

AGENDA

Meeting: ROYAL WOOTTON BASSETT AND CRICKLADE AREA BOARD
Place: Lyneham Primary School, Preston Lane, Lyneham SN15 4QJ
Date: Wednesday 24 July 2013
Time: 6.30 pm

Including the Parishes of Braydon, Broad Town, Clyffe Pypard, Cricklade, Latton, Lydiard Millicent, Lydiard Tregoz, Lyneham & Bradenstoke, Marston Meysey, Purton, Tockenham and Royal Wootton Bassett.

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 the Democratic Services Officer.

Refreshments and networking opportunities will be available from 6.00pm.

Please direct any enquiries on this agenda to:

Kevin Fielding (Democratic Services Officer) on 01249 706612 or kevin.fielding@wiltshire.gov.uk or Penny Bell (Community Area Manager – Royal Wootton Bassett and Cricklade Area) on 01249 706613 or penny.bell@wiltshire.gov.uk.

All the papers connected with this meeting are available on the Wiltshire Council website at www.wiltshire.gov.uk.

Press enquiries to communications on direct lines 01225 713114/713115.

Wiltshire Councillors

Allison Bucknell (Chairman)	Lyneham
Bob Jones	Cricklade & Latton
Chris Hurst	Royal Wootton Bassett South
Mollie Groom (Vice Chairman)	Royal Wootton Bassett East
Jacqui Lay	Purton
Mary Champion	Royal Wootton Bassett North

	Time
<p>1 Chairman's Welcome, Introductions and Announcements</p> <p>The Chairman will welcome those present to the meeting.</p>	6.30pm
<p>2 Apologies for Absence</p>	
<p>3 Minutes (<i>Pages 1 - 10</i>)</p> <p>To approve the minutes of the meeting held on 22 May 2013.</p>	
<p>4 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>5 Wiltshire - The Wider Picture</p> <p>News and information on what's going on in your local community and across the county:</p>	6.40pm
<p>6 Spotlight on Parishes and Partners (<i>Pages 11 - 16</i>)</p> <p>To receive updates from our key partners, parish and town councils and community groups.</p>	6.45pm
<p>7 Area Board Funding (<i>Pages 17 - 26</i>)</p> <p>To consider applications received for funding from the Royal Wootton Bassett and Cricklade Area Board budget 2013/14.</p>	7.00pm
<p>8 Community-Led Planning: The Next Steps</p> <p>To receive updates from some of the Community-Led Planning Steering Groups that have completed or are nearing completion of a Community-Led Plan, and to begin to identify common themes and the next steps.</p>	7.15pm
<p>9 Neighbourhood Planning</p> <p>To receive updates from the three Neighbourhood Planning Groups; NEW-V, Cricklade and Royal Wootton Bassett.</p>	7.30pm
<p>10 Royal Wootton Bassett and Cricklade: The Way Forward?</p> <p>To consider ideas for taking the Area Board and its meetings forward over the coming years.</p>	7.45pm

11 **Area Board Task Group Updates** (Pages 27 - 38)

7.50pm

To receive updates from the Area Board's task groups and working groups and to consider any recommendations, including:

Community Area Transport Group (CATG)

- i. The CATG recommends that the Area Board allocates the sum of approximately £800 from the CATG budget to provide dropped kerbs and tactile paving at Purton High Street near the village Hall.
- ii. The CATG recommends that the Area Board allocates the sum of £5,000 from the CATG budget towards a pedestrian crossing at Willis Way in Purton, on the condition that Purton Parish Council agree to match-fund with the sum of £5,000, with the remainder to be bid for through the substantive highways scheme. Should the bid be unsuccessful, the sum of £5,000 will be returned to the CATG budget.

Cricklade Shadow Community Operations Board (COB)

- i. The Cricklade Shadow COB recommends that the Area Board approves John Simmons as the newly appointed Leisure Centre representative on the COB, and that his fellow directors Deepak Lal and Nick Carter be appointed as deputies.

12 **Evaluation and Networking**

8.00pm

An opportunity to network as we pack away, and to raise any questions or issues you might have.

Future Meeting Dates

Wednesday 25 September 2013
6pm

St Bartholomew's School, Royal Wootton
Bassett

Wednesday 27 November 2013
6pm

Cricklade Town Hall

MINUTES

Meeting: ROYAL WOOTTON BASSETT AND CRICKLADE AREA BOARD
Place: Cricklade Town Hall, High St, Cricklade SN6 6AE
Date: 22 May 2013
Start Time: 6.30pm
Finish Time: 8.03pm

Please direct any enquiries on these minutes to:

Alexa Smith, direct line 01249 706610 or e-mail alexa.smith@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Allison Bucknell, Cllr Mary Champion, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Bob Jones MBE and Cllr Jacqui Lay

Wiltshire Council Officers

Penny Bell, Community Area Manager

Alexa Smith, Democratic Services Officer

Dave Ashdown, Technical Support Officer

Steve Cross - Client Area Manager

Matt Perrott - Highways & Streetscene Community Coordinator (Royal Wootton Bassett and Cricklade)

Town and Parish Clerks/Councillors

Cricklade Town Council – Rod Case, Mark Clarke, John Coole, Angela Jensen, C Rogers-Jones and Ruth Szybiak

Royal Wootton Bassett Town Council – Johnathan Bourne, Sue Doyle, Linda Frost and Michael Leighfield

Broad Town Parish Council – Veronica Stubbings

Lydiard Millicent Parish Council – J Bennett and Tim Blackmore

Lyneham and Bradenstoke Parish Council – Deborah Bourne

Purton Parish Council – Geoff Greenaway and Ray Thomas

Partners

Wiltshire Police – Inspector Mark Thompson

Wiltshire Fire and Rescue Service – Mike Franklin

Total in attendance: 52



<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Election of Chairman</u></p> <p>The Democratic Services Officer sought nominations for the position of Chairman of the Royal Wootton Bassett and Cricklade Area Board for the 2013/14 forthcoming year.</p> <p><u>Decision</u> Councillor Allison Bucknell was elected Chairman of the Royal Wootton Bassett and Cricklade Area Board for the 2013/14 forthcoming year.</p> <p>Councillor Bucknell in the Chair.</p>
2	<p><u>Election of Vice Chairman</u></p> <p>The Chairman sought nominations for the position of Vice Chairman of the Royal Wootton Bassett and Cricklade Area Board for the 2013/14 forthcoming year.</p> <p><u>Decision</u> Councillor Mollie Groom was elected Vice Chairman of the Royal Wootton Bassett and Cricklade Area Board for the 2013/14 forthcoming year.</p>
3	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Royal Wootton Bassett & Cricklade Area Board and noted it was great to see some new faces at the meeting. The Chairman thanked the previous councillors for all their time and effort over the last four years and the current councillors and officers introduced themselves. Councillor Bucknell explained that sheets were available at the meeting for those present to add their thoughts on the area board for its development in the future and to leave any questions they would like to be answered.</p>
4	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Graham Blunden and Tim Webb (Lyneham and Bradenstoke Parish Council).</p>
5	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meetings held on 23 January and 27 February 2013</p>

	<p>were approved as a correct record and signed by the Chairman.</p> <p>Councillor Lay clarified that the toolkit regarding dog fouling, as discussed under agenda item 8iii, had not been produced by the dog fouling task group group but by Wiltshire Council Public Protection Team.</p>
6	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
7	<p><u>Wiltshire - The Wider Picture</u></p> <p>The Chairman provided information about the topics below, as in the agenda pack.</p> <ul style="list-style-type: none"> i. Wiltshire Local Transport Plan 2011-2026 – There was the opportunity to make comments on a further four sub-documents of the Wiltshire Local Transport Plan 2011-2016; car parking strategy, freight strategy, public transport strategy and road safety strategy. Please see the consultation portal on the Wiltshire Council website. ii. Royal Wootton Bassett and Cricklade towns and villages trail leaflet – Charlotte Rogers-Jones was the new Town Clerk for Cricklade Town Council. Leaflets had been circulated at the meeting regarding the trail which covered the surrounding local parishes. The guide had been produced by VisitWiltshire with the support of the Royal Wootton Bassett and Cricklade Area Board. There was also a website with the opportunity to showcase local events taking place and attractions, please see the following link for more information: visitwiltshire.co.uk. iii. Revised multi-agency thresholds for safeguarding children - a review of guidance on safeguarding thresholds had been undertaken jointly by the Wiltshire Safeguarding Children Board and the Wiltshire Children and Young People’s Trust. Working in close collaboration with partner agencies Wiltshire Council had taken the opportunity to consider how to make integrated working and early intervention more effective to improve outcomes for children and young people. The revised document could be found at www.wiltshirepathways.org and views were very welcome and could be sent to pathways@wiltshire.gov.uk.
8	<p><u>Local Highways and Streetscene Service</u></p> <p>Steve Cross gave an update on the changes to the local highway and streetscene service. The staffing structure had been changed to reflect the new highway and streetscene contract, which commenced on 1 June 2013. The new contract would be for one provider to take the place of the five previous providers. There would be a community team to find and fix issues and one point of contact for town and parish councils. He introduced Matt Perrott, the</p>

	<p>new community coordinator, and Malcolm Beaven, the highways and streetscene engineer for the Royal Wootton Bassett and Cricklade community area and for one other community area.</p> <p>This was followed by the opportunity to ask questions. Invitations had been sent to town and parish councils inviting them to a community event on 5 June 2013 at 6.00pm at the Monkton Park office. It was noted the grass cutting operations team were changing with the new contract and the intention was to pick up litter before the grass verges were cut.</p>
9	<p><u>Area Board Funding 2013/14</u></p> <p>Penny Bell, the Community Area Manager explained there had been some changes to the Community Area Grant Scheme for 2013/14. There was up to £5,000 available for community projects linked to local priorities. Main changes to the scheme were that up to £500 for projects required no match funding, up to 50% of total projects where they exceed £500 required match funding, all applications would now be submitted online and funding was available for capital projects only.</p> <p>The Community Area Manager described the difference between capital and revenue projects and this was followed by a short exercise regarding whether a project was a capital or revenue one.</p> <p>The area board councillors were then asked to consider the following applications made to the Community Area Grant Scheme 2013/14:</p> <p><u>Decision</u> Royal Wootton Bassett Rugby Club were awarded £4,750 towards the creation of a footpath around the sports ground, conditional upon the balance of funding being in place.</p> <p><u>Reason</u> <i>The application met the Community Area Grant criteria 2013/14 and the application demonstrated a link to the Northern Community Area Plan 2005-2015 and to the Wiltshire Council and area board priorities to create a legacy of the 2012 Olympic and Paralympics Games.</i></p> <p><u>Decision</u> An amendment to the Purton Institute and Village Hall Charity grant was noted in that the group had been unable to replace the four windows concerned due to conservation issues.</p>
10	<p><u>Appointments to Outside Bodies and Working Groups</u></p> <p><u>Decision</u> The appointments to outside bodies would be as below for 2013/14:</p>

**C&DCA (Cricklade Leisure Centre) – Councillor Jones
Community & RAF Fairford Liaison Group – Councillor Jones
Neighbourhood Planning Forum – Councillor Groom
Royal Wootton Bassett Youth Advisory Group – Councillor Champion
Purton and Cricklade Youth Advisory Group – Councillor Lay
Lyneham Steering Group – Councillor Bucknell**

Decision

The appointments to the Community Area Transport Group (CATG) would be as below for 2013/14:

Area board councillors x 6

Nominated parish and town council representatives x 13

Adrian Hampton, Spencer Drinkwater, Steve Hind, Malcolm Beaven, Matt Perrott – Wiltshire Council Highways Team Officers (non-voting)

Penny Bell, Community Area Manager (non-voting).

Decision

The terms of reference for CATG were agreed, as included in the agenda pack.

Decision

The appointments to the Royal Wootton Bassett Shadow Community Operations Board (SCOB) would be as below for 2013/14:

Rachel Goff (Wiltshire Council officer - transformation)

Councillor Hurst - area board councillor

Town/parish council representative

Education and young people representative

Wider community representative

User and community group representatives x 3

Decision

The terms of reference for the Royal Wootton Bassett SCOB were agreed, as included in the agenda pack.

Decision

The appointments to the Cricklade Shadow Community Operations Board (SCOB) would be as below for 2013/14:

Rachel Goff (Wiltshire Council officer - transformation)

Councillor Jones - area board councillor

Town/parish council representative

Education and young people representative

Wider community representative

User and community group representatives x 3

	<p><u>Decision</u> The terms of reference for the Cricklade SCOB were agreed, as included in the agenda pack.</p> <p><u>Decision</u> The appointments to the dog fouling task group would be as below for 2013/14:</p> <p>Area board representative and task group lead - Councillor Jacqui Lay Town/parish council representatives.</p>
11	<p><u>Spotlight on Parishes and Partners</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> i. Parish and Town Councils A short update on the elections was provided. Broad Town Parish Council reported they had a new Chairman in Stuart Hinson. Cricklade Town Council reported that five councillors had stood down and he thanked them for their excellent work for the community. There was a new Chairman and Vice Chairman and one vacancy remained. There had not been an election in Latton. There had not been an election in Lydiard Millicent and Tim Blackmore was the new Chairman. Lydiard Tregoze Parish Council had a co-opted new member. Lyneham and Bradenstoke Parish Council had held a contested election and had six new members and a new Chairman. There had not been an election in Purton however there was a new Chairman and Vice Chairman. Tockenham Parish Council had one new member and were yet to hold their first meeting. Royal Wootton Bassett Town Council had six new councillors and a new Mayor, Linda Frost. ii. Wiltshire Police The written update was noted. Inspector Martin Thompson introduced himself and highlighted there had been a spate of thefts of heating oil. Enquiries were ongoing and advice on improving the security of oil tanks was available from the Wiltshire Police website. iii. Wiltshire Fire and Rescue Service The written update was noted. Mike Franklin explained a new combined fire authority would consider the Integrated Risk Management Plan, which would be circulated in due course. Mike stated the service had were meeting rooms which were available for the community to hire, free of charge. If you would be interested in using the rooms, please contact Mike at mike.franklin@wiltfire.gov.uk. iv. Military Civilian Integration Partnership The written update was noted. Attention was drawn to the planning

	<p>application for the Defence Technical Training Centre at Lyneham due to be submitted at the end of May 2013. A meeting was being convened for interested parties and for people to make comment.</p> <p>v. Health Services The written update was noted.</p> <p>vi. Neighbourhood Planning Working Group Councillor Groom reported that lots of activity had been taking place in the parishes and that consultations regarding the neighbourhood plans would be starting soon.</p> <p>vii. Community Groups Eighteen months ago Jenner Hall had first been awarded funding from the Royal Wootton Bassett and Cricklade Area Board for a new roof. They had since received further funding this year and were to hold an event to celebrate the facility being completed on 24 May 2013. The area board were thanked for their support.</p> <p>viii. Housing Associations Officers from GreenSquare introduced themselves and explained they were keen to network and to work with the area board to address any issues relating to their fair number of homes in the community area.</p>
12	<p><u>Task Group Reports and Decisions</u></p> <p>Updates were received as follows:</p> <p>i. Community Area Transport Group The group would next convene in July.</p> <p>ii. Cricklade Shadow Community Operations Board</p> <p>iii. The board had nothing to add to the written update provided.</p> <p>iv. Royal Wootton Bassett Shadow Community Operations Board</p> <p>v. The board reported they had a new Chairman in Michael Leighfield.</p> <p>vi. Dog Fouling Task Group</p> <p>vii. Councillor Lay noted that suggestions to improve the issue of dog fouling would be sent to town and parish councils. Information would then be collated and brought back to the area board. There had been several successful prosecutions reported recently in the press and new representatives had been appointed to the task group from Cricklade and Royal Wootton Bassett.</p>
13	<p><u>Evaluation and Networking Opportunity</u></p>

	<p>The Chairman thanked everyone for attending the meeting. The next meeting of the Royal Wootton Bassett & Cricklade Area Board would be held on 24 July 2013 at Lyneham Primary School.</p>
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Agenda Item 6

Royal Wootton Bassett & Cricklade Area Board

Spotlight on Parishes and Partners

The Royal Wootton Bassett & Cricklade Area Board invites written or brief verbal updates from its partners, as follows:

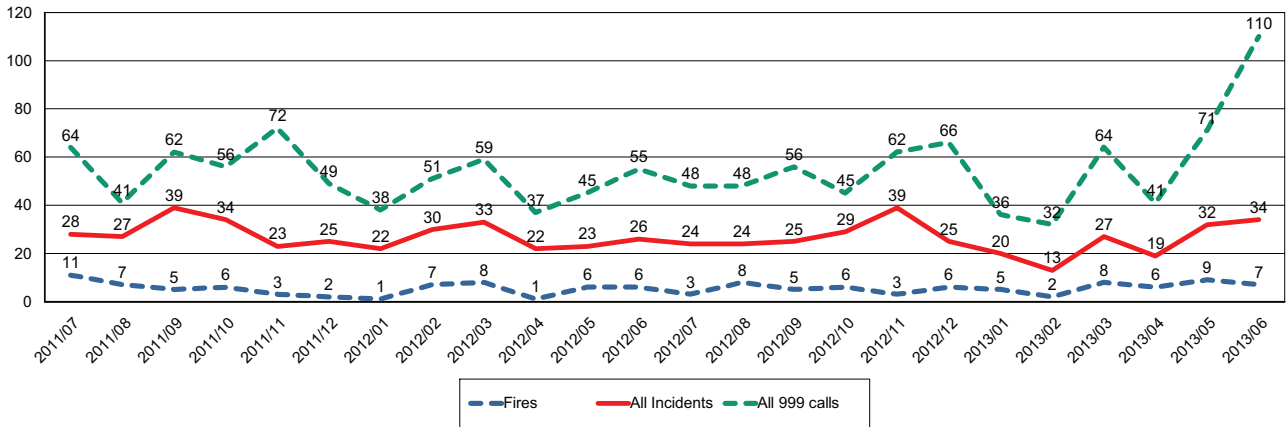
- i. Parish and Town Councils
- ii. Wiltshire Police
- iii. Wiltshire Fire & Rescue Service
- iv. Military Civilian Integration Partnership
- v. Defence Technical Training (MOD)
- vi. Health Services
- vii. Youth Advisory Groups (YAGs)
- viii. Neighbourhood Planning Groups
- ix. Community-Led Planning Groups
- x. Chambers of Commerce/Business Associations
- xi. Housing Associations
- xii. Community Groups



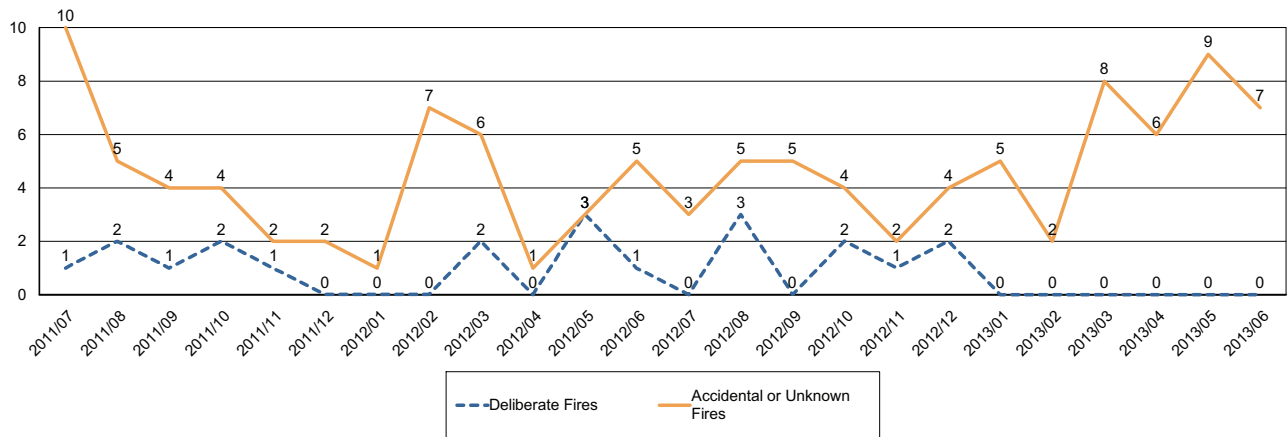
Report for Wootton Bassett & Cricklade Area Board

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

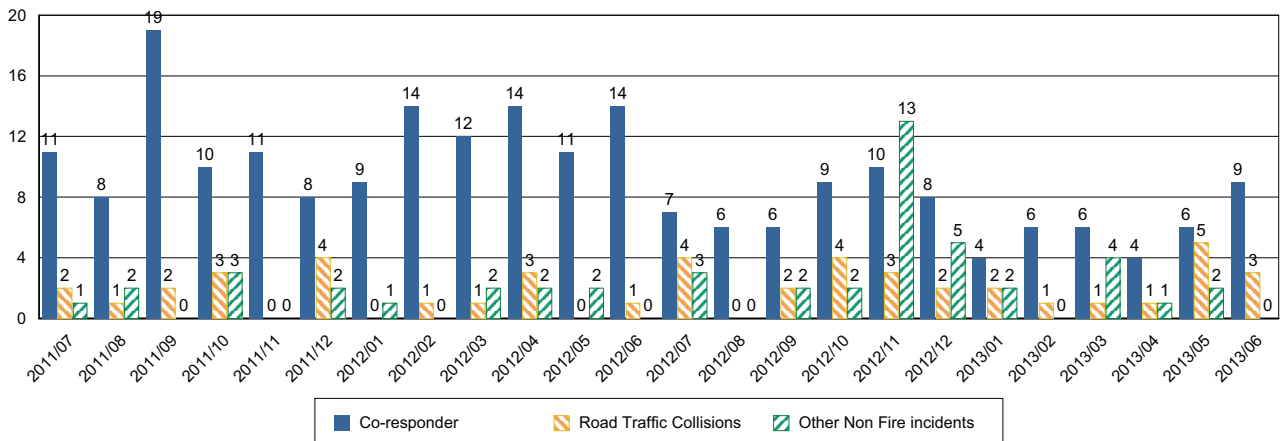
Incidents and Calls



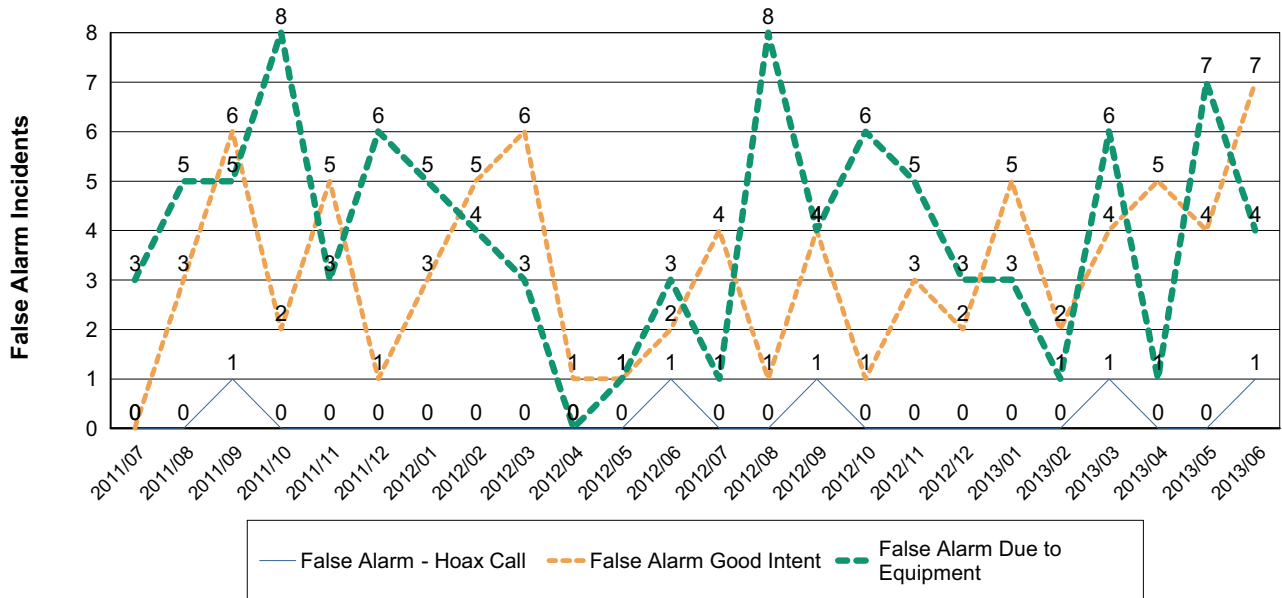
Fires by Cause



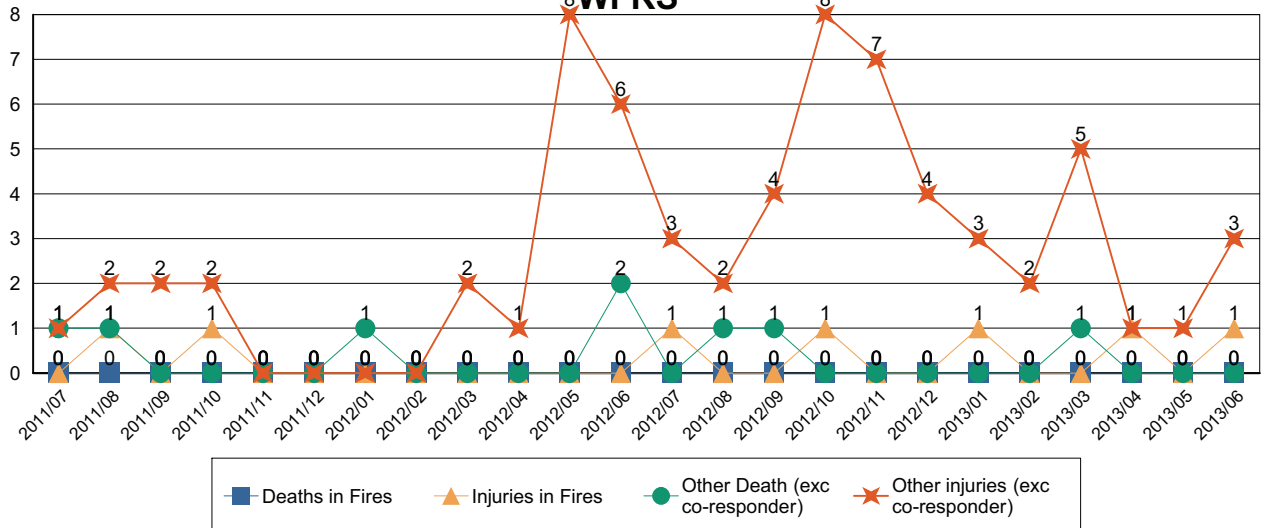
Non-Fire incidents attended by WFRS



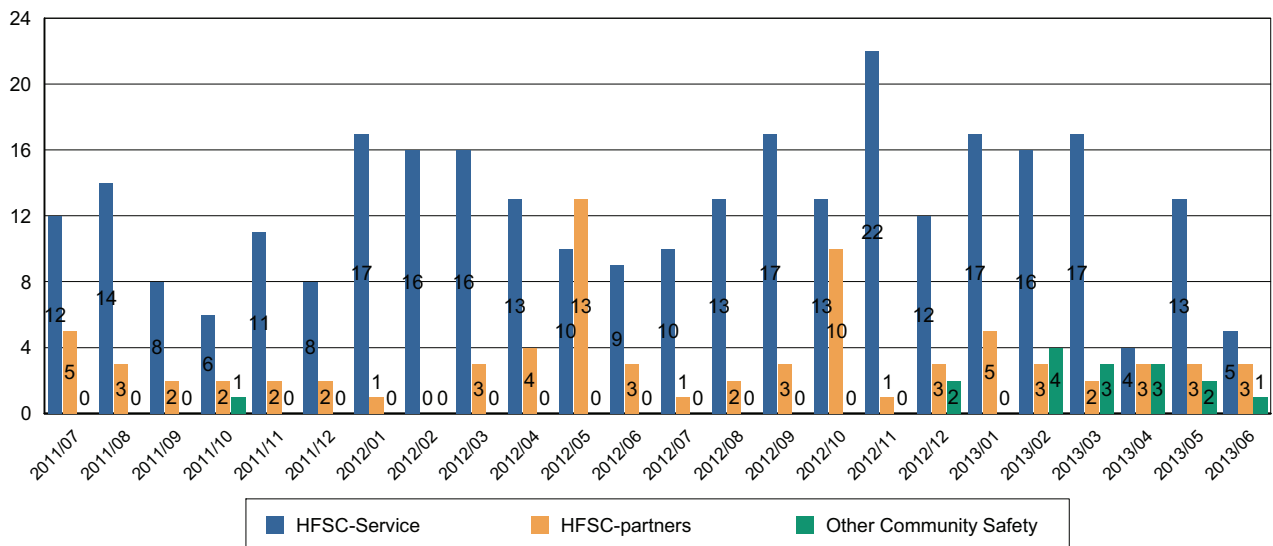
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

Ref: DJN/TKT/111

27 June 2013

Dear colleagues

Re: **NHS 111 Implementation in Wiltshire**

We promised to keep you informed about our on-going work with Harmoni – the company contracted to provide the NHS 111 service across Wiltshire and Bath and North East Somerset.

The Wiltshire and Bath and North East Somerset Clinical Commissioning groups (CCGs) are continuing to work very closely with Harmoni and the Rectification plan, put in place in April, is proving effective.

There has been a steady but sustained improvement in performance over the past few weeks. Whilst there remains room for further improvement, we as the Commissioners are now more reassured that the Rectification plan is underpinning the necessary improvements.

We will continue to monitor performance and the work being done by Harmoni to recruit more Health and Clinical Advisors to ensure that all calls to the NHS 111 service are appropriately managed and triaged and that Harmoni is consistently providing a safe and effective service.

The Full Service Commencement has been deferred until such times as we, as commissioners, are satisfied that Harmoni is providing that safe and effective service.

We will maintain pressure on Harmoni to achieve full delivery and will continue to work hard to deliver the best possible service.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S. Rowlands', with a horizontal line underneath the name.

Dr Steve Rowlands
Chair
Wiltshire Clinical Commissioning Group

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

Chair: Dr Stephen Rowlands | Chief Officer: Deborah Fielding
Southgate House, Pans Lane, Devizes, Wiltshire, SN10 5EQ | Tel: 01380 728899 | www.wiltshireccg.nhs.uk

Report to	Royal Wootton Bassett & Cricklade Area Board
Date of Meeting	Wednesday 24 July 2013
Title of Report	Area Board Funding

Purpose of Report

To ask councillors to consider officer recommendations in respect of the following applications seeking funding from the Area Board’s capital **Community Area Grant Scheme 2013/14**:

1. Tockenham Village Hall – requesting the sum of £2,075 towards a new heating system in Tockenham Village Hall.
2. Old Court Community Pre-School – requesting the sum of £2,660 towards the creation of a Teddy Tots Garden.
3. Longleaze Pre-School – requesting the sum of £5,000 towards Longleaze Pre-School and Nursery extension and building improvements.
4. Cricklade Historical Society – requesting the sum of £5,000 towards 9 new cabinets.

To ask councillors to consider officer recommendations in respect of the following application for funding from the Area Board’s **revenue budget**:

5. Clyffe Pypard Parish Council – requesting the sum of £500 towards the development of a Community-Led Plan for Clyffe Pypard.

To ask councillors to consider officer recommendations in respect of the following application seeking funding from the Area Board’s **Legacy funding scheme**:

6. Wives Community Group – requesting the sum of £500 towards a summer fete.

To notify the Area Board that the following costs have been incurred under the financial authority delegated to the Community Area Manager:

7. The sum of £20 for the hire of Cricklade Town Council’s meeting room for a Community Area Transport Group meeting on Thursday 4 July 2013.

1. Background

- 1.1. Area Boards have authority to approve Community 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 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. [Northern Community Area Plan 2005 - 2015](#)
[Local Area Joint Strategic Assessment](#)
- 1.5. The Royal Wootton Bassett & Cricklade Area Board has been allocated a 2013/14 capital budget of **£59,197** for Community Area Grants and Digital Literacy grants, and a separate revenue budget of **£14,984**.
- 1.6. In addition to the capital-based Community Area Grants and Digital Literacy grants, councillors can submit an Area Board/Councillor-Led initiative from the revenue budget. This enables Area Boards to tackle sticky community issues and/or community identified priorities. The Cabinet has emphasised that it does 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 Royal Wootton Bassett & Cricklade 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 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 Community Area Grant 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 upload information and photographs about their project on to their [blogsite](#) Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

<p>Background documents used in the preparation of this report</p>	<p>Area Board Grant Criteria and Guidance 2013/14 as approved by delegated decision</p> <p>Northern Community Area Plan 2005-2015</p> <p>Royal Wootton Bassett & Cricklade Joint Strategic Assessment</p>
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2. Main Considerations

- 2.1. The Royal Wootton Bassett & Cricklade Area Board has been allocated a total of **£74,181** for 2013/14, made up of a capital budget and revenue budget (see para 1.5) that may be allocated through Community Area Grants, Digital Literacy grants, Area Board/Councillor-Led projects and other local 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 2013/14 are made to projects that can realistically proceed within a year of the award being made.
- 2.4. There are now 4 funding rounds remaining during 2013/14. Deadlines for receipt of funding applications are as follows:

14 August 2013 to be considered at 25 September 2013 meeting
16 October 2013 to be considered at 27 November 2013 meeting
11 December 2013 to be considered at 22 January 2014 meeting
5 February 2014 to be considered at 19 March 2014 meeting.
- 2.5. On 6 July 2011 the Royal Wootton Bassett & Cricklade Area Board took the decision to delegate responsibility to the Community Area Manager, in consultation with the Chairman and Vice Chairman of the Area Board, to approve expenditure of up to £250 between meetings of the Area Board for the purpose of booking public meeting rooms for Area Board purposes. Any expenditure incurred under this delegation will be reported back to the Area Board at the next public meeting.
- 2.6. A budget of £5,000 was accrued from 2012/13 for the purpose of supporting projects that seek to build a Legacy of the 2012 Olympic and Paralympic Games and the Jubilee celebrations. This funding is being awarded under separate criteria and details are available [here](#).
- 2.7. The Royal Wootton Bassett & Cricklade Area Board has a separate Community Area Transport Group (CATG) budget for 2013/14 of **£14,205**. The CATG will consider appropriate schemes for funding and make appropriate recommendations to the Area Board for approval.
- 2.8. Funding awarded to date during 2013/14 totals **£4,770**. This leaves a balance of **£69,411**.

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 Royal Wootton Bassett & Cricklade Area Board.
- 4.2. If grants are awarded in accordance with officer recommendations,

Royal Wootton Bassett & Cricklade Area Board will have a balance of **£53,656**.

5. Legal Implications

5.1. There are no specific legal implications related to this report.

6. HR Implications

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

7. Equality and Inclusion Implications

7.1. Community Area Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

7.2. Implications relating to individual grant applications will be outlined in section 8, "Officer Recommendations" of the funding report.

8. Officer Recommendations

Ref	Applicant	Project proposal	Funding requested
8.1.	Tockenham Village Hall	New heating system in the village hall	£2,075

8.1.1. Officers recommend that Tockenham Village Hall is awarded the sum of £2,075 towards a new heating system in the village hall.

8.1.2. The application meets the Community Area Grant criteria 2013/14, and demonstrates partial links to the Northern Community Area Plan 2005 – 2015; Recreation, Culture & Leisure.

8.1.3. The main aim of this project is to replace Tockenham Village Hall's current inefficient and ineffective heating system with a new, modern heating system which would significantly improve the time it takes to heat the hall and subsequently make the hall more comfortable to users and hirers.

8.1.4. The efficiency savings of the new heating system would be less of a financial burden on the village hall, as heating costs would be significantly reduced. The hall currently runs at a loss, so the financial savings could potentially help the hall to reverse this and be more financially secure.

8.1.5. There would also be positive environmental outcomes, as the new

heating system would run more efficiently, consuming less energy.

- 8.1.6. Tockenham Village Hall is proposing to fund 50% of the project costs through its own reserves. The remainder of free reserves are being held for essential maintenance work that is currently required, as well as redecoration which is a priority that has emerged from the Community-Led Plan.
- 8.1.7. Tockenham Village Hall is the only community building in West Tockenham and is a valuable resource for the village, being used regularly for clubs, village events and social get-togethers.

Ref	Applicant	Project proposal	Funding requested
8.2.	Old Court Community Pre School	Creation of a Teddy Tots Garden	£2,660

- 8.2.1. Officers recommend that Old Court Community Pre-School is awarded the sum of £2,660 towards the creation of a Teddy Tots Garden on condition that the balance of funding is in place.
- 8.2.2. The application meets the Community Area Grant criteria 2013/14 and demonstrates links to the Northern Community Area Plan 2005 – 2015; Recreation, Culture & Leisure, and Education & Lifelong Learning.
- 8.2.3. Old Court Community Pre-School is seeking to develop a section of their existing garden to make a suitable, dedicated area for the younger children that attend the 2 year old sessions. It is proposed that the Teddy Tots Garden will be separate from the main garden, but with access to it so that they could explore as they pleased.
- 8.2.4. The garden would have all-weather surfacing and age appropriate toys for the 2 year olds, with new fencing to separate it from the main garden area.
- 8.2.5. This application seeks funding to assist with the costs of the surfacing and fencing. The Pre-School intends to furnish and equip the Teddy Tots garden using money from its own fundraising activities.
- 8.2.6. The implementation of 2 year old funding from the Government is set to increase the number of 2 year old children who attend Old Court Community Pre-School. There is also significant residential development within Royal Wootton Bassett which could further increase the numbers. The creation of the Teddy Tots garden would mean that the Pre-School could cater for these increased

numbers by providing a stimulating, safe and usable space for the younger children.

- 8.2.7. The Pre-School is intending to fund 50% of the project through a combination of its own free reserves and a Government Capital Grant. The remainder of the Pre-School's free reserves are required to be held as per statutory guidelines for redundancy expenses.
- 8.2.8. It has been confirmed that no planning permissions are required for the proposed works to be undertaken.

Ref	Applicant	Project proposal	Funding requested
8.3.	Longleaze Pre School	Pre-school and nursery extension and improvements	£5,000

- 8.3.1. Officers recommend that Longleaze Pre-School is awarded the sum of £5,000 towards an extension and building improvements.
- 8.3.2. The application meets the Community Area Grant criteria 2013/14 and demonstrates a link to the Northern Community Area Plan 2005 – 2015; Education & Lifelong Learning.
- 8.3.3. This project seeks to renew and improve the current kitchen facilities and to extend some of the existing classroom space to create an environment that will allow the pre-school to meet the needs of all children both now and in the future.
- 8.3.4. Proposed works would include improvements to toilet facilities, kitchen facilities and enhancements to the general space by removing the sheds that are currently on the site.
- 8.3.5. There is currently a total of 69 children attending the pre-school, which includes some funded 2 year olds who can require additional support.
- 8.3.6. The extension and improvements would increase the pre-school's ability to take additional children with physical needs.
- 8.3.7. The pre-school has been fundraising for some 10 years in order to fund these works, and as a result is able to contribute the majority of the costs from these fundraising activities. An Area Board grant would provide the pre-school with the final amount required to start the project.

8.3.8. The pre-school is run as a charity and has full time staff, but is essentially run by a volunteer committee.

Ref	Applicant	Project proposal	Funding requested
8.4.	Cricklade Historical Society	New cabinets	£5,000

- 8.4.1. Officers recommend that Cricklade Historical Society is awarded the sum of £5,000 towards new cabinets.
- 8.4.2. The application meets the Community Area Grant criteria 2013/14, and demonstrates links to the Northern Community Area Plan 2005 – 2015; The Economy, and Recreation, Culture & Leisure.
- 8.4.3. Cricklade Historical Society are seeking to purchase 9 new cabinets for the Cricklade Museum, to enable more of its 8000+ archive items to be displayed.
- 8.4.4. Many of the museum’s items are currently held in storage and not on display to the visiting public. The new cabinets would provide a means for the wares to be displayed on a rotation basis which would enhance the visitors experience and encourage repeat visits.
- 8.4.5. The Royal Wootton Bassett & Cricklade Area Board has already demonstrated a commitment to promoting tourism activities in the area by funding a local Towns and Villages Trail pamphlet in partnership with Visit Wiltshire. This project would potentially build on that by improving the tourism activities for people visiting Cricklade, as well as local people who visit the museum too.
- 8.4.6. The museum has been prudent to run a trial of this project by purchasing one cabinet in order to gain feedback and evaluate its success. Feedback has been highly favourable and funding for a further 9 cabinets is now being sought.
- 8.4.7. The museum has already secured funding for just over 50% of this project through its own reserves, the members Appeal and a grant from Cricklade Town Council.

Ref	Applicant	Project proposal	Funding requested
8.5.	Clyffe Pypard Parish Council	Community-Led Plan	£500

- 8.5.1. Officers recommend that Clyffe Pypard Parish Council is awarded the sum of £500 towards the development of a Community-Led Plan.
- 8.5.2. In 2010/11 the Royal Wootton Bassett & Cricklade Area Board committed a proportion of its budget to community-led planning and invited each town and parish to apply for funding. Clyffe Pypard was not ready at that stage to claim its proportion of the funding, but is now at a stage where the development of a plan has commenced and support from the Area Board is therefore now being sought.
- 8.5.3. Area Board members should note that any unclaimed funding allocated for community-led planning in 2010/11 was not accrued and so, if approved, this funding would be debited from the Area Board's 2013/14 revenue budget.

Ref	Applicant	Project proposal	Funding requested
8.6.	Wives Community Group	Summer fete	£500

- 8.6.1. Officers recommend that the Wives Community Group is awarded the sum of £500 towards a summer fete in Lyneham.
- 8.6.2. This application meets the criteria of the Area Board's 'Creating a Legacy of 2012' grant scheme.
- 8.6.3. The Royal Wootton Bassett & Cricklade Area Board accrued the sum of £5,000 from its 2012/13 budget, to award to new projects in 2013/14 that sought to build on the successes of 2012 by bringing communities together and improving participation in sports and other activities.
- 8.6.4. The Wives Community Group is a group of local wives of military personnel in Lyneham. The aim of the Wives Community Group is to unite the civilian and military families of Lyneham following the closure of RAF Lyneham in 2012.
- 8.6.5. The event being proposed is a summer fete in Lyneham that will be open to everyone from the local and surrounding communities and will be actively publicised in order to attract as many people as possible to start to pull the community back together.
- 8.6.6. As a new group, the Wives Community Group has little access to funding. The Army Welfare Service is making a contribution, but a grant from the Area Board's Legacy scheme would really enable this project to take place and support the Wives Community Group

to undertake further local integration work in the community of Lyneham, which will continue to be of importance as more military families join the community with the development of the proposed Defence College of Technical Training.

Ref	Applicant	Project proposal	Funding requested
8.7.	Meeting room costs	CATG meeting – Thursday 4 July 2013	£20

8.7.1. In July 2011, the Area Board took the decision to delegate authority to the Community Area Manager (in consultation with the Chairman and Vice Chairman) to approve expenditure between meetings for the hire of meeting rooms.

8.7.2. In line with this delegation, the Community Area Manager is required to report any such expenditure to the Area Board at the next meeting.

8.7.3. The sum of £20 was incurred under this delegation, with the prior approval of the Chairman and Vice Chairman of the Area Board, for the hire of the Cricklade Town Council meeting room on Thursday 4 July 2013 for a meeting of the Community Area Transport group.

8.7.4. This sum will be debited from the Area Board's 2013/14 revenue budget.

Appendices	Appendix 1 – grant application details
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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	Penny Bell, Community Area Manager Tel: 01249 706613 Mobile: 07810 500368 E-mail: penny.bell@wiltshire.gov.uk
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Report to	Royal Wootton Bassett & Cricklade Area Board
Date of Meeting	Wednesday 24 July 2013
Title of Report	Area Board Funding - supplement

NB This report is supplementary to the Area Board Funding report for the Royal Wootton Bassett & Cricklade Area Board on Wednesday 24 July 2013 – please see the full report here:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=174&MId=7451&Ver=4>

Purpose of report

To ask councillors to consider the following application to the Area Board's **Legacy Grant Scheme**:

1. Royal Wootton Bassett Rugby Football Club – requesting a contribution of £1,000 towards the official opening and associated celebrations of the new clubhouse and floodlights.

To ask councillors to note the following expenditure from the Area Board's **Revenue budget 2013/14**:

2. The sum of £325 for a medieval banner and stand at the Diamond Jubilee celebrations of May 2012.

1. Main Considerations

- 1.1. The Royal Wootton Bassett & Cricklade Area Board has been allocated a total of **£74,181** for 2013/14, made up of a capital budget and revenue budget (see para 1.5) that may be allocated through Community Area Grants, Digital Literacy grants, Area Board/Councillor-Led projects and other local initiatives.
- 1.2. A budget of £5,000 was accrued from 2012/13 for the purpose of supporting projects that seek to build a Legacy of the 2012 Olympic and Paralympic Games and the Jubilee celebrations. This funding is being awarded under separate criteria and details are available [here](#).

2. Financial Implications

- 2.1. If grants are awarded in accordance with officer recommendations, Royal Wootton Bassett & Cricklade Area Board will have a balance of **£53,831** in the main budget and **£3,500** in the Legacy budget.

3. Officer Recommendations

Ref	Applicant	Project proposal	Funding requested
3.1.	Royal Wootton Bassett Rugby Football Club	Official opening of new clubhouse and floodlights	£1,000

- 3.1.1. Officers recommend that Royal Wootton Bassett Rugby Football Club is awarded the sum of £1,000 as a contribution towards the official opening and associated celebrations of the new clubhouse and floodlights.
- 3.1.2. This application meets the Area Board's Legacy funding criteria, and links to the Area Board's and Wiltshire Council's priorities to create a lasting legacy of the Olympic and Paralympic Games, and the celebrations of the Diamond Jubilee.
- 3.1.3. Royal Wootton Bassett Rugby Club is planning a series of events and activities over a 3-day period of celebrations that will see the whole community being brought together to commemorate the opening of the new clubhouse and floodlight facilities.
- 3.1.4. These events mark the completion of a £1.3million project to upgrade the Club's facilities, to include a new clubhouse, state-of-the-art gym and floodlights to enable evening matches.
- 3.1.5. The Club is committed to using the new facilities as a way of

inspiring and encouraging more people, particularly young and disabled people, to become more involved in sports such as rugby, football and cricket.

Ref	Applicant	Project proposal	Funding requested
3.2.	Community Area Diamond Jubilee Celebrations	Medieval banner and stand at Royal event	£325

3.2.1. Councillors are asked to note that the sum of £325 will be deducted from the Area Board's revenue budget 2013/14 for a medieval banner and stand that was used at the Queen's Diamond Jubilee celebration event in Salisbury in May 2012.

3.2.2. In 2012, the Area Board was committed to the celebrations of the Jubilee and Olympic Games, and set aside funding to support local communities and the '2012 Events Working Group' to organise various events and celebrations across the community area. This included funding the costs associated with the jousting tents at the Diamond Jubilee event in Salisbury last May.

3.2.3. The sum of £325, met by Cricklade Town Council but requiring reimbursement, will be debited from the Area Board's budget this year as there was no budget accrued for this purpose from 2012/13.

Appendices	Grant applications and supporting information
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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	Penny Bell, Community Area Manager Tel: 01249 706613 Mobile: 07810 500368 E-mail: penny.bell@wiltshire.gov.uk
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Royal Wootton Bassett & Cricklade Area Board

Creating a Legacy of 2012

Grant scheme application form

1. Group/Club name and contact details

Please include contact name, postal address, telephone number and email address

Chris Elias, Chairman, Royal Wootton Bassett Rugby Football Club, Ballards Ash Sports Ground, Malmesbury Road, Royal Wootton Bassett, Wiltshire, SN4 8DS.

01793 851425

chris@chriselias.plus.com

2. Your project/initiative

Please outline the details of your project here, including where and when it is intended to take place. Please be as specific as possible about how your project will deliver exceptional benefits to the community and contribute to a lasting legacy of 2012.

Project Name: Official Opening of New Clubhouse and Floodlights

Where it is taking place: There are three days of events being held across the town of Royal Wootton Bassett. Whilst the Black Tie Dinner and sporting elements of the celebrations will be held on site at the Rugby Club, there will also be a procession through the High Street, to bring the event to as many residents as possible across the course of the weekend. An open invitation has been extended to the whole community to come along for the weekend events.

When it is taking place: The event will be held over the weekend of 6th-8th of September 2013, beginning on the Friday evening (6th), and cumulating in a full day of Youth and Community events on Sunday 8th September 2013.

Community benefits: The event marks the completion of a project to upgrade the Rugby Club facilities, which cost £1.3 million. The Club can now offer excellent youth rugby services, a state-of-the-art new gym, plus floodlit matches in the evenings. The floodlights have already made it possible for two first class teams to visit the town and play against one another, with Bath Academy playing Leicester Academy as the first of an intended series of events. Having such teams play at the Club will inspire the younger generation, who will be able to witness first-hand the skill and ability of professionally trained players. The youth of the town will benefit from having access to such high quality facilities for years to come.

Legacy of 2012: It is hoped that, by providing state-of-the-art facilities, the legacy created by the 2012 summer of sport can develop and grow in Royal Wootton Bassett. By providing the opportunity for the younger generation to witness international and first-class rugby players in action, as well as giving them the chance to be coached in a professional quality environment themselves, the Rugby Club hopes that the inspiring scenes of 2012 can continue at a local level.

3. What is the desired outcome of this initiative and what legacy goal will it address?

Please refer to the guidance notes, in particular the 'What does Legacy of 2012 mean in practice?' and outline how your project will fulfil one or more of the goals listed.

Royal Wootton Bassett Rugby Football Club believe that the new facility initiative meets several of the legacy goals as below: -

Getting more people active through sports and leisure – The Rugby Club hope that the three-day event will encourage more people to get involved with sport and leisure, particularly those who may not usually engage in such activities. The event will not only showcase the fantastic new facilities on offer, but also the opportunities for young people to participate in sport - not just Rugby, but Football and Cricket too. The Rugby Club is keen to take forward the legacy of the London Paralympic Games, and is currently in the process of ensuring that the new facilities are used to provide disability Rugby coaching, therefore increasing the accessibility of the sport, showing that factors such as age and disability are no barrier to participation.

It is hoped that the positive atmosphere generated by inviting the community to take part in this three-day event will encourage increased participation in sporting activities. The event is positioned as a family event to capture even the youngest members of the family and inspire them to take up sport as a way of life.

Increasing access to sports and leisure activities for disabled people – The new sports facility will provide the opportunity for even the most disabled members of the community to enjoy sport. The new facility has a glass frontage, which allows for panoramic views of the pitches so that those in wheelchairs can view live winter sports in a comfortable environment. The Rugby Club is also seeking to provide coaching for disabled players.

Many disabled people find themselves isolated from the community and having to enjoy sports from their homes on TV, however the new facilities will help to overcome this isolation and the event will help to promote the existence and importance of this new facility.

Keeping the local economy invigorated - The addition of new floodlights has attracted first-class teams to play in the town, who would otherwise not have come to Royal Wootton Bassett. Showcase matches such as that between Bath Academy and Leicester Academy will also attract rugby fans from outside the town, who may then visit Royal Wootton Bassett's pubs, takeaways and restaurants, either before or after the evening matches. The Rugby Club have been working with the local Business Association on plans to run a procession from the High Street to the sports ground, so that the retail community can be involved in the day. Some High Street businesses are looking to theme their window displays for the day, to take advantage of this opportunity.

Bringing communities together through events and activities – The official opening celebrations will involve the community of Royal Wootton Bassett as a whole. On the Saturday, the procession through the High Street will bring the event right into the heart of the town, bringing the community together and creating a family friendly feel, very much as the Olympic Torch events did last year. The procession will publicise the rest of the events and activities, with an open invitation to all members of the community to attend. It is hoped that the Rugby Club event will have a similar atmosphere to Wiltshire Council's Hudson's Field event of 2012, which created an occasion that drew the community together, and that this event will similarly have the same effect in Royal Wootton Bassett.

Increasing participation in arts and cultural activities – The new clubhouse will be providing a facility that can accommodate 150 people and will as a matter of course be let to clubs and groups. If individuals from groups in the town such as the Arts Society, the Choral Society and so forth, are attracted to the community event they will also see the facility which is available for their use. There is already an established need for high quality community space in Royal Wootton Bassett, and there can be little doubt that promoting this to the community will encourage its use for arts and cultural activities that it has not previously been possible to fulfill.

Increasing volunteering – The ethos of the whole project has always been to encourage volunteers to help in the operation of the sporting facility at Ballards Ash. The new facilities will provide an opportunity to increase volunteer participation, as the number of teams that the Club can now run has increased with the improved facilities. Most of the coaches at the Club are volunteers, therefore an increased number of teams provides the opportunity for more people to get involved in a volunteering activity which is both enjoyable and of benefit to the community. The event will showcase the services that the Club can offer, as well as the ethos of volunteering that exists within the Club, which will hopefully increase the number of those volunteering in activities.

Promoting intergenerational activities – The Rugby Club has always sought to promote intergenerational activities, and currently hosts players of all ages – from age 6 up to senior and veteran level. The 3-day event will see the Under 18s side play alongside The Army Masters, a team made up of over 35s. The President's 15 Team hosts a range of ages, as well as some international players who will be returning to their home club. Their experience gives the youth teams something to aspire to and work towards – especially given that the International players present had trained at Royal Wootton Bassett Rugby Football Club in their younger days! This will also show what can be achieved when you have the support of your local club; and their presence will hopefully inspire those who may not have considered the sport, or those who lack sporting confidence.

The event has been designed to attract all ages, showing how sport can be enjoyed across the generations, unifying age groups in a shared enjoyment. The young can be inspired and encouraged to participate in sport, those playing learn about teamwork, comradeship and sportsmanship, whilst the older generation can enjoy spectating and passing on knowledge of the game to the youngsters. The event has been planned so that all ages can mix and enjoy the weekend activities together. The atmosphere at the Club will be family friendly, encouraging everyone to join in – from the grandchildren to the grandparents!

4. Who will project manage this initiative?

The Executive Committee of the Rugby Club are projecting managing the celebrations, with Alec Adams as the main point of contact for any correspondence.

5. Costs/quotes/ match funding?

Please provide a breakdown of how the funding is intended to be spent and details of any other project income, and please be prepared to produce quotes/estimates if requested)

PLEASE SEE ATTACHED COSTINGS SHEET

Description of item/activity	Cost
Total cost of project (A)	

Details of any income/funding (including in kind)	Cost

Total income (B)	
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Amount applying for from the Area Board	£500 - £1000
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6. Monitoring and evaluation

Please tell us how you intend to monitor the outcomes of your project and please be prepared to feed this back to the Area Board at a later date. Ideas could include a report, photographs, video, diary, display or a news article on the [community blogsite](#)

A commemorative book will be produced to celebrate the event. This book will contain photographs and memories of the three days, and will be kept on site at the Rugby Club for posterity.

There will be a comprehensive photographic record of the event, with professional photographers in attendance from various media outlets, as well as more 'candid' style photographs available online on social media webpages such as Facebook. After the event, members of the public will be encouraged to share their photographs and memories of the event on Facebook and Twitter, so that a visual public record will be available for everyone to see. Residents will also be able to submit their feedback online in this way, so that the Executive Committee of the Rugby Club can evaluate the success of the event.

There will be a large media presence across the three days of activities. Television crews will cover the event, with the BBC and local news reporters present, as well as national and regional radio stations, Sky Sports, ITV, and Rugby World. All the coverage will be archived as part of the Club's history.

This extensive media coverage will produce various articles in local newspapers and on community webpages. The Rugby Club would be happy to present any feedback reports to the Area Board, and any other organisations that may be interested in hearing about the outcomes of the project.

7. Additional information

Please tell us anything else about your project which you feel is relevant

As well as raising awareness of the facilities available at the Rugby Club and celebrating the community of Royal Wootton Bassett, the event will raise funds for two charities – the Military Charity BLESMA (limbless veterans), and the Wooden Spoon, which is a children's charity partnered with the Rugby Community.

Please return your completed form by email to Penny Bell, Royal Wootton Bassett & Cricklade
Community Area Manager: penny.bell@wiltshire.gov.uk by **Wednesday 26 June 2013.**

Royal Wootton Bassett Rugby Football Club

Grand opening of New Clubhouse - Budget Projections

Friday 6th September Black – Tie Dinner

Preferred Option – in Marquee working on an estimate of 300 people (members and guests)

Item	Outlay Required	Potential income
Marquee	£5,402.00 + VAT = £6,482.40	
Marquee Insurance	£250.00	
Security Guards	X2 doormen VAT not included, but Club can claim back £179.40	
Speaker 1 – Mike Lewis	£400.00 + accommodation for x2 people = £550.00	
Speaker 2 – David Trick	£600.00	
Speaker 3 –	£600.00+ accommodation and drinks = £650.00	
Guests x10	(cover meal and drinks) £350.00	
Table decorations	£300.00	
Menu Printing	£50.00	
Ticket Printing	£30.00	
Male Voice Choir	£250.00	
Total Expenses	£9,719.80	
Cost per head	Circa £32.39	
Meal	VAT not included, but Club can claim back(per head) £22.50	
Welcome Drink	(per head) £3.00	
Engraved gift	(per head) £3.00	
Champagne for toast	Bottle + £30.00 x6 glasses per bottle (per head) £5.00	Sponsor?
Port	Bottle + £12.00 x6 glasses per bottle (per head) £2.00	Sponsor?
Wine on table	(half bottle per head) £3.50	Sponsor?
Potential cost per ticket	£71.39. If we sell at £70.00 and we get the 300 people we risk a loss of £117.00. We should look to cover this by sponsorship in some shape or form.	N.B. All expenses potentially covered by ticket price

Saturday 7th September – Main Opening

Item	Outlay Required	Potential Income
Road closure signage etc. for procession	* £1,010.00	Ticket sales for entry to ground @ circa
First Aid	* British Red Cross in attendance £684.00	£3.00 a head = £3,000
Site Security	* X5 Security Guards (with Vat) £971.24	1,800 balloons @ £1
Balloons for charity race	1,800 balloons + helium + cards etc. Circa £1,000.00	each = £1,800
RWBRFC Flags x4	£231.00	
Programme printing	* £1,000.00	Sales of drinks and food?
Poster printing	Selection of A3 and A5 posters £100.00	
Ticket printing Dinner	£30.75	
Ticket printing Dinner Menus	£70.00	Any donations, sponsorship.
Ticket printing Saturday Show	£100.00	
Ticket printing Saturday Disco	£23.00	
Inflatables etc.	Gladiator Joust, Bungee Run and Sumo Suits £532.00	Drinks for guests and performers subsidised by Wadsworth's?
Marching band	* £3,393.59	
Drinks for players	£250.00	
Welsh Male Voice Choir	£450.00	
Parachute Display Team	* R.E.M.E. display team £600.00	
Guests reception wine and buffet	£250.00	
Firework display	* £600.00	
Live band	* £100.00	
Disco	* £250.00	
Food for marching band/choir etc.	£500.00	
Photographer	£250.00	
Public Relations Consultant	£200.00	
Estimated total	£112,594.99	

Sunday 8th September – Mini and Junior Day

Item	Outlay Required	Potential Income
Inflatables etc.	Gladiator Joust, Bungee Run and Sumo Suits £436.00	



Cricklade Town Council

First Town on the Thames

The Council Office
Ockwells, 113 High Street, Cricklade Wiltshire SN6 6AE
Telephone: 01793 751394 – Fax: 01793 752515
E-mail: admin@cricklade-tc.gov.uk
Website: www.cricklade-tc.gov.uk

Penny Bell
Royal Wootton Bassett & Cricklade Area Board

23 January 2013

INVOICE No: 12/32

Medieval Banner and Stand for Diamond Jubilee Celebrations
Refund as agreed by Laurie Bell.

Amount Due **£325.00**

Royal Wootton Bassett & Cricklade Area Board

Task Group Updates

The Royal Wootton Bassett & Cricklade Area Board will receive updates from its Task Groups and Working Groups, as follows, and consider any recommendations:

- i. Community Area Transport Group (CATG)
- ii. Cricklade Shadow Community Operations Board (COB)
- iii. Royal Wootton Bassett Shadow Community Operations Board (COB)
- iv. Dog Fouling Task Group

NOTES

Meeting: Royal Wootton Bassett & Cricklade Community Area Transport Group

Place: Cricklade Town Council Offices

Date: Thursday 4 July 2013

Time: 6 - 8pm

Please direct any enquiries on these notes to Penny Bell, Community Area Manager, Monkton Park, Chippenham, SN15 1ER, direct line 01249 706613, or email penny.bell@wiltshire.gov.uk

In attendance:

Councillor Allison Bucknell

Councillor Mary Champion

Councillor Mollie Groom

Councillor Chris Hurst

Councillor Bob Jones

Councillor Jacqui Lay

Penny Bell, Community Area Manager, Wiltshire Council

Steve Hind, Principal Traffic Engineer, Wiltshire Council

Malcolm Beaven, Highways and Streetscene Engineer, Wiltshire Council

Spencer Drinkwater, Principal Officer Transport Strategy, Wiltshire Council

John Coole, Cricklade Town Council

Marian Kent, Clyffe Pypard Parish Council

Ray Thomas, Purton Parish Council

Veronica Stubbings, Broad Town Parish Council

Dean Cobb, Lydiard Millicent Parish Council

1	<p><u>Election of Chairman and Vice Chairman</u></p> <p>Councillor Mollie Groom was elected as Chairman of the group for 2013/14, and Councillor Jacqui Lay as Vice Chairman.</p>
2	<p><u>Apologies</u></p> <p>Sue Doyle, Royal Wootton Bassett Town Council Pete Willis, Lydiard Tregoze Parish Council Bob Robinson, Lyneham and Bradenstoke Parish Council</p>
3	<p><u>Notes of meeting 10 January 2013</u></p> <p>The minutes of the previous meeting were approved with one amendment to Item 6 regarding the railway footbridge at Purton, to read as follows:</p> <p>‘Councillor Lay reported on the local need for a pedestrian bridge over the railway line, particularly with the planning application being considered at Widham Farm’.</p>
4	<p><u>CATG budget 2013/14 – priorities and commitments</u></p> <p>The list of current CATG priorities and schemes had been circulated.</p> <p><u>Crossing near Willis Way, Purton High Street</u> Discussed as a substantive scheme – see minutes for Item 6.</p> <p><u>Lydiard Green</u> The Lydiard Green footway scheme which had been allocated some funding by the Area Board was being developed by Steve Hind, but more liaison with the parish was needed before it could be decided what portion of the proposed footway should be developed first. Action – Steve Hind to liaise with the parish and bring the scheme, and appropriate evidence, back to the next CATG meeting for consideration.</p> <p><u>Hook</u> The Hook scheme was deferred in the absence of a parish representative.</p> <p><u>Dropped kerbs – Purton High Street</u> A request had been made for the dropped kerbs near the village hall on Purton High Street to be moved further up the road to create a safer crossing point with improved visibility. Decision – the CATG agreed to recommend to the Area Board that the sum of approximately £800 from the CATG budget should be allocated to provide dropped kerbs and tactile paving at Purton High Street near the village Hall.</p>

The other two schemes at Bremhill Bridge in Purton ('slow' markings) and Stone Lane in Lydiard Millicent (traffic calming) were both in progress.

NB It was noted that all schemes required parish/town council input prior to being considered by the CATG, and that schemes could only be considered at the CATG with a parish representative present.

5 **Review current issues**

The list of current issues was reviewed, as follows:

Issue	Comments/progress
2574 – new footpath through Tockenham	There was no update on this issue.
1385 – dangerous crossroads at Baydon Cross/Pavenhill B4696	This issue would be closed as there was no recent accident data to suggest that the junction was dangerous. Malcolm Beaven to investigate the maintenance of the rumble strips.
2399 – traffic congestion B4553	This issue would be closed and reviewed when Ridgeway Farm is developed.
2416 – lack of visibility for path and road users, Huntsland/Foxbrook	This issue would be closed on the basis that there was not sufficient evidence that there was a danger, and Sustrans are potentially doing something there.
2282 – speeding through Hook	Consideration of this scheme was deferred in the absence of a parish representative.
2762 – speeding at Washpool/Common Platt	Works were pending on the bridge. This issue would remain open and reviewed at a later date.
2847 – difficult movement at Purton Road, Mouldon View	This issue would remain open, but deferred pending the planning decision.
2806 – speed limit review on A3102 at Stoneover Lane junction	This issue would be closed as there was no recent accident data and the A roads have already been reviewed. Malcolm Beaven to arrange for the hedges around the speed limit signs to be cut.
2946 – speeding traffic on C119 Thornhill	This issue would be closed as there was no evidence that there was a problem. Being a small country lane, due care and attention was required but it was not appropriate to develop a scheme here.
1887 – speed limit review C374 Bincknoll Lane	It was noted that this would need to be considered for tranche 3 of the review during 2014/15.
1814 – weight restriction C70 Hayes Knoll Road	It was noted that this was on the list for consideration.
2342 – HGV traffic through Cricklade	This issue would be deferred awaiting the results of the survey.
2462 – parking issues, White Horse Road, Cricklade	Malcolm Beaven to chase the yellow lines.
1819 – HGVs entering East Stone Lane	This issue would be closed on the basis that there was no action that could be taken at this time.
2471 – HGV traffic along Wood Lane and Queen Street	It was noted that this issue was on the list to be reviewed.

<p>6</p>	<p><u>Bids for 2013/14 substantive schemes</u></p> <p>The group considered potential schemes that could be put forward as substantive schemes. The pedestrian crossing at Willis Way in Purton was agreed to be the most feasible scheme to bid for. The crossing would cost in the region of £20,000.</p> <p>The CATG agreed to recommend to the Area Board that the sum of £5,000 be allocated from the CATG budget towards a pedestrian crossing at Willis Way in Purton, on the condition that Purton Parish Council agree to match-fund with the sum of £5,000, with the remainder being bid for through the substantive highways scheme.</p> <p>Approval from Purton Parish Council and the Area Board would be required. If obtained, Penny Bell would work with Spencer Drinkwater to submit a bid and Steve Hind would work up the plans and costings.</p>
<p>7</p>	<p><u>C and UC Speed Limit Review – update</u></p> <p>The Area Board could select two C and/or UC roads per year for speed limit reviews. The Area Board had already selected it's priorities for this year, so the next round of selections would take place early next year.</p>
<p>8</p>	<p><u>SID programme - update</u></p> <p>The SID programme had been temporarily suspended due to some problems when the new contractor took over. These problems have now been rectified and the SID rota will continue from where it was suspended. A new rota would be issued very shortly, once the contractor was content that everything was running smoothly.</p>
<p>9</p>	<p><u>Community Speedwatch – update</u></p> <p>The Police and Crime Commissioner had recently written to all CSW groups informing them of his plans in taking CSW forward. There would be an event in Devizes in September and each group could send one representative.</p>
<p>10</p>	<p><u>Any other business</u></p> <p>It was noted that the Swindon and Wiltshire Local Transport Group was responsible for prioritising issues for Wiltshire and Swindon but there was no local engagement or opportunity to input. Councillors Toby Sturgis and Fleur de Rhé Philipe were on the group. Penny Bell to seek an update on this.</p>

Update

- The plan for Cricklade is to have a split site Campus on the High Street and also at Stone Lane (existing Leisure Centre building)
- The Cricklade SCOB are currently working on the Stones Lane site proposals with the Architects. Some schemes have been done, but as yet we have not finalised the design. Once design is closer to being finalised we will be carrying out consultations with stakeholders and wider community to check we have taken all input and requirements into account.
- We had a good meeting recently with the SCOB and the Directors of Cricklade Leisure Centre. We looked at our shared vision for the Stones Lane Camus and the group all recognised the importance and value associated with a unified vision and proposal.
- We talked about how the campus will serve a variety of functions all with different demands.
- The group accepted that the different requirements of both the existing centre users and the new more “wellbeing” focused users which the campus will welcome will both need to be catered for in the design. This topic will be covered at the next SCOB meeting when a new look will be taken at the design proposals.
- The Campus proposal is for a split site and the relationship between the two buildings is important in that the service offerings at each need to be understood before designs can be finalised. Therefore, before the project can move forward, a decision on the Police Station is now urgent.
- The SCOB has requested an update from Wiltshire Council about the availability and conditions surrounding the Police Station building so that we are able to progress the High Street campus site.

SCOB membership

Since its creation by the Area Board in May 2011, the Cricklade SCOB has worked hard to develop proposals for the campus for our community area.

Nick Dye currently represents Cricklade Leisure Centre on the SCOB, and fellow Director John Simmons was appointed by the Area Board as Nick’s deputy to provide some additional input from the leisure centre in to the campus project.

Nick is unfortunately unable to continue in his role on the SCOB. I would like to propose to that Area Board that John Simmons is appointed as the Leisure Centre representative on the SCOB, and that his fellow directors Deepak Lal and Nick Carter as appointed as deputies. This would ensure that representatives of the leisure centre are better able to balance the SCOB meetings with their work and travel commitments, whilst maintaining the input of one of our major stakeholders of the Leisure Centre in to the campus project,.

Ruth Szybiak
Chair, Cricklade SCOB

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

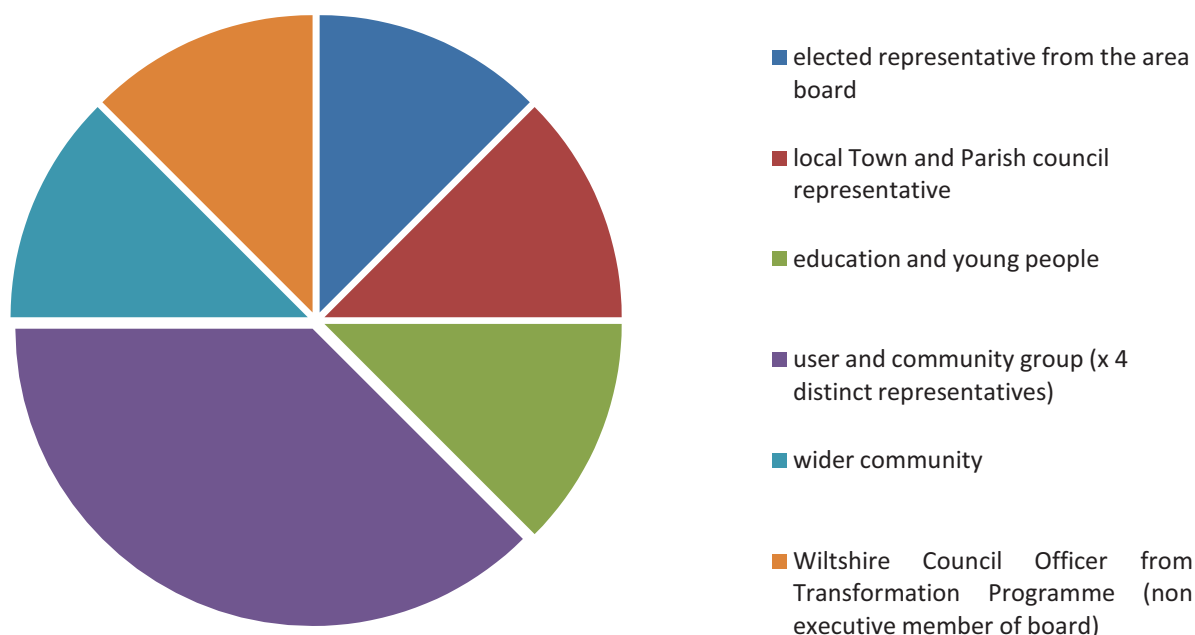
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

- (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 endeavour 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 Operations 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

