

AGENDA

Meeting: Trowbridge Area Board

Place: Conference Suite - County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Thursday 6 July 2023

Time: 6.30 pm

Including the Parishes of: Hilperton, North Bradley, Southwick, Trowbridge, West Ashton.

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.

Please direct any enquiries on this Agenda to Ben Fielding of Democratic Services, direct line 01225 718656 or email benjamin.fielding@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Daniel Cave, Trowbridge Park
Cllr Antonio Piazza, Drynham
Cllr Ernie Clark, Hilperton
Cllr Horace Prickett, Southwick
Cllr Mel Jacob, Trowbridge Paxcroft
Cllr Edward Kirk, Adcroft
Cllr Stewart Palmen, Central
Cllr Jo Trigg, Lambrok
Cllr David Vigar, Grove

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Public Participation

Please see the agenda list on following pages for details of the items for discussion. The Area Boards welcome public participation and the Chairman will try to ensure that everyone has the opportunity to participate where possible. To discuss matters not on the agenda, please contact the officer named on the front page, ahead of the meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

Our privacy policy is found [here](#).

For assistance on these and other matters please contact the officer named above for details

Area Board Officers

Strategic Engagement & Partnerships Manager (SEPM) – Liam Cripps
Area Board Delivery Officer – Caroline LeQuesne
Senior Democratic Services Officer – Ben Fielding

	Time
<p>1 Election of the Chairman (<i>Pages 9 - 10</i>)</p> <p>To elect the Chairman of the Trowbridge Area Board for the forthcoming year.</p>	6.30pm
<p>2 Election of the Vice-Chairman</p> <p>To elect the Vice-Chairman of Trowbridge Area Board for the forthcoming year.</p>	
<p>3 Apologies</p> <p>To receive any apologies for absence.</p>	
<p>4 Minutes (<i>Pages 11 - 18</i>)</p> <p>To approve the minutes of the meeting held on 16 March 2023.</p>	
<p>5 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>6 Chairman's Updates (<i>Pages 19 - 34</i>)</p> <p>To receive the following announcements through the Chair:</p> <ul style="list-style-type: none"> • Wiltshire Libraries are supporting residents to stay online during the cost-of-living crisis. • Cost of Living Update. • Independent Visitor Scheme promotion for volunteers. • Update on the Council's activity and progress on the Climate Emergency - https://youtu.be/LP2FzC7rHSw • Multiply – Online Courses. • PCCs across the Southwest launch new rural crime survey and quarterly newsletter. 	6.40pm
<p>7 Scottish & Southern Electricity Priority Service (<i>Pages 35 - 40</i>)</p> <p>To receive a presentation from Scottish & Southern Electricity about registration for their priority service.</p>	6.45pm
<p>8 Partner and Community Updates (<i>Pages 41 - 70</i>)</p> <p>To receive updates from any of the following partners:</p> <ul style="list-style-type: none"> • Wiltshire Police • Dorset & Wiltshire Fire and Rescue Service • BSW Together (Integrated Care System) • Healthwatch Wiltshire 	7.00pm

- Community First
- Age UK Wiltshire
- Child Friendly Trowbridge
- Trowbridge Future
- Town and Parish Councils Nominated Representatives

9 **Area Board End of Year Report and Outside Bodies** (Pages 71 - 86) **7.25pm**

Part I – Looking Back

To receive the Area Board End of Year Report as well as to report on progress made in addressing the Area Board priorities selected for 2022/23:

- Supporting low-income individuals and families - Cllr Antonio Piazza
- Youth engagement, employment and positive activity opportunities - Cllr Jo Trigg
- Supporting positive mental health and wellbeing – Cllr Stewart Palmen
- Supporting the local economy - Cllr Daniel Cave
- Addressing climate change & Protecting Green Spaces – Cllr Mel Jacob

Part II – Looking Forward

To highlight potential priorities for the Area Board to consider for 2023/24.

To appoint Members as Lead representatives to Outside Bodies and any new Non-Priority Working Groups as set out at Appendix A;

To appoint a Lead representative to the LHFIG (listed on Appendix A) and to note the Terms of Reference as set out in Appendix B.

10 **Questions on Trowbridge Leisure** **7.45pm**

To receive any questions from the public on Trowbridge Leisure.

11 **Area Board Funding** (Pages 87 - 90) **7.55pm**

To note the remaining budgets and to consider any applications for funding, as detailed in the attached report and summarised below:

Remaining Budgets:

	Community Area Grants	Youth Grants	Older and Vulnerable People Grants
Opening Balance For 2023/24	£ 34,670.00	£ 30,464.00	£ 7,700.00
Awarded To Date	£ 0.00	£ 0.00	£ 0.00
Current Balance	£ 34,670.00	£ 30,464.00	£ 7,700.00
Balance if all grants are agreed based on recommendations	£ 29,170.00	£ 30,464.00	£ 2,707.00

Community Area Grants:

Application Reference	Applicant	Project	Requested
ABG1052	Friends of The Down Cemetery	Friends of the down cemetery new strimmer	£500.00
ABG1215	Trowbridge Future	1 Mill Street Project	£5000.00

Older and Vulnerable Adults Funding:

Application Reference	Applicant	Project	Requested
ABG1157	Families Out Loud	Trowbridge Client Support	£4993.00

- 12 **Local Highways and Footway Improvement Group (LHFIG)**
(Pages 91 - 98)
- The Area Board will be asked to consider the recommendations from the 27 April 2023 Trowbridge Local Highways and Footway Improvement Group (LHFIG) meeting outlined in the report.
- 13 **Urgent items**
- Any other items of business which the Chairman agrees to consider as a matter of urgency.
- 14 **Close**
- The next meeting of the Trowbridge Area Board will be on 5 October 2023.

8.25pm

8.30pm

Extract from Part 3 of the Constitution: Appointment of Chairmen and Vice-Chairmen of Area Boards

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.

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MINUTES

Meeting: Trowbridge Area Board
Place: Conference Suite - County Hall, Bythesea Road, Trowbridge,
 BA14 8JN
Date: 16 March 2023
Start Time: 6.30 pm
Finish Time: 9.00 pm

Please direct any enquiries on these minutes to:

Kieran Elliott of Democratic Services, 01225 718504 or (e-mail)
kieran.elliott@wiltshire.gov.uk

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

In Attendance:

Cllr Daniel Cave (Chairman), Cllr Antonio Piazza (Vice-Chairman),
 Cllr Horace Prickett, Cllr Mel Jacob, Cllr Edward Kirk, Cllr Stewart Palmen and
 Cllr Jo Trigg

Total in attendance: 35

<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
14	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillors Ernie Clark and David Vigar.</p>
15	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 19 January 2023 were presented for consideration. Subject to removing the words ‘a publicity campaign’ from minute 7 in relation to the top up café application, it was,</p> <p><u>Resolved:</u></p> <p>To approve and sign the minutes as a true and correct record.</p>

16	<p><u>Declarations of Interest</u></p> <p>Councillors Daniel Cave, Stewart Palmen, Jo Trigg, Mel Jacob, Edward Kirk, and Antonio Piazza, declared an Other Registerable Interest in applications ABG930 (Park Yoga) and ABG909 (Urban Festival) by virtue of being Members of Trowbridge Town Council. Each declared they had received a dispensation from the Standards Committee and would therefore remain and vote on the items.</p> <p>Councillor Edward Kirk declared a non-disclosable interest in respect of application ABG1065 (Bellefield PlayPod) by virtue of having done business with Bellefield School. He voluntarily chose to leave the room for the whole of the item.</p> <p>Councillor Jo Trigg declared an Other Registerable Interest in application ABG915(Trowbridge Child Wellbeing Partnership, by virtue of being a member of the Partnership. She therefore left the room for the vote on the item.</p>
17	<p><u>Chairman's Announcements</u></p> <p>The written update on cost of living support was noted.</p> <p>With the agreement of the meeting the order of agenda items was amended to that as set out in these minutes.</p>
18	<p><u>Emergency Contact Hubs</u></p> <p>Carmella Town and Chris Manuel delivered a presentation on Emergency Contact Hubs. The hubs would be identified locations for communities to assist residents and local groups engage with emergency responders and others, be provided with support, and liaise with other activities to help deal with an emergency situation. The presentation was included within the agenda papers.</p> <p>The Board sought additional details on the hubs, which were designed to add to existing provision not replace it, and it was confirmed there could be multiple hubs in the larger towns, as they were to be designed to be easily accessible for local communities. It was stated that basic supplies to be available did not require large amounts of space.</p> <p>An invitation was also made for the presenters to attend North Bradley Parish Council to discuss how it could be applied outside of the towns.</p>
19	<p><u>Updates on Local Projects</u></p> <p>The Board received a series of updates from previous grant applications, providing details of recent projects they had undertaken in the community area to tackle low priorities, including following receipt of Area Board grants.</p>

	<p>An update was provided by Amanda Wilkes from the HELP counselling service, which provided mental health support and counselling through 21 volunteers, and which had received funds to update their offices.</p> <p>Other updates were provided from the Friends of Broadmead Pond, and on behalf of Trowbridge Future, which included discussion of the group looking to expand its space to provide support, and the need for a long term vision to ensure a sustainable solution given the vital work being undertaken.</p> <p>A final update was provided by the Amber Foundation, which support young homeless people in Wiltshire. Examples were provided of the long term support and housing they provided, with funds from the Area Board invested in bathroom and bedroom refurbishments.</p> <p>The Board thanked all the presenters for the updates on the work they were undertaking in the community area.</p>
20	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> i. Wiltshire Police The written update was noted. Inspector Andy Lemon was in attendance and provided further updates on recent targeting of careless driving, and ongoing issues relating to residential burglary. There was a discussion relating to the limitations of the use of dispersal orders for homeless persons, and a complaint that some incorrect information on reporting some shoplifting had been provided. ii. Dorset and Wiltshire Fire and Rescue Service The written update was noted. iii. Town and Parish Councils Verbal updates were provided from North Bradley Parish Council and Trowbridge Town Council, including in relation to Neighbourhood Plans and asset transfers. iv. Other Updates A detailed update was provided from the Child Wellbeing Partnership under the next item.
21	<p><u>Child Wellbeing Partnership</u></p> <p>Colin Kay, Chair of the Trowbridge Child Wellbeing Partnership delivered a verbal update on the group and the Five to Thrive initiative, a new approach to responding to and addressing trauma induced behaviour, being rolled out through police and child services, though it was emphasised the approach was applied to adults as well, recognising the breadth of trauma and its effects.</p>

	<p>A bid had been submitted for project funding, part funded by Selwood Housing, with trained facilitators to identify and bring groups together to come up with solutions to ongoing problems.</p> <p>A presentation relating to Five to Thrive is attached to these minutes.</p> <p>Information was also provided on relaunching a youth forum for Trowbridge, and an application from the partnership to be considered under the Funding agenda item.</p>
22	<p><u>Funding</u></p> <p>Community Grants</p> <p>Bellefield Church of England Primary and Nursery School had requested £5000 to contribute towards a playpod to be installed in the playground. On the motion of Councillor Mel Jacob, seconded by Councillor Antonio Piazza, it was then,</p> <p><u>Resolved:</u> To award £5000.00 to Bellefield Church of England Primary and Nursery School.</p> <p><u>Reason:</u> The application met the grants criteria.</p> <p>Kennet and Avon Woodturning Club had requested £750 to contribute towards new lighting and camera gantries. Details were provided of the expansion of the club, and the need for new equipment to accommodate this. On the motion of Councillor Antonio Piazza, seconded by Councillor Jo Trigg, and subject to receiving a copy of the club's safeguarding policy, it was then,</p> <p><u>Resolved:</u> To award £750.00 to Kennet and Avon Woodturning Club.</p> <p><u>Reason:</u> The application met the grants criteria.</p> <p>Older and Vulnerable Adults</p> <p>Trowbridge Child Wellbeing Partnership had requested £750 to contribute towards a project to respond to challenging behaviour in the community. The application included details of pilot community sessions which had taken place, with the funding in part to assist with further sessions. On the motion of Councillor Stewart Palmen, seconded by Councillor Mel Jacob, and subject to receiving a copy of the club's safeguarding policy, it was then,</p> <p><u>Resolved:</u> To award £750.00 to Trowbridge Child Wellbeing Partnership.</p>

Reason:

The application met the grants criteria.

Trowbridge Town Council had requested £1050 to contribute towards Park Yoga events. The Board discussed the number of people taking part in previous events, with some members stating they would prefer such projects be funded by the Town Council directly.

On the motion of Councillor Mel Jacob, seconded by Councillor Jo Trigg, it was then,

Resolved:

To award £1050.00 to Trowbridge Town Council.

Reason:

The application met the grants criteria.

The Monday Wednesday Club had requested £500 to contribute towards subsidised trips for older people. It was explained that prior to the covid lockdown there had been such trips but there had not been any since that time, with the club providing opportunities to vulnerable adults, many with disabilities.

On the motion of Councillor Stewart Palmen, seconded by Councillor Jo Trigg, it was then,

Resolved:

To award £500.00 to the Monday Wednesday Club.

Reason:

The application met the grants criteria.

Youth Grants

Trowbridge Town Council had requested £1344.62 to contribute towards the holding of an Urban festival event. The Board was informed about the idea had arisen from discussions with young people and involved working with the child wellbeing group and Wiltshire College. Some members again stated they would prefer such projects be funded by the Town Council directly. There was support for the project to take place in Stallards Park, which some considered underutilised as a space.

On the motion of Councillor Mel Jacob, seconded by Councillor Jo Trigg, it was then,

Resolved:

To award £1344.62 to Trowbridge Town Council.

	<p><u>Reason:</u> The application met the grants criteria.</p> <p>Trowbridge Athletic had requested £500 to contribute towards the purchase of kits and other supplies. It was noted that the club had been set up by young people directly, including working with the FA and self funding initial work. There was discussion around where the club played, and the Director for Leisure, Culture and Communities provided his details to the applicants.</p> <p>On the motion of Councillor Edward Kirk, seconded by Councillor Jo Trigg, it was then,</p> <p><u>Resolved:</u> To award £500.00 to the Trowbridge Athletic.</p> <p><u>Reason:</u> The application met the grants criteria.</p> <p>Splash Community First had requested £5000 to contribute towards Splash in Trowbridge, providing voluntary youth intervention. On the motion of Councillor Antonio Piazza, seconded by Councillor Jo Trigg, it was then,</p> <p><u>Resolved:</u> To award £5000.00 to the Splash Community First.</p> <p><u>Reason:</u> The application met the grants criteria.</p> <p>Wiltshire Arts Climate Action had requested £5000 to contribute towards a set of activities to create collaborative and large scale art works and delivering art into public spaces in the Trowbridge Area. Details were provided of training people to deliver the programme, which would have an initial theme of climate issues but would then expand. It was stated that the plan was to then roll out the project to other areas in future years.</p> <p>On the motion of Councillor Mel Jacob, seconded by Councillor Stewart Palmen, and subject to matched funding being in place before the funds were released, it was then,</p> <p><u>Resolved:</u> To award £5000.00 to the Wiltshire Arts Climate Action.</p> <p><u>Reason:</u> The application met the grants criteria.</p>
23	<p><u>Future Highstreets and Local Economy</u></p> <p>Rory Bowen, Economic Development Service Manager, delivered a presentation</p>

	<p>on updates regarding the Future High Streets Fund and the Wiltshire Towns programme.</p> <p>It was explained the Future High Streets Fund was in the delivery phase, with work around Church Street/Union Street almost completed and design and costing work on improvements to other footway areas, as well as design work on improving the Town Bridge open space and other areas. Heads of Terms for agreement of the Town Hall Trust to enter into a lease for Town Hall were being reviewed.</p> <p>There were questions relating to use of the vacant commercial units fund, with in excess of £0.800m funding available across Wiltshire, with grants able to be awarded for things like residential changes of use.</p> <p>In relation to the Towns programme there was discussion of small scale assets like bollards and block paving for which Wiltshire Council was responsible, and how those which needed updating and mending be captured, so that the effect of larger changes from the funding was not lost.</p> <p>The Board thanked Rory Bowen for the update.</p>
24	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

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Area Board Briefing Note

Service:	Library
Date prepared:	16/03/2023
Further enquiries to:	Kathryn Preston
Direct contact:	kathryn.preston@wiltshire.gov.uk

Wiltshire Libraries are supporting residents to stay online during the cost of living crisis

Wiltshire Libraries are helping residents to have the skills and internet access they need to get and stay online during the cost of living crisis.

All libraries in Wiltshire offer free Wi-Fi and computer access, plus printing for a small charge.

If residents want to learn more about using their smart phone, tablet, laptop or the library computers, they can contact Amesbury, Bradford on Avon, Calne, Chippenham, Corsham, Devizes, Malmesbury, Marlborough, Melksham, Royal Wootton Bassett, Salisbury, Trowbridge, Warminster and Westbury libraries to book a one-to-one digital support appointment with library staff or volunteers.

Wiltshire Libraries are also working with the Good Things Foundation to distribute free SIMs and mobile data to people in need. The [National Databank scheme](#) is supported by UK mobile networks including Vodafone, O2 and Three.

The free SIMs and mobile data are available from Chippenham, Devizes, Salisbury, Trowbridge and Warminster libraries.

To be able to access the National Databank recipients must be 18+ years old and from a low-income household. One or more of the following must also be true:

- They have no or poor access to the internet at home.
- They have no or poor access to the internet away from home.
- They can't afford their existing monthly contract or top-up.

Anyone who meets the criteria can be referred by their local library or can contact Chippenham, Devizes, Salisbury, Trowbridge or Warminster libraries direct to find out more and to book an appointment. The National Databank online application form is now live at [National Databank - Wiltshire Council](#).

Up to six months of data can be provided at a time with a maximum of 12 months to one individual.

Further information about getting online at the library can be found at <https://www.wiltshire.gov.uk/libraries-accessing-computers>. Information about the National Databank appears on the cost of living support and advice pages at <https://www.wiltshire.gov.uk/cost-of-living>. An online referral form will soon be added.

Area Board Briefing Note – Cost of Living Crisis

Service:	Executive Office
Date prepared:	24/4/23
Further enquiries to:	Will Oulton
Direct contact:	William.Oulton@Wiltshire.gov.uk

With inflation and energy costs still high, Wiltshire Council continues to provide support to people through the cost-of-living crisis. Wiltshire Council has a range of advice and support at www.wiltshire.gov.uk/cost-of-living.

Energy Support

The Government recently extended its energy price guarantee for an additional three months until the end of June 2023, which limits the amount suppliers can charge per unit of energy used. However, the £66/£67 monthly payments that most residents were receiving from their energy supplier since October 2022, as part of the Energy Bills Support Scheme (EBSS), recently came to an end. With this in mind, and in addition to the continuing high inflation, Wiltshire Council continues to provide a range of support to those most in need.

The council is continuing to allocate funding to those who were not eligible for payments through the EBSS. So far, the council has allocated £510,000 through the Government's EBSS Alternative Fund and a further £172,600 through its Alternative Fuel Payment Scheme for people who don't have a domestic electricity supplier. More information on this can be found at [Overview - Wiltshire Council](#).

Household Support Fund

The council has allocated all of its funding from the 2022/23 phase of the Government's Household Support Fund, but recently had confirmation that it had received more than £5.4m to allocate during 2023/24. The Household Support Fund is provided by the Department for Work and Pensions and is in place to support households that would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs to help them during the current cost-of-living challenges. The council is in the process of finalising its plans for the fund and will have more information soon.

Support in Libraries

Although the temperatures have risen, Wiltshire Council's libraries continue to be there for people who need them, providing anyone with a warm and friendly welcome. The council continues to work with Warm and Safe Wiltshire and The Rural Communities Energy Support Network to assist residents seeking basic energy advice and make referrals to experienced energy advisors in all but its smallest libraries. In total, 1,462 warm packs were handed out at libraries, which contained a thermal mug, a fleece blanket and a hot water bottle with a cover. More packs may be available later this year. All libraries can signpost people to community partners and agencies that can support people through the

rising cost of living. Wiltshire Libraries are also working with the Good Things Foundation to distribute free SIMs and mobile data to people in need. The [National Databank scheme](#) is supported by UK mobile networks including Vodafone, O2 and Three. More information can be found at <https://www.wiltshire.gov.uk/libraries-news>.

Interactive Directories

Last year Wiltshire Council set up an interactive directory, which continues to be available, so people could easily find local food providers and warm spaces near to them at just a few clicks of a mouse. The council will soon be engaging with all the local groups that registered to be included on the directory to establish what support is still available in the county and what the plans might be for the future so that it has a clear picture of what might be needed.

Work of Area Boards

All 18 of Wiltshire Council's Area Boards have also been working on a number of projects and initiatives to support people in the county's community areas. Multiple Area Boards have hosted warm and safe community events, bringing together a range of partners to showcase what support they can offer to residents. They have coordinated the production, printing and distribution of local cost of living information leaflets to specifically targeted residential areas through officers, volunteers and councillors. Some have worked with community groups to draw in multiple sources of funding to develop small emergency hardship funds that agencies can refer suitable residents to. In partnership with food banks and community organisations, the area boards have also provided a range of useful products free of charge to suitable residents including slow cookers and electric blankets.

Bus Passes

The council also recently confirmed that all holders of Wiltshire concessionary bus passes can continue using their pass to travel at any time on local bus services during April. Normally, concessionary bus passes for older and disabled people cannot be used to travel before 9.30am on weekdays, but Wiltshire Council agreed with bus operators to temporarily lift this restriction from 1 September 2022. The offer is eligible on all local buses that operate within the Wiltshire Council area, or for any bus journeys that begin in Wiltshire. Concessionary passes cannot be used to board a bus within the Borough of Swindon before 9.30am on weekdays.

Holiday Activities

The council has been delivering the Holiday Activity and Food programme, known locally as FUEL during the Easter holidays and this will continue in the Summer and Christmas school holidays in 2023. The FUEL programme is funded by the Department of Education and will deliver camps in ten areas across the county where there is the greatest level of need. At FUEL camps children receive a nutritious lunch each day and are given the opportunity to take part in a range of practical, physical and hands on activities including robotics workshops, circus skills, sporting sessions, Olympic kit, talent shows, and arts and crafts.

Area Board Briefing Note – Independent Visitor Scheme

Service:	Quality Outcomes for Children and Families
Date prepared:	08/03/2023
Further enquiries to:	Jesnie Barry, Independent Visitor Scheme Manager
Direct contact:	Jesnie.Barry@wiltshire.gov.uk; 07760178875

The Independent Visitor Scheme needs more volunteers! Independent Visitors are adult volunteers who are matched with young people in care to visit, advise and befriend them. We currently have nearly 70 approved and matched Independent Visitors but with over 400 young people in care in Wiltshire, we need more to provide this vital and life changing service.

Volunteers are asked to give a long term commitment to visit a young person every 3-4 weeks, for a couple of hours, to have fun, try new things and build a strong and lasting relationship. Training and ongoing support is provided, with all expenses covered.

If anyone is interested, please could they get in contact with IVScheme@Wiltshire.gov.uk for more information on how to apply!

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Area Board Briefing Note

Service:	Multiply – Employment and Skills Service
Date prepared:	19th June 2023
Further enquiries to:	Catherine Brooks – Multiply Officer
Direct contact:	Catherine.brooks@wiltshire.gov.uk

The Multiply project is here to support those aged 19 years or older and do not already have a GCSE at grade C (or equivalent) in maths, you can take part in a number of free courses which are face to face or online.

The online modules include;

- Column Addition and Subtraction
- Multiplication
- Money and Calculations
- Handling Data
- Problem Solving

Learners can access the courses at their own pace in their own time, the modules are designed to support your development, confidence and enable you to help your children with their homework.

Visit www.workwiltshire.co.uk/online-learning/

You can also visit www.workwiltshire.co.uk/multiply to find out more and see what other courses are available and being delivered by our partners.

Quarterly Performance Newsletter



MAR-MAY 2023



Foreword from the PCC Philip Wilkinson

Welcome to my Quarterly Performance newsletter from March to May 2023 where I'll be highlighting some of the projects, initiatives and policing performance that have been delivered over the past few months.

It's been a highly productive quarter as we've seen Wiltshire Police exceed the Government uplift target, the Youth Commission presented their findings from the last two years at the Big Conversation Conference and building work started at the Tidworth site.

During this quarter I have attended a total of 12 public engagements, including Area

Boards and public meetings and appeared in the media 315 times via online, print and broadcast platforms.

All of these highlights have been delivered in line with the priorities set out within my Police and Crime Plan which you helped to shape with your valuable input and engagement during my Use Your Voice consultation.

Phil Wilkinson OBE
Police and Crime Commissioner



PRIORITY 1: A police service that meets the needs of the community

Includes increasing public confidence, trust and our policing engagement with communities, providing a quality of police service to all our communities and giving the Police the right tools for the job.



QUARTERLY UPDATES

- Wiltshire Police exceeded the Government uplift target with 1,196 FTE Police Officers against the 1,189 target as of 31 March 2023.
- Work at the Tidworth police building site has started and is expected to be finished in Q4.
- The new Chief Constable commenced fortnightly updates to the PCC which are published online.
- The Force has published Plans on a Page for 2023-2024 which details a range of plans to ensure delivery of the Police and Crime Plan through increased leadership scrutiny, accountability, and performance management.
- Wiltshire remains the lowest force nationally for crimes per 1,000 population at 58.61 v UK average of 72.20.

The average time taken to answer 999 calls in March was 10 seconds



- Average immediate response times remain stable at 12:26 for March and the response rate for February is reporting at 81.8%.
- The OPCC and the Force commissioned a review of Human Resources. A HR Director has been appointed on a 12-month contract.

PRIORITY 2: Reduce violence and serious harm

Includes reducing violence and domestic abuse, such as violence against women and girls, child abuse and child exploitation, county lines and serious organised crime and exploitation.



QUARTERLY UPDATES



140 businesses have signed up to the Safety at Night charter

- Following the launch of the 'Safety at Night' charter public transport links have been forged with 16 taxi firms joining.
- The OPCC has appointed a Serious Violence Coordinator who will work with the force and Community Safety Partnerships to deliver the requirements of the Serious Violence Duty and support implementation to reduce violence in Wiltshire.
- The Starting Point Mentoring Pilot, commissioned jointly with Swindon Borough Council, has supported a total of 26 children at risk of engaging in the criminal justice system or being exploited. These include young people attending EOTAS (Education Other Than at School).
- The OPCC have worked with partners to develop an intervention called the 'The Blunt Truth' running alongside Op Sceptre, a national initiative tackling knife crime. The Blunt truth is delivered in schools and supports knife crime education.
- The OPCC is aligned to Op Soteria and a further survey has been rolled out to victims of rape and serious sexual offences.
- Mobilisation of the Victims Voice Project which is aligned to the victim satisfaction survey. This will deliver surveys to a wider range of victims and the results will help drive improvements in policing for future victims.
- The OPCC mobilised a co commissioned Domestic Abuse perpetrator programme, allowing Integrated Offender Management to monitor 64 high risk offenders in the community and custody.
- Volume of RASSO is reporting a year-on-year increase of 2.7% to March, but an exceptional low volume at the beginning of 2021 is contributing to the increase. Wiltshire did experience a 2.7% overall increase in offences being recorded between 2020 and 2021.

PRIORITY 3: Tackle crimes that matter to local communities

Includes anti-social behaviour, road safety, rural and heritage crime, fraud, cyber crime and hate crime.



QUARTERLY UPDATES

- PL Kicks have successfully delivered 160 hours of sessions to children within Swindon during the 22-23 programme. PL Kicks will continue in 2023-24 delivering a further 160 hours, including providing opportunities for children working with Swindon Youth Justice Service.
- The Wiltshire and Swindon Youth Commission (WSYC) presented their year 2 findings at the 'Big conversation Conference' in March in respect of policing and community safety. WSYC identified 5 priority areas along with recommendations for the PCC and Partner agencies to consider in the year ahead.
- The fourth Operation Scorpion was occurred; a national campaign set to cause major disruptions to drug dealers

and targeting those that would exploit young people across Wiltshire.

A total of **14 arrests** were made with cocaine worth **£9,150**, cannabis worth **£1,150**, cash to the value of **£1,500** and **10 vehicles** seized

- The community remedy document has been updated and made available on the OPCC website.

- The Anti-Social Behaviour (ASB) Toolkit for the public has now been published on the Wiltshire Safeguarding Vulnerable People Partnership (SVPP) website. Swindon are due to localise this and replicate on the Swindon Borough Council website.
- ASB volumes are following seasonally anticipated trend of summer highs and winter lows. The last 2 months to March have seen an upturn in monthly volumes in line with Spring/Summer increase. Volumes however remain lower than previous years.
- Long term arrest volumes for drug driving are stable. January and February recorded a two-month exceptional high, 52 and 58 consecutively however March was recording back to normal figures at 28.

PRIORITY 4: Improve the experience of victims and deliver justice

Includes victim care and support, mental health, the criminal justice system, restorative Wiltshire and reducing re-offending.



QUARTERLY UPDATES

- OPCC funded Swindon Youth Justice Services received an Outstanding rating following the 2023 HM Inspectorate of Probation visit. The inspectors highlighted the services organisational governance, leadership, staff and partnerships alongside Court disposals for excellence.
- Resilience has been built within the Wiltshire Police Legal services following the recruitment of a para legal with civil preventative orders expertise to assist in VAWG policing.
- The OPCC have worked with partners to mobilise the new alcohol and substance misuse and Mental Health Treatment Requirement (MHTR) services.
- A refreshed local female offender strategy and delivery plan has been produced. The OPCC has developed the Ministry of Justice tactical tool kit which will now sit within the National Police Chief's Council board and Association of Police and Crime Commissioner female offender working group.
- The OPCC are supporting both Wiltshire Council and Swindon Borough Council with their new individual substance misuse service tenders and will continue to co-commission from April 2023.



The average number of days from **arrival to case completion** at the Crown Court is at **181 days**, 17 days down from the previous quarter. The national average sits at 250 days.

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PCCs across the South West launch new rural crime survey

Police and Crime Commissioners across the South West have come together to launch a survey to explore how crime is affecting rural communities.

Wiltshire Police and Crime Commissioner, Philip Wilkinson and his counterparts in Dorset, Devon and Cornwall, Avon and Somerset and Gloucestershire are hoping the survey will help them to understand how their county's rural communities are affected by crime.

Mr Wilkinson said: "In an agricultural county like Wiltshire, it's so important to keep on top of how Wiltshire Police are responding to and dealing with all forms of rural crime. A lot of work has gone into improving this as a police force and I included it in the priorities set out in my Police and Crime Plan.

"I'm keen to understand what improvements have been made since the National Rural Crime Network ran a similar survey in 2018, and what we still need to put more resource into. By taking a couple of minutes out of your day to complete this survey you will be helping me to understand how I can continue to make Wiltshire safer."

In Wiltshire, the Rural Crime Team cover all heritage and wildlife crime including theft of livestock and machinery, fly tipping, poaching and hare coursing to name a few.

The survey asks rural residents if they have been the victim of any crimes in the last 12 months as well as asking what rural crimes concern them the most.

You can take the survey online [here](#).

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CUSTOMER VULNERABILITY AND PRIORITY SERVICE REGISTER

Page 33

Helen Robertson &
Melanie Grace



Scottish & Southern
Electricity Networks

Agenda Item 7



WHO ARE WE ?

- We are not the company you pay your bill to
- It is our responsibility to keep the lights on
- We distribute electricity in your area





DURING A POWER CUT

- Supporting our vulnerable customers

Defining vulnerability

- Prioritising vulnerable customers
- Role of a Customer & Community Advisor





PRIORITY SERVICE REGISTER

- The PSR register
- GDPR compliant
- Benefits to you
- How to sign up

• Page 36

Priority Services Register
Supporting our customers this winter

- Extra support during power cuts for those who need it most
- POWER CUT? CALL 105**
- Priority updates during a power cut
- Information provided in accessible formats
- Advanced warning ahead of storms and bad weather
70 mph
- Partnerships with local organisations to support our Priority Services customers

Scottish & Southern Electricity Networks

www.ssen.co.uk
@ssencommunity
ssencommunity



REPORTING AND TRACKING A POWER CUT

- 105
- Power Track app

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THANK YOU

ANY QUESTIONS ?

Update for Wiltshire Area Boards

April 2023

Falls Work Programme

Wiltshire ICA continue to prioritise the Falls work programme. This includes using short-term funding to purchase additional Raizer chairs with training support to ensure that staff are equipped and confident to respond to falls where appropriate.

This is targeted at the Community and Reablement teams, and Care Homes with the highest number of proportionate falls, to ensure support is meaningful and effective.

The programme is in the engagement and mobilisation phase. The short-term objectives are to reduce unnecessary falls resulting in calls to 999 where possible and contribute to a robust community and provider response to falls.

We have established a new strategy working group in partnership with Wiltshire Council and Public Health. The group aims to better understand the Wiltshire population needs and to develop a Wiltshire Falls strategy to enable a prevention and response, long-term approach.

Spring boosters

COVID-19 is more serious in older people and in people with certain underlying health conditions. For these reasons, people aged 75 years and over, residents in care homes for older adults, and those aged 5 years and over with a weakened immune system are being offered a spring booster of COVID-19 vaccine. Appointments will be offered between April and June with those at highest risk being called in first.

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Thank you to our Healthwatch Heroes

We're celebrating our 10th birthday by thanking everyone who has shared their story with us over the last decade. With your help, we've been able to help improve health and social care services for everyone.

Whether you spoke to us at an event, over the phone, or left a comment online – we want you to know it mattered. Because of you, we've raised awareness of some of the big issues, and championed change where it's needed. So to mark the 10th anniversary of Healthwatch, we're saying thanks to you, **our Healthwatch Heroes**.

We're also saying thank you to **our partners** – because only by working with incredible groups, charities and organisations have we been able to shine a light on what local people want and need from their care.

And to **health and care professionals** – your commitment to listen to what people are saying and striving to improve services for everyone has made all the difference.

But the biggest thank you has to go to **our amazing volunteers**, because without your passion and commitment, nothing would have been possible. We can't do it without you!

A decade of highlights

Highlights of the last 10 years include:

- Winning two national Healthwatch awards! The first one in 2018 for [our Young Listeners project](#). The second in 2020 for [helping to improve care and support for people living with dementia](#).
- Launching our [Community Cash Fund grant scheme](#) to help local health and wellbeing projects get off the ground.
- Setting up our [Wiltshire Mental Health Open Forum](#) which now has more than 80 members. They created [a guide to local mental health support](#), which since its



launch in 2021 has been downloaded more than 500 times.

- [Gathering your feedback](#) and providing [a trusted source of information](#) throughout the Covid-19 pandemic.
- [Helping to improve online mental health services](#) for children and young people.
- Showing how your views have been used to [make changes at Great Western Hospital](#).

We've been so privileged to be able to talk to so many people over the years, including military families, people with autism, young people from the LGBTQ+ community, people living with dementia, people with mental ill health, carers, hospital patients, and care home residents. In the last year alone, we've heard the views and experiences of more than 2,500 people.

Thank you to everyone who shared their story with us over the last decade. Please continue to tell us what you think so we can champion your views both locally and nationally.

Here's to the next 10 years!

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Community Development – Project Updates

Our Community Organising team has been working on a number of community engagements projects over the last few months. A summary of these projects is included below:

The Friary Youth Engagement Project

The team recently completed a youth engagement project for Salisbury City Council which aimed to develop positive relationships and understand the needs and ambitions of young people who live on The Friary Estate in Salisbury. This project was delivered over 18 months with direct outreach and delivery with young people and their families. As part of the project the team delivered a skills-based training programme, co-produced a youth action plan and supported the provision of new youth activity. Young people took part in a six-week engagement project with fun games and group activities designed to understand how youth activity could be delivered locally.

10 young people received Community Organising and listening training, they also attended a residential at Oxenwood Outdoor Education Centre and a reward trip to a trampoline park. As a result of the project, a new youth club called 'The Hangout' was created, with 22 young people signed up to attend regular activities. Young people who took part in the project reported improved self-esteem, confidence and wellbeing, as well as feeling more connected to the community.

Rural Youth Project

The team has continued to deliver the rural youth project with door-knocking and engagement activity. Four pop-up events have been held so far in 2023, with 56 young people taking part in positive activities. As part of the project, the team has also supported the creation of a new youth club. This included governance advice and support for the newly formed youth club committee. 3 potential Young Leaders and 3 adult volunteers took part in First Aid training and will continue to receive support from YAW clubs.

Community Transport Association Project

Outreach and engagement activity has continued across eight key areas in Wiltshire as part of a project funded by the Community Transport Association (CTA). The project aims to recruit new volunteers for Link Schemes and reduce loneliness and isolation. Through direct outreach, the team has recruited 46 potential new volunteers for Link Schemes. Our Community Organisers were also joined by volunteers from local Link Schemes who took part in door-knocking activity with our team.

Community Engagement Services

Our team has a wealth of experience in supporting and delivering community engagement projects. We work with Councils, voluntary groups, charities and partner organisations to speak to local people about issues which are important to them and their community. Our team works on the ground, at the grassroots by knocking on doors and talking to people in public places to find out what they have to say. This approach is very effective at identifying different views (including from harder-to-reach groups) and produces actionable insights and solutions to often complex problems.

In addition to listening activity through door-knocking, our team delivers bespoke training and youth engagement projects. We have also worked with a number of Town and Parish Councils to create online surveys for digital consultation on neighbourhood planning and community needs analysis.

For more information about how we can help you reach out and connect with local communities through door-knocking, community engagement initiatives or digital surveys in 2023, please see our information leaflet (included with this briefing) or contact Harry

Tipple: htipple@communityfirst.org.uk

Link Schemes Audit 2022

Each year, Community First gathers data from Link Schemes to prepare the annual Link Schemes Audit. The Link Audit is important because it demonstrates how vital local transport groups are to the health and wellbeing of Wiltshire residents, particularly those who live in rural areas. As well as collecting information about the number of miles travelled, tasks undertaken and volunteer hours given, each Link Scheme also collects data on the type of journeys carried out e.g. trips to local doctors surgeries, community hospitals and dentists. This helps us build up a picture of the important role Link Schemes play in helping people to access healthcare and other services that help them live fulfilling and independent lives, reduce isolation, manage health conditions and keep active.

Summary of findings:

- There are 1,620 volunteers involved in supporting local Link Schemes in Wiltshire, with an average of 38 volunteers per Link Scheme.
- The number of volunteers for Link Schemes increased by 3% in 2022.
- In 2022 Link Schemes travelled 689,661 miles, which is a 39% increase from 2021.
- There was a 38% increase in everyday tasks (34,125) completed by Link volunteers in 2022.
- Volunteers for local Link Schemes gave over 100,000 hours of their time in 2022. This is a 22% increase from the previous audit.
- 26,249 health related journeys were completed in 2022, which is a 27% increase from 2021.
- The economic value of Link Schemes is £1,262,102 based on ONS South West Average hourly pay (£12.48 per hour). This is a 22% increase from 2021.

The Link Schemes Audit shows that Link Schemes have gone above and beyond to support their local communities in 2022, with a significant increase in service delivery against a small increase in volunteer numbers. We hope you will join us in congratulating Link Schemes for their fantastic achievements and their commitment to supporting some of the most vulnerable people in the county.

A copy of the Link Schemes Audit 2022 can found on the [Community First website](#), a PDF copy of the audit is also included with this briefing document.

Support for Village Halls and Community Buildings (WVHA)

Wiltshire Village Halls Association (WVHA) is a membership network for village halls and community buildings in Wiltshire and Swindon. This is a specialist advisory and support service with opportunities for networking, training, promotion and help with local/national guidance. In addition to the support from our Village Halls Advisor Helen Akiyama, WVHA members also benefit from a profile on our dedicated WVHA website for members of the public who are searching for halls to hire.

Helen Akiyama has recently attended two re-opening events for Sherston Village Hall and Berryfield Village Hall. Both halls have received advice and guidance from WVHA. Before and after photos for these amazing renovations can be found on our [website](#). It is fantastic to see funding and investment going to local halls in Wiltshire. Helen is currently working with member halls who have applied for grant funding through the Queen's Platinum Jubilee Fund which is administrated by ACRE.

For more information and how to join our network visit: www.communityfirst.org.uk/village-halls/ - membership fees are very affordable and many halls and buildings have offered positive feedback on our service.

Continues on next page.

MiDAS – Minibus Driver Awareness Training

Community First offers accredited MiDAS (Minibus Driver Awareness) Training for organisations and groups, led by our fantastic Training Co-ordinator Martin Carter.

It has been a busy few months for MiDAS with over 50 drivers trained in the safe driving and operation of minibuses. Feedback from trainees has been very positive and we continue to enjoy a busy training schedule as we move into the Spring.

“Great session! Martin was so informative and helpful – thank you so much.”

“Very efficient and thorough training from Martin.”

MiDAS is taking new bookings for Spring/Summer 2023 and early booking is recommended to secure a training place. Please contact mcarter@communityfirst.org.uk for more information about MiDAS and how to book your training.

Building Bridges Programme – Learning, Review and Reflection Event and Upcoming Impact Report

The Building Bridges programme Lead Team and programme partners (including Key Workers) attended a Learning, Review and Reflection Event at Market Lavington Village Hall on Wednesday 1st March 2023. The event aimed to highlight the achievements of the Building Bridges Programme and those who took part. We are currently in the process of preparing a project impact report with highlights from the programme including outcomes, case studies and quotes from participants. This will be shared with joint funders The National Lottery Community Fund and The European Social Fund, as well as through the Building Bridges website. Since launch in 2016 the programme has delivered the following outcomes for participants and the wider region:

- 1,910 participants supported through the programme.
- A work or education outcome delivered every 1.9 days.
- £12.9m of economic benefit to the region delivered through the programme, with a cost benefit of £1.67 return per £1 invested (£1.71 pre-pandemic).
- 64% of participants have achieved a positive outcome through the programme.
- 27% of participants achieved employment, 30% moved into education (including 291 who were NEET or at risk) and 7% moved into job search.
- 59% of participants reported increased confidence, wellbeing and self-esteem upon leaving the programme.

Support was maintained to an average of 343 participants throughout the pandemic. Thank you to everyone who has been involved in delivering and supporting this fantastic programme in Swindon and Wiltshire. Work is ongoing to secure continuation funding for the programme.

Youth Action Wiltshire – New Fundraising Events for 2023

The fundraising events calendar for Youth Action Wiltshire has been updated for 2023, with events including Auction of Promises (Chippenham Lions), a Golf Day at North Wiltshire Golf Course and our popular carol service Carols by Candlelight at Malmesbury Abbey. For more information about how you can support Youth Action Wiltshire by attending one of these fantastic events, please visit our website:

www.communityfirst.org.uk/yaw/fundraising

Oxenwood Outdoor Education Centre and Linkenholt Countryside Adventure Centre – Book now for 2023

Community First owns and operates [Oxenwood Outdoor Education Centre](#), a not-for-profit activity and residential centre in the heart of the Wiltshire countryside. Oxenwood is the perfect setting for school, club and group residentials or day trips. We offer a bespoke package of historical enrichment, outdoor education and adventure activities, led by our friendly and experienced outdoor education instructors.

Oxenwood Outdoor Education Centre is a heritage building located in an area of outstanding natural beauty near Marlborough, Wiltshire. During your stay, your group will have exclusive use of the Centre and access to variety of exciting activities including climbing, rifle shooting, archery, hiking, canoeing and mountain biking. We have a wealth of experience working with schools, clubs and youth groups to create memories for a lifetime.

We also work in partnership with The Blagrave Trust to manage [Linkenholt Countryside Adventure Centre](#) which offers a range of day activities and residential campaign experiences designed to meet your group's needs. The venue is located 6 miles from Oxenwood Outdoor Education Centre and situated in a 2,000-acre estate near the Hampshire, Berkshire and Wiltshire borders.

Please see the links above for more information about each of our outdoor education settings, this includes updated pricing information for 2023. Copies of our information leaflets and pricing sheets for 2023 are included with this briefing pack.

To find out more about the bespoke packages on offer or to make a booking, email enquiries@oxenwoodcentre.com or telephone 01264 731274.

Briefing prepared by:

Ellie Ewing, Marketing and Communications Manager (Community First)

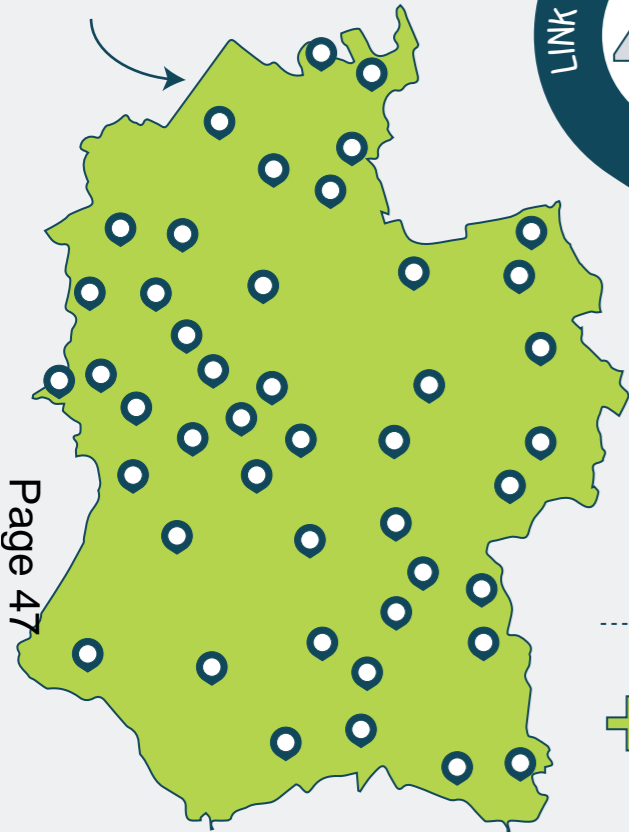
17th March 2023



Link Scheme Audit 2022



LINK SCHEME MAP OF WILTSHIRE

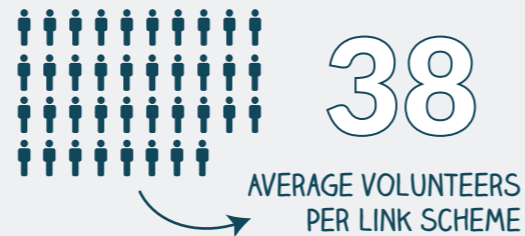


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LINK GOOD NEIGHBOUR SCHEMES
42

THE NUMBER OF LINK SCHEMES IN WILTSHIRE & SWINDON IS UNCHANGED FROM 2021

1,620
NUMBER OF VOLUNTEERS INVOLVED IN LINK SCHEMES



PERCENTAGE CHANGE IN LINK VOLUNTEERS FROM 2021
+3%

IN 2022 LINK VOLUNTEERS OFFERED:

101,130
Hours

THE NUMBER OF HOURS GIVEN BY VOLUNTEERS INCREASED BY **+22%** IN 2022



ECONOMIC VALUE BASED ON HOURLY RATE*



£1,262,102

AVERAGE ADDED ECONOMIC VALUE PER VOLUNTEER HAS INCREASED BY 22% FROM 2021 LINK SCHEME AUDIT FIGURES

£779.07

AVERAGE ADDED ECONOMIC VALUE PER VOLUNTEER IN 2022

*Based on ONS South West Average hourly pay - gross (£) - For all jobs @ £12.48 per hour

+39%

THE NUMBER OF MILES TRAVELLED BY LINK VOLUNTEER DRIVERS INCREASED BY 39% COMPARED WITH 2021 AUDIT FIGURES

IN 2022 LINK VOLUNTEERS TRAVELLED:

689,661
Miles

IN 2022 EACH LINK VOLUNTEER TRAVELLED AN AVERAGE OF:

425 Miles

16,420 Miles

IN 2022 EACH LINK SCHEME TRAVELLED AN AVERAGE OF

EVERYDAY TASKS COMPLETED IN 2022*

34,125

THE NUMBER OF 'GOOD NEIGHBOUR' TASKS COMPLETED IN 2022 INCREASED BY **+38%**

*Some Link schemes offer good neighbour services including small tasks in the home & garden, shopping, prescription collection and befriending.



HEALTH RELATED JOURNEYS IN 2022

26,249 (+27% INCREASE FROM 2021)

DISTRICT HOSPITALS **9,636** (+24%)

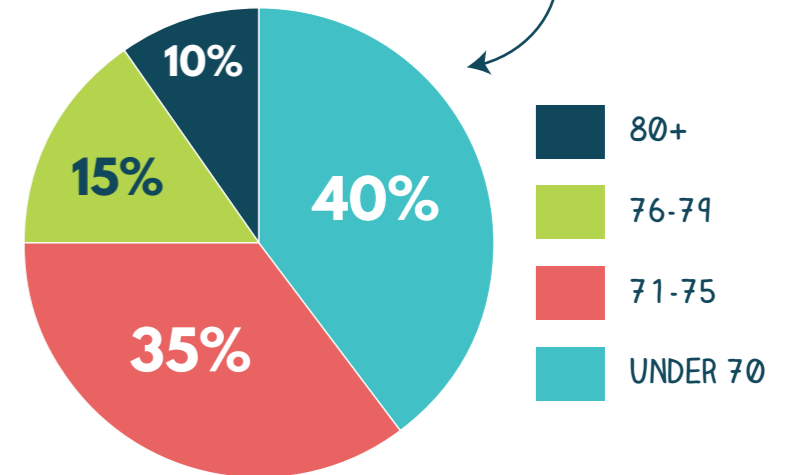
DOCTORS SURGERIES **7,194** (+37%)

OTHER HEALTH & DENTISTS **5,045** (+21%)

OTHER HOSPITALS **2,426** (+18%)

COMMUNITY HOSPITALS **1,948** (+34%)

LINK SERVICE DRIVERS AGE PROFILE



COMMUNITY FIRST

STATISTICS COMPILED BY WILTSHIRE LINK SCHEMES & COMMUNITY FIRST, REGISTERED CHARITY NO: 288117

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COMMUNITY
FIRST

Community Engagement & Consultancy Services

Do you need help with community consultation and engagement?

Our expert team works on the ground, at the grassroots level delivering bespoke training and direct support for community led projects, digital and face to face community consultations, neighbourhood planning, community led planning and more.

We also offer support to establish new groups, help with meeting or event planning/facilitation and carry out research or needs analysis.

“Massive thanks to you both for an excellently delivered insightful course...I didn't expect to gain so much specially via zoom!”

Community First has experience in building and strengthening local communities through active participation and leadership. We believe in community ownership by supporting new thoughts and ideas and helping people convert them into reality.

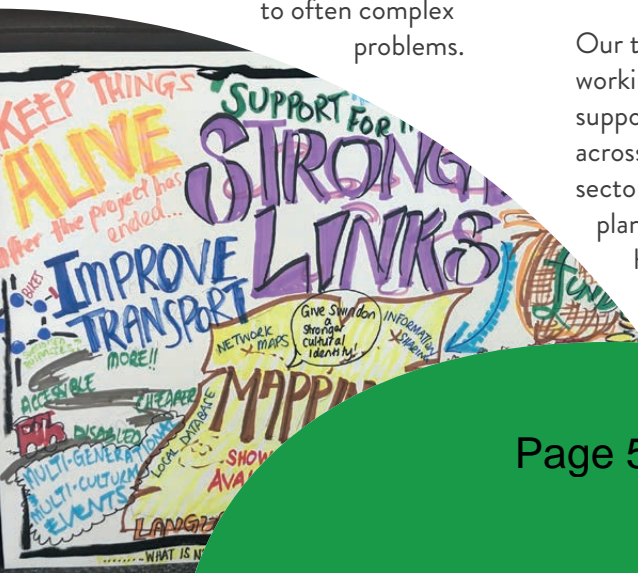
Community First uses the Community Organising approach as an open and effective way to meet and talk to local people on matters that are important to them, often in their own homes or in other places where people naturally gather such as lunch clubs, groups or public spaces.

The Community Organising team at Community First is committed to bringing together communities to reflect a range of differing views and issues. This approach produces collective clarity and action that delivers workable solutions to often complex problems.

Using a community led approach, our team offers the following paid consultancy services with a free 30 minute introductory consultation:

- All forms of community consultation and engagement.
- Community empowerment and influence.
- Support for community led planning or neighbourhood planning consultation or referendum.
- Online survey design and survey questionnaire design.
- Research, feasibility studies and collecting evidence of need.
- Report writing and thematic analysis.
- Project development and project management.
- Online and face to face training.

Our team has extensive experience working in rural communities and has supported groups and organisations across the voluntary, public and private sectors on a range of issues including planning, youth work, housing and health care.



Neighbourhood Consultation

Our team worked with Woodborough Parish Council to consult with residents about a proposed Neighbourhood Development Order (NDO). The NDO contained a proposal for the construction of new houses, along with a drop-off parking area for the local school which had been identified as a need.

Community First carried out 3 days of consultation activity, knocking on doors to speak to residents about their initial thoughts as they related to the proposed order. Following door-knocking activity, our team held a public event to ensure residents had the opportunity to

ask questions, offer feedback and raise concerns about the proposal in an open and supportive environment. As part of the consultation process, residents also took part in an interactive session with Community Organisers which identified a number of key themes and concerns relating to the Neighbourhood Development Order.

Following the neighbourhood consultation in Woodborough, our Community Organisers gathered the feedback from residents into a report with a series of recommendations about how the community could move forward.





Community Engagement

Bath & North East Somerset, Swindon and Wiltshire Clinical Commissioning Group (BSW CCG) commissioned Community First to deliver a community based engagement project, with the overall aim of understanding how rural inequalities impact upon people affected by cancer. The listening project also aimed to provide insight into digital exclusion during Covid-19.

BSW CCG wanted to understand what was working well and potential barriers for people affected by cancer in rural parts of Wiltshire and Bath & North East Somerset. A key focus for BSW CCG was hearing from harder to reach groups including individuals from the boating, travelling and military communities.

Prior to face-to-face activity activity, our team devised methods of engaging harder

to reach groups, as well as carrying out desk-based research to map local support and services for people affected by cancer.

Our Community Organisers spent several days door-knocking in key areas, listening to over 200 residents and recording their feedback. Feedback was also gathered from organisations who work with people affected by cancer in B&NES and Wiltshire.

Listenings were transcribed and a thematic analysis was carried out to identify key themes which emerged from the data. All findings were compiled into a comprehensive report with key themes clearly highlighted, qualitative and quantitative analysis and a series of recommendations for the CCG.



Online & Face-to-Face Training

We offer Community Organising training for groups and organisations who would like to engage with their local community more effectively, as well as training new community leaders. Our courses can be designed for adults or young people and delivered online or face-to-face at your preferred venue.

Online Surveys

Community First now offers branded online surveys. We use a premium survey tool which allows for exceptional flexibility with an unlimited number of questions, question types and responses from members of the public.

We can take the hassle out of survey design by creating a bespoke survey branded with your logo and colour scheme. Surveys are user friendly, mobile optimised and easy to complete, with a full password protected data export and PDF results summary at the close of the survey date. We also provide technical support and a weekly update on the number of respondents, as well as advice on how to promote your survey to maximise responses.

Youth Peer to Peer Consultation:

In addition to Community Development services, Community First also manages the award-winning Youth Action Wiltshire (YAW) service. Our team works alongside YAW youth workers to design and deliver innovative youth peer to peer listening and engagement projects, as well as helping organisations to embed the voice and views of young people in their service delivery.

Community First is uniquely positioned in Wiltshire to offer support to ‘youth led’ organisations and has a proven track record of supporting and empowering young people to share their views, including with commissioners and other decision makers. Our youth voice and engagement projects include Young Listeners (Healthwatch Wiltshire) and Youth Consultant (Wiltshire Council.)

Service	Details
Introductory consultation (30 mins)	Free
Daily door knocking	<i>Please contact us for more information and so we can create a bespoke package that works for you.</i>
Transport	
Online Survey and data export (with summary results)	
Facilitation day or event	
Training day (virtual or face-to-face)	
Simple feedback report	
Full published report (including thematic analysis)	



COMMUNITY
FIRST F

Contact Us

01380 722475

enquiries@communityfirst.org.uk

www.communityfirst.org.uk



Linkenholt Countryside Adventure Centre Price List 2023

Overnight & Camping Charges

£7 per head per night – **Minimum charge of £100 applies for groups less than 14 persons.** Includes exclusive use of the site between 5pm and 9am and includes use of Hall, Kitchen and Washrooms.

Day Hire & Activities Hire

Day Hire of Hall and Kitchen - available from 9am - 4pm, non-exclusive use of the site. **£15 per hour**

Full day of Adventure Activities, such as water sports (offsite), Climbing wall, Mountain Biking, Fencing, Archery, Bushcraft, etc. up to 7 hours **£400**

Half day of Adventure Activities, up to 3.5hours **£250**

History/Drama Curriculum Enrichment Day, full day **£400**

History/Drama Curriculum Enrichment Day, half day **£250**

Single Session of Adventure Activity – one instructor (some groups may require more than one instructor to cover NGB staffing ratios – chargeable per instructor) **£25 per hour, per instructor**

We specialise in bespoke programmes & very much look forward to working with you to meet your groups specific needs. To make a booking;

- Please contact Ed, telephone: **01264 731274** Email: **enquiries@oxenwoodcentre.com** to discuss dates & your groups requirements.
- Complete & return a booking form, which along with your deposit will confirm your booking.

Please note - As a charity we don't charge VAT on bookings from charities, youth groups or schools & in 2023 we are offering exclusive use of the site & facilities over night for your group.



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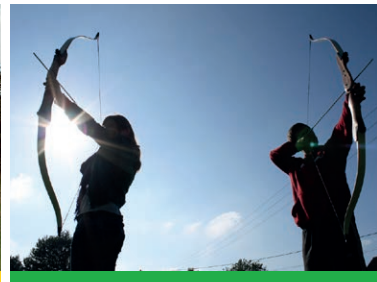
**We are open
for business**

Linkenholt Countryside Adventure Centre



**Offering camping residentials and
exciting day activities.**

**Perfect for D of E, Scouts, Guides,
Youth and School Groups.**



 Linkenholt Countryside Adventure Centre, Linkenholt, Andover, SP11 0EA

 01264 731274  enquiries@oxenwoodcentre.com  www.oxenwoodcentre.com

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Linkenholt Countryside Adventure Centre is managed by Community First. Registered Charity No: 288117



Linkenholt Countryside Adventure Centre

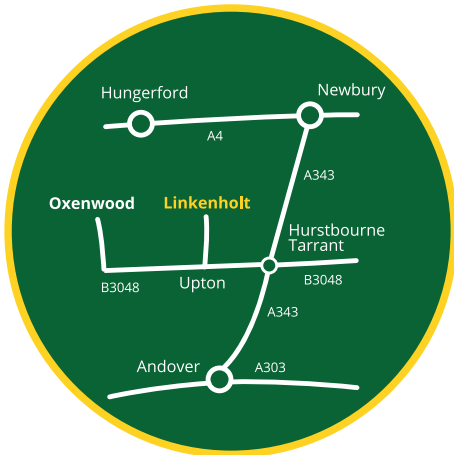
Situated within the beautiful setting of a 2,000 acre unspoilt estate, where the Hampshire, Berkshire & Wiltshire borders meet. The safe, peaceful, Linkenholt site includes ample parking, a main hall, fully equipped kitchen, toilet & shower, including disabled access facilities & flat open camping areas.

Self-led activities include:

Bushcraft, team sports, wildlife & scavenger hunts, shelter building, cookery & orienteering.

Instructor led activities include:

Archery, mountain biking, climbing, team building, bespoke historical themed & leadership activities.



Bookings

To start your groups adventure, please contact Ed Plank
Centre Manager & Chief Instructor

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Oxenwood Outdoor Education Centre: Price List 2023

Schools residentials with agreed activity programmes and catering:

2 days 1 night: Pupil: £95.00 Adult: £25.00

3 days 2 night: Pupil: £155.00 Adult: £45.00

4 days 3 night: Pupil: £195.00 Adult: £65.00

5 days 4 night: Pupil: £240.00 Adult: £85.00

Please note: For students choosing to not stay overnight the price is; £40 per day with meals, £30 per day with no food (half day on last day @ 50%)

Weekend Residentials - Youth Groups

Self-led, self-catered hire of centre and accommodation **£440 per night**

Self-catered 2 day, 1 night residential with agreed activity programme **£60 per young person**

Self-catered 3 day, 2 night residential with agreed activity programme **£100 per young person**

Please note: Full Board Bookings – See Schools residential rates (top left)

Camping per night

£7 per head per night – Minimum charge of £100 applies for groups less than 14 persons.

Includes outside toilet block, Hall and Kitchen



Oxenwood Outdoor Education Centre: Price List 2023

Day Activities

Full day of Adventure Activities, such as water sports, Climbing wall, Mountain Biking, Fencing, Archery, Bushcraft, etc. up to 7 hours	£400
Dawn To Dusk Day a full day of Adventure Activities followed by a BBQ & night hike	£600
Half day of Adventure Activities, up to 3.5 hours	£250
History/Drama Curriculum Enrichment Day, full day	£400
History/Drama Curriculum Enrichment Day, half day	£250
Single Session of Adventure Activity – one instructor (some groups may require more than one instructor to cover NGB staffing ratios – chargeable per instructor)	£25 per hour, per instructor
Bespoke outreach delivery	Prices on request

We specialise in bespoke programmes & very much look forward to working with you to meet your groups specific needs.

To make a booking:

- Please contact Ed, telephone: **01264 731274** Email: **enquiries@oxenwoodcentre.com** to discuss dates & your groups requirements.
- Complete & return a booking form, which along with your deposit will confirm your booking.

Please note - As a charity we don't charge VAT on bookings from charities, youth groups or schools & in 2023 we are offering exclusive use of the site & facilities over night for your group.





**We are open
for business**

Oxenwood Outdoor Education Centre

CREATING MEMORIES FOR A LIFETIME



**Offering residential experiences
and exciting adventure sport,
outdoor education and bespoke
historical enrichments days.**



Your school or youth groups residential or day programme, will be designed to meet your young people's needs and learning objectives.

 Oxenwood Outdoor Education Centre, Oxenwood, Marlborough, SN8 3NQ

 01264 731274  enquiries@oxenwoodcentre.com  www.oxenwoodcentre.com

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Oxenwood Outdoor Education Centre is a service from Community First. Registered Charity No: 288117



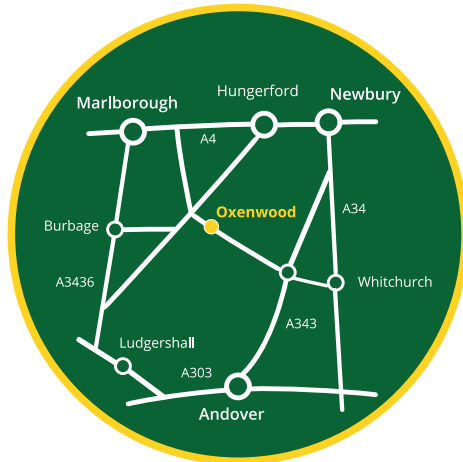
Oxenwood

Creating memories for a lifetime

Oxenwood Outdoor Education Centre nestles in the heart of Wiltshire's North Wessex Downs Area of Outstanding Natural Beauty, steeped in interesting history, geography and wildlife. Our intimate residential accommodation can cater for up to 38 group members and 8 group leaders.



With a fully equipped catering kitchen, full toilet and shower facilities, including disabled access facilities, a main hall, staff room, playing field and classroom. Groups can select from fully catered, part catered and self-catered options.



SOME OF OUR MOST POPULAR ACTIVITIES INCLUDE:

- ✓ Climbing Wall
- ✓ Archery
- ✓ Mountain Biking and Cycle Skills
- ✓ Problem Solving
- ✓ Shelter Building
- ✓ Canoeing, Kayaking and Rafting
- ✓ Stand Up Paddle Boarding
- ✓ Bushcraft
- ✓ Orienteering
- ✓ Healthy Eating and Cooking

Bookings

To find out more and start designing your groups day or residential programme, please contact Ed Plank, Centre Manager & Chief Instructor

Alongside our unique Historical, Literacy and Theme Days.

AGE UK WILTSHIRE

News and Views

CEO Message - Sarah Cardy

Welcome to our very first external newsletter, highlighting the latest news and updates from Age UK Wiltshire.

Each quarter, we will be sharing updates, advice, and success stories from older adults who have benefited from our services. We will also be showcasing our dedicated volunteers and community partners who make our work possible.

At Age UK Wiltshire, we believe in the power of community and are committed to building strong partnerships with local organisations and stakeholders to create a supportive network for older adults in the community.

We're grateful for your continued support as we promote the well-being and independence of older adults and help them to love later life. We hope you enjoy our newsletter and connecting with us and we'd like to thank you for being a part of our community.

I also want to take this opportunity to highlight the amazing work done last year, with some stats on how we made a huge impact on people's lives:



Newsletter Highlights

CEO Welcome and a review of the past year

Age UK Southampton Merger

Future development plans

Service Spotlight - F&F

Partnership Working - WASP

Volunteers

Volunteer Story

Grants and Awards

Lets Talk About: Benefits



[Follow us on Facebook](#)



[@AgeUKWiltshire](#)

[Visit our website](#)

News and updates

Age UK Southampton Merger

We are excited to confirm that Age UK Wiltshire and Age UK Southampton have joined forces to continue to offer much needed support to older people in their local areas!

Our organisations have a long history of providing vital services and support to older people to help improve their quality of later life. By combining our resources and expertise, we believe we can have an even greater impact on the lives of our clients. This expansion enables a strengthened service provision, shared learning, and the potential to develop new and important services, identified by older people within their local communities. The collaboration will ensure that the rising demand for frontline services and support will be met, not only in the Wiltshire and Swindon area but across the Southampton area.

We are committed to ensuring a smooth transition and to keeping all stakeholders informed throughout the process. We believe this merger will create new opportunities for growth and collaboration, and we are excited to embark on this new chapter together.

The Merger took place on the 1st April 2023 and our gratitude goes to all our supporters, volunteers, and staff who have helped make this merger possible. We look forward to continuing to work together to make a positive impact in the lives of older adults.

Our future development plans for this year

We have ambitious plans to open **three charity retail shops**, which will become hubs across Wiltshire! We're working in partnership with another charity to use their expertise as consultants to help us build a sustainable model.

The Information & Advice service is busy helping many older people combat the cost of living with grants, advice, and benefits information, including making Surviving Winter grants. We're looking at how we can develop new I&A services across Wiltshire and Swindon, including more face-to-face information and advice.

"I couldn't have done this without you, I felt so dejected when the lady said I wasn't entitled and I'm glad you helped me see that I was. Thanks for helping with the phone call, it felt so reassuring."

The Meals+ Service is currently expanding and building on routes in Melksham, Corsham, and Chippenham. Having provided a nutritious meals service to clients in Wiltshire and Swindon, including some routes in Bath & North East Somerset for many years, we are now expanding into the South Cotswolds as a natural next step in the growth of the service.

We have also been working hard to help the NHS by providing meals for those coming home from hospital, as part of their discharge plans.

"We would like to take this opportunity to thank you for all the assistance that you have given us. It has allowed our dad to stay in his home for a great deal longer than we thought, which was his wish. Your staff have kept his spirits up and I know he has really enjoyed having a visitor each lunch time."

We started a pilot **Travel Friends service** last year which has been a great success. Volunteers have worked 1:1 with older people who needed more confidence to travel independently and have been able to support them on their journeys to shops, appointments, visiting groups and getting out and about.

We hope the pilot has shown the value of such a service and are excited about future possibilities!

"What a wonderful service. The volunteer who helped me was just great and so very helpful. I am now confident to travel on my own."

We're now working with Melksham Town Council and Melksham Without Parish Council, and are leading the Melksham Community Support service, who have a number of volunteers and are already supporting a group of older people.

We have recruited a new Melksham Community Support Senior Project Worker and can't wait to see what we can do in this area!

Last year, our **Big Knit** campaign was incredibly successful and our knitting warriors knitted an amazing 40,000 hats! We hit our target and were given £10,000 from Innocent Smoothies. We will be running another campaign this year, and will be updating our social media channels with more information soon.



If you have any questions about our services, please just get in touch.
 Sarah Cardy, CEO: sarah.cardy@ageukwiltshire.org.uk
 Kate Brooks, Operations Manager: kate.brooks@ageukwiltshire.org.uk

Service Spotlight - Fitness & Friendship Clubs

We were delighted to welcome so many new volunteers to the Fitness & Friendship team in 2022 and our local clubs are increasing!

We have introduced a **F&F club to Marlborough** and to **Bradford-on-Avon**. The Fitness & Friendship team will also be starting some new work providing classes to sheltered housing schemes.

Watch [Jenny](#) and [Colin](#) talk about how attending their local club has helped them make new friends and improve their mobility!



Partnership working

WASP - Wiltshire and Swindon Sport

Age UK Wiltshire and WASP enjoy a collaborative relationship, and work in partnership for the shaping, resourcing, delivery and monitoring of agreed joint projects, primarily our popular Fitness & Friendship Clubs.

Working together, we encourage the sustainable growth and impact of the AUKW Fitness and Friendship Clubs, while also promoting the aims and priorities of WASP in relation to inactive and less active older people.

WASP also supports the cost of staffing/venues for these local clubs and both organisations publicise each-other's ongoing campaigns.

You can read our guest blog written for their #5WaysToBeWell campaign on how our Fitness & Friendship Clubs help older people stay active and connect with others in their community [HERE](#).

Supported by:

wiltshire and swindon sport



Invaluable Volunteers!

We are so grateful to all our volunteers (**almost 100 of them!**) who dedicate their valuable time to Age UK Wiltshire and our clients.

Without them, we couldn't do as much as we are doing! If you are looking for a volunteering opportunity and want to support **a local charity, helping older people in Wiltshire, Swindon and Southampton**, then please get in touch via our website and complete a volunteer application form. We would love to have you on board!

Volunteer Story

"My name is Sue England, aged 71 years young. I have been attending Age UK Fitness and friendship club in Amesbury. Within six months I was invited to become a volunteer. I was thrilled to be asked and was very keen to help out. I enjoy the gentle exercises which keep my muscles moving. It's a nice friendly atmosphere.

I like volunteering because it gives me the opportunity to meet new friends and the club gives me purpose and self worth. I enjoy the gentle exercises and the tai chi that help keep me moving. I would recommend anyone to join our club and see what fun we have."



Grants and Awards

We would like to acknowledge the generous support received from Town and Parish Councils, that have contributed to the continued running of our Information & Advice service or our Fitness & Friendship Clubs. Thank you to the following:

Amesbury Town Council
Calne Town Council
Chippenham Town Council
Corsham Town Council

Devizes Town Council
Marlborough Town Council
Malmesbury Town Council
Melksham Town Council

Melksham Without Parish Council
Tidworth Town Council
Trowbridge Town Council
Warminster Town Council

Thanks also go to the Asda Foundation for their generous donation to use towards funding the Meals+ service in Melksham, allowing us to reach older people in the Melksham community who are able to maintain their independence with the support of our meals service. We would like to thank Emma Scott, ASDA Community Champion for her help with the application.

Let's talk about: Benefits

Our I&A team do an amazing job of helping older people find out what extra income they're entitled to and what support is available to them, which is especially important with the rising costs of living. We are able to support clients in applying for benefits, including Attendance Allowance, which often have long and complex forms to complete.

We also have a Benefits Calculator that can be found [HERE](#)

Those who are in receipt of benefits may have noticed a change in rates for this new financial year. More information on the new rates can be found [HERE](#)

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If you'd like to signpost anyone to our Information & Advice Team, please refer them to our website where a request form can be completed.





Trowbridge Area Board

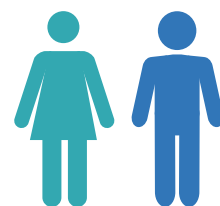
End of Year Report May 2021 - March 2023

Trowbridge Area Board

Trowbridge Community Area is made up of Trowbridge, the county town of Wiltshire and five parishes which are characterised by villages set in a well farmed rural landscape. The town itself is rich in heritage with its iconic buildings and museum. Trowbridge is one of the most populous community areas in Wiltshire.

The Area Board is made up of 9 unitary councillors, 7 of whom are also members of Trowbridge Town Council. The Councillors are the voting members of the board, and all those who engage in the board's work are equal members, able to influence decisions, shape and deliver on local priorities.

The community area has a rich range of physical and human resources, including vibrant and active community, cultural and sporting hubs, a range of voluntary and community sector support organisations and a collaborative Town council.



**Total
Population
45,822**

Area Board Investment

The Area Board invests in local community projects and initiatives that meet local priorities and deliver exceptional outcomes for residents. The Area Board aims to work in partnership to achieve maximum value for its investment. They take a long term view to invest in prevention and early intervention, focusing on tackling inequalities and improving social mobility.

Total Area Board Investment

£91,149	£47,638	£11,120
Community	Youth	Older and Vulnerable Adults
Total Community Contribution		
£851,218	£187,048	£107,980

The total amount invested in projects through additional community contribution, from fundraising, grants, services in kind or volunteering

Local Priorities

The Trowbridge Area Board reviewed available local data and evidence and integrated this with local knowledge and community conversation to agree the following local priority themes. The Area Board has undertaken a series of more specific local actions to positively address them, including the key achievements below:

Youth engagement, employment and positive activity opportunities



The Amber foundation supports up-to 30 young people, with complex challenges. Through Area Board grants Amber were able to provide workshops on topics like Managing stress and uncertainty ,healthy relationships and adult literacy and numeracy. They also refurbished 2 shower rooms and bedrooms, one resident commented," My bedroom is a nicer place to be-its made a big difference."

Addressing climate change

Trowbridge Environmental Community run GROW, a community project at Gloucester Road allotments and came to the Area Board needing tools. Participants of GROW work together to plant, nurture and harvest vegetables. As part of its activities, the group aims to reuse and repurpose materials needed eg as plant supports. The project also tends and maintains a wildlife area on the allotments increasing biodiversity.



Supporting positive mental health and wellbeing



An Area board grant helped Families Out Loud , an organisation who supports families of drug & alcohol users in Wiltshire, to continue their support work with around 28 clients. The grants also contributed to a much needed professional email system, and new equipment for their craft stall

Supporting low income individuals and families

Trowbridge Debt Advice Service were granted money to replace and increase IT equipment to support the increased the number of Debt Advisors to keep pace with client demand. 3 machines will become "Kiosk" machines and can be used by the growing number of clients who do not have IT access to make their online applications for things like housing benefit whilst receiving advice.



Supporting the local economy



The Area Board has been working with Trowbridge Chamber of Commerce and the Future High Street Fund to support growth, improve the experience for everyone visiting the town centre, and ensure a sustainable future for Trowbridge .



The Trowbridge Area Board has developed a strong, well established and highly functioning network of local partners, organisations and residents in the town. The Board recognises the talents, expertise and knowledge of the local community and empowers and facilitates community led action to co-deliver local services.

The Chairman of Trowbridge Area Board for 2022-2023, is delighted to highlight Trowbridge Future as an example of a group that the Area Board invested in. We are proud to support Trowbridge Future Youth projects which engaged with 228 young people in 2022 alone.

Through Area Board funding two youth workers in the Studley Green Drop-In project were able to provide a safe and supportive environment, redirecting the energy of the young individuals towards positive activities and worked to foster a sense of community responsibility. Funding also helped employ an apprentice, who came from the heart of the community, to be trained as a youth support worker and act as a positive role model. The Area Board also support Longfield Portakabin a dedicated youth and community space in the heart of the Longfield estate. Through these projects 1617 youth sessions places were provided in 2022.

The Trowbridge Area Board enthusiastically voted to support these projects fostering community-led action and creating a more resilient and inclusive Trowbridge. They exemplify Wiltshire Council's key mission of helping Wiltshire be a place where 'we live well together.'

Engagements

The Trowbridge Area Board works alongside other organisations to make things happen in the local community. These groups include the town council, voluntary and community groups, youth organisations, sports clubs and local charities.

The Area Board wouldn't be able to achieve what they do without these partners working on the ground with them. The Area Board hosts regular business meetings, engagement activities, events, surveys and working groups to stimulate and support local community action.

**Area Board
Business meetings**

7



Attendances

2 3 3

**Area Board
working groups**

4 2



Attendances

3 2 4

**Engagements/
events/ activities**

2 9



Attendances

5 9 7

**Area Board
surveys**

1



Responses

2 4 0

By agreeing and delivering to local priorities, the Area Board is able to proactively address issues by focusing its resources and working in partnership with local organisations, volunteers and residents. To effectively select local priorities it is important that there is a regular review of the evidence available and the views of the residents are sought. To aid Councillors to agree their priorities, the list below provides some of new sources of data and evidence:

- **JSNA Wiltshire Intelligence**: The 2022 Wiltshire JSNA presents data on the current and future health and wellbeing needs of people in Wiltshire
- **Census 2021 results**: results from the 2021 census are being released in a phased manner, which started in June 2022
- **VCSE research - Wessex Community Action**: state of the Wiltshire voluntary and community sector 2022
- **Annual report - Wiltshire Citizens Advice**: Wiltshire Citizens Advice annual report 2022

As well as being evidence led, priorities should be selected where the Area Board believes it can realistically make a positive impact upon them. To aid the delivery of the chosen priorities, the Engagement and Partnerships team will support the Area Board councillors through the development of the Area Board local action plan.

Based on the work undertaken in 2022/23 and the new evidence available, some of the key priorities that the Board may wish to consider are as follows:

- **Youth engagement, employment and positive activity opportunities**
- **Addressing climate change and reversing biodiversity loss**
- **Supporting positive mental health and wellbeing and reducing social isolation**
- **Supporting under represented groups**
- **Local economy**

It is recommended that for each priority selected, an area board councillor takes responsibility for overseeing its delivery and reporting back to the Area Board on progress. The Engagement and Partnerships team will support the Area Board councillors in undertaking this work.

Trowbridge Area Board 6 July 2023

Appointments of Representatives 2023/24

1. Purpose of the Report

- 1.1. To appoint Councillor representatives for the Area Board. This will include appointing to Outside Bodies and to reconstitute and appoint to any Non-Priority Working Groups and the LHFIG for the year 2023/24.

2. Background

- 2.1. Area Boards are invited to appoint Councillors to be their respective lead for particular Outside Bodies, Non-Priority Working Groups and the LHFIG. The following guiding principles are in place for Councillors when taking on one of these roles:
 - To be the main Area Board point of contact for local Officers within their respective area
 - To attend (and often Chair) relevant working groups of the Area Board
 - To work collaboratively with relevant local partners and community groups
 - To provide regular updates back to the Area Board in relation to their Group/Outside-Body including providing feedback on the success or limitations of previously funded Area Board grants (if applicable)
- 2.2. The Area Board is invited to appoint Councillor representatives to the Outside Bodies or Non-Priority Groups (which do not fall under one of the Area Board Priority areas) listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, and will be reviewed annually, unless the Board determines otherwise.

3. Main Considerations

- 3.1. The Local Highways and Footpath Improvement Group (LHFIG) operates as an informal working group making recommendations to the Area Board for approval. Terms of Reference are set out in **Appendix B** for information. The Area Board are invited to appoint a Lead Councillor on an annual basis.
- 3.2. Any amendments to the currently appointed Representatives on Non-Priority Working Groups can be agreed by the Area Board here or at any future scheduled business meeting.
- 3.3. If a new Non-Priority Working group is required, the Strategic Engagement & Partnerships Manager will work with the Board to set out the exact purpose and Membership, which would then be agreed by the Area Board at its next scheduled business meeting.

- 3.4. A key role within some Health and Wellbeing Group's is that of a local 'Champion' who works with the Area Board to address priorities for older people and carers, further details on this role can be obtained on request from the Strategic Engagement & Partnerships Manager.

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. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Safeguarding Implications

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

7. Environmental Impact of the Proposals

- 7.1 None.

8. Equality and Diversity Implications

- 8.1 None.

9. Delegation

- 9.1 By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 9.2 The appointment of Councillors and other representatives to Non-Priority working groups operating under the Area Board is a matter for the Area Board to determine.

10. Recommendation

- 10.1 The Area Board is requested to:

- a. Appoint Members as Lead representatives to Outside Bodies and any new Non-Priority Working Groups as set out at Appendix A;
- b. To Appoint a Lead representative to the LHFIFG (listed on Appendix A) and to note the Terms of Reference as set out in Appendix B.

Lisa Alexander, Senior Democratic Services Officer

Appendices:

Appendix A – Appointment to Outside Bodies & Non-Priority Working Groups

Appendix B – Appoint to the LHFIG & note the Terms of Reference

Unpublished background documents relied upon in the preparation of this report

None.

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Appendix A

Representative Appointments 2023/24

Appointments on Outside Bodies and Non-Priority Working Groups will continue for the duration of Councillors' terms of office, and will be reviewed annually, unless the Board determines otherwise.

Outside Body	Councillor Representative
Trowbridge Future	Cllr Jo Trigg

LHFIG Councillor Representative Note: This position is appointed annually	All Cllrs
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LOCAL HIGHWAY & FOOTWAY IMPROVEMENT GROUPS (LHFIG)

TERMS OF REFERENCE

Membership of the LHFIG

The LHFIG will normally be made up of:

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

It is recommended that the groups do not normally consist of more than 10 representatives, but for larger community areas this may not always be feasible.

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

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 LHFIGs will cease when a member ceases to hold the stated office as first appointed, or when a parish/town council or group choose to nominate an alternative representative.

The LHFIGs 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 LHFIGs members

Appointment of Wiltshire Council members to the LHFIGs 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 LHFIGs (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 LHFIGs must not issue press statements on behalf of the Area Board.

Any press statements about the work of the LHFIGs should be agreed between the Chairman of the LHFIGs and the Chairman of the Area Board, and in consultation with

Wiltshire council's communications team. You can contact the communications team at communications@wiltshire.gov.uk.

Meetings

It is recommended that the LHFIGs meet four times a year. Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings. 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 LHFIG chair wishes, and by invitation. It should be noted that LHFIGs are advisory bodies and do not exercise delegated decision-making powers. All decisions are to be ratified by the Area Board.

Officer support

Meetings will be attended by relevant officers from Wiltshire Council, including a Senior Transport Planner, a Senior Traffic Engineer, Local Highway Maintenance Engineer and the local Community Engagement Manager. Attendance by officers of other expert knowledge may be arranged when necessary.

Additional support will be provided outside of the meeting by the Corporate Office Business Support unit as currently for Area Boards, for the purpose of arranging meetings, venues, and the production of meeting action notes.

Terms of reference

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

The LHFIGs terms of reference are set out at Appendix A:

Examples of projects the LHFIGs can and cannot fund are set out in Appendix B:

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 Transport, Waste, Street Scene and Flooding. The funding allocation is a mixture of highways and council 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 routine maintenance schemes or the provision of passenger transport services.

A list of schemes which the groups can fund in contained in Appendix B

Schemes considered by the LHFIGs must have first been raised through the highway improvement request system and endorsed by the relevant town or parish council.

The LHFIG's can be directed to look at issues identified by Highways Officers when considered appropriate. For example, when an issue is raised for which other centrally held resource does not exist.

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.

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 more than the total discretionary amount available as part of the group's annual allocation.

Appendix B – Example of projects which can and cannot be funded by LHFIGs

LHFIGs can fund the following:

Pedestrian improvements: including dropped kerbs, new footways, substantive improvements to existing footways, pedestrian crossings (including assessments).

Cycle improvements: new cycle paths, cycle parking / storage.

Bus infrastructure: new and replacement Shelters (subject to agreement on future maintenance liability), bus border kerbs, bus stop road markings.

Traffic signing: new and replacement signs (including signposts), street name plates, village gateways.

New road markings: new and replacement of existing markings.

Speed limits: assessment and implementation.

Waiting restrictions: assessments and implementation.

Footpath improvements: styles, gates, surface improvements to rights of ways (council maintainable only).

Drainage: minor improvements, new gullies.

Street lighting: new installations.

Traffic management measures: including Sockets and posts for SID (Speed Indication Device) equipment.

As a general rule, an asset should exist at the end of the project, i.e. something new that wasn't there beforehand.

LHFIGs cannot fund:

Routine maintenance: such as gully emptying, ditch clearing, hedgerow cutting, pot hole repairs.

Service subsidy: bus services

Promotional campaigns

SID equipment

Improvements for individuals and properties

As a general rule, activities that repair, clean, tidy or remove something that is already present are likely to be considered routine maintenance and cannot be funded by LHFIGs.

Wiltshire Council

Trowbridge Area Board

06 July 2023

Trowbridge Area Grant Report
Purpose of the Report

1. To provide details of the grant applications made to the Trowbridge Area Board. These could include:
 - community area grants
 - youth grants
 - older and vulnerable people grants
 - area board initiatives
2. To document any recommendations provided through sub groups.

Area Board Current Financial Position

	Community Area Grants	Youth Grants	Older and Vulnerable People Grants
Opening Balance For 2023/24	£ 34,670.00	£ 30,464.00	£ 7,700.00
Awarded To Date	£ 0.00	£ 0.00	£ 0.00
Current Balance	£ 34,670.00	£ 30,464.00	£ 7,700.00
Balance if all grants are agreed based on recommendations	£ 29,170.00	£ 30,464.00	£ 2,707.00

Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
ABG1052	Community Area Grant	Friends of The Down Cemetery	Friends of the down cemetery new strimmer	£566.00	£500.00
<p>Project Summary: The friends of the down cemetery is a voluntary group that look to help maintain the cemetery so people can enjoy the outdoor space and the nature. We require a new battery industrial strimmer to assist with the clearing of the graves. We believe that battery operated machinery is better for the environment than using petrol motors</p>					
ABG1215	Community Area Grant	Trowbridge Future	1 Mill Street Project	£52671.00	£5000.00

Project Summary:

Trowbridge Future have been delivering youth work from its current venues as well as other locations in the town, as well as detached youth work, in the community for many years. Following Covid we have noticed a significant increase in the demand for our services and have outgrown our current spaces. We recognise as the county town of Wiltshire, Trowbridge has no dedicated youth space. We have identified 1 Mill Street, in the heart of Trowbridge, as an ideal location for a youth space. We would be offering constructive youth activities managed by trained staff Monday to Thursday between 5pm and 9pm, with a staff office and other youth befriending between 9am and 5pm. We are seeking support for essential equipment to ensure that the premises are fully equipped to be operational to offer high-quality youth sessions in line with the National Youth Agency National Occupational Standards.

ABG1157	Older and Vulnerable Adults Funding	Families Out Loud	Trowbridge Client Support	£10101.00	£4993.00
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Project Summary:

Families Out Loud (FOL) is a Wiltshire charity working with families challenged by someone else’s drug and alcohol dependency, supporting them to bravely build a better life. We currently support 22 families in Trowbridge with a target to reach a further 6 families over the next 12 months.

Background

3. Area Boards have authority to approve funding under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Funding and Grants Criteria. This document is available on the council’s website.
4. Three funding streams are available to the Area Board, each with an annually awarded amount. These funding streams are as follows:
 - Community Area Grants (capital)
 - Youth Grants (revenue)
 - Older and Vulnerable People Grants (revenue)
5. The Area Board will be advised of the funding available prior to their first meeting of each financial year.

Main Considerations

6. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.

7. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
8. Councillors need to consider any recommendations made by sub groups of the Area Boards.

Safeguarding Implications

9. The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

Public Health Implications

10. The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

Environmental & Climate Change Implications

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

Financial Implications

12. Councillors must ensure that the Area Board has sufficient funding available to cover the grants awarded.

Legal Implications

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

Workforce Implications

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

Equalities Implications

15. Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.
16. 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.

Proposals

17. To consider and determine the applications for grant funding.

Report Author

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

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TROWBRIDGE LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP – AGENDA/TRACKER

IN PROGRESS	APPROVED – AWAITING SLOT	AWAITING UPDATE - X	AWAITING REMOVAL
Project approved & underway	Project approved but awaiting available resources	Project not yet approved and requires further input	Project to be removed by mutual agreement or failure to progress

Previous Status	Item	Progress to Date	Actions and Recommendations	New Status	
	Trowbridge LHFIG – 27th April 2023 10am (Kennet hybrid meeting room, County Hall)				
	1	Apologies and Attendees			
		<p>Apologies: WC: Cllr Prickett TC/PC: Stephen Carey - Southwick PC</p> <p>Present: WC: Cllr Vigar (Chair), Cllr Clarke, Cllr Jacobs, Cllr Kirk, Cllr Trigg, Cllr Palmen, Cllr Piazza, Cllr Cave TC/PC: Lance Allan & Andrew Bryant – Trowbridge TC, Roger Evans – North Bradley PC</p> <p>WC Engineers: Jamie Mundy, Mark Banks</p>			
	2	Notes of last meeting			
		Notes from the Trowbridge LHFIG meeting on 9 th March were circulated to the group and will together with notes of this meeting be published as part of the agenda for the next scheduled Trowbridge Area Board (6 th July 2023)			
	3	Financial Position			
		<p>No allocations were made at the last meeting – 9th March.</p> <p>JM advised that we were expecting the same allocation as 2022/23 (£31,258) but this has yet to be officially confirmed.</p>	<p>JM confirmed that colleagues covering other LHFIG's were proceeding on this basis.</p>		

TROWBRIDGE LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP – AGENDA/TRACKER

	4	Top 5 Priority Schemes			
Awaiting outcome of the Substantive Bid process	a)	Woodmarsh, North Bradley	<p>New bid amount £45,581 (updated due to increased costs) <u>This will not affect contributions already committed.</u></p> <p>The Substantive bid documentation has been sent ahead of the 18th November deadline. Awaiting Cabinet Report for decision on which schemes have been successful.</p>	<p>The Cabinet Report on the outcome of the bid process confirmed the Woodmarsh scheme had not been successful. NB: £10,419 was allocated from this and previous years for this bid. All agreed that an alternative scheme be developed, gateways at either end, roadmarkings, signage. JM to develop a scheme and liaise with North Bradley PC.</p>	JM to develop an alternative scheme
Awaiting update	b)	16-19-13 Newtown Pedestrian Crossing	<p>Results showed the recorded speeds met the 20mph criteria, yet is contrary to policy concerning the road use. Senior colleagues are considering exception to policy and have sought advice from the Wiltshire Police, concerning enforcement.</p>	<p>Subject to contractor resource, the scheme is programmed for construction in the summer holidays. (Funding already in place for this scheme)</p>	Awaiting Milestone confirmation
Awaiting date for consultation	c)	The Halve & other parking restrictions across the town	<p>The Traffic Regulation Order team have yet to confirm dates for the formal consultation.</p> <p>Note: Taylors View restrictions formally under 5u) are to be included.</p>	<p>Currently out for consultation which ends 1st May. JM will provide feedback to Members of comments made before the report goes to the Cabinet Member for the final decision.</p>	Consultation ends 1st May
Awaiting update	d)	Brook Road 20mph and traffic calming	<p>JT noted that this item had been missed off previous meeting notes and asked for it to be reinstated and an update.</p> <p>JM will liaise with TAOSJ colleagues and will provide an update for the next meeting.</p>	<p>Awaiting consultation date along with the other 20mph zones across the town. Once outcome of that consultation is known, appropriate traffic calming options will be considered/discussed. See 5b below</p>	Awaiting consultation date from TRO team

TROWBRIDGE LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP – AGENDA/TRACKER

	5.	Other Priority schemes			
Scheme will progress under new contractor - Milestone	a)	Speed reduction measures Cockhill, Trowbridge	Further to recommendations by Atkins for no changes to speed limit, a road marking scheme was developed and supported by the group and TTC. Funding agreed at last meeting: £5,500 Funding: LHFIG £4,125 / TTC: £1,375	JM to confirm start date once known	Awaiting programme date from Milestone
Awaiting date for consultation	b)	20mph speed restrictions across the town	Agreed at a previous LHFIG to proceed with the TRO consultation process; <ul style="list-style-type: none"> • Broadmead estate • Innox Road • St Thomas Road area 	JM to confirm consultation date once known	Awaiting consultation date from TRO team
Awaiting update	c)	20mph and improved crossing points Silver Street Lane, Trowbridge	Atkins report previously distributed for consideration. TTC confirmed not in a position to consider until further works undertaken. Kirsty was tasked to review the provision of refuge islands or other measures to address road / pedestrian safety concerns.	Kirsty has now reviewed and identified measures to address road and pedestrian safety concerns. DV requested that JM develop this further and liaise with him and TTC.	Awaiting update
Awaiting update from NBPC	h)	Speed reduction; Phillips Way & Westbury Road, North Bradley	Request for permanent traffic calming measures, road narrowing, roundabouts etc... RE advised that this had yet to be discussed at the PC and would be at the next. KR's previous cost estimate was around £6k. Awaiting an update from NBPC.	RE of NBPC confirmed that they have now discussed and wish for a scheme to be developed along the lines of a gateway at that end of the village. JM noted that this could be included in an alternative plan for Woodmarsh.	JM to develop scheme and liaise with NBPC and LHFIG

TROWBRIDGE LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP – AGENDA/TRACKER

Approved – awaiting slot	i)	Goose St, Southwick	Provision of new footway link and dropped kerb crossing point. JM preparing detailed design ready for new contractor	In progress as per previous update works now programmed for Oct 2023.	Scheme will progress under new contractor
Awaiting update	j)	Repair of grass verges - Manor Road, Trowbridge	Previously KR had produced a suggested phased plan to tackle the issue. We've been advised of some funding, that could be used which includes planting of trees. Some of the worse effected areas will need to be surfaced.	JT highlighted the phasing plan that KR had put together. Proposed initial step would be £9,000 approx. Group asked if this 1 st section could also be phased, as would be a good chunk of our allocation for the year.	Awaiting further update
Approved – awaiting slot	k)	Dropped kerbs – annual programme	At last LHFIFG it was agreed to fund the below sites at £4,500 Withy Close / Greenway Gardens / Fulney Close	Works are programmed for the end of May	Awaiting installation
Awaiting Atkins report	l)	Speed limit assessment - Frome Road, Southwick	Atkins Technical Report was sent to Southwick Parish Council, LHFIFG Chair and Local Member in November 2022. Atkins report conclusion was no change to existing speed limit. <i>SC will prepare a response from SPC to the report, asking what else could be done to lower speeds through the village/recommended next steps</i>	JM now is receipt of comments from SPC JM to have internal discussion and with Atkins to review request and report back to SPC and LHFIFG on proposed way forward.	JM liaising with SPC
Awaiting update from 3 rd parties	o)	Bus shelter request Manor Road	KR has contacted Selwood Housing. Selwood Legal Team have indicated that there is scope to dedicate some land as highway to allow shelter installation. Selwood wished to carry out their own consultation.	Passenger Transport were concerned with the lack of use at this location.	Awaiting further info discussion
Awaiting LHFIFG decision	q)	Enhanced speed limit - Leap Gate	Proposal discussed and agreed at last meeting Funding: LHFIFG £3,750 / TTC £1,250 JM preparing detailed design ready for new contractor (Milestone)	JM to confirm start date once known	Awaiting programme date from Milestone

TROWBRIDGE LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP – AGENDA/TRACKER

Awaiting Engineer's report (JM)	r)	Request for crossing nr Victoria Road	Pedestrian survey results indicated Ped volume too low for a formal crossing. The LHFIG may wish to consider providing dropped kerbs and tactile paving for an informal crossing; approx £6,000	Was discussed and suggested that any further work put on hold and further discussion due to imminant developments off Elizabeth Way and footway/cycleway improvements on Trowbridge Road, Hilperton.	JM,EK & MJ to discuss further
Approved – awaiting slot	s)	Additional street light - Greenhill Gardens, Hilperton	HPC confirmed preferred option, option 1 at a cost of £4,600.00 and also their contribution. Funding: LHFIG £3,450 / HPC £1,150 Scheme now with Street Lighting team to programme implementation	Was going to be done by Ringway but will now be carried out by new contractors Milestone. JM continues to push for programme date	Approved – awaiting slot
Approved – awaiting slot	t)	Junction warning signs - Frome Rd/ Church Lane	Funding for new junction warning signs agreed - £1000. TTC confirmed contribution. Funding: LHFIG £750 / TTC £250	As above	Approved – awaiting slot
Approved – awaiting slot	a)	SID locations – Hilperton village	EC raised a request for LHFIG to support allocating resource to provide NAL sockets and posts for SIDs in Hilperton, funded by Parish Council.	As above	Approved – awaiting slot
Approved – awaiting slot	c)	20mph speed limit request – Bratton Road, West Ashton	Request discussed at last meeting. WAPC confirmed contribution. LHFIG agreed to support an assessment. Assessment would be £2,500 Funding: LHFIG £1875 / WAPC £625	JM to explain delay was due a back-log of requests. Assessment due to take in May. JM to liaise direct with WAPC regarding locations and dates.	Approved – awaiting slot

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	6.	New issues			
Page 94	1st Meeting Date 09/03/23	a) Brown direction signage for Southwick Baptist Church	<p>The request is for signs be erected to assist in identifying the location of the church, its entrance and parking, which is not clear and causes confusion for visitors. SPC have requested installation of appropriate signage (brown signs).</p> <p><i>Discussion on the need for Brown Signs despite the church being listed etc, as there are many other listed/buildings of interest in the area, some members were concerned this could set a president...</i></p>	<p>SPC are advised to approach Visit Wiltshire in the first instance to determine if the Church would qualify for Brown (Tourist attraction) signage.</p> <p>JM will provide details and Wilts Policy document</p>	Await info from Visit Wiltshire (egiability)
	1st Meeting Date 09/03/23	b) Parking restrictions – Churchlands, North Bradley	<p>Parking restrictions requested to deal with inappropriate and inconsiderate parent parking. In particular resident driveways are being blocked along with the junction with Church Lane. Parish have requested single yellow lines to match school drop off and pick up timings.</p> <p><i>There was consensus that the request merited action, yet to ask other Parishes if they had any requests that could be included in a change to the Traffic Regulation Order, as to get most out of the £3k legal/consultation cost.</i></p> <p><i>The wider issue of dealing with parking outside schools was also discussed and was acknowledged that enforcement was not possible outside every school every drop off/pick up.</i></p>	<p>Members requested to bring forward any requests in the Parish areas.</p> <p>No further requests received as this meeting 27th April.</p>	Await any further requests
	1st Meeting Date 09/03/23	Future High Street Fund - update	<p>SP asked about a public consultation which he understood was to be carried out by Atkins. EK also mentioned that a member of the public have been asking what all the markings were on the road and that a handout explaining the FHSF and proposals would be useful.</p>	<p>JM to pass on to the FHSF team and advise group of contact details.</p> <p>Primary contacts: Gareth Rogers or Kirsty Rose</p>	Actioned can now be removed

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1st Meeting Date 09/03/23	Wingfield Road, speeding issue	JT reported that results from a recent speedwatch highlighted high speeds around the school drop off/pickup which was alarming. She asked if Wig-Wag lights could be an option to highlight the danger.	SP mentioned that this had been raised previously and as its an A-road, 20mph couldn't be introduced. JM confirmed there are wig-wags were already in place outside the school. JT to share speedwatch data and JM to develop a road marking scheme.	JM to provide feedback to request
1st Meeting Date 09/03/23	Hilperton Road Cycle path snagging	MJ raised several snagging items regarding the new Active Travel cycle path on Hilperton Road.	JM has passed these concerns to Kirsty to respond direct to MJ	Actioned can now be removed
1st Meeting Date 09/03/23	Un-made paths what is the process?	MJ raised an issue of an un-made yet well used path, seeking clarification on the process and which pot any improvement works should come from. JM to clarify to report back	JM If it's a Wiltshire Council Right Of Way, funding from LHFIG can be used.	Actioned can now be removed
	7. New requests received since last meeting			
		None		
	8. Any other business			
		EK queried the membership of the LHFIG and the number of representatives from each Town/Parish Council. DV/JM shall look again at the Terms of Reference and guidance notes and confirm at next meeting. JM – The Council's new SIDs and ANPR (Auto Speedwatch) policy is now live... Road safety education - Wiltshire Council		
	9. Date of next meeting:	As the next Area Board is scheduled for 6 th July, consensus of the group was late June. JM later confirmed room now booked for 29 th June – West Wilts Hybrid meeting room, County Hall, 10am		

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