

## AGENDA

**Meeting:** SOUTH WEST WILTSHIRE AREA BOARD

**Place:** Nadder Hall, Weaveland Road, Tisbury.

**Date:** Wednesday 8 October 2014

**Time:** 3.30 pm

---

Including the Parishes of Alvediston, Ansty, Barford St. Martin, Berwick St John, Berwick St Leonard, Bishopstone, Bowerchalke, Broad Chalke, Burcombe Without, Chicklade, Chilmark, Compton Chamberlayne, Dinton, Donhead St Andrew, Donhead St Mary, East Knoyle, Ebbesbourne Wake, Fonthill Bishop, Fonthill Gifford, Fovant, Hindon, Kilmington, Mere, Netherhampton, Quidhampton, Sedgehill and Semley, South Newton, Stourton with Gasper, Stratford Toney, Sutton Mandeville, Swallowcliffe, Teffont, Tisbury, Tollard Royal, West Knoyle, West Tisbury, Wilton and Zeals.

---

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

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

**Refreshments and networking opportunities will be available from 3.00pm.**

---

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 Stephen Harris (South West Wiltshire Community Area Manager), Tel: 01722 434211 or (email) [stephen.harris@wiltshire.gov.uk](mailto:stephen.harris@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.

---

### Wiltshire Councillors

Cllr Tony Deane  
Cllr Peter Edge (Vice Chairman)  
Cllr Jose Green  
Cllr George Jeans (Chairman)  
Cllr Bridget Wayman

Tisbury  
Wilton and Lower Wylde Valley  
Fovant and Chalke Valley  
Mere  
Nadder and East Knoyle



Items to be considered	Time
<p>1     <b>Health Fair Opens</b></p> <p>The Health Fair opens with a wide variety of local health and care providers present, with information stands and advice for the public. The Health Fair will run from 3.30 – 7.30pm and you are welcome to drop by anytime.</p> <p>Running alongside the Health Fair will be a series of presentations:</p> <p><b>5pm</b> - Progress on the Public Rights of Way Improvement Programme currently being run by South West Wiltshire Area Board, Wiltshire Council's Public Rights of Way team and local volunteers.</p> <p><b>5.30pm</b> - Raising dementia awareness in South West Wiltshire - <i>Worrying changes nothing; talking changes everything</i>. Find out more about current initiatives, where you can find information and advice, and how you can become more involved in raising local awareness.</p> <p><b>MAIN PRESENTATION 6pm</b> - Update on Wiltshire's <i>Better Care Plan</i>, enabling people to stay active and supported in their own homes. A 10 minute video produced by the Wiltshire Health and Wellbeing Board, with senior officers taking a Q&amp;A session afterwards.</p>	<p><b>3.30pm</b></p>
<p>2     <b>Welcome and Area Board Business</b></p> <p>3     <b>Apologies for Absence</b></p> <p>4     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p> <p>5     <b>Minutes (Pages 3 - 18)</b></p> <p>To confirm as a correct record and sign the minutes of the previous meeting held on Wednesday 23 July 2014.</p>	<p><b>6.30pm</b></p>

- |   |   |        |
|---|---|--------|
| 6 | <p><b>Partner, Community and Area Board Updates</b> (<i>Pages 19 - 50</i>)</p> <p><u>Partner Updates</u><br/>To note the following written updates attached to the agenda and to receive a verbal update from the Police.</p> <ul style="list-style-type: none"><li>a. Police</li><li>b. Youth - LYN</li></ul> <p><u>Area Board Updates</u><br/>To note the following information:</p> <ul style="list-style-type: none"><li>c. Business Chambers 18-month reports: from the three Chambers as part of the 'Chamber of Commerce Support' project funded by the Area Board on 6.2.13</li></ul> | 6.35pm |
| 7 | <p><b>Area Board Projects</b> (<i>Pages 51 - 62</i>)</p> <p><u>Rights of Way Improvement Scheme</u><br/>To note the update and to consider the request to allocate £7,500 of funding for stage 2 of the project, as detailed in the attached report.</p> <p><u>Area Board Plaques</u><br/>To consider the request to allocate £2,300 of funding towards this Area Board Project for 2014/15, as detailed in the attached report.</p>  | 6.45pm |
| 8 | <p><b>Community Area Transport Group (CATG) Update</b><br/>(<i>Pages 63 - 86</i>)</p> <p>The Board will note the minutes from the last CATG meeting, and receive an update from the Chairman of the group; Councillor Tony Deane.</p> <p>The Board will consider the recommendations for CATG funding for 2014/15 as detailed in the attached papers.</p>   | 6.55pm |
| 9 | <p><b>Tisbury Community Campus Update</b></p> <p>To receive an update from the Chairman of the Tisbury Campus Shadow Community Operations Board (SCOB); Councillor Tony Deane.</p>  | 7.00pm |

10 **Area Board Funding** (Pages 87 - 96)

Community Area Grants

The Board members will consider an application for funding from the Community Area Grants Scheme for 2014/15, as detailed in the attached report:

- Mere Parish Council

11 **Issues System Update** (Pages 97 - 100)

7.10pm

To note the table of current Issues on the system, as detailed in the attached report, and to consider the recommendation to close the issues as marked in green on the report.

12 **Close**

7.15pm

**Future Meeting Dates**

**2014**

start time 6.30pm  
(refreshments from 6.00pm)

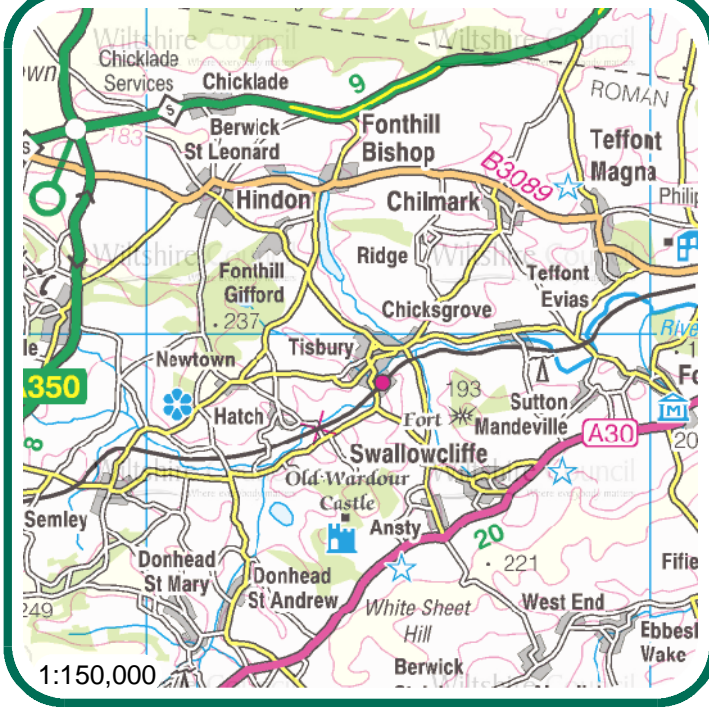
Wednesday 10 December 2014  
South Newton Village Hall

**2015**

Start time 6.30pm  
(refreshments from 6.00pm)

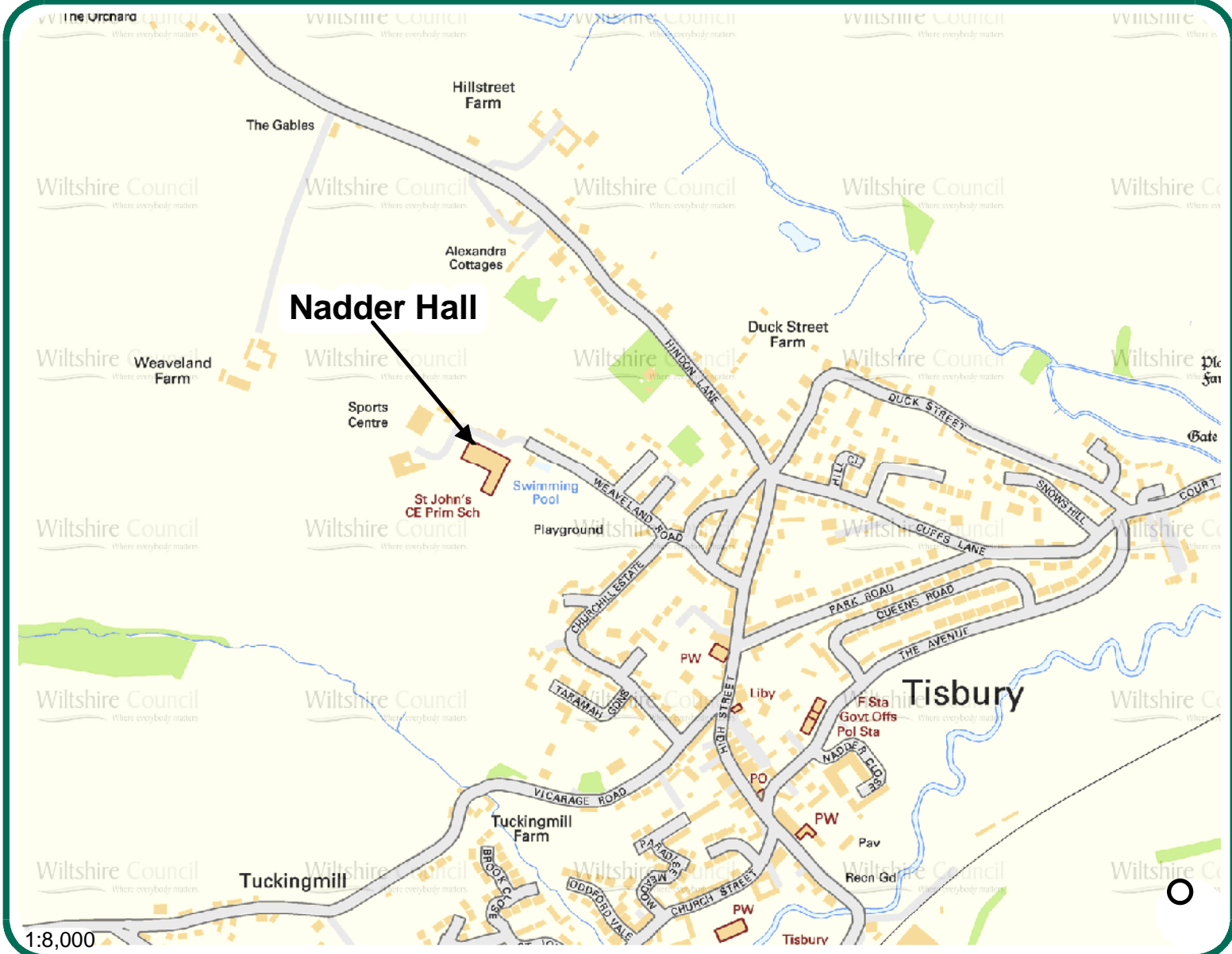
Wednesday 4 February  
Wednesday 25 March  
Wednesday 3 June  
Wednesday 29 July  
Wednesday 7 October  
Wednesday 9 December





**Nadder Hall**  
**Weaveland Road**  
**Tisbury**  
**Wiltshire**  
**SP3 6HJ**


  
 Where everybody matters







# MINUTES

**Meeting:** SOUTH WEST WILTSHIRE AREA BOARD  
**Place:** New Remembrance Hall, Parhams Lane, Charlton SP7 0PL  
**Date:** 23 July 2014  
**Start Time:** 18:30pm  
**Finish Time:** 21:17pm

---

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)

---

## **In Attendance:**

### **Wiltshire Councillors**

Cllr Tony Deane, Cllr Peter Edge, Cllr George Jeans and Cllr Bridget Wayman

### **Wiltshire Council Officers**

Stephen Harris, Community Area Manager  
Lisa Moore, Democratic Services Officer  
Tracy Carter, Associate Director of Waste and Environment  
Lee Haine, Community Coordinator, Highways and Streetscene South

### **Town and Parish Councillors**

Burcombe without Parish Council – C Churchill (C Churchill also in attendance for Teffont, Quidhampton, Berwick St John & Dinton PC's)  
Chilmark Parish Council – P Boyles  
Fovant Parish Council – N Jones  
Hindon Parish Council – D Robertson  
Sedgehill and Semley Parish Council – G Perdue  
Tisbury Parish Council – S Harry (S Harry also in attendance for Donhead St Andrew PC)  
Wilton Town Council – P Matthews

### **Partners**

Wiltshire Police - Inspector David Minty  
Police and Crime Commissioner's Office – Paul Deal  
Wiltshire Fire and Rescue Service – Mike Franklin  
Balfour Beatty Living Partnership – Ian Halton

**Total in attendance: 26**

<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 George Jeans welcomed everyone to the meeting of the South West Wiltshire Area Board, and introduced Tracy Carter, Associate Director for Waste and Environment, who was in attendance for item 8.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> <li>• Cllr Jose Green – Board Member</li> <li>• Robin Townsend – Associate Director assigned to the Board</li> <li>• Inspector Alan Webb - Police</li> <li>• Berwick St John PC – Kevin Meade, Robert Carter, Angela Bridges, Gordon Marks</li> <li>• Burcombe PC – Nigel Lefroy</li> <li>• Fovant PC – Robert Nunn, Andy Harvard</li> </ul>
3	<p><u>Declarations of Interest</u></p> <p>There were none.</p>
4	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held on Wednesday 4 June 2014, were agreed as a correct record and signed by the Chairman.</p>
5	<p><u>Matters Arising</u></p> <p>There were none.</p>
6	<p><u>Chairman's Announcements</u></p> <p><u>First World War Commemoration Event</u>  The Chairman informed people of a county-wide First World War Commemoration Event on Wednesday, 30 July at 10am at Tidworth Military Cemetery. This event would be for communities across the county to come together to mark and commemorate the sacrifice made by 10,000 soldiers from Wiltshire during the First World War.</p> <p><u>October Meeting</u>  This would focus on health, and would include a health fair for people to attend. The venue and format for this event was still in the planning stage and would be circulated in due course. The event would also include the launch of the 'Before I forget' campaign; a county wide initiative to support communities to become</p>

	<p>dementia aware.</p> <p><u>Funding</u> The CATG budget allocated to the board for 2014/15 was £17,079. Taking into account an under spend from 2013/14 and funding committed to ongoing projects, there was currently a budget of £27,405 remaining for 2014/15.</p> <p>Following the reduction in funding for Community Area Grants across all 18 Boards, the SWWAB challenged the reduction imposed on its allocation. The SWWAB had now secured a better settlement than was previously awarded.</p> <p><u>Salt Orders</u> Parish and Town Councils were advised to start thinking about ordering the 1 ton bags of salt ready for the winter.</p>
7	<p><u>Current Consultations</u></p> <p>The Board noted the information on current consultations as detailed in the paper attached to the agenda.</p> <p>The Chairman noted that a written copy of the waste consultation was also available in the Wiltshire Magazine.</p> <p>To take part and for further information, visit the consultation portal: <a href="http://consult.wiltshire.gov.uk/portal">http://consult.wiltshire.gov.uk/portal</a></p>
8	<p><u>Waste and Recycling in South West Wiltshire</u></p> <p>The Board received a presentation on waste and recycling in South West Wiltshire, and an update on kerbside recycling and mini recycling sites in the area, from Tracy Carter, Associate Director for Waste and Environment.</p> <ul style="list-style-type: none"> <li>• Since 2013/14, street sweepings had improved.</li> <li>• In 2012/13 the level of recycling achieved was 46.9%. In 2013/14, amount was 44.1%, however this was due to a change in the way that recycling could be recorded.</li> <li>• In Mere, Tisbury and Wilton, side waste was no longer collected.</li> <li>• The collection vehicle used to have to go and unload in Amesbury, so a second vehicle and driver would take the crew on to complete the rest of the round. Now that side waste was not being collected, the second vehicle and driver was not required, which brought a saving.</li> <li>• Following the removal of several of the smaller mini recycling sites, 14 strategic mini recycling sites would remain around the county, including one at Salisbury Street in Mere and one at Nadder Close car park in Tisbury.</li> </ul> <p>A Garden Waste Collection Service consultation was underway, the options</p>

being considered were:

Proposal 1 - a three month suspension of the garden waste service with no collections taking place in December, January and February

Proposal 2 - a five month suspension of the garden waste service with no collections taking place in November, December, January, February and March

Proposal 3 - to introduce a chargeable kerbside garden waste collection service for those who opt to pay for this

Consultation web page: <http://www.wiltshire.gov.uk/council/consultations.htm>

The findings of the consultation would be presented to Cabinet in January 2015, with a decision being implemented in early autumn 2015.

Comments and questions were then taken, these included:

- Where do people take their side waste and would this produce an increase in fly tipping? Answer: There had not been any issues in other parts of the county where side waste was no longer collected, so an increase in fly tipping was not anticipated for the South West. Members of the team would be happy to visit any resident having difficulties in reducing their waste to discuss options.
- Could you give us assurance that the council would not be going over to a three weekly waste collection service? Answer: There were no proposals to introduce a three weekly collection service, it was not on the cards at the moment.
- Would there be a chance of introducing a kitchen waste collection service and the facility to recycle Tetra pak cartons? Answer: There were no proposals to introduce a separate collection for food waste. Subsidised food waste compactors were available to purchase through the council. We do not have the capacity to take Tetra pak at present; however the contract was due for renewal. Contractors had been asked to provide costings to collect these along with small electrical products and batteries. If council decided to take a contract to collect these, it could be implemented from 2017.
- There used to be a charge for a collection of garden waste, then this changed, what happened? Answer: When we became a unitary council, we harmonised our collection services across the county, in West Wiltshire they had had a free service, so we rolled that out across the rest of Wiltshire.
- For residents on the edge of the Wiltshire and Dorset border, where would you direct them to take their additional waste? Answer: Salisbury was the centre for south west and southern Wiltshire.
- One of the problems with excess waste was the used by dates on food packaging, this was a national issue. Answer: We meet with officers at DEFRA from time to time, it was recognised that a decision at a policy

	<p>level would have more effect. There had already been some shift with supermarkets where they were starting to sign up to help reduce food waste.</p> <ul style="list-style-type: none"> <li>• If you stop a garden waste collection service, then people would start to burn their garden waste, there would be an increase of fires. <u>Answer:</u> There would still be the option for taking your garden waste to a recycling centre.</li> <li>• Could food waste be used as pig swill? <u>Answer:</u> No, due to animal welfare and disease over the past few years, the rules on what can be fed to animals have been tightened.</li> <li>• Was there any profit from recycling glass collected from the 14 mini recycling sites? <u>Answer:</u> Whilst we do benefit from some recycling sites, the cost of collecting with the mini skip truck far outweighs the benefit.</li> <li>• What was the feasibility of the 14 mini recycling sites being saved after the initial year if the parish councils were asked to pay the £400 for the facility?</li> <li>• Why had the Wilton site been removed? <u>Answer:</u> Tracy would look in to this and feedback.</li> </ul> <p><b>Action: Tracy Carter to feedback to the CAM.</b></p>
9	<p><u>Partner and Community Updates</u></p> <p><u>Police Neighbourhood Teams</u> Inspector Dave Minty gave an update to the Board.</p> <p>PC Pete Jung had won the PCC's Community Champion of the Year 2014 Award. Sergeant Dave Lennane had now been replaced by PS Dave Whitby, an experienced sergeant in community affairs. Performance figures were doing well.</p> <p>Inspector Minty had spoken with the speedwatch trainers to see whether they could come out into the community to provide training, however this would not be possible at present, as it was more cost effective to get larger groups of volunteers together in Devizes than to travel to smaller groups across the county. The next training course to take place in Devizes had 40 volunteers booked on to it from 17 different parishes.</p> <p>The annual steam fair was coming up, although crime figures did not tend to spike at this time, it was understood that people may have concerns, anyone wishing to discuss it further could contact their NPT.</p> <p><u>Comments and questions were then received, these included:</u></p> <ul style="list-style-type: none"> <li>• Phil Matthews, Chairman of Wilton Town Council commented on the sad loss of PS Dave Lennane from the area. On behalf of Wilton TC he had</li> </ul>

written to the Chief Constable to ask him to reconsider the decision to move PS Lennane, but had not had a reply. Answer: Inspector Minty agreed to chase a reply on this.

- Cllr Edge gave thanks to Inspector Minty for the way in which he had communicated with the councillors recently regarding recent events.

### Fire & Rescue

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.wiltshire.gov.uk](http://www.wiltshire.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.

### Youth

Cllr Bridget Wayman gave an update to the Board. Council had decided that each Community Area would have a Community Youth Officer to enable youth work.

The South West Wiltshire Area Board did not want this and would rather have the funding to allocate to youth provision as they chose, than to have a Community Youth Worker. This was currently being debated.

Cllr Deane noted that the South West had the best youth service across Wiltshire and aimed to keep that same level of service going forward. The Board would want the service to be community led, and was currently lobbying for this.

Area Board members will be having a briefing on 15 August to discuss future arrangements.

10	<p><u>Area Board Projects and Priorities Update</u></p> <p>To Board noted the update on Area Board Projects and Priorities for 2014/15, and the Rights of Way updates, as detailed in the report and appendices attached to the agenda.</p> <p>Due to a lack of time at the previous Area Board meeting on 4 June 2014, the Area Board had carried out an online survey to rank the top 10 priorities in terms of importance and by the ability of the community to make most impact. The online results were detailed in Appendix 2 of the report.</p> <p>The Board considered adopting the priorities identified by the ‘What matters to you’ community event and works to facilitate local action to tackle those priorities, as detailed in the report attached to the agenda.</p> <p><b><u>Decision</u></b>  <b>The South West Wiltshire Area Board agreed:</b></p> <ul style="list-style-type: none"> <li>• <b>To adopt the priorities identified by the ‘What matters to you’ community event and works to facilitate local action to tackle those priorities.</b></li> <li>• <b>To consider earmarking funding to promote, initiate and support community-led action around the selected priorities.</b></li> <li>• <b>To appoint a lead member to champion any priority (priorities) adopted.</b></li> <li>• <b>That reports would be submitted to the Board on progress made to address the priorities to ensure that positive outcomes were delivered.</b></li> </ul>
11	<p><u>Tisbury Community Campus Update</u></p> <p>The Board received an update form the Chairman of the Tisbury Community Campus, Cllr Tony Deane.</p> <ul style="list-style-type: none"> <li>• Final designs would go to Strategic Planning for a decision on 30 July 2014.</li> <li>• The plan would be to then go to tender in autumn.</li> <li>• A ribbon cutting ceremony was planned for December 2015.</li> </ul>
12	<p><u>Community Area Transport Group (CATG) Update</u></p> <p>The Board noted the minutes from the last meeting of the CATG held on 14 July 2014, both papers were circulated at the meeting. The Board also considered the recommendation detailed in the report.</p>

	<p><b><u>Decision:</u></b>  <b>The South West Wiltshire Area Board agreed to award £500 to the investigative works to establish viability of a drop kerb scheme, in Westfields, Zeals.</b></p> <p>A copy of the papers circulated at the meeting are attached to the end of these minutes.</p>
13	<p><b><u>Area Board Funding</u></b></p> <p>The Board considered six applications for funding from the Community Area Grants Scheme for 2014/15, as detailed in the papers attached to the agenda, plus one additional application as detailed on the late papers circulated at the meeting.</p> <p>Applicants present were invited to speak in support of their projects. Following discussion the Board members voted on each application in turn.</p> <p><b><u>Decision</u></b>  <b>Sedgehill Village Hall was awarded £848 towards new light-weight tables, with the condition that available stock from the recent Shurnhold clearance would first be explored to see if there was anything suitable.</b>  <b><i>Reason</i></b>  <b><i>The application met the Community Area Grant Criteria for 2014/15.</i></b></p> <p><b><u>Decision</u></b>  <b>Chilmark Cricket Club was awarded £3,284 towards equipment storage outbuilding/hut.</b>  <b><i>Reason</i></b>  <b><i>The application met the Community Area Grant Criteria for 2014/15.</i></b></p> <p><b><u>Decision</u></b>  <b>Gymbuds was awarded £5,000 towards gymnastic equipment.</b>  <b><i>Reason</i></b>  <b><i>The application met the Community Area Grant Criteria for 2014/15.</i></b></p> <p><b><u>Decision</u></b>  <b>Tisbury History Society was awarded £759 towards Tisbury and the Great War project.</b>  <b><i>Reason</i></b>  <b><i>The application met the Community Area Grant Criteria for 2014/15.</i></b></p> <p><b><u>Decision</u></b>  <b>Our Time Project was awarded £4,500 towards residency workshops for 65+.</b>  <b><i>Reason</i></b>  <b><i>The application met the Community Area Grant Criteria for 2014/15.</i></b></p>



	<p><b><u>Decision</u></b>  <b>Wilton Town Council was awarded £5,000 towards Christmas lights.</b></p> <p><b><i>Reason</i></b>  <b><i>The application met the Community Area Grant Criteria for 2014/15.</i></b></p> <p><b><u>Decision</u></b>  <b>Zeals Youth Trust was awarded £3,750 towards the football ground flood lights, with the condition that the possibility of using R2 funding was explored first.</b></p> <p><b><i>Reason</i></b>  <b><i>The application met the Community Area Grant Criteria for 2014/15.</i></b></p> <p>A copy of the above application and report is attached to the minutes for information.</p>
14	<p><b><u>Issues Update</u></b></p> <p>The Board noted the table of current Issues on the online system, as detailed in the report attached to the agenda, and considered the recommendation to closed issues as marked.</p> <p><b><u>Decision</u></b>  <b>The South West Wiltshire Area Board agreed to close issue number 3294 as detailed in the report.</b></p>
15	<p><b><u>Close</u></b></p> <p>The next meeting of the South West Wiltshire Area Board will be held on Wednesday 8 October 2014.</p>
<p><b><u>attachments</u></b></p>	

This page is intentionally left blank

<b>Report to</b>	<b>South West Wiltshire Area Board</b>
<b>Date of Meeting</b>	<b>23 July 2014</b>
<b>Title of Report</b>	<b>Area Board Funding – Additional paper</b>

**Purpose of Report**

To ask councillors to consider applications in respect to;

**Community Area Grants (all conditional on the balance of funding being in place):**

7. Zeals Youth Trust - £3,750 towards football ground floodlights

Ref	Applicant	Project proposal	Funding requested
1.1.	Zeals Youth Trust	Football ground flood lights	£3,750

- 1.1.1. This application has been classified as a capital project by Wiltshire Council finance department.
- 1.1.2. This project is to purchase a second set of lights for the ground, which will enable the whole training pitch to be used. The Area Board supported a first set of lights in 2010 that enables training on part of the pitch.
- 1.1.3. Zeals Football Club currently have train under floodlights at Gillingham Astro and pay/book another expensive site during the darker part of the winter.
- 1.1.4. Wiltshire Council's Leisure Service reports that the club they will be able to train longer hours and for more months during the year, which in turn will enhance their opportunities to increase their numbers both adults and juniors.

<b>Report Author</b>	Steve Harris, Community Area Manager Tel: 01722 434211 Mobile: 07584 274055 E-mail: <a href="mailto:stephen.harris@wiltshire.gov.uk">stephen.harris@wiltshire.gov.uk</a>
----------------------	---

This page is intentionally left blank

## **Area Board Grant Detail - Zeals Youth Trust Football Ground Flood Lights**

**Started on:** 07/07/2014 19:52:57

**ID:** 867

**Current Status:** Application Appraisal

**To be considered at this meeting:**

23/07/2014 South West Wiltshire

### **Current Case Notes**

16/07/2014 15:34:34 Agreed for application to be heard at Area Board meeting on 23 July 2014 at Charlton New Remembrance Hall.

09/07/2014 15:59:26 Application received.

#### **1. Which type of grant are you applying for?**

Community Area Grant

#### **2. Amount of funding required?**

£1001 - £5000

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

No

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

Zeals Youth Trust has no financial connection with Zeals PC

#### **5. Project title?**

Football Ground Flood Lights

#### **6. Project summary:**

Zeals Football Club currently have to train under floodlights at Gillingham Astro and pay or book another expensive site during the darker part of the winter. The Area Board funded a set of lights in 2010 which are excellent for all training on part of the pitch but not for a training match over the whole Football ground. This second set of lights should cut the expenses of hiring a ground (born by the footballers ) and enable them to play and train well into the winter months and again earlier in the spring when the weather is clement

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

South West Wiltshire

**Electoral Division**

Mere

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

BA12 6LJ

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

Children &amp; Young People

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

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

03/2014

**Total Income:**

£8637.00

**Total Expenditure:**

£8475.00

**Surplus/Deficit for the year:**

£162.00

**Free reserves currently held:****(money not committed to other projects/operating costs)**

£3064.35

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

We do not hold any Capital Reserves and the figure given is cash in the bank committed to other running expenses

**10b. Project Finance:**

Total Project cost		£7500.00		
Total required from Area Board		£3750.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Floodlights	7500.00	Donation	yes	3750.00
<b>Total</b>	<b>£7500</b>			<b>£3750</b>

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

No

**12. If so, which Area Boards?**

South West Wiltshire

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

Zeals Football Club will be the Primary beneficiary but as Zeals Green Pastures Playing Fields are for all community Activities many others could benefit.

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

As part of our ongoing management of the Playing Fields

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

Capital expense - no further WC Funding Required

**16. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost.**

No

This page is intentionally left blank



## Crime and Community Safety Briefing Paper Mere

October 2014



### 1. Neighbourhood Policing

#### Team Sgt:

Ps Debra Ashley  
Ps Sean Brady

#### Town Centre Team:

Beat Manager – Pc Richard Salter  
PCSO – Peter Tscherniawsky

### 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

Crime remains thankfully, still relatively low but the worrying trend of NDB's continues in particular we are seeing thefts at large rural estates.

On the 9th August SPS Sarah Pickles for Wiltshire Police led a cross boarder operations tackling cross boarder criminality where 30 special constables from Dorset Hampshire and Wiltshire target rural crime. Throughout the night officers engaged in high visibility patrols across the whole area, conducting stop checks on persons and vehicles. Following two separate stop checks in Wimborne and Christchurch two males were dealt with for Possession of Cannabis. In Tisbury several suspicious vehicles were located and checked by officers. Over 200 checks were carried out, officers located three known person who were suspected of poaching on private land, stop and accounts were completed on the males. They all commented on how shocked they were to see so many Police in the rural area so this could have only sent a good message out.

Pc Greg Ferguson has joined the Tisbury NPT and provided some needed resilience to the rural area.

Please note a change in the way that ASB is presented it is now a rolling 12 months to aid comparison.

EV Mere 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	159	153	-6	● -3.8%	17%	10%
Domestic Burglary	4	3	-1	● -25.0%	25%	0%
Non Domestic Burglary	21	30	+9	● +42.9%	0%	0%
Vehicle Crime	29	29	+0	● +0.0%	7%	3%
Criminal Damage & Arson	29	27	-2	● -6.9%	21%	4%
Violence Against The Person	13	15	+2	● +15.4%	54%	40%
ASB Incidents	120	115	-5	● -4.2%		

\*Detections include both Sanction Detections and Local Resolutions

Inspector Alan Webb  
 Area Inspector for Warminster Westbury Tisbury and Mere

# Crime and Community Safety Briefing Paper Tisbury

October 2014



## 1. Neighbourhood Policing

### Team Sgt:

Ps Brady

Ps Debra Ashley

### Town Centre Team:

Beat Manager – Pc Greg Ferguson

PCSO – Gary Chambers

## 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

Pc Greg Ferguson joined the team as Community Beat Manager on the 12th July 2014.

Greg has a wealth of police experience and I hope that residents are already getting to know him.

On the 9<sup>th</sup> August SPS Sarah Pickles for Wiltshire Police led a cross boarder operations tackling cross boarder criminality where 30 special constables from Dorset Hampshire and Wiltshire target rural crime. Throughout the night officers engaged in high visibility patrols across the whole area, conducting stop checks on persons and vehicles. Following two separate stop checks in Wimborne and Christchurch two males were dealt with for Possession of Cannabis. In Tisbury several suspicious vehicles were located and checked by officers. Over 200 checks were carried out, officers located three known person who were suspected of poaching on private land, stop and accounts were completed on the males. They all commented on how shocked they were to see so many Police in the rural area so this could have only sent a good message out.

There is a minor reduction in both Dwelling and Non Dwelling burglaries for the period. We have seen an increase in Violent crime, the increase appearing to be mainly in private space.

Also the ASB data has been changed to reflect a full 12 month comparison as per the crime data in an effort by the performance dept to give more consistency.

EB Tisbury 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	195	185	-10	● -5.1%	11%	9%
Domestic Burglary	8	6	-2	● -25.0%	0%	0%
Non Domestic Burglary	58	53	-5	● -8.6%	0%	0%
Vehicle Crime	27	29	+2	● +7.4%	11%	0%
Criminal Damage & Arson	33	36	+3	● +9.1%	18%	8%
Violence Against The Person	25	28	+3	● +12.0%	24%	36%
ASB Incidents	67	66	-1	● -1.5%		

\* Detections include both Sanction Detections and Local Resolutions

Inspector Alan Webb  
Area Inspector for Warminster Westbury Tisbury and Mere

**Crime and Community Safety Briefing Paper (Wilton)**  
**SouthWest Community Area Board May 2014**  
**Broadchalke Village Hall**



**1. Neighbourhood Policing**

**Team Sgt:** PS Dave Whitby  
**Wilton Town Beat:** PC Ian Pedliham vacant  
**Wilton Rural Beat:** PC Pete Jung PCSO Jenny Moss

**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)

**Performance and Other Local Issues**

Crime figures in Wilton are very strong at the moment. I am particularly pleased with domestic burglary and vehicle crime figures, areas where we have traditionally suffered at this time of year. Our anti social behaviour figures are also very good having now finished the summer holidays, a traditional time of higher ASB.

One area of concern is that we have had some breaks into tradesman vans and high value tools taken. I would advise where possible that the van is left empty when not in use, although I appreciate the difficulties with this.

Our main focus at the moment is demand reduction and we are working closely with our partners to achieve this.

EW Wilton 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	346	252	-94	-27.2%	16%	14%
Domestic Burglary	5	3	-2	-40.0%	40%	67%
Non Domestic Burglary	65	51	-14	-21.5%	2%	0%
Vehicle Crime	55	37	-18	-32.7%	16%	3%
Criminal Damage & Arson	64	52	-12	-18.8%	6%	13%
Violence Against The Person	47	46	-1	-2.1%	38%	37%
ASB Incidents	169	120	-49	-29.0%		

**Inspector Dave Minty**

NOT PROTECTIVELY MARKED/UNCLASSIFIED

NOT PROTECTIVELY MARKED/UNCLASSIFIED





## Community Area Board Information

**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



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

September 2014

## 1. Context

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

### Definition of Positive Activities

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

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

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

## 2. Legal Framework

### The Education Act 1996

S507B of the Education Act requires Council's, so far as reasonably practicable, to secure for qualifying young persons (aged 13-19 in the local area<sup>1</sup>) access to sufficient positive leisure-time activities which improve their well-being, and sufficient facilities for such activities. With an annual budget for positive activities for young people and enabling support from Wiltshire Council Children's Services, this responsibility has been delegated to Community Area Boards.

### The Equality Act 2010

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

---

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

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

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

### Wiltshire Council Constitution

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

### **3. Objectives**

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

### **4. Priorities**

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

## **5. Financial requirements**

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

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

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

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

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

## **6. Support**

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

## **7. Administration**

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

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

Monitoring and evaluation requirements:

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

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

### Policies and Procedures

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

## **9. Quality and Standards Framework**

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

## **10. Decision-making process**

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

The decision making process must:

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

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

## **11. Review**

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



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

September 2014

## 1. Purpose

### Definition of a Local Youth Network

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

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

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

## 2. Membership

The LYN may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

### The participation and involvement of young people

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

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

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

## **Roles of all members of the LYN**

All members will be required to:

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

### **3. Structure and operation**

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

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

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

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

The management group will be supported by:

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

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

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

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

Key responsibilities for the management group include:

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

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

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

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

#### **4. Media Relations**

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

#### **5. Review**

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



# Report for SWWAB September 2014



## **Introduction**

This is the third of the six-monthly reports on the activities and their outcomes under Project Sunrise-Mere, the production of which was a condition of the Grant Funding for 2013/14/15. Further progress has been made in delivering the Vision of the project, to enhance the links with tourism and attract business to the district. The intention is that Mere becomes a “destination” in people’s minds, thereby providing opportunities for increasing trade in the district. Regular articles in Mere Matters have maintained the connexion with town and people. The Chamber is fortunate in having a committed and efficient Secretary who has provided excellent suggestions and support throughout.

## **Signage**

At a point about two-thirds of the way through a project, progress seems to slow down. The initial actions providing quick returns have been completed and the more complex ones are still to show a result. The signage project has reached such a stage with three separate threads in action.

The Willoughby Hedge signs have been inspected and some strong arm action (assisted by strong detergents) by Councillor Jeans as his Bank Holiday relaxation has resulted in them looking cared for again. More action is needed to update them but at least they are now readable.

The sign on the Stourhead road has been inspected and is awaiting clearance of undergrowth before it can be updated, in conjunction with the Parish Council.

A review of the maps in the town has been discussed by the project team and two possible means of implementing the necessary changes considered. Removal of the first sign for closer examination was awaiting receipt of suitable tools to remove the tamper proof screws. An initial indication of price for manufacture of new maps has been obtained.

## **Encouragement of Tourism**

A small booklet entitled "A Mere Meander" has been reprinted and is selling well to visitors to the town. It describes some of the older and interesting buildings. The Parish Church has several features which could be publicized to help make Mere a destination as well as a convenient stopover point for west-bound traffic. Publicity further east, and in London, in conjunction with Visit Wilts, is progressing. We are liaising with the Mere Museum to introduce QR codes on to buildings and businesses. These will link to web resources giving either information about the building or the businesses. It will also link with the new Chamber website which uses a more accessible updating system, enabling it to be modified by more than one authorized person. This along with a dedicated supporting Facebook page is now seen as the preferred method of implementing a viable business directory. It is expected that the QR codes will also be used on the town map.

## **Training Courses**

Further training courses have been arranged for First Aid and Catering Hygiene. A course on the use of social media for marketing was well received as well as one on time management. A related course by the same lecturer is planned, probably in conjunction with another networking meeting in November. Tuition on administering the website has also been received.

## **Artists’ Group Initiative**

As a result of a suggestion from the Artists’ Group, a glossy A5 leaflet has been designed and printed. This is now available in B&Bs and other public locations. It is both a means of attracting visitors and an opportunity to sell the artists’ work.

### Industrial and Office Sites

A local review has shown that there is little availability. The eventual move of the Hill Brush Company may result in some starter accommodation being included. This is a chicken and egg situation, but Mere is not immediately obvious as a centre for small manufacture or other light industries. Most ultra small businesses are working from home premises or garden offices.

### Future Funding

The direct funding provided by the SWWAB has enabled not only the costs of the individual projects to be met, but also the administrative effort to support the operation of the Chamber on a day to day basis. This has resulted in an attractive membership benefits package to be offered to potential members. Current membership stands at 24 with another five businesses considering joining. We expect to reach 30 by year end.

Our efforts are now turning to consideration of funding sources for next year, as the last two years have clearly shown that the Chamber would otherwise have viability issues. We are grateful to SWWAB for their support. It has enabled us to carry out a number of actions of direct and lasting community benefit.

### Outline Financial Information – March to August 2014

The majority of spend is made up of administrative support particularly in searching out businesses. The Social Club continues to support the Chamber by providing free facilities for Committee meetings on a regular basis. The following table includes committed as well as actual spend.

ITEM	INCOME	EXPENDITURE			
Grant from SWWAB (March 2014)	£ 7,000.00				
Website Hosting and Development		£ 400.00			
Mere Matters Advertizing (Committed for Sept.)		£ 100.00			
Project & Training Course Meeting Expenses		£ 550.00			
Project Support Admin		£ 2,400.00			
Mere Meanders Printing ( final charge)		£ 330.00			
Artists' Leaflet		£ 120.00			
Totals	£ 7,000.00	£ 3,900.00			
<b>BALANCE</b>	<b>£ 3,100.00</b>				

Expenditure committed for the remainder of the year will be for signage modifications, support to a First Aid training course, Ensuring Customer Service course, extensions to the website, and development of the QR codes with their supporting resources.

**END**



## **TISBURY BUSINESS ASSOCIATION 6 MONTH REPORT TO SWWAB**

**SEPTEMBER 2014**

A new secretary was appointed to the Tisbury Business Association in April 2014. Much of the 10 hours allocated to this role has been taken up with general admin, sorting out membership information, collecting subs, keeping in contact with members, promoting their businesses via social media and, in the absence of a Project Manager, organizing the Chocolate Festival.

### **TAKE OFF FOR TISBURY**

#### **Activity 1. Website**

The website has been functioning since April 2013.

It is regularly updated with relevant upcoming events and news and contains separate pages for the likes of Tiz the Season.

Work in progress is for additional local information about events, news, business news and business people.

It contains an informative directory of our members which includes full contact details and links to their own websites and email addresses.

There is a comprehensive document file which contains the latest and past agendas for TBA meetings as well as the Constitution and Membership application forms.

#### **Activity 2. TBA Membership**

We now have our information fully collated and membership currently stands at 36. This is based on paid subscriptions.

New members are actively being sought and we are speaking with about half a dozen more possibilities.

Fees are £40 with existing members receiving a 50% discount for referring new members.

### **Activity 3. Signage**

Having done some further research about costings etc for the railway site, it was felt that this was possibly not a good use of TBA funds. We are looking to back a Tourist Information Point (TIP) which we would like to be based on the High Street.

Further information boards both at the Station and the Post Office are being looked into.

### **Activity 4. Advertising**

The Valley News has an exciting editorial spread in their new format (tabloid) paper providing information on Tisbury and the surrounding area. Local businesses have been offered preferential rates for advertising but there has been a slow take up on this. This can be put down to preceding Summer Holidays.

Wiltshire Society magazine is also running an editorial piece and the TBA has taken up an advert to attract new members.

There are to be features appearing in Valley News in September and also Wiltshire Society at the same time which will promote the Carnival Day as well as the new Chocolate Festival that the TBA is staging.

Regular editorials are submitted to the local press and there are regular Facebook and Twitter feeds.

There has also been the introduction of a newsletter which is distributed to members via email and also by hard copy around the village.

### **Activity 5. I'm Backing Tisbury campaign**

After a very successful campaign we had a number of bags left over and it was agreed to sell these to the Neighbourhood Planning Team to provide an incentive for their Open Day. A lot of these bags can be seen being used around Tisbury!

A new initiative is to introduce a monthly market to the High Street. This will be based on using local producers and we are looking to target businesses based on their products. This was originally due to start this September but has been postponed to October to finalise businesses and some concerns from the local Country Market held twice a month in Victoria Hall.

### **Activity 6. Chocolate Festival**

The Chocolate Festival is progressing well and the TBA and the Carnival Committee are working well together.



Arrangements have been made for a large number of local producers to have stalls in and around the High Street with a Chocolate theme, which is also the theme for the Carnival. We have local company Jumparoo providing bouncy castles and face painting for the children (not exclusive) and other events on the day.

The Tisbury Community Choir will open the proceedings with a number of local bands participating throughout the day.

### **Activity 7. Tourist Information Point**

As per Activity 3, it is proposed to devote more effort to creating a Tourist Information Point (TIP). Initially, this was looking to be housed in the local Post Office. However, an opportunity has arisen to house it in the current Library building. Working with the Parish Council, we hope to be able to take over the building for a TIP when the library moves up to the new Campus site.

When this happens, the vision is to see a TIP combined with a small museum exhibiting local memorabilia which would be created in partnership with the local History Society. This would also give the History Society somewhere to exhibit.

### **Activity 8. Liaison and Training**

Additional bi-monthly social evenings have been organized for members and this has been well attended by members looking to network more.

A Breakfast Seminar was arranged but changed to almost one on one training. This was due to the specific nature of the HR training involved.

With the Chocolate Festival and Tiz the Season looming up fast, next sessions are likely to be in the New Year.



Dear Board Members

The continued support of the Board has been especially appreciated over the past six months, during which the roadworks (end of April – end of August), have had a negative impact on both the morale and profits of some businesses in the town. The very existence of the Chamber, by reason of Area Board funding, has allowed us to offer support and to propose the re-launch of the town, once visitors and tourists understand that we are “fully open for business” again.

Persuading those who have dropped the habit of coming in to Wilton in recent months, to resume that habit, may not prove simple, however.

In measuring our successes (and otherwise) since the March 2014 report, both specific SWWAB-funded projects and the Chamber’s other work must be considered. Please be advised of the following, with reference to our declared aims:-

1. **Raising the profile of WDBC amongst the business community.**
  - . the existence of WDBC is now well-established amongst the business community, through regular advertising in The Valley News, our newsletters and events, our appearance at The Community Carnival, organising The Wilton [Business meets Community] Event, undertaking the Benchmarking for the town, and otherwise.
  - . paradoxically, the sense that “somebody is fighting their corner” and is receiving (and passing on) information which is relevant to them, may be acting as a disincentive to some businesses applying for membership.
  - . membership numbers remain steadfastly at c50, with a small number leaving and a similar number joining. Despite the clear success which the Chamber has achieved in promoting the notion – both to businesses and to the general public – of a Wilton and District business community, a concerted membership drive, given our reliance on volunteer time and the time demands of other Chamber activities, is beyond the manpower and resources which we currently have available.
  - . the recognition that getting more potential customers in to see the individual providers of goods and services locally is best achieved by getting more people into the area, and the importance of working with and integrating the c60 businesses which will be accommodated in the new business hub at the Wilton Hill development, do now appear to be accepted by our member (and other local) businesses.
  - . we organised our first “Retailers’ evening”, at 1800 on a weekday evening, which allowed the Chamber to be seen to make a presentation to Wilton’s outgoing Postmistress.
  - . we have actively sought to encourage members to be our speakers at breakfast events, have introduced a “bring a friend at member rates” for every 3<sup>rd</sup> breakfast and are also arranging site visits for attendees to visit members’ premises for demonstrations of their production processes and business operation.

## **2. Raising the profile amongst the wider community**

- . we again took a stall at the Community Carnival at Wilton Shopping Village (as we did at The Baptist Church for The Elite Cycle Race, in early May), distributing WDBC pens, together with promotional materials on behalf of our Members, giving the Chamber a continued, visible, public presence .
- . again this year, we ran a monthly full-page ad. in The Valley News (at a much-appreciated discounted rate), for 6 months, each month sponsored by one of our members and listing all of our members and their contact details, which continues to keep WDBC in the public eye
- . undertaking - in high vis jackets - the benchmarking for the town, the results of which will be of significance and interest to the wider community, as well as to businesses, also gives us an obvious visual presence
- . our invitation to the Mayor's D-Day Commemoration and laying a wreath at the WWI centenary service, lent further credence to the Chamber as representative of local businesses and continued to promote the identification of a business community.

## **3. Raising the profile amongst other groups in Wilton**

- . the Town Team (now a working party of the Town Council), started by WDBC, continues to meet and is currently putting together a Wilton website, with links to the websites of member bodies.
- . co-operation between WDBC and the Community Land Trust has allowed us to take an active role in discussion with Basepoint, who will be managing the c60-unit business hub at Wilton Hill.
- . Wilton Rotary and WDBC are looking to establish closer direct links.
- . The Town Team sponsored Wilton's "Big Lunch" again this year.
- . an excellent working relationship between WDBC and Wilton Shopping Village, has seen the latter host "The Wilton Event" and undertake to construct a new pathway to the A30, as part of the Town Trail.

## **4. Raising the profile outside of Wilton**

- . Wilton was represented at the 3<sup>rd</sup> "Meet the Neighbours" event, in Shaftesbury, in March.
- . We had the Chief Executive Police and Crime Commissioner as our breakfast speaker, also in March, Graham Watson (then a long-standing MEP) as the speaker at our May lunch, Helen Birchenough from the Ageas Salisbury International Arts Festival, in September, as well as Member- speakers at other times - Paul Sample, the Mustard Agency, Tom Goodman (Wilton Estate Farm Manager and Nigel Cuff (cider maker)..
- . attendance at the Market Towns Networking meetings (by reason of my role of WDBC President) further enhances the status of Wilton - the smallest of the market towns - and of its Business Chamber.
- . I have continued to attend the Presidents' meetings of the Wessex Association of Chambers of Commerce, "spreading the word" about Wilton across the county.
- .

As to the specific SWWAB part-funded activities in Q2 and Q3 2014 (and those planned for Q4): -

A: Identify and establish contact with Wilton and District businesses , with a longer term target of compiling a business directory on-line (of interest to potential customers locally and more distant and to the 1000's of prospective buyers of the new homes in Wilton).

Letters and questionnaires were not sent out in April this year, given the poor response in 2013. We relied, instead, on letters/business confidence questionnaires which we drafted and circulated alongside the benchmarking exercise and increasing visits and follow-up letters during the year.

It was decided that the monies were more effectively spent on promotional materials and advertising for local businesses to identify themselves to us.

Annual Budget: £1,500	£
Actual costs to date:	
Business Manager's time: (engaged as a consultant, not as an employee):	310
Stationery and printing :	147
Postage (+ sae's):	53
Advertising	250
<b>TOTAL:</b>	<b>860</b>

B: Presentation folders, membership packs, promotional materials

	£
Annual Budget: £500	
Actual costs to date:	
Business Manager's time – prep. and design	312
Pop-up banners	282
WDBC pens:	386
<b>TOTAL:</b>	<b>980</b>

NB: Further Business cards were gifted to WDBC

C: Website development and updating

Annual Budget: £1,500	£
Actual costs to date:	
Business Manager's time: (discussing design, collating and updating info.):	310
Production of materials for uploading	91
Advertising	250
<b>Total:</b>	<b>651</b>

D: Production of visitor information:

- . The route for a "Town Trail" was agreed with the Town Council last year and with Wilton Shopping Village, who are constructing, at their cost, a new footpath to the A30.
- . Visit Wiltshire, Ros Liddington at Wilton House and Wilton blue-badge guides David Richards and Margaret Smith, have all advised on format and content.
- . Our benchmarking report indicates clearly the need for greater links (physical and otherwise) between the Shopping Village and the town.
- . The drawings are being done currently and the wording is now written
- . We have agreed an A3 format and our Business Manager will obtain quotes for printing, once the drawings and text are approved

Budget: £1,500 for the year.

Cost to date:	£
Business Manager's time:	110

E: The Wilton [Business meets Community] Event/Expo

- . As hosts, Wilton Shopping Village have made no charge
- . As sponsors, Valley News have provided advertising, flyers and leaflets at little or no charge

Annual Budget: £2,000

Cost to date:	£
Business Manager's time:	300
Banners/signage.	TBA
Equipment hire	TBA
DJ	TBA
Contribution to Spire/Stars	TBA
Printing/Advertising	280
TOTAL TO DATE:	580

F: Business and Community Awards Ceremony, together with Wilton Rotary.

As the amount awarded was £7,000 for 2014-15, rather than the £7,500 requested, we elected again not to pursue this project in 2014.

Finally, we are mindful of the fact that SWWAB funding is due to end at the end of February 2015.

Although we now have an existing income stream from

- . increased membership fees
- . our networking breakfast and other events

and potential income from:

- . The Event, as it becomes more established
- . Businesses advertising on The Trail leaflet in the future
- . increased fee membership income, as the business hub comes on line on 2016 at Wilton Hill.

the reality is that the Chamber can neither hope to rely entirely on volunteer time and donations, nor be self-funding in the foreseeable future.

If, therefore, the momentum of what has been achieved thus far, in terms of raising the profile of the business community, WDBC, Wilton and the surrounding area, to local businesses (current and prospective), residents (current and prospective), visitors, tourists, and others, is not to be lost, then we have no option but to seek financial support/funding for the future.

Any guidance or assistance which SWWAB might provide in this regard, would be greatly appreciated.

Should you require any further information, please do not hesitate to contact me.

Yours sincerely

David von Zeffman  
President, WDBC







Reference no
Log no
<b>For office use</b>

## Area Board Projects and Councillor Led Initiatives Application Form 2014/2015

**To be completed by the Wiltshire Councillor leading on the project**

Please ensure that you have read the Funding Criteria before completing this form

PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

**1. Contact Details**

<b>Area Board Name</b>	South West Wiltshire		
<b>Your Name</b>	Led by Cllr Jose Gree		
<b>Contact number</b>	01722 714645	<b>e-mail</b>	jose.green@wiltshire.gov.uk

**2. The project**

<b>Project Title/Name</b>	SWWAB Public Rights of Way Improvement Programme - Stage 2		
<b>Please tell us about the project /activity you want to organise/deliver and why?</b>	<p><i>This project is to enhance the public rights of way throughout SW Wilts by improving accessibility. 1st stage of this project saw 18 Parishes respond to a request to carry out local audits and identify priorities, recognising the need for enhancement. The Area Board committed £7,500 to purchase kissing gates to replace stiles. The project also aimed to identify improvement/maintenance work that can be taken on by local groups/volunteers. Priority to improve local footpaths and promote walking was voted top by members of the SWW Community Area Network to determine Area Board priorities for 2013/14. Wiltshire Council's Rights of Way team has coordinated the programme of work, prioritising Parishes that provide local volunteers. Stage 2 of the project will widen the remit of the scheme to include resurfacing and other local rights of way initiatives. Further parishes can also engage.</i></p>		
<b>Where is this project taking place?</b>	Across the Mere, Tisbury and Wilton community areas		
<b>When will the project take place?</b>	From October 2014 onwards		
<b>What evidence is there that this project/activity needs to take place/be funded by the area board?</b>	Voted as a community priority for 2013/14 through an online consultation to members of the South West Wiltshire Community Area Network. 18 Parish Councils responded during stage 1 of the project.		

<b>How will the local community benefit?</b>	Improving accessibility on local public rights of way will aid current users as well as encouraging more people to walk / cycle / ride in the local countryside. This will help to improve the health & well-being of local people. The project has also encouraged large numbers of volunteers to come forward and take responsibility for something that they are passionate about. Audits returned by Parish Councils have also identified signposting and waymarking improvements.		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)	No		
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	Yes, Area Board priorities (2013/14, continuing into 2014/15)		
<b>What is the desired outcome/s of this project?</b> - Improved accessibility on public rights of way in South West Wiltshire area. - Improve health and well-being of local people by encouraging increased use public rights of way for exercise and bringing people together to involved with ongoing maintenance/improvement.			
<b>Who will be responsible for managing this project?</b> Community Area Manager w/Rights of Way team			
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	£ 7,500		
<b>How much funding are you applying for?</b>	£ 7,500		
<b>If you are expecting to receive any other funding for your project, please give details</b>	<b>Source of Funding</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
<b>Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to.</b> (N.B. We cannot pay money into an individual's bank account)			
<b>4. Declaration – I confirm that...</b>			
<input checked="" type="checkbox"/> <b>The information on this form is correct and that any grant received will be spent on the activities specified</b> <input checked="" type="checkbox"/> <b>Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application</b>			
<b>Name:</b> Jose Green			<b>Date:</b> 29/09/2014
<b>Position in organisation:</b> Wiltshire Councillor			
<b>Please return your completed application to the appropriate Area Board Locality Team (<a href="#">see section 3</a>)</b>			

**South West Wiltshire Area Board - Public Rights of Way Improvement Programme**  
**MERE COMMUNITY AREA**

Parish	Audit(s) returned?	Work completed	Work planned / proposed (Stage 1)
East Knoyle	✓		
Kilmington			
Mere	✓		RoW proposal - Clearance and improvement of surface around bridge on Footpath 20 & look at ways of funding surfacing ideas suggested for Footpath 22. Install 2 kissing gates on Footpath 24 and Footpath 29.
Sedgehill & Semley	✓	<b>March/April 2014</b> - 7 stiles and 2 bridges installed on footpath 1 with support by SW Ramblers. Seeds4Success cleared vegetation on pathway 2 and replanted finger posts on pathways 5 and 7. <b>May 2014</b> - 4 stiles and a bridge installed, and vegetation cleared, on footpath 13. Support provided by Seeds4Success. <b>Aug 2014</b> - Footpath 13 project completed, new stile and bridge installed.	RoW proposal - Install several stiles and small bridges on Footpath 1. Install several stiles and small bridges on Footpath 13. Upgrade stiles with gates on Footpath 32.
Stourton w/Gasper			
West Knoyle			
Zeals			



**South West Wiltshire Area Board - Public Rights of Way Improvement Programme**  
**TISBURY COMMUNITY AREA**

Parish	Audit(s) returned?	Work completed	Work planned / proposed (Stage 1)
Ansty	✓	<b>Sept 2014</b> - Vegetation cleared, stile replaced with gate and causeway built out of railway sleepers on footpath 11.	RoW proposal - Improve access to Turners copse by replacing stiles with gates on Footpaths 10, 11, 12 and 15. Improve drainage and install a sleeper causeway where the paths converge on the road.
Berwick St John	✓		RoW proposal - Upgrade stiles to gates on Footpaths 3, 4 and 6.
Berwick St Leonard			
Chicklade			
Chilmark	✓		Co-ordinator has suggested amendments to RoW proposal - Footpath 1 improved as a linking path to school. Footpath 3 stile to be replaced by kissing gate. RoW team considering new requests.
Donhead St Andrew	✓		RoW proposal - 2 kissing gates required on Footpath 6. 1 kissing gate required in Footpath 7.
Donhead St Mary			
Fonthill Bishop			
Fonthill Gifford	✓		RoW proposal - Replace 3 stiles with gates on Footpath 2.
Fovant	✓		RoW proposal - Install kissing gate on Footpath 1 to complete set.
Hindon	✓		RoW proposal - Replace stile with wooden kissing gate on Footpath 1.
Sutton Mandeville			
Swallowcliffe	✓	<b>June 2014</b> - 3 stiles on Footpath 13 replaced with kissing gates.	RoW proposal - Replace 2 stiles with kissing gates and possibly a third one at the junction with the A30 on Footpath 13.
Tisbury	✓		RoW proposal - Replace 3 stiles on Footpath 24. Replace 3 stiles on Footpath 17. Improve drainage and surface on Bridleway 42.
Tollard Royal			
West Tisbury	✓	<b>July 2014</b> - 5 stiles on Footpath 2 replaced by the metal pedestrian gates and sweet chestnut enclosures, plus a flight of steps. 2 gates and more steps installed on Footpath 8.	Upgrade a series of stiles with gates on Footpath 2. Look at improvements that can be made on Bridleway 11, potentially with gates and surfacing.

—







**South West Wiltshire Area Board - Public Rights of Way Improvement Programme**  
**WILTON COMMUNITY AREA**

Parish	Audit(s) returned?	Work completed	Work planned / proposed (Stage 1)
Alvediston			
Barford St Martin			
Bishopstone	✓	<b>May 2014</b> - new kissing gate installed to replace stile on footpath 31. <a href="http://bit.ly/1p4z1iL">http://bit.ly/1p4z1iL</a>	RoW proposal - Construct new steps and two stiles on Footpath 31. Replace a one stile with a gate and erect signpost on Footpath 13. Replace 3 stiles with kissing gates on Footpath 15. <i>Work planned to install 2 kissing gates in Aug/Sept 2014.</i>
Bowerchalke	✓	<b>June 2014</b> - two kissing gates installed on footpath 3.	RoW proposal - Upgrade stiles to gates on Footpath 13 and clear back vegetation. Install Bridle gates next to field gates on Bridleway 17. Repair stiles on Footpath 8.
Broad Chalke			
Burcombe			
Compton Chamberlayne			
Dinton	✓		RoW proposal - Replace wooden kissing gate in church yard on Footpath 2. Install kissing gate on Footpath 5 at Manor Farm. Replace stiles with gates on Footpath 3.
Ebbesbourne Wake			
Netherhampton			
Quidhampton			
South Newton			
Stratford Toney	✓		RoW proposal - Install kissing gates on Footpath 22A and clearance of Bridleway 21.
Teffont			
Wilton	✓		Investigate possible kissing gate for Footpath 11.



## Area Board Projects and Councillor Led Initiatives Application Form 2014/2015

**To be completed by the Wiltshire Councillor leading on the project**

Please ensure that you have read the Funding Criteria before completing this form

**PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED**

### 1. Contact Details

<b>Area Board Name</b>	South West Wiltshire		
<b>Your Name</b>	Led by Cllr Jose Green		
<b>Contact number</b>	01722 714645	<b>e-mail</b>	jose.green@wiltshire.gov.uk

### 2. The project

<b>Project Title/Name</b>	Plaques for grant recipients		
<b>Please tell us about the project /activity you want to organise/deliver and why?</b>  <i>Important: This section is limited to 900 characters only (inclusive of spaces).</i>	<p><i>South West Wiltshire Area Board has supported many local projects since its inception in 2009/10. All grant recipients agree to acknowledge the support of the Area Board in any publicity as part of the agreement. The Area Board members wish to purchase a supply of plaques that can be given to grant recipients, in order to provide a permanent feature that promotes the work of the board and encourages other community groups to apply in future. Previous recipients will also be able to be provided with a plaque if appropriate. A final design for the plaque will be agreed by Area Board members. A guide price of £2,226 has been provided for 50 sub anodised aluminium (hard wearing) plaques.</i></p>		
<b>Where is this project taking place?</b>	Across the Mere, Tisbury and Wilton community areas		
<b>When will the project take place?</b>	From October 2014 onwards		
<b>What evidence is there that this project/activity needs to take place/be funded by the area board?</b>	At the current time there is a danger that local communities are not always aware of the local investment made through the Area Board.		

<b>How will the local community benefit?</b>	<ul style="list-style-type: none"> <li>- Raises awareness amongst the local community about what projects have been supported by the Area Board.</li> <li>- It is hoped that greater awareness will encourage other community groups/organisations to approach the Area Board for funding in the future.</li> </ul>		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)	No		
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	No		
<b>What is the desired outcome/s of this project?</b> <ul style="list-style-type: none"> <li>- Raise the profile of the Area Board and the local projects that have been supported in recent years.</li> <li>- Increased awareness will lead to more local organisations applying for funding in future.</li> </ul>			
<b>Who will be responsible for managing this project?</b> Community Area Manager			
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	£ 2,300		
<b>How much funding are you applying for?</b>	£ 2,300		
<b>If you are expecting to receive any other funding for your project, please give details</b>	<b>Source of Funding</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
<b>Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to.</b> (N.B. We cannot pay money into an individual's bank account)			
<b>4. Declaration – I confirm that...</b>			
<input checked="" type="checkbox"/> <b>The information on this form is correct and that any grant received will be spent on the activities specified</b>  <input checked="" type="checkbox"/> <b>Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application</b>			
<b>Name:</b> Jose Green			<b>Date:</b> 29/09/2014
<b>Position in organisation:</b> Wiltshire Councillor			
<b>Please return your completed application to the appropriate Area Board Locality Team (<a href="#">see section 3</a>)</b>			

**WILTSHIRE COUNCIL**

**SOUTH WEST WILTSHIRE AREA BOARD  
 (8 October 2014)**

---

**Community Areas Transport Group allocated funding report**

**1. Purpose of the Report**

1.1. This report deals with the proposals from the South West Wiltshire Community Area Transport Group (CATG). The most recent meeting was held on 15 September 2014 at Dinton Village Hall.

**2. Background**

2.1. The South West Wiltshire Area Board has a total of £42,455 available for CATG projects in 2014/15. At the time of writing this report there is still a balance of £27,165 remaining.

2.2. The CATG is the mechanism whereby Councillors, Parish Councils and Highways officers can discuss and prioritise how the money is spent. This process requires all stakeholders to be proactive in assessing local needs.

**3. Main Considerations**

<b>Scheme</b>	<b>Estimated Total Cost</b>	<b>Amount Allocated by CATG</b>	<b>Notes and Actions Required</b>
White picket fences at entrances to Barford St Martin	£5,000	£5,000	
Parking bay on side of road near school in Zeals	£500	£500	
Implement recommendations from C12 speed limit review	£3,800	£3,800	
<b>Total</b>		<b>£9,300</b>	

**4. Implications**

4.1. Financial Implications  
 As per recommendation.

#### 4.2. Legal Implications

There are none.

#### 4.3. Equality and Diversity Implications

There are none.

### 5. Recommendation

**It is recommended that the South West Wiltshire Area Board approves the allocation and corresponding action as set out in the table above.**

---

Report Author: Stephen Harris – Community Area Manager

Tel No: 01722 434211

E-Mail: [stephen.harris@wiltshire.gov.uk](mailto:stephen.harris@wiltshire.gov.uk)

---

#### **NB. Attendance list for 15 September 2014 – CATG:**

In attendance:

- Cllr Tony Deane (Chair) (AD)
- Cllr Jose Green (JG)
- Cllr George Jeans (GJ)
- Cllr Bridget Wayman (BW)
  
- Stephen Harris, Community Area Manager (SH)
- Julie Wharton, Senior Highways Engineer (JW)
- Tim Woolford, Highways Area Manager (TW)
- Spencer Drinkwater, Principal Transport Planner (SD)
- Lee Haine, Highways Community Co-ordinator (LH)
  
- Ian Halton, Balfour Beatty Living Places (IH)
- Clare Churchill, Quidhampton/Fovant/Burcombe/Teffont/Berwick St John Parish Clerk (CC)
- Phil Matthews, Mayor of Wilton Town Council (PM)
- Archie Barr, Broad Chalke Parish Council representative (AB)
- Robin Garran, Alvediston Parish Chair (RG)
- Michael Pont, South Newton & Stoford Parish Councillor (MP)
- James Green, South Newton & Stoford Parish Councillor (JGr)
- Suzanne Clark, Ludwell resident (SC)
- Richard Salter, Mere Community Beat Manager (RS)
- Greg Fergusson, Tisbury Community Beat Manager (GF)
- Michael Scott, Broad Chalke resident (MS)
- Martin Holland, Broad Chalke Parish Councillor (MH)
- Jennifer Stokes, Zeals Parish Councillor (JS)
- Martin Grimwood, Zeals Parish Councillor (MG)
- Richard Mitchell, Tollard Royal Parish Councillor (RM)
- Roger Little, West Tisbury Parish Councillor (RL)
- Jane Childs, Sutton Mandeville/Barford St Martin Parish Clerk (JC)

- Sheila Sheppard, Barford St Martin Parish Councillor (SS)
  - Brian Furnell, Sutton Mandeville resident (BF)
  - Graham Dacombe, Sutton Mandeville resident (GD)
-





**South West Wiltshire Area Board  
Community Areas Transport Group (CATG)**

**Monday 15 September 2014  
2.00pm, Dinton Village Hall, SP3 5EB**

**Meeting Notes**

1. Apologies and Introductions

In attendance:

- Cllr Tony Deane (Chair) (AD)
- Cllr Jose Green (JG)
- Cllr George Jeans (GJ)
- Cllr Bridget Wayman (BW)
  
- Stephen Harris, Community Area Manager (SH)
- Julie Wharton, Senior Highways Engineer (JW)
- Tim Woolford, Highways Area Manager (TW)
- Spencer Drinkwater, Principal Transport Planner (SD)
- Lee Haine, Highways Community Co-ordinator (LH)
  
- Ian Halton, Balfour Beatty Living Places (IH)
- Clare Churchill, Quidhampton/Fovant/Burcombe/Teffont/Berwick St John Parish Clerk (CC)
- Phil Matthews, Mayor of Wilton Town Council (PM)
- Archie Barr, Broad Chalke Parish Council representative (AB)
- Robin Garran, Alvediston Parish Chair (RG)
- Michael Pont, South Newton & Stoford Parish Councillor (MP)
- James Green, South Newton & Stoford Parish Councillor (JGr)
- Suzanne Clark, Ludwell resident (SC)
- Richard Salter, Mere Community Beat Manager (RS)
- Greg Fergusson, Tisbury Community Beat Manager (GF)
- Michael Scott, Broad Chalke resident (MS)
- Martin Holland, Broad Chalke Parish Councillor (MH)
- Jennifer Stokes, Zeals Parish Councillor (JS)
- Martin Grimwood, Zeals Parish Councillor (MG)
- Richard Mitchell, Tollard Royal Parish Councillor (RM)
- Roger Little, West Tisbury Parish Councillor (RL)
- Jane Childs, Sutton Mandeville/Barford St Martin Parish Clerk (JC)
- Sheila Sheppard, Barford St Martin Parish Councillor (SS)
- Brian Furnell, Sutton Mandeville resident (BF)
- Graham Dacombe, Sutton Mandeville resident (GD)

Apologies received from; Roy Sims (Mere Parish Councillor), Charles Smith (Dinton Parish Councillor), Gary Chambers (Tisbury PCSO), Cllr Peter Edge (Wiltshire Councillor), Sandra Harry (Tisbury/Donhead St Andrew Parish Clerk),

David Thomas (Traffic Engineering Manager), Chris Johnson (Swallowcliffe Parish Clerk)

TW gave presentation on local Highways team and priorities – copy of presentation is provided in separate attachment.

TW advised that Parish Stewards did not ever go away; new schedules now produced and will be stuck to.

IH advised that a theme can be agreed for Parish Stewards to prioritise.

LH advised that BBLP currently provide him with a weekly report to keep track.

CC raised concern about signs not being removed in Burcombe, TW to follow up.

2. Notes from meeting on 14 July 2014

Notes were approved by AD.

3. Budget update

Budget update is provided in separate attachment.

4. CATG schemes / issues sheet

Schemes / issues sheet update is provided in separate attachment.

5. Highways and transport matters

- C12 speed limit review decision

JW advised it would cost approximately £3,800 to implement recommendations for area in recent Cabinet member decision (circulated with agenda).

**ACTION – CATG to recommend funding changes outlined in Cabinet member decision to Area Board meeting on 8 October 2014.**

AD advised that other sections of the road where local requests have not been agreed to can be followed up outside of this meeting.

6. Maintenance update

TW advised that re-surfacing through Tollard Royal should be delivered middle of October. Other works currently ongoing included:

- Patching on A350 between Longbridge Deverill and north of East Knoyle
- Velocity patching in Bowerchalke.
- Surfacing repairs on A30 in Ludwell delayed; will be done before the end of the year.
- Scheme in place to deal with gullies.
- Drains – agreement with BBLP that blocked ones will be targeted first.

7. Any other business

RM raised issue with Community Speed Watch that 'out of county' speeders are not currently able to be visited by the police. Matter has been raised with service.

8. Date of next meeting – Monday 10<sup>th</sup> November 2014, 2pm at Dinton Village Hall.



Issue no & link	Street / Location	Electoral division	Summary of issue / scheme	Latest update	Action / recommendation from CATG on 15.9.14	Who?	Status
	A30 nr Whitsans Cross junction	Tisbury	Post for SID	Agreed by CATG, £500 cost. Area Board authorised on 5.2.14. Parish Council have made £50 contribution. Post to be ordered.	Socket to go into ground instead.	JW	Approved by CATG/Area Board
	Semley School, Church junction	Mere	White lining to mark 10m point from junction	Agreed by CATG, £100 to do. Area Board authorised on 5.2.14. Work completed, remedial work being carried out.		LH	Approved by CATG/Area Board
<a href="#">2680</a>	South Street, Wilton	Wilton & Lower Wylde Valley	Measures to combat speeding	Town Council wishes to proceed with scheme retaining current limits. Town Council have confirmed contribution of £1,500. Coloured surfacing complete, signs still to be erected. Metro count carried out but will need to be re-done due to equipment being damaged.	85th percentile was 39.1 mph	JW	Approved by CATG/Area Board
	Monmouth Hill, West Tisbury	Tisbury	Changes to roundabout	Agreed by CATG, £1,000 cost (£100 contribution from Parish Council). Area Board authorised on 5.2.14. Work ordered, awaiting date for implementation.		JW	Approved by CATG/Area Board
<a href="#">2968</a>	Brook Hill, Donhead St Andrew	Tisbury	Warning light system	Study of scheme agreed by CATG, £8,000 cost. Area Board authorised on 5.2.14. Overall scheme estimate £100,000. Response to brief should be available by CATG meeting, site meeting held on 23 July with PC and Atkins. Topo survey being carried out.		DT	Approved by CATG/Area Board
	Westfields, Zeals	Mere	Dropped kerb	Residents have proposed a new dropped kerb, supported by the Housing Management team and the Parish Council. Area Board agreed to fund investigative works (approx £500) from CATG budget on 23 July 2014.	Work ordered. If no problem can go ahead and do work (no extra funding required).	JW	Approved by CATG/Area Board
	Barford St Martin	Nadder & East Knoyle	Gates at 3 entries to the village	Parish Council has requested assistance to install gates (white picket fences) at all 3 entries to the village after recent public consultation. JW estimates £5,000 to install 6 gates.	<b>ACTION - CATG proposal to fund all gates to go to Area Board meeting on 8 October 2014.</b> Metro counts to be carried out before / afterwards	SH / JW	New issue
	Across Mere	Mere	Highway, traffic and transport priorities	List put together by Parish Council to ensure a comprehensive approach to issues across the parish. Issue also raised re. spaces in car park.	JW has contacted Parish Council to arrange site meeting	JW	New issue
	Zeals	Mere	Traffic problems	The Parish Council presented to CATG on a number of traffic issues currently faced. JW has had site meeting. Investigating possibility of new parking bays on side of road near school in village.	JW advised scheme would cost approx £500. <b>ACTION - CATG proposal to fund new parking bay to go to Area Board meeting on 8 October 2014.</b>	SH / JW	In progress
	Cuffs Lane nr High Street, Tisbury	Tisbury	Parking causing vehicles to mount pavement and collide with property causing damage	DT advised approx £300 for yellow lines to be put in (including TRO). JW has investigated and JW advised £1,300 estimate including TRO. Parish Council wish to proceed; to be considered for funding at CATG on 15.9.14.	Parish Council wants more parking done at same time. <b>ACTION - JW to liaise with Parish Clerk</b>	JW	In progress
	Station Road, Tisbury	Tisbury	A project to put a foot way bridge across the river along Station Road, Tisbury as you approach the railway station.	No immediate opportunity for funding through LSTF. SD advised could be considered for substantive scheme bid in 2015/16. <b>ACTION - BF to explore 'Friends of railway station' with TCSP in order to raise local support for possible future bid.</b>	<b>ACTION - JW to investigate possible scheme further.</b>	JW	On hold

	Kilmington	Mere	Speeding in village	Parish Council has requested assistance from Highways after metro count returned high speed limit. JW has had site visit and explained options to Parish Council. AD has written to Parish Council to provide advice.	<b>ACTION - GJ to check with Parish Council whether they wish to consider installation of gateways</b>	GJ	On hold
	Bramley Hill, Mere	Mere	Access path too steep for residents	JW advised £2,000 estimate. Housing to contribute? SH has provided details of scheme to Housing and requested details of how schemes will be assessed. <b>ACTION - SH to follow up with Housing department.</b>	Housing Department have now made contact and indicated willingness to contribute	SH / JW	In progress
	All	All	Community SID scheme	BW advised that Area Board SIDs will be passed down to the Area Boards to cover future costs. Area Board SID schedule now available from SH. CU has now taken over co-ordination of Community SID and will liaise with Vicky Oates re. future deployment.		CU	In progress
	Flamstone Street, Bishopstone	Fovant & Chalke Valley	Warning signs	Sign is on list of schemes to be completed.		SH	In progress
	The Causeway, Broad Chalke	Fovant & Chalke Valley	On carriageway footway requests	Proposed scheme is with Parish Council for them to request to move forwards. Awaiting outcome of 20mph assessment.	JW advised that a member of the Highways team will be dedicated to carrying out all assessments across the county. JW to provide updates on timescales.	JW	On hold
	Wylle Road, Berwick Hill	Nadder & East Knoyle	New passing places	Letter received from Fonthill Estate indicating they would be willing to contribute towards cost of new passing places. AD has contacted estate.	To be taken off list		No further action
	Junction near Stourhead	Mere	Sign at junction causing visual obstruction	DT has sent through drawings to GJ. GJ has sent drawings to Parish Council and is liaising.	Parish Council have agreed to go ahead subject to seeing a cardboard version	GJ	In progress
<a href="#">2864</a>	Tisbury, Barford St Martin and Fovant	Various	Car parking in Council-owned housing estates	AD reported that Housing are concentrating on property first before moving onto other schemes. SH has requested details from Housing as to how these requests will be assessed.	<b>ACTION - AD will draft email/letter on behalf of Area Board members / CATG to send to Housing</b>	AD	In progress
	C283, Stoford	Wilton & Lower Wylle Valley	Heavy goods vehicles using road	Metro count requested by SH; 85th percentile was 30.2mph (the 85th percentile is the speed at which 85% of the traffic is travelling at or below). Full details of count have been requested to investigate types of vehicles captured.	Metro count details have now been received; <b>ACTION - SH to share with Parish Council.</b>	SH	In progress
	Tuckingmill, West Tisbury	Tisbury	Alternative junction scheme	RL met with JW on 7.3.14 on site, drawings have now been produced. No community support for proposed scheme. <b>ACTION - RL to liaise with JW re. alternative options.</b>	Remove from list for now	RL / JW	On hold
	Main road through Quidhampton	Wilton & Lower Wylle Valley	Protection for pedestrians	CC met with JW; some of suggestions would require support from Wilton estate. <b>ACTION - PE to liaise with CC and JW to explore further.</b>	CC reported metro count result 85th percentile 30.9 mph	PE	In progress
<a href="#">2544</a>	A30, Higher Coombe, Donhead St Mary	Tisbury	Road resurfacing	DB advised patch at Charlton was not completed and is being chased up. Notification of road works on A30 due to take place on 18-20 July 2014.	TW to provide date when known	TW	In progress
<a href="#">3249</a>	Ridge, Chilmark	Nadder & East Knoyle	Large potholes	Reported to CLARENCE. DB has added to velocity patcher list.	LH reported that machine patching happening now		Completed

No further action

On hold

Approved by CATG/Area Board

Completed

New issue

In progress





## South West Wiltshire CATG

### FINANCIAL SUMMARY

#### BUDGET 2013-14

£35,079.00 CATG ALLOCATION 2012-13

£26,042.00 2012-13 underspend

#### Contributions

£0.00 Area board grant to CATG  
 £1,522.00 Wilton TC for waterditchampton  
 £2,500.00 Wilton TC for Market Place signals  
 £1,500.00 Wilton TC for South Street gateway  
 £100.00 West Tisbury PC for Monmouth Hill  
 £50.00 Donhead st Andrew PC for post

#### Total Budget 2013-14

**£66,793.00**

#### Commitments carried forward from 2012-13

Wilton Waterditchampton	3,044.00 Actual	Complete
Bowerchalke bus shelter	473.00 Actual	contribution to PC
Various locations drop kerbs	4,300.00 Actual	
Fovant	1,337.00 Actual	Mouchel topo
Tisbury footbridge path	3,500.00 Actual	Structures
Mere Walnut pub junction	464.00 Actual	Complete
Broadchalke lay by and bus stop	1,500.00 Actual	Atkins topo - complete
Tisbury waiting restrictions	814.00 Actual	Complete
White line refurbishments	4,000.00 Actual	Complete
Donhead St Andrew finger posts	699.00 Actual	contribution to PC
Tucking Mill road Tisbury topo survey	1,582.00 Actual	Complete

#### New Schemes

Broadchalke footway and public transport improvements	10,000.00	CATG contribution to substantive scheme
Wilton Market Place traffic signals	9,704.00 Actual	Complete

Total spend 2013-14 **41,417.00**

balance to spend **25,376.00**

#### BUDGET 2014-15

£17,079.00 CATG ALLOCATION 2014-15

£25,376.00 2013-14 underspend

#### Contributions

#### Total Budget 2014-15

**£42,455.00**

#### Commitments from 2013-14

Donhead St Andrew finger posts - second payment	£900.00 Actual	Complete
Mere Water Street weight limit sign	25.00 Actual	Complete
Wilton South Street gateway	4,000.00 Estimate	
Donhead st Mary Brook Hill feasibility study	£8,500.00 Estimate	
Road markings at Semley School, Church junction	50 Estimate	complete
Road markings Hindon Lane Tisbury at buildout	65 Estimate	complete
West Tisbury Monmouth Hill Roundabout revised markings	£1,000.00 Estimate	
Donhead St Andrew post for SID	250 Estimate	

#### 2014-15 schemes

Speed limit implementation on the C12	£3,000.00 to be Agreed
Zeals Westfield Estate dropped kerbs	£500.00

Total 2014-15 **£18,290.00**

Remaining Budget 2014-15 **£24,165.00**

#### Potential schemes

Berwick St Leonard Wylde road passing places	6no @ £4000	Estate to fund?
--	-------------	-----------------





# Local Highways

Associate Director - Parvis Khansari

Heads of Service;

Local Highways - Adrian Hampton, Bill Parks  
Highways Asset Management & Commissioning –  
Peter Binley  
Sustainable Transport – Alan Creedy  
Passenger Transport – Ian White

# What is Local Highways?

Head of Service - Adrian Hampton

- Minor Maintenance
- Minor Pot holes
- Street cleansing
- Grounds maintenance
- Lining and signing maintenance
- Public conveniences
- Parish Stewards
- Gully emptying
- Play Areas

# Local Highways is not

## **Traffic and network management**

Traffic management  
Road safety  
Streetworks co-ordination  
Street lighting  
Commercial and contract management  
Highways network management  
Integrated transport  
Signing and lining

## **Sustainable transport**

Local Transport Plan  
Highways development control  
Transport infrastructure planning  
Traffic regulation orders  
Developer advice on highways  
Integrated transport planning

## **Asset management and commissioning**

Highways major maintenance  
Bridges and structures  
Flooding and land drainage  
Highways assets and systems  
management



**Area Boards**  
**Salisbury**  
**South Wiltshire**  
**South West Wiltshire**  
**Warminster**

## Local Highways Contacts



David Button  
Engineer  
CATG Attendee



Lee Haine  
Community Coordinator  
Area Board Attendee



## Work so far completed - Countywide

- Brought together Local Highways and Streetscene management
- Restructured the client; focused on communities
- Contract retendered (five providers to one sole provider)
- APP, integration of back office functions

## Work so far completed - Locally

- Introduction of Community Coordinators and teams
- Reactive flooding
- Winter maintenance
- Monthly newsletter to town and parish councils
- Community Days

## Current Priorities

- Continue to build links with PCs, TCs, CATGs and CABs
- Improved response times
- Introduction of KPI's for Area Boards
- Safety remains primary consideration
- Statutory responsibilities (code of practices)
- Acknowledging community priorities
- My areas are given equal consideration
- Increased community awareness of service provision
- Signposting (right place, first time)

**Thank you**

**Questions**



<b>Report to</b>	<b>South West Wiltshire Area Board</b>
<b>Date of Meeting</b>	<b>8 October 2014</b>
<b>Title of Report</b>	<b>Area Board Funding</b>

**Purpose of Report**

To ask councillors to consider applications in respect to;

**Community Area Grants (conditional on the balance of funding being in place):**

1. Mere Parish Council - £2,400 towards new fencing on Castle Hill

## 1. Background

- 1.1. The Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.2. The area board may want to link funding to local priorities, including those identified in their Community Plan, Local Area Joint Strategic Assessment and any other community based consultative work.
- 1.3. South West Wiltshire Area Board was originally allocated a 2014/2015 budget of **£56,822** for community area grants, digital literacy grants, community partnership core funding, area board operational funding and area board/councillor led initiatives. This has subsequently been revised to a budget of **£74,511**.
- 1.4. In addition to CAGs and digital literacy grants councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.5. In support of the ongoing Olympic and Paralympic legacy, in 2014/15 the South West Wiltshire Area Board invites applications that encourage young people and people with disabilities to become more actively involved in sports, outdoor activities, recreation, arts and volunteering.
- 1.6. Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1,001 - £5,000 will be required to find matched funding. The area board will rarely award more than £5,000. Grants of up to £500 are available for Digital Literacy projects.
- 1.7. There is a single on-line application process for Community Area Grants (CAG) and Digital Literacy grants to provide an easy step by step application process. The application process can be found [here](#).
- 1.8. Area boards will not consider CAG applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.9. The decision to support applications is made by Wiltshire councillors

on the area board.

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

<b>Background documents used in the preparation of this report</b>	AB project - finger posts report 2014/15  South West Wiltshire Area Board Priorities Action Log  <a href="#">Mere Community Area Joint Strategic Assessment</a> <a href="#">Tisbury Community Area Joint Strategic Assessment</a> <a href="#">Wilton Community Area Joint Strategic Assessment</a>
--	--

## 2. Main Considerations

- 2.1. South West Wiltshire Area Board has been allocated a 2014/2015 budget of **£74,511** that may be allocated through Community Area Grants, Digital Literacy Grants and Area Board/Councillor Led Initiatives.
- 2.2. Councillors will need to ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.3. Councillors will need to be satisfied that grants awarded in 2014/2015 are made to projects that can realistically proceed within a year of the award being made.

## 3. Environmental & Community Implications

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

#### **4. Financial Implications**

- 4.1. Awards must fall within the Area Boards budget allocated to the South West Wiltshire Area Board.
- 4.2. At the time of writing this report South West Wiltshire Area Board has a balance of **£33,871**. If all grants/finger posts are awarded South West Wiltshire Area Board will have a balance remaining of **£31,471** (not taking into account any funding spent on Area Board projects).

#### **5. Legal Implications**

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

#### **6. HR Implications**

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

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

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

#### **8. Officer Report**

Ref	Applicant	Project proposal	Funding requested
8.1.	Mere Parish Council	New fencing on Castle Hill	£2,400

- 8.1.1. This application has been classified as a capital project by Wiltshire Council finance department.
- 8.1.2. This project is to provide fencing on Castle Hill in order to securely introduce goats to graze the land and assist with the scrub management. Castle Hill is a Scheduled Ancient Monument which is publicly accessible free of charge. The Parish Council reports that tourists, local residents, families and schools all walk the hill.
- 8.1.3. A similar scheme was previously instigated by the Parish Council on Long Hill. They report that the goats have proved to be very popular with members of the public and the grazing has successfully managed the scrub.



8.1.4. Wiltshire Council's Public Rights of Way team reports that the hill would be better grazed for the reasons given and as it is a fairly major landmark then it gives character to the town to see the bare profile of the hill rather than it being covered in scrub. There is uncertainty about how much it will increase access options as the very steep slopes are too steep to walk on but there are a series of popular walks up and around and along the hill.

<b>Appendices:</b>	Grant applications
--------------------	--------------------

No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

<b>Report Author</b>	Steve Harris, Community Area Manager Tel: 01722 434211 Mobile: 07584 274055 E-mail: <a href="mailto:stephen.harris@wiltshire.gov.uk">stephen.harris@wiltshire.gov.uk</a>
----------------------	---



**Area Board Grant – Mere Parish Council  
Castle Hill Fencing for grazing purposes**

**Started on:** 19/08/2014 11:26:39

**ID:** 908

**Current Status:** Application Received

**To be considered at this meeting:**  
08/10/2014 South West Wiltshire

**Current Case Notes**

22/08/2014 11:07:29 Application received - will be considered at Area Board event on 8 October 2014 at the Nadder Hall, Tisbury

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£1001 - £5000

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

Yes

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

The project was not conceived prior to budget meetings and therefore no budget has been set for this project. The Parish Council has, however, agreed to find £1000 from reserves to put towards this project.

**5. Project title?**

Castle Hill Fencing for grazing purposes

**6. Project summary:**

The Parish Council entered into a Higher Level Stewardship Scheme with Natural England for Castle Hill & Long Hill in 2011. This agreement stated that we would manage Long Hill by scrub clearance (manual) and grazing and that we would manage Castle Hill by scrub clearance (manual). The management of Long Hill has been extremely successful and we have introduced goats to graze the land. The management of Castle Hill has not been successful as the hill is extremely steep and it is dangerous to clear the scrub manually. However, Natural England has agreed that we can now introduce goats on Castle Hill to help with the scrub management but we will need to provide fencing around the hill in order to keep the goats contained.

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

South West Wiltshire

## **Electoral Division**

Mere

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

BA12 6JB

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

Children & Young People

Arts, crafts and culture

Countryside, environment and nature

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Heritage, history and architecture

Sport, play and recreation

If Other (please specify)

### **10. Finance:**

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

##### **Your latest accounts:**

03/2014

##### **Total Income:**

£202975.00

##### **Total Expenditure:**

£189942.00

##### **Surplus/Deficit for the year:**

£13033.00

##### **Free reserves currently held:**

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

£0.00

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

The Parish Council's reserves are allocated for specific purposes. We do not have any free reserves. Indeed, we have a negative figure for reserves at 30.6.14

**10b. Project Finance:**

Total Project cost		£6000.00		
Total required from Area Board		£2400.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Fencing & gates (materials & labour)	5500.00	Natural England		2581.00
Water supply & trough	500.00	Mere Parish Council		1000.00
<b>Total</b>	<b>£6000</b>			<b>£3581</b>

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

No

**12. If so, which Area Boards?**

South West Wiltshire

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

Castle Hill is a Scheduled Ancient Monument which is publicly accessible free of charge. Tourists, local residents, families & schools all walk the hill. It is one of the most popular walking areas within the town and wider area. The introduction of grazing on Castle Hill will save the ratepayers of Mere in the long term as the Parish Council will expend less on manual labour to control the scrub. The views from the hill and of the hill will be maintained and the historical features will be preserved. This should, in turn, have environmental and wildlife benefits as valuable chalke grassland will be regenerated by controlling the scrub. The goats on Long Hill have proved to be very popular with members of the public, particularly children and this project will enable the goats to be present all year round.

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

The environmental and wildlife benefits will be monitored by Natural England as part of the Higher Level Stewardship Agreement. We will be able to monitor the benefits to walkers and residents by observation and feedback at Parish Council meetings.

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

The funding requested is for capital project works (not maintenance). Once the fencing,

gates and water has been erected/supplied, the Parish Council will continue with the maintenance.

**16. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost.**

N/A

**SOUTH WEST WILTSHIRE AREA BOARD  
(8 October 2014)**

---

**Your Local Issues**

**1. Purpose of the Report**

1.1. To update the board on all issues currently **in progress**.

**2. Issues in progress**

ID	Category	Location	Summary of Issue	Update
2152	Highways	Ugford	Village gateway request	New name plates have been installed, still awaiting roundel.
2544	Highways	Donhead St Mary	Road surface condition on A30 at Higher Coombe	Highways team have ordered work to be done.
2664	Highways	Fonthill Gifford	Speeding along B3089 Chilmark to Fonthill Estate offices	Highways team reported that stretch of road will be reviewed towards end of financial year (2013/14); update requested.
2680	Highways	Wilton	Speeding along Raceplain Road/South Street	Highways team estimated cost of installing gateway is £7,000. Proposed scheme has been sent to Town Council who have agreed a £1,500 contribution. Funding agreed at Area Board meeting on 26.3.14. Coloured surfacing now completed.
2855	Highways	Stourton	Speeding on High Street	Road not considered for prioritisation within the class/unclassified road review by CATG.
2864	Car Parking	Tisbury	Additional parking bays for the Avenue in Tisbury	Request sent to Housing Management to consider increased parking as part of future investment. Housing Management due to consider requests in 2014.
2965	Highways	Bowerchalke	SID request	Request list for all parishes has been provided to Community SID co-ordinator. Scheme is gradually being rolled out.
2968	Highways	Donhead St Andrew	Safety issue on A30	Final scheme estimated at £100,000. Discussed at CATG on 20.1.14 – proposal to carry out feasibility study and topographical survey agreed at Area Board meeting on 5.2.14.
2986	Highways	Chilmark	Review signage	Traffic Management team have advised that signage is likely to be reviewed in 2014/15.
3108	Highways	Broad Chalke	Various highways issues in Broad Chalke	White lining scheme on The Causeway (showing footway for pedestrians) agreed at CATG on 12.5.14. Village is one of 2 locations to be assessed for 20mph restriction suitability. White

				lining scheme put on hold to await the outcome of this assessment.
3152	Highways	Tisbury	House being struck by vehicles on Hindon Lane	CATG proposal to put white line on road around bollards agreed at Area Board meeting on 5.2.14. Work completed.
3196	Highways	Semley	Road name sign either end of Butlers Lane	Referred to traffic management team on 9.1.14; chased for progress update.
3249	Highways	Chilmark	Large potholes at Ridge	Report at CATG on 15.9.14 that machine patching now taking place.
3263	Highways	Quidhampton	Speeding on A3094	Metro count requested; needs to be re-done as original metro count broke during week.
3367	Highways	East Knoyle	Sign request for Cools Lane	Highways team asked to provide quote for work.
3368	Highways	Tisbury	Vehicles mounting pavement and colliding with property on Cuffs Lane	Discussed at CATG on 15.9.14; Highways officer to liaise directly with Parish Council and report back.
3411	Environment	Wilton	Household waste causing obstruction	Issue resolved.
3422	Highways	Mere	Issues with vehicles on The Lynch	Metro count breakdown shared with Parish Council for their comment
3424	Highways	Broad Chalke	State of the roads in Broad Chalke	Broad Chalke chosen by CATG as one of two locations to be investigated for suitability for 20mph restrictions.
3485	Highways	Wilton	Blocked road drainage gullies	Highways team have raised order.
3490	Highways	Quidhampton	Speeding on Lower Road	Metro count results returned; 85 <sup>th</sup> percentile was 30.9mph. Further breakdown being provided to Parish Council.
3492	Highways	Wilton	Speeding on The Avenue	Site is now on the Speed Indicator Device programme.
3498	Highways	Wilton	Gully gratings/grilles not set properly	Highways team have raised order.
3568	Highways	Berwick St John	Speed limit request	Parish Council asked to clarify request.

The following issues (highlighted above) are identified for closure:

- 2855
- 3152
- 3294
- 3411
- 3492



### **3. Updates for the above issues:**

3.1. Full details on the issues are available online here:

<http://www.wiltshire.gov.uk/council/areaboards/southwestwiltshireareaboard.htm>

You then click on **issues tracking**. If you would like to be sent hard copies of the issues and updates please send an email to [stephen.harris@wiltshire.gov.uk](mailto:stephen.harris@wiltshire.gov.uk) or phone 01722 434211.

### **4. Reporting an issue:**

4.1. To report an issue go to

[https://forms.wiltshire.gov.uk/area\\_board/areaboards.php](https://forms.wiltshire.gov.uk/area_board/areaboards.php)

---

Report Author: Stephen Harris – Community Area Manager

Tel No: 01722 434211

E-Mail: [stephen.harris@wiltshire.gov.uk](mailto:stephen.harris@wiltshire.gov.uk)

