

AGENDA

Meeting: CHIPPENHAM AREA BOARD
Place: Need Hall - Chippenham Town Council, The Town Hall, High Street,
Chippenham, SN15 3ER
Date: Monday 18 January 2016
Time: 7.00 pm

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

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

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

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

Please direct any enquiries on this Agenda to Will Oulton, on 01225 713935 or email william.oulton@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

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

RECORDING AND BROADCASTING NOTIFICATION

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on the Council's website along with this agenda and available on request.

If you have any queries please contact Democratic Services using the contact details above.

	Time
1 Chairman's Welcome and Introductions	7:00pm
2 Apologies	
3 Minutes of the Previous Meeting (<i>Pages 1 - 6</i>) To approve and sign the minutes of the meeting held on 9 November 2015.	
4 Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
5 Chairman's Announcements (<i>Pages 7 - 10</i>) To include: a) Wiltshire Passenger Transport Review b) New Health and Social Care Information Website for Wiltshire	
6 Chippenham Site Allocations Plan An update following suspension of the Examination.	7:05
7 Legacy for Wiltshire - What's Happening in 2016	8:00
8 Local Youth Network (LYN) 8a LYN Update Report (<i>Pages 11 - 14</i>) To receive an update on the work of the Local Youth Network 8b LYN Funding Report (<i>Pages 15 - 18</i>) To consider approving funding for the following projects: i.) The Nature of It - Urban Horticulture Project £4975 ii.) The Nature of It - Growing Futures £4950 iii.) The Nature of It - Great Urban Adventure Group £5000	8:05
9 Police & Crime Commissioner - Precept Consultation Kieran Kilgallen, Chief Executive of the Office of the Police and Crime Commissioner Staff, will present his proposals for the 2016-2017 precept.	8:20
10 Carer's and Older People's Champion (<i>Pages 19 - 20</i>) The Area Board has been asked to appoint Carer's Champion and an Older People's Champion. A briefing note is attached.	8:30

11	<p>Town, Parish and Partner Updates</p> <p>To note the written updates provided and answer any questions arising from the floor:</p> <ul style="list-style-type: none"> • Parish and Town Councils • Parish Forum • Wiltshire Police • Wiltshire Fire and Rescue Service • Chippenham Partnership of Schools • Chippenham BID • Skate park 	8:30pm
12	<p>Local Priorities 2014/15</p> <p>To receive updates on the Area Board's Focus Areas for 2015/16, as follows:</p> <ol style="list-style-type: none"> 1. Better Use of Outdoor spaces – Lead Councillor: Cllr Linda Packard 2. Crime & Community Safety – Lead Councillor: Cllr Desna Allen 3. Road Safety – Lead Councillor: Bill Douglas 4. Child Poverty – Lead Councillor: Cllr Chris Caswill 	8:40
13	<p>Community Area Grants (<i>Pages 21 - 22</i>)</p> <p>To consider the following applications:</p> <ol style="list-style-type: none"> i. Beacon Centre Upstairs Water Supply - £600 <p>Grants application packs are available from the Community Area Manager or at: www.wiltshire.gov.uk/areaboardscommunitygrantsscheme.htm</p>	8:45
14	<p>Community Area Transport Group (CATG) (<i>Pages 23 - 64</i>)</p> <p>To consider the report arising from the last meeting of the CATG and any recommendations within.</p>	8:50
15	<p>Urgent items</p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	
16	<p>Evaluation and Close</p> <p>The Chairman will invite any remaining questions from the floor..</p> <p>The next agenda planning meeting date is to be confirmed. Any parish or town council representative interested in attending should</p>	9:00pm

contact the Will Oulton or the Chairman.

The meeting is asked to note the future meeting dates below..

Future Meeting Dates

Monday 29 February 2016
6.30 pm for 7.00 pm
Abbeyfield School, Chippenham

Monday 25 April 2016
6.30 pm for 7.00 pm
History Centre, Cocklebury Road, Chippenham

MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: Abbeyfield School, Stanley Lane, Chippenham SN15 3XB
Date: 9 November 2015
Start Time: 7.00 pm
Finish Time: 8.55 pm

Please direct any enquiries on these minutes to:

Will Oulton (Democratic Services Officer), Tel: 01225 713935 or (e-mail) william.oulton@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Desna Allen, Cllr Chris Caswill, Cllr Bill Douglas, Cllr Howard Greenman (Vice Chairman), Cllr Peter Hutton, Cllr Mark Packard, Cllr Nina Phillips and Cllr Melody Thompson

Town and Parish Councillors

Chippenham Town Council - Andy Phillips, Sue Wilthew

Partners

Chippenham and Villages Area Partnership – Julia Stacey and Alison Butler

Total in attendance: 30

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
75	<p data-bbox="336 376 810 412"><u>Community Safety Presentations</u></p> <p data-bbox="336 443 1487 591">Cllr Peter Hutton gave an overview of Community Safety initiatives in the Chippenham Community Area, including information about the Street Pastors and the Purple Flag scheme that aimed to improve the quality and safety of the night-time economy in Chippenham.</p> <p data-bbox="336 629 1487 777">Officers from the South West Ambulance Service (SWAS) attended the meeting to give a demonstration of how to use a community defibrillator device. They encouraged people to find out more information so that more people would become confident in using them.</p> <p data-bbox="336 815 1487 994">It was noted that the student from Wiltshire College were assisting in mapping all defibrillators in the community, and that people were encouraged to contact SWAS to register their device so that the a true picture of their coverage could be developed, allowing people to be directed to their closest device in the event of an emergency. More information can be found here:</p> <p data-bbox="336 1032 683 1068">http://www.swast.nhs.uk</p> <p data-bbox="336 1106 1487 1178">It was also noted that community groups where able to borrow a defibrillator from the Sheldon Methodist Church, and that demonstrations can be organised.</p> <p data-bbox="336 1216 1487 1435">Representatives from the local Police Team presented an update on activity and performance in the area, and gave details of a new Police Cadet group. Members received the news positively and encouraged the officers to apply for funding via the Town Council, the Area Board and the Borough Lands Charity. Those interested in finding out more about the scheme are asked to contact: Leslie.Fletcher@wiltshire.pnn.police.uk or Julie.Chard@wiltshire.pnn.police.uk</p> <p data-bbox="336 1509 1487 1617">Cllr Desna Allen gave a presentation regarding the operation of the Safe Places scheme in Chippenham. Further information can be found here: http://www.wiltshire.gov.uk/communityandliving/communitysafety/safeplaces.htm</p>
76	<p data-bbox="336 1688 903 1724"><u>Chairman's Welcome and Introductions</u></p> <p data-bbox="336 1756 1487 1827">The Vice-Chairman, Councillor Howard Greenman welcomed everyone to the meeting.</p>
77	<p data-bbox="336 1861 483 1897"><u>Apologies</u></p> <p data-bbox="336 1928 1487 2000">Apologies for absence were received from The Baroness Cllr Jane Scott and Cllr Linda Packard.</p>

78	<p><u>Minutes</u></p> <p><u>Decision</u></p> <p>The minutes of the meeting held on 7 September 2015 were agreed a correct record and signed by the Chairman.</p>
79	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
80	<p><u>Chairman's Announcements</u></p> <p>The Vice-Chairman drew the meetings attention to the written announcements in the pack regarding Children's Centres and NHS Health checks. The Vice-Chairman also drew the Councillors attention to email sent by Cllr Linda Packard inviting them to join a Project Delivery Group for the Chippenham Campus.</p>
81	<p><u>Local Health and Wellbeing presentation</u></p> <p>James Slater, Wiltshire CCG, and Dr Nick Brown, Rowden Surgery, gave a presentation on health issues in the local area.</p> <p>Issues highlighted in the course of the presentation and discussion included: the impact of the new housing developments on resources for primary care in the Chippenham area; the desire to see expanded resources and the possibility of facilities on the Community Hospital site; how representatives from the health community are liaising with Wiltshire Council officers in the development of plans; how the CCG commissioners services; and the importance of good patient feedback for improving services.</p>
82	<p><u>Town, Parish and Partner Updates</u></p> <p>The Vice-Chairman, Cllr Greenman, drew the meeting's attention to the Parish and Partner updates that had been circulated with the agenda; and asked if there were any questions on the update.</p> <p><i>Campus Project</i></p> <p>Ian Bridges gave an update regarding the Campus project, and exhorted the Councillors to engage with the new working group to help bring the project to fruition.</p> <p>In response to a question, Ian Bridges stated that, whilst he still favoured a campus on a single site, it may be that financial constraints could lead the project to be delivered on more than one site.</p>
83	<p><u>Local Priorities 2015/16</u></p> <p>The Vice-Chairman, Cllr Greenman, invited updates from members on the Area</p>

	<p>Board's priority areas.</p> <p>Cllr Caswill, with regard to Child Poverty, hoped that an item would be brought to a future meeting of the Area Board.</p> <p>Mark Packard, in relation to the Children's Centres, expressed his concern as to the propose cuts to services and facilities in the Pewsham Area and encouraged other Councillors to put their views in to the consultation. He argued that if there are to be cuts, he would like to see the local area to have a greater say as to how they should be implemented.</p>																		
84	<p><u>Community Area Grants</u></p> <p>The Area Board considered the applications to the Community Area Grant Scheme 2015/16, as outlined in the report.</p> <p>Resolved to make the following awards:</p> <p>a) The Ivy Partnership - £4,016; and</p> <p>b) Chippenham Sea Cadets - £4,362.</p>																		
85	<p><u>Local Youth Network</u></p> <p>The Area Board considered the applications to the Local Youth Network 2015/16, as outlined in the report.</p> <p>Resolved to make the following awards:</p> <table style="margin-left: 40px;"> <tr> <td>i.)</td> <td>Chippenham Sea cadets</td> <td>£3000</td> </tr> <tr> <td>ii.)</td> <td>Kandu Arts Girls group</td> <td>£5000</td> </tr> <tr> <td>iii.)</td> <td>Riverbank Studios</td> <td>£5000</td> </tr> <tr> <td>iv.)</td> <td>Rise Trust Youth cafe</td> <td>£5000</td> </tr> </table> <p>The Area Board considered procurement of services, as outlined in the report.</p> <p>Resolved to approve the following payments:</p> <table style="margin-left: 40px;"> <tr> <td>i.)</td> <td>Wiltshire Outdoor Learning team- High ropes</td> <td>£3500</td> </tr> <tr> <td>ii.)</td> <td>Wiltshire Outdoor Learning team- Mountain Bike group</td> <td>£4500</td> </tr> </table>	i.)	Chippenham Sea cadets	£3000	ii.)	Kandu Arts Girls group	£5000	iii.)	Riverbank Studios	£5000	iv.)	Rise Trust Youth cafe	£5000	i.)	Wiltshire Outdoor Learning team- High ropes	£3500	ii.)	Wiltshire Outdoor Learning team- Mountain Bike group	£4500
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86	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting. The next meeting of the Chippenham Area Board would take place on Monday 18 January 2016 at 7pm in the Neeld Hall, Chippenham.</p> <p>It was noted that the next agenda planning meeting would take place on 25</p>																		

	<p>November at 10:30am at Monkton Park. Any parish or town council representative interested in attending should contact the Community Engagement Manager or the Chairman.</p>
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Chairman's Announcements

Subject:	Wiltshire Passenger Transport Review
Officer Contact Details:	Passenger Transport Unit- 0300 456 0100/ passengertransport@wiltshire.gov.uk
Weblink:	http://consult.wiltshire.gov.uk/portal

Wiltshire Council is undertaking a review of Wiltshire Council supported bus services.

This is part of a wider review of all areas of Wiltshire Council's passenger transport remit.

Although passenger transport makes a strong contribution to the priorities that underpin Wiltshire Council's Business Plan, a key challenge in recent years has been how the service can continue to achieve these priorities in the face of growing pressures on local authority spending. This review is therefore being undertaken to help identify savings from passenger transport budgets.

Roughly half of bus routes in Wiltshire are operated with the need for financial support from Wiltshire Council. Services with fewer passengers, weekend and evening, or remote services require more support. Many other local authorities have already made savings from reducing or withdrawing subsidised bus routes.

The Council has already completed a pre consultation assessment, (details can be found via this link (www.wiltshire.gov.uk/localtransportplan3)).

We will now undertake a broader consultation to hear the views of residents. The Council has made no decisions and would like to see how far you agree or disagree with the presented options, or alternatively suggest your own. Consultation documents can be viewed from the 11 January 2016 on the Council's consultation portal <http://consult.wiltshire.gov.uk/portal>.

Hard copies of the consultation material including questionnaires will be available at local libraries and at main council offices from the 11 January 2016. Questionnaires will also be available on buses operating a journey that is funded by Wiltshire Council, and can be sent out on request.

The consultation will be open from 11 January 2016 to 5pm on the 4 April 2016.

If you have any queries, please contact us using the details:

By email to: passengertransport@wiltshire.gov.uk

Public Transport Survey
Passenger Transport Unit
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN
Tel. No. 0300 456 0100

Chairman's Announcements



Subject:	Your Care Your Support Wiltshire
Officer Contact Details:	Dr. Sara Nelson: Information and Communication Officer, Healthwatch Wiltshire.
Weblink:	http://www.yourcareyoursupportwiltshire.org.uk/home/

Summary of announcement:





Healthwatch Wiltshire is working in partnership with Wiltshire Council to manage and develop *Your Care Your Support Wiltshire*, the new health and social care information website for the county. As part of this work, Healthwatch Wiltshire has regularly engaged with local people to make sure that the website reflects their need for good quality, comprehensive, and accessible health and care information.

The website went live on April 1st 2015 and is still evolving. This is really exciting as it means that Wiltshire people have a chance to be part of its future growth.

The website contains:-

-  Information about different health conditions as well as care services. For example, dementia, keeping well, help to live at home, carers.
-  A service directory that provides details of support and help in the community as well as local clubs, societies and organisations, GPs, dentists and care homes.

We need your help:-

-  To identify the groups, clubs and societies that exist in your area
-  To encourage them to register their details on the service directory
-  To tell us about other types of health and care information you would like to see on the site.
-  Get involved in our discussion groups and readers panels so you can have your say in how the website develops or just contact us and tell us what you think.

Help us to help you find all the information you need about health and social care in one place.

For more information call Healthwatch Wiltshire on 01225 434218 or email contact@healthwatchwiltshire.co.uk

Report to	Chippenham Area Board
Date of Meeting	18.1.16
Title of Report	Local Youth Network

Purpose of Report

To update the Area Board on the work and progress of the Chippenham Local Youth Network Management group.

1. Background

- 1.1. In 2015/16 Area Boards is allocated a discretionary budgets to involve them in the assessment and selection of positive activities for young people in their community areas. Chippenham Area Board was allocated £93,975.
- 1.2. The remaining balance for Chippenham Area Board Youth Funding for 2014/15 is £38,328 (This includes £7000 possible carry over funds to 2016/17, for x2 ropes courses as agreed at the Area Board meeting on the 9.11.15).
- 1.3. This funding allocation is for Chippenham Area Board and the LYN to secure and enter into agreements with suitable and safe providers to deliver services and activities. When securing the positive activities offer Chippenham Area Board is encouraged to consider deploying their resources in a way which invests in young people. This might mean funding projects, activities and programmes for more than one year (subject to Youth Funding).
- 1.4. Chippenham Area Board agreed to the establishment of a Local Youth Network (LYN) to consider projects that support positive activities for young people and with the support of Community Youth Officer (CYO) make recommendations to the Area Board.

2. Progress

- 2.1 The LYN management group has established a wider LYN, contacting and working with 28 different of partners, including five young people representing different experiences and cultural groups.
- 2.2 Riverbank Studios continues to run four sessions a week, and has extended its reach to the wider community and links with schools..
- 2.2 The Zanshin Self Defence group runs Tuesday evenings at Riverbank.
- 2.3 Following the approval of grants a youth café, parkour, street surfing, archery, and Zorbball ran over the summer holiday weeks in Riverbank, the Olympiad, Monkton Park, and Westmead.
- 2.5 Rural outreach and the needs of young people in rural areas continues as a focus for further work and development and links are being established with the Parish Forum.
- 2.6 Further developments include a mountain bike group, a high ropes course event next February, a girls group delivered by Kandou Arts, and the provision of the Youth Café at Riverbank on Friday evenings run by the Rise Trust.
- 2.7 Support and advice has been given to Chippenham Sea Cadets.
- 2.8 Discussions with providers are taking place regarding possible first aid and defibrillator training by St John's Ambulance cadets for other young people in the community and Wiltshire College; and informal dance provision.
- 2.9 Support for the skate park developments.
- 2.10 The Community led Model is currently under review.

2.11 The Nature of It hope to run three distinct outdoor based activity provisions for young People over the course of the next year, subject to funding support by the Area Board.

3. Environmental & Community Implications

3.1. Environmental and community implications were considered by the LYN during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. All decisions must fall within the Youth Funding allocated to Chippenham Area Board.
- 4.2. If all grants submitted at the Area Board meeting on the 18.1.16 are supported the funding balance for 2015/16 will be £23,403. (This includes £7000 possible carry over funds to 2016/17, for x2 ropes courses as agreed at the Area Board meeting on the 9.11.15).

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. Youth Funding gives all local community and voluntary groups an equal opportunity to apply for funding to support positive activities for young people

Appendices	
Report Author	Richard Williams, Community Youth Officer Tel: E-mail: richard.williams@wiltshire.gov.uk

Report to Chippenham Area Board
Date of meeting 18.1.6
Title of report Youth Grant Funding

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management Group recommendation
The Nature of It	£4975	yes
The Nature of It	£4950	yes
The Nature of It	£5000	yes

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

Youth Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council’s Public Sector Equality Duty.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Youth Officer has assessed this application agreed it meets safeguarding requirements.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 204	The Nature of It	Urban Horticulture Project	£4975
Project description			
To run a weekly project group for 35-40 young people landscaping and planting locally identified areas. The project would ensure and inclusive special educational need aspect, and aim to target neighborhood areas in partnership with other providers.			
Recommendation of the Local Youth Network Management Group			
That the application meets the grant criteria and is approved for the amount of £4975			

Application ID	Applicant	Project Proposal	Requested
ID 205	The Nature of It	Growing Futures	£4950
Project description			
Short paragraph description of the project: A targeted project offering a series of gardening workshops for young mothers, and their young children in and around local parks in Chippenham			
Recommendation of the Local Youth Network Management Group			
That the application meets the grant criteria and is approved for the amount of £4950			

Application ID	Applicant	Project Proposal	Requested
ID 208 (hyper link)	The Nature of It	Great Urban Adventure Group	£5000
Project description			
An activity based youth group project run over the course of the year; featuring team games forest skills, outdoor cookery, greenwood working, and creating habitats for wildlife. The emphasis is on it being inclusive and accessible for everyone			

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is approved for the amount of £5000,

No unpublished documents have been relied upon in the preparation of this report

Report Author

Name, Richard Williams

[Tel:07765101338](tel:07765101338) Email: Richard.williams@wiltshire.gov.uk

PROPOSALS FOR THE APPOINTMENT OF COMMUNITY CHAMPIONS FOR OLDER PEOPLE AND CARERS

Background:

The Council wishes to encourage Area Boards to identify champions in each of the county's community areas who will have a key role in representing the views of older people and carers at both a local and county wide level. A sum of £1000 has been identified for each community area for this purpose, should area boards wish to take up this suggestion.

Champions will talk and seek the views of older people or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.

They will work with area boards and local voluntary groups to encourage joint working and share experience to help new local groups set up.

A champion can be an individual or a group who can represent the views of older people or carers in their area and who will already have contact with older people or carers.

Champions will be able to advocate for older people or carers and be a focal point for identifying what service improvements or developments are required.

They will link with and report to the Community Engagement Manager.

Each Area Board will have an annual budget of £1000. Reasonable expenses for the Champions will be met from this budget with approval being authorised by the Community Engagement Manager

Benefits to area boards of having champions:

Champions will talk to older people or carers to obtain their views about services. They will represent these views at Area Board meetings or other meetings as requested and discuss with the Council and CCG Commissioners the priorities for older people or carers and work with them on service improvements and developments.

The main duties of Champions will be:

- I. To talk with and seek the views of older people or carers in local communities on matters related to services provided by the Council or NHS.

- II. To provide a focus for the exchange of views and information between older people or carers and the Council's adult care and housing services.
- III. To attend meetings at the request of the Area Board and occasionally the Council.
- IV. To work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- V. To attend area boards to report back on older people and carers issues.
- VI. To attend meetings with other champions and the Council

If area boards wish to proceed with identifying a champion:

It is suggested that area boards seek nominations from their communities and appoint the champions at an area board meeting.

Report to	Chippenham Area Board
Date of Meeting	1th January 2016
Title of Report	Community Area Grant funding

Purpose of the report:

To consider the applications for funding listed below

Applicant	Amount requested
Applicant: Sheldon Road Methodist Church Project Title: Beacon Centre Upstairs Water Supply View full application	£600.00

1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

[The funding criteria and application forms](#) are available on the council's website.

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2015/2016 year is made to projects that can realistically proceed within a year of it being awarded.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area 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.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
1577	Sheldon Road Methodist Church	Beacon Centre Upstairs Water Supply	£600.00
Project Description: We currently do not have a water supply upstairs in the Beacon Centre. This area is heavily used by Community Groups ranging from Keep Fit classes to Carer Groups and Family Conferences. The church has provided a bottled water supply but the storage of bottles is a hazard and we need a water waste point as well we currently do not have. We require a water supply to be taken upstairs and a waste pipe.			
Comments from Community Engagement Manager:			
<ul style="list-style-type: none">• This application meets the current Community Area Grant criteria.• This project demonstrates a link to Wiltshire Council Business Plan "To support and empower communities to do more for themselves"• The Beacon Centre is very well used by a wide variety of groups including choirs, carers groups, exercise classes, theatre groups, luncheon clubs and toddlers sessions.• Applications for less than £1000 do not require match funding. This applicant was not therefore required to approach Chippenham Town Council for funding on this occasion.			
Proposal That the Area Board determines the application.			

No unpublished documents have been relied upon in the preparation of this report

Report Author:

Victoria Welsh
Community Engagement Manager
01249 706 446
victoria.welsh@wiltshire.gov.uk

CHIPPENHAM COMMUNITY AREA TRANSPORT GROUP (CATG)

DRAFT NOTES OF THE CHIPPENHAM COMMUNITY AREA TRANSPORT GROUP (CATG) MEETING HELD ON 14 DECEMBER 2015 AT COMMITTEE ROOM A - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.

Present:

Cllr Linda Packard (LP), Cllr Maurice Dixon (MD), Cllr Lesley Palmer (LPa), Cllr Angela Williams (AW), , Martin Rose, Spencer Drinkwater, Richard Dobson, Paul Bollen, Will Oulton, Victoria Welsh

Additional attendees: Cllr David Mortimer, Alistair Caie, Cllr Chris Caswill

Apologies: Cllr Nina Phillips

- 1 **Welcome/Apologies**
- 2 **Chippenham CATG Note Tracker**
- 3 **Notes of the Last Meeting**
- 4 **Current/Ongoing Schemes**
- 5 **New Requests and Issues Raised Since Last Meeting**
- 6 **Other Items**
- 7 **Date of Next Meeting**

These notes were produced by Councillor Linda Packard ,
e-mail linda.packard@wiltshire.gov.uk

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ACTION TRACKER

Chippenham Community Area Transport Group (CATG) 14th December 2015

Report Author: Sian Scragg

Present: Cllr Linda Packard (LP), Cllr Maurice Dixson (MD), Cllr Lesley Palmer (LPa), Cllr Angela Williams (AW), , Martin Rose, Spencer Drinkwater, Richard Dobson, Paul Bollen, Will Oulton, Victoria Welsh

Additional attendees: Cllr David Mortimer, Alistair Caie, Cllr Chris Caswill

Apologies: Cllr Nina Phillips

	Item	Update	Actions and recommendations	Priority 1= high 2= low	Who
1.	Apologies	Noted			SS
2.	Welcome & Introductions				Chairman
3.	Letter from Cabinet Member Councillor Whitehead	<p>LP advised that Cabinet Member for Highways has written to CATG Chairmen to advise that note takers will not be provided by Corporate Support for future CATG meetings.</p> <p>It is suggested that CATG members are invited to volunteer to take notes.</p> <p>LP took notes for this meeting.</p>	<p>CATG agreed that this matter should be brought to the attention of the Area Board.</p> <p>CATG comments included:</p> <ul style="list-style-type: none"> • There is an issue of accountability; impartial notes are required • Lack of administrative support for such a key group is unacceptable • There were 4 Highways Officers present, one of them could be tasked with taking notes 		Chairman

<p>4.</p>	<p>Protocol for Dealing with Freight Management Requests</p>	<ul style="list-style-type: none"> • Protocol presented by Spencer Drinkwater. See Appendix 1 • Requests have historically been sent by Town & Parish Councils direct to Wiltshire Council • CATG will now be involved in considerations • All existing requests have been assessed against criteria. Highest scores were: <ul style="list-style-type: none"> ○ Hungerdown Lane, Chippenham ○ Malmesbury Road, Chippenham • SD invited CATG to consider at the meeting • CATG members agreed they need more information in order to make an informed decision 	<p>SD will send relevant information (including Cllrs briefing note 250) to Sian Scragg to circulate with the Action Tracker Notes</p> <p>This item to be added to the next CATG meeting agenda for consideration</p>	<p>SD</p>	
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<p>5. Notes of last meeting</p>	<p>The Action Notes of the previous meeting held on 17-Aug-15 were circulated.</p> <p>Chippenham Area Board approved all CATG recommendations from CATG meeting on 17-Aug-15</p>				<p>Chairman</p>
<p>6. Financial Summary</p>	<ul style="list-style-type: none"> • A Financial statement was circulated prior to the meeting. See Appendix 2 • MR presented the update on Financial Budget for 2015-16 	<p>CATG recommendation to Chippenham Area Board to note the Financial summary</p>			<p>MR</p>

	<p>7. Update on Highways contract and impact on CATG</p>	<ul style="list-style-type: none">• MR advised group that BB contract ends 31-Mar-15• PB confirmed that he and his colleagues have provided detailed feedback on issues with old contract• Highways functions have now been separated into 3 areas:<ul style="list-style-type: none">○ New contractor for Highways to be appointed in the New Year○ Major Maintenance functions – Tarmac appointed○ Landscaping and Streetscene functions –• Moratorium on new orders until 1-Apr-15 to enable backlog to be addressed	<p>CATG recommendation to Chippenham Area Board to note moratorium</p>		<p>MR</p>
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8. Schemes in Progress					
a)	Request for 20mph restrictions i. Redlands Zone, Chippenham ii. Chestnut Road, Sutton Benger (Community Issue 3203 refers)	Issue No: <u>3203</u> 20 mph restrictions 20mph does work. Both areas have been advertised with one objection received on each area. Now subject to a cabinet report, there is an expectation there may be a delay pending this report Ongoing action Chestnut Road in progress with Balfour Beatty	MR to progress	Priority 1	MR
b)	Dropped Kerbs Update	<ul style="list-style-type: none"> • PB and MR gave updates.40% complete as Balfour Beatty haven't got a gang working on this permanently, • Ongoing action • Delays experienced with Balfour Beatty. 6 out of 10 sites still outside • 	PB to provide an update at the next CATG meeting	Priority 1	PB
c)	Issue No: <u>2062</u> Lowden Tunnel, Chippenham Pedestrian Safety	<ul style="list-style-type: none"> • Pedestrian Safety Bollards to be erected to give pedestrians more priority • There is an agreement from Peter Binley to pay for repair and road closure costs • Due to commence January 2016 	Awaiting implementation	Priority 1	MR

<p>d)</p>	<p>Issue No: <u>3013</u> Blackthorn Mews / Canal Road / Lodge Road</p> <p>Upgrade pedestrian crossing</p>	<ul style="list-style-type: none"> • Scheme supported by Chippenham Town Council on 14 October 2013: • Pedestrian Count identified 791 individuals crossing to access Kings Lodge School. Highways officers advise: <ul style="list-style-type: none"> ○ Movements in the area have increased due to the Rise Trust building ○ Poor visibility due to parked vehicles <p>There is a pedestrian assessment in process at the moment:</p> <ul style="list-style-type: none"> • Assessing the number of pedestrians • Traffic and conflicts • What improvements can be provided? <p>The results of which will be fed back to the next CATG meeting.</p> <p>Work is in progress this is still a priority 1 for this year.</p> <p>CATG to consider recommending a bid to Substantive Scheme 2015/16</p>	<p>MR will progress</p>	<p>Priority 1</p>	<p>MR</p>
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<p>e)</p>	<p>Issue No: <u>3390</u> Stanton St Quintin, Various</p> <p>Village signage</p>	<ul style="list-style-type: none"> • MR confirms cost of sign is £600 • 2-Mar-15 Funding allocation approved by Chippenham Area Board, conditional upon balance of funding from Stanton St Quintin Parish Council • Stanton St Quintin Parish Clerk confirms Parish Council contribution of £150 The preferred option by the Parish Council is for Option 2 which is a yellow backing board. • MR overall scheme awaiting approval from Parish Council before order can be issued • 90% complete. There are a couple of posts erected in error, these will be utilised with some new signs, at no cost to CATG as Balfour Beatty will cover this cost. • All other signs are now in place. • To be removed once confirmation received that all work is complete 	<p>Completed</p>	<p>In progress</p>	<p>MR</p>
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<p>f)</p>	<p>Issue No: <u>3393</u> Lysley Close</p> <p>Cul-de-sac sign</p>	<ul style="list-style-type: none"> • MR recommends Street name plate with “No through Road” is installed. Cost £240 • 2-Mar-15 Chippenham Area Board agreed funding of £180 to be allocated to this scheme, conditional upon the balance of funding from Stanton St Quintin Parish Council • 18-Mar-15 Chippenham Town Council confirms financial contribution of £601 towards the scheme. • 8-Dec-15 PB confirmed No Through Road sign has been erected. 	<p>Completed</p>	<p>In progress</p>	<p>PB</p>
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<p>g)</p>	<p>Issue No: <u>3605</u> Forest Lane/Pewsham Bypass</p> <p>Improve safety at crossing</p>	<ul style="list-style-type: none"> • The Town Council supports this request for a Highways Officer to look at the current situation • MR to carry out site visit and report back to next CATG • MR to meet Division Councillor Mark Packard on site to consider what improvements if any can be made. • MR confirmed he has met with Division Councillor Mark Packard and agreed a package of small scale lining improvements. • MR will design and cost and bring to CATG for consideration. 	<p>MR will progress</p>	<p>Priority 1</p>	<p>MR</p>
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<p>h)</p>	<p>Issue No: <u>3866</u> Woodlands Road, Chippenham</p> <p>Lamp post 2 Improvements to bus stop</p>	<ul style="list-style-type: none"> • 2-Apr-15 Chippenham Town Council considered this matter and supports investigation into the feasibility of adding road markings from the bus stop to the junction with Bristol Road. • • CATG agreed that a “bus cage” marking was required on the carriageway. • Passenger Transport Unit (PTU) asked to put in place • Phil Grocock (PTU) has discussed with MR .Proposed bus stop clearway must be consulted upon. Wiltshire Council Highways Team will contact residents over proposals to install bus stop clearway signs and markings, and a suitable notice will be placed on the highway to enable others likely to be affected to be aware of the proposal and to be able to register any objections. • Town Council has agreed location of bus stops • Town Council will print and distribute letters 	<p>MR to draft letter</p> <p>CATG recommend Chippenham Area Board allocate £600 towards the cost of this scheme conditional upon 25% contribution from Town Council</p> <p>MR to contact Ann Chard regarding Town Council contribution</p>	<p>Priority 1</p>	<p>MR</p>
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i)	<p>Issue No: <u>3868</u> Woodlands Road, Chippenham</p> <p>Install a new bus stop, half way along Woodlands Road near Canterbury Street</p>	<ul style="list-style-type: none"> • 2-Apr-15 Chippenham Town Council considered this matter and recommends more investigation work is carried out to determine the feasibility of installing a new bus stop in Woodlands Road • Additional bus stop location proposed by JSc. • Phil Grocock (PTU) has discussed with MR and it has been agreed that in order to proceed, residents (and businesses where applicable) must be consulted. Wiltshire Council Highways Team will contact residents over proposals to install bus stop clearway signs and markings, and a suitable notice will be placed on the highway to enable others likely to be affected to be aware of the proposal and to be able to register any objections. • Town Council has agreed location of bus stops • Town Council will print and distribute letters 	<p>MR to draft letter</p> <p>CATG recommend Chippenham Area Board allocate £600 towards the cost of this scheme conditional upon 25% contribution from Town Council</p> <p>MR to contact Ann Chard regarding Town Council contribution</p>	<p>Priority 1</p>	<p>MR</p>
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9. Prioritisation of new and existing Highways Requests Bid for substantive Scheme if applicable Low priority Scheme recommended for removal					
a)	Issue No: <u>3652</u> Church Corner/Church Lane Single white line, sign an SLOW marking on road	<ul style="list-style-type: none"> Parish Council does not require any amendments to the work carried out. 	Completed	Priority 2	MR & MD
b)	Issue No: <u>3777</u> Unnamed roads between Ford and Slaughterford, Thickwood and Slaughterford and Dukes Hill/Ham Lane/ Signage	<ul style="list-style-type: none"> 2-Apr-15 E-mail from Parish Councillor confirms the Parish Council will contribute £550. Recommendation approved by Area Board 27-Apr-2015 Scheduled to commence 2-Nov-15 	Completed	Priority 2	MR
c)	Issue No: <u>3880</u> The Street, Burton (B4039) Village Gates	<ul style="list-style-type: none"> Gates are ordered, installation anticipated in the next few weeks Gates ordered and at depot awaiting installation 	Awaiting implementation	Priority 2	MR
d)	Issue No: <u>3445</u> Timber Street, Chippenham Create individual parking bays	<ul style="list-style-type: none"> 7-Aug-14 The Town Council support this request MR advised that he has checked new Dept. Of Transport regulations and this request may proceed 	MR will pass to Mark Stansby for action Community Issue can be closed (request transferred to relevant service) and this request removed from the list.		MR

e)	<p>Issue No: <u>3885</u> Plough Lane, Kington Langley</p> <p>Extend kerbing request to extend the kerbing that starts at the school and finishes at the Chapel - extend to the entrance of the Stables in Plough Lane, Kington Langley</p>	<ul style="list-style-type: none"> Requested by Parish Council. MR – to establish costs for natural stone and refer to colleagues in maintenance to consider including in maintenance programme MR carried out site visit, specialist materials are required. Costs to be confirmed 	<p>CATG recommendation - Chippenham Area Board class this a Priority 1 scheme</p> <p>MR to advise Parish Council of costs and will discuss with PB</p>	<p>Priority 1</p>	<p>MD & MR</p>
f)	<p>Issue No: <u>4049</u> near St Marys School, Chippenham</p> <p>Install Safety Barriers to improve pedestrian safety on path near St Marys School</p>	<ul style="list-style-type: none"> The Town Council's Planning Committee considered this request at its meeting on 25 June. The Committee supported the installation of safety barriers or similar to improve pedestrian safety on the path near St. Mary's School. 30-Jun-15 Referred to Spencer Drinkwater for score Emma Painter advises that the path is a designated footway and should not be used by cyclists A site visit and quotes will be required as and when this is classed as Priority 1 		<p>Priority 2</p>	<p>MR</p>

g)	<p>Issue 3556 B4122 Draycot Cerne</p> <p>Request for 40mph speed limit and introduction of double white lines to prohibit overtaking</p>	<ul style="list-style-type: none"> • 4-Feb-15 Sutton Benger Parish Council confirms in principle support for the request to reduce the speed limit • This has been through assessment (2009) and recommendation was no change • Double white lines are strictly controlled, must meet criteria 	<p>MR to provide a written explanation to Parish Council & issue originator</p> <p>MR to feedback to next CATG meeting</p>		
h)	<p>Issue 3881 Frogwell between Moss Mead and Chamberlain Road</p> <p>Concerns relating to parked vehicles along Frogwell and issues with visibility.</p>	<ul style="list-style-type: none"> • WR1 form submitted. • This issue will be given further consideration after completion of the A350 works 	<p>Once A350 is complete, this matter will be referred to Jamie Mundy for action</p> <p>Community Issue can then be closed (request transferred to relevant service) and this request removed from the list.</p>		
i)	<p>Issue 3979 Sevington Grittleton</p> <p>Request for passing bay to formally constructed due to ongoing damage to verges.</p>	<ul style="list-style-type: none"> • Issue submitted by Grittleton Parish Council. • Increased traffic, additional vehicles including coaches now visiting Sevington Victorian School • A visit will be required as and when this request is classed as Priority 1 		<p>Priority 2</p>	

j)	<p>Issue 4027 Long Ridings Chippenham</p> <p>Concerns relating to condition of footway and camber. Request for new dropped kerbs.</p>	<ul style="list-style-type: none"> • Chippenham Town Council considered this request and confirm in principle support for it. 	<p>Next CATG meeting consider all dropped kerb requests and prioritise. This will be more efficient and cost effective</p> <p>CATG recommendation - Chippenham Area Board deal with all dropped kerb requests together as a special exercise as in previous years</p>		
k)	<p>Issue 4039 High Street Sutton Benger</p> <p>Request for controlled crossing on High Street.</p>	<ul style="list-style-type: none"> • Sutton Benger Parish Council considered this request 10-Jun-2015 and confirm support to achieve safer access to the north side of the village. • Consider asking Parish Council to carry out pedestrian count • Pedestrian assessment needed 	<p>MR to contact Parish Council and invite them to carry out pedestrian count.</p>		
l)	<p>Issue 4050 Lowden, Chippenham</p> <p>Speeding traffic resulting in intimidation of pedestrians, especially children.</p>	<ul style="list-style-type: none"> • Metro-count request completed by issue originator. 5-Nov-15 Metro Count Request forwarded to Road Safety Unit. • Once results are available, this issue will be referred to Chippenham Town Council for comment 	<p>To be forwarded to Town Council for comment once Metro Count results are available</p>		

<p>m)</p>	<p>Issue 4052 B4039 Burton Village.</p> <p>Concerns relating to speeding traffic through Village. Request for traffic calming including VAS, coloured surfacing, additional signing and road markings.</p>	<ul style="list-style-type: none"> • 17-Aug-15 Nettleton Parish Council confirms support for this request (Duplicate issue 4070 closed) • 9-Dec-15 Issue originator asked to complete Metro-count form and locations to be agreed. • AC welcomed Metro Count • Would like a site visit in future 	<p>CATG to consider priority at future meeting when Metro Count results are be available</p>		
<p>n)</p>	<p>Issue 4160 Alderton Road - Grittleton</p> <p>Concerns relating to excessive speed</p>	<ul style="list-style-type: none"> • Issue submitted by Grittleton Parish Council • 9-Dec-15 Issue originator asked to complete Metro-count form and locations to be agreed • Parish Council has already asked for volunteers for Speedwatch but has none have come forward 	<p>CATG to consider priority at future meeting when Metro Count results are be available</p>		

o)	<p>Issue 4167 Anvils Lane Lower Stanton St Quintin.</p> <p>Speeding HGV's, request for 20mph limit and traffic calming features along Anvils Lane</p>	<ul style="list-style-type: none"> • 5-Nov-15 Stanton St Quintin Parish Council invited to comment • 9-Dec-15 Issue originator asked to complete Metro-count form and locations to be agreed 	<p>CATG to consider priority at future meeting when Metro Count results are be available</p>		
p)	<p>Issue 4172 The Hamlet, Chippenham</p> <p>Vehicles ignoring No Entry signs The Hamlet Request for size of the entrance to The Hamlet to be reduced</p>	<ul style="list-style-type: none"> • Issue originator has raised 4 issues 4172, 4173, 4326 & 4331 (4173 & 4331 closed as duplicate requests) • Chippenham Town Council does not support reducing the size of the entrance to the Hamlet as access is required for refuse and emergency vehicles • In October 2015 Chippenham NPT deployed officers to issue verbal warnings to drivers ignoring the signage • An additional No Through Road Sign could be installed but this will require lighting • One sign currently, this is legal. Additional sign could be 	<p>CATG recommendation - Chippenham Area Board class this a Priority 1 scheme</p> <p>MR to investigate the options for refuse lorries accessing The Hamlet from either end of the street</p> <p>MR to liaise with Ann Chard at Chippenham Town Council</p>	<p>Priority 1</p>	

		<p>inserted</p> <ul style="list-style-type: none"> • Awaiting results of Metro Count data • Police & Town Council have agreed to site meeting. 			
q)	<p>Issue <u>4234</u> Chamberlain Road junction with Frogwell</p> <p>Request for dropped kerbs at junction.</p>	<ul style="list-style-type: none"> • 29-Oct-15 Chippenham Town Council considered this request and confirms support and 25% contribution towards the cost of the scheme. 	<p>Next CATG meeting consider all dropped kerb requests and prioritise. This will be more efficient and cost effective</p> <p>CATG recommendation - Chippenham Area Board deal with all dropped kerb requests together as a special exercise as in previous years</p>		
r)	<p>Issue <u>4235</u> Picketleaze Junction with Frogwell</p> <p>Request for dropped kerbs at junction.</p>	<ul style="list-style-type: none"> • 29-Oct-15 Chippenham Town Council invited to comment • 4-Dec-15 Chippenham Town Council invited to comment 	<p>Next CATG meeting consider all dropped kerb requests and prioritise. This will be more efficient and cost effective</p> <p>CATG recommendation - Chippenham Area Board deal with all dropped kerb requests together as a special exercise as in previous years</p>		

s)	<p>Issue 4289 Wood Lane Chippenham</p> <p>Request for new sign for church due to name change from Elin Pentecostal Church to Chippenham Christian Fellowship</p>	<ul style="list-style-type: none"> Response from the Chippenham Planning, Environment & Transport Committee meeting held on 19 November 2015 - This request is supported in principle subject to the applicant fully funding the signage themselves. 	<p>MR will pass to Mark Stansby for action</p> <p>Community Issue can be closed (request transferred to relevant service) and this request removed from the list.</p>		
t)	<p>Issue 4322 Bumpers Farm, Chippenham</p> <p>Improved access to Bumpers Farm a new entrance onto the A350</p>	<ul style="list-style-type: none"> Discussed by CATG. MR advised that this was a strategic matter that falls outside the remit of the CATG and the Area Board. MR recommended this issue is referred to Allan Creedy, Head of Sustainable Transport 	<p>CATG recommendation - Chippenham Area Board refer this matter to Creedy, Head of Sustainable Transport</p>		
u)	<p>Issue 4325 Station Road, Christian Malford</p> <p>Speeding vehicles along Station Road from the junction with the Hawthorns to the village Hall. 20mph speed limit requested.</p>	<ul style="list-style-type: none"> 18-Nov-15 Issue originator asked to complete Metro Count request form Once results of the Metro Count are received this matter will be referred to Christian Malford Parish Council for comment DM has not seen Metro Count form. 	<p>Kate Jennings to issue Metro Count form again</p>		

v)	<p>Issue 4326 The Hamlet, Chippenham</p> <p>Make the access to Greenway Lane end safer to negotiate for pedestrians by making a refuge area around the bend by creating a pavement or a hatched marked area in the road. Enforce existing traffic restrictions</p>	<ul style="list-style-type: none"> • Issue originator has raised 4 issues 4326, 4331, 4172 & 4173 (4173 & 4331 closed as duplicate requests) • MR has arranged for Metro Counts. Results awaited • 4-Dec-15 Chippenham Town Council invited to comment 	<p>CATG recommendation - Chippenham Area Board class this a Priority 1 scheme</p> <p>CATG to consider at future meeting if supported by Chippenham Town Council and when Metro Count results are available</p>	<p>Priority 1</p>	
w)	<p>Issue 4327 Hill Corner Road, Chippenham</p> <p>Dropped kerb requested past the turning to Greenway Lane</p>	<ul style="list-style-type: none"> • 4-Dec-15 Chippenham Town Council invited to comment 	<p>Next CATG meeting consider all dropped kerb requests and prioritise. This will be more efficient and cost effective</p> <p>CATG recommendation - Chippenham Area Board deal with all dropped kerb requests together as a special exercise as in previous years</p>		
x)	<p>Issue 4336 Queens Crescent, Chippenham</p> <p>Speeding concern near to the Co-op shop on Conway Road near Queens Crescent</p>	<ul style="list-style-type: none"> • 4-Dec-15 Issue originator asked to complete a Metro Count form. 	<p>CATG to consider priority at future meeting when Metro Count results are be available</p>		

<p>y)</p>	<p>Issue 4357 Clapcote Cottages, Grittleton</p> <p>Speeding outside the village of Grittleton SN14 6AS</p>	<ul style="list-style-type: none"> • 4-Dec-15 Issue originator asked to complete a Metro Count form. • Once results of the Metro Count are received this matter will be referred to Grittleton Parish Council for comment 	<p>CATG to consider priority at future meeting when Metro Count results are be available</p>		
	<p>AOB</p>	<p>Local Highways Investment Fund</p> <ul style="list-style-type: none"> • 11-Nov-15 Peter Binley advised that assessment for next year's schemes is currently underway. It's likely to be early next year before we report back to the Area Boards. We also need to review where we are with this year's programme and there is a lot of work ongoing following the change in contract arrangements. <p>Budget</p> <ul style="list-style-type: none"> • LPa asked whether costs can be provided on the new priority 1 schemes 	<p>CATG agreed a special meeting will need to be called to consider this as soon as this information is available.</p> <p>MR will provide costs for next meeting</p>		
<p>Date of Next Meeting 11th April 2016</p>					

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Chippenham Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Chippenham Area Board will have a remaining Highways funding balance of **£16,503.66**

3. Legal Implications

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

4. HR Implications

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

5. Equality and Inclusion Implications

The schemes recommended to the Area Board will improve road safety for all users of the highway.

Chippenham CATG

FINANCIAL SUMMARY

BUDGET 2014-15

	£18,087.00	CATG ALLOCATION 2014-15
	£29,790.63	2013-14 underspend
Contributions	£200.00	North Wraxall PC for C151 chevron sign
	£342.00	Grittleton PC for Foscote
	£500.00	Kington Langley PC
	£100.00	Bristol Road Ped survey CTC
	£163.00	Blackthorn Mews cont to ped survey CTC
	£754.00	Market Quarter CTC
Total Budget 2014-15	£49,936.63	

Commitments carried forward from 2013-14

Chippenham Wood Lane Area road safety posters	£1,500.00	Estimate
Cuttle Lane biddestone substantive bid	£5,000.00	Contribution to substantive scheme
Chippenham Lowden tunnel street lighting	£1,238.00	Actual

Scheme Commitments 2014-2015

1. Kington Langley footway extension	£4,043.00	Actual
2. The Bridge Chippenham zebra crossing refurbishment	£8,223.00	Estimate
3. A4 Pewsham Way Chippenham signs	£410.00	Estimate - Works complete but final account awaited.
4. C154 and Grove Lane speed limit implementation	£4,500.00	Estimate
5. C86 Foscote signs and lines	£1,365.00	Actual
6. Lowden tunnel signals feasibility study	£5,034.00	Actual
7. C151 Ford Chevron Warning signs	£234.00	Actual
8. Blackthorn Mews pedestrian survey	£650.00	Estimate
9. Market Quarter cyclepath	£3,474.00	Estimate
10. Bristol Road - Pedestrian Survey	£400.00	Actual

Total commitment 2014-15 **£36,071.00**

Remaining Budget 2014-15 **£13,865.63** to be carried forward into 2015-16

Chippenham CATG

Budget 2015-16

	£18,087.00	CATG Allocation 2015-16
	£12,848.63	2014-14 underspend

Contributions

£1,250.00	Chipp TC Lowden Tunnel Imp
£150.00	Stanton St Quintin Gateway Signs
£60.00	Chipp TC Lysley Nameplate inc NTR
£125.00	Kington Langley PC Road Narrows Sign / SLOW
£750.00	Sutton Benger PC 20 Mph limit
£1,500.00	Chipp TC - Redland 20mph limit
£550.00	Biddestone PC for Slaughterford Signs
£750.00	Burton PC for Village Gates

Total Budget 2015-16

£36,070.63

Scheme Commitments (inc. those carried forward from 2014-15)

1. Church Lane Stanton St. Quintin sign / Lines	£1,161.97	Complete
2. Langley Road - Bollards by Clift House crossing	£325.00	Complete
3. Lowden Tunnel - On carriageway footway / Signs	£3,750.00	P Binley to fund re-surfacing & closure
4. Lysley Close 2 no. Street nameplates with Diag 816	£600.00	Paul Bollen to arrange works
5. Kington Langley Church Lane Road narrows signs & SLOW markings	£500.00	Complete
6. Chestnut Road - Sutton Benger 20mph Limit	£3,000.00	Awating Implementation.
7. Redlands Estate - 20mph Limit	£5,030.00	Deffered until after 1st April 2016
8. Slaughterford / Biddestone Signs	£1,814.51	Complete
9. Burton Village gates	£3,000.00	Awating Implementation.
10. Blackthorn Mews - Pedestrian assessment Report	£0.00	
11. A4 Pewsham/ Forest Lane - Pedestrian Improvements		Outline design required.
12. Woodlands Road - New bus stops	£800.00	

Current Commitment 2015-16 **£19,981.48**

Remaining Budget 2015-16 **£16,089.15**

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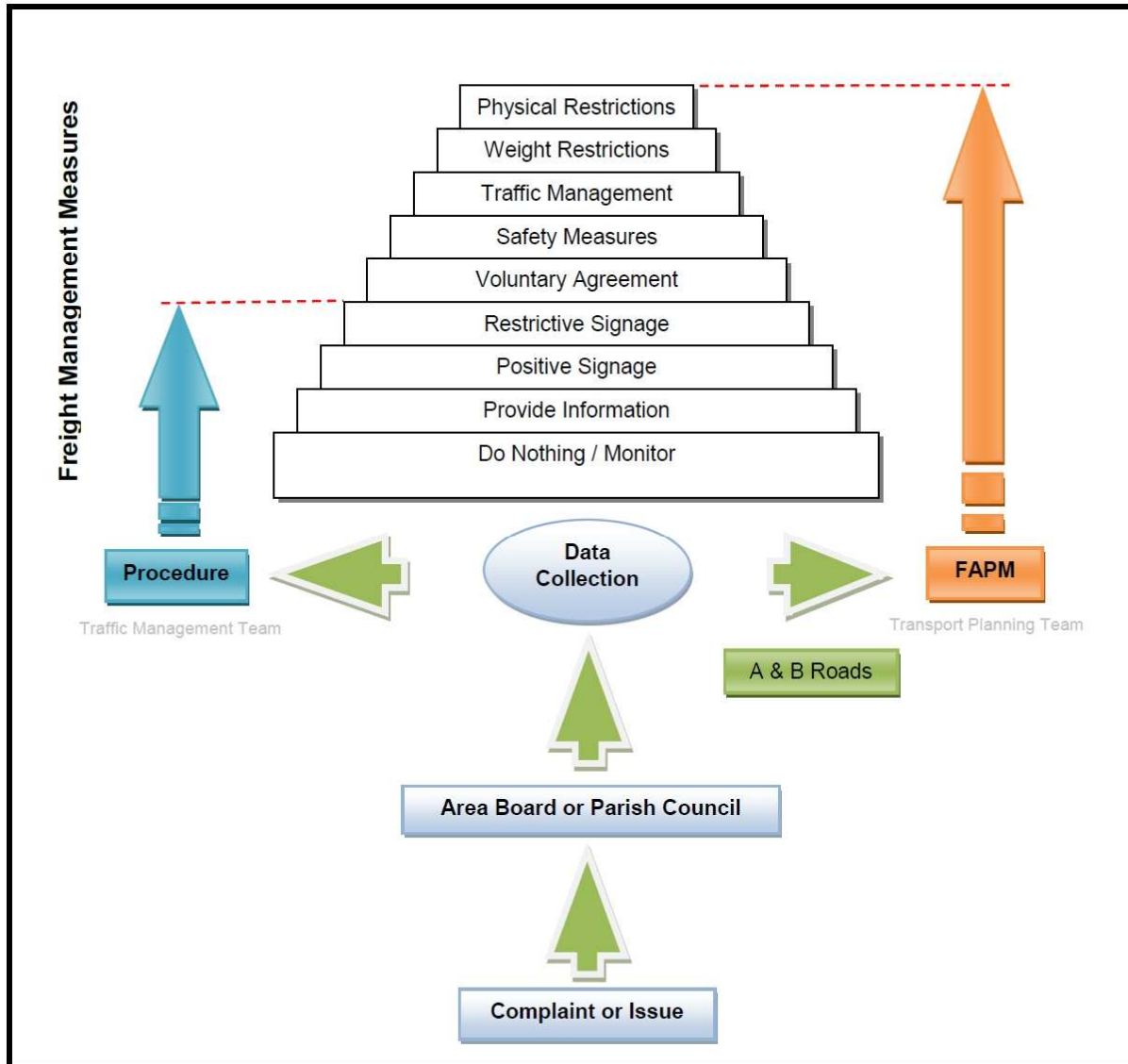
Protocol for Dealing with Freight Management Requests

December 2015

Wiltshire Freight Strategy

A key element is a network of advisory HGV routes comprising:

- **Strategic routes** - roads for long-distance journeys
- **Local routes** - roads for local journeys (routes open to lorry traffic but long-distance movements not encouraged)
- **Other routes** - roads for access only (through traffic not advised or encouraged)



Dealing with requests for freight management

The Council receives numerous complaints about freight and requests for weight limits

- Requests on 'A' and 'B' class roads are assessed using the Freight Assessment and Priority Mechanism (FAPM)
- Requests on 'C' and unclassified roads are assessed for small scale interventions (e.g. local advisory signing or unsuitable for HGV signing). If this is unsuitable they are assessed by the FAPM.

Freight Assessment and Appraisal Mechanism (FAPM) – Part 1

Part 1 looks at the local circumstances that may contribute to the use of road by HGVs:-

- Policy reasons – Status of the route
- Operational reasons – the need for HGV access
- Existing freight management measures
- Diversionary routes
- Development requirements

Freight Assessment and Appraisal Mechanism (FAPM) – Part 2

Part 2 scores the legitimate freight issues against the following characteristics:-

- **HGV Flow Composition**
- **Safety**
- **Community Characteristics**
- **Road Characteristics**

Freight Assessment and Appraisal Mechanism (FAPM) – Part 2

HGVS Flow Composition

- **Hourly HGVS Flow**
Average hourly HGVS flow (7am – 7pm)
- **Percentage of HGVS**
HGVS as a percentage of the total traffic flow

Freight Assessment and Appraisal Mechanism (FAPM) – Part 2

Safety

- **Accidents involving HGVs**

Number of KSI accidents involving HGVs over a 5 year period

- **Vehicle speeds**

Speed in excess of the speed limit (based on 85th percentile)

- **Existence of footway**

Availability of footway in 20/30/40 mph speed limit areas

Freight Assessment and Appraisal Mechanism (FAPM) – Part 2

Community Characteristics

- **Frontage properties**
Number of properties within 20m of route
- **Narrowings**
Existence of narrowings and pinch points (in 20/30/40 mph speed limits)
- **Services/Sensitive Receptors (within 100m of route)**
- **Conservation Area/AONB status**

Freight Assessment and Appraisal Mechanism (FAPM) – Part 2

Route Characteristics

- **Road Classification**
'A' road, 'B' road, 'C' road or unclassified
- **Road Typology**
Standard single carriageway
Narrow single carriageway (open)
Narrow single carriageway (closed)
Lane (open)
Lane (closed)

Freight Management Protocol

- Requests to be endorsed by relevant local council
- CATGs to prioritise their top two requests
- The priority freight requests are then assessed by officers using the FAPM
- Following outcome of Part 1 of the FAPM, CATGs asked to order metrocounts
- The top 2 priority requests across the county are then investigated to determine the appropriate solution

Current Freight Management Requests in the Chippenham Community Area

- Hungerdown Lane, Chippenham
- Malmesbury Road, Chippenham
- C1 Norton
- Hill Corner Rd, Chippenham
- Fowlswick Lane, Allington
- Sandown Drive, Cepen Park, Chippenham
- Sheldon Road, Chippenham

Questions

- Any questions

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Service: Highways and Transport

Further Enquiries to: Spencer Drinkwater

Date Pre

Councillors Briefing Note No. 250

Background

During the course of each year Wiltshire Council receives numerous petitions and requests for weight limits and restrictions on freight movement on the public highway. In accordance with Wiltshire's freight strategy, these are then assessed annually using the council's Freight Assessment and Prioritisation Mechanism (FAPM) to identify the top priority scheme(s) for possible intervention (for further information on the FAPM please refer to the following link:- http://www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/transportfreight/transportroadfreight.htm#Road_freight-raise-concerns--Anchor).

There are now more than 80 schemes on the FAPM list and the annual assessment of these requests is a significant draw on resources.

The council receives far more requests for freight management each year than it can possibly implement and there needs to be a mechanism to manage the process and limit the number of requests that have to be assessed through the FAPM process.

Proposal

To achieve this it is proposed that all of the current requests are referred to the relevant town and parish council to ensure that they are supported. This is particularly important because some requests are made by individuals and may not have been considered and endorsed by their local councils.

The list of supported freight management requests will then be split by community area and then referred to the relevant area board community area transport groups (CATGs) to select their top two priority freight requests for officers to assess using the FAPM. Once ratified by the area boards, officers will then assess these priority sites using Part 1 of the FAPM process, which considers any wider policy, operational and/or deliverability issues that might mean that further investigation at the site should not be undertaken. The CATGs will then be informed of the outcome of the Part 1 assessments and if they successfully meet the criteria within the Part 1 assessment, the CATG will then be asked to commission a metrocount on the road(s) in question to collect the necessary traffic data to inform Part 2 of the FAPM process. In Part 2, sites are assessed against a range of scoring criteria to determine the likely impact that HGVs are having along a route and on the associated local communities.

In choosing their priority freight requests, area boards will need to be mindful of the council's [Freight Strategy](#) and the likelihood of a scheme being able to be implemented.

Future Requests

In future years, all requests for freight management (including requests for weight limits) should be submitted by way of the completion of an online area board issues sheet.

Ideally, the request should be submitted by the relevant town/parish council. However, if a request is made by a member of the public, the requester will be asked to refer the matter to their town/parish council to indicate its view on the proposal. Requests that are not supported by the town/parish council will not be progressed further.

The supported freight management requests will be referred to the area board's CATG. These should be considered each Autumn when the CATG's top two freight priorities should be identified and submitted to officers by the end of November so that they can be assessed in accordance with the FAPM. (Budgetary constraints will not allow more than two requests per CATG to be assessed each year).

Priority freight issues that meet the criteria of the Part 1 assessment will be referred back to the CATG who will be requested to obtain a metrocount survey at the location of the freight issue to gain up-to-date traffic information to facilitate Part 2 of the FAPM assessment.

Following assessment by officers, the county's top two freight issues (as determined through the FAPM) will be identified from the 36 priority requests submitted by the CATGs. Studies will then be undertaken on these top two priorities to determine the most appropriate form of freight management (if required) in accordance with the council's freight strategy.