% reduction in call outs.</p> <p>He explained that the Home Fire Safety Unit would supply and fit free of charge fire detectors in private residences upon request.</p> <p>He introduced Marlborough Station Manager David Geddes to the meeting.</p> <p>c. NHS Wiltshire The submitted letter dated 27 June 2013 from the NHS Wiltshire Clinical Commissioning Group was received and noted.</p> <p>d. Parish Forum there was no update.</p> <p>e. Town / Parish Councils There were no updates.</p> <p>f. MADT (Marlborough Area Development Trust) It was noted that the Board had just been appointed and that a report would be made at the next meeting.</p> <p>g. Community Area Young People's Issues Group (CAYPIG)/Youth Advisory Group (YAG) Jan Bowra reported that the Youth Advisory Group (YAG) was being developed and it was planned to start the introduction of the new Youth Service in September 2013. The YAG was</p>

	<p>looking for adults to help and support the service.</p> <p>h. Transition Marlborough It was reported that Marlborough Town Council’s Planning Committee the previous evening had approved new proposals for the provision of improved cycle racks in High Street as follows (taken from the minutes of the Town Council’s Planning Committee meeting):-</p> <ul style="list-style-type: none"> • There are two stands for two bikes by the Town Hall near the zebra crossing (<i>current provision</i>) ▪ The existing cycle parking attached to the planter on “the bulge” on the High St would be replaced with a cluster of five cycle racks with a provision for up to ten bikes (<i>new provision</i>) ▪ The large brick build-out near the new Morrison’s would accommodate two new racks, one at each edge of the crossing area, enough for a maximum of four bikes (<i>new provision</i>) ▪ Two central, paid for car parking spaces would be exchanged for cycle parking, enough for two cycle racks at a site identified by Highways to be the safest option where there are minimal potential conflicts with turning vehicles and pedestrians (<i>new provision</i>) ▪ Outside the library there is provision for a maximum of five bikes using existing cast iron bollards. These would be repainted and signed to be more visible for cyclists (<i>current provision</i>). No more than this can be done at this site at the moment due to the restrictions brought by BT’s installation of a fibre optic box. ▪ Appropriate signs would be installed at all cycle parking areas (<i>new provision</i>)
39	<p><u>Community Area Transport Group</u></p> <p>An update report by the Community Area Manager was circulated at the meeting. (Appendix 2 to these minutes)</p> <p>After some discussion,</p> <p><u>Decision</u></p> <p>(1) To approve the submission of a bid to the Substantive Fund for £3,000 match funding from Baydon Parish Council for the development of a physical traffic management feature for Ermin Street, Baydon through the village.</p>

	(2) To approve the installation of new cycle parking at the Bulge and Nationwide in High Street, Marlborough and also to support the implementation of the experimental Traffic Order allowing a central car parking space to be used for new cycle parking.
40	<u>Date of Next Meeting</u> It was noted that the next meeting of the Area Board would be held on Tuesday 24 September 2013 at Marlborough Town Hall, High Street, Marlborough, starting at 7.00pm.

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Wiltshire Council
Where everybody matters

**Town and Parish Council
Training**

15th/16th July 2013

Agenda -

- Development Services – what we do
- Your role
- Decision making
- The Development Plan and NPPF
- Material considerations
- Any questions
- Feedback on our service

Development Services

- Development Management
- Building Control
- Conservation
- Enforcement
- Local Land Charges
- Section 106 Monitoring
- Underpinned by Technical Support teams




Development Management

Walk through the process

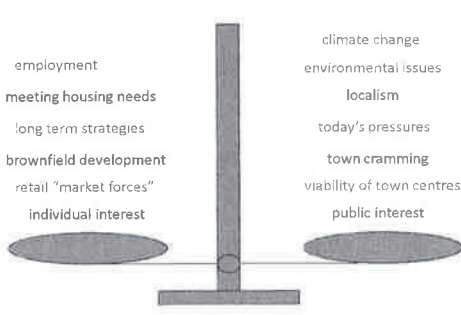


Planning...

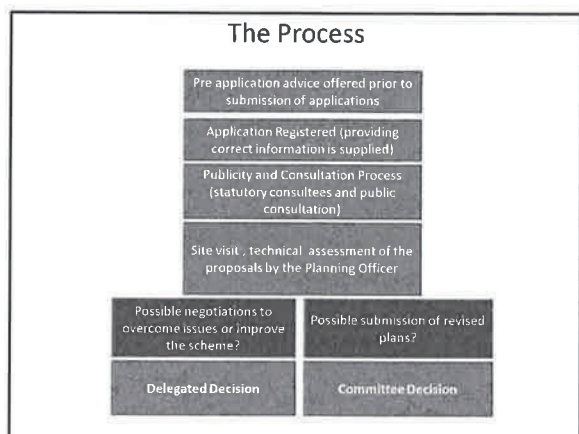
- Sets out a long term vision for places
- Provides a decision making framework to manage competing uses for land;
- Balances economic, social and environmental needs.
- Provides legitimacy through consultation and testing of evidence;
- Delivers change on the ground




Planning involves balancing issues



employment	climate change
meeting housing needs	environmental issues
long term strategies	localism
brownfield development	today's pressures
retail "market forces"	town cramming
individual interest	viability of town centres
	public interest




Town/Parish Councillors have an important role –




- involvement with the community and developers at an early stage
- Raising areas of concern
- Informed debate
- Wide range of issues and material considerations to balance
- Supporting or objecting (not always easy)

How Town/Parish Council's get involved in the process



- You will be notified of all new applications registered in your area
- Where necessary you can discuss applications with the case officers
- Where necessary you can discuss applications with the Division Member
- You can make representations to the local planning authority
- You will have an opportunity to speak at WC Planning Committee meetings when applications are 'called-in'

Who decides planning applications



- Over 99% of planning applications are decided by local planning authorities
- Within authorities, around 90% are dealt with under delegated powers – that is, by officers
- Planning Inspectorate or Secretary of State decide appeals (and some applications in the future)


But what's important is that...



Planning isn't just about:
Stopping the bad stuff from happening

It's proactive, about:
Encouraging development that delivers the right stuff for your community

The context for decision making



- Development requires planning permission
- Government (including the Inspectorate) and local authorities can grant or refuse permission
- The rules and power for local authorities to grant permission are given by Parliament

Some development is permitted by order of Parliament – "permitted development"


Making representations

- Start with the development plan policies and think about the outcomes
- Talk to the Planning Officers
- Take into account other material considerations, including:
 - National policy
 - Context and merits of the particular application
 - Technical consideration
 - Consultees views on planning aspects
 - Other material planning matters
- Come to a view




What is the development plan?

- Local Development Framework Development Plan Documents
 - Core Strategies
 - Adopted Area Action Plans
 - Other Adopted Development Plan Documents
- Neighbourhood Plans
- Saved policies and 'old style' saved plans
 - Local Plans
 - Minerals and Waste Local Plan



National Planning Policy Framework (NPPF)


- Bringing together all the existing policy into one policy document
- Pro-growth
- Golden thread - presumption
- Plan-led system



NPPF and decision making

Local planning authorities should:


- approve development proposals that accord with statutory plans without delay; and
- grant permission where the plan is absent, silent, indeterminate or where relevant policies are out of date.....unless
-adverse impacts of allowing development would significantly and demonstrably outweigh the benefits, when assessed against the policies in the Framework taken as a whole



Material considerations

Matters that should be taken into account in deciding planning applications as well as policy (NPPF, ministerial statements, emerging policy, supplementary planning guidance) can include:


- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking, highway safety and traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Disabled person's access
- Nature conservation
- Previous planning decisions



Non material considerations

Matters that should not be taken into account in deciding planning applications include:

- Loss of view
- Negative effect on the value of properties
- Land ownership or restrictive covenants
- Applicant's personal circumstances (unless exceptional such as relating to a physical disability)
- Business competition
- Too many already
- Damage to property fears
- Disturbance during building works
- Other matters controlled under building regulations or other non-planning legislation




Changes to Permitted Development

As from **30 May 2013** householders can build **larger single-storey rear extensions** under permitted development.

The size limits double from 4 metres to 8 metres for detached houses, and from 3 metres to 6 metres for all other houses.


These new rules do not apply within Conservation Areas, Areas of Outstanding Natural Beauty, World Heritage Sites or Sites of Special Scientific Interest, where the existing restrictions continue to operate



Changes to Permitted Development


Procedure

- The Council will receive basic information on the extension
- We will notify the neighbours adjoining the proposal
- Neighbours have 21 days to comment – if no comments received the extension is PD
- If comments received, passed to Planning Officer to make a judgment





Changes to Permitted Development

- New Change of Use Prior Notifications - Part 3 Class J Cou from office (B1 (a) Class) to single residential apartment (C3 Class)
- The applicant/agent has to provide:
 - (a) a written description of the proposed development;
 - (b) a plan indicating the site and showing the proposed development;
 - (c) the developer's contact address; and
 - (d) the developer's email address if the developer is content to receive communications electronically;
- Procedure
 - These will be allocated to a Planning Officer



Changes to TCA applications

- We are looking to change the process for dealing with Trees in Conservation Area applications
- This will be based on the Prior Notifications
- We will notify the Town and Parish Councils of the application
- If no comments are received in 21 days, the works will be deemed permitted
- If comments are received, Landscape Officer will undertake a site visit and make an assessment

Any Questions?

Overview of Development Services

Marlborough Area Board

July 2013



Wiltshire Council
Where everybody matters

Contents Page

Copy of the presentation

Who's who in Development Services (including contact numbers)

Development Services Customer Charter

Enforcement Strategy

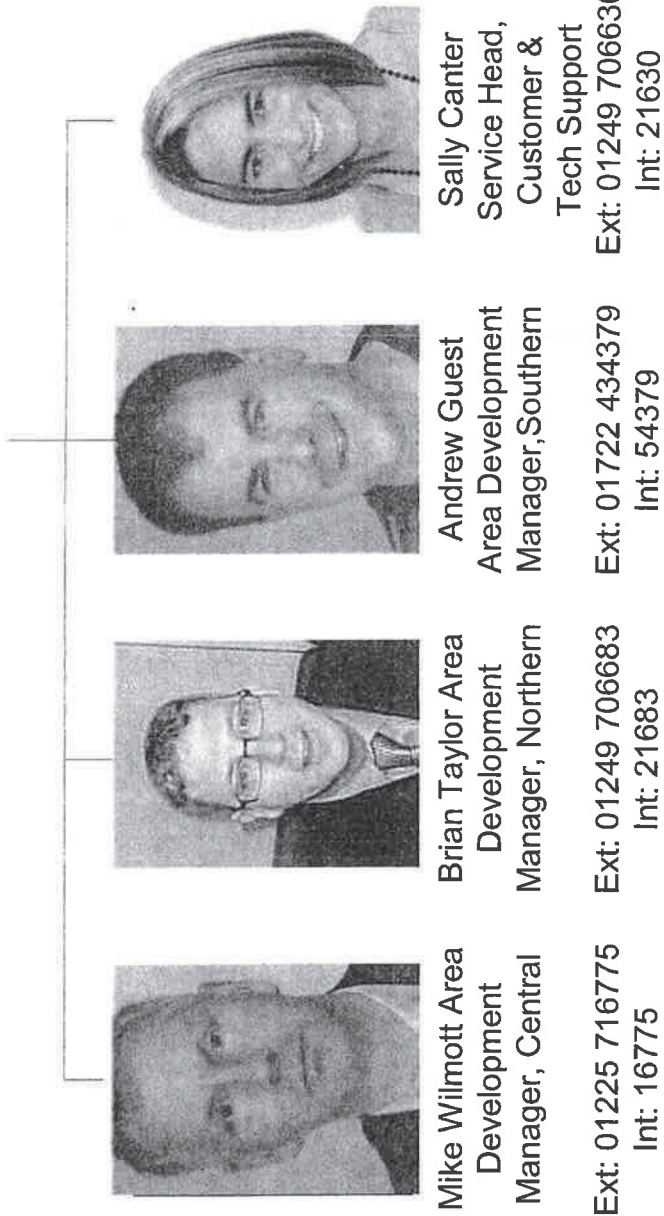
Useful websites

MANAGEMENT STRUCTURE



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Interim Service Director

Ext: 01225 713203
Int: 13203





Brian Taylor
Area Development Manager
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Lee Burman
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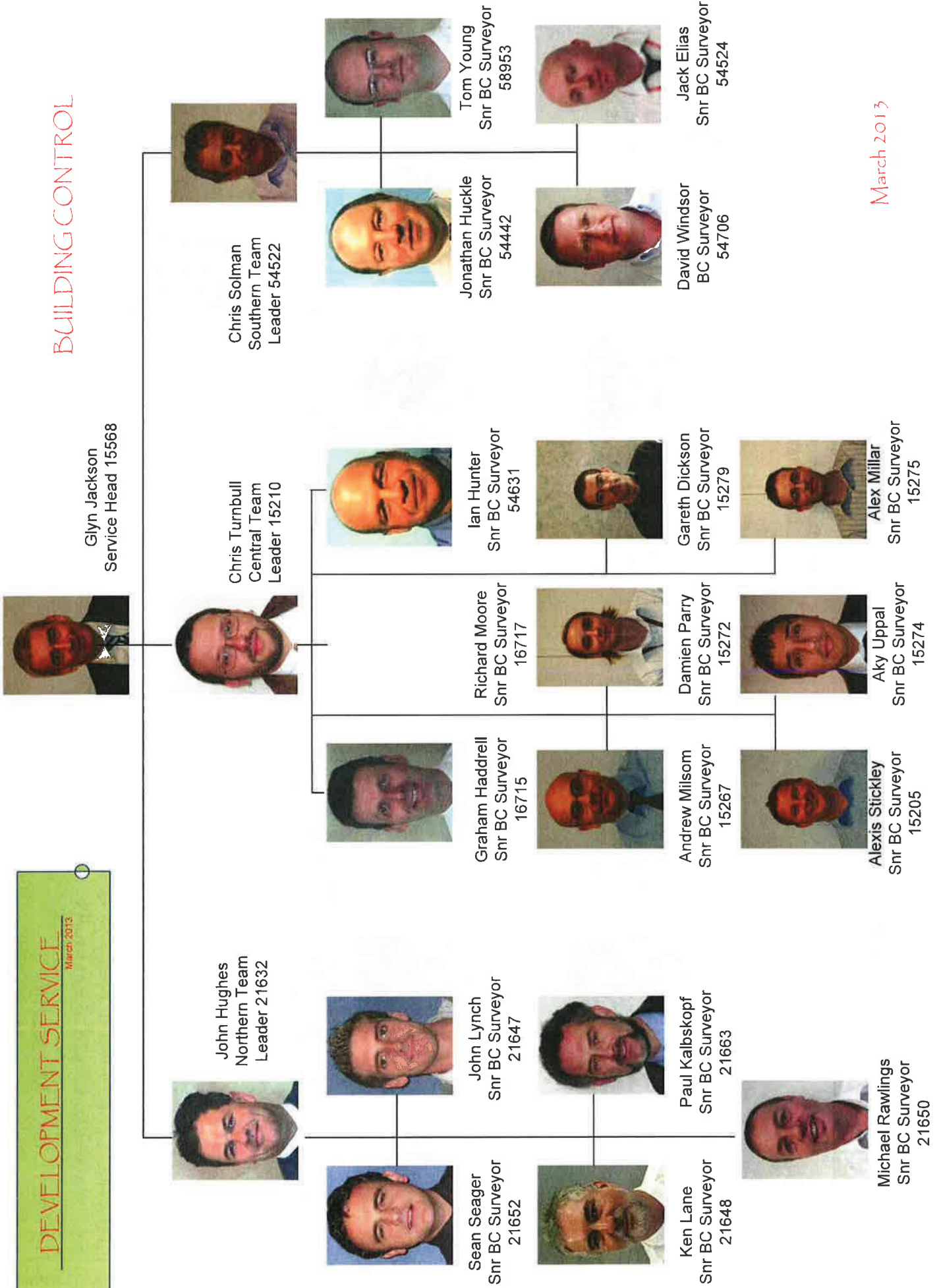


Lisa Davis
PO
01249 706522



Lisa Price
Arboricultural
Officer
01249 706636





March 2013

DEVELOPMENT SERVICE
March 2013



Mike Wilmott
Area Development
Manager
01225 716775



Mike Kilmister
Team Leader
01225 770228



Rob Parker
Team Leader
01225 716751



Russell Brown
Snr PO (Cons)
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Matthew Perks
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Jennifer Fivash
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Simon Turner
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Christine Binmore
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April 2013



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Adam Madge
Team Leader
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Richard Hughes
Team Leader
01722 434382



Charlie Bruce-White
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Andrew Bidwell
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Amanda Iles
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Lucy Minting
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Development Services Customer Charter

This Charter sets out the service standards which the people of Wiltshire can expect from their Development Service. Its purpose is to achieve greater participation and engagement with the Service to help meet community priorities.

The Charter is informed by a variety of sources of information. These range from the broad 'goals' of the Council to the nationally set performance indicators, and from the regular feedback received from customers to the requirements of law. It is a 'living' document which in all respects is a reflection of the Council's continuing commitment to delivering a high quality and accessible Development Service to a range of customers and service users.

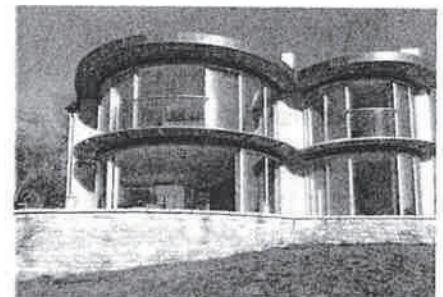
Service and Quality

Development management provides a framework to allow development that promotes economic and social opportunities for all whilst at the same time protecting and enhancing the environment. It is a statutory duty of the Council governed by law. It involves the processing of planning and building control applications, the monitoring of development and the taking of enforcement action where inappropriate breaches of control occur. Additionally the Service is responsible for processing enquiries relating to land charges.

The Service is currently based in three 'hubs' – North, Central and South – from where the planning and building control teams operate within geographically defined areas. Additionally there are teams dealing with minerals and waste, enforcement and land charges matters across the county.

In fulfilling its purposes the Service as a whole is committed to the following principles:

- To make obtaining permission to develop in Wiltshire as simple as possible;
- To provide high standards of customer care;
- To treat all customers fairly and equally; and
- To be polite, welcoming and efficient.



More specifically the Service as a whole aims to achieve the following:

- To answer the telephone promptly or return missed calls within 1 working day; and
- To make appointments for viewing of planning history files within 5 working days.

Development Management

The development management aspect of the Service has three broad parts to it. These are the processing of pre-application enquiries, the processing of planning applications, and the processing of post application matters, including appeals.

Pre-application enquiries

Pre-application enquiries are requests for advice on proposed developments, including 'Do I Need Planning Permission?' requests. With the exception of the simplest enquiries, these should be in writing using application forms which are available on-line or in paper form on request. There is now a charge made for this aspect of the service.



In responding to pre-application enquiries the Service aims to achieve the following:

- To acknowledge in writing within 10 working days, if only to set out a timetable for a full response. To provide a full response within 15 working days for 'householder' enquiries and 20 working days for all other enquiries;
- To attend a meeting if deemed necessary by the case officer; and
- To provide a clear officer opinion on the need or otherwise for a planning application and/or on the likelihood of a planning application either succeeding or failing.

All pre-application enquiries are treated as confidential unless otherwise requested by the enquirer.

The Service has produced a number of leaflets which give pre-application advice. These are available at no charge both on-line and in paper form on request.

A link to the 'Planning' page of the Wiltshire Council website from where application forms and leaflets can be downloaded follows:

<http://www.wiltshire.gov.uk/planninganddevelopment.htm>

Planning applications

Planning applications can be made either electronically (via the Planning Portal) or in paper form (downloadable from the Planning Portal). It is the responsibility of the applicant to ensure that a planning application is made correctly and in accordance with the Service's Validation Checklists. Links to the Planning Portal and the Wiltshire Council website 'Planning' page follow:

<http://www.planningportal.gov.uk>

<http://www.wiltshire.gov.uk/planninganddevelopment.htm>

In processing planning applications the Service aims to achieve the following:

- Registration of complete applications within 3 working days of receipt, or notification of reasons for invalidity within 3 working days of receipt;
- All sites to be visited by the case officer;
- A clear 21 day period for consultations with interested parties. Applications advertised by site notice(s) and neighbours notified when likely to be affected;
- Negotiation with the applicant to take place where problems are identified that can be overcome and where improvements can be made that make an application acceptable. Where there is a fundamental objection to the principle of the development which cannot be overcome, the case officer will not negotiate but will ensure early communication with the applicant.
- Determination of 'householder' and 'minor' applications within 8 weeks of the registration date; determination of 'major' applications within 13 weeks of the registration date.

The Service operates a Scheme of Delegation which enables the majority of applications to be determined by the planning officers rather than by a Planning Committee. Applications will normally be presented to a Planning Committee if requested by the Local Divisional Member in accordance with the Scheme or at the discretion of the Area Development Managers.

There are three Area Planning Committees and a Strategic Planning Committee. The Area Planning Committee's convene every three weeks.



Post decision matters

Planning applicants are entitled to appeal against the decision of the Council if, for example, their application is refused or is made subject to conditions which they do not accept. The Service will process appeals in accordance with the timeframes and 'rules' applied by the Planning Inspectorate. There is no third party right of appeal. A link to the relevant section in the Planning Portal follows:

<http://www.planningportal.gov.uk/planning/planninginspectorate/planninginspectorate>

Post decision matters also cover the discharge of pre-commencement conditions and the monitoring of developments as they progress. In these respects the Service will aim to achieve the following:

- To discharge pre-commencement conditions as soon as possible on receipt of all necessary information; Conditions that require consultation with external consultees may take longer to discharge.
- To investigate alleged breaches of planning control brought to the Service's attention.

Building Control

The Building Control element of the Service applies the Building Regulations to ensure development is constructed to appropriate standards. The service has the following goals:



- To make obtaining Building Regulation approval as simple as possible;
- To help the customer to ensure that building work is carried out in accordance with Building Regulations and other standards, using officer's technical knowledge and local expertise;
- To provide the best possible professional service founded on quality, impartiality, best value and the recommendations of the national Building Control Performance Standards; and
- To monitor and actively help maintain the safety of the built environment in Wiltshire.

To achieve these goals the Building control service has the following aims:

- To give help and advice at design stage before applications are made;
- To deal with applications quickly and efficiently;
- To provide a consistent and improving level of service;
- To provide an out of hours message service for inspection requests;
- To provide a technical advisory service during office opening hours;
- To carry out all inspections promptly;
- To reply to enquiry letters and emails within 10 working days;
- To make all the surveyors contactable by mobile phone; and
- To liaise effectively with other agencies and partners to help ensure that the work complies with all relevant requirements.

Enforcement

Planning enforcement ensures that where harmful development is carried out without permission, it is remedied, either by its removal or its modification. Enforcement action is discretionary and Government advice is that it should only be taken where it is expedient to do so. To establish expediency the Service must consider whether the unauthorised development causes harm, having regard to the policies of the Development Plan and other material considerations. The existence of a breach is not, in itself, a good reason to take enforcement action.

Where negotiations do not secure an acceptable outcome in planning terms, the landowner and/or the persons responsible may be legally required to remove building work and/or cease an activity. The Service has a range of formal powers to achieve this end including breach of conditions notices, enforcement notices, stop notices and 'untidy land' notices.

In applying its enforcement function the Service aims to achieve the following:

- To register enforcement related enquiries within 3 days of receipt;

- Where there is an immediate threat to public safety, or substantial damage to, or loss of, statutorily protected buildings or land, trees or areas ('Priority 1' cases), to carry out a site inspection within 24 hrs of the enquiry being registered;
- Where there is an adverse impact on protected areas and residential amenity, or breaches of conditions and legal agreements resulting in serious harm to the amenities of neighbours, affected parties and/or the environment, or unlawful adverts in protected areas, or unauthorised development where it is possible that the time for taking enforcement action could expire within the next 6 months ('Priority 2' cases), to carry out a site inspection within 5 working days of the enquiry being registered;
- Where the alleged breach is of a minor nature which does not cause immediate/long term harm or loss of amenity ('Priority 3' cases), to carry out a site inspection within 10 working day of the enquiry being registered.
- To respond to enquirers within 10 days of the site inspection;
- To close all Priority 1 cases within 12 months of the registration date, and to close all Priority 2 & 3 cases within 6 months of the registration date.

Land Charges

The Local Land Charges service has a vital role to play in protecting the financial and legal interests of prospective purchasers of land and property, by providing information on land and property and by giving access to the Local Land Charges Register.

The Local Land Charges service is a statutory function within the Council that provides the information contained in a Local Authority Search, whether it's to inform a house purchase or sale or to complete an official conveyancing search.

The service has the following goals:

- To respond to Local Authority Searches within 10 days of receipt.
- To make all our Environmental Information publically available wherever possible.
- To respond to requests for appointments to view the Local Land Charges Registers within a reasonable timeframe to meet the needs of the customer.

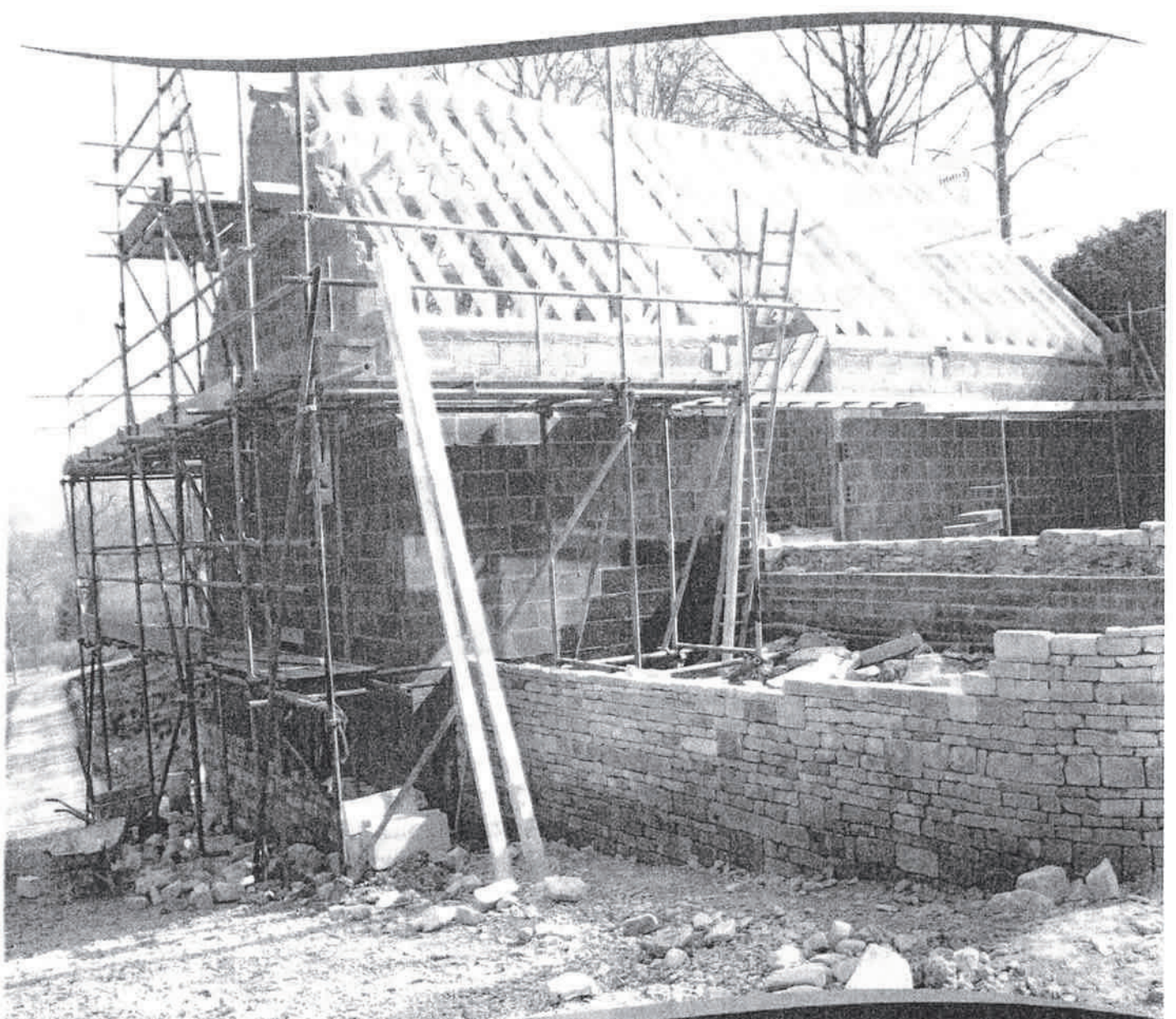
Complaints

All complaints relating to Development Services will be acknowledged by the Authority within 10 working days. All complaints will be fully investigated by the Authority and the complainant will receive a written response within 20 working days of receipt of the complaint.

If a complainant remains dissatisfied with the written response, then details will be supplied for pursuing the complaint further through the Council's officer dealing with complaints in accordance with the Council's formal corporate complaints procedure. The Authority will always strive to resolve a complaint locally but if this is not possible, then the complainant will be advised on how to pursue the matter further with the Commissioner for Local Administration.

Planning Enforcement

A guide to the service available.



Wiltshire Council
Where everybody matters

Fair and effective planning enforcement is essential to ensure that you the public benefit from the quality of Wiltshire's natural and built environment.

The council works hard to protect the local environment and quality of life for people living, working and visiting the area by providing an effective planning service. Enforcing planning rules, where unauthorised development is causing significant harm is an important part of this process.

The aim of this leaflet is to provide you with an easy to use guide to how the enforcement service works.

Planning enforcement is a very complex area and we have tried to make this guide as easy to understand as possible. For more information on how the service works please refer to the council's planning enforcement policy, www.wiltshire.gov.uk/planningenforcement or by asking for a hardcopy from one of the council's planning offices.

What is a breach of planning control?

This could be building or engineering works, unauthorised change in use of land or the display of an unlawful advertisement. Other planning breaches include:

- unauthorised work to a listed building.
- unauthorised works to trees protected by a tree preservation order or trees in a conservation area.
- breach of conditions attached to a planning permission or listed building consent.
- unauthorised demolition in a conservation area.
- not building in accordance with the approved plans.
- failure to properly maintain land so that it adversely affects the amenity of the area.
- unauthorised engineering works, such as significant ground level changes.
- failure to comply with a section 106 legal agreement.

Did you know the following are not normally planning breaches?

- where development is 'permitted development' under the Town and Country Planning (General Permitted Development Order). Further information on what constitutes permitted development can be obtained at: www.planningportal.gov.uk
- internal work to a non-listed Building.
- obstruction of a highway or public right of way.

- parking commercial vehicles on the highway in residential areas or on grass verges.
- parking a caravan within the residential boundary of a property, provided that it is not used as self contained accommodation.
- clearing land of overgrowth, bushes and trees, provided they are not subject to planning protection.
- operating a business from home where the residential use remains the primary use and there is no adverse impact on neighbours.
- boundary disputes are a private matter and cannot be controlled under planning legislation.
- a breach of deeds and covenants provided there is not a planning condition to prevent this.
- trespassing on land.
- health and safety issues.

How can you notify us of a suspected breach of planning?

The planning enforcement service is concerned with resolving serious breaches of planning control where there is significant harm. Where it looks likely that a breach is occurring you can contact us by phone, letter, E-mail or fax. Anyone contacting us by phone will normally be asked to put their complaint in writing. An enquiry form is also available on our website.

www.wiltshire.gov.uk/planningenforcement

We will require your details and those of:

- The site address or location.
- What the development is.
- The times things are happening, if applicable.

Details of how to contact the council are set out at the end of this leaflet.

Please note that the council will not deal with anonymous complaints and unless government legislation dictates otherwise (in exceptional circumstances), we keep the names of all private enquirers confidential.

If you are worried about giving your name and address, you can contact your local division member who can lodge a complaint on your behalf.

What happens to my enquiry?

After the council logs and acknowledges enquiries, cases are prioritised in accordance with the council's adopted planning enforcement strategy.

An officer will then normally visit the site to establish if a breach is occurring. If a breach exists, negotiations will then take place to try and ensure that any breach is resolved without recourse to formal action. The enquirer will be advised of the outcome of the investigation.

Whilst many of our investigations are resolved promptly, some can be quite time consuming as the council can be accused of acting unreasonably if it appears they

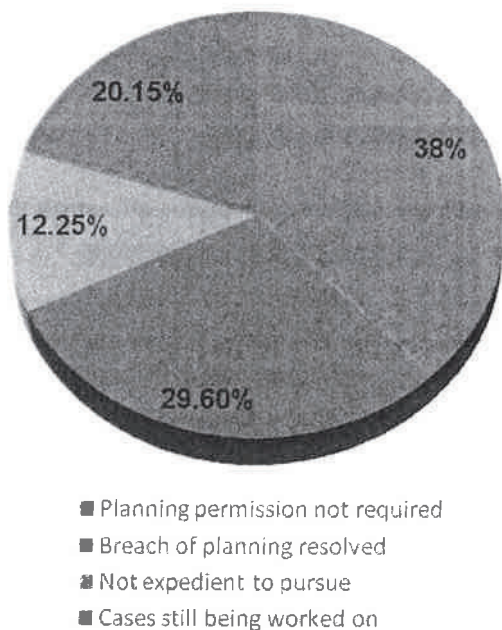
have been unwilling to explore 'all options' before taking formal action. If you would like an update on progress this is best done by telephoning the case officer.

If unauthorised development causes no 'demonstrable harm' (i.e. if planning permission had been sought and it would almost certainly have been granted without conditions) then enforcement action is not appropriate.

Similarly, in some other cases it is not expedient to pursue enforcement as any harm may not be so serious as to justify formal action.

This chart illustrates how investigations are resolved in a typical year.

Investigations



Data taken from figures in the north hub for the year ending 2008

Priorities

Different breaches can result in more harm than others. The council has to ensure that it targets resources at those that have the greatest impact. For example, knocking down substantial parts of a Listed Building will have a greater priority than someone erecting a short length of boundary fence.

The council's planning enforcement team priorities are as follows: -

The council has finite resources and to ensure they can be used in the most effective manner, enforcement cases are prioritised according to the seriousness of the harm caused by the breach.

Priority 1

We aim to visit 80% of these sites within 24 hours of your enquiry being registered.

Immediate threat to public safety, substantial damage to or loss of statutorily protected buildings, trees or areas.

Priority 2

We aim to visit 95% of these sites within 5 working days of your enquiry being registered.

Adverse impact on protected areas and residential amenity. Breaches of conditions and legal agreements resulting in serious harm to neighbours, affected parties and/or the environment. Unlawful adverts in protected areas.

Unauthorised development where it is possible that the time for taking enforcement action could expire within the next 6 months.

Priority 3

We aim to visit 95% of these sites within 10 working days of your enquiry being registered.

The breach is of a minor nature which does not cause immediate/long term harm or loss of amenity.

We also aim to:

- **Register 95% of new enquiries within 3 working days of receipt.**
- **Respond to 95% of enquirers within 10 working days of initial site visit.**
- **Complete 80% of priority 1 cases to be within one year.**
- **Complete 80% of priority 2 & 3 cases within 6 months.**

Notes:

Protected buildings are listed buildings and unlisted buildings in Conservation Areas.

Protected trees are trees subject to a Tree Preservation Order, in a Conservation Area or protected by a condition of planning permission.

Protected areas include Conservation Areas, Historic parks and gardens, Area of Outstanding Natural Beauty, World Heritage Sites, The Green Belt, Sites of Special Scientific Interests, Special Areas of Conservation and land at high risk of flooding.

The priority afforded to the investigation may change following an initial site visit or at any other time during the investigation, if for example new information comes to light.

Government guidance

Planning policy note no. 18 - 'enforcing planning control', sets out advice on how to deal with breaches of control and states that the action taken should be proportionate to the breach of control and that each case will be judged on its individual merits. Furthermore: -

- Planning legislation allows retrospective applications to be made.
- Development can be immune from enforcement action if it has been substantially complete for more than 4 years (10 years for a use or a breach of condition other than one relating to residential development).
- Enforcement action cannot be taken solely to 'regularise' development which does not have planning permission where permission would have been granted unconditionally.
- Taking enforcement action contrary to government advice can result in costs being awarded against the council at appeal.

Experience has shown that through effective negotiation, planning enforcement matters are usually capable of resolution without

resorting to formal enforcement action or prosecution.

Where a person has been served with an enforcement notice they may have the right to appeal against it to the Planning Inspectorate (a government executive agency). When an appeal is made, it suspends an enforcement notice until it has been determined. An appeal often takes many months to determine and the timing is outside the council's control.

How to contact us

Good communication is essential, both when dealing with the party responsible for a breach of control and those reporting it. The map opposite contains relevant contact details for the council's planning offices located within our administrative boundaries.

If you have any questions relating to planning enforcement please contact the relevant enforcement team (details opposite)

Planning Services

Wiltshire Council or visit our website: www.wiltshire.gov.uk

Information about Wiltshire Council Services can be made available on request in other languages including BSL and formats such as large print and audio.

Please contact the council by telephone, 0300 456 0100, by textphone 01225 702500, or email customerservices@wiltshire.gov.uk

These notes are intended to help you to understand the processes the council needs to go through to enforce most of the complaints received. There is separate legislation that relates to carrying out works to a listed building without the necessary consent or deviating from or failing to discharge conditions attached to a consent. There are also different powers relating to the display of advertisements, works to protected trees and untidy land.

The council takes the enforcement of planning control very seriously and we hope that this leaflet gives you an understanding of our commitment regarding the expediency of pursuing enforcement action.

Useful Website Address

Planning Portal

Gives useful information to the public on all aspects of planning

<http://www.planningportal.gov.uk/>

Planning Advisory Service

General advice on planning and advice for Members

<http://www.pas.gov.uk/pas>

Communities and Local Government

Government website which includes information on legislation all the Planning Policy Statements and Guidance Notes

<http://www.communities.gov.uk/planningandbuilding/>

The Planning Inspectorate

Website that holds all information on appeals, including online appeals

<http://www.planning-inspectorate.gov.uk/pins/index.htm>

Wiltshire Planning Policies

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy.htm>

Our website

www.wiltshire.gov.uk/environmentandplanning

Community Area Transport Group Recommendations to Marlborough Area Board

1. Purpose of Report

- 1.1 To provide an update on the position of the proposals from the CATG meeting that took place on 11 July 2013.
- 1.2 To request that Marlborough Area Board supports the recommendations of the Community Area Transport Group made at its meeting of 11 July 2013.

2. Finances

- 2.1 Marlborough CATG received a funding allocation for 2013/14 of £13,615. All funding from 2012/13 had been allocated and therefore there is not rollover.
- 2.2 All of this £13,615 is available to be spent on highways projects within the Marlborough Community Area during 2013/14. There have been no allocations of funding to projects to date

3. Background

- 3.1 Councillor James Sheppard was proposed and accepted as Chairman of Marlborough CATG for 2013/14.
- 3.2 The project to increase the length of footway next to the road by the two bus stops at Avebury Trusloe and so change the place where pedestrians cross the A4361 has been completed. Avebury PC confirmed this scheme has made crossing the road at this point much safer and thanked CATG. This project included match funding from Avebury PC and shows how important a contribution from the local area can be.
- 3.3 At the last meeting of 2012/13, Baydon PC requested development of a physical traffic management feature for Ermin Street through the village, noting that the implementation of the scheme would require funding from the Highways Substantive Funding Scheme. This was accepted by CATG and £3,000 allocated as match funding towards this bid. Baydon PC would also allocate £5,500 towards the project. This scheme has now been developed to the point where it can be put forward for funding from the Substantive Scheme. CATG agreed a bid for funding for this project should be submitted.
Recommendation: Marlborough Area Board to agree to the submission of this bid to the Substantive Fund for physical traffic management features in Ermin Street, Baydon.

4. Priority Schemes for 2013/14

- 4.1 It was noted that there are currently no schemes proposed for funding from CATG's 2013/14 budget. It was agreed that the Community Area Manager

would contact the Parish Forum and work with them to collate and prioritise a list of projects / schemes for funding during 2013/14.

5. Summary of On-going Issues

- 5.1 Of the traffic and transport related issues on the Community Issues System the following action is being undertaken:
- 5.1.1 Marlborough; concern for pedestrian safety at York Place, St Martin's - There was discussion as to the level of incidents involving pedestrians and the need for improvements at this location. A number of possible solutions were considered including new warning signage, build-outs into the road to improve crossing and changing bus routes to make it safer for users to cross here.
 - 5.1.2 Traffic management through West Kennet – the Community Area Manager outlined the suggestions from a resident of this village for traffic calming. This broadly fits in with measures contained within Avebury PC's Village Traffic Plan. This issue no longer needs to remain as a separate item and can be removed from the Issues system.
 - 5.1.3 Cycle Parking at Marlborough High Street – the Community Area Manager outlined the background to this and described the very successful meeting held between Transition Marlborough, Marlborough TC and Wiltshire Highways. A number of changes, including improvements to existing cycle parking and new provision were discussed and these were presented to CATG. These include improvements to existing cycle parking at the Bulge and outside the Library, new cycle parking on the build-out near Nationwide and new cycle parking in one of the central car parking spaces. This latter option would need an experimental traffic order to allow the change of use from car to cycle parking. Martin Cook and Spencer Drinkwater (Wiltshire Highways) confirmed that the costs of the Sheffield cycle hoops and their installation as well as the costs of the traffic order would be paid for from their own budgets and there would be no costs to CATG for any of these improvements. CATG welcomed and supported these changes and proposed the implementation of the traffic order be put in place. CATG noted it would still like the cycling survey proposed by Transition Marlborough go ahead and the results used to inform this work. **Recommendation: Marlborough Area Board agree to the installation of new cycle parking at the Bulge and Nationwide and the implementation of the experimental traffic order allowing a central car parking space to be used for new cycle parking.**
 - 5.1.4 Improvements to Treacle Bolly bridleway. Transition Marlborough has developed a cycle network across Marlborough avoiding major roads. Treacle Bolly bridleway forms an important route from Manton towards the centre of town. During the winter, parts of the bridleway became flooded and very muddy. The Community Area Manager held a site visit with Transition Marlborough, Martin Cook and Esther Daly (Wiltshire Rights of Way) about improvements to the surface. Esther has suggested ways this could be done and was due to be putting together a project and funding with Sustrans. Spencer Drinkwater confirmed he had offered some funding towards this project. CATG requested a report from Esther Daly in this work and potential funding for it.

6. Other Highways Issues

- 6.1 The Community Area Manager updated CATG on work to re-surface Marlborough High Street: work is due to begin on Monday 5 August and will go

through to Wednesday 25th September. The hours of work will be 6.00pm to midnight Monday to Thursday and 7.00pm to midnight on Fridays. No works are planned for weekends. Jim Bailey, the project manager, has previously confirmed that the costs of excavations and ducting necessary to install the electric points will be absorbed into the overall re-surfacing work. Southern Electric has quoted a figure of £14,500 to install 6 electric points. These will be three-phase, sufficient to power market and fair stalls (not large fair rides) and electric car charging. Justin Cook (Marlborough TC) pointed out this figure does not include any form of metering to allow users of the electricity to be charged for what they use. Marlborough Area Board has previously ringfenced £11,277 towards this project depending on certain criteria being met.

- 6.2 The Community Area Manager mentioned discussions he had held with Police colleagues about the occurrence of thefts from vehicles at local beauty and tourist spots. The Police's own warning signs are often removed and the Community Area Manager suggested more permanent sign might be provided by Wiltshire highways via CATG. CATG felt that these beauty spots did not need more signage and asked Wiltshire Council Communications to put out more information and warnings about this matter. There was a suggestion to work with car hire companies to make this clear to their customers.
- 6.3 The Community Area Manager described that there had been a problem over the deployment of Speed Indicator Devices (SIDs) throughout Wiltshire whilst the Highways contract changed over. This had now been resolved and the deployment rota was back on track. There was discussion about the devices themselves, their locations and the data they record. This led to discussion about other measures that can be taken locally such as Community Speedwatch (CSW). The Community Area Manager was asked to circulate information about the process for identifying locations for the SID or CSW
- 6.4 There was discussion around the review of C-class roads in the area. CATG had previously selected the C146 and C6 be reviewed with the C18 considered as a reserve. The C18 was chosen by Highways as being of greater benefit to Wiltshire, although the review has not taken place. Baydon PC is concerned that the C146 through their village will not be reviewed after many years of asking. There was a feeling that speed reviews such as this would not be carried out in future and the Community Area Manager has been asked to find this out from the Cabinet member.

7. Recommendation

- 7.1 To support the recommendations from CATG meeting of 11 July 2013 as outlined above.

Contact: Andrew Jack
Marlborough Community Area Manager

Background Papers
CATG notes of 11.07.2013

Appendices
None

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Agenda Item 5

Chairman's Announcements

Subject:	<u>Wiltshire Core Strategy – Consultation on Schedule of Proposed Modifications (including SA and HRA updates); two ministerial statements relating to wind farm development; and national planning practice guidance for renewable energy</u>
Officer Contact Details:	Spatial Planning team on 01225 713429 or email: spatialplanningpolicy@wiltshire.gov.uk
Further details available:	Spatial Planning team on 01225 713429 or email: spatialplanningpolicy@wiltshire.gov.uk

The Wiltshire Core Strategy, which provides the planning policy framework for Wiltshire, recently underwent discussion at a public examination conducted by an independent Planning Inspector.

Following the examination hearing sessions the council has published a Schedule of Proposed Modifications (August 2013) containing 'main' and 'minor' changes to the Core Strategy to give all interested parties the opportunity to comment before the Inspector completes his report.

The consultation will take place for a six week period from **Tuesday 27 August to Wednesday 9 October 2013 inclusive**.

The council has produced an update to the Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA) based on the Schedule of Proposed Modifications. Comments can also be made on these updates.

The Inspector has also requested that the council invites comments on the implications that the two recent ministerial statements relating to wind farm development, and the recently published national planning practice guidance for renewable energy may have on the Wiltshire Core Strategy.

Details of where you can view the Core Strategy, Schedule of Proposed Modifications and associated documents (including the SA update, HRA update, ministerial statements and planning practice guidance document) will be available on the Wiltshire Council website from 27 August 2013: [Core Strategy](#)

Alternatively, copies of the documents will be available to view at the main council offices (see below) and at all libraries across Wiltshire during normal opening hours:

Wiltshire Council County Hall Trowbridge BA14 8JD	Wiltshire Council 27/29 Milford Street Salisbury SP1 2AP
Wiltshire Council Monkton Park Chippenham SN15 1ER	Wiltshire Council 3-5 Snuff Street Devizes SN10 1FG

Chairman's Announcements

Subject:	Community Area Joint Strategic Assessments
Officer Contact Details:	Aimee Stimpson, Associate Director of Public Health Aimee.Stimpson@wiltshire.gov.uk 0300 0034566
Weblink:	
Further details available:	Wiltshire Intelligence Network http://www.intelligencenetwork.org.uk/

Summary of announcement:

The JSA for Wiltshire 2012-13 was published in late 2012 on behalf of the Public Services Board (PSB). You may recall this was made possible by the contributions made by each of the thematic delivery partnerships – health and wellbeing, local economic partnership, children and young people's trust, community safety, housing, transport, local nature partnership, and resilient communities.

The value of local data and evidence meant we supplemented the JSA Wiltshire with 20 individual local community area assessments. The community area JSAs, first published in 2011, added to our local knowledge and helped us and communities focus on the real issues in their local area. As part of the JSA programme, the Community Area level assessments (CAJSAs) are in the process of being updated this year, these will provide updated data about our local communities across the ten chapters.

The CAJSAs have taken on board feedback from Councillors, officers, organisations and feedback from our community events (held in 2012) and will build on the existing document and include more information on changes; trends; qualitative survey data (such as the results from the What Matters to You survey 2013) and other primary research such as the Census 2011.

We also intend to address some gaps in the first community area JSAs by including two new chapter's one covering leisure, and a second chapter art and culture which aligns the CA JSAs with community plans. The assessment will follow a similar structure to the JSA Wiltshire 2012-13 version, and will include a chapter written by each thematic delivery partnership (TDP).

We aim to publish the CA JSAs at a second round of community events between January and April 2014 and have discussed these plans at the Chair of the Area Board meeting and also met with Area Board managers. We are currently in the process of agreeing dates for each community event. The date of the XX event has been agreed as XX – CAMs are listing event dates here - www.jsaevents2014.weebly.com

For more information on the JSAs please visit the Wiltshire Intelligence Network website <http://www.intelligencenetwork.org.uk/joint-strategic-assessment/>

Subject:	Pest Control Update
Officer Contact Details:	Claire Francis - Public Protection Manager Telephone: 01249 706309 E-mail: claire.francis@wiltshire.gov.uk

Wiltshire Councils Pest Control team are pleased to be able to visit the Area Board meetings to offer advice on the services available to the general public, local businesses, Parish councils, and Town councils. The pest control team covers the whole of Wiltshire with all officers fully trained to deal with a wide variety of public health pests.

A recent study by the Chartered Institute of Environmental Health¹ asking residents their views on pest control found that 85% of those questioned believe that their pest control department is an important part of public health protection in their area.

The pest control team provides treatments for Rats, Mice, Wasps, Fleas, Bedbugs, Clusterflies, Carpet Moth, Squirrels, and Cockroaches. In order to ensure the service is accessible to all the community discounts of up to 50% are offered for certain means tested benefit.

To give you an idea of the number of pests we deal with during the winter of 2012/13 we treated just fewer than 1000 rodent problems and in August 2013 we treated 514 wasp nests affecting homes and businesses in Wiltshire.

Pest control officers work closely with Environmental Health Officers often identifying vulnerable residents who may require further assistance and referring the customer to other services.

If you or someone in your community has a pest problem advice and information can be found on the web pages [/www.wiltshire.gov.uk/communityandliving/publicprotection/pestcontrol](http://www.wiltshire.gov.uk/communityandliving/publicprotection/pestcontrol). We can be contacted via our on-line [pest control enquiry form](#) or through the Councils 0300 4560100 telephone number.

¹ <http://cieh.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=46952>



Public opinion survey – Devizes and Marlborough – Devizes Community Area

The Office of the Police and Crime Commissioner (OPCC) commissioned M.E.L. Research to consult local residents. During 2012/13 4408 Wiltshire residents completed the survey. A minimum of 384 people took part in each of the eleven policing sectorsⁱ ensuring that the results for each sector were significantⁱⁱ.

The aims of this survey are:

- To measure public perception of Wiltshire Police and how communities are policed
- To consult the public and enable the OPCC and Wiltshire Police to prepare policing plans
- To enhance the OPCC and Wiltshire Police’s understanding of how policing influences people’s sense of security and wellbeing

The report below sets out the results for the Devizes section. A summary for the whole Force area will be available shortly on the Commissioner’s website. If you have any queries please contact the OPCC on the details below.

Public perceptions linked to the Police and Crime Commissioner Priorities

	Devizes Community Area	Devizes and Marlborough Sector	Wiltshire Police Force Area
Feel safe when outside in their local area during the day	95.3%	96.6%	93.4%
Feel safe when outside in their local area after dark	68.5%	75.1%	63.9%
Satisfaction with the level of police visibility in their neighbourhood	69.7%	64.5%	59.1%
Number Surveyed	192	384	4408
Population	31030	62680	684028

Key:

	significantly better than Wiltshire average*
	in line with Wiltshire average*
	significantly worse than Wiltshire average*

* Wiltshire average is the Wiltshire Police force area

What types of crime and anti social behaviour (ASB) cause a problem in your area?

Issues in the local area	There are no crime and ASB issues in	Teenagers hanging around	People being drunk or rowdy in	Graffiti & vandalism to private property	People Using or Dealing Drugs	Domestic burglary	Graffiti & Vandalism to Public Property
Devizes Community Area	56%	13%	11%	9%	9%	8%	8%
Devizes & Marlborough Sector	56%	14%	8%	9%	8%	9%	5%
Wiltshire Police Force Area	54%	16%	10%	8%	5%	8%	8%

Office of the Police and Crime Commissioner for Wiltshire and Swindon
 London Road, Devizes, Wiltshire, SN10 2RD
 Telephone: 01380 734 022
 Facsimile: 01380 734 025
 Email: pcc@wiltshire.pcc.pnn.gov.uk
 Web Site: www.wiltshire-pcc.gov.uk

What are the concerns in your area?

Concerns in local area	Devizes Community Area	Devizes & Marlborough Sector	Wiltshire Police Force Area
Lack of facilities for young people	55%	54%	56%
Drug misuse	40%	33%	30%
Anti-social behaviour	37%	30%	34%
Unemployment	36%	32%	37%
Standard of public transport	32%	29%	20%
Standard of health services	29%	23%	16%
Lack of local amenities	26%	25%	25%
Crime	24%	24%	29%
Poverty	13%	11%	14%
Standard of education services	12%	10%	12%
Standard of housing	11%	11%	9%

What should the priorities be in your area?

Priorities	Devizes Community Area	Devizes & Marlborough Sector	Wiltshire Police Force Area
None - not a problem in my area	23%	23%	24%
More police out and about	30%	31%	29%
None - police do as much as they can	18%	18%	16%

Perceptions of Crime and ASB

Perceptions of Crime and ASB being a problem in the Devizes and Marlborough Sector are below the average for the Wiltshire Police area.

- The average perceived level of crime on a scale of 1 – 10 (with 1 being 'none' and 10 being 'a lot') is 3.39 for Wiltshire Police as a whole. For the Devizes and Marlborough Sector the average score is lower at 2.99, this is similar to the Devizes Community Area where the average score is 3.10
- The average perceived level of ASB on a scale of 1 – 10 (with 1 being 'none' and 10 being 'a lot') is 3.34 for Wiltshire Police as a whole. For the Devizes and Marlborough Sector the average score is lower at 2.83, perceptions of ASB are slightly higher for the Devizes Community Area but remain below the force average at 3.13

The perceived levels of crime and ASB are an accurate reflection of the actual crime and ASB levels which are also below the Wiltshire average.

- There were 36 crimes per 1000 population in the Devizes and Marlborough sector in 2012/13, this compares to a Wiltshire average of 46 crimes per 1000 population.
- There were 28 reported ASB incidents per 1000 population in the Devizes and Marlborough sector in 2012/13, in comparison to a Wiltshire average of 37 incidents.

ⁱ Wiltshire Police is divided geographically into 11 local policing sectors. These sectors are then further divided into sections - these usually consist of a large town and the neighbouring villages or community areas.

ⁱⁱ Statistical significance; If the survey was completed using an alternative set of respondents there is a 95% chance that the result would fall within $\pm 1.5\%$ of the current result at force level. At sector level there is a 95% chance that the result would fall within $\pm 5\%$ of the current result.

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This report supports a presentation to be given at the Marlborough Area Board meeting on the 24 September 2013 by Lucy Murray Brown, Head of Campus Delivery & Operational Models.

Purpose of Report

To update the Marlborough Area Board on the community campus programme and to enable members, if they wish, to resolve to set up a Shadow Community Operations Board (COB) for the Marlborough Community Area.

Background

1. In February 2011, Wiltshire Council's Cabinet approved a programme of work to develop community campuses, which sought to improve service delivery through the improvement of operational estate and reduction in the number of unsustainable buildings owned or used by the council.
2. A campus is a building, or collection of buildings, in a community area that supports the services communities need in easy to access location/s.
3. In this sense the term 'services' can be considered all encompassing and includes services delivered by the Council, its partners, other public service and voluntary sector providers.
4. This is a form of tailored local service delivery developed by local communities, for local communities. Secondary to this is the concept of achieving long terms sustainability, operating certainty and environmental savings by co-locating services.
5. In February 2011 Cabinet approved an approach to developing governance arrangements for the emerging community campuses and other operational estate that will deliver value for money services tailored to local need.
6. The establishment of the Shadow Community Operations Boards (COBs) provides the basis for the ongoing development and assessment of options for alternative delivery models. This work will be further supported through a three- year learning partnership between the Royal Society of the Arts, Commerce and Manufactures (RSA) and Wiltshire Council.

Main Considerations

7. Shadow COBs have been established in fifteen community areas with a further three in the process of development.
8. The Shadow COBs work under the auspices of the Area Boards therefore maintaining a direct link to local elected representation whilst enabling a community-led approach to campus proposals.
9. This is an opportunity for local people to be involved and community involvement is critical to the success of campuses to ensure they reflect the needs of these communities.

10. Creating a campus offers a real opportunity for communities to influence the services in their community area directly, and to plan for the future
11. The design and service offer of each campus directly reflects the needs of the area it serves; each campus will, therefore, take different forms and will be driven by different factors resulting in tailor made points of delivery across the county.
12. It is a key role of the Shadow Community Operations Boards (Shadow COBs) to consult with local people and develop the specification and proposal for a campus for their community area.
13. The Shadow Community Operations Boards are established by Area Boards in line with the terms of reference (available in appendix B).
14. There are places for up to 8 members of the community on Shadow COBs, including an elected representative from the Area Board. The Shadow COB membership has been designed to reflect a broad range of representatives from across the community area. More detail on Shadow COB membership is available in the Terms of Reference.
15. A member of the Shadow COB representing a specific area of the community will be required to liaise with and to represent the interests of everyone within that group.

Summary

16. In summary, Marlborough Area Board members may consider resolving to set up a Shadow Community Operations Board for the Marlborough Community Area.
17. This means an expression of interest window will open for members of the community and representatives of community groups to come forward and express an interest in being a member of the Shadow COB. The Area Board will then consider the expressions of interest, and look to appoint the group.
18. The expression of interest window will be open until the 31st October 2013 and forms can be found as an appendix to this report or on the campus website <http://www.wiltshire.gov.uk/CommunityCampuses>

Report Author: Ros Griffiths, Campus Delivery Manager

Background Papers – all background papers are included as appendices to this report

- PowerPoint slides from the presentation to the Area Board on the 24 September 2013
- Shadow Community Operations Board Terms of Reference (v4)
- Campus Frequently Asked Questions (FAQs)
- Benefits of co-location
- Expression of interest form (EOI)

Broad benefits of co-location

Wiltshire Council is proposing significant investment into the improvement of public services across Wiltshire, with the intention of providing enhanced and extended services whilst securing long term savings in terms of operational costs and environmental efficiencies.

Investment is proposed through the development of community campus facilities. A community campus is a building, or buildings, in a community area which provides the services the local community need in an accessible location.

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 and underpins the development of the Shadow Community Operations Boards.

In general terms, the key benefits of co-locating services are broadly:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Combining point of contact arrangements and improving accessibility to services.
- Exploring and developing the synergies between how individual services are managed at a community level to maximise availability and customer access.
- Working with communities to develop a coherent and effective volunteering policy.
- Working with partners.
- Being able to ensure long-term flexibility in terms of use of the building space is fundamental to the design.
- Reducing the present overall risk to the Council of providing aging, disparate and inefficient buildings.
- Developing and providing efficient buildings that are designed for the purposes identified
- Reducing the Council's estate where appropriate, will produce an estimated 40% reduction in operational costs across all estate (*this is an estimation based upon an initial assessment of the impact across Wiltshire*).

There are a number of challenges associated with the provision of some frontline services outside a campus facility:

- Those services excluded from the campus will not benefit from the opportunity for cross-service use, e.g. in a single campus customers may use services they would not ordinarily use as they are on a single site and more accessible.

- Those services not included within a campus would need to continue to meet all service specific costs such as staffing for reception and office administration whereas in a campus these costs and resources could be spread across services.
- Those services excluded from a single site campus are unlikely to benefit from the suggested co-ordination of management and points of contact arrangements, e.g. some services such as the library service would benefit from extended opening hours within a campus scenario without having to find the additional resource to improve the service on an alternative site.
- Services remaining in their current location may suffer from an inability to further develop the service due to constraints of the current building
- In the long term there will be a need to balance investment priorities and those facilities that house more services will be more likely to be considered a priority, e.g. where resources are stretched investment into a single site campus requiring maintenance would be likely to take priority over investment into an outdated single service building in the same locality.
- In a time of significant budget pressures, services which cannot benefit from efficiencies resulting from co-location would find it more difficult to offer reductions in operational costs without adversely impacting front-line services, e.g. financial cuts, if necessary, could be considered in the context of a number of services together rather than single services identifying potential ways in which to reduce the cost of operating.
- Current buildings are broadly outdated and inefficient and do not offer the same operational or environmental efficiencies or long term savings that a new campus building would create, e.g. the development of a new building allows for modern design ensuring the building is cost effective, efficient and sustainable.
- The Council is proposing significant investment into services across Wiltshire and as such it has a duty to provide high-quality accessible facilities and services across all functions. It would be difficult to justify excluding a single service from the campus and continuing to provide it in a lower quality building where the option of extended use and opening hours would be significantly more costly to provide.

Draft Campus proposal frequently asked questions – September 2011

The following answers are intended to provide a response to general questions which people ask about campus proposals. Each campus proposal will be different and this document is intended only to provide answers to questions often raised by Shadow Community Operations Boards as they begin their work. The answers provided are not intended to pre-empt any formal decision making processes.

Glossary:

Wiltshire Council's Cabinet	The Cabinet is the executive branch of Wiltshire Council. It consists of the leader of the council together with at least two, but not more than nine members of the council appointed to the Cabinet by the leader of the council. The Cabinet will carry out within the council's policy and budget framework all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under the constitution.
Area Board	The Area Boards are a new way of working to bring local decision making back into the heart of the community. They are a formal part of Wiltshire Council that try to find solutions for local issues such as road repairs, traffic problems and speeding in villages, litter, facilities for young people and affordable housing. People who work with the 18 Area Boards include councillors, community area managers, democratic service officers together with one member of the council's top decision making committee, the cabinet. It also includes the local NHS, fire and emergency services, police, town and parish councils, community area partnerships and many other groups.
Shadow Community Operations Board (COB)	A group of community representatives, determined by the Area Board and working under the auspices of the Area Board, who will influence, recommend and consider the detail of the emerging campus facilities both in terms of how they are designed and how they will operate on a day to day basis
Campus	A building, or buildings, in a community area that provide the services the community area needs in an accessible location. This may also include partner services.
Community Area	A community area is a group of electoral parishes which form a community area. More information about community areas can be found here

Questions re general context	
What is a campus?	<p>A campus is a building, or buildings, in a community area where people can access local services. Campuses could be new or existing buildings and may also be used to provide partner services. One of the main ideas behind campuses is to create flexible space which can be used more efficiently for a variety of purposes and by a variety of people or organisations.</p> <p>Community campuses will be developed through input from local people to ensure each campus is as individual as the community it serves. What a campus will look like, what services will be provided, or where it will go, will be community led and subject to extensive consultation with local people and partners.</p>
What will be in a campus?	<p>All campus buildings will include a shared reception, community space, accessible community IT, catering facilities and personal care facilities for disabled users. Other services, for example libraries, leisure centres and youth services, could potentially be included in a campus, along with facilities for individuals to meet with specialist services such as housing, revenues and benefits and any others that offer specific advice.</p> <p>The Shadow Community Operations Board has a responsibility to help define community need and make recommendations to the Area Board over facility specification and operations.</p> <p>This means that the Shadow Community Operations Board has a key role in engaging with the local community and are the key conduit for consultation with local communities. The Shadow Community Operations Board will also engage with and directly influence the design process for the community campus to ensure that the needs of the wider community are reflected in the design and operation of the campus facilities.</p>
Why are Wiltshire Council looking to	The aim of a campus proposal is to make maximum and efficient use of the council's

develop campus proposals?	<p>buildings – both new and existing – and create campuses that deliver more for local communities.</p> <p>One of the main ideas behind campuses is to create flexible space which can be used for a variety of purposes and by a variety of people or organisations.</p> <p>Having a campus also creates opportunities for a variety of organisations to work with the council and benefit from similar improvements in terms of better service delivery at lower cost and thus be more sustainable in the longer term.</p> <p>The campus proposals build on the principles established in the leisure review, conducted during 2010 which proposed investment into facilities across Wiltshire and the potential to transfer some facilities to local community management. The outcome of the leisure review is to be delivered via the Transformation Programme, through the development of campus proposals. The principles of the leisure review remain– the difference is that any transfer of management or responsibility will be done within the wider context of how potentially all campuses could be managed as opposed to separate solutions for each campus or leisure facilities. It is hoped this approach to transfer would ensure services are sustainable in the long term and it allows the Council to further test the proposal before committing to any transfer.</p>
Who will decide our campus goes ahead?	<p>On the 15th of February 2011 Wiltshire Council's Cabinet approved a paper which outlined the principles of developing campus proposals across Wiltshire, along with identifying pilot areas where the principle of community led management can be tested.</p> <p>It is ultimately local elected Members who will decide whether to approve the submission of a campus proposal to Wiltshire Council Cabinet. In turn Cabinet will decide if they wish to provide the finances required to go ahead with the campus development.</p> <p>The development of campus proposals will be directly informed by local people</p>

	through extensive consultation, which will be facilitated by the Shadow COB. The initial phase of consultation is an essential part of the process to ensure services included in a campus proposal are what people across the whole community feel are needed now, and the Shadow COBs will encourage as many people as possible to feed in their views throughout the process
Have you looked at what it would cost to run existing buildings cheaper? Is there no cheaper option?	The current ageing and largely inefficient dispersed estate is simply unaffordable over the medium to long term and in some cases no longer provides an appropriate service to local people. The most affordable option for safeguarding local services and to ensure long term sustainability is to reduce the amount spent on running these buildings by co-locating them on a single site in a modern, efficient and fit for purpose building.
Who are the Shadow Community Operations Board and what is their role?	A Shadow Community Operations Board (Shadow COB) is a group of community representatives, determined by the Area Board and working under the auspices of the Area Board, who will influence, recommend and consider the detail of the emerging campus facilities both in terms of how they are designed and how they will operate on a day to day basis The Shadow COB have a key role in representing the views of and consulting with the local community about campus proposals.
Questions re co-location	
How will it be run - will the community be expected to run it?	If approved by the Area Board, the Council will be exploring potential community led campus management through the implementation of a Shadow Community Operations Board. This will form part of a pilot project that will be carried out in areas across the County. For the duration of the pilot the Council will retain responsibility for the majority of services operated from the campus.
Who will use the shared desk space?	Shared desk space – or hotdesking space – would be for use by community-based council and partner staff working in the area. For example this may be Social workers or Neighbourhood Policing team staff or other partners as necessary or appropriate. There will also be 'touch-down' space for use by other council officers who have

	<p>arranged to see customers in the campus e.g. from the Housing or Planning services among others</p> <p>Further desk space could be available for other partners such as local town and parish councils or voluntary/community sector groups. If approved by the Area Board, it is intended that a Shadow Community Operations Board consider this aspect of collocation and make recommendations.</p>
<p>Will people in existing facilities lose their jobs?</p> <p>Will jobs at the campus be offered to local people first?</p>	<p>For many of the proposed services trained staff will still be required to operate within or from the campus however the intention of the campus project is to co-locate services on a single site, which could potentially lead to some economies of scale in staffing in some areas e.g. shared reception areas.</p> <p>In the event that additional staff are required then an equitable recruitment process would be carried out.</p>
Questions re transport	
Will people need to pay for parking?	This has not yet been determined as it will be considered as part of a travel plan. If approved by the Area Board, a Shadow Community Operations Board will also have a role in representing the community's views on this matter and making recommendations for consideration.
Questions re project funding	
Where will the money come from?	The project would be funded through the council's capital programme.
Is there a chance that we could run out of money half way through the project, having abandoned existing facilities?	<p>Unless closure is absolutely necessary for public safety reasons it is intended that existing facilities remain open until new campus facilities are available for the public.</p> <p>Funding from the capital programme has been committed to the first tranche of campus projects, including Melksham, and has been programmed in to council spend over the relevant financial period to ensure the project can be completed.</p>
Will local / Wiltshire-wide Council tax go up to pay for it?	No, the capital funding for the programme is budgeted within the council's current business plan.
How long will it take to recoup the costs?	In the long term a single site campus facility offers significant financial savings, but the

	<p>exact detail of the business case will not be possible to develop until the design and planning stage of the building and the location is identified by members.</p>
<p>Is the project ring fenced and have the funds been allocated?</p> <p>Is there is a need for a campus when Council services are being cut and could the funds could be more sensibly used to improve other services?</p>	<p>The project would be funded through the Council's capital programme. The capital funding for the programme is budgeted within the Council's current business plan.</p> <p>Community campuses will be developed through input from local people to ensure each campus is as individual as the community it serves. What a campus will look like, what services will be provided, or where it will go, will be community led and subject to extensive consultation with local people and partners. You can have a direct influence in this by taking part in the consultation process as outlined below.</p> <p>The aim of the campus proposals is to make maximum and efficient use of the council's buildings, both new and existing, while delivering more for local communities. One of the benefits that Wiltshire Council is seeking to achieve from the development of campus facilities across the county is that the Council's estate is reduced. Broadly speaking the Council is looking at a 40% reduction in the future operational costs across all estate (this is an estimate based upon an initial assessment of the Workplace Transformation Programme which preceded the Transformation Programme).</p>
Facilities in a campus proposal	
Will there be disabled [swimming] baths with hoists?	The campus and all its facilities would be fully accessible for disabled users, above and beyond the standard statutory building requirements. This includes the swimming pools.
Will all local services and facilities be included in a campus?	<p>There are a number of benefits of co-locating services in one place, which are outlined in the „benefits of Co-location“ document, which is available on the campus pages on the Council's website.</p> <p>The services provided within any campus will be, within reason, defined by community need and advised through the consultation process and work done by the Shadow COB.</p> <p>The development of campus proposals provides the opportunity for considering how</p>

	<p>services are currently provided and if there are any gaps in provision so improvements can be made.</p>
<p>For meeting Council officers will it be appointment-based?</p>	<p>A single reception desk in the campus, manned by council staff, would be able to assist with the majority of customer enquiries. However if a member of the public wanted to speak to an officer from a particular department – the majority of whom are based in office ‘hubs’ – it would be necessary for customers to make an appointment or to attend ‘surgeries’ whereby staff would be available to meet local people and deal with specific enquiries</p> <p>It should be noted that if approved by the Area Board, a Shadow Community Operations Board would be able to review the services offered in the campus in order to ensure the services best respond to local need.</p>
<p>Will GPs surgeries be replaced by one at the Campus?</p> <p>What will be in the health centre?</p> <p>Are health services putting money into it?</p> <p>Has the NHS/health services agreed to it?</p>	<p>GP surgeries are primarily privately-run businesses which would not be replaced by a community campus.</p> <p>However, subject to the agreement of any future Shadow Community Operations Board (assuming approval by the Area Board) we would continue to explore opportunities with the health sector regarding their involvement in a campus, as we do across the emerging campus estate.</p>
Facilities Management	
<p>Who will ensure that different groups and users of a campus have enough time and space to use facilities according to their requirements?</p>	<p>The Shadow COB has a key role in engaging with the local community and are the key conduit for consultation with local communities. The Shadow COB will also engage with and directly influence the design process for the community campus to ensure that the needs of the wider community are reflected in the design and operation of the campus facilities.</p> <p>Any management arrangements for a new campus facility will be ultimately determined by Cabinet but the Council is seeking to base them on the recommendations that will be made in due course by the Shadow COB.</p> <p>The Council is currently testing out community-led management, under the auspices</p>

	of the Area Board in each of the pilot areas, and the current timeframe dictates this will operate until around April 2013 when the Council may formalise community-led management. It must be stressed that no formal decision has been made and the Council is looking to assess the current shadow arrangements before considering any formal decision.
Will people need to pay for multi-purpose meeting rooms?	A charging structure associated with the use of facilities within a campus, including the multi-purpose meeting rooms, has not yet been established so it is not possible to say at this early stage. However, accessibility and maximising use of the facilities will be critical to the success of a campus therefore it is reasonable to suggest that the Council would consider concessions of use and recommendations on charging from any Shadow COB be considered.
Sustainability	
Will a campus use sustainable materials and have power and heating through renewable energy?	<p>Any design brief where the Council is commissioning a new build or a refurbishment of a building will include specific reference to sustainable and sensitive building methods. In addition the Council will expect any design team to consider the long term operational sustainability of a building and to ensure there is minimal impact on the environment.</p> <p>The above will need to be demonstrated through both the formal consideration and approval process (Area Board and Cabinet) and when a proposal is submitted for planning consideration.</p>

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.

In order to facilitate the above the area boards will establish 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 Shadow Community Operations Boards will be in place from April 2011 until the Council determines otherwise.

2 Campus Management Principles

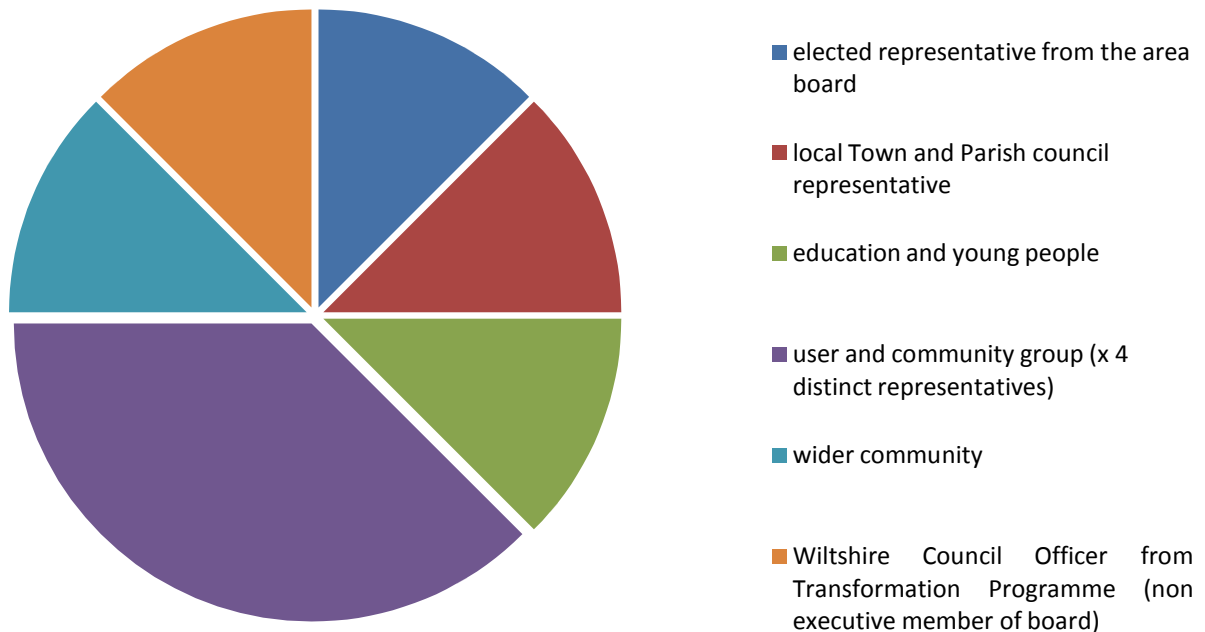
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

- (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.

- (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 four 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 Transformation Programme and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavor to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.
- (viii) The chairperson may, in consultation with the area board representative on the COB, co-opt on non-executive representatives of the community as appropriate.

4 Roles and responsibility

4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability 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 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 campus delivery project.
- (ii) There may be elements or decisions required 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 endeavor 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

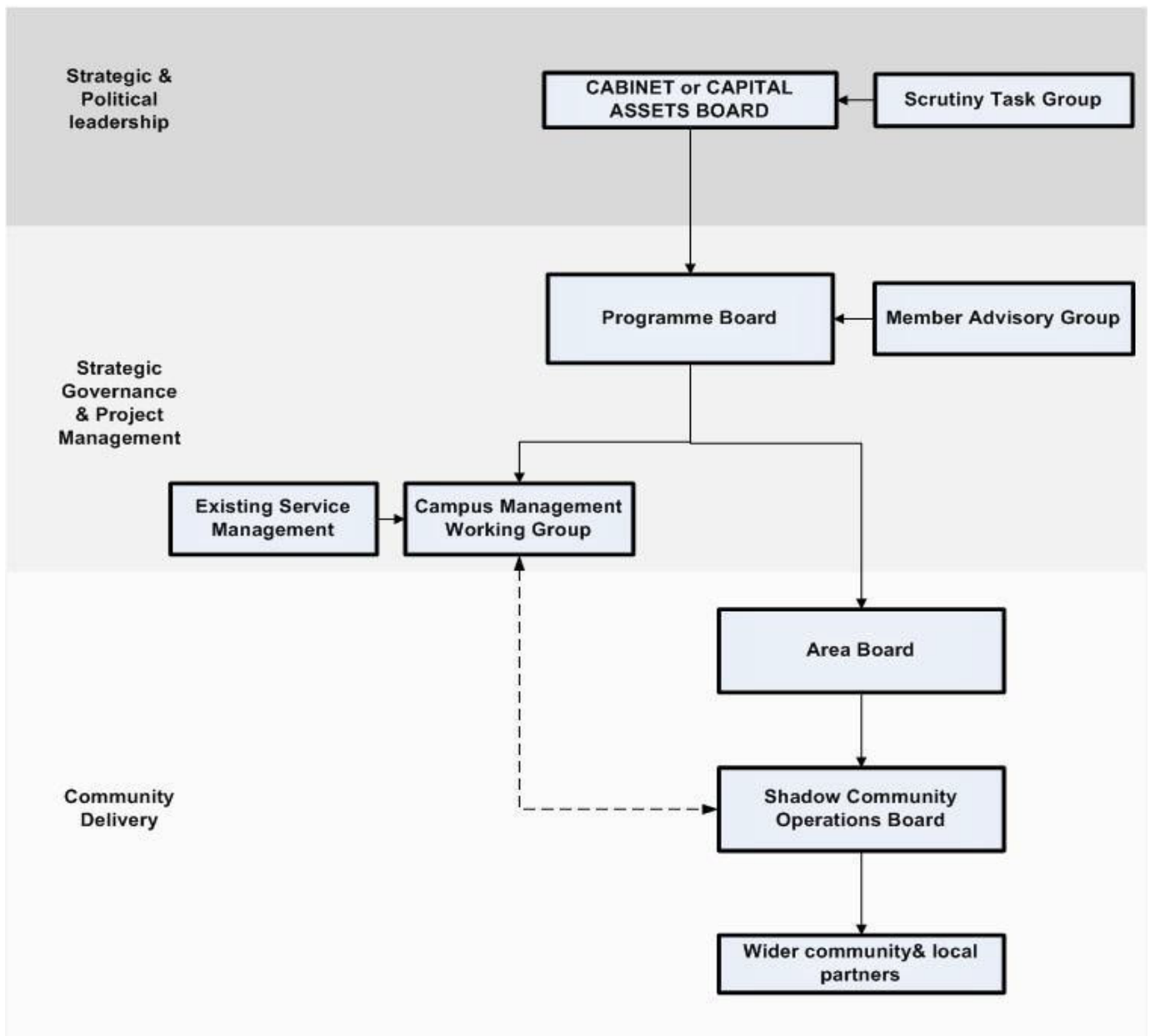
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential and as such the Council requires all members of the Shadow Community Operation Board to sign non-disclosure agreements. 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

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



Shadow Community Operations Boards

Marlborough Community Area

Background

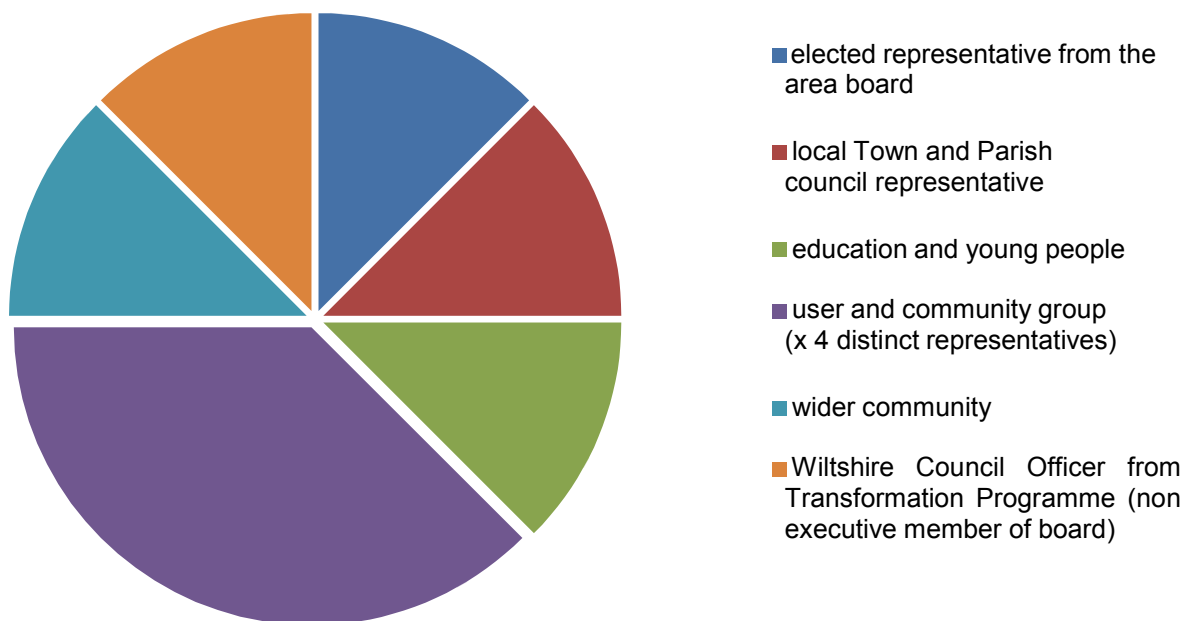
Wiltshire Council is looking to develop community campus facilities within each community area across Wiltshire to serve the local and surrounding area. Each campus will incorporate all or most local services provided by the Council, and potentially partners, and will be designed to meet local needs.

Community involvement and influence in the development of the buildings is crucial to their success and sustainability if we are to provide services people need. The Council would like to test extending that community influence to the day-to-day operation of the campus facilities and as such we are putting in place a Shadow Community Operations Board that will be made up of local representatives. The Community Boards will operate to specific terms of reference agreed by the Area Board and will broadly look at:

- Ongoing effective community consultation and engagement to ensure local people and groups are directly involved in the design of their campus and the identification of the services to be provided.
- Helping to gather valuable information from the testing of community influence in day-to-day operations so in the future the Council can consider a decision as to whether to extend this across the county.

Representation

The Shadow Community Operations Board will consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- There will be one representative for each party identified.
- The board will need to nominate a chairperson at its inaugural meeting.
- 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.

Expression of Interest

The Marlborough Community Area Board is inviting expressions of interest from representatives of the local community to sit on the Marlborough Shadow Community Operations Board. If you would like to put yourself forward to represent your community then please complete this form and return to the address below whereby your Area Board can then determine membership of the Community Board.

Name	
Sector, group or organisation you represent	
Your reasons for expressing an interest	
Contact telephone number	
Email	

Please return your form no later than **Thursday 31st October 2013** to:

Campus and Operational Delivery Programme
 Wiltshire Council
 County Hall
 Bythesea Road
 Trowbridge
 Wiltshire
 BA14 8JN

An electronic copy of this form is available on the Council website:

www.wiltshire.gov.uk/Marlboroughcommunitycampus

You may submit an electronic copy to: campusconsultation@wiltshire.gov.uk.

North Wessex Downs AONB, Units 3-4, Denford Manor, Lower Denford, Hungerford, RG17 0UN ☎ 01488 685 440 info@northwessexdowns.org.uk



NORTH WESSEX DOWNS
AREA OF OUTSTANDING NATURAL BEAUTY

AONB Management Plan

Consultation on Management Plan 2014-19:

The North Wessex Downs AONB Management Plan presents objectives and policies that partners can apply to help conserve and enhance this nationally important landscape. The Plan also contains priorities that the North Wessex Downs team intends to lead or carry out with others. The Partnership is currently putting together our plan for the period 2014-19. All details can be found on the website:

www.northwessexdowns.org.uk/About-Us/aonb-management-plan.html

We would like to present a consultation draft for your comments, which can be downloaded below. Following an initial consultation, held in May and June, a number of experts have reviewed various aspects and made suggestions for changes which appear in the document. We would like to thank all those who offered comments or agreed to review the Plan.

North Wessex Downs AONB Management Plan 2014-19, Consultation Draft.

<http://www.northwessexdowns.org.uk/uploads/docs/manplan/North%20Wessex%20Downs%20AONB%20Management%20Plan%202014-19%20Consultation%20Draft.pdf>

An online survey has been set up, which contains questions relating to the content; the delivery plan; the structure and presentation; and any other amendments that you would like to suggest. It would be helpful if comments or suggestions were related to the relevant page, section or an example.

You can access the survey by following this link. www.surveymonkey.com/s/BWVTQHC

The consultation will close at **12 noon on Tuesday 29th October 2013**. All comments will then be gathered and presented to the Council of Partners. A project team will make necessary amendments in order to create a final draft for adoption by statutory partners and the Plan will be launched at the North Wessex Downs Forum 2014.

For further information about the Management Plan Review process or to discuss your comments further, please contact the acting Assistant Director, Oliver Cripps by email: olivercripps@northwessexdowns.org.uk or telephone: 01488685440.

The North Wessex Downs team will also be undertaking consultation sessions in each Local Authority area and at relevant public events during September.

Consultation dates;

Basingstoke and Deane	Civic Offices, Basingstoke 1200-1700; 24 th September Assoc. of Parish Councils 19 th September
Hampshire County Council	The Castle, Winchester. 0900-1700; 25 th September
Oxfordshire County Council	County Hall, Oxford. <i>To be agreed.</i>
South Oxfordshire	Benson Ln, Crowmarsh Gifford. 0930-1700; 16 th September
Swindon Borough Council	Central Library, Regents Circus 0900-1700, 26 th September Council Offices, Euclid St 1800-1900, 26 th September Swindon Locality (South) 16 th October
Test Valley Borough Council	Beech Hurst, Andover . 0930-1700 11 th September Assoc. of Parish Councils. 5 th September
Vale of White Horse	Abbey House, Abingdon. 0900-1700; 10 th September
West Berkshire Council	Market Street, Newbury. 0900-1700; 5 th September
Wiltshire Council	County Hall, Trowbridge. 0900-1700; 4 th September Amesbury Area Board 19 th September Devizes Area Board 23 rd September Marlborough Area Board 24 th September Pewsey Area Board 9 th September

MARLBOROUGH AREA BOARD

24 September 2013

Update to Marlborough Area Board concerning changes to Avebury World Heritage Site's management structure.

1. I have an update regarding the fact that the Avebury WHS Management Plan will now be a joint plan with Stonehenge – the other half of the WHS. This will be some delay in production of the final plan as Stonehenge needs to undergo the review process already completed at Avebury. There will be an opportunity to comment on the draft joint management plan next year. I can come along to a meeting of the Community Area Board then. The rationale:

The WHS Management Plan project board identified that a joint plan would deliver a number of important benefits:

- Delivering a more coordinated approach to management for a serial WHS with a single SOUV as advised by UNESCO
- Strengthening the identity of the WHS to assist in raising awareness, understanding and support from partners, other organisations and the wider public
- Providing a succinct and coherent point of reference for organisations dealing with both Stonehenge and Avebury such as Wiltshire Council and the National Trust; aligning policies where appropriate and removing repetition
- Reflecting recently produced effective joint WHS documents: WHS Condition Survey; WHS Research Framework and WHS Woodland Strategy
- Providing a single document with an overarching element that would assist the WHS Partnership Panel and single coordination unit working across the WHS as proposed in the Governance Review
- Making the best use of limited plan making resources

Key Point:

The Project Board agreed that a combined document should reflect the overarching elements of the WHS such as its single Statement of Outstanding Universal Value and shared attributes, issues, objectives and joint projects. It would also need to explicitly recognise and articulate the differences and individual character of both Stonehenge and Avebury and include site specific issues, objectives and actions

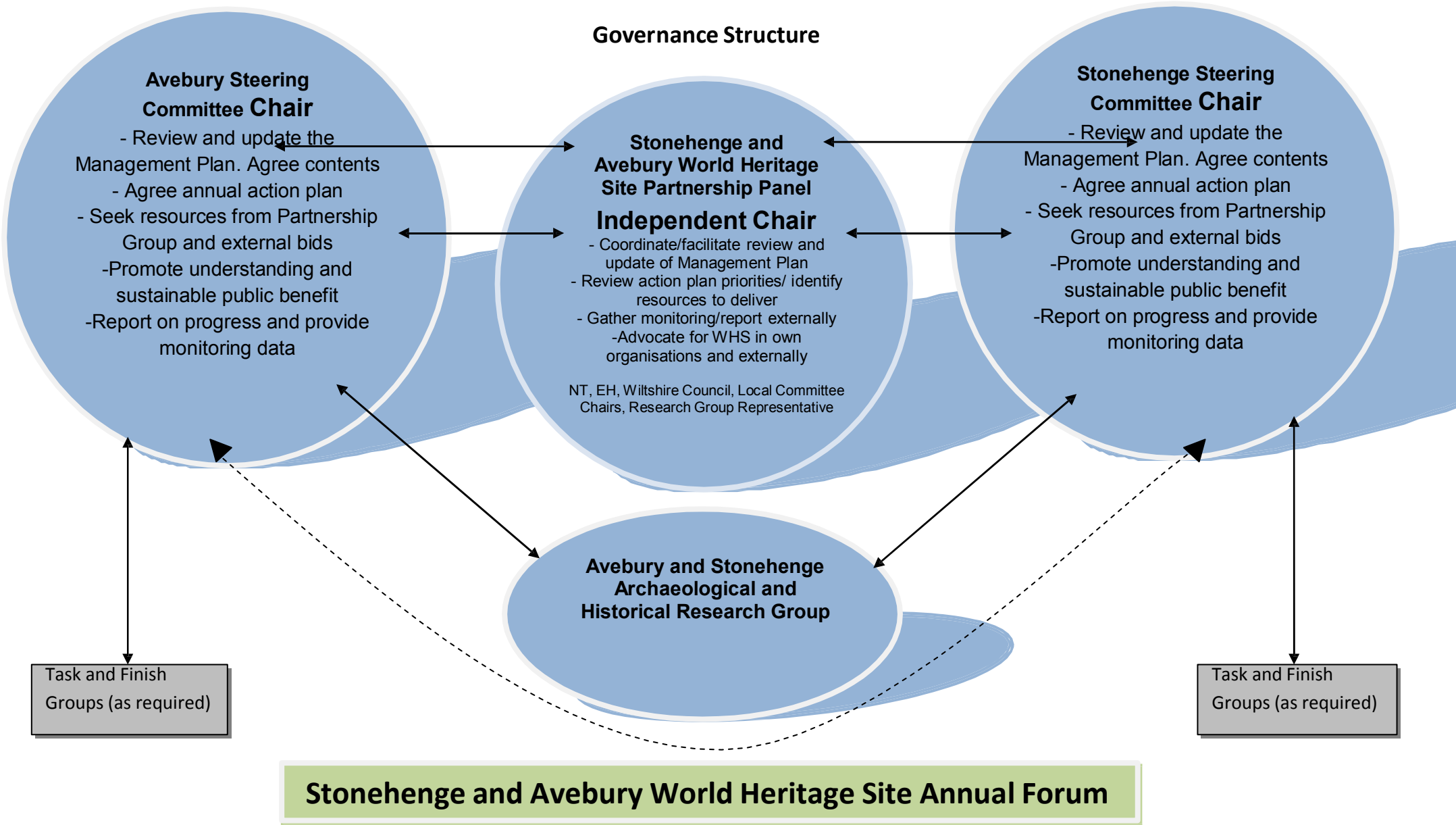
2. Following a recent governance review we are establishing a new WHS Partnership Panel in addition to the two existing Avebury and Stonehenge Steering Committees. This WHS Partnership Panel will provide greater coordination between Stonehenge and Avebury and represent the WHS as a whole. We are in the process of recruiting an independent chair for the group.
3. We have a new chair for the Avebury WHS Steering Committee announced this week. It is Andrew Williamson; the Chair of Avebury Parish Council. He is taking over from Andrew Vines the Director of Planning for English Heritage in the South West who will move onto the WHS Partnership Panel.

I have also attached the diagram of the new governance structure for the WHS.

Sarah Eve Simmonds
Avebury World Heritage Site Officer
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire
BA14 8JD
Tel: 01225 718470 sarah.simmonds@wiltshire.gov.uk

Stonehenge and Avebury World Heritage Site

Governance Structure



Crime and Community Safety Briefing Paper Marlborough Community Area Board September 2013



1. Neighbourhood Policing

Sector Commander: Insp Mark Thompson

NPT Sgt: Sgt Barry Reed

Marlborough Town Centre Team

Beat Manager – PC Anthony Boardman

PCSO – Mark Braithwaite

Marlborough East Rural villages Team

Beat Manager – PC Jeremy Batchelor

PCSO – Jonathan Mills

Marlborough West Rural villages Team

Beat Manager – PC David Tippetts

PCSO Polly Ritchie

2. NPTs - Current Priorities & Consultation Opportunities:

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

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

3. Performance and Other Local Issues

Over the summer months the team have been busy supporting the communities at the many events, these include the Wiltshire Show and Marlborough Jazz. All events have passed off well from a Policing point and we hope the public attending had an enjoyable time.

Over the past month the team have been out and about carrying out high visibility patrols to deter theft and other crimes in line with their priorities. Despite this, we have experienced a slight increase in Vehicle crime along the A4 corridor but we will continue to target the know places as we are fully aware of the impact that this crime has on the victim. Operation Banning has produced some good results and continues to do so. It has resulted in a number of persons being dealt with under the restorative justice process for possession of cannabis and where juveniles have been involved we have received very positive response from some of the parents of the youths involved. The operation has not seen the increase in

reported ASB that was expected, and the longer term gains should continue to benefit the community.

The final thing to note on performance is the levels of violent crime as these have shown a slight increase in the rolling 12 months. The majority of these are committed in private space and are domestic related. Naturally like any force we deal very proactively with domestic assaults and work closely with both the injured party and ensuring the offender is brought to justice. Public space assaults in the sector are thankfully rare and are often normally an argument between friends who in the cold light of day decline to pursue any kind of prosecution. Alcohol related assaults connected to licensed premises are very low due mainly to the good working relationships we have with our licensed premises and our partners in Wiltshire Council and we will continue to build on these.

EH Marlborough NPT	Crime				Detections*	
	12 Months to August 2012	12 Months to August 2013	Volume Change	% Change	12 Months to August 2012	12 Months to August 2013
Victim Based Crime	725	619	-106	-14.6%	19%	15%
Domestic Burglary	31	22	-9	-29.0%	13%	0%
Non Domestic Burglary	105	95	-10	-9.5%	2%	1%
Vehicle Crime	129	133	+4	+3.1%	2%	3%
Criminal Damage & Arson	126	113	-13	-10.3%	27%	14%
Violence Against The Person	88	95	+7	+8.0%	53%	47%
ASB Incidents (YTD)	155	142	-13	-8.4%		
<p>Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for Victim Based Crime and significantly better than peers for Domestic Burglary in the previous 12 month period (April 2012 - March 2013).</p> <p>* Detections include both Sanction Detections and Local Resolutions</p>						

Inspector Mark Thompson

MARLBOROUGH AREA BOARD

24 September 2013

Community Area Transport Group Recommendations to Marlborough Area Board

1. Purpose of Report

- 1.1 To provide an update on the position of the proposals from the CATG meeting that took place on 12 September 2013.
- 1.2 To request that Marlborough Area Board supports the recommendations of the Community Area Transport Group made at its meeting of 12 September 2013.

2. Finances

- 2.1 Marlborough CATG received a funding allocation for 2013/14 of £13,615. The Cabinet Member for Highways has since devolved decision-making and associated funding for carrying out C-class road speed limit reviews to CATGs in Wiltshire. This brings an additional £9,000 to Marlborough CATG.
- 2.2 £23,321 is available to be spent on highways projects within the Marlborough Community Area during 2013/14. There have been no allocations of funding to projects to date.

3. Background

- 3.1 CATG Chairman, Cllr James Sheppard gave an introduction to the meeting saying how his view was that thanks to the development of so many Village Traffic Plans throughout the community area, he felt that the main role for Marlborough CATG is to connect the actions and projects contained within these plans with Wiltshire Highways and the resources they have on offer. CATG is to be the conduit for parish councils to approach Highways. Cllr James Keith reiterated this, saying how important it was for parish councils to allocate an owner for their plans to drive them forward both via CATG and at the parish council level.
- 3.2 It was noted that the bid to the Substantive Highways Scheme for funding to create a physical traffic management feature on Ermin Street in Baydon (C146) had been accepted and the funding has been allocated. Work on developing the project has already begun and will be continued to allow all ground works to be completed before the end of the financial year. Cllr Tamsin Witt thanked CATG and passed on Baydon PC's gratitude.

4. Priority Schemes for 2013/14

- 4.1 It was noted that there are currently no schemes proposed for funding from CATG's 2013/14 budget. There was a great deal of discussion as to how projects arising from Village Traffic Plans, including 'quick wins' and longer, aspirational projects could be prioritised and dealt with through CATG. It was

recognised that not all of these, in particular the potentially more expensive aspirational projects, would receive funding in 2013/14.

- 4.2 Steve Hind, Wiltshire Highways, asked for a list of projects, including low cost 'quick wins', to come through soon to allow him to work on cost estimates so allowing CATG to make decisions on which projects it wanted to take forward and indeed could afford. He asked for no more than 5-6 schemes to be put forward as a first tranche for development in 2013/14. Cllr Keith said that this would be done for the next CATG meeting and that he would contact Steve to begin the process.
- 4.3 Cllr Sheila Glass raised a project from Ramsbury's Traffic Plan involving the use of coloured surfacing to demarcate a pedestrian walkway in Back Lane. This project would need to coincide with the planned resurfacing. After discussion, it was agreed that project would be passed to Steve Hind for development and costing so that a decision on funding can be made at the next CATG meeting.

5. C-Class Road Speed Reviews

- 5.1 As mentioned earlier, the decision to undertake speed limit reviews of C-class roads in the community has been devolved to local CATGs along with the associated funding.
- 5.2 Baydon Parish Council has long been requesting a review of the C146 Ermin Street through the village. Cllr Witt repeated this request in light of the ability of CATG to make this decision. After discussion of what the review would be trying to achieve, the benefits and costs, what the findings might be and the costs of implementing any change, it was decided to wait and see what effect the new physical traffic management feature might have on driver behaviour and vehicle speeds.
- 5.3 Cllr Witt asked about the review of the C18 (Broad Hinton to Marlborough road) which was chosen for review ahead of the C146. Steve Hind described the recommendation to change a length of the road closest to Marlborough (Frees Avenue) to a 40mph zone. It was unclear where the funding for implementation of these recommendations would come from and whether Marlborough CATG had to accept these findings. The Community Area Manager was asked to look into whether CATG will be paying for this or Highways given that the C18 was not one of CATG's two choices.

6. Requests for new signage or removal of unnecessary signs and street furniture

- 6.1 Requests for new road signage and the removal of unnecessary or obsolete signs and street furniture have previously been dealt with centrally by Wiltshire Highways on an ad-hoc basis. In future requests for both of these matters will be handled via CATG meetings. They will still be dealt with and funded centrally.
- 6.2 Cllr Witt requested a new sign for Ermin Street at the entrance to the village to warn drivers of pedestrians in the road, there being no pavement. This request was agreed by CATG and sent to Wiltshire Highways.

7. Summary of On-going Issues

- 7.1 Of the traffic and transport related issues on the Community Issues System the following action is being undertaken:

- 7.1.1 Marlborough; concern for pedestrian safety at York Place, St Martin's – The Community Area Manager has met with a local resident about her concerns. The problem has been eased by bus drivers dropping passengers off at their desired locations but there is still a problem of inconsiderate parking making it very difficult for buses to access certain roads on their route.
- 7.1.2 Improvements to Treacle Bolly bridleway. Transition Marlborough has developed a cycle network across Marlborough avoiding major roads. Treacle Bolly bridleway forms an important route from Manton towards the centre of town. During the winter, parts of the bridleway became flooded and very muddy. The Community Area Manager has been given details of another Rights of Way officer and will pursue this with them.
- 7.1.3 C-Class road review – C146. This matter has previously been discussed and it has been decided to wait and see the effects of physical traffic management features that are to be installed in Ermin Street before further decision on a review is made.

8. Other Highways Issues

- 8.1 Cllr Justin Cook raised the issue of double yellow lines at Frees Avenue, Marlborough and how the re-lining has caused confusion over car parking there. He said Marlborough Town Council is requesting new double yellow lines further up Frees Avenue at the crossing by the rugby club. Martin Cook, Wiltshire Highways, mentioned that the new yellowing lining is the same lengths as before but agreed that the lines will be tidied and made clearer. He pointed out that any requests for new lining need to come through the Town Council and the Clerk has the necessary paperwork. Cllr Cook raised a second location, at Kennet Mews, where Marlborough Town Council would like to see new double yellow lines in order to improve sightlines at a tight bend. Again, Martin Cook responded that requests for new lining need to come through the Town Council.
- 6.2 There was discussion about the consultation on the policy to introduce 20mph zones in Wiltshire. Details of this consultation and the draft policy can be found on the Wiltshire Council website here:
<http://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?id=847>

7. Recommendation

- 7.1 To note the discussions held at the CATG meeting of 12 September 2013 as outlined above and the progress towards developing priority schemes.

Contact: Andrew Jack
Marlborough Community Area Manager

Background Papers
CATG notes of 12.09.2013

Appendices
None



Broad Hinton Youth Group

Report to Marlborough Area Board

Broad Hinton Youth Group opened in February 2013 following a successful application for funding from the Marlborough Area Board and financial assistance from Broad Hinton Parish Council.

Since opening the Youth Group has gone from strength to strength, we currently have 53 registered members and an average attendance of between 20 and 30 children each week. At least 40% of our regulars travel in from Winterbourne Bassett, Avebury, Wroughton, Uffcott and Broad Town, which means that we have achieved our aim of reaching the wider community around Broad Hinton.

The Youth Group offers a wide range of activities catering for an age range of 10-14 years old including table tennis, table football, pool and two Nintendo Wii systems, one for dance games and one for Wii Sports / FIFA etc. in the main hall. There are also craft activities which are run in the smaller meeting room.

We have negotiated the hire of the adjacent school playing fields for sports activities such as football and rounders while other children prefer to congregate in the willow tunnel and just chat.

The very sad passing of our founder member Amanda Candy at the young age of 44 has had a massive impact on everyone associated with the Group, she was driving force behind getting the scheme off the ground and will be greatly missed by so many people.

Amanda has left us a wonderful legacy in that donations to the Youth Group have exceeded £1000.00 which we plan to put to good use in the future, a number of suggestions have been made but we are considering taking our members on an activity weekend which we believe Amanda would have liked very much.

Going forward, we have just reopened for the Autumn 2013 term and now that the community has seen the benefits of having an organization for young people in the village we have been flooded with offers of assistance. We are especially pleased that so many people aged 16-18 have become involved because we are able to offer them something in return for their time in terms of contributing towards their Duke of Edinburgh Gold awards and enhancing both job and University applications through working with younger children.

In this way the Youth Group is now benefitting all young people in the area and we would like to thank the Marlborough Area Board for supplying our initial funding as it has enabled us to develop a much needed community facility that continues to grow.

Yours Sincerely

Richard King – Chair of Broad Hinton Youth Group.

Greatwood Educational Programme for young people with learning and emotional difficulties

We would like to say a huge thank you to you for funding our teaching scheme 'VisionWorks'. We have found the lessons that it provides very successful in teaching students in their emotional literacy. They have discovered strategies to help them cope with social situations they may find difficult and upsetting, such as bullying. It has also encouraged them to be positive and show respect for others and different opinions. We have been impressed with the range of activities to present to the students. They have very much enjoyed the artistic tasks!

Included in the package was also training from the authors. They visited Greatwood and trained Chris and myself on the techniques and also shared the science and philosophy behind the scheme. They gave us further information to support the importance behind emotional intelligence and links to greater academic success.



In both photos the students are developing their co-operation skills with their assigned 'buddy' after a focused session delivered from the VisionWork scheme. Students were made aware of how interrupting stops communication. They thought about why the person might interrupt such as they might be bored, thinks their thoughts are more important, is just rude...

The following teaching sessions were delivered in the sensory garden butterfly spotting (for the girls) and woodlands bug hunting (for the boys) highlighted the importance of listening to each other and taking it in turns to speak to achieve a common goal.

As the new academic year begins, we look forward to delivering the schemes fully from start to finish to analyse the full impact it has on the students' learning. We believe that this will continue to be a successful tool in our teaching at Greatwood as we help create brighter futures for the students of Wiltshire.

Once again, many thanks for all your support,

Report to	Marlborough Area Board
Date of Meeting	24 September 2013
Title of Report	Area Board Funding

Purpose of Report

To ask councillors to consider officer recommendations in respect to:

1. **MADT Community Wi-Fi continued roll-out** – requested £2,500 towards the installation of a further 16 Wi-Fi nodes throughout Marlborough High Street and a number of rural locations throughout the community area. Recommendation: Meets Criteria
2. **Innov8 Sportz Equipment for All** – requested £500 towards a range of sports equipment that will be used to provide sporting opportunities for school age children in after-school clubs throughout the community area. Recommendation: Meets Criteria
3. **Refurbishment of Broad Hinton village hall floor** – requested £350 towards maintenance of the flooring and keeping it at a good standard to be used by hirers of the hall. Recommendation: Meets Criteria
4. **Ladies' Rounders Club, Marlborough** – requested £500 towards establishing this new rounders club, including purchase of new equipment and initial hire costs during set-up phase. Recommendation: Meets Criteria
5. **Marlborough Boxing Club** – requested £5,000 towards purchasing new sports equipment to kit out the new gym and sparring ring. This forms a small part of a much larger project to establish a new boxing club in Marlborough. Recommendation: Meets Criteria
6. **Natural Access on-line collaboration tool** – requested £1,500 towards establishing a brand new web-based method for local (and regional and national) countryside, environmental and heritage groups to collaborate and share information more easily and to provide easier access for the public to these groups and ultimately the countryside. Recommendation: Meets Criteria

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.
- 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 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. The area board may want to link funding to local priorities, including those identified in their Community Plan, Local Area Joint Strategic Assessment and any other community based consultative work. Links to these electronic documents can be found below.
- 1.5. Marlborough Area Board has been allocated a 2013/2014 budget of **£55,422** for community area grants, digital literacy grants, community partnership core funding, area board operational funding and area board/councillor led initiatives.
- 1.6. In addition to CAGs and digital literacy grants councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.7. In support of the Olympic and Paralympic legacy, in 2013/14 the Marlborough Area Board invites applications that encourage young people and people with disabilities to become more actively involved in sports, outdoor activities, recreation, arts and volunteering.
- 1.8. Applications of up to and including £500 can be made for a Community Area Grant, which will not require matched funding. Amounts of £501 - £5,000 will be required to find matched funding. The area board will rarely award more than £5,000. Grants of up to £500 are available for Digital Literacy projects.
- 1.9. 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](#).

- 1.10. Area boards will not consider 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.
- 1.11. 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.
- 1.12. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.13. 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](#). Recipients of grants are also asked to come back to future area board meetings to provide a verbal update on their project to spread good practice and encourage other applicants. Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

Background documents used in the preparation of this report	<u>Area Board Grant Criteria and Guidance 2013/14 as approved by delegated decision</u>
	<u>Marlborough Community Area Plan, 2012-17</u>
	<u>Joint Strategic Needs Assessment for Marlborough, 2011</u>

2. Main Considerations

- 2.1. Marlborough Area Board has been allocated a 2013/2014 budget of **£55,422** that may be allocated through Community Area Grants, Digital Literacy Grants, Area Board / Councillor Led Initiatives.
- 2.2. Councillors will need to ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.3. Councillors will need to be satisfied that grants awarded in 2013/2014 are made to projects that can realistically proceed within a year of the award being made.
- 2.4. There are four funding rounds remaining during 2013/14, including this meeting. Deadlines for receipt of funding applications to be considered at future area board meetings are as follows:

- **15 October 2013 for consideration on 26 November 2013**
- **17 December 2013 for consideration on 28 January 2014**
- **11 February 2014 for consideration on 25 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 Marlborough Area Board.

4.2. If grants are awarded in accordance with officer recommendations Marlborough Area Board will have a balance of **£42,129**

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 and Small 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 will be outlined in section 8, "Officer Recommendations" of the funding report.

8. Officer Recommendations

Ref	Applicant	Project proposal	Funding requested	Recommendation
8.1.	Marlborough Area Development Trust	Continued roll-out of free Community Wi-Fi	£2,500	Meets Criteria

8.1.1. Officers recommend that Marlborough Area Development Trust (MADT) is awarded £2,500 towards the purchase equipment that enables the further roll-out of free community Wi-Fi.

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. Over the past 2 years, MADT has successfully developed a freely accessible community Wi-Fi system based along Marlborough High Street in locations such as the Town Hall and The Food Gallery. There is also a hub located in Aldbourne's Post Office. This allows local people to access the internet for free using their own laptops, tablets or smartphones. Coverage of the entire High Street is not yet complete and there are no other access points in other rural parishes.
- 8.1.4. MADT plans to install a further 16 Wi-Fi hubs throughout the community area. This aims to complete coverage of the High Street, whilst half the planned number of new hubs will be for rural locations. There has already been interest from several rural communities in hosting a Wi-Fi hub including a further site in Aldbourne, Avebury and Ramsbury.
- 8.1.5. As part of the match funding towards this project, MADT plan to contribute a significant amount of in-kind support through the technical work involved in developing this project and the installation of the new equipment.
- 8.1.6. This project meets several issues raised through the Marlborough area plan including its potential to provide a tourist and local information service, support new and small businesses, support rural enterprise and provide support for tourism businesses (p. 8-9).

Ref	Applicant	Project proposal	Funding requested	Recommendation
8.2.	Innov8 Sportz community interest company	New sporting equipment for use with after-school groups	£500	Meets Criteria

- 8.2.1. Officers recommend that Innov8 Sportz is awarded £500 towards the purchase new sports equipment.
- 8.2.2. This application meets grant criteria for 2013/14.
- 8.2.3. Innov8 Sportz works with many groups of young people throughout the Marlborough Community Area providing opportunities to participate in a number of different sports. This can be through existing sports groups, helping to establish new groups or by providing after-school activities at local primary schools.
- 8.2.4. Innov8 Sportz wishes to increase this work with after-school groups and needs a range of new equipment to do this. Having the new sporting equipment will allow the range of different sport and different groups to be widened helping to give more people the opportunity to participate in sporting activities.
- 8.2.5. This project meets several issues raised through the Marlborough area plan concerning access to recreation amenities and facilities, particularly for young

people and those from rural areas (p.10-11, 18). It also meets the Council's aims of supporting the Olympic and Paralympic legacy by encouraging young people and people with disabilities to become more actively involved in sports and outdoor activities.

8.2.6. This application has the support of Sports Development Officers based at Wiltshire Council's Sports & Physical Activity Department, who are working with Innov8 Sportz on developing sports participation.

Ref	Applicant	Project proposal	Funding requested	Recommendation
8.3.	Broad Hinton Village Hall	Refurbishment of hall floor	£350	Meets Criteria

8.3.1. Officers recommend that Broad Hinton Village Hall is awarded £350 towards the refurbishment of the hall floor.

8.3.2. This application meets grant criteria for 2013/14.

8.3.3. Broad Hinton Village Hall has a wooden floor which needs to be kept clean and smooth for safety and ensuring the hall appearance is maintained to a good standard. The main hall floor is used by a number of clubs and it is vital that the floor is maintained to a safe and clean standard.

8.3.4. This will not only make the hall an attractive venue for new hirers but will benefit existing users by having a safe and high quality surface.

8.3.5. This project meets several issues raised through the Marlborough area plan concerning access to recreation amenities and facilities, particularly for young people and those from rural areas (p.11, 18).

Ref	Applicant	Project proposal	Funding requested	Recommendation
8.4.	Ladies' Rounders Club, Marlborough	Establishing new Rounders club	£500	Meets Criteria

8.4.1. Officers recommend that Marlborough Ladies' Rounders Club is awarded £500 towards establishing the new club, including paying for equipment and initial hire costs of sports venue during set-up phase of the club.

8.4.2. This application meets grant criteria for 2013/14.

8.4.3. Marlborough Ladies Rounders Club has established that there are few opportunities for women to take part in informal fitness activities. Some women can be put off going to the gym or taking part in other types of exercise class because of feelings about their own current fitness or perceptions of other people there. Through social networks, it has been established that there are already over 60 women in the Marlborough area

who would be interested in playing Rounders as an informal, social and fun way of taking more exercise.

- 8.4.4. The Rounders club will be open to all women in the local area aged 16 and over, no matter what their level of fitness is or experience of playing Rounders. To start with, the club will not be competitive, but in time, may begin fielding different teams with different levels of involvement.
- 8.4.5. This grant is to allow the rounders club to pay for equipment and the hire of playing facilities without needing to charge new members high fees in the first instance. It is felt that if charges are too high to begin with, this would put off players who might not be able to afford to come or not want to pay until they have tried the sport. Once established, the club will begin charging sufficient fees that will allow it to become self-sustaining.
- 8.4.6. This project meets several issues raised through the Marlborough area plan concerning access to recreation amenities and facilities, particularly for young people and those from rural areas as well as concerns around lifestyle choices and health promotion (p.11, 13, 18).
- 8.4.7. This application has the support of Sports Development Officers based at Wiltshire Council's Sports & Physical Activity Department, who are working with the applicant on developing the rounders club.

Ref	Applicant	Project proposal	Funding requested	Recommendation
8.5.	Marlborough Boxing Club	Providing equipment for gym and sparring ring	£5,000	Meets Criteria

- 8.5.1. Officers recommend that Marlborough Boxing Club is awarded £5,000 towards equipping the gym and ring with new equipment for boxing and other sports sessions.
- 8.5.2. This application meets grant criteria for 2013/14.
- 8.5.3. Marlborough Boxing Club has recently been established and has refurbished the old cricket pavilion at Elcott Lane into their new gym. As part of this refurbishment and getting the club up and running, they are requesting funding towards new training and fitness equipment and building a new ring for sparring sessions.
- 8.5.4. This application is the final part of the development of the new club, which has already received considerable funding from the Lottery via Sports England and other more local funders. There have been other contributions in the form of refurbishment work given free of charge.
- 8.5.5. Training will be given by fully qualified coaches, who will be giving their time free of charge for the first few months. There will also be a range of other sports and fitness classes available from the club. Membership of the club

will be open to all members of the community

8.5.6. This project meets several issues raised through the Marlborough area plan concerning access to recreation amenities and facilities, particularly for young people and those from rural areas (p.10-11, 18). It also meets the Council's aims of supporting the Olympic and Paralympic legacy by encouraging young people and people with disabilities to become more actively involved in sports and outdoor activities.

8.5.7. This application has the support of Sports Development Officers based at Wiltshire Council's Sports & Physical Activity Department, who are working with the boxing club to develop membership and sports participation.

Ref	Applicant	Project proposal	Funding requested	Recommendation
8.6.	Natural Access	Creation of web-based collaboration tools for local organisations	£1,500	Meets Criteria

8.6.1. Officers recommend that Natural Access is awarded £1,500 towards creating a web-based collaboration and information sharing network.

8.6.2. This application meets grant criteria for 2013/14.

8.6.3. Marlborough Community Area contains a number of nationally and internationally recognised landscapes and designations, including the North Wessex Downs AONB, Avebury & Stonehenge World Heritage Site and the Ridgeway National Trail. There are a number of other sites of natural, ecological and heritage significance. Many of these features have an organisation which oversees them and these can range in size.

8.6.4. Natural Access is a new, not-for-profit social enterprise that has recognised that with cuts to the funding of many voluntary and community groups, including those that oversee our landscapes, there needs to be a better or more efficient way these groups can share their knowledge, information and resources. Natural Access plans to set up a range of web-based tools that will allow local groups and those from further afield to collaborate and share information better. Having a greater web-presence will allow the public to find these groups and more easily discover the landscapes they represent.

8.6.5. This project could meet several issues raised through the Marlborough area plan including provision of tourist information, support for rural enterprise and access to the countryside (p. 8, 9, 24).

Appendices	Appendix 1 Grant Application – MADT Appendix 2 Grant Application – Innov8 Sports. Appendix 3 Grant Application – Broad Hinton Village Hall Appendix 4 Grant Application – Ladies' Rounders Appendix 5 Grant Application – Marlborough Boxing Club
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	Appendix 6 Grant Application – Natural Access
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No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

Report Author	Andrew Jack, Community Area Manager Tel: 012255 713109 Mobile: 07769 917270 E-mail: andrew.jack@wiltshire.gov.uk
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Grant Applications for Marlborough on 24/09/2013

ID	Grant Type	Project Title	Applicant	Amount Required
194	Community Area Grant	Refurbishment of Village Hall Wooden Floor	Broad Hinton Village Hall	£350
114	Community Area Grant	Marlborough Amateur Boxing Club Equipment	Marlborough Amateur Boxing Club	£5,000
122	Community Area Grant	Equipment for all	INNOV8 SPORTZ C.I.C	£500
186	Community Area Grant	Community Wi-Fi continuing roll-out	Marlborough Area Development Trust (MADT)	£2,500
215	Community Area Grant	Natural Access 2Starter Programme” stage	Marlborough Area Development Trust (MADT)	£1,500
265	Community Area Grant	Ladies rounders	Ladies rounders - get fitter & healthier	£500

ID	Grant Type	Project Title	Applicant	Amount Required
194	Community Area Grant	Refurbishment of Village Hall Wooden Floor	Broad Hinton Village Hall	£350

Submitted: 23/07/2013 17:29:48

ID: 194

Current Status: Application Appraisal

To be considered at this meeting:

24/09/2013 Marlborough

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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?

Refurbishment of Village Hall Wooden Floor

6. Project summary:

Broad Hinton Village Hall has a wooden floor which needs to be kept clean and smooth for safety and ensuring the hall appearance is maintained to a good standard. The main hall floor is used by a number of clubs and it is vital that the floor is maintained to a safe and clean standard.

7. Which Area Board are you applying to?

Marlborough

Electoral Division

West Selkley

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

SN49RH

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

Children & Young People

Arts, crafts and culture

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

06/2013

Total Income:

£29443

Total Expenditure:

£30780

Surplus/Deficit for the year:

£1337

Free reserves currently held:

(money not committed to other projects/operating costs)

£4000

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

The money we have in our reserves is being used to pay off a loan we had to take out with the charity commission in 2009 to help us raise funds to knock down the old hall and build a new hall in its place.

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

10b. Project Finance:

Total Project cost £350

Total required from Area Board £350

Expenditure	£	Income	Tick if income	£
(Itemised		(Itemised	confirmed	

expenditure)		income)		
Floor Refurbishment	350	Hall Funds	yes	350
Total	£350			£350

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 hall is used by various clubs, local community services and as a place for providing social interaction for the elderly and young (Youth Club). Having the main hall floor refurbished will offer a safer and cleaner environment for these users of the hall.

14. How will you monitor this?

The impact of the refurbished floor will allow users to ensure they are in a cleaner and safer environment, we listen to the complaints/feedback that we get from our hall users, and this is why we had to have the floor refurbished.

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

We will have to access our own funds.

16. Is there anything else you think we should know about the project?

This is not part of another project

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.

114	Community Area Grant	Marlborough Amateur Boxing Club Equipment	Marlborough Amateur Boxing Club	£5000
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Submitted: 22/05/2013 15:53:03

ID: 114

Current Status: Application Appraisal

To be considered at this meeting:

24/09/2013 Marlborough

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?

Marlborough Amateur Boxing Club Equipment

6. Project summary:

We are opening a non profit boxing club for the youths of Marlborough. Although we have completed most of the refurbishment for the boxing club we still need funding for equipment. This equipment will be for use by local children under trained coach's supervision. The club is also registered with the Amateur Boxing Association so children can go forward with competitions.

7. Which Area Board are you applying to?

Marlborough

Electoral Division

Marlborough East

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

SN8 1AR

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

Children & Young People

2012 Olympic Legacy

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost		£60000		
Total required from Area Board		£5000		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Thames Valley Heating & Plumbing	1860	Sports England Lottery Grant	yes	43000
SugarRays Equipment + Ramp	5616.08	Waitrose- Marlborough	yes	300
Marlborough Building Supplies	10263.08	Marlborough Town Council	yes	500
Kennet Design	170			
AJP	2379.12			
B. Edwards	13982			
Steels	1170			
Flooring KingSpan	4987.01			
Darren Newman	7872.06			

Construction

Total

£48299.35

£43800

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?

Marlborough

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

This project will benefit up to 15,000 people in both Marlborough and the surrounding villages. There is a tangible need for such a club within the area. The club is a place where children from all backgrounds and adults can come to learning boxing and how to attain and keep high levels of fitness. They will learn the skills of working with others, along with self discipline and self control. The club when not open to boxers will also be available to other fitness leads to use the equipment and space for other fitness classes too. To do this the Club needs to be equipped with boxing as well as general keep fit equipment. The club volunteers will provide all programs in a safe and secure environment and will ensure that all program leaders have the necessary qualifications and experience to run session in a professional and effective manner. It goes without saying now we have a permanent home, available 7 days a week it will provide the volunteers with so many opportunities to interact with the community at times which suit both parties. The diversification of programs will significantly increase the health of the local community as well as revenues that will provide greater opportunities to train and expand the local volunteers. The newly appointed Major of Marlborough (Guy Loosmore) intends to support young adults in providing places where they can learn and develop skills and higher levels of fitness and give them a sense of purpose and self esteem and this club will help in this endeavour and so will help keep youngsters occupied in positive activities within the community.

14. How will you monitor this?

A condition of membership of the National Governing Body (the UK Amateur Boxing Association) is that an attendance register is available at all times. The two key areas for monitoring and evaluation are:

- Numbers attending per week
- Financial sustainability of the club

They are both interlinked in that increased throughput leads to greater income, which in turn can be ploughed back into the programs. We have a responsibility to provide the Amateur Boxing Association with:

- Regular and meaningful data to ensure relevance and sustainability
- Feedback from members (impact of existing programs & ideas for new activities)
- Regular Management meetings to monitor outcomes

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

We intent to build a governance model that through membership and session charges will ensure that there are sufficient funds to run the club for all fitness sessions. These charges will cover the up keep and running costs of the club along with renewal of equipment as and when required.

16. Is there anything else you think we should know about the project?

The club was awarded funds from the Sport England, Inspired Facilities, Olympic 2012 to ensure that we brought the club at Elcot Lane up to a point where it can then be equipped with the right level of equipment so that the club becomes function to the local community. This application for funding will ensure we are able to adequately equip the club so that we have quality equipment that will last in the first few year of operation.

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)

Project/Business Plan:

yes I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

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):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

122	Community Area Grant	Equipment for all	INNOV8 SPORTZ C.I.C	£500
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Submitted: 29/05/2013 10:44:40

ID: 122

Current Status: Application Appraisal

To be considered at this meeting:

24/09/2013 Marlborough

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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?

Equipment for all

6. Project summary:

We are a local community interest company who provide sports opportunities in local schools and offer clubs for the local community. We are continually trying to expand and offer more opportunities to schools and the local community. In order to do this we need to purchase new equipment. We are also trying to offer new and alternative sports and games which require specific and generally more expensive equipment. If we can secure funding to buy new equipment we will be able to focus our funds on other outlets such as facility hire and coach development.

7. Which Area Board are you applying to?

Marlborough

Electoral Division

Marlborough West

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

SN8

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

Children & Young People

2012 Olympic Legacy

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2013

Total Income:

£10, 589.40

Total Expenditure:

£11, 241.33

Surplus/Deficit for the year:

£-651.93

Free reserves currently held:
(money not committed to other projects/operating costs)
£0

Why can't you fund this project from your reserves:
We don't have any reserves available to fund this project.

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

10b. Project Finance:

Total Project cost		£500		
Total required from Area Board		£500		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Footballs 10xSize 3 and 10xSize 4 @ £3.00each	60			
Football Holdall	15			
Primary Discuss Set @ £34.50 and Primary Shot Put Set @ £38.25	72.75			
12 x Starters Whistles @ 20p	2.40			
15 x Size 5 Basketballs @ £8.00 Each	120			
First Aid Kit, refill Ice packs and Moist Wipe Pack	30			
12 x Kwick Cricket Balls@ £2.35Each	28.20			
3 x Marker Cone set @ £8.70 each and 4 x Market spot set @ £9.98	66.02			
Bucket of 60 Tennis balls	34.95			
Mega Marker and hurdle set	70.69			
Total		£500.00		£0

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

12. If so, which Area Boards?

Devizes

Pewsey

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

The equipment we require is used every day in various coaching ventures. We run clubs before and after school time in several local schools and also run clubs for participants of all ages in Marlborough. We are constantly trying to expand the opportunities we can offer the local community and this requires replacing and providing new equipment. The more sessions we do the more equipment we will need. We also want to provide opportunities in alternative sports and this requires specific equipment. If we can get funding for equipment we can focus our resources on other areas of providing the community with new opportunities such as coach costs and facility hire.

14. How will you monitor this?

We will see it in every session we run by using new and better equipment. It will also be seen when we run new projects that use the equipment that we will have bought with this funding. We will write a report of what equipment was purchased and what this equipment has been used for in sessions in the local community.

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

The equipment will be a one-off purchase.

16. Is there anything else you think we should know about the project?

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.

186	Community Area Grant	Community Wi-Fi continuing roll-out	Marlborough Area Development Trust (MADT)	£2500
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Submitted: 16/07/2013 13:24:09

ID: 186

Current Status: Application Appraisal

To be considered at this meeting:

24/09/2013 Marlborough

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

n/a

5. Project title?

Community Wi-Fi continuing roll-out

6. Project summary:

The MADT Free Community Wi-Fi has been developed and rolled out to a number of locations in the last 12-18 months and all development and production roll-out of the current 11 nodes in the network has so far been carried out and largely funded by MADT. We are now seeking a grant to fund: - further roll-out of nodes in and around the Marlborough Area, - additional management and functional capabilities, and - to promote the capability more widely. A detailed 2-page summary has been produced to summarise the programme to date and the planned next stage up to the end of March 2014 that this grant request aims to cover.

7. Which Area Board are you applying to?

Marlborough

Electoral Division

Marlborough West

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

SN8 1JJ

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

Economy, enterprise and jobs

Technology & Digital literacy

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2013

Total Income:

£2440

Total Expenditure:

£2955

Surplus/Deficit for the year:

£(515)

Free reserves currently held:

(money not committed to other projects/operating costs)

£c. £8000

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

MADT has no regular income from any sources. Our policy therefore is that whilst we will 'pump prime' projects they must all be supported by grant income. MADT has already supported this project to a considerable extent with voluntary labour and funding of equipment but any further development requires external funding to cover the cash cost component. The significant contribution in kind will continue to be provided by MADT. Please note that a detailed spreadsheet has been produced to create a budgetary plan for this stage of the project. The plan is inevitably notional since the exact locations where additional nodes will be deployed will evolve as the plan is executed - the figures below therefore are provided as typical numbers that would arise.

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

10b. Project Finance:

Total Project cost		£5470		
Total required from Area Board		£2500		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
additional 16 nodes	1630	in kind technical effort	yes	2990
vinyl window sticker	200			
promotional leaflet	650			
Technical support during role out of project	2990			

Total

£5470

£2990

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?

Marlborough

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

The use of the Free Community Wi-Fi is for local businesses, visitors and residents and aims to support the growing requirement to be able 'do business' and 'manage our lives' using on-line tools. Easy access to the internet on an anywhere, any time basis is an essential requirement for our lives in the 21st century Our ultimate goal is to be able to provide full coverage across all the centre of Marlborough as well as access from key locations in the surrounding villages within the Marlborough Area.

14. How will you monitor this?

The system is centrally managed using on-line tools and currently usage statistics for the last 24 hour period can be viewed on-line but are then deleted - a development we intend to look at as part of this next stage is the creation of a more permanent system logging facility so that usage reporting can be more thorough.

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

Significant additional cost is only incurred if new nodes are added to the system - MADT will continue to manage the system on a voluntary labour basis and fund the small marginal costs involved with running the system.

16. Is there anything else you think we should know about the project?

Whilst this project is

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.

215	Community Area Grant	Natural Access "Starter Programme" stage	Marlborough Area Development Trust (MADT)	£1500
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Submitted: 03/08/2013 10:23:26

ID: 215

Current Status: Application Appraisal

To be considered at this meeting:

24/09/2013 Marlborough

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

n/a

5. Project title?

Natural Access "Starter Programme" stage

6. Project summary:

Natural Access is a not-for-profit social enterprise (CIC), being founded by Richard Clarke and Geoff Brickell, which will provide collaboration support for countryside and heritage groups in order to help maximise their use of reducing budgets. Using on-line digital technology, a range of tools will be provided to community groups and other bodies involved in countryside and heritage management that will:

- allow them to collaborate and share information more efficiently improving their productivity and effectiveness;
- provide easier public access to countryside and heritage information using the latest GIS methods supporting organisations' promotional activities; and
- help avert the loss of countryside and heritage "media resources" built with decades of public funding, by providing the means to preserve knowledge in a digital archive.

An "Initial Research and Proof of Concept" stage, which was 100% funded by the Founders, was the first of a planned 3-stage programme as follows:

Initial Research and PoC --> Starter Programme --> Launch and Production Operation

The "Starter Programme" stage is now commencing and a detailed budget has been prepared for this stage of the development that goes through to March 2014. It estimates a total cash outlay of approximately £10.5k plus the continuing effort "in kind" by the Founders, which if costed at a nominal "£100/day (a commonly used non-commercial rate in grant applications) adds a further £8.4k to the budget.

We are now seeking a £1500 contribution from the Marlborough Area Board to underpin the start-up trial operation that will involve a range of different community groups centred upon the Wiltshire/Wessex area.

As well as a spreadsheet detailing the budget, a short text document providing narrative support for this application is available plus a series of detailed 'white papers'. A short presentation is also being prepared if required by the Board.

7. Which Area Board are you applying to?

Marlborough

Electoral Division

West Selkley

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

SN8 1JJ

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

Countryside, environment and nature

Heritage, history and architecture

Technology & Digital literacy

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost		£18900		
Total required from Area Board		£1500		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Establish CIC as a functional legal entity	700	Contribution in kind from MADT	yes	8,400
Develop web system to a 'Ready to Use' stage	4,600	Grant from NWD AONB SDF		4,000
Start-up trial operation	5,100	Grant from Landmarc 100		5,000
Development of HLF grant for production stage	100			
Contribution 'in kind'	8,400			
Total	£18900			£17400

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?

Marlborough

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

Local societies, trusts, 'friends of' and 'action' groups involved in countryside and heritage support are all suffering from reduced income and subsequent reductions in budgets. With the expected continuing contraction of the public sector, particularly in the areas of natural and historic environment, there will be:

- A dramatic reduction in the capacity of organisations and groups to function and some may even disappear.
- A loss of understanding of what a countryside or heritage visit can offer.
- A loss of vital knowledge assets held in a range of media and with people.
- The accelerated loss of more traditional and non-digital information and understanding.

1. By supporting more effective collaboration between local organisations this will:

- increase the speed at which projects are executed,
- produce more results with less resources, increasing individual and organisational productivity,
- produce “richer” results by harnessing the knowledge and creativity of a wider set of resource, and
- decrease the risks of unforeseen issues arising, or even project failures, by widening the perspectives gained through the experience, expertise and peer review activity of additional resources.

2. By supporting organisations' promotional activities by using the latest GIS methods:
- easier public access to countryside and heritage information is provided since the public can access information through a 'geography' that they understand
 - organisations are provided with more advanced tools than they may be able to develop/use themselves
 - organisations' existing promotional activities are enhanced by the provision of an additional on-line vehicle
3. By the provision of a digital creation/archiving platform, (and because Natural Access is a not-for-profit social enterprise constituted for the benefit of countryside and heritage communities, so it is not subject to the same commercial pressures as an ordinary business):
- valuable countryside, environmental and heritage resources can be digitised and made available on-line to all the subscribing communities groups, as well as the general public, without the “distraction” of the type of web advertising that the use of commercial social media entails.
 - community groups can use the system for the storage of their content, safe in the knowledge that it will not be used and data-mined for any purpose other than to serve the countryside and heritage communities.
 - the content is stored in a robust web environment, and whilst there is no guarantee of absolute infallibility a wide range of backup and high availability systems are used to ensure data safety, integrity and system availability, to ensure that content is always available when it is needed from anywhere that can access the internet.

14. How will you monitor this?

A principal measure of success will be the take up rate by different organisations and their degree of usage of the system - both of which will be monitored on a continuous basis to provide management reporting information to the central project management carried out by Natural Access.

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

The next stage of the overall development commencing in April 2014 i.e.

16. Is there anything else you think we should know about the project?

As already discussed this is the 2nd stage of an expected three stage programme. The 3rd stage has not been fully costed as yet - and indeed activities in this 2nd stage are aimed at completing this activity in order to make a HLF submission. However the HLF application is expected to be of the order £30-50k with an additional 'contribution in kind' element of a similar amount from the founders.

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)

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.

265	Community Area Grant	Ladies rounders	Ladies rounders - get fitter & healthier	£500
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Submitted: 08/09/2013 14:31:23

ID: 265

Current Status: Application Appraisal

To be considered at this meeting:

24/09/2013 Marlborough

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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?

Ladies rounders

6. Project summary:

Fitness and health group for ladies who need to lose weight or improve fitness levels over the age of 18. The group will be open to younger ladies over the age of 15 as long as their parent/guardian is also taking part.

7. Which Area Board are you applying to?

Marlborough

Electoral Division

Marlborough West

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

SN8 1SF

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

2012 Olympic Legacy

Health, lifestyle and wellbeing
Inclusion, diversity and community spirit
Safer communities
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£0

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost		£500		
Total required from Area Board		£500		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Venue hire	400			
Equipment	100			
Total	£500			£0

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?

Ladies from the Marlborough area will benefit who are unfit or unhealthy who need to exercise but

can't for whatever reason during the day. They may feel uncomfortable exercising where males are, can't afford child care during the day, unable to access early times of fitness groups, are ashamed of how they look and being able to exercise in a safe, friendly environment where ladies with similar issues would encourage further health benefits.

14. How will you monitor this?

Each member will be requires to complete membership forms and will be expected to follow rules. In doing this I will also be able to see what groups of people this type of facility is attracted to.

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

I would like to apply for further assistance down the line but would hope that after a trial period of 6 months that I will have regular attendance of numbers and can ask for contributions towards hire of facility and upkeep of equipment and insurance

16. Is there anything else you think we should know about the project?

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)

Project/Business Plan:

yes I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

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):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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