

## AGENDA

**Meeting:** WESTBURY AREA BOARD  
**Place:** The Laverton Hall, Bratton Rd, Westbury BA13 3EN  
**Date:** Thursday 4 June 2015  
**Time:** 7.00 pm

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

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

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

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

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

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

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

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### Wiltshire Councillors

Cllr Russell Hawker	Westbury West	01373 822275	<a href="mailto:russell.hawker@wiltshire.gov.uk">russell.hawker@wiltshire.gov.uk</a>
Cllr David Jenkins	Westbury North	01373 823605 07941 201637	<a href="mailto:david.jenkins2@wiltshire.gov.uk">david.jenkins2@wiltshire.gov.uk</a>
Cllr Gordon King	Westbury East	01373 822650 07454 274266	<a href="mailto:gordon.king@wiltshire.gov.uk">gordon.king@wiltshire.gov.uk</a>
Cllr Jerry Wickham	Ethandune	01380 870476 07980 701617	<a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a>

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

Items to be considered	Time
<p>1. <b>Election of Chairman</b> (<i>Pages 1 - 2</i>)</p> <p>To elect a Chairman for the ensuing year.</p>	
<p>2. <b>Chairman's Welcome and Introductions</b></p>	
<p>3. <b>Election of Vice-Chairman</b></p> <p>To elect a Vice-Chairman for the ensuing year.</p>	
<p>4. <b>Apologies for Absence</b></p>	
<p>5. <b>Minutes</b> (<i>Pages 3 - 8</i>)</p> <p>To confirm the minutes of the meeting held on 9 April 2015.</p>	
<p>6. <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7. <b>Appointments to Outside Bodies and Working Groups</b> (<i>Pages 9 - 28</i>)</p> <p>To appoint representatives to outside bodies and working groups for 2015/16. A report is attached.</p>	
<p>8. <b>Wiltshire - The Wider Picture</b></p> <p>News and information on what's going on across the County:</p> <ul style="list-style-type: none"> <li>• Changes to street lighting</li> <li>• Magna Carta celebrations</li> </ul>	
<p>9. <b>Spotlight on Partners</b> (<i>Pages 29 - 38</i>)</p> <p>To receive updates from our key partners. Some reports have been received and are included in the agenda pack.</p> <ul style="list-style-type: none"> <li>• Local Youth Network</li> <li>• Wiltshire Police</li> <li>• Wiltshire Fire &amp; Rescue Service</li> <li>• BA13+ Community Area Partnership</li> <li>• Healthwatch Wiltshire</li> <li>• Town and Parish Councils</li> </ul>	
<p>10. <b>Your Local Issues</b> (<i>Pages 39 - 40</i>)</p> <p>Councillors and the Community Area Manager will provide an update on community issues and progress on area board projects.</p>	

This will include:

- Update on Highways
- Highways Working Group (CATG)
- Campus Working Group
- Westbury hospital site
- Waste Minimisation Programme
- Dementia Awareness Campaign
- Issues raised at the last Area Board meeting

11. **Services for the Elderly**

Sue Geary, Head of Performance, Health & Workforce, will give a presentation on the services needed by the elderly in our community and preview a workshop to be held in association with the BA13 Community Area Partnership Older Persons' event on Wednesday 22 July 2015 at Grassacres Hall.

The Area Board has been asked to consider nominating an Elderly Persons Champion and a Carers Champion.

12. **Health Update**

Presentations will be given by Dr Debbie Beale, a local GP and Jo Cullen CCG representative and Director of Out of Hospital Care highlighting the current [consultation](#) on the Joint Health and Wellbeing Strategy (consultation closes on 1 July 2015), plus an update on the rollout of community teams and the Clinical Commissioning Group's adult community services tender. Together this will mean services increasingly being clustered around local GP surgeries; and as such will be highly significant for communities.

13. **The Big Pledge**

People across Wiltshire are making pledges to improve their community, health and wellbeing. Hear how you can do the same.

14. **Community Area Grants** (Pages 41 - 58)

To hear from past recipients of grants that helped improve community facilities and to consider applications for funding from the Community Area Grants Scheme. If your community group is looking for funds, visit our website to see if you might qualify for a grant at [www.wiltshire.gov.uk/areaboards](http://www.wiltshire.gov.uk/areaboards).

15. **Urgent items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

16. **Future Meeting Dates**

Thursday 6 August 2015 at Leigh Park Community Centre, Leigh Park Way, Westbury, BA13 3FN

Thursday 8 October 2015 at The Laverton, Bratton Road, Westbury, BA13 3EN.

Thursday 10 December 2015 at The Laverton, Bratton Road, Westbury, BA13 3EN.



## **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:** WESTBURY AREA BOARD  
**Place:** Jubilee Hall, Melbourne St, Bratton BA13 4RW  
**Date:** 9 April 2015  
**Start Time:** 7.00 pm  
**Finish Time:** 8.19 pm

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Please direct any enquiries on these minutes to:

Roger Bishton (Democratic Services Officer), Tel: 01225 713 035 or (e-mail) [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Sally Hendry, Westbury Community Area Manager  
Will Oulton, Senior Democratic Services Officer  
Bev Salter, Health Trainer

### **Town and Parish Councillors**

Westbury Town Council - Cllr David Bradshaw, Cllr Ian Cunningham  
Bratton Parish Council – Cllr Anita Whittle  
Coulston Parish Council – Cllr Michele Whiting  
Edington Parish Council – Cllr Mike Swabey

### **Partners**

BA13+ Community Area Partnership - Carole King, Phil McMullin

**Total in attendance: 14**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Westbury Area Board.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from the following Councillors and Parishes:</p> <p>Westbury Town Council: Councillors Sue Ezra and Francis Morland.  Dilton Marsh Parish Council: Councillor Francis Morland.  Heywood Parish Council: Councillor Francis Morland.</p>
3.	<p><u>Minutes</u></p> <p><b><u>Decision</u></b></p> <p><b>The minutes of the previous meeting were agreed as a correct record and signed by the Chairman.</b></p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman referred to the two written announcements in the pack regarding Universal Credit and School Planning.</p> <p><b>Car Parking</b></p> <p>The Chairman made the following announcement regarding Car Parking:</p> <p><i>Changes to car parking charges and a 15 minute grace period were agreed by council leaders on 17 March 2015. More than 5,000 people responded to Wiltshire Council's car parking consultation, and their responses have seen a number of changes to the council's original proposals.</i></p> <p><i>Philip Whitehead, Cabinet member for Highways, said: "I am really grateful to the thousands of people who took the time to complete the questionnaire, and all the people who attended the workshops we held across the county. We have really taken this on board when putting together these proposals.</i></p>

	<p><i>“Although we wanted to make sure the solution would be cost neutral, we will now actually be putting money in to reduce car parking fees in those car parks that are currently underused.”</i></p> <p><i>There are many car parks in the county where prices are being held for a further four years – making it eight years in total since any increase.</i></p> <p><i>One of the main outcomes could see smaller, underused car parks transferred to parish and town councils or local community groups where there is a local desire.</i></p> <p><i>Charges have also been set on a car park by car park basis to reflect local issues, rather than the countywide system in place before – this was something local people were keen to see. Many parking permit prices are being reduced all over the county, and the Council will be looking into trialling new technology in identified areas.</i></p> <p><i>There was support for first hour free and free after 4pm parking schemes in areas where local communities are prepared to fund the service, but people were clear Wiltshire Council should not introduce higher charges or reduce services to fund these changes. As a result the Council will continue to work with local town councils and business and community groups to discuss opportunities for locally funded schemes to be introduced.</i></p> <p>It was noted that issues regarding potential Community Asset Transfers could come back to the Area Board for further consideration.</p> <p><b>Campus</b></p> <p>The Chair announced that, following a meeting with Councillor John Thomson, it had been established that funding for a feasibility assessment would be sought from the area board. and would be considered at a future meeting.</p>
6.	<p><u>Updates on Activities for our Community's Young People</u></p> <p>Councillor Russell Hawker and Sally presented the item which provided an update on the work of the Local Youth Network (LYN).</p> <p>Issues discussed included: That proposals were being considered for new volunteer led youth club; and that following the completion of the Needs</p>

	<p>Assessment, the LYN would be considering future activities for young people.</p> <p>In the absence of the Community Youth Officer, the Chairman asked that a further update be given to the next meeting.</p>
7.	<p><u>Spotlight on Partners</u></p> <p>The Chairman drew the meetings attention to the partner updates circulated with the agenda, and invited questions and comments from the meeting.</p> <p>Issues discussed included: that Inspector Alan Webb has moved on and New Inspector will be starting soon, the Chairman commended Inspector Webb for his service to the area; how the police service could keep key people in the areas they serve; that the next meeting of BA13, on Wednesday 20<sup>th</sup> May, would have a housing theme; that the Westbury Beacon would be light on the 8<sup>th</sup> May to celebrate the 70<sup>th</sup> anniversary for VE day, with proceedings starting at 9pm, lighting at 9.30.</p>
8.	<p><u>Over to you.....</u></p> <p>The Chairman introduced an interactive item where those attending the meeting were encouraged to discuss and note down issues that they would like the Area Board to address in the future.</p> <p>The Chairman thanked all those who contributed and stated that these issues would be discussed to see how they can be best taken forward.</p>
9.	<p><u>Making Westbury a Dementia Friendly Community</u></p> <p>Sally Hendry and Carole King presented to the meeting information on the launch of Dementia Friendly Scheme in the Westbury area.</p> <p>Issues discussed included:</p> <ul style="list-style-type: none"> <li>• That the scheme is a local response to the national campaign aiming to create dementia friendly communities;</li> <li>• That the Council's website had improved its information and have developed a toolkit for communities to use;</li> <li>• That in Westbury there is an Alzheimer's Support group and number of other groups;</li> <li>• That May 19<sup>th</sup> – 23<sup>rd</sup> is Dementia Awareness week;</li> <li>• That the Wiltshire CCG and Wiltshire Council have given funds for personal advisors, and dementia project workers starting shortly;</li> <li>• That dementia is not a natural part of ageing, younger people can suffer too;</li> <li>• That dementia is caused by disease of the brain, it can affect people in different ways;</li> </ul>

	<ul style="list-style-type: none"> <li>• That dementia is not just about losing your memory, other faculties of the brain are affected;</li> <li>• That It's possible to live well with dementia, but support is key;</li> <li>• That there is more to a person than dementia;</li> <li>• That many of the businesses worked with as part of the Safeplaces scheme were keen to embrace dementia friendly projects; and</li> <li>• That villages in the community area were being encouraged to engage.</li> </ul> <p>The Chairman thanked Sally and Carole for the presentation.</p>
10.	<p><u>Improving our Community</u></p> <p>The Community Area Manager presented the report regarding a Community Asset Transfer (CAT), the Community Area Transport Group (CATG) and Legacy activities.</p> <p>Issues discussed included:</p> <p>That the CA matter should be deferred to enable more discussion to take place with Coulston Parish Council;</p> <p>That the Westbury Car Park issues should also come to a future meeting;</p> <p>That the CATG had considered an application for bike racks;</p> <p>The proposals for celebrating the 800<sup>th</sup> anniversary of the signing of the Magna Carta included a modern day pageant, with each area sending representatives;</p> <p>The potential to use a small amount from the youth fund, to produce a model Baron to take part in the pageant.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li><b>1. To defer consideration of the Community Asset Transfer of allotments to Coulston Parish Council, to a future meeting, to enable further discussions to take place; and</b></li> <li><b>2. To ratify the £1000 approved for the installation of bike racks at the three locations.</b></li> </ol>
11.	<p><u>Community Area Grants</u></p> <p>The meeting considered three applications for Community Area Grants.</p> <p>Issues discussed included:</p> <ul style="list-style-type: none"> <li>• How Bratton Baptist Chapel had implemented advice from the police and insurers regarding security;</li> <li>• How Bratton Parish Council had benefitted from funding from the Area Board; and</li> <li>• How Coulston Village Hall had utilised the funding to provide improvements including a new disabled toilet.</li> </ul>

	<p><b>Resolved</b></p> <ol style="list-style-type: none"> <li><b>1. To award Bratton Baptist chapel £980 for a mower and shed;</b></li> <li><b>2. To award The Great War commemoration group £990 for display boards; and</b></li> <li><b>3. To award Westbury Leigh School £5,000 towards a Play Pod.</b></li> </ol>
12.	<p><u>Future Meeting Dates</u></p> <p>The Chairman thanked all for coming to the meeting and reminded them that the next meeting of the Westbury Area Board will be held on 4 June 2015. At the Laverton, Bratton road, Westbury.</p>

**WESTBURY AREA BOARD**  
**Thursday 4 June 2015**

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**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, and 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; and
- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.

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**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.



**WILTSHIRE COUNCIL OUTSIDE BODIES**

<b>Outside Body Title ( A to Z )</b>	<b>Appointed By</b>	<b>Why Rep Needed</b>	<b>Organisation aims</b>	<b>Meeting schedule</b>	<b>Voting rights</b>	<b>Reps needed</b>	<b>Representative (s)</b>
Leigh Park Community Centre (Westbury)	Area Board - Westbury	Local voluntary community group working to improve facilities which affect both younger and older people alike within Westbury and surrounding villages.	Promote the benefit of the inhabitants of Leigh Park	Local venues in Westbury	Yes	1	Cllr Russell Hawker
Warminster and Westbury CCTV Partnership	Area Board - Warminster	Rep adds district and council perspective to crime issues	Prevent crime in Warminster and Westbury	4 meetings per year	No (under review)	1	Cllr Russell Hawker
Westbury Community Area Partnership	Area Board - Westbury	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Cllr Gordon King
Westbury Local Youth Network (LYN)	Area Board - Westbury	So young people can present ideas to councillors and council	Youth issues and democracy.	4 meetings per year	Yes	Up to 2	Cllr Russell Hawker



**Appointments to Working Groups**  
**Westbury Area Board**

The representatives for 2014/2015 were:-

Community Area Transport Group:

Cllr Russell Hawker  
Cllr David Jenkins  
Cllr Gordon King  
Cllr Jerry Wickham

Shadow Community Operations Board (COB):

Cllr David Jenkins



## **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.

### **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 can be 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:



**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.

*(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.

# CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

## Campus & Operational Estate Management Workstream

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### Draft Terms of Reference for Shadow Community Operations Board

#### 1 Background

On 15 February 2011 Wiltshire Council's Cabinet approved the implementation of the Campus and Operational Delivery Programme. The Programme will:

- Work with local communities to develop, facilitate and deliver community campus buildings across Wiltshire which seek to co-locate existing Council and partners services in one accessible location (or possibly more if appropriate) in a community area.
- Carry out the development of campus facilities in line with the Campus and Operational Management workstream principles (noted in section 2 of this document).
- Implement the Preliminary Management Project which will test the potential to develop some form of community driven strategic non -profit distributing organisation to deliver and support public services across Wiltshire.

Some of the benefits that the Council is seeking to achieve from a campus are:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Reducing the Council's estate producing an estimated 40% reduction in operational costs across all estate (this is an estimation based upon an initial assessment of the impact of the Workplace Transformation Programme which preceded the Campus and Operational Delivery Programme).
- Combining point of contact arrangements and improving accessibility to services.
- Developing and providing sustainable and energy efficient buildings.
- Ensuring long term flexibility in terms of the use of space is fundamental to the design.
- Developing the synergies between the management of individual services at a community level.
- Working with communities to develop a coherent and effective volunteering policy relevant to the local campus.
- Reducing the current overall risk to the Council from aging, disparate and inefficient buildings.
- Increased, beneficial and sustainable partnership working.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities.

The Preliminary Management Project will initially be focused on Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett. This will encompass the creation of Shadow Community Operations Boards, reporting into the Area Board who will make final recommendations to Cabinet for their consideration. The Shadow Community Operations Boards, will, subject to the agreement of the Area Board, take on a key role in coordinating and leading communications, influencing, and local engagement. This will cover areas such as the consultation processes, commenting on facility design and development and the ongoing indirect management and strategic planning of the resulting campus facility.

The preliminary management project will be in place from April 2011 through to April 2013 unless the Council determines otherwise.

#### 2 Campus Management Principles

The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

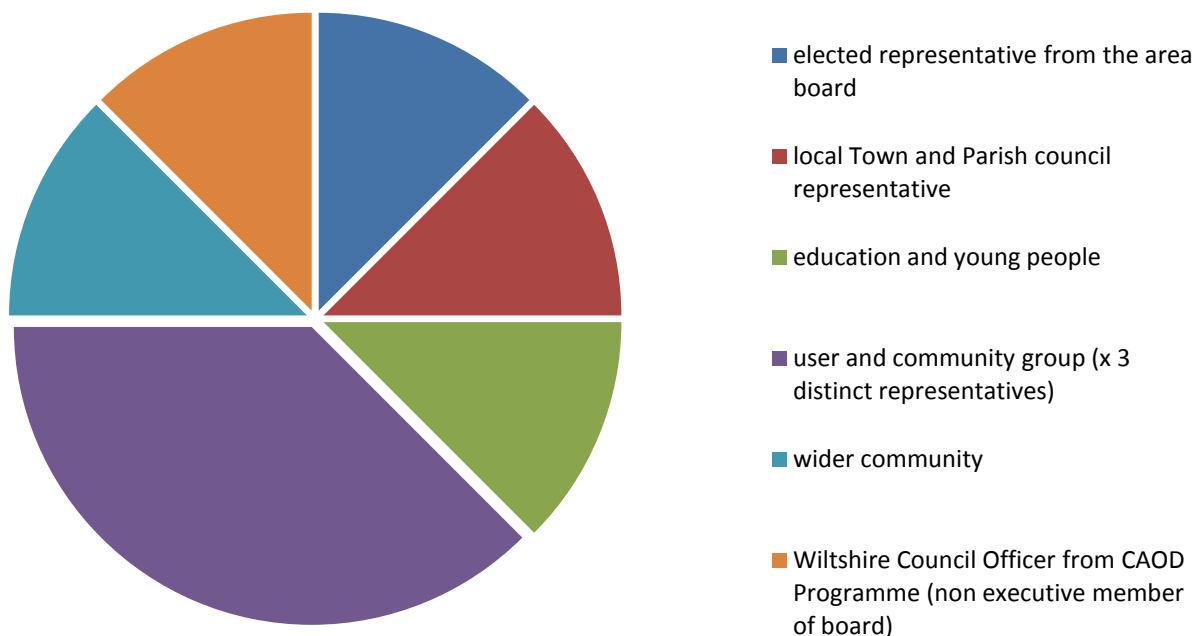
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.

Version3 – 5/4/11

- (v) Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- (vi) Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement
- (vii) Make specific provision for accessible opportunities for partnership working.
- (viii) Provide accessible local decision making processes and governance structures.
- (ix) Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.
- (x) Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

### 3 Membership

The shadow community operations board membership will be determined by the Area Board and should consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- (i) There will be one representative for each party identified.
- (ii) The board will need to nominate a chairperson at its inaugural meeting.
- (iii) The board will need to determine if the suggested representation appropriately reflects the description of the party.
- (iv) There will be up to three representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.
- (v) The Wiltshire Council liaison representative will be an officer from the Campus and Operational Delivery Programme team and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavour to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.

### 4 Roles and responsibility

#### 4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability for the preliminary management project and ensure the workstream principles are met.
- (ii) As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications plan complements the wider strategic communications plan.

- (iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.
- (iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

#### **4.2 Responsibility for outcomes**

- (i) To define community need and make recommendations to the Area Board over facility specification and operations.
- (ii) Support the Area Board in the delivery of the campus building.
- (iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.
- (iv) Influence the campus design and specification where appropriate by recommendation to the Area Board
- (v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

#### **4.3 Project coordination and reporting**

- (i) To develop a community led action plan that clearly sets out the approach the shadow board will take and seek Area Board approval for this
- (ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan
- (iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.
- (iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet
- (v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.
- (vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion
- (vii) Partner role in the wider not for profit distributing management options and governance appraisal

#### **4.4 The role of Wiltshire Council**

- (i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the preliminary management project.
- (ii) There may be elements or decisions required within the preliminary management project that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board
- (iii) The Council will endeavour to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

### **5 Outcomes**

- (i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.
- (ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.
- (iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

### **6 Confidentiality**

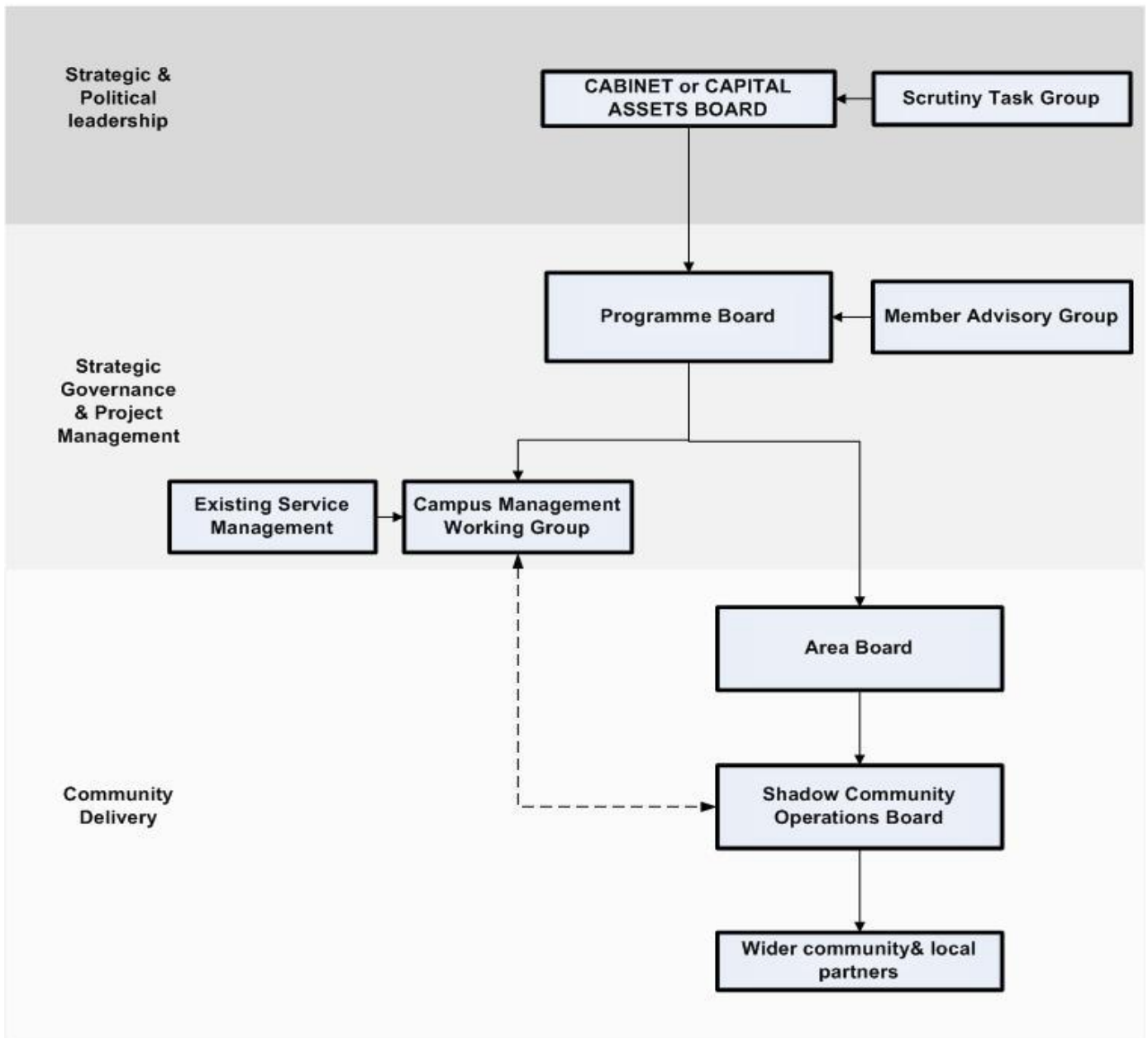
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential. Should any participant be unable to respect this request they must absent themselves from the meeting prior to discussion and consideration of the relevant item.

**7 Governance Arrangements**

The project remit currently extends up to April 2013. Prior to this there is a need to implement an interim governance structure that provides an appropriate framework to operate. It should be noted that managerial responsibility for operations, health and safety, staff etc remains with the Council for the duration of the project however there is scope for the Shadow Community Operations Board to influence, plan and programme services, subject to Cabinet approval following a recommendation from the Area Board. A chart showing the relationships between the various parties is noted below.

- (i) The Shadow Community Operations Board will meet as necessary and as determined by the Board.
- (ii) The Shadow Community Operations Board will be chaired by a representative elected by the Board.
- (iii) The Shadow Community Operations Board will report to the Area Board, but where request to do so by the Area Board, may provide advice directly to the Campus Management Working group, which is a cross departmental officer team coordinated by the Campus and Operational Delivery Programme.
- (iv) The administration of the Shadow Community operations Board will be the responsibility of the Board itself.
- (v) There may be occasions whereby sub-groups of the Shadow Community Operations Board will be necessary. In this instance any sub-group will report directly to the Shadow Community Operations Board in governance terms.

**Preliminary Management Project Governance Arrangements**



# 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.



# Agenda Item 9.

## **Update for Westbury Area Board**

<b>Update from</b>	<b>Amy Schuring, Community Youth Officer</b>
<b>Date of Area Board Meeting</b>	4 <sup>th</sup> June 2015

The Local Youth Network (LYN) has been conducting a needs assessment, to find out what young people need in their area. Some of the key points that have come out of the survey included a youth club, trips out, archery, skydiving and paintball. The LYN is currently working on trying to find premises to hold a youth club to initially run one evening a week.

A meeting was held with young people at Matravers School about re-establishing the Youth Advisory Group. Roughly 15 young people have registered their interest for this; we are now in negotiations with the school to hold these meetings along with the LYN Management meetings on the school premises.

The Youth Grant Application form is available online and is open for applications for funding to be assessed at the next LYN management group meeting on Tuesday 14th July. Deadline for applications is Friday 3<sup>rd</sup> July.

Sparksite and facebook are the most up to date sources of information about young people's activities in the Westbury community area. Search for Westbury Local Youth Network on facebook or visit [www.sparksite.co.uk](http://www.sparksite.co.uk) If you have anything you would like to be promoted please contact me.

Amy Schuring  
Community Youth Officer  
Mobile: 07787 009613  
Email: amy.schuring@wiltshire.gov.uk  
21<sup>st</sup> May 2015





## **Briefing report for Bradford on Avon; Trowbridge, Warminster & Westbury Community Area Boards May 2015**

### **Countdown to Dorset and Wiltshire Fire & Rescue Service combination began on 1<sup>st</sup> April**

Wiltshire & Swindon and Dorset Fire Authorities started the one year countdown to their combination after successfully securing the support of the public, constituent authorities and the Secretary of State. The new Dorset and Wiltshire Fire & Rescue Authority officially came into being in shadow status on 1 April 2015 and will replace the two existing Authorities on 1 April 2016.

This combination is the first of its kind in the fire sector and will help to secure the future direction and development of both Wiltshire and Dorset Fire & Rescue Services as well as the continued safety of the public in the two counties.

The combination will make substantial savings of between £4-6 million per year, which will help us to protect frontline services as much as possible and continue to develop the services we provide to the community in the most efficient way. The combination will allow the two authorities to come together to build a safe, strong and resilient combined Fire & Rescue Service fit for the future.

### **Warning over mirror danger**

Wiltshire Fire & Rescue Service is again warning against the dangers of sunlight reflecting off mirrors and glass ornaments.

There have been a number of incidents where fires have broken out in homes as a result of the sun's rays being reflected onto fabric or other flammable material.

A wooden cabinet within a property in Trowbridge was badly scorched when sunlight refracted through a glass paperweight. A crew from Salisbury was called to commercial premises in Catherine Street, where carpet within a window display had been set alight by sunlight refracting through a round glass ornament.

A mirror or any other glass object - such as an ornament - that is curved, allows the glass to act as a lens. When the sunlight hits it, it becomes concentrated and, if the rays are bounced onto something flammable - such as curtains or soft furnishings - then a fire can start.

Wiltshire Fire & Rescue Service has a wealth of home fire safety advice on its website [www.wiltsfire.gov.uk/safetyinthehome](http://www.wiltsfire.gov.uk/safetyinthehome)

## NOT PROTECTIVELY MARKED

In addition, the Service offers free home fire safety checks where householders are given bespoke advice on how best to keep themselves safe from the risk of fire. To see if you qualify for a visit, call 0800 389 7849 or visit [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

### **Businesses or organisations providing services to older people are being invited to sign up for a number of free events.**

Wiltshire Fire & Rescue Service is working with partners to deliver a series of Senior Wellbeing Days, where anyone over the age of 50 can source information and practical advice on how to keep safe at home. Each event will be in the form of a 'market place', with stalls and displays set out so that visitors can easily see what is available.

The planned dates are as follows:

- Tuesday 22 September at Swindon
- Wednesday 23 September at Calne
- Thursday 24 September at Devizes
- Tuesday 29 September at Salisbury
- Wednesday 30 September at Westbury
- Thursday 1 October at Ludgershall
- Tuesday 6 October at Mere

All of the events are scheduled to run from 10am to 2pm, apart from Devizes, which will be from 9.30am until 12.30pm.

Anyone interested in taking a stall is asked to contact: Mike Franklin at Wiltshire Fire & Rescue Service no later than 30 May by emailing [michael.franklin@wiltshire.gov.uk](mailto:michael.franklin@wiltshire.gov.uk)

### **New firefighters needed**

On-call firefighters are still needed for Marlborough; Malmesbury, Pewsey, Royal Wotton Bassett and Tisbury fire stations.

If you live or work in any of these towns and are interested in becoming an on-call firefighter, then Wiltshire Fire & Rescue Service wants to hear from you!

The crews in these towns need more people to provide fire cover. On-call firefighters make themselves available to respond to a pager when a 999 call is made, and cover is needed at all times.

Contracted hours can vary, but on-call personnel usually make themselves available for between 48 and 120 hours per week. Between them, each fire station team will provide cover for weekdays, evenings, nights and weekends.

If you are interested in being an On Call firefighter, visit [www.wiltshire.gov.uk/workingforus](http://www.wiltshire.gov.uk/workingforus)

Michael FRANKLIN Partnerships & Community Engagement Manager

NOT PROTECTIVELY MARKED

**NOT PROTECTIVELY MARKED**

**NOT PROTECTIVELY MARKED**





## BA13+ Partnership Report

The BA13+ Community Area Partnership met on Wednesday 20<sup>th</sup> May. The evening's theme was HOUSING, with particular reference to the Key Issues identified in our current Community Plan:

Key issue & aspirations	Suggested action from consultation	Actions since last publication	Partners involved
1 Match the provision of new affordable housing to local demographics and housing need.	Integrate more affordable homes and social housing with appropriate infrastructure. Location and mix of housing to be peppered rather than clustered, with more 'shared ownership' and priority for local young people & families.	Neighbourhood Plan steering group set up.	Wiltshire Council, developers, housing associations.
1 Empty Homes Initiative – work to pro-actively bring some of the empty homes back into use.	There are allegedly up to 60 empty homes in the Westbury Area. A list needs to be established of where they are. An Empty Homes Initiative Officer should work with landlords to help them take part in bringing homes back into use – include farm buildings in rural areas.		Town Council; Wiltshire Cour

Unfortunately the Head of Neighbourhoods at Selwood Housing was unavailable to give a presentation at short notice; however the meeting enjoyed a presentation by Wiltshire Council's Head of New Housing, Janet O'Brien, who gave an overview of their work, and followed up with a focus on empty homes, which is a significant local issue.

At the subsequent Steering Group meeting, which took place on Tuesday of this week at Crosspoint, it was agreed that since the sum available for grants was dwindling, a new upper rate of £250 per application was to set with immediate effect.

Phil McMullen, BA13+ Partnership Coordinator





## Update for Area Boards

### Focusing on Dementia

One of Healthwatch Wiltshire's (HWW) top priorities is dementia. This is because of what local people told us when we attended the 'what matters to you' events which were hosted by Community Area Partnerships and Area Boards in 2014. We held workshops across the county, where local people were invited to share their experiences of local dementia services. Over 120 people participated in the workshops. People also had the chance to take part in a one-to-one interview with a member of HWW staff or a trained volunteer.

HWW is holding further workshops for people interested in dementia services so that experiences and feedback can be shared with the people who provide those services. One of the main themes of our next workshops will be information provision. For more information or if you would like to get involved in one of the workshops please contact us or visit <http://www.healthwatchwiltshire.co.uk/wiltshire-dementia-strategy>

### Quality of Local Health and Care Services

HWW has an important role in monitoring the quality of local health and care services. In order to do this effectively, we rely on local people telling us their experiences of accessing and using these services. We add this information to similar evidence that we gather from more formal sources such as The Care Quality Commission and local NHS Trusts and professionals. In this way, we can build up a really good picture of what is happening in Wiltshire. If we see that there is a trend developing - that is, many people are raising concerns about the same provider or service, we can use this information to challenge Commissioners or service providers. For example, in 2014 we noticed that there were a number of issues arising regarding dentistry - access to dentists and charging practices. We were able to use the information that local people had given us to escalate the issue to Healthwatch England and the consumer champion WHICH? who were carrying out a national campaign.

We would very much like local people to talk to us about their experiences of health and social care as it is only by speaking out that we can act to make a change.

### Your Care Your Support Wiltshire

HWW, in partnership with Wiltshire Council, has developed a new health and social care information website for the public and professionals. The website was launched in April and is still in its early stage of development. We will be working with local people, voluntary and community sector organisations, Wiltshire Council and Wiltshire NHS Clinical Commissioning Group to make sure the new website has all the health and social care information you need in one place. For more information please visit [www.yourcareyoursupportwiltshire.org.uk/home](http://www.yourcareyoursupportwiltshire.org.uk/home) or if you have any feedback please complete the online form <http://www.yourcareyoursupportwiltshire.org.uk/Communication/SiteFeedback.aspx>.

If there is any health, well-being or social care information or service that you feel should be included in the website, please let us know. If you would like us to come and talk to a local group about the website then please let us know.

### Volunteering with Healthwatch Wiltshire

Would you like to help improve local health and social care services? Can you help reach out to local communities and find out about their experiences as patients, carers and services users? Do you have personal experience, skills and enthusiasm to offer?

If so, why not help HWW reach out to local people, to explain and promote our work, listen to people's views and experience of health and social care and help in the improvement and redesign of future services. If you are interested in volunteering with HWW or would like more information please contact us or visit our website <http://www.healthwatchwiltshire.co.uk/content/join-us>

Contact us:

Tel 01225 434218

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

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



WILTSHIRE COUNCIL

WESTBURY AREA BOARD

4 JUNE 2015

COMMUNITY AREA TRANSPORT  
GROUP  
SMALL-SCALE TRANSPORT AND HIGHWAY IMPROVEMENT  
SCHEME RECOMMENDATIONS

Purpose of the Report

To put forward for approval recommendations from the Community Area Transport Group meeting of 15 May 2015.

1. Background

1.1 Due to the complexity of assessing and selecting schemes from the many requests, and the potential time that such an agenda item would take, each Area Board was requested to set up a Community Area Transport Group (CATG) to make recommendations to the Area Board

1.2 In 2015/16 Westbury Area Board has a £11,462 discretionary budget to involve it in the assessment and selection of small-scale transport schemes and other highways matters to be progressed in its community area.

1.3 It should be noted that this allocation is for capital funding and can only be used to provide new and improved infrastructure. It is to be used 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 maintenance schemes; these are selected using technical surveys and inspections.

2. Main Considerations

2.1 It was agreed to recommend to the Area Board to allocate £200 to fund pedestrian route signage at the White Horse Health Centre.

2.2 It was agreed to recommend to the Area Board to allocate £50 to fund horse warning sign on Hollow Road leading to Lower Westbury Road, Bratton.

2.3 It was agreed to recommend to the Area Board to allocate £300 for white lining on Station Road opposite and adjacent the entrance to the care home and new flats.

3. Environmental Impact of the Proposals

3.1 There is no environmental impact

4. Financial Implications

4.1 The proposals above can be funded from the 2014/15 CATG budget, leaving £10,912 in 2015/16.

5. LegalImplications

None

6. HRImplications

None

7. Equality andDiversityImplications

None

8. Recommendations

8.1 It is recommended that the Area Board agrees to the recommendations of the Community Area Transport Group set out in paragraphs 2.1, 2.2, 2.3.

Report Author: Community Area Manager Sally Hendry [sally.hendry@wiltshire.gov.uk](mailto:sally.hendry@wiltshire.gov.uk)

<b>Report to</b>	<b>Westbury Area Board</b>
<b>Date of Meeting</b>	<b>4 June 2015</b>
<b>Title of Report</b>	<b>Area Board Grants</b>

**Purpose of Report**

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

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

- 1.1 West Wilts Esprit Gymnastics request £1,000
- 1.2 Edington Ringing Centre request £732
- 1.3 Bratton Recreation Ground Working Group request £5,000

**TOTAL Funding Requests: £6,732**

## **1. Background**

- 1.1.** Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2015/2016.
- 1.2.** In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3.** The emphasis in the Coalition Government's Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups. Westbury Area Board has been allocated a 2015/2016 budget of £38,139 capital funding for community grants and area board/councillor led initiatives.
- 1.4.** Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1,000 - £5000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.5.** Area boards will not consider Community Area Grant (CAG) applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.6.** In addition to CAGs, councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.7.** Officers are required to provide recommendations in their funding reports (except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire Councillors on the Area Board.
- 1.8.** Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.9.** Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available on the Wiltshire Council web site with the area board agenda papers and hard copies available upon request.
- 1.10.** The 2015/2016 funding criteria and application forms are available on the council's



website

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

- 1.11. All recipients of area board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board. This applies to all grants made by the area board.

<b>Background documents used in the preparation of this Report</b>	<ul style="list-style-type: none"><li>• <a href="#">Area Board Grant Guidance 2015/16 as presented for delegated decision</a></li><li>• <a href="#">BA13 Community Area Plan</a></li><li>• <a href="#">Westbury Joint Strategic Needs Assessment</a></li></ul>
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## 2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2015/16 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. This meeting is the first round of funding during 2015/2016.

## 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 Westbury Area Board. **The Westbury grant fund currently stands at £32,028. If these three funding requests are agreed it will leave a balance of £25,296.**
- 4.2. All awards are subject to the condition that no payment will be made until all other funding has been confirmed.

## 5. Legal Implications

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

## 6. HR Implications

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

## 7. Equality and Inclusion Implications

7.1. Community Area Grants will give local community and voluntary groups, town and parish councils equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

7.2. Implications relating to individual grant applications are outlined within section 8 – Officer Recommendations.

## 8. Community Grant Applications Summary

Ref	Applicant	Project proposal	Funding requested
8.1.0	West Wilts Esprit Gymnastics	New gym equipment	£1,000

8.1.1 This application meets the grant criteria and reflects JSA priorities for action agreed by the area board.

8.1.2 This facility is the only one of its kind in this part of Wiltshire and caters for a wide catchment including the Westbury area. Its expanding numbers, has meant a need to upgrade some equipment to provide better training opportunities to cater for our growing membership. Approval has already been given for funding from Bradford on Avon and Trowbridge area boards.

Ref	Applicant	Project proposal	Funding requested
8.2.0	Edington Ringing Centre	Lighting and new bell ropes	£732

8.2.1 This application meets the grant criteria and reflects JSA priorities for action agreed by the area board.

8.2.2 An area board grant has been given previously for a saxilby ringing simulator which has resulted in attracting more youngsters to the art of bell ringing. A result of this increased activity is an awareness of the need to improve the lighting on the approach over the roof to the ringing chamber and in the bell chamber and install two new ropes.

Ref	Applicant	Project proposal	Funding requested
8.3.0	Bratton recreation ground working group	New clubhouse	£5,000

8.3.1 This application meets the grant criteria and reflects JSA priorities for action agreed by the area board particularly in improving facilities and outcomes for children and families.

8.3.2 This development will extend the on site facilities and enable better use of the recreation ground. The ground is currently used for a variety of sports by teams and individuals from around the Westbury community.

8.3.3 This application is match funded.

## 9.Recommendations

9.1 It is recommended that the Area Board decides whether to allocate funding to the applicants

<b>Report Author</b>	Sally Hendry. Westbury Community Area Manager. 01225 718627 <a href="mailto:sally.hendry@wiltshire.gov.uk">sally.hendry@wiltshire.gov.uk</a>
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Grant Applications for Westbury on 04/06/2015

ID	Grant Type	Project Title	Applicant	Amount Required
1308	Community Area Grant	West Wilts Gymnastics Additional Training Equipment	West Wilts Esprit Gymnastics Club	£1000.00
1312	Community Area Grant	Edington Ringing Centre Improved lighting and other	Edington Ringing Centre	£613.00
1342	Community Area Grant	Bratton Recreation Ground Teamroom/meeting room	Bratton Recreation Ground Working Party	£5000.00

ID	Grant Type	Project Title	Applicant	Amount Required
1308	Community Area Grant	West Wilts Gymnastics Additional Training Equipment	West Wilts Esprit Gymnastics Club	£1000.00

**Submitted:** 23/04/2015 12:50:30

**ID:** 1308

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

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

Community Area Grant

**2. Amount of funding required?**

£0 - £500

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

No

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

N/A

**5. Project title?**

West Wilts Gymnastics Additional Training Equipment

**6. Project summary:**

West Wilts Gymnastics has now been in its new facility for six months and is really going strong. With our expanding numbers, particularly boys, we need to upgrade some of our equipment to provide better training opportunities to cater for our growing membership. We are now the only club in this part of Wiltshire with a dedicated Boys\\' section and we need better equipment to support their development and to help the Club to make a mark in Boys\\' Gymnastics in the County. The equipment will also be accessible to all other members.

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

Westbury

**Electoral Division**

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

BA14 0XE

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

Children & Young People

2012 Olympic Legacy

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

N/A

**10. Finance:**

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

**Your latest accounts:**

04/2014

**Total Income:**

£93378.00

**Total Expenditure:**

£89822.00

**Surplus/Deficit for the year:**

£3000.00

**Free reserves currently held:**  
**(money not committed to other projects/operating costs)**  
 £1000.00

**Why can't you fund this project from your reserves:**  
 We are at the end of the financial year and have outstanding bills to pay which will use up our reserves. At the same time, we wish to begin now with new fundraising initiatives for the new year.

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

**10b. Project Finance:**

Total Project cost		£10000.00		
Total required from Area Board		£1000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Additional Training Bar and Pit	4194.00	Sponsored Tumble	yes	2000.00
Set of Mens Rings	1806.00	Onesie Week Fundraiser and Easter Raffle	yes	1000.00
Building Work for Pit	3000.00	Club Competition and Cake Sale	yes	2000.00
Matting for Rings	1000.00	Trowbridge Area Board		3000.00
		Bradford on Avon Area Board		1000.00
<b>Total</b>	<b>£10000</b>			<b>£9000</b>

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

**12. If so, which Area Boards?**  
 Bradford on Avon  
 Trowbridge  
 Westbury

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

Our fantastic facility benefits everyone in our main catchment area (Trowbridge, Westbury, Bradford-on-Avon and the surrounding villages) who wishes to become involved, or is already involved, in Gymnastics and fitness-related activity. We provide Gymnastics opportunities to participants aged 6 months and upwards and have waiting lists for a number of our classes. In the last year we have introduced a number of new Gymnastics-related activities such as Rhythmic, Boys, Parkour, Adults, Trampolining, Soft Play and Disability and we wish to expand this provision, so we need to upgrade our current equipment. It is also our goal to further reach under-represented sectors of the community such as boys 11 years+. We currently have a great opportunity to increase membership in this area as we are now the only Gymnastics facility in this part of Wiltshire with a dedicated Boys' section, and so we need to upgrade both the Boys' equipment and the general equipment to cope with this growth in membership. This current growth is also providing training and employment opportunities both for our current older teenage members and for new coaches. We are already developing a number of new coaches, and we hope to become a training facility and offer both voluntary and paid employment to 14 year-olds upwards who wish to become coaches and leaders. The growth in our membership, especially in boys, is providing the Club with ever more avenues to develop its profile and the number of people it positively affects in Wiltshire.

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

As an organisation we are now Gym Mark accredited, which is British Gymnastics' quality standard certification. As part of this, we have developed a detailed Action Plan, which provides the means for us to evaluate our progress at each stage of our development. This Action Plan means that we can measure our progress at 6-month, 12-month, 18-month and 2 year stages. We have also developed a database in which we keep all participant personal details, which means that we can dissect our membership at any time and check various characteristics against our target audiences. In this way, we will always know and can report periodically whether we are reaching our target under-represented groups and whether their numbers within our programmes are growing. We can also target our marketing geographically so that we can reach under-represented communities and, if necessary, ethnicities and/or age-groups. We also engage in quarterly surveys to gauge our members' opinions, and we have a comments book in Reception which we actively encourage members to fill in.

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

We are applying for the Area Board Grant to help support the growth and development of a much bigger project. The new Gymnastics facility remains a not-for-profit organisation, so all income over and above our ongoing running costs is reinvested. The business will therefore remain self-funding.

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

We are applying for this Area Board Grant to upgrade the facilities of what has been a much bigger project: a permanent Gymnastics and Fitness facility for the community of Trowbridge and the surrounding area. This project has an annual cost, as the building will be rented. All our costs are calculated monthly, quarterly and annually, and are available for perusal if required.

**17. DECLARATION**



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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

**And finally...**

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

1312	Community Area Grant	Edington Ringing Centre Improved lighting and other	Edington Ringing Centre	£613.00
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**Submitted:** 25/04/2015 12:41:49

**ID:** 1312

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

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

Community Area Grant

**2. Amount of funding required?**

£0 - £500

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

No

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

**5. Project title?**

Edington Ringing Centre Improved lighting and other

**6. Project summary:**

We have made good use of the grant we received for installing the saxilby which has resulted in attracting more youngsters to the art of bell ringing. A result of this increased activity is an awareness that we need for safety reasons to improve the lighting on the approach over the roof to the ringing chamber and in the bell chamber and install two new ropes. Ringers safety is the overriding consideration for this application.

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

Westbury

**Electoral Division**

Ethandune

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

BA13 4QR

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

Children & Young People

Arts, crafts and culture

Countryside, environment and nature

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Heritage, history and architecture

Inclusion, diversity and community spirit

Safer communities

Sport, play and recreation

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

12/2014

**Total Income:**

£2110.70

**Total Expenditure:**

£1608.57

**Surplus/Deficit for the year:**

£502.13

**Free reserves currently held:**

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

£1057.22

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

We need to keep a substantial reserve as repairs and maintenance of the bells and ancillaries can be very costly. If we met the whole cost of the project our reserves may be inadequate.

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

**10b. Project Finance:**

Total Project cost		£713.48		
Total required from Area Board		£613.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
Materials	613.48	Labour in kind	yes	100.48
Labour	100.00			
Total	<b>£713.48</b>			<b>£100.48</b>

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

No

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

Westbury

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

The ancient art of church bell ringing demands considerable mental and physical effort in practitioners. It develops mathematical skill and teamwork both of these are valuable lessons for youngsters. Church bell Ringing, almost unique to England and much enjoyed feature of countryside is suffering a decline all over the country and badly needs more joining the ringing groups to maintain this the hobby. The Edington ringing centre is already making an impact on the number of ringers in our area and its very success has highlighted other work in the tower which needs to be undertaken to maintain the momentum. On dark evenings the awkward access up the stairs and across a section of roof that ringers have to navigate is thought to be dangerous, in the same way now that the saxilby is installed the poor lighting in the ringing chamber has become very apparent. All of the learner ringers will benefit and the general public will greatly appreciate the more regular sound of the bells.

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

We have carefully researched the best approach to the solution to the problems of lack of lighting and the effectiveness of the work will be very apparent by the time the darker evening are with us in the autumn. Similarly the new ropes when received will be put to immediate use and we have no doubt about their helpfulness.

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

No substantial further funding is envisaged for this project just minor running replacements and repairs which we can afford.

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

This project stands alone

**17. DECLARATION**

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

yes I will make available on request evidence of ownership of buildings/land

**And finally...**

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

1342	Community Area Grant	Bratton Recreation Ground Teamroom/meeting room	Bratton Recreation Ground Working Party	£5000.00
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**Submitted:** 14/05/2015 13:34:12

**ID:** 1342

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

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

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

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

Yes

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

The cost is far greater than the Precept could fund

**5. Project title?**

Bratton Recreation Ground Teamroom/meeting room

**6. Project summary:**

In order to provide facilities for team briefings, classroom learning and community groups to meet it is intended to construct a room approximately 6m x 5.9m located between the existing sports pavilion and garage store.

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

Westbury

**Electoral Division**

Ethandune

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

BA13 4RF

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

Children & Young People

2012 Olympic Legacy

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

03/2015

**Total Income:**

£4745.37

**Total Expenditure:**

£5871.48

**Surplus/Deficit for the year:**

£1126.11

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

£5520.51

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

We will use part of our reserves for this project. The remainder will be used to cover the VAT charges which will be recovered at a later date.

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

**10b. Project Finance:**

Total Project cost		£11954.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Planning consent	97.50	Bratton PC	yes	97.50
Building Regulations	357.00	Bratton PC	yes	357.00
Construction Costs	11500.00	Bratton PC		2000.00
		Bratton Rec Ground Reserves	yes	2000.00
		Other donations/grants		2500.00
<b>Total</b>	<b>£11954.5</b>			<b>£6954.5</b>

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

No

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

Westbury

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

In 1997 the Recreation Ground was donated to the village (to Parish Council ownership) by a resident in memory of her husband who had lived all his life in the village. Since then, the development of facilities has attracted an increasing number of users, both sports teams, spectators and villagers who want to take advantage of the recreational space available. But there is clearly a desire for more- from children, youths and adults who may not want to play in structured football or cricket teams but who want more than simple grass areas and a trim trail on which to exercise. There is wide support from all sections of the community ranging from the local school, current football and cricket clubs, youth groups and adults alike. This project meets the Westbury Area Community Plan to \

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

We will receive regular reports from all existing user clubs at Rec Ground management committee meetings held every 2 to 3 months. We will also maintain a booking system for the meeting room and other facilities at the Ground.

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

The room will not require expensive maintenance. The Rec Ground's existing maintenance team (currently 6-strong) should be able to do most of the work, as they do to the existing pavilion and garage. Rec Ground annual operating budget (not including capital projects) includes a maintenance element and shows a surplus. In addition we expect (small) hire fees for the meeting room to pay for its running costs.

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

As mentioned in Section 13, we are also hoping to install a Multi-Use Games Area in an unused part of the Rec Ground. Village surveys in 2013 and 2015 have shown a strong desire for this project, notably from families and tennis players. As use expands we therefore hope to form a tennis and/or general sport club. MUGA users could then also use the meeting room and pavilion as a sports centre. The cost of the MUGA will be Â£70k (based upon very recent tenders). We hope it will be funded by grants from Sports England, the Parish Council, Rec Ground reserves, donations and local fund raising.

17. DECLARATION

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

**And finally...**

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