

AGENDA

Meeting: BRADFORD ON AVON AREA BOARD
Place: United Reform Church, Main St, Holt, BA14 6PW
Date: Wednesday 11 March 2015
Time: 7.00 pm

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

The press and public are invited to attend the meeting

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

ARRIVE EARLY! Refreshments will be available

Please direct any enquiries on this Agenda to Kevin Fielding, on 01249 706612 or email kevin.fielding@wiltshire.gov.uk

or Peter Dunford (Bradford on Avon Community Area Manager), direct line 01225 713060 or (email) peter.dunford@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Rosemary Brown (Chairman) - Bradford
on Avon North
Cllr Trevor Carbin – Holt & Staverton

Cllr Magnus Macdonald - Winsley &
Westwood
Cllr Ian Thorn (Vice Chairman) –
Bradford on Avon South

Items to be considered	Time
<p>1 Chairman's Welcome</p>	<p>7:00pm</p>
<p>2 Apologies for Absence</p>	
<p>3 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>4 Minutes (Pages 1 - 10)</p> <p>i)To approve and sign as the correct record the minutes of the Bradford on Avon Area Board meeting held on 7 January 2015.</p> <p>ii) To approve and sign as the correct record the minutes of the Local Youth Network Management Group held on 18 February 2015.</p> <p>iii)To approve and sign as the correct record the minutes of the Bradford on Avon Community Area Transport Group meeting held on 3 March 2015 (to be tabled).</p>	
<p>5 Chairman's Announcements and Updates (Pages 11 - 28)</p> <p>Announcements:</p> <ul style="list-style-type: none"> • Historic Core Zone Town Poll. • Campus Update. • Kennet and Avon Canal – Canal and River Trust seeking groups to adopt sections of the canal. • Universal Credit. • Health Watch Wiltshire – February update. <p>Updates:</p> <ul style="list-style-type: none"> • Wiltshire Police. • Wiltshire Fire and Rescue Service. 	

6	Local Youth Network - Update Emma, Coombs - Community Youth Officer for Bradford on Avon and youth representatives.	7:15pm
7	Freight Study - B3107 Holt (Pages 29 - 34) Allan Creedy - Head of Sustainable Transport, Wiltshire Council. To report on the study findings	7:30pm
8	Neighbourhood Plan - Updates (Pages 35 - 36) <ul style="list-style-type: none"> • Holt Neighbourhood Plan - Heather Morris, Chair of Steering Group. • Bradford on Avon Neighbourhood Plan. • Limpley Stoke and Freshford Neighbourhood Plan. • Westwood Neighbourhood Plan. 	8:00pm
9	Legacy of the 2012 Olympics (Pages 37 - 46) Peter Dunford - Community Area Manager, Wiltshire Council. Local communities to be updated on the 800th anniversary celebrations of the Magna Carta and opportunities for engagement in other sporting activities and events during 2015.	8:15pm
10	Community Area Transport Group - Review (Pages 47 - 52) Peter Dunford - Community Area Manager, Wiltshire Council. To review key projects commissioned by the CATG group in 2014/15.	8:30pm
11	Grant Funding (Pages 53 - 74) <ul style="list-style-type: none"> i) Holt Sports and Recreation Committee requesting £5,000 towards the resurfacing of a multi-use-games-area. ii) Winsley Cricket Club requesting £1,380 towards a bowling machine and netting. iii) Bradford on Avon Youth and Community Centre Users Group requesting £5,000 towards the refurbishment and re- 	8:45pm

opening of the centre on Frome Road.

- iv) Bradford on Avon Community Emergency Volunteers requesting £1,750 towards the purchase of a reconditioned container for the storage of equipment.
- v) The Lock-Up Patch Up Team requesting £1,000 to refurbish the interior of the Bradford on Avon Town Bridge Lock-Up.
- vi) BoACAN requesting £3,000 for a disability audit and public information film on the difficulties of accessing public buildings, shops and services in Bradford on Avon.

12 **Next Meeting**

Wednesday 13 May 2015 - St Margaret's Hall, Bradford on Avon.

9:00pm

13 **Close**

MINUTES

Meeting: BRADFORD ON AVON AREA BOARD
Place: St Margarets Hall, St Margarets Street, Bradford on Avon
Date: 7 January 2015
Start Time: 7.00 pm
Finish Time: 9.00 pm

Please direct any enquiries on these minutes to:

Kieran Elliott ,Tel: 01225 718504 (e-mail) kieran.elliott@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Rosemary Brown (Chairman), Cllr Trevor Carbin, Cllr Magnus Macdonald and Cllr Ian Thorn (Vice Chairman)

Wiltshire Council Officers

Peter Dunford, Community Area Manager
Kieran Elliott, Senior Democratic Services Officer
Blaine Wood, Business Support Team Leader
Mal Munday, Head of Service – Early Help
Allan Creedy, Head of Sustainable Transport
Liz Creedy, Head of Corporate Support
Siobainn Chaplin, Locality Team Leader, Early Intervention
Chris Clark, Client Area Manager, Highways
Clare Langdon, Green Economy Team Leader

Town and Parish Councillor

Bradford on Avon Town Council – Simon Fisher, Alison Craddock, Martin Newman, Jonathan Brown, Pam Hyde, Mike Roberts
Holt Parish Council - Andrew Pearce
South Wraxall Parish Council - H Davis

Partners

Wiltshire Police – Kieran Kilgallen, Office of the Police and Crime Commissioner

Total in attendance: 45

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed all those present to the meeting.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Inspector Chris Chammings of Wiltshire Police.</p>
3	<p><u>Declarations of Interest</u></p> <p>There were no declarations.</p>
4	<p><u>Minutes</u></p> <p>The minutes of the Area Board meeting held on 12 November, the minutes of the Local Youth Management Group meeting held on 1 December, and the minutes of the Community Area Transport Group (CATG) meeting held on 8 December were presented for consideration.</p> <p>It was,</p> <p><u>Resolved:</u></p> <p>That subject to an amendment to Minute 9 of the Area Board minutes on 12 November to APPROVE and sign all the listed minutes as true and correct records.</p> <p>The Chairman would also discuss the detail of the CATG minutes with Councillor Martin Newman following the meeting.</p>
5	<p><u>Chairman's Announcements and Updates</u></p> <p>Through the Chair there were the following announcements and updates:</p> <p><u>Announcements</u></p> <ol style="list-style-type: none"> 1) Car Parking Consultation - The Wiltshire Council consultation was due to conclude on 16 January 2015, with all encouraged to submit their views. The Area Board voted to support applications for the community asset transfer of car parks at Budbury Place and Newtown made by the Hillside Action Group and supported comments made by David Maude on the need to preserve car parks for community use particularly where there are no off-street parking facilities such as on the hillsides above the town. 2) Campus Update - Cllr Jonathan Brown (Bradford on Avon Town Council) reported on progress with the proposed Bradford on Avon Campus project. Although the project had not been included in the capital

	<p>programme, the Community Operations Board (COB) were keen to move forward and were seeking further clarification from senior officers and members of Wiltshire Council on the next steps.</p> <p>3) Clinical Commissioning Group: Integrated Performance Management Report - It was stated an announcement would be attached to these minutes.</p> <p>4) Dementia in Wiltshire: The Role of Healthwatch Wiltshire - It was stated an announcement would be attached to these minutes.</p> <p><u>Partner Updates</u></p> <p>1) Wiltshire Police - The written report was noted.</p> <p>2) Bradford on Avon Local Youth Network (LYN) - Young people Cherry Riley and Skye May delivered an update on the continuing work of the LYN to engage with schools and Towns and Parish councils, including an outreach day on 6 December at Bradford on Avon Development Centre which included a questionnaire to help identify the needs and views of local young people.</p> <p>The Wiltshire Councillors were then asked to consider one application seeking 2014/15 Local Youth Network grant funding.</p> <p><u>Decision</u> To award Broughton Gifford and Holt Youth Work Project £3,524 towards running costs for the Holt Youth Club, subject to clarification of costs, details delegated to officers to confirm.</p>
6	<p><u>Wiltshire Police and Crime Commissioner - Precept Consultation</u></p> <p>Kieran Kilgallen, Chief Executive of the Office of the Police and Crime Commissioner (OPCC), delivered a presentation on the consultation to the PCC Angus MacPherson's proposals for the policing and crime element of the Council Tax., which was due to conclude on 4 February 2015.</p> <p>It was emphasised that HM Inspector of Constabulary had rated Wiltshire Police as Good in all categories, and that in line with national trends overall crime levels were down in Wiltshire. However, increases in costs in combination with a 5.1% cash grant reduction would result in an increasing budget spending gap in future years.</p> <p>As a result the PCC was seeking a 1.9% increase in its portion of the council tax, which would result in an increase of £3.06 a year for Band D properties currently charged a total of £160 annually. It was highlighted however that this would not result in increased police services, but instead mitigated the scale of</p>

	<p>the financial challenges facing the service. Without the proposed increase the funding gap over the next 3 years would amount to £13 million, but with the proposed increase it was forecasted at £11 million. This was after the level of savings already achieved had been taken into account.</p> <p>The Area Board discussed the proposals, and all those present were urged to add their views to the consultation.</p> <p>http://www.wiltshire-pcc.gov.uk/Events-and-Engagement/Policeandcrimeelementofcounciltax2015-16.aspx</p>
7	<p><u>Climate Local Initiative</u></p> <p>Clare Langdon, Green Economy Team Manager at Wiltshire Council, delivered a presentation on the Climate Local Initiative which had been signed up to by 92 Local Authorities including Wiltshire to reaffirm commitment to taking action against Carbon Emissions and assist efforts to understand and reduce energy use in Wiltshire, including through an energy resilience plan.</p> <p>Through a question and answer session, it was noted how micro and small businesses paid 50% more for electricity, which amounted to 97.4% of all businesses in Wiltshire, 17 out of 48 electric vehicle charge points in the county were Council owned, 29% of the council's carbon emissions came from street lighting and other streetscene lighting and that it was possible to save up to £133 annually on energy bills through the 'Collective Switching Scheme'.</p> <p>It was stated Wiltshire Council had reduced its energy use 21% in 4 years through measures such as upgrading the lighting in Bradford on Avon Library for savings of £1400 a year on energy costs and 7 tonnes of carbon emissions, and the installation of a Combined Heat and Power generator in the Leisure centre it was estimated would save £6200 a year.</p> <p>Although many schools were now academies and under less influence from Wiltshire Council, schools such as Holt Primary were taking part in the Low Carbon School Initiative in an effort to reduce emissions and energy costs. The work of local groups such as Community First through an oil buying club and Climate Friendly Bradford on Avon bulk buying Solar AV panels and installing improved insulation in homes was praised.</p> <p>The Area Board thanked the officer for the presentation, and discussed the development of the Energy Resilience Plan, to focus on Sustainable Transport, Energy Efficiency, Affordable Warmth and Renewable Energies, and the need to encourage and support business investment in these areas.</p> <p>Warm and Safe Wiltshire - 0300 003 4575 Ready to Switch - 0800 088 5007</p>

8	<p><u>Bradford on Avon Historic Core Zone - Town Poll</u></p> <p>Cllr Simon Fisher and David Moss from the Historic Core Zone Working Group delivered a presentation on the proposals for the centre of Bradford on Avon to be made more pedestrian friendly through the creation of an Historic Core Zone which would see improvements such as widening pavements and creating more crossings.</p> <p>The proposals had been the result of several years work assessing the impacts to the area, and the Cabinet Member for Highways and Streetscene had requested a Town Poll to confirm the proposals had widespread support before moving forward. The question would be “Should the Historic Core Zone be implemented?” A date would be set by the Head of Electoral Services at Wiltshire Council in late January or early February, and two further public meetings were planned for the town to exhibit the proposals further, in addition to the four already held and the standing exhibition in the Swan Hotel Coach House.</p> <p>The Area Board discussed the proposals, with some concern that leaflets had not yet been delivered to all electors, and some exhibition locations not being accessible for disabled users, with it being stated those issues would be looked into further with every effort made to accommodate all persons.</p> <p>Concern was also raised at the legal status of the courtesy crossings, as in relation to the existing zebra crossings, should an accident arise.</p>
9	<p><u>Bradford on Avon Air Quality Action Plan</u></p> <p>Peter Dunford, Community Area Manager, and David Moss and Shay Parsons, Bradford on Avon Air Quality Alliance Steering Group, delivered a presentation on the draft Air Quality Action Plan for Bradford on Avon as part of the consultation into the Wiltshire Air Quality Strategy which was out for consultation until 16 January.</p> <p>It was stated the Air Quality Alliance (AQA) was formed for the community area in 2012, with goals of achieving legal air quality by 2015 and the town to be declared a Clean Air Town by 2020. The AQA had helped deliver new Heavy Goods Vehicle (HGV) Signage, emissions analysers, real time monitoring of air quality and assisted in development of proposals such as the Historic Core Zone, traffic studies and a website and text alert system to warn of polluted air.</p> <p>While the Wiltshire Core Strategy contained strategic policies in relation to air quality, a more community focused action plan was needed to address local concerns, and the endorsement of the Area Board was sought for the draft plan.</p> <p>The draft plan and associated work was discussed, and it was stated that detailed traffic studies had indicated that ‘through traffic, traffic without a starting or destination point in Bradford on Avon, accounted for only 16% of traffic moving through the town on weekdays. More detailed analysis would be</p>

	<p>necessary to identify the types of journeys making up the rest of the traffic, and therefore how best to encourage less traffic in the town centre contributing to the air quality issues.</p> <p>The Area Board welcomed the draft plan and encouraged as many as possible to contribute to the consultation.</p>
10	<p><u>Grant Funding Applications</u></p> <p>The Wiltshire Councillors were asked to consider two Community Area Grant applications for 2014/15 funding.</p> <p><u>Decision</u> To award The Hub @ BA15 Trust £5,000 for refurbishment and furniture for the former HSBC bank premises in Church Street.</p> <p>To award Holt Parish Council £1,455 towards kerbs at Ham Green to protect from further erosion.</p> <p>The Local Youth Network grant application was considered under Minute 5.</p>
11	<p><u>Next Meeting</u></p> <p>The date of the next meeting was confirmed as 11 March 2015, and would take place at the United Reform Church in Holt at 7.00pm.</p>
12	<p><u>Close</u></p>

Local Youth Network Meeting- Minutes

Wednesday 18th February 2015 Bradford-on-Avon Youth Development Centre

Apologies:

- Karen Butler, St Laurence School
- Councillor Trevor Carbin, Wiltshire Council
- James Voughton, Fitzmaurice primary School and Youth For Christ
- Councillor Ian Thorne, Town Council and Wiltshire Council

Present:

- Skye May, Cherry Riley- Local Youth Network Chairs
 - Emma Coombs, Community Youth Officer
 - Councillor Magnus McDonald, Wiltshire Council
 - Councillor Alison Craddock, Town Council
 - Councillor Rosemary Brown, Wiltshire Council
 - Peter Dunford, Bradford-on-Avon Area Board
 - Jane Grant, Bob Crouch- Holt Youth Club
 - Charlotte Jackson, Holt Youth Club
 - Jim Lynch, BoACAN
 - Amée Desimone, Selwood Housing
- ◆ Introduction of members, present in the meeting.
- ◆ Previous minutes emailed to members- Adjustment of previous minutes: Holt's grant application granted £2774 for the running of the youth centre.

Matters Arising:

- AC gave an update on the community centre building and the lease.
 - Costs £20,000 per year to keep the building open with the 18 months lease with possible extension to 5 years.
 - The lease has been signed and a grant has been set to make improvements in the building. Specific building improvements: Tiles, electrics, sanding pillars, painting, additional radiators, building seals, broken blinds, new cooker, door closures, wifi, signage, carpeting and improvements on the fire doors.
 - Costs: £1565
 - Caretaker available for the building.
 - Unknown use of the building from Fitzmaurice School.
 - Open falls clinic.
 - Study from Wiltshire Council to investigate which schools are in most need of the use of the building.
- ◆ EC gave an update of the running of the youth club sessions.
- ◆ Opening of the youth club sessions were promoted.
- ◆ 2 sessions have taken place on Tuesdays. The first session consisted of 23 young people and 16 on the second night. Few young people attend during term holidays.

- ◆ Young people who attended previously attended before the closure of Wiltshire youth services.
- ◆ New young people attended the session.
- ◆ Ground rules were set for young people to understand how to use the building.
- ◆ Use of the budget was explained to young people.
- ◆ Possible future opening of the youth club sessions on a second evening on Thursdays.

- ❖ EC, CR and SM met with head teacher, Fergus Stewart, of St Laurence to discuss distributing questionnaires for the pupils to complete about what facilities they would like to see available in Bradford on Avon and surrounding areas. This will take place in March.
- ❖ Head teacher, Fergus Stewart has full support of the work being made for young people.
- ❖ JV available to provide a gazebo in the school for distributing questionnaires.
- ❖ Briefings/Assemblies are possible to be used within St Laurence.

Engagement Events:

- A young people's open day took place on December 16th. It was used as a consultation day, to find out what positive activities young people want within Bradford on Avon, and surrounding areas.
- Many young people, who had previously attended a youth club, mentioned that they felt that running youth club sessions would be beneficial for them. Youth club sessions are now available again.

Mapping Exercises / Community Providers:

- Available activities: Uniform groups- scouts, guides, air cadets. Parkour, skate park, lifesaving skills, rowing, church youth groups, 3-2-5 clubs at St Laurence, music centre clubs.
- Known provider: Kate Nottage
- CJ explained the use of the Citizens Advice Guru and how they can be used to teach young people about efficient banking/ saving.

Grant applications:

- The LYN is supportive of grant applications.
- The grant application from Holt was looked at. The scoring process for grant application was looked at.
- EC explained how the grant applications work and how the scoring process is used with marking system. Information is available on the website for the Area Board.
- Grant application by JL to be marked in April.
- JL explained the meeting with EC and IT to make a grant for Will Sansom to complete more filming about the social history of tire factory in Bradford on Avon as a project.
- The use of filming from Will, to be used to show young people the skills of filming in cameras, mobile phones etc... Applied for £5000 grant and received £2500.

- Shorted applications will be used in the future.
- RB began the discussion on numbering the scoring sheet, to allow the use of cross-referencing both parts of the information to be quicker.
- CJ explained the use of no numbering could be more useful as the members of LYN could work closely together to mark the application.
- AC spoke about the minimal correlation between the 100 point scoring systems.
- AC suggested the use of having a set time for applications be sent in, on a quarterly basis.
- Discussion of grant applicants to be questioned at LYN meetings about their applications.
- The suitability of partial bids was questioned.
- Discussion about adapting the agenda to have a longer set time for grant applications (longer than 30 minutes).

Who else should be involved? / Widening the LYN:

- Suggestion of more young people to be invited to the LYN.
- Use of running an event to allow young people to see what is available in the area.
- Suggestion of Chris Brown joining the LYN.

Moving forward:

- Next meeting arranged for Monday 13th April 2015.
- Meetings to be set at least 3 weeks before Area Board

Any other business:

- JL spoke about the fringe festival and met with JP and PD to speak about the London workshops to work with young people ages 16-25 years. BOACAN and LYN to become apart of this and be supportive.
- Charity from the fringe festival to be used for proceeds going to Bradford on Avon youth club with 700-800 surplus.
- Intended use of BOACAN to apply for a grant for this to take place.

- ◆ £15,674.74 allocated each year for the Positive Activities.
- ◆ Locally held fund of £26,000 from 14/15 - rolls forward.
- ◆ MM mentioned the use of fundraising to allow extra money into Bradford-on-Avon.

- ❖ Jane Grant resigned from the LYN and suggested recruiting new member.

WILTSHIRE COUNCIL

BRADFORD ON AVON TOWN POLL

Thursday 5 February 2015

DECLARATION OF RESULT OF POLL

At a meeting for the Parish of Bradford on Avon, held on Tuesday 6 January 2015, a poll was demanded on the following question:

Should the Historic Core Zone in Bradford on Avon be implemented?

I, the undersigned, being the Returning Officer at the said poll, hereby give you notice that the number of votes given thereat was as follows:-

Those voting in favour ...1315... Votes

Those voting against 1669. Votes

Majority voted in favour/against 354

The number of ballot papers rejected was as follows:-

(a) want of official mark	
(b) voted for and against same question	
(c) writing or mark by which voter could be identified	
(d) being unmarked or wholly void for uncertainty	S

Dated: Thursday 5 February 2015

Dr Carlton Brand
Returning Officer

Electorate Ballot papers issued 2990 Turnout 39.76%

Printed and published by the Counting Officer, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

Chairman's Announcements

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Subject:	Canal & River Trust seeking groups to adopt sections of the Kennet & Avon Canal
Officer Contact Details:	Ken Oliver Countryside Officer 01249 706494 ken.oliver@wiltshire.gov.uk
Further details available:	https://canalrivertrust.org.uk/volunteer/adopt-a-stretch-of-canal-or-river-near-you

Summary of announcement:

The Kennet & Avon Canal plays an important role in Wiltshire life and in partnership with Wiltshire Council, the Canal & River Trust is seeking volunteer groups to 'adopt' sections of the waterway. The aim is to help keep the canal in good order and to make improvements that will benefit all users and the wildlife habitat.

The CRT are wanting to widen their community engagement and are offering adoptions as a way of enabling local communities to help care for their stretch of the waterway. Adoptions are supported by the volunteer coordinator team within the CRT. They will assist with equipment, activities, training and health and safety matters

The commitment would typically be one day per month for 12 months.

Countryside Officer Ken Oliver works with the Kennet & Avon Waterways Partnership and would be pleased to provide more details

Tel : 01249 706494

Email: ken.oliver@wiltshire.gov.uk

Chairman's Announcements

Subject:	Universal Credit – background and update on steps to roll out the scheme
Officer Contact Details:	Ian P Brown, Revenue & Benefits Direct Line: (01225) 716701
Further details available:	Ian P Brown

Summary of announcement:

Universal Credit will begin in Wiltshire on 16 March 2015, following an announcement by the Wessex branch of the Department of Work and Pensions (DWP)

Many people on benefits believe that the financial risks of moving into work are too great. For some, the gains from work, particularly if they work part-time, are small, and any gain can easily be cancelled out by costs such as transport.

The government believes that:

- the current benefit system is too complex
- there are insufficient incentives to encourage people on benefits to start paid work or increase their hours

Through Universal Credit the government is aiming to:

- make the benefit system fairer and more affordable
- reduce poverty, worklessness and welfare dependency
- reduce levels of fraud and error

The intention of reforming the welfare system is to help more people to move into and progress in work, while supporting the most vulnerable.

Universal Credit (UC) is the latest national welfare benefit which will eventually replace six other benefits provided by the DWP and HMRC. UC will eventually replace Income Support, Income Based Job Seekers Allowance, Income based Employment Support Allowance, Child Tax Credit, Working Tax Credit and Housing Benefit.

Claimants will always be encouraged to apply on line and report any change in circumstance, on line. The completed claim will not be processed locally but in a Service Centre in either Glasgow or Bolton. (A slide set entitled UC Welcome Pack is attached)

It is important to note that in this initial phase, which runs from 16 March 2015 to May 2016, only single, unemployed people will qualify for UC. Couples, families with children and those in work but entitled to any of the benefits listed above, will either be transferred or asked to apply for UC from May 2016 onwards. Based on the qualifying criteria it is estimated 3,000 residents could qualify for UC in Wiltshire 2015-16. Every UC award will be paid monthly, in arrears, and claimants will receive their payment direct, approximately five weeks after the claim is registered.

Some support will be available to those who either struggle with the delay in payment, through an advanced payment made by the DWP, which will then be recovered from on-going payments. When rent is not paid on time a landlord can apply to the DWP for an alternative payment arrangement (known as an APA).

Whilst support in terms of budgeting will be made available through the council, management of complex debt may require referral to agencies better equipped, in this case the Citizens Advice Bureau. The council's role will be to ensure that residents are supported in the initial stages of their claim and:

- To provide access to computers,

Chairman's Announcements

- Assistance to get on line and apply on line
- Budgeting support and money advice
- Supporting vulnerable claimants and providing access to discretionary funds and local welfare provision.

A great deal of work has already taken place to provide agencies with information about the transition to universal credit. The DWP and the council have spent considerable time in negotiations to develop a Delivery Partnership Agreement which includes a framework for payment to meet aspects of our service delivery. Wiltshire is therefore well placed to be one of the first local authorities in the west to support the roll out of universal credit and set out below is some of the preparatory work.

- The Wiltshire Online project and the provision of 180 new computers in our libraries.
- The council's corporate research team produced an extensive report entitled Universal Credit: analysis of risk.
- Joint working between the DWP and librarians in conjunction with other voluntary groups to support people to access information and apply for benefits online.
- Undertaken a project to replace the current paper based housing benefit application form with a web based E-form.
- The provision of training through children's centres to stakeholders and voluntary sector in conjunction with Wiltshire Money.
- The involvement of Wiltshire staff working with the DWP at the highest level in terms of project planning and attendance at Technical Working Groups in London.
- A track record of delivering change, particularly welfare reforms, through partnership working across Wiltshire.
- Robust and carefully managed discretionary schemes (Local welfare provision, Discretionary Housing Payments and the latest discretionary council tax reduction) that can be used to support those in the most difficult financial circumstances

There are details on the next page of the eligibility criteria and details of the information claimants will need to make a claim online.

For further information about any of the research papers or details regarding any of the projects above please contact either Ian P Brown, Head of Revenues and Benefits, Julie Higinbotham, Benefits Manager at Wiltshire Council or Jackie Tuckett, Partnership Manager at the DWP.

There is extensive information made available on the government's own [website](#).

Universal Credit Expansion Eligibility

Claimants must:

- Be single.
- Must have a National Insurance Number.
- Be aged between 18 and 60 and six months.
- Not own or partially own the home they live in.

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- Not be homeless or live in support or exempt accommodation.
- Not live in the same household as a member of the regular or reserved army who is absent from home on duty.
- Be a British citizen, resident in the United Kingdom (UK) for the last two years (not absent outside the UK during those two years for four weeks or more).
- Not have a child or qualifying young person (QYP) living with them some or all of the time.
- Not be an adopter with whom a child is expected to be placed within the first two months of the UC claim or a foster parent.
- Not be liable to pay child support maintenance.
- Not be responsible for providing care to a person with physical or mental impairment, unless on a paid or voluntary work basis.
- Must not have a fitness for work note or applied for a fitness for work note. Claimant must declare themselves fit for work.
- Must not be considered as having limited capability for work.
- Not be pregnant, or have been pregnant in the last 15 weeks.
- Not require a person acting on their behalf e.g. Personal Acting Body (PAB) or Corporate Acting Body (CAB).
- Not be in education or training of any kind.
- Not be self-employed.
- Not be a company director or part of a limited liability partnership.
- Be unemployed or declared earned income for the first month of the UC claim is not expected to exceed £330.
- Capital must not exceed £6000.
- Must have a bank, building society, post office or current account with a credit union.
- Must not be entitled to old rules Employment and Support Allowance (ESA), old rules Jobseekers Allowance (JSA), Income Support (IS), Incapacity Benefit (IB), Severe Disablement Allowance (SDA) , Disability Living Allowance (DLA), OR Personal Independence Payment (PIP).
- Must not be awaiting a decision on a claim for old rules ESA, old rules JSA, IS, Child Tax Credit (CTC), Working Tax Credit (WTC) or Housing Benefit (HB).
- Must not be awaiting the outcome of an application to revise a decision of non-entitlement to old rules ESA, old rules JSA, IS and HB.
- Must not have an undecided appeal against non-entitlement to old rules ESA, old rules JSA and IS.



Update for Area Boards - February 2015

Focusing on Dementia

One of Healthwatch Wiltshire's (HWW) top priorities is dementia. This is because of what local people told us when we attended the 'what matters to you' events which were hosted by Community Area Partnerships and Area Boards in 2014. We have been working with local charities in Wiltshire to monitor the new Wiltshire dementia strategy. We are working with Alzheimer's Support, Alzheimer's Society, Age UK Wiltshire, Age UK Salisbury and District, Carer Support Wiltshire and Swan Advocacy.

We have held workshops across the county, where local people have been invited to share their experiences of local dementia services. Over 120 people participated in the workshops. People were also given the opportunity to take part in a one-to-one interview with a member of HWW staff or a trained volunteer. HWW is collating all the feedback and putting together a report of the findings to date. Further workshops are scheduled for later in the year, where we will continue to gather feedback. Please do get in touch with HWW if you would like to participate in the workshops.

Consultation on Specialist Dementia Hospital Care in Wiltshire

NHS Wiltshire Clinical Commissioning Group (CCG) is consulting on the permanent location of specialist dementia hospital care. To help them make a decision about where this care should be, they want to hear what local people think. HWW has been independently facilitating the consultation. This has involved public meetings, talking to people in service user groups, inviting people to complete a questionnaire, and encouraging people to talk to us and tell us what they think.

HWW has now held all of the dementia consultation events, and is currently in the process of pulling together all of the feedback into a report. This report will be widely available for everyone to read and help with the decision making process, ensuring that people's voices are heard. The report will be available around the 17 March 2015. If you would like a copy then please contact us.

Wiltshire's Better Care Plan

HWW want to make sure that health and social care services for older people in Wiltshire are working well for them, their unpaid carers and their families. We are speaking to older people and their unpaid carers about their journey through the health and care system and encouraging them to share their experiences. We want to understand whether they, their families and unpaid carers are involved as much as they wanted to be in decisions about their care.

This is all part of Wiltshire's Better Care Plan which is designed to put patients at the centre of their care, provide care closer to home, prevent avoidable hospital admissions, and ensure patients can leave hospital as soon as they are well enough to either return home or continue their care in another setting. Wiltshire Council and NHS Wiltshire Clinical Commissioning Group have agreed to work together to achieve all this. More information about Better Care can be found here: <http://www.wiltshire.gov.uk/better-care-plan-summary.pdf>

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

www.healthwatchwiltshire.co.uk

HWW will be collecting together all the feedback it receives about people's experiences and reporting this back to local people, commissioners, and providers of services.



**Bradford on Avon Area Board
March 2015
Neighbourhood Policing**

EA Bradford-on-Avon NPT	Crime				Detections*	
	12 Months to January 2014	12 Months to January 2015	Volume Change	% Change	12 Months to January 2014	12 Months to January 2015
Victim Based Crime	565	423	-142	-25.1%	16%	17%
Domestic Burglary	70	20	-50	-71.4%	29%	10%
Non Domestic Burglary	70	50	-20	-28.6%	6%	2%
Vehicle Crime	59	32	-27	-45.8%	10%	22%
Criminal Damage & Arson	111	67	-44	-39.6%	5%	9%
Violence Against The Person	95	110	+15	+15.8%	35%	23%
ASB Incidents	344	275	-69	-20.1%		

Current NPT Priorities:

My priorities for Bradford on Avon NPT are simple. I will provide a visible team within the community and respond to the needs of that community.

In order to provide this I will ensure officers patrol more on foot and bicycles, and less in cars.

Officers in Bradford are now also in possession of a laptop that has mobile connectivity, this will allow them to do more work while out and about on their beats, and reduce the amount of time they will be spending in the police station.

Team News:

There have not been any changes to Bradfords NPT officers, and your needs are still catered for by PC Martin Annetts, PC Lee Pelling, PCSO Andrew Maclaughlin and PCSO Joe Leeds.

Overview

As shown at the start of this report the performance data for a 12 month period to March 2015 is again extremely positive with overall crime 25.1 % lower than the same period last year. That is a reduction of 7% since the January Area Board.

Anti Social Behaviour has dropped down to a 20.1% reduction, another 9% since January.

Violent Crime is still high against the last 12 months, although it has dropped another 10 % since the last report, but these numbers are still made up mainly of either 'no injury' or 'private space' incidents, and violence in public spaces in BoA is still below the previous 12 months.

Burglaries in private homes has reduced by 71.4% against the previous 12 month period and this is an amazing result.

Public assistance is vital in ensuring this remains low, and the same messages are still key in our fight against burglaries.

- Report to police, or via Crime stoppers, any information you have or any concerns or suspicions about anyone involved in criminality
- Secure your property
- Mark your property
- Record details of identifiable property and/or take photos of you belongings.

The website www.immobilise.com can be used to record these details and may even prevent offenders taking the item in the first place.

Unfortunately I am on a residential training course for 10 days in March and this coincides with this Area Board, so I will be ably represented by either Jim Suter or Gill Hughes, and I look forward to seeing you again at the next opportunity.

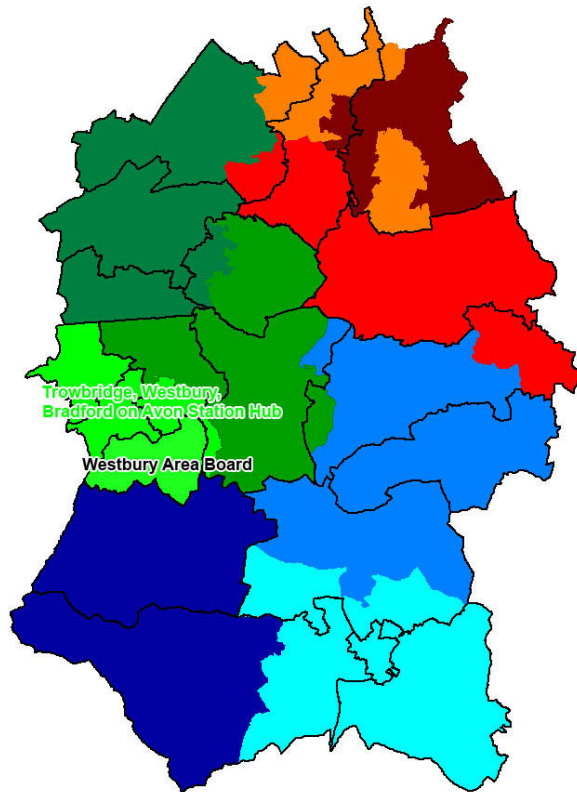
Regards

Chris Chammings
Sector Commander



**Wiltshire
Fire & Rescue
Service**

Briefing report for Bradford on Avon; Trowbridge and Westbury Area Boards



Wiltshire Fire & Rescue Service has grouped together neighbouring fire stations into station hubs, to work more effectively and efficiently, supporting each other to improve the service we provide.

Responding to incidents:

Your Area Board's / Locality's communities immediate emergency response will be provided by staff at these stations and where necessary additional support from staff and specialist equipment from other stations.

Prevention work:

Staff from other departments also provide the community with specialist services giving fire safety and road safety advice and interventions such as talks and visits.

Protection work:

Specialist staff provide expert knowledge, give advice and undertake enforcement action working very closely with the planning authorities to keep communities safe from fire.

In an **emergency dial 999**, for other non urgent matters you can either visit our website: www.wiltfire.gov.uk or contact the following people:

	<u>Manager / Department</u>	<u>Telephone</u>	<u>email</u>
Operational matters	Station Manager – Andy GREEN Trowbridge, Bradford-on_Avon, Westbury Station Hub		andy.green@wiltfire.gov.uk
Partnership and community engagement issues	Michael Franklin (Wiltshire Council Area)	07919 306037	mike.franklin@wiltfire.gov.uk
Home fire safety visits and for talks and visits	Community safety department	0800 389 7849	www.wiltfire.gov.uk and then complete the on line request

Trowbridge

Crews from Trowbridge fire station were mobilized 54 times during January and February. They attended 5 Road Traffic Collisions (RTC), including over the border assistance to Somerset. One of the incidents had a seriously injured casualty.

Water R trained fire fighters saved a man who had driven into 3 foot deep flood water between Staverton and Holt, this incident received BBC Points West Coverage. A firefighter at Trowbridge is working on a project with some of our partner agencies to reduce the risk in this known flood area.

Two fire appliance pumps were sent to a serious flood affecting the electrical circuit in a house in Southwick. The flood was caused by a blocked down pipe from a flat roof, simple routine checking can prevent these often costly occurrences.

Trowbridge's Heavy Rescue Unit was mobilized four times to RTCs and to stabilise a building hit by a car.

Crews also attended two domestic fires involving ovens; including one resulting the rescue of a very luck dog. An electric hob ring had been left slightly on and set fire to some items piled on the top.

A fire in a spray paint machine was attended by two pumps.

Bradford on Avon

Crews from the station had 26 mobilisations

14 were for co responder calls in support of the Ambulance Service

1 RTC in on the Somerset border

1 Oven Fire.

Westbury

10 mobilisations

RTC into Somerset

Crews also attended two chimney fires, one in a house with a thatched roof.

Station Manager Andy GREEN
Trowbridge Fire Station

New on-call firefighters needed in Bradford on Avon

If you live or work in Bradford on Avon, and are interested in becoming an on-call firefighter, then Wiltshire Fire & Rescue Service wants to hear from you!

More people are needed to provide fire cover for the town and its surrounding communities. On-call firefighters respond to a pager when a 999 call is made locally, and cover is needed at all times.

Contracted hours can vary, but on-call personnel usually make themselves available for between 48 and 120 hours per week. Between them, each fire station team will provide cover for weekdays, evenings, nights and weekends.

Bradford on Avon fire station is situated in Station Approach, and the crew drills every Monday evening, between 7pm and 9pm.

Station Manager Andy Green said: "The team at Bradford on Avon is really committed to helping the community, but we do need more people to join us, especially offering day cover. Anyone interested in being a firefighter can call in at the fire station on a Monday evening or visit our website www.wiltshire.gov.uk/workingforus"

He added: "On-call firefighters receive the same training and development as wholetime colleagues, and can be called to all sorts of emergencies, including fires, road traffic collisions, animal rescues and flooding. The pay does vary, depending on how much cover you give, but it is really rewarding to be a part of your community and be in a position to help people."

In order to be on-call, you will need to be able to respond to the fire station within five minutes or so when your pager goes off. This can be from home or work, and employers can benefit from a firefighter's training – such as first aid, manual handling, a greater understanding of health & safety in the workplace, and enhanced team spirit.

Warning given over dangers of chip pans

Last year, over half of all accidental fires in the home in England were linked to cooking. Many of these were caused by deep fat frying, and over 3,000 people are injured in these kinds of fires each year.

Deep frying requires heating a large volume of oil to extremely high temperatures. The oil can cause terrible burns, and it can go up in flames. In fact, it's an ideal fuel for a fire and, as such, it's difficult to put out. Homemade chips are great, but the safest way to deep fry is to use a thermostat controlled deep fat fryer rather than a chip pan, as the thermostat stops it from overheating - or, even better, use oven chips!"

Top tips for cooking are:

- Never fill a chip pan more than a third full of oil.
- Take care when cooking with oil - it sets alight easily.
- If the oil starts to smoke, it's too hot. Turn off the heat and leave it to cool.
- Ideally, use a thermostat controlled deep fat fryer, which can't overheat.
- Don't leave cooking unattended - a forgotten pan can lead to disaster.
- If you've consumed alcohol, don't be tempted to cook with a chip pan.
- Avoid children being in the kitchen alone when cooking on the hob.

If a pan does catch fire:

- Don't take any risks. Turn off the heat if it is safe to do so but don't try and move the pan.
- NEVER throw water over the fire - that will cause a fireball.
Don't tackle the fire yourself - get out, stay out, call 999.

Michael Franklin

Partnerships & Community Engagement Manager(Wiltshire Council area)

March 2015

Technical Note – ANPR Survey Analysis: Holt

Project:	Holt / Bradford-on-Avon Traffic Study	To:	Steve Corbin / Spencer Drinkwater / Allan Creedy
Subject:	Holt ANPR survey analysis	From:	Atkins
Date:	August 2014	cc:	

Executive Summary

Atkins Ltd has been commissioned by Wiltshire Council to undertake a traffic study examining patterns of vehicular movements within, and around, Holt. An Automatic Number Plate Recognition (ANPR) survey was conducted in June 2013 to provide the underlying data.

The accompanying note provides a high level analysis of the ANPR data collected for the traffic survey around Holt. The primary outputs include to:

- Establish overall traffic volumes and vehicle types (including HGVs);
- Understand through traffic in Holt (including HGVs); and
- Understand the origins of observed vehicles in Holt (including HGVs).

Definitions

The following key terminology is used throughout this note:

‘AM’ or ‘morning’ is the time period defined as 7am to 10am.

‘IP’ or Inter-Peak is the time period defined as 10am to 4pm.

‘PM’ or ‘evening’ is the time period defined as 4pm to 7pm.

‘Matched observations’ (referred to in section 3 and 4) are vehicles that were captured more than once at any of the sites, on the same day. This may include:

- Holt through movements between site 6 and 2;
- In-Out movements having stopped within the cordon;
- Out-In movements; and
- Multiple movements around the area (and through the cordon).

‘Un-matched vehicles’ (referred to in section 3 and 4) are vehicles that were seen only once at any of the sites on the same day.

‘Through Matched Movements’ (referred to in section 5) Unlike the ‘matched observations’ as above, which account for all matches, the ‘Through Matched Movements’, are only those matches for vehicles identified as making logical route choices involving a movement through Holt (and within a specified 15 minute timeframe) i.e. vehicles travelling along the B3107 northeast bound from site 6 to 2, or southwest bound from site 2 to 6.

‘Unique Matched Vehicles’ (referred to in section 6) are defined as those vehicles that are matched to a post code origin by virtue of their registration plate details. This is based on individual vehicles only, and will therefore be fewer in number than the ‘matched observations’, as one vehicle can make many movements. A ‘through matched vehicle’ refers to those unique matched vehicles identified as making a through movement.

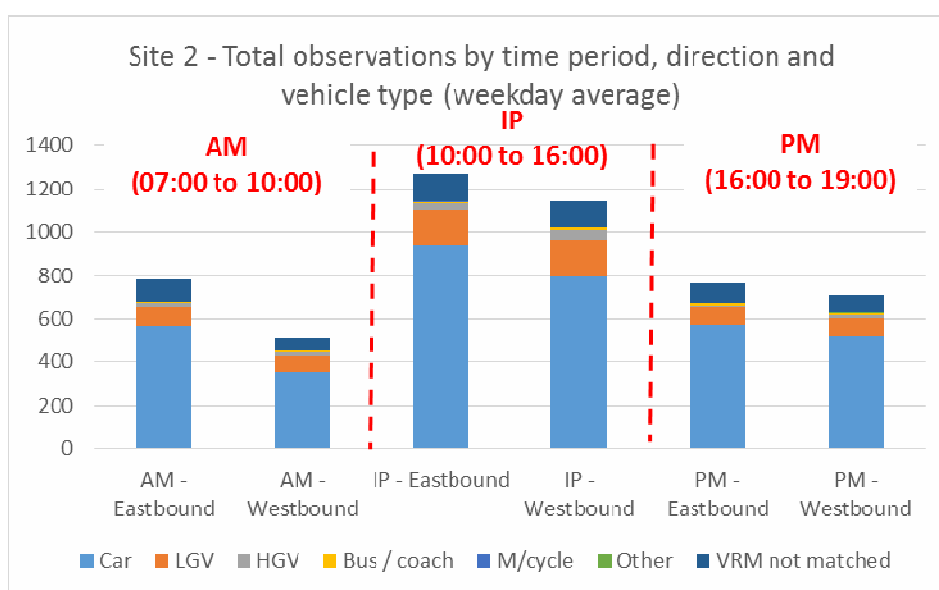
‘VRM’ is a Vehicle Registration Mark (more commonly referred to as a number plate)

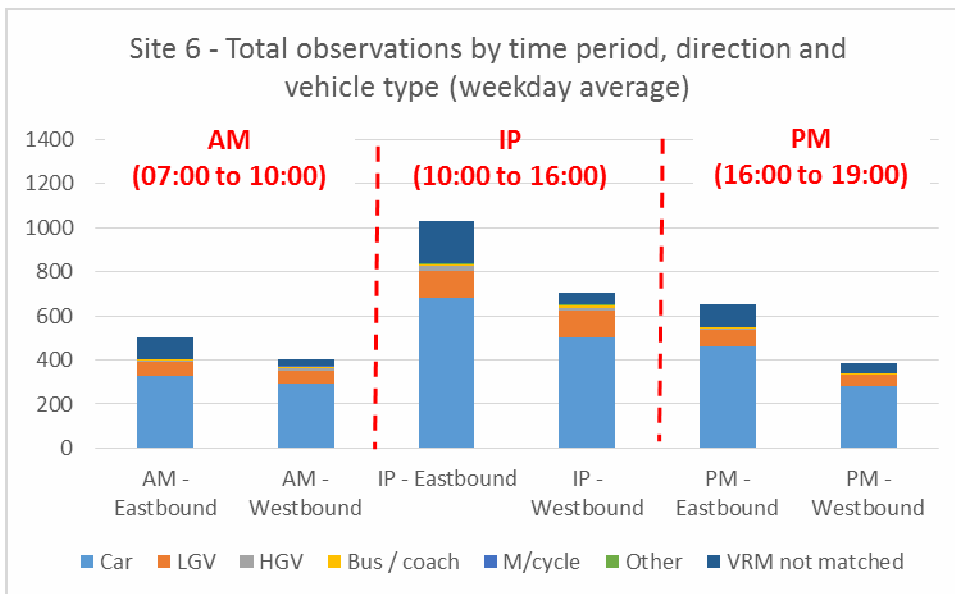
Survey context

In the context of the wider survey, for this Holt element of the survey analysis there is a particular focus on Site 6 (B3107 Bradford Road – to the west of the centre of Holt) and Site 2 (B3107 Bradford Road – to the east of the centre of Holt, near the Farmers Roundabout junction with the A350).

Overall traffic volumes and vehicle types

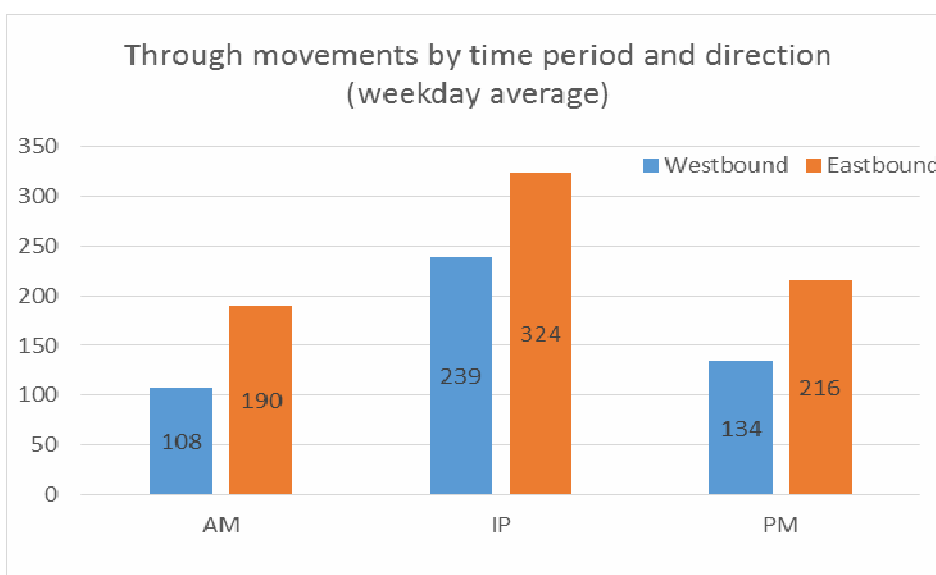
- Total traffic (all vehicles) observed at Site 2 was 5,181 for the weekday average and 4,192 for the Saturday (19% lower). The directional split of traffic recorded was approximately 54% eastbound and 46% westbound).
- This compares to total traffic recorded at Site 6 of 3,679 for the weekday average and 2,774 for the Saturday (24% lower). The directional split of traffic recorded was approximately 59% eastbound and 41% westbound).
- In relation to total traffic (weekday average) at Sites 2 and 6, 71% of vehicles were cars, 13% were LGVs and only 2% were HGVs (if untraced VRMs are excluded these figures are 81%, 14% and 3% respectively).
- Average hourly traffic flows (weekday average) observed at Site 2 were 430 vehicles per hour (veh/hr) and 500 veh/r for the AM and PM peak periods respectively – this compares to 400 veh/hr in the inter-peak period.
- Average hourly traffic flows (weekday average) observed at Site 6 were 300 veh/hr and 346 veh/hr for the AM and PM peak periods respectively – this compares to 290 veh/hr in the inter-peak period.
- In terms of HGVs specifically, average hourly traffic flows (weekday average) observed at Site 6 were 5 veh/hr and 2 veh/hr for the AM and PM peak periods respectively – this compares to 6 veh/hr in the inter-peak period.
- Observed traffic for the Saturday morning peak period was significantly lower than the rest of the day.





‘Through traffic’ movements

- A total of 1,210 through matched movements (between sites 2 and 6) were observed for the weekday average, with approximately 40% recorded in the westbound direction and 60% in the eastbound direction.



- Through movements as a proportion of all matched observations accounted for approximately 28% to 30% at Site 2 and approximately 38% to 41% at Site 6 (depending on the time period).

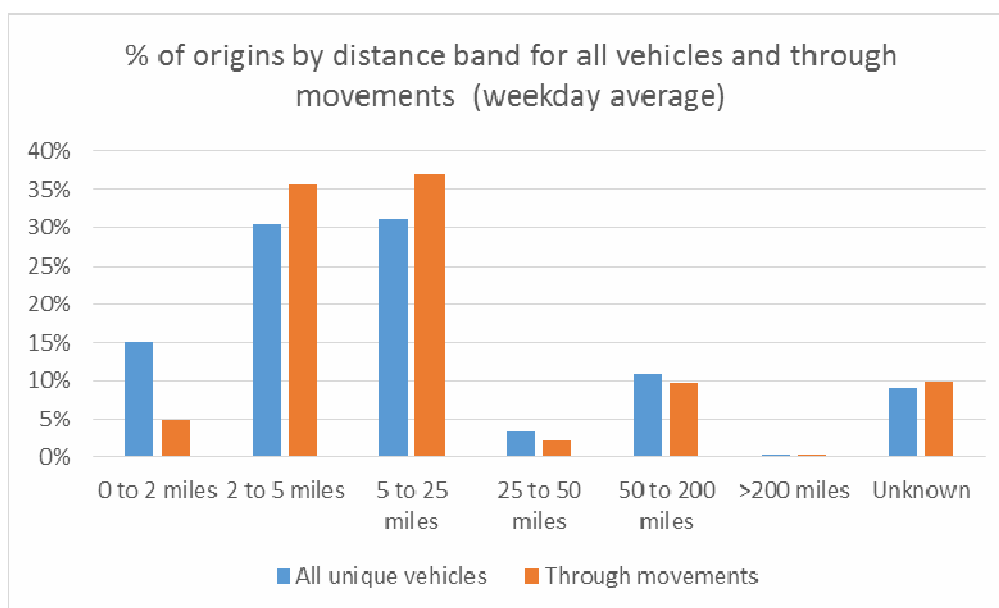
Period	Weekday Average Through Movements		
	Through Matched Movements	% of Matched Observations at Site 2	% of Matched Observations at Site 6
AM	298	29%	38%
IP	563	28%	38%
PM	350	30%	41%

Period	Saturday Through Movements		
	Through Matched Movements	% of Matched Observations at Site 2	% of Matched Observations at Site 6
AM	151	29%	1%
IP	555	27%	1%
PM	261	31%	%

- The number of HGV through movements recorded was low. 14 through movements were recorded for the weekday average (approximately 1% of all through movements).
- Analysis of HGV routing suggests that there is a localised HGV routing pattern between Bradford-on-Avon (site 14) and Staverton (site 16) to Melksham with then a high proportion continuing eastbound on the A365 towards Devizes.
- A total of 175 LGV through movements were recorded for the weekday average (approximately 15% of all through movements).

Origins of observed vehicles

- For the weekday average, 15% of matched vehicles (Sites 2 and 6) originated from within 2 miles of Holt, 45% within 5 miles (cumulative) and 76% within 25 miles (cumulative) - equivalent figures for the Saturday are 19%, 55% and 79% respectively.
- The origins of the through matched vehicles were less local, as might be expected – only 5% of these vehicles originated within 2 miles of Holt, with a greater proportion in the 2 to 5 miles and 5 to 25 miles band. However, the proportion of vehicles originating beyond this range were very similar to all matched vehicles.
- Key vehicle origins were concentrated to the south west and north east of Holt – this includes the Trowbridge / Bradford-on-Avon and Melksham areas, which is to be expected.



- The Trowbridge postcode area (BA14) accounted for the most vehicle origins (19% of total unique vehicles for the weekday average), followed by the Melksham area code (SN12 - 16% of total unique vehicles for the weekday average).
- For through matched vehicles, the origin pattern is slightly different – Melksham accounted for the greatest proportion of vehicle origins with 16%, followed by Bradford on Avon with 13%, and then Trowbridge with 10%. This might be expected, as the B3107 through Holt is the most direct connection between Bradford on Avon and Melksham.
- The origin patterns between the weekday average and the Saturday vary slightly – the main difference being a relatively lower proportion of vehicles originating from the south east / south of Holt, around the Frome / Warminster area for the Saturday.
- In terms of HGVs and LGVs, origins there was a higher proportion of vehicles in the upper distance bands - 50% of matched HGVs (weekday average) originated from more than 50 miles away, in comparison to 28% for LGVs. The most common origin area for HGVs / LGVs was to the north east of Holt – within the upper distance bands this includes many urban industrialised areas such as Birmingham, Slough and Oxford.
- For HGVs and LGVs travelling through Holt, the Melksham postcode area accounts for the greatest proportion of vehicle origins (15% for the weekday average), followed by Trowbridge (10%), with only 5% from Bradford-on-Avon

Bradford on Avon Area Board, 11 March 2015

Neighbourhood Plan Updates

i) Holt Neighbourhood Plan

Holt Neighbourhood Plan conducted its major, detailed consultation on the first complete draft over the summer. We have now incorporated that feedback and re-written much of the document in the light of new emerging guidance. We were successful in gaining a second grant from Locality and have used some of this to buy in some expert consultation to ensure our next draft is as good as it can be and likely to survive the inspection process. We plan to hold our statutory consultation on this draft in spring. Then it should be final tweaks and into the inspection process.

Heather Morris,

Chair, Holt Neighbourhood Plan Steering Group

ii) Bradford on Avon Neighbourhood Plan

Although work in the preparation of the Neighbourhood Plan has not proceeded as speedily as was originally programmed considerable progress has now been made on setting out policies and proposals. To ensure that there is support in the town for the emerging plan it has been decided to carry out a public consultation on the main elements prior to final drafting. The date for this is 2nd to 16th March 2015 at the Vaults in Lamb Yard and online.

Housing Needs and Business Surveys for the town were undertaken at the end of last year. These were designed so that the policies in the plan would properly reflect local needs and be based on a full analysis of these issues.

Following the approval of the Wiltshire Core Strategy in January the Neighbourhood Plan can be finalised knowing that it will comply with the policies outlined in the National Planning Policy Framework and Strategy and there are no matters in the Core Strategy that have not already been taken into account.

The Steering Group continues to maintain close links with the Neighbourhood Plan liaison officer from the Spatial Planning team at Wiltshire Council and is intending to have the plan finalised by the summer.

The Town Council is pleased to acknowledge the assistance of the Community Development Foundation in the provision of a grant towards the cost of producing the Plan

Colin Johns, for Bradford on Avon Town Council

iii) Limpley Stoke Neighbourhood Plan

The joint Freshford and Limpley Stoke Neighbourhood Plan has now passed its Independent Examination, we are delighted to announce. It is a remarkable achievement for our Neighbourhood Plan to have reached this stage – and apparently to be the first ever cross-border Plan in the country to have done so – following a tremendous community effort. Our sincere thanks to all who contributed.

In the report submitted both to B&NES and Wiltshire Councils, Planning Inspector, Janet Cheesley, comments: *“I consider that the Freshford and Limpley Stoke Neighbourhood Plan will provide a strong practical framework against which decisions on development can be made.”* Ms Cheesley, who has already examined three other rural NPs, singles out for praise our consultation and publicity process, which went well beyond the legislative requirements.

It is usual for examiners to suggest modifications to help Plans conform to regulations. In our case, the examiner felt some of our proposed policies did not relate to land use or development and so should not be included. The Local Green Space designation has also been pared back. The Tyning in Freshford and Limpley Stoke’s play park are incorporated and will be given additional protection, if the Neighbourhood Plan is accepted at the referendum stage.

The examiner’s full report and further background information on the Plan can be viewed at www.freshfordvillage.com. We are not yet sure when the referendum will take place but will let you know as soon as we have more news.

From Limpley Stoke Clarion, March 2015

iv) Westwood Neighbourhood Plan

The Westwood Parish Neighbourhood Plan Steering Group was established in May 2014.

The NPSG completed an extensive parish wide open consultation process from August to November 2014, reaching all households and securing responses from over 30%.

The outcome of the consultation exercise is presently being used to inform draft plan policies which it is expected will be consulted on within the parish in Spring 2015.

It is anticipated that a plan would be available and a referendum held in Summer 2015.

Jarrold Hill,

Chair, Westwood Neighbourhood Plan Steering Group

Magna Carta anniversary events 2015

Your guide to getting involved





Background

Described by some as one of the most famous documents in the world, the Magna Carta (also known as the Great Charter) was a practical solution to a political crisis in 1215.

Issued by King John of England, the Magna Carta established the principle that everybody, including the king, was subject to the law and that people could have their say on justice and decisions that would affect them. It is recognised as perhaps the first building block to the democratic structures we have in today's world.

800 years on and in Wiltshire at a local community level this can be best demonstrated with the area board structures that we have in place. Decisions are made at local level with input from the community reflecting the individualism and uniqueness of each area.

In recognition of this important occasion and with one of only four preserved copies of the Magna Carta housed in Wiltshire, in Salisbury Cathedral, all our community areas are invited to participate in activities and events to mark the anniversary.



Working together with Salisbury Cathedral, we will have a modern day pageant which will take place on 15 June 2015. The pageant procession will go from the Market Square and finish its route at the Cathedral Close.

Each community area is invited to enliven the procession by promoting through displays and people the identity and heritage of each community. Many communities have lantern parades or carnival groups or have taken part in projects which celebrate the heritage of their community – this could be a good starting place.

The pageant has been developed as an event to bring together the wealth of creativity which exists within the county and to celebrate the role of our communities in shaping the democratic future of the county through the creation of a modern day Magna Carta (charter).

Each community area is invited to make flags or banners which reflect the key points of a modern day Magna Carta. These points should have a special resonance for each community and the design could reflect the traditions and heritage of the area.

The Community Area Managers will take the lead in each area to identify those groups and individuals who will coordinate and create the communities response. This could include local festivals and carnivals, museums and arts organisations as well as local businesses and charities.

Salisbury Cathedral and Wiltshire Council will jointly organise the event on 15 June 2015.



What you need to do...

- ✓ First of all, start planning now! June isn't that far away and the more time you have to plan the more spectacular your presence in the pageant will be.
- ✓ You'll need to set up a group to help. You might be able to work with existing groups – for example; check out a local history group
- ✓ Be creative about your place in the procession. It is hoped that all 18 community areas will take part - think about how you can best showcase your community and make it stand out. It could be a float, or a giant, or a procession or all of these.



- ✓ How about creating a modern day Magna Carta (charter) for your community and flags or banners to reflect this – what would be in your charter?
- ✓ Decorate a Magna Cart, which illustrates the heritage of your community.
- ✓ Create a modern day baron, a giant puppet to animate the parade.
- ✓ This is an opportunity to reflect your community's local knowledge – find out what makes your community unique and what is significant about your area.



What you need to do...

- ✓ Work with local businesses and charities to show the character of the community.
- ✓ Invite local bands, choirs, and dance companies to take part in the parade.
- ✓ Work with local amateur dramatics companies to tell the story of your community through performance.
- ✓ Be inclusive – the more people that are involved, the more ideas and local knowledge you're likely to find.
- ✓ Think about how you raise awareness – what did you do in 2012 to showcase your area as part of the Queen's Diamond Jubilee celebrations. Did it work and could this be improved?



- ✓ Are there any local groups or schools already working on Magna Carta activities and events – can these be linked to the pageant and a modern day charter?
- ✓ Be creative and maybe a local company could contribute, or provide sponsorship to help showcase your community area?
- ✓ This is an opportunity to promote your local community and take part in a national and historic anniversary that has significance in our county.



How do you do it – tools to help

- Posters/flyers – an example is included with this guide
- Draft copy for local communication networks; Community Area Matters, Facebook page and Twitter – example below:

On Monday 15 June Wiltshire Council and Salisbury Cathedral will jointly organise a modern day pageant from Market Square to the Cathedral Close Salisbury as part of celebrations to mark the 800th anniversary of the signing of the Magna Carta.

Communities are invited to come together to really showcase the traditions and heritage that make our 18 community areas special and unique.

Please contact your local community area manager to find out more about how you can get involved in the event and to see what other celebrations could be planned for your area.

- The Wiltshire and Swindon History Centre will help communities to research their local heritage
Tel: **01249 705500**
Email: **heritageadmin@wiltshire.gov.uk**
- Arts and Museums development teams will assist communities to develop creative ideas.
Tel: **01249 705523**
Email: **heritageadmin@wiltshire.gov.uk**
- Salisbury Cathedral will work with the Area Board Managers to shape the modern day Magna Carta points and will help to co-ordinate the groups taking part in the pageant.

Magna Carta programme manager: **[Seif El Rashidi](#)**

Tel: **01722 555168**

Email: **S.ElRashidi@salcath.co.uk**

Magna Carta anniversary events



Bradford on Avon Community Area Transport Group

Monday 2nd March 2015 at County Hall, Trowbridge in the Lacock Room at 4pm

1. **Present**
2. **Apologies**
3. **Notes of CAT-G meeting on 8 December 2014**
4. **Budget Position – update** (Dave Thomas)
5. **Historic Core Zone – Parish Poll outcome and next steps** (Dave Thomas)
6. **Bradford on Avon Neighbourhood Plan – public consultation March 2015** (Peter Dunford)
7. **Implementation of 20 mph zones and limits** (Dave Thomas/ Spencer Drinkwater)
 - Assessment Reports on Woolley and Winsley/ Turleigh
 - Bids from Limpley Stoke, Monkton Farleigh, Bradford on Avon
8. **Holt Freight Study - update** (Spencer Drinkwater)
9. **Lorry Watch – update**
10. **Speed Indicator Devices** (Dave Thomas)
11. **Update on CAT-G priority projects**
 - i) **Newtown bollards, Bradford on Avon** – bollards have been demolished by HGV; proposal for improvements to Newtown/Mason Lane junction to deter HGV movements
 - ii) **Winsley Road, Bradford on Avon** - pedestrian crossing near Huntingdon Street junction funding contribution of £3,500 from the CATG budget. Design work underway, TRO advert due 28th Feb for 4 weeks, install likely June.
 - iii) **Wingfield** – footway from Trowle Farm Lane to Loves Lane. Wingfield Parish Council had agreed to contribute £ 2,000 towards these improvements in 2013/14 and a further £ 2,000 in 2014/15, to be match funded £ 4,000 by the CATG. Works due 2nd March to 20th March 2015.

12. **Other urgent highways and transport matters for discussion**

- i) **Frankleigh** – dangerous access and egress onto main road. Visibility splay cannot be improved as walls are listed structures and in private ownership. Overhanging vegetation needs to be cut back.
AGREED: Metrocount application to establish speeds along this stretch of road.
- ii) **Huntingdon Rise** – wooden posts requested to control parking on grass verge. Site visit held. Options discussed and support given to hard grass solution.
AGREED: Town Council to consider options and request for match funding
- iii) **Moulton Drive, Bradford on Avon** – a Speed Indicator Device to be deployed at this location on an occasional basis to reflect the speeding issue. As part of speed monitoring, metrocounts readings will be taken at this site. Yellow lining requested by the Town Council.
- iv) **Winsley Road** - Two courtesy crossings in this vicinity are worn and require a refresh. Wooden posts would help give visibility to motorists. Dave Thomas has costed these works at £1,650 per crossing.
AGREED: Town Council to consider need and request for match funding
- v) **Bath Road A363, Junction with Leigh Road West B3105** – accident blackspot
- vi) **Holt** – B3107 footpath on north side by recreation ground
- vii) **Holt** – B3107 need for weight limit
- viii) **Limpley Stoke** – timber bollards in Midford Lane
- x) **Staverton** – off road cycle link to Bradford on Avon and Holt using a track through the Cemetery. Holt Parish Council supportive.
AGREED: Spencer Drinkwater has investigated
- xi) **Westwood** - new pavement outside village shop
- xii) **Westwood** – road safety at Limes Farm Cottage
- xvii) **Winsley** – need for bus stop markings outside shop/ surgery at Tynning Road. School have also raised concerns about parking in the same area and will include the issue within their School Travel Plan. Proposal plan is with the Parish Council for comment.
AGREED: Winsley Parish Council to confirm that local consultation has been completed
- xviii) **Winsley** - junction B3108 and Hartley Farm

13. **Dropped Kerbs programme**

14. **Hand Rails:**

- i) Church Acre (key clamp hand rail)
- ii) Budbury to Tory (no further action)
- iii) Upper Regents Park
- iv) St Margaret's Street
- v) St Margaret's Hill (repair only)

15. **Other highways and transport matters for information**

- i. **Waiting Restrictions** – The budget cutbacks and staffing reductions have meant that little progress is being made against a backlog of requests which is giving rise to increasing complaint. A revised policy is currently being drafted to address the concerns, due March 2015.
- ii. **Bath Road, Bradford on Avon** – pedestrian crossing to Christchurch School has been included in the STP and has been approved for investigation in 15/16.
- iii. **Land North of Holt Road, Bradford on Avon** – the temporary closure of Cemetery Lane is part of the Kingston Farm proposals; it is also proposed as a permanent measure within the Spitfire development to the north of Holt Road.
- iv. **Wiltshire Music Centre, Bradford on Avon** – parking issues in Churches caused by the School and Music Centre. Site visit with Music Centre has taken place. They will consider various ideas discussed some of which will require changes to signage.
- v. **Winsley Road, Bradford on Avon** – near Grove Leaze, metrocount confirms speeding issue. Volunteers now trained to deliver Community Speedwatch initiative but no patrol has been seen.
AGREED: Check status with Leanne Homewood at Wiltshire Police
- vi. **Kingsfield, Woolley Street** – yellow lining requested to control on-street parking by non-residents in the day time. Site visit held. Proposals plan drafted and circulated.
AGREED: Town Council to consider via WRV1 process.
- vii. **Avoncliff** – signs are causing some confusion and lorries are getting stuck in the narrow lane. **AGREED:** Revised signs required.
- viii. **Staverton** – on street parking and road safety from Slip Way turning into Marina Drive. Formal advert of waiting restrictions complete. Objections received that require a Cabinet Member report to be drafted, due on website in March.

- ix. **Staverton** – speeding on New Terrace
Metrocount survey confirms eligibility for deployment of Speed Indicator Device in this location. Community Speedwatch soon active.
 - x. **Wingfield** – request for traffic calming measures. Proposal plan prepared and agreed with Parish Council. Possible funding contribution from solar farm development. Next steps with Parish Council and linked to School Travel Plan.
 - xi. **Winsley** – parking restrictions to control conflict with buses. Formal advert of waiting restrictions complete. Objections received that require a Cabinet Member report to be drafted, due on website in March 2015.
16. **Any Other Highways Business**
17. **Date of Next Meeting**: Monday 1st June 2015 at 4pm

Bradford CATG

FINANCIAL SUMMARY

BUDGET 2014-15

	£10,062.00	CATG ALLOCATION 2014-15
	£15,842.85	2013-14 underspend
Contributions	£4,000.00	Wingfield PC for Loves lane footway
	£540.00	B on A TC for poulton cycle link
	£2,620.00	B on A TC for Upper Regents Park railings

Total Budget 2014-15

£33,064.85

Commitments from 2013-14

Palairret Close to Poulton cycle link	£1,540.00	Complete (£540 TC)
White Hill Bradford on Avon additional signs	£4,047.00	Actual
Springfield to Woolley Street kerb build out	£2,389.00	Actual
Huntingdon Rise B on A concrete overrun area	£2,178.00	Actual

2014-15 schemes

Wingfield A366 / Loves Lane footway	£8,000.00	Estimate works due March
Bradford on Avon Upper Regents Park railings	£5,240.00	Estimate (£2620 TC)
Monkton Farleigh, Farleigh rise bar markings	£100.00	Actual
Winsley Road / Huntingdon Street zebra crossing	£3,500.00	Actual - Contribution to substantive bid

Total 2014-15 **£26,994.00**

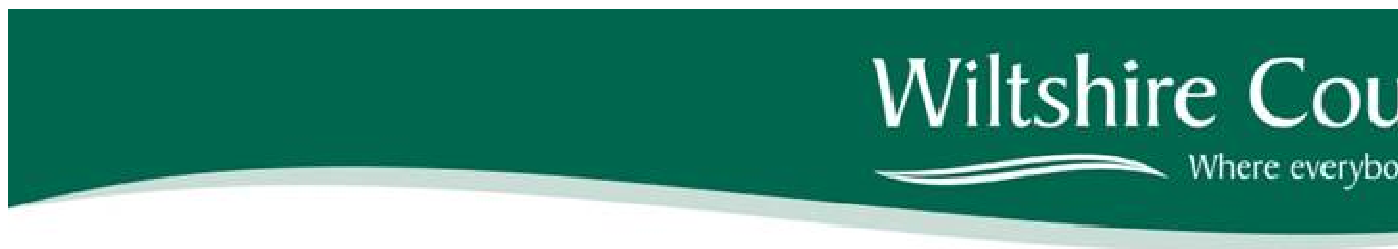
Remaining Budget 2014-15 **£6,070.85**

BUDGET 2015-16

	£10,062.00	CATG ALLOCATION 2015-16
total available	£16,132.85	

Other potential schemes

Wingfield traffic management measures	£4,767.00	Awaiting PC comments
Huntingdon rise bollards	2758 to 4578	Awaiting TC view
Winsley Road refurb of uncontrolled crossing points	1650 each	Awaiting TC view
Woolley area 20mph limit	3000	
Winsley / Turleigh 20mph limit	9000	



Report to	Bradford on Avon
Date of Meeting	11/03/2015
Title of Report	Community Area Grants

1. Purpose of the report:

To ask Councillors to consider the following applications seeking funding from the Bradford on Avon Area Board.

Application	Grant Amount	
Applicant: Bradford on Avon Youth and Community Centre Users Group Project Title: Bradford on Avon Youth and Community Centre Repairs	£5,000.00	
Applicant: Holt Sports & Recreation Committee Project Title: Holt MUGA New Surface	£5,000.00	
Applicant: Winsley Cricket Club Project Title: Winsley Cricket Club Youth Facilities	£1,380.00	
Applicant: Lock-Up Patch Up Team Project Title: Lock-Up Patch Up Bradford on Avon Town Bridge	£1,000.00	
Applicant: Bradford on Avon Community Emergency Volunteers Project Title: Community Emergency Volunteers Equipment Store	£1,750.00	
Applicant: BoACAN Project Title: Disabled Friendly Bradford on Avon	£3,000.00	
Total grant amount requested at this meeting	£17,130.00	

2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2014/15 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them

by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2014/2015.

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

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

There is £ 9,665 remaining in the budget for 2014/15 and the total grants requested at this meeting is £ 17,130. If Councillors wish to support these applications it will be possible to pre-allocate grants from the 2015/16 budget.

3. The applications

<p>Applicant: BoA Youth and Community Centre Users Group Project Title: Bradford on Avon Youth and Community Centre Repairs</p>	<p>Amount Requested from Area Board: £5,000.00</p>	
<p>This application meets the grant criteria for 2014/15.</p> <p>Project Summary: This application is made by the 'Users Group' of the newly re-opened Bradford on Avon Youth and Community Centre. A lease has recently been taken on by the Bradford on Avon Town Council but the premises require some minor investment to bring them up to a suitable standard to enable the full use of the facilities by our organisations and by the wider community. Works will include painting and decorating, repairs to windows and doors, installing double glazing and a Belfast sink, improving the kitchen, new carpet, new signage, IT networks and minor building repairs. The application has the full support of the BoA Local Youth Network.</p> <p>Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community: This project will benefit youth and community organisations and local residents in Bradford on Avon through providing access to facilities which are otherwise lacking in the area e.g. sports hall, kitchen, sound-proofed music room, arts and crafts room, lounge area, outside terrace, with disabled access throughout which is second-to-none in the local area. It is already used by groups ranging from a Youth Club, to a Toddler Group, to University of the Third Age and a Senior Citizens' Luncheon Club. It is hoped to retain the attendance of young people at the centre and to make the premises available to the local school; also to expand the uses by the wider community and introducing new activities such as childrens' parties, more sports, arts, crafts, music etc.</p>		

Comments of WC Estates Manager: I would like to see the detail of the windows and the carpet to be replaced, just to see if this is wear and tear or something more substantial. The request is for just half the cost and will ensure the building is maintained through the life of the lease. There is a profit-rent arrangement here, so we would want to see this grant netting off their costs in the accounts.

<p>Applicant: Holt Sports & Recreation Committee Project Title: Holt MUGA New Surface</p>	<p>Amount Requested from Area Board: £5,000.00</p>	
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This application meets the grant criteria for 2014/15.

Project Summary:Holt Multi-Use-Games Area was built in the year 2000. We now need to re-surface it. We are planning on a Tarmacadam surface to replace the synpave surface as porous tarmacadam is a preferred surface. Cost @ £17,000.

Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community: The court has been in use for 14 years and has always been available to the public for tennis, netball, football, basketball, coaching and free play. We have decided to change the surface for a porous Tarmacadam, as the synpave surface needs sweeping after rain or the court is not playable. There are cracks all over the court and it is worn in places, so work must be done in order that the court remains safe for current users. Present users range in age from young families with primary age children, teenagers, adults of all ages.

Comments of Sports Development Officer: I'm not familiar with that particular facility but if it was put down in 2000 I would suggest that it is likely in need of an upgrade though. Might be worth a site visit or a request for photos of existing damage. They state that they will monitor recreational use of the court but do not detail how. This is something which is very difficult to do without staffing 24/7 or by having some kind of access system which would be expensive. Good to see that the committee does some of its own fund raising. Would be good to encourage them to create a sinking fund to allow for future maintenance/replacement of the surface and so as they don't require further funding? I would encourage the club to set up a formal tennis club (as detailed in the application) and this is something the WC Sports Development team would be able to support both with additional funding and officer support. It would also be good to ask how the committee plans to encourage more individuals to make use of the facility? Could this mean more organised sessions taking place on the courts, holiday activities or links to our Fun in the Sun programme. Again this is something we can support. All in all sounds like a worthwhile project which could provide opportunities to increase sports participation in the area.

Comments of Play and Leisure Strategy Officer: I would have to agree, with special emphasis on Holt PC setting up a replacement fund and that advice would go for all of their recreational assets. Are you aware if they

have gone out to tender? The quote seems reasonable however the market is quite tight with the price of oil going down they might get a better deal if they haven't and I would say that they are advised to look for a supplier who is a member of The Sports and Play Construction Association (SAPCA).

<p>Applicant: Winsley Cricket Club Project Title: Winsley Cricket Club Youth Facilities</p>	<p>Amount Requested from Area Board: £1,380.00</p>	
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This application meets the grant criteria for 2014/15.

Project Summary: Last season, Winsley Cricket Club had over 140 young people aged 6 to 15 playing and learning cricket. We have identified a need for a bowling machine that young batsmen can better practice batting while the bowlers can be coached elsewhere reducing the frustration of the young players. We would also need netting to reduce risk.

Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community: The young people that are registering to play cricket. Last season, we ran 3 Under11s, 1 under13 and 1 under 15 youth cricket sides. Our Youth structure is well established with under 10s Kwik Cricket and play being particularly successful. For a village cricket club to have 21 interested and mainly qualified coaches helping all these youngsters to enjoy cricket is creditable and emphasises the importance the Club gives for this part of our enterprise. One Under X1 side won its league and cup in the Bath and District Youth League.

Comments of Sports Development Officer: Not much detail provided, but I can see the benefits for existing players. I'm interested in what the club will do in return for the area board funding this and how more people can benefit? Would the club be prepared to offer after school sessions at local schools using the new equipment? Participants could then be encouraged to join the club. The club could also look to deliver adult nets sessions through our Return to Sport programme with the view of setting up a veterans team or simply to attract more adult players. Funding this could open further development opportunities but more details or discussions would be required.

<p>Applicant: Lock-Up Patch Up Team Project Title: Lock-Up Patch Up Bradford on Avon Town Bridge</p>	<p>Amount Requested from Area Board: £1,000.00</p>	
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This application meets the grant criteria for 2014/15.

Project Summary: The aim is to refurbish the interior of the Bradford on Avon Town Bridge Lock-Up to make it safe for visitors and to prevent further deterioration. English Heritage have given Scheduled Ancient Monument Consent for the work and Wiltshire Council are in agreement.

Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community: The Bradford on Avon Town Bridge Lock-Up is a Grade 1 Scheduled Ancient Monument. It's history and it's position is a great tourist attraction and town asset. On Heritage Open Days it is visited by hundred of people who enjoy the experience of entering the ancient lock-up cells and seeing the ancient fittings including the long-drops into the river below. Deterioration of the interior has after hundreds of years resulted in stone work and iron work needing, in the interest of visitor safety and preservation, refurbishment. Quotations have been obtained for the detailed work approved by English Heritage. The sum is shown above at 10b.

Comments of Asset Portfolio Manager: Wiltshire Council are nominated as the guardians of this Heritage Asset. We would be happy for the 'Lock-up and Patch up' team to do the works to the building subject to:

1. That the group takes the appropriate advice, and gains the required permissions from the Council Historic buildings team and...
2. Has all the necessary permissions and health and safety policies and procedures in place to enable the work to be carried out safely.

As an aside, has the group or the Bradford on Avon Preservation Trust considered the possibility of a transfer of the guardianship of this structure from the Council? I'm not entirely sure of the detail or the possibility of this but it seems to make sense.

Comments of Principal Conservation Officer: The application suggests that Scheduled Monument Consent has been granted (which might have involved consultations with the Archaeology Service rather than ourselves) and, provided that this is the case, we would not object to the works going ahead. Listed building consent would not be required for appropriate low-key maintenance in any case.

<p>Applicant: Bradford on Avon Community Emergency Volunteers Project Title: Community Emergency Volunteers Equipment Store</p>	<p>Amount Requested from Area Board: £1,750.00</p>	
<p>This application meets the grant criteria for 2014/15.</p> <p>Project Summary: The purchase of a reconditioned 15ft ISO Container for the storage of equipment provided by Wiltshire Council under their flood and Snow Warden Schemes to the CEVs (Flood Warning Signs, Sandbags, Spare Personal Protective Equipment, Push along gritters) along with other equipment purchased by the Town Council such as buckets, shovels, spades, and brooms. The Container will need to be ply lined with shelving to prevent condensation and provide mounting points for equipment storage.</p> <p>Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community: The whole community will</p>		

potentially benefit from the Community Emergency Volunteers Scheme and the equipment stored in the container. During severe weather events such as flood and snow the whole of the community is effected whether directly by inundation of property or through disruption to travel and walking. Other civil emergencies such as utility failures can also have a debilitating effect on the community. The provision of this equipment store allows the CEVs to provide fast, effective, local relief to the community of Bradford on Avon at the time of their greatest need

Comments of Head of Public Protection: The application by the Bradford on Avon Community Emergency Volunteers is one for which I am very supportive. The group has spent a great deal of time and effort setting up comprehensive plans, recruiting volunteers and developing partnerships with key organisations. The money will be spent on developing a site, which will become the central muster point for CEVs. Because of the value of the equipment they will hold, I think a secure store and rendez-vous point will be very useful. The issue was discussed and supported at the recent meeting of the Bradford on Avon Emergency Planning Committee.

<p>Applicant: BoACAN Project Title: Disabled Friendly Bradford on Avon</p>	<p>Amount Requested from Area Board: £3,000.00</p>	
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This application meets the grant criteria for 2014/15.

Project Summary: Disabled Friendly Bradford on Avon is a demonstration project designed to improve the accessibility of key public buildings in Bradford on Avon and to encourage shops and services in the town centre to provide enhanced disabled access facilities for the mobility and sensory impaired. The project will include a series of access audits on key buildings and a documentary film and public information campaign on the difficulties currently experienced in navigating this historic town by wheelchair, motorised scooter or push chair.

Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community: The benefits are two-fold: 1. Making Bradford on Avon more user-friendly for disabled service users/customers to navigate the town centre and visit public buildings, shops, cafes etc. 2. Boosting trade in the town through improving access to shops and services for those in wheelchairs, motorised scooters, pushchairs etc. Disabled Friendly Bradford on Avon is a demonstration project which aims to highlight the difficulties and offer solutions regarding disabled access within the central area of the town which suffers from major issues that hamper good accessibility for people with physical or sensory impairments. Primarily the topography of many streets makes it difficult for many elderly and mobility impaired people to reach their destination without assistance. The town's street layout, buildings and footways are historic and protected by law and it is problematic to change the fabric of buildings or the street to aid better access. Stage 1 will involve written audits of all public buildings offering a public service. This should demonstrate whether

Wiltshire Council and its public sector partners have successfully opened up their publicly accessible spaces and properties to be useable by everyone. It will help demonstrate best practice to other local businesses and service providers. The 2nd stage will be a film in a documentary style with suggested solutions for the central core area of Bradford on Avon. The idea being to stimulate businesses to do more and to take action on issues. It will give guidance to owners on best practice and where to look for help. To better promote awareness we will disseminate leaflets to shops and service owners throughout the town as well as running the film for local councillors, chamber of commerce and business owners. It may well be a useful tool to include on websites promoting the town for tourism and shopping. It should give the impression that Bradford is changing and becoming more inclusive for all visitors and residents alike. As an introductory exercise we are currently auditing the new Hub @ BA15 building in Church Street, Bradford on Avon, at no cost. We believe that the quality and usefulness of the audit as a tool will be sufficient to convince other businesses and services to make use of our expertise in the future.

Comments of Equalities Officer and other consultees: To be reported to the meeting.

Report Author:

Peter Dunford, Bradford on Avon Area Board
01225 713060

Grant Applications for Bradford on Avon on 11/03/2015

ID	Grant Type	Project Title	Applicant	Amount Required
1230	Community Area Grant	Bradford on Avon Youth and Community Centre Repairs	Youth and Community Centre Users Group	£5000.00
1130	Community Area Grant	Holt MUGA NEW SURFACE	Holt Sports & Recreation Committee	£5000.00
1141	Community Area Grant	Winsley Cricket Club Youth Facilities	Winsley Cricket Club	£1380.00
1201	Community Area Grant	Lock-Up Patch Up Bradford on Avon Town Bridge	Lock-Up Patch Up Team (to refurbish the interior of the Bradford on Avon Town Bridge Lock-Up)	£1000.00
1206	Community Area Grant	Community Emergency Volunteers Equipment Store	Bradford on Avon Town Council Community Emergency Volunteers	£1750.00
1233	Community Area Grant	Disabled Friendly Bradford on Avon	The Accessible Business	£3000.00

ID	Grant Type	Project Title	Applicant	Amount Required
1230	Community Area Grant	Bradford on Avon Youth and Community Centre Repairs	Youth and Community Centre Users Group	£5000.00

Submitted: 26/02/2015 14:58:10

ID: 1230

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Bradford on Avon Youth and Community Centre Repairs

6. Project summary:

This application is made by the 'Users Group' of the newly re-opened Bradford on Avon Youth and Community Centre. A lease has recently been taken on by the Bradford on Avon Town Council but the premises require some minor investment to bring them up to a suitable standard to enable the full use of the facilities by our organisations and by the wider community. Works will include painting and decorating, repairs to windows and doors, installing double glazing and a Belfast sink, improving the kitchen, new carpet, new signage, IT networks and minor building repairs. The application has the full support of the BoA Local Youth Network.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

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

BA15 1LE

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

Children & Young People

Arts, crafts and culture

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost		£10025.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed £
Painting and Decorating	550.00		Colonel Llewellen Palmer Trust	5000.00
Building Repairs	5165.00			
Survey of Building	752.00			
IT	448.00			
Double Glazing and Sealing Windows	1640.00			
Door Closures	70.00			
Belfast sink	250.00			
Kitchen upgrade	500.00			
Signage	250.00			
Carpet	400.00			
Total	£10025			£5000

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

No

12. If so, which Area Boards?

Bradford on Avon

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

This project will benefit youth and community organisations and local residents in Bradford on Avon through providing access to facilities which are otherwise lacking in the area e.g. sports hall, kitchen, sound-proofed music room, arts and crafts room, lounge area, outside terrace, with disabled access throughout which is second-to-none in the local area. It is already used by groups ranging from a Youth Club, to a Toddler Group, to University of the Third Age and a Senior Citizens' Luncheon Club. It is hoped to retain the attendance of young people at the centre and to make the premises available to the local school; also to expand the uses by the wider community and introducing new activities such as childrens' parties, more sports, arts, crafts, music etc.

14. How will you monitor this?

The Town Council will manage the use of the building under the terms of the lease with Wiltshire Council, managing all lettings and the ongoing maintenance and repair of the facilities.

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

We will be fundraising from a number of local grant-givers such as the Town Council and from local charities such as the Colonel William Llewellyn Palmer Educational Trust.

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

17. DECLARATION

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

Quotes:

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

Constitution:

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

Policies and procedures:

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

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

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

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

yes I will make available on request any other form of licence or approval for this project has

been received prior to submission of this grant application.

And finally...

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

1130	Community Area Grant	Holt MUGA NEW SURFACE	Holt Sports & Recreation Committee	£5000.00
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Submitted: 13/01/2015 14:56:02

ID: 1130

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Holt MUGA NEW SURFACE

6. Project summary:

Holt Multi-Use-Games Area was built in the year 2000. We now need to re-surface it. We are planning on a Tarmacadam surface to replace the synapave surface as porous tarmacadam is a preferred surface. Cost @ £17000.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

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

BA16 6RL

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

Children & Young People

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit
Safer communities
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

01/2015

Total Income:

£461.40

Total Expenditure:

£0.00

Surplus/Deficit for the year:

£5938.38

Free reserves currently held:

(money not committed to other projects/operating costs)

£12075.57

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

We have worked extremely hard since we built the second sports court, with which we had problems with the contractor meeting our specification. Even though we gain a good income from our lettings, we have also done 2 fund-raisers in the year 2014. These have bolstered our funds. We want to save some reserves for unexpected maintenance. So we are looking to top up our funds to ensure that court 1 is safe and playable. It is well worn.

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

10b. Project Finance:

Total Project cost		£19362.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Labour & Tarmacadam	16920.00	HSRC funds	yes	8460.00
Tennis Posts	354.00	HSRC funds	yes	177.00
Tennis Net	126.00	HSRC funds	yes	63.00
Colour coat/SR70	216.00	HSRC funds	yes	108.00

Replace court edging	1746.00	HSRC funds	yes	873.00
Total	£19362			£9681

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

No

12. If so, which Area Boards?

Bradford on Avon

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

A0 The court has been in use for 14 years and has always been available to the public for tennis, netball, football, basketball, coaching and free play. We have decided to change the surface for a porous Tarmacadam, as the synapave surface needs sweeping after rain or the court is not playable. There are cracks all over the court and it is worn in places, so work must be done in order that the court remains safe for current users. Present users range in age from young families with primary age children, teenagers, adults of all ages.

14. How will you monitor this?

We will measure success by checking on the booking sheets kept in Holt Superstore. These include regular and occasional bookings. We will also monitor recreational use, where no court charge applies. There is now talk of forming a tennis club. Holt Netball Club would have more use of a court which is always playable (4 teams)

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

Our court hire charges have always been reasonable. There are 18 regular bookings and 2/3 of these pay our Treasurer every 12 weeks in advance. To help with this project the Saturday morning players (usually 8) pay £5.00 each to play, whereas the normal payment is £6.00 per hour in total. We ran a Friday evening Social tennis session throughout the summer from April to September. (Between 8 & 16 players. This raised well over £1500. Our regular community fund raiser is a Safari Supper. Last year 84 people took part and we raised £1200.

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

N/A

17. DECLARATION

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

Quotes:

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

above)

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

And finally...

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

1141	Community Area Grant	Winsley Cricket Club Youth Facilities	Winsley Cricket Club	£1380.00
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Submitted: 15/01/2015 12:27:23

ID: 1141

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Winsley Cricket Club Youth Facilities

6. Project summary:

Last season, Winsley Cricket Club had over 140 young people aged 6 to 15 playing and

(Itemised expenditure)		(Itemised income)	confirmed	
Bola Bowling Machine	2160.00	From Funds	yes	1080.00
Devon Malcolm Netting	600.00	From Funds	yes	300.00
Total	£2760			£1380

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

No

12. If so, which Area Boards?

Bradford on Avon

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

The young people that are registering to play cricket. Last season, we ran 3 Under11s, 1 under13 and 1 under 15 youth cricket sides. Our Youth structure is well established with under 10s Kwik Cricket and play being particularly successful For a village cricket club to have 21 interested and mainly qualified coaches helping all these youngsters to enjoy cricket is creditable and emphasises the importance the Club gives for this part of our enterprise. One Under X1 side won its league and cup in the Bath and District Youth League

14. How will you monitor this?

The use and improvement of the Young Cricketers abilities and skills

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

Not really relevant, we would like financial help and recognition to the work we are voluntarily giving.

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

Not relevant

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

1201	Community Area Grant	Lock-Up Patch Up Bradford on Avon Town Bridge	Lock-Up Patch Up Team (to refurbish the interior of the Bradford on Avon Town Bridge Lock-Up)	£1000.00
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Submitted: 10/02/2015 16:22:01

ID: 1201

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

4. If yes, please state why this project cannot be funded from the Parish Precept**5. Project title?**

Lock-Up Patch Up Bradford on Avon Town Bridge

6. Project summary:

The aim is to refurbish the interior of the Bradford on Avon Town Bridge Lock-Up to make it safe for visitors and to prevent further deterioration. English Heritage have given Scheduled

Ancient Monument Consent for the work and Wiltshire Council are in agreement.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

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

BA15 1BY

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

Heritage, history and architecture

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost	£1000.00		
Total required from Area Board	£1000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed £
Refurbishment of stonework and iron work	1000.00		yes

for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Constitution:

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

Policies and procedures:

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

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

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

And finally...

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

1206	Community Area Grant	Community Emergency Volunteers Equipment Store	Bradford on Avon Town Council Community Emergency Volunteers	£1750.00
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Submitted: 12/02/2015 10:56:28

ID: 1206

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

Yes

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

The Town Council does not have enough funds in its 2014-15 budget to be able to purchase such an expensive item. The Town Council has made allowance in the 2015-16 budget to cover running costs of the CEVs and insurance but cannot meet the full capital cost of purchasing this storage container as that is too much for the Councils budget

5. Project title?

Community Emergency Volunteers Equipment Store

6. Project summary:

The purchase of a reconditioned 15ft ISO Container for the storage of equipment provided by Wiltshire Council under their flood and Snow Warden Schemes to the CEVs (Flood Warning Signs, Sandbags, Spare Personal Protective Equipment, Push along gritters) along with other equipment purchased by the Town Council such as buckets, shovels, spades, and brooms. The Container will need to be ply lined with shelving to prevent condensation and provide mounting points for equipment storage.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

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

BA15 1DF

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

Inclusion, diversity and community spirit

Safer communities

Transport and roads

Other

If Other (please specify)

Community Resilience

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost		£3500.00		
Total required from Area Board		£1750.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed £
15ft ISO Container	3500.00		TC CEV Store Budget	yes 1750.00
Total	£3500			£1750

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

No

12. If so, which Area Boards?

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

The whole community will potentially benefit from the Community Emergency Volunteers Scheme and the equipment stored in the container. During severe weather events such as flood and snow the whole of the community is effected whether directly by inundation of property or through disruption to travel and walking. Other civil emergencies such as utility failures can also have a debilitating effect on the community. The provision of this equipment store allows the CEVs to provide fast, effective, local relief to the community of Bradford on Avon at the time of their greatest need

14. How will you monitor this?

We work closely in partnership with the Wiltshire Council Emergency Planning Team, The Environment Agency, Wiltshire Council Highways, and other Agencies to ensure our work is effectively targeted to those most in need. The Town Council has also updated its Emergency Plan which the CEVs are primarily responsible for implementing. We will monitor and review our performance based on the emergency plan and update our systems and training as required to ensure we continually meet the needs of the community during Civil Emergencies

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

The Town Council will provide ongoing funding for running costs (ie personal protective equipment for volunteers, training, and consumable equipment). This grant application is for the capital cost of the storage container.

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

-

17. DECLARATION

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

Quotes:

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

Constitution:

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

Policies and procedures:

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

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

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

And finally...

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

1233	Community Area Grant	Disabled Friendly Bradford on Avon	The Accessible Business	£3000.00
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Submitted: 27/02/2015 13:30:00

ID: 1233

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Disabled Friendly Bradford on Avon

6. Project summary:

Disabled Friendly Bradford on Avon A demonstration project designed to improve the accessibility of key public buildings in Bradford on Avon and to encourage shops and services in the town centre to provide enhanced disabled access facilities for the mobility and sensory impaired. The project will include a series of access audits on key buildings and a documentary film and public information campaign on the difficulties currently experienced in navigating this historic town by wheelchair, motorised scooter or push chair.

7. Which Area Board are you applying to?

Bradford on Avon

Electoral Division

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

BA15

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

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost	£6000.00		
Total required from Area Board	£3000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed £
Access Audits	3500.00	Bradford on Avon Town Council	2000.00
Digital Filming	1500.00	volunteer time and effort (in kind)	yes 1000.00
Design, print and deliver leaflets	500.00		
Film presentation and training	500.00		
Total	£6000		£3000

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

No

12. If so, which Area Boards?

Bradford on Avon

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

The benefits are two-fold: 1. Making Bradford on Avon more user-friendly for disabled service users/customers to navigate the town centre and visit public buildings, shops, cafes etc. 2. Boosting trade in the town through improving access to shops and services for those in wheelchairs, motorised scooters, pushchairs etc. Disabled Friendly Bradford on Avon is a demonstration project which aims to highlight the difficulties and offer solutions regarding disabled access within the central area of the town which suffers from major issues that hamper good accessibility for people with physical or sensory impairments. Primarily the topography of many streets makes it difficult for many elderly and mobility impaired people to reach their destination without assistance. The town's street layout, buildings and footways are historic and protected by law and it is problematic to change the fabric of buildings or the street to aid better access. Stage 1 will involve written audits of all public

buildings offering a public service. This should demonstrate whether Wiltshire Council and its public sector partners have successfully opened up their publicly accessible spaces and properties to be useable by everyone. It will help demonstrate best practice to other local businesses and service providers. The 2nd stage will be a film in a documentary style with suggested solutions for the central core area of Bradford on Avon. The idea being to stimulate businesses to do more and to take action on issues. It will give guidance to owners on best practice and where to look for help. To better promote awareness we will disseminate leaflets to shops and service owners throughout the town as well as running the film for local councillors, chamber of commerce and business owners. It may well be a useful tool to include on websites promoting the town for tourism and shopping. It should give the impression that Bradford is changing and becoming more inclusive for all visitors and residents alike. As an introductory exercise we are currently auditing the new Hub @ BA15 building in Church Street, Bradford on Avon, at no cost. We believe that the quality and usefulness of the audit as a tool will be sufficient to convince other businesses and services to make use of our expertise in the future.

14. How will you monitor this?

We will work with the local authorities, the Chambers of Commerce and the Tourism Association to monitor the impact on visitor numbers in the town. Initial responses to the project from community leaders have been very supportive. Together with local business owners and professionals we will monitor improvements and promote the image of the town as a much more accessible place than it is at the present time. The audit will include some statistical information relating to shops and services in the town centre which are necessary to everyday modern living. The focus would be on places to buy food and domestic essentials, hairdressers, petrol stations, post offices and dentist as well as medical assistance. Secondary places for leisure or accommodation could also be included but would mostly be referenced from secondary sources e.g accommodation listing sites. The monitoring should therefore include a staged programme, perhaps 6 monthly or at least an annual questionnaire of businesses as to how they are meeting the needs of disabled people. This could be undertaken by the local authority or others.

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

We hope to bring this project in on budget. However the expectation from interested parties has been great and expectation may exceed provision. We feel that there is scope for some form of partnership fund sourcing to continue the work. The offer of voluntary assistance and help in kind has been indicated already as a way of aiding the project. It would seem that the promotion of better access is felt to be a positive step in the right direction for the town and local economy. It may well be that some form of "crowd sourcing" or local partnership contribution could be made to ensure continuity and finish to the project.

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

The project is not part of a bigger scheme but is directly linked to the idea of the community campus and the delivery of better community services within Bradford on Avon. Bradford on Avon has failed to secure capital funding towards a new central core building giving the town access to a number of essential services. The project will hope to encourage a community effort to answer some of the need for these services.

17. DECLARATION

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

Quotes:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

