

# MINUTES

**Meeting:** SOUTH WEST WILTSHIRE AREA BOARD  
**Place:** Grove Building, Church Street, Mere BA12 6DS  
**Date:** 9 December 2015  
**Start Time:** 6.30 pm  
**Finish Time:** 9.42 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Stephen Harris, Community Area Manager  
Lisa Moore, Democratic Services Officer  
Robin Townsend, Associate Director, Corporate Office

### **Representatives from Town and Parish Council's**

### **Partners**

Wiltshire Police - Inspector Minty

**Total in attendance: 45**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Welcome and Introductions</u></p> <p>The Chairman, Councillor Peter Edge welcomed everyone to the meeting of the South West Wiltshire Area Board.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> <li>• Mike Franklin – Wiltshire Fire &amp; Rescue</li> <li>• Robin Townsend – Associate Director WC</li> </ul>
3	<p><u>Declarations of Interest</u></p> <p>There were none.</p>
4	<p><u>Minutes and Matters Arising</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the previous meeting held on Wednesday 7 October 2015, were agreed as a correct record and signed by the Chairman, subject to one amendment. The attendance for Compton Chamberlayne Parish Meeting should have read – D Winchester.</b></p> <p><u>Matters Arising</u>  In relation to the Police and Crime Commissioners presentation at the last meeting, where the impact of the new Policing Model on rural communities was queried, Cllr Wayman noted that there had been an incident in Hindon where the Police had attended from Calne, however the ambulance took 1,5hrs to arrive. It was felt that this was unacceptable.</p>
5	<p><u>Delegated Authority</u></p> <p>The Board considered the request to agree to delegate authority to the Community Engagement Manager, as detailed in the agenda. Members discussed the level of funding permitted under the delegate authority and raised the recommended amount from £500 to £2,000.</p> <p><b><u>Decision:</u></b>  <b>The South West Wiltshire Area Board agreed to delegate authority to the Community Engagement Manager, in consultation with the Area Board councillors, to approve expenditure between meetings as follows:</b></p>

	<ul style="list-style-type: none"> <li>• <b>Where the funding is needed urgently and the matter cannot wait until the next scheduled area board meeting.</b></li> <li>• <b>Funding may only be approved up to a maximum of £2,000 per decision.</b></li> <li>• <b>Decisions taken under this delegated power shall be reported to the next area board meeting.</b></li> </ul> <p><b>Funding may only be granted under this delegated power to applications which fully meet the Community Area Grants criteria.</b></p>
6	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <p><u>Parish Precept – Asset Transfer</u>  The Board noted the letter attached to the agenda from Cllr Tongue, which had been circulated to all Parish Councils. The Salisbury asset transfer package would be finalised towards the end of the year.</p> <p>A seminar for Town Councils would be arranged for 2016 to share the lessons learnt in Salisbury and to agree how the priorities should be set for those that wished to pursue such devolution. By taking this approach the Council would be able to use the experience gained and be able to move quicker on future requests.</p> <p><u>Good Neighbours Scheme (GNS) – Update</u>  The Board was due to propose the appointment of the GNS co-ordinators as its older people's/carer's champions but this was now on hold until further information about the delegated funding was available.</p> <p>The Board noted their support for the GNS to continue in the South West Wiltshire community area.</p> <p><u>Public Transport Consultation</u>  This was due to take place in the new year. The Board would begin a conversation with local communities about how more could be done to come up with local solutions in the future.</p> <p><u>Smoke Free Play Park Signage</u>  Some Public Health Early Years funding to assist with potentially funding signage for Play Parks across the county was available. Area Boards and Town/Parish Councils were asked to agree to co-ordinate/manage and fund fixing/fixtures and be responsible for erection at each site within their area in order to take up this offer. The Area Board would consider how to best approach this before the next Area Board meeting on 3 February 2016.</p>

	<p>Steve Harris, Community Engagement Manager would circulate information to all town and parish councils, and asked for a response by 21 December 2015.</p>
7	<p><u>WC Plan to Tackle Child Sexual Exploitation</u></p> <p>The Board received a presentation from Blair Keltie, Service Manager for Child Sexual Exploitation and Missing Children; on Wiltshire Council's plan to tackle Child Sex Exploitation.</p> <p><u>What is Child Sexual Exploitation?</u>  Someone taking advantage of you sexually, for their own benefit. Through threats, bribes, violence, humiliation, or by telling you that they love you, they will have the power to get you to do sexual things for their own, or other people's benefit or enjoyment (including: touching or kissing private parts, sex, taking sexual photos).</p> <p><u>Background</u>  Following events in Rotherham, Rochdale, Oxford and elsewhere; in March this year, the Prime Minister stated that CSE was a National Threat and that child sexual abuse was a national Policing priority. Police forces must prioritise CSE and this is reflected in Wiltshire Police Priorities.</p> <p>An idea of the problem nationally:</p> <ul style="list-style-type: none"> <li>• 88% increase in Police investigations since 2012 = 70K investigations nationally and no sign of slowing down.</li> <li>• In 2012 there was a watershed with the Saville revelations and its estimated that 30K victims of non recent case would come forward.</li> <li>• Estimated 100m images of children being abused in circulation and 50K people viewing these online.</li> <li>• 15 – 50% will go on to have contact offences.</li> </ul> <p>The sexual exploitation of children and young people is a form of sexual abuse. It is not new. What is new is the level of awareness of the extent and scale of the abuse and of the increasingly different ways in which perpetrators sexually exploit children and young people.</p> <p><u>Grooming</u>  Grooming refers to actions deliberately aimed at establishing an emotional connection and trust with a child or young person in order to increase the likelihood of them engaging in sexual behaviour or exploitation. Signs of Grooming include:</p> <ul style="list-style-type: none"> <li>• Regularly missing from home or school and staying out all night</li> <li>• Change in behaviour – becoming aggressive and disruptive or quiet and withdrawn</li> <li>• Unexplained gifts or new possessions such as clothes, jewellery, mobile</li> </ul>

- phones or money that can't be accounted for
- Increase in mobile phone use or secretive use
- Appearing to be under the influence of drugs or alcohol
- Being picked up or dropped off in cars by unknown adults
- A significantly older 'boyfriend' or 'friend' or lots of new friends
- Spending excessive amount of time online and becoming increasingly secretive about time spent online
- Sudden involvement in criminal behaviour or increased offending
- Sexual health problems

There are a number of ways in which local authorities, police and other key partners can reduce the prevalence of CSE.

- **Prevent** the abuse from happening;
- **Protect** young people who are victims or at risk of sexual exploitation;
- **Prosecute** offenders wherever possible;
- **Publicise** this activity, including how people can report Child Sexual Exploitation.

#### Area Boards

The Area Boards are a way of working to bring local decision making back into the heart of the community. They are a formal part of Wiltshire Council that try to find solutions for local issues

By working in partnership with local communities, the council can achieve so much more than it ever could on its own. We hope this will lead to better services, better communities and a better quality of life for everyone in Wiltshire. Councillors have a key role to play in this, and should not be afraid to raise these issues within the communities they represent.

Questions and comments included:

- The problem with the data protection act is that when someone is being investigated, you are not able to communicate this to the local Member.
- Youth Services were pulled last year, that was the best route in to working with young people on issues like this. Answer: Yes we have lost one pair of eyes, however we are working with Schools and holding briefings at multi agency forums.
- Was there a widespread general campaign to raise public awareness? Answer: We are working to up our game in community awareness, we will use any means we can to publicise and increase general awareness. The Phoenix project web site <http://www.itsnotokay.co.uk/> provides information and resources in a one stop shop. The first priority was to form a team which could work with the Police, the next stage will be to promote it.
- There were already many people in the Community who are trained in Safeguarding. Answer: We are not here to solve, but to work with those

	<p>people and to raise awareness and knowledge.</p> <ul style="list-style-type: none"> <li>• Most children in Mere are going to school in Dorset, the Multi-agency forums and common assessment frameworks are not as well attended due to cross border issues. <u>Answer:</u> Not aware of what had taken place to fill the gap. We will work with our counter parts in Dorset as these issues do not recognise any regional boundaries.</li> </ul>
8	<p><u>Seeds 4 Success</u></p> <p>Jaki Farrell from Seeds 4 Success gave a brief overview of how the service had been developed over the last 15 months and what would be delivered in the new year.</p> <p>Jaki had been working 2 days a week to develop the charity and set up youth services and run the leisure credit initiative. Area board funding would enable Jaki to become full time.</p> <p>The bridging project had 18 young people with special needs attending the weekly session. Funding was being sought to run a summer scheme in 2016. Community Foundation funds had also been secured for a healthy eating project.</p> <p>The new contract with Seeds 4 Success to provide open access youth work for the area would begin on 1 January 2016.</p> <p>There would be more open access, and work to secure further funding would be ongoing.</p> <p>Comments and questions included:</p> <ul style="list-style-type: none"> <li>• What was open access? <u>Answer:</u> A youth club open to anyone, to come and join in. Not restricted to vulnerable and disabled.</li> <li>• Parishes welcomed the return of Jaki to the area and hoped that there would be more coordination and availability of youth provision in due course.</li> </ul> <p>The contract was signed by Seeds for Success.</p>
9	<p><u>Partner and Community Updates</u></p> <p>The Board received the following verbal updates:</p> <p><u>Police – Neighbourhood Teams</u></p> <p>Inspector David Minty gave an update to the Board. Over the last 12 month period there had been four public order offences, compared to one the previous year. This was a 400% increase.</p> <p>Operation Midas was working with cross border partners to tackle poaching. The Police Control Strategy was under review and work would concentrate on four strands:</p>

- Domestic Violence
- Prolific Offenders
- Cyber Crime
- Vulnerable People

The new Police model on trial in Warminster which focused on a more efficient way of managing work.

Questions

- Was it true that vehicles caught travelling over 50% of the speed limit by the Community Speed Watch volunteers would receive a police visit?  
Answer: Inspector Minty agreed to find out and feedback.

*Note: Inspector Minty later reported to the Board that the answer was yes. However, a visit could not be carried out if the offending driver was not a Wiltshire resident.*

Community Engagement - Steve Harris

Three more first aid sessions had taken place which had been well attended. 19 of the 37 parishes had also attended the Emergency Planning event and feedback indicated that they had found this very interesting and useful. Steve asked for any completed plans to be sent in to him.

Cycle Wiltshire would be returning this year on May 8<sup>th</sup>, with the elite cycle race date still to be confirmed. The race would start and finish in Salisbury this year.

Written updates and online information was noted:

- Area Board Projects and Priorities
- Wilton Town Team minutes
- Healthwatch Update
- Consultation Page link: <http://www.wiltshire.gov.uk/council/consultations.htm>
- Issues System link: [http://services.wiltshire.gov.uk/Areaboard/areaboard\\_issues\\_search.php](http://services.wiltshire.gov.uk/Areaboard/areaboard_issues_search.php)

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Speed Indicator Device (SID) Programme for SWW

From November 2015 the Area Board will own three SIDs for use in the local area. A revised programme would need to be implemented, communities were invited to share their ideas on how this could work.

Questions:

- We would like to see a SID on the A350, but the notes say it must be on private land, is that right? Answer: Yes it must be on private land.
- This was a developing programme, it was hoped that in time the Parish Stewards would take on the installation and removal of the SIDs.

	<p>The Board considered a proposal to allocate £265 for the insurance required to cover Area Board volunteers installing and removing the SID as part of the programme led by Cllrs George Jeans and Peter Edge in the Mere, Tisbury and Wilton Community Areas for the period 29 September 2015 – 28 September 2016, as detailed in the report.</p> <p><b><u>Decision</u></b>  <b>The South West Wiltshire Area Board approved the allocation of £265 to cover insurance costs associated with the implementation of the movable SIDs around the community area.</b></p> <p>For openness, Cllr Jeans declared that as the insurance policy was in his name he would not vote on this item.</p>
11	<p><b><u>Area Board Initiatives</u></b></p> <p>The board considered two Area Board Initiatives for funding, as detailed in the papers attached to the agenda.</p> <p><b><u>Area of Outstanding Natural Beauty (AONB) – Meet the Producers Project</u></b>  A ‘meet the producer’ event designed to showcase food and goods produced in the Cranborne Chase AONB.</p> <p>During the morning local businesses, including hotels, B&amp;Bs, farm shops, pubs, restaurants and cafes, would be invited to meet and get to know other local producers, encouraging them to regularly stock, sell and use local produce.</p> <p>Buyers from local stores and larger retailers and supermarkets would also be asked along to the event to ensure it is as beneficial for local businesses as possible.</p> <p>In the afternoon the Fair (and Gardens) would be open to the general public. This would take place on Wednesday 20 April, at The Larmer Tree Gardens, Rushmore Estate Office, Tollard Royal, Wiltshire.</p> <p><b><u>Decision</u></b>  <b>The South West Wiltshire allocated £400 to the Area Board project for hire of The Larmer Tree Gardens for the ‘Meet the Producers’ event.</b></p> <p><b><u>Community Litter Picking Scheme</u></b>  A project for the purchase of litter picking equipment, to be made available to all Parish Councils within the Mere, Tisbury and Wilton community areas (South West Wiltshire). Each Parish Council would be able to apply to South West Wiltshire Area Board for up to:</p> <ul style="list-style-type: none"> <li>- 10 litter pickers.</li> <li>- 10 safety tabards.</li> </ul>



	<p>- 2 handihoops.</p> <p>It would then be up to Parish Councils how that equipment was used, with the support of local volunteers. Parish Councils that received equipment would be asked to provide a brief update on what action had been taken after 12 months.</p> <p><b><u>Decision</u></b>  <b>The South West Wiltshire Area Board allocated up to £8,500 to the Area Board project – Community Litter Picking Scheme.</b></p> <p>The Board also discussed other possible ideas for future Area Board Initiatives, including improved internet/satellite provision by Wessex Internet and improved mobile phone reception in rural locations. The Board Members would meet in the new year to discuss these suggestions.</p>
12	<p><u>Public Rights of Way Update and Parish Circular Walks Scheme</u></p> <p>The Board noted the written updates on the latest development of the Public Rights of Way Improvement Programme and the promotion of new and existing circular walks initiative, by implementing new signage in a pilot scheme for the area, as detailed in the papers attached to the agenda.</p> <p>Any parishes interested in being included in the circular walk initiative should contact Steve Harris for further information.</p> <p>Cllr Jose Green lead Member on this initiative, had met with the CPRE who had recently funded some small plaques. They were now considering funding 5 fingerposts.</p> <p>Hindon Parish Council shared information on their circular walk initiative, which included a stone plinth and leaflets which were available in the local pub.</p>
13	<p><u>Community Area Transport Group (CATG) Update</u></p> <p>The Board considered the recommendations for funding for 2015/16 as detailed in the notes from the last CATG held on Monday 2 November.</p> <p><b><u>Decision</u></b>  <b>The South West Wiltshire Area Board approved the recommendations of the CATG from the meeting held on 2 November 2016, as listed in the report attached to the agenda.</b></p>
14	<p><u>Nadder Centre Update</u></p> <p>Councillor Tony Deane gave an update and explained that the new name for the Campus was ‘The Nadder Centre’ with an emphasis on Health and Wellbeing.</p>

	<ul style="list-style-type: none"> <li>• Originally phase 1 was due to be completed by 4 January 2016, however the finish date could not be predicted.</li> <li>• A commercial tenant had been found to occupy the first floor, this would help to meet some of the costs of the Centre.</li> <li>• The Governance arrangements had not yet been decided, this was an ongoing process.</li> </ul> <p>Cllr Deane circulated a suggested Terms of Reference which he had produced, with the aim that this would be used as guidance when the Board created the ToR for the Campus. The Area Board agreed to discuss the ToR at a Councillor meeting and feedback the decision on how this would be taken forward at a future meeting.</p> <p>A copy is attached to these minutes.</p>
15	<p><u>Area Board Funding</u></p> <p>The Board considered 3 applications for funding from the Community Area Grants Scheme, as detailed in the agenda. Applicants present were invited to speak in support of their projects. Following discussion, the Board voted on each application in turn.</p> <p><b><u>Decision</u></b>  <b>Tisbury Parish Council was awarded £500 towards the purchase of a marquee for the Great Tisbury Brocante event, subject to the applicant making enquiries to other parishes on the possibility of hiring their marquees.</b></p> <p><b><i>Reason</i></b>  <b><i>The application met the Community Area Grant Criteria 2015/16.</i></b></p> <p><b><u>Decision</u></b>  <b>Bishopstone Parish Council was awarded £4,200 for additional equipment in the children’s play area.</b></p> <p><b><i>Reason</i></b>  <b><i>The application met the Community Area Grant Criteria for 2015/16</i></b></p> <p><b><u>Decision</u></b>  <b>Mere Footpath Group was awarded £441.90 towards footpath maintenance equipment.</b></p> <p><b><i>Reason</i></b>  <b><i>The application met the Community Area Grant Criteria for 2015/16.</i></b></p>

16	<p><u>Close</u></p> <p>The Chairman thanked everyone for coming and closed the meeting.</p> <p>The next meeting of the South west Wiltshire Area Board will be held on Wednesday 3 February 2016, venue to be confirmed.</p>
<u>Attachments - ToR Campus</u>	

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# Nadder Centre Board

## Terms of Reference and Constitution.

*The following terms of reference and constitution are recommended to the SW Wiltshire Area Board for approval. They are based upon Wiltshire Council's draft guidance "Community Area Health & Wellbeing Group Terms of Reference" dated 1 Nov 2015*

### The Role of the Board

The Nadder Centre is a Wiltshire Council facility to be managed by Wiltshire Council staff (assisted by volunteers) **under the direction of the South West Wiltshire Area Board.** The Nadder Centre Board (NCB) is a non-executive advisory sub-group appointed by the Area Board to assist the Area Board by:

- Overseeing the delivery and promotion of the Area Board's strategic objectives for the Centre, including health and wellbeing and other locally agreed priorities
- Promoting the Centre in the community
- Supporting its operation by working closely with and providing advice and guidance to the local Health and Wellbeing team (HWT)
- Monitoring its financial performance
- and making recommendations to the Area Board

Wiltshire Council recognises that the Nadder Centre is to serve the Community and is paid for by the Community and **will therefore consult the Area Board on all proposals that affect its operation before making decisions.** The Area Board will in turn consult the NCB before making directions itself or responding to Wiltshire Council proposals. The NCB will be supported and advised by the local Community Engagement Manager who will also ensure effective liaison with the Health & Wellbeing Team.

### Constitution

The NCB will have up to 11 members who will be appointed by the Area Board. Members will be selected from available volunteers to provide a range of expertise and community involvement. The Area Board will review the NCB membership annually and reappoint as necessary.

The NCB will be chaired by the Tisbury Division Wiltshire Councillor.

The NCB will appoint a secretary who may be the Wiltshire Council Community Engagement Manager. In any case the CEM will be invited to attend as a non-voting adviser and observer.

The quorum will be 5 members including the Chairman or the Chairman's nominee.

Resolutions will be approved by simple majority with the Chairman having the casting vote.

The NCB will meet monthly until the end of the first year of operation and quarterly thereafter.

All meetings and their agenda will be announced to members at least five days in advance and published on the Nadder Centre and Area Board websites. Meetings will be held in private unless previously agreed by the Chairman. At the Chairman's discretion and subject to their making their request in advance, stakeholders (organisations using the facilities and also St John's Primary School and Tisbury Amateur Swimming Club) and members of the public may attend and speak.

The minutes of NCB meetings will be published on the Area Board and Nadder Centre websites.

The NCB may invite individual members to take responsibility for and if necessary create subgroups of co-opted volunteers to deal with specific topics including:

- Finance
- Marketing
- Events
- Education
- Stakeholder relations
- Liaison with the 17 parishes in the Community Area.

### Reporting and Consultation

The CEM will provide a report to each NCB meeting covering at least the following topics:

- Usage
- Progress towards an agreed business plan
- Performance against targets
- Operational changes and proposals for works
- Financial performance against budget
- proposed staffing changes
- Complaints and customer feedback
- Major events
- Achievements
- Promotion, marketing and publicity

The Chairman will present the NCB's resolutions and recommendations to the Area Board.

### Communications marketing and publicity

The NCB shall ensure that an effective communications strategy is developed and delivered to keep the local community informed and engaged.

Members of the NCB may not issue media statements. All media statements about the Nadder Centre must be agreed between the Chairman of the NCB and the Chairman of the Area Board in consultation with Wiltshire Council's corporate media team.

Draft 7 Dec 15

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