Wiltshire Council
Where everybody matters

AGENDA

Meeting: CHIPPENHAM AREA BOARD

Place: Council Chamber, Monkton Park Offices, Chippenham

Date: Monday 3 June 2013

Time: 7.00 pm

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

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

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

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

Please direct any enquiries on this Agenda to Sharon Smith, on 01225 718378 or email sharonl.smith@wiltshire.gov.uk
Or Victoria Welsh (Chippenham Community Area Manager), direct line 01249 706446 or (email) victoria.welsh@wiltshire.gov.uk

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

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

Wiltshire Councillors

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

Items to be considered	**Time**
1 **Election of Chairman**	**7:00 pm**
To elect a Chairman of the Area Board for the forthcoming year.	

2   **Election of Vice Chairman**

To appoint a Vice Chairman of the Area Board for the forthcoming year.

3   **Apologies**

4   **Declarations of Interest**

Councillors are requested to declare any pecuniary or non-pecuniary interests or dispensations granted by the Standards Committee.

5   **Appointment to Outside Bodies and Working Groups** *(Pages 1 - 30)*

To appoint members to Outside Bodies and Working Groups of the Area Boards.

6   **Next Meeting**

The next agenda planning meeting will take place immediately following this meeting in Committee Rooms A and B. Any parish or town council representative interested in attending should contact the Community Area manager or the Chairman.

The next meeting of the Board will take place at **7pm** on **Monday 1 July 2013**. The meeting will be held at **Goss Croft Hall, Startley Rd, Upper Seagry SN15 5HD**.

Future Meeting Dates

Monday 1 July 2013
Goss Croft Hall, Startley Rd, Upper Seagry SN15 5HD

Monday 2 September 2013
Council Chamber, Monkton Park Offices, Chippenham

Monday 4 November 2013
Hardenhuish School, Chippenham, Wiltshire

Wiltshire Council
Where everybody matters

Chippenham Area Board
03 June 2013

Appointments to Outside Bodies, and Constitution of and Appointments to Working Groups 2013/14

1.   Purpose of the Report

1.1.   To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2013/14.

2.   Background

2.1.   The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at Appendix A. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.

2.2.   Similarly, the Area Board is invited to reconstitute the Working Groups set out at Appendix B, with the Terms of Reference set out at Appendix C, and to make appointments to these groups. These appointments are for 2013/14.

3.   Main Considerations

3.1.   In 2010, all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.

3.2.   Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups were established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.

3.3.   Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4.   Financial and Resource Implications

4.1.   None.

1

5. **Legal Implications**

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

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

6. **Environmental Impact of the Proposals**

6.1. None.

7. **Equality and Diversity Implications**

7.1. None.

8. **Delegation**

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

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

9. **Recommendation**

9.1. The Area Board is requested to:

a. appoint Councillor representatives to Outside Bodies as set out at Appendix A.

b. agree to reconstitute and appoint to the Working Group(s) as set out at Appendix B.

c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

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Senior Democratic Services Officer
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E-mail: sharonl.smith@wiltshire.gov.uk

Appendices:

Appendix A – list of appointments to Outside Bodies
Appendix B – list of appointments to Working Group(s)
Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

WILTSHIRE COUNCIL OUTSIDE BODIES

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	On the Web
Chippenham Borough Lands Charity	Area Board - Chippenham	Represent the Council	The Charity's income can be used by, or for the benefit of, the inhabitants of the Parish of Chippenham for: • Relief of the aged, sick, disabled or poor; • Provision of facilities for recreation or other leisure time occupation; (subject to satisfying the Recreational Charities Act 1958 Section 1) • The advancement of education; • The promotion of any other charitable purpose	?	Yes	2	Yes
Chippenham Community Area Partnership	Area Board - Chippenham	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Yes
Chippenham Youth Advisory Group (YAG)	Area Board - Chippenham	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Yes
Kingsley Road Community Hall Association	Area Board - Chippenham	Small committee that needs as much support as possible	To provide a community hall available for all the community to hire - Chippenham	3 meetings per year	Yes	As many interested people as possible	Yes
Lyneham Steering Group	Area Board - Chippenham	Wiltshire Council has been working closely with the military on the programme to understand all the military changes taking place in the county and the impact this will have on council services and partners.	The main purpose of this group will be to bring together community and economy related groups who will be affected by the closure of RAF Lyneham to provide a 'voice' for their particular concerns and resolve issues, where possible.	Every 6 weeks	Yes	1	Yes
Chippenham Vision	Area Board - Chippenham	To Bring together private and public sector bodies to drive forward development	Co-ordination of regeneration of Chippenham	6 Meetings per year	No	1	Yes
Cherish Chippenham	Area Board - Chippenham	To Bring together private and public sector bodies to drive forward development	Co-ordination of regeneration of Chippenham Town Centre	12 Meetings per year	No	1	

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	On the Web
The Nature of It	Area Board - Chippenham	To represent the Council.	The Nature of It create opportunities for learning, skills development & therapy through growing projects, outdoor engagement and the creation of sustainable native & natural environments. Our trustee/steering group give direction on the ethics of the organisation & ensure that all of our activities represent an unmet need & social good	1 meeting per quarter	No	1	

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Appointments to Working Groups
Chippenham Area Board

Community Area Transport Group (CATG):

- Chippenham Area Board representative (Cllr Desna Allen)
- Chippenham Area Board representative (Cllr Bill Douglas)
- Chippenham Area Board representative (Cllr Nina Phillips)
- Chippenham Town Council representative (Cllr John Scragg)
- Grittleton Parish Council representative (Cllr Lesley Palmer)
- Christian Malford Parish representative (Cllr Nigel Fairley)
- Biddestone & Slaughterford Parish representative (Cllr Mary Mullens)
- Chippenham Vision representative (Tim Martienssen)
- Chippenham & Villages Area Partnership (ChAP) representative (Julia Stacey)
- Wiltshire Council Highways - Area Highways Engineer (Paul Bollen)
- Wiltshire Council Highways - Divisional Highway Manager (Steve Cross)
- Wiltshire Council Highways - Principal Highways Engineer (Martin Rose)
- Wiltshire Council Highways – Principal Highways Planner (Spencer Drinkwater)
- Community Area Manager (Victoria Welsh)

Campus Development Team (formerly Shadow Community Operations Board):

- Wiltshire Council – Transformation (Andrew Foster)
- Chippenham Area Board representative (Cllr Mark Packard - Cllr Howard Greenman as deputy)
- Parish/Town Council representative (Cllr David Powell)
- Education and Young People representative (Lynn Evans)
- Patient Liaison Group representative (Ian Bridges)
- The Rise Trust representative (Pauline Monaghan)
- CAVE representative (Nicholas Murray)
- Rotary representative (Graham Stow)
- Wider Community and ChAP representative (Julia Stacey)

Deputies

- User and Community Group representative (Mike Braun)
- Wider community representative (Andy Inkpen)
- Education and Young People representative (Sarah Flack)

Chippenham Community Safety Group (formerly Night Time Economy Group)

- Chippenham Area Board representative (Cllr Peter Hutton)
- Chippenham Town Council representative (Cllr Nina Phillips)
- Chief Executive, Chippenham Town Council representative (Sue Wilthew)
- Chippenham Sector Inspector (Inspector Phil Stayning)
- Chippenham NPT Sgt (Sgt Phil Connor)
- Chippenham NPT Beat Manager (PC Paul McQuillan)
- Street Pastors representative (Mal Munday)
- Chippenham & Villages Area Partnership representative (Julia Stacey)
- Community Safety Manager, Wiltshire Council (Mark Rippon)
- Senior Licensing Officer, Wiltshire Council (Linda Holland)
- Community Area Manager, Wiltshire Council (Victoria Welsh)

Skatepark Task Group:

- Chippenham Area Board representative (Cllr Desna Allen)
- Chippenham Area Board representative (Cllr Peter Hutton)
- Chippenham Area Board representative (Cllr Nina Phillips)
- Community representative and ChAP Project Coordinator (Julia Stacey)
- Community representative and youth worker (Dick Stanger)
- Community representative and experienced skater (Andrew Milner)
- Community representative and parent of skateboarder/BMX rider (Brett Conway)
- Strategic Project and Development Manager, Wiltshire Council (Mark Hunnybun)
- Head of Service Delivery, Chippenham Town Council (Adrian Jones)
- Chippenham Vision Board Director, Wiltshire Council (Tim Martienssen)
- Play and Leisure Strategy Officer, Wiltshire Council (Colin Brown)
- Senior Public Protection Officer, Wiltshire Council (John Freegard)
- Community Area Manager, Wiltshire Council (Victoria Welsh)
- Youth Development Coordinator, Wiltshire Council (Richard Williams)

Older Peoples Development Working Group:

- Area Board representative (Cllr Nina Phillips)
- Area Board representative (Cllr Chris Caswill)
- Chippenham Town Council representative
- Community representatives (Wendy Barker, Allison Davis, Martin Eggleton, Andy Gubbins, Marion Maclean-Ives)

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

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

Officer Support

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

Terms of Reference

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

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

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

    (Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

    (Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

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

    (Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

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

    (Cabinet Member Decision HT-027-11)

5.   Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

6.   Other decisions

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

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1   Background

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

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

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

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

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

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

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

2   Campus Management Principles

The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:
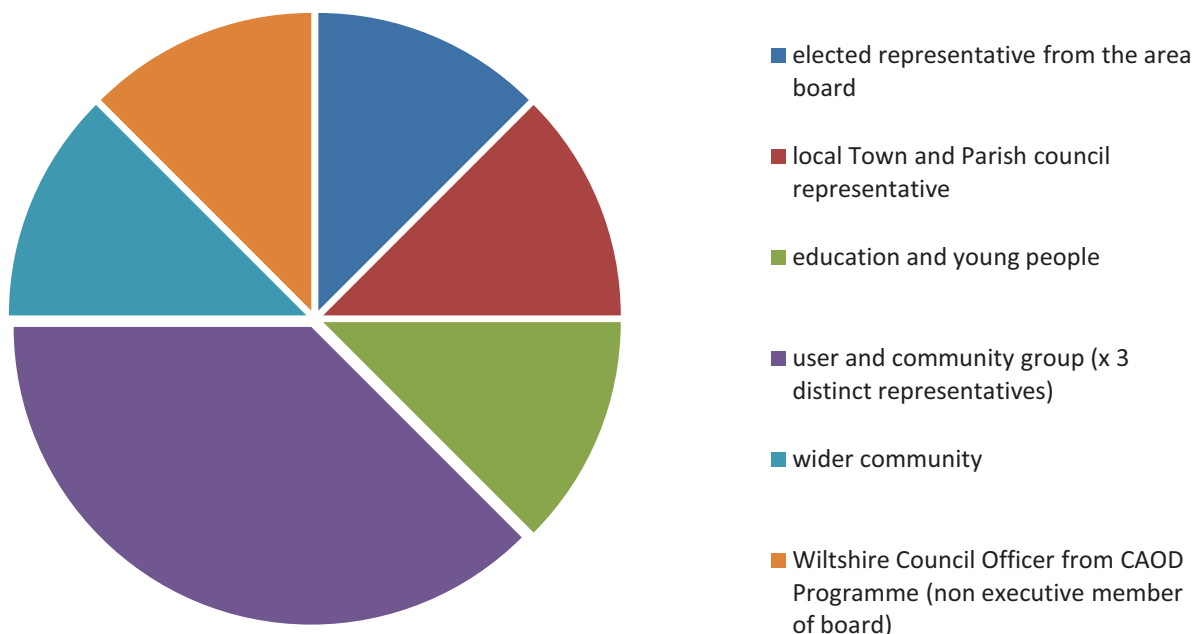
(i)   Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
(ii)   Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
(iii)   Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
(iv)   Share the accountability for service delivery with the community and partners.

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(v)   Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.

(vi)   Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement

(vii)   Make specific provision for accessible opportunities for partnership working.

(viii)   Provide accessible local decision making processes and governance structures.

(ix)   Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.

(x)   Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

3   Membership

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

- ■ elected representative from the area board
- ■ local Town and Parish council representative
- ■ education and young people
- ■ user and community group (x 3 distinct representatives)
- ■ wider community
- ■ Wiltshire Council Officer from CAOD Programme (non executive member of board)

(i)   There will be one representative for each party identified.

(ii)   The board will need to nominate a chairperson at its inaugural meeting.

(iii)   The board will need to determine if the suggested representation appropriately reflects the description of the party.

(iv)   There will be up to three representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.

(v)   The Wiltshire Council liaison representative will be an officer from the Campus and Operational Delivery Programme team and will be invited to sit on the board as a non-executive party.

(vi)   Each party should endeavour to be represented at each formal meeting.

(vii)   Each executive party will have equal rights.

4   Roles and responsibility

4.1   Community leadership & engagement

(i)   On behalf of the Area Board, provide effective community leadership and accountability for the preliminary management project and ensure the workstream principles are met.

(ii)   As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications plan complements the wider strategic communications plan.

(iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.

(iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

4.2 Responsibility for outcomes

(i) To define community need and make recommendations to the Area Board over facility specification and operations.

(ii) Support the Area Board in the delivery of the campus building.

(iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.

(iv) Influence the campus design and specification where appropriate by recommendation to the Area Board

(v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

4.3 Project coordination and reporting

(i) To develop a community led action plan that clearly set**s** out the approach the shadow board will take and seek Area Board approval for this

(ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan

(iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.

(iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet

(v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.

(vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion

(vii) Partner role in the wider not for profit distributing management options and governance appraisal

4.4 The role of Wiltshire Council

(i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the preliminary management project.

(ii) There may be elements or decisions required within the preliminary management project that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board

(iii) The Council will endeavour to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

5 Outcomes

(i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.

(ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.

(iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

6 Confidentiality

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

7   Governance Arrangements

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

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

Preliminary Management Project Governance Arrangements
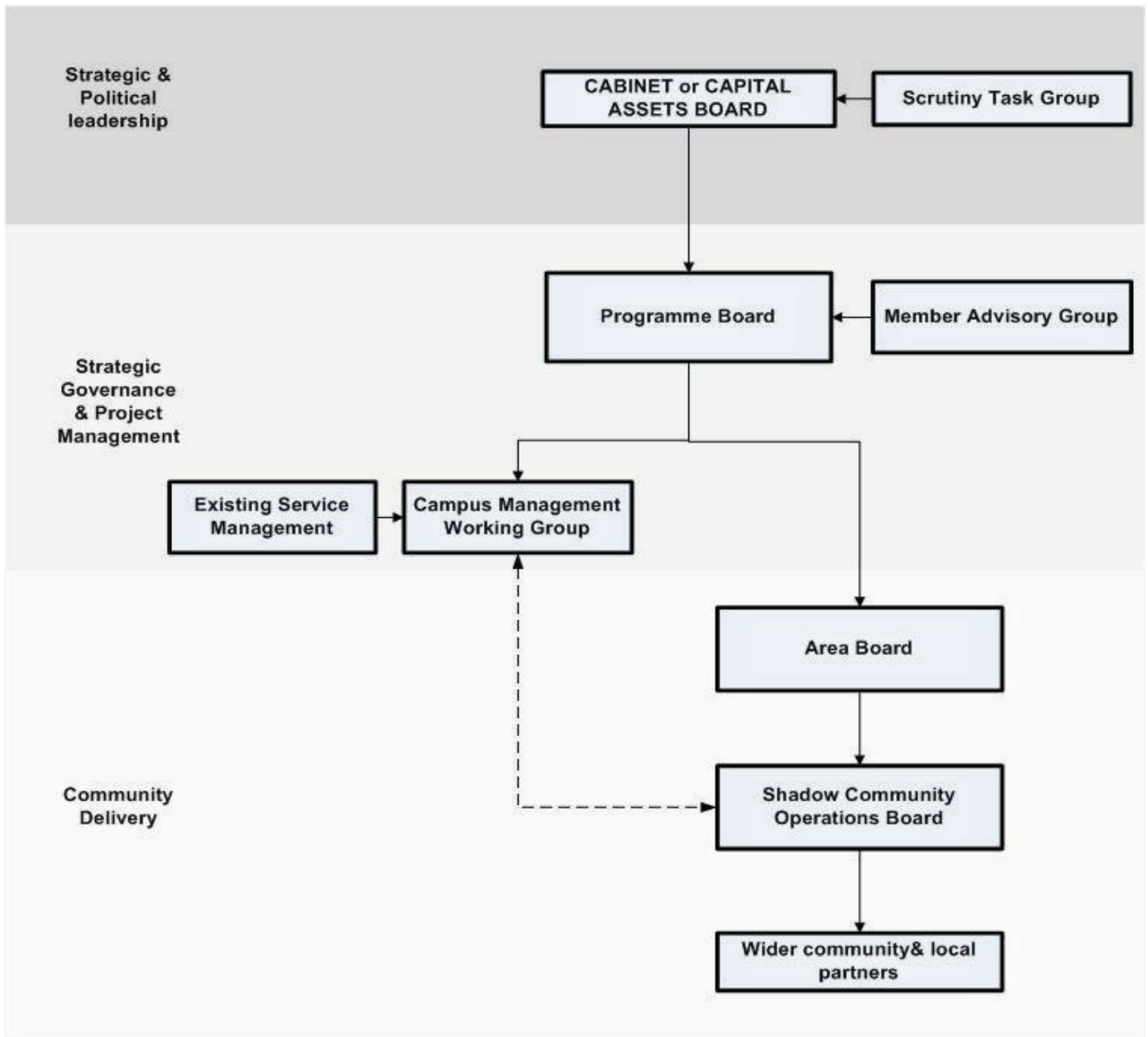
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Chippenham Crime & Community Safety Group
Terms of Reference

Membership of the Crime & Community Safety Group

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

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

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

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

- **Street Pastor**
  - One representative

- **Community Partnership**
  - One representative

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

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

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

The group will normally be chaired by a Wiltshire Councillor.

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

Chippenham Crime & Community Safety Group
Terms of Reference

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

Appointment of Crime & Community Safety Group Members

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

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

Media Relations

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

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

Meetings

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

Officer Support

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

Chippenham Crime & Community Safety Group
Terms of Reference

Terms of Reference

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

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

Chippenham Crime & Community Safety Group
Terms of Reference

Terms of Reference

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

It was agreed that there should be a particular focus on increasing public confidence and satisfaction in 2012.

Chippenham Skatepark Task Group (STG)
Terms of Reference

Membership of the Skatepark Task Group (STG)

The Skatepark Task Group (STG) will normally be made up of not more than 10 members from the following groups:

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

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

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

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

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

Appointment of STG Members

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

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

Media Relations

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

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

Chippenham Skatepark Task Group (STG)
Terms of Reference

Meetings

It is recommended that the STG meet at least four times a year. It should be noted that STG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council and Chippenham Town Council.

Terms of Reference

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

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

May 2012

Chippenham Skatepark Task Group (STG)
Terms of Reference

Appendix A

Terms of Reference

1. To install a Skatepark facility in Chippenham

2. Identify sites

3. Negotiate with landowners

4. Consult with members of the public

5. Consult and work with young people

6. Invite experts/professional as required

7. To make recommendations to the Area Board

May 2012

Wiltshire Council

Where everybody matters

Wiltshire Council:

Terms of Reference for the Chippenham Older People
Care Development Working Group

V1.0

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<u>Contents</u>

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This Terms of reference was adopted on 9th July 2012

1. BACKGROUND

1.1. This document is the Terms of reference for the above mentioned working group.

1.2. The representatives on the board are people nominated through the Area Board who have volunteered to ensure that these new facilities will reflect the views of the community and wish to take an active role in their development.

2. OBJECTIVES

2.1. The Working Groups objectives are as follows:

- To ensure that the community have an opportunity to understand and inform the development
- To ensure the development and its associated facilities meets the needs of local community
- To support the integration of the development with local services
- To provide a consultative voice for local people
- To reflect service user views and opinions
- To ensure that the nature of the development is reflective of person centred services
- To promote interest in the scheme within the community and for the working group members to act as local champions for the scheme
- To support the Area Board on development of the care accommodation build and report progress at regular intervals

3 MEMBERSHIP

3.1 Membership of the Working Group will be determined locally but could consist of a selection of the following:

3.1.1 <u>The Surrounding Community</u>: 3-4 representatives;
3.1.2 <u>Church Leaders</u>: 1-2 representatives;
3.1.3 <u>The Successful Development Partner</u>: 1 representative;
3.1.4 <u>Care and Support Provider</u>: 1 representative;
3.1.5 <u>Health / GP</u>: 1 representative;
3.1.6 <u>Voluntary Sector</u>: 1-2 representatives;
3.1.7 <u>Local Councillors</u>: 1-2 representatives;
3.1.8 <u>Community Area Manager</u>: 1 representative;
3.1.9 <u>The Council</u>: 2 representatives;

3.2 The Surrounding Community representatives will be nominated and appointed through the Area Board. Such representatives should be selected so as to ensure adequate representation from distinct interest groups within that sector.

3.3 The Members may be changed but the Working Group must be informed.

3.4 If a member representative fails to attend 3 consecutive meetings of the Working Group, the Full Members may vote to remove that member representative from the Board;

3.5 Sub-groups of the working group (consisting of up to 6 people) may be formed to take forward specific elements i.e. the appointment of a developer contractor (quality and technical submission only) and the finalisation of the design due to the need to progress various elements within a timely fashion. However, progress reports will be submitted to the full Working Group to ensure continued involvement and engagement.

3.6 Volunteers for sub-groups will be sought from the Working Group members and the membership of each sub-group will be approved and ratified by the Area Board.

4 CHAIR

4.1 Upon establishment of a working group, a chairman will be nominated and seconded by the members.

4.2 In the event that the chairman is absent, a council representative will chair the meeting.

5. ROLES AND RESPONSIBILITY

The Working Group is responsible for:

5.1 The strategic direction and planning of services, including:

5.1.1 Agreement of the development / implementation plans for each service within the remit of the Working Group;

5.1.2 Promoting and supporting the development / implementation plans to the community.

5.1.3 Ensuring that the views of the community are expressed and properly represented.

5.1.4 Inputting into the selection of a developer (quality and technical submission only), design, service specification and construction plan for the new development. Please note that the Council has a duty to ensure best value and therefore whilst views are welcomed and encouraged, there may be instances where the Council must override views from the local community to ensure the financial viability and deliverability of the scheme.

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5.1.5 Development of partnership working between the community, the developer, the Council and key stakeholders.

5.1.6 Ensure that the area board is kept informed of the progress at periodic intervals

5.2 <u>The Role of Wiltshire Council</u>

5.2.1 The Council will retain overall responsibility for the delivery of this project, including the definition of service delivery and appointment of partner organisations.

5.2.2 Certain decisions may be required to be taken by formal Council committee's due to delegated authority restrictions. Working group members will be informed of this on a case by case basis as they arise.

5.3 <u>Working Group (Governance Structure)</u>

5.3.1 This Working Group forms part of the consultation process and will meet once at least quarterly, although the frequency may be increased at key stages of the project.

5.3.2 Any Member of the working group may ask the Chairman to include an item on an agenda for a meeting provided that such a request is made at least 4 days in advance of the meeting at which it will be discussed;

5.3.3 The content and order of items on the agenda and the amount of time allocated to each one will be set at the discretion of the Chairman.

5.3.4 The Council will provide administrative support for these meetings, which will include assistance with arranging meeting times / venues and the production of minutes.

5.4 <u>Recording</u>

5.4.1 Minutes will be taken at each working group meeting and used as a record of the meeting.

5.4.2 The minutes will be written up and circulated to all members within 10 working days of the meeting.

5.4.3 All minutes will be approved at the next meeting by the members and the chair.

6   CONFIDENTIALITY

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

6.2   Please note that working group members will only be involved in the quality and technical aspects of the tender evaluation to select a preferred development partner. The commercial or price submission will be evaluated by officers of the Council only.

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