

# MINUTES

**Meeting:** SOUTHERN WILTSHIRE AREA BOARD  
**Place:** Alderbury Village Hall,  
**Date:** 3 December 2015  
**Start Time:** 7.00 pm  
**Finish Time:** 9.07 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Richard Britton, Cllr Christopher Devine (Vice-Chair), Cllr Julian Johnson,  
Cllr Ian McLennan and Cllr Leo Randall

### **Wiltshire Council Officers**

Tom Bray, Southern Wiltshire Community Area Manager  
Karen Linaker, Southern Wiltshire Community Area Manager  
Lisa Moore, Democratic Services Officer  
Tracy Carter, Associate Director - Waste and Environment  
Kate Darbyshire, Tenant Participation Officer

### **Town and Parish Councillors**

Alderbury Parish Council – E Hartford & N Sell  
Downton Parish Council – R Yeates  
Firsdon Parish Council – B Edgeley  
Grimstead Parish Council – G Doran  
Laverstock and Ford Parish Council – J Dean & D Law  
Odstock Parish Council – R Parsons  
Pitton and Farley Parish Council – C Purves  
Redlynch Parish Council – J Blocksidge  
West Dean Parish Council – J Greene & H Urquhart  
Winterslow Parish Council – P Robinson, A Sillence & M Taylor

**Partners**

Wiltshire Police – Inspector Minty

**Total in attendance: 35**

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| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u>  |
|------------------------|--|
| 1                      | <p><u>Welcome and Introductions</u></p> <p>The Chairman, Councillor Richard Britton welcomed everyone to the meeting. Those on the top table introduced themselves.</p>  |
| 2                      | <p><u>Apologies</u></p> <p>There were none.</p>  |
| 3                      | <p><u>Minutes</u></p> <p>The minutes of the previous meeting held on Thursday 1 October 2015, were agreed as a correct record and signed by the Chairman.</p>  |
| 4                      | <p><u>Declarations of Interest</u></p> <p>There were none.</p>   |
| 5                      | <p><u>Chairman's Announcements</u></p> <p><u>Speed Indicator Device policy</u><br/>The Community Engagement Manager; Tom Bray had emailed parish clerks with information on the new policy. Tom would send a further email to explain how to take the scheme forward in the Southern Wiltshire community area.</p> <p><u>Dementia Friends and a Reminiscence Tea Party</u><br/>The Board was holding two information sessions in Alderbury for people to attend and become a Dementia Friend. A Dementia Friend learns more about what it is like to live with dementia, and then is able to turn that understanding into action. Anyone of any age can be a Dementia Friend.</p> <p>3.30 – 4.30pm – Become a Dementia Friend<br/>4.30 – 5.15pm – Refreshments and Chat<br/>5.15 – 6.15pm – Become a Dementia Friend</p> <p>To sign up for a session, contact Tom Bray, Community Engagement Manager: 01722 434252 email: <a href="mailto:tom.bray@wiltshire.cov.uk">tom.bray@wiltshire.cov.uk</a></p> <p>A 'Reminiscence tea party' had been scheduled for Tuesday 26 January 2016, 2pm – 3.30pm at Alderbury Village Hall. This event was open to all, it was hoped that people would bring photos and share memories.</p> |

## Current Consultations

### Public Convenience Survey

Due to the reduction in the government funding for Wiltshire Council and the need to continue to challenge what and how services were provided. One of the services under review for 2015/16 was the public convenience service. Council's did not have a statutory duty to provide public conveniences. Many town and parish councils already provided the public convenience service in their area. In some areas supermarkets and shops were open to the public to use, often with longer opening hours.

The [Public conveniences survey](#) sought to identify the views of stakeholders on the future provision of the public convenience service. Please note that no decisions had yet been made as the Council wanted to hear from all stakeholders with their ideas and whether alternative operating arrangements could be found.

### Comments:

Roger Yeates – Downton Parish Council

We know that it was not a requirement for Wiltshire Council to provide non statutory facilities, such as public toilets, but if we as a parish take these services on we would not only need to raise the precept, but we would need to have someone to unlock them in the morning, and lock them back up at night, as well as someone to clean them twice a day. This was quite a big commitment to take on. The parish council has gone out to consultation to seek community views.

### Community Governance Review Survey

The Council was undertaking a Community Governance Review (CGR) at the request of a number of parish and town councils. This was essentially a review of parish boundaries and in some cases also the number of seats on a parish council. Unitary council areas and seats were not covered by this review.

A CGR must reflect the identities and interests of the communities in that area and also facilitate effective and convenient local government. Consequently, a CGR must take into account the impact of community governance arrangements on community cohesion, and the size, population and boundaries of a local community or parish. Find out more about the [Community governance review 2015](#).

There were two areas with proposed schemes which affected the Southern Wiltshire Community Area, these were:

#### 1. Nomansland (Redlynch and Landford)

Cllr Randall explained that Nomansland was currently in the parish of Redlynch, but that he had made the proposal that as it had more affinity with the neighbouring parish of Landford than it has with the rest of the parish of Redlynch, that the boundary should be moved.

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|   | <p>This proposal had been supported and would be going ahead.</p> <p><u>2. Properties within Hampton Park and Bishopdown farm</u></p> <p>Cllr McLennan explained that two scheme suggestions had been received for the Hampton Park and Bishopdown Farm areas of Salisbury City and Laverstock and Ford Parish. The two schemes sought to move most properties into one parish or the other, hence the current consultation on the two proposals, which are being presented neutrally.</p> <p>Salisbury’s scheme was to move properties in to Salisbury. Laverstock and Ford’s scheme was to move properties in to Laverstock and Ford.</p> <p>The issue of moving Laverstock into Salisbury had not been on the list of changes considered by the Governance Review Working Group. However, two Wiltshire councillors representing Wards in the City had tabled a Motion that this should be considered. This was agreed by Full Council.</p> <p>Cllr McLennan explained that if the Salisbury proposal went ahead, the Salisbury Area Board would gain a Cllr and Southern Wiltshire would be reduced to 4 Board Members, which did not leave it in a strong position.</p>  |
| 7 | <p><u>Report on issues facing the community as a whole</u></p> <p>The Board noted the written updates attached to the agenda and received the following verbal updates:</p> <p><u>Police</u></p> <p>Inspector David Minty gave an update to the Board and invited anyone to contact him if they had any specific enquires.</p> <ul style="list-style-type: none"> <li>• Operation Midas – There had been a cross border operation, working with farmers and rural residents to flag up any suspicious activity.</li> <li>• New PCSO Tina Roylance had joined the area.</li> <li>• Salisbury Journal – There had been a report in the paper which speculated that there was a terrorist threat to Salisbury Cathedral. This story had been taken out of context, from an interview where it was said that any terrorist attack would target iconic places such as Stonehenge or Salisbury Cathedral, but there had been no specific threats towards these places.</li> <li>• Dog Theft – There had been a report in the Journal relating to local concern over dog theft. There had only actually been two incidents where dogs had been taken; these were in Whiteparish and Amesbury. Both of these incidents involved the dogs being taken from outside areas of</li> </ul> |

people's houses. No dogs had been taken from people whilst on dog walks or from people in their homes.

Question: Were you involved with any preventative work with young people to educate them around consent issues? Answer: We do have two Schools Officers who cover the whole county. They attend schools and work with young people on various issues.

Fire & Rescue – Cllr Chris Devine updated the Board. Everything was going well with the combination for April 2016. The Authority was expecting Central Government to tell them that they could adjust the precept for Wiltshire, to bring it in line with Dorset.

#### Healthwatch Wiltshire

The Chairman drew attention to the attached paper which promoted the new website. link: <http://www.yourcareyoursupportwiltshire.org.uk/home/>

Working in partnership with Wiltshire Council to manage and develop 'Your Care Your Support Wiltshire', the new health and social care information website for the county.

As part of this work, Healthwatch Wiltshire had regularly engaged with local people to make sure that the website reflects their need for good quality, comprehensive, and accessible health and care information. The website went live on April 1<sup>st</sup> 2015 and is still evolving. This is really exciting as it means that Wiltshire people have a chance to be part of its future growth.

Southern Wiltshire Issues System – Note the update.

#### Alternative Activities

Tom circulated a list of positive activities planned for the coming year. If anyone had any ideas or requests then they should contact the Community Youth Officer, Emma Drage. [Emma.drage@wiltshire.gov.uk](mailto:Emma.drage@wiltshire.gov.uk)

#### Community Area Transport Group (CATG) update

The new guidance for the CATG was that only projects endorsed by Town and Parish Councils should be considered. If anyone was thinking of submitting a project, they should first contact the parish council to get them on board.

Comments:

Cllr Devine noted that the request for a replacement bus shelter at Clarendon Park had been on the list for a long time.

#### Housing Panel – Kate Darbyshire

Meeting dates had been scheduled for 2016 – for council housing tenants. Kate had been working with several Cllrs in her patch to look at historic issues to work out how to move things forward. Kate was happy with the level of engagement she had with the local residents.

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| 8 | <p><u>Area Board Theme - Older People: Living well with Dementia and technological aids</u></p> <p>Caroline Wilson gave a follow-up presentation on dementia friendly communities across Southern Wiltshire, and how people could live well with dementia and make use of the various technological aids which were available.</p> <p>Since the last meeting at Trafalgar School in Downton, Alderbury Whiteparish and the Grimsteads, Laverstock and Ford had all expressed an interest in becoming dementia friendly communities.</p> <p>Working in conjunction with Tom Bray to plan a "Reminiscence Tea Party" in Alderbury in January 2016. Alzheimer's Society activities organiser Kate Western would be there along with large amounts of tea and cake!</p> <p>There will be an open Dementia Friends session in the afternoon and it was hoped that lots of people would want to come along. A particular aim was to involve local residents from all parts of the community, shops, businesses , taxi services, schools, doctors surgeries, as it was felt it should be a good opportunity for a post-Christmas get together.</p> <p>There would be discussion and an exchange of ideas about how best to support the parishes in becoming a dementia friendly community.</p> <p>Caroline was looking forward to attending the Laverstock and Ford January Parish meeting. A small article from the Alzheimer's Society had been included in the Parish newsletter. It may be that they had similar requirements to Alderbury, but as with all communities it was important to recognise the differences and of course include people with dementia, and to create as many customer-facing Dementia friends as possible.</p> <p>We are continuing to join forces with Safe Places, as it helped to provide a reassuring place, which increased the confidence of people when they were out and about in the city. It was hoped that the Safe Places initiative would continue to grow throughout the southern area too.</p> <p>The Board had asked Caroline to explain a little about assistive technology for people with dementia. There were a few simple things that could be done to improve the environment for those living with dementia.</p> <p>Alongside all the wonderful technical things that are being developed to help people there are quite a few simple things that can make huge differences to people with dementia and other visual disabilities most of them are about making things more obvious and ensuring safety.</p> <p><b>Signage:</b> In public areas clear dementia friendly signage is available for all</p> |

areas these were usually simple and pictorial with large clear print, and were very effective.

**Paint:** As we age we lose the ability to see so well, this coupled with a possible cognitive problem resulting from dementia could make the world a very confusing place. Simple things like choosing the right paint colours could really help identify doors and provide contrast for light switches and door handles. In public spaces like the new campus, toilet doors should be painted a bright colour something distinctive. Not being able to find a loo can be a very distressing experience.

**Lighting:** Improving the lighting levels could really help at home just change a few light bulbs, make sure the curtains are drawn well back to allow for as much daylight as possible.

**Flooring:** Strong changes in carpet colours can be confusing for people with dementia. We also need to make sure carpet and edging strips are a similar colour to the floor as a person with dementia may see these strips as a step.

**Mirrors:** A mirror can be distressing for some people with dementia as they may not recognise their own reflection and they may think that their reflection is someone else.

### **Assistive technology**

Assistive technology refers to devices or systems that can support a person to maintain their independence, safety and well being. Around the home, things like mislaying the keys can be annoying but others such as leaving the gas on can be dangerous.

Devices such as smart phones and tablets coupled with widespread internet coverage are making technology more accessible for everyone in ways we could not predict just a few years ago. Widespread use of social media such as twitter and facebook also means that people now live some of their life in a virtual environment as well as in a traditional face-to-face one.

There were many different ways that devices could help people with dementia and memory loss. A simple calendar, a notice board and sticky notes.

A few of the items that are available include:

### **Automated prompts and reminders**

- A motion sensor can play a pre recorded message when there is movement nearby. For instance a sensor placed near the front door might remind someone to lock it.
- Another kind of reminder is that a device could be set for a certain time with a recorded message to tell someone it's time for their medication.



- If the person with dementia has access to a tablet they may choose to display appointments, visitors, activities as well as the reassurance of the easily accessible contact details of people who can help them.

### **Clocks and calendars**

- These can help prevent people from getting confused about the time, particularly during the longer light summer evenings.
- Clocks and calendar apps can be downloaded and can be set up to suit one's own needs.

### **Medication aids**

- There are lots of different medication aids available, it might be worth discussing the best options with your local chemist. Some devices can help by setting off an alarm when medication needs to be taken, the device can also be programmed to open the right compartment.

### **Locator devices and Solutions**

- These can be used to help someone find things they regularly misplace, such as keys or a wallet, a simple electronic tag is attached to the item and a button is clicked on the locator device, the locator will need to be kept somewhere obvious, and these systems may be a little confusing.
- Another idea is to attach a small tile to each item and then link it in with a Smartphone and the location of the item can then be displayed on the smart phone.

### **Communication aids**

- These aids support people with dementia so that they stay in touch with others .Video chat on a computer tablet or Smartphone is becoming increasingly popular. Phones can be pre programmed with frequently used numbers that are easy to find.
- For someone with speech problems communicating using cards that combine pictures and words can help.
- Talking mats is a popular app that that can be used on a computer so that people can communicate how they feel or who they want to spend time with by selecting a picture or symbol from the options available. These are increasingly available in care homes.

### **Safety**

Safety is a big concern for people with dementia, and their carers especially if someone lives alone. Technology can help someone to remain safe and live at home for longer, often systems can be linked to Telecare which connects over the internet or telephone and may trigger community alarms, sensors, movement detectors and video conferencing.

- There are simple gadgets such as automatic movement triggered lighting.
- Automated shut off devices for a gas supply if it's been left on, though expensive may be worth consideration.
- A water isolation device can turn a tap off if it's left running and prevent flooding.
- Special plugs can be bought so that the bath or sink water only fills to a certain depth before the water drains. The written word may become increasingly difficult to understand but these plugs can also provide simple colour coded water temperature to prevent scalds.
- Fall sensors.

Outside the home many people with dementia have a need to walk about, they can find this a positive experience, walking does have both physical and psychological benefits. However there may be situations when there are risks such as getting lost or leaving the house during the night when someone might not be appropriately dressed. This can be a big worry to a carer, things that could help are:

- An alarm system on the on the front door or in the garden
- A tracking device or location monitoring service can use satellites or mobile phone technology, to locate someone .There are watch based devices and many new mobile phones have location finder technology so long as there is an internet signal.

Safe walking can enable people to have greater freedom and independence and can help to reduce the need for unpleasant solutions.

Although these items have many benefits they do raise ethical questions around a person's capacity and consent so wherever possible all must be discussed and agreed with the person with dementia.

There are also lots of ideas being developed to support social participation and entertainment.

Digital photo frames can provide reminiscence and conversation cues. Sensory activities can use touch to trigger light and sound, there are all sorts of mental stimulation games and are easy to use Music players and radios with simple buttons are very popular.

Benefits of assistive technology are that they can help to support an individual to remain independent and safe as well as:

- Offering a carer greater reassurance
- Improving the confidence and quality of life for someone with dementia

- Helping to manage potential risks in and around the home
- Supporting a person with dementia to live well at home for longer
- Helping with memory and recall
- Supporting a person with dementia to maintain some abilities
- Provide reassurance to carers and help them to feel less stressed

It is vital to remember that we are all different and people respond differently to various devices there are no one size fits all solutions.

The Alzheimer's Society continues to work with a number of organizations to provide more readily available information about assistive technology. Further information could be found by contacting an occupational therapist or the Wiltshire Independent living centre in Semmington near Trowbridge, which had room sets and all sorts of devices along with an experienced team who were able to offer personalised advice.

There are readily available booklets and catalogues available from the Alzheimer's Society e.g. "Making your home dementia friendly" and "Daily living aids" and of course as this is the 21st century there is lots available on line!

References

To see an extensive range of assistive products, including both assistive technology and equipment and adaptations, see Alzheimer's Society's Daily living aids catalogue at:

[shop.alzheimers.org.uk/page/daily-living-aids-catalogue/](http://shop.alzheimers.org.uk/page/daily-living-aids-catalogue/)  
[www.alzheimers.org.uk](http://www.alzheimers.org.uk)

The Chairman thanked Caroline for her presentation adding that there were real practical things we could all do to help look after people living with Dementia.

9

Community Youth Grants

The Board considered four Community Youth Grants, as detailed in the report, attached to the agenda. Applicants present were invited to speak in support of their projects. Following discussion, the Board Members voted on each application in turn.

**Decision**

**The Southern Wiltshire Area Board awarded the following Youth Funding grants:**

| Applicant | Project | Amount |
|-----------|---------|--------|
|-----------|---------|--------|

|                         |                   | Awarded   |
|-------------------------|-------------------|-----------|
| Alderbury Football Club | DBS and Equipment | £1,500    |
| Whiteparish Youth Group | New Equipment     | £1,248.68 |
| Old Sarum Youth Group   | Community Rewards | £2,000    |
| Whiteparish Youth Group | Community Rewards | £2,000    |

10

### Area Board Theme - Footpaths

Due to the success of the project over the last 18 months, additional funding has been secured from Wiltshire Council's Public Health team to keep the Volunteer Coordinator position going until October 2016. The Chairman gave thanks to Tracy Carter who had been instrumental in securing the additional funding.

The main focus of the work going forward would be to develop templates for communities to set up and run their own local footpath groups and work sessions. The Group would continue to work with Riverbourne Community Farm, who employs the volunteer coordinator, Abby Sullivan.

The Board would be holding an event in Hazel Hill Wood in April 2016, to showcase the footpath project, offering practical sessions on improving footpaths, legal issues and local environment. The event will be open to parish councils, members of the public and interested stakeholder groups. The aim of the event is to provide practical insight into setting up and running local footpaths groups and activity days across the Southern Wiltshire community area.

#### Strimmer Initiative

To support local footpath groups the Board would like to provide some start-up kit as a pilot project. In particular multipurpose machinery that would enable volunteers to deal with annual growth on the footpaths. So far Winterslow's footpath group and Coombe Bissett's Active Volunteer group, both working alongside their respective parish council, had expressed an interest.

Any volunteers using this machinery would need to be fully trained and as part of the project we would look to train nominated members of these groups.

#### *Costing:*

|                                      |              |
|--------------------------------------|--------------|
| Multipurpose machine tools (£800) x2 | £1600        |
| Training (£180pp) x 4 people         | £720         |
| Additional costs (venue)             | £150         |
| <b>Total</b>                         | <b>£2470</b> |

#### Decision

|    |   |
|----|---|
|    | <p><b>The Southern Wiltshire Area Board agreed to:</b></p> <ol style="list-style-type: none"> <li><b>1. Set aside £2,470 for this project but request that parish councils contribute a third of the cost (£60) of the £180 per person one off training cost for the volunteers.</b></li> <li><b>2. Have an evaluation of this project be brought back to the Board in 6 months.</b></li> </ol>   |
| 11 | <p><u>Parish Precepts</u></p> <p>The Chairman explained that this item was on the agenda at the request of Winterslow and Firsdown Parish Councils, he then invited them to speak.</p> <p>Mike Taylor of Winterslow Parish Council explained that the request had come because they were looking for some guidance on which tasks may need to be considered as part of the precept setting for 2016.</p> <p>Peter Edgeley of Firsdown Parish Council added that the parishes were different from each other, and the services which one parish might wish to take on may differ from that of another. It was unlikely that Parish Councils would be able to suddenly raise the precept at short notice and that information was needed now so that the precepts could be set accordingly.</p> <p>One suggestion which had come from the CEM was that parishes may wish to take on the Speed Indicator Device (SIDs) programme in the future, should it not be continued. Firsdown had asked the parishioners, but it had not been supported.</p> <p>Parishes were looking for guidance on which services Wiltshire Council (WC) may not continue to provide next year and in the future.</p> <p>The Chairman suggested that in the future, the Council may only be providing its statutory duties, and little more. He agreed to push for as much information as possible, but as we were at the end of the year, the Council was in the process of a number crunching exercise, so it was unlikely that much information would be available.</p> <p>Alderbury Parish Council added that they were taking the approach that it was likely they would have to take on unknown services throughout the year, so would be raising the precept to cover additional costs which had been obtained from quotes. If at the end of the year they had under-spent then the following year they would adjust to compensate.</p> <p>Associate Director, Tracy Carter advised that WC was in the process of setting its budget. There was uncertainty until the Council received notification of the grant from Central Government as to where any cuts would have to be made.</p> <p>Other Community Area's had shown similar concern and requests for information. The Salisbury Community Asset transfer package was going</p> |

through and would act as a model for other areas in the future.

Tracy agreed to take the request back and work on getting an update to feedback to the Board.

The Chairman noted that the Board would have a session on the subject, inviting Officers to present as much information as possible, in autumn next year in readiness for the following year's precept setting deadline.

12 Christmas quiz and looking ahead to themes for 2016/17

Tom ran an interactive quiz where people were asked Christmas and Area Board based questions, and gathered the scope of interest for future areas of work for the Board.

Some of the questions included:

How interesting are Area Board meetings in southern Wiltshire?

|     |                           |
|-----|---------------------------|
| 4%  | 1. Extremely interesting  |
| 35% | 2. Very interesting       |
| 46% | 3. Moderately interesting |
| 8%  | 4. Slightly interesting   |
| 8%  | 5. Not at all interesting |

How successful is the Southern Wiltshire Area Board in achieving things?

|     |                                       |
|-----|---------------------------------------|
| 30% | 1. Very successful                    |
| 47% | 2. Successful                         |
| 17% | 3. Neither successful or unsuccessful |
| 0%  | 4. Some-what unsuccessful             |
| 7%  | 5. Very unsuccessful                  |

Would you like to have more single item agenda meetings where specific topics could be discussed in depth?

|     |        |
|-----|--------|
| 67% | 1. Yes |
| 33% | 2. No  |

What would you like the Area Board to prioritise in 2016/17?

|     |                               |
|-----|-------------------------------|
| 14% | 1. Intergenerational projects |
| 18% | 2. Children and families      |
| 4%  | 3. Physical activity          |
| 21% | 4. Conservation               |
| 18% | 5. Interparish opportunities  |
| 25% | 6. Community transport        |

13 Community Area Grants

|    |   |
|----|---|
|    | <p>The Board considered four applications for funding from the Community Area Grants Scheme for 2015/16, as detailed in the agenda. Applicants present were invited to speak in support of their projects. Following discussion the Board members voted on each application in turn.</p> <p><b><u>Decision</u></b><br/> <b>Riverbourne Community Farm was awarded £4950.00 towards Farmyard Enhancement Signage.</b></p> <p><b><u>Reason</u></b><br/> <b><i>The application met the Community Area Grant Criteria for 2015/16.</i></b></p> <p><b><u>Decision</u></b><br/> <b>Winterslow Village Hall was awarded £5,000 towards Solar Panel Installation.</b></p> <p><b><u>Reason</u></b><br/> <b><i>The application met the Community Area Grant Criteria for 2015/16.</i></b></p> <p><b><u>Decision</u></b><br/> <b>Lover and Redlynch Pre-School was awarded £1,000 towards an Outdoor Assembly Shelter.</b></p> <p><b><u>Reason</u></b><br/> <b><i>The application met the Community Area Grant Criteria for 2015/16.</i></b></p> <p><b><u>Decision</u></b><br/> <b>Nomandsland Pre-School was awarded £492.34 towards Forest School Equipment and resources.</b></p> <p><b><u>Reason</u></b><br/> <b><i>The application met the Community Area Grant Criteria for 2015/16.</i></b></p> |
| 14 | <p><b><u>Close</u></b></p> <p>The Chairman thanked everyone for coming, wished everyone a Happy Christmas and closed the meeting.</p> <p>The next meeting was scheduled for Thursday 28 January 2016, 7.00pm – venue to be confirmed.</p>   |