

# AGENDA

**Meeting:** SALISBURY AREA BOARD & HEALTH FAYRE  
**Place:** Salisbury Methodist Church, St Edmunds Church Street,  
Salisbury, SP1 1EF  
**Date:** Thursday 18 September 2014  
**Time:** 4.30 pm

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Representatives from Salisbury City Council  
and Laverstock and Ford Parish Council

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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 4.00pm.**

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Please direct any enquiries on this Agenda to Lisa Moore (Democratic Services Officer),  
on 01722 434560 or email [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)  
OR

Steve Milton (Salisbury Community Area Manager), on 01722 434696 or email  
[steve.milton@wiltshire.gov.uk](mailto:steve.milton@wiltshire.gov.uk)

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

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

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## Wiltshire Councillors

Richard Clewer	Salisbury St Paul's
Brian Dalton (vice-Chairman)	Salisbury Harnham
Mary Douglas	Salisbury St Francis & Stratford
Bill Moss	Salisbury St Mark's & Bishopdown
Dr Helena McKeown	Salisbury St Edmund & Milford
Ricky Rogers (Chairman)	Salisbury Bemerton
John Walsh	Salisbury Fisherton & Bemerton Village
Ian Tomes	Salisbury St Martin's & Cathedral



Agenda	Time
<p>1     <b>Health Fayre Opens</b></p> <p>A wide variety of local health and care providers will be present with information stands, health checks and advice for the public.</p>	<p><b>16:30pm</b></p>
<p>2     <b>Alzheimer Awareness Session</b></p> <p>The Alzheimers' Society will be holding a dementia awareness session for anyone wishing to know more about dementia. Become a 'dementia friend' and help Salisbury become a dementia friendly City.</p>	<p><b>17:15pm</b></p>
<p>3     <b>Wiltshire Better Care Plan</b></p> <p>Presentation and questions and answer session.</p>	<p><b>19:00pm</b></p>
<p>4     <b>Area Board Meeting</b></p>	<p><b>19:30pm</b></p>
<p>5     <b>Apologies for Absence</b></p>	
<p>6     <b>Minutes</b> (<i>Pages 3 - 16</i>)</p> <p>To confirm the minutes of the last meeting held on Thursday 10 July 2014 .</p>	
<p>7     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>8     <b>Chairman's Updates</b></p> <p>The Chairman will give an update on outcomes and actions arising from previous meetings of the Area Board.</p>	
<p>9     <b>Current Consultations</b> (<i>Pages 17 - 18</i>)</p> <p>To note that information on the consultations detailed on the attached paper can be found via the following link:  <a href="http://consult.wiltshire.gov.uk/portal">http://consult.wiltshire.gov.uk/portal</a></p>	
<p>10    <b>Air Quality Group - tree planting project update</b></p> <p>An update on the Wilton Road tree planting project</p>	<p><b>19:45pm</b></p>

11	<p><b>Setting up a Local Youth Network (LYN) for Salisbury</b> (Pages 19 - 26)</p> <p>An introduction to the changes to services for young people in Salisbury including an update on progress and next steps.</p>	20:00pm
12	<p><b>Bass Connection at Grosvenor House, Salisbury</b> (Pages 27 - 50)</p> <p>To consider a proposal for the continuation of the Bass Connection service until it moves to the new Salisbury Campus at 5 Rivers Leisure Centre.</p>	20:20pm
13	<p><b>Update from Representatives</b> (Pages 51 - 54)</p> <p>To note the written updates attached to the agenda and to receive any verbal updates from representatives present.</p> <ul style="list-style-type: none"> <li>a) Salisbury City Council</li> <li>b) Laverstock and Ford Parish Council</li> <li>c) Police</li> <li>d) Fire</li> <li>e) Youth</li> <li>f) Salisbury Community Campus (including an opportunity to view the model)</li> </ul>	20:45pm
14	<p><b>Salisbury Campus - Youth Arts Project</b> (Pages 55 - 56)</p> <p>To consider a proposal from the Campus Operations Boards for funding for a young peoples' art project, as detailed in the attached report.</p>	21:00pm
15	<p><b>Community Area Grants</b> (Pages 57 - 60)</p> <p>To consider applications to the Community Area Grants Scheme for 2014/15, as detailed in the papers attached to the agenda.</p>	21:15pm
16	<p><b>Community Asset Transfer</b> (Pages 61 - 76)</p> <p>To consider the application for the transfer of the building at New Zealand Avenue, Salisbury, used by Salisbury Weightlifting Club to be transferred to Salisbury Weightlifting Club in accordance with Wiltshire Council's Community Asset Transfer Policy, as detailed in the attached report.</p>	
17	<p><b>Close</b></p>	21:30pm

### **Future Meeting Dates**

Thursday 13 November 2014  
7.00pm – South Wilts Grammar School, Salisbury.

Thursday 8 January 2015  
7.00pm venue tbc

Thursday 12 March 2015  
7.00pm venue tbc

Thursday 14 May 2015  
7.00pm venue tbc

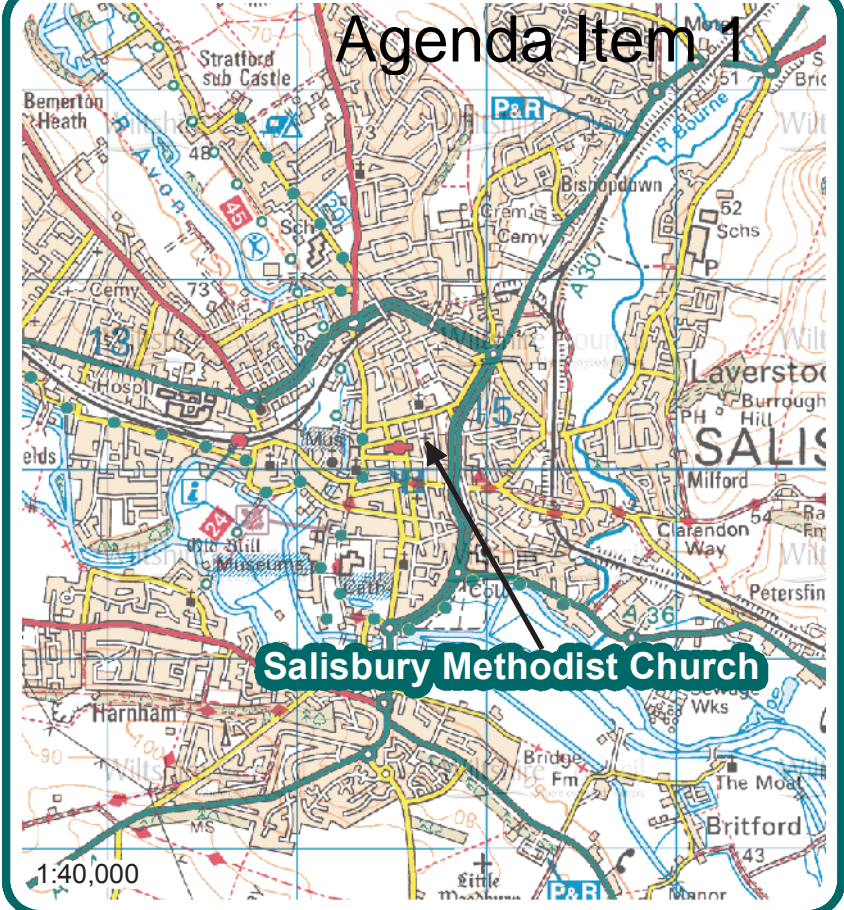
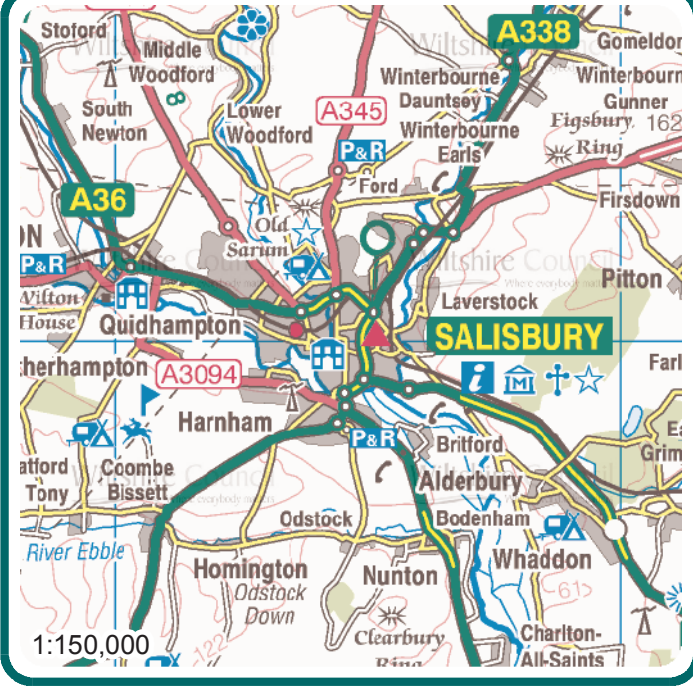
Thursday 16 July 2015  
7.00pm venue tbc

Thursday 17 September 2015  
7.00pm venue tbc

Thursday 12 November 2015  
7.00pm venue tbc

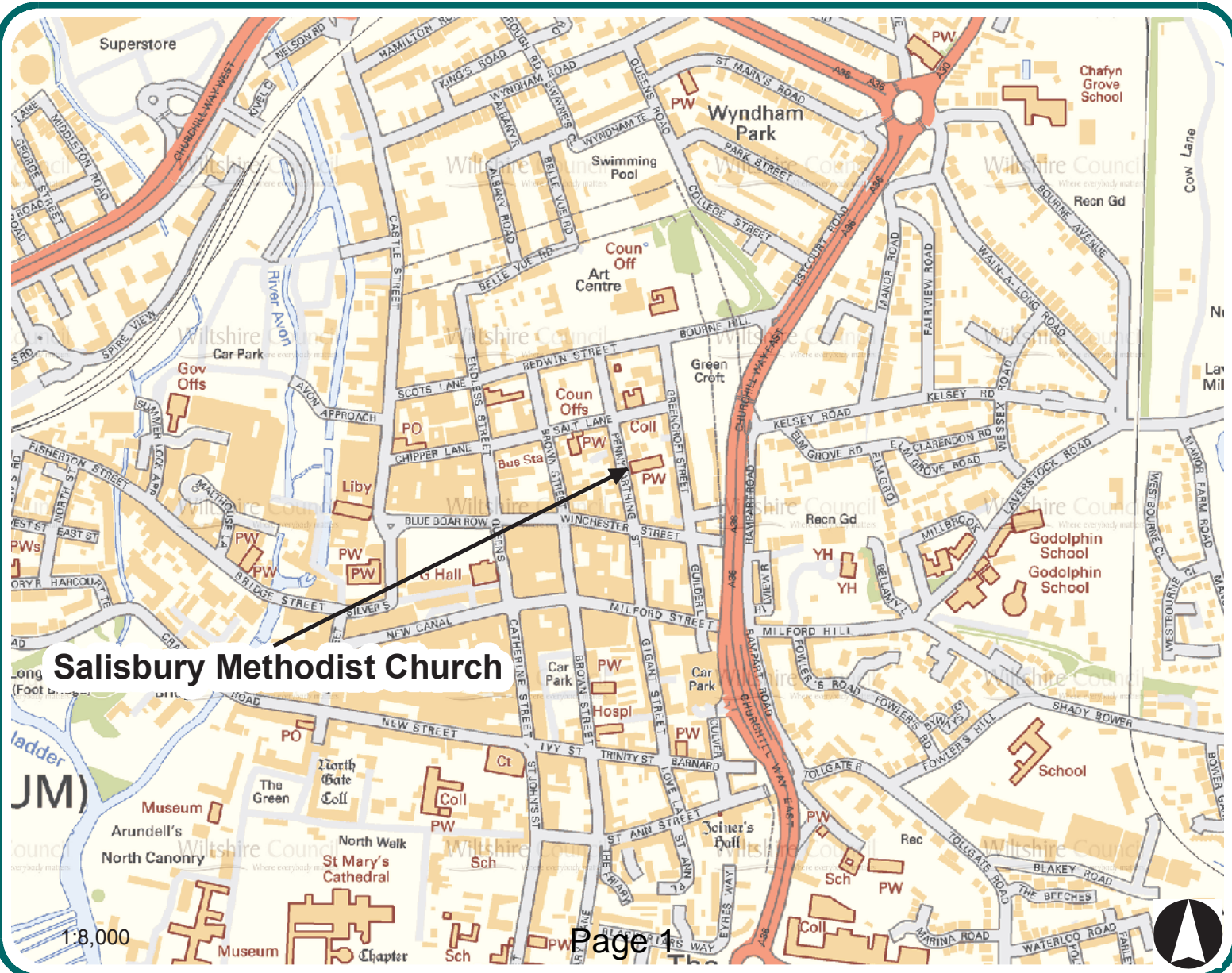
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# Agenda Item 1



Salisbury Methodist Church  
St Edmunds Church Street  
Salisbury  
SP1 1EF

**Wiltshire Council**  
Where everybody matters



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# MINUTES

**Meeting:** SALISBURY AREA BOARD  
**Place:** City Hall, Malthouse Lane, Salisbury SP2 7TU  
**Date:** 10 July 2014  
**Start Time:** 7.00 pm  
**Finish Time:** 9.17 pm

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Please direct any enquiries on these minutes to:

Lisa Moore (Democratic Services Officer), Tel: 01722 434560

or (e-mail) [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Ricky Rogers (Chairman), Cllr Brian Dalton (Vice Chairman), Cllr Richard Clewer, Cllr Mary Douglas, Cllr Helena McKeown, Cllr Bill Moss, Cllr Ian Tomes and Cllr John Walsh

### **Wiltshire Council Officers**

Lisa Moore, Democratic Services Officer  
Steve Milton, Head of Community Governance  
Naji Darwish, Head of Service - Community Protection  
Tim Woolford – Local Highways, Area Manager (South)

### **Town and Parish Councils**

Salisbury City Council – Cllr C Corbin, Cllr T Corbin, Cllr M Dean, Cllr S Hocking, Cllr A Roberts, Cllr J Robertson, R Williams, Cllr M Willmot  
Laverstock and Ford Parish Council – Cllr D Law

### **Partners**

Wiltshire Police – Inspector Dave Minty  
Wiltshire Fire and Rescue – Mike Franklin  
Balfour Beatty Living Projects – Rebecca Reid

**Total in attendance: 59**

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Welcome and Introductions</u></p> <p>The Chairman Councillor Ricky Rogers welcomed everyone to the meeting of the Salisbury Area Board and invited the members of the Board to introduce themselves.</p>
2	<p><u>Apologies for Absence</u></p> <p>There were none.</p>
3	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on Thursday 15 May 2014 were agreed as a correct record and signed by the Chairman.</b></p>
4	<p><u>Declarations of Interest</u></p> <p>The Chairman, Councillor Rogers declared an interest relating to item 13, Community Area Grant applicants:</p> <ul style="list-style-type: none"> <li>• The Rotary Club of Salisbury, as he was part of a Charity which had recently received a grant from the applicant. He did not take part in the voting for this application.</li> </ul>
5	<p><u>Chairman's Updates</u></p> <p>The Chairman gave the following updates:</p> <ul style="list-style-type: none"> <li>• The second round of grass cutting seemed to have improved.</li> <li>• Residents had been pleased to see the start of resurfacing to some local roads.</li> <li>• The Wiltshire Fire and Rescue Service consultation had been delayed.</li> <li>• The ownership of the Salisbury City Football Club was in question, local supporters were devastated over the sale of the club, the Chairman hoped that there would be some positive news shortly.</li> </ul>
6	<p><u>Information items</u></p> <p>The Board noted the following information sheets attached to the agenda, and additional information available by following the online link provided.</p>

	<ul style="list-style-type: none"> <li>a. Salisbury Vision</li> <li>b. WC updates</li> <li>c. Youth Services Review update</li> <li>d. Issues system:  <a href="https://forms.wiltshire.gov.uk/area_board/index.php">https://forms.wiltshire.gov.uk/area_board/index.php</a> </li> </ul>
7	<p><u>Current Consultations</u></p> <p>The Board noted the information on the following current consultations, available online:</p> <ul style="list-style-type: none"> <li>• Licensing Policy</li> <li>• Leisure Survey 2014</li> <li>• Sun Awareness Survey 2014</li> <li>• Housing Needs Survey</li> <li>• Consultations on Traffic Regulation Orders</li> </ul>
8	<p><u>Update from Representatives</u></p> <p>The Board received the following updates:</p> <p><u>Salisbury City Council (SCC) Andrew Roberts</u></p> <ul style="list-style-type: none"> <li>• There would be a Teenagers market on Sunday 13 July.</li> <li>• The Farmers markets continued to do well.</li> <li>• The Guildhall was a finalist in the Marketing Category and the Information Centre was a finalist in Tourism in the South Wilts Business of the Year Awards.</li> <li>• The judging for Britain in Bloom was taking place that day, it was hoped that Salisbury would receive an award.</li> </ul> <p><u>Laverstock and Ford Parish Council – David Law</u></p> <p>The Riverbourne Community Farm had held its annual open day in June, where over 4,000 people had attended the free entry event. The farm continued to support free tours for school visits.</p> <p>The Laverstock Family Fund Day was planned for Sunday 20 July, where entry would be free.</p> <p><u>Police – Inspector Dave Minty</u></p> <p>The Police had successfully now moved in to Bourne Hill and already there had been good partnership working between the Police and Wiltshire Council, with the Public Protection teams for both sitting alongside each other.</p> <p>Issues had initially been raised regarding safety in the building, some degree of this had been a perceived threat, any actual threat had been looked at and solutions had been found to address this.</p>

There would be no custody facilities or handling of sex offender registration at Bourne Hill.

It was recognised that the signage to the Police Station needed to be improved. Due to Bourne Hill being a listed building, the options for erecting any signage on the building were limited, so the use of A-boards was being considered.

Wiltshire Police was committed to having a custody suite in the south of the county. Until a purpose build suite was ready in Salisbury, the Melksham custody suite was now in use. The Chief Constable had committed funding to the Prisoner Transport team to enable the arresting Officers to be deployed back on to the street as soon as possible.

The Drink Free Zones around Salisbury were a useful tool, as they enabled Officers to approach people drinking alcohol in those zones and remove it from them.

The Police were working with partners in the Licensing team to address the problem of urination around the city, by implementing an £80 fine to those caught.

Comments and questions were then received, these included:

- The alleyway from Brown Street Car Park, going through to Gigant Street was a prime spot for people to sit and drink all day. Answer: We will monitor this.
- There was no visitor's free parking at the College Street car park, for people who wished to hand items in to the police station. Answer: Inspector Minty agreed to feed this comment back.

Wiltshire Fire & Rescue – Mike Franklin

On 12 June 2014, the Wiltshire Fire Authority met and appointed a new Chairman, who took the decision to postpone the running period of the consultation on the Future of the Fire Service. The Consultation would now run from 21 July for 13 weeks.

The three options which would be considered were:

1. Wiltshire & Swindon Fire Authority to stay independent and increase collaboration with Wiltshire Council & Swindon Borough Council.
2. Wiltshire & Swindon Fire Authority to stay independent and increase collaboration with Dorset Fire Authority while also collaborating with Wiltshire Council & Swindon Borough Council.

3. Wiltshire & Swindon Fire Authority to merge with Dorset Fire Authority to create a single Combined Fire Authority while also collaborating with Wiltshire Council, Swindon Borough Council, Dorset County Council, Bournemouth Borough Council and the Borough of Poole.

Further information could be found online at [www.wiltsfire.gov.uk](http://www.wiltsfire.gov.uk) by following the consultation portal to the documentation.

There would be a public meeting in Wilton on 13 October 2014 during the afternoon at The Michael Herbert Hall, and two other meetings on 14<sup>th</sup> October in Devizes and Chippenham.

Salisbury Area Board had also requested an update at a future meeting.

#### Youth

Ed and George who were in attendance at the meeting approached the Board for guidance on how to move forward with their movement to raise awareness of politics amongst young people and to encourage them to become actively involved.

They felt that many young people were disenchanted with politics at a national level, with over 60% of young people not voting.

Although there was a Sparksite website, which was created by young people for young people, things like this were not widely known about. Not all young people wanted the same things, like a skate park or swimming pool, some want something else.

The Chairman explained that the Youth Service was changing; the Area Board would be receiving funding to develop a new model of youth development for the Salisbury area. We would welcome having young people like you on board to work with us in achieving a new model.

Questions and comments were then received, these included:

- Your local councillor would be a good start to get involved in politics.
- The SCC had funding to start up a Youth Council, contact them to get involved.
- In Salisbury we have the first Children's Commissioner, he has no political allegiance, it may be useful to contact him.
- All of the political parties at SCC would be interested to speak with you, it is extremely important to engage with young people, as 60% of young people aged 18 – 21 who do not vote, go on to never vote.

Ed and George ended by thanking everyone for their comments, and the invites to join various local groups; however they felt that people did not listen to young people, and invited further discussion after the meeting.

#### Salisbury Campus Update

Building work was about to start to develop the new Salisbury community campus at Five Rivers, due to open in Autumn 2015.

Wiltshire Council was working with local people to develop community campuses across Wiltshire – Corsham campus would start to open in summer 2014 and Salisbury campus was the next to start being developed.

#### **What would be in Salisbury campus**

Salisbury campus would provide a variety of refurbished and also a number of new facilities for the local community. Services and facilities that the Salisbury campus would provide included;

- Point of contact for Wiltshire Council and partner services
- Enlarged and refurbished café
- Climbing wall
- Refurbished and extended gym
- Dance studio
- New external changing rooms and an all weather pitch
- New dry changing rooms
- Activity spaces for exercise and other activities
- Music rehearsal rooms
- Meeting rooms
- Training kitchen for young people and people with a learning disability
- Sensory room
- Personal Care Room
- Facilities for police teams
- Hot desking

#### **Who would build the campus**

Rydon had been selected to build the campus and would be starting the works in July 2014.

During the construction, different areas of the centre would be unavailable at different times and classes or activities would be relocated where possible – user groups would be contacted about specific areas in good time for alternative arrangements to be made where necessary.

The swimming pool and other wet areas of the centre would remain largely unaffected and disruption would be minimised to these areas as much as possible whilst the campus was developed.

Reduced fees across all activities at Five Rivers would be introduced throughout

the duration of the build process in order to recognise the disruption that would be faced, although the council was working hard to ensure this was reduced.

**What will happen when**

More information regarding the timeline would become available as each phase was approached, but the indicative phasing of the work was ;

July 2014	Mobilisation and enabling works – changes to car park and setting up of Rydon’s site Sports hall and conference suite refurbishment begins
During September – October 2014	Sports hall becomes available Dry changing rooms relocate to new area
from September/October 2014 to late spring 2015	Temporary gym provided whilst gym extended and refurbished Dance studio created from existing dry change (reprovided in new area) Construction starts on new campus extension – includes activity space, music facilities, police areas and hot desking
Late spring/summer 2015	Work to circulation areas and new single point of contact Café area refurbished
Autumn 2015	Completed campus opens

Questions

- Would there be only one music rehearsal room? Answer: It was planned that rooms would be available, and there would be a dedicated room for Base Connections to use.

Further questions could be sent to [CampusConsultation@wiltshire.gov.uk](mailto:CampusConsultation@wiltshire.gov.uk) or telephone 01225 718350

9

Section 106

The Chairman drew attention to the attached information on the s106 money available within the Salisbury area.

Steve Milton, acting Community Area Manager, circulated a paper and informed the Board that at present, the s106 money was available to SCC and Laverstock & Ford Parish Council to bid for funding towards schemes.

Advice suggested that if the Area Board had strong views on how to use the money, then it could work with the SCC in deciding which projects to fund.

The Chairman proposed that the Area Board met with the SCC to come to an agreement on how to use the funding.

Questions and comments were then received, these included:

	<ul style="list-style-type: none"> <li>• Cllr Douglas asked whether the money could be used to mend pavements around the City.</li> <li>• It was requested that the list of s106 funds available be produced by ward area, so that it could be determined where the funds could be spent more easily.</li> <li>• The new development in Harnham received some s106 funding for a community building which was supposed to be built on the open green space area. Now that the residents have moved in they do not want a building built on the green. In situations like that, the building should have been built before the houses were occupied.</li> <li>• Although the money was set aside in Harnham for a community hall, it could now be used towards an outdoor pool.</li> <li>• The Board should sit down with SCC to establish what priorities they already have for the money.</li> <li>• SCC Cllr Sven Hocking explained that fifteen of the SCC Councillors were new to their positions and were not aware until recently what the section 106 money was, or that it was available to spend in their area. As the year goes on, the amount remaining in the pot would decrease as the Cllrs got to grips with the process.</li> <li>• The money from the Conquered Moon development in Bemerton Heath, had a 2015 expiry on its use, what would happen to the funds after that?</li> <li>• The criteria and restraints on the use of the s106 funding can be frustrating, sometimes we are told that we cannot implement a new scheme because it is too close to something else.</li> </ul> <p><b><u>Decision</u></b>  <b>The Community Area Manager would meet with the SCC to discuss the possibility of working together to prioritise future schemes funded by the Section 106 budget.</b></p>
10	<p><b><u>Cumulative Impact Area (CIA) Consultation</u></b></p> <p>The Board noted the information included in the agenda on pages 63 – 74, and received a presentation from Naji Darwish, Head of Public Protection (Community Protection), on the proposed Cumulative Impact Area (CIA) for Salisbury.</p> <p>The Chairman explained that following correspondence with local business owners and the Salisbury City Council (SCC), it had become apparent that there was some concern over the introduction of a CIA for Salisbury. There was also support for the current policy to remain in place as it was felt that it worked well for the City.</p> <p>The CIA was an additional power brought forward by central government, which gave local authorities the option to impose a collective impact on city centres. Under the current licensing process every new application was considered on its</p>



own merits. The introduction of a CIA would enable Licensing Authorities to have more say about what goes into a city centre. Preserving what was already in place and only focussing on new applications.

At its meeting on 2 September 2013 the Licensing Committee resolved that "Further analysis of the available data and evidence in support of the adoption of a Special Policy for the Milford Street area of Salisbury needed to be carried out and a consultation process completed with all interested parties over a twelve week period".

Comments and questions were then received, these included:

- Amanda Newbery of Salisbury Business Improvement District (BID) explained that the BID had discussed the proposals for a CIA briefly at their last meeting; most of those in attendance were not in favour of taking it forward, adding that they had worked really hard to achieve the Purple Flag Status, they did not want to change the dynamics of the relationship.
- What was the Purple Flag? Answer: The Purple Flag was an accreditation awarded to Towns and Cities which had achieved a high standard of evening and night time economy.
- Local resident, Jane Woodhouse pointed out that in section 3.1 of the appendix to the report, stated that 74% of the 82 responses received during the public consultation were in support of the authority implementing a CIA in the city. Ms Woodhouse felt that those views had not been regarded, and asked whether there would be further consultation? Answer: The views of the residents were critically important.
- As the decision had been delayed by six months, would the public still be able to feed in their views? Answer: Yes, the first step for further consultation was to come to the Board and present information and gain views, the next stage would include going out to stakeholders.
- For some elderly residents living in the city, sleep was a requirement for health; they did not favour reducing the size of the CIA. Answer: Reducing the size of the proposed CIA area would be considered, along with any effects it may cause on the health of residents.
- SCC Cllr Matthew Dean was a licensee outside of the proposed Salisbury CIA area. He was unambiguously against the implementation of a CIA for Salisbury, as were the majority of the SCC Cllrs. The proposals would make it much more difficult for a new hotel, bar or public house to open in the city. As businesses shut, we would want to see new businesses opening in their place. If it became too difficult, these new businesses would look to other areas which looked at applications on their own merits, not by a CIA. On behalf of the licensing trade, taxis and the planning committee of SCC, I ask you to reject the plans for a CIA in Salisbury.
- Cllr Walsh noted that the licensing committee had no members from the Salisbury area. Statistics reported that there were more problems in the

evening, than in Trowbridge or Chippenham, however more people came in to Salisbury than the other locations so the figures did not actually represent an accurate picture. 39,000 people did not reply to the consultation, and service personnel were not asked to participate, when large numbers of them come in to the city to use the night time facilities. Cllr Walsh had asked the licensing committee to delay the decision by six months to allow for further consultation with local people. He would like the licensing committee to come and hold the meeting in Salisbury, so that local people could attend to put their views across.

- Cllr Douglas noted that the graph on page 71 was missing some text which meant that it was not clear what the information was showing. In addition, Cllr Douglas felt that the Licensing Committee should come and spend an evening out in Salisbury on a Saturday night, staying until the nightclubs closed, so they could actually see for themselves what they were actually be asked to make a decision on.
- What was the problem that the CIA was supposed to be addressing, and how would the CIA address it? Was there an analysis of the problem?
- Cllr Clewer explained that Salisbury wanted to see more people staying in the city during 3.00 – 5.00pm. We need to understand the problem and make sure that this tool did not attack the balance which was required, rather than address it. We do not have a problem here in Salisbury, we are a calm, quiet and peaceful place, and this tool may have the wrong impact on that.
- Salisbury needs a strong nigh time economy, as we are already competing with other areas like Southampton and Bournemouth. We are proud to have the Purple Flag status and want to hold on to it.
- If you move in next to a pub then you should expect some noise, however if you were there first and a pub opens next to you, then you have the right to complain. It is understandable that people may have concerns, but the way to stop issues with bad pubs is through the licensing or planning process.
- As ward Councillor for Harnham which was outside the city centre, Cllr Dalton had not received any complaints regarding the CIA and had neutral feelings on the subject.
- Cllr McKeown was ward Councillor for the area covered by the proposed CIA. As a local GP, late night drinking produced an increase in work for doctors, nurses and casualty department. Cllr McKeown had been out late at night with the police and Licensing Officers to see firsthand what went on. The night time economy needed to be supported by buses coming in and out of the surrounding villages. For the elderly residents which had moved to the city to downsize their home and remain mobile, they not only had to deal with noise, but also vomit, urination and opening of bowels on the streets. Cllr McKeown would like to see a wider CIA area, but would settle for the reduced zone, and was supportive of the implementation of a CIA for Salisbury.

The Chairman asked for a show of hands in the room to see the level of support and those against the implementation of a CIA for the city. The majority of those

	<p>who voted were against it.</p> <p><b><u>Decision</u></b>  <b>The Area Board remained neutral and encouraged local residents to continue to take part in the ongoing consultation.</b></p>
11	<p><u>Community Area Transport Group</u></p> <p>The Board noted the CATG report attached to the agenda at pages 75 – 82, and received an update from the Chairman of the CATG, Cllr Brian Dalton.</p> <ul style="list-style-type: none"> <li>• <b>Discussion and prioritisation of 20 mph speed limits</b>  CATG approved two schemes from the list for recommendation to the Area Board, these were: <ul style="list-style-type: none"> <li>a. Shady Bower Road, Milford Mill Road and Manor Farm Road</li> <li>b. Lower Road and Church Lane, Bemerton;</li> </ul> <p>The following scheme be held on a reserve list:</p> <ul style="list-style-type: none"> <li>c. Upper St, Lower St, Middle Street in Harnham</li> </ul> </li> </ul> <p>CATG noted that they would prefer it if the whole of the city could become a 20mph zone rather than just two schemes.</p> <p>Cllr Douglas noted that there should be more funding available to CATG, and that the Board should support the request for the whole city to become a 20mph zone.</p> <p>Cllr Moss asked whether funding could be spent on signage. Answer: The request could be considered, Cllr Moss was invited to the next CATG meeting to discuss the request.</p> <p><b><u>Decision</u></b>  <b>The Salisbury Area Board agreed the recommendation for the two schemes for the 20mph speed limit review, as detailed in the report.</b></p>
12	<p><u>Air Quality Action Group</u></p> <p>Councillor Richard Clewer gave an update to the Board.</p> <ul style="list-style-type: none"> <li>• At the last meeting the Board had awarded funding to the AQA for tree planting. The Group had looked at areas around the city where this could take place, and Wilton Road had been proposed as it was the only area which exceeded the air quality requirements. Two possible sites were</li> </ul>

	<p>being looked at. The plan would be to plant beech trees as they were particularly efficient in reducing particle matter.</p> <ul style="list-style-type: none"> <li>• The Group had asked Officers to contact the Highways Agency regarding problems on the Wilton Road.</li> <li>• The Group was working on a series of initiatives; Steve and Margaret were in the process of putting these together and would report back to the next Board meeting.</li> </ul> <p><u>Comments received:</u></p> <ul style="list-style-type: none"> <li>• You could consider asking people to donate money to plant a tree for remembrance reasons.</li> </ul>
13	<p><u>Community Area Grants</u></p> <p>The Salisbury Area Board considered four applications for funding from the Community Area Grants Scheme for 2014/15. Three as detailed in the agenda pack and one additional grant as detailed in the circulated paper at the meeting, at the request of the Chairman.</p> <p>The Chairman invited applicants present to speak in support of their application. Following discussion the board voted on each application in turn.</p> <p><b><u>Decision</u></b>  <b>Salisbury Civic Society was awarded £275 (revenue) towards Historic open days.</b>  <b><u>Reason</u> – The application met the Community Area Grants Criteria 2014/15.</b></p> <p><b><u>Decision</u></b>  <b>Wyndham Park Infants School was awarded £4,950 (Capital) towards the Somerset Road Campus Hub.</b>  <b><u>Reason</u> – The application met the Community Area Grants Criteria 2014/15.</b></p> <p><b><u>Decision</u></b>  <b>The Rotary Club of Salisbury was awarded £2,784 (Capital) towards the Rotary Spireworks.</b>  <b><u>Reason</u> – The application met the Community Area Grants Criteria 2014/15.</b></p> <p><i>Councillor Rogers did not take part in the vote for the above application as he was part of a Charity which had recently received a grant from the applicant. He did not take part in the voting for this application.</i></p> <p><b><u>Decision</u></b>  <b>Salisbury and South Wilts District Scouts Council was awarded £1,271.25 towards the Scout HQ Management Committee Car Park Project 2014.</b>  <b><u>Reason</u> – The application met the Community Area Grants Criteria 2014/15.</b></p> <p>A copy of the additional late report for the Scout application is attached to these</p>

	minutes for information.
14	<u>Close</u> The Chairman thanked everyone for attending and closed the meeting. The next meeting of the Salisbury Area Board would be held on Thursday 18 September 2014.
<u>Attachments</u>	

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# Agenda Item 9

<p>Personalisation Policy consultation</p>	<p>26 September 2014</p>	<p>Wiltshire Council is currently consulting on its Personalisation Policies. The aim of this is to make sure individuals support is clear, fair and under their control.</p> <p>For more information and to complete the survey please go to the <a href="#">Personalisation Policy consultation</a> page.</p>
<p>Bus pass consultation</p>	<p>12pm - 26 September 2014</p>	<p>It is proposed that, with effect from 1 April 2015, the bus pass scheme will be amended so that the Wiltshire bus pass can be used in Wiltshire from either 9am or 9.30am Monday to Friday (but not before these times) and at all times on weekends and Bank Holidays.</p> <p>We are interested in whether you think the concessions should come into effect at 9am or 9.30am and why.</p> <p>We are also interested in views about whether this should apply to all Wiltshire bus passes, whether issued because of age or disability, or whether there are special reasons why bus passes for disabled people should continue “to be available at all times.</p> <ul style="list-style-type: none"> <li>• <a href="#">Proposed withdrawal of early morning bus pass travel concession</a></li> <li>• <a href="#">Proposed withdrawal of early morning bus pass travel concession - Consultation for groups and organisations</a></li> <li>• <a href="#">Bus pass travel consultation - easy read Bus pass travel consultation - easy read 781kb</a></li> <li>• <a href="#">Proposed withdrawal of the early morning bus pass travel concession – fact sheet Proposed withdrawal of the early morning bus pass travel concession – fact sheet 236kb</a></li> </ul>
<p><a href="#">Trowbridge perception survey</a></p>	<p>30 September 2014</p>	<p>The What Matters to You survey 2013 indicated that 77.1% of people in Trowbridge said they feel safe in their area after dark. Out of all twenty community areas, Trowbridge had the lowest percentage and was considerably lower than the Wiltshire average of 90.4%.</p> <p>This data though does not explain the reasoning for this fear which is disproportionate to level of crime within Trowbridge. The figures also do not highlight which areas in Trowbridge attract the highest fear of crime. As a result we are now asking the people of Trowbridge what shapes their perceptions and what can be done to make Trowbridge feel safer. For the purpose of this survey we want to hear from those who live, work and visit the community area.</p> <p><a href="#">Trowbridge area of survey map Trowbridge area of survey map 214kb</a></p>
<p><a href="#">Changes to kerbside garden waste collections - Have your say</a></p>	<p>1 October 2014</p>	<p>We need your views on proposals for changes to kerbside garden waste collections. The council currently delivers a kerbside fortnightly non-chargeable garden waste collection service to those residents that request the service.</p> <p>This is your chance to have your say about the future of your kerbside garden waste collection service. No decisions have yet been made and your views would influence our decision.</p>

		<p>For more information on the proposals and how they may affect you, please see the <a href="#">full consultation document garden waste full consultation document 48kb</a>.</p> <p>Contact: <a href="mailto:gardenwasteconsultation@wiltshire.gov.uk">gardenwasteconsultation@wiltshire.gov.uk</a></p>
<a href="#">Consultation on the amalgamation of St Mary's Infant and St Peter's Junior schools, Marlborough Consultation on the amalgamation of St Mary's Infant and St Peter's Junior schools, Marlborough 565kb</a>	17 October 2014	<p>St Mary's Infant School and St Peter's Junior School are two vibrant schools with enthusiastic children and dedicated staff teams. The two schools operate on separate sites in Marlborough and both Governing Bodies recommend opening an amalgamated school in a new building on the site adjacent to the existing St Mary's school building off George Lane, Marlborough.</p>
Proposed changes to education transport	19 October 2014	<p>It is proposed that, with effect from September 2015, the charge for home to school or college transport for post-16 students is increased, and that a charge is introduced for transport to grammar schools. It is proposed to withdraw assistance for 'continuity transport' with effect from January 2015. We are interested in your views about these proposals, and how they would affect you and your family."</p> <ul style="list-style-type: none"> <li>• <a href="#">Proposed changes to post 16 education transport - fact sheet Proposed changes to post 16 education transport - fact sheet 39kb</a></li> <li>• <a href="#">Proposed changes to education transport consultation</a></li> <li>• <a href="#">Consultation letter Consultation letter 35kb</a></li> </ul>
<a href="#">Leisure Survey 2014</a>	31 October 2014	<p>This leisure survey, running from July - October will help Wiltshire Council to understand more about your experiences and satisfaction with the leisure activities offered by Wiltshire Council. The survey should only take a few minutes to complete.</p> <p>Contact: <a href="mailto:jane.lloyd@wiltshire.gov.uk">jane.lloyd@wiltshire.gov.uk</a></p>
<a href="#">Housing needs survey</a>	Open	<p>Wiltshire Council is working with parish councils to identify the housing needs of local people and would be grateful for your help.</p> <p>Households in parishes are being asked to take part in a survey that will give up-to-date information about local housing circumstances and aspirations.</p> <p>Email: <a href="mailto:housing.strategy@wiltshire.gov.uk">housing.strategy@wiltshire.gov.uk</a></p> <p>Telephone: 01249 706614</p>



## Salisbury Area Board LYN Information Item

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

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

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

### Implementing a community-led model for youth activities

#### Introduction

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

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

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

#### The current youth service offer

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

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

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

For information about current youth work activity and Community Youth Officer appointments, please contact [Kevin.Sweeney@Wiltshire.gov.uk](mailto:Kevin.Sweeney@Wiltshire.gov.uk)

#### Youth Centre Property Asset Review

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

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

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

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

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

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

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

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

### Support for Community Area Boards

#### *Area Board briefings*

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

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

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

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

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

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

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

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

### *Funding providers to deliver positive activities*

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

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

### *Workshops*

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

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

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

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

Please e-mail [Sukhvir.Kaur@Wiltshire.gov.uk](mailto:Sukhvir.Kaur@Wiltshire.gov.uk) to book places for your Area Board.

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

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

### **For further information please contact:**

James Fortune (Lead Commissioner Childrens Services) 01225 713341

Steve Milton (Head of Community Governance) 01722 434255

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# 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.

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**Report to:** Salisbury Area Board

**Date of Meeting:** 18 September 2014

**Subject:** Bass Connection at Grosvenor House

**Purpose of the report:**

To consider a proposal to maintain the Bass Connection facilities at Grosvenor House prior to its transfer to the Salisbury Campus in autumn 2015.

**Area Board Objective:**

To provide positive leisure time activities for young people by maintaining the well regarded and popular Bass Connection music service in Salisbury until it can relocate to the new Salisbury Campus at 5 Rivers Leisure Centre.

**Bass Connection**

Bass Connection is a thriving and well regarded facility where young people can develop their musical skills in a secure social environment. Based at Grosvenor House in Salisbury, the facility includes rehearsal space and equipment for use by local bands and young musicians. Over the years, the facility has supported many local bands, and hundreds of young musicians many of whom have gone onto professional careers in the music industry. In the past, the service has been supported by Wiltshire Council as part of its integrated youth service, operating two open sessions each week. From 1<sup>st</sup> October the integrated youth service will be discontinued in its present form as the Council moves to a new community-led approach to the delivery of positive leisure time activities for young people. As part of the change, the Council has made a commitment to move the Bass Connection music facilities to Salisbury Campus at 5 Rivers Leisure Centre which is due to open toward the end of 2015. Salisbury Area Board has been exploring ways in which the service may be maintained and supported until the Campus is open and this report sets out a proposal that would achieve that aim.

**Grosvenor House**

No decision has yet been made regarding the future of Grosvenor House. However, upon the cessation of the current integrated youth service, the building will no longer be required by the service and staff will be withdrawn. Activities and services previously offered from the centre will become part of a new community-based approach delivered by existing and new community groups at a wide range of community venues in the City. While no decision has yet been taken to dispose of Grosvenor House, the Council is looking to sell redundant capital assets to help fund the new Campus providing enhanced leisure and community facilities including space for young people and the Bass Connection facility. The Council is currently examining options for Grosvenor House, but in the meantime it can be made available for use by Bass Connection provided a formal key holding arrangement is reached with any third party provider of the service. Any such agreement would be subject to the Council retaining the right to terminate the agreement should it wish to proceed with disposal.

## **The Sound Emporium (TSE) proposal**

[The Sound Emporium](#) is a local community group set up and run by professional musicians and music enthusiasts with backgrounds in teaching, training and production. It provides events, summer schools and educational activities as well as guitar, bass and drum lessons, vocal coaching, stagecraft, song writing, poster & leaflet design, badge making, live gigs, competitions, talent shows, fundraising, digital music production and sound and lighting techniques. The Sound Emporium also runs the Salisbury School of Rock - two weekly after school educational sessions for young people. Although commercial in its structure, the Sound Emporium is a registered ASDAN Centre (Reg No: 35102). [ASDAN](#) was formally established as an educational charity in 1991 with awarding body status, providing courses to schools, colleges, training providers and youth centres across the UK. Its charitable purpose is: "The advancement of education, by providing opportunities for all learners to develop their personal and social attributes and levels of achievement through ASDAN awards and resources, and the relief of poverty, where poverty inhibits such opportunities for learners." In addition the Sound Emporium works alongside charity [Rise:61](#) who work with young people on Bemerton Heath to raise money for young people to access music provision, sporting and leisure activities (Registered Charity No.1158086)

The Sound Emporium has expressed a formal interest in taking over the support for Bass Connection, until such time as it relocates to the Campus. The proposal (which contains two options) is set out in Appendix 1. In return for a grant, the group would provide two (or three under Option 2) sessions per week at Grosvenor House for existing and new users of the facility. Sound Emporium fully understand the position in relation to the building and would be willing to sign a user license that would recognise the Council's right to terminate the agreement in the event of it moving forward with disposal. This safeguards the Council's position and would not jeopardise the capital funding strategy for the campus programme.

- **Proposal Option 1:** The Sound Emporium proposes to open Grosvenor House between the hours of 7pm and 9pm on a Tuesday and Thursday (the same as the current sessions) and provide two qualified DBS checked and insured members of staff to run the Bass Connection activities. The Council would be required to ensure that the building is maintained in a safe state and that services are maintained – as is currently proposed until any sale is considered. For further details please see Appendix 1.
- **Proposal Option 2:** In return for access to the building at other times to run additional activities – such as the Salisbury School of Rock after school club - The Sound Emporium proposes to open Grosvenor House for Bass Connection sessions between the hours of 7pm and 9pm on a Tuesday, Wednesday and Thursday and provide two qualified DBS checked and insured members of staff to run the centre. This would be on similar terms as set out under option 1 and subject to legal agreement with the Council. Under this proposal Bass Connection would benefit from an additional session, extending the current offer to more young people. The Sound Emporium would benefit from an additional City Centre venue from which to provide its activities.

## **Costs**

The Sound Emporium would provide the services offered at Option 1 and Option 2 up until the end of 2015 in return for a grant of £12,000. This equates to 120 sessions (£100 per session) under option 1 and 180 sessions (at £67 per session) under option 2. It is proposed that any grant is subject to review after 6 months to ensure that the sessions are meeting the needs of young people and are being delivered in accordance with the Area Board's objectives. The review would be undertaken by the Community Youth Officer and the Sound Emporium and incorporate the views of young people using the service. This would enable the Area Board to award £6,000 from its budget in 2014/15 and, subject to satisfactory evaluation, to consider a further award of £6,000 from its 2015/16 budget (subject to Council budget decisions).

## **Issues for consideration by the Board**

- Currently Bass Connections sessions run for 2 ½ hours and this includes setting up and taking down equipment.
- Under option 2, The Sound Emporium would be able to utilise the building for income generating activities at its own discretion.
- Safeguarding and health and safety issues have been examined by the Community Youth Officer and conditions are included below to meet quality assurance standards and mitigate any risks.
- Under each option TSE would require secure access to areas of the building where £18,000 worth of the group's equipment will be stored. This will form part of the user agreement.

## **Area Board decision**

Salisbury Area Board is asked to consider the grant application submitted by The Sound Emporium. In coming to any decision upon the matter, the Board is recommended to incorporate the following conditions:

- Any use of Grosvenor House will be subject to final legal agreement with the Council incorporating a termination clause should the Council wish to pursue disposal of the building.
- Funding is subject to satisfactory performance and evaluation after 6 months as outlined in this report.
- Payment will be staged into £6,000 for the first 30 weeks and subject to satisfactory evaluation a further £6,000 to cover the remaining 30 weeks (subject to reasonable summer holiday closures/reductions).
- The grant covers the provision of the sessions agreed and not the setting up and taking down of equipment prior to or after sessions.
- The Sound Emporium will be required to assist with the migration of the Bass Connection service to Salisbury Campus when that facility becomes available.
- The Sound Emporium will provide to the Community Officer:
  - Details of training undertaken and the date of DBS checks to ensure these remain current until the transition from Grosvenor House to the Campus.

- Clarification that existing policies referring to 'children' cover young people between 11 and 19 (up to 25 in the case of young people with a learning disability).
- A risk assessment relating to the proposed activities covering the following:
  - The maximum number of users per session
  - How child protection and safeguarding policies will operate in practice taking account of the Council's current policy /practice on early warning and prevention as set out in the common assessment framework (CAF).
- Evidence that any permanent electrical equipment installed into the building by The Sound Emporium has been or will be PAT tested.
- The Sound Emporium will meet on site with the Community Youth Officer prior to the commencement of the service to discuss and agree operational arrangements.

**Report Author:** Steve Milton

**Documents used in preparation of this report:** The Sound Emporium - Project Proposal, Qualifications and Training, School/Care Provision Risk Assessment.

**Date:** 8 September 2014



## Child Protection Policy

The Sound Emporium believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

### **We recognise that:**

- The welfare of the child/young person is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and their agencies is essential in promoting young people's welfare.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

### **The purpose of the policy:**

- To provide protection for the children and young people who receive The Sound Emporium's services, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

**This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of The Sound Emporium.**

### **We will seek to safeguard children and young people by:**

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers

01722 500070



[www.thesoundemporium.co.uk](http://www.thesoundemporium.co.uk)

[info@thesoundemporium.co.uk](mailto:info@thesoundemporium.co.uk)

- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

**We are also committed to reviewing our policy and good practice annually.**

**Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

This policy was last reviewed on: .....

Signed:.....

Print:.....



[www.thesoundemporium.co.uk](http://www.thesoundemporium.co.uk)

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## Procedure for children at possible risk of abuse

This procedure applies to any paid member of staff or volunteer who may be concerned about the safety and protection of a child.

### **Purpose and aim of this procedure:**

We aim to ensure those children who attend The Sound Emporium, and any other children who may come to the attention of The Sound Emporium, receive the protection and support they need if they are at risk of abuse. This procedure provides clear direction to staff and volunteers at The Sound Emporium if they have concerns that a child is in need of protection.

Different types of abuse:

**Physical abuse** is violence causing injury or occurring regularly during childhood. It happens when:

- a child is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut
- Someone tries to drown or suffocate a child
- Someone gives a child poison, alcohol or inappropriate drugs
- Someone fabricates the symptoms of, or deliberately induces, illness in a child.

In some cases the injuries will be caused deliberately. In others they may be accidental but caused by the child being knowingly put at risk.

**Sexual abuse** occurs when someone uses power or control to involve a child in sexual activity in order to gratify the abuser's own sexual, emotional or financial needs or desires.

It may include:

- forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening
- Encouraging children to behave in sexually inappropriate ways

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- showing children pornographic material or involving them in the production of such material
- involving children in watching other people's sexual activity or in inappropriate discussions about sexual matters.

**Emotional abuse** is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to his/her development.

It may include:

- Persistently denying the child love and affection
- Regularly making the child feel frightened by shouts, threats or any other means
- hurting another person or a pet in order to distress a child
- being so over-protective towards the child that he/she is unable to develop or lead a normal life
- exploiting or corrupting a child, e.g. by involving him/her in illegal behaviour
- conveying to a child the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

**Neglect** involves persistently failing to meet a child's physical, psychological or emotional needs.

It may include:

- failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met
- failing to provide appropriate supervision to keep a child out of danger. This includes lack of supervision of particular activities or leaving a child alone in the house.

#### **Ways that abuse might be brought to your attention:**

- A child might make a direct disclosure about him or herself
- A child might make a direct disclosure about another child
- A child might offer information that is worrying but not a direct disclosure
- A member of staff might be concerned about a child's appearance or behaviour or about the behaviour of a parent or carer towards a child
- A parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering
- A parent might offer information about a child that is worrying but not a direct disclosure.

#### **Talking to a child who has told you that he/she or another child is being abused:**

- Reassure the child that telling someone about it was the right thing to do.
- Tell him/her that you now have to do what you can to keep him/her (or the child who is the subject of the allegation) safe.

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- Let the child know what you are going to do next and who else needs to know about it.
- Let the child tell his or her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
- Ask the child what he/she would like to happen as a result of what he/she has said, but don't make or infer promises you can't keep.
- Give the child the ChildLine phone number: 0800 1111.

### **Helping a child in immediate danger or in need of emergency medical attention:**

- If the child is in immediate danger and is with you, remain with him/her and call the police.
- If the child is elsewhere, contact the police and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the child.
- You also need to contact your supervisor/manager or named person for child protection to let them know what is happening.

A decision will need to be made about who should inform the child's family and the local authority children's social care department, and when they should be informed.

If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child in your decision making as the highest priority.

### **Issues that will need to be taken into account are:**

- The child's wishes and feelings
- The parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parent
- The current assessment of the risk to the child and the source of that risk
- Any risk management plans that currently exist

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this document.

### **Keeping a record of your concerns:**

Use the reporting form to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral to them is needed.

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The form should be signed and dated by all those involved in its completion and kept confidentially on the child's file. The name of the person making the notes should be written alongside each entry.

### **Useful contact details:**

Named person for child protection: Kayleigh McCormick 01722 700050

Local police: 0845 408 7000

Wiltshire authority children's social care department: If you think a child or young person is at risk of significant harm, or is injured, contact the Multi-Agency Safeguarding Hub (MASH) on 0300 4560108 (out of hours: 0845 6070 888)

NSPCC Helpline: 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

ChildLine: 0800 1111 (textphone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)

### **Reporting child protection concerns:**

If a child is in need of emergency medical attention or in immediate danger, follow the procedure set out in the section on helping a child in immediate danger or in need of emergency medical attention. You should then take the steps set out in the flowchart on the next page to ensure the concern is dealt with.

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Form for reporting concerns about a child

**Details of child and parents/carers:**

Name of child:

Gender:

Age:

Date of birth:

Ethnicity:

Language:

Additional needs:

Name(s) of parent(s)/carer(s):

Child's home address and address(es) of parents (if different from child's):

**Your details:**

Your name:

Your position:

Date and time of incident (if applicable):

**Report**

Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)

Reporting own concerns

Responding to concerns raised by someone else

If you are responding to concerns raised by someone else, please provide their name and position within the club/organisation/group:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:

The child's account/perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Please note: concerns should be discussed with the family **unless**:

- the view is that a family member might be responsible for abusing the child
- someone may be put in danger by the parents being informed
- informing the family might interfere with a criminal investigation.

If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.

Have you spoken to the child's parents/carers? If so, please provide details of what was said. If not, please state the reason for this.

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:

Summary of discussion with supervisor/manager:

Has the situation been discussed with the named person for child protection? Yes/  
No (delete as appropriate)  
If so, please summarise the discussion:

After discussion with the supervisor/line manager and named person, do you still have child protection concerns? Yes/No (delete as appropriate)

Have you informed the statutory child protection authorities?

Police: Yes/No

Date and time:

Name and phone number of person spoken to:

Local authority children's social care: Yes/No

Date and time:

Name and phone number of person spoken to:

Action agreed with child protection authorities:

What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:

If the concerns are not about child protection, details of any further steps taken to provide support to child and family, and any other agencies involved:

Signed

Date and time  
Name and position

Signed

Date and time  
Name and position

Signed

Date and time  
Name and position



## **Qualifications and training**

Registered Asdan Centre 35102

Enhanced Disclosure and Barring Service Certificates for all staff members

All sessions fully risk assessed

Child protection policy and procedures in place

10 Million liability insurance through The Musicians Union

University of Southampton- Certificate in Education in Post Compulsory Education and Training

University of Roehampton- Boarding Schools Association Certificate of Professional Development (Boarding Education HE3)

Solent University- BSc (hons) Broadcast Engineering BTEC National Diploma in Production Arts (triple grade)

University of Winchester- BA (hons) Primary Education- currently incomplete, 2 years of study undertaken, 240 higher education credits awarded

NSPCC Educare Certificate- Preventing Bullying Behaviour

NSPCC Educare Certificate- Child Protection Awareness in Education

NSPCC Educare Certificate- Child Sexual Abuse

NSPCC Educare Certificate- Child Protection- staying aware

Educare Certificate- Health and Safety

Solent NHS Certificate in Emotional First Aid and Mental Health Awareness

St John Ambulance Certificate- Paediatric First Aid

The National Autistic Society- Understanding Autism and ASD training

World of Inclusion Ltd.- Disability Equality and The Equality Act training

Precision Teaching training- delivered by Cath Lowther, Educational Psychologist, Hampshire Educational Psychology

## **Our Experience**

### Co-founder

Professional Singer/songwriter. 18 month world tour, focusing around the UK America and New Zealand. In New Zealand supporting double platinum artist Anika Moa. In the UK supporting Adele, The Outline, Johnny Flynn, and The Delays. Extensive experience working in the special educational needs sector as head of music, teaching young people with severe emotional and behavioural difficulties.

### Co-founder

Experienced in teaching in the primary and junior school sector, skilled in child protection protocol and health safety procedures. Extensive experience working with secondary aged young people with learning differences in the private boarding school sector, specialising in pastoral care and confidence building techniques.



Senior sound engineer

Sound engineer to Bombay Bicycle Club and The James Taylor Quartet.

Junior sound engineer and stage manager

Sound and light engineering and stage management at The Nuffield Theatre, Kings Theatre and Theatre Royal Winchester.

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**SCHOOL/CARE PROVISION VISIT RISK ASSESSMENT**

Date(s) of visit:

The Sound Emporium staff member (s):

Number of pupils:

Place(s) of Visit: Gordon Fay Hall, St Michaels Road, Bemerton Heath, Salisbury.

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<b>Hazard</b>	<b>Who</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Control</b>
Child protection-	Pupils and staff members	High	Low	Open door policy adhered to. CRB in place for R Sanderson and K McCormck In the event of a disclosure from a student to a member of The Sound Emporium staff, the staff member will explain to the student that they cannot keep a disclosure confidential and that they will make a record and refer to the local authority.
Electrical music equipment- Electric Shock	Pupil and staff members	High	Low	Equipment is tested on a regular basis. Pre-user visual inspections take place. Defective equipment is removed from use.
Electrical music equipment- Noise from music equipment leading to hearing damage/loss	Pupil and staff members	High	Low	Exposure to loud, continuous music is kept to a minimum. Pupils supervised and not allowed to play music loudly next to others / themselves. Ear protection is made available to those who have long exposure time to loud, continuous noise.

Electrical music equipment- Trip hazard from leads	Pupil and staff members	High	Low	Pupils informed of location of potentially hazardous leads and to take care. Pupils supervised when in the vicinity of music equipment to ensure due care is taken.
Challenging behaviour-	Pupil and staff members	High	Medium	Pupil advised of appropriate behaviour by The Sound Emporium staff member. In the event of the student becoming physically or verbally abusive The Sound Emporium will exclude the student and contact the student's parent/guardian.

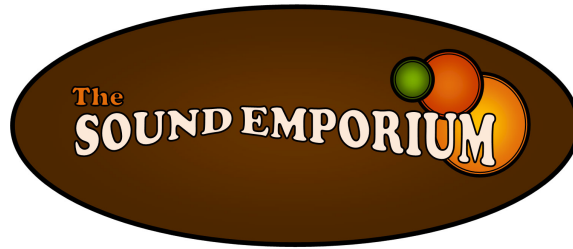
**Any additional considerations as assessed at time of visit:**

On behalf of The Sound Emporium

**Signed:**

**Print name:**

**Date:**



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# Project Proposal

Prepared for: Salisbury Area Board

Prepared by: The Sound Emporium

14 August 2014

### Area Board Objectives

To keep Grosvenor House operating as it does currently; opening two evenings a week to facilitate a youth group and to provide practice rooms and music equipment for the use of young people in the area. To allow a transition period without the loss of current services until the completion of works at Five Rivers Leisure Centre.

### Credentials

- All staff provided by The Sound Emporium are highly qualified and experienced in both working with young people and providing music support. (Qualifications and experience documentation attached.)
- The Sound Emporium has public liability insurance of 10 million.
- All staff are required to have an enhanced DBS check to ensure their suitability to work with young people.
- The Sound Emporium is a registered ASDAN centre 35102.
- The Sound Emporium risk assesses all sessions (example attached).
- The Sound Emporium has a Child Protection Policy and a Child Protection Procedure (documentation attached).
- The Sound Emporium maintains portable electric equipment in low-risk environments as per the documentation provided by The Health and Safety Executive and records and carries out regular visual and practical inspections of all equipment.

### Proposal without additional use of Grosvenor House premises

The Sound Emporium proposes to open Grosvenor House between the hours of 7pm and 9pm on a Tuesday, and Thursday (the same as the current operational hours) and provide two qualified DBS checked and insured members of staff to run the centre. Provided the council ensure that the centre is in a good state of repair.

### Project Outline

- The centre will be open to young people in the area between 7pm and 9pm Tuesday and Thursday.
- The youth group element of the centre will continue to run with one member of staff from The Sound Emporium to oversee behaviour and interact with the young people.
- The practice rooms will continue to operate with one member of staff from The Sound Emporium to provide technical and practical support to the musicians using the space.
- Set up current equipment to ensure practice spaces are user friendly.
- Maintain and repair (if economical to do so) current music equipment.

## THE SOUND EMPORIUM

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- Provide live recording opportunities to CD for all users of Grosvenor House (provided that current equipment is usable for this purpose).
- Offer live music performance opportunities in the wider community to users.

### Budget £12,000

#### Proposal with additional use of Grosvenor House premises

Provided The Sound Emporium be permitted additional use of Grosvenor House and have access to run other projects and services from the premises (such as the after school club 'The School of Rock')

The Sound Emporium proposes to open Grosvenor House between the hours of 7pm and 9pm on a Tuesday, Wednesday and Thursday and provide two qualified DBS checked and insured members of staff to run the centre. Provided the council ensure that the centre is in a good state of repair.

#### Project Outline

- Open Grosvenor house to young people for a further day per week; so the centre would be open between 7pm and 9pm on a Tuesday, Wednesday and Thursday.
- The youth group element of the centre will continue to run with one member of staff from The Sound Emporium to oversee behaviour and interact with the young people.
- The practice rooms will continue to operate with one member of staff from The Sound Emporium to provide technical and practical support to the musicians using the space.
- Set up current equipment to ensure practice spaces are user friendly.
- Maintain and repair (if economical to do so) current music equipment.
- Provide live recording opportunities to CD for all users of Grosvenor House.
- Offer live music performance opportunities in the wider community to users
- Offer the ASDAN Expressive Arts Award to any musicians that wish to complete the qualification.
- Annual showcase offering bands experience playing in a professional environment at a recognised venue in Salisbury.
- Give access to The Sound Emporium's extensive range of instruments and state of the art music, lighting and recording equipment.
- Entitlement for users to attend a number of instrument/recording tuition workshops throughout the school holidays at no charge.
- Fundraising and music event organising opportunities for users. An example of this would be to use funds to allow the young people to apply for membership for the Musicians Union if they are interested in doing so- this costs £20 per young person for the year provided they are in full time education.

- Opportunities for work experience for young people with The Sound Emporium.
- Hold discussions with staff and volunteers currently working with Bass Connection to look into opportunities to expand provision and activities offered from the centre. Also exploring opportunities for volunteers joining us for one off sessions to talk about their particular specialism, whether that's electric guitar, sound engineering, light tech etc.
- Instrument Clinic- Young people that use the service bringing along their instruments to learn how to maintain and repair them. With a little fundraising (perhaps using money raised from the use of the practise rooms) we could also teach how to refurbish and customise instruments and equipment (I've attached an example of what we were able to do with a donated drum kit that was in a poor state of repair and a couple of guitars- the process is labour intensive but costs very little).

### **Budget £12,000**

### **Areas for discussion**

This is an outline of our recommendations given the rough brief as we understand it, and as such we are open to discuss the proposal and make any changes as necessary. In addition a contingency would need some consideration as at this time the exact length of the project and the number of young people that use the service regularly are relatively unknown. Renegotiation will be required should the project extend past 12months. If we were successful in gaining the funding necessary to sustain this project we would also be interested in being involved in the transition and continuation to The Five Rivers Leisure Centre.



**Crime and Community Safety Briefing Paper  
Salisbury Community Area Board  
18<sup>th</sup> August 2014**



**1. Neighbourhood Policing**

**Team Sgt:** PS Richard Goodman

**City Centre**

Beat Manager – PC Dave Ballard

PCSO – Shellie Norton

PCSO – Lucy Stonestreet

PCSO – Hannah Milburn

**Friary & Southampton Rd**

Beat Manager – PC Mike Parrott

PCSO – vacant

**Team Sgt:** PS Sharon Watson  
**Castle Rd & Bishopdown**  
 Beat Manager – PC Simon Davies  
 PCSO - Nicola Clark

**Bemerton Heath**  
 Beat Manager – PC Juliet Cox  
 PCSO – vacant  
 PCSO – Gemma McIndoe

**St Paul's & Churchfields**  
 Beat Manager – PC Emma Higgins  
 PCSO – vacant

**Harnham**  
 Beat Manager – PC Fritz Macaulay  
 PCSO – Simon Ward

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

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

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

## 3. Performance and Other Local Issues

Performance in Salisbury remains strong. We are currently looking at different ways of bringing you the crime figures so that they are more meaningful. Currently they just show this year against last year, but do not acknowledge what happened last year, was it a good or bad year, were there any crime spikes, or periods of low crime. Our analysts are currently redesigning the process and hopefully it will be ready for one of the upcoming boards.

You will have seen that violent crime is slightly above last year. A recent article in the Journal gave the impression that this was due to the Night time economy. Unfortunately it is not as simple as this. I have reviewed the figures and there is no one specific cause. What we are doing is working with Purple Flag on the Night time Economy. I have also run an operation with the military on Army pay night and the Force as a whole is currently targeting Domestic Violence. It is hoped that these measures together will start to see a reduction in violent crime.

**CRIME & DETECTIONS compared to previous year**

ES Salisbury NPT	Crime				Detections*	
	12 Months to August 2013	12 Months to August 2014	Volume Change	% Change	12 Months to August 2013	12 Months to August 2014
Victim Based Crime	2782	2390	-392	-14.1%	30%	29%
Domestic Burglary	52	58	+6	+11.5%	23%	24%
Non Domestic Burglary	220	178	-42	-19.1%	8%	12%
Vehicle Crime	254	205	-49	-19.3%	11%	3%
Criminal Damage & Arson	658	447	-211	-32.1%	26%	26%
Violence Against The Person	548	584	+36	+6.6%	51%	39%
ASB Incidents	2238	1946	-292	-13.0%		
* Detections include both Sanction Detections and Local Resolutions						

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**David Minty**  
**Inspector**  
**Salisbury & Southern Wiltshire Community Areas**

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**Report to:** Salisbury Area Board  
**Date of Meeting:** 18 September 2014  
**Subject:** Young peoples' campus art project

## **Proposed Project**

Five Rivers Community Campus started construction in July 2014 and will be complete in Autumn 2015. The Campus Operations Board is now turning its attention the Community engagement work required to ensure that, when it opens, the campus is a vibrant and active space filled with Community activity and events. To start this work the COB would like to engage young people in the campus project from the outset by developing art work for display at the campus, both on the construction hoardings and within the building once the campus is open. This project aims to support young people to find different informal and expressive ways to engage in the campus, a key location for young people to access services and facilities in the future.

The Project would bring together groups of young people to work with professional artists to produce art works that can be digitised and used in a variety of ways – online, on advertising materials, on site hoardings and within the campus itself. The project will create a lasting artwork that is classed as a capital asset.

## **Funding required**

### Artist fees

- Research and design - design workshops with four or five groups = 2 days
- Production - Workshops with four groups at 3 half days per group = 6 days
- Digital design (Studio work) - Four panels at 1 day each = 4 days

Total 12 days = £1,800 artist fees (digital solution)

### Production costs

- Printing onto panels - £150 per panel
- Transport and installation - £180.

Total = total cost of £780.

Total Project cost = £2,580

## **Recommendation**

The Area Board is asked to consider allocating £2,750 for the Campus Arts Project for young people and delegate authority to the Community Area Manager in consultation with Chair and Vice Chair to release the funding upon agreement of the project by the Campus Operations Board.

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# Agenda Item 15

**Report to** Salisbury Area Board  
**Date of Meeting** 18 Sept 2014  
**Subject** Community Area Grants

## **Purpose of Report:**

To consider 1 applications for community area grant funding, totalling **£958**

A summary of the applications together with the Community Area Manager's recommendation is set out below.

## **Application (and amount requested)**

<b>Salisbury Farmers' Market Signage</b>	<b>£958</b>
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<b>Total requested:</b>	<b>£958 (capital)</b>
<b>Prior to consideration of these applications the Area Board's discretionary fund balance stands at:</b>	<b>£45,385.13 (capital)</b>
<b>If all applications are approved as recommended the Board's balance will be:</b>	<b>£44427.13 (capital)</b>

## **1. Background**

- 1.1. Salisbury Area Board has authority to approve Area Grants under powers delegated to it by the Cabinet Member for Community Services. Under the terms of the delegation Area Boards are required to follow the Community Area Grant guidance and funding criteria.
- 1.2. In accordance with the Area Board Grants Guidance the decision to support applications and to what level is made by Wiltshire Councillors on this Area Board.
- 1.3. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and 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.
- 1.4. A decision was made in 2010/2011 that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce the volume of paper used. However, the applications are all available to view on the [Wiltshire Council web site](#) and hard copies can be made available upon request.

## **2. Main Considerations**

- 2.1. Councillors will need to be satisfied that grants awarded satisfy the [criteria set by the Council](#) and are made to projects that can proceed within a year of the award being made.

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

Community Area Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the project will support the continuing growth of Salisbury Market, a major tourist and retail offer in the City.

## **4. Financial Implications**

- 4.1. Financial provision has been made to cover this expenditure.

## **5. Legal Implications**

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

## **6. Human Resources Implications**

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

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



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

## 8. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8	<b>Salisbury Farmers' Market</b>	Signage	£958

8.1. The Salisbury (Wednesday) Farmers' Market is a long established venue for local producers to sell their own grown, reared and made products. Over the years competition from local food outlets has steadily grown making it more of a challenge to remind people when this market is on and encourage them to support it. It is the only farmers' market in Salisbury which is run by producers for producers.

8.2. Better signage should improve support for the market to the benefit of the traders who represent local and rural businesses. Salisbury as a whole will also benefit - a vibrant market offers business opportunities to local producers and a strong visitor draw. It also connects customers with food production whilst helping to retain the quality of the surrounding countryside which is so important for locals and visitors alike. The market run by producers for producers sets it apart from other markets in the town.

8.3. This application meets the Council's grant criteria.

8.4. The total cost of the project is £958.

Background papers:	Grant Application – Salisbury Farmers' Market
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Report Author	Steve Milton, Head of Community Governance Tel: 01722 434255 <a href="mailto:steve.milton@wiltshire.gov.uk">steve.milton@wiltshire.gov.uk</a>
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WILTSHIRE COUNCIL

AGENDA ITEM NO. 16

SALISBURY AREA BOARD

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## **COMMUNITY ASSET TRANSFER**

### **Salisbury Weightlifting Club, New Zealand Avenue, Salisbury**

#### **Executive Summary**

This report deals with an application for the transfer of the building at New Zealand Avenue, Salisbury, used by Salisbury Weightlifting Club to be transferred to Salisbury Weightlifting Club in accordance with Wiltshire Council's Community Asset Transfer Policy.

#### **Proposal**

The Area Board is asked to consider an application submitted by Salisbury Weightlifting Club for the transfer of the building at New Zealand Avenue, Salisbury, currently used by the club. The applicants' proposal is set out at Appendix 2.

#### **Reasons For Proposal**

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

#### **Recommendation**

To approve the transfer subject to the matters referred to in paragraph 9 of the report.

**Steve Milton**

Salisbury Community Area Manager

SALISBURY AREA BOARD  
DATE TBC

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**COMMUNITY ASSET TRANSFER**

**Salisbury Weightlifting Club, New Zealand Avenue, Salisbury**

**Purpose of Report**

1. The Area Board is asked to consider an application submitted by Salisbury Weightlifting Club for the transfer of the building currently used by the club at New Zealand Avenue, Salisbury (see plan attached at Appendix 1). The applicants' proposal is set out at Appendix 2.

**Background**

2. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.
3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.
4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.
5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

**The application before the Area Board**

6. The application from Salisbury Weightlifting Club is attached at Appendix 2 and relates to the transfer of the building at New Zealand Avenue, Salisbury which the club currently occupies.
7. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the Area Board.

8. The Community Area Manager has consulted with Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. Cllr Walsh, the local member, has been apprised.

**The views of Council officers**

9. On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.
  - 9.1 The property has been used by the club on an informal arrangement for many years.
  - 9.2 The Solicitor to the Council has reviewed the club's terms of reference for the committee, and has concluded that Salisbury Weightlifting Club as presently constituted does not have legal standing to own an interest in the land. A suitable community organisation which does have the ability to own an interest in land will need to be formed before the transfer can take place.
  - 9.3 Wiltshire Council will lose any payments made by the club for the use of the property but this loss will be offset by the club being responsible for all costs in the future.

**Recommendation**

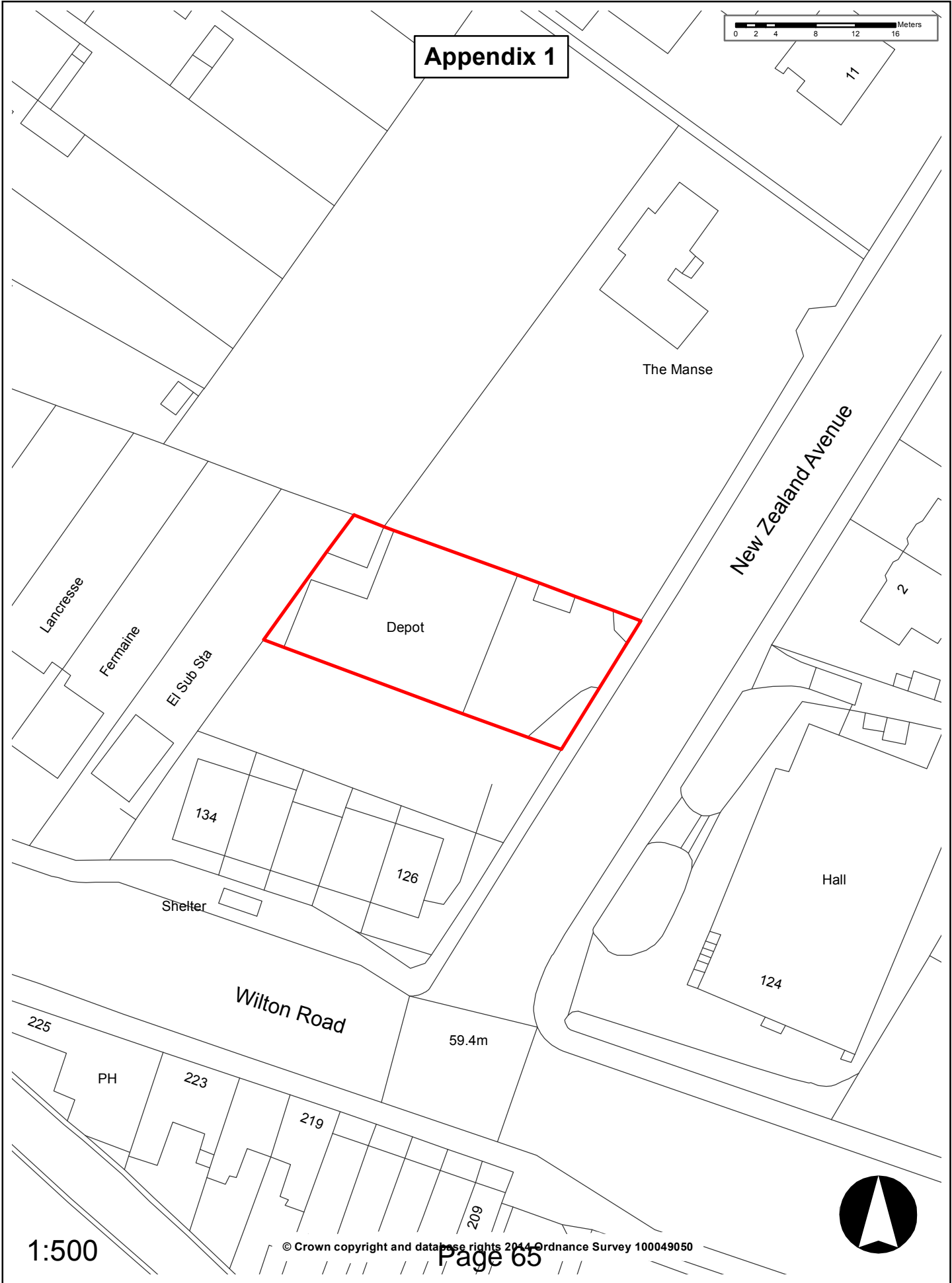
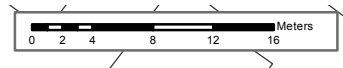
10. To approve the transfer subject to the matters referred to in paragraph 9 above.

**Steve Milton**  
Salisbury Community Area Manager

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Appendix 1



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Form CAT01

## Application for the transfer of a Council asset

### Your details

<b>Your Organisation</b>	<i>Salisbury Weightlifting Club</i>
<b>Contact name</b>	<i>Simon Haugh / Peter Humphries</i>
<b>Position held</b>	<i>Weightlifting Committee Board Members</i>
<b>Address</b>	<i>New Zealand Avenue, Salisbury</i>
<b>Postcode</b>	<i>SP2 7JZ</i>
<b>Telephone</b>	<i>07851 473386</i>
<b>Email</b>	<i><a href="mailto:haughsc@gmail.com">haughsc@gmail.com</a> / <a href="mailto:peteh@imagefactoryuk.com">peteh@imagefactoryuk.com</a></i>

### Your proposal

***(please complete Checklist CAT02 before completing the following)***

#### **Details of asset**

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

*Salisbury Weightlifting Club is located just off Wilton Road, Salisbury in New Zealand Avenue. Please see attached map in APPENDIX 1 which shows precise location. The premises have been used by the club since 1975.*

*Access to the premises is via the front of the building adjacent to New Zealand Avenue. The premises are currently sectioned into 2 parts and the current use is of the left side of the building when viewed from the front. Please see APPENDIX 2 for images of the premises.*

#### **Summary of proposal**

Why do you want the asset and how will this benefit the local community?

*To continue to use the premises for weightlifting and powerlifting. The club has a tradition of nurturing successful athletes in the sport and is well attended by local people. The club is also well known nationally within the sport as a centre of excellence. The club wishes to retain the premises and manage the club to continue our successful track record within the sport. The club also caters for individuals who cannot participate at mainstream organisations due to physical or social problems.*

**Community use**

Please explain how the asset will be used

*(Please refer to questions 5-8 in the checklist - CAT02)*

*As the club has been in situ for nearly 40 years, it is well established. The premises are suitable for use and in a favourable location which does not interfere with any individuals or organisations. The premises are fit for purpose and have utilities to the premises.*

**Suitability for purpose**

Please explain why this asset is suitable for the intended purpose

*(Please refer to questions 5-8 in the checklist - CAT02)*

*The club does not intend to change the existing use or any of the surrounding attributes. Local residents will not be impacted in any way by the transfer. The premises will be suitable for all current weightlifting and fitness activities.*

**Community support and consultation**

Please set out who you have consulted about your proposal and how you have addressed any concerns raised

*(please refer to questions 9-14 in the checklist - CAT02)*

*Local residents will not be affected in any way as there is no proposal to change the current use of the premises. Adjoining residents are not close enough to the premises to notice any of the activities within the premises. Adjoining residents have been advised that an application is in progress.*

**Legal issues**

Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset *(please refer to questions 15-18 in the checklist - CAT02)*

*There are no legal issues as the premises are currently being used as a weightlifting club already. Public Liability insurance is already in place with sufficient cover. Cover is provided by Aviva Insurance Limited for Public Liability, with indemnity cover for 2 million pounds.*

**Financial matters**

How will you fund future running costs, repairs and maintenance?

*(please refer to questions 19-23 in the checklist - CAT02)*

*The existing club have maintained the premises for the past 40 years through member subscription fees. Day to day costs are all covered by the subscription fees. The club operates as a non-profit making organisation. All subscription fees paid by members are re-invested into the club for repairs & maintenance and equipment purchase. A small contingency fund is in existence. There are no plans to change this approach.*

**Future management**

How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future?

*(please refer to questions 24-27 in the checklist - CAT02)*

*The club is run by formal committee and the terms of reference are set out in APPENDIX 3. All committee members are existing users of the premises. The management of the premises would continue to be run by the committee who act on behalf of all members of the club.*

**DECLARATION**

**I confirm that the details included in this application are correct**

**Signed:** *S. Haugh*

**Name (please print):** **SIMON HAUGH**

**Date:** **18 May 2014**

Form CAT02

## Application for the transfer of a Council asset

### CHECKLIST

Community use	Question	Yes	No	Note
	1. Is the asset to be provided for a public purpose?	Y		<i>The Council will not transfer assets for private or commercial use</i>
	2. Will the asset be hired or used by third parties?		N	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	Y		<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	Y		<i>If 'yes' your application should set out how your liabilities will be covered</i>

Is the asset fit for proposed use?	Question	Yes	No	Note
	5. Is it big enough?	Y		<i>The Council will not transfer assets that are unsuitable</i>
	6. Is it in the right location?	Y		<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	Y		<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? <i>(Water, electricity, drainage, etc.</i>	Y		<i>If 'no' - your application should explain if they are needed</i>

Community Support and consultation	Question	Yes	No	Note
	9. Have you consulted nearby residents?	Y		<i>If 'no' - please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	Y		<i>If 'no' - please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	Y		<i>If 'no' - please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	Y		<i>If 'no' - please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	Y		<i>If 'no' - please consult before submitting your application</i>
	14. Is there community support for the change of use?	Y		<i>If 'no' - consider carefully whether you wish to proceed with your application</i>

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
<b>Legal</b>	15. Are there any covenants or other legal constraints?		<b>N</b>	<i>If 'yes' your application should explain implications</i>
	16. Does the proposed use require planning consent?		<b>N</b>	<i>If 'yes' your application should explain implications</i>
	17. Have you considered insurance cover?	<b>Y</b>		<i>If 'no' your application must explain implications</i>
	18. Have you assessed health and safety liabilities?	<b>Y</b>		<i>Your application must explain how you will deal with risks and liabilities</i>

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
<b>Finance</b>	19. Can you meet all capital maintenance costs?	<b>Y</b>		<i>If 'no' your application should explain how funding will be provided</i>
	20. Can you meet all day-to-day running costs?	<b>Y</b>		<i>If 'no' your application should explain how funding will be provided</i>
	21. Will you use the asset to generate income?		<b>N</b>	<i>If 'yes' your application should provide further details</i>
	22. Will any third party be assisting with the costs?		<b>N</b>	<i>If 'yes' your application should provide further details</i>
	23. Do you have any contingency funds?	<b>Y</b>		<i>If 'no' your application should set out how you will deal with contingencies</i>

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
<b>Management</b>	24. Will you manage the asset?	<b>Y</b>		<i>If 'no' your application should set out who will manage the asset.</i>
	25. Will a management committee be set up?	<b>Y</b>		<i>If 'yes' your application should set out how this will work</i>
	26. Will users of the asset be involved?	<b>Y</b>		<i>If 'yes' your application should set out how this will work</i>
	27. Will someone be employed to manage the asset?		<b>N</b>	<i>If 'yes' your application should set out how this will work</i>

# APPENDIX 1

## Location of Salisbury Weightlifting Club



APPENDIX 2

Front of Premises



Front of Premises (2)



*(Right side of premises is currently unoccupied – please see below)*

APPENDIX 2 (CONT.)

Inside premises



Unoccupied side of premises





## **APPENDIX 3**

### **Terms of Reference – Salisbury Weightlifting Club Committee**

#### **Club Name ("the gym")**

Salisbury Weightlifting Club, of New Zealand Avenue, Salisbury

#### **Committee Purpose**

The committee collectively manage the running of the gym in the following:

- Provide direction and leadership for the club
- Take collective responsibility for decisions made about the club
- Dealing with compliance issues
- Accountable for the management and setting of subscription money from paying members
- Act as an advocate for the club
- Decide on any issues that may affect the running of the gym
- Promote the gym in a positive manner

#### **Committee Representatives**

The committee comprises of up to eight members but no less than four, including:

- Chairperson
- Treasurer

Chairperson and Treasurer can be combined.

Committee members are appointed by invitation of the existing committee.

#### **Committee Decisions**

The committee will decide:

- The allocation and management of subscription fees paid by members
- On any new equipment purchase for the gym
- On any new equipment acquired by the gym (free equipment), in order to manage any health & safety issues that could contravene health and safety law or Wiltshire Council's audit
- To represent the views of paying members of the gym in respect of equipment procurement and placement.
- Any permanent exclusions from the gym due to inappropriate behaviour
- Gym user fees

Date – 03 August 2013

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