

AGENDA

Meeting: CORSHAM AREA BOARD
Place: Colerne Village Hall, Martin's Croft, Colerne, SN14 8DT
Date: Thursday 24 May 2012
Time: 7.00 pm

Including the Parishes of Box, Corsham, Colerne and Lacock

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

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

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

Please direct any enquiries on this Agenda to Marie Todd (Area Board and Member Support Manager) on 01225 718036 / marie.todd@wiltshire.gov.uk or Dave Roberts (Corsham Community Area Manager), 07979 318504 / dave.roberts@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

Peter Davis – Corsham Town

Sheila Parker – Box & Colerne

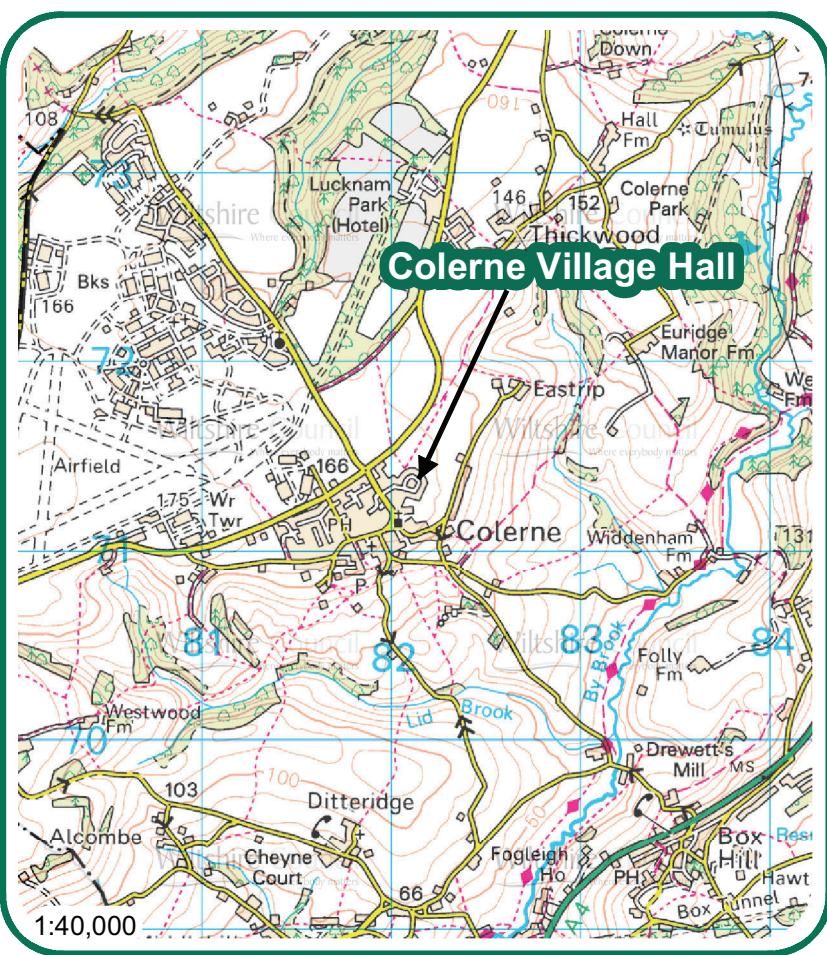
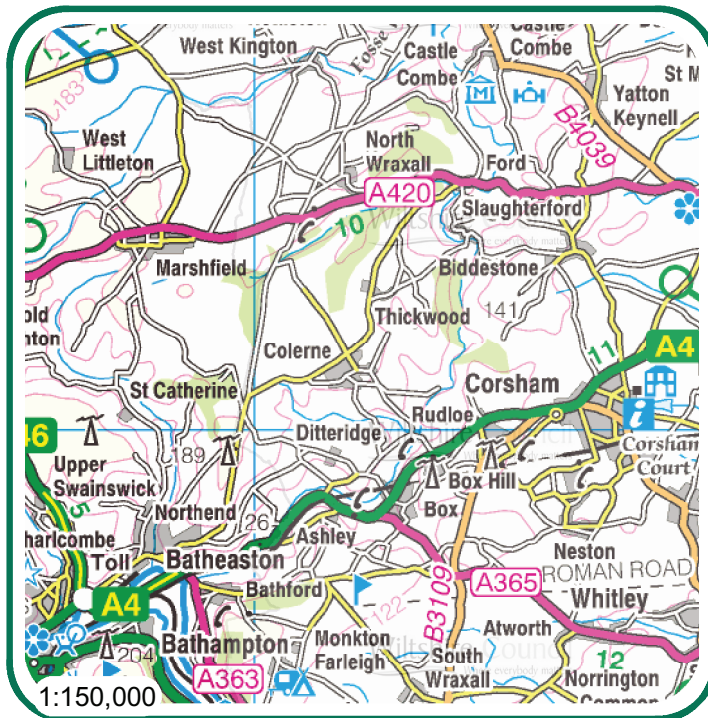
Alan Macrae – Corsham Pickwick

Dick Tonge – Corsham Without & Box Hill

	Time
<p>1 Election of Chairman</p> <p>To elect a Chairman of the Area Board for the forthcoming municipal year.</p>	7pm
<p>2 Election of Vice Chairman</p> <p>To elect a Vice Chairman of the Area Board for the forthcoming municipal year.</p>	
<p>3 Chairman's Welcome and Introductions <i>(Pages 1 - 2)</i></p>	
<p>4 Apologies for Absence</p>	
<p>5 Minutes <i>(Pages 3 - 12)</i></p> <p>To approve and sign as a correct record the minutes of the meeting held on 22 March 2012.</p>	
<p>6 Declarations of Interest</p> <p>To declare any personal or prejudicial interests or dispensations granted by the Standards Committee.</p>	
<p>7 Chairman's Announcements <i>(Pages 13 - 22)</i></p> <p>To receive the following chairman's announcements:</p> <ul style="list-style-type: none"> • 11-19 Commissioning Strategy • Path Improvement Grant Scheme • Rural Facilities Survey • Bath HGV Restrictions • Helping People to Live Safely in their own homes 	
<p>8 Partner Updates <i>(Pages 23 - 38)</i></p> <p>To receive any updates from the following partners:</p> <ul style="list-style-type: none"> (a) Wiltshire Police (b) Wiltshire Fire and Rescue Service (c) NHS Wiltshire (d) Town and Parish Council Nominated Representatives (e) Chamber of Commerce (f) Shadow Community Operations Board (SCOB) 	7.15pm
<p>9 Fire and Rescue Service Presentation <i>(Pages 39 - 40)</i></p> <p>Scott Taylor, Station Manager, from Wiltshire Fire and Rescue Service will talk to the Area Board about the Risk Management Plan for 2012-15.</p>	7.30pm

10	Informal Adult Education (<i>Pages 41 - 44</i>)	7.45pm
	Cllr Laura Mayes, Portfolio Holder for Children's Services, will talk to the area board about options for the future of informal adult education.	
11	Community Area Grants (<i>Pages 45 - 52</i>)	8pm
	The Wiltshire Councillors will consider the following applications to the Community Area Grants Scheme:	
	<ul style="list-style-type: none"> • Box Rock Circus - £1,406 • Wiltshire Scrapstore and Resource Centre - £1,000 	
12	Colerne Colts - Project Update	8.10pm
	To receive an update from Paul Carey, representing the Colerne Colts, regarding their project to set up a village football team for boys and girls following receipt of a £5k grant from the Area Board.	
13	Jubilee Event Update	8.20pm
	To receive an update on the Jubilee event that was held in Salisbury on Tuesday 1 May 2012.	
14	Visiting Cabinet Member	8.30pm
	Councillor Toby Sturgis, Cabinet member for Waste, Property, Environment and Development Control Services will talk briefly about his portfolio and answer any questions.	
15	Community Area Transport Group (CATG) Recommendations (<i>Pages 53 - 56</i>)	8.40pm
	To consider recommendations from the CATG meeting held on 19 April 2012.	
16	CCAN - Request for Funding (<i>Pages 57 - 64</i>)	8.50pm
	To consider any updates and a request from the Corsham Community Area Network (CCAN) for the next tranche of funding. The detailed workplan for the forthcoming year can be viewed on the Wiltshire Council or CCAN website.	
17	Appointments to Outside Bodies and Working Groups (<i>Pages 65 - 80</i>)	9pm
	To confirm or amend the appointment of councillors to outside bodies and working groups.	
18	Future Meeting Dates	9.05pm
	To note that future meetings will take place on:	

Thursday 26 July 2012 – Lacock Village Hall – 7pm
Thursday 20 September 2012 – Corsham Town Hall – 7pm
Thursday 22 November 2012 – Corsham Community Centre –
7pm
Thursday 24 January 2013 – Corsham Town Hall – 7pm
Thursday 21 March 2013 – Box Pavilion – 7pm



Colerne Village Hall
Martins Croft
Colerne
SN14 8DT

Wiltshire Council
 Where everybody matters



MINUTES

Meeting: CORSHAM AREA BOARD
Place: Corsham Town Hall, High Street, Corsham, Wiltshire, SN13 0EZ
Date: 22 March 2012
Start Time: 7pm
Finish Time: 9pm

Please direct any enquiries on these minutes to:

Marie Todd (Area Board and Member Support Manager) on 01225 718036 or marie.todd@wiltshire.gov.uk.

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

In Attendance:

Wiltshire Councillors

Cllr Alan MacRae (Chairman), Cllr Peter Davis (Vice Chairman) and Cllr Dick Tonge

Wiltshire Council Officers

Dave Roberts – Community Area Manager
Marie Todd – Area Board and Member Support Manager
Sian Walker – Service Director

Town and Parish Councillors

Corsham Town Council – Peter Anstey, Anne Lock, Elaine Marston, Chris Riley
Box Parish Council – Richard Campbell
Colerne Parish Council – Tom Hall
Lacock Parish Council – Terry O'Neill

Partners

Police – PC Hazel Anderson
Police Authority – Gill Stafford
Wiltshire Involvement Network – Anne Keat
Community Operations Board – Allan Bosley, Steve Hammond and Anna MacKie
CCAN – Kevin Gaskin and Sally Fletcher

Total in attendance: 31

<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 everyone to the Area Board meeting and explained that this meeting would provide an opportunity for partner organisations to outline what they had achieved over the last year and their plans for the forthcoming year.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>Councillor Sheila Parker – Wiltshire Council Councillor Jennie Hartless – Box Parish Council David Martin – Clerk to Corsham Town Council Mike Franklin – Wiltshire Fire and Rescue Service Inspector Martin Schorah – Wiltshire Police Christine Reid – CCAN Peter Kallmeier – Youth Development Service, Wiltshire Council Jessica Phillips – Community Librarian Josie Owens – Member of the public</p>
3.	<p><u>Minutes</u></p> <p><u>Decision</u> To confirm and sign the minutes of the meeting held on 2 February 2012 as a correct record subject to the following amendment:</p> <p>Minute number 7 – partner updates – delete first paragraph</p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>(a) <u>Local Waste and Recycling Sites</u></p> <p>The Chairman reported that Wiltshire Council was looking for views on how people use their local recycling facilities. A review of these facilities was currently taking place and people were invited to complete an online questionnaire at www.wiltshire.gov.uk/consultations or call 0300 456 0102 for a paper copy. The closing date for the consultation was 28 May 2012.</p>

	<p>(b) <u>Review of Polling Districts and Polling Places – Consultation</u></p> <p>The Chairman informed the Area Board that a review of polling districts and polling places was currently taking place. People were invited to complete an on line questionnaire or download one from the Council website at http://www.wiltshire.gov.uk/council/elections/electionsreviewpollingdistrictsplaces.htm</p> <p>(c) <u>Diamond Jubilee Celebrations</u></p> <p>The Chairman reminded everyone that at the last meeting £5k had been earmarked by the Area Board for jubilee celebrations. The deadline for applications to this fund was 16 April and applications should be sent to Dave Roberts, Community Area Manager.</p>
6.	<p><u>Community Area Transport Group (CATG) - Recommendations</u></p> <p>The Area Board considered a report by the Community Area Manager which provided an update on the position of the proposals from the Community Area Transport Group (CATG) meeting held on 16 February 2012.</p> <p>The Area Board was requested to allocate a proportion of the 2011/12 CATG funding to contribute to proposals put forward by the Group.</p> <p>The Chairman of the CATG, Cllr Dick Tonge gave a brief outline of each of the proposals and invited questions.</p> <p>Cllr Peter Davis spoke against the scheme proposed for South Place in Corsham. He stated that no accidents had occurred in this area and believed that it would cause frustration to drivers due to traffic congestion. Cllr Peter Anstey from Corsham Town Council explained that the aim of the scheme was to encourage people to walk and cycle in the area.</p> <p>It was confirmed that if the South Place scheme proved to be unsuccessful then the traffic scheme would be removed following discussions with the Town Council.</p> <p><u>Decision:</u></p> <p>(1) To allocate £2,500 from the 2011/12 CATG budget to fund improvements to Lacock Road as outlined in the report.</p> <p>(2) To allocate £900 from the 2011/12 CATG budget to provide 50% of the funding towards one and a half set of dropped kerbs in Colerne. The Parish Council would fund the remaining 50%.</p> <p>(3) To allocate £4,451.74 from the 2011/12 CATG budget towards future</p>

	<p style="text-align: center;">developments of South Place, Corsham subject to findings from the trials taking place in April.</p> <p><i>Reason: To improve road safety and traffic management in the Community Area.</i></p> <p>ACTION: Dave Roberts, Community Area Manager</p>
7.	<p><u>Speed Indicator Device Allocation 2012/13</u></p> <p>The Area Board considered a report by the Community Area Manager regarding the process for dealing with the allocation of speed indicator devices.</p> <p>To expedite the process, and to remove the need for the matter to come back to the Area Board, it was proposed to delegate authority to the Community Area Manager to approve the locations for SIDs.</p> <p>Decision: To delegate authority to the Corsham Community Area Manager, in consultation with the Corsham Community Area Transport Group (CATG), to agree the prioritisation of locations for Speed Indicator Devices (SIDs) within the Community Area to form the basis of the SID deployment programme.</p> <p>ACTION: Dave Roberts, Community Area Manager</p>
8.	<p><u>Area Board Project - Allocation of Funding to Jubilee Event</u></p> <p>The Area Board had already agreed to support the 2012 Jubilee Celebrations by deciding to attend the event being held at Salisbury Cathedral in May. This would involve setting up a medieval style jousting tent to display what is unique and historical about the Community Area. Some local organisations had already agreed to participate and to provide displays for the event but some further financial support was now required to facilitate participation.</p> <p>Decision: To agree to allocate a maximum of £2,000 from the 2011/12 budget to facilitate the Jubilee event being held in Salisbury on 1 May 2012. This would provide funding for items such as a medieval style tent, any display materials needed for the event and the transportation of display materials to and from the site.</p> <p><i>Reason: To ensure that the event is able to successfully promote the Corsham Community Area.</i></p> <p>ACTION: Dave Roberts, Community Area Manager</p>

9.

Partner Updates

(a) Wiltshire Police

PC Hazel Anderson presented the police update. Volunteers were being sought to take part in community speedwatch schemes in the area. Officers were continuing to raise awareness and speak to dog owners regarding dog fouling. People were encouraged to inform the police if they were aware of any rogue traders operating in the area. PC Anderson was pleased to announce that crime figures had significantly decreased in the area.

(b) Wiltshire Police Authority

Gill Stafford gave an update regarding the Wiltshire Air Ambulance/Police Helicopter. In the future there would be one central contract for police helicopters and the aircraft would be based at Filton which provided better visibility than Colerne. Some parts of Wiltshire would also be served by services based in Thames Valley and Dorset. The current contract with Wiltshire Air Ambulance would run until December 2014.

(c) Wiltshire Fire and Rescue Service

A written update was circulated with the agenda papers. A consultation was currently taking place regarding the Fire and Rescue Service. Anyone interested in taking part in the consultation could do so via the following email address consultation@wiltsfire.gov.uk or by telephoning 01380 731114.

(d) NHS

A written update was circulated with the agenda papers.

(e) Box Parish Council

The Parish Council would be supporting an exciting initiative entitled "Box Rock Circus" which would be a 7m diameter circle positioned on the Recreation Ground. This would include a display of Sedimentary Igneous and Metamorphic rocks together with "dinosaur footprints".

The Parish Council was also planning a jubilee celebration event when many different activities would be taking place.

(f) Colerne Parish Council

CCTV had been installed at the Recreation Ground and was a good deterrent against vandalism. The Colerne Parish Plan had now been completed. A community café had been set up and was open on

Wednesdays and Fridays; this was supported by the Parish Council.

The junior football club now contained 30 members and was very popular. The new footpath supported by the CATG was very well used. Some dry stone walling work had been carried out by the new footbridge and footpaths had also been cleared. The Emergency Winter Plan had also been prepared.

In the future the Parish Council was planning dropped kerbs, road resurfacing and a Diamond Jubilee Fete on 3 June with many different events including local bands. Proceeds would go to the village and local charities.

(g) Corsham Town Council

Reports from Corsham Town Council giving details of its corporate plan, priorities for 2012/13 and community activity undertaken in 2011 were circulated with the agenda papers.

Cllr Peter Anstey reported that good progress was being made towards objectives. He also thanked the Shadow Community Operations Board members for the work they were undertaking to bring the campus project to fruition. Corsham was a good place to live and work and the neighbourhood policing teams were very effective and crime had fallen in the area. He also thanked the Area Board for the work undertaken to reduce speeding in the area including the speedwatch scheme and use of speed indicator devices. The Annual Town Council meeting would take place on 5 April 2012 at 7pm.

(h) Lacock Parish Council

The Parish Council had received substantial funds due to the village being used as a film location. The Council planned to spend £50k on upgrading the play areas and restoring raised pavements. The Parish Council was grateful to the Area Board for supporting joint working on these projects.

It had been possible working with the probation service to carry out grass cutting in the area and a Parish Caretaker had been appointed to work on the streetscene. This would continue for the forthcoming year. The parking restriction scheme had been very successful and it was hoped that Wiltshire Council parking services could assist in the future. 97% of respondents to the consultation were in favour of the scheme.

Priorities for the forthcoming year were general care and maintenance of the village bearing in mind increasing visitor numbers.

	<p>(i) <u>Corsham Community Area Network – CCAN</u></p> <p>Kevin Gaskin circulated a report at the meeting which is attached as an appendix to these minutes. Kevin also highlighted the following issues:</p> <ul style="list-style-type: none"> • The network of community groups and individuals was continuing to grow. • The website was now available and user hits were increasing, with over 250 visits in March so far. • The older people’s information event held in October had proved to be a very successful networking opportunity and useful links had been made between a number of different community groups. • The excellent work of the Transport Action Group was acknowledged; particularly the time and effort they had invested to develop the Transport Plan for the campus project and their support to the Cycle Network Group. • CCAN was now starting joint working with other Community Area Partnerships to look at common public transport issues. • Volunteer work in support of the South Place trial would begin in the near future. • CCAN would bring the Work Plan for 2012/13 to the next Area Board meeting. <p>(j) <u>CAYPIG Update</u></p> <p>A written report regarding the work of the youth service in the community area was circulated with the agenda papers.</p> <p>(k) <u>Area Board Update</u></p> <p>A report detailing a summary of activity undertaken by the Area Board over the last 12 months was circulated with the agenda papers. The Area Board had met seven times and a total of 420 people had attended with an average of 60 attendees per meeting. Members were pleased to note that the community area grants had enabled a significant amount of extra funding to be levered into the area.</p> <p>In response to a question regarding the proposed zebra crossing on Pickwick Road it was confirmed that this issue had been discussed by the CATG and work was ongoing.</p>
10.	<p><u>North Wiltshire Credit Union</u></p> <p>Judy Hible from the North Wiltshire Credit Union talked about the work of the Credit Union and how the organisation could help those in the Corsham community area. The following issues were covered:</p> <ul style="list-style-type: none"> • The Credit Union could provide community-based savings accounts and

	<p>loans</p> <ul style="list-style-type: none"> • People could avoid the big banks by banking locally • Savings are fully protected • The local credit union in Corsham is run by local volunteers • Wiltshire Community Bank has collection points across Wiltshire: Three credit unions working together (North, South & West) Wiltshire (North and Kennet) Credit Union 01249 248313 There are collection points at the Corsham Tourist Information Centre, Rudloe Community Centre and the NWCE Shop at 60 Redland, Chippenham • Membership was currently 55 • Pickwick (North) is one of the ten most deprived areas in Wiltshire and would be one of the area most affected by benefit changes • 13% of the population (6 million adults) have no savings (NS&I's Savings Survey, June 2011). • More than a third of consumers (36%) say they don't have enough money to cope in an emergency. • A quarter of Britons (25%) say they are less likely to save over the next three months • Credit unions encourage local community saving and are covered by the Financial Services Compensation Scheme • The Credit Union could provide loans at far cheaper rates than doorstep lenders. • Budgeting accounts and prepaid debit cards were also available • The Corsham Credit Union needs more members as it currently has a high loan to credit ratio.
11.	<p><u>Corsham Community Campus Update</u></p> <p>Allan Bosley, Chairman of the Corsham Community Operations Board (COB), gave an update regarding the campus project. Plans and drawings were available at the meeting. The following issues were discussed:</p> <ul style="list-style-type: none"> • Funding from Wiltshire Council was now in place. • The planning application had been submitted. • A virtual tour of the building was shown at the meeting. • The campus building would be developed before existing buildings were knocked down to ensure continuity of facilities. • It was important to integrate both services and the community. • A full set of plans were now available at Corsham Town Hall. The principle was captured in these plans but there was not a great deal of detail as yet. • The next stage for the COB would be to consider the detail for the building. A larger group of people would be needed to consider these details and working groups would be created giving an opportunity for people to get involved. • Further details were available on the campus website –

12.

Corsham Community Consultation Event - 22 February 2012

Sally Fletcher, from CCAN, gave an update regarding the Corsham Community Consultation Event which had taken place on 22 February 2012. The following details were outlined:

- A full list of community priorities was circulated with the agenda papers.
- There were three priorities for each of the eight themes discussed at the consultation event.
- Economy – One local businessman had offered to take the lead in setting up a panel of local business people.
- Transport – Three neighbouring Community Area Partnerships (Corsham, Melksham and Devizes) has come together to work out a joint plan of action.
- Children and Young People – The Extended Schools Network were going to work up a new project involving the setting up of parenting groups outside schools and running family events.
- Environment – CCAN were doing some work to find out why water quality is classed as “poor”.
- Campus – Three areas were flagged up to the Community Operations Board as follows:
 - (a) Tackling community area wide transport links.
 - (b) Making the most of the opportunity offered by the campus in developing a wide and varied cultural and leisure programme.
 - (c) Using the campus potential as a hub for community information to help with education and promotion of recycling.
- Wiltshire Council – Several groups identified the need to lobby Wiltshire Council and apply pressure to bring about change including:
 - (a) Urgent roll out of superfast broadband across the community area.
 - (b) Setting and enforcing higher environmental standards for housing development.
 - (c) Improved kerbside collection to expand what can be recycled locally.
 - (d) Housing survey to provide better understanding of local needs.
- It was hoped that the Area Board could contribute to developing an effective Action Plan for the next 12 months.
- It was important to ensure that the momentum from the event carries on by using visits of portfolio holders or by inviting other relevant speakers to the Area Board meetings and organising more interactive sessions.
- Favourable comments had been received from those who attended the event and there were some encouraging examples of individuals and groups taking the initiative.
- CCAN would bring a further report to the Area Board meeting in May.

	<p><u>Decision</u></p> <p>(1) To endorse the list of community priorities set out in the report to use as a key point of reference (e.g. when deciding on community grants) to form a starting point for the Work Plan that CCAN will present for approval in May.</p> <p>(2) To agree to write to the Leader of Wiltshire Council informing her that the event had identified the need for change in relation to the following areas:</p> <ul style="list-style-type: none"> • Urgent roll out of superfast broadband across the community area. • Setting and enforcing higher environmental standards for housing development. • Improved kerbside collection to expand what can be recycled locally. • Housing survey to provide better understanding of local needs. <p>To seek a response from the Leader identifying what action the Council will be taking in relation to the issues raised.</p> <p>ACTION: Cllr Alan MacRae, Area Board Chairman</p>
13.	<p><u>Future Meeting Dates</u></p> <p>It was noted that future meetings of the Area Board would take place on the following dates:</p> <p>Thursday 24 May 2012 – Colerne Village Hall – 7pm Thursday 26 July 2012 – Lacock Village Hall – 7pm Thursday 20 September 2012 – Corsham Town Hall – 7pm Thursday 22 November 2012 – Corsham Community Centre – 7pm Thursday 24 January 2013 – Corsham Town Hall – 7pm Thursday 21 March 2013 – Box Pavilion – 7pm</p>

Corsham Area Board – 24 May 2012

Chairman's Announcement

11 to 19 Commissioning Strategy

On 13 September 2011 Wiltshire Cabinet approved the Commissioning Strategy for 11 to 19 year olds. This included 7 broad priorities on:

- Employment and training
 - Educational attainment
- (These were the top 2 commissioning priorities selected by young people)*
- Housing
 - Transport for young people
 - Involving young people
 - Volunteering
 - Improving Integrated Youth Services

Cabinet also approved a Wiltshire Youth Work Offer. The key features of the Youth Work Offer are:

- Open Access Youth Work
- Higher level targeted youth work support
- Better co-ordination of positive activities for young people
- Stronger partnerships
- Increased use of volunteers

An implementation group which includes councillor representatives has been meeting monthly since September 2011 to coordinate delivery of the Wiltshire Youth Work Offer from 1 April 2012. Good progress has been made to date and the Youth Services Implementation Group would like to invite Area Boards to consider this progress and support the following initiatives:

1. Increase use of volunteers

A sub group of the Youth Services Implementation Group has been exploring ways of encouraging more local volunteers to get involved with youth work provided in Council funded youth centres. This links to the Council's overall partnership Volunteering Strategy and Action Plan.

The group has been working on the establishment of a joint process between the Council and the Voluntary and Community Sector for the registration and training of local volunteers to support youth based activities. A guidance pack is now being developed for all Youth Development Centres which sets out the best way to go about registering and training volunteers. Those who wish to volunteer will be able to claim reasonable expenses and develop their skills through appropriate training opportunities.

The group has noted the importance of attracting and encouraging local people within community areas to become involved in volunteering opportunities within their local Youth Development Centre. Consequently, the group would like to invite Area Boards to support this endeavour by supporting local youth centres to promote volunteering opportunities within each community area.

Details of voluntary roles with young people will be available from the Volunteer Centre and/or local Youth Development Centre from 1 April 2012.

2. Youth Advisory Groups

Part of the Wiltshire Youth Work Offer includes the formation of Youth Advisory Groups in all community areas. Pilots are currently taking place in Malmesbury, Melksham, Southern Wiltshire and Salisbury. The groups will play a key role in improving the co-ordination of positive activities for young people in local areas.

The groups will be set up in each local area, linked to Area Boards. Each Youth Advisory Group will be chaired by a young person under 25 and over 50% of members will be under 19 years of age. Advisory groups will plan and shape local services, making sure local young people know what is available and encouraging partnerships which avoid overlap and fill gaps. Mechanisms will be established to ensure knowledge and ideas are shared between Youth Advisory Groups.

Youth Advisory Groups will have commenced in 20 community areas across Wiltshire by the end of October 2012. Learning from the pilots will be used to inform the development of groups in other areas.

The Youth Services Implementation Group would like to invite Area Boards to support these developments and to establish strong and meaningful links with Youth Advisory Groups in each community area.

3. Income Generation

As part of the Wiltshire Youth Work Offer the Youth Development Service has been set an income generation target of forty five thousand pounds. This will be raised through a combination of subscriptions, fund raising and seeking sponsorship.

A revised staffing funding formula has been used to calculate an income generation target for each community area. The targets will be put into place from 1st April 2012.

The Youth Services Implementation Group would like to invite Area Boards to support local Youth Development Centres in their endeavours to attract and raise income. For example, supporting local fundraising events and attracting local business sponsorship.

The Youth Services Implementation Group invites feedback from Area Boards on any of the initiatives highlighted above.

Any comments, queries or questions should be sent to james.fortune@wiltshire.gov.uk by 31st July 2012.

James Fortune
Lead Commissioner 11-19
01225 713341

Corsham Area Board – 24 May 2012

Chairman's Announcement

Paths Improvement Grants Scheme (PIGS)

Do you have an idea to improve access to the countryside or to create new links between settlements in your area?

The Paths Improvement Grants Scheme aims to help local people to make innovative improvements to countryside access in their area. In 2012 around £60,000 will be made available for community led projects.

If you have an idea for a scheme please contact Wiltshire Council's Rights of Way and Countryside Team Michael.Crook@wiltshire.gov.uk or Tel: 01225 713349.

Further details of the scheme are available on the Countryside Access Forum website - www.wiltshirelaf.org.uk

The closing date for applications is Friday 13 July 2012.

Corsham Area Board – 24 May 2012

Chairman's Announcement

Rural Facilities Survey 2012

The rural facilities survey maps the services and amenities available to rural communities within the Wiltshire Council area. The survey has been carried out since 1976, painting a picture of some 233 rural settlements in the county of Wiltshire across 35 years. This gives us a wealth of data to support local communities in rural parts of the county and allows us to track changes in facilities including education and childcare services, local health facilities, food shops, spiritual and leisure facilities and public transport. In recent years, the survey has also examined access to services such as broadband internet connections and mobile phone coverage. There has been a significant decline in a number of basic facilities since 1976. The number of settlements with primary schools has decreased by around 30%, while around two thirds of villages have lost their general food shop. Less than half of settlements in 2008 retained the Post Office they had in 1976. Public transport, however, has improved vastly over the period of the survey.

The most recent survey was carried out in 2008 and a report outlining the results and trends revealed can be seen on the intelligence network website¹ along with an update taking into account the changes to the Wiltshire County Community Area boundaries that occurred in April 2009.

The survey is repeated around every three years and the latest survey is scheduled to be carried out during Spring 2012. Over the coming weeks, the survey will be posted out to the parish clerks for the settlements included in the database and their input is critical to making the survey a success. The results will be analysed for all 20 of Wiltshire's Community Areas and the overview report published in the autumn. The results will also form part of the evidence base that will be used to refresh the Joint Strategic Assessment for Wiltshire.

For more information, please contact:

Knowledge Management Team,
Public Health and Protection Services
Wiltshire Council
(01225) 713186
research@wiltshire.gov.uk

¹ www.intelligencenetwork.org.uk/community

Corsham Area Board – 24 May 2012

Chairman's Announcement

Cleveland Bridge Weight Restriction

Bath and North East Somerset (B&NES) Council are proposing to implement an experimental weight restriction in Bath between the A36 Bathwick Street and the A36 Beckford Road (commonly known as the Cleveland Bridge restriction). This restriction will effectively prevent a significant proportion of large HGVs (those over 18 tonnes) from travelling through Bath along the A36 and will inevitably have some impact on other routes including some in Wiltshire.

The traffic order has been proposed to address road safety issues, intimidation and air pollution within the London Road area of Bath. This 'experimental' order allows B&NES Council to implement the restriction without the usual formal requirements / consultation of a normal traffic order for a period of 18 months. It also allows B&NES Council to implement the restriction without robust evidence or modelling; instead, B&NES Council will monitor the situation as it occurs. Significantly, the experimental order only allows representations to be made during the first six months of the order period. After the full 18 month period, the order can be made permanent.

Wiltshire Council, other neighbouring authorities, the Highways Agency, various community / parish groups and Area Boards have opposed this restriction on the basis that robust evidence and consultation has not been provided, and that the restriction is being proposed on a route that is part of the primary route network. It is considered that B&NES Councils evidence to support their assessment of the likely redistribution of HGV traffic particularly on Wiltshire roads is unrealistic.

A challenge to the legitimacy of placing a restriction on a Primary Route has been raised against B&NES Council first informally, and then by a Freedom of Information request. As stated Under EU Directive 89/460/EC, the Primary Route Network (of which the A36 forms a part) must provide unrestricted access to 40 tonne vehicles. This was recently re affirmed in the DfT's *Guidance on Road Classification and the Primary Route Network* (March 2012). Therefore placing such a restriction on a Primary Route as intended appears contrary to this directive. The guidance also states that *'Unless the agreement of all affected authorities can be obtained, including the Highways Agency where appropriate, then changes to the primary route should not be made'*. There are clearly still objections and the challenge to this scheme still remains, with B&NES Council withholding information on how the EU Directive can be denied, under legal advice.

Although opposed, B&NES council have decided to continue with this scheme and implementation has recently been delayed until June to allow Wiltshire Council time to purchase and place monitoring equipment within the County's boundary to record the 'before and after' traffic effects of the scheme.

It is understood that B&NES Council intend to produce a report by the end of April on the informal consultations that they have carried out to date. Prior to formally advertising the experimental order in June, B&NES Council propose to carry out a further selective round of informal consultation with those who have made a previous representation.

Given the limited nature of this consultation, if you consider that B&NES Council's proposed restriction may affect your community, please send your comments to [Councillor Roger Symonds](#) of B&NES Council.

Corsham Area Board – 24 May 2012

Chairman's Announcement

Helping People To Live Safely In Their Own Homes

Following extensive consultation and considerable planning, the care and support service is now in place throughout the county provided by Leonard Cheshire, Aster Living, Enara Complete Care and Somerset Care.

This service is now available to over eight hundred Wiltshire residents and is already delivering some really good outcomes for people, some examples of which include:

- Mrs A, who was able to return home after a period in a care home.
- Mr S, able to manage without support following a period of intensive support from a Help to Live at Home provider.
- Mr P was able to return home from hospital, with an intensive support package from a Help to Live at Home provider rather than take the previously traditional route of a nursing home.
- Mr G was withdrawn and uncommunicative, with the implementation of a flexible care package from a Help to Live at Home provider, within two weeks Mr G started referring to his carers by name and holding short conversations. He has now requested to go shopping with a carer once a week, and is able to manage some personal care.

All services are available to everyone in Wiltshire, not just those eligible for support from the Council and contact details for each Help to Live at Home providers below:

Leonard Cheshire Disability

North and east Wiltshire
Tel: 01225 781126

Aster Care Services

East and south Wiltshire
Tel: 01380 829000

Somerset Care at Home

West and north Wiltshire
Tel: 01225 792925

Enara Complete Care Services

West Wiltshire
01225 791015

Wiltshire Medical Services

Tel: 01249 454000

Medequip UK

Tel: 01249 815052

Further service improvements:

- ✓ The **Help to Live at Home telecare response and community equipment services** are being provided by Wiltshire Medical Services (WMS), Medequip UK and Aster Living. These services have already been implemented in West Wiltshire, as part of the Help to Live at Home pilot test and will be introduced across the county in April.

Medequip UK is now the provider for all community equipment aimed at assisting customers to remain independent in their own homes. Community equipment ranges from the more

traditional aids such as chair raisers, continence products, hoists etc. to more specialist technology including pendant alarms, fall sensors and pressure relief mattresses.

With an aim to make equipment more accessible Medequip is working closely with the Independent Living Centre in Semington to equip a demonstration suite for customers to visit and will be opening a number of retail units across Wiltshire. In addition Medequip will implement a mobile demonstration and assessment unit, able to visit the whole of Wiltshire.

Telecare customers have specialist equipment in their homes which, in an emergency, triggers an alarm at the Wiltshire Medical Service call centre in Chippenham. This can be responded to in a number of ways; a conversation with the customer via the Telecare equipment, contacting a key holder, or a WMS responder visiting the customer.

A telecare service without the ability to visit customers has restrictions. When an alert is triggered, a standard call centre may be able to do little else, except call an ambulance and which can lead to an inappropriate hospital admission. The benefit of the new telecare response service is that it allows customers to receive the most appropriate response, when they need it.

- ✓ **Specialist financial advice** to people seeking assistance with paying for their care is now available.

Around 40 percent of individuals, who go into residential and nursing care in the county have to finance care themselves as they have savings and assets (including their home) worth more than £23,250. Unfortunately up to 25 percent of these individuals run out of funds, leaving little or no inheritance for loved ones. This may be avoidable in some cases.

Paying for care can be an expensive and open-ended commitment so the council would strongly recommend that customers seek specialist information and advice before making any commitments.

If a customer is currently in receipt of care it is still advisable to seek specialist information and advice as there may be options available to you to protect your interests.

To support people who pay for their own care, Wiltshire Council is working with two independent care fees specialists to help customers make informed choices about their long term care and specifically how they can fund it.

Both of these Specialists are accredited by SOLLA, (Society of Later Life Advisers) through the Later Life Accreditation Scheme:

Ashton Rowan
Telephone: 01225 475359

Email: wilts@ashcourtrowan.com

Web: www.ashcourtrowan.com/financial-planning

Care Fee Investments Limited

Telephone: 0845 077 5655

Email: wilts@carefeesinvestment.co.uk

Web: www.carefeesinvestment.co.uk

- ✓ The **Customer Reference Group** now has 40 members, 20 of whom have received training and are shortly to hold two coffee mornings for Help to Live at Home customers to hear their views on the service.
- ✓ A **dedicated customer helpline** has been set up for Help to Live at Home issues, this number is staffed 9am-5pm, Monday to Friday on 01225 712553.

Crime and Community Safety Briefing Paper Corsham Community Area Board Thursday 24th May 2012



1. Neighbourhood Policing Team

Sgt: Alex Reid

Town Centre Team

Beat Manager – PC Hazel Anderson
PCSO – Shaun Redmond

Rural Team

Beat Manager – PC Mandie Ball
PCSO – Norman Webster
PCSO – James Gatherum

2. NPTs - Current Priorities & Consultation Opportunities:

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

□ Visit the new and improved website at: www.wiltshire.police.uk

3. Police Authority Representative: Gill Stafford

Please contact via Wiltshire Police Authority Tel. 01380 734022 or
<http://www.wiltshire-pa.gov.uk/feedback.asp>

4. Performance and Other Local Issues:

.Community Speedwatch (CSW) for Bowden Hill-Lacock, Devizes Rd-Box, Velly Hill-Gastard

Officers have been actively campaigning for Volunteers for each area to identify at least 6 Volunteers from each area who would like to be part of the Community Speed-watch Team. We have several volunteers for Lacock and Gastard. We will be carrying out our 1st nights' training on the 28th May in Lacock with Calne CSW joining us. More Volunteers would be very welcome for each of the 3 areas - please contact your NPT if you would like to Volunteer. In the meantime Officers will continue to carry out Speed checks in ALL areas.

Mentioned at the previous Area Board Officers were aware problems with **ASB** late in the evening outside a licensed premise on Priory Street. Local Officers have been working closely with immediate residents and the Licensee of the premises. We are pleased to report that due to the partnership working no further reports of ASB have been reported. That said; we will continue to monitor the situation and deal with any future reports quickly and firmly.

Rogue traders are still operating across the area, targeting; in the main our elderly residents with offers of 'cheap' garden/home repair work. If in doubt, do not accept any offers and contact the Police with details, especially needed are descriptions of those involved and vehicle registrations which aid us in taking firm action against these individuals. Anyone touting for business must, by law, provide a firm quote; business flyers with their contact details on and allow a 7 day cooling off period for the customer to change their mind. In relation to the above, two males were arrested last week who reside in Corsham and Chippenham and are being dealt with by Gloucester Police for a number of such offences which have occurred in their area. We would like to thank members of the Community, vigilant neighbours of our elderly and NHW who continue to robustly police their own 'Street visitors' by reporting instances and suspicious vehicles to us. Your help is invaluable in catching these criminals who prey on our vulnerable neighbours.

Community Event – Corsham had a very successful Sci-Fi Event on Saturday 28th April. This was a well attended event and showed good partnership working. A large amount of money was raised for charity.

Theft from Motor vehicles – These have decreased since the last Area Board, however, we have had a couple of incidents whereby a number of cars were damaged by 2 males in the Corsham Town area – these males have now been arrested and are being dealt with.

Stone Tile Thefts – Local Officers working with CID are pleased to report that a male was charged and received a 16 month prison sentence after admitting to 21 counts of Theft. These were mainly from Church roofs in Lacock, Broughton Gifford & Box as well as 5 other Wiltshire areas and 2 out of Force. It is without doubt that residents of Villages falling victim of these thefts have passed us valuable information which have assisted in our Investigations.

EF Corsham	Crime				Detections	
	May 2010 - April 2011	May 2011 - April 2012	Volume Change	% Change	May 2010 - April 2011	May 2011 - April 2012
Victim Based Crime	730	569	-161	● -22%	15%	15%
Domestic Burglary	27	17	-10	● -37%	19%	12%
Non Domestic Burglary	102	91	-11	● -11%	4%	3%
Vehicle Crime	133	87	-46	● -35%	8%	13%
Criminal Damage & Arson	170	128	-42	● -25%	11%	14%
Violence Against The Person	101	70	-31	● -31%	43%	33%
ASB Incidents	513	506	-7	● -1%		
Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for All Crime and better than peers for Violent Crime in the previous 12 month period (Mar 2011 - Feb 2012)						
* Detections include both Sanction Detections and Local Resolution						

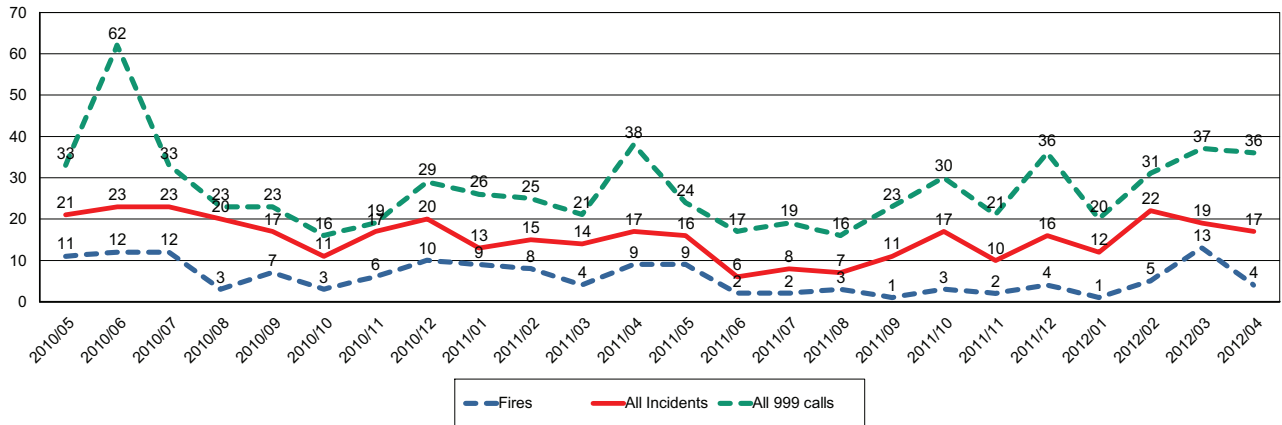
Martin Schorah
Inspector Chippenham, Calne and Corsham



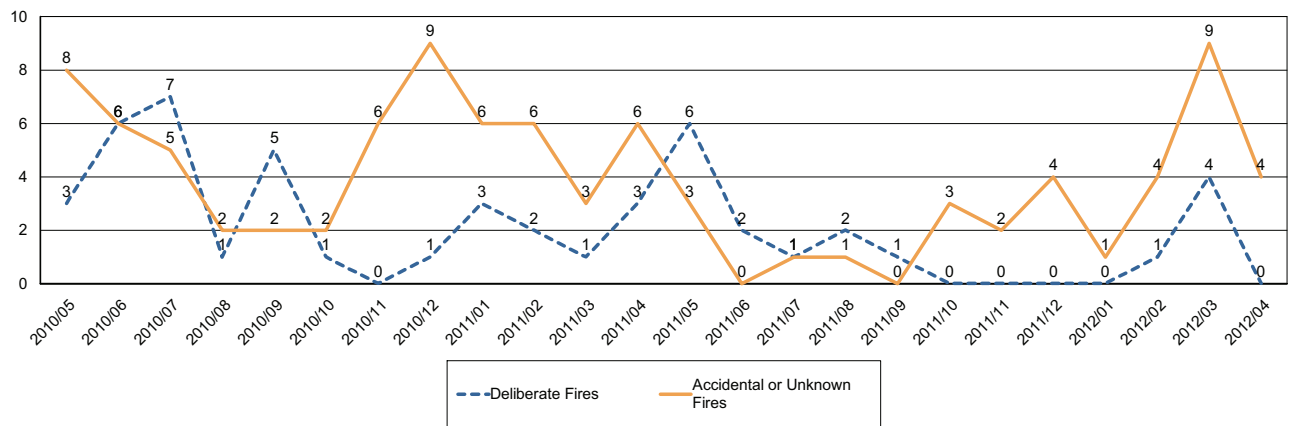
Report for Corsham Area Board

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

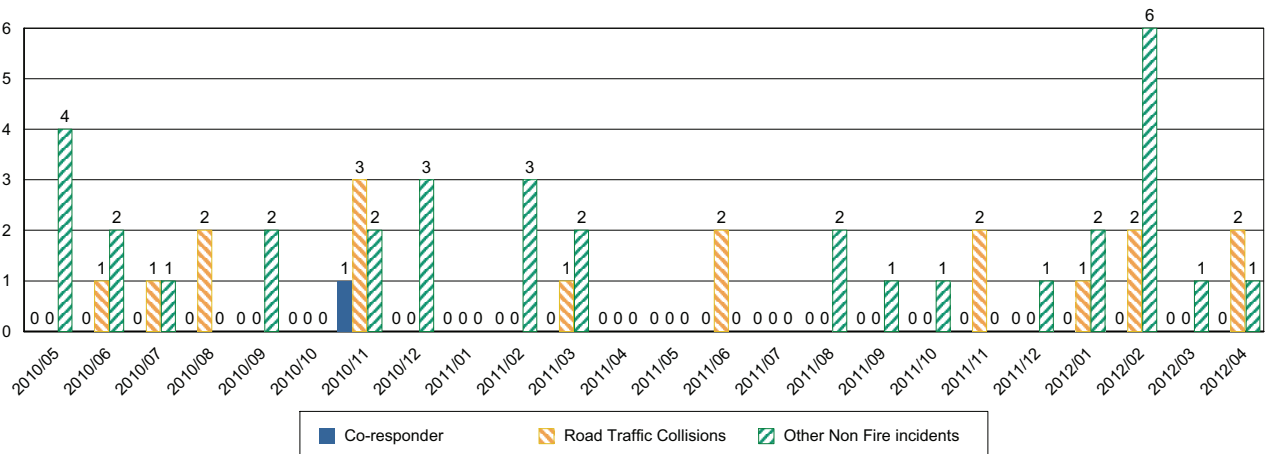
Incidents and Calls



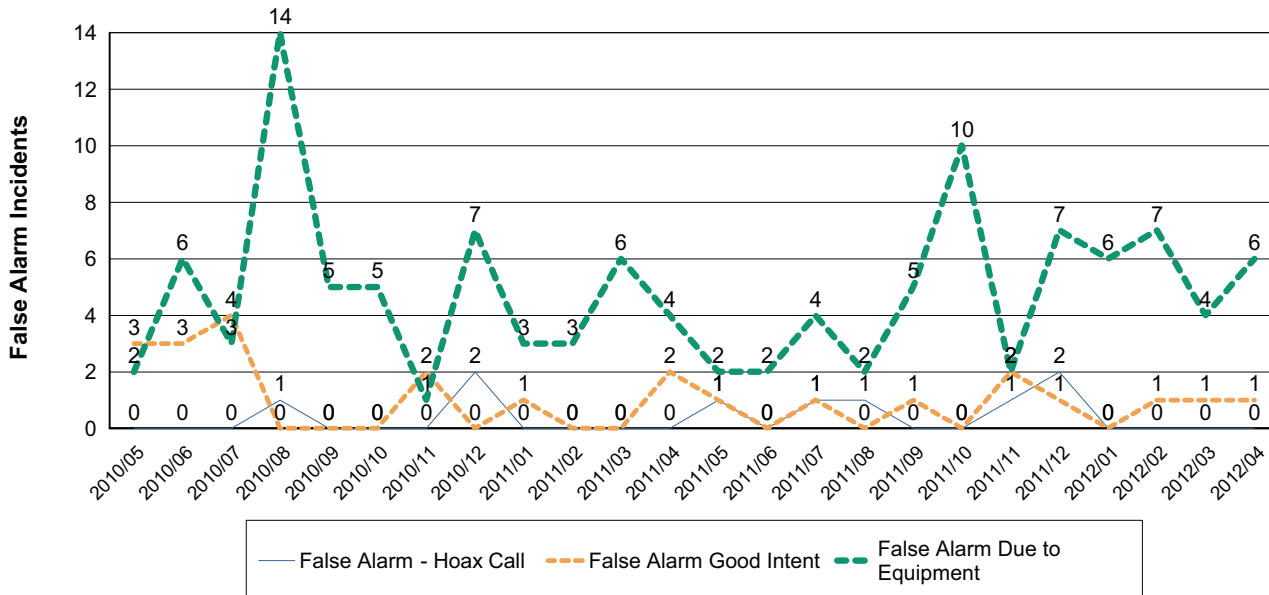
Fires by Cause



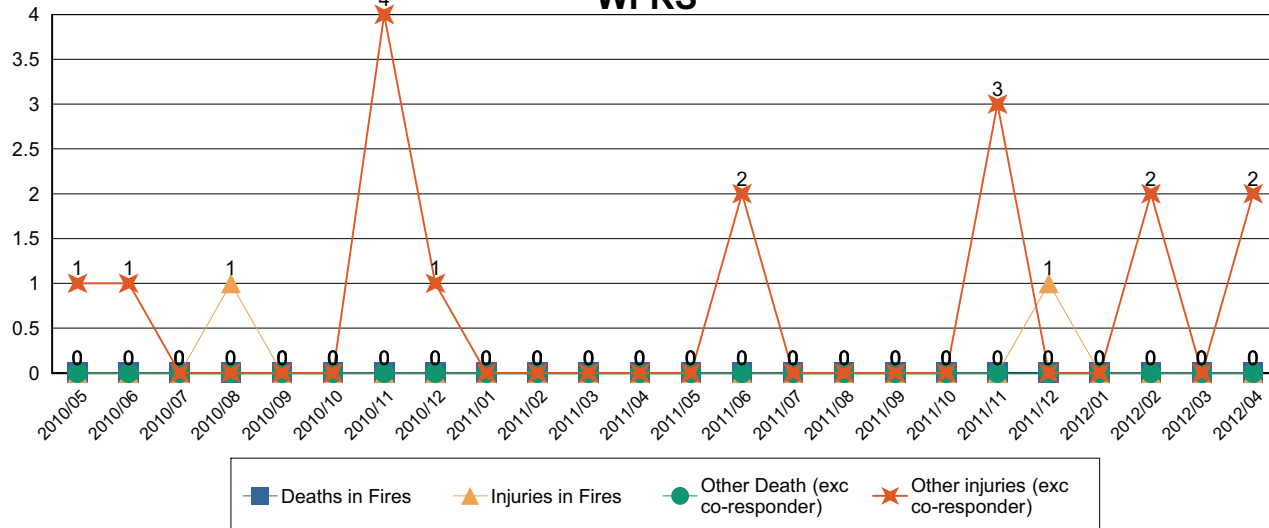
Non-Fire incidents attended by WFRS



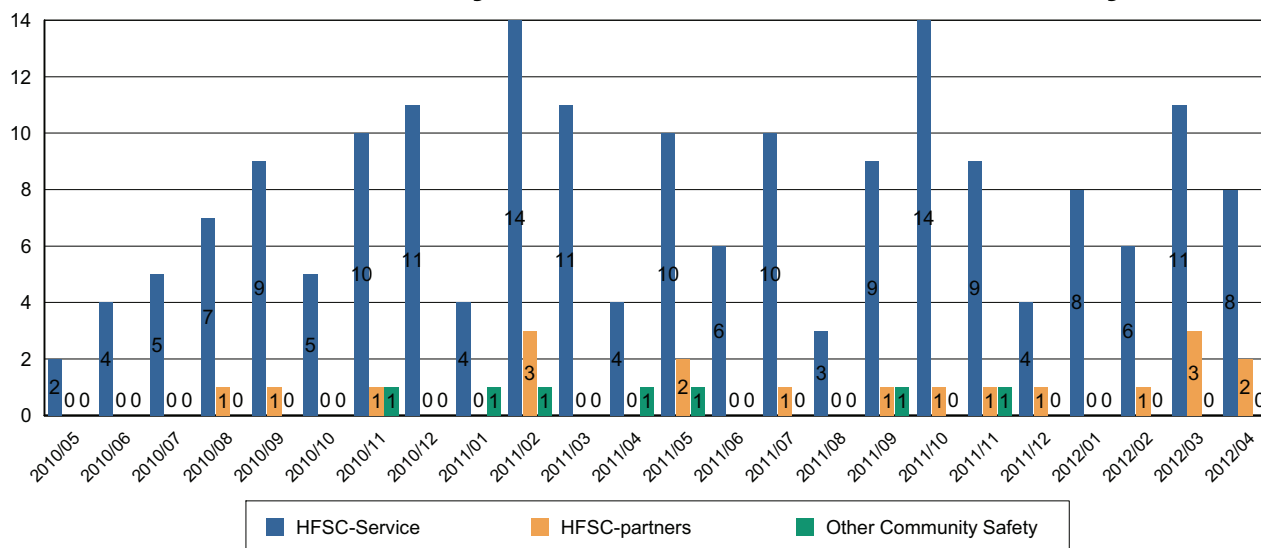
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

April update

Summary Care Record – your emergency care summary

The NHS in England is introducing the Summary Care Record, which will be used by doctors and nurses in the event of unscheduled or emergency care. The record will contain information about any medicines you are taking, allergies you suffer from and any bad reactions to medicines you have had, to ensure those caring for you have enough information to treat you safely. It is already being used successfully in many parts of the country and will affect the whole of the patient population of Wiltshire. More information is below:

People in Wiltshire will receive letters with information and a leaflet about the Summary Care Record from 16th April onwards.

The Summary Care Record can be very useful to health staff – particularly if you are taken ill or have an accident in an area where you do not live. Healthcare staff will be able to check your information so that they know what will be the best way to treat you if, for instance, you are allergic to a particular medicine.

Healthcare staff who can see your Summary Care Record:

- Need to be directly involved in caring for you;
- Need to have a smartcard with a chip and passcode (like a bank card and PIN)
- Will only see the information they need to do their job and
- Will have their details recorded

By law, everyone working for the NHS, or on behalf of the NHS, must respect your confidentiality and keep all information about you secure – and more information about this is contained in the leaflet you will receive.

As a patient you have a choice:

- **Yes I would like a Summary Care Record** – you do not need to do anything when you receive your letter, and a Summary Care Record will be created for you. If you have an accident, or need some emergency or unscheduled healthcare, healthcare staff will ask your permission before they look at your record, except in certain circumstances (for example if you are unconscious).
- **No I do not want a Summary Care Record** – a freepost opt out form will be included with your letter. **This form should be completed, sealed and returned, or alternatively you can hand it into your GP practice.** Additional copies of the opt out form can be picked up from your GP practice or requested from the dedicated NHS Summary Care Record Information line on **0300 123 3020.**

If you feel you would like more information to help you decide, you can telephone the dedicated NHS Summary Care Record Information Line on **0300 123 3020** or visit the website at **www.nhscarerecords.nhs.uk**, where you can find information in other formats and languages.

You can choose not to have a Summary Care Record and you can change your mind at any time by informing your GP practice.

If you are a parent or guardian of a child under 16 then you may wish to discuss this with them – they will automatically receive a Summary Care Record unless you opt them out.

Your Summary Care Record will be created over the next six months from receipt of your letter; if you choose not to have a Summary Care Record then you need to send the opt-out form back within 12 weeks from the date of your letter.

If you do nothing the NHS will assume that you are happy and create a Summary Care Record for you.

NHS Continuing Healthcare

Introduction of deadlines for requests for assessments of eligibility for cases during the period 2004-2012

On 15 March 2012, the Department of Health announced the introduction of deadlines for new cases which require assessment of eligibility for NHS Continuing Healthcare funding.

The deadlines apply to previously un-assessed periods of care, which occurred in the following time periods:

Period	Deadline
1 April 2004 – 30 September 2007	30 September 2012
1 October 2007 – 31 March 2011	30 September 2012
1 April 2011 – 31 March 2012	31 March 2013

If you think that this affects you or a family member, please contact the Continuing Healthcare Team at NHS Wiltshire for further information on how to notify the PCT of a request for assessment of eligibility. This notification should be given within the deadlines above. Some cases may be accepted after the dates outlined above if there are exceptional circumstances for doing so.

Contact the CHC team at NHS Wiltshire on **01380 733865** or **chcoffice@wiltshire.nhs.uk**

May update

New tests provided for women in Wiltshire as part of the NHS Cervical Screening Programme

Women in Wiltshire will benefit from a new test for High Risk Human Papilloma Virus (HR HPV) from April 2012 onwards, as part of the NHS Cervical Screening Programme.

HPV is a common infection and most women get it at some point in their life. In most cases it clears up by itself without the need for treatment, but in some women the virus persists, placing them at greater risk of developing cervical cancer. Clinical studies have identified that almost 100% of cervical cancers show evidence of HR HPV infection, and detecting HPV at an early stage can reduce the risk.

The HPV test will be carried out as part of the routine smear test, and no additional sample is required. Women will be given the results of the screening and HPV tests in the normal way, and will be advised if any treatment is necessary. All women in the eligible age group – between the ages of 25 and 64 – come under the screening programme and are invited for routine screening by their GP.

About 2,900 women are diagnosed with cervical cancer in the UK each year. It is the most common cancer in women under 35 years old and over half of all cases are diagnosed in women under 50. Every year in Wiltshire six women die of the condition. Cervical cancer is unique in that we already know exactly what we have to do to prevent almost every case; effective vaccination and screening programmes could virtually eliminate cervical cancer, so the inclusion of HPV testing in the screening programme makes it even more effective.

Wiltshire welcomes the Government's consultation on plain packaging of tobacco products

Wiltshire's Director of Public Health and Public Protection has welcomed the announcement of the Government's consultation on tobacco packaging. Maggie Rae, NHS Wiltshire and Wiltshire Council's Director of Public Health and Public Protection said:

'Our partners, Smokefree South West, have launched a world first campaign to raise awareness of the dangers of tobacco packaging to children and young people. The shocking facts are that smokers start as children and continue as adults. Two thirds of smokers start before they are 18 and the vast majority while still teenagers. The tobacco industry knows this only too well, and uses trendy,

appealing packaging to help entice young people – who go on to replace the 100,000 people lost every year to smoking related diseases.

‘We have had support from parents and grandparents, from old and young, men and women, smokers and non-smokers. People want to see their children lead a full life free from addiction and from the illnesses and premature death caused by smoking.

The aim of packaging tobacco products in standardised packaging is to reduce the number of children who smoke by:

- Making tobacco packaging look less attractive
- Increasing the effectiveness of health warnings
- Preventing the use of misleading and deceptive colours to create false beliefs of different strength and quality
- Removing the positive association with cigarette brands and image

‘Smoking is an epidemic that affects children and moving tobacco products into standardised, plain packaging is designed to protect them and to help reduce the numbers who begin smoking. The proposals for plain packaging are not about current smoker’s behaviour.’

To date over 25,000 people have given their backing to the Smokefree Southwest campaign at www.plainpacksprotect.co.uk.

Darrell Gale, Consultant in Public Health at NHS Wiltshire and chair of Wiltshire’s Tobacco Control Alliance said:

“Branding of cigarettes encourages childhood experimentation - which leads to addiction. Smoking is still cool to many children and young people - aided by brightly coloured packs; cool brands; packs designed to look like MP3 players or Zippo lighters. Plain packaging removes the tobacco industry’s ONLY remaining legal means of promotion to the young. They know their potential UK market will shrink dramatically if cigarettes are packages in standardised packaging.”

Wiltshire CCG appoints Chairman

Wiltshire Clinical Commissioning Group, the new doctor-led commissioning organisation that will be responsible for buying local health services in Wiltshire, has elected Dr Stephen Rowlands as its Chair with immediate effect.

Dr Rowlands has been the Medical Director of Wiltshire Primary Care Trust since April 2011 and, alongside his work with the emerging Clinical Commissioning Group (CCG), has been a Senior Partner GP with the Bradford Road surgery in Trowbridge since 1985. His role as Chair to the CCG will be an interim post until March 2013.

The Health and Social Care Act requires that every CCG has a governing body which must oversee its governance and decision-making, ensuring that it exercises its functions effectively, efficiently and economically. The CCG will work within a framework with other health and social care providers such as the three NHS acute hospitals and Wiltshire Council and arrangements for engaging and involving members of the public, patients, carers and voluntary organisations to ensure they are ready to take up the responsibility for commissioning. They will enter a process for authorisation as a statutory commissioning organisation later this year.

Dr Rowlands said:

“The agenda for the next eleven months is extremely demanding and I am very keen to support the transition from PCT to clinical commissioning as smoothly as possible. I’m honoured to have been chosen as Chair of the Wiltshire CCG, which brings together all GPs in the county to help steer the provision and development of local health services for Wiltshire people. This is an exciting opportunity to build on the good work of NHS Wiltshire”.

“As highlighted in national media, the NHS faces significant challenges in the next few years, especially in terms of its finances. Having local GPs working in partnership with hospital colleagues, other healthcare professionals, NHS managers and patients will ensure that we continue to have local NHS services that really support and meet the needs of people in Wiltshire”.

Ed Macalister-Smith, Chief Executive of the existing Primary Care Trust said:

“I am delighted that Steve has accepted the role, and the people of Wiltshire should feel confident in Steve’s experience, his focus on patient safety and clinical excellence, and his ability to lead such complex changes”.

A Report of the Corsham Shadow Community Operations Board (COB)

To the Corsham Area Board. 24 May 2012

INTRODUCTION

By the time this report is distributed, the Planning Application for the Springfield Campus will have been considered by the Strategic Planning Committee of Wiltshire Council. This is a significant milestone for the project and, if approved, will trigger a number of activities in order to proceed, some of which will become obvious on the ground. The COB will work closely with Wiltshire Council's Communications Team to make sure that the Community is aware of any work that will directly affect the facilities and amenity in the area.

The Shadow Community Operations Board has continued to apply itself to issues that will need to be addressed and resolved before the Campus can be delivered.

Further definition has been given to the Vision, for example. This work will help inform the many discussions and decisions that will need to be undertaken over the coming months, involving more people from across the Community Area.

CAMPUS VISION

- Inclusion
 - Community engagement before and after opening
 - Facilities to be fully accessible and open as frequently as possible
 - Flexible availability of campus facilities
 - Warm, friendly, inviting environment
- Retaining Local Revenue
 - Benefit for future development of campus facilities
 - Benefit for local community
- Consultation and interaction with all existing & potential new users
 - Local community representation within management structure
- Joining up community area
 - Travel initiatives
- Seamless transitional arrangements towards all aspects of the new campus, including memberships
 - Effective communications to existing and potential users and local community on transitional arrangements
- Managed as one locally run operation, avoiding silo mentality
 - Campus seen as one function
 - Transparent and responsive management

- Support services and key business functionality shared where possible
 - Cost effective procurement and operations
 - Efficient with resources
 - Sustainable
- Continual improvements in the campus experience are actively explored.
 - Responsive to all users' needs
- Support, encouragement and recognition of volunteers and acknowledgement of their value
- Campus staff feel engaged and involved

SUB-GROUPS REPORTING TO THE COMMUNITY OPERATIONS BOARD

The COB is looking to formulate several working groups to provide critical information and specialist experience into the development discussions regarding the Springfield campus, and will be looking for representatives who would be able to be part of the sub groups and provide advice and guidance to the COB on each area.

The sub groups that have already been identified include:

- **Access control and security**

To provide advice and guidance to the COB on specific requirements for access control into the building and also to discuss on security arrangements, such as CCTV, that should be considered as part of the campus proposal.

- **IT**

Detail the buildings IT requirements and advice on how the building can be future-proofed to ensure IT elements are relevant for potential future demand.

- **Access and Travel**

Provide key information on potential travel links to the campus facility and how members of the local community could access the campus.

- **Reception – Signage and Information**

Provide advice and guidance on the operation of the reception area and detail key requirements for signage to ensure all users can be directed to the correct area of the campus. Also to consider how the local community can use the reception area to access information across a number of areas, that may include tourist information.

- **Health/Fitness/Leisure**

Identify and provide information on the leisure aspect of the building and where improvements or changes can be made. This group could also include the identification of best practice that could be utilised in the new campus.

- **Catering – Including youth and LD**

Develop a specification for the kitchen areas covering the cafe and training kitchen that takes into consideration the views of the potential users of the area.

- **Performance**

Provide key information on how the performance space could be utilised and how the campus could be used to facilitate a variety of performances. This may include the utilisation of equipment or management of the space.

Future sub groups will include:

- Arts
- Finance
- Staffing and Volunteers
- FM & Equipment
- Engagement
- Partnership working
- Governance
- Funding

The COB website (www.springfieldccc.com) will advertise these opportunities in order to engage the widest possible interest.

LAND OWNERSHIP

Conversations are taking place between the Corsham School, Corsham Town Council and Wiltshire Council and their respective legal representatives to make the necessary arrangements for agreeing the transfer of ownership of land relevant to the new development.

The COB will be giving the implications of this particular attention, to acknowledge and respect the legacy contributions and historical significance of individuals and organisations that have played a part in defining and supporting the story of the area. The new development should not only recognise these past contributions but also continue to celebrate this history.

Allan Bosley. Chair. Community Operations Board

Community Area Board – Partners Update

Wiltshire Fire & Rescue Service

The Need for Change

The risks that Wiltshire Fire and Rescue Service face are changing, from a reduction in our budget, through the increased housing within Wiltshire to the type of incidents that we respond to on a daily basis.

Our goal is to meet these challenges and provide an improved service to you in the most effective and efficient way possible.

Areas of Change

To achieve this goal, we have reviewed how we provide the service today and how we should be providing that service to you in the future. We have come up with five proposals that will expand our ability to respond to incidents, enhance the knowledge and skills of our staff and reduces the overall cost of the Service to you, the taxpayer.

This briefing note sets out the proposals but we also need your help.

This is your service and we would like your opinion on what we plan to do.

Wiltshire Fire & Rescue Service Proposals

We are proposing the following options:

1. To alter the way we employ firefighters on the Retained Duty System (on-call staff) to guarantee availability and to provide a sustainable system.
2. To alter the way we crew stations to relocate staff throughout the county to create communities of stations to manage increased risk presented by future developments.
3. To alter the shift times of operational staff to occur outside of incident peak hours.
4. To alter duty systems to provide enhanced cover (for example: Westlea will have an immediate response at night).
5. To relocate specialist vehicles to provide suitable and sustainable arrangements.

We would welcome your opinion on these changes and this can be done in a number of ways. You can register as a stakeholder and receive a survey to complete, you can view the consultation document and comment using the supplied e-mail address or you can view the proposals and complete the survey that will be provided at the meeting.

Electronically: consultation@wiltsfire.gov.uk

Telephone: 01380731114

Post: Scott Taylor (Public Consultation Lead) Manor House, Potterne,
Wiltshire SN10 5PP

INFORMAL ADULT EDUCATION IN WILTSHIRE

What is Informal Adult Education?

1. Informal adult education (also known as informal adult and/or community learning) refers to courses which are offered as leisure activities and not those which are focused on developing basic skills or qualifications relating to employment.

Why should we be concerned about Informal Adult Education?

2. Informal Adult Education contributes to economic and social well-being in communities. It can help with a variety of objectives including:
 - adult social care
 - health and well-being
 - crime reduction and community safety
 - democratic engagement
 - economic development.

What does Wiltshire Council do?

3. Currently, Wiltshire Council offers informal adult education through public libraries, its Family Learning Team and at Urchfont Manor College (which is due to close in September 2012).

Who else is involved?

4. Other providers who offer informal adult education include Wiltshire College, the Workers' Educational Association and Learning Curve, in addition to which there is a huge range of activities organised by groups and individuals taking place in communities across the county.

Does the council have to provide it?

5. Informal Adult Education is a non-statutory service for a local authority meaning that the council is able to decide the extent of its involvement in the planning and provision of the service.
6. Local Authorities may take a range of roles in relation to informal adult education, including direct delivery, strategic commissioning, shaping the new all age careers service, coordinating with the Work Programme and as key players in Local Enterprise Partnerships.

What does the Government do?

7. The government, through the Department for Business, Industry and Skills (BIS), provides financial support for informal adult education (which it mostly refers to as "community learning"). The government's support for community learning in Wiltshire is much lower than that provided to other comparable local authorities. Government funding to Wiltshire Council currently supports the provision of Family Learning which is focused upon improving the basic skill level of parents to enable them to support their children's learning.

8. BIS is reviewing its strategy to support community learning and is intending to use the public funding subsidy to support access, and progression in its widest sense, especially for people who are disadvantaged.
9. In the 2012/13 BIS will pilot different locally-based 'community learning trust' models to channel funding and lead the planning of local provision in cities, towns and rural settings. If this proves to be effective the model will be rolled out across England to begin full operation from summer 2013. The new trusts are intended to take account of the views of local government, local communities and local business leaders to ensure the purpose and objectives for the budget are implemented in ways that meet local need.

Why are we being asked about Informal Adult Learning now?

10. At its meeting in January, the council's cabinet decided to close Urchfont Manor by the end of September 2012 while recognising that future Adult Education Service provision, including local flexible delivery in line with the BIS proposals, will be determined by cabinet after consultation with service users, area boards, local communities and partners;
11. Wiltshire Council is taking this opportunity to undertake a review of its provision and support of informal adult education across the county.
12. This report seeks the views of the Area Boards on the council's future policy towards informal adult education.
13. The council is establishing a community campus in each community area. These premises could be used to offer accommodation for a variety of activities, including informal adult education.

Options for Consideration

14. Option 1 – Wiltshire Council to take no action in relation to informal adult education

The council does not have to get involved with Informal Adult Education. There are a number of adult education providers which are able to offer activities as and when they wish. Some receive government funding to support their provision while others rely upon payments by participants or support from other sources. The council has no current budget of its own to support informal adult education.

For:

Activities organised by Wiltshire College and other providers will continue
No financial risk to the council

Against:

Unable to seek government funding
Council and communities have little influence over what is offered
No continuation of activities run at Urchfont Manor College

15. Option 2 – Wiltshire Council to be a direct provider of informal adult education.

The council could continue to offer adult education direct to the public on a similar basis as the courses offered at Urchfont Manor College. The council would decide what would be offered, make all the arrangements and promote the courses. Unless a subsidy was available, the full cost would be charged to participants. Activities could be held on a residential basis, utilising suitable residential accommodation in the county, or on a non-residential basis.

For:

The council could use information from communities to decide what to offer
Some courses from Urchfont Manor College could continue in different venues
The council could ensure the quality of activities being provided.

Against:

Financial risk for the council
Depends upon the ability of participants to pay
The council will need to develop a system to organise courses, take bookings, etc.
May be seen as being in competition with other providers

16. Option 3 – Wiltshire Council to facilitate the provision of informal adult education at a local level.

Rather than be the organiser and provider of activities, the council could work through its network of area boards and community area networks to identify the demand for specific informal adult education provision in each community area. The demands will include provision for leisure learning and that needed to reach disadvantaged members of the community. The council could establish partnerships with adult education providers to share this information and meet this demand. Providers would be able to offer activities with reduced risk and in venues to suit the participants.

This approach would require the active involvement of members of the community area networks if it is to be delivered in a affordable way.

For:

Uses expertise and experience of other providers
Little financial risk to the council
Reduced financial risk to providers
Builds upon network of community areas
Providers and council able to bid for BIS funding

Against:

Level of activity may vary from one area to another
Will have to establish system to identify demand
Different providers use different systems

17. Option 4 – Wiltshire Council to coordinate and promote informal adult learning opportunities offered across the county.

Currently, every provider publishes their own prospectus and promotes their activities independently. With the support of education providers, it may be possible to collate this information to provide a single compendium of informal adult education in Wiltshire, both residential and non-residential. Such a publication (available on-line) could not only serve to improve access to informal adult education but may also encourage more education providers who would be able to promote their activities in a cost-effective way.

For:

Single source of information for participants

Joint promotion may increase take-up

Providers able to reach more people

Low cost to providers

Against:

Initial development costs

Difficulty in linking to providers' systems

Willingness of providers to contribute

What do you think?

18. The area board is invited to comment upon the options presented above.

19. The area board is invited to indicate which of the options it would wish to recommend to cabinet.

Next Steps

20. A questionnaire survey is available for completion by service users and members of the public.

21. The cabinet will receive a report in September 2012 on the outcome of the survey, together with the responses from area boards which will inform its decision on the council's strategy for informal adult education.

STEPHANIE DENOVAN

SERVICE DIRECTOR FOR SCHOOLS AND LEARNING

Report Author: Simon Burke
Head of Business and Commercial Services
Schools and Learning

Contact: Tel.: 01225 713840
simon.burke@wiltshire.gov.uk

Unpublished documents relied upon in the production of this report: None

Report to	Corsham Area Board
Date of Meeting	24 May 2012
Title of Report	Area Board Grants

Purpose of Report

To ask Councillors to consider 2 applications seeking 20012/13 Community Area Grant Funding and to update on the awards made towards the Jubilee and Olympic celebrations.

1. Box Rock Circus Project. Award £1,046 towards total cost £13,890 to construct an educational facility that will show how rocks formed and uses of rocks - clues to plate tectonic movement/geological time - evolution of life - dinosaur footprints to tell stories - fossils - minerals - history of Box Stone. Conditional upon balance of funds and any necessary.
2. Wiltshire Scrapstore and Resource Centre. Award £1,000 towards total cost £1,000 to create activity packs for children to make a reminder of the Olympics and Jubilee celebrations.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (4 April 2012). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2012/2013.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The emphasis in the Coalition Government's Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups. Likewise, Small Grants (new this year) should be awarded to similar groups, as well as un-constituted groups of people wanting to improve things near to where they live.
- 1.4. Corsham Area Board has been allocated a 2012/2013 budget of £43,772 for community grants, small grants, community partnership core funding and area board/councillor led initiatives.
- 1.5. Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1,000 - £5000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.6. Small Grants, new for this year will fund up to £350, where the total cost of the project does not exceed £350. This grant is aimed at enabling groups (including those not formally constituted) to implement projects, involving local people to make their community a better place to live.
- 1.7. Area boards will not consider Community Area Grant (CAG) applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.8. In addition to CAGs and Small Grants, councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls. The application process and form has been updated to bring it in line with the other grants.
- 1.9. Officers are required to provide recommendations in their funding reports (except in

the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire Councillors on the Area Board.

- 1.10. Funding applications will be considered at every Area Board meeting.
- 1.11. Applicants are encouraged to contact and seek funding help from Charities Information Bureau (CIB) who work on behalf of Wiltshire Council. CIB support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.12. Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available on the Wiltshire Council web site with the area board agenda papers and hard copies available upon request.
- 1.13. The 2012/2013 funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) and paper versions are available from the Community Area Manager.
- 1.14. A decision was been made in 2010/2011 that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.15. All recipients of area board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board. This applies to all grants made by the area board.
- 1.16. A budget ring-fenced for the needs of young people will again be made available in 2012/2013. How this will be allocated will be the decision of the area board.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Area Board Grant Guidance 2012/13 as presented for delegated decision• Corsham Community Area Plan• Corsham Joint Strategic Needs Document
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2011/12 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. There will be 5 further rounds of funding during 2012/2013. The first is contained in this report the remaining will take place on;
 - 26 July 2012
 - 20 September 2012
 - 22 November 2012
 - 24 January 2013
 - 21 March 2013

3. Environmental & Community Implications

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

4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Corsham Area Board.
- 4.2. If grants are awarded in line with officer recommendations, Corsham Area Board will have a balance of £36,726.

5. Legal Implications

- 5.1. There are no specific Legal implications related to this report.

6. HR Implications

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

7. Equality and Inclusion Implications

- 7.1. Community Area Grants and Small Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.
- 7.2. Implications relating to individual grant applications are outlined within section 8 – Officer Recommendations.

8. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Box Rock Circus	Box Rock Circus	£1,046

- 8.1.1. Award £1,046 towards a total project cost of £13,890 to construct an educational facility that will show how rocks formed and uses of rocks - clues to plate tectonic movement/geological time - evolution of life - dinosaur footprints to tell stories - fossils - minerals - history of Box Stone. Conditional upon balance of funds and any necessary planning permissions being agreed.
- 8.1.2. This application meets grant criteria 2012/13.
- 8.1.3. This application demonstrates a link to the Community Plan.” Circus could be part of a footpath trail - it will give enhanced facilities for young people (including all social groups) - support for local shops”.
- 8.1.4. This group, is a locally formed group brought together to deliver this project so is big society in action. This group is fully supported by Box Parsih Council and permission has been granted for the group to proceed.
- 8.1.5. If the Area Board makes a decision not to fund the project the project will be delayed until alternative funding can be found.

Ref	Applicant	Project proposal	Funding requested
8.2	Wiltshire Scrapstore and Resource Centre	Jubilee and Olympic celebration craft packs	£1,000

- 8.2.1 Award £1,000 to Wiltshire Scrapstore to provide educational packs to children in the Corsham Community Area.
- 8.2.2 This application meets grant criteria 2012/13.
- 8.2.3 This application demonstrates a link to the Community Plan “Craft packs comprise materials previously destined for landfill which contributes to reducing, reusing and recycling materials” also “activities for children and yopung people”.
- 8.2.5 This group is a well established group and are well respected across the whole of Wiltshire.

8.2.6 This project is about providing community groups within the Corsham area with creative activity packs which will enable them to undertake celebration activities with the children in their groups throughout this summer during the jubilee and Olympics. These packs contain enough resources for up to 30 children to take part in the activity and will allow individual creativity to their own level depending on age and ability. These packs are designed to give the children an end product which they can take home and keep as a memorable childhood activity to represent their celebrations of 2012.

8.2.7 If the Area Board makes a decision not to fund the project it will be delayed until alternative funding can be found which might result in the project falling out of the time frame planned.

9. Delegated Decision Jubilee Funding

9.1 At the Corsham Area Board meeting held on 2nd February 2012 a decision was made to set aside up to £5,000 from 2012/2013 budget to assist community groups and Town and Parish Councils who wanted to stage events to celebrate the Queens Jubilee or Olympics. Several applications were received prior to the deadline of 16th April. Corsham Area Board members met with the Community Area Manager on 19th April to consider these applications

9.2 A total of 7 applications were made. These were:

Neston Memorial Hall - £250

Colerne - £1,2500

Box - £3,000

Katherine Park Residents Association - £718

St Aldhelm's Church - £150

Corsham Town Council - £1,250

Priory Gardens Street Party - £400

The Community Area Manager, in consultation with the Area Board members, decided to fund all the above applications as follows:

Neston Memorial Hall - £250

Colerne - £1,000

Box - £1,000

Katherine Park Residents association - £718

St Aldhelm's Church - £150

Corsham Town Council - £1,000

Priory Gardens Street Party - £400

Reason for approval. All applicants fitted the criteria.

Reason for approval of less than requested. That Colerne, Box and Corsham Town Council bids had opportunities to apply for other funds.

The total funds agreed were - £4,518 from the £5,000 agreed for distribution.

Appendices:	Appendix 1 Grant application – Box Rock Project Appendix 2 Grant application – Wiltshire Scrapstore and Resource Centre
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No unpublished documents have been relied upon in the preparation of this report.

Report Author	Dave Roberts Corsham Community Area Manager Tel: 07979318504 E-mail dave.roberts@wiltshire.gov.uk
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Community Area Transport Group (CATG) Recommendations to Corsham Area Board

1. Purpose of Report

- 1.1 To provide an update on the position of the proposals from the CATG meeting that took place on 19 April 2012.

2. Background

- 2.1 Wiltshire Council will be undertaking a review of C and unclassified roads during 2012 /2013. Town and Parish Councils along with CATG are to be involved in this process and each community area has been asked to nominate two roads to be considered in this process with a reserve choice to account for roads that cross more than one community area.

- 2.2 At the CATG meeting held on 19 April 2012 Information was circulated that listed collision rates for all C class roads in the Corsham Community Area.

The group were informed that a review will commence 2012/2013 with the works being undertaken in the successful areas during 2013. They were also informed that each community area could nominate two roads and a reserve for inclusion for the first round of reviews.

Discussion took place and the C48 and C155 were the first two priorities with the C185 being the reserve priority.

This decision was based on the fact that the C48 had the highest incidents of road collisions. C155 was part of the cycle network route and that the majority of C158 ran through the Chippenham Community Area.

3. Options Considered

- 3.1 Support the recommendation to put forward the C48 and C155 as priorities for the Corsham Community Area with the C185 being the reserve priority.

4. Reason for Recommendation

- 4.1 The proposals above have the support of CATG.

5. Recommendation

- 5.1 To support the recommendations from CATG meeting of 19 April 2012 as outlined above.
-

Contact: Dave Roberts
Corsham Community Area Manager

Background Papers

None

Appendices

CATG notes of 19 April 2012

Corsham Community Area Transport Group

Notes of the meeting held 19th April 2012 at Corsham Town Hall

Attendees

Dick Tonge, Dave Martin, Alan Macrae, Spencer Drinkwater, Sheila Parker, Mary Harvey, Ruth Hopkinson, Kevin Gaskin, Dave Roberts, Peter Davis, Philip Glen, Gareth Rogers, Peter Anstey, Kristian Price

Apologies

There were no apologies

Update on Priorities from last meeting

Skynet Drive

A letter has been sent to both MPs for the area outlining the key issue. James Gray MP has sent a response to state that he has forwarded a copy of the letter to Philip Hammond MP. Secretary of State for Defence.

St Patricks School

Flashing amber lights have been ordered and will be installed as soon as they arrive. It was stated that further works were necessary to resolve the wider issues associated with this location. GR informed the group that that a review of the location has taken place and a report should be circulated soon.

Action GR to circulate the report when available. To be discussed at next meeting.

Dropped Kerbs

KP informed the group that the dropped kerbs for Colerne have been ordered and entered into the programme of works.

Pickwick Road, Corsham

A survey was carried out on 29.3.12. Early indications are that this location fits the criteria laid down and some form of crossing is desirable in Pickwick Road.

Action GR to prepare formal recommendations and costs to be discussed at the next meeting

South Place – Corsham

The trial at South Place commenced 16.04.12 and will conclude on 30.04.12.

There were concerns that backlogs of traffic were already being experienced at this location and several complaints made.

A full report will be prepared for the next meeting and will include any complaints, comments from the public.

Action GR to prepare report for next CATG meeting

High Street Lacock

PG informed the group that no formal discussions have taken place with the Parish council. It was noted that a meeting is due to take place 24.4.12 and this will be discussed at next CATG

Mons Lane Lacock

It was noted that the School Travel Plan Coordinator has made contact with the school but the travel plan may need updating before any progress can be made.

Action PG and Lacock PC to encourage school to renew travel plan and make contact with Ruth Durrant.

Budget

CATG have a budget for 2012 /2013 of £16,000. There is also a substantive bid pot of £250,000 for Wiltshire. This is for schemes that are priorities but exceed the CATG funding allocated.

Issue Sheets

2145 Road safety Easton

GR stated that local people know the roads and that any additional signs will have little or no impact. Highways Officers will be asked to look at the location and make any recommendations they feel will improve safety.

Actions KP to refresh white lines. GR to ask Mark Stansby to look at the location

2143 Driving on pavement Pound Pill

Installation of bollards was discussed but agreed that this would narrow the pavement and may cause pedestrians into the road.

Action Corsham Town Council to apply for parking/ waiting restrictions

2140 parking at Corsham Regis School

It was stated that cars regularly back onto the Lagger and Kings Avenue, congestion around the Spar shop and the school. Drivers mounting the kerbs and messing up the grass.

Action GR to visit the site and make recommendations to next CATG

2078 Children crossing Quarry Lane Colerne.

MH informed the group that parents have risen to the challenge. This appears to have resolved the issue.

Action DR to close issue sheet

Bus Shelter Box Hill

A letter has been received complaining that the shelter does not offer any protection from the elements for people waiting for public transport.

Action KP to visit the location and write to the complainants with possible solutions

Review of C class roads.

Information was circulated prior to the meeting that listed collision date for all c class roads in the Corsham Community Area.

The group were informed that a review will commence 2012/2013 with the works being undertaken in the successful areas 2013. They were also informed that each community area could nominate 2 roads and a reserve for inclusion for the first round of reviews.

Discussion took place and the C48 and C155 were the first two priorities with the C185 being the reserve priority.

This decision was based on the fact that the C48 had the highest incidents of road collisions. C155 was part of the cycle network route and that the majority of C158 ran through the Chippenham Community Area.

Date of next meeting

Thursday 21st June 2012 10.30 at Corsham Town Hall

Corsham Community Area Network (CCAN) Claim for Core Funding 2012/2013

1. Purpose of the Report

- 1.1. To seek the Board's approval to core funding to CCAN covering the financial year 2012/13 to be agreed at this meeting, 24 May.

2. Background

- 2.1. Officers are required to provide recommendations in a report, however the decision to support the community partnership and to what level, is made by Wiltshire Councillors on this Area Board.
- 2.2. Corsham Area Board has been allocated a 2012/2013 budget of £43,772 for community grants, community partnership core funding and councillor led initiatives.
- 2.3. Community Area Partnerships have been invited to apply for up to 20% of the area board budget. 20% of the Corsham Area Board budget 2012/13 is £8,754.

3. Main Considerations

- 3.1. Councillors will need to be satisfied that core costs awarded in the 2012/13 year are made to projects that can realistically proceed within a year of the award being made.
- 3.2. CCAN were awarded £8,900 in 2011/2012. The balance of CCAN funds as at May, 2012 was £747. CCAN will be rolling forward all of this £747 into 2012/13 to be spent on activities in this coming financial year.
- 3.3. All partnerships funded by Area Boards are required to sign a Community Area Partnership Agreement (CAPA), which will be countersigned by the Chair of the Area Board. The CAPA is to be signed by both parties at this meeting if CCAN's core funding is awarded.
- 3.4. In order to show how the community area partnership aims to meet the commitments set out in the CAPA, CCAN are required to complete a work plan. This work plan has been reviewed and endorsed by Wiltshire Council's Partnership Development Officer as a workable document.

3.5. Corsham Community Area Network submitted a 2012/13 claim for £8,450 total core costs. This award is to be considered at this meeting. The area board can therefore award up to £8,450.

4. Implications

4.1. Environmental Impact of the Proposals

4.1.2 The community partnership contributes to the continuance and improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon individual projects.

4.2. Financial Implications

4.2.1 Core costs awarded to the community partnership must fall within the Area Boards budget allocated to the Corsham Area Board.

4.3. Legal Implications

4.3.1 There are no specific Legal implications related to this report.

4.4. HR Implications

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

4.5. Equality and Diversity Implications

4.5.1 Community partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive. Membership of CCAN is open to anyone with an interest in the community area.

5. Recommendation

The Partnership Development Officer recommends that the area board:

- approve the whole year's core funding of £8,450 with an agreement to release the full year's funding of £8,450 after this meeting

Report Author: Andrew Jack, Partnership Development Officer
Tel No: 01225 713109
E-Mail: andrew.jack@wiltshire.gov.uk

Appendices:

Appendix 1	CCAN Annual Workplan, 2012/13 (Available on line)
Appendix 3	CCAN Application for Running Costs
Appendix 2	CCAN Budget Form, 2012/13

Report to the Area Board and Application for Running Costs 2012/13

We provided a report to the March Area Board with details of our community involvement in the previous year. As part of the annual agreement signed between the Area Board and CCAN as the Community Area Partnership we are able to apply to the Area Board for funding to support our activities and have to submit a Workplan setting out how we operate, what we have done and what we intend to do. Wiltshire Council and the Area Board Councillors have the full report and anyone can access it from the CCAN Website or from the Corsham Area Board Agenda papers on the Wiltshire Council website but for the benefit of attendees to the Area Board this is a précis of our priorities for 2012/13 and headline actions from 2011/12.

Workplan Priorities for 2012/2013

- To continue to develop the role of the Area Partnership as a positive link to the community area using the website and regular newsletters for active signposting of issues and consultations
- To respond to issues or requests from the Area Board, CATG or from Partners. The recent exercise to provide volunteers to monitor traffic for a Wiltshire Council Traffic Calming Trial in Corsham is a prime example
- To develop action plans and projects to address the community priorities that came from the JSA Consultation Event in February. We intend to hold a series of meetings with relevant partners to progress the priorities on a theme by theme basis
- We will work towards a Community Plan update working with the Area Board and partners to establish the format and to develop ownership and interest
- We will hold a public engagement event, possibly, alongside our AGM in September which will likely be linked with the Community Plan and community priorities
- We will develop our website to host our Community Area Plan and to directly engage in surveys and consultation
- We also need to consider how best to develop the role of the Area Partnership and to recruit new resource to the Steering Group
- The Campus is the biggest single priority for the community area so CCAN will support the Community Operations Board as required but particularly in the planning of community requirements, public transport and energy/environment issues.

Slipper Exchange October 2011



Consultation Event February 2012



CCAN Action List 2011/2012

- Letter of support sent to Wiltshire and Swindon History Centre regarding protection of the Lacock Archives.
- Corsham Town Council Community Award for Adam Walton for contribution to local Energy and Environment matters
- Second Consultation exercise conducted to validate the Wiltshire Council initial plans for a Community Campus
- Campus Consultation Report prepared and issued to Wiltshire Council
- CCAN nominated Allan Bosley as Chairman of the Wiltshire Forum for Community Area Partnerships
- Transport Group developed community aspirations report on Transport, Access and Parking for the Campus
- Promoted and encouraged input to Library Review impacting on Corsham and Box Libraries
- CCAN invited to join Corsham Cluster Extended Services Steering Group as community representative
- Presentation to Wiltshire Voluntary Sector Forum on role of CAP's and relationship with the Voluntary and Community Sector
- Peter Anstey (Chair of Corsham Town Council) welcomed as representative to CCAN Steering Group
- Attended special Area Board meeting to discuss Localism in Wiltshire and new powers for local communities
- Christine Reid as Chair of CCAN selected as community representative to the Community Campus Operations Board
- CCAN attendance agreed to Corsham Multi Agency Partnership
- Meeting of CCAN Co-ordinator, Community Area Manager and Town and Parish Clerks
- E-Newsletters issued to growing contacts database
- CCAN Website launched www.corshamcan.org.uk
- Promoted and encouraged community input to the Wiltshire Core Strategy Consultation including attendance at public events in Corsham and Lacock
- Transport Group provided the Community Operations Board with a comprehensive set of community led principles to be incorporated in the Campus Travel Plan
- Engagement with CAYPIG over Youth Centre provision in the Campus
- AGM held in September 2011 with Jane Scott as Guest Speaker
- Jonathon Hope – Extended Services Co-ordinator welcomed to the CCAN Steering Group
- Arranged and hosted successful Older People's Information Event and Slipper Exchange
- Met with new Parish Chair and Parish Clerk in Box with Community Area Manager
- Chair met with Katharine Park Residents Association regarding playing fields
- Mid Year Report to Area Board and acceptance of application for support funds
- Energy and Environment Group reported the successful launch of a Community Renewables Company
- Link made with Wiltshire College to promote local courses and consider wider community opportunities
- Support for the Mobile Community Campus Exhibition at various locations across the community area
- Contribution to the Shaping HealthWatch discussions and workshop
- Corsham Area Consultation Event with Community Area Manager. Good attendance and excellent outcomes
- Input to Competition in the Local Bus Market review
- End of year report to Area Board with update and recommendations on taking forward community priorities

Community Area Partnership Agreement 2012/13:

Budget details for CAP running costs

Your Details:

Name:	
Partnership:	Corsham Community Area Network (CCAN)
Address:	
Phone:	
Email:	kevingaskinccan@hotmail.co.uk

Bank Account Details:

Account name:	Corsham Area Community Partnership
Sort code:	
Account no.	
Balance of funds at beginning of year:	£746.79

Details of Budget:

	Cost:
Administrator / Project Officer (inc travel) costs: <ul style="list-style-type: none">Average of 50 hours per month as approved by the CCAN Chair. Cost also includes expenses. This relates to core CCAN Workplan business including support to current Action Groups.	a £7,000
Consultation activities, public events, analysis, etc: <ul style="list-style-type: none">Funding for engagement activities to include an Autumn Community Plan event to co-incide with the AGM, and targeted engagement on community priorities.	b £500
Advertising & promotion (inc websites): <ul style="list-style-type: none">Website development to include hosting of the Community Area Plan	c £1000
Plans, questionnaires, other printing costs: <ul style="list-style-type: none">Funds included to cover the cost of design and production of a community plan update	d £300
Office expenses, consumables, etc.: <ul style="list-style-type: none">including printing and stationery	e £200
Other costs: <ul style="list-style-type: none">Hall or room hire for Group Meetings	f £200
Amount of funding rolled forward from 2011/12 to be spent in 2012/13:	g £750
Total running costs applied for:	h £8450

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

I confirm that the costs detailed here will be incurred by the [insert] Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2012/13.

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

Please post your Annual Workplan and Budget Form for running costs to:
Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

Community Area Partnership Agreement 2012/13:

Budget details for CAP running costs

Signed:

Date:

Please post your Annual Workplan and Budget Form for running costs to:
Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County
Hall, Trowbridge BA14 8JN

Appointments to Outside Bodies and working groups 2012/13

1. Purpose of the Report

- 1.1. To note the appointments to Outside Bodies and Working Groups as set out at Appendix A, which will continue for the forthcoming year 2012/13, unless the Board wishes to make any changes.

2. Background

- 2.1. The Area Board appointed to Outside Bodies at its inaugural meeting in 2009. These appointments will continue for the duration of Councillors' current terms of office, unless the Board determines otherwise.
- 2.2. Similarly, other appointments have been made to Working Groups, such as the Community Area Transport Group (CATG). These appointments will also continue until 2013.

3. Main Considerations

- 3.1. All Area Boards have appointed Community Area Transport Groups (CATGs), which operate as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. Some Area Boards have also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups have been established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required.
- 5.2. [Protocol 3](#) in the Council's [Constitution](#) sets out Guidance to Members on Outside Bodies.

6. Environmental Impact of the Proposals

- 6.1. None.

7. Equality and Diversity Implications

- 7.1. None.

8. Delegation

- 8.1. Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 8.2. The appointment of Councillors to working groups operating under the Area Board is a matter for the Area Board to determine.

9. Recommendation

- 9.1. The Area Board is requested to:
 - a. note the appointments to Outside Bodies as set out at Appendix A, and to agree any changes required.
 - b. agree to reconstitute the Working Group(s), and to agree to re-appoint to Working Group(s) as set out at appendix B
 - c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

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Appendices:

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Group(s)

Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

Corsham Area Board
Outside Body Appointments

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Rep	On the Web
Corsham Community Area Network	Area Board - Corsham	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally 6 times per year	No	1	Cllr Sheila Parker	Yes
Corsham Pound Arts Centre	Area Board - Corsham	It enables the trusts board to gain a greater understanding of the councils priorities and how the organisation can work to meet some of those priorities.	Issues concerning the Pound Arts Centre	Bi-monthly on Monday evening at The Pound Arts Centre, Corsham	No	Provisionally 2 as no further detail available	Cllr Alan MacRae	Yes
Corsham Youth Issues Group (CAYPIG)	Area Board - Corsham	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Sheila Parker & Cllr Peter Davis	Yes

Appointments to Working Groups **Corsham Area Board**

Community Area Transport Group:

Wiltshire Council - Cllrs Peter Davis, Alan MacRae, Sheila Parker and Dick Tonge
Corsham Town Council – Cllrs Peter Anstey and Ruth Hopkinson and Dave Martin
(Town Clerk)

Box Parish Council – Cllr Margaret Rousell

Lacock Parish Council – Cllr Phillip Glen

Transcoco - Christine Reid and Kevin Gaskin

Shadow Community Operations Board (COB):

Wiltshire Council – Cllr Alan MacRae

Corsham Town Council – Cllr Allan Bosley

Corsham Community Association - Steve Hammond

Corsham Community Area Network (CCAN) - Christine Reid

The Corsham School - Marcus Chapman

Springfield Leisure Centre - Patricia Kelly

Transcoco - Anna MacKie

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

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

Officer Support

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

Terms of Reference

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

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

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

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

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

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

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

6. Other decisions

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

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

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

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

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

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

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

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

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

2 Campus Management Principles

The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

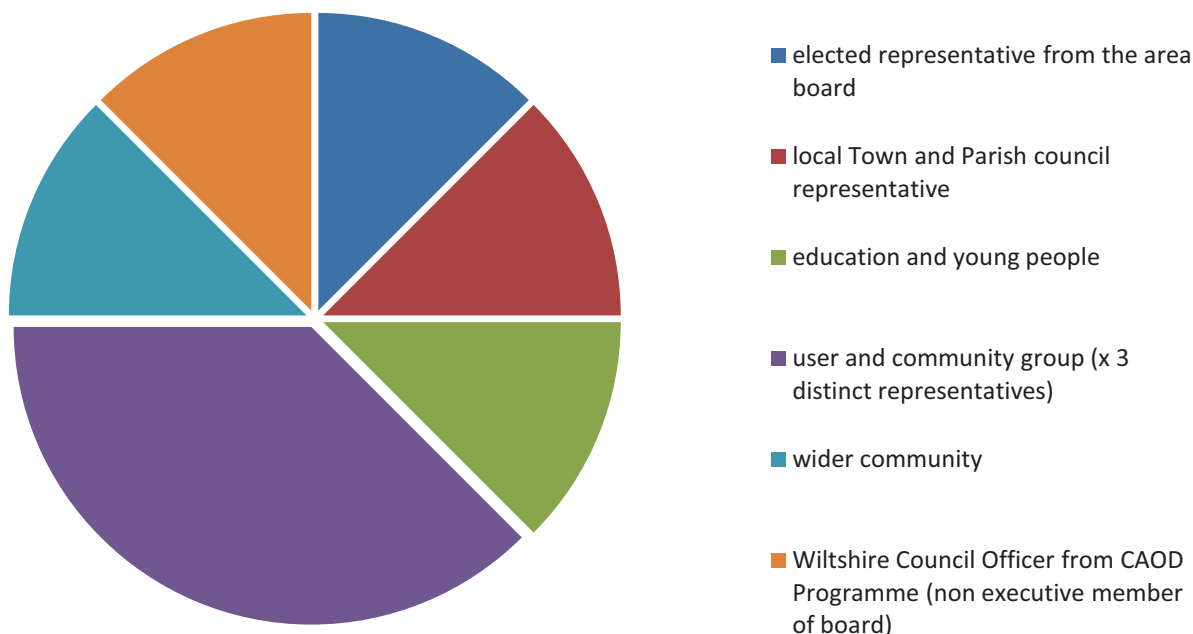
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.

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

3 Membership

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



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

4 Roles and responsibility

4.1 Community leadership & engagement

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

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

4.2 Responsibility for outcomes

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

4.3 Project coordination and reporting

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

4.4 The role of Wiltshire Council

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

5 Outcomes

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

6 Confidentiality

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

7 Governance Arrangements

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

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

Preliminary Management Project Governance Arrangements

