

AGENDA

Meeting: BRADFORD ON AVON AREA BOARD
Place: Westwood Social Club, Lower Westwood BA15 2AP
Date: Wednesday 19 June 2013
Time: 7.00 pm

Including the Parishes of Limpley Stoke, Winsley, Monkton Farleigh, Bradford-on-Avon, Holt, South Wraxall, Wingfield, Westwood, Staverton

The press and public are invited to attend the meeting

The Area Board welcomes and invites contributions from members of the public

ARRIVE EARLY! Refreshments will be available

Please direct any enquiries on this Agenda to Kevin Fielding , on 01249 706612 or email kevin.fielding@wiltshire.gov.uk or Peter Dunford (Bradford on Avon Community Area Manager), direct line 01225 713060 or (email) peter.dunford@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 Rosemary Brown -Bradford on Avon
North
Cllr Trevor Carbin – Holt & Staverton

Cllr Magnus Macdonald - Winsley &
Westwood
Cllr Ian Thorn – Bradford on Avon
South

Items to be considered	Time
Arrival and Refreshments	6.30pm
<p>1 Election Of Chairman of the Area Board <i>(Pages 3 - 18)</i></p> <p>Kevin Fielding - Democratic Services Officer.</p>	7.00pm
<p>2 Chairman's Welcome and Introductions</p>	
<p>3 Election of the Vice-Chairman of the Area Board</p>	
<p>4 Appointments to Working Groups, Task Groups and Outside Bodies</p> <p>Kevin Fielding, Democratic Services Officer.</p>	
<p>5 Apologies for Absence</p>	
<p>6 Minutes <i>(Pages 19 - 28)</i></p> <p>To approve and sign as a correct record the minutes of the Bradford on Avon Area Board meeting held on 13 March 2013.</p> <p>To approve and sign as a correct record the minutes of the Bradford on Avon Community Area Transport Group meeting held on 3 June 2013.</p> <p>To approve and sign as a correct record the minutes of the Bradford on Avon Air Quality Alliance meeting held on 13 June 2013.</p>	
<p>7 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>8 Delegated Powers <i>(Pages 29 - 30)</i></p> <p>To delegate power to the Community Area Manager to take certain urgent decisions between meetings where necessary.</p>	

9 **Chairman's Announcements and Updates** (*Pages 31 - 50*)

7.15pm

- i) Shadow Community Operations Board – update
- ii) Neighbourhood Plans – update
- iii) Safeguarding Thresholds
- iv) Community Area Grant Scheme 2013/14
- v) Poulton Recreation Ground and The Strips

Youth Advisory Group – consultation on skate ramps and BMX jumps

Wiltshire Police

Wiltshire Fire and Rescue

NHS Wiltshire

10 **Grants and Funding** (*Pages 51 - 100*)

7.30pm

Community Area Grants

- I. Holt War Memorial Restoration Project requesting £1,750 towards the restoration of the village war memorial in time for the centenary of the First World War in 2014.
- II. Friends of the Strips requesting £777 towards the restoration of the woodland.
- III. Scouts requesting £500 towards maintenance equipment and a secure store at Scout Camp at Brokerswood.
- IV. Friends of Woolley requesting £500 towards a community noticeboard outside the George Pub.
- V. Winsley Parish Council requesting £4,000 towards a bus shelter at Dane Rise/ Bradford Road.
- VI. Bradford on Avon Community Sports requesting £1,350 towards outdoor table tennis tables as an Olympic legacy project.

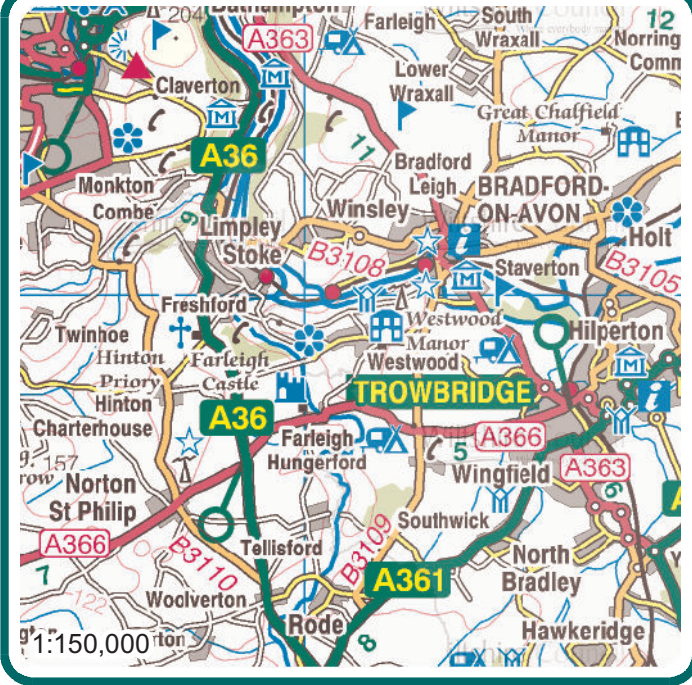
Councillor Initiative Funding

- I. Councillor Rosemary Brown requesting £1,500 towards the Bradford on Avon Campus Phase 1 Consultation starting September 2013.
- II. Councillor Rosemary Brown requesting £300 towards the grand opening of the refurbished facilities at Barton Farm and Victory Field childrens' play areas

Core Funding

BoACAN requesting £9,415 in 2013/14 towards community networking, consultation and planning in support of the work of the Area Board - Jim Lynch, BoACAN Project Officer.

- | | | |
|----|---|---------------|
| 11 | Introduction to the new Local Highways and Streetscene Service | 8.00pm |
| | Chris Clark, Area Manager - Local Highways and Streetscene, Wiltshire Council. | |
| 12 | Review of Bus Services in the Bradford on Avon Community Area (Pages 101 - 106) | 8.15pm |
| | Ian White - Head of Passenger Transport, Wiltshire Council. | |
| 13 | Evaluation of Westwood 20 mph trial sites | 8.30pm |
| | Ian Richardson - Westwood Parish Council. | |
| 14 | Future Meeting Dates | 9.00pm |
| | Wednesday 18 September at St Laurence School.
Wednesday 20 November at Cereal Partners, Staverton. | |
| 15 | Evaluation and Close | |



Westwood Social Club
Lower Westwood
Bradford on Avon
BA15 2AP

Wiltshire Council
 Where everybody matters



Bradford-on-Avon Area Board
19 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.

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.

Report Author:

Kevin Fielding
Democratic Services Officer
01249 706612
Kevin.fielding@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	Rep for 2012/13
Bradford on Avon Community Area Network (BoACAN)	Area Board - Bradford on Avon	To engage and consult with local people and organisations around community priorities and future needs	Community networking, consultation and planning in support of the work of the Area Board	Quarterly	N/A	1	Cllr Rosemary Brown
Bradford on Avon Historic Core Zone Project Board	Area Board - Bradford on Avon	To represent Wiltshire Council in its roles as local highways and planning authority	To improve pedestrian safety and comfort, make the town centre look and feel less like a highway – while recognising that people need and want to use their cars.	Monthly	Yes	1	Cllr Malcolm Hewson
Bradford on Avon Youth Advisory Group (YAG)	Area Board - Bradford on Avon	To represent Wiltshire Council in its role as local childrens and youth services authority	To promote youth issues and democracy	Quarterly	Yes	Up to 2	Cllr Rosemary Brown & Cllr Trevor Carbin
Community Area Transport Group (CATG)	Area Board - Bradford on Avon	To obtain the views of local councillors on priorities for minor capital highways schemes within their division	To consider priorities for highways projects in the community area and to make recommendations to the Area Board.	Quarterly	Yes but the group is only able to make recommendations to the Area Board.	At least 1 but all 4 welcome	
Bradford on Avon Neighbourhood Plan Steering Group	Area Board - Bradford on Avon	To represent Wiltshire Council in its role as local planning authority	To develop local spatial planning policies which meet community needs and which are in conformity with the Core Strategy	Monthly	Yes	1	
Bradford on Avon Air Quality Alliance Steering Group	Area Board - Bradford on Avon	To represent Wiltshire Council in its roles as local public health, public protection and highways authority	To consider priorities for air quality	Quarterly	Yes	Up to 2	

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:

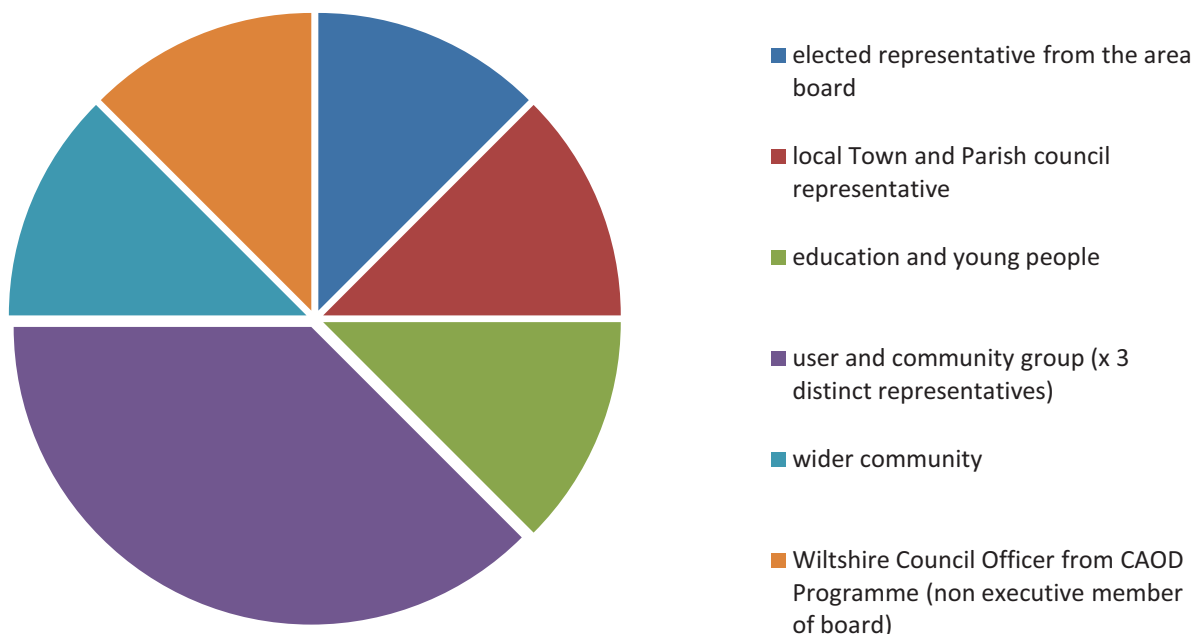
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive 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.

Version3 – 5/4/11

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

3 Membership

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



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

4 Roles and responsibility

4.1 Community leadership & engagement

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

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

4.2 Responsibility for outcomes

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

4.3 Project coordination and reporting

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

4.4 The role of Wiltshire Council

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

5 Outcomes

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

6 Confidentiality

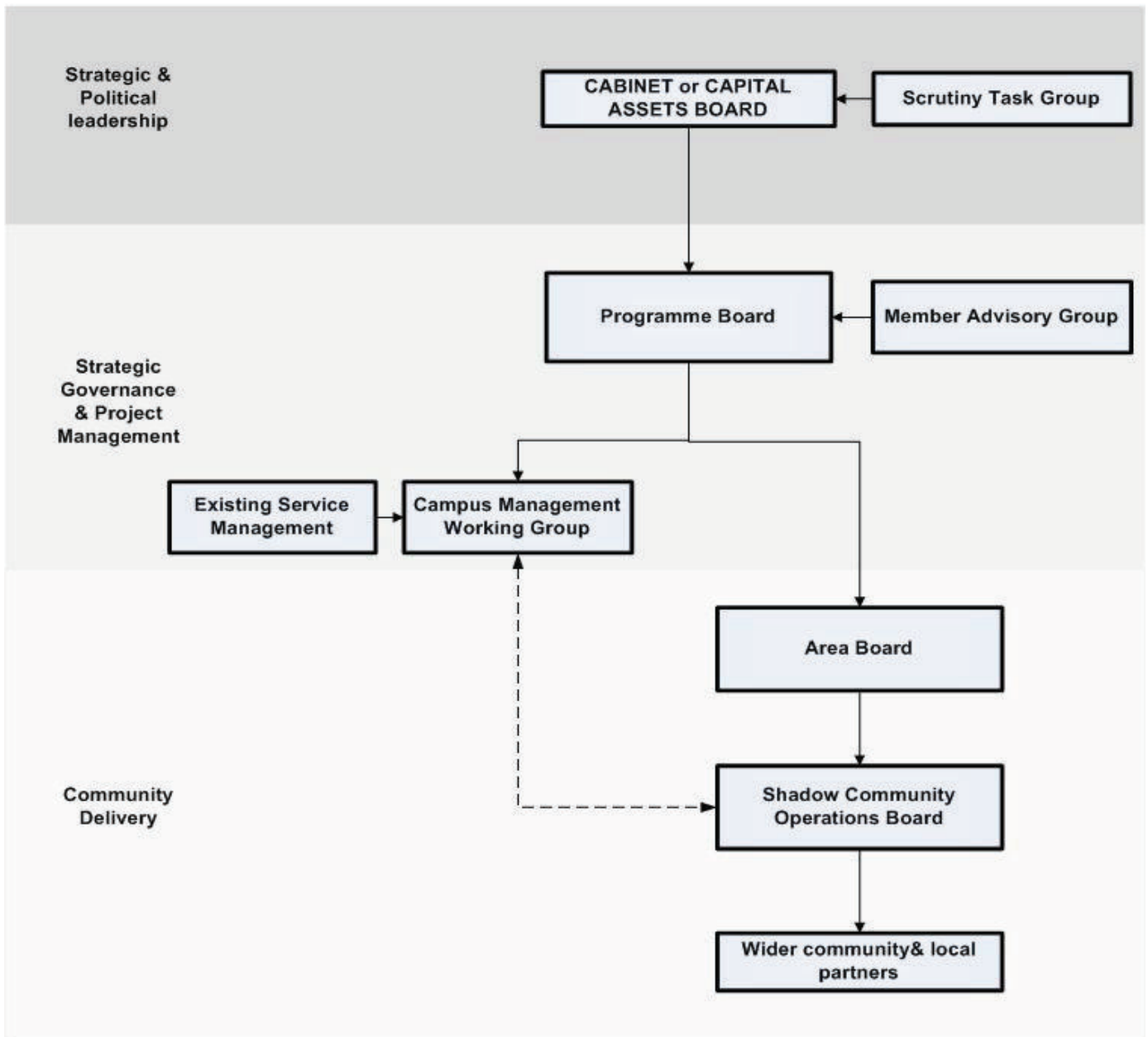
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or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

7 Governance Arrangements

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

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

Preliminary Management Project Governance Arrangements



MINUTES

Meeting: BRADFORD ON AVON AREA BOARD
Place: St Margaret's Hall, St Margaret's St, Bradford on Avon BA15 1DE
Date: 13 March 2013
Start Time: 7.00 pm
Finish Time: 9.35 pm

Please direct any enquiries on these minutes to:

Kevin Fielding, Tel: 01249 706612 or (e-mail) kevin.fielding@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Rosemary Brown (Chairman), Cllr Malcolm Hewson and Cllr Trevor Carbin

Wiltshire Council Officers

Peter Dunford – Community Area Manager
Kevin Fielding – Democratic Services Officer
Damian Haasjes - Youth Voice and Influence Team
Laura Gosling – Senior Transport Officer
Steve Hind – Principal Engineer

Town and Parish Councillor

Bradford on Avon Town Council – Simon Fisher
Holt Parish Council – Andrew Pearce
Wingfield Parish Council – Keith Brendish
Winsley Parish Council – Pam Bennett

Partners

Wiltshire Police – Inspector Lisette Harvey
Wiltshire PCC – Kieran Kilgallen
Wiltshire Fire & Rescue Service – Mike Franklin
Bradford on Avon Community Area Network – Jim Lynch & Kim Samouelle
Community Area Young Peoples Issues Group – Kath Brownlee & James Davies

Total in attendance: 82



<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome & Introductions</u></p> <p>The Chairman welcomed everyone to St Margaret's Hall, and introduced the Wiltshire councillors who made up the board, as well as the Community Area Manager and Democratic Services Officer.</p> <p>All town, parish and partner and youth representatives in attendance were welcomed by the Chairman.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllr Linda Conley, Gwen Allison – Bradford on Avon Town Council, Terry Biles – Westwood Parish Council and Alan Mines – Wingfield Parish Council.</p>
3	<p><u>Declarations of Interest</u></p> <p>Agenda item 5iii Youth Grants, St Laurence School – Cllr Malcolm Hewson, family member who attends St Laurence School.</p> <p>Agenda item 8 Kingston Farm Briefing – Cllr Malcolm Hewson, lives in the locality.</p>
4	<p><u>Minutes</u></p> <p>Decision</p> <ul style="list-style-type: none"> • The minutes of the Area Board held on the 9 January were approved and signed as the correct record. • The minutes of the Bradford on Avon Community Area Transport Group meeting held on 4 March were approved and signed as the correct record. <p>Councillor Keith Brendish of Wingfield Parish Council announced that Wingfield PC was seeking the support of BoA AB in their pursuit of a 30mph speed limit for the village in accordance with DoT guidelines issued in January 2013."</p>

5

Youth Grants - Participatory Budgeting Event

Damian Haasjes from the Youth Voice and Influence Team at Wiltshire Council introduced the projects and outlined the process that each of the youth projects would be judged against:

1. Young people pitch their projects of what they want to do with the money.
2. Having regard to issues of value for money, project quality and community benefit, the audience vote for their favourite project through electronic voting handsets.
3. The scores are ranked and grants awarded to the top ranked projects, within the available budget.

It was agreed that the Area Board would support the applications to the 2012/13 Youth Budget and agreed to take forward the most popular choices to be funded within the allocated budget of £4,700, as selected by the participants in accordance with the participatory process as set out above.

Results

1. Barnardo's Short Breaks Club – awarded £375 towards Climbing, Trampolining and Horse Riding Activities for young people with learning disabilities.
2. Holt Youth Club – awarded £1,896 to keep the club open by paying for an Assistant Youth Worker.
3. Science Fair – awarded £1,004 towards the costs of running a Science Fair for Bradford on Avon primary schools.
4. Bradford on Avon Cricket Club – awarded £986 to establish youth cricket coaching and matches for children aged 5 - 11 years.
5. Youth Advisory Group – awarded £350 towards a residential/ long weekend to an outdoor education centre to try activities like rafting, canoeing, abseiling and climbing.

Decision:

- That the Bradford on Avon Area Board agrees to support the applications to the 2012/13 Youth Budget and agrees to take forward the five most popular choices listed above, which would be funded within the allocated budget of £4,700 as selected by the participants in accordance with the participatory process as set out.

The Chairman thanked all the young people for their hard work in presenting

	<p>their projects.</p> <p>Note: It was agreed retrospectively by the Area Board members to grant St Laurence School Sixth Form £100 from the Youth Grants underspend towards the purchase of benches for an outdoor seating area.</p>
6	<p><u>Chairman's Announcements and Updates</u></p> <p>The Following Chairman's Announcements were tabled and noted:</p> <ul style="list-style-type: none"> i) Air Quality Alliance – the next step is to establish a Steering Group of key stakeholders for an initial meeting on Thursday 13 June 2013. ii) Neighbourhood Plan for Bradford on Avon – the final consultation sessions would be held in the Bradford Library on Thursday 14 March and Saturday 16 March, between 10 am and 1pm. iii) Shadow Community Operations Board – the Chairman gave an update. iv) Social Media Seminar – promotion of the new community blogsite at a seminar on Thursday 21 March, Bradford Library at 5.30pm. v) Area Board Achievements 2009 /2013 – a display and report were available for information at the back of the venue. <p>Partner Updates</p> <p>Wiltshire Police (Inspector Lisette Harvey) – the report contained in the agenda pack was noted with the point that there had been several thefts from barges moored on the Kennet & Avon Canal. Police patrols had now been stepped up on the tow path.</p> <p>Wiltshire Fire and Rescue Service (Mike Franklin) – the report contained in the agenda pack was noted.</p> <p>NHS Wiltshire - the report contained in the agenda pack was noted.</p> <p>The Chairman thanked everybody for their updates and for attending the meeting.</p>

Historic Core Zone - report on public consultation

Laura Gosling – Senior Transport Officer, Wiltshire Council gave an overview on the report on the public consultation and presented a report that sought the Area Board's approval of the Bradford on Avon Historic Core Zone (HCZ) Phase 1 proposals and support to continue development of the scheme.

Questions raised from the floor included:

Q. There are concerns that the removal of the pedestrian crossing in Market Street would have a negative impact on the elderly and vulnerable groups in the town.

A. *These concerns had been taken on board, with the proposed use of tactile strips and kerb lines.*

Q. What type of street furniture would be installed to be in keeping with the Historic Core Zone?

A. *No decision had been made as yet, discussions would be taken place with the Historic Core Zone Group etc.*

Q. Do the new proposals meet concerns raised by the Guide Dogs for the Blind Organisation?

A. *Where possible the scheme proposals take into account recommendations from the Guide Dogs for the Blind Organisation.*

Bradford on Avon Town Council resolution:

On the 26th February 2013, Bradford on Avon Town Council agreed the following:

Historic Core Zone

- i) *A film of pedestrian friendly traffic measures in Poynton in Cheshire was shown and was well received.*
- ii) *The minutes of the Historic Core Zone Working Group meeting held on the 20th February with the results of the consultation had been circulated prior to the meeting along with the Vulnerable User consultation document and the Equality Analysis produced by Wiltshire Council.*
- iii) *David Moss, the Chair of the Historic Core Zone Action Group presented the amended proposals for phase 1 of the HCZ advising that the amendments were to include making the pedestrian crossings more prominent in the scheme including use of striping to make it more obvious that they were crossing points. It was also proposed to include more informal crossings at the top of Market Street so that drivers would*

	<p><i>be more prepared when reaching the other crossings lower down. Use of bollards in strategic positions and a review of the wording /design of the gateways were also suggested as amendments.</i></p> <p>iv) <i>After a significant debate it was proposed by the Chairman and seconded by Cllr Repton and with all in favour RESOLVED to support Phase 1 of the Historic Core Zone proposals in the Market Street, Church Street Scheme as amended and request that Wiltshire Council now proceed.</i></p> <p>Decision:</p> <ul style="list-style-type: none"> • That the Area Board approves the Phase 1 proposals, in line with the Bradford on Avon Town Council resolution outlined above, and supports the continued development of the scheme. <p>The Chairman thanked Laura Gosling for her presentation.</p>
8	<p><u>Kingston Farm: a briefing on the scheme</u></p> <p>James Child - lead development partner and Chris Beaver - GL Hearn planning consultants gave a presentation to highlight a proposed application for employment and residential uses on a site at Kingston Farm, Bradford on Avon.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • Reversing 20-year employment decline in BoA by retaining existing high-skilled jobs and creating space for an additional 300 new jobs for the town. • Meeting strategic housing allocation for BoA with 138 high quality family homes, including 20% affordable and a range of price points, phased over a period to 2019. • A multi-million pound package of community benefits for roads and public amenities. • New purpose-built 27,000sqft factory for Anthony Best Dynamics. Retain 45 high value, high skill existing jobs. Create 35 more jobs. • New purpose-built 34,000sqft work-hub for small businesses in the creative and IT technology sectors. Space for up to 250 new jobs. • Convert existing 11,000 sqft ABD space for Moulton Bicycle Company. Retain 17 high value, high skill existing jobs. Create 23 more jobs.

- Housing agreed by Wiltshire Council as delivering the bulk of the remaining Core Strategy strategic requirement for Bradford on Avon through to 2026.
- 138 beautifully designed homes, from two-bed apartments to five-bed houses, including 20% shared equity or social rent.
- Gardens, allotments, woodland, fields and an environment rich in wildlife, trees and planting.
- £0.8m of offsite infrastructure – storm relief for Springfield, new roundabout at New Road/Holt Road junction, improved pedestrian access to town centre, contribution to Historic Core Zone.
- Foot and cycle ways bypassing Holt Road from New Road to Cemetery Lane.
- £0.9m contribution to BoA schools.
- Up to 5MW electricity generation from 15ha. of solar panels contributing to carbon neutral BoA.
- New open space and amenity for residents and people of the town.

Questions from the floor included:

Q. Will the proposed employment space remain as employment space, or be re-designated as residential, as Linden Homes are seeking with Kingston Mill?

A. The bulk of the employment space is not speculative, like Kingston Mill, it has end users who are waiting to occupy the premises. The Work Hub is being developed in association with the backers of the Glove Factory at Holt.

Q. Are extra amenities proposed?

A. Developer contributions would be made to Wiltshire Council for education, highway and open space improvements. The developers have also been in discussions with local GP practices and are considering support to the air quality campaign for investment in pedestrian and cycleway improvements, an electric bus and electric charging points in the new houses.

Q. Is the project fully funded?

A. Yes, it is not reliant on raising capital from investment markets. James Child has invested much of his own money into the scheme.

	<p>Other points made included:</p> <ul style="list-style-type: none"> • Residents of New Road and Springfield were concerned that they would take the brunt of extra traffic generation if the scheme was given the go-ahead. • The forecasts of minimal traffic impact on the Town Bridge and through the town centre were seriously doubted. Even a 3% increase in the volume of vehicles would equate to 300 extra vehicles per day. • Some local residents felt that the developers and their agents had not publicised the public consultation opportunities sufficiently well in the town. • Concerns were expressed over the environmental and air quality impacts of more vehicles clogging up the town. • Jobs would go to outsiders and would not benefit the town. <p>The Chairman thanked James Child and Chris Beaver for their presentation.</p>
9	<p><u>Next Meeting Dates</u></p> <p>Wednesday 19 June 2013 at Westwood Social Club.</p> <p>PLEASE NOTE: THE PROPOSED MEETING DATES ON 29 MAY AND 17 JULY ARE CANCELLED.</p>
10	<p><u>Close</u></p>

Note of Bradford on Avon Community Area Transport Group held on 3 June 2013 at County Hall, Trowbridge

Present:

Rosemary Brown, Wiltshire Councillor (Bradford on Avon North, elected Chairman for this meeting)

Trevor Carbin, Wiltshire Councillor (Holt and Staverton)

Magnus Macdonald, Wiltshire Councillor (Winsley and Westwood)

Richard Craft, Climate Friendly BoA

Andrew Pearce, Holt PC

Alan Mines, Wingfield PC

Ian Richardson, Westwood PC

Matthew Midlane, Monkton Farleigh PC

Bob Broadhead, Limpley Stoke PC

Gwen Allison, Bradford on Avon TC

Linda Ladner, Winsley PC

Shay Parsons, Lorry Watch

PC Martin Annetts, Wiltshire Police

Ollie Squire, Amanda Sproson, John Lovett, Mary Gaisford, Michael Collins, Peter Burke – Friends of Woolley/ residents

Dave Thomas, Traffic Engineering Manager, Wiltshire Highways

Spencer Drinkwater, Principal Transport Planner, Wiltshire Highways

Andy Cadwallader, Local Highways and Streetscene Engineer, Wiltshire Highways

Peter Dunford, Community Area Manager, Bradford on Avon Area Board

Apologies:

Ian Thorn, Wiltshire Councillor (Bradford on Avon South)

3. Notes of CAT-G meeting on 4 March and matters arising

Notes agreed, all matters arising on the agenda.

4. Budget Position

Dave Thomas gave details of the budget position. £ 11, 337 had been carried forward from 2012/13 to add to the budget allocation of £ 10, 062 for 2013/14, giving a total budget of £23, 398. Committed expenditure totalling £ 9, 023 includes the Newtown bollards, Monkton Farleigh A363 junction and dropped kerbs programme, leaving a fund of £14,375.85 left to be allocated in 2013/14.

5. Historic Core Zone Phase 1

Following public consultation earlier this year the Town Council and the Area Board confirmed its wish to proceed to the detailed design phase. The Working Group next meets on 17 June. Atkins are the new term consultants, taking over from Mouchel. The Town Council is contributing £ 75, 000 towards the construction phase costs.

6. Wiltshire 20 mph policy

Dave Thomas explained that the officer report is with Councillor John Thomson, the new Cabinet Member for Highways, for sign off. This has been delayed since before the local elections and is now expected in early July when the proposed policy will be circulated to the Cabinet and others for final comment.

The announcement will therefore miss the forthcoming area board meeting in Westwood on 19 June which is a major disappointment as the meeting had been organised around this issue.

Ian Richardson felt these further delays were “unacceptable” and this was supported by others.

AGREED: Peter Dunford to circulate policy to all once announced

7. Speed Review of C class and unclassified roads

AGREED: To propose the C217 and the C224 for review in 2013/14

8. Traffic Survey of Holt and Bradford on Avon

Spencer Drinkwater notified the group that the survey would be carried out during the week of 10 June for 7 days. This would use automatic number plate recognition cameras as well as manual counting in Market Street, Silver Street, Mount Pleasant and Masons Lane in

Bradford. It will be important not to announce these details publicly to ensure that typical traffic patterns are not influenced during the survey period. The results are expected by end July. The Area Board will be asked to contribute to the costs of the analysis.

9. Bath Low Emission Zone

Spencer Drinkwater reported that two roundtable meetings have been held. There is still concern that B&NES Council is seeking its original outcome of a lorry ban on Cleveland Bridge, but by means of air quality legislation. A joint letter of objection has been lodged with B&NES Council by Wiltshire and Somerset Councils.

10. Lorry Watch

Shay Parsons reported that a full rota watch was held in March 2013 which showed a drop in offences from March 2012 from 94 to 83 as well as anecdotal evidence of reduced volumes of HGVs. 16 prosecutions have now been successfully upheld by Wiltshire Trading Standards. Most offenders do not re-offend.

All thanked Lorry Watch for their continuing good work.

11. Local Sustainable Transport Fund

Spencer Drinkwater told the group that Wiltshire is in receipt of £ 4.25 million from the LSTF for improvements to the Swindon-Westbury rail service and infrastructure. Station improvements will be made at Bradford on Avon and Avoncliff and station travel plans are being developed. 2 electric vehicle charging points are to be installed in Bradford station.

Bob Broadhead requested a cycle route from Limpley Stoke to Freshford station (in Somerset) but this was thought to be ineligible for LSTF funding.

12. Substantive Highways Scheme 2013

Spencer Drinkwater confirmed that £ 250, 000 would again be available for substantive projects as part of a competitive bid process across the county. This would be announced shortly with bids due by end July.

Potential projects were discussed.

AGREED: To submit bids for Woolley Green pedestrian crossing (for which a funding request will be made to the Town Council) and Lower Stoke footway (for which Limpley Stoke PC is contributing £ 7, 000 towards costs)

Improvements to the crossroads at Forewoods Common will be sought from the safety budget.

13. Bradford on Avon Cycle Network Update

As agreed at the last meeting, a site visit has been held and works approved. Richard Craft requested confirmation of a £ 1,000 contribution from the CAT-G to the £ 540 from the Town Council to complete the link between Palairt Close and Poulton.

AGREED: To contribute £ 1,000 towards the Bradford on Avon Cycle Network

14. Issues at Woolley Terrace/ Woolley Street/ Woolley Green

Ollie Squire introduced the residents and the issues affecting Woolley Street/ Woolley Terrace/ Woolley Green.

In Woolley Green, the double bend and excessive traffic speeds affect 15 households, including the elderly and families with young children. A pedestrian crossing scheme with new signage has been costed out and is to be put forward as a bid to the Substantive Highways Scheme in July 2013. Gwen Allison stated that the Town Council would be fully supportive of this bid and would consider an application for a funding contribution.

In Woolley Street the problems are caused by rat running, excessive traffic speeds, parked cars and narrow or non-existent pavements. Site visits have been held. A metrocount survey has shown speeds in the low 20s mph. Resident surveys have shown support for a 20 mph zone, painted pavements, 'Welcome to Woolley' signs, the terminal sign on Woolley Terrace moved back and pavement realignments.

Woolley Terrace is used as a 2 way rat-run between New Road and Holt Road. A survey in October 2012 showed 500 vehicles a day, including highsided vehicles, using this road which is excessive. Fow consider that the traffic using the narrow Cemetery Lane is dangerous and the area should be designated 'residential access only'. PC Annetts commented that this would be difficult to enforce.

The double mini-roundabout on New Road and the waiting times at the junction with Holt Road are the main causal factors of the rat-running. It is hoped that the new roundabout junction proposed on Springfield/ Frome Road will improve traffic circulation and remove the time advantage of the rat-run. Dave Thomas suggested an experimental closure of Cemetery Lane while the roundabout is being constructed and offered to discuss this option further with the Friends of Woolley.

ACTION: Dave Thomas to draft Experimental Road Closure Order for Cemetery Lane to co-incide with construction phase of Kingston Farm

Mike Kilmister from the Planning Department is looking into whether developer contributions can contribute to footpath and road narrowing at the junction with New Road to deter traffic.

15. Update on CAT-G priority projects

- i) Newtown, Bradford on Avon – bollards**
Revised estimated cost now calculated using new contract rates. Revised budget of £4,000 needed.

AGREED: Confirm price and programme works with Balfour Beatty

- ii) Limpley Stoke – Lower Stoke - feasibility study**
Substantive bid to be made for Option 5 set out in study report. PC have indicated they will fund approx. £7000 of the estimated £21,300 costs.
- iii) Limpley Stoke - Woods Hill/ Midford Lane**
All works complete
- iv) South Wraxall – gateways resurfacing**
Site 1 complete, Site 2 works ordered. Awaiting programme from Balfour Beatty.
- v) Treenwood Industrial Estate – feasibility study of traffic and parking**
Site visit undertaken. The problem is the conflict between vehicles emerging from Sainsbury car park with oncoming vehicles moving past parked cars on Spencers Orchard. Solution 1 is the removal of parked cars by using waiting restrictions. This would need to be endorsed by the Town Council and put forward through the annual waiting restriction review process. Solution 2 is to widen Spencers Orchard carriageway into the verge by Sainsbury's car park. This would need to be endorsed by the Town Council and discussed with Sainsbury's to agree in principle before further design work is undertaken.

AGREED: To propose Option 1 and to refer the matter to the Town Council for comment

16. Other urgent highways and transport matters

- i) Church Street, Bradford on Avon – residents parking zone request**
- ii) Silver Street, Bradford on Avon – residents parking request**
These requests need to be endorsed by the Town Council and then forwarded to the Network Management team (Alister Storey).
- iii) Holt Road to Springfield, Bradford on Avon – pedestrian safety**
This is being considered as part of the Kingston Farm development
- iv) Bath Road, Bradford on Avon – pedestrian crossing to Christchurch School**
This is linked to an update of the School Travel Plan which is still outstanding. Timing changes to the existing signal controlled crossing are awaited to make it more responsive to pedestrian demand. An additional crossing to the north side of Berryfield Road (in the area where the school crossing patrol operates) has been requested but this needs to be confirmed in the STP before further action is taken.

- v) **Moulton Drive, Bradford on Avon – yellow lining/ speed indicator device**
SID deployed on 13-20 May and next due 29 July- 5 August and thereafter bi-monthly.
- vi) **Winsley Road, Bradford on Avon – speeding near Grove Leaze**
Metrocount request logged for 90A Winsley Road near junction with Grove Leaze.
- vii) **Winsley Road, Bradford on Avon - pedestrian crossing near Huntingdon Street/ Co-op**
Site meeting held to discuss options. Pedestrian and vehicle counts required to undertake formal assessment. Approx £800 required from CATG to progress counts.

AGREED: To contribute £ 800 for survey

- viii) **A363 Cumberwell/ Ashley Lane, Bradford on Avon – accident blackspot**
Location identified on countywide collision cluster site list. Investigation of collision type ongoing.
- ix) **Newtown Car Park, Bradford on Avon**
Spaces unavailable for a temporary period due to wall repair.
- x) **Frome Road, Bradford on Avon – request for double yellow lining**
Location not yet on request list held by Network Management Team. Town Council need to endorse request and forward to network Management Team.

AGREED: Town Council have considered the matter and found no consensus amongst the public, recommend no further action

- xi) **White Hill, Bradford on Avon – one way system up hill**
Town Council have asked the Police to undertake survey of residents. PC Annetts reported positive feedback from residents for the idea. The 'access only' restrictions are widely flouted.

AGREED: Refer back to Town Council

- xii) **Kingston Mill, Bradford on Avon – adoption of road**
Remedial list agreed with Linden Homes. Action is with the developer to undertake remedials which would then allow a Part 2 agreement to be signed. This would allow Wiltshire Council to then promote TRO's in the area.
- xiii) **Widbrook, Bradford on Avon – road safety**
Revised chevron boards at the bend are to be provided through the ad hoc signing budget.
- xiv) **Palmer Drive, Bradford on Avon – poor footpaths**
Awaiting survey by consultants.

- xv) **Downs View, Bradford on Avon – parking on grass**

AGREED: site visit by Rosemary Brown and Dave Thomas

- xvi) **Holt Manor - removal of illegal bollards and signs**
This matter is with the Council's solicitor, nothing further to report.
- xvii) **Limpley Stoke – speeding on Woods Hill**
Metrocount done. Results are with the PC to consider their next action.
- xviii) **Monkton Farleigh – bus stop**
Site meeting held and options discussed. Favoured action appears to be to alter the route of the bus and move the pick up point. This is being discussed with the bus company. Options for hardstanding at current pick up point is also being considered. Possible joint funding between Bradford and Corsham CATGs.
- xix) **Monkton Farleigh – A363 junction**
Topographical survey complete and drawings showing visibility splays are with the PC for consideration. Improved visibility is dependent on land in 3rd party ownership being made available. PC to consider approach to land owner.
- xx) **Staverton – on street parking**
Draft proposals currently being drawn up and will be circulated to the PC shortly for comment prior to the formal advert.
- xxi) **Westwood – pavements, bridleways, highways survey**

AGREED: Andy Cadwallader to investigate re-dressing of road surfaces

- xxii) **Westwood – extension of virtual pavement opposite New Inn PH**

AGREED: Site visit with Dave Thomas

- xxiii) **Wingfield – roads markings at Swansbrook Farm entrance**
Balfour Beatty to implement shortly.
- xxiv) **Wingfield - petition from Mrs Novotni re. pavement from Trowle Farm Lane to Loves Lane**
A second petition submitted. Mrs Novotni now on the Parish Council. Estimate £ 8,000 for the works, Parish Council to consider and report back to next CAT-G.
- xxv) **Wingfield - flooding issues**
Drainage across the front of Shop Lane now clear of an obstruction (plastic bottle). The remaining work is to repair the gully connection in Shop Lane which will be on the Balfour Beatty masonry list of works.

xxvi) **Wingfield – reduction to speed limit through village**

Speed limit assessment done and passed to PC. Criteria for 30mph limit is not met. PC to advise on their next action if any.

AGREED: Not a CATG project, take off list and pursue separately with road safety team. Site visit with Councillor Macdonald.

xxvii) **Winsley – bus shelter at Blackberry Lane**

AGREED: Avon Park Care Home to fund, take off list

xxviii) **Winsley – bus shelter at Dane Rise/ Bradford Road**

In the absence of a written proposal from the PC a verbal request was received from Linda Ladner for funding. The CATG will have to consider this among the other schemes on its priority list. Wiltshire Passenger Transport Unit will not fund new bus stops and nor will the bus companies. Ongoing maintenance would rest with the parish council.

AGREED: Will require a written proposal to the next meeting with detailed costings, as requested at March meeting

xxix) **Winsley – leaning bus post**

Ringway have been instructed to cut off poll at ground level for safety reasons.

17. Dropped Kerbs

Programme of jointly funded dropped kerbs in the town now implemented.

Request for dropped kerb at The Elms, Holt, to allow one disabled individual to access his car. The Council would not normally fund a request for an individual property unless the applicant was willing to fund it.

AGREED: Andrew Pearce to visit site, meet applicant and report back to Parish Council and CATG

18. Any Other Business

Christchurch School Travel Plan - Simon Fisher, Town Councillor, is now the board of governors. The Local Education Authority needs to exert influence on the school to expedite the travel plan process for the good of the local community.

Community Speedwatch to be re-launched in August as a Police-led initiative. Speed cameras to be re-introduced

Huntingdon Rise – grass verge churned up

Blackberry Lane to Warleigh village (in Somerset) – potholes reported

Andy Cadwaller reported on the advent of the new Local Highways and Streetscene team. Reports would be available online of all the work of the team including the parish stewards.

19. Date of Next Meeting – Monday 2 September 2013, County Hall at 4pm

BRADFORD ON AVON AREA BOARD 19 June 2013

DELEGATED POWER

1. Purpose of Report

- 1.1 The purpose of the report is to ask the area board to consider whether it wishes to delegate power to the Community Area Manager to take certain urgent decisions between meetings where necessary.

2. Background

- 2.1 There is currently no provision to make decisions between meetings of an area board. If an issue, such as an urgent grant application, arises then this would require an extraordinary meeting.
- 2.2 The proposal to grant delegated power to the Community Area Manager would enable urgent decisions to be made without the need for an extraordinary meeting. The details of the decision would then be reported to the next meeting of the board to ensure transparency.
- 2.3 The delegated power is only intended to be used for matters of urgency which cannot wait until the next meeting of the area board and would not be used as a matter of routine. The majority of decisions will continue to be taken at a public meeting

3. Recommendation

- 3.1 It is proposed that the area board agrees:

That in respect of urgent matters that may arise from time to time between meetings of an Area Board, the Community Area Manager, in consultation with the Chairman and Vice Chairman of the Bradford on Avon Area Board, be granted delegated authority to make decisions provided any expenditure does not exceed £1,000 from the budget delegated to the area board. A report explaining the decision and the reasons why it was considered to be urgent shall be reported to the next ordinary meeting of the area board to ensure that such decisions are subject to public examination

Contact: Marie Todd, Area Board and Member Support Manager, Tel: 01225 718036 or email marie.todd@wiltshire.gov.uk

Background Papers

None

Appendices

None

Bradford on Avon Shadow Community Operations Board (COB) update

Background

Wiltshire Council has embarked on an innovative programme to deliver community campuses across Wiltshire. The aim of the campus programme is to make maximum and efficient use of the council's buildings – both new and existing – and create campuses that deliver more for local communities.

The programme will see the services in each community area dramatically improved and brought together ensuring long term sustainability and reduced running costs.

The purpose of the Bradford on Avon Campus is to provide services to the local community in a way that reflects community aspirations and the Shadow Community Operations Board (COB), established by the Area Board in July 2012 will play a key role in making this happen. The COB is responsible for defining community need and being the key conduit for communications locally.

Shadow Community Operations Board – Update from the Chairman

Update Cllr Jonathan Brown, Chairman of the BOA COB

Who are we?

We are a group of local volunteers representing different sectors within the community (Heritage, Leisure, Community and User Groups etc) and our task is to develop the campus proposal for the Bradford on Avon community area

All of our meeting notes and agendas are available on the Bradford on Avon campus webpage at www.wiltshire.gov.uk

What have we been focusing on?

We have been meeting monthly since September 2012 and have spent the first phase of the project carrying out background and research on the community area in order to understand what is happening locally, what services look like now and how these could be improved in the future. This work has involved:

- **Asset mapping**
Developing a picture of what the current provision of services and facilities looks like across the community area.
- **Stakeholder mapping**
Identifying clubs and organisations who use facilities in the area and who would have interest in using a community campus

- **Planning communications**
Developing a communications plan to keep residents informed of campus developments and identifying the best ways of engaging with different individuals, groups and organisations.

- **Service engagement**
Meeting with Wiltshire Council Service representatives (from Youth, Early Years, Libraries, Day Opportunities and Leisure Teams) to understand their operating models and how they might fit within the campus model.

What are the next steps in the project?

COB members are gearing up towards the first phase of consultation in September 2013. We want to ensure the community is ready and that residents know exactly how to get involved and have their say!

The initial phase of consultation is an essential part of the process to ensure services included in a campus proposal are what people across the whole community feel are needed now, and we will encourage as many people as possible to feed in their views throughout the process.

The 1st Phase consultation for the BoA Campus goes public from 1st September 2013 and lasts throughout

In order to meet this deadline there is a significant body of work to be undertaken. This will require resourcing and considerable multi-faceted support from Wiltshire Council and other stakeholders. A COB communications sub group has been established and will lead on developing and finalising the consultation plan. A broad approach has been approved by the COB and is outlined below

Shadow COB Consultation Plan

GENERAL TASKS

1. Scoping the task itself and the levels of participation required:

- a. Establishing and connecting with all key stakeholders in public services, sports/active leisure and culture/heritage.
- b. Agreeing subgroup terms of reference and stakeholder participation. Preparing and providing customised generic material for each subgroup to use for both information collection and initial data gathering (etc.).
- c. Scoping, agreeing and preparing for participation in selected events and in selected venues (etc.) throughout September (e.g. September Area Board in St.Laurence's; large-scale events as part of Fringe Festival (Westbury Gdns., Poulton et al).

2. Marketing & Consultation Material:

- a. Gathering existing material from WC and other Shadow COB'S.
- b. Gathering relevant material from BoA including asset-mapping, relevant organisations, other development plans, JSA's etc.
- c. Collating and summarising this material.
- d. Designing and producing bespoke/customised core material for both information and consultation purposes for Phase 1.

3. Phase 1 Consultation:

- a. Plan and design the consultation methods to be used and the resources required (e.g. Questionnaires, video, photos, maps. vox pop, focus groups, open forum etc.).
- b. Promote and Organise Delivery.
- c. Deliver .

4. Analyse the Outcomes.

5. Publicise & Review.

Where can I get further information on the COB?

If you have any questions on the campus or the work of the COB please don't hesitate to get in touch with us.

Telephone: 01225 718350

Email campus.consultation@yahoo.co.uk

Author:

Jonathan Brown (Chairman of the BOA Shadow COB)

On behalf of the BOA Shadow COB members:

Rosemary Brown (Area Board)

Jim Lynch (Wider Community)

Debbie Stupples (User and Community Groups)

Raymond Winrow (User and Community Groups)

Anthony Ottaviano (User and Community Groups)

Liam Stainer (Education/Youth)

Bradford on Avon Area Board, 19 June 2013

Neighbourhood Plans update

BRADFORD ON AVON TOWN NEIGHBOURHOOD PLAN

Since 1992 the Town Council has taken an active interest in the future of the town and in particular in relation to proposals for development and economic activity. Recently (2010) a public consultation exercise on the future of the town was undertaken under the heading of *Bradford on Avon 2026*. It was therefore a logical development that the Town Council resolved to embark on a Neighbourhood Plan exercise, taking advantage of the opportunities created by the Localism Act 2011.

A Scoping Report was produced towards the end of 2012, as advised by Wiltshire Council, and subsequently a Neighbourhood Plan Steering Group was formed. This includes representatives from the Town Council and from groups and organisations in the town. The first step, taking into account the work already undertaken under the *Bradford on Avon 2026* initiative, was the production of a Vision for the town which was the subject of a public consultation exercise carried out in February/March 2013.

To take the Plan forward seven Topic Groups have been formed under the overall auspices of the Steering Group on the following subjects:

- Conservation and Design
- Economy and Enterprise
- Community wellbeing
- Housing for all
- Transport and Movement
- Green spaces
- Climate Change

The role of the Topic Groups is to investigate, record and prepare detailed contributions for incorporation into the Plan. Topic Groups will report back to the Steering Group on a regular basis to ensure compatibility with the overall plan process and groups are asked to ensure that they adopt a positive a creative approach to the formulation of a future Plan.

In April / May the Town Council has had the benefit of a work placement with a planning student from the West of England and he has primarily been working on the summary and conclusions of the public consultation.

Development pressure on the town has been identified in relation to the representations made by developers to the Wiltshire Council Draft Core Strategy and the Neighbourhood Plan Steering Group is aware of the need to make good

progress. Recent changes in planning policy on permitted development are also a cause for concern. Accordingly it is anticipated that the Topic Groups will produce initial findings within the next two/three months with a view to a first draft of the Plan in the autumn.

Officers from Wiltshire Council Spatial Planning Team are providing valuable advice.

The Steering Group is taking looking at the progress of other Neighbourhood Plans, particularly where it is possible to learn from the experience of Plans that have been declared sound or have successfully passed the referendum stage.

It is recognised that the neighbourhood planning needs to be an open and inclusive exercise and every effort is being made to ensure that this will be achieved. There is a dedicated neighbourhood planning section on the Town Council website and use is being made other form of electronic communication.

- A team of pupils from St Laurence School has agreed to work on a young persons Neighbourhood Planning project and its input is awaited with interest.

Colin Johns

HOLT NEIGHBOURHOOD PLAN

Holt had been working on a Parish Plan for some time when the Localism Act introduced the concept of the Neighbourhood Plan.

A Steering Group was set up under the auspices of the Parish Council to build on the work already done towards the Parish Plan, made up of two councillors and several volunteers from interested people in the village, chaired by one of the volunteers. Geoff Winslow is our contact from Wiltshire Council.

The first step towards a Plan had been a “Likes and Dislikes” questionnaire circulated to all the 600odd households in the village, the school and other local groups. It asked respondents to list three things they liked about living in the village, three things they disliked, and three things they would like to see happen.

From the results, a preliminary plan was produced, which was presented and discussed at a public meeting, and then by locality-based groups within the village.

The result of all this was a “scoping study” for a neighbourhood plan, which was submitted for formal consultation through Wiltshire Council with our neighbouring towns and parishes. We have recently heard that no objections were raised, so we shall now proceed to a formal Plan, the next meeting of the Steering Group being on 11th June.

Many suggestions have been made for items to appear in a Plan, but the two largest are firstly, to ensure that the proposed development of the Tannery site for housing and business and commercial premises is acceptable to the village; and secondly, to ameliorate the overwhelming impact of the heavy through traffic, and the parking problems caused by the local major National Trust attraction.

To this end, a traffic planning group has been set up, with some common membership with the Steering Group, to tackle these traffic-related problems.

We are aware that the final Plan will need to take account of the county Core Strategy, which is still under development.

Andrew Pearce

LIMPLEY STOKE AND FRESHFORD NEIGHBOURHOOD PLAN

We started the Freshford and Limpley Stoke NP process in Jan 2012 with a series of community meetings and workshops. This resulted in the formation of a structure consisting of a Strategy group (including planning policy officers from Wilts and Banes), a management group (with three representatives from the two Parish Councils and an NP clerk) and five working groups (comprising around 60 volunteers from the community).

The next nine months was taken up with the working groups generating ideas and considerable community consultation on these ideas with a series of village surgeries and wheelbarrow discussions in both communities.

In February 2013 we pulled together the best ideas into a community questionnaire which was distributed to every household and completed by almost 60% of residents, well in excess of our expectations. The responses and hundreds of comments from residents were invaluable in understanding the community's aspirations and fears. The vast majority of residents are supportive of improvements to the community with concerns raised about ensuring these developments don't undermine the rural nature of the neighbourhood.

With the help of some consultants, we used these responses to start drafting our NP. We are currently on our third draft which has incorporated the comments from Wilts and Banes. We plan to publish our final draft and send it out to widespread consultation in July. With a fair wind behind us our goal is for our NP to go to the Inspector in the late summer and to hold the community referendum before the end of 2013.

We were visited by Anton Draper from the Dept of Communities and Local Affairs a couple of weeks ago and he was very supportive of our NP progress.

Simon Coombe

WINSLEY NEIGHBOURHOOD PLAN

Winsley Parish Council announced their intention to embark on the Neighbourhood Planning process at their annual parish meeting in April, with presentations by the parish council and by a representative from Wiltshire Council. A steering committee comprising parish councillors and volunteers from the community has been set up to manage the development of the plan. We have begun the process of engaging the community and have sent leaflets out to all members of the Parish with background information and a response slip to submit their views. A public meeting is scheduled for July 9th at 7.30 pm in the Village Hall where we will feedback the responses from this process. Our next stage will be to apply for Winsley Parish to be designated as a Neighbourhood Planning Area and with the help of direct support from Locality, we will be working with a consultant to assist with scheduling and budgeting for subsequent stages in the development of the plan.

Helen Harrison

Chairman's Announcements

Subject:	Revised Multi-Agency Thresholds for Safeguarding Children 2013
Officer Contact Details:	Tamsin Stone Lead Commissioner and Children's Trust 01225 713504
Weblink:	www.wiltshirepathways.org and www.wiltshirelscb.org .
Further details available:	Pathways@wiltshire.gov.uk

Accessing the right level of support to safeguard children and young people

A thorough review of guidance on safeguarding thresholds has been undertaken jointly by the Wiltshire Safeguarding Children Board and the Wiltshire Children and Young People's Trust. Working in close collaboration with our partner agencies we have taken the opportunity to consider how we can make integrated working and early intervention even more effective to improve outcomes for children and young people.

To this end the 'Multi-agency Thresholds Document 2011' has been simplified and a collection of supporting tools has been designed to provide clear practical guidance and advice to all agencies. A 'golden thread' running through this is the critical importance of collaborative working between agencies to ensure there is a coordinated approach to supporting the child or young person. Creating a 'team around the child' allows professionals to make fully informed collective decisions and take coordinated action based on what is best for the child or young person.

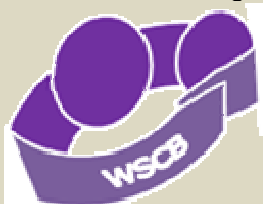
The revised document and practitioners' toolkit can be found at www.wiltshirepathways.org and at www.wiltshirelscb.org. The Wiltshire Safeguarding Children Board is overseeing the dissemination and education of this new guidance and implementation will be led by the multi-agency Early Intervention Group (which reports to both the Board and the Children's Trust).

We all want to ensure that children and young people get the right help at the right time, and I hope that the model outlined in this document will ensure that children and young people with additional needs are identified earlier and that help can be provided before any difficulties become more entrenched.

Your views are very welcome as ever and can be sent to Pathways@wiltshire.gov.uk.

With regards,

Cliff Turner
Chair – Wiltshire Safeguarding Children Board



**Wiltshire Safeguarding
Children Board**

Poulton Recreation Ground and The Strips, Bradford on Avon

Project Brief

Background

Poulton Rec is an important recreational asset and open space serving the communities on the south side of Bradford on Avon.

In 2012 the Rec was designated a 'Queen Elizabeth II Field' and its ownership was transferred to Fields in Trust for safe-keeping in perpetuity. Wiltshire Council, through its contractors, remain responsible for its maintenance and upkeep.

Funding is available through the QEII Fields Fund with grants of up to £ 25,000 available for physical improvements to facilities and fields. Other local funding may also be available from the Area Board and the Town Council, amongst others.

The Youth Advisory Group has for some time been wanting to see improved skate ramp facilities at the Rec and has already secured £ 2,850 for these purposes from a local charity, the Colonel Llewellyn Palmer Educational Charity. Consultation with users and residents is underway to seek the wider views on the future for the skate ramps.

The Rec also includes recently built bike ramps, although these are not well used and feedback from young people suggests that the design does not meet their needs.

An area of woodland called 'The Strips' is used by BMX cyclists and users have constructed their own jumps and track using the natural landscape.

The 'Friends of The Strips' (FoTS) have prepared a Management Plan for the woodland near the Scout Hut which includes an area earmarked for more formal bike jumps using natural materials and the natural topography of the land. The YAG are forming a project team to develop the detailed plans for this site. The Management Plan is on display in the library and a public meeting will be held by the FoTS on Tuesday 7 May 2013 to discuss it.

Why?

- To achieve improvements to Poulton Rec which will address recurring issues such as poor skate ramp and bike jump facilities for young people, dog fouling, lack of changing facilities for sports clubs etc, by way of the preparation of a Management Plan to manage and maintain the existing facilities and to attract funding to invest and upgrade
- To involve users and residents in the long term management of this important recreational asset and through regular community events and fundraising
- As a spin-off project, to achieve a BMX track for young people within the woodland at The Strips which is acceptable both in ecological terms and to local residents

What?

- Facilitate the creation of a group – ‘The Friends of Poulton Rec’ (FoPR) – made up of relevant stakeholders, including users (such as young mothers, dog walkers, skaters, bikers, sports clubs) and local residents (who over-look or live in the immediate vicinity)
- Involve and consult with all stakeholders on an ongoing basis and through special community events, to prepare a vision and plan for the future management and funding of improvements to the Rec
- Involve the Youth Advisory Group and other young people who attend the nearby Youth Development Centre in the management of this community project and develop their role as community leaders on behalf of young people locally
- Facilitate the creation and smooth operation of ‘The Strips Project Team’ led by the Youth Advisory Group

How?

- Use existing community events and occasional public meetings to publicise the project and to recruit community members to the FoPR
- Use online consultation and ‘vox pop’ film interviews as well as more traditional paper-based survey methods to gather opinions
- Film users of the Rec with mobile phones using a microphone for better audibility
- Make use of social media – Facebook, Twitter, YouTube and local web and blog sites to consult with young people and the wider online community
- Manage the project team through existing channels – e.g. YAG, Area Board – rather than create a new bureaucracy

When?

Timeline May - September 2013:

1. 7 May 2013 – public meeting at The Strips - to discuss the Management Plan
2. 11 June 2013 - Youth Advisory Group at Holt Village Hall – to report back on findings from the consultation with users and residents regarding improvements to the skate ramps at Poulton Rec and bike jumps at The Strips
3. 19 June 2013 – Bradford on Avon Area Board at Westwood Social Club - to notify the area board of the project
4. 7 September 2013 – ‘Poulton Party’ fringe festival event - an opportunity to consult with users and residents regarding their ideas and to seek their involvement with FoPR

Outcomes by May 2014:

1. Regular meetings of FoPR established
2. Management Plan for Poulton Rec approved
3. Funding sources investigated and resources secured

4. Proposals for a BMX track at The Strips consulted upon and agreed

Who?

A Project Team to include:

Peter Dunford, Community Area Manager – project management and funding

Kath Brownlee, Youth Development Worker – project management and support to YAG

Youth Advisory Group – stakeholder engagement and consultation

Frank Smith, BoACAN – stakeholder consultation and audio-visual record

Jim Lynch, BoACAN – stakeholder engagement and consultation

Colin Brown, Play and Leisure Strategy Officer – facilities and management of the Rec

Leo Wirtz, Countryside Ranger – woodland ecology at The Strips

Alfie and Jan Windsor, The Friends of The Strips – stakeholder engagement and consultation

Consultation Findings

Poulton Ramps:

Between mid-April and 1st June 2013 the YAG made available a consultation flyer which was delivered to houses around the Poulton area surrounding the ramps, it was also circulated at the Youth Development Centre and on Facebook, Sparksite and Bradford on Avon's blog.

13 people supported refurbishing of the ramps as an interim measure, while funds were raised for total reconstruction of the ramps

3 people supported total reconstruction only

7 people supported refurbishment only

Action (to be discussed/agreed by the YAG): Confirm the design and cost of refurbishment and raise the required funds (topping up £2,850 funds already received from Colonel William Llewellyn Palmer Educational Charity) whilst continuing to develop the long term goal of reconstruction.

The Strips:

Between the beginning of April and 31st May 2013 The Friends of the Strips made available a consultation questionnaire which sought to consult on their woodland management plan (which included the development of BMX ramps). They made this available at the local library and at a public meeting held on 11th May.

In relation to the development of the BMX ramps the following was received:

4 strongly disagreed to the principle of developing the current user-made BMX ramps in the Strips

3 had no view

8 agreed or strongly agreed

Action (to be discussed/agreed by the YAG): Develop a BMX ramps design in consultation with the community and Leo Wirtz (Senior Countryside Ranger, Wiltshire Council) then re-consult with the community.

Project Brief prepared by Peter Dunford and Kath Brownlee

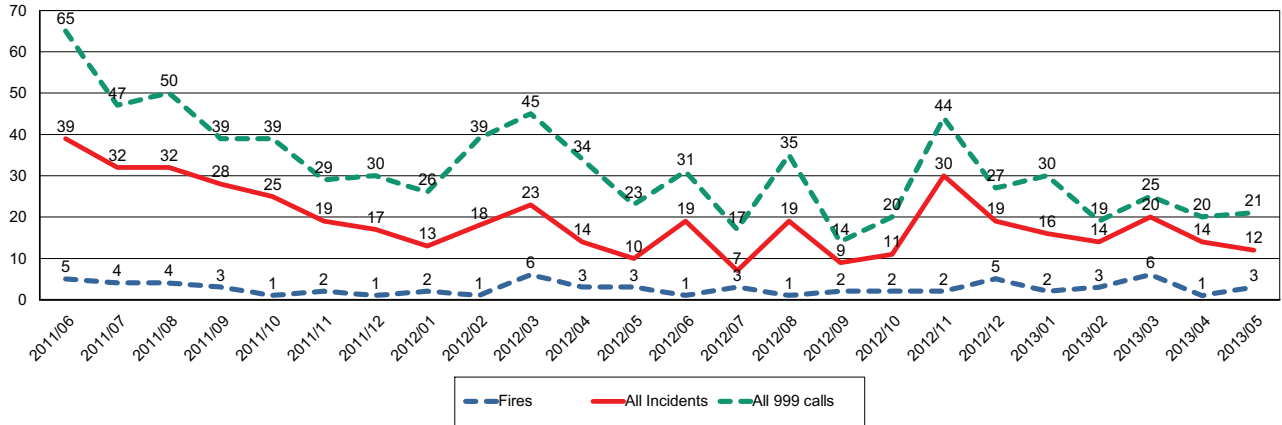
May 2013



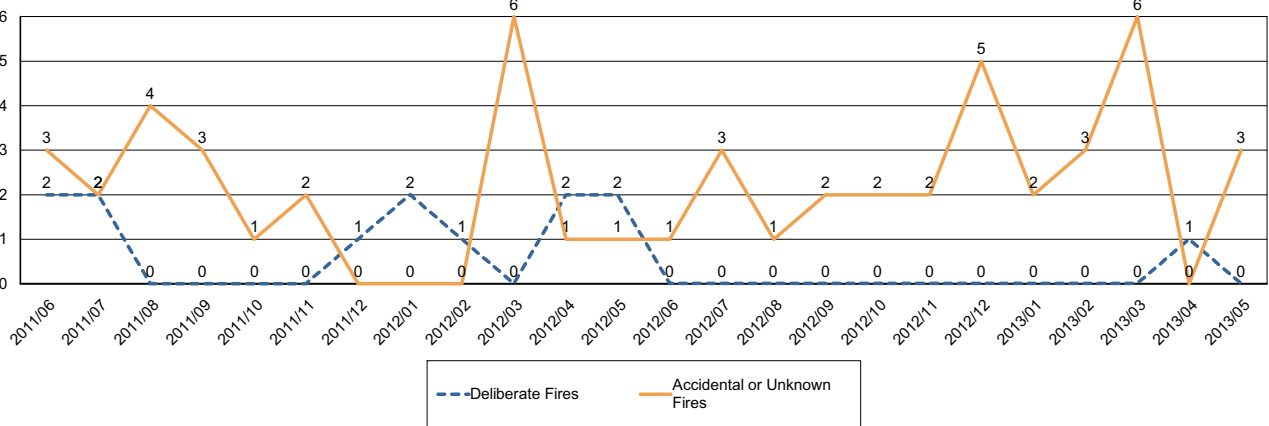
Report for Bradford on Avon Area Board

The following is an update of Fire and Rescue Service activity up to and including May. It has been prepared using the latest information and is subject to change.

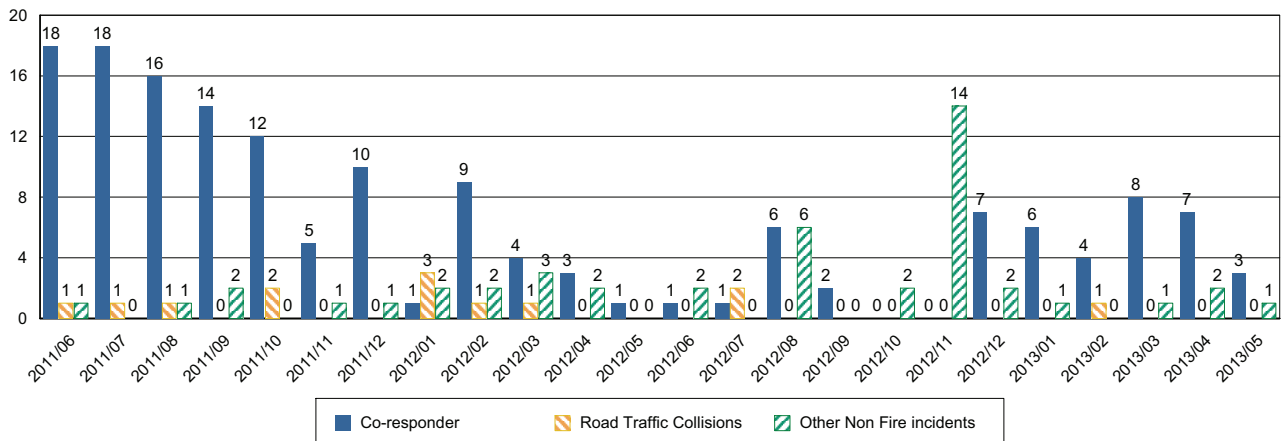
Incidents and Calls



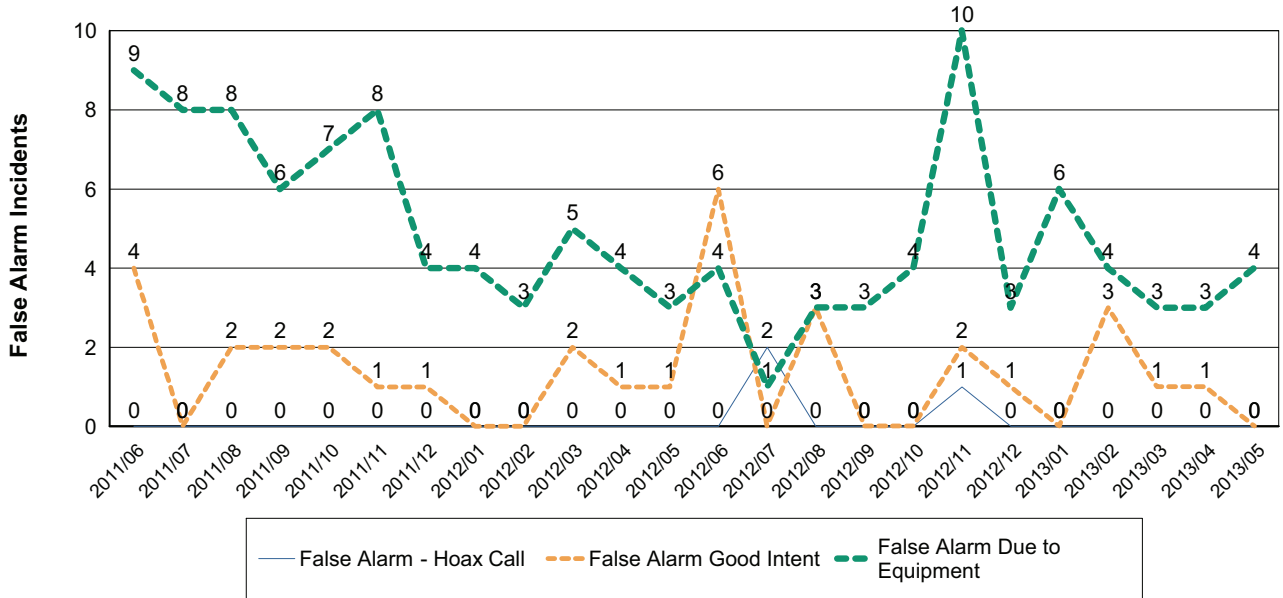
Fires by Cause



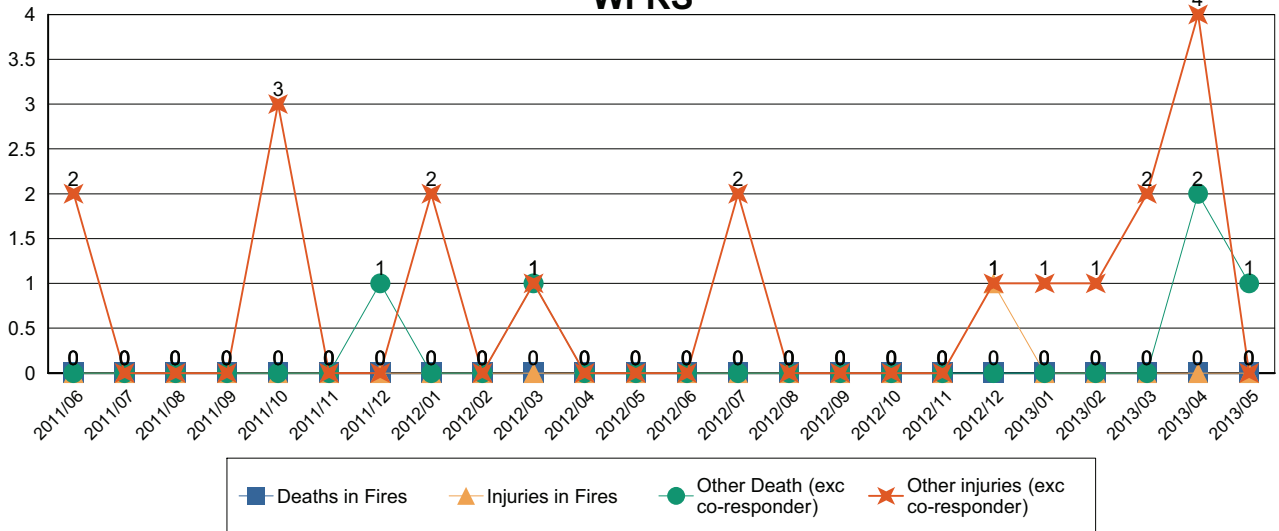
Non-Fire incidents attended by WFRS



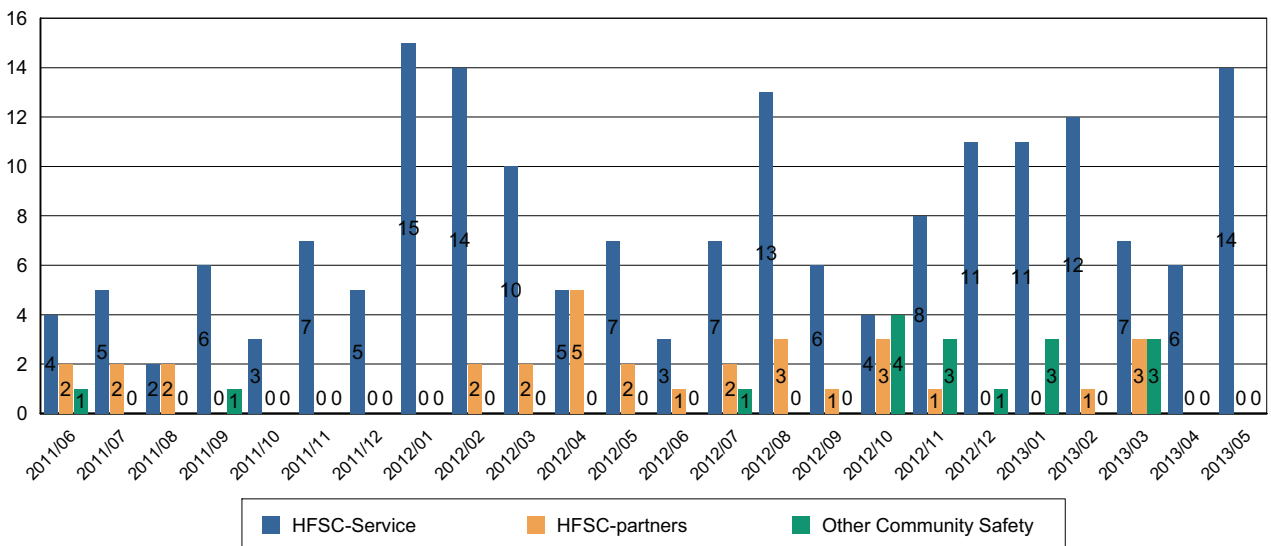
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

AREA BOARD UPDATE – MAY 2013

On 1 April 2013, the GP led Wiltshire Clinical Commissioning Group (CCG) became the statutory body responsible for commissioning local health services for Wiltshire. Wiltshire CCG is passionate about commissioning the highest quality care for our patients as close to their homes as possible - 'The right healthcare, for you, with you, near you'

Our vision will ensure that NHS care in Wiltshire can operate with improved effectiveness. Implicit in this will be greater integration between community services, general practice and working in close partnership with Wiltshire Council.

The vision puts the patient in control whilst ensuring that every opportunity is given for the residents of Wiltshire to improve their health. It's about the CCG working with people in the community, the Local Authority and other organisations to identify and understand patients' requirements so that services can be designed to meet their needs. Key to our approach is that the CCG is clinically led with GPs proactively involved in the decision making as they are in the best place to engage with the local population to help improve health and wellbeing.

As Wiltshire is a relatively dispersed, rural community which naturally divides into three areas of population, our structure incorporates three local groups to gain the collective, specific and local knowledge of general practitioners across the county. The three local groups cover the communities of:

- South Wiltshire – (Sarum Group)
- North and East Wiltshire (NEW Group)
- West Wiltshire (WWYKD Group)

The CCG will commission services for the population of Wiltshire using local information obtained from members of GP practices in each group. The groups will be responsible for ensuring delivery of quality health services from acute and community providers of health services.

We aim to ensure that all our stakeholders are engaged in a meaningful, consistent and timely manner in having a say regarding health services. The feedback we garner will be used to assist in the decision making process for healthcare improvements in Wiltshire.

Our aims are to:

- To make clinically led commissioning a reality in providing local solutions to local needs
- To deliver strategic plans which address the needs of local populations and involve patients, practices and partners
- To address the growing needs of our ageing population, and the mental health and emergency needs of our combined populations
- To encourage and support the whole population in managing and improving their health and wellbeing
- To ensure sustainability of the emerging organisation in delivering cost effective healthcare
- To communicate effectively, staying engaged with all of our patients, partners and stakeholders.

Our 7 key priorities are:

- 1 – Staying healthy and preventing ill health
- 2 – Planned care
- 3 – Unplanned care and frail elderly
- 4 – Mental health
- 5 – Long term conditions (inc Dementia)
- 6 – End of life care
- 7 – Community services and integrated care.

Contact:

Tracy Torr
Communications and Engagement Officer
Wiltshire Clinical Commissioning Group
Tel: 01380 736010 or tracy.torr@nhs.net

MEDIA STATEMENT

2 May 2013

NHS 111

The NHS 111 service is currently being established across Bath and North East Somerset and Wiltshire, following a 'soft' launch in February. This means that a test period is now underway in order to identify problems and rectify them before the service goes fully live.

“Performance is continuing to improve, but we know that some patients and providers are still experiencing some problems with getting through to the service as well as delays in receiving treatment particularly during busy weekend periods,” said Dr Simon Douglass, Clinical Accountable Officer for BaNES Clinical Commissioning Group. “We’d like to apologise for this and reassure patients that we are continuing to work with our NHS 111 provider, Harmoni, to resolve the remaining issues before the service is launched in full. We have seen a reduction in the number of 999 ambulances dispatched by the NHS 111 service, and an encouraging improvement in the number of these ambulance call outs that result in patients requiring transfer to hospital or another service.”

Wiltshire and B&NES CCGs have decided to defer the full launch of NHS 111 until all such issues are resolved. Both CCGs and Harmoni are committed to providing a safe and high quality NHS 111 service and contingency plans, involving the established local out-of-hours GP service for patients, have been in place throughout this period.

NHS England supports the CCGs’ decision and is working alongside them to ensure that the service meets national requirements.

When fully launched, NHS 111 will be a free to call service, available 24 hours a day, 365 days a year. It will act as a one stop shop for patients if their healthcare need is urgent, but not a 999 emergency.

-END-

Contact details for further information:

Tracy Torr, Communications and Engagement Officer
Wiltshire Clinical Commissioning Group
01380 736010 or tracy.torr@nhs.net

The right healthcare, for you, with you, near you

Report to	Bradford on Avon Area Board
Date of Meeting	19 June 2013
Title of Report	Community Area Grants

Purpose of Report

To ask Councillors to consider 8 applications seeking 2013/14 Community Area Grant funding:

i) Holt War Memorial Restoration Project requesting £1,750 towards the restoration of the village war memorial in time for the centenary of the First World War in 2014

ii) Friends of the Strips requesting £777 towards the restoration of the woodland

iii) Scouts requesting £500 towards maintenance equipment and a secure store at their Scout Camp at Brokerswood

iv) Friends of Woolley requesting £500 towards a community noticeboard outside The George pub

v) Winsley Parish Council requesting £4,000 towards a bus shelter at Dane Rise/ Bradford Road in Winsley

vi) Bradford on Avon Community Sports Project requesting £1,350 towards outdoor table tennis tables as an Olympic legacy project

vii) Councillor Rosemary Brown requesting £1,500 towards the Bradford on Avon Campus Phase 1 consultation starting September 2013

viii) Councillor Rosemary Brown requesting £300 towards the grand opening of the refurbished facilities at Barton Farm and Victory Field Play Areas

1. Background

- 1.1 Area Boards have authority to approve Community 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 In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons as to why this should justify an exception to the criteria.
- 1.3 In accordance with the Area Board Grants Guidance, officers are required to provide recommendations in their report, however the decision to support applications and to what level is made by Wiltshire Councillors on this Area Board.
- 1.4 Bradford on Avon Area Board has been allocated a budget in 2013/2014 of £ £39,942 capital and £11,133 revenue expenditure for community grants, community partnership core funding and councillor led initiatives.
- 1.5 It has been decided that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce the volume of paper used. However, the application forms will be available on the Wiltshire Council website and hard copies will be available upon request.
- 1.6 The funding criteria and application forms are available on the Council's website (www.wiltshire.gov.uk/areaboards) and paper versions are available from the Community Area Manager.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Community Area Grant Application Pack 2011/12• Bradford on Avon Community Area Plan• Wiltshire Local Area Agreement
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2 Main Considerations

- 2.1 Councillors will need to be satisfied that grants awarded in the 2013/14 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2 There will be 5 rounds of funding during 2013/14, this being the first.

3 Environmental & Community Implications

3.1 Community Area Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4 Financial Implications

4.1 Awards must fall within the Area Boards budget allocated to the Bradford on Avon Area Board.

4.2 If grants are awarded in line with recommendations, Bradford on Avon Area Board will have a balance of approximately £ 35, 065 capital funding and £ 18 revenue funding remaining in the grants budget for the 2013/14 financial year.

5 Legal Implications

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

6 HR Implications

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

7 Equality and Inclusion Implications

7.1 Community Area Grants give all local community and voluntary groups an equal opportunity to receive funding towards community based projects and schemes.

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

8 Officer Recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Holt War Memorial Restoration Project	Restoration of the village war memorial in time for the centenary of the First World War in 2014	£ 1, 750

8.1.1 This application meets the community area grant criteria for 2012/13.

8.1.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support to community facilities and to cultural

life in the village.

8.1.3 The application is to repair and enhance the village War Memorial in time for the centenary of the start of the First World War in 2014. The most significant part of the cost will be to replace the broken concrete surround of the obelisk with granite, but other work will include the cleaning of the granite obelisk itself, the painting of the surrounding railings, and treatment of the bronze plaques. The War Memorial is situated on Ham Green, which is the main focal point of the village, where various events take place each year. The Parish Church is on the edge of the Green, it is close to the Playing Field and Bowls Club, one pub is adjacent to the Green and the other not far off. The War Memorial was built in 1919 of Cornish granite and was paid for by public subscription. In 1922, metal railings were added.

8.1.4 £ 2,000 has been raised from the War Memorials Trust and £ 850 from public subscriptions.

Officers recommend that £ 1, 750 is contributed towards the restoration of the village war memorial in time for the centenary of the First World War in 2014

Ref	Applicant	Project proposal	Funding requested
8.2	Friends of The Strips	Restoration of the Woodland including new posts, native species planting and tools	£ 777

8.2.1 This application meets the community area grant criteria for 2012/13.

8.2.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for community facilities and nature conservation.

8.2.3 The Friends of the Strips was formed by local residents early in 2012 to restore and conserve The Strips as a Community Woodland for future generations of Bradfordians after years of underfunding by The Strips' owners, Wiltshire Council and the District and Urban Councils before them.

<http://www.friendsofthestrips.org.uk/friendsofthestrips/Welcome.html>

8.2.4 This area of woodland, so important to the setting of Bradford on Avon, is suffering from years of neglect and needs to be restored for the benefit of the local community. Carbon storage by trees and protection of threatened flora and fauna will be additional benefits. This project will benefit, in the first instance, the many locals who live nearby and who use the Strips for exercise, dog-walking or as a means of reaching the centre of the town. It will benefit the many children who play therein and who build dens and use it as an adventure playground. It is to be hoped that the Council will be able to fund the short stretch of cycleway which will use the path on the north side. This will inevitably cause disruption while being built, but should result in additional tree planting. Lastly, as stated above, the whole town will

benefit from the assurance that the woodland that is such a vital part of its skyline is being safeguarded for the future.

8.2.5 Contributions of £ 300 from a family day and voluntary contributions have been made. In January 2013 £350 was contributed by the Area Board for tree and bulb planting at The Strips, from the previous financial year.

Officers recommend that £ 777 is contributed towards the restoration of the woodland. No further applications will be considered by the applicant in the current financial year.

Ref	Applicant	Project proposal	Funding requested
8.3	Wiltshire West District Scout Association	Maintenance equipment and a secure store at their Scout Camp at Brokerswood	£ 500

8.3.1 This application meets the community area grant criteria for 2012/13.

8.3.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through it support for youth and community facilities.

8.3.3 Having purchased a field at West Ashton we are making good progress in developing this into a Scout Camp Site and Youth Activity Centre open to Scouts, Guides and organised youth groups nationwide and to local community groups. Having planted over 6200 trees to form a new Jubilee Wood and installed essential infrastructure, we now need items of maintenance equipment and a secure store to keep them in and also need to improve accessibility, particularly for the disabled. Our 800 young members in West Wilts, of whom 160 plus 30 adult volunteers are from the Bradford Area plus Guides, local youth groups and the local community will benefit. We do not know how many of these will take advantage of the opportunity but we already know that the 105 pupils at West Ashton School intend to make full use of the facility We are already enjoying a high level of engagement as young people and the local community have helped with tree planting etc. This project is about encouraging young people to get the best out of life and to enjoy their childhood in the great outdoors. Links to local priorities are: Economy: Increasing skill levels: We believe that young people develop most when they are 'learning by doing,' are given responsibility, work in teams, take acceptable risks and think for themselves. The leadership and team working skills that young members acquire, together with the self confidence that the training engenders helps to provide them with the skills that future generations of leaders and of our national workforce will need in order to make planned economic growth become a reality. Addressing Anti-social behaviour: We encourage our members to understand the consequences of their actions, and aim to help build the strength of character necessary to resist pressures to join anti-social behaviour. Sport and Active Leisure: Our project is all about getting away from the TV and computer and enjoying an active, fulfilling life-style Environment and the Countryside: we foster understanding of how

communities and individuals need to integrate with the countryside and how the actions and behaviours of young and old alike impact on the environment. The aim is to create a safe, self-sustaining environment in which the trees, the flora and the wildlife can flourish alongside and integrated with citizenship training. Education & Lifelong Learning; Improving chances for children. To improve young people's outcomes and outlook on life, it is vital that the cycle of dependency on benefits is broken and young people aspire to a career or work life. Scouting promotes the development of young people in achieving their full potential. Health & Social Care; Improving Life Styles: Increasing levels of obesity and low fitness in young people is a matter of national concern. We encourage and foster a healthy life style based upon healthy eating, hygiene, exercise and outdoor pursuit. The camp site will enable these important life-skills to be reinforced by means of day visits and over-night camping where young members will, for example, plan their menus, buy their provisions and cook for themselves. Crime & Community Safety: our training helps young people to find the strength of character to make the right choices and helps give them the maturity to resist pressures to take a part in activities such as drug dealing and gang cultures. Many church leaders, members of the police force and social workers value the contribution that scouting makes towards achieving better, safer communities. Community: As well as being used by Scouts and Guides from outside the District, we are committed to making the site available for use by other groups, who need not necessarily be youth groups, and to schools etc. We envisage making the facility available for use by schools and youth and other groups for a variety of social, educational and sports activities. Our long-term aim is that the site will become some form of hub for youth outdoor activity, helping young people to appreciate the importance of conservation and how to enjoy the countryside in a responsible manner. We try to foster understanding of why individuals should contribute to the well-being of the community of which they are part and the benefits that they and the community at large will derive from this. We hope that by adulthood our young members will have a keen understanding of the needs of their community and be willing and able to contribute to the life of the community and to strengthen the voluntary sector in years to come.

8.3.4 Parallel applications have been made to Trowbridge and Melksham Area Boards for £1, 500 and £ 500 respectively and to Trowbridge Town Council for £ 2, 000.

Officers recommend that £ 500 is contributed towards maintenance equipment and a secure store at the Scout Camp at Brokerswood, subject to contributions also being forthcoming form the Trowbridge and Melksham Area Boards

Ref	Applicant	Project proposal	Funding requested
8.4	Friends of Woolley	Community noticeboard outside The George pub in Woolley Street	£ 500

8.4.1 This application meets the community area grant criteria for 2012/13.

8.4.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for essential community facilities and cultural life.

8.4.3 The project is to erect a Friends of Woolley community notice board in the heart of Woolley outside The George pub for use by anyone local. We have identified a need for more accessible and visible information to be made available. The A0 size board will be of traditional and sustainable materials, designed to be robust yet attractive, and mounted on a stone wall. The landlord has given his consent to the mounting of the board on his wall. We are a voluntary community group inaugurated in 2005 to provide the local community with a formally constituted body to assist with local representation. This project will further foster community spirit and keep all better informed by displaying posters advertising community & social events; notices of meetings/campaigns; adverts for local trade & craftsmen; requests for volunteers for community projects. It will benefit:

- i) All residents of Woolley - reaching a wider audience in its prominent position as a focal point;
- ii) Friends of Woolley - our website provides news, via the notice board we could communicate even more directly with residents. Currently we only use a resident's gatepost as a publicity point. It also benefits the area by supporting many of the actions set out in our Plan for Woolley 2026, unanimously endorsed by the Town Council. In the Plan a website notice board was already proposed. A board would form an important valuable extension to this by providing access to information for those not regularly consulting websites
- iii) Our community – will be strengthened in accordance with the vision and objectives of the Community Strategy - to enable people to get together to address local concerns, organise cultural events and to socialise
- iv) The wider area- by posting information regarding Bradford on Avon's plans for the future of the town as well as in Woolley
- v) Local businesses - the pub and any local trades people will be able to advertise and promote their services and goods. Community industries and projects will also be promoted

The board will be designed and constructed by a Woolley craftsman. The quote is competitively priced compared with commercially produced boards, and far preferable as it supports a local business. The grant application is for the cost of designing, making & fixing of the board. We will fund the cost of a Plexi glass cover and undertake to maintain/replace this into the future.

All who call at our well established produce table will benefit by catching up on news on the board above. It is a highly valued resource for residents & passers by where surplus local garden produce is left with an honesty box system for donations. This prevents waste and encourages local produce.

We anticipate that this additional opportunity for publicity will increase interaction and participation between people and businesses, improve income generation and achieve more effective promotion of events and projects, thereby delivering a

lasting benefit for the community of Woolley.

Officers recommend that £ 500 is contributed towards a community noticeboard outside The George pub in Woolley Street

Ref	Applicant	Project proposal	Funding requested
8.5	Winsley Parish Council	Bus shelter at Dane Rise/ Bradford Road in Winsley	£ 4, 000

8.5.1 This application meets the community area grant criteria for 2012/13.

8.5.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for community facilities.

8.5.3 The project is to provide a bus shelter on the Bradford Road at the junction of Dane Rise, where there has been a hard standing ready for the shelter for some years but as cost has always been an issue it has never been installed. There is an increasingly ageing population from the Tynning Estate which is located at the north side of Bradford Road, it is this area from which approximately half of the users of this particular bus stop would come, the road is long and wide and does seem to be particularly exposed to the elements making the shelter more of a necessity - it has long been the intention of Winsley Parish Council to promote the use of the very good and important bus route into and out of Bath and to encourage people to use it for more than just shopping trips but to see it as a genuine alternative to commuting to work in their car.

8.5.4 The Parish Council will match fund the project costs, a total of £ 8,000.

8.5.5 This matter was discussed at the recent Community Area Transport Group which requested a costed proposal for consideration its next meeting in September.

Officers recommend that the application for £ 4,000 towards a bus shelter at Dane Rise/ Bradford Road in Winsley is referred to the Community Area Transport Group for its consideration in the first instance

Ref	Applicant	Project proposal	Funding requested
8.6	Bradford on Avon Community Sports Project	Outdoor table tennis tables as an Olympic legacy project	£ 1, 350

8.6.1 This application meets the community area grant criteria for 2012/13.

- 8.6.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for sport and culture.
- 8.6.3 As part of improving recreational amenities for Bradford on Avon residents and visitors as part of community health, wellbeing and interpersonal involvement, the addition of outdoor Table Tennis would be a very positive addition to current activities. Outdoor TT Tables have proved very popular in both the UK and abroad and would be an excellent recreational activity for all ages. This is a legacy project from the very successful, Inspire-marked, Community Sports Festival in 2012.
- 8.6.4 The Council's Play and Leisure Strategy Officer is supportive of the application and is negotiating a suitable site with the applicant where the table tennis tables can be provided as a permanent structure, cemented in situ.
- 8.6.5 The bulk of the expenditure is covered by a Sport England grant of £ 4, 000.

Officers recommend that £ 1, 350 is contributed towards outdoor table tennis tables as an Olympic legacy project

Ref	Applicant	Project proposal	Funding requested
8.7	Councillor Rosemary Brown	Bradford on Avon Campus Phase 1 consultation starting September 2013	£ 1, 500

- 8.7.1 This application meets the community area grant criteria for 2012/13.
- 8.7.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for community facilities and access to services.
- 8.7.3 The Shadow COB has to consult widely in order to develop a public service campus proposal for Bradford on Avon. The consultation will be held in phases over the next few years. This funding application is to support the first phase consultation in 2013/14. The purpose of the first phase is to inform and engage the community as widely and as clearly as possible regarding the project. Costs include pop-up display, adverts, exhibition material, web and paper collection and collation of responses, refreshments at events, WC van and meeting room hire. The community will benefit by being able to express their views about what services are included within the campus, so that when it is finally created it meets their needs in a way that significantly improves the life of the community as a whole especially those groups that are disadvantaged. The Shadow COB wishes to prepare and design appealing, professional and informative material which its community can easily interact with.
- 8.7.4 It is likely that the campus project will require further substantial funding in future financial years. Given the constraints on revenue funding in the Community Area Grants budget it is recommended that a suitable alternative fund for campus consultations should

be identified corporately within the Council.

Officers recommend that £ 1,500 revenue funding is contributed towards the Bradford on Avon Campus Phase 1 consultation starting September 2013

Ref	Applicant	Project proposal	Funding requested
8.8	Councillor Rosemary Brown	Grand opening of the refurbished facilities at Barton Farm and Victory Field Play Areas	£ 300

8.8.1 This application meets the community area grant criteria for 2012/13.

8.8.2 The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for community facilities, parks and open spaces.

8.8.3 The project is to provide in partnership with Bradford on Avon Town Council an opening ceremony to celebrate the upgrading of both the Victory Field and Barton Farm Play Areas on Friday 5th July 2013 12noon – 1pm. The refurbishment was a known need of local residents, the Friends of Barton Farm Group carried out extensive consultation and provided the original plans for the upgrade which met with the needs of the town. S106 funding has been used to fund this project, together with funding from BoA Town Council and the Early Years section of Wiltshire Council. Both areas were in need of substantial upgrading this has been achieved within budget as well as meeting the needs of the local residents. Active Play is known to be a real benefit to the development of children as well as being an indicator of a vibrant, strong and developing community.

8.8.3 The total capital cost of the refurbished play areas is in the region of £130k, mostly funded from Section 106 contributions from Linden Homes. The Town Council will match fund the costs of the opening ceremony. As revenue funding is so constrained in 2013/14 it is recommended that a slightly reduced sum is offered.

8.8.4 The Council's Play and Leisure Strategy Officer has been a key player in the detail of the restoration project and is involved and supportive of the proposed opening ceremony.

Officers recommend that £ 200 is contributed towards the grand opening of the refurbished facilities at Barton Farm and Victory Field Play Areas

Appendices:	Grant applications from: Holt Memorial Restoration Project Friends of The Strips Wiltshire West District Scout Association Friends of Woolley Winsley Parish Council Bradford on Avon Community Sports Councillor Rosemary Brown
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	Comments from Colin Brown, Play and Leisure Strategy Officer
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No unpublished documents have been relied upon in the preparation of this report.

Report Author	Peter Dunford, Community Area Manager Tel: 01225 713060 E-mail peter.dunford@wiltshire.gov.uk
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Grant Applications for Bradford on Avon on 19/06/2013

ID	Grant Type	Project Title	Applicant	Amount Required
90	Community Area Grant	Jubilee Wood Scout Camp Site and Community Youth Activity Centre	Wiltshire West District Scout Association	£500
100	Community Area Grant	Holt War Memorial Restoration Project	Holt PC	£1750.00
84	Community Area Grant	The Strips Restoration/Conservation	FRIENDS OF THE STRIPS	£777.15
108	Community Area Grant	Friends of Woolley Community Notice Board	Friends of Woolley	£500
132	Community Area Grant	Dane Rise / Bradford Road Bus Shelter	Winsley Parish Council	£4000
138	Community Area Grant	Bradford Community Outdoor Table Tennis Tables an Olympic Legacy	Bradford on Avon Community Sports	£1350.00

ID	Grant Type	Project Title	Applicant	Amount Required
90	Community Area Grant	Jubilee Wood Scout Camp Site and Community Youth Activity Centre	Wiltshire West District Scout Association	£500

Submitted: 12/05/2013 15:44:27

ID: 90

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

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

5. Project title?

Jubilee Wood Scout Camp Site and Community Youth Activity Centre

6. Project summary:

Having purchased a field at West Ashton we are making good progress in developing this into a Scout Camp Site and Youth Activity Centre open to Scouts, Guides and organised youth groups nationwide and to local community groups. Having planted over 6200 trees to form a new Jubilee Wood and installed essential infrastructure, we now need items of maintenance equipment and a secure store to keep them in and also need to improve accessibility, particularly for the disabled.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

Bradford on Avon South

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

BA14 6DF

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

Children & Young People

Countryside, environment and nature

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Safer communities

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2012

Total Income:

£42342

Total Expenditure:

£17252

Surplus/Deficit for the year:

£41951

Free reserves currently held:

(money not committed to other projects/operating costs)

£1618

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

Our existing project commitments leave us with only about Â£1800 to complete all the

necessary work to allow us to open the facility in October 2013. We are conducting fund raising and making grant applications for this. In addition to this basic project, we have new requirements associated with the need to maintain these facilities, the woodland and the open areas and to improve accessibility.

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

10b. Project Finance:

Total Project cost		£5000		
Total required from Area Board		£500		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Secure Store	2500	Trowbridge Area Board		1500
Disabled Access (paths to toilets and from car park to the Interpretation Centre)	1000	Melksham Area Board		500
Mower	1500	Trowbridge Town Council		2000
		Project Funds	yes	500
Total	£5000			£4500

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

Yes

12. If so, which Area Boards?

Melksham
Trowbridge

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

Our 800 young members in West Wilts, of whom 160 plus 30 adult volunteers are from the Bradford Area plus Guides, local youth groups and the local community will benefit. We do not know how many of these will take advantage of the opportunity but we already know that the 105 pupils at West Ashton School intend to make full use of the facility We are already enjoying a high level of engagement as young people and the local community have helped with tree planting etc. This project is about encouraging young people to get the best out of life and to enjoy their childhood in the great outdoors. Links to local priorities are: Economy:

Increasing skill levels: We believe that young people develop most when they are 'learning by doing,' are given responsibility, work in teams, take acceptable risks and think for themselves. The leadership and team working skills that young members acquire, together with the self confidence that the training engenders helps to provide them with the skills that future generations of leaders and of our national workforce will need in order to make planned economic growth become a reality. Addressing Anti-social behaviour: We encourage our members to understand the consequences of their actions, and aim to help build the strength of character necessary to resist pressures to join anti-social behaviour. Sport and Active Leisure: Our project is all about getting away from the TV and computer and enjoying an active, fulfilling life-style Environment and the Countryside: we foster understanding of how communities and individuals need to integrate with the countryside and how the actions and behaviours of young and old alike impact on the environment. The aim is to create a safe, self-sustaining environment in which the trees, the flora and the wildlife can flourish alongside and integrated with citizenship training. Education & Lifelong Learning; Improving chances for children. To improve young people's outcomes and outlook on life, it is vital that the cycle of dependency on benefits is broken and young people aspire to a career or work life. Scouting promotes the development of young people in achieving their full potential. Health & Social Care; Improving Life Styles: Increasing levels of obesity and low fitness in young people is a matter of national concern. We encourage and foster a healthy life style based upon healthy eating, hygiene, exercise and outdoor pursuit. The camp site will enable these important life-skills to be reinforced by means of day visits and over-night camping where young members will, for example, plan their menus, buy their provisions and cook for themselves. Crime & Community Safety: our training helps young people to find the strength of character to make the right choices and helps give them the maturity to resist pressures to take a part in activities such as drug dealing and gang cultures. Many church leaders, members of the police force and social workers value the contribution that scouting makes towards achieving better, safer communities. Community: As well as being used by Scouts and Guides from outside the District, we are committed to making the site available for use by other groups, who need not necessarily be youth groups, and to schools etc. We envisage making the facility available for use by schools and youth and other groups for a variety of social, educational and sports activities. Our long-term aim is that the site will become some form of hub for youth outdoor activity, helping young people to appreciate the importance of conservation and how to enjoy the countryside in a responsible manner. We try to foster understanding of why individuals should contribute to the well-being of the community of which they are part and the benefits that they and the community at large will derive from this. We hope that by adulthood our young members will have a keen understanding of the needs of their community and be willing and able to contribute to the life of the community and to strengthen the voluntary sector in years to come.

14. How will you monitor this?

In this project success is about people. It is the delivery of the benefits described above – better quality of life, encouraging young people to get the best out of life and to enjoy their childhood in the great outdoors. We are confident that the facilities and the environment that we will create will deliver success. We will measure it through: - The numbers that use the site - Customer satisfaction surveys with users and leaders - Routine monitoring and reporting by the Management Committee to the District Executive Committee

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

We will charge modest fees from groups using the site and have been awarded a Forestry

Commission woodland maintenance grant of £680 per annum to help towards maintenance and replacement of the 6200 trees that we have planted

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

Excluding items listed in this application and volunteer labour, our latest estimate for completion of the site is £193,500. We have so far raised £188,500 (This is made up of Grants from Charitable bodies and Local Authorities - £152,600, Donations from individual well-wishers and local fund raising - £4,900, Contribution from own reserves - £10,000, Forestry Commission woodland creation grant - £21,000) We have spent £175,800 and are contractually committed to a further £11,000. This leaves us with a cash balance of £1700 and so need to raise a further £5000, which we will do by applying for further grants and local fundraising

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

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

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

100	Community Area Grant	Holt War Memorial Restoration Project	Holt PC	£1750.00
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Submitted: 15/05/2013 18:03:38

ID: 100

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

Yes

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

We could not afford the total cost of the whole project from within our precept

5. Project title?

Holt War Memorial Restoration Project

6. Project summary:

To repair and enhance the village War Memorial in time for the centenary of the start of the First World War in 2014. The most significant part of the cost will be to replace the broken concrete surround of the obelisk with granite, but other work will include the cleaning of the granite obelisk itself, the painting of the surrounding railings, and treatment of the bronze plaques

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

Holt and Staverton

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

BA6 2PY

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

Festivals, pageants, fetes and fayres

Heritage, history and architecture

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2013

Total Income:

£22684

Total Expenditure:

£22680

Surplus/Deficit for the year:

£4

Free reserves currently held:

(money not committed to other projects/operating costs)

£17033

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

Because these are held for specific purposes - they\\'re not \\\

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

10b. Project Finance:

Total Project cost		£6100.00		
Total required from Area Board		£1750.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Stone mason	4500.00	Public subscription so far	yes	850.00
Work (in kind)	1000.00	War Memorials Trust		2000.00
Materials (in kind)	500.00	Work (in kind)		1000.00
Gravel	100.00	Materials (in kind)		500.00
Total	£6100			£4350

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

No

12. If so, which Area Boards?

Bradford on Avon

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

The War Memorial is situated on Ham Green, which is the main focal point of the village, where various events take place each year. The Parish Church is on the edge of the Green, it is close to the Playing Field and Bowls Club, one pub is adjacent to the Green and the other not far off. The War Memorial was built in 1919 of Cornish granite and was paid for by public subscription. In 1922, metal railings were added, to

14. How will you monitor this?

The requirement is to continue to provide a central focus for the village, and the renovated memorial will be a visible sign of its continuing importance.

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

Not relevant

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

Not relevant

17. DECLARATION

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

Quotes:

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

Constitution:

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

Policies and procedures:

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

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

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

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

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

activities specified.

84	Community Area Grant	The Strips Restoration/Conservation	FRIENDS OF THE STRIPS	£777.15
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Submitted: 08/05/2013 19:08:10

ID: 84

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

The Strips Restoration/Conservation

6. Project summary:

This area of woodland, so important to the setting of Bradford on Avon, is suffering from years of neglect, and needs to be restored for the benefit of the local community. Carbon storage by trees, and protection of threatened flora and fauna, will be additional benefits.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

Bradford on Avon South

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

BA15 1EB

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

Children & Young People

Countryside, environment and nature

Health, lifestyle and wellbeing

Heritage, history and architecture

Inclusion, diversity and community spirit

Recycling and green initiatives

Safer communities
Sport, play and recreation
Transport and roads

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

05/2013

Total Income:

£955.13

Total Expenditure:

£487.25

Surplus/Deficit for the year:

£467.88

Free reserves currently held:

(money not committed to other projects/operating costs)

£467.88

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

We are proposing to spend as much as we can, but the scale of the operation is beyond us at this juncture.

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

10b. Project Finance:

Total Project cost		£1554.29		
Total required from Area Board		£777.15		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Posts x 10	51.00	Family Day		250.00
Native species planting	558.35	Voluntary Contributions	yes	50
Tools	944.93			
Total	£1554.28			£300

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

financial year?

No

12. If so, which Area Boards?

Bradford on Avon

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

This project will benefit, in the first instance, the many locals who live nearby and who use the Strips for exercise, dog-walking or as a means of reaching the centre of the town. It will benefit the many children who play therein, and who build dens and use it as an adventure playground. It is to be hoped that the Council will be able to fund the short stretch of cycleway which will use the path on the north side. This will inevitably cause disruption while being built, but should result in additional tree planting. Lastly, as stated above, the whole town will benefit from the assurance that the woodland that is such a vital part of its skyline is being safeguarded for the future.

14. How will you monitor this?

Members of the committee, who all live nearby, will monitor progress. It is to be hoped that we will attract the help of volunteers.

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

We have in mind a number of fund-raising activities.

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

17. DECLARATION

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

Quotes:

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

Project/Business Plan:

yes I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

108	Community Area Grant	Friends of Woolley Community Notice Board	Friends of Woolley	£500
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Submitted: 19/05/2013 20:35:35

ID: 108

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

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

N/A

5. Project title?

Friends of Woolley Community Notice Board

6. Project summary:

To erect a Friends of Woolley community notice board in the heart of Woolley outside The George pub for use by anyone local. We have identified a need for more accessible and visible information to be made available. The A0 size board will be of traditional and sustainable materials, designed to be robust yet attractive, and mounted on a stone wall. The landlord has given his consent to the mounting of the board on his wall. We are a voluntary community group inaugurated in 2005 to provide the local community with a formally constituted body to assist with local representation.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

Bradford on Avon North

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

BA15 1AQ

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

Arts, crafts and culture
Countryside, environment and nature
Economy, enterprise and jobs
Festivals, pageants, fetes and fayres
Food, farming and local markets
Inclusion, diversity and community spirit
Recycling and green initiatives
Safer communities
Sport, play and recreation
Transport and roads
Other

If Other (please specify)

Volunteering in the local community

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2013

Total Income:

£219.87

Total Expenditure:

£348.90

Surplus/Deficit for the year:

£1935.91

Free reserves currently held:

(money not committed to other projects/operating costs)

£435.91

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

We are a very small, essentially not for profit, community group with very limited funds. We must maintain a balance of Â£1400 to finance our important annual apple juicing project, which is a major source of income for us. This project, however, is in itself a very valued and enjoyable annual participatory community event and effort and not just an income generator.

It involves a large number of members and residents in the picking and collecting of surplus apples from around Woolley orchards, thus using local resources to produce the popular Woolley apple juice which presently is juiced and bottled commercially, hence the need to reserve funds to finance this outlay. The income from sales of apple juice we then use to fund and support our other ongoing campaigns and plans for enhancing the community, such as apple tree grants for residents and environmental planting of other trees in the local park. These projects all form part of the plans and vision for the future of our hamlet as laid out in our Plan for Woolley 2026. It should be noted that, due to the total apple crop failure in our locality (thus no juice was produced and hence no sales income), 2012/13 expenditure exceeded income for the first time ever in Friends of Woolley's history. This setback means that Friends of Woolley have insufficient funds left in reserve to afford the notice board plus continue to fund other projects. The grant would help to leave us with a sustainable bank balance, and we expect to maintain gradually and increase our funding level in future years.

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

10b. Project Finance:

Total Project cost		£500		
Total required from Area Board		£500		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Perspex doors for board	£50			
Community notice board	£450			
Total	£0			£0

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

No

12. If so, which Area Boards?

Bradford on Avon

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

This project will further foster community spirit and keep all better informed by displaying posters advertising community & social events; notices of meetings/campaigns; adverts for local trade & craftsmen; requests for volunteers for community projects. It will benefit All residents of Woolley - reaching a wider audience in its prominent position as a focal point Friends of Woolley - our website provides news, via the notice board we could communicate even more directly with residents. Currently we only use a resident's gatepost as a

publicity point. It also benefits the area by supporting many of the actions set out in our Plan for Woolley 2026, unanimously endorsed by the Town Council. In the Plan a website notice board was already proposed. A board would form an important valuable extension to this by providing access to information for those not regularly consulting websites Our community " will be strengthened in accordance with the vision and objectives of the Community Strategy - to enable people to get together to address local concerns, organise cultural events and to socialise The wider area- by posting information regarding Bradford on Avon's plans for the future of the town as well as in Woolley Local businesses - the pub and any local trades people will be able to advertise and promote their services and goods. Community industries and projects will also be promoted The board will be designed and constructed by a Woolley craftsman. The quote is competitively priced compared with commercially produced boards, and far preferable as it supports a local business. The grant application is for the £490 cost of designing, making & fixing of the board. We will fund the £50 cost of a Plexi glass cover and undertake to maintain/replace this into the future. All who call at our well established produce table will benefit by catching up on news on the board above. It is a highly valued resource for residents & passers by where surplus local garden produce is left with an honesty box system for donations. This prevents waste and encourages local produce. We anticipate that this additional opportunity for publicity will increase interaction and participation between people and businesses, improve income generation and achieve more effective promotion of events and projects, thereby delivering a lasting benefit for the community of Woolley.

14. How will you monitor this?

A nearby resident, a member of Friends of Woolley, has offered to regularly check and refresh the information on the notice board, the landlord of The George will also monitor posters Friends of Woolley's links with the local authority, local elected members and other local and national bodies, built up over several years, will help us to monitor usage of the board We will monitor the usage by noting who posts what, where posters come from, and remove any offensive or unsuitable material Monthly Executive meetings of our group can address any issues arising We will record feedback to assess any views or suggestions for future use of the board We will also check regularly that the board is in good condition and ensure that any repair needed will be executed We monitor participation in our local events and projects and it is hoped that the notice board will increase this participation

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

The purchase of the notice board is a one off capital project. Friends of Woolley will maintain the board in the future.

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

N/A

17. DECLARATION

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

Quotes:

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

above)

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

132	Community Area Grant	Dane Rise / Bradford Road Bus Shelter	Winsley Parish Council	£4000
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Submitted: 05/06/2013 17:56:35

ID: 132

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

Yes

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

The total cost of the bus shelter would mean an increase of about 50% on the annual precept, it is simply too large an increase in times of austerity for most families.

5. Project title?

Dane Rise / Bradford Road Bus Shelter

6. Project summary:

to Provide a bus shelter on the Bradford Road at the junction of Dane Rise, there has been a hard standing there ready for the shelter for some years but as cost has always been an issue it has never been installed.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

Winsley and Westwood

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

BA15 2NB

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

Children & Young People

Countryside, environment and nature

Health, lifestyle and wellbeing

Recycling and green initiatives

Transport and roads

Other

If Other (please specify)

supporting and encouraging the use of public transport

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2012

Total Income:

£14,000

Total Expenditure:

£17000

Surplus/Deficit for the year:

£-3000

Free reserves currently held:

(money not committed to other projects/operating costs)

£17000

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

Because there are a number of other project for which these might be needed, the parish owns

a nature reserve which has a lot of trees that need quite expensive maintenance and some long stretches of dry stone walling in need of repair. There is also a playground which has some items of equipment that are in need of repair or replacement, the total of which is estimated at nearly Â£10,000

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

10b. Project Finance:

Total Project cost	£8000			
Total required from Area Board	£4000			
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
cost of shelter and installlations	8000	this does not create and income	yes	00
Total	£8000			£0

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

No

12. If so, which Area Boards?

Bradford on Avon

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

There is an increasingly ageing population from the Tynning Estate which is located at the north side of Bradford Road, it is this area from which approximately half of the users of this particular bus stop would come, the road is long and wide and does seem to be particularly exposed to the elements making the shelter more of a necessity - it has long been the intention of Winlsey Parish Council to promote the use of the very good and important bus route into and out of Bath and to encourage people to use it for more than just shopping trips but to see it as a genuine alternative to commuting to work in their car.

14. How will you monitor this?

The need was first identified about 10 years ago and has been very high on the priorities ever since although the monitoring to date has been anecdotal the length of time and strength of feeling seems to justify it as a need

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

undecided as yet.

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

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

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

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

138	Community Area Grant	Bradford Community Outdoor Table Tennis Tables an Olympic Legacy	Bradford on Avon Community Sports	£1350.00
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Submitted: 06/06/2013 15:06:27

ID: 138

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

Bradford Community Outdoor Table Tennis Tables an Olympic Legacy

5. Project title?

Bradford Community Outdoor Table Tennis Tables an Olympic Legacy

6. Project summary:

As part of improving recreational amenities for Bradford on Avon residents and Visitors as part of Community health, wellbeing and interpersonal involvement the addition of outdoor Table Tennis would be a very positive addition to current activities. Outdoor TT Tables have proved very popular in both the UK and Abroad and I am sure would be an excellent recreational activity for all ages.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

Bradford on Avon South

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

BA15

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

Children & Young People

2012 Olympic Legacy

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

Other

If Other (please specify)

All age groups would be included

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

07/2012

Total Income:

£9018.00

Total Expenditure:

£4999.33

Surplus/Deficit for the year:

£4018.67

Free reserves currently held:

(money not committed to other projects/operating costs)

£4018.67

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

The Reserves are insufficient for the project. Reserves are held in the BOACAN Accounts.

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

10b. Project Finance:

Total Project cost		£5350.00		
Total required from Area Board		£1350.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
2 OutdoorTable Tennis Tables	£5350.00	Own Reserves	yes	£4000.00
Total	£0			£0

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

No

12. If so, which Area Boards?

Bradford on Avon

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

Community health, wellbeing and interpersonal involvement the addition of outdoor Table Tennis would be a very positive addition to current activities. Outdoor TT Tables have proved very popular in both the UK and Abroad and I am sure would be an excellent recreational activity for all ages.

14. How will you monitor this?

As Chairman of the Bradford on Avon Sports Association it will be part of my remit to be

involved personally along with other local members.

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

Fund Raise by running a Competition with entry fee and run a raffle alongside this.

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

NA

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

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

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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



Area Board Projects and Councillor Led Initiatives

Application Form 2013/2014

Log no

For office use

To be completed by the Wiltshire Councillor leading on the project

Please ensure that you have read the Funding Criteria before completing this form PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

1. Contact Details

Area Board Name	Bradford on Avon		
Your Name	Rosemary Brown		
Contact number		e-mail	

2. The project

Project Title/Name	Bradford on Avon Area Campus		
Please tell us about the project /activity you want to organise/deliver and why? Important: This section is limited to 600 characters only (inclusive of spaces).	<p>The Shadow COB has to consult widely in order to develop a public service campus proposal for Bradford on Avon. The consultation will be held in phases over the next few years. This funding application is to support the first phase consultation in 2013/14. The purpose of the first phase is to inform and engage the community as widely and as clearly as possible regarding the project.</p> <p>Pop-up display - £200 Adverts, exhibition material, web and paper collection and collation of responses - £800 Refreshments at events, WC van hire, meeting room hire, sundries - £500</p>		
Where is this project taking place?	Bradford on Avon Community Area		
When will the project take place?	September/October 2013		
What evidence is there that this project/activity needs to take place/be funded by the area board?	This is part of the Wiltshire Council Campus Development Programme. The Shadow COB want to make sure that people across the community area have the chance to understand and comment on the campus proposal		

How will the local community benefit?	<p>The community will benefit by being able to express their views about what services are included within the campus, so that when it is finally created it meets their needs in a way that significantly improves the life of the community as a whole especially those groups that are disadvantaged.</p> <p>The COB wishes to prepare and design appealing, professional and informative material which its community can easily interact with.</p>		
Does this project link to a current Community Issue? (if so, please give reference number as well as a brief description)	No, but links generally to the provision of and access to public services.		
Does this project link to the Community Plan or local priorities? (if so, please provide details)	Supports the priority of community wellbeing.		
What is the desired outcome/s of this project?			
The desired outcome of Phase 1 is that people are clear about what a public service campus is and how they can shape it's content for their town.			
Who will be responsible for managing this project?			
Bradford on Avon Shadow COB			
3. Funding			
What will be the total cost of the project?	Likely to be in excess of £ 10,000 over 3 years		
How much funding are you applying for?	£ 1,500 in 2013/14		
If you are expecting to receive any other funding for your project, please give details	Source of Funding	Amount Applied For	Amount Received
	None at present		
Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to. (N.B. We cannot pay money into an individual's bank account)	Bradford on Avon Community Area Network (BoACAN), Coventry Building Society, Bradford on Avon		
4. Declaration – I confirm that...			
<input checked="" type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified <input checked="" type="checkbox"/> Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application			
Name: Rosemary Brown		Date: 7/6/13	
Position in organization: Wiltshire Councillor			
Please return your completed application to the appropriate Area Board Locality Team (see section 3)			

1ST PHASE CONSULTATION

FOR BOA CAMPUS

The 1st Phase consultation for the BoA Campus goes public from 1st September 2013 and lasts throughout the month. In order to meet this deadline there is a significant body of work to be undertaken. This will require resourcing, funding and considerable, multi-faceted support from Wiltshire Council and other stakeholders.

GENERAL TASKS

1. Scoping the task itself and the levels of participation required:

- a. Establishing and connecting with all key stakeholders in public services, sports/active leisure and culture/heritage.
- b. Agreeing sub-group terms of reference and stakeholder participation. Preparing and providing customised generic material for each subgroup to use for both information collection and initial data gathering (etc.).
- c. Scoping, agreeing and preparing for participation in selected events and in selected venues (etc.) throughout September. (e.g. September Area Board in St.Laurence School; large-scale events as part of Fringe Festival (Westbury Gdns., Poulton Rec et al).

2. Marketing & Consultation Material:

- a. Gathering existing material from WC and other Shadow COB'S.
- b. Gathering relevant material from BoA including asset-mapping, relevant organisations, other development plans, JSA's etc.
- c. Collating and summarising this material.
- d. Designing and producing bespoke/customised core material for both information and consultation purposes for Phase 1.

3. Phase 1 Consultation:

- a. Plan and design the consultation methods to be used and the resources required (e.g. Questionnaires, video, photos, maps, vox pop, focus groups, open forum etc.).
- b. Promote and Organise Delivery.
- c. Deliver .

4. Analyse the Outcomes.

5. Publicise & Review.

Councillor Led Initiative	
1. What is the Initiative?	
	To provide in partnership with Bradford on Avon Town Council an opening ceremony to celebrate the upgrading of both the Victory Field and Barton Farm Play Areas.
2. Where is the initiative taking place?	
	Victory Field Cricket Pavilion
3. When will the initiative take place?	
	Friday 5 th July 2013 12noon – 1pm
4. What are the Community benefits/evidence of need/links to Community Plan/Community Issue?	
	<p>The refurbishment was a known need of local residents, the Friends of Barton Farm Group carried out extensive consultation and provided the original plans for the upgrade which met with the needs of the town. S106 funding has been used to fund this project, together with funding from BoA Town Council and the Early Years section of Wiltshire Council.</p> <p>Both areas were in need of substantial upgrading this has been achieved within budget as well as meeting the needs of the local residents.</p> <p>Active Play is known to be a real benefit to the development of children as well as being an indicator of a vibrant, strong and developing community.</p>
5. What is the desired outcome of this initiative?	
	To celebrate the installation of the refurbished and upgraded play areas in line with the expressed wishes of local residents.
6. Who will Project Manage this initiative?	
	Sandra Bartlett (BoA Town Council)
7. Costs/quotes/ match funding? (total cost £5k require 1 quote, total cost £5k-25k require 3 quotes)	
	£300 requested to match £300 from Bradford on Avon Town Council
8. Additional information	
	The total cost of this project is in the region of £130k

Community Area Partnership Agreement 2013/14:

Budget details for CAP running costs

Your Details:

Name:	J A Hutchinson
Partnership:	Bradford on Avon Community Area Network (BoACAN)
Address:	17 Winsley Road Bradford on Avon BA15 1QS
Phone:	07710 349422
Email:	Jahutchinson@btinternet.com

Bank Account Details:

Account name:	Bradford on Avon Community Area Network
Sort code:	40-63-01
Account no.	74679333
Balance of funds at beginning of year:	£1258

Details of Budget:

	Cost:
Administrator / Project Officer (inc travel) costs: Administration, Project Management, Research, Networking	a £9000
Consultation activities, public events, analysis, etc: Regular meeting venues £40 per month AGM £176	b £656
Advertising & promotion (inc websites): Banners and leaflets £263 Presence at local events, hire of site £280	c £543
Plans, questionnaires, other printing costs: Design and printing plans and questionnaires £150	d £150
Office expenses, consumables, etc.: Stationery, printing photocopying £10 per month Travelling WFCAP/Wiltshire Council Meetings £17 per month	e £324
Other costs:	f £
Amount of funding rolled forward from 2012/13 to be spent in 2013/14:	g £1258
Total running costs applied for:	h £9415

(costs a+b+c+d+e+f - g must equal h)

I confirm that the costs detailed here will be incurred by the Bradford on Avon Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2013/14.

I understand that a first tranche payment of 50% of the funding will be released following Area Board approval. This will be followed by a second tranche of the remaining 50% at a date to be agreed in approx. six months time.

Bradford on Avon Community Area Network
Annual Workplan 2013/2014

In order to show how the Community Area Partnership aims to meet the commitments set out in the Community Area Partnership Agreement 2013/14, please complete the form below.

CAPA commitments	Proposed initiatives and activities
<p>Partnership Development “To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</p>	<p>Bradford on Avon Community Area Network employs 2 part-time, paid officers - a Development Officer, Jim Lynch, and an Administrator Kim Samouelle. In addition, Tony Haffenden, who is a volunteer, has considerable entrepreneurial experience and plays a key role in the business and economic development sector, introducing ‘Action for Market Towns’ and ‘Benchmarking’ and helping to set up a ‘Town Team’. Being a member of Holy Trinity Church he also helps with the communication with our town’s churches and the Credit Union. John Hutchinson, is another volunteer, and joined us last year helping with the accounts and with fundraising. David Shepherd of ‘Green Welly Tours’ runs the Hub in Lamb Yard and maintains our office. Peter Dunford, our Area Board Manager also attends the meetings and has given considerable support and guidance. During last year David Gregory stepped down as Chairman as he moved away from the area.</p> <p>The emphasis of BoACAN is on communications, activities, supplying information and outcomes than on structure. It is a flexible and adaptable network and within this network, there are three basic layers:</p> <ul style="list-style-type: none"> • The Core steering and executive group, meeting fortnightly • Key Personnel from voluntary and other organisations, from theme groups and areas of interest or activity, involved on an adhoc but regular basis • All other individuals/groups in the community area, invited to occasional public meetings and the AGM <p>BoACAN identified six key themes from the Local Action, Local Knowledge JSA event in St Laurence School in February 2012. These are: Business Friendly BoA, Family Friendly BoA, Active BoA, Sustainable BoA, Creative BoA and Senior BoA. We have worked on a wide range of projects and issues within the theme areas as they have arisen and have fostered a widely regarded spirit and practice of multi-group co-operation across the community. We will review these priorities when the JSA data is reviewed later this year</p>

	<p>The success of this level of co-operation and the standards achieved resulted in BoACAN (Jim Lynch) being nominated for the 'Community Leadership of the Year' shortlist in Wiltshire Council's 2012 Community Achievement Awards. Other CAPs, such as Corsham, have shown interest in our way of working and we continue to work with WFCAP to promote a networking approach to community engagement.</p>
<p>Accountability "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."</p>	<p>We meet weekly or fortnightly at the Hub in Lamb Yard, which is a central location and a permanent space for us to promote ourselves. It is becoming more widely known that we can be reached there on Tuesday mornings and the venue is becoming used more regularly as a community space. There are posters, pop-up displays, leaflets and newsletters promoting the work of BoACAN and other organisations.</p> <p>BoACAN's activities and emphasis, at any one moment, relate to issues or themes and/or groups or networks of individuals as they arise, this means there are several informal additional gatherings and discussions within the community each week. If and when appropriate, we organise wider consultative / informative meetings.</p> <p>As a result of our work we have established partnerships with a range of organisations: Town Council, Wiltshire Council, Tourist Information Centre, WfCAP (Wiltshire Forum for Community Area Partnerships), Credit Union, Climate Friendly Bradford on Avon, the business community, St Laurence School, Senior Citizens Forum, Museum, Sports organisations, Bradford on Avon Churches Together (BACT) etc.</p> <p>As a result of working closely with Peter Dunford, having a regular presence at 'The Hub' in Lamb Yard, having close associations with 'Made in Bradford on Avon', and because Jim Lynch is known by many people in town, we are often approached by organisations and individuals looking for advice on community issues: U3A, Carers Group, Swan Pontoon, Sunday Market, Trowbridge Road Post Office closure etc.</p> <p>BoACAN is represented on the Economic Development Working Group. We attend bi-monthly Area Board Co-ordinating Meetings with elected representatives to ensure local issues and desires are included in the area board work programme and meeting agendas. We also attend and contribute to WfCAP meetings, where a major benefit comes from the formal and informal contact with those from other Community Area Partnerships.</p> <p>We have a presence in town events. Last year we were active in the Jubilee and Torch events and in 'World for a Week'. This year we will have a marquee in the annual</p>

	<p>'Street Market' event, which is very well attended. Such events and meetings are advertised through posters around the town as well as using some of the communication methods in the next section.</p>
<p>Communication "To engage and communicate systematically with all sections of the community and to maintain contacts register of key organisations and volunteers."</p>	<p>Face-to face: Through involvement in town activities, having a presence in the town centre in Lamb Yard, attending meetings of other organisations and Area Board meetings we are becoming associated with positive community-based action.</p> <p>Online: BoACAN has a website, where local people can contact us; take part in polls and surveys and where we can publish our work http://www.boacan.co.uk. This year we will be making use of the new Wiltshire Council blog site for Bradford on Avon. We also send out direct emails to our online mailing list.</p> <p>Printed media: BoACAN takes editorial space in 'A Local Life'. This is delivered for free to most households in the area so we can reach those people who are not online. We also make use of 'The Gudgeon'. Our printed material is also displayed in The Hub in Lamb Yard and in the 'Made in Bradford on Avon' shop.</p> <p>We have a logo, which we use on all our printed material and on the website and on emails.</p> <p>At present we have over 260 individuals on our communications database for BoACAN and more than 80 on the sports database. We are continually adding to our database.</p>
<p>Consultation "To consult widely on a range of community issues and hold public engagement events and activities."</p>	<p>BoACAN is actively involved in a range of project work, including data analysis and survey work and consults widely, online, face-to-face and via printed material. Examples include:</p> <ul style="list-style-type: none"> • Town Centre Benchmarking. Gathering and analysing data on 12 Key Performance Indicators and comparing the detailed tables and results against other towns nationally and regionally with a similar typology. The findings are being used to inform an economic strategy for the town and the improvement of the town centre. • Consultations, such as neighbourhood planning, air quality, campus development. • Contributing to delivery of 'Year of Celebration' a

	<p>packed programme of community events such as the Jubilee and the Olympics.</p> <ul style="list-style-type: none"> • Development of online social networking capability through web and blog sites. • Supporting fledgling community initiatives such as 'Made in Bradford on Avon' and the 'University of the Third Age'. • Research through focus group meetings and negotiations as for the launch of the BoA Air Quality Alliance and the impact of the Welfare Reform Act on the poor and those in social housing. <p>BoACAN uses the Hub for small meetings and consultations and other venues around town for larger meetings.</p>
<p>Community Planning "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".</p>	<p>We identified six key themes from the issues raised at the St Laurence School event in February 2012: Business Friendly BoA, Family Friendly BoA, Active BoA, Sustainable BoA, Creative BoA and Senior BoA. We refer back to the issues raised when working on projects that arise. Relevant to the present economic climate, particular attention will be given in all Theme Area to the local influence of "austerity" measures, whatever their origin.</p> <p>Projects we continue to work on are:</p> <ul style="list-style-type: none"> • Campus, already established and including consultation with sports groups looking at the use of Victory Field and Culver Close • Air Quality Alliance • Neighbourhood Plan <p>Additional specific projects on the horizon include:</p> <ul style="list-style-type: none"> • Welfare Reform, currently analysing the current provision and identifying gaps • Actions from Benchmarking consultation • Continue to work towards a Town Team for town centre promotion • Establishing a 'Friends of Poulton Rec' group of residents and other stakeholders to lead a consultation on planned improvements • Negotiating with Linden Homes for the use of the Vaults in Lamb Yard for commercial and community activities <p>By the nature of how we work, projects will arise as issues are raised.</p>

<p>Local action "To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where these meet the priorities of the community plan."</p>	<p>Within the area there are a significant number of robust and self-supporting organisations, groups and individuals who are very capable of attracting resources, etc. as required. Through networking, BoACAN is in a position to detect where help and support may be needed and then take supporting action.</p> <p>Where expertise may assist projects, organisations like WfCAP and the Wessex Chamber of Commerce are approached. For instance WfCAP aided the Benchmarking Survey and Action for Market Towns projects.</p> <p>Where funding is required towards purchasing capital assets for topical issues within the community, we would look for support from Wiltshire Council Area Board.</p> <p>Where funding may assist activities or projects, sources will be investigated.</p>
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BoACAN FINANCIAL ACCOUNT SUMMARY TO DATE ON 23 April 2013

A] SPORTS FESTIVAL & TORCH DAY EVENTS MAY 2012

Received:	Town Council grant	1,250.00		
	Sport England grant	7,230.00		
	Donation (Full of Bounce)	100.00		
	Post-Torch-Blues door receipts	438.00	<u>Sub-Total</u>	<u>9,018.00</u>
			<u>Total Cost to date</u>	<u>4,999.33</u>

Sports Funds in hand [for "Ping" table[s] and 2013 Activities] 4,018.67

B] EVENT CO-ORDINATION & JUBILEE CELEBRATIONS SUMMER 2012

Received from:	Area Board	5,450.00		
	Town Council	2,000.00	<u>Sub-total</u>	<u>7,450.00</u>
			<u>Total costs (inc. Event Co-ord £5,000)</u>	<u>7,581.08</u>

Net shortfall 131.08

C] BOACAN FINANCIAL YEAR 2011-12

	Opening Balance	11,955.70		
Received from:	Area Board	9,403.00		
	Interest	13.73	<u>Sub-total</u>	<u>21,372.43</u>
Costs:	Core expenses	10,205.47		
	Project assistance inc. Web	4,813.81		
	Sports Festival 2011 subsidy	950.07	<u>Sub-total</u>	<u>15,969.35</u>

Funds in hand at 29 March 2012 5,403.08

D] BOACAN FINANCIAL YEAR 2012-13

	Opening Balance	5,403.08		
Received from:	Area Board	9,403.00		
	Town Council	1200.00		
	Sales receipts	20.00		
	Interest	13.59	<u>Sub-total</u>	<u>16,039.67</u>
Costs:	Core expenses	10,291.00		
	Project assistance inc. Web	4,359.51		
	Shortfall on BoA Summer Events	131.08	<u>Sub-total</u>	<u>14,781.59</u>

Excluding Petty Cash, Funds in hand at 23 April 2013 1258.08

Wiltshire Council Bus Service Reviews 2013/14

Consultation on initial options

Information sheet

Trowbridge – Bradford – Melksham – Corsham – Chippenham (Zig Zag service)

Summary of proposed service change

To reduce the cost of providing the Zig Zag service, by reducing the frequency of operation whilst seeking to continue providing opportunities for travel that will meet the needs of as many of the current users as possible.

Current service information

Service provided	<p>Between Trowbridge, Holt, Broughton Gifford, and Melksham – this section of the route has the most frequent service, with eight journeys a day in each direction between 0800 and 1800 on Mondays to Fridays, and six journeys in each direction on Saturdays. Journeys between 0900 and 1400 also call at Bradford on Avon.</p> <p>Between Melksham, Shaw, Atworth, Purlpit, Whitley, Gastard and Corsham – five or six journeys in each direction between 0900 and 1800 on Mondays to Fridays, and four journeys in each direction on Saturdays, continue beyond Melksham to Whitley and Corsham.</p> <p>Between Corsham and Chippenham – two journeys in each direction on Monday to Friday mornings continue to / from Chippenham, running via Corsham Road Estate (near Lacock) and Chippenham Hospital. On Saturdays two journeys continue as far as Corsham Road Estate.</p>
Funding	The whole service is funded by Wiltshire Council, at a cost of £108,000 per annum.
Usage	Around 28,500 passenger journeys a year are made on the service, equivalent to approximately 95 single journeys per day.

Service assessment

Purpose of the service

The Zig Zag service was formed 2 years ago by combining three under performing bus routes which linked Melksham with Trowbridge (via Holt), Bradford on Avon and Corsham, into one longer service. By merging these services, the new route was able to offer several new journey opportunities and is designed to meet as far as possible the needs of several different groups of users;

[continued overleaf]

- The Zig Zag service is the main public transport service for the villages of Holt and Broughton Gifford, offering access to shops, personal business, medical and leisure / social opportunities in Trowbridge, Melksham, Bradford on Avon and Corsham, and for work, school and college in Trowbridge.
- It is also the only bus service to serve the village of Gastard, providing access to shops, personal business, medical and leisure / social opportunities in Corsham, Melksham, Bradford on Avon and Trowbridge.
- The service also provides the only way of travelling by public transport between the following towns without having to change buses:
 - Corsham to Melksham / Bradford on Avon / Trowbridge (off-peak journeys only);
 - Melksham to Bradford on Avon
 - Bradford on Avon to Chippenham (two journeys a day);
- By running through from Trowbridge to Corsham / Chippenham, the service also provides opportunities for the residents of Whitley, Atworth and Shaw to travel to Bradford on Avon and Trowbridge, supplementing the services to Bath, Melksham and Devizes provided by other bus companies.
- The two journeys that extend from Corsham to Chippenham provide an opportunity for two hours shopping in Chippenham for people living in Bradford on Avon, Holt, Broughton Gifford, Shaw, Atworth, Whitley and Gastard, and for shopping in Corsham and Chippenham for residents of the Corsham Road estate (Lacock).

Use made of the service

The Zig Zag service as a whole carries around 95 single passenger journeys per day, which is equivalent to an average of only 8 or 9 passengers boarding during the whole length of each individual bus journey.

The largest group of users are residents of Holt and Broughton Gifford travelling to/from Trowbridge and Melksham town centres. There is also a small amount of use of the service to travel from Holt to Bradford on Avon, although this has reduced in recent years. In all, these villages account for nearly a half of all passenger journeys.

Use of the service north of Melksham has also reduced in recent years, largely due to changes to the Bath-Melksham service which now also calls at Whitley. Surveys have indicated that few people now use the service to travel from Shaw, Whitley, Atworth and Gastard to/from Corsham (on average less than one passenger per journey), although there is also some use of the service to travel from Melksham to/from Corsham, and from Corsham, Whitley and Atworth through to Trowbridge and return. There are also still a few passengers using Zig Zag to travel between Atworth, Whitley and Melksham despite the availability of other services.

Use of the service to travel to/from Chippenham is also disappointingly low and is variable, with users appearing to travel irregularly or at best once a week.

In all, nearly two thirds of passenger journeys are made entirely within the Trowbridge – Bradford – Melksham section of the route, and around a quarter entirely within the Melksham – Corsham – Chippenham section of the route. The remainder (around a sixth) travel between the south and north sections of the route.

Financial assessment

The cost of providing the Zig Zag service is high because it requires the equivalent of two buses and drivers per day to operate it. With reducing numbers of passengers using the service, the cost to the Council of funding it exceeds the Council's maximum subsidy guideline of £3.50 per passenger trip set out in the 'Guidelines for funding of supported services'.

Conclusions and options for future service provision

The aim of this consultation is to identify possible ways of providing a cost-effective service that meets the needs of the existing users at an affordable cost to the council. A proposed timetable is attached that we believe will meet the majority of these needs, albeit with a reduced frequency of service, whilst reducing the cost of operation by reducing the number of vehicles required.

Whilst reasonable use is made of the Zig Zag service over the Trowbridge-Melksham section of route, use of the section north of Melksham is poorer and no longer justifies the number of journeys provided on it. The proposed timetable therefore maintains a similar number of journeys between Trowbridge and Melksham, but reduces the number of journeys between Melksham and Corsham. The service north of Corsham is entirely withdrawn, as most users would be still be able to travel to alternative destinations to meet their needs. We are aware that there is a need for a replacement service from the Corsham Road estate and will be consulting local residents separately about this.

However, there may be other ways of providing a cost-effective service that still meets local needs, and if you have any suggestions about how this might be done, we would be pleased to receive them.

Proposed Zig Zag bus timetable from January 2014

<u>Mondays to Fridays</u>									<u>Saturdays</u>						
		TB		X				TB		TB				TB	
Corsham, Newlands Rd	0720	--	1000	1130	--	--	--	--	--	--	1000	1205	--	1615	--
Gastard, Harp & Crown	0724	--	1004	1134	--	--	--	--	--	--	1004	1209	--	1619	--
Whitley, Corsham Road	0727	--	1007	1137	--	--	--	--	--	--	1007	1212	--	1622	--
Atworth, Purlpit	0732	--	1012	1142	--	--	--	--	--	--	1012	1217	--	--	--
Atworth, Clock	0734	--	1014	1144	--	--	--	--	--	--	1014	1219	--	--	--
Shaw, Church	0739	--	1019	1149	--	--	--	--	--	--	1019	1224	--	1625	--
Dunch Lane	--	--	1020	R	--	--	--	--	--	--	1020	R	--	--	--
Melksham, Asda	R	--	1023	R	--	--	--	--	--	--	1023	R	--	--	--
Melksham, Market Place	0747	0900	1028	1157	1205	1340	1635	1805	--	--	1028	1233	1433	1633	1805
Broughton Gifford, Fox	0758	0908	1036	--	1213	1348	1643	--	0908	1036	1241	1441	1641	--	--
Holt, Station Road	--	0913	R	--	R	R	--	--	0913	R	R	R	--	--	--
Holt, Three Lions	0803	0916	1041	--	1218	1353	1648	1813	0916	1041	1246	1446	1646	1813	--
Bradford on Avon, Bridge	B	B	1046	--	1223	B	B	1818	B	1046	1251	1451	1651	1818	--
TROWBRIDGE, Town Centre	0820	0933	1058	--	1235	1408	1703	--	0933	1058	1303	1503	1703	--	--

<u>Mondays to Fridays</u>									<u>Saturdays</u>					
		TB		X				TB		TB				TB
TROWBRIDGE, Town Hall	--	0855	1100	--	1240	1410	1555	1710	--	--	1100	1310	1510	1710
Bradford on Avon, Bridge	0751	B	1111	--	1251	B	B	B	0825	--	1111	1321	B	B
Holt, Three Lions	0756	0911	1116	--	1256	1428	1613	1728	0830	--	1116	1326	1528	1728
Holt, Station Road	--	0913	R	--	R	R	R	R	R	--	R	R	R	R
Broughton Gifford, Fox	--	0918	1121	--	1301	1433	1618	1733	0835	--	1121	1331	1533	1733
Melksham, Market Place	0806	0928	1131	1200	1311	1443	1628	1743	0845	0850	1131	1341	1543	1743
Melksham, Asda	--	0931	--	1203	R	1446	--	1746	--	0853	1134	R	1546	1746
Dunch Lane	--	0934	--	--	R	R	--	R	--	0856	1137	R	R	R
Shaw, Church	--	0937	--	1206	R	R	--	R	--	0859	1140	R	R	R
Atworth, Clock	--	0939	--	--	R	1451	--	1751	--	0901	1142	R	1551	1751
Atworth, Purlpit	--	0944	--	--	R	1454	--	1754	--	0906	1147	R	1554	1754
Whitley, Corsham Road	--	0949	--	1209	R	1459	--	1759	--	0911	1152	R	1559	1759
Gastard, Harp & Crown	--	0952	--	1214	--	1504	--	1804	--	0914	1155	--	1604	1804
Corsham, Town Centre	--	0958	--	1220	--	1510	--	1810	--	0920	1200	--	1610	1810

Please note that the Zig Zag bus would be required to undertake school journeys between 0820 and 0855, and between 1510 and 1600

Key: **B** - This journey runs via Staverton where it forms part of town bus service 68
R - The bus will only call at this point if required by passengers on the bus
X - this journey may only operate on certain days of the week

TB - This journey would be operated by a Trowbridge Town or Melksham Town service bus (as at present).

22 May 2013

Passenger Transport Unit
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Our ref: IW/PTB302

Dear Consultee

Proposed changes to the Zig Zag bus service (Trowbridge – Bradford – Melksham – Corsham – Chippenham)

The Council is currently reviewing the Zig Zag bus service which runs between the towns listed above. I am therefore writing to ask for your views on the proposed changes, which it is intended will be introduced in January 2014.

This is one of an ongoing series of reviews which are looking at poorly-used bus services that require a relatively high level of council funding in relation to the number of passengers they carry. The reviews are being carried out in the context of the current pressures on public spending and the requirement of the Council's Financial Plan to make savings in funding for bus services.

However, although there is a need to make financial savings, the reviews are also a part of an ongoing re-assessment of the bus network in the county, which aims to identify the most cost-effective means of meeting local access needs in a way that can be financially sustainable in the longer term. The help of the area boards and community area partnerships is being sought to identify local needs and priorities, and possible ways of meeting these in an affordable way. This could include local initiatives to develop community and voluntary transport, or car sharing.

In this context, Wiltshire Council has been allocated some one-off funding by central government to assist with expanding and setting up community transport schemes. Part of this has been used in association with Community First to set up a 'Development Fund', to which groups are able to bid for help with setting up or expanding alternative transport schemes to meet local needs.

The proposals

The existing Zig Zag service is relatively costly to operate and many journeys are poorly used. The council is, therefore, looking for a more cost-effective way of providing a service

that meets the needs of the area at an affordable cost to the council. A possible timetable is suggested that we believe will meet the majority of these needs, while reducing the cost

of operation. **An information sheet is attached** which summarises the use made of the current service and sets out the proposed revised timetable.

Your views are sought on these proposals and in particular your answers to the following two questions;

1. **Are you aware of any significant hardship** that would be caused if these proposals were implemented? If so, please could you let us know what specific journeys could no longer be made and, if possible, give an indication of how many people you think would be affected.
2. **Do you have any suggestions for alternative proposals** that would achieve a similar level of financial saving with less impact? (We are aware that there may be other ways of meeting some of the needs of the area in other ways, for example by community or voluntary transport.)

The consultation will close on **2 August 2013**. Responses can be sent by post to the Passenger Transport Unit, Wiltshire Council, County Hall, Trowbridge BA14 8JN (attention of Ian White); or by email to buses@wiltshire.gov.uk.

This consultation letter has been sent to town and parish councils and their transport representatives; councillors and Area Boards; user and community groups and transport operators, including community transport. Questionnaires will also be made available on the bus so that users are able to comment on the proposals. Copies of the user questionnaire will also be available shortly on the council's website, or can be requested from the address above.

Yours sincerely



Ian White
Head of Service Passenger Transport

Direct Line: (01225) 713322
Fax Number: (01225) 713565
Email: ian.white@wiltshire.gov.uk