

AGENDA

Meeting: CHIPPENHAM AREA BOARD
Place: Yatton Keynell Village Hall, Jubilee Field, Biddestone Lane, Yatton Keynell
SN14 7BD
Date: Monday 29 June 2015
Time: 7.00 pm

Including the Parishes of Biddestone, Castle Combe, Chippenham Without, Chippenham, Christian Malford, Grittleton, Hullavington, Kington Langley, Kington St Michael, Langley Burrell, Nettleton, North Wraxall, Seagry, Stanton St Quintin, Sutton Benger and Yatton Keynell

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 Senior Democratic Services Officer.

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

Please direct any enquiries on this Agenda to Will Oulton, on 01225 713935 or email william.oulton@wiltshire.gov.uk
Or Victoria Welsh (Chippenham Community Area Manager), direct line 01249 706446 or email victoria.welsh@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

Desna Allen – Queens & Sheldon	Mark Packard - Pewsham
Chris Caswill – Monkton	Linda Packard – Lowden & Rowden
Bill Douglas – Hardens & England	Nina Phillips – Cepen Park & Redlands
Howard Greenman - Kington	Jane Scott OBE – By Brook
Peter Hutton – Cepen Park & Derriards	Melody Thompspon - Hardenhuish

RECORDING AND BROADCASTING NOTIFICATION

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on the Council's website along with this agenda and available on request.

If you have any queries please contact Democratic Services using the contact details above.

	Items to be considered	Time
1	<p>Election of Chairman (<i>Pages 1 - 2</i>)</p> <p>To elect a Chairman for the forthcoming year.</p>	7.00pm
2	<p>Election of Vice-Chairman</p> <p>To elect a Vice-Chairman for the forthcoming year.</p>	
3	<p>Chairman's Welcome and Introductions</p>	
4	<p>Apologies</p>	
5	<p>Minutes (<i>Pages 3 - 10</i>)</p> <p>To approve and sign the minutes of the meeting held on 27 April 2015.</p>	
6	<p>Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
7	<p>Chairman's Announcements (<i>Pages 11 - 18</i>)</p> <p>To include:</p> <ul style="list-style-type: none"> a) Joint Health & Wellbeing Strategy b) LEADER Funding c) Street Lighting d) Magna Carta e) Chippenham Area Board Community Awards 	
8	<p>Appointments to Outside Bodies and Working Groups (<i>Pages 19 - 42</i>)</p> <p>To appoint Area Board members to outside bodies and to reconstitute working groups.</p>	7.10pm
9	<p>Campus Update</p> <p>To receive an update on the Campus project.</p>	7.20pm
10	<p>Big Pledge</p> <p>To receive a presentation regarding the Big Pledge project.</p>	7.35pm
11	<p>Town, Parish and Partner Updates (<i>Pages 43 - 56</i>)</p> <p>To note the written updates provided and answer any questions arising from the floor:</p>	7:45pm

- i. Parish and Town Councils
 - ii. Wiltshire Police
 - iii. Wiltshire Fire and Rescue Service
 - iv. Wiltshire Clinical Commissioning Group (CCG)
 - v. Chippenham and Villages Area Partnership (ChAP)
 - vi. Chippenham Campus Development Team
 - vii. Skatepark
 - viii. Chippenham Partnership of Schools
 - ix. Healthwatch
 - x. Public Health
 - xi. Other Community Groups
- 12 **Area Board Focus Areas 2014/15** **7.50pm**
- To receive updates on the Area Board's Focus Areas for 2014/15, as follows:
- i. Outdoor spaces – Lead: Cllr Linda Packard
 - ii. Crime & Community Safety – Lead: Cllr Desna Allen & Cllr Bill Douglas
 - iv. Child Poverty – Lead: Cllr Chris Caswill
- 13 **Funding** (*Pages 57 - 90*) **8.00pm**
- a. Community Area Grants**
To consider the following applications:
- i. Kington St Michael Community Shop - £1,272
 - ii. Chippenham Moonraker Gymnastics - £ 5,594
 - iii. Upper North Wraxall Pond Committee - £5,000
- Grants application packs are available from the Community Area Manager or at:
www.wiltshire.gov.uk/areaboardscommunitygrantsscheme.htm
- 14 **Local Youth Network** (*Pages 91 - 148*) **8.10pm**
- i) To update the Area Board on the work and progress of the Chippenham Local Youth Network Management group
 - ii) To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.
 - a) Rise Trust - £4920
 - b) Kandu Arts - £5000
 - c) Chippenham Moonrakers Gymnastics - £1026

- d) Chippneham canoe and sailing club - £1750
- e) Green stag theatre - £900

iii) To consider the listed procurement purchases of positive activity providers; using youth funding, as detailed below, together with the recommendations of the Local Youth Network (LYN) Management Group.

- a) GoActiv - £2692

15 **Parish Forum** **8.20pm**

16 **Evaluation and Close** **8:40pm**

The Chairman will invite any remaining questions from the floor and will welcome the submission of new Community Issues.

The next agenda planning meeting will take place on Wednesday 29 July at 10.30 at Monkton Park. Any parish or town council representative interested in attending should contact the Community Area manager or the Chairman.

The meeting is asked to note the future meeting dates below.

Future Meeting Dates

Monday 7 September 2015

6.30 pm for 7.00 pm

Langley Burrell Village Hall

Monday 9 November 2015

6.30 pm for 7.00 pm

Venue TBC

Guidance on the election of the Area Board Chairman and Vice-Chairman

4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.

4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.

4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.

4.9.7 With the exception of an election year, the chairman and vice-chairman of an area board shall remain in post until their successors are appointed.

MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: Needl Hall - Chippenham Town Council, The Town Hall, High Street,
Chippenham, SN15 3ER
Date: 27 April 2015
Start Time: 7.00 pm
Finish Time: 9.00 pm

Please direct any enquiries on these minutes to:

Will Oulton (Democratic Services Officer), Tel: 01225 713935 or (e-mail) william.oulton@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Linda Packard (Chairman), Cllr Desna Allen (Vice Chairman), Cllr Chris Caswill, Cllr Bill Douglas, Cllr Howard Greenman, Cllr Peter Hutton, Cllr Mark Packard, Cllr Nina Phillips and Cllr Jane Scott OBE

Wiltshire Council Officers

Victoria Welsh - Community Area Manager, Will Oulton – Senior Democratic Services Officer, Andrew Osbourne - Head of Adult Care Commissioning, Richard Williams – Community Youth Officer, and Parvis Khansari - Associate Director.

Town and Parish Councillors

Chippenham Town Council - Sue Wilthew, Ann Chard, Cllr Andy Phillips.
Castle Combe Parish Council – Cllr John Mackelden
Biddestone Parish Council Rachel De Fossard

Partners

ChAPs – Julia Stacey and Alison Butler
Wiltshire Police – John Brixey

Total in attendance: 48

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
30	<p><u>Youth in the Community</u></p> <p>Councillor Linda Packard, Chair of the Area Board opened the meeting and thanked especially the three performers, Jack, Amy & James and Luke, who had provided musical entertainment at the start of the meeting.</p> <p>Cllr Peter Hutton, the Chair of the Local Youth Network (LYN), then outlined the purpose of the item: to the views of people on what services are needed. He went on to introduce Ben and Saul younger members of the LYN, who addressed the issue of information and communicating with young people, and the results of the consultation on priorities.</p> <p>Responses from some 729 young people, from Chippenham and the surrounding area, had identified the Skate Park, Youth Café and Adventure Trail as the top three priorities – along with some other activities. Round-table discussions were then held to enable those in attendance to provide feedback on the priorities for youth activity in the area.</p> <p>Councillor Hutton thanked all who attended and looked forward to considering the response at the next LYN meeting to focus the resources in the right area.</p> <p>Chair added her thanks, and especially to Ben and Saul for presenting to an unfamiliar audience so well.</p>
31	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Linda Packard, formally opened the meeting.</p>
32	<p><u>Apologies</u></p> <p>Apologies for absence were received from Inspector Hobman.</p>
33	<p><u>Minutes</u></p> <p><u>Decision</u></p> <p>The minutes of the meeting held on 2 March 2015 were agreed a correct record and signed by the Chairman.</p>
34	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
35	<p><u>Chairman's Announcements</u></p> <p>Chippenham Area Board Community Awards 2014/15</p>

	<p>The Chairman reminded the meeting that the Chippenham Area Board would once again like to recognise and celebrate the efforts which local volunteers are making in our community. Nominations are invited for the following 3 award categories:</p> <ul style="list-style-type: none"> • Individual • Team/Group • Junior/ Youth (under 18) <p>The closing date for nominations is 25th May 2015, with the Award Ceremony will take place at the Chippenham Area Board meeting on 29th June 2015.</p> <p>Details of the awards and nomination forms are available on line via the Wiltshire Council website: http://www.wiltshire.gov.uk/council/areaboards/chippenhamareaboard.htm People were asked to contact Victoria Welsh Community Area Manager victoria.welsh@wiltshire.gov.uk if they required hard copy of the nomination form or for more information.</p>
36	<p><u>Local Youth Network (LYN) and Youth Funding</u></p> <p>Cllr Peter Hutton, the Chair of the Local Youth Network (LYN), Richard Williams, presented the formal report of the LYN.</p> <p>The meeting also received a presentation from representatives of the Riverbank Studio project in support of their application for funding.</p> <p>In response to a question from Councillor Caswill, Councillor Hutton and Richard Williams, the local Youth Officer, stated that summer activities would be procured by third parties who would be able to provide safe activities, and that the proposals should not impinge on the enjoyment of the park for other users.</p> <p>Resolved</p> <ol style="list-style-type: none"> 1. To note the results of the Youth Needs Analysis (Appendix 1) 2. To award the Riverbank Studios £5,000 towards recording studio and rehearsal space for young musicians and 10 week practical music education courses for young people (Appendix 2) 3. To support, in principle, an award of up to £8,000 to support the delivery of a programme of summer activities and youth café, to enable projects to be procured ahead of further details being presented to the June 29th meeting (Appendix 3)

37	<p><u>Services to the Elderly</u></p> <p>Andrew Osbourne, Head of Adult Care Commissioning, gave a presentation about the services available to Older People; provided information about the event on the 17th July; and discussed the role of the Older People's and Carers' Champions.</p> <p>Issues discussed in the course of the item included:</p> <ul style="list-style-type: none"> • That the Clinical Commissioning Group was retendering the Community Services contract; • That these intermediate care services, including district nursing, are currently provided by Great Western Hospital; • That the Care Act 2014, that came into force in April, brought a number of changes including new rights for carers and further duties for local authorities around information and advice; • In response to this, the Council had developed a new information portal called Your Care, Your Support; http://www.yourcareyoursupportwiltshire.org.uk/home/ • A Market Position Statement, giving information about the services in the Chippenham Area and information about the users, had been published to provide more information for partners, service users and potential providers; • That the event on the 17th July in Chippenham would look at a range of services being offered to older people, not just social care. • That the two champion roles would be voluntary, that expenses could be paid, and that they could be a member of the public or a Councillor as the Area Board though appropriate. <p>The Chair thanked the officer for his presentation, and asked that the matter of appointing two champions, for Older People and Carers, be considered at the ABC meeting with a view to a decision being made at the June meeting of the Area Board.</p>
38	<p><u>Highways Issues</u></p> <p>The Chairman presented the report which asked the Area Board to consider matters and recommendations arising from the last meeting of the CATG.</p> <p>Councillor Linda Packard stated, in response to a question from Councillor Caswill, that she understood that his concerns regarding whether the Town & Parish Councils had an effective veto on issues had been aired at the Community Area Transport Group (CATG) meeting, and that should the CATG wish to propose an amendment to their terms of reference then a recommendation would need to be made to the Area Board meeting.</p> <p>Resolved</p>

	<ol style="list-style-type: none"> 1. To note the Financial Summary (see Appendix 1); 2. To note the letter from Councillor Philip Whitehead, Cabinet Member for Highways, regarding 20mph restrictions (see Appendix 2); 3. To approve the CATG recommendation that in future requests for 20mph restrictions should be dealt with in the same way as other Highways Improvements Requests and considered on merit; 4. To note the Local Sustainable Transport Fund (LSTF) update (see Appendix 3); 5. To note progress on prioritised schemes; 6. To approve the CATG recommendation for in principle support for Community Issue 3013 Blackthorn Mews to be submitted for Substantive Scheme funding, dependent upon the recommendations of the assessment report and conditional upon a contribution from Chippenham Town Council towards the cost of the scheme (see Appendix 4); 7. To approve the schemes recommended for prioritisation & funding, conditional upon a 25% contribution to the cost of the schemes from the relevant Town and Parish Councils (see Appendix 5); 8. To approve the list of schemes recommended for retention & further consideration; 9. To approve the CATG recommendation to approve the installation of directional signs for Emmanuel Church, conditional upon approval by Traffic Management Engineers (see Appendix 6); and 10. To approve the list of schemes recommended for removal (see Appendix 7).
39	<p><u>Area Board Annual Review</u></p> <p>Community Area Manager, Victoria Welsh, gave a presentation on the achievements of the Area Board over the last year.</p> <p>Issues highlighted included:</p> <ul style="list-style-type: none"> • that 33 grants, totalling £93,000, had been given to a range of organisations, which had led to projects with a total value of £204,000 being delivered; • That £80,000 had been allocated for highways funding including dropped kerbs, traffic calming and pedestrian improvements; • That funding for young people included music and martial arts projects;

	<p>and</p> <ul style="list-style-type: none"> • That the Community Area Board Awards would be in June. <p>The Chairman, Councillor Linda Packard, thanked all the Council, Parish & Town Council members for contributing to the success.</p>
40	<p><u>Town, Parish and Partner Updates</u></p> <p>The written updates from partners were noted.</p> <p>In addition the following issues were noted:</p> <ul style="list-style-type: none"> • That a revived Health and Social Care Forum had recently met to work on an initiative with the Wiltshire CCG to develop new integrated social care teams; • That defibrillators had been taken up by Street Pastors; • That the Chippenham Vision should be the subject of future discussion at the Area Board.
41	<p><u>Local Priorities 2014/15</u></p> <p>The meeting received the following updates on priority areas:</p> <ol style="list-style-type: none"> i. Outdoor spaces –Cllr Linda Packard stated that she had no further update. ii. Crime & Community Safety –Cllr Desna Allen stated that the Safe Places Scheme had been launched where ICE (emergency contact) card had been handed out and 20 businesses and establishments signed up. iii. Road Safety - Cllr Bill Douglas stated that he had no further update. iv. Child Poverty –Cllr Chris Caswill stated that he had had a productive meeting with the Cabinet Member and two Corporate Directors with the aim of ensuring that the work of the local group complimented the Wiltshire-wide Child Poverty Strategy. He had also met with Public Health officers and discussed how data can be used to better understand needs for Chippenham. Finally the Chippenham group had written a short letter to all local parliamentary candidates to ask them to prioritise these issues.
42	<p><u>Parish Forum</u></p> <p>Councillor Howard Greenman stated that there had been 29 attendees at the last Forum meeting, with presentations from planning officers regarding rural issues, which had proved very informative.</p>
43	<p><u>Community Area Board Funding</u></p> <p>The Chairman introduced the report and asked that, unless there were any questions on the proposals, the meeting proceed directly to voting on the</p>

	<p>recommendations.</p> <p>There being no questions, the meeting:</p> <p>Resolved:</p> <p>To award Chippenham Cricket Club £4,000 towards an outdoor practice facility, conditional upon the balance of funding being in place;</p> <p>To note the allocation of £1,000 to support the Chippenham Community Area participation in the Magna Carta celebrations, and that this funding was allocated from the 11-19 Youth Fund under delegated authority to the Community Area Manager in consultation with the Area Board Chairman.</p>
44	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting and invited any remaining questions from the floor.</p> <p>The meeting was asked to note that the next agenda planning meeting would take place on 27 May 2015 at 10.30am at Monkton Park, and that any parish or town council representative interested in attending should contact the Community Area manager or the Chairman.</p> <p>The meeting is asked to note the future meeting dates (29 June and 7 September 2015) and was invited to take part in an evaluation of the meeting.</p>

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Chairman's Announcements

Subject:	Consultation on the Joint Health and Wellbeing Strategy
Officer	David Bowater, Corporate Support Manager
Contact	T. 01225 713978
Details:	E:David.bowater@wiltshire.gov.uk

Summary of announcement:

A new [consultation draft of the Joint Health and Wellbeing Strategy for Wiltshire](#) (2015-18) has been developed based on our understanding of Wiltshire's communities, as set out in the [Joint Strategic Assessment](#) for Wiltshire.

The consultation draft of the strategy sets out the main areas that working together will be a priority for health and social care organisations in Wiltshire. It does not list everything that all organisations and individuals will be undertaking to improve our health and wellbeing. Instead, it focuses on setting out our vision for integrated working in the future.

We want to support and sustain healthy, independent living. This is articulated in two key aims within the strategy:

- Healthy lives – encouraging communities, families and individuals to take on more responsibility for their own health
- Empowered lives – personalising care and delivering care in the most appropriate setting – at or as close to home as possible

We would like to hear your views on the content of the strategy. Please respond with comments to David Bowater by email david.bowater@wiltshire.gov.uk and by taking part in our [joint health and wellbeing strategy survey](#)

The consultation closes on 1 July 2015.

Chairman's Announcements

Subject:	Grants for rural organisations and businesses
Officer Contact Details:	See links below
Weblink:	See links below

Summary of announcement:

Agricultural businesses and organisations across Wiltshire are being encouraged to apply for European grants designed to boost rural employment.

The Leader scheme is one element of the Rural Development Programme for England, funded by the EU and DEFRA. This tranche of grants runs for five years, until March 2021.

Grants will be available to support the local rural economy, in the following areas of activity: farming, micro and small enterprise employing fewer than 50 people (including farm diversification), rural tourism/the visitor economy, forestry, rural services, and culture and heritage.

The application process is being administered by; Local Action Groups each with a board of volunteers assessing applications to make sure the money goes to those projects likely to create the most new rural jobs for the county. Most grants will be between £2,500 and £50,000.

Six Local Action Groups (LAG) covering Wiltshire have been awarded funding under the new programme (2015 to 2021). North Wessex Downs based on the Area of Outstanding Natural Beauty (AONB), New Forest based on the national park, Heart of Wessex along the A303 in Wiltshire and Somerset, Plain Action centred on Salisbury Plain, Vale Action along the A350 corridor and Cotswold, based on that AONB.

For information about applying for a grant contact the programme manager for your local action group:

North Wessex: Dawn Hamblin, email nwdleaderprogramme@wiltshire.gov.uk call 01488 680458 or visit: www.northwessexleader.org.uk

New Forest: Sally Igra, email Sally.Igra@NFDC.gov.uk call 02380 285368 or visit www.newforestleader.org.uk/8573

Heart Of Wessex: Sarah Dyke-Bracher, email sarah@heartofwessex.co.uk call 07826 907361 or visit www.heartofwessex.co.uk

Plain Action: Alan Truscott, email atruscott@communityfirst.org.uk call 01380 732814 or visit www.plainaction.org.uk

Vale Action: Alan Truscott, email atruscott@communityfirst.org.uk call 01380 732814 or visit www.valeaction.org.uk

Cotswold: James Lloyd, email James.Lloyd@cotswoldaonb.org.uk call 01451 862000 or visit www.cotswoldaonb.org.uk/leader

Chairman's Announcements

Subject:

Changes to Street Lighting

**Officer
Contact
Details:**

Peter Binley, Head of Highways Asset Management and Commissioning,
Tel: 01225 713412
Email: peter.binley@wiltshire.gov.uk

Summary of announcement:

The Council needs to save money and reduce its carbon footprint by reducing energy usage. Rising energy costs, carbon tax and budget restraints make it necessary to change the way we light our streets.

We will be converting some of the street lights in our towns and surrounding areas, so that some of them are not on between about midnight and 5.30am where it is safe to do so.

Lights at junctions, pedestrian crossings and where required for safety will remain on all night. Lighting where there are CCTV systems, in the town centre, and in areas where crime is a problem will remain on and at normal lighting levels.

The scheme was the subject of a consultation in 2012 when the views of the public and organisations were invited before the Council's Cabinet considered the matter.

The scheme has been operating successfully in Trowbridge for over six months and will be rolled out in the other towns this summer. A review of the scheme will be undertaken after six months to determine whether further changes are necessary, and the views of the Town and Parish Councils will be sought.

Date of Implementation	Area
1 st July	Melksham, Westbury, Salisbury, Laverstock, Wilton
5 th August	Warminster, Corsham, Chippenham, Bradford on Avon
2 nd September	Calne, Malmesbury, Royal Wotton Bassett, Devizes, Marlborough, Amesbury

After the introduction of the scheme if there are locations where there are any serious safety issues, these will be considered and changes made as necessary.

CABCA Chairman's Announcement 29-June-15

Chippenham Area Board Community Awards 2014/15

Due to unforeseen circumstances our annual community awards event has been postponed. The re-scheduled date for the event will be announced as soon as a venue has been confirmed.

In the meantime, this enables us to extend the deadline for nominations in all 3 award categories:

- Individual
- Team/Group
- Junior/ Youth (under 18)

The deadline for applications is now 31st July 2015. Nominations forms may be found on the Wiltshire Council website:

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

For a hard copy of the nomination form or for more information contact Victoria Welsh Community Area Manager victoria.welsh@wiltshire.gov.uk

We apologise for any inconvenience or disappointment caused by this postponement, but look forward to hosting the event in the autumn.

CHIPPENHAM AREA BOARD
29 June 2015

Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2015/16

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, to reconstitute and appoint to Working Groups for the year 2015/16.

2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. Similarly, the Area Board is invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2015/16.

3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. In 2014 all Area Boards appointed Local Youth Network (LYN) Management Groups to coordinate wider LYNs, sub-groups of the Area Boards, to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C and may be reviewed by the Leader on an annual basis.
- 3.3. Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly these groups were established as part of the Council's corporate programme for Campuses and so the Terms of Reference cannot be amended.
- 3.4. Some Area Boards have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

4.1. None.

5. Legal Implications

5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required.

5.2. Protocol 3 of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Environmental Impact of the Proposals

6.1 None.

7. Equality and Diversity Implications

7.1 None.

8. Delegation

8.1 Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.

8.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

9. Recommendation

9.1 The Area Board is requested to:

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

Report Author: Will Oulton, Senior Democratic Services Officer, 01249 713935, william.oulton@wiltshire.gov.uk

Appendices:

Appendix A – list of appointments to Outside Bodies

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

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

Unpublished background documents relied upon in the preparation of this report

None.

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Representative (s)
Cherish Chippenham	Area Board - Chippenham	-	-	-	-	4	Cllr Nina Phillips
Chippenham Community Area Partnership	Area Board - Chippenham	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	4	Cllr Mark Packard
Chippenham Local Youth Network (LYN)	Area Board - Chippenham	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Peter Hutton
Kingsley Road Community Hall Association	Area Board - Chippenham	Small committee that needs as much support as possible	To provide a community hall available for all the community to hire - Chippenham	3 meetings per year	Yes	As many interested people as possible	Cllr Nina Phillips
Lyneham Steering Group	Area Board - Chippenham	Wiltshire Council has been working closely with the military on the programme to understand all the military changes taking place in the county and the impact this will have on council services and partners.	The main purpose of this group will be to bring together community and economy related groups who will be affected by the closure of RAF Lyneham to provide a 'voice' for their particular concerns and resolve issues, where possible.	Every 6 weeks	Yes	-	Cllr Allison Bucknell, Cllr Mark Packard
The Nature of it	Area Board - Chippenham	-	-	-	-	4	Cllr Howard Greenman
Vision for Chippenham Board	Area Board - Chippenham	To Bring together private and public sector bodies to drive forward development	Co-ordination of regeneration of Chippenham	6 Meetings per year	Yes	1 from Area Board and 1 from Group Leaders	Cllr Fleur de Rhé-Philippe Previous Cllr Nick Watts

Appointments to Working Groups Chippenham Area Board – 2015/16

Members of Chippenham Community Area Transport Group	
Councillor Linda Packard (Chair)	Chippenham Area Board representative
Councillor Bill Douglas	Chippenham Area Board representative
Councillor Nina Phillips	Chippenham Area Board representative
Councillor Howard Greenman	Chippenham Area Board representative
Councillor Maurice Dixson	Kington Langley Parish Council representative
Councillor John Scragg	Chippenham Town Council representative
Councillor Lesley Palmer	Grittleton Parish representative
Councillor Angela Williams	Biddestone & Slaughterford Parish representative
Paul Bollen	Area Highways Engineer
Chris Clark	Client Area Manager (Highways)
Martin Rose	Principal Highways Engineer
Spencer Drinkwater	Principal Highways Planner
Victoria Welsh	Community Area Manager, Wiltshire Council

Members of Chippenham Campus Development Team	
Ian Bridges	Chairman, Community Representative
Stephanie Davis	Education & Young People
Pauline Monaghan	Community representative
Mark Packard	Chippenham Area Board
David Powell	Chippenham Town Council
Pam Sharratt	Community representative
Julia Stacey	Community representative
Graham Stow	Community representative
Victoria Welsh	Community Area Manager, Wiltshire Council

Members of Chippenham Community Safety Group

Councillor Desna Allen	Chippenham Area Board representative
Councillor Peter Hutton	Chippenham Area Board representative
Councillor Nina Phillips	Chippenham Town Council representative
Sue Wilthew	Chief Executive, Chippenham Town Council
Adrian Jones	Service Delivery Manager, Chippenham Town Council
Acting Inspector Ben Huggins	Chippenham Sector Inspector
Sgt Phil Connor	Chippenham NPT Sgt
PC Paul McQuillan	Chippenham NPT Beat Manager
Michael Franklin	Wiltshire Fire & Rescue Service
Carolyn Brownell	Chippenham BID Manager
Michael Weeks	Street Pastors representative
Chris Crook	Pubwatch representative
Julia Stacey	Chippenham & Villages Area Partnership Project Coordinator
Mark Rippon	Community Safety Manager, Wiltshire Council
Roy Bahadoor	Licensing Officer, Wiltshire Council
Victoria Welsh	Community Area Manager, Wiltshire Council

LYN Management Group

Current Members:

- Cllr Peter Hill

Chippenham Community Area Transport Group (CATG)

Terms of Reference

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Chippenham Community Area Transport Group (CATG)

Terms of Reference

Meetings

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

Officer Support

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

Terms of Reference

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

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

Chippenham Community Area Transport Group (CATG)

Terms of Reference

Appendix A

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

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

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

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

Chippenham Community Area Transport Group (CATG)

Terms of Reference

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

6. Other decisions

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

Chippenham Community Campus Project

Terms of Reference

1. Background

On 4th July 2011, Chippenham Area Board accepted the proposal to develop a community campus for the Chippenham Community Area. A community-led group was formed from Chippenham and the surrounding Parishes to represent local people throughout the development of the proposals for a campus in the Chippenham Community Area; this group is called the Chippenham Campus Development Team (CDT).

The aim of the CDT is to engage with and directly influence the development of the Chippenham campus to ensure that the needs and aspirations of the wider community are reflected in the design, creation and operation of the various facilities. The progress made by the CDT is reported to Chippenham Area Board, along with any recommendations, at Chippenham Area Board meetings.

2. Campus Management Principles

The Chippenham CDT will work with Wiltshire Council and its partners to ensure that the following principles are delivered:

- Create an environment which empowers local people to directly influence the delivery and improvement of unique, needs based services in their community.
- Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- Share the accountability for service delivery with the community and partners.
- Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement.
- Make specific provision for accessible opportunities for partnership working.
- Provide accessible local decision making processes and governance structures.
- Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.

3. Membership

The Chippenham CDT membership will be no fewer than 5 members; the quorum will be 3. The CDT will be composed of an elected Member of Chippenham Area Board who will be present at meetings of the CDT and at least 1 appropriate, mutually agreeable representative from the following broad sectors of the local community:

- Elected Member(s) from Town and Parish Councils
- Education and young people representative(s)
- User and community group representative(s)
- Other community representative(s) including business (as appropriate)
- The Community Engagement Manager will be a non-voting Member

Chippenham Community Campus Project

Terms of Reference

Members of the Working Group will:

- Elect a Chairman.
- Each has equal rights.
- Each has one vote for decision making purposes (with the exception of the Community Engagement Manager) to assist them in agreeing recommendations to be made to Chippenham Area Board. Decisions will be taken by a simple majority vote; in the event of a tied vote, the Chairman will have a further vote.
- Substitutes for absent Members will not be permitted.
- Co-opt other Members either permanently or for specific purposes as the Members see fit. Co-opted members will not hold voting rights.
- A Wiltshire Council Officer will attend and support the meetings in order to record decisions and actions.

4. Roles and Responsibility

On behalf of Chippenham Area Board, the Chippenham CDT will:

- Manage the communications and community consultation in relation to the community campus.
- Identify local partners and facilitate sustainable partnership working.
- Support Chippenham Area Board in the delivery of the campus, with the proactive engagement from the local community.
- Assess any potential risks and advise Chippenham Area Board accordingly.
- Develop a communications and marketing plan to raise awareness and ensure maximum use of the campus.

5. Confidentiality

Whilst most information provided by Wiltshire Council or partners will be non-confidential, there may be occasions when the commercial nature of discussions, or matters of a sensitive nature to Wiltshire Council or partners may require individual items to be treated as confidential. Such occasions will be indicated to the Chippenham CDT at the time. Should any participant feel unable to respect this request they must absent themselves from the meeting prior to discussions regarding the relevant item.

Chippenham Community Safety Group (CSG) Terms of Reference

Membership of the Community Safety Group CSG

The Crime & Community Safety Group will normally be made up of not more than 10 members from the following groups:

- **Wiltshire Council**
 - Area Board Councillor
 - Officers from the Public Protection Team & Area Board Team

- **Wiltshire Police:**
 - Sector Inspector
 - NPT Sgt
 - Other Police personnel as appropriate

- **Town & Parish Councils**
 - Chippenham Town Councillor
 - Officers from Town Council
 - Parish representative & ChAP

- **Wiltshire Fire & Rescue Service**
 - PACE
 - Station Manager

- **Street Pastors**
 - One/Two representative

- **Pubwatch**
One representative

- **Chippenham Business Improvement District (BID)**
One representative

- **Community Partnership**
 - One representative

- **To be invited as and when required**
 - Community representatives
 - Specialists & guests.

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

Chippenham Community Safety Group (CSG) Terms of Reference

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

The group will normally be chaired by a Wiltshire Councillor.

Membership of the Community Safety Group will cease when a member ceases to hold the stated office as when first appointed.

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

Appointment of Community Safety Group Members

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

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the Crime & Community Safety 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.

Media Relations

Members of the Community Safety Group must not issue press statements on behalf of the Area Board.

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

Meetings

- It is recommended that the Community Safety Group meet at least four times a year
- Meetings are intended to be limited to the Membership set out above
- It should be noted that Community Safety Group is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services
- Responsibility for agenda and summary of actions to be rotated amongst the officers

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a Crime & Community Safety Officer, Anti Social Behaviour Reduction Officer and Licensing Officer as necessary.

Chippenham Community Safety Group (CSG) Terms of Reference

Terms of Reference

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

The Community Safety Group terms of reference are set out at Appendix A:

Chippenham Community Safety Group (CSG) Terms of Reference

Appendix A

Terms of Reference

1. Reduce Violent Crime (reduce assault with injury crime rate)
2. Reduce the level of alcohol related violence
3. Reduce the level of public disorder and ASB
4. Bring more offenders to justice
5. Improve the perception of anti social behaviour
6. Increase public confidence and satisfaction
7. Improve the image of the Chippenham Community Area
8. Promote positive publicity
9. Secure sustainable CCTV arrangements for the town
10. Licensing campaign
11. To make recommendations to the Area Board regarding any other local crime and community safety issues
12. To work towards achieving the "Purple Flag" (including Safe Places)

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.

Update for Chippenham Area Board

Update from	Christian Malford Parish Council
Date of Area Board Meeting	29 th June 2015

Headlines

- Vandalism – major issues have recently arisen at the Recreation Ground and elsewhere in the vicinity. It was agreed that the Chairman would lodge a formal report of criminal damage to the local police (101 service) and that the Parish Council would also raise the issue through Neighbourhood Watch.
-
-

Projects

- The scheme to provide an allotment facility in the village is continuing. A secure boundary has been provided and a source of water established. The next phase will see the provision of a communal shed for the allotmenters.
-
- The Parish Council is currently considering a scheme to provide additional facilities and refurbishment at the Recreation Ground. The scheme will require sources of external funding, which are also being explored.
-

Future Events/Dates for the diary

- Next two meetings of the Parish Council will be on Tuesday 7th July and Tuesday 1st September in the Village Hall: both at the **new starting time of 7:45pm**
-
-

Signed: **E. M. Helps**

Date: 12th June 2015

Update for Chippenham Area Board

Update from	Kington Langley Parish Council
Date of Area Board Meeting	29 th June 2015

Headlines

- At a recent Wiltshire Council meeting it was announced that Wiltshire Council will not be covering the costs of Town/Parish Council elections. It would be useful to receive some information on the costs and what would be involved in this process.
-
- It was noted at our last Parish Council meeting that the Chippenham Historic Society will be seeking local history on Kington Langley. Members of the Parish Council would be happy to assist with this.
-
- The Parish Forums are regularly attended and found to be very informative and a useful networking tool.
-
- It is well documented that Highway issues including gullies not being emptied and general Highway maintenance not being carried out (even though scheduled) – This is causing much concern within the parish. Will there be any moves to improving this?
-
- Kington Langley Parish Council is happy to promote the Big Pledge 2015 by posting notices on the notice boards.
-

Update for Chippenham Area Board

Projects

- Assisting with School parking – The P C is looking into the possibility of using part of a Common to assist with the parking situation during school drop off/pick up times. Legal advice has been sought. And encouraging progress is envisaged.
-
- Defibrillator for the Parish – Since launching a fund raising project for a defibrillator, to date £2,278 has been raised. A second defibrillator is to be sought.
-
- New Neighbourhood Watch signs are to be sited in the Days Lane area of the village.
-
- Road Safety – Issues have been raised for safety measures to be incorporated at Church Corner and extended kerbing in the vicinity of the school.
-
- Community Assets – Two properties in the village are being investigated with a view to them being listed as Community Assets.

Future Events/Dates for the diary

- Future Parish Council meeting dates: 13th July, 10th August, 14th September, 12th October, 9th November, 14th December. All meetings are held in the meeting room of the Village Hall commencing at 7.45pm.

Signed: S. Webb Parish Clerk

Date: 10th June 2015



Briefing report for Chippenham; Corsham, Calne & Melksham Community Area Boards June 2015

New Legislation – Private Landlords

Wilts FRS have commenced a new project involving private landlords. New laws will require the fitting of smoke alarms on every level in the rental property. If there is a solid fuel appliance in the property then a CO alarm must also be fitted.

This new legislation comes into place on the 1st of October 2015 and the Government has provided funding to every Fire & Rescue Service to enable restricted numbers of smoke and CO alarms to be issued on a 'first come' basis free to Private landlords who meet the requirements. The alarms can be collected from Swindon; Trowbridge and Salisbury Fire Stations. Landlords will need to complete the form on our website where other information regarding collection can be found at www.wiltshire.gov.uk . The forms need to be completed prior to collecting the alarms.

Combination News

This month will see another significant step on the road to combination, with the first full meeting of the new Shadow Fire Authority on 23 June. With just nine months before the new Dorset and Wiltshire Fire & Rescue Service comes into being, staff at both existing FRSs are busy developing structures, policies, procedures and systems.

Six work streams have been established to direct this work, focusing on:

- Governance
- Strategic and organisational development
- Safety centre, strategic hub and Joint Command and Control Centre (JCCC)
- Service delivery and operational assets
- People and organisational design
- ICT and information management

NOT PROTECTIVELY MARKED

Dorset and Wiltshire & Swindon Fire Authorities have successfully gained the support of the Secretary of State to combine and now start their one year journey in bringing together the two Fire & Rescue Services.

The combined Dorset and Wiltshire Fire & Rescue Service officially came into being in shadow status on 1 April 2015 and will replace the two existing Authorities on 1 April 2016. This combination will help to secure the future of the two Services and the continued safety of the public in the two counties.

As the two Services start to come together, they will be focused on ensuring they maintain the professional emergency services for people living in, working in and travelling through Dorset and Wiltshire.

One of the outcomes from the combination will be the construction of a safety centre in Swindon on a site yet to be decided by the Fire Authority. The resources for this project have come from the Government transformation fund and will provide a Safety Centre for the people of Wiltshire. This will be a long term project and at the moment I cannot give any more detail but if you wish to look at the educational and community facilities offered by these types of premises in Dorset please take a look at www.Streetwise.org.uk.

Michael FRANKLIN
Partnerships & Community Engagement Manager
June 2015

NOT PROTECTIVELY MARKED

Update for Chippenham Area Board

Update from	Chippenham & Villages Area Partnership
Date of Area Board Meeting	29 th June 2015

Headlines/Key Issues

ChAP and it's relationship with the Chippenham Area Board Wiltshire Council has now withdrawn Core funding for Community Area Partnerships. Despite this most of the partnerships in Wiltshire continue to work within their communities. In Chippenham the partnership now works on a totally voluntary basis and maintains it's close relationship to the Area Board, continuing to support their priorities.

We do anticipate difficulties ahead as there is no funding available for basic expenses such as room hire and storage facilities for our community assets. We still offer equipment and outdoor furniture for loan. Our volunteers are totally committed and deliver valuable projects. We would welcome offers of assistance in kind from other organisations.

ChAP H&SC Forum At their April meeting the forum welcomed Megan Comber and Sarah Mills Wiltshire Health Trainers. They explained their role which plays an important part in maintaining healthy communities and assists people who need to make changes in their lives to ensure good health. The forum is also working with stakeholders in the CCG transformation which aims to develop new Integrated Community Teams to deliver health and social care in an integrated seamless way. The H&SC forum are planning a networking event for the Chippenham Area.

DONM 30th June 10-12am Croft Court, Westcroft.

Defibrillators ChAP was pleased to facilitate a presentation to the Chippenham Childrens Parliament by the Community Heartbeat Trust. The presentation included information about the use of defibrillators and how to perform CPR. The members then discussed ways in which they could cascade the information to their own communities, and ways to raise money for defibrillators. Kington Langley has now begun fundraising and hope to install two AEDs in the village. ChAP continues its commitment to facilitate the availability and awareness of defibrillators (AEDs) across the community area. Please contact Alison Butler or Julia Stacey for further information.

Better Use of Open Spaces ChAP recently facilitated a special trip up the River Avon courtesy of WBCT. This was an opportunity to review current access and use of the river and the surrounding open spaces, and to explore the potential to develop and enhance the river for leisure use. The route took us approximately 2 miles upstream and we were able to fully appreciate this beautiful and under-used waterway, and the adjoining countryside. We were able to examine the three existing slipways. The Common Slip off St Marys Street is poorly maintained and extremely overgrown with very restricted access.

The slipway at the Sailing Club is curved and narrow and is therefore limited in use.

The slipway at the Sea Cadets headquarters was built when the river level was much higher and

Update for Chippenham Area Board

consequently the design makes it very difficult and dangerous to use.

Easy access to the river is severely restricted for craft of greater size ie trip boats. There are a number of suitable locations along the bank where a new accessible public slipway could be constructed.

Safe Places Project ChAP is pleased to be able to support the Safe Places Project. ChAP is now visiting local Luncheon Clubs to promote and raise awareness of the scheme amongst the older community. ChAP continues it's role to enrol new members to the scheme and to train staff.

Chippenham Older Peoples Forum ChAP continues to support the COPF. Recent meetings have included an introduction to the new Care Act, and an explanation of the work of Dorothy House.

DONM 12th August 2.00pm St Cats Hall, St Andrews Chippenham.

BSO Projects The final project with Bournemouth Symphony Orchestra took place in Monkton Park Frogwell, Sutton Benger and Kington St Micheal primary schools. The sessions were delivered by four BSO musicians who explained how different instruments fit into the orchestra, and then woked with the children to compose and perform a piece of music based on particular subjects linked to current class work. The expertise and teaching skills of the musicians stimulated excellent pupil engagement and enthusiasm. All the pupils participated, some their own instruments. Feedback from the schools used the words "very good, fantastic, fabulous and brilliant!" This project was an excellent example of local community partnership working

ChAP

Julia Stacey

Update for Chippenham Area Board

Update from	Vincent Albano, Asset Portfolio Manager Strategic Asset Management
Date of Area Board Meeting	Monday 29 June 2015
Subject	Chippenham Skate park – update

Update

The successful contractor, Wheelscape (www.wheelscape.co.uk), have been working to refine the design of the skate park and prepare the necessary documents and reports for the submission of the planning application. Initially this has focused on the constraints (noise etc) and will later involve skate park users.



Update for Area Boards - June 2015

Support for Unpaid Carers

On behalf of Wiltshire Council and NHS Wiltshire Clinical Commissioning Group, Healthwatch Wiltshire (HWW) is independently facilitating an engagement project looking at support for unpaid carers. The focus is to understand whether the services on offer are meeting the needs of carers, and specifically what services would make the most positive impact to carers who require immediate support.

HWW has been working with specialist voluntary sector organisations, to engage with their members and service users. HWW ran focus groups in May to listen to carers about their experiences of caring and asked them “what would support them during a crisis in order to prevent a carer breakdown?” A survey is now available and includes the outcomes from the focus groups. If you are a carer and would like to share your thoughts please take 5 minutes to complete the survey <http://www.wiltshire.gov.uk/supportforunpaidcarers.htm>. If you require a hard copy of the survey please contact us.

The outcomes of the focus groups and the results from the survey will be used by Wiltshire Council and NHS Wiltshire Clinical Commissioning Group, to inform what services are put in place to best support carers. HWW will collect together all the feedback it receives and produce a report that will help with the decision making process.

Patient and Visitor Feedback at the RUH

HWW worked jointly with Healthwatch Bath & North East Somerset to gather patient and public feedback about the Royal United Hospitals Bath NHS Foundation Trust. We ran a joint engagement stall in the Atrium of the hospital for a week and spoke to patients, relatives, friends and staff. We found that people were generally happy with the care provided by the hospital, and thought staff were usually doing their best, given shortages and funding limitations. The quality of food at the hospital was also praised. There were some people who recounted less positive experiences, and we were able to advise them how to raise complaints, if they wished.

Patients and visitors were concerned about parking and public transport for visiting the hospital, including the possibility of the funding of the Connect2Wiltshire service being withdrawn. Non-emergency patient transport was also the source of some complaints, with missed collections and long waits causing problems for patients. Patients also told us how problems getting appointments with their GP could lead to them using the hospital emergency department.

A full report can be found at http://www.healthwatchwiltshire.co.uk/sites/default/files/ruh_engagement.pdf. We would welcome any feedback you would like to give about a visit or stay in hospital, whether the RUH or any other local hospital.

Silver Services for Older People

HWW is currently supporting the Older People’s Health and Social Care Workshops being held in most community areas during June and July to engage with local people about their specific needs and issues. The workshops are designed to bring together older people and local organisations to highlight the positive aspects of living in their community and to identify any areas where it could be improved. The purpose of the initiative is to represent any gaps in commissioned services and to highlight opportunities where the community area could perhaps help itself with support from the Area Board. HWW is helping to promote the new information website - Your Care Your Support Wiltshire, which will begin to address previous issues regarding lack of health and care information, support services and groups and clubs. HWW will work with Wiltshire Council, NHS Wiltshire Clinical Commissioning Group and local groups to develop this information and to grow the service directory of community facilities and interest groups. For more information call Kevin Gaskin at HWW on 01225 434218.

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

www.healthwatchwiltshire.co.uk



Public Health Briefing Note May 2015

Wiltshire Council
Where everybody matters

Website: <http://www.wiltshire.gov.uk/publichealthwilts.htm> Email: publichealth@wiltshire.gov.uk Tel: 0300 003 4566

Getting our communities active

We are constantly working to increase levels of activity in our communities. Helping people to live healthily and to exercise more is crucial to reducing obesity and to preventing disease and to improving quality of life.

More than one in ten people in Calne and Devizes are currently taking part in our Beat the Street walking, cycling and running scheme and participants have covered over 92,000 miles. We have had a huge response to the six week scheme with schools, families and people of all ages signing up to take part. By the end of May over 14% of the population of Calne and Devizes, nearly 8,000 people, had signed up. Players score points and win prizes by walking, cycling, running or scooting by tapping ID cards on Beat Boxes around the towns, with participants tracking their progress online.

Beat the Street encourages people to walk or cycle more often and aims to increase the proportion of people meeting the national physical activity target (30 minutes of physical activity on five or more days per week). Participants provide feedback about their usual modes of transport and level of physical activity before and after the scheme, helping us to learn how lifestyles have changed in the short and longer term and improve health outcomes. Find out more at <http://wilts.beatthestreet.me/> or you can see [feedback on facebook](#).



Reducing Cold Calling

Protecting those who are most vulnerable is a priority for Wiltshire Council and we have been working to reduce numbers of 'cold callers' who call, unexpectedly and uninvited, at a home with the purpose of selling goods or offering a service. Our main concern is that vulnerable older people often tell us how frightening it is for them to have strangers calling at their door. We have been providing communities with a tool kit that allows local people to set up a 'No Cold Calling Zone'. Launched in 2014 our community-led scheme is already proving effective for residents of Broadleas Close, Devizes. Residents report that since their zone was set up at the beginning of April, there has not been a single cold calling incident and, as a result they are very pleased to be part of the scheme.

We are also working to combat cyber crime by tackling online scams and work to prevent the grooming of young people to protect children from sexual exploitation and from radicalisation. If you are interested in learning more about these areas of work or in receiving advice about helping people avoid being taken in by online scams please contact tracy.daszkievicz@wiltshire.gov.uk

First evidence from Wiltshire's Health Trainer service

Further to the update in our March newsletter the results of the first year of our community health trainer service have now been carefully analysed and the full 2014 service review can now be found at <http://tinyurl.com/Health-trainer-review-2014>. The key findings were that:

- 55.4% of all assessments were provided to clients resident in the top 2 most deprived quintiles in Wiltshire
- The prime reason for visiting a health trainer was for assistance with healthy eating or weight loss with over 56.0% of all clients in 2014 identifying this as their primary goal

Do you see clients or patients who could benefit from the support of a health trainer? If you refer people over the age of 18 to the service the local health trainer will contact them to book an appointment. There is a health trainer supporting every community area. **Referrals should be made to health.trainers@wiltshire.gov.uk or call 0300 003 4566.**

An update on the Big Pledge campaign

The first two weeks of the campaign has seen 2173 pledges made by individuals and groups. 402 people or groups have signed up for the Big Pledge Activity Challenge and 25 work places were visited by Heart Angels and Health Trainers who were there to encourage people to make a pledge. Between 18-22 May the hashtag #BigPledge (twitter) has reached 60,832 individual accounts. Will you make a pledge or could you help encourage people to sign up to make a positive difference to their lives or the lives of others? [Visit the website for more information.](#)

National Child Safety Week 2015 (1 - 7 June)

This year our focus locally is on water safety. Injury is the most frequent cause of death after the first year of life, responsible for 31% to 48% of deaths among children and young people and drowning is one of the most common causes of injury-related deaths. This year the Royal Society for the Prevention of Accidents highlighted that one in three accidental drowning deaths in children aged two and below involves bath seats. Our message is, drowning is preventable, and adult supervision is the key. This year we are running a 'Be a Water Safety Hero' poster competition in Primary schools and we are providing secondary schools and colleges with safety advice on swimming and playing near rivers, lakes, open water, quarries, weirs and the sea.

Public Health and Wellbeing Grants

This is the third and final year we will be funding the Public Health and Wellbeing Grants through the Community Foundation, so please spread the word to partners and groups who might benefit. Grants of up to £4,000 are available for a wide range of projects to help improve physical and mental health and promote strong communities. The closing date for applications is Friday 19 June 2015. Funding is available for small groups whose annual income does not exceed £50,000. The grant is for one year only and the maximum amount available is £4,000. Grants are awarded in July. To find out more and to apply for a grant, contact [Wiltshire Community Foundation](#) or call 01380 729284.

Health Matters Library Service

Our Health Information and Support Service (HISS) is available across Wiltshire to those looking for information on any health and wellbeing issue, including cancer, cardiovascular disease and healthy living. Commissioned by Wiltshire Council and managed by the Great Western Hospital Integrated Team the service helps those who have questions about their health but may not have sought advice from their GP. This year three additional libraries will be offering sessions and we will have nurses based in 15 libraries across the county. The HISS teams are able to take blood pressure readings and will give advice about where to access further medical assessment if necessary. Sessions are held:

Town	Day	Morning (9.30-12.30) / Afternoon (1.30-3.30)	Town	Day	Morning (9.30-12.30) / Afternoon (1.30-3.30)
Salisbury	Tuesday	Morning	Corsham	Wednesday	Afternoon
Amesbury	Tuesday	Afternoon	Marlborough	Wednesday	Morning
Trowbridge	Wednesday	Morning	Tidworth	Wednesday	Afternoon
Bradford On Avon	Wednesday	Afternoon	Calne	Thursday	Morning
Devizes	Thursday	Morning	Chippenham	Thursday	Afternoon
Melksham	Thursday	Afternoon	Warminster	Friday	Morning
Westbury	Friday	Morning	Mere	Friday	Afternoon
Wootton Bassett	Wednesday	Morning			

Understanding the barriers and improving uptake of NHS Health Checks

In Wiltshire during 2014/15 more than 33,000 invitations were sent out by GPs and nearly 14,000 people responded and had a NHS Health Check. There was an overall take up rate of 41 per cent in Wiltshire and we are working to increase the number of people who benefit from the national programme. Over a 3-month period we supported a local GP practice to increase take up by offering late afternoon or early evening appointments and contacting invitees by phone during the evening. With our support the practice went from a position of 53% of those invited not responding to a 75% uptake rate. We have rolled out the scheme to 10 additional practices in Q4 to improve programme uptake. Results will be published this summer.

Exploring E-cigarette users perception and attitudes towards Stop Smoking Services

E-cigarettes are often advertised and reported to help users to cut down or quit conventional smoking. However, there is research to suggest that using e-cigarettes actually reduces the odds of quitting smoking. Previous qualitative research identified 'vaping' as a hobby and being able to engage with smoking cessation without completely giving up nicotine as important to e-cigarette users. This is significant for public health services as we have traditionally focused on supporting people to entirely give up smoking with the aid of our stop smoking services.

Our services have proved highly successful with smokers quitting, using stop smoking services, twice as likely to have successfully stopped smoking after 12 months than those not using the service. Despite this, many fail to take advantage of these services and to improve the performance of our services we are undertaking research to look at the impact of using e-cigarettes, why e-cigarette users are not accessing stop smoking services and how we can best help people who want to quit smoking to enjoy the health benefits of complete cessation.

Do you live in Wiltshire? Are you an e-cigarette user or know someone that is? If you would like to participate in this piece of research please contact Rebecca.crabtree@wiltshire.gov.uk and help us improve health in Wiltshire.

Public Health Intelligence News

The [Wiltshire Intelligence Network](#) (WIN) provides numerous reports full of local information on a wide range of topics. New this month:

- [PHOF update](#)
- [Health profile update](#)
- [Tobacco control profile update](#)
- [Health trainer report](#)

Public Health in the news this month:

[Under 16s School Holiday Free Swimming Programme](#) (28 May)

[Film shows positive impact of charity's work with people living with dementia](#) (23 May)

[Food Safety Week – Take the Chicken Challenge](#) (20 May)

[Calne and Devizes on target to journey round the world](#) (18 May)

['Make a difference' and get involved in Wiltshire's Big Pledge](#) (16 May)

[Schools and organisations encouraged to make health and wellbeing commitment](#) (14 May)

[Grants available to improve health and wellbeing in your community](#) (14 May)

[Hundreds of people get on their bikes for Cycle Wiltshire](#) (11 May)

[Parents and community invited to watch awareness raising drama Chelsea's Choice](#) (06 May)

For further information on any of the programmes of work mentioned please contact Emily.kavanagh@wiltshire.gov.uk

Report to	Chippenham Area Board
Date of Meeting	29 June 2015
Title of Report	Area Board Funding

Purpose of Report

To ask councillors to consider the following application for funding:

Applications for Community Area Grant Funding

1. Kington St Michael Community Shop award £1,272 towards a CCTV Upgrade, conditional upon the balance of funding being in place.
2. Chippenham Moonraker Gymnastics award £ 5,594 towards additional Equipment to Increase Participation, conditional upon the balance of funding being in place.
3. Upper North Wraxall Pond Committee award £5,000 toward the Upper North Wraxall Pond Renovation, conditional upon the balance of funding being in place.

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 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. For the 2015/16 financial year Chippenham Area Board has been allocated a budget of **£154,595** as follows:
 - 1.5.1. Community Area Grants, Area Board/Councillor led initiatives, Area Board Operational Funding **£89,894**
 - 1.5.2. Digital Literacy Grants **£1,500**
 - 1.5.3. Community Area Transport Group (CATG) Funding **£18,087**
 - 1.5.4. Annual 11-19 Youth Funding **£10,209**
 - 1.5.5. Local Youth Network (LYN) Funding **£34,095**
- 1.6. Following the Area Board meeting on 27th April 2015 Chippenham Area Board has a balance of:
 - 1.6.1. Community Area Grants, Area Board/Councillor led initiatives, Area Board Operational Funding **£85,894**
 - 1.6.2. Digital Literacy Grants **£1,500**
 - 1.6.3. For balance of Community Area Transport Group (CATG) Funding – see CATG Report
 - 1.6.4. For balance of Annual 11-19 Youth Funding and Local Youth Network (LYN) Funding – see LYN report
- 1.7. In addition to Community Area Grants and Digital Literacy Grants, Wiltshire Councillors may submit an Area Board/Councillor-Led Initiative. This enables Area Boards to tackle community issues and/or community identified priorities. Cabinet has emphasised that these initiatives are not to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.

- 1.8. 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. Funding is available for capital projects. [Community Grants Scheme](#)
- 1.9. Chippenham Area Board is keen for local Town and Parish Councils to engage with local projects. Applicants will be asked to confirm whether the local Town/Parish Council supports the project and whether a financial contribution from the Town/Parish Council has been secured. The Area Board is unlikely to award funding to projects that do not have the support of the Town/Parish Council.
- 1.10. 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.
- 1.11. 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. [Community Grants Scheme](#)
- 1.12. 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.
- 1.13. The decision to support applications is made by Chippenham Area Board Councillors.
- 1.14. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.15. A ring-fenced budget of £18,087 has been provided for the Community Area Transport Group (CATG). Details of this funding are contained in a separate CATG report.
- 1.16. A ring-fenced budget of £34,095 has been provided for the Youth Projects via the Local Youth Network (LYN.) [Youth Funding](#) Details of this funding are contained in a separate LYN report.
- 1.17. 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 [Chippenham Our Community Matters website](#) Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

1.18. Approved inter-meeting spending of up to £1,000 was agreed as follows:

1.18.1. *On 30th April 2012, Chippenham Area Board took the decision to delegate responsibility to the Community Area Manager, in consultation with the Area Board Chairman and/or Vice Chairman, to approve expenditure of up to £1,000 between Area Board meetings. The delegated power is only intended to be used for matters of urgency which cannot wait until the next meeting of the area board and would not be used as a matter of routine. The majority of decisions will continue to be taken at a public meeting.'*

Background documents used in the preparation of this report	<p>Area Board Grant Criteria and Guidance 2015/16 as approved by delegated decision Community Grants Scheme</p> <p>Chippenham Community Area Plan Chippenham and Villages Community Plan</p> <p>Community Area Joint Strategic Assessment for Chippenham 2014 What Matters to you? - outcome of voting</p>
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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 2015/2016 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 2015/16 financial year. Future rounds will take place as follows:
 - Monday 27th July 2015 for consideration on 7th September 2015
 - Monday 28th September for consideration on 9th November 2015
 - Monday 7th December 2015 For consideration on 18th January 2016
 - Monday 18th January 2016 for consideration on 29th February 2016

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 Chippenham Area Board.

4.2. If funding is allocated as outlined in this report, Chippenham Area Board will have the following balances:

4.2.1 Community Area Grant Funding **£74,028**

4.2.2 Digital Literacy Funding **£1,500**

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.

8. Applications

Ref	Applicant	Project proposal	Funding requested
8.1.	Kington St Michael Community Shop	CCTV Upgrade	£1,272

8.1.1. Chippenham Area Board is asked to consider granting Kington St Michael Community Shop a community area grant of £1,272 towards a CCTV upgrade, conditional upon the balance of funding being in place.

8.1.2. This application meets current grant criteria 2015/16.

8.1.3. The applicant has secured a financial contribution of £250 from Kington St Michael Parish Council to support this project.

8.1.4. The community owned village shop in Kington St Michael (KSM) is registered as an Industrial and Provident Society. As well as fulfilling the role of a traditional village shop, since the closure of the Post Office, it also provides a wide range of postal services to the community. The Society has approximately 135 local shareholders and is managed and supported by 30+ volunteers drawn from the community.

- 8.1.5. The shop is one of the major focal points in the village, opening six days a week. It provides services to a wide range of the population in Kington St Michael and the surrounding villages.
- 8.1.6. The shop sells an extensive range of goods, and where possible supports the surrounding community by focusing on locally supplied goods, including foodstuffs e.g. eggs, milk, bakery, meat, jam/chutneys, honey, crafts, etc.
- 8.1.7. Similar to other retail outlets, an effective CCTV system is considered to be critical to the operation of the shop, in particular to the safety of the volunteers and the reduction of petty crime such as shoplifting.
- 8.1.8. As well as providing a deterrent to potential crimes, the current CCTV has been used by the police to identify a team passing a forged £50 note and the coverage of a number of accidents covering vehicles parked outside the shop. It also enables volunteers to see what is happening in areas both inside and outside the shop which are not visible from behind the counter.
- 8.1.9. The application is supported by the Village Halls Advisor at Community First who is of the opinion that: the hall supports a lot of community groups including those involved with health and wellbeing. The shop is inclusive of the local community and others. This helps deliver the council's goal of stronger and more resilient communities. It also helps to the Council to provide services for social and economic exclusion. The hall committee has already proved their ability to deliver projects by setting up & running the shop, therefore she has no doubt of their ability to deliver this project.

Ref	Applicant	Purpose	Amount
8.2.	Chippenham Moonraker Gymnastics	Additional Equipment to Increase Participation	£5,594

- 8.2.1. Chippenham Area Board is asked to consider granting Chippenham Moonraker Gymnastics a community area grant of £5,594 towards additional Equipment to Increase Participation, conditional upon the balance of funding being in place.
- 8.2.2. This application meets current grant criteria 2015/16.
- 8.2.3. The applicant is seeking a contribution of £1,000 from Chippenham Town Council in support of this project.
- 8.2.4. This application demonstrates a link to a key issue highlighted in the Chippenham Joint Strategic Assessment (JSA) "Increasing levels of participation".
- 8.2.5. The applicant has run the Wiltshire School Games gymnastics competition since 2013.

- 8.2.6. Chippenham Moonraker Gymnastics Club serves the people of Chippenham and the surrounding area from two separate venues, in Chippenham and Corsham, as well as working with local schools providing curriculum gymnastics tuition and teacher mentoring.
- 8.2.7. Chippenham Moonraker Gymnastics Club is aiming to establish a fully equipped permanent gymnastics training facility in Chippenham to enable an increase in participation in gymnastic and general sporting/fitness activity in the local population.
- 8.2.8. Moving into a new venue which offers 24/7 access will allow the club to grow and provide the opportunity to participate in gymnastic activity to anyone of any age who wants to try, from pre-schoolers up to adults, in a safe and controlled environment.
- 8.2.9. At the current time there are over 400 children on a waiting list for a place at the club. The additional equipment will allow the club to increase places in sessions and enable many of those waiting to take up a place.
- 8.2.10. In addition to this, the applicant wishes to add new activities to the current programme, including a Parkour summer programme running in conjunction with the Local Youth Network.
- 8.2.11. The Local Youth Network Needs Assessment (2015) identified a desire for Parkour in Chippenham and the surrounding area with 139 respondents expressing an interest in the activity. The applicant will be able to provide a regular session for teens to participate within the facility following on from planned summer holiday taster activity.
- 8.2.12. Sport England and Wiltshire Council priorities focus on increased participation for those aged 14-25, particularly women and girls, those who are non-sporty and not engaged in traditional sporting activity. The applicant will expand teen and adult programme to incorporate activities including Parkour, Dance and Display Programmes, Circus Skills and Gymnastics Fitness Circuits.
- 8.2.13. The applicant states that work with schools and other education providers will continue to combat childhood obesity and inactivity by providing a wide range of activity programming in a safe, child-friendly environment.
- 8.2.14. The applicant intends to increase access to their Leadership Academy volunteering programme for young people aged 11 to 18. The programme provides an opportunity for young people to achieve qualifications in Coaching, Leadership, Judging and Event Management leading to a Level 2 certificate in Leadership through Sport.
- 8.2.15. Wiltshire Council's Sports Development Officer is of the opinion that expanding the club and its capacity would contribute to outcomes 4 and 5 of Wiltshire Council's business plan.

8.2.16. Wiltshire Council's Sports Development Officer states that the club's work will be supported through Sports Development's alternative sports programme to develop parkour opportunities and links will be made with the national charity StreetGames who will also be able to support Moonrakers increased offer. Ongoing support from Sports Development Officer is available to the club relating to plans to move to a new facility. Moonraker Gymnastics has demonstrated that it is can deliver high quality community sport provision. The group is more than capable of delivering this work and has a very professional, dedicated team of staff. Coaches are qualified to deliver these activities and also have relevant systems and procedures in place to ensure they deliver high quality, safe programmes of activity.

8.2.17. Officers are of the opinion that it would be appropriate for the Area Board to make an exception and award £5,594 (£594 more than the normal maximum amount) on this occasion as the project is likely to have a significant positive impact in the local community, especially for children and young people.

Ref	Applicant	Purpose	Amount
8.3.	Upper North Wraxall Pond Committee	Upper North Wraxall Pond Renovation	£5,000

8.3.1. Chippenham Area Board is asked to consider granting Upper North Wraxall Pond Committee a community area grant of £5,000 towards the renovation of Upper North Wraxall Pond

8.3.2. This application meets the current grant criteria 2015/16.

8.3.3. The applicant has secured a financial contribution of £4,000 from North Wraxall Parish Council to support this project.

8.3.4. This application demonstrates a link to the top priority selected by Chippenham Area Board from the Chippenham Joint Strategic Assessment (JSA) "Better Use of Outdoor Spaces"

8.3.5. The pond's liner is badly damaged and water is draining away greatly impacting on the wildlife and the community. The community will work together, led by the pond committee, to renovate the pond. This will include the removal of the current liner and development of the pond's surrounding area. This work will create a sustainable community and environmental space for 40 years.

8.3.6. The Environment Agency has been consulted and confirms that no permissions are required to proceed with this project.

- 8.3.7. The pond is on land registered common to the Parish, therefore a community asset. The Parish Council has been kept informed and is fully supportive of the project.
- 8.3.8. The applicant aims to make the pond to be a community pond open to all. To introduce wildlife and fauna and an area that can be used and visited by the local parish and the wider community, including walkers through the village and children's picnics and games.
- 8.3.9. The applicant is confident that the project is sustainable as a rota is in place for mowing The Green, strimming the Green edges and banks, regular cleaning and tidying of the Pond and Green area including emptying silt traps, putting up Christmas tree lights, annual inspection of Lifebelt and Rope and noticeboard.

Appendices	Appendix 1 - KSM Community Shop Appendix 2 – Moonrakers Gymnastics Appendix 3 - Upper North Wraxall Pond Committee
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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.

Report Author	Angela Sutcliffe Area Boards Team (North) Tel: 01249 706 448 Email: angela.sutcliffe@wiltshire.gov.uk
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**Kington St Michael Village Shop
Community Area Grant Application – Chippenham Area Board 29 June 2015**

Started on: 20/04/2015 11:58:00
ID 1301

Applicant

Kington St Michael Village Shop Ltd

Current Status: Application Appraisal

1. Which type of grant are you applying for?

- Community Area Grant
- Digital Literacy Grant
- Councillor Led Initiative

2. Amount of funding required:

- £0 - £1000
- £1001 - £5000
- Over £5000 (Please note - our grants will not normally exceed £5,000)

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

- Yes
- No

4. If yes, please state why this project cannot be funded from the Parish Precept (if Yes to Q6)?

5. Project title?

KSM Community Shop CCTV Upgrade

6. Project summary: (100 words)

The current CCTV system was installed in 2003 and is outdated and cumbersome to operate. The proposal is to replace the central control unit, and the existing four cameras, one additional monitor and install two additional cameras. The latter providing additional external coverage of current external blindspots, including the car park area.

**Kington St Michael Village Shop
Community Area Grant Application – Chippenham Area Board 29 June 2015**

7. Which Area Board are you applying to?

Chippenham ▼

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

SN14 6HX

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

- Children & Young People
- 2012 Olympic Legacy
- Arts, crafts and culture
- Countryside, environment and nature
- Economy, enterprise and jobs
- Festivals, pageants, fetes and fayres
- Food, farming and local markets
- Health, lifestyle and wellbeing
- Heritage, history and architecture
- Inclusion, diversity and community spirit
- Recycling and green initiatives
- Safer communities
- Sport, play and recreation
- Transport and roads
- Technology & Digital literacy
- Other

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Month ▼ Year ▼

**Kington St Michael Village Shop
Community Area Grant Application – Chippenham Area Board 29 June 2015**

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

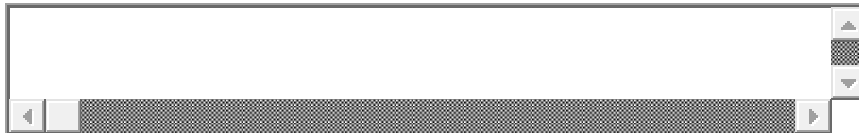
Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

As highlighted below, a significant proportion of the cost of this project will be funded from the reserves of the community shop. The reserves are held at the level highlighted to provide the shop with funds in the event that a major piece of equipment fails (e.g. display freezer (3 in total) or refridgerator (2 in total) that can cost £4000 + each to replace. In addition, it is possible that, as in 2013/14, we have to appoint a shop manager on a salary basis, in this situation it is possible that reserves will be required to ensure that the shop is commercially viable.



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

10b. Project Finance:

Total Project cost £

Total required from Area Board £

Expenditure	£	Income	£	Tick if income confirmed
--------------------	----------	---------------	----------	---------------------------------

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure
(Planned project costs [help](#))
(Planned Income [help](#))

<input type="text" value="CCTV Upgrade"/>	<input type="text" value="2544.00"/>	<input type="text" value="Our reserves"/>	<input type="text" value="1022.00"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="KSM Parish Council"/>	<input type="text" value="250.00"/>	<input checked="" type="checkbox"/>

**Kington St Michael Village Shop
Community Area Grant Application – Chippenham Area Board 29 June 2015**

				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Total	2544	Total	1272	

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

- Yes
- No

12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

- Amesbury
- Bradford on Avon
- Calne
- Chippenham
- Corsham
- Devizes
- Malmesbury
- Marlborough
- Melksham
- Pewsey
- Salisbury
- Southern Wiltshire
- South West Wiltshire
- Tidworth
- Trowbridge
- Warminster

**Kington St Michael Village Shop
Community Area Grant Application – Chippenham Area Board 29 June 2015**

- Westbury
- Royal Wootton Bassett & Cricklade

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community? (2000 characters)

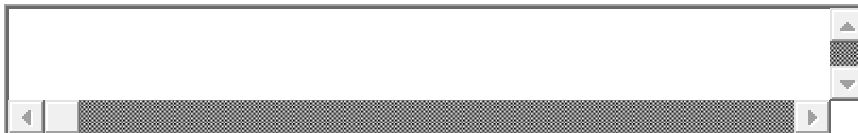
The community owned village shop in Kington St Michael (KSM) is registered as an Industrial and Provident Society. As well as fulfilling the role of a traditional village shop, since the closure of the Post Office, it also provides a wide range of postal services to the community. The Society has approximately 135 local shareholders and is managed and supported by 30+ volunteers drawn from the community.

The shop is one of the major focal points in the village, opening six days a week. It provides services to a wide range of the population in KSM and the surrounding villages.

The shop sells an extensive range of goods, and where possible supports the surrounding community by focusing on locally supplied goods, including foodstuffs (e.g. eggs, milk, bakery, meat, jam/chutneys, honey), crafts, etc.

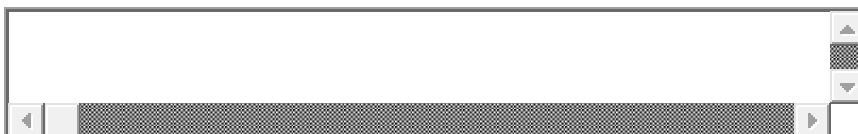
Similar to other retail outlets, an effective CCTV system is considered to be critical to the operation of the shop, in particular to the safety of the volunteers and the reduction of petty crime such as shoplifting.

As well as providing a deterrent to potential crimes, the current CCTV has been used by the police to identify a team passing a forged £50 note and the coverage of a number of accidents covering vehicles parked outside the shop. It also enables volunteers to see what is happening in areas both inside and outside the shop which are not visible from behind the counter.



14. How will you monitor this?

The monitoring of the effective operation of the unit is a challenge; if not present, or working ineffectively, then petty crime could increase and volunteers subject to increased personal risk.



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

**Kington St Michael Village Shop
Community Area Grant Application – Chippenham Area Board 29 June 2015**

The ongoing costs will be funded from revenue, based on experience from the current system, these costs are expected to be minimal.



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

This is a stand alone project.



17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

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- For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

- I will make available on request evidence of ownership of buildings/land
- I will make available on request the relevant planning permission for the project.

**Kington St Michael Village Shop
Community Area Grant Application – Chippenham Area Board 29 June 2015**

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

And finally...

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

**Upper North Wraxall Pond Committee
Community Area Grant Application – Chippenham Area Board 29 June 2015**

Started on: 15/05/2015 15:10:56
ID 1346

Applicant

Upper North Wraxall Pond Committee

Current Status: Application Appraisal

1. Which type of grant are you applying for?

- Community Area Grant
- Digital Literacy Grant
- Councillor Led Initiative

2. Amount of funding required:

- £0 - £1000
- £1001 - £5000
- Over £5000 (Please note - our grants will not normally exceed £5,000)

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

- Yes
- No

4. If yes, please state why this project cannot be funded from the Parish Precept (if Yes to Q6)?

5. Project title?

Upper North Wraxall Pond Renovation.

6. Project summary: (100 words)

To renovate and develop the community village pond in Upper North Wraxall. The pond \s liner is badly damaged and water is draining away greatly impacting on the wildlife and the community. The community will work together, led by the pond committee, to renovate the pond. This will include the removal of the current liner and development of the pond\s surrounding area. This work will create a sustainable community and environmental space for 40 years.

**Upper North Wraxall Pond Committee
Community Area Grant Application – Chippenham Area Board 29 June 2015**

7. Which Area Board are you applying to?

Chippenham ▼

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

SN14 7AG

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

- Children & Young People
- 2012 Olympic Legacy
- Arts, crafts and culture
- Countryside, environment and nature
- Economy, enterprise and jobs
- Festivals, pageants, fetes and fayres
- Food, farming and local markets
- Health, lifestyle and wellbeing
- Heritage, history and architecture
- Inclusion, diversity and community spirit
- Recycling and green initiatives
- Safer communities
- Sport, play and recreation
- Transport and roads
- Technology & Digital literacy
- Other

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Month ▼ Year ▼

**Upper North Wraxall Pond Committee
Community Area Grant Application – Chippenham Area Board 29 June 2015**

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

The amount required to fund this project is far in excess of our current reserves. We are a small community group, and had not anticipated the need to replace the liner this year. Our £1500 of our surplus is earmarked for tree husbandry, lifebelt post, fencing, bench and fuel for mowers for upkeep of grass.

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

10b. Project Finance:

Total Project cost £

Total required from Area Board £

Expenditure	£	Income	£	Tick if income confirmed
-------------	---	--------	---	--------------------------

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure
(Planned Income [help](#))

(Planned project costs [help](#))

pond liner	6857.00	parish council	4000.00	<input checked="" type="checkbox"/>
Hire of 360 tracked e:	0.00	labour fitting and insta	4788.00	<input checked="" type="checkbox"/>
Hire of tanker and pu	0.00	donations	812.00	<input checked="" type="checkbox"/>
hire van /skip to remo	0.00			<input type="checkbox"/>

**Upper North Wraxall Pond Committee
Community Area Grant Application – Chippenham Area Board 29 June 2015**

hire of mini digger and	0.00			<input type="checkbox"/>
mortar and concrete	0.00			<input type="checkbox"/>
purchase temp herra:	0.00			<input type="checkbox"/>
replacement turf and	0.00			<input type="checkbox"/>
total of above	2955.00			<input type="checkbox"/>
labour fitting and insti	4788.00			<input type="checkbox"/>
Total	14600	Total	9600	

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

- Yes
 No

12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

- Amesbury
- Bradford on Avon
- Calne
- Chippenham
- Corsham
- Devizes
- Malmesbury
- Marlborough
- Melksham
- Pewsey
- Salisbury
- Southern Wiltshire
- South West Wiltshire
- Tidworth
- Trowbridge
- Warminster
- Westbury
- Royal Wootton Bassett & Cricklade

Upper North Wraxall Pond Committee
Community Area Grant Application – Chippenham Area Board 29 June 2015

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community? (2000 characters)

In 2014 the pond was dredged and through this process, the pond liner was irreparably damaged. In April, the pond almost dried up, demonstrating a critical need for the replacement of the pond's liner.

We are requesting support to urgently renovate the pond, with funding to purchase and hire essential items. We also want to develop the pond and set up a sustainable approach to its upkeep. Local residents will benefit as follows

In 2014 the pond was dredged and through this process, the pond liner was irreparably damaged. In April, the pond almost dried up demonstrating a critical need for the replacement of the pond's liner.

We are requesting support to urgently renovate the pond, with funding to purchase and hire essential items. We also want to develop the pond and set up a sustainable approach to its upkeep.

Local Residents will benefit as follows:

The pond and green are the unique focal point for the village and parish. essential in bringing together the community. The community run several annual events on the green inc, carols at xmas and boules&bbq. This the only central attractive community space or facility.

The Pond is vital to the surface water drainage of the village. The pond captures overflow of rainwater that may otherwise cause flooding.

Families will be able to enjoy the new pond area for many years to come. Children and young people will be able to continue to use the village green safely for games and sport. We will be encouraging children from the pre-school and across the parish to use the pond for learning.

The pond provides a home to ducks , moorhens and pond species, and water for local flora. We would like to develop the wildlife, increasing the local community's appreciation of nature and protecting the environment. We wish to involve the Wiltshire Wildlife Trust in developing the ponds ecosystem.

The community spirit will be greatly enhanced through this collaboration. The pond was last renovated over 20 years ago, with a similar approach, creating the essence of community spirit that is driving this work. This opportunity will encourage the inclusion of all residents and strengthen the community's bond. The shared commitment to developing the pond will provide a platform for sustained community engagement.

The pond is on the Fosseway, An area of outstanding natural beauty. We are also a landmark for tourists on various Cotswold walks with a B&B.

This project will help the council address many issues highlighted in the Joint Strategic Assessment for the Chippenham Area. Firstly, there will be increase in participation and volunteering. The work itself and use of community area will improve people's health and


**Upper North Wraxall Pond Committee
Community Area Grant Application – Chippenham Area Board 29 June 2015**

well being and encourage active lifestyles. Secondly, the local wildlife and natural habitat will be protected. Lastly, local children and young people will be encouraged to use the pond for learning and informal outdoor recreation.



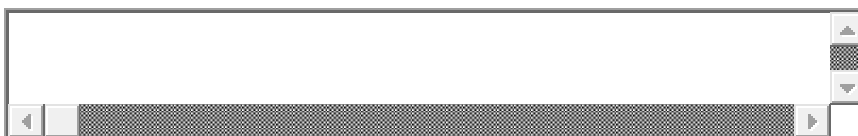
14. How will you monitor this?

The pond committee will take responsibility for monitoring the development of the project and the outcomes for local residents. They will compile a six-monthly and annual report that reflects the project's progress and in areas cited above. The committee will seek feedback from the community to inform the report. The report will review the increase of tourist use of the village green pond area and the improvement in wildlife diversity and quantity. The report will also review the level of local community engagement demonstrated by numbers of ongoing donations and attendance levels at parish and village events.



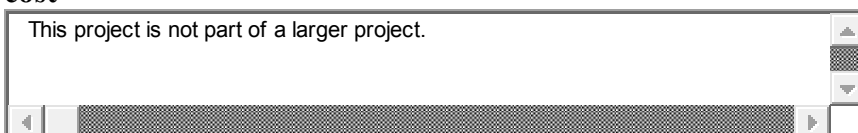
15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The project is being run with a cost-effective approach to long-term sustainability at the forefront of the pond committee's mind. For example, an accessible silt trap will be created that allows the community to empty the build up of silt on a regular basis free of charge. Upkeep of 600+ hours per annum are already volunteered by residents for Mowing, Strimming and putting up xmas lights etc.



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

This project is not part of a larger project.



17. DECLARATION

**Upper North Wraxall Pond Committee
Community Area Grant Application – Chippenham Area Board 29 June 2015**

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

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Accounts:

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Constitution:

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

Policies and procedures:

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

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

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

And finally...

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

Moonraker Gymnastics
Community Area Grant Application – Chippenham Area Board 29 June 2015

Started on: 03/06/2015 10:45:46
ID 1365

Applicant

Chippenham Moonraker Gymnastics CIC

Current Status: Application Appraisal

1. Which type of grant are you applying for?

- Community Area Grant
- Digital Literacy Grant
- Councillor Led Initiative

2. Amount of funding required:

- £0 - £1000
- £1001 - £5000
- Over £5000 (Please note - our grants will not normally exceed £5,000)

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

- Yes
- No

4. If yes, please state why this project cannot be funded from the Parish Precept (if Yes to Q6)?

5. Project title?

Chippenham Moonraker Gymnastics Increasing Participation AM

6. Project summary: (100 words)

Chippenham Moonraker Gymnastics Club are looking to establish a fully equipped permanent gymnastics training facility in Chippenham to enable an increase in participation in gymnastic and general sporting/fitness activity in the local population. To do so we require additional equipment to increase places available for those on our waiting list and to add new activities to the current programme, including a Parkour summer programme running in conjunction with the Local Youth Network.

Moonraker Gymnastics
Community Area Grant Application – Chippenham Area Board 29 June 2015

7. Which Area Board are you applying to?

Chippenham ▼

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

SN15 3PA

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

- Children & Young People
- 2012 Olympic Legacy
- Arts, crafts and culture
- Countryside, environment and nature
- Economy, enterprise and jobs
- Festivals, pageants, fetes and fayres
- Food, farming and local markets
- Health, lifestyle and wellbeing
- Heritage, history and architecture
- Inclusion, diversity and community spirit
- Recycling and green initiatives
- Safer communities
- Sport, play and recreation
- Transport and roads
- Technology & Digital literacy
- Other

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Month ▼ Year ▼

**Moonraker Gymnastics
Community Area Grant Application – Chippenham Area Board 29 June 2015**

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

The reserves are allocated towards additional equipment for the club within this project

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

10b. Project Finance:

Total Project cost £

Total required from Area Board £

Expenditure	£	Income	£	Tick if income confirmed
--------------------	----------	---------------	----------	---------------------------------

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure
(Planned Income [help](#))

(Planned project costs [help](#))

Safety matting 8 x 28	2304.00	Reserves	3500.00	<input checked="" type="checkbox"/>
Parkour block 2m x 1m	616.80	Chippenham Town C	1000.00	<input type="checkbox"/>
Parkour block 1.2m x	908.40	Street Games bursar	1000.00	<input checked="" type="checkbox"/>
Competition beam	1329.60	Sponsored tumble ev	605.60	<input type="checkbox"/>
Lightweight springbo	198.00			<input type="checkbox"/>
Foam take off board	237.60			<input type="checkbox"/>
Landing mats	1116.00			<input type="checkbox"/>

**Moonraker Gymnastics
Community Area Grant Application – Chippenham Area Board 29 June 2015**

Large safety mat	500.40			<input type="checkbox"/>
Floor beam	1018.80			<input type="checkbox"/>
Asymmetric bars	2970.40			<input type="checkbox"/>
Total	11200	Total	6105.6	

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

- Yes
 No

12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

- Amesbury
- Bradford on Avon
- Calne
- Chippenham
- Corsham
- Devizes
- Malmesbury
- Marlborough
- Melksham
- Pewsey
- Salisbury
- Southern Wiltshire
- South West Wiltshire
- Tidworth
- Trowbridge
- Warminster
- Westbury
- Royal Wootton Bassett & Cricklade

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community? (2000 characters)

Chippenham Moonraker Gymnastics Club serves the people of Chippenham and the surrounding area from two separate venues, in Chippenham and Corsham, as well as working

Moonraker Gymnastics
Community Area Grant Application – Chippenham Area Board 29 June 2015

with local schools providing curriculum gymnastics tuition and teacher mentoring. We have run the Wiltshire School Games gymnastics competition since 2013. Moving into a new venue which offers 24/7 access will allow the club to grow and provide the opportunity to participate in gymnastic activity to anyone of any age who wants to try, from pre-schoolers up to adults, in a safe and controlled environment. Sport England and Wiltshire Council priorities focus on increased participation for those aged 14-25, particularly women and girls, those who are non-sporty and not engaged in traditional sporting activity. We will expand our teen and adult programme to incorporate activities including Parkour, dance and display programmes, circus skills and gymnastics fitness circuits. We will increase access to our Leadership Academy volunteering programme for young people aged 11 to 18 enabling them to achieve qualifications in coaching, Leadership, judging and event management leading to a Level 2 certificate in Leadership through Sport. The Local Youth Network study indicates a desire for parkour in Chippenham and the surrounding area with 139 respondents expressing an interest in the activity, we will be able to provide a regular session for teens to participate within the facility following on from planned summer holiday taster activity. Increased opportunity to participate in a high quality environment may have an impact on general health and well-being. Continuing to work with schools and other education providers to combat childhood obesity and inactivity by providing a wide range of activity programming in a safe, child-friendly environment. At the current time we have over 400 children on a waiting list for a place at the club, this additional equipment will allow us to increase places in sessions to enable many of those waiting to take up a place within the club.

14. How will you monitor this?

We will monitor increases in participation by recording and reviewing regular attendance, and by measuring the increases in club and British Gymnastics membership figures. We will use feedback from participants to continuously improve the programme we offer to the community. We will utilise figures from open days and taster session attendance, monitoring those who attend these activities and then transfer into a regular session.

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

The outright purchase of additional equipment will enable the club to increase the number of participants taking part on a weekly basis and as such the activity will become self-

Moonraker Gymnastics
Community Area Grant Application – Chippenham Area Board 29 June 2015

sustainable. The application does not include any subsidy for participation; this will pay for itself from day one.



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



17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

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

- I will make available on request evidence of ownership of buildings/land
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Moonraker Gymnastics
Community Area Grant Application – Chippenham Area Board 29 June 2015

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

And finally...

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

Report to	Chippenham Area Board
Date of Meeting	29.6.15
Title of Report	Local Youth Network

Purpose of Report

To update the Area Board on the work and progress of the Chippenham Local Youth Network Management group.

1. Background

- 1.1. In 2015/16 Area Boards is allocated a discretionary budgets to involve them in the assessment and selection of positive activities for young people in their community areas. Chippenham Area Board was allocated £93,975.
- 1.2. The Chippenham Area Board Youth Funding balance for 2014/15 is £88,975
- 1.3. This funding allocation is for Chippenham Area Board and the LYN to secure and enter into agreements with suitable and safe providers to deliver services and activities. When securing the positive activities offer Chippenham Area Board is encouraged to consider deploying their resources in a way which invests in young people. This might mean funding projects, activities and programmes for more than one year (subject to Youth Funding).
- 1.4. Chippenham Area Board agreed to the establishment of a Local Youth Network (LYN) to consider projects that support positive activities for young people and with the support of Community Youth Officer (CYO) make recommendations to the Area Board.
- 1.5. Summaries of Chippenham LYN meetings are made available on the Chippenham Area Board web pages of the council's website to enable information to be readily available to Town and Parish Councils and the wider community.

2. Progress

3. Summer programme

- 3.1 A youth café, parkour, street surfing, archery, and zorb football is lined up to run over the summer holiday weeks in riverbank, the Olympiad, Monkton Park, and Westmead.(see appendix 1)

4. Feedback from Area Board meeting 29.4.15

- 4.1 Those attending the Youth issues workshop at the Area Board meeting on the 29.4.16 made a range of suggestions and offer ideas in relation to young people's needs. These have been note by the LYN management group and community youth officer.(see appendix 2)

5. Recommendations from LYN

5.1	To take account and consider the summer programme and feedback from the area board meeting on the 29.5.15	

6. Environmental & Community Implications

- 6.1. Environmental and community implications were considered by the LYN during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

7. Financial Implications

- 7.1. All decisions must fall within the Youth Funding allocated to Chippenham Area Board.
- 7.2. If funding is awarded in line with the LYN recommendations outlined in the youth grants report Chippenham Area Board will have a Youth Funding balance of £75,379

8. Legal Implications

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

9. HR Implications

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

10. Equality and Inclusion Implications

- 10.1. Youth Funding gives all local community and voluntary groups an equal opportunity to apply for funding to support positive activities for young people

Appendices	Appendix 1 – summer programme outline Appendix 2 – feedback from Area Board meeting 29.4.15
Report Author	Richard Williams, Community Youth Officer Tel: 01225 7129403 E-mail: richard.williams@wiltshire.gov.uk

Chippenham LYN supported Summer Offer 2015 - outline

Youth Café – at Riverbank, Olympiad; un by The Rise Trust Wed-Fri 4-6.30/7pm

Parkour- at Olympiad, x2 sessions per week, Wednesday PM's (times to be finalised), run by Moonrakers Gymnastics club

Canoe and kayak taster sessions x5 – times to be finalised, run by Chippenham canoe and sailing club.

Week residential at Oxenwood, run by Kandou arts.

Drama projects and shows, times to be finalised, run by Green Stag Theatre group.

Alternative sports – run by GoActiv; archery (Westmead), street surfing, casual sports, and zorb football (Monkton park). See outline below;

	Time	Activities
Wednesday 22 nd July	3.30 – 4.30	
	4.30 – 5.30	<ul style="list-style-type: none"> ☐ Archery ☐ Selection of casual/informal sports
Thursday 23 rd July	3.30 – 4.30	
	4.30 – 5.30	<ul style="list-style-type: none"> ☐ Street Surfing ☐ Selection of casual/informal sports
Friday 24 th July	1.00- 2.00	
	2.00 - 3.00	<ul style="list-style-type: none"> ☐ Zorb Football
	3.00 - 5.00	<ul style="list-style-type: none"> ☐ Street Surfing ☐ Selection of casual/informal sports
Wednesday 29 th July	3.30 – 4.30	
	4.30 – 5.30	<ul style="list-style-type: none"> ☐ Archery ☐ Selection of casual/informal sports
Thursday 30 th July	3.30 – 4.30	
	4.30 – 5.30	<ul style="list-style-type: none"> ☐ Street Surfing ☐ Selection of casual/informal sports
Friday 31 st July	1.00- 2.00	
	2.00 - 3.00	<ul style="list-style-type: none"> ☐ Zorb Football
	3.00 - 5.00	<ul style="list-style-type: none"> ☐ Street Surfing ☐ Selection of

		casual/informal sports
Wednesday 5 th August	3.30 – 4.30 4.30 – 5.30	<input type="checkbox"/> Archery <input type="checkbox"/> Selection of casual/informal sports
Thursday 6 th August	3.30 – 4.30 4.30 – 5.30	<input type="checkbox"/> Street Surfing <input type="checkbox"/> Selection of casual/informal sports
Friday 7 th August	1.00- 2.00 2.00 - 3.00 3.00 - 5.00	<input type="checkbox"/> Zorb Football <input type="checkbox"/> Street Surfing <input type="checkbox"/> Selection of casual/informal sports
Wednesday 12 th August	3.30 – 4.30 4.30 – 5.30	<input type="checkbox"/> Archery <input type="checkbox"/> Selection of casual/informal sports
Thursday 13 th August	3.30 – 4.30 4.30 – 5.30	<input type="checkbox"/> Street Surfing <input type="checkbox"/> Selection of casual/informal sports
Friday 14 th August	1.00- 2.00 2.00 - 3.00 3.00 - 5.00	<input type="checkbox"/> Zorb Football <input type="checkbox"/> Street Surfing <input type="checkbox"/> Selection of casual/informal sports
Wednesday 19 th August	3.30 – 4.30 4.30 – 5.30	<input type="checkbox"/> Archery <input type="checkbox"/> Selection of casual/informal sports
Thursday 20 th August	3.30 – 4.30 4.30 – 5.30	<input type="checkbox"/> Street Surfing <input type="checkbox"/> Selection of casual/informal sports
Friday 21 st August	1.00- 2.00 2.00 - 3.00 3.00 - 5.00	<input type="checkbox"/> Zorb Football <input type="checkbox"/> Street Surfing <input type="checkbox"/> Selection of casual/informal sports

Wednesday 26 th August	3.30 – 4.30 4.30 – 5.30	<input type="checkbox"/> Archery <input type="checkbox"/> Selection of casual/informal sports
Thursday 27 th August	3.30 – 4.30 4.30 – 5.30	<input type="checkbox"/> Street Surfing <input type="checkbox"/> Selection of casual/informal sports
Friday 28 th August	1.00- 2.00 2.00 - 3.00 3.00 - 5.00	<input type="checkbox"/> Zorb Football <input type="checkbox"/> Street Surfing <input type="checkbox"/> Selection of casual/informal sports

Nb programme subject to area board funding approval.

Richard Williams CYO
9.6.15

Area Board Meeting 27th April 2015 – Youth Matters Workshop

Participant Feedback notes

Which needs interest you?

Skate park

Dance and drama –high numbers

Band gig space

Youth Café- with intent Wi Fi. Chippenham College as Youth café?

Athletics club- on a Saturday

Gap for 13-16yrs olds in holidays (to old for Olympaid, too young to be left on own)

Sport camp 13-16yrs.

Counselling – need more access and spaces to discuss issues outside of ‘establishment’.

Adventure Trail – 106 money? In a woodlands (CBLC?)

Campsite – Stanley park?

Outreach for vulnerable groups – Bridging project support?

What can be done about it?

Skate park –build it! Add CCTV so it doesn't get destroyed. layout for range of need. Add supervision

Reasonable rates for charity shops

Publicise Riverbanks facility more

How to integrate schools more?

Make Monkton Park safer – add lighting and make it more accessible.

Connectivity and publicity- working with events and groups

Duke of Edinburgh needs more promotion and connectivity

Village Halls as venues – Drama, self defence

Green Square venues and facilities

Need to think about activities that are free at the point of delivery. Not setting up separate projects but finding ways for all young people to take part.

Think about easy to access projects - e.g. based in different localities rather than expect yp to travel

Group felt there was local support for youth initiatives and existing spaces that could be used e.g. The Cause, St Andrews

Studio space for drama needed

Already youth theatres but they charge

Next steps to match up providers with needs

How to carry on activities – rather than having one-off events

Some questions I couldn't answer around funding, e.g. if LYN commissioned work would the provider they approached still need to apply for funding?

List of all activities /groups, and centralised info with hyper links (Sparksite?)

106 money

Life skill training – CYO could offer non managerial supervision?

Amphitheatre in park?

U18 music performances

Who could get involved?

Rise Trust

Police

Schools- send info

Young volunteers

Student Union

Skyride / cycle Wiltshire

Chippenham park run

Malmesbury school – send info re : young people who live in Hullavington

Campus steering group- youth voice

Sheldon summer camp?

Hullavington 9RLC –make their assault course available?

West end club – self defence

Stanley park

St Andrews Church as stage?

BID

Rag and Bone theatre

Report to Chippenham Area Board
Date of meeting 29.5.15
Title of report Youth Grant Funding

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management recommendation	Group
Rise Trust	£4920	yes	
Kandu Arts	£5000	yes	
Chippenham Moonrakers Gymnastics	£1026	yes	
Chippneham canoe and sailing club	£1750	yes	
Green stag theatre	£900	yes	

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.

- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.
- 3. Environmental & Community Implications**
Youth Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.
- 4. Financial Implications**
Financial provision had been made to cover this expenditure.
- 5. Legal Implications**
There are no specific legal implications related to this report.
- 6. Human Resources Implications**
There are no specific human resources implications related to this report.
- 7. Equality and Inclusion Implications**
Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.
- 8. Safeguarding Implications**
The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Youth Officer has assessed this application agreed it meets safeguarding requirements.
- 9. Applications for consideration**

Application ID	Applicant	Project Proposal	Requested
	The Rise Trust	Youth Café, Riverbank	£4920
Project description To run a drop in youth café at Riverbank suite, Olympiad Wed-Friday 4-6.30pm throughout the summer holidays.			
Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for the amount of £4920. :			

Application ID	Applicant	Project Proposal	Requested
107	Kandu Arts	Week holiday residential at Oxenwood	£5000
Project description To run a weeks intensive residential experience for young people in the Chippenham area who have been indentified,(via interagency liaison with Schools and Children's services), are from households with low incomes, or who are at risk , or who have a high level unmet needs.			

Recommendation of the Local Youth Network Management Group
 That the application meets the grant criteria and is approved for the amount of £5000., The application does not meet the grant criteria

Application ID	Applicant	Project Proposal	Requested
108	Chippenham Moonrakers Gymnastics	Parkour training at the Olympiad	£1026
Project description To run initially x2 weekly Parkour training sessions at the Olympiad, starting in the summer holidays and then throughout the year.			
Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for the amount of £1026.			

Application ID	Applicant	Project Proposal	Requested
105	Chippenham canoe and sailing club	X5 peer assisted tasters canoe and kayak sessions throughout the summer holidays	£1750
Project description To offer and run x5 taster sessions at Chippenham Canoe and Sailing club with up to x20 places per session. These will run by CCSC instructors, with young people from the club assisting.			
Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for the amount of £1750:			

Application ID	Applicant	Project Proposal	Requested
	Greenstag theatre group	Theatre projects and shows over the summer period	£900
Project description To run two young person lead drama groups to develop and show four plays running up to and over the summer, to be shown at The Cause in August.			
Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for the amount of £900:			

No unpublished documents have been relied upon in the preparation of this report

Report Author

Richard Williams, Community Youth Officer
Tel: 07765101338 Email: Richard.williams444@btinternet.com

12/05/2015 13:09:33

ID

105

Applicant

Mrs Julia Mannering
Chippenham Sailing
& Canoeing Club

Project title

Extending youth participation at Chippenham Sailing & Canoeing Club

Project summary

the Club (CSCC) plans to run sessions throughout the summer holidays which are available to young people from the age of 13 years upwards. Each session will be approx 2 hours, No outlay is necessary for kit or craft. Participants can access paddle sport or sailing. The aim of the project is to make challenge and perceived risk available in a fun environment. For participants to develop new skills and have the opportunity to try non-mainstream sports regardless of ability. The project will also benefit young members of CSCC to further develop their own coaching skills.

3. Amount of funding required: *required field

- £0 - £1000
- £1001 - £5000
- Over £5000 (Please note - our grants will not normally exceed £5,000)

4. Which Area Board are you applying to? Not sure? [-check on a map](#) *required field

Chippenham

5. What is the Post Code of where the project is taking place?(If the application is for something that will move around to different locations please insert the post code for where it will be based for the majority of the time.) *required field

SN15 3JY

6. Please tell us which theme(s) your project supports: *required field

- Informal education
- Youth work/development
- Sport/Leisure
- Residential
- Arts/Culture
- Employment or training
- 1:1/group work
- Community Project
- Community Safety
- Volunteering

- Environment
- Health
- Other

If Other (please specify)

7. About your project

Please tell us about your project (a strong application will address all of the following):

***required field**

- How does your project support local needs and priorities?
- How have young people been involved in your project so far?
- How many young people do you expect to benefit?
- How will your project be accessible and affordable?
- How will you encourage volunteering and community involvement?
- How will you ensure your project is accessible to everyone (Disabled, low incomes, vulnerable, etc.)
- How will ensure your project is inclusive?
- How will you work with other community partners?

Accessibility to all - this project will give young people more to do in the summer. The Club holds Clubmark and Paddle-Ability Top Club.

the Club has run activity sessions during previous summer months for children with additional needs (Autism) Calder House School (Colerne) Atworth Youth Club and people with mental health difficulties. The Club has groups from Cocklebury Farmhouse, Springfields Academy and Downland school having regular sessions. Activity in a safe fun environment will provide space for adventure, challenge and achievement to those who may not like mainstream sport or are put off by athleticism. the club has a range of craft suitable for the small to the large and from those who will be passive participants to the very active..

Young people - some of our young people have become Cadet Leaders or coaches. they have been consulted on this project and will participate as available.

Numbers - there will be 20 places per session across the disciplines with 5 sessions in the calendar.

Affordability - a nominal £2.50 on a pay-as-you-try basis for non-members. the value of participation is appreciated if there is a small payment for each session. The Club also accepts Wiltshire Time Credits. Free to existing members.

Volunteering - this project is outside the usual courses that the club volunteers currently support. It is hoped that participants in the project may find that they enjoy alternative sport, if they do not have financial means then alternative ways of membership can be considered. This project is also an opportunity for CSCC to broaden its appeal.

Inclusive and community partners - posters/flyers and liaison with schools and local uniformed groups. Liaison (referrals from)- Richard Williams Wiltshire Council Community Youth Officer and Paul Pritchard, Sports Development Manager (Wiltshire Council)

8. Safeguarding

Please tell us about how you will protect and safeguard young people in your project (You must address all of the following): *required field

- Please evidence your commitment to safeguarding and promoting the welfare of children and young people.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.
- Who in your organisation is ultimately responsible for safeguarding?
- How do you ensure that young people are kept safe online when accessing your services?

We have 2 CWOs – Lead and alternate (1 male, 1 female) their information and contact details are clearly displayed on our premises. They are accountable to BC (formerly BCU) and RYA. they are trained through safeguarding and Time to Listen courses.

The key documents held in the Clubhouse which all coaches sign as read, are:

Child and vulnerable groups protection policy

Child protection and harassment policy

Club code of conduct

Safeguarding whistle blowing policy

Reporting guides

Coaches and officials code of conduct

Antibullying policy

Guidelines for use of photographic equipment

Paddle safe away trips

Paddle safe events

Managing challenging behaviour

Changing room guidance

Text and email guidance

Social media guidelines

all coaches are responsible to our NGBs and must undertake safeguarding as part of the coaching qualification, but are not required to provide references.

9. Monitoring your project

How will you know if your project has been successful? *required field

It is standard practice within CSCC to get session feedback and consider suggestions without bias.

This can be written or verbal feedback.

Each person completes a participation form (all personal details are held confidentially) which measures involvement and age range.

10. Finance: *required field, if you are a new organisation and don't have accounts leave blank and tick box below

10a. Your Organisation's Finance:

Your latest accounts:

Month Year

Total Income:

£ Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

£

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

CSCC has raised funds in 2013/14 for new hygiene blocks and a water treatment plant. the final invoices/works are outstanding and in total the project will come in at budget of £107000.00 many of the craft and equipment is showing damage through wear and tear but no funds have been available for replacements or new equipment such as stand-up-paddleboards. Our membership income pays for NGB affiliations, insurance and general overheads.

10b. Project Finance:

Part One: *required

Total Project cost £ Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00 [help](#)

Total required from Area Board £

Part Two: Please itemise your project expenditure and project income *required

Quick tips:

1. List **ALL** expenditure in a general format eg. Materials 10.00, Tools 5.00
2. List **ALL** income **except the amount required from the Area Board** eg. Donations 20.00 [help](#)
3. Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00
4. If your organisation reclaims VAT you should exclude VAT from the expenditure
5. Please ensure you **TOTAL** both columns correctly.
 - Expenditure column should equal Total project cost in Part One.
 - Income column should equal Total project cost **minus** Total required from the Area Board.
6. Here is an example layout, including how to display in kind contributions [help](#)

Itemised Expenditure eg Materials help	£	Itemised Income eg Our reserves	£	Tick if income confirmed
Buoyancy aids 8 x £30	£ 280.00	participants at £2.50p	£ 250.00	<input type="checkbox"/>
Paddles 8 x £30	£ 240.00	CSCC reserves	£ 500.00	<input checked="" type="checkbox"/>
Sit on Top kayak	£ 350.00	marketing/refreshmer	£ 160.00	<input checked="" type="checkbox"/>
larger kayak for large	£ 450.00		£	<input type="checkbox"/>
Topper (novice dingh	£ 500.00		£	<input type="checkbox"/>
spray decks 8 x £25	£ 200.00		£	<input type="checkbox"/>
marketing/admin (in ki	£ 30.00		£	<input type="checkbox"/>
coaches 15 sessions	£ 600.00		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
Total	£ 2660.00	Total	£ 910.00	

(please ensure you total these columns even if values are 0.00)

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

- Yes
- No

12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

- Amesbury
- Bradford on Avon
- Calne
- Chippenham

13. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

Do you have the following (please tick any that apply):

- Child Protection Policy
- Safeguarding Children
- Procedure for dealing with an allegation against a member of staff or a volunteer
- Complaints Procedure
- Public Liability Insurance
- Health & Safety
- Whistle blowing policy
- Internet use policy
- Constitution
- Annual Accounts
- Business/Project Plan (For projects where total project cost is over £50,000)

Legal declaration *required field

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

GreenStag Theatre Group Funding Application June 2015

. Project title? (Max. 8 words Eg. Tinkleton Village Youth Transport Project) *required field

StagFest at the Cause

2. Project summary: (100 words) *required field

a mini week long festival featuring three youth groups, all with links to or based in Chippenham, to take place at the Cause Music & Arts Centre at the end of July.

3. Amount of funding required: *required field

- £0 - £1000
 £1001 - £5000
 Over £5000 (Please note - our grants will not normally exceed £5,000)

4. Which Area Board are you applying to? Not sure? -[check on a map](#) *required field

Chippenham

6. Please tell us which theme(s) your project supports: *required field

- Informal education
 Youth work/development
 Sport/Leisure
 Residential
 Arts/Culture
 Employment or training
 1:1/group work
 Community Project
 Community Safety
 Volunteering
 Environment
 Health
 Other

If Other (please specify)

7. About your project

Please tell us about your project (a strong application will address all of the following): *required field

- How does your project support local needs and priorities?
- How have young people been involved in your project so far?
- How many young people do you expect to benefit?
- How will your project be accessible and affordable?
- How will you encourage volunteering and community involvement?
- How will you ensure your project is accessible to everyone (Disabled, low incomes, vulnerable, etc.)
- How will you ensure your project is inclusive?
- How will you work with other community partners?

The project is the first in a projected partnership of youth theatre & the Cause. Green Stag is an umbrella title for a group that have emerged from their initial function of being an offshoot of Hardenhuish School, one of the three main local schools in the area; since then it has provided the framework for various youth-written and driven pieces over the last three years, mostly directed by the students themselves. The project will see Green Stag leading two other performance groups featuring local students and ex-students perform four new plays – O! Glorious Youth (based on the stories of teenagers around the Great War), Labyrinth (Noir-ish thriller based on Greek myths), Flight Club (by noted young local writer/ director Kingsley Walker), and Block (a satire on the mediation of petty crime). This will take place at the Cause, building on the performance of Brotherhood last year. The growth of the group, and its relationship with the Cause, could be significant for the town, which still possibly lacks outlets for youth performance to some degree, and the need for which was listed by young people in the Needs Assessment Report – this a community based drama project entirely based around the work of young local people; it will involve the participation of at least 30 young people, as performers or assistants, in four plays over the period of a week (six separate performances). With two of the groups it will develop pupil achievement in the town, as it takes work first created within the school environment and refits it for public performance (in preparation additionally for the Edinburgh Fringe Festival). It will get the students up and active, marketing the plays and the festival, handing out flyers, and distributing posters, and therefore addresses concerns around the activity of young people. The make up of the group includes several students on EMA allowances, giving them opportunities that might possibly be beyond their financial reach. It will be inclusive, the publicity will target and reach out to other youth groups and organisations in the region, making sure coverage is completely inclusive to all areas, geographical and social, including students on free school meals at Hardenhuish, who have been earmarked for future participation. It will reach out to, and hopefully inspire, other local youth groups to share their work, and will be costed appropriately for its audience.

8. Safeguarding

Please tell us about how you will protect and safeguard young people in your project (You must address all of the following): *required field

- Please evidence your commitment to safeguarding and promoting the welfare of children and young people.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?

- Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.
- Who in your organisation is ultimately responsible for safeguarding?
- How do you ensure that young people are kept safe online when accessing your services?

I am personally CRB checked, as a teacher at Hardenhuish School for 8 years now. Recent Inset on child protection guidelines has been undertaken at the school in September 2014, as well on numerous occasions (at the school) over the past eight years. Details of these courses & providers can be given if needed. The other adult involved are likewise professional teachers / practitioners with a drama specialist background, and all have been involved in festivals, including youth groups, before. 2 ex-student helpers/ producers are in the process of completing their CP training via the Wiltshire Pathways organisation. The young people involved are in their late teens, and have undergone various online safety procedures during their school lives, but the website for Green Stag and the facebook and twitter pages are regularly checked and re-written; no inappropriate materials are on any of the pages. Material devised and developed for the productions is completely age appropriate. Parents consent has been sought (& received) at every stage, including a Green Stag Forum at Hardenhuish in March this year. Rehearsals will be usually directed by two adults/ group leaders - at no stage in these ensemble pieces will there be an excess of one-to-one rehearsals. As a group that is only at this time being 'rubberstamped' as official, however, we are in the process of putting together our documentation re: student safeguarding and child protection(via the RunAClub website), but this will be completed imminently.

9. Monitoring your project

How will you know if your project has been successful? *required field

video diaries (to be made by the casts), ticket receipts from the Cause, marketing f

10. Finance: *required field, if you are a new organisation and don't have accounts leave blank and tick box below

10a. Your Organisation's Finance:

Your latest accounts:

Month Year

Total Income:

£

Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

£

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

We are a newly formed group and do not yet have published accounts:

10b. Project Finance:

Part One: *required

Total Project cost £

Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00

Total required from Area Board £

Part Two: Please itemise your project expenditure and project

Part Two: Please itemise your project expenditure and project income *required

Quick tips:

1. List **ALL** expenditure in a general format eg. Materials 10.00, Tools 5.00
2. List **ALL** income **except the amount required from the Area Board** eg. Donations 20.00 [help](#)
3. Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00
4. If your organisation reclaims VAT you should exclude VAT from the expenditure
5. Please ensure you **TOTAL** both columns correctly.
 - Expenditure column should equal Total project cost in Part One.
 - Income column should equal Total project cost **minus** Total required from the Area Board.
6. Here is an example layout, including how to display in kind contributions [help](#)

Itemised Expenditure	£	Itemised Income eg Our reserves	£	Tick if income confirmed
eg Materials help				
<input type="text" value="rental of The Cause"/>	£ <input type="text" value="1300.00"/>	<input type="text" value="bid: CBL"/>	£ <input type="text" value="500.00"/>	<input checked="" type="checkbox"/>
<input type="text" value="publicity"/>	£ <input type="text" value="250.00"/>	<input type="text" value="ticket income (estimat"/>	£ <input type="text" value="600.00"/>	<input type="checkbox"/>

costume-props-set	£	300.00		£		<input type="checkbox"/>
additional lighting rent	£	100.00		£		<input type="checkbox"/>
music licence	£	50.00		£		<input type="checkbox"/>
	£			£		<input type="checkbox"/>
	£			£		<input type="checkbox"/>
	£			£		<input type="checkbox"/>
	£			£		<input type="checkbox"/>
	£			£		<input type="checkbox"/>
Total	£	2000.00	Total	£	1100.00	

(please ensure you total these columns even if values are 0.00)

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

- Yes
 No

12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

- Amesbury
- Bradford on Avon
- Calne
- Chippenham
- Corsham
- Devizes
- Malmesbury
- Marlborough
- Melksham
- Pewsey
- Salisbury
- Southern Wiltshire
- South West Wiltshire
- Tidworth

- Trowbridge
- Warminster
- Westbury
- Royal Wootton Bassett & Cricklade

13. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

Do you have the following (please tick any that apply):

- Child Protection Policy
- Safeguarding Children
- Procedure for dealing with an allegation against a member of staff or a volunteer
- Complaints Procedure
- Public Liability Insurance
- Health & Safety
- Whistle blowing policy
- Internet use policy
- Constitution
- Annual Accounts
- Business/Project Plan (For projects where total project cost is over £50,000)

Legal declaration *required field

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

13/05/2015 19:29:36

ID

107

Applicant

Ms Donna Lee
Kandu Arts
Charity Number:
19A The Bridge

Chippenham
SN15 1NA
01249 444009
donna@cirks.co.uk

Current Status: Application Received

1. Project title? (Max. 8 words Eg. Tinkleton Village Youth Transport Project)
***required field**

Oxenw ood Summer Holiday Residential 2015

A week-long summer holiday residential project for vulnerable young people from Chippenham. This project will be an opportunity for 15 at risk young people to benefit from continuity of engagement and specialist support, whilst away from the stresses and influences of their usual contexts/environments. The residential fulfills a gap in local provision for a growing number of young people living in deprivation with both challenging and complex needs; essential to achieve impact and improving the life outcomes for those individuals who need it most.

Amount of funding required: *required field

- £0 - £1000
- £1001 - £5000
- Over £5000 (Please note - our grants will not normally exceed £5,000)

4. Which Area Board are you applying to? Not sure? [-check on a map](#) *required field

Chippenham

5. What is the Post Code of where the project is taking place?(If the application is for something that will move around to different locations please insert the post code for where it will be based for the majority of the time.) *required field

SN8 3NQ

6. Please tell us which theme(s) your project supports: *required field

- Informal education
- Youth work/development
- Sport/Leisure
- Residential
- Arts/Culture
- Employment or training
- 1:1/group work

- Community Project
- Community Safety
- Volunteering
- Environment
- Health
- Other

If Other (please specify)

Personal development and life skills

7. About your project

Please tell us about your project (a strong application will address all of the following):
***required field**

- How does your project support local needs and priorities?
- How have young people been involved in your project so far?
- How many young people do you expect to benefit?
- How will your project be accessible and affordable?
- How will you encourage volunteering and community involvement?
- How will you ensure your project is accessible to everyone (Disabled, low incomes, vulnerable, etc.)
- How will ensure your project is inclusive?
- How will you work with other community partners?

The Joint Strategic Assessment(2013)for Chippenham is clear that 2 of it's main priorities for the town are child poverty/deprivation and children considered in need. The Office for National Statistics(ONS) recorded significant changes locally in the past 2 years,reporting a 1/3 of children in parts of Chippenham live in poverty and consequently, according to the Partnership for Schools (a collaboration of 21 schools) more children are becoming eligible for free school meals. The Young People's Positive Activity Needs Report(Lyn, Feb 2015) cites a need to consider 'vulnerability factors' in the future plans for youth provision. For 17 years, we as an organisation have worked with the whole spectrum of those considered at risk such as those in care, those in vulnerable/stressed life/family situations, those with challenging behaviour, teenage parents etc.etc - with existing ongoing relationships with many local young people, their families and their communities who fall into the 'vulnerable' category. Kandu's Chippenham town centre base and year round referral of service users facilitates our ability to consult and design programmes in collaboration with representative young people. The proposed residential is a response to the expressed needs and interest to participate of service users, some of our service users for example reside in the Queens East area (the top scoring ward on local Indices of Multiple Deprivation), Ladyfield and Allington wards. Due to the complex social, emotional and learning needs of our referrals and the appropriate risk assessments, we consider a group of 15 young people would the maximum participation level. This grant will ensure that we do not exclude those in challenging socio-economic circumstances as it will resource the opportunity to be accessed free at the point of delivery (ref 6.1 Summary conclusion LYN young peoples assessment report). Individuals will be targeted to attend on the basis of need, considering those that require immediate intervention, in consultation with our network of partners such as local schools who run exclusion bases, the looked after and community safety teams as well as GreenSquare housing (all of whom we work with on an rolling basis and therefore together can provide a reliable overview of need locally). Young people who participate will have the opportunity to build on their learning experience, personal development and access other support thereafter through Kandu's wider provision. That's to say we have evidence for and many case studies where this approach has had huge impact and both mid to long term multiple outcomes for individuals. For example, one young man joined our engagement in the community though football project (Kandu Kicks) as a 15 yr old school excludee involved in anti social behaviour. He was supported to take a work placement and work ready training scheme opportunity with our housing association partners GreenSquare. Kandu went onto fund his Level 1 FA Coaching badge through a Wiltshire FA and football foundation grant, and now at aged 19 this young man is unrecognisable. From positive activities in the community and succesful engagment,this young man now volunteers on the Kicks project as a peer mentor for the younger individuals off his own estate and he holds down a full time paid job.

8. Safeguarding

Please tell us about how you will protect and safeguard young people in your project
(You must address all of the following): *required field

- Please evidence your commitment to safeguarding and promoting the welfare of children and young people.
 - How do you make sure staff and volunteers understand their safeguarding responsibilities?
 - Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.
 - Who in your organisation is ultimately responsible for safeguarding?
 - How do you ensure that young people are kept safe online when accessing your We are a Wiltshire Council Accredited provider for alternative education so we have had to pass the criteria set out by the Council on our set up, practice, policies and service provision.
-
- * Kandu Staff and volunteers must qualify in an external child protection course (provided by Wiltshire Child Safeguarding Board) as well as commit to and adhere to Kandu's own practise, safeguarding and confidentiality policies at the outset. All delivery facilitators work alongside our most experienced key team members who line manage/support the development of their practise. We are committed to continued professional development on safeguarding issues.
 - * Staff and volunteers are enhanced DBS checked every 3 years. We use a central record system to fulfill our commitment to safer recruitment that includes references.
 - * We are health and safety checked by EBP every three years
 - * We have a practice of risk assessing on and off site activities and we submit a QES specific risk assessment to County for approval before any residential/trip
 - * We share in-house risk assessments for individuals, use an open door policy and often high staff to young person ratios
 - * We have a continual rolling dialogue between referral agencies, ourselves and families to ensure the safety of young people.
 - * We use a confidential recording system for individuals notes
 - * Kandu has a e-safety policy and we have taken measures to limit the access of online material/websites onsite so as to limit the risk.
 - * Donna Lee is our child protection officer with ultimate responsibility for safeguarding, and Ed Deedigan is Deputy services?

9. Monitoring your project

How will you know if your project has been successful? *required field

The residential will include a variety of activities that engage the participants in working on personal skills whilst benefiting from the wraparound mentoring and therapeutic support provided by our team. The countryside location of Oxenwood Outdoor Educational Centre is used to provide a relaxing environment suitable for outdoor walks, woodland activities/outdoor learning, ecology, camp fires, cooking, team games, play and sports, film making, dry wall climbing and creative group work etc etc. whilst experiencing a family atmosphere. Therefore the anticipated outputs of this project and it's engagement include:

- * To build the young person's confidence and self esteem
- * To support the building of positive relationships between young people and significant adult mentors allowing the young people to feel safe and to discuss and experience emotional support around the difficulties in their lives.
- * To encourage young people to express and communicate themselves positively looking at behaviour management, their own circumstances socio-economic triggers and improving their coping mechanisms
 - * To inspire the young people to learn new creative, outdoor and life skills
 - * To encourage peer mentor relationships between young people with similar experiences

Personal development outcomes are process-led over a period of time, however the team will be able to observe and monitor:

- *Successful participant engagement
- * Recording/measuring outcomes via setting project individual and group goals.

- * Improved participant behaviour, communication abilities, team work, demonstrable self confidence
- * Feedback from young people through discussion, project evaluation surveys and possible filmed interviews (where permissions granted)
 - * Positive feedback from associated referral agencies.
 - * Stronger relationships between young people and significant adults, agencies
 - * Participants to sign upto other support projects showing continuity of engagement

Significantly, residential projects have historically allowed us to support the next steps of service users more quickly, because of the intense period of time and experiences shared throughout, which have ultimately strengthened relationship and forged trust with some of the hardest to engage.

10. Finance: *required field, if you are a new organisation and don't have accounts leave blank and tick box below

10a. Your Organisation's Finance:

Your latest accounts:

Month Year

Total Income:

£ Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

£

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

Our reserves are ringfenced for our administrative/overhead commitments such as our premises/base

We are a newly formed group and do not yet have published accounts:

10b. Project Finance:

Part One: *required

Total Project cost £ Please enter in money format **with pence** but no [help](#) pound sign or comma or p. Eg 15000.00

Total required from Area Board £

Part Two: Please itemise your project expenditure and project income *required

Quick tips:

1. List **ALL** expenditure in a general format eg. Materials 10.00, Tools 5.00
2. List **ALL** income **except the amount required from the Area Board** eg. Donations 20.00 [help](#)
3. Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00
4. If your organisation reclaims VAT you should exclude VAT from the expenditure
5. Please ensure you **TOTAL** both columns correctly.
 - Expenditure column should equal Total project cost in Part One.
 - Income column should equal Total project cost **minus** Total required from the Area Board.
6. Here is an example layout, including how to display in kind contributions [help](#)

Itemised Expenditure	£	Itemised Income eg Our reserves	£	Tick if income confirmed
eg Materials help				
WCC Oxenwood Cen	1920.00			<input type="checkbox"/>
24 hr On site project	2600.00			<input type="checkbox"/>
Food	400.00			<input type="checkbox"/>
WCC provided on site	80.00			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Total	5000.00	Total		

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

- Yes
- No

Applicant Moonrakers - parkour

Mrs Susan West
 Chippenham Moonraker Gymnastics
 CIC
 Charity Number:

swest@chippenhamgymnastics.co.uk

Current Status: Application Submitted

**1. Project title? (Max. 8 words Eg. Tinkleton Village Youth Transport Project)
 *required field**

Chippenham Gymnastics Parkour Project AMENDED

2. Project Summary

Chippenham Moonraker Gymnastics aims to deliver a Parkour programme to youths aged 11-18 years starting with a summer holiday taster programme feeding into a regular weekly participation session at the Olympiad Leisure Centre in Chippenham. The programme will be led by two coaches qualified in the delivery of British Gymnastics Free-G freestyle gymnastics in a safe, controlled environment whilst still allowing the participants freedom to move around and explore the apparatus and equipment in their own individual style.

3. Amount of funding required: *required field

- £0 - £1000
 £1001 - £5000
 Over £5000 (Please note - our grants will not normally exceed £5,000)

Which Area Board are you applying to? Not sure? [-check on a map](#) *required field

Chippenham

5. What is the Post Code of where the project is taking place?(If the application is for something that will move around to different locations please insert the post code for where it will be based for the majority of the time.) *required field

SN15 3PA

6. Please tell us which theme(s) your project supports: *required field

- Informal education
 Youth work/development
 Sport/Leisure
 Residential
 Arts/Culture
 Employment or training

- 1:1/group work
- Community Project
- Community Safety
- Volunteering
- Environment
- Health
- Other

If Other (please specify)

7. About your project

Please tell us about your project (a strong application will address all of the following):

***required field**

- How does your project support local needs and priorities?
- How have young people been involved in your project so far?
- How many young people to do you expect to benefit?
- How will your project be accessible and affordable?
- How will you encourage volunteering and community involvement?
- How will you ensure your project is accessible to everyone (Disabled, low incomes, vulnerable, etc.)
- How will ensure your project is inclusive?
- How will you work with other community partners?

Having met with Wiltshire Council Sports Development Officer Paul Pritchard and Local Youth Network co-ordinator Richard Williams we have identified Parkour as an activity which has caught the imagination of young people in the Chippenham area. In the recent youth consultation 138 of 729 young people who responded stated they would be interested in participating in Parkour. Wiltshire Council's sports development priorities include activities which will increase participation, offer alternative sports and programmes, and activities which target non-sporty individuals and those who are not engaged in traditional sporting activities. Parkour as an activity ticks all of these boxes. We hope to be able to accommodate up to 16 participants in each session, divided into appropriate age groupings to avoid younger children being overwhelmed by the presence of older teenagers; and similarly to prevent older teens being put off by the presence of younger children. The number of places are determined by the recommended ratio of 1 coach to 8 participants as suggested for optimum safety and quality of delivery by the National Governing Body. Should demand exceed expectations there may be scope for delivering additional sessions should there be space available at the venue. The project will run initially over the summer holidays to ascertain the level of interest and to build a core group of participants from which to offer a regular weekly session on a weekday evening within the current successful Chippenham Moonraker Gymnastics Club programme. The club currently engages over 400 young participants in gymnastic activity on a weekly basis aged from 4 to 18 years, with a small group of adult participants aged from 18 up to 60 years. The project will be sustainable as the club will continue to deliver weekly sessions following on from the summer holiday taster programme. In the long term the project will link with Wiltshire Council Xtreme sports programme delivered with the Sport England backed National Charity Street Games. Linking in with this programme will ensure quality marketing of the activity and continued annual funding to secure ongoing delivery in a quality environment. The vision of the club is to eventually be able to absorb the session into the regular weekly programme within a permanent laid out gymnastic facility within Chippenham and therefore become self-sustainable. The Olympiad Leisure Centre in Chippenham is a very central venue with excellent transport links. Buses stop regularly at the rail station just across the road and is well signposted from walking and cycling routes. Sessions will be priced to attract participants from a wide spectrum of socioeconomic backgrounds utilising some of the Area Board funding to subsidise the activity costs to all participants. We aim to run the project to tie in with other Youth projects over the summer holiday period, including the proposed youth cafe at the Riverbank centre at the Olympiad. The club offers a Leadership Academy programme to encourage young people to volunteer in sport where they can gain experience and qualifications in coaching, judging and event management. All club participants aged 11 and up are offered the opportunity to join the Leadership Academy which, if completed, can result in the award of a Level 2 certificate in Leadership through Sport; as well as other opportunities along the way. Chippenham Moonraker Gymnastics is fully inclusive and have a number of young people with a disability integrated into mainstream sessions at the current time. Additionally we have young people with a disability in competitive groups participating in competitions at a local and regional level. The club has liaised with a variety of partners to build this bid, including Wiltshire Council Sport Development, the Local Youth Network, British Gymnastics Club Development Officers, and Wiltshire and Swindon Sports Partnership. We also work in local schools providing curriculum gymnastics lessons and teacher mentoring; and have run the Wiltshire School Games gymnastics competition for three years running.

Safeguarding

Please tell us about how you will protect and safeguard young people in your project
(You must address all of the following): *required field

- Please evidence your commitment to safeguarding and promoting the welfare of children and young people.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.
- Who in your organisation is ultimately responsible for safeguarding?
- How do you ensure that young people are kept safe online when accessing your services?

Chippenham Moonraker Gymnastics is a Sport England Club Mark club which identified the club as safe, effective and child-friendly. We are assessed on an annual basis to ensure we meet the strict safeguarding requirements. All of our coaches are DBS checked at the enhanced level as a requirement of our National Governing Body (British Gymnastics). Additionally staff are required to attend a Sports Coach UK Safeguarding Children workshop, updated every 3 years as a part of the membership. The club has appointed a Welfare Officer who has also attended a Sports Coach UK Time to Listen module, again updated every 3 years. Records of all staff qualifications are held on our club database accessed through the British Gymnastics GymNet portal. This database flags when DBS or qualifications are coming up for renewal which allows the club to ensure they are renewed in good time where necessary. Chippenham Moonraker Gymnastics has adopted the British Gymnastics Social Networking policy in an effort to ensure young people are kept safe online. A copy of the policy can be found here: http://www.british-gymnastics.org/documents/doc_download/3466-bg-good-practice-guidelines-on-the-use-of-social-networking-sites&sa=U&ei=zyguVYW9OIfHPfGigOgE&ved=0CAQQFjAA&client=internal-uds-cse&usg=AFQjCNE_Yh3F2hG5hC5FgJe-FOgqAqJz4Q

9. Monitoring your project

How will you know if your project has been successful? *required field

We will measure success by monitoring numbers attending the programme via registers taken at each session. We will assess how many participants attend multiple sessions, how many then move on to participating in a regular session after the summer holiday period finishes. We will ask participants for feedback on the sessions delivered and how we can improve the experience for them to ensure continued participation. The summer holiday programme will consist of 2 weekly sessions on a Wednesday afternoon from 2.00-2.55pm; and 3.00-3.55pm over a four-week period. Following on from the summer project the participants will be invited to attend a regular weekly session with the view to eventually becoming a self-sustainable session within our regular timetable. We will work with the Wiltshire Council Xtreme programme in conjunction with the National Charity Street Games for additional support in an effort to maintain an ongoing session as we build up to being able to become a self-sustainable activity.

10. Finance: *required field, if you are a new organisation and don't have accounts leave blank and tick box below

10a. Your Organisation's Finance:

Your latest accounts:

Month Year

Total Income:

£ Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

£ 3500.00

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

Our reserves are already allocated towards funding additional equipment as part of

We are a newly formed group and do not yet have published accounts:

10b. Project Finance:

Part One: *required

Total Project cost £ Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00 [help](#)

Total required from Area Board £

Part Two: Please itemise your project expenditure and project income *required

Quick tips:

1. List **ALL** expenditure in a general format eg. Materials 10.00, Tools 5.00
2. List **ALL** income **except the amount required from the Area Board** eg. Donations 20.00 [help](#)
3. Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00
4. If your organisation reclaims VAT you should exclude VAT from the expenditure
5. Please ensure you **TOTAL** both columns correctly.
 - Expenditure column should equal Total project cost in Part One.
 - Income column should equal Total project cost **minus** Total required from the Area Board.
6. Here is an example layout, including how to display in kind contributions [help](#)

Itemised Expenditure eg Materials help	£	Itemised Income eg Our reserves	£	Tick if income confirmed
Hall hire 2.5 hours x 4	£ 250.00	Area board	£ 2677.20	<input type="checkbox"/>
Coach costs 2 coach	£ 136.00		£	<input type="checkbox"/>
Session subsidy - 16	£ 640.00		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>
	£		£	<input type="checkbox"/>

	£		£	
Total		1026.00	Total	3703.20

(please ensure you total these columns even if values are 0.00)

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

- Yes
 No

12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

- Amesbury
- Bradford on Avon
- Calne
- Chippenham
- Corsham
- Devizes
- Malmesbury
- Marlborough
- Melksham
- Pewsey
- Salisbury
- Southern Wiltshire
- South West Wiltshire
- Tidworth
- Trowbridge
- Warminster
- Westbury
- Royal Wootton Bassett & Cricklade

13. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

Do you have the following (please tick any that apply):

- Child Protection Policy
- Safeguarding Children
- Procedure for dealing with an allegation against a member of staff or a volunteer
- Complaints Procedure
- Public Liability Insurance
- Health & Safety
- Whistle blowing policy
- Internet use policy
- Constitution
- Annual Accounts
- Business/Project Plan (For projects where total project cost is over £50,000)

Legal declaration *required field

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

POSITIVE ACTIVITIES FOR YOUNG PEOPLE GRANTS APPLICATION FORM

This application should normally be completed online via the Area Board website.

Complete this application form to let us know about the project/programme/activity you want to do.

Please return this form to: XXXXXXXXXXXXX

Remember to read the Criteria and Hints and Tips to make sure you include everything you need to.

FOR AREA BOARD/LYN USE ONLY:

Date application received

Is my organisation/group eligible?

We are a voluntary and community sector organisation as per the council definition or have a sponsor organisation or group which meets this criteria	Y
We are based in the county of Wiltshire and/or will be providing services/activities for the sole benefit of Wiltshire residents for the funding awarded	Y
We have a bank account in the name of the organisation or group, which requires at least two joint signatories, who are not related, for all transactions or have a sponsor organisation which meets this criteria	Y
We have the necessary policies and procedures that fulfil legal requirements e.g. accounts, health and safety, equal opportunities, insurance, safeguarding etc.	Y
We are applying on behalf of a political party	N
This application is for religious activity	N
We are applying on behalf of a statutory body or school (including Wiltshire Council)	N
This application is for the sole benefit of an individual	N
We are applying on behalf of a private – profit making / commercial organisation	N

Is my project/activity/programme eligible?

My project/activity/programme is for the provision of positive activities for young people	Y
My project/activity/programme is for 13-19 year olds (up to 25 years of age for young people with special educational needs and/or disabilities)	Y/N
My project/activity/programme has already happened	N
My project/activity/programme has involved young people in the application process	Y
My project/activity/programme helps meet the outcomes and priorities set out by the relevant Local Youth Network	Y
My project/activity/programme is solely for capital items (equipment)	N
My project/activity/programme is to train funders and/or trustees	N
We have already made 2 successful applications to the Area Board in this financial year	N
The primary purpose of this project/activity/programme is to raise funds for another organisation	N

How is your organisation committed to the organisational principles required of applicants?**(Please refer to the application pack)**

The Rise Trust already engages in Youth Work and Mentoring, targeted at the unheard and under represented groups of young people.

All of our activities enable young people to connect with their communities including through volunteering and the Time Credit scheme. We provide opportunities for young people to take part in sport, arts and music activities allowing them to socialise safely and develop relationships with adults they can trust. Our current youth activities encourage young peoples social and emotional development through individual relationship building and through group activities. All of these activities improve young peoples self esteem, mental health and emotional well-being. Our youth project with GreenSquare and Sovereign Housing associations are targeted at reducing anti-social behaviour and engaging young people in positive activities in their communities.

SECTION 1: ORGANISATION/GROUP DETAILS

Name of organisation/group:	The RISE Trust
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How much are you applying for?	£4,920
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Name of sponsor organisation (if applicable):	N/A
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Organisation/group contact details:

Name / position:	Pauline Monaghan
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Address:	The RISE Trust, The Oaks, Chippenham, Wiltshire
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Postcode:	SN15 1DU
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Phone number:	01249-463040
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Mobile phone number:	
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E-mail:	julies@therisetrust.org
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Web address:	www.therisetrust.org
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Do you have an up to date Health and Safety Policy in place?	Y Annex 1
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Please provide details of insurance cover you have in place
Ecclesiastical – Employers Liability Insurance – Policy No: 06/CBP/0121182

Do you have an up to date Equality of Opportunity Policy in place?	Y Annex 2
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You will be required to provide a copy of your governing document (i.e. constitution, memorandum and articles of association) as well as copies of the policies listed above.

How many young people to do you expect to engage through your project/activity/programme?	30/40
--	-------

How have young people been involved in the development of your project/activity/programme?
The Young people completed the Local Youth Network Chippenham Area Young people’s activity needs Assessment and identified a Youth Cafe as their first choice. They then supported the Youth in the Community event at the Area Board in order to have their voices heard and to hear the results of the survey.

How does your project/activity/programme support local needs, outcomes, priorities and objectives for positive activities?

See How is your organisation committed..... above

How will your project/activity/programme be accessible, affordable, wanted and valued by young people?

The youth activity came out as a top priority during the LYN consultation process and our on-going youth work demonstrates that this is exactly the kind of project the young people with whom we work would like to have run.

SECTION 2: WHAT ARE YOU PLANNING TO DO?

What will your project/activity/programme involve?

(Use the box below to say why/how you identified the project/activity/programme, what you want to do, where, when and how you plan to do it. The more detail you give us the better). Please use a separate sheet if you need to.

Need

There is a need in Chippenham for an informal safe place for young people to meet. The Chippenham and Villages Community Area Needs Assessment 2015 identified a 'youth café' as the top choice for young people. Young People's Café Research 2012 located a café would best be sited centrally but discreetly.

Considerations: There have been a few incidents of ASB alongside the venue which has affected the wider view of young people. Monkton Park is frequented by all sectors of the community and young people. The venue is located as an integral facility to the leisure centre activities. Riverbank is as shared facility with the Disability Learning team who use it weekly as a day centre. No Smoking venue and outside approach area. The toilet area may be shared, and there is a foyer area use to access the toilets which allows access to the upper floor of the Olympiad and the Riverbank Suite.

This venue complies with DDA requirements and disabled young people should be factored in to any service planning.

Times and duration: 3.30-6.30pm Wed-Friday 22nd July – 30th August LYN tbc

Young People – a café in this venue is likely to attract a mixed audience of young people ages 13-17years from all parts of the town and area 11-12yrs may want to access provision which will be managed.

Protected factors- due consideration has to be given to the needs young people who are: of black and mixed ethnicity, disabled, LGBT, looked after, from low income households, NEET or 'at risk'.

How long will the project/activity/programme last? (This could be for more than one year – subject to Area Board

Start Date: 22nd July 2015

End date: 30 August 2015

funding)		
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Where will your project/activity/programme take place?

Please give the address, or area where the project/activity/programme will take place:	Riverbank, Olympiad, Chippenham, Wiltshire
--	--

How will you encourage volunteering and community involvement in your project/activity/programme?
--

Former members of our youth groups will volunteer in this cafe as part of their Time Credits process. Adults who volunteer for the RISE Trust will be encouraged to take part in this project.

Is your project/activity/programme targeted at any vulnerable groups of young people e.g. Looked After Children etc?

Young people at risk from exclusion from school.
 Looked after Children
 Young People on CP and CIN plans
 Young people whose families live in poverty.
 Young people involved in risky behaviour.

Will you be working with other community partners (e.g. police, schools etc) to support the delivery of your project/activity/programme?

Current police partners will be invited to join us in this project. Secondary schools are already partners of the RISE Trust and they will be invited to advertise the programme to specific young people. Motiv8 to deliver workshops to young people around drug and alcohol.

Which of the following categories would you say your project/activity/programme falls into? (please tick)			
Informal education		Youth work/development	√
Sport/Leisure		Residential	
Arts/Culture		Employment or training	
Music/Dance/Drama		1:1/group work	
Community project		Volunteering	
Other (please state)			

What is the target age range for this project/activity/programme?	13-19
--	-------

How will ensure your project/activity/programme is inclusive and is accessible to 'hard to hear/underrepresented' groups of young people (those with protected characteristics)?
As above

Who else will your project/activity/programme benefit?
Young people's families – pressure on them will be reduced and local communities as young people will be positively engaged. Anti-social activity will reduce.

SECTION 3: FINANCE

Overall cost of the project/activity/programme?	
Please give us a breakdown of what you intend to spend the money on.	
ITEM/ACTIVITY	COST
Staffing (4 staff x 3 hours per day x 3 days per week) 3.30 to 6.30 per day to include half hour set up and half hour pack down (total hours will be 4 3.00 to 7.00)	£4,320.00
Resources (art materials, magazines etc)	200.00
Food and drink	400.00
Total cost of project/activity/programme	£4,920

Are you using any of your own funds for this project/activity/programme? If yes, How much?	No £
---	---------------------------

State / De-minimus aid (to be completed by sponsoring organisation if applicable)	
We confirm that including any proposed grant sum together with any other public money we have received from any source in the past three fiscal years does not exceed £200,000	Yes
Please give details below of any other de-minimus aid received during the previous two fiscal years and the current fiscal year	
Exemption – If applicable, please confirm the basis on which you are except from the state aid regulations	

Details of your sponsor organisation (if applicable):	
Name of sponsor organisation:	
Key contact name/position:	
Address of sponsor organisation:	
Telephone number of sponsor organisation:	
We may need to contact your sponsor organisation before we agree any funding. Are you happy for us to do this?	Yes/No

A copy of your most recent financial management accounts which show current income and expenditure may be required or if you are a new organisation (less than 6 months) then you can submit a cash flow statement and a copy of a recent bank statement (this will need to be provided by the sponsor organisation if applicable). Annex 3

Financial Management (this section will need to be completed by the sponsor organisation if applicable)	
Please confirm that you have a minimum of 2 signatories for your bank account (1 must be a member of your governing body)	Yes
Bank account. Please provide current bank or building society account details which must be in the organisation's/sponsor organisation's name (personal accounts will not be accepted)	
Bank account name	The RISE Trust
Bank account number	18252311
Bank sort code	60-24-77
Bank or building society branch name	NatWest Bank
Building society roll number (if applicable)	

SECTION 4: SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE (to be completed by sponsor organisation if applicable)

The council takes safeguarding and promoting the welfare of children and young people very seriously. We want to ensure that all those working with young people share this commitment and provide safe environments.

Please evidence your commitment to safeguarding and promoting the welfare of children and young people.
Child Protection Policy - Annex 4

Do you have the following policies and procedures in place (please note you may be required to provide copies of these):
<ul style="list-style-type: none"> • Child Protection Policy – Annex 4 • Complaints Procedure – Annex 5 • Whistle Blowing Policy – Annex 6
Y – see attached

How do you make sure staff and volunteers understand their safeguarding responsibilities?

All RISE staff and volunteers are required by our contract process with Wiltshire Council to be fully trained in Safeguarding and DBS checked before they can start work with the RISE Trust. These DBS checks are routinely renewed every three years. A full account of all staff and volunteer DBS checks are kept by The RISE Trust on a Single Central Record. All RISE staff and volunteers are required to undergo an intensive induction process whereby they are required to read all RISE Trust Policies and Procedures. All RISE Trust staff and volunteers are required to undergo on-line safeguarding training before they commence work or placement.

Regular safeguarding training is carried out in-house with all staff during staff training days. All new legislation and information is relayed to the staff as soon as it is received. All staff are fully aware of how to operate the RISE Trust Alert system which relates to any safeguarding issues. Wiltshire Safeguarding Board flowcharts are displayed in each Centre and are clearly visible to all staff, volunteers and clients.

Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.

Y – held on Single Central Record

How are young people involved in the development and delivery of your activities/services?

They shape all services as outlined previously.

What policies and procedures do you have in place for dealing with safeguarding issues and concerns?

See Safeguarding Policy. Detailed Alert systems etc.

Who in your organisation/group is ultimately responsible for safeguarding?

Pauline Monaghan

What is your procedure for dealing with an allegation against a member of staff or a volunteer?

See Safeguarding Policy.

How do you ensure that young people are kept safe online when accessing your services/activities?

N/A – do not provide access to computers
Staff discuss e-safety as part of the sessions.

SECTION 5: MONITORING AND EVALUATION

What outcomes and impact will your project/activity/programme achieve for young people?

Reduce number of reported incidents of anti-social behaviour when club is open.
Increased self-esteem.
Developing positive relationships with people they can trust
To feel valued within the community

Please see attached Target Wheels - Annex 7

How will you monitor and measure outcomes and impact, including feedback from young people who use the project/activity/programme?

By applying the baseline measure at the beginning and again at the end to measure young peoples progress in achieving the objectives.

Other Information

If there is anything else you would like to tell us about your project/activity/programme please use the space below.

The RISE Trust has considerable experience in running youth work with some of the most challenging young people in Chippenham. We welcome this opportunity to move some of our youth activity into a town centre location and we hope this project will be the beginning of a long-term partnership with the Area Board.

Are you happy for us to share information about your project/activity/programme with others and in promotional materials? For example, on websites, on the radio, in adverts, on posters etc. Y

Are you happy to join the Local Youth Network if not already involved? Y

Declaration		Tick
I confirm that, as far as I know, all the information on this application form is true and correct.		√
I understand that you may ask for more information on the project/activity/programme at any stage.		√
Your name/position: Pauline Monaghan, Chief Executive Officer		
Your signature:	Date:	

Thank you for taking the time to complete this form. Please make sure that you have completed every question and read the criteria thoroughly before returning your form.

Please see our **hints and tips** information.

Report to Chippenham Area Board
Date of meeting 29.6.15
Title of report Youth Funding Procurement of PAYP providers

Purpose of the Report:

To consider the listed procurement purchases of positive activity providers; using youth funding, as detailed below, together with the recommendations of the Local Youth Network (LYN) Management Group.

PAYP Provider	Amount requested	LYN Management Group recommendation
GoActiv	£2692	yes

1. Background

The recommendations from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards
- Procurement Policies and Guidelines <http://thewire.wiltshire.council/index/service-areas-carolyn-godfrey/business-services-procurement/procurement-policies-and-guidance.htm>

Young people have considered these and identified them as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Funding procurement process, through the Local Youth Network Management Group.
- 2.5. Councillors will need to be satisfied that procurement policies and guidelines have been adhered to.

3. Environmental & Community Implications

Youth Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council’s Public Sector Equality Duty.

8. Safeguarding Implications

Wiltshire Council has ensured that the necessary policies and procedures are in place; through its’ procurement process, to safeguard children and young people. However, the Area Board needs to be satisfied that the providers being procured have everything necessary in place. The Community Youth Officer has assessed this and agreed providers meet safeguarding requirements.

9. Procurement of PAYP for consideration

Procurement purchase ID	Provider	Project Proposal	Requested
Procurement purchase ID number	GoActiv	Alternative summer activities in Chippenham	£2692
<p>Provider (details of the PAYP provider) GoActiv Ggroup</p> <p>Positive activity description A rotation of street surfing, archery and zorb football in Monkton Park and Westmead areas Wednesday to Friday afternoons over the summer holidays period.</p> <p>Explanation why chosen this supplier This was the best placed and only Wiltshire Council vetted supplier who could offer the type and range of activity required.</p> <p>Recommendation of the Local Youth Network Management Group, with any conditions That this procurement purchase of a PAYP meets the youth funding criteria, meets the needs of young people identified in the recent needs assessment, relates directly to the Chippenham and Villages Area strategic plan for young people and is approved for the amount of £2692.</p>			

Background documents used in the publication of this report:

- Quotation form (from the procured service provider).

Report Author

Richard Williams, Community Youth officer
Tel: 07765101338 email; Richard.williams@wiltshire.gov.uk