

AGENDA

Meeting: WESTBURY AREA BOARD
Place: The Laverton Hall, Bratton Road, Westbury, Wiltshire BA13 3EN
Date: Thursday 11 December 2014
Time: 7.00 pm

Including parishes of Bratton, Coulston, Dilton Marsh, Edington, Heywood and Westbury

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. There will be an Exhibition of the Campus proposals prior to the start of the meeting.

Please direct any enquiries on this Agenda to Roger Bishton (Democratic Services Officer), on 01225 713 035 or email roger.bishton@wiltshire.gov.uk
Or Sally Hendry (Westbury Community Area Manager), Tel: 01225 718627 or email sally.hendry@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Russell Hawker	Westbury West	01373 822275	russell.hawker@wiltshire.gov.uk
Cllr David Jenkins (Chairman)	Westbury North	01373 823605 07941 201637	david.jenkins2@wiltshire.gov.uk
Cllr Gordon King (Vice-Chairman)	Westbury East	01373 822650 07454 274266	gordon.king@wiltshire.gov.uk
Cllr Jerry Wickham	Ethandune	01380 870476 07980 701617	jerry.wickham@wiltshire.gov.uk

Items to be considered	Time
1. Chairman's Welcome and Introductions	
2. Apologies for Absence	
3. Minutes (<i>Pages 1 - 6</i>) To confirm the minutes of the meeting held on Thursday 9 October 2014..	
4. Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
5. Chairman's Announcements (<i>Pages 7 - 10</i>) To note the following items for information – written briefing notes are available in the full agenda pack or online. If you would like the Area Board to consider or discuss any of these items in more detail, please speak with the Community Area Manager or the Democratic Services Officer:- <ul style="list-style-type: none"> • Wiltshire's Car Parking Review • Stonehenge & Avebury World Heritage Site Management Plan 2015 	
6. Partner and Community Updates (<i>Pages 11 - 12</i>) To note the attached partner and community updates and to receive any further information partners wish to share:- <ul style="list-style-type: none"> • Wiltshire Police • Wiltshire Fire & Rescue Service (a verbal update will be given at the meeting as it is not possible at present to provide a written report due to shortage of staff.) • BA13 Community Area Partnership • Town & Parish Councils 	
7. Westbury Community Campus Working Proposal (<i>Pages 13 - 48</i>) The Westbury Community Campus Team will present a summary of its working proposal for a local campus based on its engagement and consultation with local people. The Area Board will consider the proposal before deciding whether to endorse it and forward it to Wiltshire Council for further consideration. A report setting out details of the proposal is attached.	

8. **Update on Area Boards and the delivery of the Campus Programme**

Cllr Jonathon Seed, Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding will be attending to provide an update on Area Boards, the communication around events at Area Boards as well as providing an update on campuses.

He will then be pleased to answer any questions.

9. **Development of a Renewable Treatment Centre at Northacre, Westbury by Hills UK Ltd**

A representative from Hills UK Ltd will attend to explain their plans to develop a renewable energy centre on a 6.6-acre plot between Hills Waste Solutions' Northacre Resource Recovery Centre and Arla Foods Westbury Dairies.

10. **Updates on tackling JSA Priorities** *(Pages 49 - 54)*

A report by the Community Area Manager is attached.

11. **Youth Services in the Westbury Area**

Phoebe Brazier, newly appointed Community Youth Officer, will explain plans for the future development of Youth Services in the Westbury area.

12. **New Youth Model** *(Pages 55 - 62)*

To adopt the Leaders Guidance for Positive Activities and Terms of Reference for Local Youth Networks (LYNs) and commence work on establishing a LYN.

To approve a motion that the Community Area Manager, in consultation with the Community Youth Officer and Chairman of Westbury Area Board, may authorise expenditure in support of positive activities for young people of up to £1,000 per project between Area Board meetings and that this will be recorded at the next available Area Board.

13. **Community Area Transport Group** *(Pages 63 - 64)*

To receive a report by the Community Area Manager, together with the minutes of the Westbury Community Area Transport Group meeting held on Friday 21 November 2014 and to consider the recommendations set out in the report.

14. **Air Quality Group** (*Pages 65 - 66*)

To receive notes of the Air Quality Group held on Friday 21 November 2014.

15. **Community Area Grants** (*Pages 67 - 84*)

To consider applications for funding from the Community Area Grants Scheme.

16. **Future Meeting Dates**

The next meeting of the Westbury Area Board will take place on:

**Thursday 5 February 2015 at The Laverton, Bratton Road,
Westbury, BA13 3EN.**

Future Meeting Dates

Thursday 9 April 2015 at Jubilee Hall, Melbourne Street, Bratton,
BA13 4RW

Thursday 4 June 2015 at The Laverton, Bratton Road, Westbury,
BA13 3EN

MINUTES

Meeting: WESTBURY AREA BOARD
Place: The Laverton, Westbury
Date: 9 October 2014
Start Time: 6.30 pm
Finish Time: 7.40 pm

Please direct any enquiries on these minutes to:

David Parkes (Democratic Services Officer), Tel: 01225 718220 or (e-mail) david.parkes@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr David Jenkins (Chairman), Cllr Gordon King (Vice Chairman) and Cllr Jerry Wickham

Wiltshire Council Officers

Sally Hendry, Westbury Community Area Manager)
Maggie Rae (Corporate Director)
David Parkes (Democratic Service Officer)
Sharon Smith (Communications Officer)
Phoebe Brazier (Community Youth Officer)

Town and Parish Councillors

Westbury Town Council – Cllr Sue Ezra, Cllr Christine Mitchell, Cllr David Bradshaw and Cllr Ian Cunningham.
Edington Parish Council – Cllr Mike Swabey

Partners

Wiltshire Police – Insp Alan Webb.
Wiltshire NHS – Sue Hamblin
BA13+ Community Area Partnership – Phil McMullen and Carole King.

Total in attendance: 53

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Westbury Area Board.</p>
2.	<p><u>Better Care Plan Presentation</u></p> <p>Maggie Rae, Corporate Director, provided an introduction to the Better Care Plan in Wiltshire. The presentation provided an understanding of how Wiltshire Council had approached the issues raised and encouraged opportunities for local action. A DVD was presented which discussed the work being done to provide the health and social care that residents require now and in the future. The need to focus health services around where residents live rather than at the three hospitals on the edge of Wiltshire was raised. It was heard that everyone would be treated as a person and not just as a set of conditions. The new 'onion' model was based around people in their communities and away from hospitals. It was stated that primary care was the best building block for a new service. The service would be 'bottom up' in design and based around communities that already exist. It was stated that General Practitioners would be at the centre of this design.</p> <p>An opportunity for questions was provided. A question was asked as to what the differing criteria was for a social patient and a medical patient. The funding of both social patients and medical patients was also discussed and it was heard that social care was means tested. The Corporate Director explained that it was necessary to work together and put the person at the centre of their treatment. It was heard that people did not mind how you labelled their care as long as they received the service they require.</p>
3.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Cllr Russell Hawker and Julia Cramp.</p>
4.	<p><u>Minutes</u></p> <p>The minutes of the previous meeting, 07 August 2014, were presented to the Board for approval.</p> <p><u>Decision</u> The minutes of the previous meeting were agreed by the Board as a correct record and signed by the Chairman.</p>
5.	<p><u>Declarations of Interest</u></p> <p>The Chairman declared a non-pecuniary interest in the Rugby Club funding item as one of the founding members of the Club.</p>

6.	<p><u>Chairman's Announcements</u></p> <p>a) Campus - There had been two consultations on the campus and a member of the public had the opportunity to ask a question on public input.</p> <p>b) A350 Works – A350 Works – The Chairman announced the road closure and bus service changes as stated on item 6 of the agenda.</p> <p>c) Fire Service Consultation – Literature was circulated and attendees were urged to participate in the consultation.</p> <p>d) Positive Leisure Activities for Young People – Phoebe Brazier was welcomed as one of two new Community Youth Officers who would be working in a job share.</p> <p>Funding towards positive leisure activities for young people was discussed and questions were asked in regards to where this funding would be allocated. The creation of the Westbury Local Youth Network (LYN) was discussed and the process involved in setting up this group. It was heard that the LYN had not yet met but would provide a report to the next Area Board.</p> <p>A need to get more young people to attend the Area Board was raised. It was stressed that the invitation to attend the Board was open to the entire Westbury Community Area.</p> <p>The Community Area Manager stressed the need to work with schools and that the Board would be in a stronger position now that the LYN was being appointed.</p>
7.	<p><u>Partner and Community Updates</u></p> <p>Wiltshire Police – Inspector Webb provided statistical information and explained the Police were targeting burglaries and rural crime and it was necessary to show their presence. The Board heard of a multi-agency operation near Warminster that stopped 28 vehicles, many of which were towing trailers that were not in lawful condition and prohibition orders were served. A drunk driver was also caught at 11:00. A public request was made for statistics on domestic abuse. It was explained that domestic abuse was a difficult statistic to record as it tends to happen before domestic violence occurs and can therefore ‘hide’ itself.</p> <p>BA13 CAP – The Safe Places scheme was discussed and Insp. Webb emphasised that this was superb work.</p> <p>Town and Parish Councils:</p> <ul style="list-style-type: none"> • Westbury Town Council – It was heard that the Christmas Light Switch On Event 2014 would take place on Saturday 22nd November 2014.

8.	<p><u>Community Area Transport Group</u></p> <p>It was heard that the report and minutes of the last meeting were in the agenda pack. Three recommendations were made in the report:</p> <p>2.1 It was recommended to the Area Board to allocate £400 to fund speed warning signs at Hisomley</p> <p>Decision: To approve the allocation of £400 funding for speed warning signs at Hisomley.</p> <p>2.2 It was recommended to the Area Board to allocate £3,500 for a bus shelter on the A350 near Aldi.</p> <p>Decision: To approve the allocation of £3,500 funding for a bus shelter on the A350 near Aldi.</p> <p>2.3 It was recommended to the Area Board to allocate £1000 for the replacement of the handrail near Edington Parish Hall.</p> <p>Decision: To approve the allocation of £1000 funding for the replacement of the handrail near Edington Parish Hall.</p>
9.	<p><u>Community Area Grants</u></p> <p>Councillors were asked to consider funding applications to the community area grants fund scheme and Councillor led project bids:</p> <p>Community Area Grant Funding.</p> <p>1.1 Westbury Rugby Club sought £1,000 to fund new signs</p> <p>Decision: To approve the funding of £1,000 to Westbury Rugby Club to fund new signs.</p> <p>1.2 Westbury Children’s Centre sought £990 for a new storage shed.</p> <p>Decision: To approve the funding of £990 to Westbury Children’s Centre for a new storage shed.</p> <p>Councillor Led Project – Led by Cllr Gordon King – Domestic abuse awareness campaign. Cllr King introduced this project and stressed its importance.</p> <p>Decision: To approve the funding of £300 for the Domestic Abuse Awareness Campaign.</p>
10.	<p><u>Future Meeting Dates</u></p>

	The next meeting of the Westbury Area Board will be held on 11 December 2014.
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Wiltshire's Car Parking Review Chair's Announcement

Introduction

Wiltshire Council is reviewing its car parking service and has completed a pre consultation assessment, which was undertaken in May and June of this year. It has also reviewed the evidence from the community workshops held in May. The findings of the pre-consultation exercises have been combined with parking data to form the basis of the next stage of the review.

The review focuses on car parking charges and management, with the potential use of new technologies and the future role of local communities. The review also covers other aspects such as parking standards, first hour free parking and other charging exemptions.

We are keen to hear the views of residents to help us shape the new strategy. The Council has made no decisions and would like to see how far you agree or disagree with the presented options, or alternatively suggest your own. Therefore, we have produced consultation documents which can be viewed at <http://consult.wiltshire.gov.uk/portal> (not available until the 27th October 2014). Hard copies of the background evidence will also be available at local libraries and the main council offices. The online questionnaire and one possible charging option will be available for viewing and completion from the 10th November.

The consultation will be open from 27th October 2014 to the 16th January 2015.

How to respond

Our preferred method to receive comments is through completion of the on-line electronic questionnaire (please note that there is no requirement to register or log-in to the portal to respond to this pre-consultation exercise).

Paper copies of the questionnaire will also be available on request by phoning the below number

Your comments need to be submitted by **5pm on 16th January 2015**.

If you have any queries, please contact us using the details below or by telephone on 0300 456 0100.

Sustainable Transport Group
Highways and Transport
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN
By email to: transportplanning@wiltshire.gov.uk

Chairman's Announcements

Subject:	The public consultation of the Stonehenge and Avebury World Heritage (WHS) Site Management Plan 2015
Officer Contact Details:	Beth Thomas, Stonehenge WHS Coordinator
Further details available:	07769 741 066 beth.thomas@wiltshire.gov.uk

Summary of announcement:

The WHS Coordination Unit wants to make members of Community Area Boards aware of the public consultation taking place December 2014* – February 2015 on the Stonehenge and Avebury WHS Management Plan 2015 and to give members an opportunity to comment if they so wish.

The WHS Coordination Unit is based in the Heritage and Arts team at the Wiltshire and Swindon History Centre in Chippenham. The Unit is a partnership between English Heritage, the National Trust and Wiltshire Council.

The Unit has produced the first joint Stonehenge and Avebury World Heritage (WHS) Management Plan for publication in 2015. The Plan provides a long term strategy to protect the World Heritage Site for this and future generations.

The primary aim of the Plan is to protect the Site by sustaining its Outstanding Universal Value, and to achieve an appropriate balance with other interests such as tourism, farming, nature conservation, roads and traffic, research, education and the local community.

This document sets out the management issues of the WHS and how these will be dealt with by the many partners who are involved in the management of the WHS. Partners include: English Heritage, the National Trust, MoD, the North Wessex Downs AONB, Natural England, Wiltshire Council and town and parish councils amongst others.

The public consultation process gives people an opportunity to review the Management Plan to ensure that it addresses the key issues which impact upon the WHS and the aims, policies and actions set out address these issues.

The consultation will be available on the Wiltshire Council website** and members of the public can comment directly through the website, by email to stonehengeandaveburywhs@wiltshire.gov.uk

or by post to:
The WHS Coordination Unit
Wiltshire & Swindon History Centre
Cocklebury Road
Chippenham
SN15 3QN

The final Management Plan will be sent to the Department of Culture Media and Sport and then to the World Heritage Committee of UNESCO.

*Dates TBC

**The web link will be provided once available.

Report of the BA13+ Partnership Meeting

The BA13+ Community Area Partnership's latest meeting was held on 19th November at the Laverton in Westbury. The theme of the evening was Children and Young People.

The guest speakers were Ruth Brooks-Martin from the Children's Centre, Phoebe Brazier, Westbury's Community Youth Officer, and Catherine Maxwell from Anybody Can Cook.

Phoebe opened by explaining the new model for youth in the community area. The new model incorporates community youth workers, and a Local Youth Network which includes representation such as Sally Hendry from the Area Board, plus school, town and parish council, police, health organisations, etc. There will be a management group of around 10 people. Young people will work with the members to decide how the money that the Area Board has is going to be spent. There will be a catalogue containing providers approved by Wiltshire Council and local groups can apply for a grant from the available funding (£11,000 in total).

The 15 or so young people who attended the meeting expressed an interest in learning skills such as cooking and video editing.

Ruth Brooks-Martin then explained about the work that goes on the Children's Centre. They were set up by the labour govt. aimed primarily at less well-off children aged 5 and under. They work with lone parents, workless households (something like 91% of the workless households locally are registered with the children's centre). They have outreach workers who work with families in the home. There was some concern expressed by the meeting over dental health and the fact that it's very difficult to access data about oral health in the Westbury area. The presentation was followed by a short exercise based on three scenarios which underlined the work that the Children's Centre undertakes. Ruth also explained the value and importance placed on working closely with Crosspoint.

Catherine Maxwell then explained the Anybody Can Cook initiative, which was delivering cookery sessions tailored to meet the needs of a particular group. Public health have commissioned courses for children's centres, for example. Catherine was looking for a grant to work with the food bank to teach people who are accessing the food parcels the skills they need to cook very basic recipes. It doesn't have to be expensive to cook, and the food parcels often contain quite a motley selection of different goods. The grant application will be considered at the next Steering Group meeting, which takes place on Wednesday 2nd December at Crosspoint.

Westbury Community Campus Working Proposal

**Three sites – one
community**

December 2014

Westbury Community Campus Team

Contents

1.	Executive summary	Page 3
2.	Overview	Page 8
3.	Supporting evidence and background	Page 10
4.	Consultation and engagement	Page 14
5.	Vision	Page 20
6.	Campus working proposal	Page 23
7.	Next steps	Page 34
8.	Appendices	Page 35

1. Executive summary

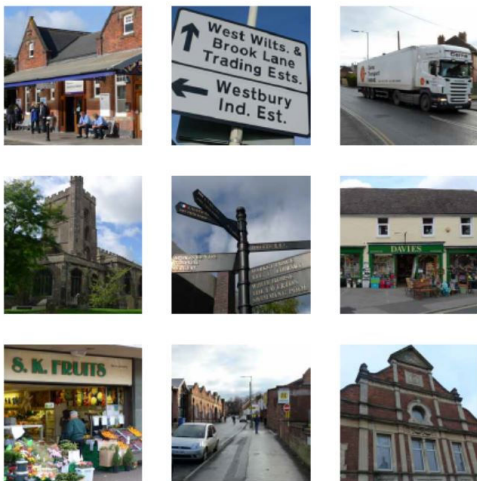
1.1 Introduction

This executive summary provides an overview of the working proposal developed over the past two years and reflects the real need for the town to gain momentum for regeneration to positively support the growing population with new and improved facilities that will improve the health and wellbeing of the community.

It highlights and incorporates the key messages that we have received from local people and the vision we have developed from these messages.

The report has been produced by the Westbury Community Campus Team (formerly the Campus Operations Board). The Westbury Area Board set up the (WCCT) (previously the Community Operations Board) to help define the needs and priorities of the local community. This is made up of a wide range of representatives from the local community including representatives from the surrounding villages

1.2 Background



Westbury community area has been given an exciting opportunity to join in the community campus programme set up by Wiltshire Council. It has been welcomed by the community as a far sighted approach by the council to support local development of services and leisure activities fit for the 21st century.

The Westbury Community Campus Team (previously COB) have been working over the past two years to develop a vision and working proposal that properly reflect local desire and need. This has involved detailed consultation

with users, service providers, clubs and individuals – all potential users of a community campus.

The outcome of this work is reflected in the working proposal submitted for approval by the area board.

The working proposal provides detailed analysis of the key issues that the campus will help to ameliorate. It demonstrates the strong views obtained from two consultations, which were well supported, and consultation with service providers and users.

The outcome is a campus working proposal that is comprehensive, reflects all these issues and sets a marker for the support of regeneration in Westbury. It is prudent and sustainable.

1.3 Westbury and a look at the need for campus

Key drivers for the campus are the needs to provide a focus for regeneration and improvement in health and wellbeing while properly supporting the growth of the population that has already occurred and change in demographics that is likely to continue with the new housing proposed for the town.

Regeneration and Demographics



Westbury has for many years suffered from a degradation in the quality of the town centre. The campus gives the opportunity to address this by making use of the library as the centre of town regeneration, lifting the quality of the building, its surroundings and expanding the facilities to provide a

vibrant community hub that can be used by the people of the town and surrounding villages.

The population of the community area has increased by almost 25% over the past ten years, significantly more than that of the rest of the county. With new housing proposals now at outline planning stage it is likely to continue, with more young families who will need services and activities delivered by the community area.

Health and wellbeing

The opposite side of this expansion is that health and wellbeing is a problem area for the community area, with a significant number of the key performance measures falling well short of county standards. For example childhood obesity is 25.2%, the community area is only at KS4, well below neighbouring comparators. Full details of these are provided in section three.

Need

There is no doubt, from the above, of the real need for a community campus. Provision in the form proposed in our working proposal will give massive support to address all of these key areas and enable the Westbury community area to lift the standard of wellbeing significantly when fully applied.

1.4 Overwhelming support for three-site campus

Utilising a number of targeted and innovative ways of engaging with the community, the WCCT has run two public consultations over the past two years to help clarify the campus option.



The first round of the consultation highlighted strong support to keep services in the town centre and for the historic legacy in Westbury to be retained and preserved. There was also a strong push to invest in improved services and facilities for both the

elderly and the youth of the area and also for more investment into both indoor and outdoor sports facilities.

Taking into consideration the analysis of the results of the first consultation and following extensive discussions, the WCCT decided that in the second round of consultation, the community would be asked to consider and vote on one of three options – a three site campus, a two site campus and a one site campus.

At the end of the consultation, analysis of the results showed the largest response from any campus consultation within Wiltshire and that there was an overwhelming 78.9% vote for option one, a three-site campus [retaining and improving Westbury Library, Westbury Pool and Leighton Recreation Centre.

Once again, the biggest issues from comments were that the pool is a major asset for the town and that people are strongly attached to the current library. There is also extensive concern about the continuing health of the town centre and a fear that an out-of-town campus would be extremely detrimental.



Because most responders fell into the higher age groups and also because of the proposed closure of the Westbury youth centre, young people from the Westbury Youth Advisory Group were asked to design a campus questionnaire for young people. The aim being to capture their opinions of what they would like from a youth space in the campus.

An excellent 63% response to the survey showed that 86% would like an outside space available and that their location of choice for youth activities was Leighton Recreation Centre.

Full breakdowns of all three consultations can be found in section four.

1.5 Vision

Having reviewed the results of the consultations, considered the needs of services and discussed immediate and future requirements for activities at Leighton, it was clear to WCCT that an overall vision was needed that reflected what will make the campus work well.

The vision was developed to provide a basis for the look and feel of the facilities, considering the customer experience. Particularly important elements were:

- All buildings should be light and airy
- The library should act as a focal point in the town centre, to support regeneration of the town centre
- Customers receive a personalised service and feel valued/supported
- The three sites should be linked through consistent branding, improved coordination of public transport supporting the community area and good visual route indicators
- IT should be common throughout, with free WiFi at all sites, good AV/TV facilities to encourage informal meetings

- The facilities should all have a consistently high standard of cleanliness and maintenance

This vision, detailed in section five, enabled clearer thinking on how each element of the campus could contain the facilities needed to deliver the services and activities required.

1.6 Campus working proposal

WCCT reviewed each of the three campus sites in detail, established the services and activities needed in each and scheduled these in terms of rooms/space/content required. Details of this are provided in section six.

The minimum core campus specification was established at a very early stage and is incorporated in the working proposal

The main elements to be delivered for each of the three parts are:

Pool

As the pool is very constrained, it was decided that improving the general ambience was the best approach, with updated reception and changing being the main aspects of improvement

Library

The library will be expected to host a number of services and is at present in need of some significant work to make it the focal building it needs to be. These include



- refurbishment and updating of the interior and exterior spaces,
- lift access to the upper floors to make them publicly accessible,
- extension of the building, at least at ground level, to support the additional services and café
- provision of a piazza in front of the building to improve pedestrian access and enhance the impact of the building at the end of the High Street

As it is a Grade II listed building, this will need to be carried out sympathetically. WCCT visited both Bourne House in Salisbury and Holburne Museum in Bath which are excellent examples of the type of development that could be adopted.

Leighton



Leighton Recreation Centre at present provides a large number of leisure activities.

Outside activities include football, cricket, tennis and netball. Inside, multiple use is made of the sports hall with widely varying activities from exercise for stroke patients through badminton to Tai Kwon Do. There are two squash courts and a fitness centre. There is also a bar, which users particularly want to remain.

The existing facilities are woefully inadequate to support demand and there is a real need to update and improve all the facilities at the site. Additionally, now the youth centre in the town has been closed, young people made it clear their preference was that all the youth activities be moved to Leighton; we have reflected this in the campus working proposal

The proposal includes provision of increased/improved space for indoor activities, while updating the existing. Outside, increased pitch/court/practice space with greatly improved access/lighting between activity areas as well as taking into account the need to provide covered and all weather facilities; all the clubs at present using the site have real difficulties in both practice and matches because of their lack.

1.7 Next steps – recommendations to area board

On approval of the proposals by the area board, the WCCT will assist the Transformation Team by clarifying any issues relating to the campus working proposal to enable further research and to develop detailed briefing for design principles and feasibility studies.

The WCCT will continue to:

- Work with the Transformation Team to develop the design principles
- Support and review the feasibility studies that will assess existing infrastructure and establish the basis for improvement/expansion to meet the requirements of the campus working proposal.
- Conduct further detailed discussions with a range of partners and services who are and may be using space in the campus in order to further refine their requirements and incorporate those into the design at an early stage
- Further update the working proposal to match the outcome of the further discussions
- Examine all travel means and alternatives to and from the campus sites, including community transport links to the villages, to improve inter-building access
- Develop and implement a communications plan to ensure all voices in the community area are heard and residents are informed of developments
- Continue to update the area board regularly as to progress and any issues that might arise in the development.
- Work with the transformation team to develop the business case to be presented to the Wiltshire Council cabinet for approval.

2. Overview

2.1 The Wiltshire campus programme

Community campuses will deliver services which are more accessible, provide value for money, are tailored to local needs and are influenced by local people and partners.

A campus is a building, or buildings, in a community area where people can access local services more easily and in ways that better suit their needs

The aim is to deliver more for local communities by making maximum and efficient use of council buildings – both new and old.

This will help by:

- enabling people to have better access to services in their community area
- providing space and support for small community groups
- making public-owned buildings work hard for local communities and deliver more
- enabling organisations such as the council and the police to work more effectively together.

Campuses could be made up of new or existing buildings and may also be used to provide partner services, such as neighbourhood policing teams. One of the main ideas behind campuses is to create flexible space which can be used for a variety of purposes and by a variety of people or organisations.

During the development of the community campus proposal WCCT has realised the campus is so much more than a “building or buildings” as defined in the initial brief. The WCCT feels it should be a community hub and this needs to be reflected in its ongoing development.

The aim is for campus buildings to include a shared reception, community space, accessible community IT, clinical space, catering facilities and personal care facilities for disabled users. Other services, for example libraries, leisure centres and youth services, could potentially be included in a campus, along with facilities for individuals to meet with specialist services such as housing, revenues and benefits and any others that offer specific advice.

Wiltshire Council has agreed funding for eight community campuses across the county.

The cabinet agreed on 11 November 2014 that they would look to develop a number of campuses through wider development schemes and through the Army basing programme

Other communities, such as the Westbury community area, are invited to bring forward campus or community hub proposals that will be considered by Wiltshire Council cabinet on a case by case basis.

2.2 The Westbury Community Campus

The Westbury Area Board set up the Westbury Community Campus Team (WCCT) (previously the Community Operations Board) to help define the needs and priorities of the local community. This is made up of a wide range of representatives from the local community including representatives from the surrounding villages.

The team has undertaken extensive consultation and engagement during the past years.

On 6 February 2014 the area board members endorsed the option of developing a campus across three locations in the town: the swimming pool, the library and Leighton Recreation Centre. During the past year the team has been developing a working proposal setting out how the team believes local needs and aspirations can best be met.

This has included developing an overall vision for the campus (which is included in this proposal), undertaking site visits to Writhlington Sports Centre, Holburne Museum and Bourne Hill, and engaging with a wide range of organisations.

3 Supporting evidence and background

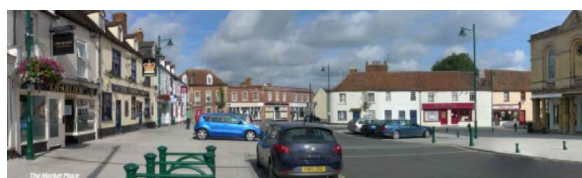
3.1 Background

This section places the proposal for a campus within the wider context of the Westbury community area, covering a wide range of relevant data from health and wellbeing to current facilities, population growth, projected expansion and the Westbury Vision and scoping study.

The conclusions drawn indicate that the community area’s facilities have not kept pace with the population and housing development over the last decade and that there is a danger that Westbury town centre will become unsustainable – therefore investment in relevant facilities is essential.

3.2 Geography and population

The Westbury community area consists of the town and the surrounding five villages, Bratton, Coulston, Dilton Marsh, Edington and Heywood. It spans 73km² most of which is rural with Westbury town in the centre.



Westbury Market Place

Situated on the edge of the Salisbury Plain, it is an area of rural beauty and

historical interest including Bratton Camp and the landmark White Horse.

The town has seen significant housing development in recent years principally on the Leigh Park area, and planning

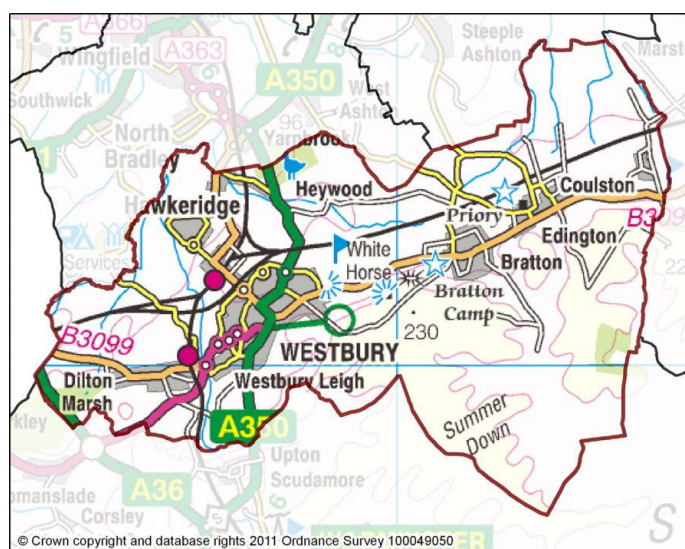
permission has recently been given for hundreds of new houses. There is an urgent need to improve the provision of services and facilities

within the town, which have not kept pace with the



Westbury High Street

population growth.



The town enjoys good transport connectivity (A350 and a mainline railway station) and a significant employment base due to the West Wiltshire Trading Estate and adjacent Northacre Industrial Estate. Plans have also been agreed for a 35-acre business park with consent for up to 500,000 sq. ft. of employment space. In 2001 the total population for the Westbury community area was 15,900 with the projected population growth to 21,570 in 2026. Westbury CA population at mid 2011 was 19,650. The projected population **does not** incorporate any housing policy figures and instead uses recent trends to anticipate future populations. Over the period 2001 to mid-year 2011, Westbury community area’s population growth was

24.1% (3,820 persons), **over two and a half times higher** than the Wiltshire average of 9.6%.

3.3 Core Strategy

The Wiltshire Core Strategy (currently in draft form) anticipates housing growth for the Westbury community area. However it is worth noting that in 2013/14 alone, a planning application for up to 222 houses on the Mead (13/03568/OUT) has been approved, an outline application for 300 homes on land north of Bitham Park is being considered (14/0962/OUT), applications are in pre planning stage for 150 homes at Glenmore Farm and 100 plus off Station Road. There are also several small developments underway (under 10 properties).



All of the large developments include a variety of family homes and will bring extra pressure on both infrastructure and local services. In turn this extra population will need access to community services and leisure facilities.

It is also significant that all the larger prospective developments are on the outskirts of Westbury. There is an inevitable risk that people living in these newly developed areas will out-commute for employment, shopping and leisure. For Westbury to be sustainable it needs to cater for the incipient needs of these people – if the town centre is to be sustainable it needs an attractive functional campus at its heart.

The Core Strategy Community Development for Westbury states it will deliver a reduction in housing growth compared to historic trends, with a focus on improving facilities, services and job creation. Existing employment in Westbury will be protected and expanded to reflect the wider strategic needs of west Wiltshire. It states that the town should not seek to compete with the larger nearby centres, but rather consolidate and enhance its existing role.

3.4 Health and Wellbeing

The Joint Strategic Needs Assessment (JSNA) 2013-2015 showed Westbury CA compared to the 19 other CAs across Wiltshire (see below). An increase in accessible and varied community facilities such as a campus will help ameliorate some of these issues by ensuring people had the right services, help and advice in their community.

- The community area has the 4th highest domestic abuse offence rate
- The community area has the lowest breastfeeding rate
- The community area at KS4 has performance below national, local authority and statistical neighbour comparators
- The community area is the joint highest in Wiltshire for children living in poverty (14.8%). This equates to 682 children

- The community area is the second highest for children supported by social care
- The rate of childhood obesity at reception is 25.2% (Wiltshire 20.3%)
- Westbury community area is second highest for under 18s alcohol specific condition admissions
- Westbury community area has the highest amount of residual waste and one of the lowest recycling rates

3.5 Existing Wiltshire Council provision

Currently the Westbury area has a swimming pool, a library, leisure centre and children's centre. The future of its youth centre is currently under review and the building is no longer used. The library is housed in a three storey Grade II listed building - formerly Westbury House. The library, situated at the junction of three town centre streets, is very well used but is currently accessible to the public only on the ground floor as it has no lift.



Westbury library

However it has huge potential, when extended and a lift fitted, to offer a range of flexible community space. It has the

added advantage of being right in the centre of the town (see Vision below), and its modernisation has the potential to ensure continued use of an important historic building. Leighton Recreation Centre is some distance from the town centre but is on a spacious site and currently offers a range of facilities including sports fields. However current grass pitches are prone to water logging. The site has potential for expansion to include outside changing facilities, a 3G pitch, lighting for evening events and enhanced indoor facilities.

The library is an attractive building in an important location at the end of the High Street and forming an important link between the High Street, Maristow Street and Edward Street.

It should be improved to help create a new 'hub' and focus for the town centre.

Westbury Vision and Scoping study 2011



Westbury's Victorian swimming pool

The town's extremely popular swimming pool is in Church Street, just off the town centre. It is Grade II listed and is believed to be the oldest public swimming pool still in use. It has recently been refurbished and the pool relined. However it is situated on a restricted site with little potential for expansion.

3.6 Westbury Vision and Scoping Study



Artist's impression of library extension - as seen in Westbury Vision and Scoping Study

In 2010/11 Westbury town council commissioned a Vision and Scoping study from Urban Practitioners. The Vision team undertook



Westbury artist Alex Prowse came up with this vision of a library extension

lengthy consultation with local people and stakeholders – one of the most popular wishes for the future of the town related to more and improved leisure and community facilities along with a desire to make more of the town centre. Retention of town's historic swimming pool was very popular as was the need to improve and expand the library.

3.7 Leisure Reviews

1. A comprehensive audit of leisure and recreation facilities was carried out by West Wiltshire District Council and its Leisure and Recreation Development Plan Document was agreed in January 2009. This Leisure and Recreation Needs Assessment concluded there were shortfalls in accessible greenspace in Westbury expressing the need for an artificial turf pitch. (Ref Table 6). It also stated there was inadequate provision for pitch sports in Melksham, Trowbridge and Westbury and sought to address more pitch provision in Bradford, Melksham, Trowbridge and Westbury.
2. A review of indoor leisure facilities was carried out by Wiltshire Council in 2010. This agreed to ensure that the indoor leisure facility service in Wiltshire would be enhanced which creates more opportunities for local people to actively pursue a healthy lifestyle.
3. Wiltshire Council carried out a Leisure Survey (July – October 2014) to understand more about experiences and satisfaction with the leisure activities offered by Wiltshire Council.
4. Wiltshire Council is currently doing a review of outdoor facilities – to be concluded early 2015

3.8 References:

- <http://www.intelligencenetwork.org.uk/population-and-census/>
- www.wiltshirejsa.org.uk
- www.wiltshirejsa.org.uk
- <http://cms.wiltshire.gov.uk/CeListDocuments.aspx?MID=4181&RD=Agenda%20and%20reports&DF=21%2f01%2f2009&A=1&R=0>
- <http://www.wiltshire.gov.uk/leisure-2014-customer-survey.htm>

4 Consultation and engagement

4.1 Results from first consultation

There have been two public consultations to help clarify the campus concept and what it could offer to the community area. The first phase of consultation ran in the autumn of 2012 and in total more than 500 responses were received.

The consultation highlighted the following points:

- 91% voted for indoor leisure/sports facility
- 87.9% voted for improved services for the elderly
- 86% voted for the swimming pool
- 85% voted for the library
- 83.3% voted for youth activities
- 81% voted for activity rooms, learning and skills centre, access to NPT
- 79% voted for an information advice point, café and computers and the internet
- 78% voted for children's play facilities and additional grass sports pitches
- 75% voted for outdoor floodlit all weather sports pitches
- 72.5% voted for a community hall and
- 68% voted for access to health advice.



The Westbury Christmas street fayre was an ideal place for consultation

The first round of consultation highlighted strong support for a 'town centre' campus and that the historic buildings in Westbury are preserved. This was reinforced through the extra comments section where voters professed a solid desire to retain and improve the historic legacy of the town and to keep services in the town centre. The library and swimming pool, in particular, are very important to local people but it was also widely noted that some of the current facilities are not fit for purpose, for example, access to the

upper floors of the library building is not possible for wheelchair users without fitting a lift.

There was also a strong push to invest in activities and facilities for the youth of the area, and investment into the sports facilities, both indoor and outdoor was noted. There were also a number of interesting ideas for extra services the community would like including arts, cultural and exhibition spaces, local advertising space as well as the more ambitious requests for an ice rink and cinema.

Of the written responses, results showed

- 80% were influenced in their use of the campus by opening times,
- 78% were influenced by prices
- 76% wished the campus to be within walking distance of the town centre and

- 63% also felt that adequate parking needed to be a key consideration; important in a rural area where people from the outlying villages may in some cases drive to a campus. However the need for a good bus service both from the surrounding villages and between the individual campus sites was noted.

The WCCT utilised a number of different approaches to gain these responses which included:

- Systematic press releases and consultation form in the White Horse News
- Consultation forms in public spaces/buildings throughout the community area (doctors' surgeries, library, town hall, swimming pool, Leighton Recreation Centre)
- Online form
- A QR code (linking to the online form) on posters that were placed in public areas and in the local Matravers School in and around Westbury and the surrounding villages
- Drop boxes at key locations
- Link sent via the community area manager to network of contacts
- Face to face consultation at the events of the Westbury Music & Arts Festival
- Regular face to face consultation by manning a table at supermarkets within the town
- Radio Interview with Wiltshire BBC radio.

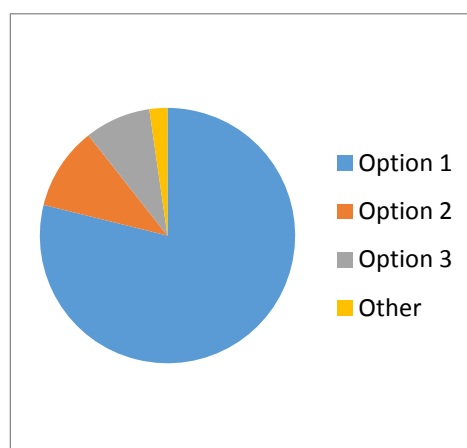
4.2 Results from second consultation

It was apparent from the first consultation that the residents of Westbury community area were strongly opposed to facilities/services moving out of the town centre and also that there was a very strong desire to retain the historic legacy of Westbury – in particular the library and swimming pool.

There were a number of options that could be explored and following extensive discussions, the WCCT decided that rather than offering up a single option for a campus, the community should be asked to consider a number of options. This would generate debate and discussion and enable all options to be looked at with a preferred option hopefully coming forward.

Therefore, the second consultation launched in August 2013 asked for a vote on one of three options:

1. A three-site campus [retaining and improving the library, the swimming pool and Leighton Recreation Centre]
2. A two-site campus [retaining and improving the library and Leighton Recreation Centre with a new 25-metre swimming pool being built on that site]
3. A single site campus [a brand new build, on a site to be determined within the environs of Westbury town centre].



It was made clear that if this option was chosen, then a call for sites would be made and the existing facilities at the library, swimming pool and Leighton RC would be moved to the new site and these buildings/land made available for sale or other uses.

At the end of the consultation, analysis of the results showed that there were 1045 responses - the largest response from any campus consultation within Wiltshire.

Of these responses,

- Option 1 received an overwhelming 78.9% support
- Option 2 received 10.5%
- Option 3 received 8.3%
- Other received 2.3%.

The biggest issues from comments were that Westbury pool is a major asset for the town and also that people are strongly attached to the current library (although there is room for improvement). There is also extensive concern about the continuing health of the town centre and a fear that an out-of-town campus would be extremely detrimental. The town centre is seen as accessible to all whilst out-of-town sites are viewed as being more difficult to access, particularly by the elderly and those without cars.

Although a good number of responses were received in the first consultation, there was an acknowledgement that for the second round of consultation the COB would need to consider targeted and innovative ways of engaging with the community to make sure many people fed their views into the process.

- Collection boxes and forms placed at public buildings, supermarkets, doctors' surgeries, schools throughout the community area.
- Online form
- Regular articles in the White Horse News
- The WCCT has always considered that face to face meetings with the public are important to ensure that the consultation as many as possible. To this end,
 - members of the WCCT attended library regularly at its busiest time
 - visited Leighton RC during the busiest evening sessions
 - attended the opening event of Westbury Music & Arts Festival
 - a letter sent to every community group (ranging from sports clubs, to Townswomen's Guild, WI, Probus etc.) seeking permission for a WCCT member to attend one of their regular meetings to discuss the consultation and seek the views of their members
 - capitalising on Westbury Town Council's Westbury at Christmas celebrations by including copies of the consultation included in the Westbury at Christmas publication
 - the WCCT having a major presence at the street event for turning on the Christmas Lights.

4.3 Results from youth consultation

In Spring 2014, young people from the Westbury Youth Advisory Group, led by the young people's representatives of the WCCT, designed a campus questionnaire for young people to complete to ascertain what they would like from a 'youth space' for them in the campus.

There were ten questions in total and the surveys distributed to all tutor groups in years seven, eight and nine at Matravers School. The aim was to capture the opinions of the age range 11-15 on this occasion with the intention of circulating the surveys to years 10, 11 and sixth form in the future

Response to the survey was excellent - of the 450 surveys sent out there was a 63% return rate.

- Most popular resources requested were a pool table, TV, computers and a tuck shop.
- They would most favour teachers (31%), followed by volunteers (28%) and youth workers (26%) to run the youth facility.
- They would overwhelmingly (86%) like an outside space available and for this to have flood lighting so that it can be used in the evenings.
- Their location of choice for the youth facility was Leighton Recreation Centre which fits well with their wish for a sports facility to utilise.

A full breakdown of the results from all three consultations can be found in Section 7, appendices..

4.4 Community engagement

The WCCT has engaged with local community groups including the Westbury Heritage Society. As part of the wider campus programme the council has engaged with a wide range of county wide voluntary and charity organisations. This showed there was considerable interest in the use of campuses with a number of organisations indicating they were specifically interested in using Westbury.

4.5 Leisure Activity engagement

Consultation has taken place with users and potential users of Leighton Recreation Centre. This has been carried out through email, telephone conversations and face to face meetings. Those contacted are summarised below:

Clubs

Westbury Cricket Club
Westbury Netball Club; indoor and outdoor
White Horse Badminton Club; indoor
Westbury White Horse Karate Club; indoor
Westbury Tae Kwon do; indoor
Trowbridge Aikikai; indoor

Football clubs using Leighton, from FA registry.

These clubs use various parts of Leighton, from outside pitch use to training indoors

Bratton FC
Trowbridge Tigers F.C.
White Horse F.C.
Dilton Rovers
Club 54
Westbury Rangers
Westbury Youth FC

Westbury Conservative Club F.C.
Prestbury Sports Bar F.C.

Other users and potential users

Fitness Suite, including Pilates, spin, active events etc
Squash
Tennis
Westbury Osteopathy Clinic
Westbury Premier Table Tennis

Others

Volleyball
Hockey
Basketball

The results of the discussions with these groups are summarised in the table contained in the appendices, and have been used as guidance along with the previous consultation responses for WCCT to consider the most appropriate facilities at Leighton to cover the widest number of activities. These discussions are ongoing and will continue through the next stages of development.

The main comments on the existing facilities are summarised below:

- Too small, not able to book when we need
- Expanded indoor halls for multiple activities
- Changing facilities are inadequate/outdated; need outside changing rooms
- Courts are old and need replacing
- Need all weather pitches
- Need covered courts
- Access around the site is poor
- Lighting needs to be upgraded to make pitches available after dark
- Sprung floor for exercise rooms
- Café/bar facilities need upgrading and to operate as a meeting place

The main requirements to address these issues and for the improvement of Leighton, to enable better use and attract a wider range of activities are provided in section six.

4.6 Service and partner engagement

The WCCT has engaged with a range of council services including the library service, the leisure service, the revenue and benefits service, learning and disability service and the registration service. The WCCT has also engaged with the neighbourhood policing team and the White Horse Health Centre. The Westbury Town Council is also represented on the WCCT.

5 Vision

The vision was developed by the WCCT based on the findings of research, consultation and engagement that had been undertaken. This vision aims to set out the overall look and feel of the proposed campus.

5.1 Look and Feel

- Any extension to the library or the swimming pool site should provide a counter point to the styles of the existing buildings. (E.g. the Holburne Museum and Bourne Hill extensions)
- All three buildings should be designed to be light and airy so as to ensure they are welcoming and people visiting them feel a “buzz”.
- Incorporate local heritage within the design and finish
- Incorporate local public art both internally and externally
- Make the library site a focal point at the end of the High Street
- Create a pedestrianised open plan piazza to the front of the library
- All sites to be open plan but with sufficient privacy
- Space to be flexible and adaptable

5.2 Customer experience

- Welcoming, attractive and interactive customer experience
- Customers receive a personalised service and feel valued
- Staff/volunteers are helpful and well informed
- Staff are incentivised
- Customer get the product/service they want/need in an efficient, helpful and well informed way
- Campus provides modern, relevant and fit for purpose products/services (leasing)

5.3 Catering

- Provide a community focus through an appropriate catering offer, via an appropriate provider, that attracts people and provides added benefits for users of other services at Leighton Recreation Centre and the library.
- Vending to be provided at the swimming pool
- Café areas to flow and integrate with other facilities services (eg incorporate art or displays)
- Appropriate staff facilities
- Emphasis on a quality catering offer
- Community catering facilities to be available

5.4 Access

- Toilets and personal care rooms to be accessible from the outside
- Campus well sign posted around the town
- Lifts at Leighton Recreation Centre, the library and potentially at the swimming pool
- Improved access by car, foot, bike and public transport to Leighton Recreation Centre that is better lit and safe to use

- Disabled parking facilities at all three sites
- Better coordination of public transport throughout the community area to the three sites

5.5 Site linkages

- Access all services at all sites (e.g. bookings for rooms, services, activities etc)
- Visually consistent and branded, inside and out, across all three sites
- Internal and external electronic info boards at all three locations
- Signage between sites
- Visual/physical pavement/route indicators linking the three sites

5.6 Leisure

- Leighton Recreation Centre to provide the majority of indoor and outdoor facilities for young people based on the consultation results with young people
- The leisure offer to be defined in the widest way to cover all recreational activities – the centre to be seen as a sport, fitness and leisure area
- Leisure facilities to include multipurpose meeting spaces
- Provide leisure facilities that increase use by existing users and encourage new users
- Create a safe and welcoming feel in the external approach and carpark of Leighton Recreation Centre
- Outdoor facilities are all weather, usable for different sports/activities and at different levels of skill and experience
- Facilities provide an attractive offer to all ages and groups
- Centre promotes a healthy lifestyle
- Indoor facilities are purpose built to enable flexible multipurpose usage
- Preserve the cricket square
- Provide added benefit attractions to attract new users and retain existing users

5.7 IT

- Online booking for all services
- Hi speed broadband with free public wifi at all sites
- Sockets throughout
- Provide a range of publically-available AV, electronic presentation, facilities, and vid conferencing facilities
- Accessible IT E.g. lopo and IT for visually impaired
- Publically available IT equipment that can be hired on site eg tablets and games consoles
- Latest/enhanced mobile reception at all three sites
- Sound proofed room for music

5.8 Facilities management and operations

- A consistently high standard of cleanliness and maintenance across all three sites, both internally and externally

- Develop a culture where users take co-responsibility for cleanliness, tidiness and maintenance
- Trust type management
- Opening hours driven by use
- Operations driven by customer experience.
- Open and effective communications with the whole community area

5.9 Economic regeneration and the town centre

- Campus, particularly the library and swimming pool sites, should drive economic regeneration and support existing businesses within the town centre by providing a more attractive and welcoming offer for people to come to the area.

5.10 Sustainability

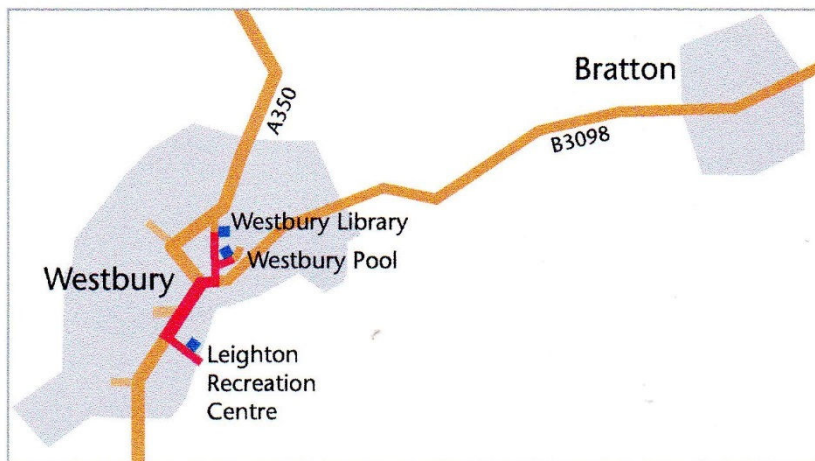
- All parts of the campus to be developed to a high standard of energy efficiency and be carbon neutral
- Encourage all forms of non-motorised transport through development of improved facilities, eg cycle rack/sheds, cycle routes, and pathways
- Designed in a flexible multi-functional way that helps to future proof the buildings to support future changes.
- The visual elements of the buildings to be designed in a way that ensure they will have a long term visual appeal

6 Campus working proposal

6.1 Introduction

In alignment with the majority of consultee responses detailed in section four, the campus proposal has been developed around the three existing facilities in Westbury - the swimming pool, the library and Leighton Recreation Centre.

It is very clear that these buildings have to be linked by improved route marking, common communications and a common look and feel, without taking away their individual character. The common elements of the proposal are therefore dealt with in the “cross campus” section of the campus proposal.



6.2 Westbury Swimming Pool

“We should keep and support our beautiful Victorian swimming baths. Such an asset to the town” – comment from first consultation

Westbury swimming pool is seen by the local community as a major asset for the community area and there is a demonstrable strong desire for it to retain its historic role as the pool for the town.



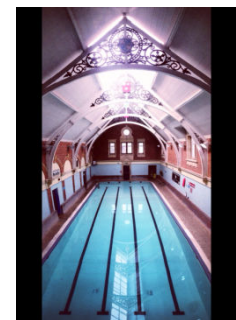
The access to the pool is constrained

It is reputed to be the oldest surviving example of a Victorian swimming pool in the country.

The pool was initially built as a bathing house for local workers by William Laverton in 1887. At that time the water was not heated and during the winter months it was covered with a suspended floor to allow for dances and athletic events. It was modernised in 1984 with a heated pool.

The building contains a 20mx6.5m pool, with basic changing facilities. It has a mezzanine floor at one end of the building that overlooks the pool.

It is well used, with mixed use by primary schools, swimming club



The interior of the Grade 2 listed pool

and the general population using the pool every day.

To make the pool more appealing to attract more users, consideration has been given to providing additional facilities, but as the building footprint fills the available land there is no opportunity to expand. Focus must therefore be on access to and the interior of the building.

There are a limited number of things that can be done within the building and these will need to be carried out sympathetically as it is Grade III listed.

Some thought was given to providing a café but as space is limited and it is unlikely there would be sufficient footfall because of the location and the single use of the building, this was not taken forward.

Thought was also given to parking but the location prohibits anything other than possibly disabled parking. This will need to be checked at feasibility stage.

6.2.1 Provision

The recommendation of WCCT therefore is that the following should be the minimum provided at the pool:

- **Extended reception.**

This to provide a more attractive and welcoming entry point, a meeting place for those coming and going from the pool

- **Refurbish existing changing rooms.** The existing changing rooms are in poor condition and unattractive; the refurbishment must provide a modern feel, with family changing, showers and proper drying facilities

- **Maintain vending machines,** Having reluctantly accepted that a café would not be sensible, WCCT concluded that the minimum provision should be for the vending machines to remain; they should provide light snacks and hot/cold drinks. While these will need to be run by a commercial organisation, the prices should be as close to cost price as possible.

- **Refurbish upstairs existing meeting room**

The existing meeting room should be renovated to the same standards as the remainder of the campus and become a “rentable space” within the campus for either public or private meetings.



Pool reception area



Changing rooms at the pool

6.3 Westbury Library

“The library should stay where it is – at the hub of the community” – comment from first consultation



Westbury library is a handsome Grade II listed building built by William Open around 1800 for the owners of Angel Mill; John and William Matravers. It was purchased by Abraham Laverton around 1855 and was lived in by his family until 1888.

It was converted to its present use as Westbury Library in 1970.

The building, which is in the centre of the town and is very well used, is currently accessible to the public only on the ground floor as it has no lift.

There are a number of existing users of the building; these are library services, the registrar, area board, community Connecting team, national careers service, youth offending team, employment and skills, learning curve, rhyme time, Westbury Readers Group, and sewing group.

There will be a need to make space available for the Neighbourhood Police Team.

Expressions of interest in use have also come from Westbury Heritage Society, Relate and Dorothy House. More widely, the following have expressed an interest more generally in use of campus assets in Wiltshire; Alzheimers Society, Stroke Association, Age UK, CAB, ASK

Interestingly the young people surveyed put the library a close second to Leighton as the preferred location of their facilities.

From the above and the natural growth that will occur once the building has been remodelled and extended it is clear that the existing and potential use of the library is significant.



First floor meeting room at Westbury library

Although the building has three floors, because of the lack of a lift, only the ground floor area at present is fully accessible by the public. The upper floors are also poorly set out for modern office/public use. The building therefore needs significant work to make it the statement building it should be.



An example of old and new buildings in harmony

Members of the WCCT have visited excellent examples of sympathetic building refurbishment and upgrade at Bourne Hill in Salisbury and Holburne Museum in Bath. These can be used as exemplars of what we should achieve with the library.

It is also very apparent that the building will almost certainly need extending, at least on the ground floor, to deliver the demands identified by WCCT. The planned ground floor use potentially doubles the area at present available. An extension and the lift provision can be a part of the new development in a similar way to the Holburne building in Bath.

A major benefit of the extension and remodelling is that the building will become a focal point in the centre of Westbury, not only because of the services it contains, but because of the impact it will make at the end of the High Street.

To enhance this impact, WCCT propose that the area in front of the Library be remodelled into a pedestrian only piazza. Clearly this will need some traffic remodelling for the local area, but properly planned will deliver significant benefits to the town.

As the centre of town focal point for the community campus, it will also house the main point of contact (the face) for all campus facilities.

6.3.1 Provision

The recommendation of WCCT therefore is that the following should be provided at the library:

- **Library services.** Library services area needs to be modernised and upgraded, with more space allocated to children’s books and with improved reading areas and provision for formal reading.



Westbury's popular library

Preferred location of the library is on the ground floor with an increase in area of approximately 20% to provide the additional facilities.

The non-public area of the building is at present used to store a large number of books. These need to be moved to enable the space to be converted

- **Range of flexible community space.** A number of social spaces and meeting rooms of various sizes to enable people of various age groups and needs to have easy to access spaces which are structured to offer “user friendly” spaces. These spaces need to be flexible to accommodate the different needs of the groups listed earlier. The space should be flexible enough for it to be used for exhibitions/promotions

Initial estimate of space is for four 1-2-1 meeting rooms, plus three larger rooms for meetings/exhibitions

- **Flexible office space for council and partners (hot desks).** As with the other satellite council offices in Wiltshire, these will be fully flexible and enable council officers to make full use of council facilities (IT/phone etc)
- **Space for Heritage Society permanent display and information.**
This will provide a greatly improved focal point for the town and also deliver tourist type information as part of its brief. For that reason it needs to be based on the ground floor to maximise footfall and access for casual (tourist type) visitors
The aim should be to make the space interesting for the casual visitor and also enable those wanting more in depth information to be able to study.
- **Continued provision of registration service.** The Registrar requires a private meeting room that can probably be accommodate in the flexible community space one-two-one rooms.
- **Neighbourhood policing team based in building.** Police require dedicated space, to accommodate three to five people. Access is required 24/7, with parking for three police cars. They will also require their own meeting room and dedicated equipment store.
- **Café.** To enhance the look and feel of the Library, WCCT believe that it is important that a café is established in the building, (similar to that in the Holburne Building, Bath).
This will provide a social meeting area for the people in the town, direct additional focus on the Library as a community hub and provide a space for informal one-to-one meetings, as happens now, for example, in County Hall.
Café size needs discussion with potential providers of the service with additional space for food preparation. However, care will need to be taken to ensure that any catering facility complements other similar local businesses.
- **Clinical room.** A clinical room will be provided to enable treatment and in order that people with limited mobility can be treated and then have some social interaction using other parts of the library facilities. This space needs to have a treatment area, be easily cleaned and have a hygienic sink
- **Personal care room.** Access will be required to this 24/7 by key/swipe card or similar.
- **Toilets.** Facilities needed for disabled people.
- **Reception area for the campus single point of contact.** To be up front in the building, be well signed and have links to all the facilities in the campus.
- **Building and surrounds modifications.**

- Remodelling of existing internal floor space; to deliver rooms/community space as above
- Installation of a lift; to make the building fully accessible to the community.
- building extension and some remodelling of the outside space; needed to house the additional services occupying the building, including Police car parking.
- Piazza outside library; to enhance the area and to give the building presence in the town.

6.4 Leighton Recreation Centre

“Expand Leighton sports facilities” – comment from first consultation



Leighton Recreation Centre

To put Leighton in the context of the needs of the community area, it is important to realise that the community area is growing with population growth exceeding forecasts, at **some two-and-a-half times the Wiltshire average.**

With new housing focussed on young families, the demographics of the area are also changing and provision of opportunities for active leisure is essential if Westbury is to avoid becoming a dormitory town, where the community go elsewhere for leisure activities. To an extent this is already

happening as the present facilities at Leighton cannot provide a number of popular activities. The closure of the youth centre has exacerbated the problem of inadequate provision.

As highlighted in section three, the community area suffers from a number of health and wellbeing issues which can only be helped by providing enhanced and variable facilities, particularly those that support a more active lifestyle.

Leighton is a busy leisure centre with multiple activities taking place both inside the building and on the sports fields. Refer to section four, for more details of clubs and activities at the Centre.

At present the centre has outside:

- Cricket grounds
- Two football pitches (only when cricket is not played)
- Three outdoor tennis courts, in poor condition
- Car parking for approximately 70 vehicle



Sports fields at Leighton

The centre building, which is of fairly basic construction, contains:

- two squash courts
- A hall set out for either two badminton courts, netball or football; it is also used for fitness classes of various types
- Ground floor changing rooms, used for both inside and outside activities
- Gym space
- A small exercise room
- A small treatment room
- A café/bar area

Additional leisure activities were requested by many in the consultation phase and existing users have expressed serious interest in adding to the activities, but with the present constraints of access, the existing building and land availability, delivering the potential is not possible without investment.

6.4.1 Provision

WCCT have reviewed the results of the consultation and carried out further research with existing and potential users of the facilities. This has informed our proposals for the development of this part of the campus. Increasing/improving the facilities will attract more users to existing activities, but more importantly will generate interest in activities that do not take place at the leisure site for various reasons at present. We have therefore provided within this proposal not only to support the existing activities but to encourage other use.

WCCT believe that the plans set out will deliver such a result.

The proposals will need to be discussed further with the users of the centre in detail to make sure that the feasibility study takes account of further integration of the individual areas proposed.

It is clear, for example, that 3G pitches have a potential multi-sport use offering opportunity for football, hockey and rugby use with the right design of pitch. There is a significant pent up demand for such a facility in the community area.

Also clear is that other sports such as netball, badminton and tennis can share common facilities, indoor and outdoor, making provision much more efficient.

To maximise the benefit of such a multi-use development there will be a need to have strong leadership in the Centre, ensuring fair and sensible use. This will need to be addressed in the detailed planning for governance in the long term.

6.4.2 Internal provision

As described above, the building houses a large number of activities, including a fitness suite, squash, badminton, 5 a-side football, martial arts and dance. A large number of these activities use the common space and there is pent up demand for use as there is not enough space to allow some activities all the time they would like to run a full provision.

- **General upgrade and refurbishment.** The building is in good basic condition but is shabby and unattractive. It needs a serious facelift to maximise appeal.

Extended gym. The gym has recently been refurbished and provides a range of aerobic and weight lifting facilities. To maximise the membership and to draw people back to Leighton the range of equipment should be increased, which will require the area to be expanded. Much more should be made of promoting these facilities.



Leighton gym

- **Extended sports hall.** The sports hall is at present used for at least 10 different activity groups throughout the week. All these groups consider that there is pent up demand in their particular activity that could be served by providing additional space. Providing similar areas would accommodate most, if not all, the area needed to support such a need. Consideration needs to be given as to whether this area has a sprung floor.
- **Two flexible community spaces;** including one with a large sprung floor for use in exercise classes (Pilates, Zumba, Tai Chi) and a second with a softer more relaxed finish, soundproofed for music practice.
- **One-to-one meeting space;** use for private meetings
- **Café;** café facilities for post activity social meeting. All sports clubs have expressed a keen interest in having such a facility for pre match/post match social meetings and also as a waiting/meeting point for parents who bring children to take part in club activities. The café could be based upstairs making use of the existing facilities but see reference to the lift below. The café should have a licensed bar.



Bar area at Leighton

- **Lift;** the building has only a stair lift at present. This is not conducive to casual use and is a great hindrance for those who might need to access the upper floor. This will include wheelchair users but will also include the likes of mothers and babies (pushchairs).
- **Increased storage space.** A common complaint from all users of the facility is that there isn't enough storage space - a need to be able to store more equipment that can be easily accessed and rolled out for various activities. Examples such as spin classes, table tennis, gymnastics. Space needs to be next to sports hall and community space.

6.4.3 Outdoor provision

The area available for pitches/courts/parking etc is tight and is efficiently laid out for what takes place at present; any plans for additional activities or more facilities for the same activities will need careful thought and planning.

Particular focus should be on the improvement in the use of the facilities in poor weather, as has been experienced over the past few years and is likely to continue. Climate change is bringing problems for outdoor sports and needs to be taken into account in planning future facilities. Consideration should be given for a range of facilities such as 3G artificial pitches, more covered sports areas and better access around the grounds in order that sports are continued to be played outdoors throughout the year.

- **All weather outdoor facilities.** An absolute minimum of one 3G pitch, building scope to expand into planning. Evidence from all football clubs using the facilities is that 3G pitches are an essential requirement. Some clubs have actually said that they would play their matches normally on a 3G pitch in preference to turf. 3G pitches are also now the standard surface for hockey, providing an ideal playing surface. While care will be needed in selecting the appropriate surface for multiple sports use, provision will attract a wider variety of sports. Careful review of future use should be a key part of the feasibility stage including schools and college teams who should be encouraged to use Leighton.
- **Improved tennis facilities.** At present Leighton has outdoor tennis courts; these



Tennis courts at Leighton

are remote from the main building, have very poor access and no facilities adjacent for changing or for general pre match meeting or spectator shelter. Having had feedback from a number of players who used to use Leighton and now play elsewhere, it is clear that significant improvements need to be made to encourage use. This should include greatly improved access to the courts, ideally moving the courts much closer to the main building; the

consideration of all-weather outdoor courts and indoor facilities as is provided on a number of other sites in Wiltshire; as well as significant improvement for the social side of the facility (see café area above)

- **Multi use games/practice area**, ideally close to the main building to cater activities including tennis, basketball, and youth activities
- **External changing rooms**. At present the only changing rooms are internal. It is essential that externally accessed changing rooms are provided to enable outside sports to change without needing to use inside space. These will require their own shower and cleaning facilities.
This will also make it possible to improve the internal changing rooms to reflect the leisure activities taking place within the building
- **Hard standing pathways linking external facilities**. At present access across the site is not good, particularly in bad weather. Provision of properly lit walkways (possibly covered) around the site is essential as a part of the upgrade of the facilities
- **Better access (both pedestrian and vehicular) to site**. At present, access to this part of the campus is particularly poor. Significant improvement to this access is needed to cater for increased attendance through the improvement of all the facilities and also this will, in itself, encourage more use.
- **Improved lighting**. Improved lighting to the sports areas will encourage more use and is essential to support extended use of the facilities.

6.5 Cross campus

Since the consultation gave such a strong endorsement to the three-site campus, our development thinking has continued to consider how to make the sites “feel” like one campus in the town.

This thinking has ranged from a common theme of decoration for all, to easy links between the sites. The key elements of this are listed below, however these will be further developed at the next stage.

- **Better coordination of public transport**. This needs to be reviewed to make campus access easier for the whole community area. Particularly as Leighton is remote from the centre, it is essential that careful consideration is given to how people can easily get there from both the centre of town and the wider community area.
- **Signage to campus**. Simple, clear signage between campus sites, including coloured route markings, visual pathways, to make the inter building journey as easy as possible
- **IT linking all three sites providing a single point of contact**. To enable ease of use of other buildings, IT links providing such things as common booking, room availability and booking, course timings, return of library book

etc. etc. this will give a common look and feel to all three buildings and give the campus its identity

- Use of on line booking for all services and activities offered by the campus
- **Interactive AV (inc. TV) across sites.** All common spaces, meeting rooms and community areas to be provided with audio visual capacity. This will enable rooms to be used for video conference and presentations/talks. This can also be used for special TV events (e.g. major sporting events), encouraging use of campus buildings for social meetings at these events. Examples of use of this have been picked up in the various surveys we have carried out. The young people survey had at the top of its list TV facilities; the “soft” community area at Leighton along with AV will provide that. A social area for older people to meet at the library will include the ability to watch TV.
- **Public WIFI.** A common public provision in all buildings is essential

7 Next steps

On approval of the proposals by the area board, the WCCT will assist the Transformation Team by clarifying any issues relating to the campus working proposal to enable further research and to develop detailed briefing for design principles and feasibility studies.

The WCCT will continue to:

- Work with the transformation team to develop the design principles
- Support and review the feasibility studies that will assess existing infrastructure and establish the basis for improvement/expansion to meet the requirements of the campus working proposal.
- Conduct further detailed discussions with a range of partners and services who are and may be using space in the campus in order to further refine their requirements and incorporate those into the design at an early stage
- Further update the working proposal to match the outcome of the further discussions
- Examine all travel means and alternatives to and from the campus sites, including community transport links to the villages to improve inter-building access
- Develop and implement a communications plan to ensure all voices in the community are heard and residents are informed of developments
- Continue to update the area board regularly as to progress and any issues that might arise in the development.
- Work with the transformation team to develop the business case to be presented to the Wiltshire Council cabinet for approval.

8 Appendices

1. JSA <http://www.intelligencenetwork.org.uk/local-area-profiles/>
2. Westbury Vision and Scoping Study
3. Consultation Round 1 report <http://www.wiltshire.gov.uk/westbury-campus-questionnaire-results.pdf>
4. Consultation Round 2 report (see attached)
5. Consultation Youth Survey – results (see attached)
6. Summary of consultation on Sports and activities at Leighton
7. Cabinet Report
<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?Cid=141&Mid=512&Ver=4>
8. Leisure Review
<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?Cid=141&Mid=509&Ver=4>
9. Core Strategy
<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/wiltshirecorestrategy.htm>

Westbury Joint Strategic Assessment - Action and activities

1. Background

The Joint Strategic Assessment 2014-16 for Westbury community area provided a spotlight on a variety of health and wellbeing issues affecting our community. The presentation of the report was followed by a community based event (What matters to you?) in March this year. This identified priorities underpinned by up to date statistics and data from the Joint Strategic Assessment and looked at practical community-led actions that could be taken to address the issues. This outcome was also used to inform and update the BA13+ community area plan.

2. Action

Since these events the Westbury area board has:

- Agreed to channel its grant funds to reflect these local priorities.
- Designated specific councillors as champions to lead on each of the themes
- The community area manager has worked with the BA13+ community area partnership on the update of the community plan to reflect the findings and prescribed actions.
- Worked with local agencies and with the Community area partnership to progress the identified priorities

3. Work on identified priorities for Westbury community:

Community Safety	Action
Reduction of domestic abuse	Working group formed including partner agencies – e.g. White Horse Health Centre, Police, Community Area Partnership. Awareness campaign funded by area board and launched to coincide with Domestic Abuse Awareness Week. Local exhibitions, media coverage and publicity packs sent to pubs, businesses, parish and town councils, doctors, practice nurses, police officers etc. Area board funded four performances of domestic abuse awareness play plus workshops at Matravers School.
Making people feel safe in their community	Area board worked with BA13+ CAP on its launch of Safe Places project – well received by businesses and shops in the town.
Reaching heard to reach people	Area board has provided funding for Crosspoint – the town's drop in advice and help centre.
Environment	
Educate to encourage less to landfill and more recycling	Area board worked with Wiltshire Council recycling team on raising profile of recycling. Included information stand at summer street fayre.

Identify land that can be made available for community benefit	Area board is working with Westbury Town Council and Coulston Parish Council on restoration of allotments for community asset transfer. Currently exploring options for other open land projects.
Transport	The area board has supported a range of transport and safety issues through its community area transport group (CATG). These included footpath improvements such as lighting and resurfacing, junction improvements, improved signage, traffic orders to tackle speeding and parking,
Address issues of air quality by supporting the Air Quality Action Group	Air quality group formed – actions taken include bike racks, exploring new cycle routes, working with schools on travel plans to encourage walking and cycling. Air Quality themed event planned in 2015.
Improve, enhance, increase availability of cycle and walking routes in and around Westbury.	Cycle route map produced. Plans for extra cycle racks in areas like High Street. Area board committed £3,000 towards improving rights of way by replacing stiles with kissing gates on popular walking routes in and around Westbury.
Children and Young People	
Mitigating the effects of poverty – stress, obesity, higher refuse, domestic violence.	Area board has helped fund outdoor classroom at Matravers plus food and fitness classes for child and parent/carer.
Importance of young people being able to access affordable resources	Area board working with newly appointed community youth officers on making young people aware of what is available in terms of grants and activities.
Culture	Area board provided funding for the arts and music festival which this year was more successful and far reaching than ever. As well as a wide variety of activities, concerts etc, some tickets were offered free through Crosspoint's food bank project while others were offered at discount to promote inclusion and reach people who may not have otherwise taken part.
Westbury Town Heritage Trail – blue plaques – raise profile of historic buildings	Blue plaque and historic trail project ongoing – match funded by area board. Area board funded website design for Westbury Heritage Society to help promote heritage of the town . Has also helped fund local history projects at Dilton Marsh and Bratton. Helped fund the restoration of the town's war memorials and helped with publicity, events etc around the WW1 commemoration.
White Horse/Swimming Pool/Library – multi use	The area board has two members on the community campus team which is about to present its working

leisure and culture – raise profile	proposals for a campus and enhanced facilities in Westbury. Key to this project is the multi use of three buildings – library, pool and leisure centre.
Clubs/workshops for young people (music/drama/arts)	Through the arts festival, events were provided for young people and children either free or at minimal cost (e.g. £1 for drumming workshop). These were very well subscribed. Community Youth Officers currently working with the area board on an event (February 2015) to engage with young people to ensure activities are set up to reflect their needs.
Economy	
Plan for re-purposing of the town centre (leisure, heritage trail etc)	See above ref campus plans, blue plaque trail etc.
Health and Wellbeing	
Connect people socially and improve activity levels leading to better health and mental wellbeing	Area board is working with the town's Welfare for the Elderly group to provide a meeting place for older people at the town's Grassacres hall where a leg clinic is to be set up in conjunction with the local health centre. This will provide a social outlet as well as improving health and wellbeing and fighting isolation among old people. It is anticipated the area board is funding upgrade of the centre to the standard needed (area board led application for £4690 at December area board). Area board organised well attended health and wellbeing fair in October 2014 providing advice and information on a wide range of health and wellbeing issues including flu jabs.
Dementia: improve awareness, become 'dementia friendly'	Dementia awareness training carried out by CAM. Dementia presentations took place at the health and wellbeing fair (see above). Similar sessions now planned for library staff and local police.
Healthy diet and healthy bodies for the whole family (starting with breastfeeding and all the way through to older age)	Area board has helped fund healthy eating projects with local primary schools.
Leisure	
Maintain the town's swimming provision and leisure facilities ensuring campus plans encourage joint working to make best use	See campus proposals above - also online for full working proposal at www.wiltshire.gov.uk/areaboards

of all facilities	
Maintain youth services and leisure provision for youth	See above. Changes to the way youth activities are provided is ongoing. CAM and area board working closely with community youth officers on engagement with young people, events and publicity. Young people took an influential part on the planning of the campus proposals including a large consultation among secondary age pupils about their leisure and activity needs.
Improve access for participation: better public transport, improved cycle ways	See above ref air quality actions in Transport section.
Housing	
Our community	
Free central community space(s) for community groups to use.	See reference above to community campus proposals

4. Examples of 2014 grant funding relating to above priorities

Theme	Project(s)	Funding
Community Safety	DA awareness campaign	£300
	DA awareness play and workshops	£660
Environment	Kissing gates project	£3,000
	Bratton community orchard – juicer for community events	£554
Children and young people	Children’s centre equipment	£990
	Westbury carers group (children with disabilities)	£570
	Play equipment Edington	£2262
Health and wellbeing	Grassacres Leg Clinic proposals	£4380
	Defibrillator	£600
Leisure/Culture	Bratton Rec ground	£739
	Bowls club	£500
	Edington bellringers	£800
	War memorial restoration	£1250
	U3A	£450
	WW gymnastics centre	£1000

	Westbury Music and Arts Festival	£992
	Rugby Club	£1000
	Bratton Silver band	£895
Our community	BA13+ Community Area Partnership running costs 2014 (relevant to all themes)	£6500

Report by Sally Hendry, Community Area Manager
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Leaders Guidance for Community Area Boards on Positive Activities for Young People

September 2014

1. Context

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

Definition of Positive Activities

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

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

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

2. Legal Framework

The Education Act 1996

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

The Equality Act 2010

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

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act,

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

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

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

Wiltshire Council Constitution

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

3. Objectives

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

4. Priorities

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

5. Financial requirements

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

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

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

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

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

6. Support

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

7. Administration

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

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

Monitoring and evaluation requirements:

- Put into place monitoring and evaluation arrangements with providers of positive activities to ensure good quality services and that young people's needs are being met;
- Monitor and evaluate the impact and outcomes of the overall local positive activities offer on an annual basis, to include service user feedback;
- Provide Wiltshire Council Children's Services with regular information on the activity in the area so that a database of activity across the authority can be held centrally;
- Provide a breakdown of how funds are spent;
- Provide evidence that equality impacts and due regard to the Public Sector Equality Duty have been considered as part of the decision making process;
- Provide evidence that young people have participated and been involved in decision making processes to develop the positive activities offer, and that their views have been taken into account.
- Keep a record of actions agreed in accordance with Wiltshire Council regulations; to ensure that recommendations made to the Community Area Board and the decision making process are open and transparent.

- Provide evidence that the recommendations of Local Youth Network have been taken into account.
- Share best practice with other Community Area Boards and Local Youth Networks across the county.

Policies and Procedures

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

9. Quality and Standards Framework

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

10. Decision-making process

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

The decision making process must:

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

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

11. Review

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

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

September 2014

1. Purpose

Definition of a Local Youth Network

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

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

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

2. Membership

The LYN may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

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

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

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

Roles of all members of the LYN

All members will be required to:

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

3. Structure and operation

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

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

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

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

The management group will be supported by:

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

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

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

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

Key responsibilities for the management group include:

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

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

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

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

4. Media Relations

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

5. Review

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

Westbury Area Board Community Area Transport Group Friday 21 November 2014

Minutes

1. Attendees, Apologies and Introduction:

Present:

David Jenkins	Wiltshire Councillor (Chairman)
Jerry Wickham	Wiltshire Councillor
Gordon King	Wiltshire Councillor
Sally Hendry	Community Area Manager
Spencer Drinkwater	Principal Transport Planner
Kirsty Rose	Traffic Engineer
Carole King	BA13 Community Area Partnership
Sue Ezra	Westbury Town Council
Keith Youngs	Heywood Parish Council
Mike Swabey	Edington Parish Council

Apologies: Alison Irving, David Howells, Russell Hawker, Darren Foulger, Pat Whyte.

2. Minutes of CATG meeting of 19 September 2014 - agreed

3. **Update on highways works A350 Westbury.** SH reported the road was due to be opened for one day to allow access to the town's Christmas fayre.

4. Matters arising from the previous meeting:

Issue	Detail
HGV signage Station Road	KR update – going to look at all the signs around Westbury that direct HGVs. Started to collate that information. Might cost £25 – 30K. Wiltshire Council will look for this in next year's budget. Decision taken NOT to do Westbury on its own but to do as a larger project.
Slag Lane development ref roundabout	PT chasing developers ref roundabout and other issues such as bollards and street lights on the Slag Lane development. No response as yet. Will continue to pursue. <u>SH to write letter asking for legalities, more information about the site and for action.</u>
Eden Vale Road	Changes to zigzag lines and markings will be advertised end December beginning of January. Update at next CATG
Bus shelter outside Aldi on A350	Bus shelter ordered and will be delivered late January.
Tower Hill	JW update - questionnaire sent to local people. 20 people – 12 returns so far. Five questions.

	Overwhelming response to need for improvements at Tower Hill including traffic calming and pedestrian safety. Concerns that chicane causes traffic to speed. Proposed that KR looks at Tower Hill and comes up with ideas. Then go forward for substantive bid. All agreed
Edington footpath handrail	Paul Millard has ordered materials and work to be done shortly.
Changes to white line at Hawkeridge junction	KR update – Would cost £1600 as survey needs to be done before work can be done. All agreed to fund £1600 for this project
Indigo Lane footpath lighting	KR update – still awaiting info on badger activity. If the setts are active then work can only be done in August. Agreed to await report on activity.

5. Update on 2013/14 CATG budget for Westbury area board

CATG budget stands at £10,062.

6. Review of scheme requests and area board transport issues raised since last CATG:

- Future funding for Speed Indicator Devices
Concern about loss of SID funding. Parish councils have been asked to respond as to whether they could help fund the service. Agreed that SH to draft letter expressing concern about possible loss and saying we have not had enough time to consider.
- Brook Lane Westbury weight restriction – signs has been removed because TRO no longer in place as has not been renewed. Up to CATG if we want to impose this weight restriction – cost of £1000. DJ and SE said residents had expressed concern. **Agreed to commit £1000 for this**
- This leaves £7,462 in the CATG budget.

7. AOB and date of next meeting

- SE asked about 20 mph zones. KR said assessments are ongoing. Results will be available soon and funds may be needed from CATG.
- JW expressed concern about condition of B3098 – ask for update on progress on road repairs.
- Next meeting 16 January 2015 at 10am in the Laverton.

Westbury Area Board
Air Quality Group
Friday 21 November 2014
Abraham Room, The Laverton – on rising of CATG
Notes

1. **Attendees:** David Jenkins, Gordon King, Sally Hendry, Keith Youngs, Kirsty Rose, Spencer Drinkwater, Mike Swabey, Carole King, Sue Ezra
Apologies: Jerry Wickham, Russell Hawker, Alison Irving, Rachel Kent,

2. **Matters arising and updates from the previous meeting:**

- **Cycle routes in and around Westbury .** SD reported that survey of the suitability of Station Road as cycle route will be done in December. This has been funded but any outcomes/recommendations would require extra funding.
 - **Suggested locations for new bike racks.** High Street, Railway station, Leigh Park and outside the library
 - **School travel plans.** KR reported that nearly all local schools had a travel plan and that she was currently working closely with Matravers School on updating their plan with the aim of improving cycling and walk to school schemes as well as traffic management ref school coaches and drop off vehicles. Survey of pupils showed some children concerned about safety of cycling – cycle training could be on offer at school. Also need bus timetables to give to new pupils. KR to update on travel plans at next AQ meeting.
3. **Launch of AQ website and update from AQ workshop.** SH reported on the launch of the countywide air quality website. GK reported on the workshop that had followed the launch and outlined some of the ideas and projects being pursued by other areas.
4. **Plans for themed AQ area board event.** Following on from update above, it was agreed to explore the idea of a DVD showing how school travel plans work and how they encourage walking and cycling. SH to find out more. It was also agreed that a community style event was needed to engage with the wider community – to this end it was agreed a special event would be held in 2015 which would present the wider aspects of air quality including encouraging cycling and walking, emphasis on health and wellbeing, showing of a DVD featuring local people and a possible bike maintenance drop in.
5. **AOB and date of next meeting.** Following discussions about the necessity for a traffic survey to provide a baseline report on traffic flow and type, it was agreed that SD would circulate last available traffic survey data. Date of next meeting Friday 16 January at the Laverton on the rising of the CATG.

Report to	Westbury Area Board
Date of Meeting	11 December 2014
Title of Report	Area Board Grants

Purpose of Report

To ask Councillors to consider funding applications to the community area grants fund scheme and councillor led project bids:

1. Applications seeking Community Area Grant Funding (appendix 1)

- 1.1 Leigh Park Community Centre – seeking £618 towards purchase of a defibrillator
- 1.2 Edington Parish Council – seeking £2262 towards purchase of play equipment
- 1.3 Westbury Family History Society – seeking £320 towards the purchase of a printer, scanner and hard drive.

2. Area board led grant

- 2.1 Upgrade of floor and kitchen for set up of Leg Clinic for older people at Grassacres day centre - £4,380

TOTAL Funding Requests: £7,624

1. Background

- 1.1.** Area Boards have authority to approve Area Grants under powers delegated to them by the Leader of the Council. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2014/2015.
- 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 emphasis in the Coalition Government's 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. Westbury Area Board has been allocated a 2014/2015 budget of £31,543.19 capital funding and £5,566 revenue funding for community grants, digital literacy projects, community partnership core funding, area board operational funding and area board/councillor led initiatives.
- 1.4.** Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1,000 - £5000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.5.** Area boards will not consider Community Area Grant (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.
- 1.6.** In addition to CAGs, councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle 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.** 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.
- 1.8.** Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.9.** Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available on the Wiltshire Council web site with the area board agenda papers and hard copies available upon request.

- 1.10. The 2014/2015 funding criteria and application forms are available on the council's website
<http://www.wiltshire.gov.uk/council/areboards/areboardscommunitygrantsscheme.htm>
- 1.11. All recipients of area board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board. This applies to all grants made by the area board.

<p>Background documents used in the preparation of this Report</p>	<ul style="list-style-type: none"> • Area Board Grant Guidance 2014/15 as presented for delegated decision • BA13 Community Area Plan • Westbury Joint Strategic Needs Assessment
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2014/15 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. This meeting is the sixth round of funding during 2014/2015. There is one more area board meeting planned in this financial year.

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 Westbury Area Board. **The Westbury grant fund currently stands at £115 (revenue) and £19,163 (capital).**
- 4.2. **If all four grants are approved it will leave a balance of £11,539 capital and £115 revenue**
- 4.3. All awards are subject to the condition that no payment will be made until all other

funding has been confirmed.

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 councils 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 are outlined within section 8 – Officer Recommendations.

8. Community Grant Applications Summary

Ref	Applicant	Project proposal	Funding requested
8.1.0	Leigh Park Community Centre	Purchase of defibrillator	£ 618

8.1.1 This application meets the grant criteria. The project is match funded by the applicant.

Ref	Applicant	Project proposal	Funding requested
8.2.0	Edington Parish Council	Play equipment	£ 2,262

8.2.1 This application meets the grant criteria. The project is match funded by the applicant.

Ref	Applicant	Project proposal	Funding requested
8.3.0	Wiltshire Family History Society (Westbury branch)	Purchase of scanner, printer and hard drive	£320

8.3.1 This application meets the grant criteria

8.4.0	Councillor led application (see attached report)	Upgrade of flooring and kitchen for establishment of Leg Clinic for older people at Grassacres day centre	£ 4,380
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8.4.1 This application meets grant criteria and reflects JSA priorities for action agreed by the area board.

9.Recommendations

9.1 It is recommended that the Area Board decides whether to allocate funding to the four applications.

Report Author	Sally Hendry. Westbury Community Area Manager. 01225 718627 sally.hendry@wiltshire.gov.uk
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Grant Applications for Westbury on 11/12/2014

ID	Grant Type	Project Title	Applicant	Amount Required
1005	Community Area Grant	Defibrillator for LPCC	Leigh Park Community Centre	£618.00
1028	Community Area Grant	Westbury Family History World War 1 Project	Wiltshire Family History - Westbury Branch	£320.00
1033	Community Area Grant	Playfield swings replacement	Edington Parish Council	£2262.00

ID	Grant Type	Project Title	Applicant	Amount Required
1005	Community Area Grant	Defibrillator for LPCC	Leigh Park Community Centre	£618.00

Submitted: 10/11/2014 15:07:29

ID: 1005

Current Status: Application Appraisal

To be considered at this meeting:

11/12/2014 Westbury

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?

Defibrillator for LPCC

6. Project summary:

The purpose of this project is to purchase a Defibrillator for installation at Leigh Park Community Centre.

7. Which Area Board are you applying to?

Westbury

Electoral Division

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

BA133FN

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

Health, lifestyle and wellbeing

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

10/2014

Total Income:

£33545.95

Total Expenditure:

£21663.48

Surplus/Deficit for the year:

£11982.47

Free reserves currently held:

(money not committed to other projects/operating costs)

£19995.86

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

We are currently building up our reserves so as to have adequate cover in the event of any emergency. Since we get no external funding most of our reserves are ring-fenced for specific purposes such as maintenance and replacement of facilities due to wear and tear.

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

10b. Project Finance:

Total Project cost £1237.00

Total required from Area Board £618.00

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

expenditure)		income)		
Defibrillator	1237.00	Our Income	yes	618.00
Total	£1237			£618

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?

Westbury

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

Leigh Park Community Centre provides a meeting place for people of all ages. However, as the population ages there tends to be more emphasis on the older age group. Having a defibrillator on site will provide a vital tool in the event of someone having a heart attack. It should be noted that Westbury has the worst record for cardiovascular disease in Wiltshire (source: Westbury Community Plan. This initiative therefore fits in with the Health and Wellbeing priority in that Plan. As the Centre is close to the local shopping area this facility would be available in the event of an emergency there.

14. How will you monitor this?

Hopefully the equipment will not be required but if it was needed any successful outcome would prove the usefulness of this equipment.

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

This project is a one-off purchase. Basic maintenance and replenishment of comestibles will be managed by the LPCC.

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

This is a stand-alone project.

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

1028	Community Area Grant	Westbury Family History World War 1 Project	Wiltshire Family History - Westbury Branch	£320.00
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Submitted: 19/11/2014 16:28:01

ID: 1028

Current Status: Application Appraisal

To be considered at this meeting:

11/12/2014 Westbury

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

4. If yes, please state why this project cannot be funded from the Parish Precept**5. Project title?**

Westbury Family History World War 1 Project

6. Project summary:

The aim of this project is to find the names of the men from Westbury and the surrounding villages who joined up and served in World War One. To plot on a map of that period the homes where they lived, to explore their families and their employment to give some idea of the impact of the war on the community. To give the public the opportunity to add to the archives that already exist, also for people to find out more about the men who went to war

7. Which Area Board are you applying to?

Westbury

Electoral Division

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

BA13

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

Heritage, history and architecture

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2014

Total Income:

£263.37

Total Expenditure:

£304.05

Surplus/Deficit for the year:

£-40.68

Free reserves currently held:

(money not committed to other projects/operating costs)

£182.18

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

We have very limited reserves that are used to cover any short fall in the cost of speakers for the monthly meetings. We have no way of rising sufficient funds for the equipment.

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

10b. Project Finance:

Total Project cost		£320.00		
Total required from Area Board		£320.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
Flat bed	100.00			
scanner				

Printer	120.00	
External hard drive	100.00	
Total	£320	£0

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

No

12. If so, which Area Boards?

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

As part of the Westbury World War 1 commemorations the Westbury Family History Group intend to draw attention to the men and women of the town who joined up to serve their country. Much is made of the men who lost their lives in the conflict but little is known of the men who joined up and returned, A recent open day held by the group showed there is a great deal of interest in finding out more about them. The group will explore their family history and collate this information and make it available to future researchers. It will allow schools and historians to explore the life of this area at that time and add to the town cultural knowledge. it is hoped that private photographs of both the people and the area will come to light, adding to the area's photographic heritage.

14. How will you monitor this?

The information will be made available to the Wiltshire Family History Society and offered to the local heritage society and schools and the Swindon and Chippenham History Centre. Any photos that come to light will be offered Wiltshire Local Studies Archive [subject to permissions given]

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

After the start up expenses no further funding should be required

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

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

1033	Community Area Grant	Playfield swings replacement	Edington Parish Council	£2262.00
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Submitted: 23/11/2014 10:24:07

ID: 1033

Current Status: Application Appraisal

To be considered at this meeting:

11/12/2014 Westbury

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?

Yes

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

Parish Precept is already committed for further work in the playfield and for other regular maintenance throughout the village.

5. Project title?

Playfield swings replacement

6. Project summary:

Safety survey this year has condemned the junior and infant swings. Therefore they need to be replaced as a matter of urgency. Also other necessary safety work in the playfield has been identified. Playdale supplied the original equipment and they are being used to update the

dangerous swings to ensure they match current standards.

7. Which Area Board are you applying to?

Westbury

Electoral Division

Ethandune

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

BA13 4PG

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

Children & Young People

Countryside, environment and nature

Festivals, pageants, fetes and fayres

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:

03/2014

Total Income:

£6182.00

Total Expenditure:

£7064.00

Surplus/Deficit for the year:

£882.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

Reserves are already allocated for this match funding and further work in the playfield. There is further ongoing regular maintenance around the village. Also other capital projects which are within the pipeline.

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

10b. Project Finance:

Total Project cost		£4524.00		
Total required from Area Board		£2262.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed £
Disposal of old swings	645.00		Match funding - our reserves	yes 322.50
Timber junior swing	1295.00		Match funding - our reserves	yes 647.50
Timber cradle swing	1295.00		Match funding - our reserves	yes 647.50
Delivery and installation	945.00		Match funding - our reserves	yes 472.50
Black grass-lock surfacing	344.00		Match funding - our reserves	yes 172.00
Total	£4524			£2262

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?

Westbury

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

The village community as a whole will have safe and up to date play equipment, based in a child friendly, dog free area.

14. How will you monitor this?

Parish Council are responsible for the play field and inspect, maintain and monitor on a regular basis.

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

Parish Council will maintain the equipment and arrange safety checks on a regular basis at PC expense.

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

N/A

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

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.

Area Board Project

1. What is the Initiative?

Upgrade of flooring and kitchen facilities at Grassacres in order to meet with necessary requirements to start a Leg Clinic in conjunction with the local NHS. This would not only provide health advice, dressings, hosiery etc but also provide an opportunity for refreshments and socialising with other people. This would be of great benefit in tackling isolation among older people in the Westbury community area.

2. Where is the initiative taking place?

Grassacres Hall off Station Road Westbury

3. When will the initiative take place?

As soon as possible.

4. What are the Community benefits/evidence of need/links to Community Plan/Community Issue?

Top priority identified by the community in the Health and Wellbeing section following the findings of the JSA 2014 : **Connect people socially and improve activity levels leading to better health and mental wellbeing.**

5. What is the desired outcome of this initiative?

To provide a much needed service in a convenient and welcoming location as well as tackling social isolation among older people.

6. Who will Project Manage this initiative?

The Welfare for the Elderly Committee at Grassacres would project manage the upgrade – the leg clinic would be run by the NHS in conjunction with volunteers at Grassacres.

7. Costs/quotes/ match funding? (total cost £5k require 1 quote, total cost £5k-25k require 3 quotes)

£4,380

8. Additional information

Grassacres already provides a popular lunch club and meeting place for older people. This new development would enhance facilities to ensure sustainability of the building and provide an extra service for older people.

