

## AGENDA

**Meeting:** CHIPPENHAM AREA BOARD  
**Place:** Kington Langley Village Hall, Church Rd, Kington Langley, Chippenham  
SN15 5NJ  
**Date:** Monday 30 June 2014  
**Time:** 6.30 pm

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

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

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

**Refreshments and networking opportunities will be available from 6:00pm.**

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

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

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### Wiltshire Councillors

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

Items to be considered	Time
<p>1     <b>Election of Chairman</b></p> <p>To elect a Chairman for the ensuing year.</p>	<p><b>6:30 pm</b></p>
<p>2     <b>Election of Vice Chairman</b></p> <p>To elect a Vice Chairman for the ensuing year.</p>	
<p>3     <b>Welcome and Introductions</b></p>	
<p>4     <b>Chippenham Area Board Community Awards - Recognising Volunteers</b></p> <p>The Chairman and Vice Chairman to present the Chippenham Area Board Community Awards.</p>	
<p><b><u>Refreshment Break</u></b></p>	
<p>5     <b>Identifying priorities for the rural communities</b></p> <p>Round table discussions will take place to help identify priorities for the rural communities within the Chippenham community area.</p>	<p><b>7:05 pm</b></p>
<p><b><u>Refreshment Break</u></b></p>	
<p>6     <b>Apologies</b></p>	<p><b>7:40 pm</b></p>
<p>7     <b>Minutes</b> (<i>Pages 3 - 16</i>)</p> <p>To approve the minutes of the meeting held on 28 April 2014.</p>	
<p>8     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>9     <b>Chairman's Announcements</b> (<i>Pages 17 - 26</i>)</p> <p>To include:</p> <ul style="list-style-type: none"> <li>a) Garden Waste Collection</li> <li>b) Mini Recycling Sites</li> <li>c) CIL</li> <li>d) Bell Ringing</li> </ul>	<p><b>7:45 pm</b></p>

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|----|--|----------------|
| 10 | <p><b>Town, Parish and Partner Updates</b> (<i>Pages 27 - 44</i>)</p> <p>To note the written updates provided and answer any questions arising from the floor:</p> <ul style="list-style-type: none"> <li>a) Town and Town Councils</li> <li>b) Wiltshire Police</li> <li>c) Wiltshire Fire and Rescue Service</li> <li>d) Wiltshire Clinical Commissioning Group (CCG)</li> <li>e) Chippenham and Villages Area Partnership (ChAP)</li> <li>f) Chippenham Vision</li> <li>g) Chippenham Campus Development Team</li> <li>h) Youth Issues update</li> <li>i) Chippenham Partnership of Schools</li> <li>j) Other Community Groups</li> </ul> |                |
| 11 | <p><b>Local Priorities - update</b></p> <p>To receive updates on the following priority areas, as follows:</p> <ul style="list-style-type: none"> <li>a) Crime &amp; Community Safety (Cllr Desna Allen)</li> <li>b) Child Poverty (Cllr Chris Caswill)</li> <li>c) Outdoor Spaces (Cllr Linda Packard)</li> </ul>   | <b>7:55 pm</b> |
| 12 | <p><b>Appointment to Outside Bodies/Working Groups</b> (<i>Pages 45 - 70</i>)</p> <p>To appoint representatives to the outside bodies and working groups of the Chippenham Area Board.</p>   | <b>8:10 pm</b> |
| 13 | <p><b>LEADER Funding - 2015-2020</b> (<i>Pages 71 - 72</i>)</p> <p>Alan Truscott, Plain Action Programme Manager, will provide details on plans to bid for Rural Development Programme for England (RDPE) funding and how local projects and rural businesses may be eligible.</p>   | <b>8:15 pm</b> |
| 14 | <p><b>Funding</b> (<i>Pages 73 - 80</i>)</p> <p>The Board will be asked to consider the following applications:</p> <ul style="list-style-type: none"> <li>1. Chippenham Community Arts Festival Committee – £915 towards the Arts Festival;</li> <li>2. Seagry Spitfire Project – £2,500 towards erecting a stone memorial and plaque;</li> <li>3. ChAP Funding - £6,750</li> <li>4. Expenditure for Chippenham Area Board Community Awards (Trophies and cheques for winners) - £360</li> </ul>  | <b>8:25 pm</b> |

15 **Evaluation and Close**

8:30 pm

The next agenda planning meeting will take place on Wednesday 6 August at 10:30am at Monkton Park Offices, Chippenham. Any parish or town council representative interested in attending should contact the Community Area Manager or the Chairman.

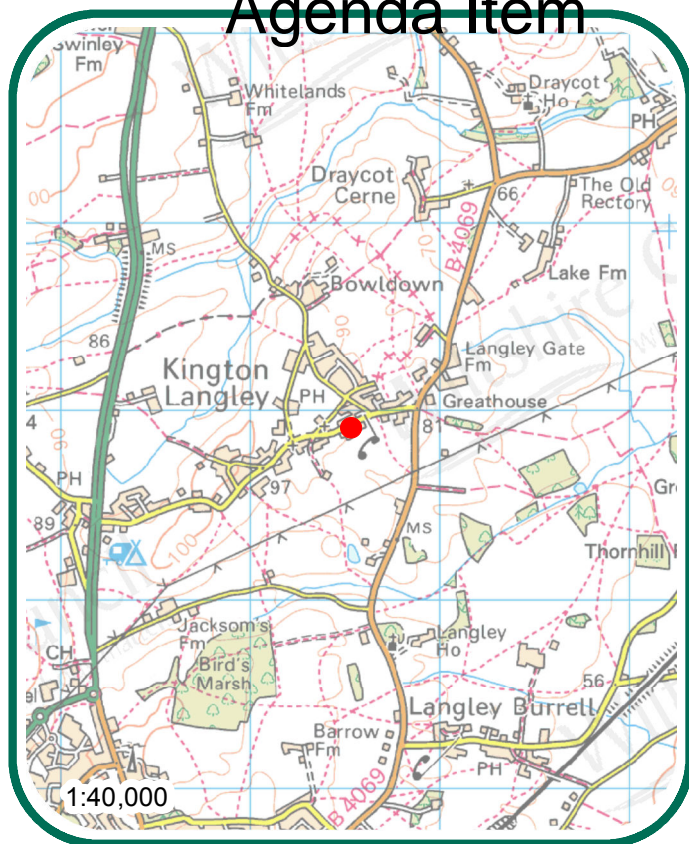
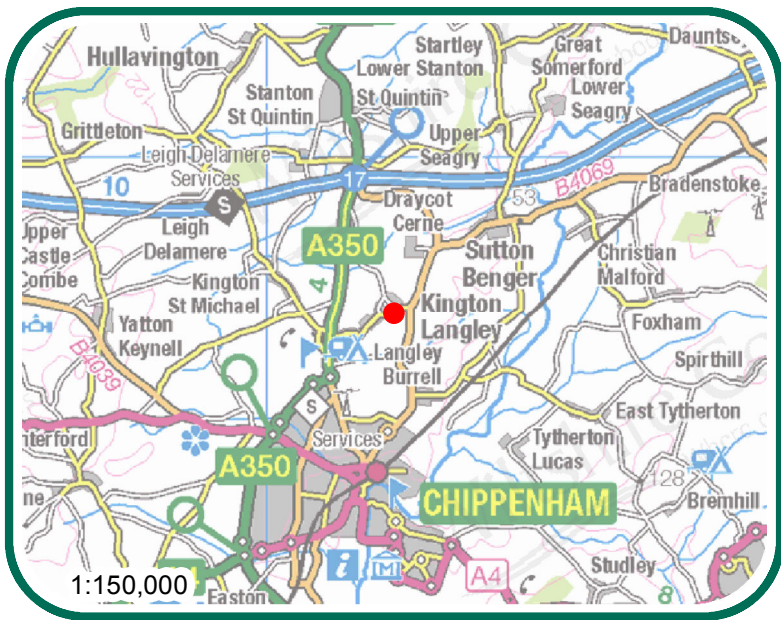
The next meeting of the Chippenham Area Board will take place on Monday 8 September 2014.

**Future Meeting Dates**

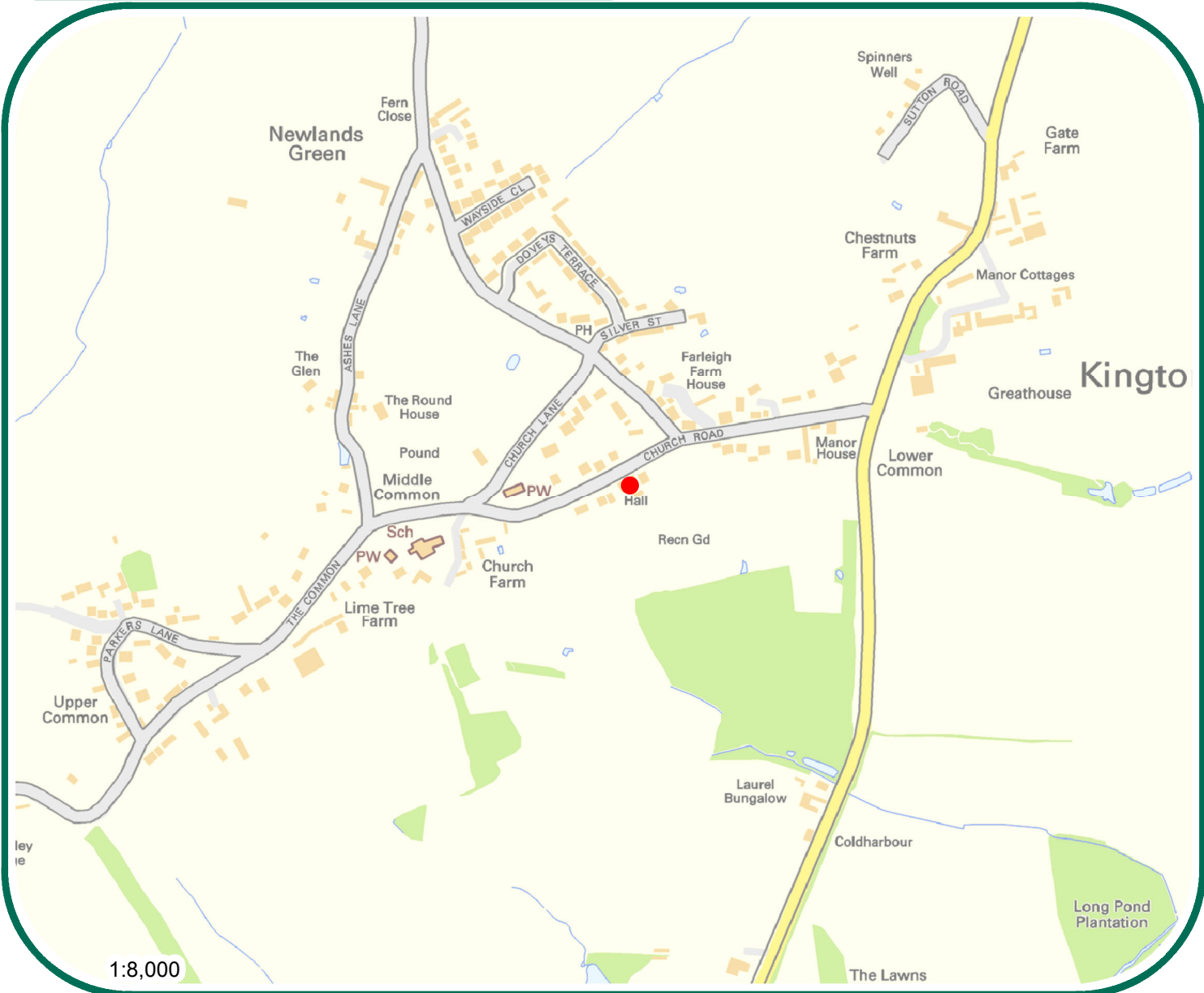
Monday 8 September 2014  
6.30 pm for 7.00 pm  
Venue (tbc)

Monday 10 November 2014  
6.30 pm for 7.00 pm  
Neeld Hall, Chippenham

Monday 19 January 2015  
6.30 pm for 7.00 pm  
Venue: (tbc)



**Kington Langley Village Hall**  
**Church Road**  
**Kington Langley**  
**SN15 5NJ**





# MINUTES

**Meeting:** CHIPPENHAM AREA BOARD  
**Place:** Needl Hall, High Street, Chippenham SN15 1ER  
**Date:** 28 April 2014  
**Start Time:** 2:30 pm  
**Finish Time:** 5:10 pm

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Please direct any enquiries on these minutes to:

Sharon Smith (Senior Democratic Services Officer), Tel: 01225 718378 or (e-mail) [sharonl.smith@wiltshire.gov.uk](mailto:sharonl.smith@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Desna Allen (Vice Chairman)  
Cllr Chris Caswill  
Cllr Bill Douglas  
Cllr Nick Watts  
Cllr Peter Hutton  
Cllr Linda Packard (Chairman)  
Cllr Mark Packard  
Cllr Nina Phillips  
Cllr Philip Whitehead (attending Cabinet representative)

### **Wiltshire Council Officers**

Victoria Welsh, Community Area Manager  
Chris Clark, Area Manager Local Highways  
Jim Bailey, Principal Engineer  
Sue Geary, Adult Social Care  
Richard Dobson, Community Coordinator Local Highways

### **Town and Parish Councillors**

Biddestone and Slaughterford Parish Council – Rachel de Fossard  
Castle Combe Parish Council – A. Bishop  
Kington Langley Parish Council – Maurice Dixson  
Seagry Parish Council – John Crosland

**Partners**

Wiltshire Police – Dave Hobman

Police and Crime Commissioner – Angus Macpherson

Wiltshire Fire and Rescue Service – Mike Franklyn

Chippenham and Villages Area Partnership – Julie Stacey, Alison Butler

Chippenham Partnership of Schools – Stephanie Davis

**Total in attendance: 56**

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<u>Agenda Item No.</u>	<u>Informative Session</u>
	<p style="text-align: center;"><u>Chairman's Welcome</u></p> <p>The Chairman of the Board welcomed all in attendance to the Neeld Hall where for the next hour presentations would be made on the following subjects:</p> <p>Dementia Friendly Community  Older People's Forum  SWAN  Age Equality South West</p> <p>Following the informative session, there would be a short comfort break before the Board would continue with the decision making session of the meeting.</p> <p>Presentations were given as detailed below.</p>
1	<p><u>Dementia Friendly Community</u></p> <p>Cllr Bill Douglas started the presentations by reminding attendees of the Prime Minister's desire for all councils to work with the Alzheimer Society to promote dementia friendly communities. Wiltshire Council itself was promoting a dementia friendly campaign "Before I Forget" and the Board had pledged to support this too.</p> <p>Andrew Day (Alzheimer's Society's Services Manager) was welcomed to the floor and gave a presentation on dementia friendly communities. This included reference to the Dementia Friendly Communities Guide, hard copies of which were provided. The Guide provided links to the Alzheimer Society as well as other useful websites.</p> <p>Details of the work undertaken by communities to help develop dementia friendly communities were also provided such as pub landlords hosting pub clubs on a monthly basis and groups working with supermarkets to produce meals for some of the frail elderly.</p> <p>There were upwards of 7,000 residents in Wiltshire living with dementia, which was expected to rise to above 10,000 by 2020.</p> <p>Michael Oakes was also welcomed to the floor and gave an update on the Memory Cafe which was set up 3 years ago. Attendees were referred by the Alzheimer Society and the Café provided an opportunity for dementia sufferers and their carers to meet others in a similar situation.</p> <p>Each meeting, which took place on a fortnightly basis, had an activity or themed presentation and all were well attended with attendance numbers continuing to increase over time.</p>

2	<p><u>Older People's Forum</u></p> <p>Jayne Funnell (Head of Service Age UK Wiltshire) and Barbara Hearn (Chair of Chippenham Age Concern) were welcomed to the floor and gave a presentation.</p> <p>This included information on the Older People's Forums, which were groups set up and run by older people to give older people a voice in what mattered to them as well as helping to campaign on local issues. Wiltshire had an established network of Forums which included Bradford on Avon, Melksham and Salisbury.</p> <p>The Forums could be used to help identify the needs of the older population as well as for consultation by service providers and commissioners who recognised that they were often knowledgeable on local issues.</p> <p>Work was underway with Age Concern Chippenham to establish a Forum for the area.</p> <p>In partnership with Age UK Wiltshire an event was held in April with over 40 residents in attendance. Interesting presentations were made at the meeting and as a result there was agreement reached to establish a Forum for the Chippenham area.</p> <p>Issues identified at that meeting included:</p> <ul style="list-style-type: none"> <li>• The means in which information was distributed</li> <li>• Bus services</li> <li>• Podiatry service</li> <li>• Hospital discharge</li> <li>• Accessibility of the proposed campus site</li> <li>• Pavement condition</li> <li>• Short term parking</li> </ul> <p>The first meeting of the Forum would take place on 11 June and it would continue to meet every 2 months thereafter.</p>
3	<p><u>SWAN (South West Advocacy Network)</u></p> <p>Teresa Wells (Chief Executive SWAN) was welcomed to the floor.</p> <p>Teresa confirmed that SWAN provided an advocacy service to vulnerable adults in Wiltshire.</p> <p>The majority of enquiries related to those wanting to challenge decisions made. The service allowed for a greater understanding of what was available to the individual in these circumstances.</p> <p>Support provided included assisting vulnerable individuals in knowing what their</p>

	<p>rights were in relation to accommodation as well as helping those wishing to return to work after an accident and examples were provided of cases to give the Board an idea of the type of help available.</p> <p>SWAN were keen for local communities to get involved and were always looking for more volunteers. Contact details were provided on the tables and details are also provided below:</p> <p>E-mail: <a href="mailto:mail@swanadvocacy.org.uk">mail@swanadvocacy.org.uk</a>  Website: <a href="http://swanadvocacy.org.uk">http://swanadvocacy.org.uk</a></p>
4	<p><u>South West Seniors Network</u></p> <p>Brian Warwick, Chairman of the South West Seniors Network, was welcome to the floor.</p> <p>Confirmation was given that the Network had been founded in 2003 and had 34 Forums across the South West.</p> <p>It was highlighted that there were over 4,500 charities registered to look after older people and to be their voice in the UK. The UK Advisory Forum on Aging (UKAFA) had been established to look at the opportunities and challenges of an ageing population as a central government level. The Regional Chairman of the South West sat on this body representing older people in the region.</p> <p>Brian Warwick was keen to ensure that Wiltshire took a proactive role in establishing organisations to be the voice of the elderly in the community and five Forums had now been set up in the Wiltshire area.</p> <p>2 representatives from every county in the South West sat on the Board of membership for the South West Seniors Network. As well as having a voice at government level the Network also met with local partners, such as fire and police services and regularly worked on consultation processes with local authorities.</p> <p>The Network was an advocate of ensuring that services were joined up and used in the right way. Wiltshire Council had invited Brian Warwick, as the Chair of the Network, to be the Chairman of its Older People Strategy Group which would help develop an older people strategy for the county.</p>
<p style="text-align: center;"><u>Information provided following questions</u></p> <p>The Chairman thanked all the presenters for the information provided and sought questions from the floor where the following was provided:</p> <p>The Memory Café was funded by the Alzheimer Society. It was not a drop in service but referrals were made by the Alzheimer Society itself.</p>	

The full results of the consultation undertaken to form the basis of the new Older People's Forum in Chippenham would be sent to the Community Area Manager of the Board for circulation.

Cllr Nick Watts would ensure the views of the Board relating to the proposed site of the Campus would be relayed to the Vision Board who were due to meet shortly.

The intention of Wiltshire Council was to support people to stay in their own homes wherever possible understanding that this was what the majority of older residents in the community desired. The Council wanted to provide a service to dementia sufferers that allowed them to stay in their own homes as far as possible and recognised and fully supported the dementia friendly community programme.

There were many support groups for carers of those with dementia including some provided by the Alzheimer Support who provided home care support. Wiltshire Council was working with the NHS to help identify carers that might require additional support, noting that many were sometimes too proud to ask for help.

The Chairman gave thanks to everyone who came along and thanked the presenters for the information provided.

Before proceeding to break, all were encouraged to take away with them a copy of the 'Life is for Living' handbook which provided useful information for older residents.

A short break was taken before moving on to the next item of business.

5	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Linda Packard, welcomed everyone to the next session of the meeting following a brief break.</p>
6	<p><u>Apologies</u></p> <p>Apologies for absence were received from Cllr Howard Greenman, Cllr Jane Scott OBE and Parvis Khansari (Associate Director).</p>
7	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on 3 March 2014 were agreed a correct record and signed by the Chairman.</b></p>

8	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
9	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew the Boards attention to the Announcements within the agenda pack as follows:</p> <ul style="list-style-type: none"> <li>• <b>Chippenham Area Board Community Awards</b> – Nominations were invited for the following 3 categories: <ul style="list-style-type: none"> <li>Individual</li> <li>Team/Group</li> <li>Junior/ Youth (under 18)</li> </ul> <p>The closing date for nominations was 26 May 2014 and the ceremony would take place at the next meeting in June.</p> </li> <li>• <b>Chippenham Skatepark update</b> – A project team was in the process of procuring the technical surveys and investigations that would contribute to the concept specification for the skatepark. The Board would receive further updates in due course.</li> <li>• <b>Dementia Strategy</b> – The consultation on the strategy would end on 19 May. A link was provided to the webpage in the announcement but hard copies were also available at the meeting.</li> <li>• <b>One Stop Shop for Your Heart Event</b> – The event, to raise awareness of the benefits of defibrillators, would take place on Thursday 15 May at Stanley Park, Chippenham between 10:00am and 3:00pm.</li> </ul> <p>There were a limited number of places still available. Those interested in attending should contact Alison Butler whose details were provided on the announcement.</p> <p>Additional verbal announcements were provided as follows:</p> <p><b>Petition</b></p> <p>A petition had been received from residents of Castle Lodge in response to the current consultation within the Chippenham community area on the proposed position of the Chippenham Campus at the Olympiad/Monkton Park site. The petition related to the relocation of the library into the campus as part of the proposed plans.</p> <p>The Campus team had confirmed acknowledgement of the petition and discussed the views expressed and comments made which would be taken into</p>

	<p>consideration as part of ongoing consultation in the development of the Campus.</p> <p><b>Chippenham High Street</b></p> <p>There had been some concerns raised regarding the standard of the pavements in the High Street. The Local Highways team have met with members of the Town Council and maintenance work was to be undertaken. In the meantime any broken or loose slabs had been replaced with temporary tarmac to avoid any hazard.</p>
10	<p><u>Town, Parish and Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li><b>i. Parish and Town Councils</b> The written updates provided within the agenda pack were noted.</li> <li><b>ii. Wiltshire Police</b> The written report from Wiltshire Police was presented by the new Sector Inspector David Hobman who was welcomed to the meeting.</li> </ul> <p>Following questions in relation to the accuracy of the crime figures within the report, confirmation was provided that the way in which crime was reported would change in the future. The new Sector Inspector confirmed that crime was falling but that recorded crime had increased in some areas because of the way in which crimes were categorised upon reporting at present.</p> <p>Wiltshire Police had been through a significant restructure which had resulted in 4 key hubs within Wiltshire (Swindon, Chippenham, Trowbridge and Salisbury). A superintendant now looked after Wiltshire with the Chief Inspector removed from the structure.</p> <p>The restructure included a review of inspectors across the force which had resulted in Nick Mawson providing temporary cover for the community area. David Hobman was pleased to confirm his aspiration to remain in the position for the longer term.</p> <p>In receiving question on the level of support provided to male domestic abuse victims, it was confirmed that domestic abuse in whatever form was taken very seriously irrelevant of gender.</p> <p>Cllr Hutton in working closely with the local policing team commended the positive work of the team and its continued commitment to engage with the community and with partners.</p> <ul style="list-style-type: none"> <li><b>iii. Chippenham and Villages Area Partnership (ChAP)</b> Julia Stacey confirmed that the Partnership was working closely with the</li> </ul>

	<p>Area Board regarding the defibrillator project and was hoping to have a good turnout on 15 May.</p> <p>The Partnership had recently provided support to the 'That's Entertainment Dance Group' and confirmed that work continued on the arrangements for the River Festival on 19 July. This included the inclusion of a zip wire which would be made possible by Ocean Rock Adventure who would provide the facility for a small fee.</p>
11	<p><u>What matters to the Chippenham Community Area</u></p> <p>At the last meeting of the Board 3 broad priorities were agreed for the Board to take forward with agreement that members would be contacted after the meeting to propose lead members to each.</p> <p>Board members were asked to confirm their acceptance of the proposed leads which were detailed on the agenda front sheet as follows.</p> <p>Outdoor Spaces (Cllr Linda Packard)  Child Poverty (Cllr Chris Caswill)  Crime and Community Safety (Cllr Desna Allen)</p> <p>Upon vote all were in favour.</p> <p>The Community Area Manager (CAM), Victoria Welsh, confirmed that the Board wanted to support local action to tackle the other priorities identified at the event that took place on 18 February and invited all local and voluntary groups to consider ways in which the priorities could be addressed.</p> <p>The CAM encouraged those running related projects to provide an update to the Board to allow it to publicise the work being undertaken which could be included on future agendas.</p> <p>Cllr Desna Allen provided a brief update on Crime and Community Safety as follows.</p> <p>The Safe Places pilot project in Salisbury had been supported by the Police and Crime Commissioner for roll out across the County. The project worked with local businesses in towns to create safe places for those feeling vulnerable or threatened. It was hoped that Chippenham would have approx 50 safe places within the town. The Town Hall itself had offered its services as had the Visitor and Heritage Centre.</p> <p>The project would sit comfortably with the Board's desire for a dementia friendly community and with the Purple Flag project.</p> <p>An emergency plan was being developed by the Town Council for Chippenham with village communities encouraged to develop their own. Each would fall</p>

	<p>under the overarching Wiltshire Council Emergency Plan as part of community resilience.</p> <p>A meeting was being held at Monkton Park on 15 July where the plans would be discussed.</p> <p><b><u>Decision:</u></b>  <b>That the following Councillors are appointed as lead members for the following priorities:</b></p> <p><b>Cllr Linda Packard (Outdoor Spaces)</b>  <b>Cllr Chris Caswill (Child Poverty)</b>  <b>Cllr Desna Allen (Crime and Community Safety)</b></p>
12	<p><u>Local Highways Investment Fund</u></p> <p>The Chairman welcomed Cllr Philip Whitehead, Portfolio Holder Highways Contract, and Jim Bailey, Principal Highways Engineer, to the meeting to present the report on the local highways investment fund.</p> <p>The presentation included that Wiltshire Council would be investing £21m annually on highways maintenance over the next 6 years, which was a significant increase in investment.</p> <p>All roads in Wiltshire were assessed on an annual basis to formulate a list of sites to be repaired on a year on year basis. Appendix 1 of the agenda included details of the list of proposed repairs for 2014/15 which the Board were asked to approve.</p> <p>Cllr Whitehead confirmed that Appendix 1 showed the work scheduled for 2014/15 but that Appendix 2 and 3 of the report gave details of the known roads requiring attention and requested that the Board may want to look at this list to help shape future priorities.</p> <p>Cllr Whitehead confirmed that a significant concern on roads was skid resistance and that the works highlighted in yellow were prioritised due to this.</p> <p>Cllr Caswill recognised the difficulties in altering the list for the current year but proposed that the CATG be used to review the list provided for future works.</p> <p>The weather conditions over the winter had increased reported highways faults from 3,000 per month to 5,500 per month since December.</p> <p>Concern was raised over the quality of the work done to date noting that some repairs made already required additional work. Cllr Whitehead confirmed that the weather conditions over the winter period had destabilised temporary works which under normal circumstances would have remained until resurfacing works were undertaken.</p>



	<p>The Board expressed concern that it was unaware of the criteria used to identify the list for 2014/15, the specific funding available for the community area and the time given to fully consider the list and decide on priorities.</p> <p>The Board considered whether to delegate the review on this year's list to the CATG to propose a list of priorities for the Board to agree. Cllr Whitehead indicated that it would be difficult to amend the list for 2014/15 without delayed planned works for the year.</p> <p>Clarification was made that it had been planned for the list of works for 2014/15 to be brought to be board at the end of 2013 but the extreme weather conditions over the winter period had understandably diverted resources away from the planned presentation to the Boards.</p> <p>Following debate the Board agreed to endorse the list of proposed highway maintenance schemes for 2014/15. The Board would give further consideration to the list of future schemes provided for 2015/16.</p> <p>Before moving to the next item, a DVD was handed to the Chairman by a member of the public on dropped kerbs. The CAM received contact details for the member of the public who would be contacted after the meeting.</p> <p><b><u>Decision:</u></b>  <b>The Chippenham Area Board endorsed the list of proposed highway maintenance schemes for 2014/15 and would give further consideration to the list of future schemes provided for 2015/16.</b></p>
13	<p><u>Community Area Transport Group (CATG)</u></p> <p>The Board were asked to consider the recommendations of the CATG detailed on page 63 of the agenda, following its meeting held on 31 March.</p> <p><b><u>Decision:</u></b></p> <ul style="list-style-type: none"> <li>• To approve the locations recommended for 20mph restrictions (detailed in Appendix 1 of the report);</li> <li>• To note the latest information on schemes in progress (detailed in Appendix 2 of the report);</li> <li>• To approve the list of schemes recommend for prioritisation and allocate funding (detailed in Appendix 3 of the report);</li> <li>• To approve the list of schemes recommended for retention and further consideration (detailed in Appendix 4 of the report);</li> <li>• To approve the list of requests recommended for removal (detailed in Appendix 5 of the report);</li> <li>• To note the update from the Local Sustainable Transport Fund (LSTF) (detailed in Appendix 6 of the report); and</li> <li>• To note the Briefing note: Sign de-cluttering and requests for Minor Signing Improvements (detailed in Appendix 7 of the report).</li> </ul>

Funding

The Area Board considered the following applications to the Community Area Grant Scheme 2014/15:

i. Wiltshire Farmers Markets Associations

The sum of £2,000 was requested towards the Chippenham Food and Drink Festival.

**Decision**

**The Area Board awarded the sum of £2,000 to Wiltshire Farmers Markets Associations.**

**Reason: *The application met the Community Area Grant Criteria 2014/15***

ii. Kington Langley Croquet Club

The sum of £455 was requested for the purchase of new competition balls.

**Decision**

**The Area Board awarded the sum of £455 to Kington Langley Croquet Club**

**Reason: *The application met the Community Area Grant Criteria 2014/15***

iii. Chippenham Hospital Radio

The sum of £3,000 was requested towards new studio equipment.

**Decision**

**The Area Board awarded the sum of £3,000 to Chippenham Hospital Radio.**

**Reason: *The application met the Community Area Grant Criteria 2014/15***

iv. Chippenham Harriers Running Club

The sum of £500 was requested towards the purchase of race equipment.

**Decision**

**The Area Board awarded the sum of £500 to Chippenham Harriers Running Club**

**Reason: *The application met the Community Area Grant Criteria 2014/15***

v. Creativemovedance

The sum of £500 was requested towards the purchase of dance equipment.

	<p><b><u>Decision</u></b>  <b>The Area Board awarded the sum of £500 to Creativemovedance.</b>  <b><u>Reason:</u> <i>The application met the Community Area Grant Criteria 2014/15</i></b></p> <p>vi. <b><u>No Cold Calling Zone Pilot</u></b>  The sum of £200 was requested towards the purchase of posters and door stickers.</p> <p><b><u>Decision</u></b>  <b>The Area Board allocated the sum of £200 to the No Cold Calling Zone Pilot</b>  <b><u>Reason:</u> <i>The application met the Community Area Grant Criteria 2014/15</i></b></p> <p>vii. <b><u>Chippenham Games 2014</u></b>  The sum of £1,200 was requested towards the cost of Chippenham Games 2014 for young children.</p> <p><b><u>Decision</u></b>  <b>The Area Board allocated the sum of £1,200 to Chippenham Games 2014</b>  <b><u>Reason:</u> <i>The application met the Community Area Grant Criteria 2014/15</i></b></p> <p>viii. <b><u>Decision</u></b>  <b>To note the inter-meeting spend of £318 by the Board for refreshments at the Chippenham Area Emergency Planning meeting on 2 April 2014 as delegated to the Community Area Manager on 30 April 2014.</b></p> <p>ix. <b><u>Decision</u></b>  <b>To ring fence £5,000 for WW1 and D-Day commemoration projects.</b></p>
15	<p><b><u>Evaluation and Close</u></b></p> <p>The Chairman thanked everyone for attending and confirmed that the next meeting of the Chippenham Area Board would take place on 30 June 2014 with a focus on rural matters.</p> <p>Attendees were also thanked for taking part in a brief electronic questionnaire of tonight's meeting.</p>



## **Chairman's Announcements**

<b>Subject:</b>	<b>Garden Waste Consultation</b>
<b>Officer Contact Details:</b>	<b>Vicki Harris</b>
<b>Weblink:</b>	Details to follow

### **Summary of announcement:**

The Council faces enormous financial pressures and we need to make savings to help the council deliver our priorities.

We need resident's views on proposals for changes to kerbside garden waste collections. The Council currently delivers a kerbside fortnightly non-chargeable garden waste collection service to those residents that request the service.

The consultation will run from 1 July 2014 until 1 September 2014.

Residents will be asked to pick which of three service efficiency options would best suit their needs.

Area boards will be issued with a link to the online survey and will be given leaflets with the consultation questionnaire included. Further information will also be provided should communities wish to receive more information about the consultation.



# ***Chairman's Announcements***

**Subject:**

**Mini Recycling Sites**

## **Summary of announcement:**

After considering comments from residents and the usage of key recycling sites, the Council has decided that 13 mini recycling sites will remain in place for residents to use. These sites, where skips will remain for the recycling of glass, cans and paper, are listed below:

- Bradford on Avon – Sainsburys
- Calne – Pippin Car Park
- Chippenham – Sainsburys
- Chippenham – Morrisons
- Corsham – Car Park
- Devizes – Morrisons
- Malmesbury – Station Yard Car Park
- Melksham – Sainsburys
- Warminster – Morrisons
- Royal Wootton Bassett – Borough fields
- Salisbury – Waitrose
- Tidworth – Station Car Park
- Tisbury – Car Park





## Chairman's Announcements

<b>Subject:</b>	<b>Community Infrastructure Levy (CIL)</b>
<b>Officer Contact Details:</b>	Georgina Clampitt-Dix, Head of Place Shaping, Economic Development & Planning 01225 713472 <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a>
<b>Weblink:</b>	<a href="http://www.wiltshire.gov.uk/communityinfrastructurelevy">www.wiltshire.gov.uk/communityinfrastructurelevy</a>
<b>Further details available:</b>	<a href="mailto:CIL@wiltshire.gov.uk">CIL@wiltshire.gov.uk</a>

### Summary of announcement:

On 23 June 2014, Wiltshire Council is submitting the Wiltshire Council Community Infrastructure Levy (CIL) Draft Charging Schedule for independent examination. On this date, a Statement of Modifications, which sets out proposed changes to the CIL Draft Charging Schedule, is also being published for a four week period of consultation.

CIL is a charge that local authorities can place on new development to help fund infrastructure needed to support growth.

A note containing more information on CIL, including how to comment on the Statement of Modifications and the next steps, is attached as an appendix to this Announcement.



## WILTSHIRE AREA BOARDS

### COMMUNITY INFRASTRUCTURE LEVY FOR WILTSHIRE - CONSULTATION

(JUNE 2014)

#### 1. What is the Community Infrastructure Levy (CIL)?

- 1.1 Wiltshire Council is preparing a Community Infrastructure Levy (CIL) charging schedule. This is a charge that local authorities in England can place on development in their area. The money generated through the levy will contribute towards the funding of infrastructure to support growth. The Charging Schedule will need to strike an appropriate balance between contributing to funding infrastructure and not putting development across Wiltshire at risk.

#### 2. Why has Wiltshire decided to implement the Levy?

- 2.1 The Government has restricted the ability of local authorities to pool funding for off-site infrastructure through existing section 106 agreements (or developer contributions). It considers that this new tariff-based approach provides the best framework to fund infrastructure in a fair and transparent manner. CIL will provide 'up front' certainty about how much developers will be expected to contribute.

#### 3. How will money from CIL be spent?

- 3.1 CIL is designed to contribute towards bridging the 'funding gap' between the total cost of new infrastructure required to support development and the amount of funding available from other sources. Wiltshire Council's Infrastructure Delivery Plan (IDP) identifies a range of physical, community and 'green' infrastructure projects that will be required to support the level of development as set out in the Wiltshire Core Strategy. Informed by the IDP, a list (known as the Regulation 123 list) will identify and prioritise which infrastructure projects will be eligible to receive money from CIL. The Government confirmed last year that local communities will directly benefit from CIL. Town and parish councils will receive 15% of CIL raised in their area, or 25% if an adopted neighbourhood plan is in place.

#### 4. Submission of the Wiltshire CIL Draft Charging Schedule and consultation on proposed modifications

- 4.1 The Council has undertaken two previous consultations on the Wiltshire CIL Charging Schedule, which sets out the amount of CIL to be charged on different types of new development. The first consultation, on a 'Preliminary Draft Charging Schedule' (October 2012), took place between October and November 2012. Comments received informed a 'Draft Charging Schedule' (January 2014), upon which the Council consulted between January and February 2014.
- 4.2 On 23 June 2014, the Council is submitting the 'Wiltshire CIL Draft Charging Schedule' (January 2014) for an independent examination.
- 4.3 The Council is proposing to make modifications to the Wiltshire CIL Draft Charging Schedule. These have been informed by comments received during the last consultation and are set out in a 'Statement of Modifications', which is being submitted alongside the CIL Draft Charging Schedule.
- 4.4 The Council is now inviting comments on the Statement of Modifications from **23 June until 5pm, 21 July 2014**.

##### How to comment

- 4.5 Comments can be made, using the response form, via:

- Online consultation portal: <http://consult.wiltshire.gov.uk/portal>
- Email: [CIL@wiltshire.gov.uk](mailto:CIL@wiltshire.gov.uk)
- Post: Spatial Planning, Economic Development & Planning, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

4.6 The CIL Draft Charging Schedule, Statement of Modifications, associated evidence and information on how to make comments will be published on the Wiltshire Council website at [www.wiltshire.gov.uk/communityinfrastructurelevy](http://www.wiltshire.gov.uk/communityinfrastructurelevy), from 23 June 2014.

4.7 Hard copies of the documents are available at Council libraries and the main Council offices in Chippenham (Monkton Park), Devizes (3-5 Snuff Street), Salisbury (27-29 Endless Street) and Trowbridge (County Hall) during normal opening hours.

4.8 If responding by post or email, response forms are available from libraries and the main Council offices or the website.

#### **Requesting the right to be heard by the independent examiner**

4.9 Organisations and individuals responding may request the right to be heard by the examiner in relation to these modifications. A request to be heard by the examiner must be made in writing to Wiltshire Council **by 5pm 21 July 2014**, via the above means. Anyone requesting to be heard should indicate whether they support or oppose modifications and explain why.

4.10 Please note that the right to be heard at this stage of the process applies only in relation to the modifications being consulted on.

#### **What happens next?**

4.11 All comments received and a copy of each request to be heard in relation to these modifications will be forwarded to the examiner.

4.12 Requests to be heard may be withdrawn at any time before the opening of the examination by giving notice in writing to Wiltshire Council.

4.13 Details of the time and place at which the examination is to be held and the name of the examiner will be published on the Council's website and in local papers when they become available. If you have made a request to be heard (either on the Statement of Modifications or previously during the consultation on the Draft Charging Schedule) you will be notified directly.

#### **5. Further information**

5.1 If you have any further queries please contact Spatial Planning, Wiltshire Council on (01225) 713223 or via email, [CIL@wiltshire.gov.uk](mailto:CIL@wiltshire.gov.uk).

## Chairman's Announcements

<b>Subject:</b>	<b>Public Awareness of Bell-Ringing, 2014 and 2015</b>
<b>Officer Contact Details:</b>	<b>Cllr Nick Watts 01249-654600 <a href="mailto:nick.watts@wiltshire.gov.uk">nick.watts@wiltshire.gov.uk</a></b>
<b>Weblink:</b>	<a href="http://www.bellsgandb.org.uk">www.bellsgandb.org.uk</a>

### Summary of announcement:

The area contains seven towers with ringable bells: Chippenham St. Andrew, Chippenham St. Paul, Grittleton, Kington St. Michael, Langley Burrell, Nettleton and Yatton Keynell.

The Gloucester and Bristol Diocesan Association which these seven towers belong to, holds competitions. For non-ringers, to know the dates and then to listen at one of these competitions can be the best way to appreciate the ringers' skill. But church bells are traditionally also rung – open-sounding or muffled – to commemorate great events such as the WW1 centenaries. Within the next twelve months both kinds of ringing should feature; making 2014-15 the best chance for increasing awareness and hopefully recruitment, of Chippenham area's ringers.

On the one hand the Gloucester and Bristol Diocesan's annual bellringing event rotates between its twelve branches: meaning that once every twelve years the Chippenham community area becomes the focus. This will next occur on **18<sup>th</sup> April 2015**. On that day, bands of bellringers from as far afield as Bristol, the lower Severn, the Cotswolds and Swindon will come to Langley Burrell to compete in the Croome Trophy (the six-bell event) and to Chippenham St. Andrew to compete in the Penn Trophy (the eight-bell event).

Turning to centenary commemorations the Government, through the Culture Secretary, has listed key dates which it considers should be marked by national acts of remembrance. These include the centenary of the World War 1 outbreak – of Britain's entry into war on August 4<sup>th</sup> 2014 – and the centenary of the beginning of the Gallipoli campaign in spring 2015. However the Chippenham Branch of the G&B diocesan bellringers' association has so far left it up to individual towers as to whether to mark 4<sup>th</sup> August by special ringing. Some towers in this area have few if any, ringers of their own.

Local recruitment starts from a very low base. The Communities Area Manager considers that any move to make people aware of bellringing should build around a drive to recruit new ringers. The Central Council of Church Bellringers – the national body the G & B are affiliated to, who have to be conscious of the problems of training and retention – had the same focus as Victoria Welsh when they brought a roving seminar to Bristol on May 17<sup>th</sup> last, ie. recruitment is the key. Tonight's Area Board – themed "Rural and Parish Matters" – is the right one to raise the profile of bellringing in our village churches. If I can be the focus of a recruiting campaign of which further details will be divulged at a future Area Board, I am happy to do so.



## Crime and Community Safety Briefing Paper Chippenham Community Area Board June 2014



### 1. Neighbourhood Policing Team

**Sgt:** PS Phil CONNOR

#### **Town Centre Team**

Beat Manager – PC John BRIXEY  
PCSO – Barbara YOUNG  
PCSO- Alistair DUNCAN

#### **Town South Team**

Beat Manager- PC Paul MCQUILLAN  
PCSO- Toni BROWN  
PCSO Claire HANNAM  
PCSO Sarah MOTH

#### **Town North East**

Beat Manager- PC Ashleigh JONES  
PCSO- Lyn STAPLES  
PCSO Robert DENT

#### **Town West**

Beat Manager- PC Sarah PULMAN  
PCSO- Val WAGSTAFF  
PCSO- Helen BRAY

#### **Rural Team**

Beat Manager – PC Les FLETCHER  
PCSO – Elizabeth DUNCAN  
PCSO- Dee CURRAN

### 2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on the Wiltshire Police Website.

□ Visit the new and improved website at: [www.wiltshire.police.uk](http://www.wiltshire.police.uk)

### 3. Police and crime commissioner: [www.wiltshire-pcc.gov.uk](http://www.wiltshire-pcc.gov.uk)

#### **4. Performance and Other Local Issues:**

##### **Drugs**

On Saturday 7<sup>th</sup> June a resident from Lower Waxhall noticed a suspicious vehicle around the entrance to a field not far from the residents property. The police were called and concealed within a energy drinks bottle was £300 worth what is believed to be Heroin. The drugs were recovered and booked in for further analysis. Intelligence been submitted and the area will be actively patrolled.

##### **Housing Associations partnership working**

Neighbourhood Policing Teams continue to work closely with Greensquare, Guinness Trust and Aster Housing Associations in relation to residents who cause alarm, harassment and distress to local residents. By working with the Housing Associations Police have been successful in gaining an injunction on one resident who lives in the Town Centre of Chippenham. The injunction carries the power of arrest should the resident breach any of the conditions set by the court. The injunction was issued on the 6<sup>th</sup> June 2014 by the County court in Trowbridge – Since this was issued the resident has since been arrested for breaching this injunction and will be going back to court.

##### **Drug Warrant**

On Friday 25<sup>th</sup> April 2014 at 1650 hours NPT in company with Response Police Officers and tri-force dog handlers executed a warrant at an address in Southmead, Chippenham. The warrant was in relation to information received from the local community of drug activity within the address. The warrant was a success with over 20 bags of cannabis, a large quantity of cash being seized and a male arrested for possession with intent to supply. The male is currently on bail awaiting a court date.

##### **Anti-Social Behaviour/drug use**

NPT have recently been given information that there has been a significant increase in drug use within the automatic toilets by the Bus Station in Chippenham. There has been a substantial increase of incidences of metal foil and needles found by the cleaner and engineer within the toilet. NPT are actively patrolling the area and targeting any suspicious behaviour. NPT are closely working along side Chippenham Town Council and Chippenham CCTV office to ID any suspected offender(s).

##### **NPT VISIT TO IVY LANE SCHOOL- CHIPPENHAM.**

On Monday 2<sup>nd</sup> June NPT Officers, dog handlers and a response Police officer visited Ivy Lane School as part of there **'meet the people who help us'**. NPT officers attended and introduced themselves during the School assembly and gave a description of their roles within Wiltshire Police. Several students had the opportunity to try on the kit and equipment that goes with the role and ask any questions. The day was a great success



with all children having a demonstration from the dog handler and the opportunity to sit within a Police vehicle and use the sirens.



Phil Connor – Police SGT Chippenham.

EP Chippenham NPT	Crime				Detections*	
	12 Months to May 2013	12 Months to May 2014	Volume Change	% Change	12 Months to May 2013	12 Months to May 2014
Victim Based Crime	1801	1639	-162	-9.0%	29%	22%
Domestic Burglary	88	61	-27	-30.7%	8%	7%
Non Domestic Burglary	144	94	-50	-34.7%	7%	5%
Vehicle Crime	171	135	-36	-21.1%	9%	4%
Criminal Damage & Arson	306	299	-7	-2.3%	18%	17%
Violence Against The Person	353	375	+22	+6.2%	46%	27%
ASB Incidents (YTD)	1645	1130	-515	-31.3%		

\* Detections include both Sanction Detections and Local Resolutions

# Update for Chippenham Area Board

Update from	Christian Malford Parish Council
Date of Area Board Meeting	30 <sup>th</sup> June 2014

## Headlines

- Annual Parish Meeting

The Annual Parish Meeting took place in the Village Hall on 20<sup>th</sup> May 2014. In his annual report the Chairman, David Mortimer, highlighted a number of significant achievements over the past 12 months:-

- approval of Wiltshire Council for the community asset transfer of Malford Meadow to the Parish Council
- the long-awaited decision on a site for an allotment garden in the village
- the successful recruitment and training of volunteers for the introduction of Community SpeedWatch in the village
- major schemes at the Recreation Ground (multi use games area, etc.) and Burial Ground (fencing)
- improved vehicular/pedestrian safety measures on the entrance to the Recreation Ground
- the establishment of a working party with cross-village support to begin the process of establishing a Neighbourhood Plan for the village

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- Annual Meeting of the Parish Council

The Annual Meeting of the Parish Council took place immediately following the Annual Parish Meeting and Councillors David Mortimer and Stephen Depla were duly re-elected Chairman and Vice Chairman for the 2014/15 year.

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- Dauntsey Vale Link Scheme

The Parish Council were pleased to continue its support of the Dauntsey Vale Link Scheme with the approval of a grant of £305.50

- 
- The next two meetings of the Parish Council will be on Tuesday 1st July and Tuesday 2<sup>nd</sup> September 2014 starting at 7:30pm in the village hall.



## ***Update for Chippenham Area Board***

<b>Update from</b>	<b>Grittleton Parish Council</b>
<b>Date of Area Board Meeting</b>	30 <sup>th</sup> June 2014

### **Headlines/Key Issues**

- 
- Measures to reduce the speed of traffic at Fosscote – work completed.
- 
- Road markings at Grittleton cross-roads to be refreshed and position of signage altered to increase visibility following another incident at this accident hot-spot.
- 
- Measures to deter parking on Church Bend under consideration.
  - Metro count to be requested in Leigh Delamere following parishioner concern re speed of traffic.
  - Wiltshire Council confirmed that Crowdown Road to be resurfaced to correct the uneven ride quality.



## **Update for Chippenham Area Board**

<b>Update from</b>	<b>Kington Langley Parish Council</b>
<b>Date of Area Board Meeting</b>	30 <sup>th</sup> June 2014

<b>Headlines</b>
<ul style="list-style-type: none"> <li>• Councillor Dr. M Dixon was elected Chairman for the year 2014/2015 and Councillor G Trickey was elected Vice-Chairman. - This is no change from the previous year.</li> </ul>
<ul style="list-style-type: none"> <li>• School parking is still a concern to the village and is an ongoing issue that is being looked into by the School and the Parish Council. One solution could be is to allow parking on part of the commons - however any information on the legalities of this would be appreciated.</li> </ul>
<ul style="list-style-type: none"> <li>• Drainage issues are ongoing - a meeting was held with Danny Everett - a proposal, with costings to rectify the problems at Silver Street/Fairleigh Rise is awaited.</li> </ul>
<ul style="list-style-type: none"> <li>• A350 roadworks - The diverted traffic through the village of Kington Langley is a concern to the Parish Council and many residents - especially during school start/finish times. Diverted traffic is using Days lane which is again causing concern. It is understood that contingencies are being discussed on how to deal with diverting traffic using local routes which could be considered unsuitable. - Any assistance would be appreciated.</li> </ul>
<ul style="list-style-type: none"> <li>• It has been noted that there has been no police presence at Parish Council meetings for over a year - This is to be brought to the attention of the Police Commissioner.</li> </ul>
<ul style="list-style-type: none"> <li>• The Parish Council still takes an active part in discussing planning applications. Consideration is to be given to drafting a Neighbourhood Plan at the next parish council meeting - any assistance Wiltshire Council could give in setting this up would be appreciated.</li> </ul> <p>A Housing Needs Survey is now underway.</p>
<ul style="list-style-type: none"> <li>• A Service bus recently caused damage to recent refurbishments including new bollards being damaged in the vicinity of the bus stop in Kington Langley - The bus company have agreed and have now settled the account to pay for this damage and our thanks to the bus company for such prompt action.</li> </ul>
<ul style="list-style-type: none"> <li>• The Parish Council is considering setting up a scheme to raise funds for a defibrillator for the village.</li> </ul>
<ul style="list-style-type: none"> <li>• Future meeting dates: 14<sup>th</sup> July, 11<sup>th</sup> August, 15<sup>th</sup> September, 13<sup>th</sup> October, 17<sup>th</sup> November and 8<sup>th</sup> December.</li> </ul>
<ul style="list-style-type: none"> <li>• Emergency Volunteer - has now been appointed.</li> </ul>





# Update for Chippenham Area Board

<b>Update from</b>	<b>Seagry Parish Council</b>
<b>Date of Area Board Meeting</b>	30 <sup>th</sup> June 2014

## Headlines

- Annual Parish Meeting  
The Annual Parish Meeting took place in the Goss Croft Hall on 6<sup>th</sup> May 2014. Reports were received from the following:-
    - The Parish Council
    - The Primary School
    - The Trustees of the Goss Croft Hall
    - The Recreation Ground Trust
    - The Parochial Church Council
- 
- Annual Meeting of the Parish Council  
The Annual Meeting of the Parish Council took place immediately following the Annual Parish Meeting and Councillors Mike Barber and John Crosland were duly re-elected Chairman and Vice Chairman for the 2014/15 year.
- 
- Seagry Spitfire Memorial Project  
The project is gaining momentum, with Sunday 14<sup>th</sup> September earmarked for the dedication of the memorial to two spitfire pilots who lost their lives over Seagry in a mid-air collision during the Second World War. The Parish Council has already given its unanimous support to the project.
- 
- Restoration of Grass Verges in the Village  
The Parish Council was disappointed to learn that its application to the Chippenham Area Board for a grant to restore grass verges being damaged by parked cars, had been rejected.
- 
- The next two meetings of the Parish Council will be on Tuesday 8<sup>th</sup> July and Tuesday 9<sup>th</sup> September 2014 starting at 7:30pm in Goss Croft Hall.
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## **Update for Chippenham Area Board**

<b>Update from</b>	<b>Sutton Benger Parish Council</b>
<b>Date of Area Board Meeting</b>	30 June 2014

### **Headlines/Key Issues**

- Considering future membership of Campaign to Protect Rural England membership by looking into what exactly membership actually offers for the PC and parishioners.
- 
- Following a presentation on the refurbishment of the Recreation Ground Playground it was agreed to use the Community Funding (some £5300) to support the scheme.
- 
- The PC will actively support the provision of 2 Defibrillators in the village (procurement costs are being met by a parishioner).
- 
- The issue of S106 monies for the planned Hazelwood development was discussed
  - It appears unclear as to if a new application would be made by the new developer (who is Redrow, the developer of the Faccianda Site) or if the previous application by Gleasons remains extant.
  - Councillors have followed this up and it remains a difficult issue to resolve with apparently little (or no) appetite from WCC to proactively engage and assist the PC with ensuring S106 monies are allocated to support the Village.
  - The PC plans to object to the development and attend the WC Planning Meeting on 25<sup>th</sup> June 2014 to detail the objections.
  - The PC has also tried to work with the CC on allocation of S106 funding but it appears to fall into the category of 'too difficult' apart from apportionment of some funding towards alleviating flooding issues – in which case the PC struggles with why no further re=apportionment can be made.
  - It would be fair to summarise the frustration experienced by the PC regarding engagement with the CC over this issue – it appears that as long as S106 funding goes into Chippenham than the CC is content, even though little has been done to improve the amenities within the Village in line with both the OPC and parishioners' wishes.



## ***Partner Update***

<b>Subject:</b>	<b>CCG – Integrated Performance Report</b>
<b>Weblink:</b>	<b><a href="http://www.wiltshireccg.nhs.uk/wp-content/uploads/2014/05/Paper-10-Integrated-Performance-Report.pdf">http://www.wiltshireccg.nhs.uk/wp-content/uploads/2014/05/Paper-10-Integrated-Performance-Report.pdf</a></b>

### **Summary of announcement:**

Performance across the urgent care system remains broadly as expected over recent weeks, notwithstanding a couple of areas which have not consistently achieved the expected targets due to spikes of activity. A&E waiting times at GWH remain a concern, and the CCG will be participating in the de-brief from the recent Emergency Care Intensive Support Team work with GWH on 16 May. Elsewhere, we remain engaged with our provider of NHS111 in order to rectify some of the recent performance shortfalls evident in the delivery of this service, albeit performance here overall remains very much improved from this time last year. A review of regional system performance over last winter took place with the NHS England Area Team on 30 April with lessons learnt and agreement of common themes and issues, which can inform planning for next year. The Wiltshire Urgent Care Working Group met on 1 May; this event was conducted as a workshop, facilitated by Wiltshire GP Dr Tim Ballard, who is Vice Chair of the Royal College of GPs. Representation from across the system assisted us with the distillation of ideas and concepts which can be further developed to bring improvement in the future.

Some early engagement events have been held in order to start our dialogue with the population over the direction of travel set out in our emerging 5 year strategy. These have included interactions with the Wiltshire and Swindon Users Network, the Wiltshire Voluntary Sector Forum Network and the Potterne and surrounding villages Annual General Meeting. Further events with a variety of forums and groups are planned for the coming weeks and months, including Area Boards whenever possible. In order to drive ahead with delivery, in the past month our own Programme Governance Group have endorsed the scope and governance of our priority areas of programmed work moving forwards, and in very close co-operation with our partners in Wiltshire Council, the similar forum governing the Better Care Plan projects also successfully convened. On 22 April we held a workshop for our Governing Body members to expose them to the potential benefits of the Systems Thinking methodology, which Council colleagues have found to be most effective. We are now in the process of rolling our training in this discipline across the service re-design and commissioning leads within the CCG.

We continue to plan ahead for the NHS England Area Team end of year assurance visit, which is now planned for 20 May. We further anticipate finalising the inaugural CCG Annual Report at the Governing Body planned for the same date.



# Update for Chippenham Area Board

Update from	Chippenham Partnership of Schools
Date of Area Board Meeting	Monday 30 <sup>th</sup> June 2014

## Headlines

- **Next Partnership** meeting Wednesday 9<sup>th</sup> July 2014. Hardenhuish School

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- **Next Multi Agency Forum (MAF)** Thursday 26<sup>th</sup> June 2014. Stanley Park

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- **Chippenham Games** – Tuesday 24<sup>th</sup> and Wednesday 25<sup>th</sup> June 2014 at Stanley Park. Olympic Legacy Event,  
All 21 schools in the Chippenham Community Area are involved and this year the event is being delivered in partnership with Chippenham Town Council, Chippenham Area Board and support from the local business community. 500+ children experience an off-site sporting carousel at the specialist provision offered by Stanley Park with the children working in mixed teams with those whom they are due to attend the same secondary school. The event forges links with local community organisations, sports clubs and coaches to promote youth engagement in physical activity and Young Sports Leaders from the 3 secondary schools lead activities, act as role models and experience the benefits of volunteering.

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- **Chippenham's Children and Young People's Parliament – Whales and Dolphins Alive Project!**  
Working alongside Whales and Dolphins Conservation whose head office is based in Chippenham, the children have been working really hard decorating their Dolphins and learning about the impact of litter on the environment and especially in our oceans. We are planning (with the support of the Town Council) an exhibition of work in the Yelde Hall in Chippenham throughout the summer holidays and would welcome as many people as possible to come and see what we have been up to.

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- **Governor Training**  
Governors attended the last Partnership training event on Tuesday 17<sup>th</sup> June. Accounting and Budgeting support was attended by 10 governors across the Partnership and gave an insight into basic schools finance. The training was again well received and all those who attended felt it was very worthwhile.  
We are currently looking at a programme of training for 2014/2015

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- **Mental Health consultation** with PCAMHS (Primary Children and Adolescent Mental Health Service), next session is Tuesday 1<sup>st</sup> July 2014 for school staff to discuss issues around Mental Health, held at Hardenhuish School.

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CHIPPENHAM AREA BOARD  
30 JUNE 2014

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**Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2014/15**

**1. Purpose of the Report**

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2014/15.

**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 in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2014/15.

**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 in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of 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 of 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 in Appendix B; and
  - c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.

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Report Author:  
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**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**

<b>Outside Body Title ( A to Z )</b>	<b>Appointed By</b>	<b>Why Rep Needed</b>	<b>Organisation aims</b>	<b>Meeting schedule</b>	<b>Voting rights</b>	<b>Reps needed</b>	<b>Representative (s)</b>
Cherish Chippenham	Area Board - Chippenham	-	-	-	-	1	Cllr Nina Phillips
Chippenham Community Area Partnership	Area Board - Chippenham	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Cllr Mark Packard
Chippenham Youth Advisory Group	Area Board - Chippenham	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Peter Hutton, Cllr Bill Douglas
Kingsley Road Community Hall Association	Area Board - Chippenham	Small committee that needs as much support as possible	To provide a community hall available for all the community to hire - Chippenham	3 meetings per year	Yes	As many interested people as possible	Cllr Nina Phillips
Lyneham Steering Group	Area Board - Chippenham	Wiltshire Council has been working closely with the military on the programme to understand all the military changes taking place in the county and the impact this will have on council services and partners.	The main purpose of this group will be to bring together community and economy related groups who will be affected by the closure of RAF Lyneham to provide a 'voice' for their particular concerns and resolve issues, where possible.	Every 6 weeks	Yes	-	Cllr Allison Bucknell, Cllr Mark Packard
The Nature of it	Area Board - Chippenham	-	-	-	-	1	Cllr Howard Greenman
Vision for Chippenham Board	Area Board - Chippenham	To Bring together private and public sector bodies to drive forward development	Co-ordination of regeneration of Chippenham	6 Meetings per year	Yes	1 from Area Board and 1 from Group Leaders	Cllr Fleur de Rhé-Philippe Cllr Nick Watts



**Appointments to Working Groups**  
**Chippenham Area Board**

Community Area Transport Group (CATG):

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

Campus Development Team (formerly Shadow Community Operations Board):

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

Deputies

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

### Chippenham Community Safety Group (formerly Night Time Economy Group)

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

### Older Peoples Development Working Group:

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



## **COMMUNITY AREA TRANSPORT GROUP (CATG)**

### **TERMS OF REFERENCE**

#### **Membership of the CATG**

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

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

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

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

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

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

#### **Appointment of CATG Members**

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

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

#### **Media Relations**

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

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

### **Meetings**

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

### **Officer Support**

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

### **Terms of Reference**

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

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

### Terms of Reference

#### 1. Small scale transport schemes – discretionary funding

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

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

*(Cabinet Member Decision HT-021-10)*

#### 2. Small scale transport schemes – substantive funding

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

*(Cabinet Member Decision HT-026-11)*

#### 3. Speed Indication Devices

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

*(Cabinet Member Decision HT-023-11)*

#### 4. C & UC roads speed limit review

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

*(Cabinet Member Decision HT-027-11)*

5. Waiting restrictions

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

*(Cabinet Member Decision HT-031-11)*

6. Other decisions

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

# CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

## Campus & Operational Estate Management Workstream

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### 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:

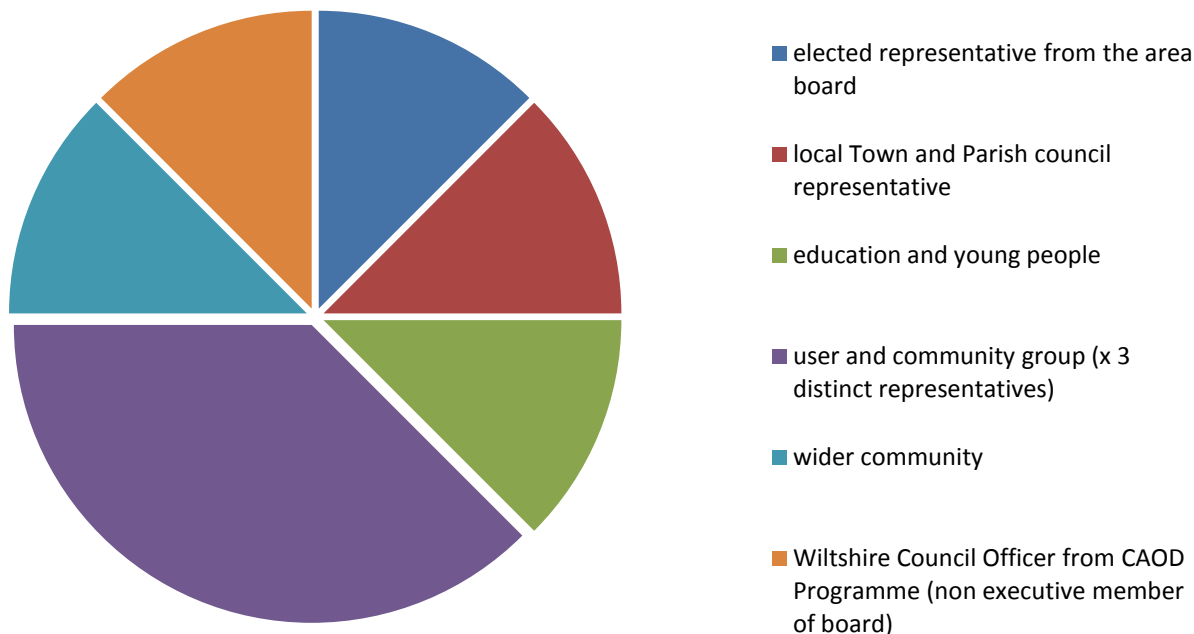
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive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

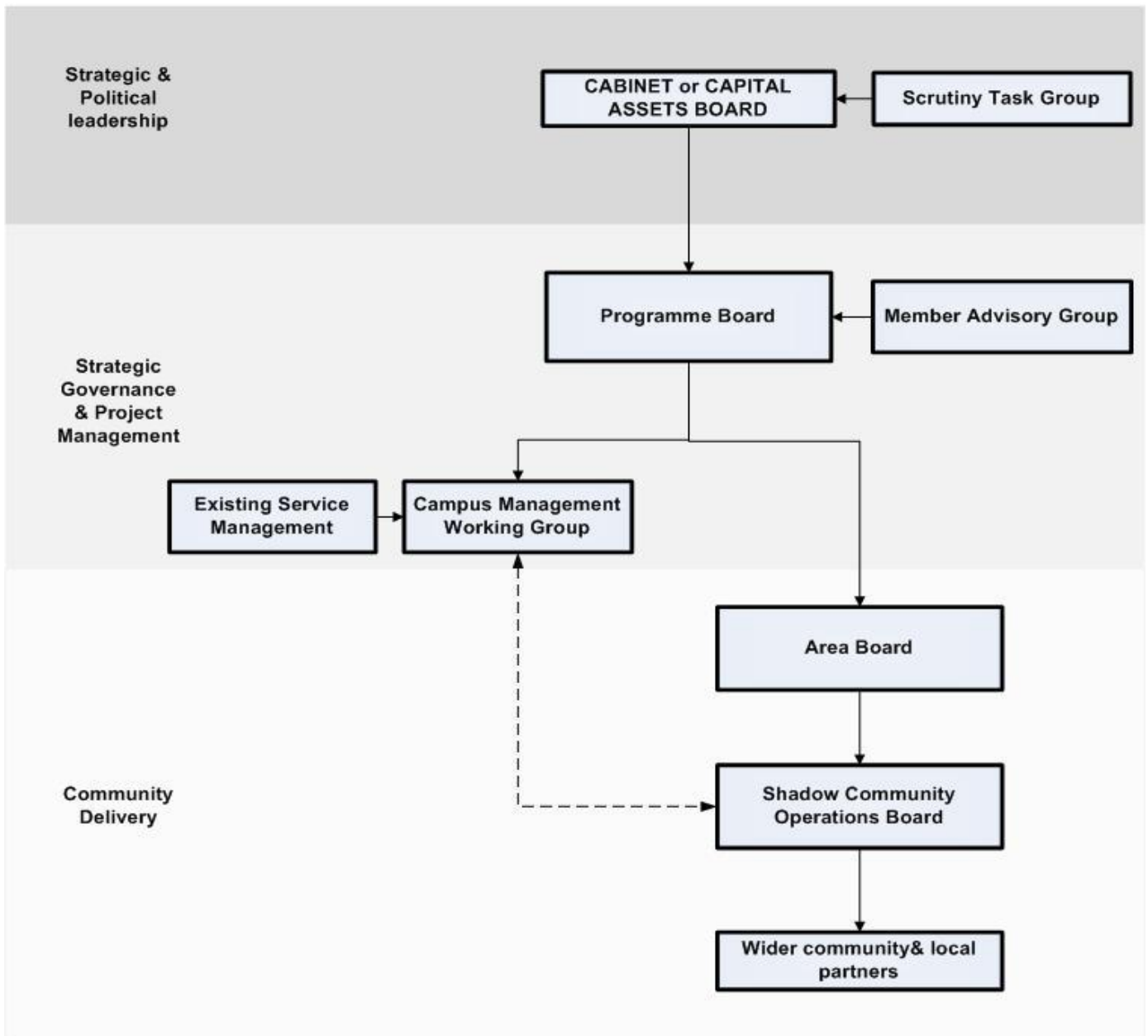
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or 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





# Chippenham Crime & Community Safety Group

## Terms of Reference

### Membership of the Crime & Community Safety Group

---

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

- **Wiltshire Council**
  - Area Board Councillor
  - Officers from the Public Protection Team & Area Board Team
  
- **Wiltshire Police:**
  - Inspector
  - Sgt
  - Other Police personnel as appropriate
  
- **Town & Parish Councils**
  - Chippenham Town Councillor
  - Officers from Town Council
  - Parish representative
  
- **Street Pastor**
  - One representative
  
- **Community Partnership**
  - One representative
  
- **To be invited as and when required**
  - Community representatives
  - Specialists & guests.

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

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

The group will normally be chaired by a Wiltshire Councillor.

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

# **Chippenham Crime & Community Safety Group Terms of Reference**

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

## **Appointment of Crime & Community Safety Group Members**

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

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

## **Media Relations**

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

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

## **Meetings**

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

## **Officer Support**

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

# Chippenham Crime & Community Safety Group Terms of Reference

## Terms of Reference

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

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

# Chippenham Crime & Community Safety Group Terms of Reference

## Appendix A

### Terms of Reference

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

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

Wiltshire Council:

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

V1.0

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## **Contents**

- 1. Background**
- 2. Objectives**
- 3. Membership**
- 4. Chair**
- 5. Roles and Responsibilities**
- 6. Confidentiality**

## **This Terms of reference was adopted on 9<sup>th</sup> July 2012**

### **1. BACKGROUND**

- 1.1. This document is the Terms of reference for the above mentioned working group.
- 1.2. The representatives on the board are people nominated through the Area Board who have volunteered to ensure that these new facilities will reflect the views of the community and wish to take an active role in their development.

### **2. OBJECTIVES**

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

### **3 MEMBERSHIP**

- 3.1 Membership of the Working Group will be determined locally but could consist of a selection of the following:
  - 3.1.1 The Surrounding Community: 3-4 representatives;
  - 3.1.2 Church Leaders: 1-2 representatives;
  - 3.1.3 The Successful Development Partner: 1 representative;
  - 3.1.4 Care and Support Provider: 1 representative;
  - 3.1.5 Health / GP: 1 representative;
  - 3.1.6 Voluntary Sector: 1-2 representatives;
  - 3.1.7 Local Councillors: 1-2 representatives;
  - 3.1.8 Community Area Manager: 1 representative;
  - 3.1.9 The Council: 2 representatives;
- 3.2 The Surrounding Community representatives will be nominated and appointed through the Area Board. Such representatives should be selected so as to ensure adequate representation from distinct interest groups within that sector.

- 3.3 The Members may be changed but the Working Group must be informed.
- 3.4 If a member representative fails to attend 3 consecutive meetings of the Working Group, the Full Members may vote to remove that member representative from the Board;
- 3.5 Sub-groups of the working group (consisting of up to 6 people) may be formed to take forward specific elements i.e. the appointment of a developer contractor (quality and technical submission only) and the finalisation of the design due to the need to progress various elements within a timely fashion. However, progress reports will be submitted to the full Working Group to ensure continued involvement and engagement.
- 3.6 Volunteers for sub-groups will be sought from the Working Group members and the membership of each sub-group will be approved and ratified by the Area Board.

#### **4 CHAIR**

- 4.1 Upon establishment of a working group, a chairman will be nominated and seconded by the members.
- 4.2 In the event that the chairman is absent, a council representative will chair the meeting.

#### **5. ROLES AND RESPONSIBILITY**

The Working Group is responsible for:

- 5.1 The strategic direction and planning of services, including:
  - 5.1.1 Agreement of the development / implementation plans for each service within the remit of the Working Group;
  - 5.1.2 Promoting and supporting the development / implementation plans to the community.
  - 5.1.3 Ensuring that the views of the community are expressed and properly represented.
  - 5.1.4 Inputting into the selection of a developer (quality and technical submission only), design, service specification and construction plan for the new development. Please note that the Council has a duty to ensure best value and therefore whilst views are welcomed and encouraged, there may be instances where the Council must override views from the local community to ensure the financial viability and deliverability of the scheme.



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

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

## 5.2 The Role of Wiltshire Council

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

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

## 5.3 Working Group (Governance Structure)

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

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

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

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

## 5.4 Recording

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

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

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

## **6 CONFIDENTIALITY**

- 6.1 Whilst most information provided by the council, other participants or partners will be non-confidential in nature, there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, requests may be made for certain information or items to be confidential. Should any participant be unable to respect this request, they must absent themselves from the meeting prior to discussion and consideration of the relevant item.
- 6.2 Please note that working group members will only be involved in the quality and technical aspects of the tender evaluation to select a preferred development partner. The commercial or price submission will be evaluated by officers of the Council only.

<b>Subject:</b>	<b>Rural Development Funding – Plain Action LEADER Programme - 2015-2020</b>
<b>Officer Contact Details:</b>	Alan Truscott <a href="mailto:atruscott@communityfirst.org.uk">atruscott@communityfirst.org.uk</a> 01380 732814
<b>Weblink:</b>	<a href="http://plainaction.org.uk">http://plainaction.org.uk</a>
<b>Further details available:</b>	Direct from Alan and at the meeting.

## Summary of announcement:

Alan Truscott of the Plain Action Local Action Group (LAG) will be at The Chippenham Area Board meeting on Monday 30th June.

If you are looking for funding to start up or expand a business from January 2014 then they are the people to talk too. Grants will be available from £1000 to £150,000 for up to 75% of the total cost.

Plain Action currently operates across Salisbury Plain but is looking expand into the north western side of Wiltshire in the new funding programme from January 2015. He will explain to attendees at the meeting their plans to bid for Rural Development Programme for England (RDPE) funding to enable them to continue and expand the LEADER programme during 2015-2020. If the funding is secured the Local Action Group will be able to continue to award grants to eligible community projects, rural businesses and for farming, forestry and tourism related projects in the Chippenham area.

The LAG are keen to:

- Understand from area and community representatives what they consider to be the key funding priorities for the next 7-8 years.
- Work with area and community representatives to ensure wide business and community input during the bidding stage.
- Once funding is secured, work with area and community representatives to communicate as widely as possible the benefits of the Programmes.



<b>Report to</b>	<b>Chippenham Area Board</b>
<b>Date of Meeting</b>	<b>30 June 2014</b>
<b>Title of Report</b>	<b>Area Board Funding</b>

**Purpose of Report**

To ask councillors to consider the following applications for funding:

Revenue

1. Chippenham Community Arts Festival Committee – award £915 towards the Chippenham Community Arts Festival;

Capital

2. Seagry Spitfire Project – award £2,500 towards erecting a stone memorial and plaque dedicated to two Spitfire pilots from 118 Squadron RAF who lost their lives in a flying accident in Seagry on 6th April 1941, conditional upon the balance of funding being in place;

Revenue

3. ChAP Funding £6,750
4. Expenditure for Chippenham Area Board Community Awards (Trophies and cheques for winners) - £360

## 1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance.
- 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 for why this should justify an exception to the criteria.
- 1.3. The Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.4. The area board may wish to link funding to local priorities, including those identified in their Community Plan, Community Area Joint Strategic Assessment and any other community based consultative work.
- 1.5. For the 2014/15 financial year Chippenham Area Board has been allocated a budget of **£92,383** for Community Area Grants, Digital Literacy Grants, Community Partnership Core Funding, Chippenham Area Board operational funding and Chippenham Area Board/Councillor Led Initiatives. **£1,500** was allocated to Digital Literacy funding, **£77,025** was allocated to capital funding and **£13,857** was allocated to revenue funding.
- 1.6. Following awards made at the Chippenham Area Board Meeting 28<sup>th</sup> April 2014, the Chippenham Area Board balance of funding was **£72,370** capital and **£10,339** revenue. Following the Emergency Planning meeting, unspent funding of **£60** was returned and this has been credited to the revenue balance.
- 1.7. Chippenham Area Board has a current balance of **£72,370** capital and **£10,399** revenue.
- 1.8. In addition to Community Area Grants and digital literacy grants councillors can submit an Area Board/Councillor-Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.9. Applications of up to and including £1,000 can be made for a Community Area Grant, which do not require matched funding. Amounts of £1,001 - £5,000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.10. A ring-fenced budget of £1,500 has been provided specifically for Digital Literacy Grants, although the area board may spend more. Up to £500 per project is available for capital projects.

- 1.11. There is a single on-line application process for Community Area Grants and Digital Literacy grants, introduced to provide an easy step by step application process. The application process and funding criteria can be found under <http://www.wiltshire.gov.uk/council/areaboards/areaboardscommunitygrantsscheme.htm>
- 1.12. Area boards will not consider Community Area Grant applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.13. The decision to support applications is made by Chippenham area board councillors.
- 1.14. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.15. All recipients of area board funding are expected to complete an evaluation form as soon as the project has been completed and provide receipts if requested. Groups are encouraged to up-load information and photographs about their project on to the Chippenham 'Our Community Matters' website Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

<p><b>Background documents used in the preparation of this report</b></p>	<p><u>Area Board Grant Criteria and Guidance 2014/15 as approved by delegated decision</u></p> <p>Community Area Joint Strategic Assessment for Chippenham 2014</p>
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## 2. Main Considerations

- 2.1. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.2. Councillors will need to be satisfied that grants awarded in 2014/2015 are made to projects that can realistically proceed within a year of the award being made.
- 2.3. This is the first funding round of the 2014/15 financial year.

Future funding rounds and deadline for applications will take place as follows:

- 28 August 2014 for consideration on 8 September 2014
- 29 September 2014 for consideration on 10 November 2014
- 1 December 2014 for consideration on 13 January 2015

### 3. Environmental & Community Implications

- 3.1. Area Board Grants 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 Chippenham Area Board.
- 4.2. If grants are awarded to all of the applications considered by Chippenham Area Board on 30th June 2014, the board will have a capital balance of **£69,870** and a revenue balance of **£2,374**.

### 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 and Small Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.
- 7.2. Implications relating to individual grant applications will be outlined in section 8, "Applications for Consideration" of the funding report.

### 8. Applications for Consideration

Ref	Applicant	Project proposal	Funding requested
8.1.	Chippenham Community Arts Festival	Chippenham Arts Festival	£915

- 8.1.1. Chippenham Area Board is asked to consider granting the Chippenham Arts Festival, a community area grant of £915 towards promoting and marketing the Chippenham Arts Festival through a new website, filming the event and for the hire of one of the venues for the event.
- 8.1.2. This application meets grant criteria 2014/15 and has been classified as a **revenue** project.



- 8.1.3. At the Chippenham 'What Matters to You' event held on 18 February 2014 local people considered one of its top priorities was: Better marketing and communication of what the community area has to offer.
- 8.1.4. The Arts Festival will consist of 3 days of workshops, theatre, music, dance, cabaret, spoken word, and visual arts (art and film), in various venues in and around the centre of Chippenham, including the Yelde, St Andrews Church hall, the Citadel and the Cause Arts Centre.
- 8.1.5. This is an opportunity for the community of all age ranges, to experience a variety of cultural events, improving the experience and the profile of the town. It will bring the various artistic strands of the town together and will also benefit the performers themselves, virtually all of whom come from the local area; students and young people will have the chance to perform inside and outside the venues (they are planning to perform at the Butter Cross), improving self confidence and instilling commitments to and expectations from their local community.
- 8.1.6. The applicant states that performance costs are in most cases minimal, but that of the headlining performance group are being met by Chippenham Borough Lands. It should raise the profile of the venues themselves, demonstrating what can be achieved in the town, and go further in building a sense of a sustainable artistic community and should increase local business (cafes, pubs, restaurants, shops etc) during the festival. It will increase and improve the profile of participants e.g. Rag & Bone Arts, a local organisation specialising in youth theatre, adult choirs and workshops. The website and filming (for promotional purposes, over the three days) are to develop the festival as a brand in order to sustain it for future years.

Ref	Applicant	Project proposal	Funding requested
8.2.	Seagry Spitfire Memorial Project	Seagry Spitfire Memorial Project	£2,500

- 8.2.1. Chippenham Area Board is asked to consider granting Seagry Spitfire Memorial Project a community area grant of £2,500 towards erecting a stone memorial and plaque dedicated to two Spitfire pilots from 118 Sqn RAF who lost their lives in a flying accident in Seagry on 6th April 1941, conditional upon the balance of funding being in place.
- 8.2.2. This application meets grant criteria 2014/15 and has been classified as a **capital** project.
- 8.2.3. The applicant states that the memorial would provide the current community and future generations with a visual reminder of the sacrifices made in the defence of our freedom. This project will remember the two pilots who sacrificed their lives and act as a permanent memorial to these two young men. The project will keep alive the memory of the sacrifice made for the freedom we enjoy today.

8.2.4. It will benefit future generations, young and old and will remind all those that pass of the events of 1941. The memorial will provide a permanent reminder to future generations of the RAF losses in the area and will enrich understanding and appreciation the rich aviation history we have in the area. The memorial can also act as a focal point for future Remembrance Day services if required as Seagry does not have an external war memorial.

8.2.5. Any future maintenance will be funded locally by donations.

8.2.6. The applicant is seeking 50% of the total cost of the project with the balance of the funding from Seagry Spitfire Memorial Project group.

Ref	Applicant	Project proposal	Funding requested
8.3.	ChAP	<ul style="list-style-type: none"> <li>• River Festival Project</li> <li>• River Bank Clean Up and Maintenance Project</li> <li>• Performing Arts Loan Scheme</li> <li>• Safe Places Project</li> <li>• Defibrillator Project</li> </ul>	£6,750

8.3.1. Chippenham Area Board is asked to consider granting ChAP £6,750 to deliver the above projects in 2014/15.

8.3.2. To note approved inter-meeting spending of £360 towards cheques and trophies for the CABCA winners by the delegated powers of the Community Area Manager in consultation with the Chair of the Area Board.

8.3.3. This delegation was recorded as follows:

‘On 30th April 2012, Chippenham Area Board took the decision to delegate responsibility to the Community Area Manager, in consultation with the Area Board Chairman and/or Vice Chairman, to approve expenditure of up to £1,000 between Area Board meetings. 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.’

<b>Appendices</b>	Appendix 1 – Chippenham Community Arts Festival Appendix 2 – Seagry Spitfire Project Appendix 3 – ChAP Funding
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No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

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