

AGENDA

Meeting: SOUTH WEST WILTSHIRE AREA BOARD
Place: East Knoyle Village Hall, Church Road, East Knoyle, SP3 6AE
Date: Wednesday 25 August 2010
Time: 7.00pm

Including the Parishes of Alvediston, Ansty, Barford St. Martin, Berwick St John, Berwick St Leonard, Bishopstone, Bowerchalke, Broad Chalke, Burcombe Without, Chicklade, Chilmark, Compton Chamberlayne, Dinton, Donhead St Andrew, Donhead St Mary, East Knoyle, Ebbesbourne Wake, Fonthill Bishop, Fonthill Gifford, Fovant, Hindon, Kilmington, Mere, Netherhampton, Quidhampton, Sedgehill and Semley, South Newton, Stourton with Gasper, Stratford Toney, Sutton Mandeville, Swallowcliffe, Teffont, Tisbury, Tollard Royal, West Knoyle, West Tisbury, Wilton and Zeals.

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

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

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

Please direct any enquiries on this Agenda to Lisa Moore (Democratic Services Officer), on 01722 434560 or email lisa.moore@wiltshire.gov.uk

or Richard Munro (South West Wiltshire Community Area Manager), Tel: 01985 844825 or (email) richard.munro@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 Bridget Wayman – (Chairman)
Cllr Josephine Green – (Vice-Chairman)
Cllr Richard Beattie
Cllr Tony Deane
Cllr George Jeans

Nadder and East Knoyle
Fovant and Chalke Valley
Wilton and Lower Wylye Valley
Tisbury
Mere

Items to be considered	Time
<p>1. Welcome and Introductions</p> <p>2. Apologies for Absence</p> <p>3. Declarations of Interest</p> <p>Councillors are requested to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.</p> <p>4. Minutes (Pages 3 - 14)</p> <p>To confirm the minutes of the meeting held on 23 June 2010 (copy attached).</p> <p>5. Matters Arising</p> <p>The Board will discuss any matters arising from the minutes of the previous meeting.</p>	<p>7.00pm</p>
<p>6. Chairman's Announcements (Pages 15 - 18)</p> <p>To receive announcements from the Chairman including:</p> <ul style="list-style-type: none"> • Parking Strategy Consultation • Community Payback – ‘call for grot spots’ <p>(papers attached)</p>	<p>7.05pm</p>
<p>7. Leisure Facilities Review</p> <p>To receive a presentation on the Leisure Facilities Review, followed by a discussion.</p> <p><i>Officer: Robin Townsend (Head of Leisure)</i></p>	<p>7.10pm</p>
<p>8. Local Transport Policy Highways Projects Grants Bids (Pages 19 - 22)</p> <p>To consider bids for funds to progress local highways projects which will go forward to detailed consideration by the Community Area Transport Group.</p> <p>(report attached)</p> <p><i>Officer: Richard Munro, Community Area Manager.</i></p>	<p>7.40pm</p>

9.	<p>Community Area Grants (<i>Pages 23 - 32</i>)</p> <p>The Board members will consider an application for funding from eight applicants as follows:</p> <ul style="list-style-type: none"> • Mere Dazzlers Majorettes – Audio Equipment • Mere Croquet and Boules Club – Boules Court • Wessex Community Action – Volunteer Bank • Stourton With Gasper Parish Council – Defibrillator • Zeals Village Hall – Disabled Access • Mere Croquet and Boules Club – Disabled Access • Tisbury Footpath Club – Strimmer • Tisbury Tiz the Season – Support Costs <p>(report attached – appendices available online)</p> <p><i>Officer: Richard Munro, Community Area Manager</i></p>	7.50pm
10.	<p>Performance Reward Grant (<i>Pages 33 - 60</i>)</p> <p>To consider whether the Board wishes to support the following applications for Performance Reward Grant funding:</p> <ul style="list-style-type: none"> • Energy Monitors • Wiltshire Voices <p><i>Officer: Richard Munro, Community Area Manager</i></p>	8.25pm
11.	<p>Updates from Community Area Partnerships (<i>Pages 61 - 68</i>)</p> <p>The Board will consider the Community Area Partnership (CAP) 200/11 work plans and funding submissions from:</p> <ul style="list-style-type: none"> • SW7CAP (Mere Community Area Partnership) • TAPCAP (Tisbury Community Area Partnership) • WilCAP (Wilton Community Area Partnership) <p><i>Community Area Partnership Chairs</i></p>	8.30pm
12.	<p>Update from Partners</p> <p>To receive updates from partners.</p>	8.45pm
13.	<p>Updates on Your Local Issues</p> <p>To receive an update on the progress of local issues to date.</p> <p><i>Officer: Richard Munro, Community Area Manager</i></p>	8.50pm

14. **Any Other Questions**

8.55pm

The Chairman will invite any remaining questions from Partners, Town/Parish Council Representatives or the floor.

15. **Future Meeting Dates, Evaluation and Close:** *(Pages 69 - 70)*

9.00pm

A copy of the Forward Plan is attached for information.

Future Meeting Dates

Wednesday, 13 October 2010

7.00pm

The New Remembrance Hall, The Remembrance
Field, Charlton, Shaftesbury SP7 0PL

Wednesday, 8 December 2010

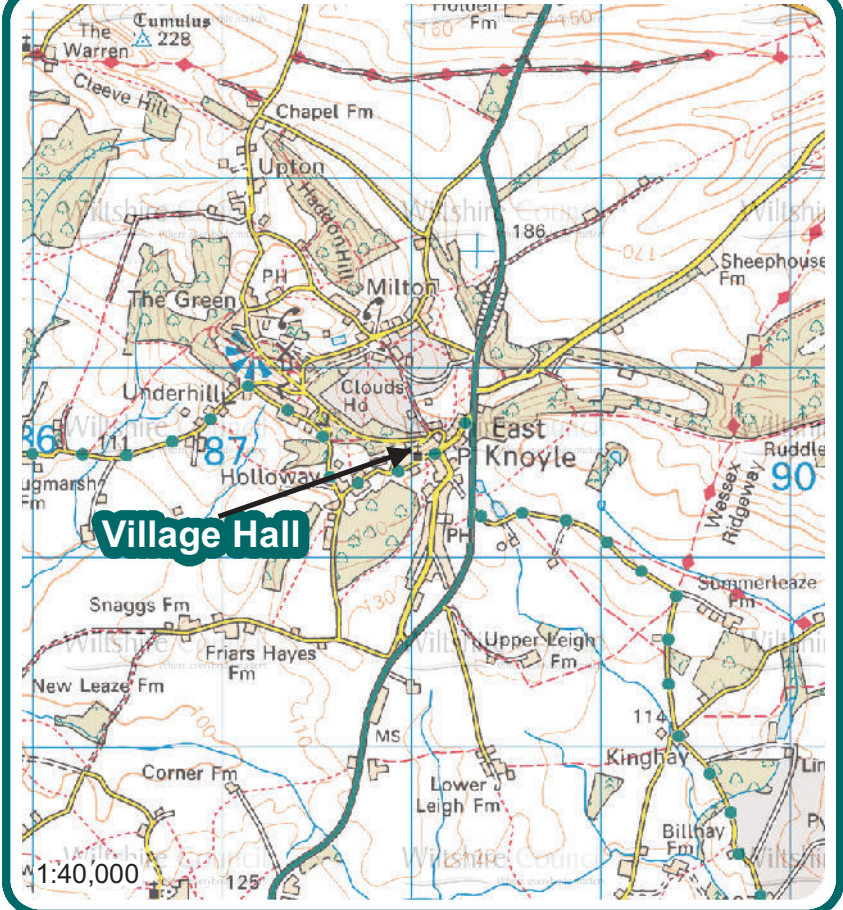
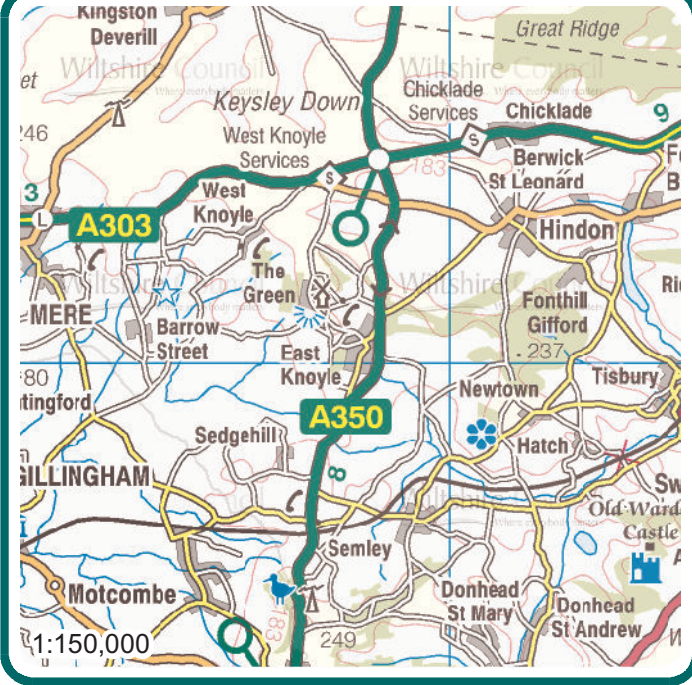
7.00pm

Dinton Village Hall

Wednesday, 9 February 2011

7.00pm

Mere Lecture Hall



Village Hall (East Knoyle)
 Church Road
 East Knoyle
 Wiltshire
 SP3 6AE

Wiltshire Council
 Where everybody matters



MINUTES

Meeting: SOUTH WEST WILTSHIRE AREA BOARD
Place: South Newton & Great Wishford Village Hall, Warminster Road,
South Newton, Salisbury, SP2 0PJ
Date: 23 June 2010
Start Time: 7.00 pm
Finish Time: 9.45 pm

Please direct any enquiries on these minutes to:

Lisa Moore (Democratic Services Officer), Tel: 01722 434560

or (e-mail) lisa.moore@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Bridget Wayman (Chairman), Cllr Jose Green (Vice Chairman), Cllr Tony Deane and Cllr George Jeans

Cllr John Thomson (Deputy Leader and Cabinet Member for Adult Care, Communities and Libraries)

Wiltshire Council Officers

Richard Munro, Community Area Manager
Lisa Moore, Democratic Services Officer
Graham Hogg, Service Director for Housing
Tracy Carter, Service Director for Waste Management
Chris Moore, Wiltshire Libraries

Town and Parish Councillors

Ansty Parish Council – J Oldfield
Bishopstone Parish Council – T Long and J Thompson
Burcombe without Parish Council – N Lefroy
Chilmark Parish Council – P Boyles
Dinton Parish Council – D Kerley and V Lee
Donhead St. Mary Parish Council – J Barnes and J Pendrill

Fovant Parish Council – N Knowles (also Chairman of TAPCAP), T Phillip
Hindon Parish Council – D Robertson
South Newton Parish Council – J Green and M Pont
Swallowcliffe Parish Council – G Ewer
Teffont Parish Council – R Longfox
Wilton Town Council – P Matthews

Partners

Wiltshire Police - Inspector David McMullin
NHS Wiltshire – Jo Howes
TAPCAP – Nigel Knowles
Sustrans – Alistair Millington

Members of Public in Attendance: 11

Total in attendance: 42

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>	<u>Action By</u>
1.	<p><u>Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the South West Wiltshire Area Board and introduced Councillor John Thompson (Deputy Leader and Cabinet Member for Social Services).</p>	
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Councillor Richard Beattie, Area Board member • Mike Franklin, Wiltshire Fire and rescue Services • Zillah Faulkner, Teffont Parish Council 	
3.	<p><u>Declarations of Interest</u></p> <p>There were none.</p>	
4.	<p><u>Minutes</u></p> <p>The Chairman announced that future agendas would include Matters Arising, directly after the Minutes from the previous meeting.</p> <p>The Board members then went on to discuss the following under matters Arising:</p> <ul style="list-style-type: none"> • The Board had hoped to see a revised plan of the proposed Gypsy and Traveller sites which included the sites within the bordering counties. As yet, a revised plan had not been presented to them. Councillor Jose Green explained that Wiltshire Council needed provision for eighteen pitched across the South of Wiltshire, with a total of eighty nine across the whole of Wiltshire. • Only some of the Parishes contacted since the last meeting regarding a reduction in street lighting had responded. The Community Area Manager agreed to liaise with the other Parishes to formulate a plan which would be brought to the next meeting of the Area Board. • Councillors Bridget Wayman and Tony Deane had met to discuss the options for the Tisbury Middle School Site. The findings would be brought to the next Area Board meeting 	<p>Richard Munro</p> <p>Richard Munro</p>

	<p>for discussion.</p> <ul style="list-style-type: none"> • Under item 12, Parish Councillor Charles Smith had asked the Board to help find a solution to a speeding issue in Dinton. Councillor Toby Sturgis had agreed to arrange a meeting between interested parties to find a way forward. Unfortunately Councillor Sturgis did not schedule a meeting, so the Chairman Councillor Wayman had done so instead. <p><u>Decision</u> The minutes of the previous meetings held on 21 April and 18 May 2010 were agreed as a correct record and signed by the Chairman.</p>	
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman announced that the Area Board had met immediately after the Annual Council meeting held on 18 May 2010, to appoint a Chairman and a Vice Chairman for the next municipal year. At that meeting Councillor Bridget Wayman was re-elected as Chairman and Councillor Jose Green as Vice Chairman.</p> <p>There would be a change to the order of items on the agenda. Item 7 would now be discussed under Chairman Announcements and instead the Board would receive a presentation on the Waste and Recycling Service Harmonisation Consultation at item 7.</p> <p>Other announcements were:</p> <p><u>Parking Charges Harmonisation</u> Details regarding this consultation are attached to these minutes.</p> <p>Councillor John Thompson informed the Board that it was important for people to respond to the proposals during the consultation period, as they had not yet been agreed. All valid comments received during the consultation period would be taken into consideration.</p> <p><u>Highways Work Programme</u> Details regarding this consultation are set out on page 17 of the agenda.</p> <p><u>Local Transport Plan Scheme Funding Allocation</u> From the £250,000 of funds which had been awarded to Area Boards for improvements to highways projects, the South West Wiltshire Area Board had been allocated £17,079. Councillor John Thompson advised the Board that the funding could be used to support small safety projects, agreed by the Board.</p>	

	<p>A discussion then took place with Graeme Hay, Head of Service – Local Highways and Streetscene (South) answering questions from those present.</p> <p>The Chairman asked people to forward proposals for schemes or plans for small projects in their community areas to the Community Area Manager, Richard Munro by 31 July 2010.</p> <p>Email: richard.munro@wiltshire.gov.uk Tel: 01985 844825</p>	
6.	<p><u>Review of County Library Services</u></p> <p>Chris Moore, Reading and Learning Services Manager explained that the Library service was currently undergoing a four stage review ending in September 2010, to establish ideas for future library services, what could potentially be on offer and how £500,000 of savings could be achieved within the next two years.</p> <p>Chris gave a presentation to the Board and asked people to complete a card that had been circulated, for people to comment on what their top five priorities for the Library service for the future would be.</p> <p>The Chairman asked if the Library service was looking for more volunteers to help staff the libraries, allowing them to open for a greater number of hours, as the Tisbury library had limited opening hours.</p> <p>Councillor John Thompson advised the Board that if people in the community wished to volunteer a few hours a week to work alongside the existing trained staff in the libraries, then that may permit longer opening hours and was a good way for the community to support the service.</p> <p>Volunteers who worked in a social environment, which included training and a uniform, often benefited from the experience as they were made to feel like part of the process.</p>	
7.	<p><u>Waste and Recycling Service Harmonisation</u></p> <p>Tracy Carter, Service Director for Waste Management Services thanked the Chairman and the Board for allowing time on the agenda at short notice.</p> <p>Tracy explained that the Council aimed to engage as many communities as possible in the consultation and went on to explain why there was a need for change.</p>	

	<p>Following the formation of a unitary council, Wiltshire Council currently operated several different services across the county. It was felt that every resident of Wiltshire deserved the same service, no matter where they lived in the county.</p> <p>The proposed new service would be:</p> <ul style="list-style-type: none"> • To maintain the existing black box recycling collection and the household rubbish collection on an alternatively weekly basis (one week rubbish the next week recycling). • To implement a kerbside collection of plastic bottles and cardboard fortnightly. • To implement a non chargeable optional kerbside collection of garden waste fortnightly. <p>The above proposal would see a reduction in waste and a 50% increase in recycling.</p> <p>People were asked to take a handout which contained a cut out freepost questionnaire. Further information could be found online at www.wiltshire.gov.uk/waste or by visiting one of the planned road shows around the county.</p> <p>Comments in writing could be sent to:</p> <p>The Director, Department of Neighbourhood and Planning Wiltshire Council County Hall Trowbridge Wiltshire BA14 8JN</p> <p>All correspondence should be in by Friday 20 August 2010.</p>	
8.	<p><u>Sustrans' Connect2</u></p> <p>Alistair Millington from Sustrans gave a presentation explaining that Wiltshire Council and Sustrans were two years in to a project to implement a series of cycle/walk ways around the county. Some of the routes proposed were within the community areas in South West Wiltshire.</p> <p>The proposed implementations and pathways were:</p> <ul style="list-style-type: none"> • Toucan Crossing near to Garden Centre on Salisbury Road • Quidhampton • Wilton – Minster Street 	

	<p>Alistair asked the Area Board to support the implementation of the paths where possible, by commenting on the planning applications and when implemented, to promote the use of the paths within communities.</p> <p>Other assistance could be funding towards the signage, as routes which had poor signage were poorly used.</p> <p>Town Councillor Phil Matthews asked Alistair if Sustrans would attend a separate meeting outside of the Board meeting with Wilton Town Council, as he felt that several of the details discussed had not been in the original plan that Wilton Town Council had seen when consulted on the pathways.</p> <p><u>Decision</u> Alistair Millington would attend a scheduled meeting with Wilton Town Council to discuss changes to the plans.</p>	<p>Alistair Millington and Wilton Town Council</p>
<p>9.</p>	<p><u>NHS Wiltshire Out-of-hours Service</u></p> <p>Jo Howes, NHS Wiltshire gave an update on the changes to the Out-of-Hours Service across Wiltshire. Some of the points covered were:</p> <ul style="list-style-type: none"> • Prior to 1 April 2010, Wiltshire’s out-of–hours service had been covered by four separate suppliers. • Wiltshire Medical Services had been chosen to become the sole provider of the service from April 2010. • The use of agency staff would be minimised, instead working with local GP’s and other salaried GP’s. • There would be up to a maximum of six doctors covering Wiltshire at any one time. • The doctors were driven around the county in Land Rovers which had GPS tracking systems which would enable the driver to find rural locations. • Warminster Hospital would open as a base for people to see a doctor out of hours. <p>Jo asked if anyone had experienced a problem since the 1 April 2010, that they email her with the details for investigation jo.howes@wiltshire.nhs.uk</p> <p>Following the Queens speech, NHS Wiltshire had drawn up a number of conclusions, which Jo outlined. These were:</p> <ul style="list-style-type: none"> • All current money received by PCT will go directly to GP’s to 	

	<p>fund services themselves, with support from NHS Wiltshire.</p> <ul style="list-style-type: none"> • PCT would remain to deal with Public Health. • GP's would need to carry out the engagement and consultations. • Deadline for the changes would be April 2012. <p>Nationally the NHS would be separated from the Department of Health, and would have a separate Board, made up from a selection of individuals, much like the Police or Fire Authority Boards which had been seen over the past few years.</p> <p>Councillor George Jeans read a detailed statement out relating to the NHS dentist service in Mere, which Jo responded to, however she also offered to respond in writing to Councillor Jeans due to the detailed figures involved.</p>	Jo Howes
10.	<p><u>Community Grant</u></p> <p>The Board considered a grant application for funding under the Community Grant Scheme. After a discussion the Board members voted on the application.</p> <p><u>Decision</u> Chilmark Playground Management Committee was awarded £833 towards their project to install safety surfacing and new swing seats for the play area.</p> <p><u>Reason</u> <i>The application met the Community Area Grant Criteria for 2010/11 and would improve the facilities for children in the community.</i></p>	Richard Munro
11.	<p><u>Community Asset Transfer</u></p> <p>The Chairman asked the Board to consider the application from Donhead St Mary Parish Council for the transfer of land in Ludwell currently owned by Wiltshire council, which would enable a Community Orchard project to go ahead.</p> <p><u>Decision</u> The South West Wiltshire Area Board agreed to approve the transfer subject to the following condition:</p> <p style="margin-left: 40px;">1) That the applicant ensures that the easements as noted below are respected.</p> <p style="margin-left: 80px;">a. The route of overhead line and wooden posts would appear to either run through or be on the north-eastern boundary of the Land in Question. The existence and route of any electricity cables</p>	Richard Munro

	<p>(overhead or underground) or other services should be confirmed by a site inspection and enquiry of the relevant Undertaker prior to the preparation of any drawing to be attached to any agreement, licence, lease or other document.</p> <p>b. The applicant ensures that the easements are respected by avoiding planting trees in this area.</p> <p>c. The site is not considered suitable for affordable housing.</p>	
12.	<p><u>Performance Reward Grant Scheme</u></p> <p>The Chairman explained that the Performance Reward Grant Scheme was funded by a sum of money, held centrally. The Board had invited groups to put bids in for projects within the community areas, but that very few had been received so far.</p> <p>A bid from the Community Payback Scheme had been put forward centrally and Area Boards had been invited to endorse the bid for funding.</p> <p>Councillor John Thomas asked the Board to support the scheme and said that his community area had made good use of the people in the scheme, on projects in his area.</p> <p>The Chairman explained that the scheme may conflict with the work carried out in the South West Wiltshire community areas by the youth groups on the Leisure Credit Schemes. With the summer holidays coming up the youth groups would be looking for more things to do to gain leisure credits.</p> <p>Councillor Tony Dean asked the Board not to endorse the scheme, as he felt that it would be better to give the funds to people who had suffered as a result of the crimes committed by the people on the scheme.</p> <p>A discussion then took place on whether to support the scheme or not. Following the debate, the Councillor voted on supporting the bid.</p> <p><u>Decision</u> The Area Board would endorse the bid for the Community Payback Scheme to be funded centrally.</p>	<p>Richard Munro</p>

13.	<p><u>Update from Community Area Partnerships</u></p> <p>Richard Munro, Community Area Manager explained that he had not received any written information from SW7CAP (the Mere Community Area Partnership) and that neither of the Chairmen from SW7CAP or WilCAP (Wilton Community Area Partnership) was in attendance to give an update.</p> <p>Nigel Knowles, Chairman of TAPCAP (Tisbury Community Area Partnership) gave an update.</p> <ul style="list-style-type: none"> • TAPCAP meets every second Wednesday of the month. • The CAP's focus was the Review of the Community Area Plan <p>Town Councillor Phil Matthews asked the Board if the Community Area Partnerships could be asked to submit a written report for inclusion in the agenda for future meetings.</p> <p><u>Decision</u> The Community Area Manager would ask the Community Area Partnerships to submit written reports for inclusion in the agenda.</p>	Richard Munro
14.	<p><u>Update from Partners</u></p> <p>Inspector David McMullin informed the Board that following the departure of PC Andy Fell, the replacement for Tisbury would be PC Martin Day. No one had any questions for Inspector McMullin, so due to other commitments, he had to leave the meeting following his update.</p>	
15.	<p><u>Update on Issues</u></p> <p>The Chairman noted that there had been a high number of speeding related issues and stated that she would ask Inspector McMullin for a programme of deployment for the Speed Indicator Devices Scheme (SIDS). The figures from the Metro count reports would also be shared with Board Members and Parish Councils.</p> <p>Some members of the public expressed concern that there had been a lack of progress in their villages with the Community Speed Watch Scheme (CSW) and emphasised that in some cases the local residents were not capable of forming groups of volunteers to patrol the streets with the speed gun devices, due to restrictions such as age and mobility.</p> <p>Other villages had requested that they skip the CSW stage of the</p>	

	<p>process and were instead permitted to have a SID installed. The Community Area Manager was awaiting feedback on whether or not that option was possible.</p> <p>Councillor John Thompson informed the Board that as there was a very clear process to go through; he was unsure why the CSW scheme was not working in some areas of South West Wiltshire. He suggested that those who had expressed concern should take the opportunity in future to speak to Inspector McMullin at the Area Board meetings to discuss where the speeding problems lay and what possible solutions could be devised. He noted that when Inspector McMullin had given his update earlier in the meeting, no one had asked him any questions and the opportunity was then lost as he had unfortunately had to leave the meeting early, resulting in there being no police presence to answer questions relating to speeding issues that had been asked.</p> <p>Richard Munro confirmed that there was indeed a very clear procedure to follow and details of that had been sent to Parish Clerks to distribute within their villages.</p> <p>The Chairman agreed that as the issue of speeding had raised so much interest and debate, a separate meeting should be arranged where the board members and relevant officers could discuss possible solutions to the problems currently experienced by some parishes in relation to the process of CSW.</p> <p>Richard Munro informed the Board that the progress of all issues on the system could be tracked on line at: http://www.wiltshire.gov.uk/communityandliving/areaboards/areboardsissuestracking.htm</p> <p><u>Decision</u> The Area Board decided the following:</p> <ol style="list-style-type: none"> 1) The Chairman would ask Inspector McMullin to provide a programme of deployment for the SIDS. 2) Community Area Manager would circulate details from the Metro count to Board Members and Parish Clerks. 3) The Board would convene a meeting to discuss speeding issues and would feed back the outcome to a future Area Board. 	<p>Cllr Wayman</p> <p>Richard Munro</p>
16.	<p><u>Any Other Questions</u></p> <p>No other questions or comments were made.</p>	

17.	<p><u>Appointments to Outside Bodies</u></p> <p>The Board noted the table attached to the agenda, which listed the nominated Area Board representatives on the Outside Bodies for the South West Wiltshire Area.</p> <p><u>Decision</u> The Nominated Representatives on the Outside Bodies would remain as detailed for the next municipal year of 2010/11.</p>	
18.	<p><u>Future Meeting Dates, Evaluation and Close:</u></p> <p>The Chairman thanked everyone for coming and closed the meeting.</p> <p>The next meeting of the South west Wiltshire Area Board will be held on 25 August 2010, in East Knoyle Village Hall.</p>	
<p><u>attachment as detailed in Item 5 - Parking Strategy Information</u></p>		

South West Wiltshire Area Board 25 August 2010

Item No.6

Chairman's Announcements

Review of Local Transport Plan Car Parking Strategy

The Council's current car parking strategy dates back to 2000 and now needs to be reviewed to reflect the move to Wiltshire Council and to ensure that parking charges and standards are broadly consistent across the whole of the county.

A parking strategy can be one of the most useful tools available to local authorities in helping them achieve their objectives. In particular, it can:

- support the local economy;
- encourage the use of sustainable travel modes;
- enhance the look of streetscenes;
- meet residents' needs for car parking;
- raise revenue for the Council to reinvest in transport measures; and
- provide essential access for the mobility impaired.

The Council commissioned its consultants Mouchel to undertake the review.

Consultation on Mouchel's report is open from **12 July to 3 September 2010**.

Our preferred method of communication is for comments to be submitted online at <http://consult.wiltshire.gov.uk/portal>. Paper copies of the questionnaire and a reference copy of Mouchel's main and technical report are also available from all libraries.

The Council will feedback to Area Boards in the autumn and the Council's Cabinet will consider the results in December, with any changes becoming effective from April 2011.

Consultation Portal Link: <http://consult.wiltshire.gov.uk/portal>

South West Wiltshire Area Board 25 August 2010

Chairman's Announcements

Community Payback – Call for Grot Spots

Wiltshire Probation Services is launching a new scheme, 'Community Payback, Involving Local Communities'. The scheme works with offenders to offer free labour to local communities to enhance the local environment. This includes clearing undergrowth, removal of graffiti or litter, repairing and redecorating community facilities and other environmental projects.

The Community Payback initiative has been supported by our Area Boards to receive Performance Reward Grant funding to provide mobile facilities which will enable the work to be carried out more efficiently and to broaden the reach of the project to include more rural parts of the county.

Area Boards are asked to call for 'Grot Spots', local areas which need clearing or community facilities which need decorating, litter picking or graffiti removal. These can be referred to the Community Payback Scheme, either directly using the referral form on the Community Payback leaflet or via their Community Area Manager.

Richard Munro, Community Area Manager

Tel: 01985 844825

Email: richard.munro@wiltshire.gov.uk

Report to	South West Wiltshire Area Board
Date of Meeting	25 August 2010
Title of Report	Local Transport Plan – Highways Projects
Purpose of Report	
<p>To request that Councillors note expressions of interest regarding nine projects seeking approval for further development leading to their being funded from the Board's discretionary highways budget.</p>	

1. Background

- 1.1. During the course of each year Wiltshire Council receives numerous petitions and requests for small-scale transport and highway improvement schemes.
- 1.2. In previous years an allocation has been made in the budget to fund a small number of the schemes requested by Town/Parish Councils. To identify those that would receive funding, all requests were assessed and prioritised using the Council's Scheme Assessment Framework, which provides an objective, quantitative and rapid method for evaluating and ranking schemes. However, following the establishment of Area Boards, this area of funding presents an opportunity for decisions on investment in highway improvements to be taken locally.
- 1.3. In 2010/11 the Area Boards have been allocated a discretionary budget of £250,000 and will be involved in the assessment and selection of small-scale transport schemes to be progressed in their community areas. This funding has been distributed between the Area Boards in accordance with a formula which takes into account population and the area covered. The allocation to the South West Wiltshire Area Board is £17,079.
- 1.4. In choosing their local transport scheme(s), the Area Boards will need to be mindful of the priorities of the LTP and the likely availability of future funding for implementation.
- 1.5. It should be noted that this allocation is for capital funding and can only be used to provide new and improved infrastructure. It is to be used for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport, and improve traffic management. It cannot be used to fund maintenance schemes, these are selected using technical surveys and inspections. In addition, it cannot be used to pay for revenue functions such as passenger transport.

2. Community Area Transport Group

- 2.1. Due to the complexity of assessing and selecting a scheme from the many requests, and the potential time that such an agenda item would take, it was proposed that recommendations are made to the Area Board by a Community Area Transport Group (CATG). However, it was decided at the Area Board meeting on 23 June that an initial list of expressions of interest

would be forwarded to the Community Area Manager by 31 July. He would in turn notify the Area Board of such submissions [this report].

- 2.2. The Area Board will then establish a CATG which would be charged with identifying the scheme(s) to be progressed with this funding. An initial workshop would be convened to start the process (see below).
- 2.3. Members will be identified by the Community Area Manager in conjunction with the Area Board Chairman. Membership should not exceed ten and the meetings take place during the day. Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and the relevant Head of Service for Local Highways and Streetscene. The meeting will be chaired by the Area Board Chairman.

3. Other Highways projects

- 3.1. Whilst the CATG's would initially meet to discuss the allocation of the discretionary highway budget, it is envisaged that they would continue to meet on a six monthly basis to consider requests in order to determine those that are feasible and that might be eligible for funding in future years.

4. Community Transport Workshops

- 4.1. It is envisaged that the first meeting would include a half day workshop covering the following matters:-
 - Background to the LTP, transport policies, and breakdown of total Council funding.
 - Use of the Assessment Framework to prioritise requests.
 - Review of requests received in the community area.
 - Undertake scheme assessment– taking into account typical costs, LTP criteria, constraints on implementation etc.
 - Discussion on the need to fund a scoping/feasibility study
 - If any scheme cannot be accommodated in the Area Board budget consider funding options for the implementation phase – i.e. LTP, match funding, section 106 etc.
 - Selection of scheme(s)
 - Recommendation to Area Board

Background documents used in the preparation of this Report	Nil
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5. Expressions of Interest Received

5.1. The following expressions of interest have been received:

Proposer	Location	Project
Ansty Parish Council	Ansty	30mph repeater signs and other signage
Bishopstone Parish Council	Bishopstone	Feasibility study into safety measures on main road through village
Chilmark Parish Council	A303/A350 junction	Slip roads to facilitate access and egress from A303
Dinton Parish Council	Dinton	Traffic calming measures
Donhead St Mary Parish Council	Ludwell	Footpath clearance <i>[re-submitted as an issue and being actioned by Parish Steward]</i>
M Fowler	B 3089 section Fonthill Bishop to Hindon	Solid white lines in centre of road to prohibit overtaking
Mere Parish Council	Mere centre	Disabled parking space
D Mclean	Ugford	Traffic calming measures
West Tisbury Parish Council	Tuckingmill Road/Monmouth Road	Re-alignment

Report Author	Richard Munro, Community Area Manager Tel: 01985 844825 E-mail richard.munro@wiltshire.gov.uk
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Report to	South West Wiltshire Area Board
Date of Meeting	25 August 2010
Title of Report	Community Area Grants

Purpose of Report

To request that Councillors consider eight applications seeking Community Area Grant Funding.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Community Services (27 February 2010). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 1.2. The 2010/11 funding criteria and application forms are available on the Council's website (www.wiltshire.gov.uk/areaboards) or paper versions are available from the Community Area Manager.

Background documents used in the preparation of this Report

- Community Area Grant Application Pack 2010/11

2. Application SWW 46-10

Applicant	Project proposal	Funding requested	Matched by Applicant
Mere Dazzlers Majorettes	Audio Equipment	£701	£702

- 2.1. The full application is attached
- 2.2. The application meets grant criteria 2010/11:
- 2.3. The application demonstrates links to the Community Plan
- 2.4. The application meets Wiltshire Council priorities
- 2.5. Summary details about the applicant:
Mere Dazzlers Majorettes are a recreational group for girls from age 4. They are just starting up and aim to provide weekly 2-hour dance exercise sessions at Mere School.
- 2.6. Summary details about the project:
Purchase of audio equipment
- 2.7. What will happen if the Area Board makes a decision not to fund the project
They would continue to fund-raise

3. Application SWW 47-10

Applicant	Project proposal	Funding requested	Matched by Applicant
Mere Croquet & Boule Club	Boule Court	£2,495	£2,500

- 3.1. The full application is attached
- 3.2. The application meets grant criteria 2010/11:
- 3.3. The application demonstrates links to the Community Plan
- 3.4. The application meets Wiltshire Council priorities
- 3.5. Summary details about the applicant:
Mere Croquet & Boule Club is a community sports club.
- 3.6. Summary details about the project:
Extend the facilities of the existing croquet club to include a Boule (Petanque) court on the same site
- 3.7. What will happen if the Area Board makes a decision not to fund the project
It will be funded by annual subscriptions of members

4. Application SWW 48-10

Applicant	Project proposal	Funding requested	Matched by Applicant
Wessex Community Action	Volunteer Bank	£4,330	£4,335

- 4.1. The full application is attached
- 4.2. The application meets grant criteria 2010/11:
- 4.3. The application demonstrates links to the Community Plan
- 4.4. The application meets Wiltshire Council priorities. However, a similar service will be delivered by GROW with whom Wiltshire Council are in contract
- 4.5. Summary details about the applicant:
Wessex Community Action (WCA) is a not-for-profit organisation that provides a variety of support services to voluntary groups
- 4.6. Summary details about the project:
Set up a bank of trained and Criminal Records Bureau (CRB) checked volunteers
- 4.7. What will happen if the Area Board makes a decision not to fund the project
WCA would look for alternative funding. However, Wiltshire Council have a contract with GROW, who will deliver the service

5. Application SWW 49-10

Applicant	Project proposal	Funding requested	Matched by Applicant
Stourton with Gasper Parish Council	Defibrillator	£965	£1,050

- 5.1. The full application is attached
- 5.2. The application meets grant criteria 2010/11:
- 5.3. The application demonstrates links to the Community Plan
- 5.4. The application meets Wiltshire Council priorities.
- 5.5. Summary details about the applicant:
Parish Council
- 5.6. Summary details about the project:
Purchase of a Public Access Defibrillator (PAD) to be installed into the Stourton telephone kiosk, recently adopted by the parish council from BT.
- 5.7. What will happen if the Area Board makes a decision not to fund the project
The project will be delayed whilst additional funds are raised

6. Application SWW 50-10

Applicant	Project proposal	Funding requested	Matched by Applicant
Zeals Village Hall	Installation of Disabled Toilet Facilities	£2,308	£2,308

- 6.1. The full application is attached
- 6.2. The application meets grant criteria 2010/11:
- 6.3. The application demonstrates links to the Community Plan
- 6.4. The application meets Wiltshire Council priorities.
- 6.5. Summary details about the applicant:
The Village Hall's trustees are the Parish Council
- 6.6. Summary details about the project:
Installation of disabled toilet facilities
- 6.7. What will happen if the Area Board makes a decision not to fund the project
The project would still proceed but the village hall would be more cautious with their plans to modernize the hall kitchen area.

7. Application SWW 51-10

Applicant	Project proposal	Funding requested	Matched by Applicant
Mere Croquet & Boule Club	Installation of wheelchair ramp	£885	£0

- 7.1. The full application is attached
- 7.2. The application meets grant criteria 2010/11:
- 7.3. The application demonstrates links to the Community Plan
- 7.4. The application meets Wiltshire Council priorities.
- 7.5. Summary details about the applicant:
Mere Croquet & Boule Club is a community sports club.
- 7.6. Summary details about the project:
Installation of a wooded wheelchair ramp to allow access for wheelchair users to the club site.
- 7.7. What will happen if the Area Board makes a decision not to fund the project
The club would not complete the project

8. Application SWW 52-10

Applicant	Project proposal	Funding requested	Matched by Applicant
Tisbury Footpath Club	Purchase of strimmer	£950	£0

- 8.1. The full application is attached
- 8.2. The application meets grant criteria 2010/11:
- 8.3. The application demonstrates links to the Community Plan
- 8.4. The application meets Wiltshire Council priorities.
- 8.5. Summary details about the applicant:
Tisbury Footpath Club is an independent not-for-profit organisation.
- 8.6. Summary details about the project:
Purchase of brush strimmer and safety equipment, together with operative training
- 8.7. What will happen if the Area Board makes a decision not to fund the project
The club would not proceed with the project

9. Application SWW 53-10

Applicant	Project proposal	Funding requested	Matched by Applicant
Tisbury Tiz the Season	Support and advertising costs	£1,562	£1,495 + volunteer time

- 9.1. The full application is attached
- 9.2. The application meets grant criteria 2010/11:
- 9.3. The application demonstrates links to the Community Plan
- 9.4. The application meets Wiltshire Council priorities.
- 9.5. Summary details about the applicant:
Tisbury Tiz the Season is an independent not-for-profit organisation.
- 9.6. Summary details about the project:
Tisbury's second major Christmas High Street festival to celebrate the season and to promote Tisbury as a destination for seasonal shopping and festive entertainment.
- 9.7. What will happen if the Area Board makes a decision not to fund the project
They would try to raise funds by other means and will still try to stage the event.

10. Financial Implications

10.1. If the grants are awarded in line with applications, the Area Board will retain a discretionary funds balance of **£96,251**:

- **£27,866** for the Mere Community Area
- **£24,361** for the Tisbury Community Area
- **£44,024** for the Wilton Community Area

Appendices available online only	– Appendix 1 Mere Dazzlers Majorettes Appendix 2 Mere Croquet & Boule Club Appendix 3 Wessex Community Action Appendix 4 Stourton with Gasper Parish Council Appendix 5 Zeals Village Hall Appendix 6 Mere Croquet & Boule Club Appendix 7 Tisbury Footpath Club Appendix 8 Tisbury Tiz the Season
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Report Author	Richard Munro, Community Area Manager Tel: 01985 844825 E-mail richard.munro@wiltshire.gov.uk
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Performance Reward Grant Scheme

APPLICATION FORM

To be returned to:

wiltshirelaa@wiltshire.gov.uk

Area Board		
Form submitted by (contact for all queries)	Sarah Cosentino Community Climate Change Officer 01249 706459	
Name of initiative	FOC Energy Monitors in all Libraries	
Brief Description of Initiative	<p>Energy Monitors available for free hire in all libraries across Wiltshire.</p> <p>The energy monitor allows the user to see clearly how much energy their appliances use and how their behaviour impacts on their energy use. The householder/user can then make simple changes to their behaviour to reduce their energy consumption. Reducing energy will save money off their energy bills and reduce their carbon footprint.</p> <p>We will provide a full support package with each energy monitor that will include details on how the user can save energy through both changes in their daily life and investing in energy efficiency technologies.</p>	
Please put a cross against the ambition(s) that this initiative will support *It is only necessary to identify those ambitions on which you feel your bid will make a significant impact.	Building resilient communities	
	Improving affordable housing	
	Lives not services	
	Supporting economic growth	
	Safer communities	
	Protecting the environment	x
	Action for Wiltshire – combating the recession	
	Improving outcomes for Children and young people	
Amount of funding sought	££12,566.00 Received in-kind funding of £500 from Energy Saving Trust for reporting and monitoring information during the lifetime of project.	
What will this money be spent on?	<p><u>Captial Expenditure £4,617.00</u> 171 Energy monitors @ £22.00 £3762.00 171 plastic boxes @£5.00 per unit £855.00</p> <p><u>Revenue £7,949.00</u></p> <p>1 x promotional stand £1000.00 7500 x Supporting packs</p>	

	(216 monitors (inc existing stock) x 34 issue over 2 years = 7500 potential issues needing support pack) 4000 Paper booklets £1699.00 3500 CD Sleeves £3000.00 A4 Card folders £2000.00 100 x posters £250.00
Is planning permission required?	No
Have quotes been obtained? Yes/No	Yes I have quotes for the main components of the bid the monitors and the information for the support package. The preferred supplier for the monitor is Current Cost. Current Cost supplied the energy monitors for the successful pilot scheme. The feedback from both the library service staff and users has been positive and the customer service/after sales have been good. Quote 1 attached. The preferred source of information for the support packs is from the Energy Saving Trust. They have a proven record of supplying clear and up to date information to members of the public about energy saving tips and technology. They can offer monitoring codes and monitoring information free of charge but there is a charge for printed information. Quote 2 Attached. Prices for CDs etc have been sourced from Wiltshire Councils online stationery supplier.

Note: Bids will only be considered if they help us to achieve our ambitions in the Local Agreement for Wiltshire. It is important that initiatives have a positive local impact, and that we are able to show success. In this section you are being asked to provide information about how your project contributes, and how you will measure that success. The level of improvement we expect to see will be proportional to the level of the bid: i.e. the more funding required, the greater the level of impact and improvement that will be necessary.

<p>Please describe how your initiative will support the ambition(s) indicated above, and summarise the action that will be taken</p>	<p>Protecting the Environment</p> <p>This initiative will help achieve the LAW ambition of reducing Wiltshire's Carbon footprint. The initiative will offer a very practical solution to monitoring and reducing the householder's energy consumption resulting in them saving money. This also means that using less energy reduces their carbon footprint. The initiative is also about creating awareness and facilitating behaviour change.</p> <p>The Energy Saving Trust has calculated both carbon and cost savings from behaviour change are £100 per annum and 0.5 tonnes of carbon.</p>
<p>What makes this initiative a local priority (e.g. evidence from research and local support)</p>	<p>Saving money and ensuring householders can afford to heat their homes is always a priority. An energy efficient home will cost less to heat. Climate Change is now a priority for many areas with local community groups focusing on carbon reduction initiatives.</p> <p>There is a very real demand for the energy monitors and the supporting information. We are coming to the end of a very successful pilot. 41 Energy monitors have been available to hire from 6 libraries. The monitors have been continuously on issue and there are 31 customers on the waiting list. Please see supporting document A.</p> <p>We have collected evaluation forms which have been very positive and out of the 42 issues 30 people recorded that the energy monitor had helped them make changes to keep their energy bills down.</p> <p>As it is a local priority the Initiative is supported by the Energy Saving Trust (please see supporting document C) and sponsored by The Wiltshire Environmental Alliance*</p> <p>*which is the thematic partnership with responsibility for the environment and chaired by Dr Gary Mantle. The provision of energy cost monitors is considered by this partnership to be practical and cost effective way of promoting the behaviour change needed to reduce energy consumption in Wiltshire. This initiative will lead to a better use of natural resources, cut energy bills for households and is an important step in the low carbon transition in Wiltshire.</p>
<p>How will you know you have been successful?</p>	<p>Using the specific questions on the evaluation forms we can calculate the money and carbon saved by the changes the householder has made.</p> <p>Private sector housing can feedback any successful grant awards to install energy efficient technology. We can use this information to calculate money and carbon saved.</p>

<ul style="list-style-type: none"> How will you measure the impact? (may have more than one measure) 	<p>Library service can provide quarterly statistics detailing number of issues, time not on issue and number on waiting list. Continuous issues with minimal time between issues would be a deemed success.</p> <p>With regards information in the support pack the Private Sector Housing Team will ask each caller where they found their details. Any calls they receive about energy efficiency measures and grants/funding resulting from the support pack with the energy monitor will be recorded.</p> <p>The Energy Saving trust can feedback how many Home Energy Checks are accessed via their website that originated from the information included in the support pack using a specific code.</p> <p>Evaluation forms. Energy Monitors have to be handed back in person, staff can at this point ask the user if they have already completed the evaluation form.</p>
<ul style="list-style-type: none"> What is your improvement target (s), and when do you expect to achieve this/these? 	<p>The nature of the initiative means that monitors can be borrowed from day 1 resulting in carbon savings. We will monitor the issue statistics and evaluation responses quarterly to ensure the demand remains.</p> <p>From information recoded during the pilot in a twelve week period each monitor was issued on average 3 times (please see Supporting doc A). We would aim to keep to that level of issues for the life of the initiative.</p>
<ul style="list-style-type: none"> How will you ensure that the improvement continues after the end of the initiative? (<i>this is one-off funding</i>) 	<p>The initiative is very practical but the underlying success is in promoting behavioural change and creating awareness.</p> <p>We will provide a full support package with each energy monitor that will include details on how the user can save energy through both changes in their daily life and investing in energy efficiency technologies.</p> <p>The support packs will include –</p> <p>Helpline number and grant/funding information from our Private Sector Housing colleagues Instructions Energy Saving Trust contact information – web links to their website and additional information ‘Save Energy Save Money’ booklet packed with helpful tips and advice.</p> <p>The packs will be available in both paper and on CD.</p> <p>From the information they receive any changes the user makes to their lifestyle immediately following the use of the monitor will start saving carbon. As the users see their energy bills reducing they will have no reason to go back to old ways resulting in long term carbon savings.</p>

Who will benefit from this initiative?	<p>The library service is FOC and available to all Wiltshire residents, currently the library service has 220,416 users.</p> <p>The information and advice from the Energy Saving Trust is Free of Charge and open to everyone.</p> <p>The support pack includes information about grants and funding available to private housing residents in receipt of certain benefits. Current figures confirm there are 12,000 people within Wiltshire that these grants could potentially apply.</p>
Confirm no unfunded commitments from this initiative	<p>Please delete the statement that does not apply:</p> <p>1. I confirm that there will be no unfunded financial commitments arising from this initiative, or</p>
Will ongoing maintenance of premises/equipment be necessary?	No
What are the key risks to success and how will these be managed?	<p>Faulty equipment The pilot did include some comments about equipment not working. We have included 15 spare monitors to replace any broken or damaged during the lifetime of the project.</p> <p>Reduced/over demand To ensure we hit our targets of 3 issues every 12 weeks we have carefully planned our launch times. We plan to launch in January 2011 after Christmas when the weather is often cold and traditionally we are careful with our finances after the Christmas period. Each library will have posters to promote the scheme and access to a display stand for events. We will promote the scheme through the Wiltshire World Changers Network to ensure local environmental community groups are aware of the scheme and can promote the scheme alongside their individual projects.</p> <p>To ensure we do not have long waiting lists we have used the libraries team expertise and calculated how many monitors each library would need according the size and area of each library. Please see supporting document B</p>
Who will manage the initiative	<p>Sarah Cosentino Community Climate Change Officer Joan Davis Customer Services Manager, Library & Information Service</p>

Signed:

Dated:

Chairman of Area Board

NB: It is the responsibility of the Area Board to ensure that:

- **bids are robust and well-founded**
- **public money is spent appropriately and in accordance with the details of the bid and with any conditions placed on approval by the PRG Panel**
- **the initiatives are managed well to achieve the benefits and that performance improvement is reported**

Energy monitors : Performance Figures

Energy Monitor issues figures

Library	Number in stock	Number of issues #	Number of issues per monitor
Bradford	6	28	4.67
Chippenham	6	26	4.33
Corsham	3	11	3.67
Devizes	6	18	3.00
Salisbury	9	35	3.89
Trowbridge	6	19	3.17
Warminster	6	18	3.00
	42	155	3.69

#Issues cover a 12 week period 1st feb to 30 April and items are issued for 3 weeks

Number of people on waiting list

Location	Number monitors	Waiting list
Bradford	6	1
Chippenham	6	6
Corsham	3	1
Devizes	6	3
Salisbury	9	14
Trowbridge	6	6
Warminster	6	0
Total	42	31

As of 4th May 2010

Proposed number of monitors per branch

Library	Number of monitors
Chippenham Mobile	6
Devizes Mobile	6
Homes Mobile	6
Warminster Mobile	6
Wilton Mobile	6
Aldbourn	4
Box	4
Durrington	4
Ludgershall	4
Lyneham	4
Market Lavington	4
Netheravon	4
Purton	4
Ramsbury	4
Tisbury	4
Cricklade	5
Downton	5
Mere	5
Pewsey	5
Tidworth	5
Wilton	5
Amesbury	6
Corsham	6
Malmesbury	6
Marlborough	6
Westbury	6
Bradford-On-Avon	7
Calne	7
Melksham	7
Wootton Bassett	7
Devizes	8
Warminster	8
Chippenham	10
Salisbury	12
Trowbridge	10
reserve/spare	15
Grand Total	221
Existing holdings	40
Need to order	181



Energy Saving Trust Advice Centre
South West
Room L1, innovation Centre
Exeter University
Rennes Drive
Exeter
EX4 4RN

Tel 0800 512 012
www.energysavingtrust.org.uk/southwest

1 July 2010

Sarah Cosentino
Community Climate Change Officer
Wiltshire Council,
Monkton Park,
Chippenham,
Wiltshire, SN15 1ER

Dear Sarah

Energy Monitors Project

The Energy Saving Trust is fully supportive of the Wiltshire Council Energy Monitors Project. The South West Energy Saving Trust advice centre is pleased to be a partner on this project.

We would offer support in kind to this project, worth £500, to produce reports for Wiltshire Council, to identify how many Wiltshire residents in different areas took advantage of online Home Energy Check questionnaires. We are pleased to supply Energy Saving Trust booklets to accompany the energy monitors.

The South West Energy Saving Trust advice centre are involved in similar projects in other parts of the region, including Devon where a similar partnership with the County Council to send out Energy Saving Trust information with energy monitors has been very popular and successful.

I wish you every success in achieving the excellent aims of this project.

Yours sincerely,

A handwritten signature in black ink that reads "Celia Minoughan".

Celia Minoughan
Centre Manager
South West Energy Advice Centre

Registered Office:
South Crofty House
Tolvaddon Energy Park
Camborne
TR14 OHX

Celia Minoyhan

Hi Sarah

Thank you for your e-mail, here is some information for you.

Current Cost is considered by many to be the market leader with over 1 MILLION monitors out in the market place. We have Energy Companies and many County Council, Housing Associations and Environmental Groups as customers who use the monitors for **library loan schemes, school energy awareness exercises and priority group projects**. Derbyshire CC, Surrey CC, Leeds CC, Suffolk CC, Exeter City Council, West Sussex CC and Cardiff CC are just a few of the most recent library projects that are now operative. Derbyshire launched their scheme in February last year with 120 monitors, they have had a fantastic response and re ordered another 120 units due to an increasing waiting list of 400+ customers. Demand still remained high with over 700 on the waiting list so Derbyshire have now upped the amount of monitors available to 1000. We work with all our accounts to ensure that their proposed projects run as efficiently as possible.

In the autumn of 2007 one of the first library loan schemes was set up in Eastleigh using the Current Cost Monitor. We now have over 60 Councils running loan schemes throughout the country. I would say that the reason they are so successful is that there is no cost to the library customers to take them home, they are on loan, the organizations see their investment go a long way as each monitor has the potential to be on loan 16 to 17 times a year (this is assuming a loan period of 3 weeks). Some loan schemes have 250+ units in the library network, they have the potential to reach over 4000 customers in a year! We have over 6000 monitors available for loan in the UK library network which means that there are over 100,000 users each year.

Our ENVI monitor retails for £39.95 however we would offer this to you for £22.00 plus VAT with delivery FREE of Charge.

Please let me know if you require any further information.

Kind Regards

Richard

Richard Palmer | Public Sector Account Manager

t: +44 (0)1483 527993 | m: +44 (0)7768 230921

www.currentcost.com

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Estimate

28th June 2010

Marie Fraser
Energy Saving Trust advice centre South West
Room L1 Innovation Centre
Exeter University
Rennes Drive
Exeter
EX4 4RN

We thank you for your enquiry and have pleasure in submitting our prices as follows:

Estimate No: 148516

Job: EE168: Easy Way to Stop Wasting Energy & Money

Size: 210 x 148mm portrait finished

Origination: From your print ready PDF or Quark/Indesign Mac file, we to make plates.
(Any additional file intervention or specialist retouching will be charged extra.)

Proofs: PDF proof

Description: 16pp text plus 4pp cover printed 4 colour process plus overall sealer varnish throughout

Paper: Revive 75 Silk Text: 170gsm, Cover: 250gsm

Finishing: Saddle stitch two wires and trim flush.

Carriage: Paid to one Wiltshire address

Quantity: 6,500 **Price:** £1,699.00

VAT will be added where applicable.

This estimate is based upon the specification above and variations affecting the cost will be notified before proceeding. This estimate is given subject to our Standard Conditions of Contract Dated March 2004 and the conditions shall be deemed to be embodied in any contract based on or arising out of this estimate. A copy of our Standard Conditions of Contract is available on request.

Harry Sargent

Tel: (01825) 749208 Email: harrys@beaconpress.co.uk

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Performance Reward Grant Scheme

APPLICATION FORM

To be returned to:

Karen Spence, Performance Manager, Performance Team

Email: wiltshirelaa@wiltshire.gov.uk

Area Board	All Area Boards
Form submitted by (contact for all queries)	<p>Cllr Chris Williams Portfolio Holder for communities Chairman Tidworth Area Board</p> <p>(Contact: Mary Cullen, Area Boards Team)</p>
Name of initiative	Wiltshire Voices
Brief Description of Initiative	<p>This project and LPSA bid to resource it was a specific recommendation from Wiltshire Council's Cabinet on 23rd March 2010 which considered the recommendations arising from the Review of Area Boards. It has the full support of Cllr Chris Williams, Portfolio holder for Communities.</p> <p>Background Community engagement and empowerment have been high on the political agenda over recent years and are likely to continue to be significant requirements for local authorities.</p> <p>Key drivers for this include the need to</p> <ul style="list-style-type: none"> • address the democratic deficit- rebuilding public confidence, making local government more transparent and accountable • increase active citizenship- to deliver more cohesive communities and increase 'social capital', • improve service quality and efficiency • deliver a fairer and more equal society. <p>The Local Government and Public Involvement in Health Act 2007 requires local authorities and other organisations to provide meaningful opportunities for involvement of a representative mix of local people using a variety of engagement activities.</p>

Statutory guidance makes it clear that appropriate engagement and empowerment should be embedded as standard practice throughout authorities, central to service delivery, policy and decision-making.

Whilst Wiltshire Council is an exemplar authority, having developed our innovative Area Boards approach and having received Green Flag status for our community engagement activities, there is much more that we can do with our partners to ensure that meaningful opportunities for involvement continue to be provided and developed.

The recent review of Area Boards concluded that the Council and partners needs to do more to ensure that a representative cross section of the community is engaged at local level. This presents significant challenges in terms of reaching out to hear the voices of the traditionally excluded and harder to reach groups and also attracting new people to our area board meetings.

The Wiltshire Voices is a two year initiative which will challenge our Area Boards to develop new and innovative approaches to community engagement and empowerment, particularly focused on engaging with hard to reach and traditionally excluded groups.

The project will bring benefits to some of the most disadvantaged people in Wiltshire. It will also both benefit and challenge the Council, its partner organisations such as the Police, the NHS, Wiltshire Fire and Rescue and the MoD as well as the voluntary sector organisations, our Town and Parish councils and community partnerships.

This project has the following objectives:

1. To ensure that Wiltshire Council and its partners continue to meet obligations under the Duty to Involve and further develop our understanding of the communities we serve, their needs and aspirations
2. To build on and further develop existing community engagement good practice as developed by the Council and its partners
3. To test out a range of approaches and techniques for widening participation and involvement of those groups who are hard to engage and traditionally excluded
4. To develop a toolkit of tested approaches to engaging with different groups.
5. To produce a resource documenting the learning from this activity for use by the Council and dissemination to other partners and local authorities

6. To direct Council and partners resources more effectively in the future, feeding into budget setting processes and targeting areas and communities of greatest need, thereby delivering services which are more responsive and better tailored to the needs of our local communities
7. To ensure that a wider cross section of the population have access to our community grants awards, to bring forward and support projects from a wide range of groups and individuals. This will contribute to narrowing opportunity gaps and further develop social capital.
8. To help deliver on our Equalities and Diversity targets e.g. gathering further data and knowledge of Wiltshire's diverse communities, supporting elected members' understanding of equalities and inclusion
9. To Developing the role of area boards in promoting equalities and inclusion, contributing to community cohesion.
10. To ensure that a wide range of perspectives are fed into community planning processes, including the work of the Wiltshire Assembly and its thematic partnerships
11. To broaden and deepen the membership and further develop the capacity of our community partnerships.

Project details

Each Area Board will be allocated £3,000 and will be challenged to develop a community engagement initiative that reaches out to the most disadvantaged groups and those with whom contact to date has been limited. Community Area Managers, equalities team, partners and Local Elected members will undoubtedly already have ideas for how this money should be targeted, reflecting gaps in attendance at Area Board meetings and local knowledge of particular groups and communities.

Our Community Area profiles, information from People's Voice, Mosaic and other information provided by our partners e.g. JSNA will help facilitate the process, providing a good understanding of the demographics of our community areas, key issues and target groups.

Once a target group or topic area has been identified, the Community Area Manager will set up a Project team which includes an elected member, a voluntary sector organisation representative, a member of a user group where possible, an appropriate partner representative and relevant professional officers. We will also have advice and support from our Equalities Team.

Phase one will involve desktop research to explore the demographics of where people are, to find out what engagement

has happened previously, the approaches to engagement which have worked best, what needs have been identified and how these could be addressed and ongoing engagement made possible through partnership working at Area Boards.

Phase two will involve direct engagement with the identified groups using a range of forms and formats, based on knowledge of what works but also allowing for the development of new and innovative approaches which we can test out together. The engagement is likely to take a variety of forms from web and technology based schemes, to video or radio work, to more traditional face to face interviews, group work and survey type activities.

All approaches will be documented in the third phase of the project in 2011-2012 and the aim is to bring these together into 'Wiltshire Voices' a life story resource which will bring the perspectives of a wide range of people into view and facilitate better understanding of needs and issues faced by people living in Wiltshire and the ways in which partners have come together to respond to these through our Area Boards.

The resources developed will include an Issue Book, tracking an issue through the perspective of one person and looking at how it was resolved. We will also produce a DVD showing a range of life stories. We will also develop presentation materials to disseminate the approach we have adopted and the learning acquired through the process.

The fourth Phase is Influence, where our work on Wiltshire Voices will be publicised to other authorities and partners. It will be promoted for use in our schools to further learning, promote good relations and understanding between different people thereby contributing to our community cohesion objectives. It will also be promoted through our libraries and through community partnerships and other organisations.

The work will have the support of the Equality and Human Rights commission and the IDEA both of whom have offered time with Wiltshire Council to develop these types of initiatives. The involvement of these partners will also ensure that the work is promoted to other authorities, thus further raising the profile of Wiltshire Council.

Please put a cross against the ambition(s) that this initiative will support	Building resilient communities	X
	Improving affordable housing	
	Lives not services	X
	Supporting economic growth	

	Safer communities	X
	Protecting the environment	
	Action for Wiltshire – combating the recession	
Amount of funding sought	£54,000.00	

<p>What will this money be spent on? (please show split between capital and revenue. For capital expenditure guidance – see Appendix 1 in the Bid Pack)</p>	<p>Total Project Cost £60,000</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Capital</th> <th>Revenue</th> </tr> </thead> <tbody> <tr> <td>18 area boards X £3,000 community engagement initiatives</td> <td></td> <td>£54,000</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>£54,000.00</td> </tr> </tbody> </table>			Item	Capital	Revenue	18 area boards X £3,000 community engagement initiatives		£54,000													Total		£54,000.00
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<p>Please describe how your initiative will support the ambition(s) indicated above, and summarise the action that will be taken</p>	<p>The initiative will support the LAW ambition of Building Resilient Communities by creating neighbourhoods where residents feel that they belong to the local community. Through reaching out to traditionally excluded and hard to reach groups we will show that their views and needs are important to the Council and its partners.</p> <p>This project will support our ambitions around Lives not Services as residents will share their views about what needs to be done to improve their local area and quality of life. This will feed into our services and ensure that they are delivered in a more responsive way. Residents involved in the project will also gain in confidence and develop new skills, contacts and networks which will have long term benefits both for themselves and for the council and its partners.</p> <p>This project will also support the development of our community partnerships into the future as the community profile information is enhanced and their membership base is broadened and deepened through contact with new people. This will in turn ensure the development of community plans with more local buy in and local relevance.</p> <p>This project will further develop the local leadership role of our elected members and community representatives, many of whom will have had limited experience or knowledge of engaging with disadvantaged groups.</p>																							

	<p>It will also improve the way in which organisations in Wiltshire work together. It will require and enable close working relationships between voluntary sector groups, Community Area Managers, Community Partnerships, equalities groups and town and parish councils.</p> <p>It will also contribute to creating stronger and more inclusive communities by bringing people together, providing opportunities for learning about each other and helping develop local solutions to identified local need.</p> <p>The project will contribute to the Council's performance on a range of National Indicators including</p> <p>NI 1- % of people who feel people from different backgrounds get on well together in their local area NI 2- % of people who feel that they belong to their neighbourhood NI 3 – Civic participation in decision-making in the local area (more people will get involved in our area boards through broader range of agenda items emerging and broader range of groups applying for grant awards). NI 4- % of people who agree they can influence decisions in their locality (as above) NI 5- overall/general satisfaction with local area NI- 140 Fair treatment by local services</p> <p>The initiative will also contribute to perceptions of safer communities as people learn more about each other and some of the barriers and misconceptions people have about each other are broken down.</p> <p>The initiative will reflect our commitment under the existing equality schemes to promote involvement , participation and engagement of diverse communities in Wiltshire, thereby increasing civic participation and local community cohesion</p>
<p>What makes this initiative a local priority (e.g. evidence from research and local support)</p>	<p>As noted previously, the Review of Area Boards carried out after the first six months of operation, concluded that in order for the Council and its partners to fully meet our aspirations to involve local people more fully in decision making, more needed to be done to engage with a wider cross section of the community in the process.</p> <p>Evidence from discussion at Chair's meetings and the recent Review of Area Boards, suggests that only a narrow cross section of people in our communities are currently represented at our Area Boards. The risks inherent in this include;</p> <ul style="list-style-type: none"> • Area Board agendas are not always reflective of the real issues and concerns of local people

	<ul style="list-style-type: none"> • Our community planning process is only informed by a limited number of voices and perspectives, the needs and aspirations of a significant number of people are not identified or reflected within it. This can lead to disillusionment, lack of buy in to community partnerships and residents feeling that they do not have a say or a stake in community plans and the decisions that affect them. • Public funding is targeted at the wrong local priorities • Access to our community grants pot will be limited to those groups and organisations used to participating and developing funding applications e.g. parish and town councils and large charitable organisations. This does not enable the council to effectively target its resources to narrow existing gaps in opportunity and to address inequality • Significant issues affecting specific groups in the community may not be identified or addressed, affecting residents' quality of life and impacting negatively on community cohesion. • The Council fails to meet its duties and targets around equality and inclusion under the equality schemes, and will not be able to enhance our commitment to promote the right to civic participation under the human rights regulations • Our services are designed around the needs of a few • We may not be making best use of the information and expertise provided by our partner agencies, organisations and voluntary sector groups.
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<p>How will you know you have been successful?</p>	<p>We will know we have been successful when we have</p> <ul style="list-style-type: none"> • Brought together a range of partners onto our Project teams • Identified target groups in each community area, in consultation with elected members, community partnerships and our partners in both the statutory and voluntary sectors and user groups and through the use of MOSAIC and other demographic datasets at our disposal • Researched past and current initiatives and incorporated the learning and best practice from these into new collaborative ways of working • Designed engagement initiatives across our Area Boards in consultation with our partners as above • Secured the participation of representatives of target groups in the initiative • Developed mechanisms and approaches which work and document these • Continued involvement of groups in our area board processes • Altered over time, the overall profile of those participating in
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	<p>our Area Boards process (this is wider than attendance at Area Board meetings, it also includes participation in using our issues system, participation in community events, participating in agenda setting, participating in community planning and in the work of our community partnerships and the online community networking resource proposed by WFCAP)</p> <ul style="list-style-type: none"> • Altered over time the overall profile of those applying for community grants and the target groups funded. • Have developed a learning resource drawing upon the engagement experiments, documenting real people's experiences and what works in terms of securing their ongoing engagement • Seen realignment of our services and those of our partners to better address local needs • seen improvements in the percentage of people feeling overall satisfaction with their area, that they have a say in their local community, that people from different backgrounds get on well together and that they belong to their neighbourhoods and can influence decisions in their local area (National Indicators as above) • Shared our learning with other partners and local authorities • Improved trust and confidence of diverse communities in the Wiltshire council and public services overall
<p>How will you measure the impact? (may have more than one measure)</p>	<ul style="list-style-type: none"> • 18 inclusion/engagement projects will be trialled • There will be a greater diversity of voices and perspectives heard at our Area Board meetings. For example in Warminster, community radio brings the voices of local people into the Area Board meetings, on a range of items. • There will be more locally generated agenda items at Area Boards • There will be an increase in the number of issues reported through our issues system by the target groups identified • There will be an increase in the number of grant applications received from the target groups • There will be an increase in the representation of target groups at our Area Board meetings, either directly or through advocates • We will measuring requests for our learning resource DVD • We will monitor the changing Profile of community Area Networks • We will monitor the membership of our Community Partnerships • Our community plans will be more reflective of local communities.

<ul style="list-style-type: none"> • What is your improvement target (s), and when do you expect to achieve this/these? 	<p>The improvements targets are</p> <ul style="list-style-type: none"> • Improvements will be measured through the above methods. Whilst this is still early in the operation of our Area Boards and our baseline figures have not as yet been produced, we will be working on this over the next year and will be able to measure improvements as we go forward. • We will also monitor the scores for NI's 1,2,3,4,5 and 140. If this project or some of the elements of it are successful, there will be an increase in all of these results. <p>These NI's are monitored by the Place Survey. The next one takes place in 2010 which may be too soon to see improvements generated by this project. Following this, the survey will be repeated in 2010 which may be ideal timing in capturing the success of this project.</p>
<ul style="list-style-type: none"> • How will you ensure that the improvement continues after the end of the initiative? 	<p>We will ensure that the improvement continues at the end of the initiative by</p> <ul style="list-style-type: none"> • Working more effectively with our partners to share information and undertake joint consultation and engagement activity • Adding the names of those who have participated onto our Community Area Networks (our databases of local contacts) to which we send regular information and seek feedback on the operation of our area boards and request agenda items. • Monitoring the profile of those on our CAN with a view to developing a more representative sample • Ensure that those who have participated receive our regular Just a Minute newsletters giving information about our area boards, grants awarded and agendas and details of future meetings • Use the techniques and approaches which have been tested on an ongoing basis, allowing for their further development and refinement • Continue to monitor the participants at our area board meetings and the types of agenda items coming to our Area Boards • Link those participating in the engagement initiative into our community partnerships • Monitor the distribution of our community grants and the types of projects and groups funded on an annual basis • Monitor the levels of community engagement in our community partnerships and community planning processes

	<ul style="list-style-type: none"> • Share learning across the council and with our partner agencies such as NHS Wiltshire and other organisations and authorities • Use Mosaic and other research tools tools to help identify target groups and communities and ensure representation of a wide cross section of people in the Area Boards process on an ongoing basis.
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<p>Who will benefit from this initiative?</p>	<p>We anticipate that a wide range of people will benefit from this initiative as we target groups such as</p> <ul style="list-style-type: none"> • Young people • Older people • Black and Ethnic Minority residents • Disabled people including people with sight and hearing impairments • People with limiting long term health conditions • Gypsy and traveller communities • Social housing tenants • People with Learning Disabilities • Carers • LGBT people • Victims of Anti-Social Behaviour • Army families • Migrant workers • Homeless people • Stroke Victims • People with mental health difficulties • People receiving home care • Boating communities • Single parents • NEETS <p>There will also be benefits for the Council and its partners in terms of increased knowledge about our local communities, delivery on our equality and diversity targets, increased understanding of local need and the opportunity to design our services and allocate resources more effectively in response to these.</p> <p>There will be benefits for a range of local voluntary groups and organisations as we involve them in scoping and running community engagement initiatives. This will include opportunities for closer working and collaboration, sharing of resources and knowledge and securing future funding for projects.</p> <p>The project will have benefits for our elected members in terms of broadening their experiences of working with different groups and</p>
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	<p>communities. This will support and reinforce our equalities commitments to provide training for elected members in equality and diversity issues. The project will also promote our elected members in their community leadership roles.</p> <p>Our partners and other authorities will benefit from this initiative as we disseminate the good practice and share the learning from Wiltshire.</p> <p>Our authority is also likely to benefit in terms of enhanced reputation. We are well placed to spearhead this type of learning, as we are already recognised as a leading authority in community engagement and empowerment.</p>
<p>Confirm no unfunded commitments from this initiative</p>	<p>I confirm that there will be no unfunded financial commitments arising from this initiative.</p>
<p>What are the key risks to success and how will these be managed?</p>	<p>.The key risks are that</p> <p style="padding-left: 40px;">Some engagement initiatives will fail to produce wider or sustained engagement of particular groups.</p> <p>This risk will be managed by</p> <ul style="list-style-type: none"> • Involving key partners at an early stage to draw upon their knowledge experience and expertise e.g. carers organisations or gypsy and traveller liaison services. • Accepting that not all groups will want to be fully engaged on an ongoing basis but will have knowledge and information about how to get involved should they wish to. It is also important that we recognise that the process of engagement is as important as the outcome. • Allowing for advocacy and experts in particular fields to help input on behalf of these groups. <p>There is a risk that our partner organisations will not engage in the process</p> <ul style="list-style-type: none"> • This risk is unlikely to materialise as there are significant benefits for all partners in participating in the project. We have already demonstrated good partnership working in responding to the information provided in the JSNA and in our work with the Police and town and parish councils around Community Speedwatch and other local initiatives. We are keen to develop our partnership working with the Mod and to look at the need of army families in particular.

Who will manage the initiative	The initiative will be managed by The Area Boards Team Contact Mary Cullen Team Leader Area Boards Team (south) 01722 434260

Signed:

Cllr Chris Williams, Wiltshire Council Portfolio Holder for Communities (on behalf of All Area Boards)



Dated:

Wilton Community Area Partnership

Annual Workplan 2010/11

CAPA commitments	Proposed initiatives and activities
<p>Partnership Development <i>"To establish and maintain a Partnership, WILCAP Committee and Thematic/Work Groups, as necessary"</i></p>	<p>WILCAP Committee Nominations to be sought from community groups, organisations and interested individuals. WILCAP Committee to be appointed at an AGM in September.</p> <p>Action Groups WILCAP will form Action Groups as and when they become necessary in consultation with the community. Initially these Action Groups are likely to include;</p> <ul style="list-style-type: none"> • Broadband in Rural Areas • Rural Housing <p>New Groups Through plans for more direct engagement in 2010/11, we will explore the degree of interest in setting up new Action Groups as issues arise or opportunities present themselves.</p> <p>WfCAP Wilton Community Area Partnership will continue to support WfCAP and will be appointing representatives to attend the new WfCAP Forum.</p> <p>Developing the Partnership During the next six months after relevant consultation with appropriate Council Officers we will be planning some community events to help gauge community feeling on a range of issues that will give WILCAP a specific direction in its first year– the results will help shape a further plan of action for the second half of the year and allow us to lay foundations for updating the Community Plan & identify new local priorities.</p> <p>We have already established that a Website will assist WILCAP publicise itself and communicate with relevant stakeholders. A website will also help to raise the profile of WILCAP and provide a useful community resource. Work has already begun on this aspect of developing the partnership.</p> <p>WILCAP to promote Wilton as the centre of the local Community Area. WILCAP needs to be seen as a genuine community. To do that it means promoting the facilities and services in Wilton to encourage residents within the CAP to think more about Wilton as their closest centre.</p>

Please post your Annual Workplan and Claim Form for running costs to:
 Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council,
 County Hall, Trowbridge BA14 8JN

<p>Accountability <i>"To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis."</i></p>	<p>Community Accountability. The WILCAP Committee recognises that the Partnership must become more visible and has to increase awareness across the Community Area. WILCAP is visible and accountable through the Area Board and the Partnership would like to work with the Board and Community Area Manager to enhance the role and accountability of the Partnership in local decision making. The WILCAP website will allow publication of minutes of meetings and greater transparency in work plans to further improve accountability.</p> <p>Community Engagement We intend to plan relevant stakeholder events when appropriate to connect with:</p> <ul style="list-style-type: none"> • The Wider Community • Local organised groups-after consultation with County Officers. • The Wilton Vision Group/other parishes contained within WILCAP. <p>The results will help us explore what's already happening and shape our plans for the future. In addition we aim to use events already in the community calendar such as markets and festivals to promote the Partnership and to consult directly.</p> <p>Promoting the Partnership. Our aim is to increasingly promote the Partnership as the direct link to and from the community area for partner organisations and as a means of addressing and adding weight to local issues before making application to the Board and Council. It is planned to establish a link with the local newspaper to both publicise events and achievements and the plans to create a community website will further increase awareness and interest.</p> <p>Support of the local community. WILCAP will strive to establish credibility with the Area Board, with Wilton Town Council, Parish Councils in the WILCAP area and with Wilts Council but we need to continue to raise the profile within the wider community by publicising successes and motivating local action.</p>

Communication

"To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers."

Communication with the wider community.

We will continue to use occasional newsletters and to place articles in other local publications to provide an account of our activities to date and to encourage wider involvement.

We also plan to consider a WILCAP publicity pamphlet and to better use the media for press releases and placed articles.

It might well be beneficial to offer a report about WILCAP to parishes at their annual parish meeting.

WILCAP Website

We may want to use some funding to develop a website that we intend to use as a community resource with links that can help the community help itself. For example, we want to encourage our community area to make use of the Issue Reporting system; and to encourage a wider spread of groups to access community grants.

Affiliated Organisations.

We do not claim to have any formal affiliations but we do have direct links with other organisations through the personal involvement of WILCAP Committee members and engagement of partner agencies on the Committee Notably:-

- Parish Councils
- Wilton Town Council
- Extended Schools Service
- Library Service
- MoD
- Wilton Estate
- Neighbourhood Policing Team
- NHS Wiltshire
- Wiltshire Council
- Wilts Fire Service
- All Faith Groups

Communications Database.

We plan to establish a data base of local organisations. We will use this as a starting point for establishing a genuine network of local organisations and groups, using more electronic means where appropriate and facilitating a two-way exchange of relevant information, skills and ideas.

We continue to use the offices of the Community Area Manager to distribute information.

We recognise though that personal networking on the part of the WILCAP Committee is still the most effective form of communication and means of soliciting involvement.

<p>Consultation</p> <p><i>"To consult widely on a range of socio-economic issues including the holding of public engagement events and activities."</i></p>	<p>Consulting the Community</p> <p>It is envisaged that future community events will bring WILCAP & Area Board Members together with the Town and Parish Councils and their planners and then with a wider Stakeholder Group. Events will be aimed at raising awareness, exposing issues and identifying opportunities.</p> <p>Meetings with Partners</p> <p>WILCAP will look to attend meetings at each of our Parish Councils to both promote awareness and to consult directly. Other meetings will be arranged to pursue a more active dialogue, further partners and co-ordinating forums (e.g. schools)</p>
<p>Community Planning</p> <p><i>"To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations".</i></p>	<p>Developing The Community Plan</p> <p>The plan format is designed to be flexible, and changes can be made to keep it a dynamic document. In consultation with our Town and Parish Councils and Stakeholders we intend to review the priorities for action and to assess where local issues can best be supported and to identify areas where further research is called for. WILCAP will take careful note of any Parish and Community Plans that are already in existence.</p>
<p>Local action</p> <p><i>"To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where appropriate."</i></p>	<p>Championing & Delivering Projects</p> <p>WILCAP will be proactive in its search for relevant issues to support. We shall also be looking for new partnerships to move forward on key areas identified in the Community and Parish Plans or through our engagement programme.</p> <p>What do we expect to achieve this year?</p> <p>We fully expect to establish an effective website and to create a working contacts database as part of our awareness strategy.</p> <p>We will consult with Council Officers regarding the range of data available that may help to establish areas/issues within local communities that WILCAP can help to move forward.</p> <p>We want to establish effective contacts with the Parishes contained within the Wilton Community Area Partnership, with a view to assisting them move forward issues they may have identified.</p> <p>We will work with the Area Board, the Community Area Manager and WfCAP to promote and firmly position WILCAP and the Community Plan within the local decision making process.</p> <p>We will develop supporting publicity and display material to make WILCAP more visible through local level meetings and public events.</p> <p>We will seek to develop partnership opportunities across the community area and establish closer relationships with</p>

	<p>established forums and groups.</p> <p>Funding. WILCAP wishes to apply to the Area Board for £6000:00 to support its operation during the year 2010-11</p>
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Community Area Partnership Agreement 2010/11:

Claim for running costs

Your Details:

Name:	Peter Edge
Partnership:	Wilton Community Area Partnership (WilCAP)
Address:	99 North Street Wilton SP2 0HP
Phone:	01722 742667
Email:	Peter@pedge.net

Bank Account Details:

Account name:	Lloyds TSB
Sort code:	
Account no.	
Balance of funds at beginning of year:	£

Details of Claim:

	Cost:
Administrator / Project Officer (inc travel) costs: <i>Admin & running costs for appointing administrator (12 meetings), minute taking, accounts etc.</i>	£1,000
Consultation activities, public events, analysis, etc: <i>Reviewing and updating old CAP plan (consultations, road shows & informative meetings with community groups)</i>	£1,500
Advertising & promotion (inc websites): <i>Website setup & development, advertising in parish & community magazines</i>	£1,000
Plans, questionnaires, other printing costs: <i>Community surveys and consultations</i>	£750
Office expenses, consumables, etc.: <i>Office running costs, stationary, insurance</i>	£1,000
Other costs: <i>WilCap meeting costs</i>	£600
Total claim for year	£5,850

I confirm that the costs claimed for here will be incurred by the [insert] Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2010/11 and hereby apply for the first 50% of the funding to be released.

Signed: Date:

Please post your Annual Workplan and Claim Form for running costs to:

Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall,
Trowbridge BA14 8JN

SOUTH WEST WILTSHIRE AREA BOARD

Item No. 15

Please note: this is a working document which is subject to change due to availability of relevant Officers/Partners and relevant time scales.

Date	Cabinet Member Attending	Location	Area Board Agenda Main Items
13 October 2010	Cllr Fleur de Rhe-Philippe	The New Remembrance Hall, Charlton	<ul style="list-style-type: none"> Local Transport Plan Car Parking Strategy – to report on the outcome of the consultation Parish Steward Scheme Face to Face Services Local Transport Plan Funding Allocation – to consider proposals for transport schemes 2011 Census <p>Chairman’s Announcements to include:</p> <ul style="list-style-type: none"> Wiltshire Local Transport Plan Strategy Consultation <p>Standard items including Partner and Parish Council Updates, Local Issues and Community Area Grants.</p>
8 December 2010	Cllr Lionel Grundy	Dinton Village Hall	<ul style="list-style-type: none"> Budget Consultation CAPs – (community area plan and request for third tranche of funding) Results of Community Flooding Consultation Standards Committee presentation

			<p>Chairman's Announcements to include:</p> <ul style="list-style-type: none"> • Draft Wiltshire Local Transport Implementation Plan • Consultation on Waste Sites – consultation on the plans for waste disposal sites over the next 15/20 years <p>Standard items including Partner and Parish Council Updates, Local Issues and Community Area Grants.</p>
9 February 2011		Mere Lecture Hall	<ul style="list-style-type: none"> • Outcome of Leisure Facilities Review <p>Standard items including Partner and Parish Council Updates, Local Issues and Community Area Grants.</p>

Community area manager: Richard Munro (Richard.munro@wiltshire.gov.uk)
Democratic services officer: Lisa Moore (lisa.moore@wiltshire.gov.uk)
Service director: Graham Hogg (graham.hogg@wiltshire.gov.uk)