

AGENDA

Meeting: AMESBURY HEALTH FAIR & AREA BOARD
Place: Woodford Village Hall, Middle Woodford, Salisbury, Wiltshire, SP4 6NR
Date: Thursday 2 October 2014
Time: **Health Fair:** 3pm to 6.30pm
Area Board: 7.00 pm

Including the Parishes of Allington, Amesbury, Berwick St James, Bulford, Cholderton, Durnford, Durrington, Figheldean, Great Wishford, Idmiston, Milston, Newton Toney, Orcheston, Shrewton, Stapleford, Steeple Langford, Tilshead, Wilsford Cum Lake, Winterbourne, Winterbourne Stoke, Woodford and Wylve.

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

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

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

Please direct any enquiries on this Agenda to Jessica Croman Democratic Services Officer, on 01225 718262 or email jessica.croman@wiltshire.gov.uk

or Karen Linaker (Amesbury Community Area Manager), Tel: 01722 434697 or 07917 751728, or email karen.linaker@wiltshire.gov.uk

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

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

Wiltshire Councillors

Mike Hewitt (**Vice Chairman**)
John Noeken
John Smale (**Chairman**)
Ian West
Fred Westmoreland
Graham Wright

Bourne and Woodford Valley
Amesbury East
Bulford, Allington & Figheldean
Till & Wylve Valley
Amesbury West
Durrington & Larkhill

Items to be considered

1 **Welcome and Introductions**

2 **Apologies for Absence**

3 **Minutes** (*Pages 1 - 8*)

To confirm the minutes of the meeting held on 31 July 2014.

4 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

5 **Chairman's Announcements** (*Pages 9 - 14*)

6 **Better Care Plan**

To receive a presentation from Jane Scott, Leader of the Council.

7 **Updates from Partners and Town/Parish Councils**

To receive updates from the Town and Parish Council Representatives, and from other partner organisations, including outside bodies on which the Area Board is represented.

8 **Community Plan Working Group Updates**

To receive updates from the following:

- Community Facilities, Health and Well-Being
- Crime and Community Safety
- Sport, Leisure and Culture
 1. The board will be asked to agree a financial contribution to support Amesbury junior football club's (incorporating players from across the area) temporary use of the 3G pitch at Bulford Camp until the end of the year, on the condition that any monies not used for renting the facilities be returned to the Area Board as of January 2015.
- Environment
- Housing, Economic Development, Planning and Tourism

9 **Day Opportunities Service**

To receive a presentation from Diane Jenkins (Head of Service).

10 **Positive Activities for Young People: Leaders Guidance & Terms of Reference** (*Pages 15 - 22*)

- a. To note that the Area Board now serves as the responsible body for youth activities at a local level
- b. To adopt the 'Leader's Guidance for Positive Activities' and the 'Terms of Reference' for the Local Youth Network (LYN).
- c. To agree to establish a LYN
- d. To note the appointment of a new Community Youth Officer for the area, who will be accountable to the board for the delivery of agreed priorities
- e. To note the following:
 - (i) Part year funding for 2014/15 is £17,543.16
 - (ii) Full year funding for 2015/16 is £28.616.92
- f. To earmark £7,700 from the 14/15 Youth Budget for a new "Area Board Youth Cafe" initiative
- g. To confirm support for the continuation of the Duke of Edinburgh Award Scheme in the area

11 **Update from the Community Area Transport Group (CATG)**

A full report will be available for the board meeting. In summary, the CATG met on the 22nd September and were provided with updates regarding ongoing schemes and considered a number of new schemes. The CATG has £14k remaining in its 2014/15.

The main consideration the board is asked to note from the 22 Sept meeting, is that, in view of the increasing number of communities requesting measures to monitor and calm vehicle speeds, officers have been asked to investigate the feasibility of purchasing 2 new SIDs for this Area, and to assess the implications for their deployment.

12 **Amesbury Shadow Community Operations Board Update**

To receive an update from the Chairman of the Amesbury Community Operations Board.

13 **Community Area Grants** (*Pages 23 - 28*)

To determine any applications for Community Area Grant funding.

14 **Future Meeting Dates, Evaluation and Close**

The next meeting of the Amesbury Area Board will be held a **Business Themed** meeting on 20 November, 7pm at Antrobus House, 39 Salisbury St, Amesbury SP4 7HH.

MINUTES

Meeting: AMESBURY AREA BOARD
Place: Shrewton Village Hall
Date: 31 July 2014
Start Time: 7.00 pm
Finish Time: 9.25 pm

Please direct any enquiries on these minutes to:

Jessica Croman Democratic Services Officer, Tel: 01225 718262 or (e-mail) jessica.croman@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Mike Hewitt (Vice Chairman), Cllr John Noeken, Cllr Ian West,
Cllr Fred Westmoreland and Cllr Graham Wright

Wiltshire Council Officers

Jessica Croman – Democratic Services Officer
Karen Linaker – Community Area Manager
Craig Campbell – Community Co-ordinator, Highways and Street scene
Andy Cole – Engineer, Highways and Street scene
John Walker – Housing & Allocations Manager

Town and Parish Councils

Amesbury Town Council – Roger Fisher
Durrington Town Council – David Healing, Marion Wardell, Mary Taule
Bulford Parish Council – J. Clark
Idmiston Parish Council – Andrew Tidd
Shrewton Parish Council – Janice James, Carole Slater, Anne Wodman, Ken Lovelock
Steeple Langford Parish Council – J MacDougall, Richard Coward, David Grover
Tilshead Parish Council – Russ Lee
Winterbourne Parish Council – D.J. Baker
Wylye Parish Council – J MacDougall

Partners

Police – Sgt Ricky Lee

Total in attendance: 40

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
39	<p><u>Welcome and Introductions</u></p> <p>The Vice-Chairman welcomed everyone to the meeting of the Amesbury Area Board and thanked Shrewton for hosting the meeting.</p> <p>At the Chairman's invitation, the Councillors introduced themselves.</p>
40	<p><u>Apologies for Absence</u></p> <p>Apologies for absence had been received from:</p> <ul style="list-style-type: none"> • Cllr John Smale • Mike Franklyn • Inspector Lange <p>In the absence of the Chairman the Vice-Chairman Chaired the meeting.</p>
41	<p><u>Minutes</u></p> <p><u>Decision</u></p> <p>The Minutes of the meeting held on 8 May 2014 were agreed as a correct record and signed by the Chairman.</p>
42	<p><u>Declarations of Interest</u></p> <p>Cllr Graham Wright declared a non-pecuniary interest in grant item 1, as he was the Chairman. Cllr Wright confirmed that he would not vote on the item. Cllr Wright also declared a non-pecuniary interest in grant item 3, as he was a member of Durrington Town Council.</p>
43	<p><u>Chairman's Announcements</u></p> <p>The Chairman referred to the announcements contained in the agenda pack and those on the tables.</p> <p>Army Re-basing</p> <p>A brief update was given noting that a general outline of the re-basing plans were online and still to be finalised and that all applications for the re-basing would go to strategic planning.</p>

	<p>A question was asked if all of the meetings for the Army re-basing would take place in Salisbury City Hall and it was noted that that had not been agreed, although it was preferred that the meetings take place in the south of the county. It was agreed that the Area Board would write to the Chairman of the Strategic Planning Committee and the Southern Area Planning Committee and request that the re-basing meetings be held in the south of the county.</p> <p>Petitions</p> <p>A petition was noted and handed in which requested work for traffic calming measures on London Road in Shrewton and included 263 local signatures. The Chairman of the Southern Area Planning Committee noted that he would try to help.</p>
44	<p><u>Garden Waste Collection</u></p> <p>The garden waste consultation was discussed. It was noted that the Amesbury area had a large elderly population who frequently looked after their gardens. The area also boasted large gardens and green areas making a cut to the service difficult for the area. The Area Board decided to not take a collective vote on the consultation due to a lack of information. The following was identified as required in order to make a decision:</p> <ul style="list-style-type: none"> - The costs associated with the options considered and the saving that would be made; - The impact on recycling and the anticipated drop in numbers. <p>The Area Board advised that in the mean time residents should continue to fill out the consultation form and make comments and the Area Board would request further information.</p>
45	<p><u>Housing Allocation</u></p> <p>John Walker, Allocations and Options Manager at Wiltshire Council, gave a presentation explaining the new housing allocation policy. The policy was reviewed following the introduction of the Localism Act and the introduction of the new freedoms and a consultation was launched incorporating a large number of stake holders and approved at Cabinet in November 2013.</p> <p>The following the changes have been made to the policy:</p> <ul style="list-style-type: none"> • The applicant must have a local connection to Wiltshire • Local Homes allocated to Local People • Creation of an open market register for those with no identified housing need • Review of the bands • Introduction of reasons to be excluded from the register • Allocations made in line with the bedroom standard <p>The new housing policy would be implemented in November/ December 2014.</p>

	<p>A concern was raised on the bidding process and the difficulties faced by the elderly, vulnerable and those without internet access. It was noted that the option to bid by telephone was available and those who had registered would receive the relevant information via post. Concerns were also raised about the difficulties when phoning the call centre when no one would answer the phones and the Area Board was informed that the management team were aware of the issues and working to resolve them.</p> <p>Cllr Westmoreland as Chairman of the housing panel agreed to take a better look at the situation.</p> <p>The Chairman thanked Mr Walker for the presentation.</p>
46	<p><u>A303 Update</u></p> <p>An update on the A303 was noted which included a note from the Stonehenge Visitors Centre to say that the car parking plan was working and that there had not been any congestion at Airman's Corner due to the pre booking message the centre had rolled out.</p> <p>It was also noted that the Area Board was still waiting for the feasibility study to take place and as soon as the information was available they would let people know.</p> <p>Questions were asked about the Atkins study and if the study covered the rush hours and rat running and the locations of the cameras. It was noted that the cameras would cover the rush hours and the rat running and if any information which suggested that would not happen had been received, that should be passed onto the Area Board Members to look into. It was noted that the cameras would be located in the same positions as the previous study in May and additional cameras would also be placed.</p>
47	<p><u>Updates from Partners and Town/Parish Councils</u></p> <p>The Chairman referred to the updates set out in the agenda and invited further updates from Town/Parish Councils and other Partners, including outside bodies. It was noted that the preferred option was for written updates, to minimise time spent during the meeting.</p> <p>Police</p> <p>Sgt Ricky Lee referred to the update in the agenda noting that overall crime had decreased. It was also noted that the policing team had been monitoring the travellers travelling through Amesbury and that these should be moved on within the week. Reports had also been received that some travellers had been driving vehicles advertising services and carrying out poor jobs. The Area Board asked that the community look out for each other and to check the credentials of the services they were hiring. The policing teams had also been carrying out drug</p>

warrants within Amesbury which had been successful.

Fire & Rescue

An update on the current consultation had been circulated and the public was urged to take part.

Shrewton Neighbourhood Plan

Local resident Patrick Curry updated the Area Board on the Shrewton Neighbourhood Plan noting that there were a lot of changes taking place that needed a bottom up approach. A meeting would be taking place in October which was open for the public to attend.

Questions were asked on the Governance Reviews and what role the Area Board had within the review. It was noted that the Area Board did not have a specific role in the reviews but if key questions could be passed onto Cllr Humphries who would do his best to get more information.

Locals Access to Stonehenge

A question was raised on access to Stonehenge for local people and it noted that there was no intention to stop access for locals. Local people would need to register for a local resident's card from the Amesbury library; however there had been a lack of take up to get the card. Comments were raised on the difficulties faced by the elderly and vulnerable to get access to the internet/ library and on producing the documents required to get the local access card. The Chairman of the Stonehenge World heritage Site noted that he would take the comments away with him. It was also noted that the local access card would need to be renewed every year.

Stapleford Parish

A special congratulation was given to Stapleford Parish for being awarded for the 'Best Kept Village'.

Mini Recycling Sites

Comments were raised from Steeple Langford about the removal of the mini recycling sites stating that they did not feel well served and wanted the mini centre returned.

Provision of Youth

Cllr Westmoreland informed the Area Board that a meeting would be taking place which would inform them on how much money the Area Board would have for youth provisions. An idea was put forward to utilise local centres as youth cafes and welcomed ideas from all those in the area. It was agreed to constitute

	a youth panel to formulate ideas going forward.
48	<p><u>Community Plan Working Group Updates</u></p> <p>The following updates were received:</p> <p>Health & Wellbeing</p> <p>A meeting would be taking place to discuss mental health with corporate officers which would look at the strategy locally to Amesbury.</p> <p>Crime and Community Safety</p> <p>Street Pastors had been successful and behaviour is being controlled. Discussions had also taken place with taxi drivers to help solve any local issues during the night.</p> <p>Sport, Leisure and Culture</p> <p>It was noted that a local sports field would soon be taken over and that the Boscombe Mouny was closed for repairs.</p> <p>Environment</p> <p>A previous idea to train volunteers to enforce and stop dog fouling had not been successful due to the controversial nature. A new idea for a 'Green do walk' where volunteers would sign a pledge, wear a badge and carry bags. A link with full information could be circulated.</p> <p>A letter had been sent to Cllr Jane Scott to try and get businesses to supply litter bins.</p> <p>Economy, Housing and Tourism</p> <p>When the housing panel is ready they would look at tenants and residents issues.</p>
49	<p><u>Update from the Community Area Transport Group (CATG)</u></p> <p>Attention was drawn to the report as seen in the agenda.</p> <p>A question was raised about the Minutes as they did not include the 20 mph limits from Great Wishford and Steeple Langford. It was noted that Steeple Langford had been replaced by Bulford due to the ranking of priorities.</p> <p>Decision:</p> <p>a. The Board noted the report and minutes of the latest CATG meeting</p>

	<p>b. The Board agreed to support the following request, which was put forward for funding at the 16 July 2014 CATG meeting:</p> <p>- To relocate the bus shelter from Camelot House, Amesbury to Raleigh Crescent, Amesbury at a cost of £1200. (Amesbury Town Council had been asked to contribute 10% to the cost of the works).</p>
50	<p><u>Amesbury Shadow Community Operations Board Update</u></p> <p>There were no updates.</p>
51	<p><u>Community Area Grants</u></p> <p>At the Chairman's invitation, Cllr Fred Westmoreland, Lead Member for Grants, introduced the item, thanking Cllr Noeken and the other members of the grants panel who had assisted in reviewing the bids.</p> <p>A special thank you was given to Cllr Noeken for his work as Lead Member for grants and that the Area Board appreciated all of his hard work.</p> <p>1. <u>Decision</u> Larkhill Community Partnership was awarded £2,000 towards the 'Digging War Horse' WWI community project.</p> <p><i>Reason - The application met the Community Area Grants Criteria 2014/15</i></p> <p>2. <u>Decision</u> Durrington Town Council was awarded £5,000 towards the creation of a path and avenue of trees.</p> <p><i>Reason - The application met the Community Area Grants Criteria 2014/2015</i></p> <p>3. <u>Decision</u> Langford Parish Hall Committee was awarded £1,731.66 towards the hall's upgrade of equipment.</p> <p><i>Reason - The application met the Community Area Grants Criteria 2014/2015</i></p> <p>4. <u>Decision</u> Idmiston Parish Hall Committee was awarded £994.08 to replace the role of honour plaque.</p> <p><i>Reason - The application met the Community Area Grants Criteria</i></p>

	<p>2014/2015</p> <p>5. <u>Decision</u> Amesbury Bowls Club was awarded £2,600 towards the costs of a replacement mower.</p> <p><u>Reason</u> - <i>The application met the Community Area Grants Criteria 2014/2015</i></p> <p>(ACTION: Karen Linaker)</p> <p>Additional Comments:</p> <p>Cllr Wright did not take part in the vote on items 1 & 2.</p>
52	<p><u>Future Meeting Dates, Evaluation and Close</u></p> <p>Cllr Westmoreland informed the Area Board that Wiltshire Council had another furniture give away and would notify all those interested when he had the dates. It was noted that to attend people would need to register.</p> <p>It was noted that the next meeting of the Amesbury Area Board would be held on 2 October, 7pm at the Woodford Village Hall.</p> <p>The Chairman thanked everyone for attending.</p>

NOT PROTECTIVELY MARKED

Wiltshire Fire & Rescue Service Senior Well Being Day



The Fire Station Ashley Rd Salisbury

This years Senior Well Being Day will be held at the Fire Station in Ashley Road, it is aimed at the over fifties and everybody is welcome. There will be many stands and lots to see with Free Fire Safety Advice. There are many varied organisations offering all kinds of help and advice and free refreshments will be available. There will also be Fire Service Displays throughout the day as well as a prize raffle. Please come along.

To assist in catering it would really help if you could register your intended attendance by telephoning our partner in this event WSUN on 01380 871800 or via e-mail; assistant.wsun@btconnect.com

October 7th 2014 Starts at 10:30 through till 2:30

A303 Improvements

Briefing Note for Area Board Members

As you are aware the Department for Transport has commissioned a feasibility study to improve A303/A30/A358 between Amesbury, Honiton and Taunton. Wiltshire Council is a member of the Stakeholders Reference Group for the study and I write to inform you of the outcome of the Stage 2 of the study, based on the presentation to the Group by DfT on 28th August 2014.

Stage 1 of the study completed earlier in the year identified five single carriageway sections of the route for further investigation:

Amesbury to Berwick Down
Chicklade Bottom to Mere
Sparkford to Ilchester
South Petherton to Southfields
Southfields to Honiton.

Stage 2 looked at options to improve these sections and will take the following proposals into final stage for prioritising schemes:

Amesbury to Berwick Down options:

- part online/part offline dual carriageway and tunnel or offline dual carriageway to the north

Chicklade Bottom to Mere:

- online and offline widening to dual carriageway

Sparkford to Ilchester:

- Online and offline widening to dual carriageway

South Petherton to Southfields:

- Online widening to dual carriageway

Southfields to Honiton and/or Taunton options:

- online and offline widening and improvements

Going forward, the final stage of the study is programmed to be completed by October 2014, with an announcement by government of shortlist of schemes expected before end of the year.

Fleur de Rhé-Philippe
Cabinet Member for Economic Development, Skills and Strategic Transport
Wiltshire Council

Army Basing Briefing for Amesbury, Pewsey, Salisbury, Tidworth and Warminster Area Boards – September 2014

Background

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

September 2014 Update

- DIO's Masterplan for development around Salisbury Plain was reviewed by Wiltshire Council's Strategic Planning Committee (SPC) on 30 July 2014. Although there were areas which required further work by DIO in respect of matters of principle relating to water abstraction, sewage discharge and the impact on habitats caused by increased recreational use of the Plain, the committee unanimously agreed the recommendations to recognise the work completed by the MOD and encouraged DIO to reach agreement with the Associate Director for Economic Development and Planning on the above matters of principle before finalising the Master Plan.
- The Master Plan will remain a critical background document, which will inform the assessment of future planning applications to deliver the Army Basing Programme. It will inform each application by defining the wider context and assessing the cumulative impacts, and so demonstrate in the broadest terms how and where development can, and cannot, take place. It follows that it will be a material consideration, providing contextual understanding and consistency for decision-making.
- Work is now in hand by DIO to finalise the Master Plan so that the Associate Director for Economic Development and Planning can sign it off. A number of planning applications can be expected to be received during the late Autumn 2014, which will also be referred to the SPC.

Location and Number of Additional Personnel (already briefed to Area Boards)

Location	SLA Pop	SFA Population			Total
		Military	Spouses	Children	
Larkhill	1,513	540	540	982	3,575
Bulford	494	241	241	427	1,403
Tidworth	836	400	400	725	2,361
Ludgershall	836	400	400	725	2,361
Upavon	254	0	0	0	254
Total	3,933	1,181	1,181	2,134	7,593

- Wiltshire Council continues to assess the level of services required including early years, school, health, leisure, highways, waste and transport facilities and services, using the latest data from army personnel (and their families) who are due to relocate to Wiltshire.

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

September 2014

1. Context

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

Definition of Positive Activities

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

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

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

2. Legal Framework

The Education Act 1996

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

The Equality Act 2010

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

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

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

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

Wiltshire Council Constitution

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

3. Objectives

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

4. Priorities

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

5. Financial requirements

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

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

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

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

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

6. Support

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

7. Administration

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

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

Monitoring and evaluation requirements:

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

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

Policies and Procedures

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

9. Quality and Standards Framework

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

10. Decision-making process

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

The decision making process must:

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

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

11. Review

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

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

September 2014

1. Purpose

Definition of a Local Youth Network

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

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

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

2. Membership

The LYN may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

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

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

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

Roles of all members of the LYN

All members will be required to:

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

3. Structure and operation

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

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

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

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

The management group will be supported by:

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

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

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

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

Key responsibilities for the management group include:

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

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

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

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

4. Media Relations

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

5. Review

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

Report to	Amesbury Area Board
Date of Meeting	2 October 2014
Title of Report	Area Board Funding

Purpose of Report

To ask councillors to consider the following grant requests:

1. Wings Over Stonehenge Group – £300 for repairs to the Hewetson Memorial Stone in Larkhill.
2. Our Times Project – £4,500 contribution to set up a new project to benefit the frail and elderly in the Amesbury Area.
3. Amesbury Brownies – £540 for a trip to Disneyland.
4. Amesbury Cricket Club – £1,194 For a new bowling machine.
5. Stonehenge Traffic Action Group – £400 for banners and signage.
6. Till Valley Day Centre - £810 for new chairs.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer’s recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.4. The area board may wish to link funding to local priorities, including those identified in their Community Plan, Community Area Joint Strategic Assessment and any other community based consultative work.
- 1.5. The community area grants budget has been approved for 2014/2015 for community area grants, digital literacy grants, community partnership core funding, area board operational funding and area board/councillor led

initiatives.

- 1.6. 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.
- 1.7. Applications of up to and including £1,000 can be made for a Community Area Grant, which do 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.
- 1.8. A ring-fenced budget of £1,500 has been provided specifically for Digital Literacy Grants, although the area board may spend more. Up to £500 per project is available for capital projects.
- 1.9. There is a single on-line application process for Community Area Grants (CAG) and Digital Literacy grants, introduced to provide an easy step by step application process. The application process and funding criteria can be found [here](#).
- 1.10. 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.
- 1.11. Officers provide advice on how the application meets with the scheme's criteria, but the decision to support applications is made by Amesbury area board councillors.
- 1.12. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.13. 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 the Amesbury 'Our Community Matters' [blog-site](#). Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

Background documents used in the preparation of this report	Amesbury Area's Community Plan Priorities Amesbury Area Joint Strategic Assessment
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2. Main Considerations

- 2.1. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.2. Councillors will need to be satisfied that grants awarded in 2014/2015 are made to projects that can realistically proceed within a year of the award being made.
- 2.3. This is the second funding round of the 2014/15 financial year.

Future rounds will take place as follows:

- 10 October for consideration on 20 November 2014
- 18 December for consideration on 29 January 2015
- 12 February for consideration on the 26 March 2015

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 Amesbury Area Board. Budget allocated in 2014/15 is £67,670.01
- 4.2. If the grants are awarded Amesbury Area Board will have a balance £23,000.

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 and Small 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 of the funding report.

8. Grant Requests

Ref	Applicant	Project proposal	Funding requested
8.1.	Wings Over Stonehenge Group	Repair/relocation of Hewetson Memorial Stone	£300

- 8.1.1. The application has been appraised by the Community Area Manager and meets the grants criteria. The funding requested will help to move the stone to a more suitable location.
- 8.1.2. Major Hewetson was a pioneer in aviation in this country. He was killed in an aircraft accident on the then Larkhill Airfield on the 23rd July 1913. His friends and colleagues funded a memorial plinth near the location of the crash. In subsequent years the airfield closed and reverted to farm land. Its current location therefore is not easily accessed by visitors and makes it difficult for the farmer to plant and harvest his crops.
- 8.1.3. The Wings Over Stonehenge Group arrange tours including a visit to this memorial on a monthly basis, and have long tried to have the memorial moved to a more accessible location not far from the crash site.
- 8.1.4. When it is moved, sign posting will be improved to highlight its location, thereby attracting additional tourists and visitors.

Ref	Applicant	Project proposal	Funding requested
8.2.	Our Time Project	To provide 8 workshops in Amesbury, Durrington and Steeple Langford to the elderly, frail and those with dementia	£4,500

- 8.2.1. The project consists of a programme of eight inspiring workshops for the elderly (65+), promoting personal discovery and encouraging group sharing, through movement and simple improvisation.
- 8.2.2. The project has operated in other areas over the past 10 years, and as such, has expertise in working with those with dementia, the very frail, stroke sufferers and is highly qualified in theatre and mime. The project is strongly supported by Age UK, and would like to extend its reach to the following :
- Buckland House, Amesbury
 - Camelot Nursing Home, Amesbury
 - Durrington Village Day Centre
 - Edgar Close Day Centre, Steeple Langford
- 8.2.3. Unfortunately, the board does not have sufficient funds in its current revenue budget to grant the amount requested. Area Boards only have a very limited amount of revenue funds, and are encouraged to support capital projects where possible.

Ref	Applicant	Project proposal	Funding requested
8.3.	2 nd Amesbury Brownies	Trip to Disneyland	£540

8.3.1. The 2nd Amesbury Brownies would like to go to Disneyland. They have contributions from parents to pay for coach hire and other expenses, but are looking to the board to fund the tickets.

8.3.2. This is a long established local voluntary organisation, offering exciting opportunities to girls aged 7 – 10yrs. The leaders of the group very much encourage the girls to make their own decisions about the activities they want to do, and a trip to Disneyland is an ambition the girls have had for a long time.

8.3.3. This is a request for revenue funding.

Ref	Applicant	Project proposal	Funding requested
8.4.	Amesbury Cricket Club	New Bowling Machine	£1,194

8.4.1. Amesbury Cricket Club has been playing cricket in Amesbury since 1890. The club is funded by its own members, through its own fundraising activities, and the occasional small donation. It would like to increase its profile, and attract new junior and senior members. The club also has an ambition to foster links with local schools to offer cricket to the local community. A new bowling machine would improve players cricketing skills.

8.4.2. The club's reserves are earmarked for repair / replacement of the ground maintenance equipment or any other losses or unforeseen matters. The club is contributing 50% - the total cost of the machine being £2,388.

8.4.3. This is a request for capital funding.

Ref	Applicant	Project proposal	Funding requested
8.5.	Stonehenge Traffic Action Group	Purchase new banners and signage	£400

8.5.1. STAG is well known in the area for promoting improved conditions associated with the flow of traffic around the A303, Stonehenge and surrounding routes.

8.5.2. To date, the group's work has been funded by its members. STAG would like to raise its profile and strengthen its influence, and as a consequence would like to purchase and install some banners at strategic points on the A303 with the permission of local landowners.

8.5.3. This is a request for revenue funding.

Ref	Applicant	Project proposal	Funding requested
8.6.	Till Valley Day Centre	Purchase new chairs	£810

- 8.6.1 This is a capital purchase, for a local venue which provides a valuable service to the community
- 8.6.2 The current stock of chairs are old and not fit for purpose, and the day centre committee have identified 18 new chairs which have been approved by a retired physiotherapist and an agreement has been reached with the supplier to offer a discount.

Appendices	Appendix 1 – Wings Over Stonehenge Group Appendix 2 – Our Time Project Appendix 3 – 2 nd Amesbury Brownies Appendix 4 – Amesbury Cricket Club Appendix 5 – STAG Appendix 6 – Till Valley Day Centre
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No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

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