

## AGENDA

**Meeting:** PEWSEY AREA BOARD  
**Place:** Bouverie Hall, North Street, Pewsey SN9 5EQ  
**Date:** Monday 7 July 2014  
**Time:** 7.00 pm

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Including the Parishes of Alton, Beechingstoke, Burbage, Buttermere, Charlton and Wilsford, Chirton and Connock, Easton, Grafton, Great Bedwyn, Ham, Little Bedwyn, Manningford, Marden, Milton Lilbourne, North Newnton, Patney, Pewsey, Rushall, Shalbourne, Stanton St Bernard, Upavon, Wilcot, Huish and Oare, Woodborough, Wootton Rivers

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**The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.**

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

**Refreshments and networking opportunities will be available from 6:30pm.**

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Please direct any enquiries on this Agenda to Sharon Smith (Democratic Services Officer), on 01225 718378 or email [sharonL.smith@wiltshire.gov.uk](mailto:sharonL.smith@wiltshire.gov.uk)  
Or Caroline Brailey (Pewsey Community Area Manager) 01225 718609 or email [caroline.brailey@wiltshire.gov.uk](mailto:caroline.brailey@wiltshire.gov.uk)

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

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

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### Wiltshire Councillors

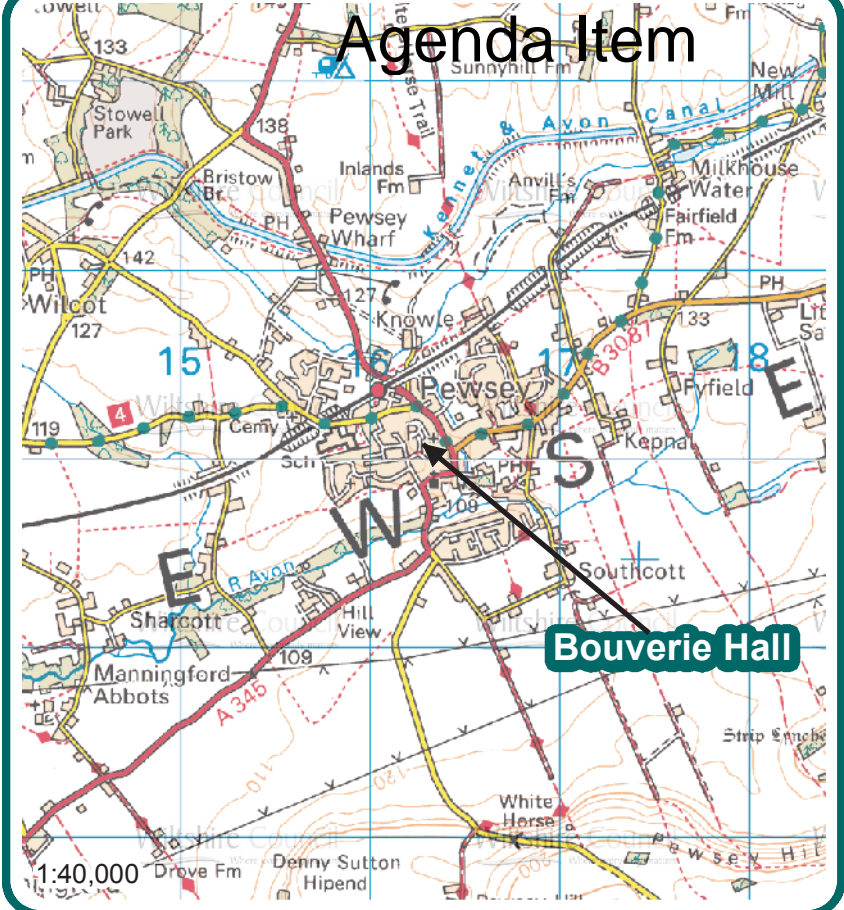
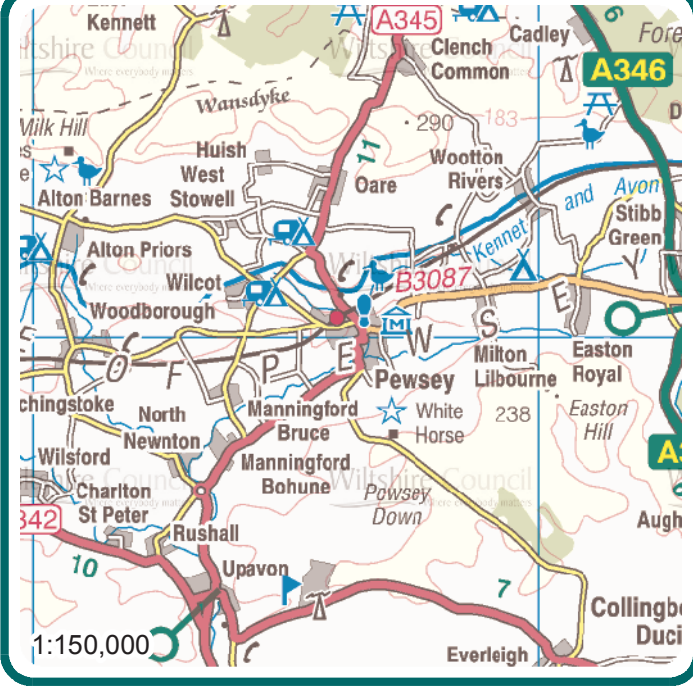
Jerry Kunkler	Pewsey
Paul Oatway	Pewsey Vale
Stuart Wheeler	Burbage + Bedwyns

***Map enclosed at page 1***

	<b>Time</b>
<p>1     <b>Election of Chairman</b></p> <p>To elect a Chairman of the Pewsey Area Board for the ensuing year.</p>	7:00 pm
<p>2     <b>Election of Vice Chairman</b></p> <p>To elect a Vice Chairman of the Pewsey Area Board for the ensuing year.</p>	
<p>3     <b>Welcome and Introductions</b></p>	
<p>4     <b>Apologies for Absence</b></p>	
<p>5     <b>Minutes</b> (<i>Pages 3 - 14</i>)</p> <p>To confirm and sign the minutes of the meeting held on 12 May 2014.</p>	
<p>6     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7     <b>Chairman's Announcements</b> (<i>Pages 15 - 22</i>)</p> <p>To consider the following announcements:</p> <ul style="list-style-type: none"> <li>a. Outcome of Youth Activity Review</li> <li>b. Garden waste consultation</li> <li>c. Mini recycling sites</li> <li>d. CIL</li> </ul>	
<p>8     <b>Partner Updates</b></p> <p>To receive any updates from partner organisations:</p> <ul style="list-style-type: none"> <li>8a    <b>Wiltshire Police</b> (<i>Pages 23 - 24</i>)</li> <li>8b    <b>Wiltshire Fire and Rescue Service</b></li> <li>8c    <b>Wiltshire Clinical Commissioning Group (CCG)</b></li> <li>8d    <b>Parish Councils</b> (<i>Pages 25 - 28</i>)</li> <li>8e    <b>Pewsey Youth Advisory Group (YAG)</b></li> <li>8f    <b>Pewsey Area Campus Team</b></li> <li>8g    <b>Good Neighbour Scheme</b></li> <li>8h    <b>Army Rebasing</b> (<i>Pages 29 - 30</i>)</li> </ul>	7:10 pm

9	<p><b>Pewsey Community Area Partnership (PCAP) (Pages 31 - 40)</b></p> <p>To consider:</p> <ul style="list-style-type: none"> <li>a) The PCAP update which will include details of the bus service consultation; and</li> <li>b) The Work Plan, budget and a request for PCAP funding for 2014/2015.</li> </ul>	7:30 pm
10	<p><b>Appointment to Outside Bodies and Working Groups (Pages 41 - 56)</b></p> <p>To appoint members to Working Groups, Task Groups and Outside Bodies of the Area Boards.</p>	7:50 pm
11	<p><b>LEADER Funding 2015 - 2020 (Pages 57 - 58)</b></p> <p>Alan Truscott, Plain Action Programme Manager, will provide details on plans to bid for Rural Development Programme for England (RDPE) funding and how local projects and rural businesses may be eligible.</p>	8:00 pm
12	<p><b>Community Area Grants (Pages 59 - 72)</b></p> <p>To determine the following Community Area Grants:</p> <ul style="list-style-type: none"> <li>• Sunflowers Pre-school, Grafton - £5,000 towards upgrading and developing the garden area.</li> <li>• Great Bedwyn Cricket Club - £3,738 towards the purchase of a new motor roller.</li> </ul>	8:20 pm
13	<p><b>Urgent Business</b></p> <p>Time permitting, the Chairman will invite questions and comments on issues not covered elsewhere in the agenda.</p>	
14	<p><b>Future Meeting Dates and Close</b></p> <p>The next meeting of the Pewsey Area Board is scheduled for 15 September, 7pm at Pewsey Vale School.</p>	8:30 pm

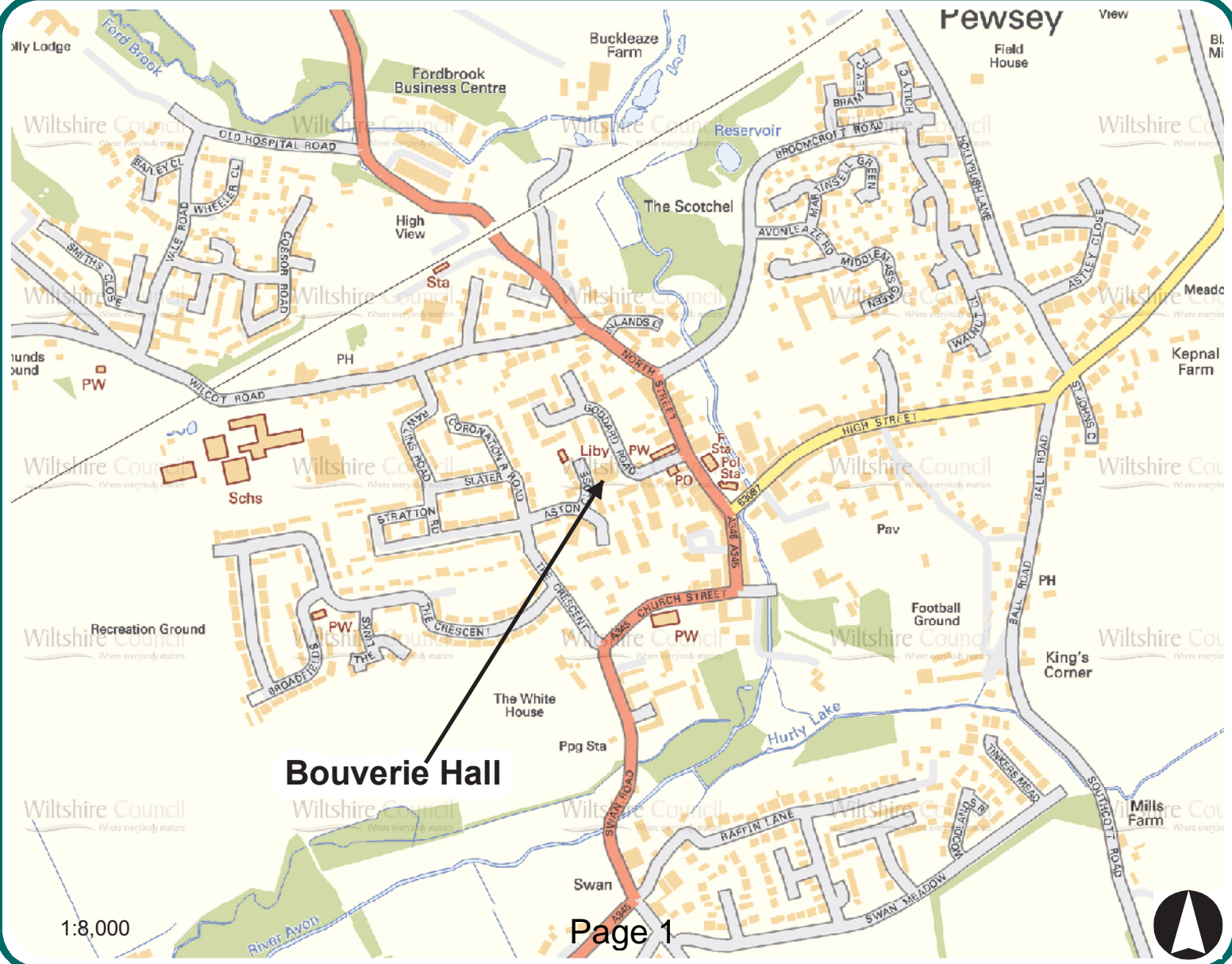
<p><b>Future Meeting Dates</b></p> <p>7:00 pm, Monday, 15 September 2014 Pewsey Vale School, Wilcot Rd, Pewsey SN9 5EW</p> <p>7:00 pm, Monday 3 November 2014 Woodborough Social Club, Smithy Lane, Pewsey SN9 5PL</p>
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# Agenda Item

**Bouverie Hall**

**Bouverie Hall  
North Street  
Pewsey  
Wiltshire  
SN9 5EQ**



**Bouverie Hall**



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# MINUTES

**Meeting:** PEWSEY AREA BOARD  
**Place:** Coronation Hall, East Grafton SN8 3DB  
**Date:** 12 May 2014  
**Start Time:** 7.00 pm  
**Finish Time:** 8.50 pm

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Please direct any enquiries on these minutes to:

Sharon Smith (Democratic Services Officer), Tel: 01225 718378 or (e-mail) [sharonL.smith@wiltshire.gov.uk](mailto:sharonL.smith@wiltshire.gov.uk)

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Jerry Kunkler (Chairman)  
Cllr Paul Oatway  
Cllr Stuart Wheeler (Vice Chairman)

### **Wiltshire Council Officers**

Kristian Price – Engineer, Local Highways  
Peter Binley – Head of Highways  
Karen Brown – Youth Development Coordinator  
Caroline Brailey – Community Area Manager  
Sharon Smith – Senior Democratic Services Officer

### **Parish Councils**

Alton Parish Council – Steve Hepworth  
Charlton and Wilsford Parish Council – Neil Golding  
Easton Royal Parish Council – Margaret Holden, Cedric Hollinsworth, Hew Helps  
Grafton Parish Council – Susie Brew  
North Newton Parish Council – Mac McLean  
Pewsey Parish Council – Andrew Whitney, Simon Shaw, Terry Eyles, Peter Deck, Curly Hasell  
Rushall Parish Council – John Rogers, Colin Gale  
Shalbourne Parish Council – Mike Lockhart  
Stanton St Bernard Parish Council – Wendy Tarver, Gerald Tarver, Karyn Bidmead  
Wilcot and Huish Parish Council – Dawn Wilson  
Woodborough Parish Council – John Brewin

**Partners**

Office of Police & Crime Commissioner – Paul Deal

Wiltshire Fire and Rescue – Jason Underwood, Paul Egan

Pewsey Community Area Partnership (PCAP) – Patrick Wilson

Campus Team – Curly Haskell

**Total in attendance: 49**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting and introduced the Area Board Members and officers present.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>Carolyn Whistler – North Newnton Parish Council Dee Nix - Wilcot and Huish Parish Council</p>
3	<p><u>Minutes</u></p> <p><b><u>Decision</u></b> <b>The minutes of the meeting held on 10 March and special meeting held on 27 March were agreed as a correct record and signed by the Chairman.</b></p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew the Boards attention to the Announcements within the agenda pack as detailed below.</p> <ul style="list-style-type: none"> <li>• <b>Dementia Friendly Community</b> – The Dementia Strategy consultation which was due to end on 19 May 2014 was highlighted. All were encouraged to take part in the consultation, noting that the Board had resolved to work towards becoming a dementia friendly community and that Wiltshire Council was launching a campaign to raise awareness of dementia called 'before I forget'. The campaign was expected to be launched in Pewsey in June.</li> </ul> <p>A short film on dementia was also shown during the networking session. A fuller version could be found online at: <a href="https://www.youtube.com/watch?v=xxoocCWU_VY">https://www.youtube.com/watch?v=xxoocCWU_VY</a></p> <ul style="list-style-type: none"> <li>• <b>No Cold Calling Zone</b> – A pilot initiative was being launched in the Chippenham area.</li> </ul> <p>For those interested in setting up a zone in their community, they should contact the Community Area Manager, Caroline Brailey, who had a guide and toolkit to assist.</p>

	<ul style="list-style-type: none"> <li>• <b>Mini Recycling Sites</b> –Mini recycling sites were being withdrawn due to the success of kerbside recycling around the county. Further details were provided on the tables and can be found online with the minutes.</li> <li>• <b>Public Health and Wellbeing Grant</b> - A public health and wellbeing grant was available to those projects that supported the Council’s objective of building healthy and resilient communities – further details of the grant criteria could be found in the announcement circulated at the meeting and would also be available online with the minutes.</li> </ul> <p>Applicants could apply for up to £4k but were required to register their interest online before 5 June.</p>
6	<p><u>Partner Updates</u></p> <p>(a) <u>Wiltshire Fire and Rescue</u></p> <p>Mike Franklin, of Wiltshire Fire and Rescue, read out a statement relating to the potential merger of Wiltshire and Dorset Fire and Rescue Services.</p> <p>Wiltshire Fire and Rescue Service was facing an annual budget shortfall of between £3.1m and £3.9m in the context of an annual budget of £25m which would need to be addressed by 2017/18.</p> <p>An options appraisal was undertaken with Dorset Fire and Rescue Service and a business case would be developed to consider the amalgamation of the Services. No decisions would be made until September when the business case would be submitted following consultation (expected to run from 16 June to 24 August). Further details would be provided in due course.</p> <p>Concern was raised that sharing services with partner organisations locally was not being considered as an option to address the cost savings, which would benefit the County.</p> <p>The Chairman thanked Mike Franklyn for the information provided and welcomed Paul Egan (HR Partner) and Jason Underwood (Station Manager) to give an update on recruitment.</p> <p>Since their last presentation to the Board, a recruitment evening had taken place on 24 March resulting in 8 applications being added to the system. The total number of applicants on the system at present was 98 with one expected to undertake training in June.</p> <p>Wiltshire Fire and Rescue Service were working with Dorset Fire Service on best practice and hoped to work with an outside agency to develop online testing.</p>

The Service hoped to hold another recruitment evening in late Summer. The fire and rescue service website was expected to be relaunched from mid May and would hopefully attract more candidates.

Travel times were looked at as part of the selection process with boundaries stretched as far as possible to accommodate most requests.

(b) Wiltshire Police

The updated on pages 21 and 22 of the agenda were noted.

(c) Parish Councils

The updates provided by North Newnton, Wilcot & Huish and Woodborough Parish Councils were noted.

(d) Youth Advisory Group (YAG)

A verbal update was provided at the meeting which included a question about what facilities would be available for young people in between the SHAK closing in September and the opening of the new Campus. The Chairman of the Campus Group confirmed that this was being considered and was at the top of the agenda at the last meeting. Although no solution had yet been found the Group would continue to work towards finding a solution.

The 'Have a Go at Carnival' would not take place this year over a 3 week period (rather than 2) with a different activity taking place on each day to allow people to enjoy more than one activity.

The Value of Churches Youth Group announced their recent move to the Scout Hut where they met once a fortnight and confirmed that all youths were welcome to attend.

(e) Campus Development Team

The Chairman of the Area Board announced that Bob Woodward would be standing down as Chairman of the Campus Team but wished to remain a member. Curly Haskell provided further details on the next stages for the Campus which were:

Stage 1 – detailed scheme design

Stage 2 – final design planning submission/approval

Stage 3 – tender, evaluation and appointment of contractor

Stage 4 – construction period.

In addition to the above the Team had also begun formulating the basis/foundations for the future governance of the Campus.

A presentation had been made to the Pewsey Parish Council AGM and a further presentation will be made at the Burbage Parish Council AGM later this month.

Representatives of the Team also attended the Connect2 Transport Consultation held last Wednesday and expressed their concerns with the potential withdrawal of services particularly that of the night bus.

Thanks were also given to the Community Area Manager, Caroline Brailey, who attended the last meeting of the Team. The Team acknowledged Caroline's strong communication skills and ability which they recognised as being a significant asset to the Team in the future.

(f) Good Neighbours Scheme

The update provided on pages 29 and 30 was noted.

(g) Army Rebasing

A written report was circulated at the meeting and can be found online with the minutes.

(h) Pewsey Community Area Partnership (PCAP)

Patrick Wilson confirmed that since the last meeting Bob King had now formally retired as Chairman of PCAP. Patrick would be acting Chair until July when a new Chairman would be elected.

At the last meeting of PCAP the latest constitution was adopted and the Community Area Plan updated which would be presented to the Board this evening.

In addition a very good presentation had been received from the East Grafton team and General Michael Walsh regarding the WW1 commemoration event of which PCAP was in full support.

Patrick announced that he was aware of conversations relating to the future arrangements of community area partnerships and confirmed that PCAP would welcome the opportunity of working closely with the Campus team.

Colin Gale was given the opportunity to provide an update from PCAP relating to the consultation meeting on the Connect2 services. Colin confirmed that the meeting had included representation from Devizes CAP and Devizes Transport Group.

A press release had been issued expressing PCAPs concerns which

	<p>included that it was understood that an ITT had already been issued. Further details of comments could be found under Item 7 – Review of Local Bus Services.</p> <p>Colin requested that those who had not already done so should contribute to the consultation which was due to end on 14 May.</p> <p>Susie Brew gave further details on the recent review of PCAP which met on a quarterly basis. In undertaking the review it was noted that there was a lot of duplication between the Board and the Partnership and that PCAP wanted to identify what useful work it could undertake.</p> <p>As a result of the review, PCAP agreed to the following 3 priorities:</p> <ul style="list-style-type: none"> <li>• Help Parishes identify issues</li> <li>• Help Parishes resolve issues</li> <li>• Progress the Pewsey Community Area Plan</li> </ul> <p>The Pewsey Community Area Plan was out of date and had now been completely revised in line with the Joint Strategic Assessment and the Board would be asked to approve the revised Plan accordingly.</p> <p>A new PCAP logo had been developed and a website was in the process of being created. Once this was up and running the above information, including the Plan, would be made available within it.</p> <p>The Issues report had been created and sent already this quarter. An e-mail to each clerk had been sent with the spreadsheet requesting identification of up to 3 issues. An issue with the canal had arisen out of this and a meeting with all interested parties was being held already demonstrating the effectiveness of PCAPs issues reporting.</p> <p>The Chairman welcomed the work of PCAP and was fully supportive of the work it was undertaking, noting the positive discussions already taking place as detailed above.</p> <p>The Board upon vote was fully supportive of the revised Plan.</p> <p><b><u>Decision:</u></b>  <b>The Board supported the revised Pewsey Community Area Plan.</b></p>
7	<p><u>Review of Local Bus Services</u></p> <p>The Chairman addressed the Board confirming that there was a consultation currently taking place regarding bus services within the Pewsey community area. Further details were provided within pages 35 to 36 of the agenda.</p> <p>Noting that the consultation was due to finish on 14 May, the Chairman asked for the views of the Board to allow for a response to be provided on the</p>

consultation. This included the following comments.

A consultation meeting had been held at Woodborough Social Club on 7 May by the Passenger Transport team to seek the views of local community representatives.

Pewsey Area Youth Council (PAYC) had discussed the proposed changes and had prepared a response which would also be submitted to the press. This included:

- That the proposed revised service would affect the service used by the youth of Wiltshire most, noting that the night bus service was significantly used by the youth of Pewsey to access other services, such as the SHAK.
- That the emphasis on community led voluntary services to replace some of the current services would require reliable volunteers and that these should be in place before the existing service was replaced.
- Confusion over whether the call centre was to be removed, noting that reference was made to a bookable service within future proposed services which had raised question over whether the cost saving of £70k was accurate.
- The proposed Campus in the Pewsey area would be reliant on an effective bus service to ensure the community were able to benefit from the facilities it had to offer. Some of these services would be used in the evening.

Discussion took place on the usage of the 3 lines under review and the implications any cuts on each would have. This included concern on the night bus service which provided an important link to Devizes and leisure facilities in Pewsey (which were the potential site of the future Campus).

Line 3 was discussed and although recognised as being poorly used was also the only service that travelled East of Pewsey.

Cllr Oatway expressed his concern over the potential removal of the night bus service and the implications this could have for the younger population of the community who used the service to access both the SHAK and existing leisure facilities.

In noting the importance of the night bus, Cllr Oatway proposed that the Board express its desire for its retention which was fully supported by all Board members.

Attendees were concerned that a decision had already been made in relation to future services even though the consultation was still underway. The Board were informed that it was understood an ITT (Invitation to Tender) had been issued and that this emphasised the concerns raised. The attending Service Director was unaware of the ITT but would seek further clarity on the consultation process being undertaken by the Transport team which would be provided to the Chairman of the Board.

	<p>The Chairman concluded discussion and clarified the disappointment of the Board on the proposed reduction of services, encouraging all to take part in the consultation individually to express their individual views.</p> <p><b><u>Decision:</u></b>  <b>The Board would submit the comments received to Ian White and request that they be considered as part of the consultation process, noting that the Board formally expresses it's wish for the night service bus to remain as part of the revised proposals.</b></p>
8	<p><u>Community Area Transport Group (CATG)</u></p> <p>The notes of the CATG meeting held on 23 April were attached on pages 37 to 40 of the agenda and included recommendations for the Board's approval.</p> <p><b><u>Decision:</u></b>  <b>The Board:</b></p> <ol style="list-style-type: none"> <li><b>1) Noted the recommendation of the CATG to agree the list of proposed highway schemes for 2014/15 as set out in Appendix 1 to the Local Highways Investment Fund report (agenda item 9); and</b></li> <li><b>2) Agrees to the removal of the issues as outlined within the CATG report.</b></li> </ol>
9	<p><u>Local Highways Priorities</u></p> <p>Peter Binley, Head of Highways Asset Management, was welcomed to the meeting to present the report on local highways priorities.</p> <p>In making the presentation Peter Binley confirmed that expenditure on local highways had declined during the 1990s and did not change until 2000/2001 when the local government increased funding.</p> <p>Councillors in Wiltshire had identified highways as a high priority and the Business Plan has continued to increase expenditure resulting in a reduction in the overall list of works of approx 2% per year.</p> <p>A series of bad winters over the past few years had increased problems with the impact of freezing and thawing conditions causing further damage to roads as well as the continued flooding earlier in the year.</p> <p>Wiltshire Council had recognised the amount of work required to remedy the roads and had increased investment accordingly, with a spend this year and thereafter for the next 6 years of £21m per annum on road resurfacing.</p> <p>This was a significant investment, noting that monies received from central government equated to £9m per annum</p>

	<p>The Team had now developed a list of schemes for work in 2014/15 which could be found in Appendix 1 of the report. Those highlighted in yellow were roads identified as problematic in terms of skid resistance. Appendix 2 of the report mapped out where these schemes were in the community.</p> <p>Appendix 4 highlighted the areas that the team had identified as repairs needing work over the next 6 years with Appendix 3 providing an actual list of places.</p> <p>As a result a programme of work was being developed over the next 6 years and the Board was being consulted to ensure the local priorities were considered within the final decision.</p> <p>A map based system had been rolled out approximately one month previous showing when the team expected to undertake the reports and also detailed other providers (such as gas services) where known.</p> <p>Wiltshire Council worked closely with partner organisations and tried to ensure a coordinated approach to repairs wherever possible. Where works are undertaken independently by partners, a temporary reinstatement order can be issued but 6 months are legally allowed for final works to be fully repaired.</p> <p>In terms of identifying a future programme of work the Team took into consideration the condition of the highways network across the whole of the County from the computer system.</p> <p>In order to minimise future damage, kerbside work was also being undertaken and durable materials used.</p> <p>The Board welcomed the presentation made and, noting the recommendations of the CATG, voted to approve the list of schemes as detailed in Appendix 1 for 2014/15.</p> <p><b><u>Decision:</u></b>  <b>The Board endorses the list of proposed highway maintenance schemes for 2014/15 as highlighted in Appendix 1 of the report.</b></p>
10	<p><u>Community Area Grants</u></p> <p>The Area Board considered a number of applications for Community Area Grant funding. The Chairman invited the local Councillor to introduce each application, following which a representative of the applicant was given an opportunity to give a brief overview of their project to the Area Board.</p> <p><b><u>Decision</u></b>  <b>Bouverie Hall Management Committee was awarded £1,475 towards electrical works to the hall.</b>  <b><u>Reason</u> The application met the Community Area Grants criteria for</b></p>



	<p><b>201415.</b></p> <p><b><u>Decision</u></b>  <b>Burbage &amp; Easton Royal Cricket Club was awarded £435 towards the purchase of replacement parts for the gang mower.</b>  <b><i>Reason The application met the Community Area Grants criteria for 201415.</i></b></p> <p><b><u>Decision</u></b>  <b>Easton Royal Village Hall Committee was awarded £1,388 towards car park improvements.</b>  <b><i>Reason The application met the Community Area Grants criteria for 201415.</i></b></p> <p><b><u>Decision</u></b>  <b>Wilcot Village Hall was awarded £5,000 towards the purchase of new play equipment, conditional upon the remaining funding being in place.</b>  <b><i>Reason The application met the Community Area Grants criteria for 201415.</i></b></p> <p><b><u>Decision</u></b>  <b>Great Bedwyn Playgroup and Toddlers was awarded £1,450 towards the purchase and installation of an outdoor shelter.</b>  <b><i>Reason The application met the Community Area Grants criteria for 201415.</i></b></p> <p><b><u>Decision</u></b>  <b>Burbage Village Hall was awarded £998 to provide security fencing around the oil tank.</b>  <b><i>Reason The application met the Community Area Grants criteria for 201415.</i></b></p> <p><b><u>Decision</u></b>  <b>To ring fence £5,187 revenue funding for the Pewsey Community Area Partnership (PCAP)</b></p>
11	<p><b><u>Urgent Business</u></b></p> <p>There were no urgent items considered.</p>
12	<p><b><u>Future Meeting Dates and Close</u></b></p> <p>The next meeting of the Pewsey Area Board was scheduled for Monday 7 July 2014, 7:00pm at Bouverie Hall.</p> <p>The Chairman thanked everyone for attending.</p>

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# Agenda Item 7

## **Chairman's Announcements**

### **Garden Waste Consultation**

#### **Summary of announcement:**

The Council faces significant financial pressures with reduced funding from central government, increased service demand and inflation and these pressures are likely to increase. One way of achieving some savings towards this is by changing the way the garden waste collection service is delivered at the kerbside in Wiltshire. The Council currently delivers a fortnightly non-chargeable kerbside garden waste collection service to those residents that request the service.

The Council's Cabinet agreed to undertake a public consultation exercise to gain residents' views on potential future changes to the current kerbside garden waste collection service. The consultation runs from 1 July until the 1 September and presents residents with three proposals for changes to the service. The proposed changes are:

1. A three month suspension of the non-chargeable kerbside garden waste service with no collections taking place in December, January and February.
2. A five month suspension of the non-chargeable kerbside garden waste service with no collections taking place in November, December, January, February and March.
3. To introduce a chargeable kerbside garden waste collection service instead of the current non-chargeable service.

Residents are asked to pick the one option which best meets their needs. From 1 July you can find out more information and contribute to the consultation:

- Online by visiting the Council's website and following the link to public consultations
- Online at your local library
- By picking up a leaflet from your local library, leisure centre, council office or town council office.
- By completing the form in the summer 'Your Wiltshire' magazine

Leaflets will also be made available at area board meetings.

Should you have any further questions which are not answered by the consultation documents, you can contact the council by emailing [gardenwasteconsultation@wiltshire.gov.uk](mailto:gardenwasteconsultation@wiltshire.gov.uk) or by telephoning 0300 456 0102.

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# ***Chairman's Announcements***

**Subject:**

**Mini Recycling Sites**

## **Summary of announcement:**

After considering comments from residents and the usage of key recycling sites, the Council has decided that 13 mini recycling sites will remain in place for residents to use. These sites, where skips will remain for the recycling of glass, cans and paper, are listed below:

- Bradford on Avon – Sainsburys
- Calne – Pippin Car Park
- Chippenham – Sainsburys
- Chippenham – Morrisons
- Corsham – Car Park
- Devizes – Morrisons
- Malmesbury – Station Yard Car Park
- Melksham – Sainsburys
- Warminster – Morrisons
- Royal Wootton Bassett – Borough fields
- Salisbury – Waitrose
- Tidworth – Station Car Park
- Tisbury – Car Park

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## Chairman's Announcements

<b>Subject:</b>	<b>Community Infrastructure Levy (CIL)</b>
<b>Officer Contact Details:</b>	Georgina Clampitt-Dix, Head of Place Shaping, Economic Development & Planning 01225 713472 <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a>
<b>Weblink:</b>	<a href="http://www.wiltshire.gov.uk/communityinfrastructurelevy">www.wiltshire.gov.uk/communityinfrastructurelevy</a>
<b>Further details available:</b>	<a href="mailto:CIL@wiltshire.gov.uk">CIL@wiltshire.gov.uk</a>

### Summary of announcement:

On 23 June 2014, Wiltshire Council is submitting the Wiltshire Council Community Infrastructure Levy (CIL) Draft Charging Schedule for independent examination. On this date, a Statement of Modifications, which sets out proposed changes to the CIL Draft Charging Schedule, is also being published for a four week period of consultation.

CIL is a charge that local authorities can place on new development to help fund infrastructure needed to support growth.

A note containing more information on CIL, including how to comment on the Statement of Modifications and the next steps, is attached as an appendix to this Announcement.

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## WILTSHIRE AREA BOARDS

### COMMUNITY INFRASTRUCTURE LEVY FOR WILTSHIRE - CONSULTATION

(JUNE 2014)

#### 1. What is the Community Infrastructure Levy (CIL)?

- 1.1 Wiltshire Council is preparing a Community Infrastructure Levy (CIL) charging schedule. This is a charge that local authorities in England can place on development in their area. The money generated through the levy will contribute towards the funding of infrastructure to support growth. The Charging Schedule will need to strike an appropriate balance between contributing to funding infrastructure and not putting development across Wiltshire at risk.

#### 2. Why has Wiltshire decided to implement the Levy?

- 2.1 The Government has restricted the ability of local authorities to pool funding for off-site infrastructure through existing section 106 agreements (or developer contributions). It considers that this new tariff-based approach provides the best framework to fund infrastructure in a fair and transparent manner. CIL will provide 'up front' certainty about how much developers will be expected to contribute.

#### 3. How will money from CIL be spent?

- 3.1 CIL is designed to contribute towards bridging the 'funding gap' between the total cost of new infrastructure required to support development and the amount of funding available from other sources. Wiltshire Council's Infrastructure Delivery Plan (IDP) identifies a range of physical, community and 'green' infrastructure projects that will be required to support the level of development as set out in the Wiltshire Core Strategy. Informed by the IDP, a list (known as the Regulation 123 list) will identify and prioritise which infrastructure projects will be eligible to receive money from CIL. The Government confirmed last year that local communities will directly benefit from CIL. Town and parish councils will receive 15% of CIL raised in their area, or 25% if an adopted neighbourhood plan is in place.

#### 4. Submission of the Wiltshire CIL Draft Charging Schedule and consultation on proposed modifications

- 4.1 The Council has undertaken two previous consultations on the Wiltshire CIL Charging Schedule, which sets out the amount of CIL to be charged on different types of new development. The first consultation, on a 'Preliminary Draft Charging Schedule' (October 2012), took place between October and November 2012. Comments received informed a 'Draft Charging Schedule' (January 2014), upon which the Council consulted between January and February 2014.
- 4.2 On 23 June 2014, the Council is submitting the 'Wiltshire CIL Draft Charging Schedule' (January 2014) for an independent examination.
- 4.3 The Council is proposing to make modifications to the Wiltshire CIL Draft Charging Schedule. These have been informed by comments received during the last consultation and are set out in a 'Statement of Modifications', which is being submitted alongside the CIL Draft Charging Schedule.
- 4.4 The Council is now inviting comments on the Statement of Modifications from **23 June until 5pm, 21 July 2014**.

#### How to comment

- 4.5 Comments can be made, using the response form, via:

- Online consultation portal: <http://consult.wiltshire.gov.uk/portal>
- Email: [CIL@wiltshire.gov.uk](mailto:CIL@wiltshire.gov.uk)
- Post: Spatial Planning, Economic Development & Planning, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

4.6 The CIL Draft Charging Schedule, Statement of Modifications, associated evidence and information on how to make comments will be published on the Wiltshire Council website at [www.wiltshire.gov.uk/communityinfrastructurelevy](http://www.wiltshire.gov.uk/communityinfrastructurelevy), from 23 June 2014.

4.7 Hard copies of the documents are available at Council libraries and the main Council offices in Chippenham (Monkton Park), Devizes (3-5 Snuff Street), Salisbury (27-29 Endless Street) and Trowbridge (County Hall) during normal opening hours.

4.8 If responding by post or email, response forms are available from libraries and the main Council offices or the website.

#### **Requesting the right to be heard by the independent examiner**

4.9 Organisations and individuals responding may request the right to be heard by the examiner in relation to these modifications. A request to be heard by the examiner must be made in writing to Wiltshire Council **by 5pm 21 July 2014**, via the above means. Anyone requesting to be heard should indicate whether they support or oppose modifications and explain why.

4.10 Please note that the right to be heard at this stage of the process applies only in relation to the modifications being consulted on.

#### **What happens next?**

4.11 All comments received and a copy of each request to be heard in relation to these modifications will be forwarded to the examiner.

4.12 Requests to be heard may be withdrawn at any time before the opening of the examination by giving notice in writing to Wiltshire Council.

4.13 Details of the time and place at which the examination is to be held and the name of the examiner will be published on the Council's website and in local papers when they become available. If you have made a request to be heard (either on the Statement of Modifications or previously during the consultation on the Draft Charging Schedule) you will be notified directly.

#### **5. Further information**

5.1 If you have any further queries please contact Spatial Planning, Wiltshire Council on (01225) 713223 or via email, [CIL@wiltshire.gov.uk](mailto:CIL@wiltshire.gov.uk).

## Pewsey Community Area Board

July 2014



### 1. Neighbourhood Policing

**Team Sgt:** Vincent Logue

#### **Pewsey West Team**

Beat Manager – PC Richard Barratt

PCSO – Joe Sadd

#### **Pewsey East Team**

Beat Manager – PC Teresa Herbert

PCSO - Melissa Camilleri

### 2. NPTs - Current Priorities & Consultation Opportunities:

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

□ Visit the website at: [www.wiltshire.police.uk](http://www.wiltshire.police.uk)

### 3. Police and Crime Commissioner: Mr Angus Macpherson

PCC website: [www.wiltshire-pcc.gov.uk](http://www.wiltshire-pcc.gov.uk)

### 4. Performance and Other Local Issues

Pewsey retains a low crime rate and the crime statistical chart below reflects this. There have been no recent significant spikes in crime but some of the old favourites continue. Thefts from motor vehicles at beauty spots / walking areas continue. Very opportunistic, targeting those who leave items on display, forget to secure their vehicle or are seen to place valuable items in the boot. Wiltshire Police have a team working on this crime type together with other neighbouring police forces.

We have had a couple of catalytic converters stolen from the underside of vehicles in other areas of Wiltshire, mostly larger towns to the West. These items are of a relatively high scrap value. Cages can be purchased which fix around the converter and assist in preventing an attack. Prices are in the region of £50 which is significantly lower than the £350+ to replace. Parking close to buildings and in well lit areas can also deter thieves.

In the last three months there has been a series of theft of parts from Landrovers, again across Wiltshire. There was a recent theft of number plates from such a vehicle in the Pewsey area.

For other crime there was an attempt to gain entry to a house in Milton Lilbourne. What made this offence unusual was that the offender tried to cut a circle in the glass of a window. No access was gained.

On the 25<sup>th</sup> May in North Street, Pewsey PC Theresa Herbert arrested a male for possessing drug with the intention of supplying to others. The suspect also had two weapons (knives) with him. The suspect remains on bail to allow Police to conclude enquiries into the drugs offences.

In early May a number of charity boxes were stolen from business premises in Pewsey. 2 people, resident in Pewsey, have been arrested following a review of available CCTV and subsequent identification by an employee.

On the 20<sup>th</sup> June concern was raised by a male in the area of Alton Barnes approaching members of public with a machete in his hand. Resources were tasked, including the Police helicopter. The male was subsequently located hiding in a ditch and arrested.

In the last two months there have been 14 incidents reported to us of violent crime. 12 of these occurred in private places. Of the two in public places, the most significant was the assault associated at the Royal Oak where a suspect hit another with a glass. The offender was arrested and charged with the offence and remanded to the custody of the court. The NPT team continue to work very hard to deal with the offending and ASB in River Street, Pewsey. Unfortunately there have been some glitches in the criminal justice system that we are continuing to push against.

### Crime Statistics

EC Pewsey NPT	Crime				Detections*	
	12 Months to May 2013	12 Months to May 2014	Volume Change	% Change	12 Months to May 2013	12 Months to May 2014
Victim Based Crime	447	399	-48	-10.7%	19%	14%
Domestic Burglary	22	11	-11	-50.0%	41%	18%
Non Domestic Burglary	88	81	-7	-8.0%	2%	0%
Vehicle Crime	79	77	-2	-2.5%	5%	3%
Criminal Damage & Arson	83	71	-12	-14.5%	19%	11%
Violence Against The Person	60	62	+2	+3.3%	53%	52%
ASB Incidents (YTD)	221	163	-58	-26.2%		

\* Detections include both Sanction Detections and Local Resolutions

**Matthew Armstrong**  
Sector Inspector, Pewsey

## ***Update for Pewsey Area Board***

<b>Update from</b>	<b>North Newnton Parish Council</b>
<b>Date of Area Board Meeting</b>	7 July 2014

### **Headlines/Key Issues**

- 
- Speeding through the villages of Hilcott, Bottlesford & North Newnton is still posing a problem – awaiting CATG/Highways Department response to our petition and reports on C38 speed limits, now delayed until this month awaiting a Cabinet report
- 
- Community Defibrillator grant awarded and active fundraising underway in the parish. A very successful fundraising Quiz night was held in May, and other events planned
- 
- As weather improving, a meeting was held on 12 June with Community Co-ordinator and Parish Steward (Balfour Beatty) to look at problems eg drains, ditches and gullies badly needing cleared after the heavy rain and flooding – awaiting action now

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## ***Update for Pewsey Area Board***

<b>Update from</b>	<b>WOODBOROUGH PARISH COUNCIL</b>
<b>Date of Area Board Meeting</b>	7 July 2014

### **Headlines/Key Issues**

- The parish council, Woodborough School, the Church / PCC, and Woodborough Social Club are grateful for the grant of £500 towards the village's first defibrillator, which will 'go live' after training is received from South West Ambulance Trust on the 17<sup>th</sup> of June.
  - The new white lines in the vicinity of the Smithy Lane crossroads have now been painted. They have had a significant effect on controlling parking on the C261 that hitherto has been dangerously close to the crossroads.
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## Army Basing Briefing for Amesbury, Pewsey, Salisbury, Tidworth and Warminster Area Boards – June 2014

### Background

The government's Army basing announcement in March 2103 advised approximately 4,300 extra troops moving to Wiltshire, who will be accompanied by their families, bringing the total number of additional personnel to 7,600. These plans will require additional levels of infrastructure and services (education, leisure, transport, health and waste facilities).

### June 2014 Update

- Following the public consultation period, between 19 February and 1 April 2014, DIO's Masterplan was updated to take account of the comments received from Wiltshire Council, local councils, statutory bodies, stakeholders and members of the public.
- The number of troops and their families due to relocate to Wiltshire is as follows:

Location	Troops	Spouses	Pre-school	Primary School	Secondary School	6th Form	Total Personnel	SLA	SFA	
Larkhill	2,053	540	<i>Breakdown not available</i>							540
Bulford	735	241								241
Tidworth	609	100								100
Perham Down	627	300								300
Upavon	254	0								0
<b>Total</b>	<b>4,278</b>	<b>1,181</b>	<b>678</b>	<b>1,007</b>	<b>393</b>	<b>57</b>	<b>7,594</b>	<b>3,097</b>	<b>1,181</b>	

- A Statement of Community Involvement (SCI) document outlines the consultation undertaken in preparing the Salisbury Plain Training Area Army Basing Masterplan and shows how the comments received have been considered. From 20 May to 17 June, both the Masterplan and the SCI, together with the supporting Environmental and Transport Assessments were available to view in local libraries in Salisbury, Amesbury, Durrington, Tidworth and Ludgershall as well as the Army Website. The public were invited to make further comments during this period. The DIO is now updating the SCI to include any additional comments.
- A public meeting was held on 28 May 2014 at Tidworth Garrison Theatre, at which DIO presented its latest iteration of the draft Masterplan and highlighted the changes that have been made to it following the public consultation. The meeting was well attended and representatives from Wiltshire Council, the DIO and the Army were available to answer questions.
- At the above-mentioned public meeting, concerns were raised on the transport implications of the proposed development at a number of locations. DIO has identified likely improvements to some eight road junctions, subject to detailed planning. A meeting with Wiltshire Council (members and officers), DIO and its transport consultants to clearly set out the particular concerns raised by local stakeholders was held on 12 June. The issues identified will be dealt with during individual planning applications, which will be supported

by full transport assessments. Wiltshire Council and DIO continue to work closely to investigate satisfactory solutions to all the concerns that have been raised.

- DIO will incorporate any further comments that were received by the 17 June 2014 into the final version of the SCI, which will be submitted with the Masterplan for consideration by Wiltshire Council's Strategic Planning Committee (SPC) in July 2014.
- The Masterplan does not replace the requirement for formal planning applications and DIO will address any issues of a detailed nature during the planning application stages. Planning applications are anticipated from September 2014 onwards, with the main construction programme commencing in 2016.
- Wiltshire Council continues to assess the level of services required including early years, school, health, leisure, highways, waste and transport facilities and services, using the latest data from army personnel (and their families) who are due to relocate to Wiltshire.
- In respect of schools, early indications suggest that Larkhill and Ludgershall will require new primary schools on land to be provided by the MOD, with existing Bulford primary schools being expanded. New secondary school places will be required at Durrington and / or Amesbury as well as Tidworth / Ludgershall. No additional classrooms will be required at Upavon. Nursery provision is also being investigated.

**WILTSHIRE COUNCIL**

**PEWSEY AREA BOARD**  
**7 July, 2014**

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**Pewsey Community Area Partnership (PCAP) Claim for Core Funding**  
**2014/2015**

**1. Purpose of the Report**

- 1.1. To seek the Board's approval to core funding to PCAP covering the financial year 2014/15 to be agreed at this meeting, 7 July 2014, so that it can be paid into PCAP's bank account immediately.

**2. Background**

- 2.1. Officers are required to provide recommendations in a report, however the decision to support the community partnership and to what level, is made by Wiltshire Councillors on this Area Board.
- 2.2. There will be 1 tranche of funding to community partnerships during 2014/15. The first and only tranche is contained within this report, and should Councillors decide to award funding, will be paid immediately.
- 2.3. Pewsey Area Board has been allocated a 2014/2015 budget of £36,079 for both Capital and Revenue purposes, including community grants, community partnership core funding and councillor led initiatives.
- 2.4. Community Area Partnerships have been invited to apply for a proportion of the area board's Revenue budget. In 2014/15, the Pewsey Area Board Revenue budget is £5,187.

**3. Main Considerations**

- 3.1. Councillors will need to be satisfied that core costs awarded in the 2014/15 year are made to projects that can realistically proceed within a year of the award being made.
- 3.2. PCAP were awarded £7,365 in 2013/2014. The balance of PCAP funds as at March, 2014 was £10,005.44. PCAP will be rolling forward £3,163.00 of this balance into 2014/15 to be spent on activities in this coming financial year in addition to any funding received from the area board. The figure being rolled forward into 2014/15 represents approximately 30% of PCAP funds. The balance remaining, £6,842.44 is an acceptable sum to hold as a reserve,

especially as PCAP now employs a part-time Co-ordinator. The Co-ordinator works 10 hours per week.

- 3.3. All partnerships funded by Area Boards are required to sign a Community Area Partnership Agreement (CAPA), which will be countersigned by the Chair of the Area Board. The CAPA is to be signed by both parties at this meeting if PCAP's core funding is awarded.
- 3.4. In order to show how the community area partnership aims to meet the commitments set out in the CAPA, PCAP are required to complete a work plan. This work plan has been reviewed and endorsed by Wiltshire Council's Partnership Development Officer as a workable document.
- 3.5. PCAP's workplan shows there is much closer working between them, the Community Area Manager and Pewsey Area Board. In particular, priorities raised by the JSA event have been included in PCAP's community plan.
- 3.6. Pewsey Community Area Partnership has submitted a 2014/15 claim for £5,187 total core costs. This level of funding is within the amount of Revenue funding available within Pewsey Area Board's budget. However awarding this figure would leave Pewsey Area Board with nothing left in its Revenue budget for 2014/15.
- 3.7. If this is not an acceptable situation for the board, it may be possible to negotiate with PCAP and encourage them to roll a greater proportion of their Reserve into this financial year, thereby reducing the amount of funding requested from the board.

#### **4. Implications**

##### **4.1. Environmental Impact of the Proposals**

- 4.1.2 The community partnership contributes to the continuance and improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon individual projects.

##### **4.2. Financial Implications**

- 4.2.1 Core costs awarded to the community partnership must fall within the Area Boards budget allocated to the Pewsey Area Board.
- 4.2.2 If the full amount of running costs requested by PCAP is awarded at this meeting, Pewsey Area Board will have awarded its entire Revenue budget for 2014/15.

##### **4.3. Legal Implications**

- 4.3.1 There are no specific Legal implications related to this report.

##### **4.4. HR Implications**

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

4.5. Equality and Diversity Implications

4.5.1 Community partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive.

**5. Recommendation**

The Partnership Development Officer recommends that the area board:

- approve the whole year's core funding of £5,187 with an agreement to release the whole of this figure immediately
- require that PCAP work with Pewsey Area Board to develop projects or actions that target local priorities raised by the recent JSA / What Matters To You event.

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Report Author: Andrew Jack, Partnership Development Officer

Tel No: 01225 713109

E-Mail: [andrew.jack@wiltshire.gov.uk](mailto:andrew.jack@wiltshire.gov.uk)

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Appendices:

Appendix 1 PCAP Annual Workplan, 2014/15

Appendix 2 PCAP Budget Form, 2014/15

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# Pewsey Community Area Partnership

## Annual Work Plan 2014/15

CAPA commitments	Proposed initiatives and activities
<p><b>Partnership Development</b>  <i>"To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary"</i></p>	<p><b>Membership consists of volunteers from Partnership</b>  Partnership has sub-groups as follows:-</p> <ul style="list-style-type: none"> <li>• Management Group</li> <li>• Countryside &amp; Environment</li> <li>• Education &amp; Lifelong Learning</li> <li>• Housing &amp; Local Development</li> <li>• Transport &amp; Highways</li> <li>• Crime &amp; Community Safety (PACCS)</li> <li>• Culture, Heritage &amp; Leisure</li> <li>• Economy (Pewsey Chamber of Commerce)</li> <li>• Health &amp; Social Care</li> <li>• Treasurer (who can assist with funding)</li> </ul> <p>We are currently looking for someone to Chair the Culture, Heritage &amp; Leisure Sub-Group.</p> <p>A part time coordinator is employed who attends and/or clerks the PCAP, PACCS and other sub-group meetings as required and manages the Community Plan.</p> <p><b>WfCAP</b></p> <p>We will continue to work closely with WfCAP and use their support where necessary. It is our priority that representatives of the CAP attend the forum where possible. The coordinator will attend all the WfCAP meetings they can to share best practice with other CAP coordinators.</p> <p><b>Developing the Partnership</b></p> <p>PCAP has implemented a programme of change which was identified at the beginning of the year. It now has a clear identity, direction and logo. The PCAP plan has been completely overhauled in order to make it more achievable and to avoid duplication of work and responsibilities of other organisations and forums.</p> <p>In addition, a quarterly Parish Council (PC) Issues Reporting process has been implemented to identify any current issues from the PC's and then assist where required and requested.</p> <p>The Partnership, with the help of WfCAP, is completing the AMTi Benchmarking Survey again and PCAP has agreed to create opportunities for local businesses with Visit Wiltshire and the NWD AONB Leader Funding.</p>
<p><b>Accountability</b>  <i>"To be open to and inclusive of the wider community and to account to</i></p>	<p><b>Community Accountability</b></p> <p>The process of updating and informing PC's about PCAP is on-going. Many PC's are now fully understanding of the role of PCAP</p>

<p><i>and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis.”</i></p>	<p>and its value, as demonstrated with a number of achievements in the first half of 2014 (e.g. Canal issues, Highways repair issues, Connect2 Consultation extension) as well as the increasing participation in the Issues Reporting process.</p> <p>PCAP is visible and accountable through the Area Board; the Partnership works with the Area Board and the Community Area Manager to enhance the role and accountability of the Partnership in local decision making.</p> <p><b>Community Engagement</b></p> <p>The Partnership and Community Area Manager are planning to attend events already in the community calendar to help increase the visibility of the Partnership further. We will continue to work closely with the Community Area Manager, further developing our strong links with them and to work as a partner to the Area Board.</p> <p>We currently have a page on the Pewsey Community Matters site and regularly post on to the website. In addition, PCAP now has a very active Facebook page (currently 50 followers) and a Twitter account (both PewseyCAP).</p> <p>PCAP requires a simple website to delivery PCAP documentation as well as other projects such as the Business Directory. This work is underway currently (June 2014).</p> <p>Our aim is to raise awareness of the Partnership as a link to and from the community area for partner organisations and as a means of addressing and adding weight to local issues before being put to the Area Board and the Council.</p>
<p><b>Communication</b></p> <p><i>”To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers.”</i></p>	<p><b>Communication with the wider community</b></p> <p>PCAP maintains a Communications Plan which details the methods and regularity of communication and the stakeholders involved. PCAP keeps communication to a necessary minimum so that Parish Councils and other parties are not overloaded with emails. Facebook and Twitter have become very useful communication tools.</p> <p>In addition, MyEngolve has been implemented to survey the public and parish councils. The first instance of its use was for the extension to the Connect2 Bus Service review. It is intended that MyEngolve will continue to be used by PCAP and has already been rolled out to the Parish Councils for their use with parishioners. Face to face communication is done as required with respect to people’s time pressures. Regular meetings of PCAP (quarterly) and PACCS (quarterly) are usually used where possible to address any announcements, changes or initiatives. Ad-hoc meetings have taken place for the Army Rebasing, Connect2 Bus Consultation.</p> <p>PCAP has also delivered two training/information workshops so far – Business Rates Briefing and MyEngolve training.</p> <p><b>Affiliated Organisations</b></p> <p>We are creating strong links with community connections and aim to further exploit these, developing strong and mutually beneficial relationships. Organisations often arise because of a concern over a particular issue and working closely with these groups will help publicise the Partnership and for it to highlight issues to be</p>



## APPENDIX A

	<p>included in the Community Plan. We will continue to widen our connections with the following organisations and groups and keep this list under review:-</p> <ul style="list-style-type: none"> <li>• Parish Councils</li> <li>• Pewsey Campus Team</li> <li>• Extended Schools Service</li> <li>• Library Service</li> <li>• Neighbourhood Policing Team</li> <li>• The Clinical Commissioning Group</li> <li>• Wiltshire Council</li> <li>• Wiltshire Fire Service</li> <li>• AONB/PEAT/SEACS etc</li> <li>• Local groups and organisations</li> <li>• Other external companies such as VisitWiltshire and MyEngolve</li> </ul> <p><b>Communications Database</b></p> <p>The Pewsey Community Area Business Directory is currently being created. This tool will enable PCAP to target communications to certain types of organisation, in particular with regard to the economy in the Pewsey Community Area.</p> <p>The email list of PCAP contacts is maintained in Outlook using contact directories.</p> <p>The implementation of a Wordpress website will enable PCAP to create blogs, although currently Facebook is serving that purpose.</p>
<p><b>Consultation</b>  <i>"To consult widely on a range of community issues and hold public engagement events and activities."</i></p>	<p><b>Consulting the Community</b></p> <p>The JSA and 'What Matters To You' event serve as a useful and informative source of issues in the Community Area. The outputs from these are used as input to the PCAP Plan.</p> <p>In addition, now that we have implemented MyEngolve, we now have the ability to perform surveys at any time.</p> <p>Parish Councils also provide a quarterly report of any major issues in their community and PCAP assists where it is required.</p> <p>PCAP organises cross-Community Area meetings where it is thought to be useful, for example the Army Rebasing issues, Canal issues at the PACCS meeting.</p>
<p><b>Community Planning</b>  <i>"To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations".</i></p>	<p><b>Developing The Community Plan</b></p> <p>The Community Plan is up to date and updated quarterly. The new version has reduced duplication, maintained a focus on what we should be doing and has actions that are achievable. Issues and actions within the PCAP Plan have been sourced from the JSA and 'What Matters to You' event.</p>

**Local action**

*"To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where these meet the priorities of the community plan."*

**Championing & Delivering Projects**

We continuously look to link in more effectively with local groups; many of which will cover areas wider than ours. We also consider the effectiveness of working more closely with WfCAP and other CAPs (for example the Connect2 Bus Consultation was performed with Devizes CAP). This will help to encourage idea sharing and best practice across Wiltshire, in addition to positioning CAPs in the decision making process.

We work closely with the Area Board and Community Area Manager on a regular basis.

We will be proactively building on the enthusiasm shown by the volunteers of PCAP to organise and deliver projects within our community.

**Funding**

An application will be made to the Area Board for funding for this year in order to continue the progress that has been made through having an employed coordinator. Their role in helping to coordinate activities and ensure things get done, as well as supporting the sub-groups is essential to the success of PCAP. Funding to help with the organisation and communications of PCAP is included and is necessary to exploit the potential of the Pewsey Community Area.

## Community Area Partnership Agreement 2014/15:

### Budget details for CAP running costs

#### Your Details:

Name:	Patrick Wilson
Partnership:	Pewsey Community Area Partnership

#### Bank Account Details:

Account name:	PCAP
Sort code:	
Account no.	
Balance of funds at beginning of year:	£10,005.44

#### Details of Budget:

	Cost:
<b>Coordinator (inc travel) costs:</b> <ul style="list-style-type: none"> <li>▪ Part-time coordinator April 2014 – March 2015 (based on 10 hrs per week @ £9 ph) £4,680</li> <li>▪ Travel costs for travel to meetings approx £600 per year</li> <li>▪ Mobile Phone £50</li> </ul>	a £5,330
<b>Meetings, Consultation activities, public events, analysis, etc:</b> <ul style="list-style-type: none"> <li>▪ 4 full partnership meetings @£120</li> <li>▪ Sub-Group Meetings @£150</li> <li>▪ Special activities/events £500</li> </ul>	b £770
<b>Advertising &amp; promotion:</b> <ul style="list-style-type: none"> <li>▪ Adverts for meetings (@ £0 – now carried out by social media)</li> <li>▪ 1,000 leaflets (£280)</li> <li>▪ Web Page set-up (£300)</li> </ul>	c £580
<b>Plans, questionnaires, other printing costs:</b> <ul style="list-style-type: none"> <li>▪ Draft Community Plan for consultation printing and distribution</li> </ul>	d £250
<b>Office expenses, consumables, etc.:</b> <ul style="list-style-type: none"> <li>▪ Stamps, printing, equipment for consultation events</li> </ul>	e £50
<b>Other costs:</b> <ul style="list-style-type: none"> <li>▪ Membership of Visit Wiltshire £850</li> <li>▪ Insurance £250</li> <li>▪ Contingency £250</li> <li>▪ Refreshments for PCAP meetings £20</li> </ul>	f £1,370
<b>Amount of funding rolled forward from 2013/14 to be spent in 2014/15:</b>	g £3,163
<b>Total running costs applied for:</b>	<b>h £5,187</b>

(costs a+b+c+d+e+f - g must equal h)

I confirm that the costs detailed here will be incurred by the Pewsey Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2014/15.

**Please post your Annual Workplan and Budget Form for running costs to:**  
 Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

## Community Area Partnership Agreement 2014/15:

### *Budget details for CAP running costs*

I understand that a first tranche payment of 50% of the funding will be released following Area Board approval. This will be followed by a second tranche of the remaining 50% at a date to be agreed in approx. six months time.

Signed:

Date:

**PEWSEY AREA BOARD  
7 JULY 2014**

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**Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2014/15**

**1. Purpose of the Report**

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2014/15.

**2. Background**

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. Similarly, the Area Board is invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2014/15.

**3. Main Considerations**

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly these groups were established as part of the Council's corporate programme for Campuses and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

**4. Financial and Resource Implications**

- 4.1. None.

## **5. Legal Implications**

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required.
- 5.2. Protocol 3 of the Council's Constitution sets out Guidance to Members on Outside Bodies.

## **6. Environmental Impact of the Proposals**

- 6.1 None.

## **7. Equality and Diversity Implications**

- 7.1 None.

## **8. Delegation**

- 8.1 Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 8.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

## **9. Recommendation**

- 9.1 The Area Board is requested to:
  - a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
  - b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and
  - c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.

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**Appendices:**

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Group(s)

Appendix C – Terms of Reference for Working Group(s)

**Unpublished background documents relied upon in the preparation of this report**

None.

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**WILTSHIRE COUNCIL OUTSIDE BODIES**

APPENDIX A

Outside Body Title ( A to Z )	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Representative (s)
Pewsey Community Area Partnership	Area Board - Pewsey	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Cllr Paul Oatway
Pewsey Youth Advisory Group (YAG)	Area Board - Pewsey	So young people can present ideas to councillors and council	Youth issues and democracy; to enable young people to present ideas to councillors and the council.	4 meetings per year	Yes	Up to 2	Cllr Jerry Kunkler and Cllr Stuart Wheeler (as sub/deputy)

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## Appointments to Working Groups Pewsey Area Board

### Community Area Transport Group:

<b>Position</b>	<b>Member</b>
Area Board reps (x3)	Cllr Paul Oatway Cllr Jerry Kunkler Cllr Stuart Wheeler
Parish Council reps (Pewsey)	Peter Deck Terry Eyles Richard Netherclift John Brewin Paul Cowan Dawn Wilson
Pewsey Community Area Partnership (PCAP) rep	Colin Gale
Chamber of Commerce rep	Patrick Wilson
Neighbourhood Policing Team rep	Vince Logue
Wiltshire Council Principal Transport Planner	Spencer Drinkwater
Wiltshire Council Senior Highways Engineer	Mark Stansby
Wiltshire Council Local Highways & Streetscene Engineer	Kristian Price
Wiltshire Council Highways Co-ordinator	Steve Matthews
Wiltshire Council Community Area Manager (CAM)	Caroline Brailey

### Shadow Community Operations Board:

<b>Position</b>	<b>Member</b>	<b>Deputy</b>
Area Board rep	Cllr Paul Oatway	Cllr Jerry Kunkler
Town/Parish Council rep	Marilyn Hunt	
Education and Young People rep	Wendy Spencer	
Wider Community rep	Caroline Saunders	
User and Community Group rep	David Line	Carol Grant
User and Community Group rep	Caroline Baynes	Charmian Spickernell
User and Community Group rep	Curly Haskell	John Rogers
Campus Delivery Manager	Sofie Nottingham	
Wiltshire Council Community Area Manager (CAM)	Caroline Brailey	

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**COMMUNITY AREA TRANSPORT GROUP (CATG)****TERMS OF REFERENCE****Membership of the CATG**

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

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

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

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

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

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

**Appointment of CATG Members**

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

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

**Media Relations**

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

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

### **Meetings**

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

### **Officer Support**

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

### **Terms of Reference**

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

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

### **Terms of Reference**

#### 1. Small scale transport schemes – discretionary funding

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

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

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

#### 2. Small scale transport schemes – substantive funding

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

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

#### 3. Speed Indication Devices

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

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

#### 4. C & UC roads speed limit review

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

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

5. Waiting restrictions

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

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

6. Other decisions

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



# CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

## Campus & Operational Estate Management Workstream

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

#### 1 Background

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

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

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

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

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

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

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

#### 2 Campus Management Principles

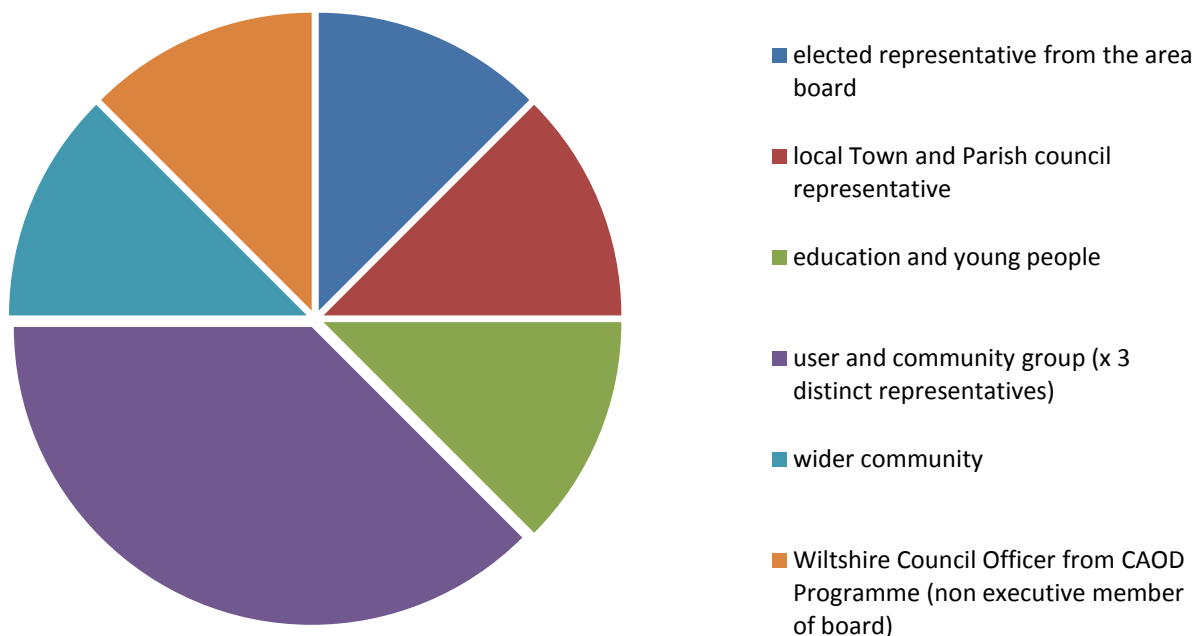
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

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

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

### 3 Membership

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



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

### 4 Roles and responsibility

#### 4.1 Community leadership & engagement

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

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

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

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

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

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

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

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

### **5 Outcomes**

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

### **6 Confidentiality**

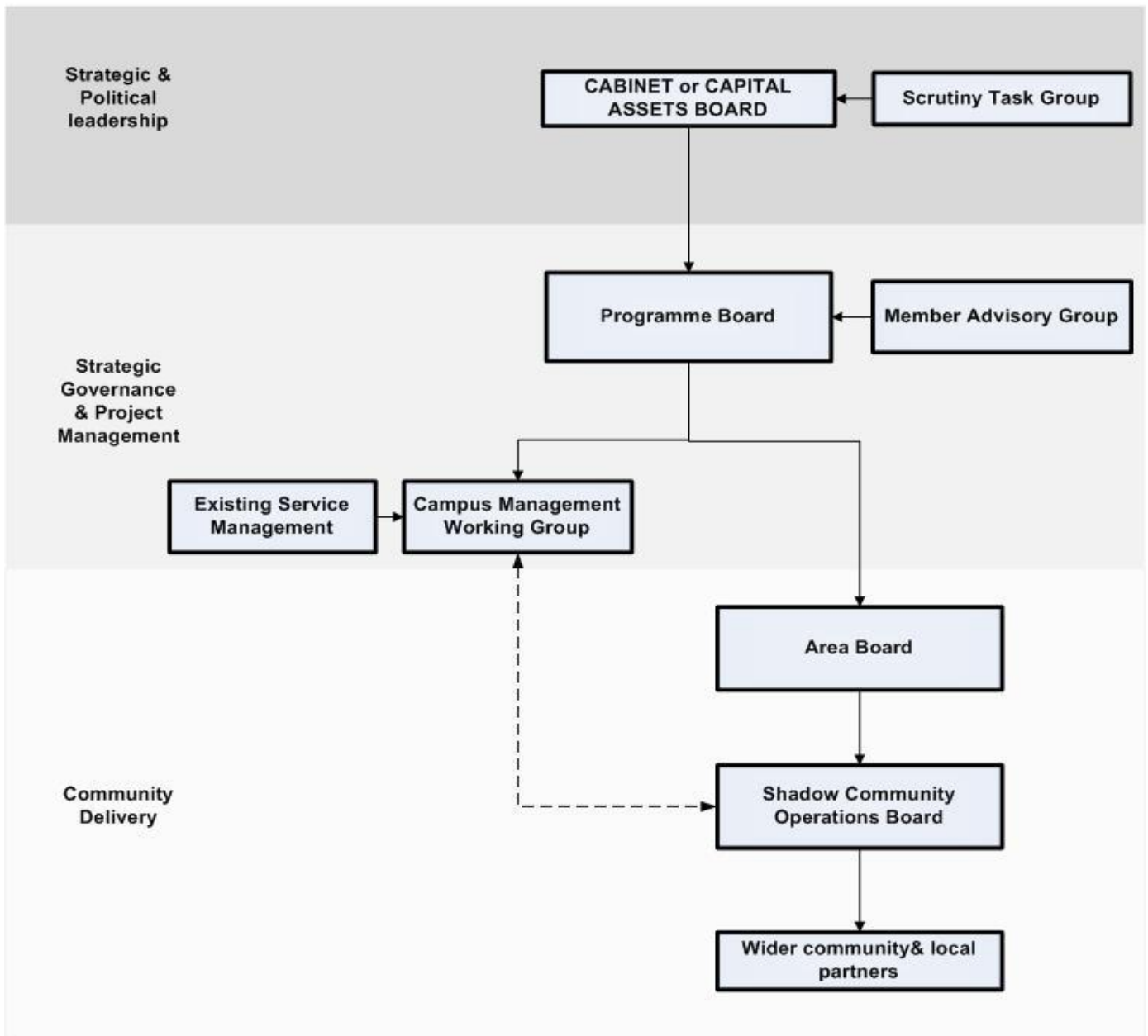
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or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

## 7 Governance Arrangements

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

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

### Preliminary Management Project Governance Arrangements



<b>Subject:</b>	<b>Rural Development Funding</b>  <b>The North Wessex Downs and Plain Action LEADER Programmes - 2015-2020</b>
<b>Officer Contact Details:</b>	Dawn Hamblin <a href="mailto:Dawn.Hamblin@wiltshire.gov.uk">Dawn.Hamblin@wiltshire.gov.uk</a> 01488 680458  Alan Truscott <a href="mailto:atruscott@communityfirst.org.uk">atruscott@communityfirst.org.uk</a> 01380 732814
<b>Weblink:</b>	<a href="http://northwessexleader.org.uk">http://northwessexleader.org.uk</a>  <a href="http://plainaction.org.uk">http://plainaction.org.uk</a>

## Summary of announcement

On behalf of North Wessex Downs and Plain Action Local Action Groups (LAGs) Alan Truscott will be at the Pewsey Area Board meeting on Monday 7th July 2014.

He will be explaining to the meeting through a short presentation what LEADER funding is and will detail the plan for a bid for Rural Development Programme for England (RDPE) for funding to enable the LEADER programme to continue during 2015-2020. If the funding is secured the Local Action Groups will be able to award grants to eligible community projects, rural businesses and for farming, forestry and tourism related projects in the Pewsey area.

The LAGs are keen to:

- Understand from area and community representatives what they consider to be the key funding priorities for the next 7-8 years.
- Work with area and community representatives to ensure wide business and community input during the bidding stage.
- Once funding is secured, work with area and community representatives to communicate as widely as possible the benefits of the Programmes.

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<b>Report to</b>	<b>Pewsey Area Board</b>
<b>Date of Meeting</b>	<b>7 July 2014</b>
<b>Title of Report</b>	<b>Area Board Funding</b>

### **Purpose of Report**

To ask councillors to consider two applications seeking 2014/15 Community Area Grant funding which are summarised below.

1. Sunflowers Pre-school, Grafton requesting £5,000 towards upgrading and developing the garden area at the Nursery to include fencing, access gates, access doors shaded areas and play areas.
2. Great Bedwyn Cricket Club requesting £3,738 towards the purchase of a new motor roller.

It should be noted that numerous organisations approach the community area manager for advice; those that don't meet the criteria are not recommended to submit a full application. Only those that do meet the criteria are put forward for decision. It is for members to decide whether to approve or not, based on the information provided in this report.

Further information about each application and the Officer's comments can be found later in this report

## 1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (5 April 2013). Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance 2013/2014](#).
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.4. The area board may want to link funding to local priorities, including those identified in their Community Plan, Local Area Joint Strategic Assessment and any other community based consultative work.
- 1.5. Pewsey Area Board has been allocated a 2014/2015 budget of **£36,079** for community area grants, community partnership core funding, area board operational funding and area board/councillor led initiatives.
- 1.6. In addition to CAGs councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.7. Applications of up to and including £1000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1001 - £5,000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.8. In 2013/14 a single on-line application process for Community Area Grants (CAG) was introduced to provide an easy step by step application process. The application process and funding criteria can be found [here](#).
- 1.9. Area boards will not consider CAG applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.10. Officers are required to provide recommendations in their funding reports



(except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire councillors on the area board.

- 1.11. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.12. All recipients of area board funding are expected to complete an evaluation form as soon as the project has been completed and provide receipts if requested. Groups are encouraged to up-load information and photographs about their project on to their area board [blogsite \(pewsey.ourcommunitymatters.org.uk\)](http://pewsey.ourcommunitymatters.org.uk). Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

<b>Background documents used in the preparation of this report</b>	<u>Area Board Grant Criteria and Guidance 2014/15 as approved by delegated decision</u>
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## **2. Main Considerations**

- 2.1. Pewsey Area Board has been allocated a 2014/15 budget of **£36,079** that may be allocated through Community Area Grants, Area Board/Councillor Led Initiatives and core funding for the CAP.
- 2.2. Councillors will need to ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.3. Councillors will need to be satisfied that grants awarded in 2014/2015 are made to projects that can realistically proceed within a year of the award being made.
- 2.4. There are five more funding rounds in 2014/15. This is the second and the remaining four (as long as funding is available) will be held on
  - 15 September 2014
  - 3 November 2014
  - 12 January 2015
  - 9 March 2015
- 2.5. On 9 May 2011 it was agreed that in respect of urgent matters and exceptional circumstances that may arise from time to time between meetings that the Pewsey Community Area Manager, in consultation with the Councillors of the Pewsey Area Board, be granted delegated authority to approve expenditure not exceeding £500 from the Pewsey Area Board budget. A report explaining any such decision and the reasons why it was considered to be urgent shall be reported to the next ordinary meeting of the Pewsey Area Board.

### **3. Environmental & Community Implications**

- 3.1. Area Board Grants contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

### **4. Financial Implications**

- 4.1. Awards must fall within the Area Boards budget allocated to the Pewsey Area Board.
- 4.2. If all grants are awarded Pewsey area board will have a capital budget of £9,908 and revenue funding of £5,187 which the board has ring-fenced for the Community Area Partnership.

### **5. Legal Implications**

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

### **6. HR Implications**

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

### **7. Equality and Inclusion Implications**

- 7.1. Community Area Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.
- 7.2. Implications relating to individual grant applications will be outlined in section 8, "Officer Recommendations" of the funding report.

### **8. Officer Comments**

Ref	Applicant	Project proposal	Funding requested
8.1.	Sunflowers Pre-School, Grafton	Upgrade, renew and develop and structural elements of the garden area including fencing, external access gates, access doors from the nursery room to the garden, installation of fixed shade/structures and play stations	£5,000

- 8.1.1. This application meets the grant criteria 2014/15.
- 8.1.2. The applicant is the Sunflowers Pre-school, a registered charity.
- 8.1.3. The total project costs are given as £10,000 – match funding is coming from fundraising and donations £3,500, and in kind support (site preparation and materials). A number of quotations have been provided.
- 8.1.4. Pewsey area board have provided funding in the past - £3,987 in 2011 for works to the building and marketing activities, and £981 in 2010 for play equipment. (this is before it took over the whole school building)
- 8.1.5. Sunflowers opened in the school on 31st October 2011. The organisation has developed to be run as a registered charity by Trustees with support from parents and local community members. Together, and throughout the year, fundraising events are organised, the proceeds of which are used to further enhance the childcare and learning environment.
- 8.1.6. The Sunflowers at Grafton Garden Project will benefit two specific groups of people – the children and the wider community.
- 8.1.7. The wider Community will have the opportunity to take advantage of the gardens and play areas as a result of their Considerate Community Access policy. The organisation has adopted sustainable business practices where it has created business opportunities in a very rural area with few local employers.
- 8.1.8. The Sunflowers at Grafton Garden Project is intended to continue to build on providing a beautiful natural surrounding that offers a warm and nurturing environment for all who make use of it. From safe and secure areas of play to growing of vegetables, the feeding of the resident chickens and rabbits, the children are able to experience on a daily basis many different activities. The enhancement of the garden will extend the learning and activity time that the children can have in the outside environment.
- 8.1.9. The provision of shaded & sheltered outside space, upgrading of static and fixed play stations – e.g. sand pits, mud kitchens, totem poles and water stations – and the expansion of existing and creation of new age specific outside areas will greatly improve the overall facilities available, whatever the weather or time of year.
- 8.1.10. Sunflowers at Grafton currently employs 20 people all of whom live either in Grafton Parish or neighbouring parishes. Included in the staff team is an apprentice. The environment we offer ensures the all-round development of staff across many different settings for nursery and pre-school childcare, and improves job satisfaction.
- 8.1.11. There is a Friends of Sunflowers Group. These people have over the

years volunteered their time and expertise to take help improve aspects of Sunflowers. This includes work in the garden, the nursery, our out of school clubs and undertaking the role of Trustee.

8.1.12. Since it opened, the numbers of children have grown in number as follows:-

Numbers of children	
October 2011	24
October 2012	48
October 2013	58
June 2014	74

Ref	Applicant	Project proposal	Funding requested
8.2.	Great Bedwyn Cricket Club	Purchase of new motor roller	£3,738

8.2.1. This application meets grant criteria 2014/15.

8.2.2. The total project costs are £7,476. Match funding is coming from club reserves.

8.2.3. The Club's very old motor roller has broken down beyond repair. It is essential for pitch preparation; no roller, no cricket, no club. The club has been renting a roller to allow the club to start this season.

8.2.4. The club has significant reserves. The reserve is largely needed to fund the difference between an applied for Sport England Grant and the estimated cost of a planned new pavilion, without which the Club cannot run women's and youth teams.

<b>Appendices</b>	Appendix 1 Grant Applications –
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No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

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Grant Applications for Pewsey on 07/07/2014

ID	Grant Type	Project Title	Applicant	Amount Required
744	Community Area Grant	Great Bedwyn Cricket Club New Motor Roller	Great Bedwyn Cricket Club	£3738.00
807	Community Area Grant	Sunflowers at Grafton Garden Project	Sunflowers at Grafton	£5000.00

ID	Grant Type	Project Title	Applicant	Amount Required
744	Community Area Grant	Great Bedwyn Cricket Club New Motor Roller	Great Bedwyn Cricket Club	£3738.00

**Submitted:** 01/04/2014 12:50:33

**ID:** 744

**Current Status:** Application Appraisal

**To be considered at this meeting:**

07/07/2014 Pewsey

**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?**

Great Bedwyn Cricket Club New Motor Roller

**6. Project summary:**

The Club's very old motor roller has broken down beyond repair. It is essential for pitch preparation; no roller, no cricket, no club. So a new roller is urgently needed for the season about to start.

**7. Which Area Board are you applying to?**

Pewsey

**Electoral Division**

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

SN8 3PD

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

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

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

01/2014

**Total Income:**

£18100.00

**Total Expenditure:**

£12560.00

**Surplus/Deficit for the year:**

£5540.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£38000.00

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

The reserve is largely needed to fund the difference between an applied for Sport England Grant and the estimated cost of a planned new pavilion, without which the Club cannot run women's and youth teams.

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

**10b. Project Finance:**

Total Project cost		£7476.00		
Total required from Area Board		£3738.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Powerroll Club Roller	5795.00	Reserves	yes	2057.00
Delivery by Powerroll	435.00	Reserves	yes	435.00
VAT	1246.00	Reserves	yes	1246.00

Total	£7476	£3738
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**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?**

Pewsey

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

Players and opponents of weekly 1st and 2nd XIs in West of England Premier League Wilts Division, ditto in weekly Savernake Leagues, and in Sunday friendly matches against other Wiltshire teams.

**14. How will you monitor this?**

The pitch will be too uneven and dangerous to play on without being rolled regularly, and umpires will refuse to allow matches to start.

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

This is a one-off purchase which should be good for at least 10 years, and maintenance costs will be funded (as now with the old roller) out of income.

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

Not applicable.

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):**

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

**And finally...**

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

807	Community Area Grant	Sunflowers at Grafton Garden Project	Sunflowers at Grafton	£5000.00
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**Submitted:** 15/05/2014 10:48:46

**ID:** 807

**Current Status:** Application Appraisal

**To be considered at this meeting:**

07/07/2014 Pewsey

**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**

Grafton Parish precept is small with those funds being used for Parish related matters / causes. Whilst Sunflowers sits within Grafton Parish and serves its Parishioners it also serves a wider community and therefore we would not ordinarily approach the Parish Council.

**5. Project title?**

Sunflowers at Grafton Garden Project

**6. Project summary:**

Sunflowers opened on 31st October 2011. The organisation has developed to be run as a registered charity by Trustees with support from parents and local community members. Together, and throughout the year, we organise fundraising events the proceeds of which we use to further enhance the childcare and learning environment. Purpose of the project is to upgrade, renew and develop the structural elements of the garden area at the Nursery. This includes fencing, external access gates, access doors from a nursery room to the garden, installation of fixed shade/structures and play stations.

**7. Which Area Board are you applying to?**

Pewsey



**Electoral Division**

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

SN8 3DB

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

Children & Young People

Countryside, environment and nature

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

08/2013

**Total Income:**

£285670.00

**Total Expenditure:**

£271250.00

**Surplus/Deficit for the year:**

£14420.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£3270.00

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

The figure for surplus includes the reserves figure. The remaining surplus is already allocated in terms of developing our reserves and staffing costs, provision of supplies and services, essential building maintenance, cost of utilities and rates for the current financial year. Our reserves policy is that we retain sufficient funds within the organisation that will cover all of the above for a period of three months so our current reserves need building in order to do this.

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

**10b. Project Finance:**

Total Project cost	£10000.00			
Total required from Area Board	£5000.00			
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Access doors -	3000.00	Fund raising	yes	2500.00

supply & installation				
Fencing & gates	1500.00	Donations	yes	1000.00
Surface covering	3000.00	Site preparation (in-kind) 20 days	yes	1000.00
Shelters	2000.00	Materials (in-kind)		500.00
Fixed structures	500.00			
<b>Total</b>	<b>£10000</b>			<b>£5000</b>

**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?**

Pewsey

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

Who will benefit? The Sunflowers at Grafton Garden Project will benefit two specific groups of people – the children and the wider community. The Children will be able to experience new adventures, gain new learning opportunities and have nature on the doorstep at all times of the year. The wider Community will have the opportunity to take advantage of our gardens and play areas as a result of our Considerate Community Access policy. As an organisation we have adopted sustainable business practices where we have created business opportunities in a very rural area with few local employers. This approach along with our relationship with other community groups has helped to cement and develop our role in the community. How these two groups will benefit The Sunflowers at Grafton Garden Project is intended to continue to build on providing a beautiful natural surrounding that offers a warm and nurturing environment for all who make use of it. From safe and secure areas of play to growing of our own vegetables, the feeding of our resident chickens and rabbits, the children are able to experience on a daily basis many different activities. The enhancement of the garden will extend the learning and activity time that the children can have in the outside environment. The provision of shaded & sheltered outside space, upgrading of static and fixed play stations – e.g. sand pits, mud kitchens, totem poles and water stations – and the expansion of existing and creation of new age specific outside areas will greatly improve the overall facilities available, whatever the weather or time of year. We aim to be an integral part of our local community and a number of activities have been aimed at this. Our considerate community access policy means that Sunflowers at Grafton welcome members of our community to use the Sunflowers at Grafton gardens and playground when the building is closed and many families take advantage of this. We use our parish newsletter to communicate access to the local community and our events and fundraising activities are developed with the community in mind. An additional benefit that these improvements will bring is the enhancement of our status as is an employer of choice in the local area.

Sunflowers at Grafton currently employs 20 people all of whom live either in Grafton Parish or neighbouring parishes. Included in the staff team is an apprentice. The environment we offer ensures the all-round development of staff across many different settings for nursery and pre-school childcare, and improves job satisfaction. The support and interest we receive from the local community has prompted us to create a Friends of Sunflowers Group. These generous individuals have over the years volunteered their time and expertise to take help improve aspects of Sunflowers. This includes work in the garden, the nursery, our out of school clubs and undertaking the role of Trustee. This project is seen as a key element of taking Sunflowers at Grafton to the next stage in its future and journey as a charitable organisation “ as with all things in life, business and community we need to keep pace of change.

**14. How will you monitor this?**

We intend to undertake both parent and community surveys to monitor the use of the new gardens. This will be done through our Parish magazine and direct communication with parents asking for feedback. Any information received will likewise be fed back to everyone.

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

In this event we would look to raise further funds through our own fundraising and applications to other funding bodies.

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

Not applicable

17. DECLARATION

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

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**Policies and procedures:**

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

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

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

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

**And finally...**

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