

AGENDA

Meeting: BRADFORD ON AVON AREA BOARD
Place: The Longleat Room, County Hall, Trowbridge
Date: Wednesday 28 November 2012
Time: 5.30 pm

Including the Parishes of Limpley Stoke, Winsley, Monkton Farleigh, Bradford-on-Avon, Holt, South Wraxall, Wingfield, Westwood, Staverton

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.

Please direct any enquiries on this Agenda to Kevin Fielding , on 01249 706612 or email kevin.fielding@wiltshire.gov.uk or Peter Dunford (Bradford on Avon Community Area Manager), direct line 01225 713060 or (email) peter.dunford@wiltshire.gov.uk

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

Press enquiries to Communications on direct lines (01225) 713114 / 713115.

Wiltshire Councillors

Cllr Rosemary Brown, Bradford on Avon North (Chairman)
Cllr Malcolm Hewson, Bradford-on-Avon South (Vice Chairman)

Cllr Trevor Carbin, Holt & Staverton
Cllr Linda Conley, Winsley & Westwood

Items to be considered	Time
<p>1 Chairman's Welcome, Introduction and Announcements</p>	<p>5.30pm</p>
<p>2 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>3 Grants and Funding</p> <p>Councillors to consider three applications to the Community Area Grant budget in 2012/13:</p> <p>i) Bradford on Avon Community Agriculture Co-operative requesting £2,914 towards essential facilities and tools.</p> <p>ii) Councillor-led grant application from Rosemary Brown requesting £5,500 towards the costs of a Traffic Origin and Destination Survey.</p> <p>iii) Councillor-led grant application from Rosemary Brown requesting £550 towards the costs of the volunteer administration of Lorry Watch.</p>	
<p>4 Any Other Business</p>	
<p>5 Close</p>	

Report to	Bradford on Avon Area Board
Date of Meeting	21 November 2012
Title of Report	Community Area Grants

Purpose of Report

To ask Councillors to consider three applications seeking Community Area Grant funding:

i) Bradford on Avon Community Agriculture Co-operative requesting £2,914 towards essential tools and supplies

It is recommended that BOACA be awarded £2, 000 towards essential tools and supplies.

ii) Councillor-led grant application from Rosemary Brown requesting £5,500 towards the costs of an Origin and Destination Survey

In the light of current budget constraints, it is recommended that funding support for an O&D Survey be agreed in principle for implementation in the 2013/14 financial year. This will allow time for technical and operational details to be worked up in association with Wiltshire Highways and for a further report to be considered by the Area Board in March 2013.

iii) Councillor-led grant application from Rosemary Brown requesting £550 towards the costs of the volunteer administration of Lorry Watch

It is recommended that £550 be awarded towards the volunteer administration of Lorry Watch.

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 Community Services (27 February 2010). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 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 as to why this should justify an exception to the criteria.
- 1.3 In accordance with the Area Board Grants Guidance, officers are required to provide recommendations in their report, however the decision to support applications and to what level is made by Wiltshire Councillors on this Area Board.
- 1.4 Bradford on Avon Area Board has been allocated a budget in 2012/2013 of £47,110 for community grants, community partnership core funding and councillor led initiatives.
- 1.5 It has been decided that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce the volume of paper used. However, the application forms will be available on the Wiltshire Council website and hard copies will be available upon request.
- 1.6 The 2011/2012 funding criteria and application forms are available on the Council's website (www.wiltshire.gov.uk/areaboards) and paper versions are available from the Community Area Manager.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Community Area Grant Application Pack 2011/12• Bradford on Avon Community Area Plan• Wiltshire Local Area Agreement
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2 Main Considerations

- 2.1 Councillors will need to be satisfied that grants awarded in the 2012/13 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2 There will be 6 rounds of funding during 2012/13, this being the fourth.

3 Environmental & Community Implications

- 3.1 Community Area Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the

extent and specifics of which will be dependent upon the individual project.

4 Financial Implications

4.1 Awards must fall within the Area Boards budget allocated to the Bradford on Avon Area Board.

4.2 Members must consider how best to utilize the remaining budget of £2,896 in 2012/13. If the grants are awarded as recommended, Bradford on Avon Area Board will have a balance of £346 remaining in the grants budget for the 2012/13 financial year.

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

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

8. Officer Recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Bradford on Avon Community Agriculture Co- operative	Essential tools and supplies	£2,914

8.1.1 This application meets the community area grant criteria for 2011/12.

8.1.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for the land based economy and for community development as well as for its promotion of healthy lifestyles.

8.1.3 The project was set up to meet the need for quality produce grown locally under organic principles, to build resilience into the local food economy, strengthen community ties and to reduce carbon emissions. In two years the applicant plans to run independently of funding as a viable business supplying up to 100 boxes a month in collaboration with local market gardeners. Members of the Co-operative come from the local community, many of whom supply essential voluntary labour. It is an inter-generational, educational project linked to the local secondary school and one of the primary schools. 100 families and 50-100 pupils annually are beneficiaries.

8.1.4 A Lottery Local Food grant helped with start up costs. BoACA also successfully applied to the Area Board in 2010 for funding and was the winner of the Voluntary and Community Sector Awards for 'Best Project Funded by an Area Board' in the same year. The grant part-funded Fitzmaurice School's polytunnel to help the children grow seedlings. St Laurence School is now about to start up students with learner plots on site and Wiltshire's Youth Offending Team also wishes to working with the project. Climate Friendly Bradford are active supporters and there are many cross-overs in membership within the 70-plus volunteer/members.

8.1.5 The project has successfully faced down delays in funding, difficult growing conditions, and access to water. They have recruited two professional growers, bought seeds and tools, installed basic infrastructure and started harvesting their first crops and distributing them to members. But now, looking towards sustainability of the project, there are some essential tools and supplies needed to manage the large plot which were not foreseen in the original Lottery bid. These items are urgently needed to make the most of the area it is possible to cultivate, to establish the box scheme on a firm footing and to build credibility with existing and future members. The bulk of the local food grant covers the growers' wages. Once the farm is a viable business it will be not only be supplying fresh produce to a large number of local people, it will able to guarantee employment to three people: two growers and an administrator.

8.1.5 From project costs of £13,400 the application includes £2,571 worth of in-kind labour donated by volunteers.

8.1.6 Success will be measured through the number and diversity of volunteers, the number of volunteer hours invested, the numbers of households who sign up for a box scheme, and the educational added-value local schools report from engagement with the project. The applicants are considering how best to make produce available to disadvantaged members of the community through balancing volunteering with free fresh produce.

It is recommended that BOACA be awarded £2,000 towards essential tools and supplies.

Ref	Applicant	Project proposal	Funding requested
8.2	Councillor Rosemary Brown	Traffic Origin and Destination Survey	£5,500

8.2.1 This application meets the community area grant criteria for 2011/12.

8.2.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through the collection of robust evidence in support of the town centre, the environment and tourism.

8.2.3 Air Quality in BoA is a special problem because of vehicle emissions. Various palliatives have been suggested but discussions this summer have shown consensus that an effective remedy can be found only in reducing the volume of traffic in the town. Measures to reduce the volume of traffic in the town depend on knowledge about the traffic, how much of its is locally generated, how much of it simply passing through. An Origin and Destination (O&D) survey can answer these questions.

8.2.3 A numberplate recognition survey (NPR) is proposed which should be quite practicable and will distinguish traffic: passing through the town; originating and finishing in the town; and internal to the town. It would allow more detailed observation of traffic in the town than a Road Side Survey and would be significantly less expensive.

8.2.4 Wiltshire Council carried out a NPR survey of BoA in 2002, however it is considered locally that this survey was flawed because insufficient resources were made available. Volunteers should be able to help and Lorry Watch has shown how effectively BoA can mobilise volunteers on traffic matters. Planning the survey with experts would help to identify the best places for locating volunteers. Vehicle movements can be noted manually but more easily and reliably if video cameras were available (there should be plenty in the town that could be borrowed). Monitoring points on the exit/entry points from the town might require 16 volunteers at any one time (or half that if cameras were used); observation at key junctions in the town might take the number to 25 (or, say, 12 if cameras were used). Analysis would be fairly simple if computer support were available.

8.2.5 Wiltshire Council is requested to take on this survey in co-operation with local volunteers to help find a solution to the exceedence in BoA of EU air pollution thresholds. This survey would provide hard information for planning traffic restraint, while involving local volunteer effort to limit Wiltshire Council's direct involvement to assisting in the planning and processing of the information collected.

8.2.6 The estimated cost for a volunteer-based number-plate recognition survey (over 3 days) is £5,500 (plus VAT). By way of comparison, estimates for the same sort of survey but done without volunteers or for a roadside interview survey are £50,000 or more.

8.2.7 It has not been possible to date to discuss this proposal in any detail with highways officers. Their support will be important in scoping the technical and operational details of the O&D survey to ensure that robust outcomes and value for money is achieved by the project.

In the light of current budget constraints, it is recommended that funding support for an O&D Survey be agreed in principle for implementation in the 2013/14 financial year. This will allow time for technical and operational details to be worked up in association with Wiltshire Highways and for a further report to be considered by the Area Board in March 2013.

Ref	Applicant	Project proposal	Funding £ requested
8.3	Councillor Rosemary Brown	Volunteer administration of Lorry Watch	£550

8.3.1 This application meets the community area grant criteria for 2011/12

8.2.5 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through the collection of robust evidence in support of the town centre, the environment and tourism.

Wiltshire Trading Standards, having supported the Lorry Watch scheme through its pilot year, is not able to continue the administration of ‘first offences’ and has agreed with Lorry Watch to hand over to volunteers the processes and paper trail for lorries breaching the 18 tonne weight limit on the Town Bridge. Trading Standards has agreed to continue with the prosecution of repeat offenders, as it does now.

To deliver on this agreement, a license from the National Anti-Fraud Network will need to be purchased to allow access to a database of vehicle license plate information, at a cost of £ 550.

It is recommended that £550 be awarded towards the volunteer administration of Lorry Watch.

Appendices:	Grant applications from: Bradford on Avon Community Agriculture Co-operative Councillor Rosemary Brown Bradford on Avon Preservation Trust
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No unpublished documents have been relied upon in the preparation of this report.

Report Author	Peter Dunford, Community Area Manager Tel: 01225 713060 E-mail peter.dunford@wiltshire.gov.uk
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Community Area Grant Application Form 2012/2013

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

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

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

Maximum Grant £5,000

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

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

1. Your organisation or group

Name of organisation	Bradford on Avon Community Agriculture Cooperative		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Community Farm		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	The project was set up to meet the need for quality produce grown locally under organic principles, to build resilience into the local food economy, strengthen community ties and to reduce carbon emissions. In two years we plan to run independently of funding as a viable business supplying up to 100 boxes a month in collaboration with local market gardeners. Our members come from the local community, many of whom supply essential voluntary labour. We aim to reach across the generations too: we have educational projects running with the local secondary school and one of the primary schools.		
In which community area does your project take place? (<i>Please give name – see section 3</i>)	Bradford on Avon		
I/we have discussed our project with the town/parish council?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	78 Bath Road, Bradford on Avon, BA15	
When will your project take place?	ASAP	
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	Consultations that led up to publication of the Community Plan for the Bradford area established that locally grown produce was a priority for the local community. Our first successful application to the Area Board in 2010 also partially funded Fitzmaurice School's polytunnel - the children wanted to grow our seedlings. St Laurence School is about to start up students with learner plots on our site, and Wiltshire's Youth Offending Team have already visited with the intention of working with us. Climate Friendly Bradford, are active supporters of this project and with many cross overs in membership, and meanwhile we have attracted 70 or more volunteer/members..	
How many people will benefit from your project?	100 families, 50-100 pupils annually	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	Countryside and Land based issues p7	
Any other information about your project. (Limited to a 1000 characters) We have successfully faced down delays in funding, difficult growing conditions, and access to water. We have recruited two professional growers, bought seeds and tools, installed basic infrastructure and started harvesting our first crops and distributing them to members. But now, looking towards sustainability of the project our growers tell us there are some essential items needed to manage the size of the plot which were not foreseen in our original bid to the Lottery's local food grant. These items are urgently needed if we are to make the most of the area it is possible to cultivate, to establish the box scheme on a firm footing and therefore build credibility and with existing and future members. The bulk of the local food grant covers the growers' wages. Once we are a viable business we will be not only be supplying fresh produce to a large number of local people, we will able to guarantee employment to three people: two growers and an administrator.		
To be completed ONLY where town/parish councils are making an application		
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Management

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

Of these, how many are:

Over 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="1"/>
25 – 50 years	Male	<input type="text" value="3"/>	Female	<input type="text" value="3"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
Lottery's Local Food Grant and income from our veg box scheme.

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

Measures of success will include the number and diversity of volunteers, the number of volunteer hours invested, the numbers of households who sign up for a box scheme, and the educational added value local schools report from engagement with the project. We are considering how best to make produce available to disadvantaged members of the community balancing volunteering with free fresh produce.

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

Yes

Date contacted CIB

No

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

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

Name of Funder	Amount Applied For	Amount Received
Local Food Grant (add. funding)	5,000	

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

If yes, please state which one(s).

Yes

No

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

Yes

No

4. Information relating to your last annual accounts (if applicable)				
Year ending: 2011	Month: December	Year: 2011		
A - Total income:	£2,281.67			
B - Minus total expenditure:	£2,963.26			
Surplus/deficit for year: (A minus B)	£-681.59			
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£163			
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.				
Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Harrod Horticultural	£43	Own fundraising/reserves		£
Blackberry Lane	£1,034			£
Secure lock up	£1,155	Parish/town council		£
The Scythe Shop	£199			£
Mole Valley Tools	£104	Trusts/foundations		£
B&Q and Screw Fix	£326	Local Food Grant (add. funding)	P	£5,000
Country Supplies	£33	In kind		£
Tool Station	£84	4 volunteers x 2 hrs a week x		£
World of Elco	£61	45 weeks @£50 p day (7 hr day)		£2,571
Get Digging	£105	Other		£
Tracmaster	£10,256			£
Total Project Expenditure	£13,400	Total Project Income		£7,571
Total project income B		£7,571		
Total project expenditure A		£13,400		
Project shortfall A – B		£5,829		
Grant sought from Wiltshire Council Area Board		£2,914		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

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

Enclosed (please tick)

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

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

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

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

Name:

Date: 19/10/2012

Position in organisation:

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

