

AGENDA

Meeting: BRADFORD ON AVON AREA BOARD
Place: St Margarets Hall, St Margarets St, Bradford on Avon BA15 1DE
Date: Wednesday 17 September 2014
Time: 7.00 pm

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

The press and public are invited to attend the meeting

The Area Board welcomes and invites contributions from members of the public

ARRIVE EARLY! Refreshments will be available

Please direct any enquiries on this Agenda to Kevin Fielding , on 01249 716612 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 (Chairman) - Bradford
on Avon North
Cllr Trevor Carbin – Holt & Staverton

Cllr Magnus Macdonald - Winsley &
Westwood
Cllr Ian Thorn (Vice Chairman) –
Bradford on Avon South

Items to be considered	Time
<p data-bbox="264 327 660 360"><u>Health and Wellbeing Fair</u></p> <p data-bbox="264 445 1203 515">Drop in to pick up free passes for leisure activities; discover how healthcare is delivered locally; have your blood pressure checked.</p> <p data-bbox="264 546 1209 687">Local charities and organisations dedicated to promoting a healthy lifestyle, both physical and emotional, will be offering face-to-face information, setting quizzes and much more to encourage communities across Wiltshire to stay active and healthy.</p> <p data-bbox="264 768 687 801">Featuring presentations on:</p> <ul data-bbox="316 844 831 954" style="list-style-type: none"> <li data-bbox="316 844 831 878">• Dementia Awareness at 5.00 pm <li data-bbox="316 920 762 954">• Better Care Plan at 6.00 pm 	<p data-bbox="1246 327 1390 398">4:00pm – 7:00pm</p>
<p data-bbox="264 1030 568 1064"><u>Area Board Meeting</u></p> <p data-bbox="169 1160 405 1193">1 Welcome</p> <p data-bbox="169 1263 616 1296">2 Apologies for Absence</p> <p data-bbox="169 1366 624 1400">3 Declarations of Interest</p> <p data-bbox="264 1433 1031 1503">To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p> <p data-bbox="169 1572 600 1606">4 Minutes (Pages 1 - 10)</p> <p data-bbox="264 1639 1107 1709">i)To approve and sign as a correct record the minutes of the Bradford on Avon Area Board meeting held on 16 July 2014.</p> <p data-bbox="264 1749 1150 1859">ii)To approve and sign as the correct record the minutes of the Bradford on Avon Community Area Transport Group meetings held on 16 June and 8 September 2014.</p>	<p data-bbox="1246 1059 1382 1131">7:00pm - 8:00pm</p>

5	Chairman's Announcements and Updates	7:05pm
	<p>i)Bradford in Business Forum, 8 October. ii)Wiltshire Market Towns Forum, 22 October. iii)Emergency Planning Workshop for Bradford on Avon Community Area, 26 November. iv)Toilet Facilities at Barton Farm.</p> <p>Updates</p> <ul style="list-style-type: none"> • Wiltshire Police • Wiltshire Fire and Rescue Service • Youth Advisory Group 	
6	Implementing a community-led model for youth activities	7:20pm
	Mal Munday - Head of Service: Early Help, Wiltshire Council.	
7	Community Grant Funding	7:50pm
	<ul style="list-style-type: none"> • A Local Larder: Bradford on Avon and Beyond requesting £1,998 to improve people's access to locally grown, reared and made food and drink. 	
8	Next Meeting	8:00pm
	<ul style="list-style-type: none"> • Wednesday 12 November 2014 at St Laurence School, Bradford on Avon. 	
9	Close	

MINUTES

Meeting: BRADFORD ON AVON AREA BOARD
Place: Westwood Social Club, Lower Westwood, Bradford on Avon
Date: 16 July 2014
Start Time: 7.00 pm
Finish Time: 9.30 pm

Please direct any enquiries on these minutes to:

Kevin Fielding on 01249 706612 or (e-mail) kevin.fielding@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Rosemary Brown, Cllr Magnus Macdonald, Cllr Ian Thorn and Cllr Richard Gamble

Wiltshire Council Officers

Peter Dunford – Community Area Manager
Kevin Fielding – Democratic Services Officer
Mal Munday - Head of Service – Early Help

Town and Parish Councillors

Bradford on Avon Town Council – Gwen Allison, Laurie Brown, John Potter
Holt Parish Council – Andrew Pearce
Monkton Farleigh Parish Council – Matthew Midlane
Westwood Parish Council – Terry Biles

Partners

Wiltshire Police – Insp Chris Chammings
Wiltshire Fire & Rescue Service – Mike Franklin
Wiltshire Integrated Youth Service – Siobainn Chaplin and Kath Brownlee
BoACAN – Jim Lynch, John Hutchinson

Total in attendance: 50

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Welcome</u></p> <p>The Chairman welcomed everybody to the Westwood Social Club and introduced the Area Board members, Cllr Richard Gamble - Portfolio Holder for Schools, Skills and Youth - and the Wiltshire Council officers present.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received by Cllr Trevor Carbin.</p>
3	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
4	<p><u>Minutes</u></p> <ul style="list-style-type: none"> • The minutes of the Bradford on Avon Area Board meeting held on the 14 May 2014 were signed as a correct record.
5	<p><u>Chairman's Announcement's and Updates</u></p> <p>The following Chairman's Announcements contained in the agenda pack were noted:</p> <p>Garden Waste consultation - The Council currently delivers a fortnightly non-chargeable garden waste service but needs to make savings from the budget. This consultation gives residents 3 options for how changes can be made to the service; the consultation runs until 1 September</p> <p>Community Infrastructure Levy - The CIL draft Charging Schedule is currently out to consultation</p> <p>Changes to the Electoral Registration System – A new more secure system of individual electoral registration is being introduced, the biggest change for 10 years</p> <p>Flood Risk Engagement event 24/7 – If you have been affected by or have concerns about flooding, come along to a community drop in session run by the Environment Agency to get information, advice and share your story.</p> <p>Report of Air Quality Alliance Steering Group 8/7 - A meeting was recently held to receive a report from consultants Atkins on the Bradford on Avon Traffic</p>

Study; some final fact-checking is underway ahead of agreeing an Air Quality Action Plan for submission to DEFRA.

Report of Shadow Community Operations Board 9/7 – Jim Lynch reported that the COB continued to meet to shape its Working Proposal which would be the subject of public consultation this Autumn.

Tour of Britain Cycle Race through Bradford on Avon 12/9 – John Potter reported that the route would take it through Bradford on Avon at 10:50am, Friday 12th September. Events were being planned, including cycle trails, cycle themed crop circle, mad stunt bikes and a hill climb up Masons Hill.

The Big Walk 13/9 – A sponsored walk to raise funds for local cancer treatment, starting in Melksham and walking along the Kennet and Avon Canal to Bath with a lunch stop in Bradford on Avon.

Partner Updates

Wiltshire Police – Insp Chris Chammings

- The written update contained in the agenda pack was noted.
- Insp Chammings advised that his priorities for the Bradford on Avon Neighbourhood Policing Team was to provide a visible team and to respond to the needs of the community.

Wiltshire Fire and Rescue Service – Mike Franklin

- That local fire crews were called out 15 times during June.
- That the Fire & Rescue Services are looking to recruit retained fire fighters in the local area.

Youth Advisory Group – Kath Brownlee & YAG representatives

- The YAG representatives made a presentation to voice their concerns that there would be nowhere for the youth group to meet when the youth centre closed at the end of July, and that their voices had not been heard by Wiltshire Council.

The Chairman thanked all partners for their updates.

6

Positive Activities for Young People: the establishment of a new Community-led Youth Service

Jim Lynch from BoACAN introduced Will Sansom from Close Range Films who had made a film funded by the Colonel Llewellyn Palmer Educational Trust which documented the Youth Support and Provision in Bradford on Avon, focusing on services provided at the Youth Development Centre and informal skateboarding at the Station car park.

Cllr Richard Gamble - Portfolio Holder for Schools, Skills and Youth at Wiltshire Council - gave a short presentation that outlined the new arrangements for a Community-Led Youth Service and Local Youth Network for the Bradford on Avon community area.

Points made included:

Drivers for change

- The service is changing to reflect young people's modern lives.
- There has been duplication of activities in some areas (council voluntary, community and commercial youth activities).
- Campus programme provides new opportunities.
- Continuing need to support those who are vulnerable.

The Decision-making process

- 10-week, wide-ranging consultation launched in February.
- New operating model agreed by cabinet on 15 May.

Cabinet Decision and the Community-Led Model

On 15 May, cabinet agreed to...

- Adopt the key principles for a new operating model.
- Authorise implementation of the community-led model for youth activities to increase the opportunities for young people's involvement and engagement.
- Maximise the amount of funding available to community area boards and local coordination.

- Delegate authority to Cllr Laura Mayes, Cabinet Member for Children's Services and senior officers to develop and implement the new operating model.

Key Features of the Community-led Model

- Community-led youth offer.
- Local Youth Networks (LYNs).
- Focus on safeguarding and targeted youth support.
- Promotion of the overall youth offer.
- Stronger focus on accountability and impact.

Working together on the next steps

- Review your local Joint Strategic Needs Assessment.
- Talk to your young people and community and identify the activities needed in your local area.
- Identify and engage key partners (including VCS) to establish a Local Youth Network and discuss findings.
- Consider where activities could take place.
- Agree local priorities and commission activity.

Questions and points raised included:

Are young peoples' views really being listened to by Wiltshire Council?

a. Yes we have listened, but we had to look at how much it costs to operate a building such as the BoA youth centre and it does not justify the amount spent on it when you look at how many young people actually use it.

You may have heard the voices of the young people, but did you listen to them. A consultation is a good way of getting what you want, statistics can tell any story.

a. The community-led model will in the future mean that communities will be able to talk with their Area Boards about the direction of youth services etc.

Other community groups use the youth centre building, Cllr Mayes assured us at

the 12 March 2014 Bradford on Avon Area Board that the youth centre building wouldn't close without a suitable building being made available to house the community groups that use it, this is now not happening.

a. Wiltshire Council are currently looking at what options are available for the other users of the youth centre building.

Residents of Bradford on Avon are shocked that the youth centre would close at the end of July, would the local community have a chance to obtain the building from Wiltshire Council before it is sold off.

a. It would be good if Fitzmaurice School could be involved in any future use of the building.

Volunteers cannot be expected to give the same level of service as the current youth workers.

a. If volunteers cannot deliver the service then specialist providers would be looked at.

The BoA campus is still in the planning stage, what happens in the interim until new youth/community buildings are available?

a. Wiltshire Council are still working to find a solution.

Could the building be kept open as a community building?

a. The site could be signed over to the Town Council as an asset transfer. There are talks ongoing with Fitzmaurice Primary School, will hope we can find a way to a successful outcome.

Fitzmaurice School would be a good base to deliver the youth provision from.

An allocation of £18,000 p/a for community youth funding is not enough. The running costs of the current building alone are £ 20,000 per annum.

We are in real danger of losing the youth workers and their expertise.

The voluntary sector cannot provide specialist services such as are currently provided by the Council to Lesbian, Gay, Bisexual and Transgender youths.

The Holt and Broughton Gifford Youth Work project would be affected, it needs £ 3,000 - £6,000 and trained youth workers to run weekly sessions.

Local Police were keen to work with Wiltshire Council as they had concerns as to what will happen if the youth centre closes with no plan in place as to where youth provision would be run from.

Closing youth centres and losing youth workers, was that in the consultation?

Are the Area Boards really expected to run local youth services with a budget of £18,000 p/a? Councillor Macdonald voiced concern that the Area Board was being tasked with commissioning youth work but that members were not experts

	<p>in this field.</p> <p>Jim Lynch announced that BoACAN would be facilitating an “Open Youth Forum” at St Margaret’s Hall on 31 July from 4.30pm for young people and stakeholders to voice their concerns about the proposed closure of the Youth Development Centre building and to start to plan for the future under the new community-led delivery model through getting involved in the formation of a Local Youth Network for the Bradford on Avon community area.</p> <p>Decision</p> <p>To recommend to Bradford on Avon Town Council the following actions:</p> <ul style="list-style-type: none"> • To designate the site of the Youth Development Centre on Frome Road, Bradford on Avon, as being for “community use” in a site allocations proposals map in the emerging Neighbourhood Plan. • To consider a Community Asset Transfer application to transfer ownership and management of the asset from Wiltshire Council to a bone fide community organisation in Bradford on Avon. • To nominate the Youth Development Centre as an “Asset of Community Value” so that, in the event of Wiltshire Council wishing to dispose of the asset, the statutory provisions of the Community Right to Bid will allow the community to raise funds to put in a bid and to buy it on the open market. <p>The Chairman thanked Cllr Richard Gamble for his presentation and for attending the meeting.</p>
7	<p><u>Historic Core Zone - report on Traffic Regulation Order</u></p> <p>The Area Board members were asked to consider a report on the responses to the advertisement of the proposed Restricted Parking Zone within the Historic Core Zone of Bradford on Avon.</p> <p>It was agreed that Peter Dunford would arrange a meeting with Godfrey Marks and Jane Graham - Equality & Inclusion lead officer at Wiltshire Council to discuss concerns over disability issues and the Equalities Impact Assessment that had been undertaken by the Council.</p> <p>Decision</p> <ul style="list-style-type: none"> • That the Bradford on Avon Area Board endorses the resolutions of Bradford on Avon Town Council at the extra-ordinary meeting of the Town Council held on 15 July:

	<ul style="list-style-type: none"> • To welcome the approval of the Restricted Parking Zone. • To make sure the towns traders or shop keepers have a vote in any referendum/poll. • To urge Cllr John Thomson to go through with his commitment that everyone on the electoral roll can vote. • That the Chairman of the Town Council, Chairman of the Historic Core Zone Working Group and the Town Clerk meet with the Registration Officer of Wiltshire Council's Electoral Services to find out what is required for a referendum/poll.
8	<p><u>Community Asset Transfer: Westbury Gardens, Bradford on Avon</u></p> <p>The Area Board was asked to consider an application submitted by Bradford on Avon Town Council for the transfer of Westbury Gardens, Bradford on Avon to Bradford on Avon Town Council.</p> <p>Decision</p> <ul style="list-style-type: none"> • That the Bradford on Avon Area Board approves the transfer of Westbury Gardens to Bradford on Avon Town Council.
9	<p><u>Commemoration of World War One</u></p> <p>The Area Board meeting was reminded of the First World War Commemoration Event to be held at Tidworth Military Cemetery on Wednesday 30th July 2014.</p> <p>Laurie Brown – Bradford on Avon Town Council - advised that a service of remembrance and rededication would be held on Sunday 3rd August at Westbury Gardens to honour the Bradford on Avon soldiers who fell during the Great War.</p> <p>South Wraxall village advised that they were planning to erect a war memorial in the village subject to Area Board funding.</p> <p>Holt village advised that they would be cleaning their village war memorial and holding a service of rededication to honour the fallen of the village.</p>
10	<p><u>Community Grants Scheme Applications</u></p> <p>The Wiltshire Councillors were asked to consider five applications seeking 2013/14 Community Area Grant funding:</p>

	<p>Decision Bradford on Avon WW1 Working Group awarded £645 for the cleaning of the War Memorial and re-dedication of the Roll of Honour.</p> <p>Decision South Wraxall villagers awarded £3,500 to erect a war memorial in the village.</p> <p>Decision Musicians South West awarded £1,923 for the “Women of World War 1 at Bradford, Winsley and Holt” project.</p> <p>Decision West Wilts Esprit Gymnastics Club awarded £1,000 for the Rhythmic, Boys and Disability Gymnastics project.</p> <p>Decision Councillor Led Grant from Councillor Rosemary Brown, £2,000 awarded for banners to be sited in the town centre to welcome the Tour of Britain Cycle Race to Bradford on Avon.</p>
11	<p><u>Future Meeting Dates</u></p> <ul style="list-style-type: none"> • Wednesday 17th September – St Margaret’s Hall, Bradford on Avon. • Wednesday 12th November – St Laurence School, Bradford on Avon.
12	<p><u>Close</u></p>

Note of Bradford on Avon Community Area Transport Group

Monday 16th June 2014 at County Hall, Trowbridge

Present:

Rosemary Brown, Wiltshire Councillor, Bradford North

Ian Thorn, Wiltshire Councillor, Bradford South

Trevor Carbin, Wiltshire Councillor, Holt and Staverton

Magnus Macdonald, Wiltshire Councillor, Winsley and Westwood

Martin Newman, Bradford on Avon Town Council

Bob Broadhead, Limpley Stoke Parish Council

Philip Wise and Barbara Wise, Monkton Farleigh Parish Council

Linda Ladner, Winsley Parish Council

Shay Parsons, Lorry Watch

Rosie Meachin, 20s Plenty Bradford on Avon

PC Martin Annetts, Wiltshire Police

Andy Cadwallader, Local Highways and Streetscene, Wiltshire Council

Spencer Drinkwater, Transport Planning, Wiltshire Council

Dave Thomas, Traffic Engineering, Wiltshire Council

Peter Dunford, Bradford on Avon Area Board

1. Apologies:

Gwen Allison, Andrew Pearce, Maggie Novotni, Matthew Midlane, Roger Rowe, Allan Parker

2. Notes of CAT-G meeting on 3 March

Notes approved subject to clarification of 20 mph policy: the locations agreed for assessment in 2014/15 are Woolley and Turleigh and for 2015/16 will be decided from a short list of Monkton Farleigh, Limpley Stoke and Bradford on Avon town (exact locations yet to be determined).

3. **Budget Position**

Dave Thomas reported that the BoA CATG budget allocation in 2014/15 is £ 14,562 and, after commitments, £ 5,984 of this remains unallocated.

4. **Historic Core Zone**

Dave Thomas updated that his report on the outcomes and recommendations from the Restricted Parking Zone consultation had been submitted some weeks ago to Councillor Thomson and that he anticipated the Cabinet Member report would be published soon. Has now been published.

5. **Wiltshire 20 mph policy**

Dave Thomas reported that the assessments of the priority sites of Woolley and Turleigh would be undertaken in September.

Philip and Barbara Wise presented a case for Monkton Farleigh to be included as a location for a 20 mph zone/ limit in the village centre to combat the effects of rat-running through-traffic. A reduced speed limit of 30 mph at the junction to the village on the A363 is also requested. The results of metrocount and School Travel Plan processes would be examined.

AGREED: There would be an opportunity for all parishes to present their cases for inclusion in the 2015/16 assessment list to the CATG at its December meeting. Ahead of this, the assessment criteria for the prioritisation process would be revisited at the meeting in September.

A Scrutiny Task Group is also looking at the detail of the Wiltshire 20 mph Policy.

6. **Substantive Highways Scheme 2013:**

Woolley Green – complete

Limpley Stoke, Lower Stoke footway – retaining wall owned by Network Rail, design scheme by Atkins nearly complete. A 2 week road closure will be needed which will affect the Hotel and Pub. Timetabled for November. Now programmed for January to minimise impact on hotel and other businesses.

SHS Call for Bids 2014: Scheme to be submitted for pedestrian crossing on Winsley Road/ Huntingdon Street.

7. **Traffic Survey of Bradford on Avon and Holt**

The report had previously been circulated. Spencer Drinkwater reported on the headline findings:

Cars account for 75% of traffic; HGVs only 2%

40 % of through-traffic is from within 5 miles; 70 % from within 25 miles.

Through-journeys account for 16% of the total on weekdays and 15% of the total on Saturdays.

The busiest spot is the Town Bridge. 16750 journeys are made across the bridge on an average weekday. This falls to 13292 on a Saturday, a reduction of 26% vs weekdays.

Trowbridge and BoA are the key traffic origins @ 40 % combined.

Atkins would be invited to present the study findings to a meeting of the Bradford on Avon Air Quality Alliance in the near future. Questions of detail to be invited in advance. Ian Thorn asked for a summary of the report in “plain English”.

AGREED: Shay Parsons to produce a plain English version of the Executive Summary

The findings of the HGV study of Holt are still awaited.

8. Lorry Watch

Dave Thomas reported that the locations for proposed new Lorry Watch signage had been agreed and Shay Parsons is in negotiations with Wiltshire Highways to finalise the design and size of the signs.

Shay reported that a survey in March 2014 showed that numbers of overweight lorries was again on the rise despite a record number of prosecutions. Even though the study showed only 2% HGVs by volume, the impact of this was disproportionately severe.

As the long term sustainability of the Lorry Watch could not be guaranteed consideration should be given to installing automated cameras on the Town Bridge.

9. Local Highways Investment Fund 2014/15

Andy Cadwallader reported that the sites for major maintenance in 2014/15 are:

A363 - Masons Lane - resurfacing

B3107 - Forewoods Common/Bradford Road, Holt – resurfacing

A366 – West of Trowbridge – resurfacing

A list of possible sites for treatment in 2015/16 was briefly reviewed.

AGREED: Priorities to be agreed at the September meeting following further consultation with Parish Councils

10. **Update on CAT-G priority projects** – Dave Thomas

- i) **Newtown bollards, Bradford on Avon** - scheme complete, 6 month monitoring period complete. Monitoring report shows that the bollards have helped to protect properties at 18 and 19 Newtown but at the cost of some structural damage to buildings on the opposite side of the road which have been impacted by HGVs. A decision needs to be taken whether to keep the bollards or to have them removed.

Alternative measures which could be considered include an experimental order for a “width limit” on vehicles or flower boxes on the pavement.

AGREED: Councillor Thorn requested the removal of the bollard outside 18 Newtown

- ii) **Winsley Road, Bradford on Avon** - pedestrian crossing near Huntingdon Street junction to be the subject of a bid to the Substantive Highways Fund. Estimated project costs £35,000.

AGREED: CATG to contribute matching funding of £ 3,500 and a similar matching contribution of £ 3,500 to be sought from the Town Council

- iii) **White Hill, Bradford on Avon** – enforcement of “Access Only” restrictions through additional signing and bollards at top of hill. Order issued to BBLP 29/4/14, awaiting works start.
- iv) **Huntingdon Rise, Bradford on Avon** – Scheme is concrete over-run apron along back of kerb. Works due 30th June for 5 days under road closure.
- v) **Springfield to Woolley Street** – scheme is tightening of entry radii from Springfield into Woolley Street and visual carriageway narrowing / priority working at eastern end of Woolley Street together with “unsuitable for HGV” signs at either end of Woolley Street. Works commenced on 2nd June
- vi) **Palairt Close/ Poulton Cycle Link, Bradford on Avon** - signing work substantially complete, two signs outstanding. Cycle ramp installed.
- vii) **Wingfield** – footway from Trowle Farm Lane to Loves Lane. Wingfield Parish Council had agreed to contribute £ 2,000 towards these improvements in 2013/14 and a further £ 2,000 in 2014/15, to be match funded £ 4,000 by the CATG. Detail design substantially complete, work order to be issued to BBLP by end of July. BBLP to programme works.

11. **Other urgent highways and transport matters**

- i) **Waiting Restrictions – requests for residents parking zones** have been made by the Town Council and are with Highways Network Management team. Action at Treewood Industrial Estate awaiting further guidance from Town Council.

Dave Thomas reported that the revenue budget for waiting restrictions work had been cut from £120, 00 to £ 16,000, hence the delays in implementation.

AGREED: Martin Newman to chase WRV1 form

- ii) **Bath Road, Bradford on Avon** – pedestrian crossing to Christchurch School, linked to an update of the School Travel Plan. Draft STP has been reviewed by WC officers, comments have been made and the STP is now back with the school for further development.
- iii) **Berryfield Road, Bradford on Avon** – traffic calming, linked to Christchurch School travel plan, see above.
- iv) **Cumberwell Golf Course, Bradford on Avon** - road traffic accidents on A363. Drainage works to intercept water runoff from fields is complete.
- v) **Kingston Farm, Bradford on Avon** – Closure of Cemetery Lane. Developer of site to the south of Cemetery Lane has agreed to include the closure as part of their works. Timescale not yet known.
- vi) **Holt Road, Bradford on Avon** – pedestrian safety issues. Kingston Farm proposals should ameliorate.
- vii) **Moulton Drive, Bradford on Avon** – speed indicator device to be deployed at this location on an occasional basis to reflect the speeding issue. As part of speed monitoring, metrocounts readings will be taken at this site. Yellow lining requested opposite junction requires Town Council to submit a WRV1 form.

AGREED: Request metrocount results from Road Safety Team

- viii) **Newtown, Bradford on Avon** – proposal for “No right turn into Market Street” and “Access Only” signs to Bath-bound traffic to dissuade rat running on Newtown via Wine Street and Winsley/Turleigh. Considered by the Police to be unenforceable and also likely to exacerbate the air quality problem on Masons Lane/ Market Street.

AGREED: No further action

- ix) **Priory Close, Bradford on Avon** - on street parking and traffic issues.

AGREED: Awaiting further details and funding from Town Council

- x) **Widbrook, Bradford on Avon** – road safety to be improved through revised chevron boards at the bend. Funded through the ad hoc sign budget. All works complete.
- xi) **Wiltshire Music Centre, Bradford on Avon** – parking issues agreed to be only very occasional and with no easy solution.
- xii) **Winsley Road, Bradford on Avon** – speeding near Grove Leaze, metrocount confirms speeding issue. Volunteers now trained to deliver Community Speedwatch initiative.

xiii) **Limpley Stoke** - the markings on the road by the bridge at the bottom of Winsley Hill (coming from Bath) are not very clear and there was an accident there recently. Police suggest improvements to the right of way signing.

- xiv) **Limpley Stoke** - The A36 end of Midford Lane (right hand side coming up the Lane) is being used quite regularly for parking. Whilst this is not illegal, it does cause problems if you are travelling towards the A36 as there is a blind bend just after the entrance to the mines. The parked cars force you out into the middle of the road and it is feared that there will be a nasty accident there before long. Police suggest double or single yellow lines installed. Area in question is not in Wiltshire.

AGREED: Limpley Stoke Parish Council to monitor situation

- xv) **Monkton Farleigh** – overspill parking on road from Avon Wildlife Trust car park above Bathford. Proposal plan has been prepared and agreed with local member and residents.

AGREED: CATG to contribute £300 towards new road markings

- xvi) **South Wraxall** - direction sign to South Wraxall & Monkton Farleigh to be placed at the top of Kingsdown Hill. On ad-hoc signing list.
- xvii) **Staverton** – on street parking and road safety from Slip Way turning into Marina Drive. Formal advert of waiting restrictions due July.
- xxiii) **Staverton** – speeding on New Terrace
Metrocount survey confirms eligibility for deployment of Speed indicator Device in this location.

AGREED: Road Safety Team to deploy Speed Indicator Device at this location

- xxv) **Westwood** – extension of virtual pavement opposite New Inn PH
Works ordered. Funding from 20mph budget. Awaiting programme from Balfour Beatty.

- xxvii) **Wingfield** – the speed indicator device will be deployed on the B3109 on an occasional basis to reflect the speeding issue.
- xxviii) **Wingfield** – request for traffic calming measures. Proposal plan prepared and agreed with Parish Council. Possible funding contribution from solar farm development.

AGREED: CATG to defer funding of £4767 for this scheme to 2015/16

- xxix) **Winsley** – parking restrictions to control conflict with buses. Formal advert of waiting restrictions due July.
- xxx) **Winsley** – need for bus stop markings outside shop/ surgery at Tynning Road. School have also raised concerns about parking in the same area.

AGREED: Further discussions with Parish Council and School required

14. Dropped Kerbs programme – All phase 3 works are complete.

15. Hand Rails – request for match funding from the Town Council:

- i) Church Acre
- ii) Budbury to Tory
- iii) Upper Regents Park
- iv) St Margaret's Street

AGREED: Site visits necessary and a request to the Town Council for 50 % match funding contributions

16. Any Other Highways Business

None.

17. Date of future CATG Meetings, County Hall at 4pm

Monday 8 September

Monday 10 December



Bradford on Avon Area Board Sept 2014 Neighbourhood Policing

EA Bradford-on-Avon NPT	Crime				Detections*	
	12 Months to August 2013	12 Months to August 2014	Volume Change	% Change	12 Months to August 2013	12 Months to August 2014
Victim Based Crime	550	480	-70	-12.7%	13%	19%
Domestic Burglary	56	49	-7	-12.5%	7%	41%
Non Domestic Burglary	79	44	-35	-44.3%	6%	7%
Vehicle Crime	97	37	-60	-61.9%	6%	19%
Criminal Damage & Arson	101	86	-15	-14.9%	7%	8%
Violence Against The Person	72	116	+44	+61.1%	36%	28%
ASB Incidents	374	329	-45	-12.0%		

Current NPT Priorities:

My priorities for Bradford on Avon NPT are simple. I will provide a visible team within the community and respond to the needs of that community.

In order to provide this I will ensure officers patrol more on foot and bicycles, and less in cars.

Team News:

By the time we meet, the Tour of Britain will have whisked its way through the town, and I am sure we all had a great day celebrating it. I would like to pass on my thanks for all those who put such effort into making this such a fantastic event, I am sure that the day will remain forefront in our memories for many years to come.

There have not been any changes to Bradfords NPT officers, and your needs are still catered for by PC Martin Annetts, PC Lee Pelling, PCSO Andrew Maclaughlin and PCSO Joe Leeds.

Overview

As shown at the start of this report the performance data for a 12 month period to Sept 2014 is extremely positive with overall crime 12.7% lower than the same period last year.

It is fantastic to see Anti Social Behaviour with a 12% reduction, as this incident can have serious repercussions to people being able to enjoy their lives without nuisance.

Violent Crime is unfortunately still high, although it has dropped 2%, but these numbers are still made up mainly of either 'no injury' or 'private space' incidents, and violence in public spaces in BoA is still below the previous 12 months.

Burglaries in private homes has reduced by 12.5 % against the previous 12 month period and this is fantastic news.

Public assistance is vital in ensuring this remains low, and the same messages are still key in our fight against burglaries.

- Report to police, or via Crime stoppers, any information you have or any concerns or suspicions about anyone involved in criminality
- Secure your property
- Mark your property
- Record details of identifiable property and/or take photos of you belongings.

The website www.immobilise.com can be used to record these details and may even prevent offenders taking the item in the first place.

Regards

Chris Chammings
Sector Commander

Community Area Board Chairman's Announcement

Service : Children's Services / Communities **Further Enquiries to:** James Fortune / Steve Milton

Date Prepared: 08 September 2014 **Direct Line:** (01225) 713341 / (01722) 434255

For the attention of: Area Board Chair's; Democratic Services Officers; Community Area Managers

Implementing a community-led model for youth activities

Introduction

In May 2014 Cabinet agreed to adopt a community-led model for the provision of positive activities for young people. By delegating responsibility and resources to Community Area Boards for youth activities, Wiltshire Council is committed to supporting young people and their communities to come together to develop a responsive and locally driven positive activities offer for young people.

The new model means the positive activities offer will develop differently in each of the 18 Community Area Board areas to reflect local needs. A positive activity can be any educational or recreational leisure-time activity that is arts, sports, leisure, informal education and community based which helps young people achieve healthy and safe lifestyle outcomes.

This briefing provides members with an update on progress and next steps to support implementation.

The current youth service offer

The council's open access youth work offer comes to an end during September in preparation for the commencement of the community-led model on 01 October 2014.

As in previous years, during the school holidays, normal youth work provision was largely replaced with a summer programme, where youth workers focused on providing planned activities.

Community Youth Officers have been appointed in fifteen of the eighteen Area Board areas, with further interviews planned for the remaining posts on 16 September. In addition, three Youth Support Workers have now been recruited to provide 1:1 support to vulnerable young people from October.

For information about current youth work activity and Community Youth Officer appointments, please contact Kevin.Sweeney@Wiltshire.gov.uk

Youth Centre Property Asset Review

The change to the way the youth service is delivered has triggered the need to review the property asset status of the youth centres. This work is currently underway and a further update will be provided to Area Board Chairs in due course.

The council has a vast range of equipment which has been used by young people ranging from games consoles to pool tables. A comprehensive inventory of this equipment has been made on a community area basis and will be made available to voluntary and community sector youth activity providers, subject to Area Board approval.

For information about youth centre buildings or to enquire about the use of any Wiltshire Council owned property asset in connection with the delivery of the new model please contact propertyassets@Wiltshire.gov.uk

Positive activities for young people with Special Educational Needs and/or Disabilities (SEND)

To date, additional staff support has been provided by the council's youth work team to enable young people with SEND to access mainstream positive activity provision. This has taken the form of nine 'bridging projects' which offer weekly/evening, centre-based youth work sessions. 'Bridging Projects' are available in Chippenham, Devizes, Durrington, Malmesbury, Marlborough, Pewsey, Salisbury, Tisbury, Trowbridge and Warminster. Some are well attended whilst others have benefited a more limited number of young people.

'Bridging projects' are part of a much broader and comprehensive range of short breaks and leisure activities that are available to children and young people with SEND.

Going forward children and young people with SEND will continue to have access to a broad range of short breaks and leisure activities provision. In addition, young people with SEND will have access to community based youth activities and it will be important that Area Boards ensure positive activity provision is inclusive and takes into account the needs of all vulnerable groups.

From October, community-led positive activity clubs will be provided in Salisbury and Tisbury. Barnardo's have been commissioned to provide a youth activities service in other areas across the county. Further information on these services will be made available within the next few weeks and the council is working closely with the Wiltshire Parent Carer Council to manage these changes.

Support for Community Area Boards

Area Board briefings

All Area Boards have been offered an initial face to face briefing on the changes, with sixteen having taken place to date.

Each Area Board has delegated authority, a devolved budget and dedicated Community Youth Officer (CYO) to support the implementation of the new model in its area. The CYO will be accountable to the Area Board for the delivery of agreed local priorities and the Area Board will be the responsible body for youth activities at a local level.

Community Area Boards will work within the council's policy as set out in the Leaders Guidance which covers issues such as safeguarding, equalities and the use of resources. A 'Positive Activities Toolkit' will also be available which provides a 'how to do it', 'step by step' guide for developing and delivering provision. The toolkit will be released to Community Youth Officers and Community Area Board Managers shortly.

Each Area Board will establish and maintain a Local Youth Network (LYN), to understand local needs and make recommendations to the Area Board on how funding for positive activities should be deployed. The LYN will be an open network of organisations in the area that have an interest or involvement in the provision of positive activities for young people. The LYN will be supported by a smaller coordination group facilitated by the Community Youth Officer.

One of the early tasks of the LYN will be to work with young people to identify local priorities informed by the needs identified within the Community Joint Strategic Assessment for the area. This will provide Area Boards with a clear direction in terms of youth activities and spending.

To enable Area Boards to satisfy themselves and the local community that budgets are being targeted appropriately, a new system for monitoring the impact of youth activities will be introduced with regular reports to the LYN and Area Board.

Leader's Guidance & Local Youth Network (LYN) Terms of Reference

Leaders Guidance for Positive Activities and Terms of Reference for Local Youth Networks have now been issued by the Leader of the Council (attached). Area Boards are required to read and adopt these documents, as well as commence work to establish their LYN.

Funding providers to deliver positive activities

Community Area Boards will be able to fund providers to deliver positive activities via a grants process and/or procurement exercise.

A specific grant funding scheme for positive activities has been developed, which will be included in the 'Positive Activities Toolkit'. In addition, a catalogue of positive activity providers is currently being developed and will be ready in November for those areas which wish to follow the procurement route and enter into more formal contractual arrangements with providers.

Workshops

A number of workshops have been organised for Area Board members, Community Youth Officers and Community Area Managers. Area Boards are encouraged to nominate one or more members to attend one of the following sessions:

Monday 22 September 1:30pm till 5:00pm, Council Chamber, Monkton Park, Chippenham

Monday 29 September 5:00pm till 8:00pm, Alamein Suite, City Hall, Salisbury

Monday 06 October 9:30am till 1:30pm, Council Chamber, County Hall, Trowbridge

Please e-mail Sukhvir.Kaur@Wiltshire.gov.uk to book places for your Area Board.

The workshops will focus on the Leader's Guidance, Local Youth Network Terms of Reference and 'Positive Activities Toolkit'. This will include taking participants through the grant funding and procurement processes as detailed above.

A market development event for voluntary and community sector providers who are interested in delivering positive activities has also been arranged for **Tuesday 30 September**. This will provide organisations with information about the community-led model, along with detail of how to apply for grants and join the positive activities catalogue of accredited providers. Organisations who are interested in attending this event can use the e-mail address above to book a place.

For further information please contact:

James Fortune (Lead Commissioner Childrens Services) 01225 713341

Steve Milton (Head of Community Governance) 01722 434255

Leaders Guidance for Community Area Boards on Positive Activities for Young People

September 2014

1. Context

Wiltshire Council has adopted a community-led model for the provision of positive activities for young people. By delegating responsibility and resources to Community Area Boards for youth activities, the council is committed to supporting young people and their communities to come together to develop a responsive and locally driven positive activities offer for young people. This means the positive activities offer will develop differently in each of the 18 Community Area Board areas to reflect local needs.

Definition of Positive Activities

A positive activity can be any educational or recreational leisure-time activity that is arts, sports, leisure, informal education and community based which helps young people achieve healthy and safe lifestyle outcomes.

Positive activities are for young people aged 13-19 (up to 25 years of age for young people with special educational needs and/or disabilities) and may include activities and support which:

- Helps young people connect with their communities, enabling them to belong and contribute to society e.g. through volunteering
- Provides opportunities for young people to take part in a range of sports, arts, music and other activities where they can socialise safely with their peers and develop relationships, including with adults they can trust
- Encourage young people's personal and social development
- Improve young people's physical and mental health and emotional well-being
- Help young people to achieve in education, work or training
- Prevent and divert young people away from risky behaviours e.g. teenage pregnancy, substance misuse and involvement in crime and anti-social behaviour

2. Legal Framework

The Education Act 1996

S507B of the Education Act requires Council's, so far as reasonably practicable, to secure for qualifying young persons (aged 13-19 in the local area¹) access to sufficient positive leisure-time activities which improve their well-being, and sufficient facilities for such activities. With an annual budget for positive activities for young people and enabling support from Wiltshire Council Children's Services, this responsibility has been delegated to Community Area Boards.

The Equality Act 2010

Community Area Boards are required to comply with the Public Sector Equality Duty under S149 of the Equality Act 2010. Community Area Board members must consider the equality issues and impact of proposals as part of the decision-making process. This requires the council to have regard to the need to:

¹ Up to 25 years of age for young people with special educational needs and/or disabilities

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act,
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The Duty is in relation to protected characteristic groups and has to be applied in the delivery of Wiltshire Council services and in the employment of its staff. The relevant protected characteristics include age, disability, gender reassignment, marital and civil partnership, pregnancy and maternity, race (including colour, and nationality, ethnic or national origins), religion and belief, sex, and sexual orientation.

Wiltshire Council Constitution

Area Boards are required operate in accordance with Wiltshire Council's Constitution. In particular, it states Area Boards will allocate their delegated funds in accordance with this guidance issued by the Leader and that they must operate in accordance with the council's budget and policy framework and in accordance with the requirements of the Constitution. Area Boards must comply with the statutory equality and safeguarding duties as well as the council's rules on contracts and procurement (Part 11) and the Code of Conduct (Part 13) and the objectives set out below.

3. Objectives

- Create, develop and maintain a sustainable Local Youth Network (LYN) as a sub group of the Area Board in accordance with attached terms of reference;
- Identify, plan and make available a broad offer of positive activities for young people in their area, taking into account the needs and views of young people, and priorities identified within the local Joint Strategic Assessment;
- Secure young people's participation and direct involvement in all stages of the decision making process about the needs, outcomes, priorities and options that form the basis of the offer;
- Identify and secure suitable, safe providers and/or projects/programmes to deliver positive activities, making the best use of local resources;
- Comply with the statutory duties outlined in section 2 and demonstrate compliance through monitoring and evaluation evidence;
- Promote the local positive activities offer effectively, in a way which maximises young people's participation and involvement;
- Promote improved partnership working between organisations and groups working with young people, and develop links with other Local Youth Networks and services for young people;
- Encourage volunteering and community involvement in the development and delivery of positive activities;
- Maintain effective communication with all members of the Local Youth Network to keep them informed and involved;
- Comply with any special requirements asked for by external/alternative funders.

4. Priorities

- Ensure that access to a broad range of safe positive activities is open to all young people regardless of their circumstances or needs;
- Ensure that young people are directly involved in the design, development, delivery and review of local provision. To include representation on the Local Youth Network and identification of needs and priorities;
- Ensure that the needs of the most vulnerable and disadvantaged young people are made a high priority;
- Ensure that the positive activities offer reflects the needs of young people and the wider community, enabling them to pursue and progress in their areas of interest.

5. Financial requirements

A budget for positive activities for young people will be allocated annually to Community Area Boards using the locally agreed Area Board Funding Formula based on the population of 13-19 year olds (using Office for National Statistics mid-year population estimates). This will ensure that funding is allocated equitably across community areas according to local needs.

The funding is revenue based and must be used for the provision of positive activities for young people, targeted at the 13-19 age range (up to 25 years of age for young people with special educational needs and/or disabilities). The funding is ring-fenced for these purposes only.

This funding is not to replace other local funding which is currently used to support services and activities for young people. Community Area Boards are required to use the positive activities for young people funding to complement and enhance other local resources, to secure an offer of positive activities which meets the needs of young people in their area.

Community Area Boards will be accountable for the budget, which will include regular financial reporting of spend and compliance with the council's budget and policy framework.

Budgets are allocated annually for use within year. Roll-over will not normally be permitted although funding that is committed to local positive activity provision but unspent at year end will be carried forward subject to the normal financial management arrangements.

6. Support

Community Area Boards and their Local Youth Networks will be able to access a wide range of support to enable them to develop and deliver a needs-led and sustainable positive activities offer for young people. This consists of technical, professional and developmental support which is set out in the '*Positive Activities Toolkit for Community Area Boards*' and includes access to a Wiltshire Council employed Community Youth Officer.

7. Administration

Administration should be kept to a minimum and shared by members of the Local Youth Network, utilising relevant expertise from the stakeholders involved. The operation of the Local Youth Network and associated support will be provided by the Community Youth Officer with assistance from the Community Area Manager / Community Engagement Officer.

8. Wiltshire Council expectations of Community Area Boards and Local Youth Networks

Monitoring and evaluation requirements:

- Put into place monitoring and evaluation arrangements with providers of positive activities to ensure good quality services and that young people's needs are being met;
- Monitor and evaluate the impact and outcomes of the overall local positive activities offer on an annual basis, to include service user feedback;
- Provide Wiltshire Council Children's Services with regular information on the activity in the area so that a database of activity across the authority can be held centrally;
- Provide a breakdown of how funds are spent;
- Provide evidence that equality impacts and due regard to the Public Sector Equality Duty have been considered as part of the decision making process;

- Provide evidence that young people have participated and been involved in decision making processes to develop the positive activities offer, and that their views have been taken into account.
- Keep a record of actions agreed in accordance with Wiltshire Council regulations; to ensure that recommendations made to the Community Area Board and the decision making process are open and transparent.
- Provide evidence that the recommendations of Local Youth Network have been taken into account.
- Share best practice with other Community Area Boards and Local Youth Networks across the county.

Policies and Procedures

Community Area Boards are required to adhere to Wiltshire Council policies and procedures. It is particularly important that Community Area Boards ensure they understand and are compliant with the equality of opportunity and safeguarding policies. Safeguarding guidance has been developed for Community Area Boards in respect of positive activities for young people and this will need to be adhered to at all times.

9. Quality and Standards Framework

Wiltshire Council has developed a quality and standards framework for positive activities for young people. Community Area Boards, its suppliers of positive activities for young people and Local Youth Networks are expected to adhere to this framework. This is included in the *'Positive Activities Toolkit for Community Area Boards'*.

10. Decision-making process

Community Area Boards will make decisions at public meetings on how funding should be deployed to ensure that decision making is open and transparent.

The decision making process must:

- Take into account recommendations, advice and guidance from the Local Youth Network;
- Evidence that young people have participated and been directly involved in the decision making process and that their needs and views have been taken into account;
- Take into account and ensure compliance with the statutory duties outlined in Section 2 of this guidance;
- Demonstrate that safeguarding and quality assurance standards have been met;
- Ensure that impact assessment will form a condition of any funding and/or procurement decision so that the effectiveness of positive activities may be monitored.

Community Area Boards should implement their decision making powers in accordance with the *'Positive Activities Toolkit for Community Area Boards'*.

11. Review

This guidance is subject to change and may be reviewed by the Leader at any time.

Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the LYN

All members will be required to:

- Take an active part in the development of the LYN and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

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

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

4. Media Relations

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

11th August 2014

Councillor Rosemary Brown

County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Your ref:
Our ref: MH/KE

Dear Councillor

Your Area Board Allocation of Youth Funds

Further to the discussion at Council on 29th July attached is the breakdown of additional monies to be allocated to your Area Board. This is a one off non-recurring sum to fund the transition to the new ways of working within Youth Services. This will give a total delegated allocation for the whole Council in 2014/15 of circa £526,000 for local decision making.

These additional monies are available because over the last decade the Youth Service has received donations and funds from third parties in addition to council funding. The service has held these funds in separate bank accounts that have sat outside the Council's banking arrangements. This was raised as a weakness by our Internal Auditors and in response the Council's Accounting and Youth teams have, for some time now, undertaken due diligence of the source and exact amount of this funding, as well as any commitments.

The sum of monies varies area to area due to the scale of donations and amounts spent as well as in some cases due to monies being held back for specific purposes. The funds however have been spent in your area and the remaining balances relate to your area.

At 31st March 2014, a cash reconciliation identified a total across all of the County of £526,261 was held in these accounts. Of this total £214,510 was committed / from none council sources. The remaining £311,751 was unallocated / from previous council funds. This work was carried out in conjunction with local youth workers following Internal Audit recommendations and to coincide with the close down of our accounts. This reconciliation has not been updated since 31st March due to resource requirements to implement the changes to the Youth Service, and the delivery of the Summer Programme. As such the attached figures are liable to change. We expect that this may be around a 10% reduction for each area on the figures at 31st March 2014, and as such a total of £280,576 available split across the Areas. The allocation has been based directly on the funds held by each Centre in relation to Area Boards and signed off by individual area youth workers and accountancy.

We will complete final cashing up during the coming weeks and this will also be subject to independent audit. If the assumption of 10% reduction is significantly different from the final account balance we will need to revise your allocation. This spend of course will have occurred for the benefit of youth in your area over the last few months. Officers are also writing out to the original third party source of funds to assess if some of the £214,510 needs to be returned, if it is not needed to be returned or remains unspent then again this money will be added to the sums available to the Area Board, although specific commitments will be highlighted where they are conditional.

The attached (see column D of Appendix A) therefore sets out what we expect the minimum level your Area Board will receive as a one off to fund the transition to the new way of working. This is in addition to the recurring part year allocation announced in June arising from the Youth Review (see Column A of Appendix A). This money will be available to your Area Board from 1st October and the attached therefore allows your Area Board to begin its consideration and planning for spending.

Unfortunately, I am now away until 27th August, but if you have any queries can you email me and I will deal with them promptly on my return.

Yours sincerely



Michael Hudson
Director of Finance
Wiltshire Council

County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Tel: 01225 713601

Email: Michael.Hudson@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

Twitter: [@michaelwhudson4](https://twitter.com/michaelwhudson4)

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Total Proposed Area Board Youth Funding Allocation for 2014/15

	A	B	C	D	E
Analysis per Community Area 2014/15	Part Year Allocation 14/15 - Youth Formula	Total Area Board LMF Allocation Analysis - note £214,510 already committed	Delegated Area Board LMF Allocation Analysis - note uncommitted element	Assumed minimum LMF allocation per area (90% of previous column) - ONE OFF	TOTAL EST ALLOCATION TO EACH AREA BOARD 14/15
BRADFORD ON AVON	9,609	34,813	25,704	23,134	32,743

Notes:

Column A is the part year grant allocation for Youth due under the proposed changes

Column B is the total funds held locally by each Youth Service, this includes committed sums for summer activity, equipment, etc...

Column C is the element of the total funds which at 31st March 2014 were assumed as uncommitted

Column D is 90% of Column C on the assumption that between 31st March 2014 and 1st October the funds will reduce for summer activity in each area

Column E is the total grant assumed at this stage before the final cashing up of the locally held funds that will be allocated to each area board (ie columns A + D = E)

The Locally Held Fund allocation is non recurrent funding for 2014/15 only.



Report to	Bradford on Avon
Date of Meeting	17/09/2014
Title of Report	Community Area Grants

1. Purpose of the report:

To ask Councillors to consider the following applications seeking funding from the Bradford on Avon Area Board.

Application	Grant Amount	
Applicant: A Local Larder: Bradford on Avon & Beyond Project Title: A Local Larder: Bradford on Avon & Beyond	£1998.00	
Total grant amount requested at this meeting	£1998	
Total amount allocated so far	£11812	

2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2014/15 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2014/2015.

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.

Community Area Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.

If all requested grants are approved, the Community Grant Fund will have a total of £17, 120 remaining unallocated for the 2014/15 financial year for projects in the Bradford on Avon community area.

3. The application

Applicant: A Local Larder Project Title: A Local Larder: Bradford on Avon & Beyond	Amount Requested from Area Board: £1,998.00
<p>This application meets the grant criteria for 2014/15.</p> <p>Project Summary: We need an IT system to support the delivery of a local service which will improve people's access to locally grown, reared and made food and drink by making it easier for local food outlets, such as hospitality and retail, to find local producers at this trade show. The public will also be invited to the final hour to meet both producers and representatives of local outlets.</p> <p>Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community: The aim is to put local buyers in touch with local food and drink producers with benefits for Bradford on Avon:</p> <ol style="list-style-type: none">1. Local residents, through:<ol style="list-style-type: none">a) improved access to fresh, locally grown, reared and made food and drink (produce)b) resilient employment in the relevant sectors i.e hospitality, wholesale, retailc) business opportunities through the strengthening and expansion of existing businesses which will secure or increase local jobs; also cost effective opportunities for start up businesses and new product development.2. Local businesses, through:<ol style="list-style-type: none">a) raised profile for Bradford on Avon overall; encouraging more selective buying habits; increasing footfallb) strengthening a developing selling point for the town, e.g. availability of quality and less travelled produce, traceable food and drink, support for local producersc) a healthy local rural economy will underpin the character of the area which is so important for attracting visitors and general well being.3. Environment:<ol style="list-style-type: none">a) reduced carbon of produce less travelledb) less packaging as less protection is needed when produce is distributed	

locally

c) encouraging awareness of the sources of our food and drink amongst consumers, helped by the direct contact of the buyer with the producers.

Funding: The capital elements of the project are being match funded by sponsorship and exhibitor fees.

Report Author:

Peter Dunford, Bradford on Avon Area Board
01225 713060

Grant Applications for Bradford on Avon on 17/09/2014

ID	Grant Type	Project Title	Applicant	Amount Required
888	Community Area Grant	A Local Larder: Bradford on Avon & Beyond	A Local Larder: Bradford on Avon & Beyond	£1998.00

ID	Grant Type	Project Title	Applicant	Amount Required
888	Community Area Grant	A Local Larder: Bradford on Avon & Beyond	A Local Larder: Bradford on Avon & Beyond	£1998.00

Submitted: 02/08/2014 21:57:20

ID: 888

Current Status: Application Appraisal

To be considered at this meeting:

17/09/2017 Bradford on Avon

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

A Local Larder: Bradford on Avon & Beyond

6. Project summary:

We need an IT system to support the delivery of a local service which will improve people's access to locally grown, reared and made food and drink by making it easier for local food outlets, such as hospitality and retail, to find local producers at this trade show. The public will also be invited to the final hour to meet both producers and representatives of local outlets.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

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

BA15 1DE

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

Economy, enterprise and jobs
Food, farming and local markets
Health, lifestyle and wellbeing

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2014

Total Income:

£2152.00

Total Expenditure:

£2152.00

Surplus/Deficit for the year:

£0.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

To date we have not accumulated reserves

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

10b. Project Finance:

Total Project cost		£6535.00		
Total required from Area Board		£1998.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
Banners	998.00			

IT system	1000.00		
Organisation and running	3000.00	Other sponsorship	2900.00
Venue	264.00	Exhibitors	1312.00
Other marketing materials	1045.00	Advertising	125.00
Miscellaneous	228.00	Visitors	200.00
Total	£6535		£4537

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

No

12. If so, which Area Boards?

Bradford on Avon

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

The aim is to put local buyers in touch with local food and drink producers with benefits for Bradford on Avon\': 1. Local residents through a. improved access to fresh, locally grown, reared and made food and drink (produce) b. resilient employment in the relevant sectors i.e hospitality, wholesale, retail c. business opportunities through the strengthening and expansion of existing businesses which will secure or increase local jobs; also cost effective opportunities for start up businesses and new product development. 2. Local businesses through a. raised profile for Bradford on Avon overall; encouraging more selective buying habits; increasing footfall b. strengthening a developing selling point for the town, e.g. availability of quality and less travelled produce, traceable food and drink, support for local producers c. a healthy local rural economy will underpin the character of the area which is so important for attracting visitors and general well being. 3. Environment a. reduced carbon of produce less travelled b. less packaging as less protection is needed when produce is distributed locally c. encouraging awareness of the sources of our food and drink amongst consumers, helped by the direct contact of the buyer with the producers.

14. How will you monitor this?

It will be difficult to attribute actual numbers to those who will benefit from the project and aspects will only become apparent over time such. Continued employment and new business opportunities in the local food and drink sector will be testament, in part, to the success of the project. This in turn will strengthen the profile of Bradford on Avon as a destination for quality and traceable local produce.

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

It is anticipated that future trade shows will be financed through increased numbers of exhibitors and private sponsorship. Attracting both will become easier as the event gains a reputation for success.

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

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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