

AGENDA

Meeting: Calne Area Board
Place: Calne Library and Hub
Date: Tuesday 29 May 2018
Time: 6.30 pm

Including the Parishes of Calne Without, Bremhill, Hilmarton, Heddington, Cherhill, Compton Bassett and Calne

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 opportunity from 6:00pm .

Please direct any enquiries on this Agenda to Stuart Figini stuart.figini@wiltshire.gov.uk, direct line 01225 718221 or email stuart.figini@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Christine Crisp, Calne Rural (Chairman)
Cllr Alan Hill, Calne South and Cherhill (Vice-Chairman)
Cllr Ian Thorn, Calne Central
Cllr Tom Rounds, Calne North
Cllr Tony Trotman, Calne Chilvester and Abberd

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By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

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County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

	Time
<p>1 Election of Chairman (<i>Pages 1 - 2</i>)</p> <p>To appoint a Chairman for 2018/19.</p>	6.30pm
<p>2 Election of Vice-Chairman</p> <p>To appoint a Vice-Chairman for 2018/19.</p>	
<p>3 Apologies for Absence</p>	
<p>4 Chairman's Welcome and Introductions</p> <p>5 Minutes (<i>Pages 3 - 10</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 20th March 2018.</p>	6.40pm
<p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7 Chairman's Announcements (<i>Pages 11 - 14</i>)</p> <p>The Chair will make the following announcements:</p> <ul style="list-style-type: none"> • Notification of Calne Area Board Budget Allocation 2018/19. • Becoming a foster carer video • Salisbury Recovery 	6.45pm
<p>8 Appointment to Working Groups and Outside Bodies (<i>Pages 15 - 38</i>)</p> <p>To make appointments to Working Groups and Outside Bodies for the forthcoming year:</p> <p><u>Working Groups</u></p> <ul style="list-style-type: none"> • Community Area Transport Group • Calne Local Youth Network (LYN) Management Group • Health and Wellbeing Group • Older People's Champion • Air Quality Working Group • Calne s.106 Working Group • Calne Dementia Action Working Group • Calne Training and Skills Working Group <p><u>Outside Bodies</u></p> <ul style="list-style-type: none"> • Calne Heritage Centre Trust 	6.50pm

- Calne "Our Place" Project
- Marden House
- Calne Dementia Action Alliance

9 **Partner Updates** (*Pages 39 - 44*)

7.00pm

To receive updates from the partners listed below:

- Wiltshire Police and Office of the Police and Crime Commissioner
- Dorset and Wiltshire Fire and Rescue Service
- NHS Wiltshire Clinical Commissioning Group – Including an update on Patford Street Surgery (Dr Harris and Helen Stevens, Practice Manager)
- HealthWatch Wiltshire
- Town and Parish Councils
- Area Schools Update

10 **Electoral Review** (*Pages 45 - 48*)

7.30pm

To receive a briefing note and presentation regarding the Electoral Review. The note gives details about the review, and highlights links for residents and partner organisations to submit their comments to the consultation.

Presentation to be provided by Maggie Mulhall, member of the Project Team.

11 **Recycle for Wiltshire**

7.50 pm

Wiltshire Council funds the Waste Education Team at Wiltshire Wildlife Trust to encourage Wiltshire communities to recycle more and reduce the amount of rubbish they produce at home. The Team do this in as many engaging and fun ways as possible, running an education programme in schools and pre-schools, putting on waste workshops with youth groups and working with local residents and community groups to spread the message. The team will be focussing it's work on the Calne Community Area in the next few months and will present the Board with details of the proposed campaign.

12 **Our Community Matters** (*Pages 49 - 138*)

8.00pm

To receive updates and consider recommendations arising from the following local JSA priorities/working groups:

- Local Youth Network – Helen Bradley (LYF)
- Calne Area Parish Forum – Ed Jones (Chairman) – to include an update on the WWI commemorative tree planting project
- Older People/Carer's Champion – Diane Gooch – to include a recommendation for funding under the Health and Wellbeing budget to the 'Celebrating Age'

project.

- Health and Wellbeing Group (Calne Health & Social Care Forum) – David Evans/Diane Gooch
- Dementia Friendly Calne Community Working Group – Cllr Crisp
- Air Quality Working Group – Cllr Hill – to include a review of the Calne Air Quality Action Plan, for review by the Area Board.
- Calne Our Place – Naomi Beale (Chairman)
- Calne Community Safety Forum – Town Councillor Glenis Ansell (Chairman)
- CATG (Highways Working Group) – Cllr Crisp
- Training & Skills Working Group – Cllr Thorn
- Calne S106 Working Group – Cllr Trotman - to include an update on the review of the traffic calming scheme at Abberd Way, Calne.

13 **Area Board Funding** (*Pages 139 - 150*)

8.30pm

1. To consider 1 application to the Community Area Grants Scheme, as follows:
 - Compton Bassett Village hall – New Roof
2. To note an update from Calne Community Area Fairtrade Group about progress of a project following the receipt of a grant in September 2017.

14 **Urgent items**

8.40pm

Any other items of business which the Chairman agrees to consider as a matter of urgency.

15 **Close**

The Chairman will set out arrangements for the next meeting.

Extract from Part 3 of the Constitution: Appointment of Chairmen and Vice-Chairmen of Area Boards

4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.

4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.

4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.

4.9.7 With the exception of an election year, the chairman and vice chairman of an area board shall remain in post until their successors are appointed.

MINUTES

Meeting: CALNE AREA BOARD
Place: Calne Hub & Library, The Strand, Calne, SN11 0RD
Date: 20 March 2018
Start Time: 6.30 pm
Finish Time: 8.50 pm

Please direct any enquiries on these minutes to:

Stuart Figini (Democratic Services Officer), on 01255 7182210 or stuart.figini@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Christine Crisp (Chairman), Cllr Alan Hill (Vice-Chairman), Cllr Ian Thorn, Cllr Tom Rounds and Cllr Tony Trotman

Wiltshire Council Officers

Will Kay (Youth Development Coordinator), David Parkes (Democratic Services Officer) and Jane Vaughan (Community Area Manager)

Town and Parish Councillors

Calne Town Council – John Boaler
Bremhill Parish Council – Isabel McCord
Cherhill Parish Council – David Evans
Compton Bassett Parish Council – Jane Marshall
Hilmarton Parish Council – Mel Wilkins

Partners

Wiltshire Police – Stuart Welch
Wiltshire Fire and Rescue – Tom Burns

Others

Calne Our Place – Malcolm Gull
Marden House Centre - Graham Spencer

Marden House Centre – Margaret Garratt
Calne Community Hub and Library – Terry Couchman
Older Persons/Carers Champion – Diane Gooch
The Rise Trust – Sharon Hughes
Age UK Wiltshire – David Evans
Lansdowne Monument Campaign – Deborah Bassett
John Bentley School – Jason Tudor
John Bentley School – Peter Grant
local resident – Roy Golding
local resident – Councillor Ross Henning

Total in attendance: 30

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
74	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to Calne Area Board and introduced the Councillors and Officers present.</p>
75	<p><u>Apologies for Absence</u></p> <p>Apologies for absence had been received from Ade Hurren, Dorset and Wiltshire Fire and Rescue Service, Ed Jones, Calne Without Parish Council, Lynne Sargeant, Heddington Parish Council and John Skinner, Calne Our Place.</p>
76	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 23rd January 2018 were approved and signed as a correct record.</p>
77	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
78	<p><u>Chairman's Announcements</u></p> <p>There were no Chairman's announcements.</p>
79	<p><u>Partner Updates</u></p> <p>The Area Board received and noted the following updates from key partners:-</p> <p>(a) Wiltshire Police The written report was received and noted.</p> <p>(b) Dorset and Wiltshire Fire & Rescue Service The written report was received and noted.</p> <p>(c) NHS Wiltshire Clinical Commissioning Group (CCG) The written report was received and noted along with a brief update on the future of Patford Surgery, Calne.</p> <p>(d) Healthwatch Wiltshire The written report was received and noted.</p> <p>(e) Bremhill Parish Council The following points were noted:</p> <ul style="list-style-type: none"> • Consultation on the Neighbourhood Plan being undertaken. • The Emergency Community Plan has been published. • The Parish Council website had been updated and more user friendly.

	<ul style="list-style-type: none"> • Planting trees as part of the WWI Trees for Commemoration project. <p>(f) Cherhill Parish Council The following points were noted:</p> <ul style="list-style-type: none"> • A replacement parish clerk had now been appointed (Paula Purslow). • Two new defibrillators installed in the village, one outside the school and one in a disused telephone box. The Area Board were thanked for their contribution towards the defibrillators. <p>(g) Compton Bassett Parish Council The following points were noted:</p> <ul style="list-style-type: none"> • The Parish Council Neighbourhood plan was now in operation and proving very useful to refer to. • 40mph road sign would soon be installed along with a signage scheme to deter lorries diverting off the A3012. • A 5k run to be held by Calne Running Club. • Fund raising for a new village hall roof. • Planting trees as part of the WWI Trees for Commemoration project. • Parish Council to receive a presentation on AONB at their meeting on 11th April 2018. <p>(h) Calne Town Council The following points were noted:</p> <ul style="list-style-type: none"> • Six week consultation on the Neighbourhood Plan commenced. • Annual meeting of the parish of Calne and civic award presentation on 23rd March 2018. • Spring Sing across various locations in Calne. • A successful Spring Clean event held. <p>(i) Hilmarton Parish Council The following points were noted:</p> <ul style="list-style-type: none"> • Double yellow lines had now been implemented on the road near to the village school. • The Parish Council has agreed to develop a Neighbourhood Plan. • A number of Parish Councillor vacancies existed.
80	<p><u>Our Community Matters</u></p> <p>The Area Board was provided with an update on community issues and progress on Calne Area Board working groups as follows:</p> <ul style="list-style-type: none"> • Local Youth Network (LYN) The Area Board considered a Youth Grant Funding request from the LYN Management Group for John

Bentley School to hold their annual Summer School for pupils joining the school in September 2018. The report highlighted the detailed activities of the Summer School. Cllr Ian Thorn proposed the award, seconded by Cllr Alan Hill.

The Area Board were also informed that the LYN initiative 'Intergenerational Dementia Project' would no longer be taking place and the previously awarded grant of £1,000 would be returned to the Area Board budget.

Resolved:

1. **To award £5,000 to the John Bentley School Summer School project; and**
2. **To note that the 'Intergenerational Dementia Project' would no longer be taking place and the previously awarded grant of £1,000 would be returned to the Area Board budget.**

- **Calne Area Parish Forum** In the absence Ed Jones, Chairman of the Forum, this item was deferred until the next meeting.
- **Older People/Carer's Champion** Diane Gooch gave a verbal update and reported that the current project 'Celebrating Age' was working with Cherhill's 'Oldbury Wednesday Club', the local Methodist Church and memory group. A presentation on the project would be held at the Calne Hub and Library on 25th April 2018. A classical concert for older people and carers was being held at the Calne Hub and Library in June 2018. Preparations were being made for a Volunteer Fair in Calne.
- **Health and Wellbeing Group (Calne Health & Social Care Forum)** David Evans reported that the Groups last meeting was held in January 2018, where they received a talk from a veteran's support group. The Group's next meeting was scheduled for 28th April 2018 at Marden House.
- **Dementia Friendly Calne Community Working Group** The Area Board were informed that Dementia Action week was taking place in May 2018 and the alliance would be holding another public Dementia Friends session in the Community Hub. The next meeting of the Group was scheduled for 27th March 2018.

Diane Gooch, Older People/Carer's Champion highlighted the difficulties experienced by people with memory loss attending short walks due to the condition of the pavements.

- **Air Quality Working Group** Councillor Alan Hill reported that air quality in Calne was in a state of transition. He referred to a number of applications from Hills Waste Services to change the way they operate in Lower Compton, which could potentially reduce the number of heavy

goods vehicles using the A4.

The Area Board noted that the Group would be meeting shortly. Cllr Hill raised a number of matters relating to air quality including, the impact on air quality in Calne due to pupils being transported to schools outside of the town, and the need to have air quality monitors in the vicinity of New Road, Calne.

- **Calne Our Place Projects** The written report was received and noted.

- **A4 Tourist Route and Signage** The Area Board was informed that the new entry signs to into Calne had now been installed and received thanks for the Board and Town Council's contribution towards the signs. It was noted that a new finger sign would also be installed to promote the Heritage Car park.

- **Lansdowne Monument Campaign** The Area Board received a report and presentation from Deborah Bassett about the Lansdowne Monument and the restoration project, which was now coming under the umbrella of Calne Our Place. She set out the historical context for the monument and the difficulties in engaging with the National Trust. It was noted that the monument was erected to the grandfather of the 1st Marquis of Lansdowne, Sir William Petty, (1623 - 1687).

The Monument celebrates its 175 birthday on 1st March 2020 and the project aims to have a full restoration by this anniversary. Information about the project would be added to the Cherhill Parish Council website.

The Area Board expressed their support for the project and congratulated Deborah Bassett on her endeavours to secure the restoration of the monument.

Resolved: The Area Board supports Calne Our Place, Lansdowne Monument restoration project.

- **Calne Community Safety Forum** In the absence Glenis Ansell, Chairman of the Forum, this item was deferred until the next meeting.
- **CATG (Highways Working Group)** The Area Board received a report of the Cabinet Member for Highways, Transport and Waste about the Road Surfacing Programme 2018/19.

The report provided information on the progress made in improving the condition of the County's roads, and advised on the road surfacing

	<p>schemes to be undertaken in 2018/19, including the schemes for Calne.</p> <p>The Chair reminded the Area Board that the CATG had previously considered the Schemes and suggested that Stockley Road and Compton Road should be considered in the future, this was noted at the last meeting of the Area Board on 23rd January 2018.</p> <p>The Area Board noted that one of the reports proposals included an acknowledgement that there had been a substantial improvement in the overall condition of Wiltshire's roads in recent years. The Council members felt that they could not support this statement.</p> <p>Resolved: The Area Board:</p> <ul style="list-style-type: none"> i) Approves the highway maintenance scheme list for the Calne area in 2018/19 and that Stockley Road and Compton Road be included within a future list; and ii) Notes that a new five-year programme will be developed shortly, making use of the Council's new Highways Infrastructure Asset Management System (HIAMS), to ensure best value for money and whole life costing for the highways asset. <ul style="list-style-type: none"> • Training and Skills Working Group The written report was received and noted. • Calne S106 Working Group The Area Board received a briefing note about the review of a traffic calming scheme for Abberd Way, Calne. <p>Resolved: The S106 Working Group give further consider to the traffic calming scheme for Abberd Way, Calne and that Cllr Thorn be invited to the Groups discussion of this scheme.</p>
81	<p><u>Area Board Funding</u></p> <p>The Area Board considered three applications for Community Area Grant funding. The Chairman invited the application representatives to give a brief overview of their project and an opportunity to respond to questions from the Area Board.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That the following grant applications be agreed: a) Calne Community Hub Volunteers (new computer equipment as part of an upgrade of the information service provided at the Hub) for £674.97; b) Heddington Parish Council (Trees for Commemoration of WWI) for £280.00; and

	<p align="center">c) Area Board Initiative – Our Walk Project (development of the OurWALK Digital App for the Calne community area) for £1000.00</p>
82	<p><u>Community Asset Transfer</u></p> <p>The Area Board considered a report from the Community Engagement Manager, about an application to transfer Marden House Centre, Calne from Wiltshire Council to the Marden House Trustees.</p> <p>The Area Board were informed that the Marden House Trustees had been operating at the property for 25 years and would continue to host a wide variety of community groups, projects, activities and events that have been previously supported by the Area Board. The Trustees had conducted an extensive consultation of users and visitors, who expressed their support for the transfer.</p> <p>It was noted that the application was for a third sector transfer which would be subject to a 125-year lease. If the property stopped being used for community purposes the lease may be terminated by Wiltshire Council.</p> <p>The Chairman of the Trustees highlighted the benefits to the community of the proposed transfer, potential for future investment, ability to broaden the number of user groups and offer of volunteer opportunities.</p> <p>Resolved:</p> <p>To approve the transfer of Marden House Centre from Wiltshire Council to Marden House Centre Trustees on a 125-year lease, subject to:</p> <ul style="list-style-type: none"> i) The lease being upon such terms as Wiltshire Council Estates considers reasonable; ii) The ability of Wiltshire Council to terminate the lease if the property ceases to be used for community purposes; and iii) Each party bearing their own costs.
83	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
84	<p><u>Close</u></p> <p>The next Area Board meeting would be held at 6.30pm on 29th May 2018, at Calne Library and Hub, with refreshments available from 6.00pm.</p>

Chairman's Announcements

Subject:	Becoming a Foster Carer
Web contact:	http://www.wiltshire.gov.uk/fostering

Wiltshire Council needs to recruit foster carers of all types, including specialisms. Foster carers are needed in all areas of the county, although it is recognised that the main priority is to recruit in the main towns to the north and west of the county (Chippenham and Trowbridge) and to the south (Salisbury). Most looked after children come from these areas and so generally local foster carers are needed to support children continuing at school and college and to facilitate family contact more easily.

Foster carers are ordinary people and so they are likely to be living in any part of the county, in any community. To become an approved Wiltshire foster carer you need to:

- Be at least 21 years old (although they can apply from the age of 18)
- Have a spare bedroom big enough for a child or young person to use
- Be a full-time resident in the UK or have leave to remain
- Be able to give the time to care for a child or young person on a full or part-time basis

Foster Carers are paid an allowance based on the age of the child they look after and a Skill Fee dependent upon their skills and experience.

Recent research carried out at Bristol University with children in care shows how important it is that children have someone they can trust, who is interested in them and that:

"Living with someone that you have a good and trustful relationship with is the key to a happy and effective placement"

Saving Grace is the story of a young person who was fostered, and the positive impact fostering had on her life, and on the life of her foster family.

To find out more about fostering in Wiltshire please visit:

<http://www.wiltshire.gov.uk/fostering>

Or phone 01225 716510 (office hours) or 0845 6070888 (out of hours)

Our next information evenings are:

29 May, 7pm - 8pm, County Hall, Trowbridge

26 June, 7pm – 8pm, County Hall, Trowbridge

24 July, 7pm – 8pm, County Hall, Trowbridge

25 September, 7pm – 8pm, County Hall, Trowbridge

30 October, 7pm – 8pm, Five Rivers Health and Wellbeing Centre, Salisbury

Chairman's Announcements

Subject:	Area board briefing for chairs regarding Salisbury situation
Web contact:	communications@wiltshire.gov.uk

Wiltshire Council and Salisbury City Council are proud to be hosting the grand final of the elite cycling OVO Energy Tour Series on May 31 as part of the recovery of the city. This exciting free event is the first major event of the recovery programme and will showcase Salisbury to the world as the ITV4 programmes are broadcast to more than 100 countries. The elite races are being supported by a programme of fun family activities in the Guildhall Square from 1pm. Why not join us and support Salisbury in its recovery? More information about the event is available at www.wiltshire.gov.uk/salisbury-cycle-tour-series

A dedicated webpage providing up to date information on what is happening in Salisbury has been set up at www.wiltshire.gov.uk/salisbury.

Changes have been made to the free parking provision in Salisbury and came into effect on May 14. These changes were made following feedback from the city's community and businesses. Shoppers and visitors will continue to be able to park free of charge in Wiltshire Council's car parks from midday Monday to Friday and all day on Saturday and Sunday. Parking continues to be free at the five park and ride sites.

The recovery is moving fast and we are reiterating that Salisbury is safe for residents and visitors outside of the cordoned off areas. It's important to emphasise that no further reports of illness have been reported since the incident on Sunday March 4. The city is recovering and getting back to normal.

The clean-up stage of the recovery is well underway. Nine sites have been identified as potentially contaminated. These are Bourne Hill, Salisbury Ambulance Station, Amesbury Ambulance Station, Maltings Park, the Mill pub, Zizzi restaurant, Ashley Wood Car Recovery Centre, Mr Skripal's house and the police officer's home.

Work to clean each sites involves testing, removing any potentially contaminated items, chemical cleaning and re-testing. Sites will not be released until tests have been reviewed and approved. This work could take several months and the priorities are Bourne Hill, the two ambulance stations and The Maltings. They will be followed by The Mill pub and Zizzi restaurant. We will keep the community updated as the work progresses. The recovery is being overseen by the Recovery Coordinating Group (RCG) which is made up of local and national agencies.

CALNE AREA BOARD
29TH MAY 2018

Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2018/19

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2018/19.

2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. The Area Board is also invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2018/19.
- 2.3. Similarly, the Area Board is invited to appoint a named Champion to work with the Area Board and Health and Wellbeing Group for 2018/19, the role description is attached at **Appendix D**.

3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. In 2014 all Area Boards appointed Local Youth Network (LYN) Management Groups to coordinate wider LYNs, sub-groups of the Area Boards, to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C and may be reviewed by the Leader on an annual basis.
- 3.3. Some Area Boards have also established working groups to consider and facilitate the development of Health and Wellbeing Centre proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.

- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers. The role description is attached at Appendix D and the Area Board is asked to appoint to this position.
- 3.6. 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. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Safeguarding Implications

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

7. Environmental Impact of the Proposals

- 7.1 None.

8. Equality and Diversity Implications

- 8.1 None.

9. Delegation

- 9.1 Under Wiltshire Council's constitution 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.

9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

10. Recommendation

10.1 The Area Board is requested to:

- a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and
- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.
- d. Appoint an Older People's Champion for the Area Board, in accordance with Appendix D. (Currently Sue Chilton)

Stuart Figini
Democratic Services Officer
01225 718221
stuart.figini@wiltshire.gov.uk

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)
Appendix D – Champion role description

Unpublished background documents relied upon in the preparation of this report

None.

WILTSHIRE COUNCIL OUTSIDE BODIES

Name of Outside Body	Appointed by	Number of Reps Required	Names of Reps	Date Appointed	Voting Rights	Meetings per year	Why Reps Required
Calne "Our Place" Project	Calne AB	1	Cllr Tom Rounds	6 June 2017	Yes	6	To provide support and a link between the Area Board and various projects.
Calne Dementia Action Alliance	Calne AB	1	Cllr Christine Crisp	6 June 2017	No	6	To promote and support the work of the Calne Dementia Action Alliance (of which the Area Board is a founding member).
Calne Heritage Centre Trust	Calne AB	1	Cllr Tony Trotman	6 June 2017	No	6	Centre is an important focus for tourism in Calne & an understanding of Heritage is an essential element in a cohesive Community
Calne LYN	Calne AB	1	Cllr Ian Thorn	Jan-18	Yes	4	To engage with young people and help champion their issues and ideas to councillors and council
Calne, Marden House	Calne AB	1	Cllr Tony Trotman	6 June 2017	No	2	To promote Marden House and show Area Board Support for it's work

Appointments to Working Groups **Calne Area Board**

Community Area Transport Group:

Cllr Christine Crisp (Wiltshire Council)
Anne Henshaw (Calne Area Transport)
Ed Jones (Focus on Five and Calne Without PC)
Jane Marshall (Compton Bassett PC)
Colin Pearson (Bremhill PC)
Simon Tomlinson (Cherhill PC)
vacant (Hilmarton PC)
Glenis Ansell (Calne Town Council)
Rob Robinson (Heddington Parish Council)
Mark Edwards (Calne Town Council officer)
Jane Vaughan (CEM)

LYN Management Group:

Cllr Ian Thorn (Wiltshire Council) Chair: Jordan Holt
Vice Chairs- Beth Wheeler and Rebecca Green
Joe Provis
Marie Wykes
Claire Selman
Jack Salsbury
Dylan Cottee
Isabelle Sandburg
Rebecca Durham
Lewis Gardiner
Helen Bradley (LYF)

Health and Wellbeing Group:

Cllr Christine Crisp (Wiltshire Council)
David Evans (Chair – Calne Health and Social Care Forum)
Diane Gooch (Chair– Older Peoples and Carers Champion)
Jane Vaughan (CEM)
Approx. 50 representatives of Partner Organisations, Groups and Local-Residents

Air Quality Working Group:

Cllr Alan Hill (Chair - Wiltshire Council)
Cllr Ian Thorn (Vice-Chair – Wiltshire Council)
Anne Henshaw (Calne Area Transport)
Avril Mays (Local Resident)
Peter Alberry (Compton Bassett PC)
Peter Knight (Calne Environmental Network)
Sue Wallace (Calne Environmental Network)
John Boaler (Calne Town Council)
Mark Edwards (Calne Town Council officer)
Jane Vaughan (CEM)

Calne s.106 Working Group:

Cllr Tony Trotman (Chair - Wiltshire Council)
Heather Canfer (Calne Town Council)
Mark Edwards (Calne Town Council officer)
Robert Merrick (Calne Town Council)
Anne Henshaw (Calne Area Transport)
Jane Vaughan (CEM)

Calne Dementia Action Working Group:

Christine Crisp (Chair - Wiltshire Council)
Diane Gooch (Wiltshire & Swindon Users Network)
Trudy King (Town Council officer)
Diane Barkham (Alzheimer's Support)
Emma Dowie (Swan Advocacy)
Freda Ackroyd (Calne Memory Club)
Andrew Day (Alzheimers Society)
Teresa Quinn (resident)
Derek Quinn (resident)
Catherine Beswick (Kingston House)
Richard Paget (Kingston House)
Jane Vaughan (CEM)

Calne Training and Skills Working Group:

Ian Thorn (Chair)
Helen Bradley (Calne Wordfest)
Alex Schmitt (Calne Community Hub volunteers)
Terry Couchman (Calne Town Council)
Corinna Davidson (A place for us)
Jennifer Dunthorne (Calne Wordfest & Calne Our Place)
Louiza Bruce (Springfields Academy)
Marie Wykes (Launch2learning)
Jane Vaughan (CEM)

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. It should be noted that CATG is an advisory body, it does not exercise delegated decision making powers.

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. Additional support will be provided outside of the meeting by the Corporate Office Business Support unit, as per Area Boards.

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. 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)

4. 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)

5. 20mph speed restrictions – review and implementation

To make recommendations to the Area Board as to the priority routes/areas for review and implementation of 20mph speed restrictions in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HSB-007-13)

6. Other decisions

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

Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the LYN

All members will be required to:

- Take an active part in the development of the LYN and its aims.

- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, 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 management group (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;

- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

4. Media Relations

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

Community Area Health and Wellbeing Group Terms of Reference

1. Purpose

Definition of a Health and Wellbeing Group (HWG)

The Health and Wellbeing Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People and organisations living and working in the community play a direct role in setting the agenda for this group.

HWGs will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

2. Membership

The Health and Wellbeing Groups may include representatives of:

- Members of the Community Area Board,
- Older Peoples Champion,
- Carers Champion,
- People from the community,
- Town and Parish Councils,
- Health and social care commissioners,
- Community and voluntary organisations and groups,
- Community transport providers,
- Police,
- Fire and rescue services,
- GP Practices,
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people.

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of people

People living in the community must play a central role in all aspects of the Health and Wellbeing Groups including the design, development, delivery and review of the local activities.

Health and Wellbeing Groups are encouraged to use a variety of methods to ensure people participate and are involved in decision-making processes. Existing groups may provide a useful forum for involving people, although the decision to retain these groups is for local determination.

Health and Wellbeing Groups must ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the Health and Wellbeing Groups

All members will be required to:

- Take an active part in the development of the Health and Wellbeing Group and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the Health and Wellbeing Group relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on activities for older people and ensure that this is shared with the Health and Wellbeing Group.
- Champion the voice and influence of people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the Health and Wellbeing Groups activities.
- Respect all members of the Health and Wellbeing Group and invited representatives.
- Work to improve outcomes for people and ensure high quality safeguarding practice.

3. Structure

The Health and Wellbeing Groups should come together on a quarterly basis, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the Health and Wellbeing Groups activities. The Chair of the group will be decided locally and could be any member of the Group. The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of:

- The Chairperson
- Older Persons Champion/ Carers Champion
- Community Engagement Manager
- Commissioning representative (Community Commissioner)

The appointment of Councillors (excluding officers) to Health and Wellbeing Groups will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required, the Chairperson and Community Engagement Manager may appoint additional people to the management group if it is felt there involvement would be important for the function of the group.

Alternative people can represent people at the management group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

4. Responsibilities of the Health and Wellbeing Groups

Key responsibilities for the Health and Wellbeing Groups include:

- Awarding grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.

- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.
- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

5. Funding

Area Boards will have an annual revenue budget allocated to them. The Health and Wellbeing group will advise the Area Board on how these funds should be allocated. Health and Wellbeing Groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

6. Media Relations

Members of the Health and Wellbeing Groups may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the Health and Wellbeing Groups should be agreed with between the Health and Wellbeing Groups and Chairperson of the Community Area Board.

7. Review

These terms of reference are subject to change and should be reviewed by the Cabinet Member for Adult Care and Health on an annual basis.

Volunteer Role Description

Older People & Carers Champion

Purpose of the role

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.

Furthermore volunteers will be asked to:

- Talk to and seek the views of older people and/or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.
- Work with area boards and local voluntary groups to encourage joint working and share experience to help new local groups set up.
- Advocate for older people and/or carers and be a focal point for identifying what service improvements or developments are required.
- Link with and report to the Community Engagement Manager.
- 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.
- Provide a focus for the exchange of views and information between older people and/or carers and the Council's adult care and housing services.
- Work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- Attend area boards to report back on older people and carers issues.
- Attend meetings with other champions and the Council.
- Participate in induction training and ongoing personal development where appropriate. This will include mandatory elements essential for carrying out the role, such as safeguarding which must be completed prior to any volunteering taking place

- Use appropriate claim forms when claiming mileage or expenses
- Comply with Health and Safety Regulations.
- Register as a Wiltshire Council volunteer
- Registration with Fleet Services if the role includes driving on behalf of Wiltshire Council

Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are asked to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.

Volunteer Skills and Qualities Checklist

Older Peoples Champion:

- An ability to make a minimum commitment, as specified per role description.
- An understanding of the issues facing older people in today's society, especially loneliness and social exclusion
- An ability to comply with all relevant policy guidelines.
- An ability to maintain boundaries concerning the role and relationship with members of the community
- An ability to listen and communicate with people.
- An ability to recognise own limits of knowledge and responsibility and to be willing to seek advice and support from the Community Engagement manager or other relevant staff.
- A willingness to participate in induction training and team meetings wherever necessary.
- A commitment to non-judgemental practices.
- A willingness to undertake an enhanced disclosure check with the disclosure and barring service (DBS). The organisation will arrange to cover the cost of this.

Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.

April 2018

Overview

NHS Wiltshire Clinical Commissioning Group (CCG) is responsible for commissioning a broad range of healthcare for the population of Wiltshire. We are led by experienced local GPs drawn from across the county, who provide clear clinical leadership to the big decisions affecting the future of healthcare provision in Wiltshire, carefully tailored to meet the differing needs of people locally.

Our vision is to ensure the provision of a health service which is high quality, effective, clinically-led and local. We are committed to delivering healthcare that meets the needs of Wiltshire people, to consult and engage with our population to enable them to be involved in decisions made about health services and to deliver those services to people in their own homes or as close to home as possible.

The right healthcare, for you, with you, near you

News from the CCG!

Major step forward to development of Devizes Health Centre

Health leaders have welcomed news that the GP-led Health Centre for Devizes can move to its next phase, after a commitment of £7million to funding.

The project, led by Wiltshire Clinical Commissioning Group (CCG), aims to deliver significant benefits to patient care by creating a modern and sustainable facility for the people of Devizes and the surrounding area.

NHS Property Services (NHSPS), which owns the site of the proposed new development at Marshall Road, has this week confirmed it can commit to funding the construction phase of the project subject to conditions including the approval of the business cases by Wiltshire CCG and NHS England.

The commitment from NHSPS to fund the construction costs comes as outline planning permission for the development from Wiltshire Council is expected later this month. However, the funding commitment marks a considerable move in respect to the scheme's delivery. Discussions regarding the proposal have been on-going between Wiltshire CCG, NHS England and NHS Property Services to secure a solution to the complex ownership, planning, leasing and funding arrangements for the last three years.

Dr Richard Sandford-Hill, Chairman of Wiltshire CCG and lead GP for the project said:

"It's really exciting to see that the Devizes Health Centre project is taking a significant step forward, and I'm delighted on behalf of the five Devizes GP practices and the CCG. The commitment from NHS Property Services means it's all systems "go" to work towards the implementation of this important, long awaited scheme that will provide modern, fit for purpose premises for the delivery of healthcare for the people of the Devizes community area. There's still a lot of work to do, and we look forward to the outcome of the Outline Planning Application, but we're extremely confident now that we're well on the way to achieving what we set out to do on behalf of our patients".

The next step in the project is for the CCG to conclude the outline business case, including a commitment to fund the future costs of running the health centre.

If the outline business case is approved, work on developing the detailed design of the scheme can begin to inform the full business case, which would then need to be approved by the CCG and NHS England.

The health centre development is part of a wider scheme that involves the release of land at Marshall Road for housing, and, in due course, the out dated community hospital in the town.

New contact for Carer Support Wiltshire to support carers of all ages

Carer Support Wiltshire started their new contract to support carers of all ages on 1 April 2018. The contact was awarded by Wiltshire Council, with funding support from NHS Wiltshire Clinical Commissioning Group and builds on the existing work the organisation been doing with both organisation for a number of years to support adult carers.

The new contract will involve the organisation providing services and support for all carers in Wiltshire, including young carers, parent carers, those juggling work with caring and an aging population living longer and looking after loved ones.

One of their focuses will be going out into the community to improve information and accessibility for all and this will be done by introducing Community Connectors, who will work across Wiltshire to raise awareness, and support and identify carers in the following areas:

- Malmesbury, Royal Wootton Bassett and Calne
- Chippenham, Corsham and Bradford-on-Avon
- Devizes, Marlborough and Pewsey
- Melksham, Trowbridge and Westbury
- Tidworth, South Wilts and Salisbury
- Warminster, Mere and South West Wiltshire



Their young carer service will also begin from 1 April 2018 to ensure that all young carers are identified and properly supported. They will work with schools, colleges, community groups and delivery partners, such as Youth Action Wiltshire to provide young carers with breaks, activities and opportunities to learn, aspire and grow.

Carers play an invaluable role within our communities and this new contract will help strengthen the support that is provided to them and will also help raise awareness of what is available to help support carers in their caring role. Find out more by visiting the Carer Support Wiltshire [website](#).

Stub it out

That's the message to smokers as all NHS sites in Wiltshire begin their nine month countdown to becoming completely smoke free.

In order to help reduce the number of people who smoke and the serious illnesses associated with smoking, the pledge is for all of NHS sites in Wiltshire to smoke free by Tuesday 1 January 2019.

In nine months' time staff, patients and visitors (including contractors and suppliers) will no longer be able to smoke anywhere on NHS sites, including grounds and gardens or in vehicles and car parks.

By NHS sites going smoke free, it will mean a much safer and fresher environment for our patients, our visitors and our staff and will bring significant benefits for the health and wellbeing of everyone in or using NHS services.

We know, for example, that patients recover quicker from periods of illness or injury, have shorter lengths of stay in hospital, require less medication and generally have fewer complications, when they do not smoke.

Over the next nine months we will be engaging with our staff, patients and visitors to identify the most effective ways to support them, and the announcement is being made nine months ahead of implementation of a smoke free NHS in Wiltshire to provide time for those who do smoke to be prepared for the change, and to give them the opportunity to quit smoking.

If you would like support to quit smoking, please visit: www.nhs.uk/smokefree for expert advice and support or call the Smokefree National Helpline and speak to a trained adviser on 0300 123 1044.



We understand that some people may not wish to stop smoking during their stay in hospitals, or whilst at work and support will be provided to assist them in abstaining whilst they are on an NHS site through Nicotine Replacement Therapy and support from stop smoking advisors.

There is no given right to smoke and no obligation to permit people to smoke. It is part of our duty to improve and protect the health and wellbeing of our staff, patients and wider communities and this includes ensuring we uphold their right to be protected from second hand smoke.

Be tick aware!

With the arrival of Spring Wiltshire Clinical Commissioning Group is advising people to brush up on their knowledge of ticks, tiny spider-like creatures found in woodland and long grass, to minimise their risk of infection.

Ticks are present in most parts of the country and can be found in forests, woodland, heaths, moorland areas and urban parks. Whilst irritating, most tick bites are harmless however, some ticks are infected with bacteria which can cause Lyme disease.

Dr Lindsay Kinlin, said “Ticks that can transmit Lyme disease are very small – about the size of a poppy seed – and can easily be overlooked, so it is important to check regularly for attached ticks on the skin.

Ticks prefer warm, moist places on your body, especially the groin area, waist, arm pits, behind the knee and along the hair line, so look out for anything as tiny as a freckle or a speck of dirt.”



Most ticks do not carry the infection, but if one is found it should be removed promptly. Infected ticks are unlikely to transmit Lyme disease if they are removed in the early stages of attachment and they can be removed with tweezers or special tick hooks, by pulling them gently upwards away from the skin.

To minimise the risk of being bitten by a tick, you should:

- Keep to paths and away from long grass or overgrown vegetation if possible, as ticks crawl up long grass in their search for a feed
- Wear appropriate clothing in tick infested areas (long sleeved shirt and long trousers tucked into socks). Light coloured fabrics are useful, as it is easier to see ticks against a light background
- Consider using insect repellents, e.g. DEET
- Inspect skin frequently and remove any attached ticks
- At the end of the day, check again thoroughly for ticks, especially in skin folds
- Make sure that children's head and neck areas, including scalps, are properly checked
- Check that ticks are not brought home on clothes
- Check that pets do not bring ticks into the home on their fur

If you have been bitten by a tick, symptoms of Lyme disease are similar to those of influenza. If you are having flu-like symptoms, head-aches, muscle pain or joint pain, accompanied by a bulls-eye rash pattern on your skin you should make a GP appointment as soon as possible and remember to tell them you were bitten by a tick.

Diabetes Prevention Week

The Healthier You: NHS Diabetes Prevention Programme (NDPP) is launching a Diabetes Prevention week campaign from 16 – 22 April 2018 aiming to raise the awareness of the causes of Type 2 diabetes and the complications associated with it.

Diabetes is a long-term condition that affects the body's ability to process sugar or glucose. Early symptoms of diabetes include feeling very thirsty, feeling very tired and experiencing blurred vision.

Diabetes can have serious health consequences, however, with careful management; people with diabetes can continue to lead full, healthy and active lives.

Type 2 diabetes is linked to lifestyle and it is estimated that over five million people in England are at high risk of developing the condition which in many cases can be prevented, so now more than ever is the time to support people to reduce their risk of developing the condition, so the need for prevention has never been greater.

The Diabetes Prevention Programme offers a proven approach to support people who have been identified as being at risk to maintain a healthy weight and be more active; two factors which can significantly reduce the risk of developing the condition.

Participants learn how to eat healthy, add physical activity to their routine, manage stress, stay motivated and solve problems that can get in the way of healthy changes.



If you have been told you are at risk of developing type 2 diabetes, are registered at a GP practice in Wiltshire and haven't already been referred to the programme, you can ask your GP or nurse to refer you.

If you haven't been told you are at risk, you could go to www.riskscore.diabetes.co.uk to get an estimate of your risk of developing type 2 diabetes and if you are, ask your GP or practice nurse for a blood test to check your blood sugar levels. You can find out more about the Diabetes Prevention Programme at www.england.nhs.uk/ndpp

Campaigns

Are Calories creeping up on you?

Many of us are consuming more calories than we realise – an average of 200 to 300 extra calories per day. Over time, these extra calories can creep up on us and cause unhealthy weight gain. Public Health England's new One You campaign aims to help people be more aware of the calories they consume on the go and to make healthier choices easier, whether picking up breakfast on the way to work, having lunch at their desks or buying everyday meals.



Public Health England's new One You campaign provides adults with a simple tip to help them make healthier choices while out and about – aim for 400-600-600.

People are encouraged to try to stick to around 400 calories for breakfast, 600 calories for lunch and 600 calories for dinner, plus a couple of healthier snacks and drinks in-between.

Major food retailers will provide a range of options to help shoppers find meal options around 400 calories for breakfast and 600 calories for lunch and dinner.

So if you are looking to eat a little healthier, try a healthier choice today and aim for 400-600-600. Because there's only **One You**. More information can be found at: www.nhs.uk/oneyou

New report highlights patient views on early discharge from hospital



Patients in Wiltshire who have broken their hips have given their views on a service which supports them to return home as soon as they are medically fit.

The therapy team at Salisbury NHS Foundation Trust has developed an Early Supported Discharge (ESD) service, which helps patients with a fractured neck of femur (broken hip) be discharged from hospital earlier and allows rehabilitation at home through person-centred care.

Healthwatch Wiltshire was approached by the therapy team to gather feedback from patients and their families on the service.

Volunteers and staff led focus groups with patients and their unpaid carers to find out their views on the service. Key findings included:

- Nearly all patients said that they wanted to be supported to go home from hospital as soon as possible.
- The support received from the ESD team enabled patients to return home quickly.
- People were very happy with the quantity and quality of support provided by the ESD team and its approach.
- Some said it was not always clear about the specific role of the team in supporting early discharge.
- Others felt some elements of the discharge process could be improved, e.g. getting medication.

One relative told Healthwatch Wiltshire: “All the ESD team we came into contact with were professional, sympathetic to our concerns and extremely helpful. Because the care package could not be put in place for several days the ESD team would attend my mother each morning. This was so good and such a boost to her confidence and ours as we could ask about any worries we had.

“They always showed kindness and it meant Mum could get home (which she was keen to do) earlier than if she had to wait for the care package to start. Also aids were arranged efficiently. All in all - excellent!”

A patient shared during the feedback: “There was lots of preparation for my return home while I was in hospital - crutches, raised loo seat, a percher, high seated chair, and arrangements for a grab rail to be fitted beside the shower. This was all excellent.”

Although the majority of the comments were very positive, a few negative responses related to waiting for equipment, lack of support with shopping and personal care and difficulties getting to the doctor’s surgery on public transport. Others were concerned about the difficulties faced for those without family support. One patient said: “Early discharge is fine if you have family who can help you get

Continued >

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

healthwatchwiltshire.co.uk

Healthwatch Wiltshire is the county’s independent health and care champion. We listen to what people like about local health and care services, and what could be improved. These views are then shared with the decision-making organisations in the county, so together we can make a difference.

to the doctors when needed. If not, it is hard work on public transport as there is no help if you are on your own.”

Lucie Woodruff, Healthwatch Wiltshire manager said: “From the patient’s perspective the ESD team appears to be working well and offering high quality support. Patients and their families have given great feedback which we have fed back to the team as recommendations to further enhance the discharge process.”



The report, with recommendations to help improve the service from the patient perspective, has now been shared with the therapy team at Salisbury NHS Foundation Hospital Trust.

Emily Scotney, from the therapy team, said: “We are extremely grateful to Healthwatch Wiltshire and to our patients and relatives for all their support and feedback in generating this report. It is a valuable resource in understanding how patients have experienced our service which is extremely important when setting up new services.

“Within the ESD team we strive to remain flexible and to ensure that the service meets the needs of the patients, and is shaped by their needs as opposed to what we offer being dictated by what is available. We strive to go the extra mile for our patients – whether that is taking them shopping on their way home to ensure that they are confident in returning to doing this independently, or teaching them to use online shopping to help them maintain their independence.

“Each patient is an individual with different needs and things that matter to them, and we strive to reflect this in the service that we offer. In order to ensure that this quality and flexibility continues, this report has highlighted to us that some aspects of the service need enhancing – particularly around communication.

“We hope to be able to work alongside our patients in developing communication strategies to support the discharge process that will boost their confidence, and that of relatives and carers, and improve their experience of leaving hospital.”

Read the full report at www.healthwatchwiltshire.co.uk/reports-publications:

Better Care Plan engagement report: an evaluation of Salisbury NHS Foundation Trust Early Supported Discharge Service for patients with fractured neck of femur.

New magazine highlights health and care in Wiltshire



A new mini-magazine has been launched to highlight local people’s experiences of health and care services in Wiltshire.

The county’s independent health and care champion Healthwatch Wiltshire has produced **Highlight** to share stories of its work with patients, carers, families and health organisations.

Lucie Woodruff, Healthwatch Wiltshire Manager, said:

“We’re very excited to launch this first edition and hope

this small magazine captures some of what we do and encourages members of the public to talk to us and share their views on local health and care services.”

The A5 publication has been distributed to GP surgeries in Wiltshire, along with local hospitals, dentists, community centres and libraries. Read the first edition at https://issuu.com/healthwatchwiltshire/docs/highlight_magazine_spring_2018 or on our website.

Councillors Briefing Note No. 348

Service: Legal and Democratic
Further Enquiries to: Maggie Mulhall
Date Prepared: 17 April 2018
Email: committee@wiltshire.gov.uk
Direct Line: 01249 706598

Electoral Review of Wiltshire Council – Update **Consultation on New Division Boundaries**

Background

1. As detailed in [Briefing Note No. 337](#), on 17 October 2017 Full Council was informed that the Local Government Boundary Commission for England ('the Commission') would be undertaking an electoral review of Wiltshire Council. The review would be to consider the total number of councillors on the council, and then review the numbers and boundaries of electoral divisions within the council, for implementation at the next elections in May 2021. The decision on the number of councillors, and pattern of divisions, is taken by Parliament following the recommendation of the Commission.
2. Full Council established an Electoral Review Committee ('the Committee') to progress any council responses to the Commission. For the preliminary stage of the review the Council was invited to make a submission setting out what it felt the evidence demonstrated would be the optimum council size moving forward, taking into account the Council's governance arrangements, its regulatory and scrutiny functions, and the representational role of councillors.
3. Following work from the Committee, on 20 February 2018 Full Council approved a submission which argued that the most appropriate council size moving forward would be 99, an increase of 1 from the current position. In particular, the fundamental role of community area boards was highlighted. The final version, as submitted to the Commission, can be found at [this link](#).
4. **The Council will be informed by the end of April 2018 of the 'minded to' decision of the Commission on council size. A further update to councillors will follow at that stage.**

Next Phase

5. The next phase of the Electoral Review, which is officially the first stage of the formal review process, is for the Commission to seek representations on new electoral division boundaries for Wiltshire Council, based on the total number of councillors being proposed. As part of this process there will be public consultation on the new division boundaries for the Council. This will be to allow the Council, other organisations and members of the public, to make representations and provide evidence on the most appropriate pattern of divisions moving forward. The Commission will use that evidence to assist in drawing up their draft recommendations for electoral divisions, on which they will consult later in the year.

6. The Commission will create a consultation portal for the Wiltshire Council review on [their website](#), on which they will include all relevant materials and instructions for organisations and the public to construct a suitable submission.
7. Any submissions to the Commission will be required to seek to create divisions as close as possible to the figure of electors per division (not total population per division) identified by the Commission's 'minded to' decision, whilst also seeking to reflect community identities and provided convenient and effective local government. Localised evidence from organisations and communities may justify a certain level of variance from that figure, but submissions will need to provide evidenced justification for any such variance.
8. **The consultation for the next phase will begin on 1 May 2018 and run until 9 July 2018. Any parties interested in making a submission on division boundary patterns should submit this directly to the Commission.**

Wiltshire Council Consultation

9. Although any interested parties are encouraged to submit any representations directly to the Commission, the Committee would also welcome any views from organisations, communities or the public, as it prepares a submission on behalf of the Council. **Any representations to the council should be sent to committee@wiltshire.gov.uk.**
10. Due to their role at the centre of the increasing devolution of decision-making to communities, the Electoral Review Committee has prepared this briefing note and other relevant information, which will be taken to each Area Board in Wiltshire in order to publicise the review and provide guidance to anyone interested in making or contributing to a submission. It will be taken as an item at the following meetings:
 - 26 April – Warminster Area Board
 - 3 May – Southern Wiltshire Area Board
 - 8 May – Malmesbury and Melksham Area Boards
 - 9 May – Royal Wootton Bassett and Cricklade Area Board
 - 14 May – Devizes and Tidworth Area Boards
 - 15 May – Marlborough Area Board
 - 17 May – Salisbury Area Board
 - 21 May – Pewsey Area Board
 - 23 May – Bradford-on-Avon Area Board
 - 24 May – Amesbury and Trowbridge Area Boards
 - 29 May – Calne Area Board
 - 30 May – South West Wiltshire Area Board
 - 31 May – Corsham Area Board
 - 4 June – Chippenham Area Board
 - 7 June – Westbury Area Board
11. For the assistance of councillors, organisations, communities and the public, links are provided to the [technical guidance on electoral reviews](#) from the Commission, as well as a guidance document on [preparing a submission](#) on proposing a pattern of divisions/wards.

Additional Stages

12. From 4 September to 12 November 2018 the Commission will consult upon its draft recommendations on new divisions, published after consideration of the submissions provided in Stage One. Area Boards would also be consulted by the Committee at this stage.
13. In March 2019 the final recommendations of the Commission will be published. At this stage they will no longer be able to be amended – a draft order will be prepared for laying in Parliament in Spring 2019, where the recommendations may be accepted or rejected, but not amended.
14. Should the recommendations be accepted, they will then be implemented for elections in May 2021.

**Calne Older People and Carers Voices
Update and Recommendations to Calne Area Board
29th May 2018**

Purpose of the report:

- 1. To note the discussions of the meeting held on Wednesday 2nd May 2018**
- 2. To consider the recommendation for Health and Wellbeing funding.**

-
- Notes from the meeting held on Wednesday 2nd May 2018 at Calne Community Hub:

Calne Local Voices – for Older People and Carers



Attendees: Frank Rumble (LINK), Gill Kosmyryk (Calne Day Centre, Monday Club), Trudy King (Calne Town Council), Diane Gooch (Older People/Carers Champion) and Jane Vaughan (Wiltshire Council CEM).
Apologies: Les Stiff (Calne Community Transport) and Val Procter (Hilmarton)

- Feedback on activities going on in the Community Area:**

Movement for the Mind – A project being organised by Alzheimer’s Support at Marden House – it had been reported that this is not being well attended ...

Celebrating Age – An art based project for older people that the Area Board has contributed funding towards – There was a discussion about this project and some concerns expressed about additional funding/arrangement of transport and refreshments by the Health and Wellbeing fund. Also about promotion of activities and communication regarding planning of events. It was felt that the funding of transport and refreshments was an additional element of the project, which the Calne Voices had added in order to make the activities and events as broad reaching and inclusive as possible. Funding of refreshments was minimal as most was donated by volunteers as part of the Hub aspiration to hold Older People events in the Community Hub and Library. This money had been identified from the Older Person/Carers Champion facilitation fund.

It was decided that DG, JV would request a meeting with the project manager and Carolyn Kennedy and Jo Smith from Libraries to discuss future communications and planning.

The group also discussed the recent application to the Area Board for Health and Wellbeing funding to deliver a further Celebrating Age project in 2018/19. This application had been

**Calne Older People and Carers Voices
Update and Recommendations to Calne Area Board
29th May 2018**

considered at the previous Health and Wellbeing group meeting and was recommended for approval.

The Calne Voices group agreed with this recommendation.

JV/DG would advance this recommendation to the Area Board at it's next meeting on 29th May.

Volunteer's Fair – An event being planned by the Older People's Champion in partnership with the Area Board, Calne Our Place Project, Calne Community Hub Volunteers and the Calne Dementia Action Alliance. JV and TK provided an update on plans so far. It was hoped that this would be a vibrant and community spirited event in the Community Hub that would coincide with the annual Calne summer festival. It would be themed on the book 'Treasure Island' and would provide invited local groups with opportunities to recruit new volunteers.

The next meeting of the planning group would take place on Tuesday 8th May, following which invitations to groups would be sent out. Anyone able to volunteer to help at the event on the day was asked to get in touch with Jane Vaughan or Trudy King.

- **New projects and activities being planned**

Programme of older people's/carers activities - We are trying to put together a calendar of activities in the community area. The group looked at the information gathered so far. Both as a calendar of activities from May to August and also as a spread sheet of groups and activities which would be used to help populate an on-line information page. (As discussed by Karen Wade at the Calne Health and Social Care Forum last week).

'Dementia Friendly Walks' - The Dementia Friendly Calne group is planning a series of guided walks that will be designed to enable people living with dementia to join in keeping active in a safe environment. DG reported progress on the planning of this project so far. It was hoped that it might be possible to submit an application to the Area Board before its next meeting on 29th May. The group was happy to be consulted about this project by email in order to make the deadline for that meeting.

'Pub Club'/Community Transport - A project that has been discussed before, but has not progressed because no volunteer has been found to lead on it – It was thought that there was still no volunteer identified and it was suggested that this should be dropped as a potential project at this time.

It was felt that, rather than a bespoke 'club' with pub visits, Community Transport may be willing to help investigate running some kind of shuttle service from the villages into town. GK suggested that some members of the Monday club struggle to get to a bank and suggested that this kind of project may be useful; using the community bus to bring people into town to have lunch, be able to use the cashpoint machine, do a bit of shopping, visit the library etc. It was felt there was a need to identify the times and days when the Community Transport bus is available for other trips. So that the group can find out what need there is on those days and times and estimate possible numbers of take up of any service offered. *DG and JV were due to meet Les Stiff and the Practice Managers from the 3 Town GP practices to discuss a shuttle between Town and the practices. They would raise this idea at that meeting.*

**Calne Older People and Carers Voices
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- **Feedback from the Voices about what is going on in the Community Area (problems and actions).**

DG had received information from Val Procter at Hilmarton – where they wish to investigate a walking project in the village. There was a possibility this could be a joint project with the Men’s Shed providing benches and appropriate features for a wildlife area. – It was suggested that this would be a good project to apply to the Area Board for a Community Grant.

DG would feedback information to Val and explain that it would be good to confirm the ownership of land that the features would be placed on, also to find out if the Parish Council would be prepared to make a small contribution and/or to confirm that they would undertake ongoing maintenance.

Link: Frank reported Link Drivers have had several difficult experiences concerning clients with incontinence issues – unfortunately they are now having to request certain clients are accompanied by carers on their journeys.

Safe Places: There was a discussion about the current status of Safe Places in the Calne Community Area. TK and JV reported that this work has fallen to the CEM and they are currently trying to establish a volunteer co-ordinator. It was thought that the role might not be too onerous, however they were looking at what the Co-ordinator role entails.

2. Application for funding from the Calne Health & Wellbeing fund

Applicant	Proposal	Amount requested
Wiltshire Music Centre	Celebrating Age (2)	£1,500

The first phase of this project was funded by the Calne Area Board in 2017. This phase will move to develop further opportunities for older people and carers to experience a variety of bespoke arts events and activities. In addition, the organisers plan to develop the sustainability of the project into the future.

The first Celebrating Age Project in Calne provided a series of well attended events and activities at the Calne Hub and various local organisations and private homes, with an aspiration to reach out to those people who experience accessibility issues.

The Calne Voices group had initially taken this application to the Calne Health and Wellbeing group, which had received a presentation from the applicant and submitted questions to them. The application was scored using the system previously developed by the Calne Voices group and approved of by the Area Board:

**Calne Older People and Carers Voices
Update and Recommendations to Calne Area Board
29th May 2018**

Calne Older Peoples/Carers Voices Grant Scoring Sheet

Organisation: Wiltshire Music Centre Amount Requested: £1,500

Project title: Celebrating Age, Wiltshire

Category:	Total mark available	Mark given:	Comments:
How well does the project/activity/programme meet local needs and priorities, is there evidence of this need?	10	7	
How well have older people and their carers been involved in the development of the project/ activity /programme?	10	6	
Will enough older people/carers benefit from their project / activity?	10	10	
How accessible is the activity/project for all (Disabled access, low incomes, vulnerable, socially isolated etc.)?	10	8	It was suggested that there should be a focus on people living on a low income.
How well will the project/activity safeguard the welfare of vulnerable people?	10	8	
How well has the applicant ensured that they will monitor and evaluate their project / activity involving older people and carers?	10	9	
TOTAL Benchmark is 30/60	60	48	

As such, the Calne Health and Wellbeing group recommend approval of the application for the Celebrating Age Project and this recommendation is supported by the Calne Older People and Carers Voices group.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 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 2017/2018 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

- 3.1. Health & Wellbeing 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

- 4.1. Financial provision had been made to cover this expenditure.

5. Legal Implications

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

**Calne Older People and Carers Voices
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6. HR Implications

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

7. Equality and Inclusion Implications

7.1. 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

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

9. Recommendations to the Area Board:

9.1. **To note the discussions of the meeting of Calne Older People and Carers Voices held on Wednesday 2nd May 2018.**

9.2. **To consider the recommendation for Health and Wellbeing funding of £1,500 to the Wiltshire Music Centre in relation to the Celebrating Age Project.**

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

Report Author: Jane Vaughan, Community Engagement Manager

Diane Gooch, Calne Older People/Carers Champion

Jane.Vaughan@wiltshire.gov.uk

Health and Wellbeing projects and activities FUNDING APPLICATION

1. Applicant:

Name	Rebecca Seymour
Organisation	Wiltshire Music Centre
Address	Ashley Road, Bradford on Avon, BA15 1DZ
Phone number	01225 860110
Email address	Rebecca.seymour@wiltshiremusic.org.uk

2. Amount of funding required from the Area Board:

£0 - £1000	
£1001 - £5000	£1,500
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	x

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

5. Project title?

Celebrating Age Wiltshire

6. Project summary: (100 words maximum)

Celebrating Age Wiltshire Partnership, led by Wiltshire Music Centre, is in its second year providing a programme of arts/cultural events in 6 Wiltshire communities in libraries and community settings. The Project Development Worker (PDW) has developed a programme of work in each community in consultation with the CEMs, Older People’s Champions and existing groups of older people and representatives of charities working with these groups.

The programme involves regular monthly activity in small, local community settings, village halls, library hubs, delivered through a range of arts such as:

- live performance, music, dance, poetry, theatre, presentations
- Participatory work – art, pottery, making,
- Longer project work using facilitated words and creativity
- Local history, museum memorabilia and handling collections

The programme is being delivered in partnership with the arts/cultural organisations involved in the bid.

We are seeking a small contribution from each Area Board where activity will be taking place for the second year of the project.

7. Which Area Board are you applying to?

Calne

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

SN11 ORD

9. Please tell us which themes best describe your project:

<input type="checkbox"/> Intergenerational projects	<input checked="" type="checkbox"/> Heritage, history and architecture
<input checked="" type="checkbox"/> Older People Support/Activities	<input checked="" type="checkbox"/> Inclusion, diversity and community spirit
<input checked="" type="checkbox"/> Carers Support/Activities	<input type="checkbox"/> Environment, recycling and green initiatives
<input checked="" type="checkbox"/> Promoting physical and mental wellbeing	<input type="checkbox"/> Sport, play and recreation
<input checked="" type="checkbox"/> Combating social isolation	<input type="checkbox"/> Transport
<input checked="" type="checkbox"/> Promoting cohesive/resilient communities	<input type="checkbox"/> Technology & Digital literacy
<input checked="" type="checkbox"/> Arts, crafts and culture	<input type="checkbox"/> Other
<input type="checkbox"/> Safer communities	

If Other (please specify)

10. About your project

Please tell us about your project (a strong application will address all of the following):

How does your project support local needs and priorities

Celebrating Age creates high quality arts, culture and heritage activity for older people which is delivered in their own community settings during daylight hours. The partnership includes Wiltshire Council Library Service as well as Age UK and cultural organisations.

In Year 1 of the project, the PDW has consulted with The CEMs, Older people's champion, local community group and workers who sign posted to her, to identify the type of arts activity and events older people would like to participate and attend. The project will also offer free tickets for the people who undertake local activity to attend events, performances and exhibitions in the partner venues.

In this way, it focusses on the priorities already identified in the JSA in the report 'Our Community Matters'. The PDW is organising the events with the guidance of the Older people's champion, who has requested

How many older people/carers to do you expect to benefit from your project

The project aims to reach between 20 - 40 people per event, however, some events are targeted at smaller groups for participants to feel special and enjoy each other's company as well as create the art. The "Put Yourself on the map" project will reach over 50 older people from groups in the area and 2 individuals who struggle to get out of the house. The PDW will continue to explore ways to access more older, isolated people, in consultation with volunteers and

How will you encourage volunteering and community involvement?

The Project Development Worker will work with existing voluntary and community groups, the CEM and local charities to identify how best to access the community in the area. Community groups will be consulted to decide what sort of activity is to be provided in the monthly session and also to identify the older people who may want to benefit from the activities. Age UK are supporting the project with volunteers and signposting people and their carers who wish to attend. The PDW is forming a network of contacts through meetings and signposting. Activity is promoted through social media, posters/fliers up in local venues and through the networks of volunteers. The library hub volunteers have supported the events at that venue and the volunteers who organise the groups at other venues are offering their groups.

How will you ensure your project is accessible to everyone (for example: people living with a disability or on low incomes, or vulnerable, or socially isolated etc.)?

The activity will be offered free for the first two years to ensure that it is accessible to everyone, regardless of ability to pay. In the third year, the community groups can decide either to fundraise to support part of the costs, or to make a small charge for attendance. The activity will take place in the library hub or other community facilities which are accessible to older and disabled people. The PDW will work with community workers and groups in each area to identify socially isolated people who may be encouraged to take part. The participants will also be able to access free tickets for events at the partner venues where appropriate.

How will you work with other community partners?

The PDW will work with the CEM and Older people's champion to understand the community partners in each local area and their needs and priorities so that a community group can choose the activities that will be offered.

11. Safeguarding

Please tell us about how you will protect and safeguard vulnerable people in your project (You must address all of the following):

- Please provide evidence of your commitment to safeguarding and promoting the welfare of older/vulnerable people and their carers.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Who in your organisation is ultimately responsible for safeguarding?

The Chief Executive Officer at Wiltshire Music Centre will be responsible for safeguarding and the PDW will follow the WMC Safeguarding Policy. All staff and creative leaders running sessions for the Celebrating Age project will be DBS checked. They will be briefed on the policy and trained as appropriate.

WMC is a professional arts organisation with a Creative Learning team delivering music education projects for all ages across the county. As such it is fully committed to safeguarding the young, old and vulnerable people it works with on a year round basis. WMC has been delivering this sort of work for almost 20 years and is very experienced in all aspects of safeguarding.

12. Monitoring your project.

How will you know if your project has been successful? *required field

WMC and the PDW have created a simple evaluation model for the first phase of the project, seeking to identify social impacts and outcomes of taking part in the Celebrating Age activities such as reducing loneliness, increasing social confidence, developing new artistic, cultural or heritage skills and experiencing and increasing social interaction with other people outside the home.

The Project Development Worker will carry out evaluation at least twice a year with participants and activity leaders which will identify a baseline position and then movement from this every period. In this way it will be possible to identify if the project has successfully achieved the social outcomes sought. The partner organisations will also meet at least twice a year to monitor the progress of the project and assess the impact.

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

The annual cost of the project is between £60,000 and £70,000 a year for three years. Arts Council England are grant funding (committed) between 47% and 55% of the project depending on the year. A small contribution of £1,500 per year is being sought from each Area Board where activity will take place. If this is not possible, we will seek the funding from other local sources. The project seeks to establish groups in each area involved in choosing the activities. The Project Development Worker will aim to encourage these groups to continue after the

14. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost

The total Celebrating Age project will cost £201,991 over three years. This represents a leverage value for the Area Board of 45 times if funding is provided over the three year period.

15. Finance:

15a. Your Organisation's Finance:

Your latest accounts:

Month Year

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

This is an Arts Council England funded project involving a range of partners: Wiltshire Library Service, 3 major arts organisations in the county (WMC, the Pound and Wiltshire Creative), Community First, Age UK and Wiltshire Museum and Salisbury Museum. All partners are supporting the project with facilities and/or tickets for events and community resource involvement.

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

15b. Project Finance:

Total Project cost £

Total required from Area Board £

Expenditure £ Income £ Tick if income confirmed

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure (Planned project costs [help](#)) (Planned Income [help](#))

Project Dev Worker	50260	Event tickets donation	48000	<input checked="" type="checkbox"/>
Travel/ Exp	6870	Office provision	3060	<input checked="" type="checkbox"/>
Office costs	7172	Space provision	18000	<input checked="" type="checkbox"/>
Marketing	2948	Other Area Board	25500	<input type="checkbox"/>
Activity Delivery	60000	Arts Council Grant	99931	<input checked="" type="checkbox"/>
Event tickets	48000	Participation fees	6000	<input type="checkbox"/>
Space hire	18000			<input type="checkbox"/>
Management	8742			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Total

201992

Total

200491

16. Have you or do you intend to apply for a grant for this project from another area board within this financial year? *required field

- Yes
 No

17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

Project is different in each of the 6 areas: Trowbr', Calne, Salisb

18. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

Quotes:

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

Project/Business Plan:

- For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

- I will make available on request evidence of ownership of buildings/land
 I will make available on request the relevant planning permission for the project.
 I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...



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

Calne Air Quality Working Group
Update and Recommendations to Calne Area Board
29th May 2018

Purpose of the report - Members are asked:

1. To note the discussions and updates of the meeting held on 4th April 2018
 2. To approve removal of completed or superseded actions outlined in the meeting notes.
 3. To support and recognise the Wordfest Trail project and the Our Walks app project within the Calne Air Quality Action Plan.
 4. To review and approve the amended Action Plan (appendix 1).
 5. To consider a report from Calne Town Council re. a proposal to implement an Electric Vehicle charging point in the town centre.
-

Calne Air Quality Working Group

- Apologies – Ian Thorn (Wiltshire Cllr, Calne Central)
- Attendees – Alan Hill- AH* (Wiltshire Cllr, Calne S & Cherhill), John Boaler- JB (Calne Town Cllr), Mark Edwards- ME (Calne Town Council), Sue Wallace - SW (Calne Environmental Network), Gary Tomsett - GT (Wiltshire Council, Environmental Health and Protection), Anne Henshaw - AH (Calne Area Transport), Avril May - AM (Calne Area Transport), Jane Vaughan – JV (Wiltshire Council, CEM)
- Discuss and update Action Plan – **SPECIFIC UPDATES AT THIS MEETING HIGHLIGHTED IN ORANGE**



Calne Air Quality Working Group
Update and Recommendations to Calne Area Board
29th May 2018

Calne Community Air Quality Action Plan 2016/17

In developing its local Action Plan, the Calne Air Quality working group recognises that polluting gas Nitrogen Dioxide (NO₂ ~~or NO_x~~) is emitted by engines burning fossil fuels.

Within the Calne Air Quality Management Area there are three points where NO₂ levels exceed government limits and the group understands that these exceedences are due to motor vehicles. It is also understood that HGVs are far more polluting than cars.

Therefore, the top priority for the group is to reduce the number of motor vehicles, especially HGVs, which pass through the Calne Air Quality Management Area wherever possible. This would also have the effect of reducing pollution caused by microscopic particles, which are also emitted by vehicles.

The action plan will also focus attention on actions that will improve the flow of traffic through the Air Quality Management Area, encourage local people to reduce the use of private cars and to reduce the current impact of pollution.

The following table shows the priority actions identified by the working group (highlighted in green) and those action points currently identified and/or acted upon.

The action plan will be updated at each group meeting and will be reported to each area board along with any recommendations for local decision making.

The Area Board will be asked to review and report progress made with implementing their action plan on an annual basis.

**Calne Air Quality Working Group
Update and Recommendations to Calne Area Board
29th May 2018**

Priority	Projects	Progress, Milestones, Comments	Project Lead	Costs	Budget	Actions and comments since last working group meeting
1. Seek to reduce the number of motor vehicles that pass through the Calne AQMA.						
	Assess/Review classification of the A4 through Calne.		Calne Area Transport (CAT)			CAT is working with Wiltshire Highways dept. and Atkins to develop a Community Transport Strategy for Calne, this is being discussed as part of that work.
	Clarify the criteria required for the A4 as an alternative route to the M4.		Calne Area Transport (CAT)			AH was asked to find details and report to the next meeting.
	Hills Cross site link road	Proposed link road within the Hills site may take significant numbers of lorries away from the AQMA				Application due to be heard at planning committee on 25th April 2018.

**Calne Air Quality Working Group
Update and Recommendations to Calne Area Board
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		<p>Baseline data required to measure the future impact of this work. (pollution levels and traffic volume).</p> <p>It was noted that there was s106 money for Air Quality available (£10k 'for the provision of air quality management in Calne' linked to development at Marden Farm – N/12/04038</p>				<p>GT to find out whether the s106 monies have already been allocated and, if not how this money can be acquired to appoint a traffic survey in the New Road area adjacent to the A4 and the A3102.</p>
2. To consider traffic flow with regard to road safety and air pollution through the Calne Air Quality Management Area						
	To request					

**Calne Air Quality Working Group
Update and Recommendations to Calne Area Board
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	other relevant Area Board working groups consider traffic flow when conducting Feasibility studies.					
	White Hart Roundabout alterations	Ask CATG (Cllr. Crisp) to consider traffic flow when it conducts this Feasibility study.	GA/AH			This issue has now been deferred by CATG pending development of adjacent site at Woodlands. It is recommended that the AQ action plan reflects this.
3. Promote awareness of the issue in Calne community area.	'Love calne, love clean air'					
	School Poster Design	Liaise with schools	GA			Completed at Area Board – October 2013
	AQ themed Area Board		GA/JV			Held in October 2013.
	Create promotional materials and	<ul style="list-style-type: none"> Liaise with Comms, 'brand' created. Seek funds/support to 	RK/GA/JV			November 2014
			Group			

**Calne Air Quality Working Group
Update and Recommendations to Calne Area Board
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	Campaign identity.	promote brand.				
4. Promote Clean Vehicle Use in the Community Area						
	EV point - roll out.					
	<p>Initial EV point at a location in the Centre of Calne. Proposal to provide an initial EV point in the Heritage Car Park.</p>	<p>It was reported that Wiltshire Council had put a hold on future implementation, but if an organisation wants to implement projects locally, Wiltshire Council may support in principal, providing management /maintenance arrangements were in place.</p>	<p>Calne Town Council.</p>			<p>JB reported that there is central govt funding to support EV points. (75%)</p> <p>JB/ME would prepare a report/proposal to the area board (May 29th) to include rough costings and management/ maintenance arrangements.</p> <p>JV/AH*/GT to liaise with Andrew Saxton (WC Fleet) and Steve Manning (WC Public Health) to identify further advice and</p>

**Calne Air Quality Working Group
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						guidance.
	Encourage sustainable transport from all new estates.					
	Encourage low emission public transport.					
5. Promote walking for local journeys to School/work						
	Walk to school activity: Swipe a Tree (Beat the Street)	• Identify project, undertake feasibility	All			
		• Identify funding for Beat the Street Project.	JV/RK/GA			Funded by Public Health grant Autumn/Winter 2014
		• Group to develop and plan project with Devizes AQ management group.	JV/RK/GA and Intelligent Health			Completed June 2015
		• Promote/ encourage engagement	JV/RK/GA			Completed June 2015
		• Identify local sponsorship/prizes	All group			Local business support and Area Board donation of book tokens each day for school children.

**Calne Air Quality Working Group
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		<ul style="list-style-type: none"> • Celebration/prize giving • Evaluation/feedback 	JV/RK/GA All/Intelligent Health			Ran Beat the Street Project in May/June 2015. (24% of the population engaged in the project).
		<ul style="list-style-type: none"> • Report/Analysis 	Beat the Street			Intelligent Health Report - March 2016
		<ul style="list-style-type: none"> • 				This project is completed, recommend it is removed from the action plan.
	Walking Bus	<ul style="list-style-type: none"> • Engage with local schools 	GA			GA no longer involved in the group recommend that this project is removed.
	Encourage School Transport Plans	<ul style="list-style-type: none"> • Work with School travel planner. 	Group			GT explained the Home run app, which is being rolled out and which helps schools to develop transport plans. (Further details of the app would be sent to the group). JV will attend next Home Run meeting on 13th April.
	Collect data on how people get	<ul style="list-style-type: none"> • Calne Area Transport Travel Survey 	Anne Henshaw			This project is completed, recommend it is removed

**Calne Air Quality Working Group
Update and Recommendations to Calne Area Board
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	to school/work					from the action plan.
	Develop a walk to work project/incentive	Link to the Wiltshire Council Road to Rio project in 2016	All			This project is completed, recommend it is removed from the action plan.
	Road to Rio	<ul style="list-style-type: none"> Find out information about the project 	JV			Information provided Feb 2016 This activity is completed, recommend it is removed from the action plan.
		<ul style="list-style-type: none"> Promote locally through OCM, and social media. 				Completed – August 2016
6.	Encouraging/enabling cycling in the Calne community area.					
	Bobbies on Bicycles (purchase of branded bikes for the local NPT)	<ul style="list-style-type: none"> Liaise with local NPT Sergeant/Inspector 	GA/JV			
		<ul style="list-style-type: none"> Identify Funding 	GA/JV	£1,000		Funded by the Area Board October 2014
		<ul style="list-style-type: none"> Promotion 	All			Included at Area Board

Calne Air Quality Working Group
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						Comm. Safety Fair Feb 2015 This project is completed, recommend it is removed from the action plan.
	Bike Stands at GP surgeries	• Contact/liaise with GPs	JV			Positive responses received from Northlands and Beversbrook Surgeries
		• Identify funding	GA/JV	£1,000		Funded by the Area Board February 2015
		• Work with Highways to implement •	GA/JV			It was noted that this project has been implemented at Beversbrook, but Northlands was unable to implement and, under Area Board grant criteria funding for that element was withdrawn in 2017 and the surgery was advised to re-apply for funding when it was able to move ahead. This project is completed, recommend it is removed from the action plan.
	Bike and Hike	• Investigate running	AH/Calne Area			Defer for a year until the

**Calne Air Quality Working Group
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	Family and young people cycle event.	another event	Transport			s106 working group cycle maps are complete.
7. Encouraging/enabling walking in the Calne community area						
	Free guided walks	<ul style="list-style-type: none"> Local volunteers provide guided walks for local people to discover their local area 	Calne Environmental Network (Peter Knight/Sue Wallace)			Fri 15 Aug 2014 - St Mary's & The Green (in assoc. with Calne Library). Meet 2.00pm in Calne Library for intro. Sun 7 Sep 2014 - Cherhill White Horse & its landscape. Meet at Noon outside the Divine Café, Cherhill. This activity is completed, recommend it is removed from the action plan.
			Calne Environmental Network (Peter Knight/Sue Wallace)			SW offered to run more walks during Summer festival. SW would also contact Our Place to identify other dates for new walks
		<ul style="list-style-type: none"> Wiltshire Get Walking 	Led by volunteer			ongoing

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		group	and Wilts Council			
		<ul style="list-style-type: none"> Heritage week walks 	Sue Wallace			September 2015 and 2016 This activity is completed, recommend it is removed from the action plan.
	Enhance the local area to make walking more attractive	<ul style="list-style-type: none"> Map the local area for 'grot spots' – It was noted that Clean-up Calne Crew is actively engaging community volunteers in litter picks around the Town. 				JV reported that she had engaged with the Clean-up Crew to assess possible area board support and encouragement.
	Wordfest Trail	<ul style="list-style-type: none"> AH* reported that 'Wordfest' had approached the group asking for support and input into a new walking/literacy project they are planning, along similar lines to the former, successful 'Beat the Street' project. 	AH*/JV would attend a planning meeting on 6th April 2018.			The group was in support of this new project and would recommend that the Area Board recognises its link to the Air Quality Action Plan.
	Our Walks app	<ul style="list-style-type: none"> JV reported that CEMs, working with Wiltshire 				The group was in support of this new project and

**Calne Air Quality Working Group
Update and Recommendations to Calne Area Board
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		History Centre, Public Health, Wiltshire Ramblers and the OU to develop a mobile phone app, which will be available to download on smartphones and will list local walks and walking groups in the area. Users will be able to map and create their own walks, add content such as history, car parks, shops, pubs and promote these walks via social media.				would recommend that the Area Board recognises its link to the Air Quality Action Plan.
8. Tree Planting Schemes in the Calne Air Quality Management Area						
	Plant Silver Birch trees in the AQMA	• Achieve funding for trees	GA/JV	£2,000		Funded by Area Board Feb 2015
		• Identify planting locations	GA/JV/CB/AH			Completed Sept 2015

Calne Air Quality Working Group
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		<ul style="list-style-type: none"> • Work with Town Council, Calne Environmental Network and Young People's Magna Carta Group to plant and promote. 	GA/JV			1st Phase completed April 2016 – Calne Town Gardens – reported in Gazette and Herald, Twitter, Facebook and OCM.
		<p>2nd Phase – JB had met with Stuart West at the Town council and reported that underground cables make proposed tree planting at the New Road roundabout inappropriate.</p> <p>Planters opposite the White Hart need to be checked to see if they are appropriate.</p> <p>SW had asked about planters being implemented at the High Street.</p>	JB/JV			<p>2nd Phase: JB would</p> <ul style="list-style-type: none"> • Ask SW to provide costings, how many trees would be possible and roughly when trees could be planted in planters opposite the White Hart (assuming soil is deep enough). • Tell SW that Planters in the High Street was not ever a part of the 2nd phase of the project and so should not be considered at this time. • Report to SW that; Accepting underground

Calne Air Quality Working Group
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						<p>cables mean the area on the corner of New Road / Station Rd is unsuitable for planting trees – is there a possibility of planting any on the other side of Station Road (as shown on the original map)?</p> <ul style="list-style-type: none"> •To notify SW that the Area Board will want to recover any unspent money soon.
	2 nd tree planting scheme High Street containers	<p>JB/JV introduced information about a new initiative that they had read about in the press which they suggested may be a potentially preferable alternative to planting trees in containers on the High Street (details below under City Trees).</p>				
	3 rd tree planting	<ul style="list-style-type: none"> • Identify funding 				

Calne Air Quality Working Group
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	scheme, trees to residents in AQ area.	This item was deferred awaiting progress on previous schemes.				
	City Trees	JB/JV provided information about a potential project that could see the implementation of a high profile 'City Tree' (One City Tree is equivalent to 275 normal trees. The City Tree also includes sensors for NOx Co2 PM2.5 and PM10 as well as many others so you can measure and report on the effectiveness).				The information would be circulated to the group for consideration and the group would discuss further at the next meeting.

Prepared by Jane Vaughan – CEM – 5th April 2018

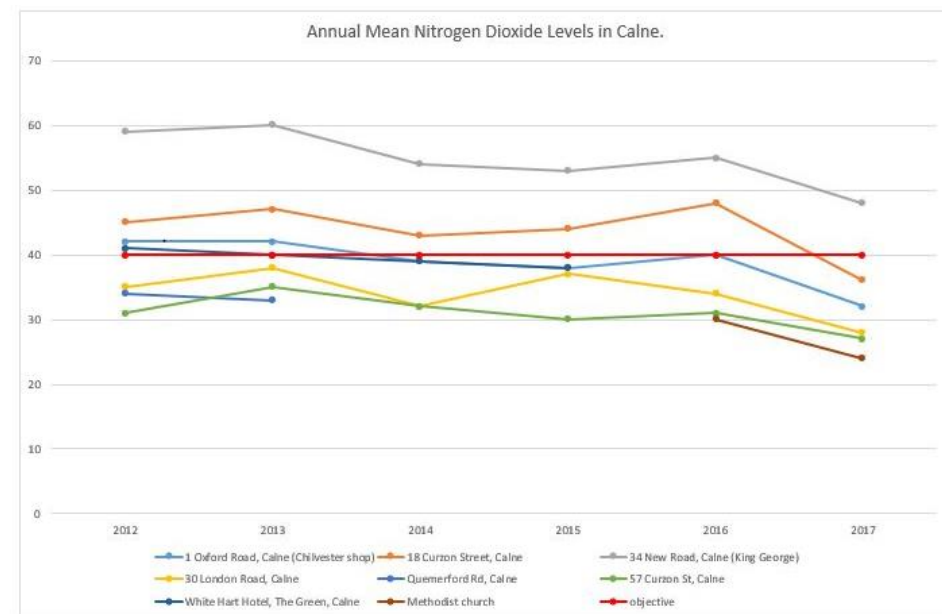


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Calne Air Quality Working Group Update and Recommendations to Calne Area Board 29th May 2018

Additional items discussed

- Monitoring in New Road.** It was suggested that the group needs access to some robust, current data ahead of 80% re-direction of Hill's lorry traffic via the proposed cross-site route – so that before and after comparisons can be assessed – This issue was discussed under Priority 1 of the Action Plan review, as recorded above.
- £106 money for AQ monitoring.** Town Cllr. John Boaler had identified a sum of Section 106 money that is ear-marked for this purpose. How can this group access/allocate this money – This issue was also discussed under Priority 1 of the Action Plan review, as recorded above.
- National quality assurance factors had been received for 2017.** GT confirmed that he would be doing some further analysis but the data at present is quite positive. Only one location in Calne was above the objective in 2017. (New Road, Calne)
- Review of the Action Plan –** JV was asked to update the action plan for review by the Calne Area Board on 29 May 2018



Calne Community Area Air Quality Action Plan 2018/19



In developing its local Action Plan, the Calne Air Quality working group recognises that polluting gas Nitrogen Dioxide (NO₂) is emitted by engines burning fossil fuels.

Within the Calne Air Quality Management Area there are three points where NO₂ levels exceed government limits and the group understands that these exceedences are due to motor vehicles. It is also understood that HGVs are far more polluting than cars.

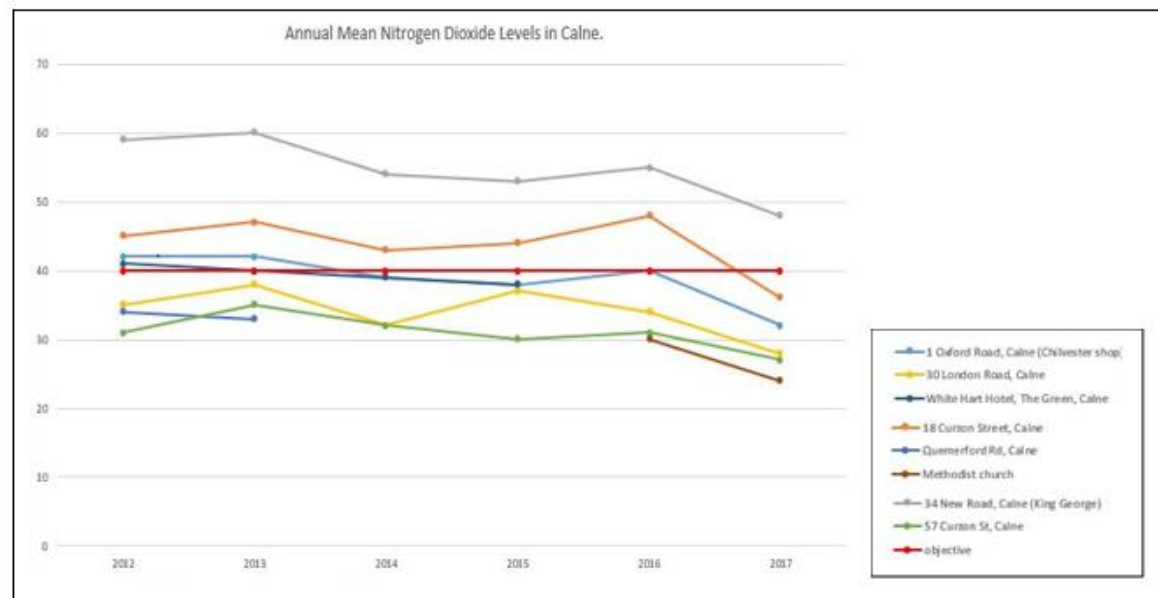
Therefore, the top priority for the group is to reduce the number of motor vehicles, especially HGVs, which pass through the Calne Air Quality Management Area wherever possible. This would also have the effect of reducing pollution caused by microscopic particles, which are also emitted by vehicles.

The action plan will also focus attention on actions that will improve the flow of traffic through the Air Quality Management Area, encourage local people to reduce the use of private cars and to reduce the current impact of pollution.

National quality assurance factors for 2017.

Further analysis to be conducted; however, this data is quite positive.

Only one location in Calne was above the objective in 2017. (New Road, Calne)



The following table shows the priority actions identified by the working group (highlighted in green) and those action points currently identified and/or acted upon.

The action plan will be updated at each group meeting and will be reported to each area board along with any recommendations for local decision making.

The Area Board will be asked to review and report progress made with implementing their action plan on an annual basis.

Priority	Projects	Progress, Milestones, Comments	Action Lead	Budget
1. Seek to reduce the number of motor vehicles that pass through the Calne AQMA.				
	Assess/Review classification of the A4 through Calne.	Calne Area Transport working with Wiltshire Highways dept. and Atkins to develop a Community Transport Strategy for Calne, this is being discussed as part of that work.	Calne Area Transport (CAT)	
	Clarify the criteria required for the A4 as an alternative route to the M4.		Calne Area Transport (CAT)	
	Appoint traffic survey to assess future impact of Hills cross site link road.	<p>Proposed link road within the Hills site may take significant numbers of lorries away from the AQMA</p> <p>Application due to be heard at planning committee on 25th April 2018.</p> <p>Baseline data required to measure the future impact of this work. (pollution levels and traffic volume).</p> <p>Section 106 money is available to address Air Quality (£10k 'for the provision of air quality management in Calne' linked to development at Marden Farm – N/12/04038). The group wishes to clarify how this money can be accessed to appoint a traffic survey in the New Road area adjacent to the A4 and the A3102.</p>		

2. To consider traffic flow regarding road safety and air pollution through the Calne Air Quality Management Area				
	To request other relevant Area Board working groups consider traffic flow when conducting Feasibility studies.			
		CATG: White Hart Roundabout alterations – Deferred, pending development of adjacent site at Woodlands.	AQWG Chair & CATG Chair	
3. Promote awareness of the issue in Calne community area.	'Love Calne, love clean air'			
	Promote tree planting schemes with branded boards.		AQWG Chair /IT/JB/JV	
	Hold an Air Quality Themed Area Board meeting in 2018/19.		AH/IT/JV	
	Use brand identity in future campaigns.	Acquire branded banners for use during community engagement activities.		

4. Promote Clean Vehicle Use in the Community Area				
	Provision of Electric Vehicle Recharging Points in the Town.			
		<p>Proposal to provide an initial EV point in the Heritage Car Park.</p> <p>Wiltshire Council had put a hold on future implementation, but if an organisation wants to implement projects locally, Wiltshire Council may support in principal, on condition management /maintenance arrangements were in place.</p>	JB/ME/Calne Town Council.	
	Encourage sustainable transport from all new estates.			
	Encourage low emission public transport.			
5. Promote walking for local journeys to School/work				
	Encourage School Transport Plans	Explore a roll out in Calne of the 'Home Run' app, which has been piloted in some Air Quality Management Areas in the County. This app encourages schools to develop transport plans and parents to consider alternatives to school journeys by car.	Group	
6. Encouraging/enabling cycling in the Calne community area.				
	Bike and Hike Family and young people cycle events.	Calne Area Transport suggests this action is deferred until 2019, awaiting development of the Area Board Section 106 group work on safer cycling/walking networks.	AH/Calne Area Transport	

7. Encouraging/enabling walking in the Calne community area				
	Encourage local guided walks for leisure.	Calne Environmental Network guided walks during the Summer Festival. Potential to identify further dates for new walks linked to other events.	Calne Environmental Network (Peter Knight/Sue Wallace)	
		Get Wiltshire Walking group ongoing popular weekly activity.	Led by volunteer and Wilts Council	
	Enhance the local area to make walking more attractive	Support the 'Calne Clean-up Crew' to map the local area for 'grot spots' – This group is currently actively engaging community volunteers in litter picks around the Town.	Group/JV	
	Wordfest Trail	Support and input into a new walking/literacy project planned along similar lines to the former, successful 'Beat the Street' project.	AQWG Chair/JV	
	Our Walks app	Support new project seeing CEMs, working with Wiltshire History Centre, Public Health, Wiltshire Ramblers and the OU to develop a mobile phone app, which will be available to download on smartphones and will list local walks and walking groups in the area. Users will be able to map and create their own walks, add content such as history, car parks, shops, pubs and promote these walks via social media.	AQWG Chair/JV	
8. Tree Planting Schemes in the Calne Air Quality Management Area				
	Plant Silver Birch trees in the AQMA	1st Phase completed April 2016 – Calne Town Gardens – reported in Gazette and Herald, Twitter, Facebook and OCM. Funded by Area Board Feb 2015		

		Work with Town Council to complete implementation of 2 nd phase in vicinity of New Road/Silver Street.	AQWG Chair /JB/ME/JV	
	2 nd scheme for the High Street – ‘City Trees’	Explore a new high-profile initiative, ‘City Tree’ (One City Tree is equivalent to 275 normal trees. The City Tree also includes sensors for NOx Co2 PM2.5 and PM10 as well as many others so you can measure and report on the effectiveness). (further details in appendix 1. City Trees).	AQWG Chair /JB/ME/JV	

This draft plan will be considered for approval by the Area Board – 29th May 2018

Prepared by Jane Vaughan

Calne Community Engagement Manager

23rd April 2018.

Jane.vaughan@wiltshire.gov.uk



Love Calne love clean air

Briefing note to Calne Area Board 29^h May 2018

Background

Calne is the one of the only town's of similar size in Wiltshire without electric car charging points. Government Funding is available for up to 75% of the cost of installation. Wiltshire Council has put its programme of installations on hold pending a review.

Calne Town Council's Town Development & Planning Committee support the proposal and will seek to work with Wiltshire Council to bring about a scheme which is supported by grant funding and future costs are established and budgeted for.

The development of the Great West Way will encourage more visitors to the town and we wish to ensure that both visitors and residents contribute to the ongoing viability and growth of the local economy.

Feedback from Residents

Resident 1

" We have recently moved to Calne and have an electric car. We were unable to locate any electric car charge points in the town. Sadly I was very disappointed to learn there were non.

While we do have a charging point at our house. Many people who might like to own an electric car may not have have access to off street parking and would rely on a public rapid charge point to charge their cars.

In addition our car is a second hand one with a smaller battery and when we go out and about we are influenced by which towns have electric charge points. As I know Calne wishes to encourage visitors I would have thought that this is something you might consider.

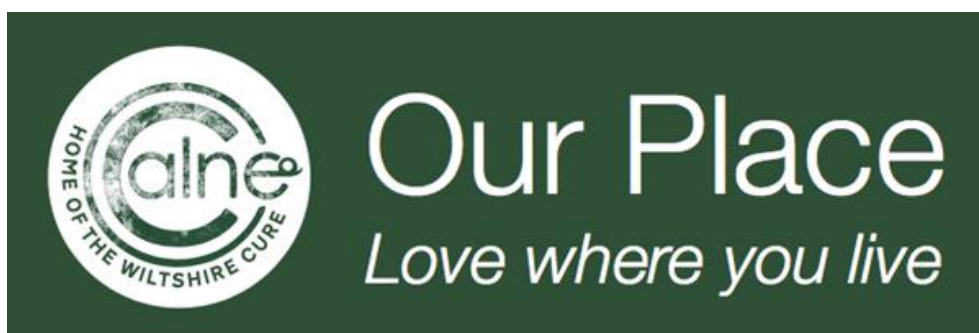
The number of electric cars is set to increase and as they are now becoming readily available on the second hand market they are becoming affordable to more and more people. I would hope the Council would consider installing some charge points in the near future to support this growth. Something vitally needed with the pollution levels from diesel and petrol cars causing increasing health problems etc.

Resident 2

"I believe our great town of Calne would benefit from public chargers, it attracts people to the town and our local shops as charging typically takes 2-3 hours. Having a EV charge point installed also promotes cleaner energy usage and allows thought for the future. Our town has a great community and often puts on events throughout the year it would be beneficial that an EV charging facility was available for visitors and the local public"

Recommendations

That the Calne Area Board welcome the initiative to install electric charging points in the Town and will recommend that Wiltshire Council endorse and support the scheme by allowing the use of the Church Street Heritage Quarter Car Park and put in place any necessary arrangements required.



Calne Area Board Update Report – May 2018

The following is a summary of recent progress with the Calne Our Place Tourism initiatives:

- Responded to further detailed questions from Community First about Calne Signage, PR Videos and St. Mary’s Church CCTV projects arising from an independent assessor appointed by DEFRA about our LEADER grant application.
- Working with Calne Town Council and Wiltshire Council to clarify ownership of the land on which the proposed new signage recommended by Calne Signage & Wayfaring Review by People & Places will be placed if the necessary permissions are granted and our LEADER funding application is successful.
- Initial discussions held with the Area Board to explore the possibility of funding requests to help the planning and installation of new improved signage in the town centre.
- Represented Calne at a Great West Way Ambassador’s Club meeting with 40 other Great West Way (GWW) partners at Hartham Park, Corsham.
- Initiated Calne - Town of Discovery meetings to identify famous Calne historical figures and “hidden gems” to agree a coordinated programme of promotional activities.
- Held a Calne PR Marketing and Branding meeting with Amy Nutland, Marketing Manager of Bowood House to agree future PR marketing collaborations with the Bowood Estate.
- VisitWiltshire negotiations held with David Andrews have resulted in Calne being given the opportunity to use the new GWW visual identity (logo) on our new boundary signs (Calne - a Town of Discovery). We are in discussions with VisitWiltshire for Calne to receive publicity at a national launch as the first town along the GWW to use their new branding marque. The exact colour and design of the GWW addition to the sign is subject to Wiltshire Council Highways approvals as well as all other County Council Highways authorities along the GWW from London to Bristol. An early proposed prototype sign layout is shown below but design changes to colours, layout and positions are likely to follow the outcomes of the VisitWiltshire and Wiltshire Council negotiations.



- In addition, Calne Our Place is including the litter picking voluntary group known as 'Cath's Clean Up Crew' into its family. COP will provide insurance cover and guidance to this fledgling group. Shane Hallett of Calne Rotary is providing risk management guidance whilst Dennis Robertson of CARP is providing the appropriate HR processes, A truly multi-agency effort.
- **Word fest** has been pretty busy with a variety of activities to promote, encourage and improve literacy in Calne.
 - **Pass on a Poem** A spoken word performance was delivered by *THEREBY HANGS A TALE PRODUCTIONS* with Magdelana Ruiz as Malinche and Tom Morris as Cabeza de Vaca. Anyone could attend and were invited to bring a poem to share on the theme of THINGS CHANGE or just sit and listen..
 - **World Book Day 23 April** was held in Calne Community Hub & Library.
 - **Folk music and a book spa.** Librarians helped people find books and offered advice on setting up a book club. Local authors were present. Wordfest organised publicity banners for this event.
 - **Adults LEARN TO READ** Course has started and has now been running for many weeks at Launch2. Learning this type of course is designed to teach adults with little or no literacy to read..
 - **Calne and Me** This is a verbatim project which Wordfest is working with the Children's Centre initially to compile a presentation of stories and experiences from Calne residents for April 2019. Currently working on Funny Parenting Stories.
 - **PUB IS THE HUB** Wordfest is in the early stages of working with Wadsworth Brewery to assist in making rural pubs more useful for the community.eg offering libraries, advice, children's groups, internet cafes, village shops etc. We will be involved in preparing Landlord training across a whole range of topics including literacy, dementia awareness, SEND awareness, referral to other agencies, helping fill out claim forms of all kinds. We aim to help remove barriers caused by low literacy to many health and social benefits.
- **Heritage Week.** Programme now 90% complete with two or three events on each day. Just need to confirm some minor details with some of the venues.
- Calne Our Place (COP) were tasked by Mark Edwards to look into the 2-hours free car parking scheme in the Heritage Quarter car park and consider any options ahead of any renewal of the scheme. In addition, COP were requested to look at providing evidence of car parking to support a decision by the Council into the continuation of the free parking scheme or alternatively, the adoption of a redemption scheme in its place. Report is expected end of May.
- Held a successful fund raising event in the Lansdowne on 11 May. Have also had a stall at Duck Day and are planning on joining in the Volunteer Fair on 30 June

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 19/03/2018

C	Item	Update	Actions and recommendations	Who
	Calne CATG - Date of meeting: 19th March 2018			
1.	Attendees and apologies			
	Present:	Christine Crisp (Chair) Simon Tomlinson (Cherhill), Rob Robinson (Heddington), Mark Edwards (Calne Town Council), Jane Marshall (Compton Bassett), Colin Pearson (Bremhill), Mark Stansby (Wiltshire Council), Jane Vaughan (Wiltshire Council).	Area Board to note.	CC
	Apologies:	Ed Jones (Calne Without), Anne Henshaw (Calne Area Transport), Glenis Ansell (Calne Town Council), Spencer Drinkwater (Wiltshire Council).		
2.	Notes of last meeting			
		The minutes of the meetings held on 14 th December 2017 were presented to the Area Board on 23 rd January 2018. All recommendations included were approved.	Area Board to note.	
3.	Financial Position			
		An updated finance sheet was presented which showed a current balance of £22,623.86 (see appendix 1). Calne CATG will receive a new allocation of £12,465 for 2018 / 19, the same amount as in previous years.	Area Board to note.	CC

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 19/03/2018

4.	Top 5 Priority Schemes			
a)	Pedestrian Safety at A4 White Hart Junction Issue No: 3483		ON HOLD UNTIL AUTUMN 2018, pending local development.	
b)	Issue 4971 & 5714 – HGV issues on Newcroft Road, Calne	Signs have been installed, awaiting final account.	Area Board to note.	CC
c)	Issue 5141 – Calne, Station Road – request for pedestrian / cycle barrier at junction of Spring Lane	Anticipated construction in first quarter of 2018/19 financial year, estimated cost of works is £2,400. Town Council has agreed a contribution of £800 towards the scheme.	Area Board to note.	CC
d)	Issue 5591 - A3102 near Compton Bassett, Advisory weight limit signs for HGV	Confirmation was received from the Parish Council agreeing to the estimate of £1,338.69. Highways to action	Area Board to note.	CC
e)	Lickhill Road Issue No: 3355, 2004, 1807, 522	Construction anticipated in the next financial year. Trial island, which was due to be installed in May has been cancelled as a result of the installation of a new residents driveway. Officers will undertake further assessment of the scheme and report back to the next CATG meeting.	Area Board to note.	CC
5.	Other Priority schemes			
a)		New priority schemes were discussed under item 6 and will be included on future agendas, subject to area board approval.	To be decided by Calne Area Board	CC

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 19/03/2018

6.	Other Requests / Issues (Issues can be viewed in full from Area Board section on Wiltshire Website)			
a)	Issue 4404 Calne The Pippin. Contravention of Bus Lane (Gate)	It was reported that the Town Council CCTV team had met with the local resident with a view to siting mobile CCTV unit at their property. However, that property is not suitable for location of the unit. Data Capture Sheets had been left with the residents in January 2018 to record further details. No further details have been received. It is suggested that this issue is closed pending further evidence.	<i>Recommendation that the area board closes this issue.</i>	CC
b)	Issue 5037- A4 Cherhill, Metrocount request	Metrocount results had been received relating to 2 locations: Labour in Vain Hill (South west end of the village): 85 th percentile = 45.9 mph Main Rd (north east end of village): 85 th percentile= 50.6 mph It was noted that: <u>In a 40mph speed limit the following criteria will be applied;</u> 40 to 46 mph 85th percentile = No Further Action 46.1 to 50 mph 85th percentile = eligible for Community Speed Watch Over 50 mph 85th percentile = Subject to Police enforcement	<i>CATG advise Parish Council to contact Community Speedwatch Co-ordinator and recommend Area Board closes this issue.</i>	CC/JV

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 19/03/2018

c)	Issue 5390 – Calne Silver Street – request for calming measures / speeding.	<p>Metrocount results had been received:</p> <p>Silver Street, Calne 85th Percentile = 33.3 mph</p> <p>It was noted that: <u>In a 30mph speed limit the following criteria will be applied:</u> 30 to 35mph 85th percentile = No Further Action (NFA) 35.1 to 42 mph 85th percentile = eligible for Community Speed Watch Over 42 mph 85th percentile = Subject to Police enforcement</p>	<i>No further action is required – recommendation that Area Board closes this issue.</i>	CC/JV
d)	Issues 5464, 5471 and 5723 – Speeding outside Lansdowne Arms, Derry Hill	<p>Metrocount results had been received relating to 2 locations:</p> <p>Near to 36 Devizes Road (towards Sandy Lane): 85th percentile = 52.1 mph</p> <p>South of Church Hill (close to Golden Gates): 85th percentile= 44.5 mph</p> <p>It was noted that: <u>In a 40mph speed limit the following criteria will be applied:</u> 40 to 46 mph 85th percentile = No Further Action (NFA) 46.1 to 50 mph 85th percentile = eligible for Community Speed Watch Over 50 mph 85th percentile = Subject to Police enforcement</p>	<i>CATG advise Parish Council to contact Community Speedwatch Co-ordinator and recommend Area Board closes this issue.</i>	CC/JV
e)	Issue 5661 – Speeding concerns A4, Lake View, Quemerford	<p>This issue was considered by Calne Town Council at its Town Development and Planning Committee on 3rd January 2018. <i>‘156/17.6 Members discussed the issue raised at Lake View and Stockley Road. It was not felt that this was a community priority scheme. The installation of the Speed Indicator device</i></p>		CC

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 19/03/2018

		<p><i>is expected shortly. It was noted that speeding is a Police matter for enforcement.'</i></p> <p>As such this issue is recommended for closure by the Area Board.</p>	<p>Recommendation that the area board closes this issue.</p>	
f)	<p>Issue 5671- Stockley Lane, Stockley request for Metrocount</p>	<p>Metrocount results had been received – 85th percentile was 42.5mph</p> <p>It was noted that: <u>In a 30mph speed limit the following criteria will be applied:</u> 30 to 35mph 85th percentile = No Further Action (NFA) 35.1 to 42 mph 85th percentile = eligible for Community Speed Watch Over 42 mph 85th percentile = Subject to Police enforcement</p>	<p>CATG advise Parish Council to contact Community Speedwatch Co-ordinator and recommend Area Board closes this issue.</p>	<p>CC/JV</p>
g)	<p>Issue 5751 – C15 at Lower Compton Speed Limit and Clearway TROs.</p>	<p>Comments had been received from Calne Without Parish Council received, as follows. <i>'Local Councillors support this issue request. Designating this area an urban clearway, preventing vehicles being stopped during the hours before 7 a.m. and after 4 p.m, to stop only as long as necessary to pick up or set down passengers. Limitation to 40mph would appear still quite fast, considering the fact that drivers mostly exceed the speed limit by 10%. The Parish suggested a 30 mph speed limit, as it is a semi-urban environment.'</i> However officers advised that 30mph was not an appropriate speed limit for a semi-urban environment. It was suggested that Cllr Hill/Cllr Crisp discuss matter with Hills and report back to next meeting of the CATG.</p>	<p>CC discuss with Cllr Hill and Hills Waste.</p> <p>Area Board to note.</p>	<p>CC</p>

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h)	Issue 5796 – Sandy Lane – request for Metrocount	<p>Metro count results had been received: 85th percentile was 35.3 mph</p> <p>It was noted that: <u>In a 30mph speed limit the following criteria will be applied:</u> 30 to 35mph 85th percentile = No Further Action (NFA) 35.1 to 42 mph 85th percentile = eligible for Community Speed Watch Over 42 mph 85th percentile = Subject to Police enforcement</p> <p>The Parish Council had asked once more about the installation of a Vehicle Activated Sign (VAS). It is Wiltshire Council Policy to only permit these signs where there is a proven history of speed related personal injury collisions. This site does not meet this criteria at this time.</p>	CATG to advise Parish Council to contact Community Speedwatch Co-ordinator and recommend Area Board closes this issue.	CC/JV
i)	5814 – Curzon Street, Calne congestion	<p>Comments had been received from the Calne Town Council following its Town Development and Planning Committee: <i>'156/17.4 COMMUNITY ISSUE 5814 Members discussed traffic flow in Curzon Street and wider impact on traffic, air quality and the economic impact on the town. The Town Centre Masterplan, cost of an independent survey, HGV link road and link road for the new development off Low Lane were also discussed. It was therefore agreed that this was not a community priority scheme at this time'</i>.</p> <p>It had previously been noted that issues relating to Curzon Street congestion were being considered as part of the Calne Masterplan and as such would not be addressed by the CATG/Area Board</p>	No further action at this time – recommendation that Area Board closes this issue.	CC
j)	5867 – Portemarsh Footways	<p>Calne Town Council reported that it had considered this issue at its Town Development and Planning Committee on 3rd January 2018. <i>'156/17.5 Members discussed the issue raised at Redman Road and the Porte Marsh Industrial Estate. It was</i></p>	No further action at this time – recommendation that Area Board closes this issue.	CC

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 19/03/2018

		<p><i>agreed that this was not a community priority scheme at this time</i>'.</p> <p>CATG would not address this issue without the support of the Town Council.</p>		
k)	5872- Kerry Crescent, no access signs	<p>Calne Town Council considered this issue at its Town Development and Planning Committee on 3rd January 2018. '156/17.7 Members discussed the issue raised at Kerry Crescent and Ivy Lane. It was not felt this was a community priority scheme'.</p> <p>CATG would not address this issue without the support of the Town Council.</p>	No further action – recommendation that Area Board closes this issue.	CC
l)	5986 – Compton Bassett PC request for help funding signage and legal fees re. 40mph speed limit extension.	<p>This was previously raised as an issue with the CATG/Area Board and was supported in principle. Originally the Parish felt able to fund the entire scheme as a local benefactor had agreed to fund the scheme. This had not been forthcoming.</p> <p>Current estimate including legal fees for the project is £3540</p> <p>The scheme is ready to be implemented.</p> <p>CATG would recommend that the Area Board considers moving this issue to the priority list and allocates approx. 70% (£2,478) towards this scheme. The Parish Council will fund the remaining 30%.</p>	Recommend Area Board moves this issue to the priority list and allocates £2,478 towards the implementation of this scheme.	CC
m)	5995 - Resident proposal to alleviate congestion at Oxford Road Calne.	<p>Highways Officers had prepared a briefing note to provide an overview of the proposal (appendix 2). It was noted that issues relating to Town Centre congestion were being considered as part of the Calne Masterplan and as such would not be addressed in isolation by the CATG/Area Board.</p> <p>The CATG suggested that the Area Board thank the correspondent for the time and effort that had been put into</p>	Recommendation issue be referred to the Town Council/Masterplan and be closed as an area board issue.	CC

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		preparing this proposal and refer the matter to the Town Council Development and Planning committee for consideration alongside the Masterplan.		
n)	6010 - White Gates at Marsh Lane Cherhill	Issue has been raised by Cherhill Parish Council. CATG suggested it be moved to the priority list and officers be asked to undertake a site visit and further investigation.	Recommendation to the Area Board – to move to Priority list-	CC
o)	6011 - White Gates at the Avenue Yatesbury	Issue has been raised by Cherhill Parish Council. CATG suggested it be moved to the priority list and officers be asked to undertake a site visit and further investigation.	Recommendation to the Area Board – to move to Priority list-	CC
p)	6012 - Road Safety welcome signage Yatesbury	Issue has been raised by Cherhill Parish Council. CATG suggested it be moved to the priority list and officers be asked to undertake a site visit and further investigation.	Recommendation to the Area Board – to move to Priority list-	CC
q)	6014 - Traffic Flow Abberd Way Calne	Resident issue requests traffic signals at Abberd Way, Calne Town Council Town Development & Planning Committee had discussed the issue on 14/2/18 and would support the introduction of a single line no waiting in Abberd Way. CATG suggested this issue is moved to the priority list to be further investigated by Highways officers and advanced.	Recommendation to the Area Board – to move to Priority list-	CC
r)	6081 - Request for Speed limit review Curzon Park	CTC Town Development & Planning Committee 14/2/18 support the proposal for a 20mph limit in Curzon Park and will notify the CATG. Formal assessments for 20mph limits are charged at £2,500 (fixed fee). CATG suggest that a metrocount is requested to provide evidence of current speeds.	Area Board to note Highways to arrange a Metrocount	CC JV
7.	Other items			

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 19/03/2018

a)	Issues awaiting a response from Town & Parish Councils	6092 - A4 Pewsham Village SN15 3RU near Lysley Arms Bus Stop – Road safety/speeding issue - Calne Without PC. 6094 - West End Farm Cottage Foxham – Bremhill PC – verge over-run.	Awaiting response from Parish Councils - Area Board to note	CC
b)	Calne Community Transport Strategy.	Anne Henshaw or Spencer Drinkwater were unavailable to provide an update.	Area Board to note	CC
c)	Pavement and Footway Improvement Scheme 5799 – Hilmarton 5812 - Calne – (William St)	£7,479.09 has been allocated to an improvement scheme for footway repairs and enhancements in the Calne Community Area. Projects to be lead by the Area Highway teams. Matt Perrott provided an update and costs for both locations, Hilmarton £7791 and William St £8575. It was felt that, of the 2, the location at Hilmarton was most likely to be completed within the remit of the scheme and therefore this would be put forward. (nb This scheme is separate from the normal CATG budget and a formal approval by the Area Board is not required).	Area Board to note Matt Perrott to progress.	CC MP
d)	Calne Community Safety Forum – Dropped Kerb scheme in Calne	Councillor Ansell was not present to provide an update.	Area Board to note	CC

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e)	<p>5831 and 5884 Residents Parking arrangements at the Green Calne</p>	<p>The Community Engagement Manager asked that the group discuss issues submitted relating to parking arrangements at the Green Calne. This issue was not previously on the agenda, but Cllr Thorn had requested information about its status as a CATG issue.</p> <p>Highways Officers advised that, as this related to a request for a residents parking scheme, it would not be dealt with by the CATG. Applications should be sent to the Network Management Team following an initial consultation.</p> <p>Officers provided a briefing note outlining the Residents parking scheme process (appendix 3).</p> <p>It was noted that a local champion would be required to work with local residents to gauge the level of support for a scheme.</p>	<p><i>Area Board to note.</i></p>	<p>CC</p>
9.	<p>Date of Next Meeting: Wednesday 2nd May, 4pm at Calne Community Hub, Harris Room.</p>			

Calne Community Area Transport Group

Highways Officer – Mark Stansby

Community Engagement Manager – Jane Vaughan

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.

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 19/03/2018

2. Financial Implications

- 2.1. All decisions must fall within the Highways funding allocated to Calne 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, Calne Area Board will have a remaining Highways funding balance of **£20,145.86**

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

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

6. Safeguarding implications

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

7. Recommendations to the Area Board:

- 7.1. **To note the discussions and updates outlined in this report**
- 7.2. **To approve closure of issues as detailed above (4404, 5390, 5464, 5471, 5723, 5661, 5671, 5796, 5814, 5867, 5872, 5995).**
- 7.3. **To move issues to the priority list for progression as detailed in this report (6010, 6011, 6012, 6014).**
- 7.4. **Issue 5986 - To approve allocation of £2,478 towards the implementation of 40mph speed limit extension at Compton Bassett.**

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 19/03/2018

APPENDIX 1: Finance Sheet

Calne CATG expenditure 2017 / 18 as of 01/03/18

Budget £12,465 + £13,451.04 c/fwd = £25,916.04

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Calne School Rd area 20 mph limit	£3,000.00	£2,400.00	£1,957.18 Final	£1,957.18
Advisory HGV signs School Road / Newcroft	£250.00	£125.00	£0,000.00	£250.00
Calne Station Road Pedestrian Barrier	£2,300.00	£1,600.00	£0,000.00	£2,300.00
A3102 Nr Compton Bassett – Advisory HGV sign	£1,338.69	£nil	£0,000.00	£1338.69
Totals	£6,888.69	£4,125.00	£1,957.18	£5,845.87

Budget £25,916.04

Projected Spend £5,845.87

Balance £20,070.17

Contributions

Calne School Rd area 20 mph limit	£400.00	Calne Town Council – Invoice issued
HGV signs School Road / Newcroft	£125.00	Calne Town Council – to be invoiced upon completion
Calne Station Road Ped Barrier	£690.00	Calne Town Council - to be invoiced upon completion
A3102 Nr Compton Bassett	£1,338.69	Compton Bassett PC (Hills) – to be invoiced upon completion
Total contributions	£2,553.69	

Overall Balance £22,623.86

CALNE COMMUNITY AREA TRANSPORT GROUP 19/03/2018

Appendix 2:

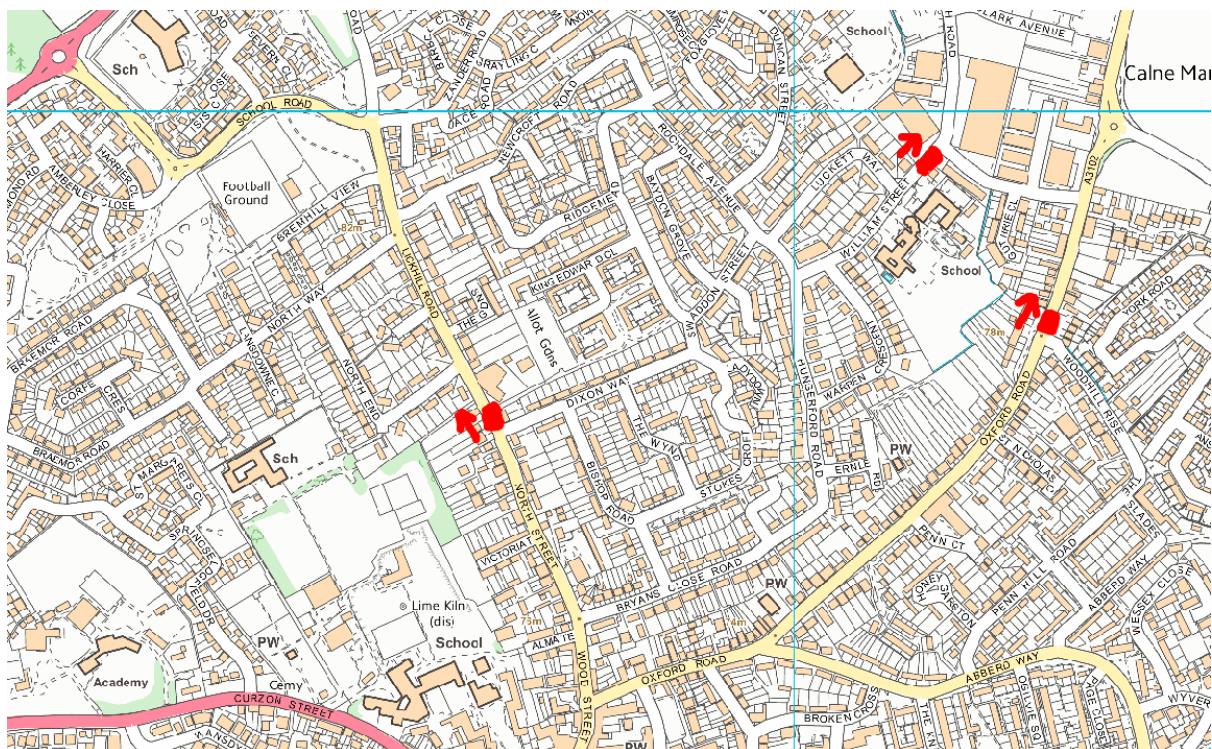
Calne CATG Briefing Note

Issue 5595 – Resident proposal to alleviate congestion on Oxford Road

The proposal includes for a series of traffic control gates placed on Oxford Road, William Street and Lickhill Road. The gates, 3 in total, would allow outbound traffic to continue without restriction but in-bound traffic would be prohibited via these routes, except for buses, taxis and pedal cycles. The proposal also includes for the introduction of a number of one-way routes, notably on Newcroft Road and Dixon Way to prevent rat running and avoidance of the control gates. The proposer also suggests that CCTV be installed to help with enforcement at the gates.

The proposal also includes a one way system at The Pippin with vehicles using Pippin Row to access the car parks.

Locations of proposed control gates (arrow indicates direction of un-restricted flow)



Comments from Wiltshire Highways

- All 3 gates would prevent rat running and force in-bound traffic from the north to use the A3102 distributor road.
- Journey times for buses and taxis are likely to be reduced for in-bound journeys along Oxford Road.

CALNE COMMUNITY AREA TRANSPORT GROUP 19/03/2018

- Peak time queuing on Abberd Way could be reduced with fewer vehicles using Oxford Road.
- Residents living on the north side of the gate on Oxford Road, including developments off Sand Pit Road would not have free access (by car) to the town centre.
- Journeys (by car) to and from Fynamore, Marden Vale and Priestly schools may be affected.
- Residents of Abberd Way / Prince Charles Drive would have to travel longer distances when returning home from the north, including journeys from Porte Marsh and the new supermarket site.
- Those same residents would also be forced to use the narrow section at Curzon Street which might have a negative impact on congestion at this point.
- Traffic speeds can sometimes increase on one way roads.
- Residents of Pippin Row are unlikely to support the use of this route for access to The Pippin car parks.

Mark Stansby
15/03/18

CALNE COMMUNITY AREA TRANSPORT GROUP 19/03/2018

Appendix 3:

Briefing Note: Calne Area Board Issue 5831 and 5884

Residents Parking arrangements at the Green Calne

The viability and success of a Residents Parking scheme is very much dependant on the nature of the problem and the level of support from those residents affected. In general terms if the problem is created by residents owning too many cars - a Resident's Parking Scheme is not appropriate. Areas where households have available off road parking and residents simply do not want other road users to park outside of their homes are also often not viable. However in residential areas which suffer from significant effects of on-street commuter or shopper parking, it may be appropriate to consider the introduction of a Residents Parking Scheme.

Residents Parking Schemes are introduced by Traffic Regulation Orders, either dedicating spaces to residents or exempting permit holders from existing time limits. Such schemes offer preferential parking arrangements to Residents but due to the cost of administering and enforcing a scheme it is necessary to apply an annual charge for each permit.

As the schemes are designed to benefit residents, a majority support of those residents directly affected is required before commencing the detailed surveys and design of a suitable scheme. The following table shows the standard criteria for consideration.

Daytime Problem (8:00am – 6:00pm)	Night time problem (6:00pm – 8:00am)	24 hour problem
60% of available kerb space is occupied by non-residents' vehicles for more than 6 hrs during which 85% of the available kerb space is occupied by all parked vehicles	40% of available kerb space is occupied by non-residents' vehicles for more than 4 hrs during which 85% of the available kerb space is occupied by all parked vehicles.	A combination of the above

The cost of developing these schemes is high due in part to the extensive consultations required and time taken to achieve a generally acceptable consensus amongst the residents, and in some cases schemes do not justify further consideration. For example, the former North Wiltshire District Council engaged Consultants to investigate a potential scheme in Chippenham. The study cost £20,000 and yet the outcome was a non viable scheme. The Strategy therefore requires a minimum consultation response rate of 50% from residents, with a majority of 51% support to carry the vote.

CALNE COMMUNITY AREA TRANSPORT GROUP 19/03/2018

The Council is often approached with an indication of a high level of support for schemes but often the initial survey does not identify the conditions or issues that the residents are required to accept for example:-

- Schemes can reduce the amount of parking available as additional controls (yellow lines) may be required to protect junctions, access or visibility
- There will be an annual charge for the permits
- The number of permits available to households may be limited dependant on available kerb space and opportunity for off road parking
- Having a permit does not guarantee a space outside your house or within the zone
- Enforcement of the area will be undertaken

The first stage is to establish the extent of the problem and the level of resident's support for the introduction of a scheme. Local "champions" should be appointed to manage the distribution and collection of responses using the attached questionnaire.

Responses should then be sent to the Traffic and Network Manager at County Hall for further consideration. The response should include a plan showing the extent of the area consulted, the number of questionnaires sent out and the number of returns received.

Mark Stansby

Senior Traffic Engineer

16/03/18.

CALNE COMMUNITY AREA TRANSPORT GROUP 19/03/2018

(Town) Residents' Parking Questionnaire

Street name.....

Part 1 – General

Questions

Answers

<p>Q1. How many vehicles are owned by residents in your household? Please specify number</p>	
<p>Q2. How many of these vehicles would you normally park off-street? (ie in a garage/driveway) Please specify number</p>	
<p>Q3. How many of these vehicles would you normally park on-street? Please specify number</p>	
<p>Q4. Do you consider that your street has a parking problem? Please answer: Yes, No, Don't Know (DK) or Not Applicable (N/A)</p>	
<p>Q5. If your street has a parking problem, when does it occur? Please answer yes (Y) or no (N) to each category that applies;</p> <p>A; Daytime (say 9:00am to 5:00pm)</p> <p>B; Evening/Night (say 6:00pm to 6:00am)</p>	<p>A</p> <p>B</p>

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<p>C; Weekends only</p> <p>D; Daytime/Evenings/Night (24 hours) weekdays</p> <p>E; 24 hr weekdays and weekends</p> <p>F; Are there other parking problems?</p> <p>Any additional comments?</p>	<p>C</p> <p>D</p> <p>E</p> <p>F</p>
<p>Q6. If you consider that your street has a parking problem, how would it be improved? Please answer yes (Y) or no (N) to each category;</p> <p>A; By removing the restrictions from the existing parking bays (if applicable)</p> <p>B; By introducing a No Waiting Restriction for a short period in the day</p> <p>C; By introducing a Residents' parking scheme</p>	
<p>Q7.If residential permits are introduced, how many permits would you like to purchase? (please read the conditions on page 2)</p> <p>Answer 0, 1, 2, 3, don't know (DK) or not applicable (N/A)</p>	
<p>Q8. If residential permits are introduced, how many daily visitor cards would you ideally like to purchase per year?</p>	

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0-50	50-100	over100	DK or N/A	
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Part 2 - Basic Conditions of Residents Parking Schemes

Please read the basic conditions and answer the question below.

- The cost of the permit is anticipated to be in the region of £100 annually.
- The permit cost is an administrative cost for processing the application for a permit; the costs involved in administering the permit scheme are therefore not refundable.
- Permits will be restricted to one per household in the first instance with second permits only issued if capacity allows.
- Purchase of a permit will not guarantee a space outside your house or within your respective zone.
- Consideration will be given to a system for visitor permits which will also incur an administration charge.
- Enforcement of the area will be undertaken as appropriate and non compliance with the traffic regulation order conditions will be enforced regardless of display of a valid permit
- Please note that consideration of any scheme for progression will be dependant, on a minimum of 50% of responses from households within the zone.

Q9. I accept the basic conditions and support a Resident's Parking Scheme (please circle your preference)

Yes

No

Please note support for a scheme must include acceptance of the conditions.

Name: _____

Address: _____

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We are required to comply with the provisions of the Data Protection Act 1998 in relation to how we handle any personal data which we obtain from you. Any personal information gathered will only be used in the context of this consultation. Further information can be obtained from the Data Commissioner's website: www.ico.gov.uk.

Data Protection Registration Number: Z1668953.

Thank you very much for taking the time to complete this questionnaire.

Unfortunately we are unable to respond individually to all the comments received.

Date :

Calne CATG expenditure 2017 / 18 as of 01/03/18

Budget £12,465 + £13,451.04 c/fwd = £25,916.04

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Budget £25,916.04

Projected Spend £5,845.87

Balance £20,070.17

Contributions

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Total contributions	£2,553.69	

Overall Balance £22,623.86

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 02/05/2018

C	Item	Update	Actions and recommendations	Who
	Calne CATG - Date of meeting: 2nd May 2018			
1.	Attendees and apologies			
	Present:	Christine Crisp (Wiltshire Council), Glenis Ansell (Calne Town Council), Martin Purslow (Cherhill Parish Council), Tony Trotman (Wiltshire Council), Colin Pearson (Bremhill Parish Council), Matt Perrott (Wiltshire Council Highways), Ed Jones (Calne Without Parish Council), Sarah Glen (Calne Without Parish Council), Anne Henshaw (Calne Area Transport), Jane Marshall (Compton Bassett Parish Council), Mark Edwards (Calne Town Council), Mark Stansby (Wiltshire Council Highways), Jane Vaughan (Wiltshire Council CEM).	Area Board to note.	CC
	Apologies:	Stephen Stott, Hilmarton PC, Simon Tomlinson Cherhill PC and Rob Robinson Heddington.		
2.	Notes of last meeting			
		The minutes of the meeting held on 19 th March 2018 will be considered on 29 th May 2018.	Area Board to note.	CC

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 02/05/2018

3.	Financial Position			
		The year end balance for 2017 / 18 amounts to £24,240.85 as shown at Appendix 1. The opening balance for 2018 / 19, taking into account all current commitments is £32,627.85, see Appendix 2.	Area Board to note.	CC
4.	Top 5 Priority Schemes			
a)	Pedestrian Safety at A4 White Hart Junction Issue No: 3483		ON HOLD UNTIL AUTUMN 2018, pending local development.	
b)	Issue 4971 & 5714 – HGV issues on Newcroft Road, Calne	The final account amounted to £236.01 and an invoice had been issued to the Town Council for £118.00.	Recommend to the Area Board that Issues 4971 and 5714 are closed.	CC
c)	Issue 5141 – Calne, Station Road – request for pedestrian / cycle barrier at junction of Spring Lane	A construction pack had been issued to the contractor and a programme date is awaited.	Area Board to note.	CC
d)	Issue 5591 - A3102 near Compton Bassett, Advisory weight limit signs for HGV	A construction pack had been issued to the contractor. Notification had been received of a target date for completion (18 th June 2018).	Area Board to note.	CC
e)	Lickhill Road Issue No: 3355, 2004, 1807, 522	As previously discussed, changes to the original scheme were necessary due to the placement of the new gas main and construction of a new private driveway. Whilst the original scheme featured 3 calming features the revised scheme now contained 2, with one of these having already been installed.	Area Board to note.	CC

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 02/05/2018

		<p>Appendix 3 shows the new feature in detail.</p> <p>The significant change from the previous design is the inclusion of a solar panel to illuminate the regulatory sign, as it is not practicable to provide a feed to the new build out.</p> <p>Funding had been set aside to complete this task without further contribution from the Calne CATG.</p>		
5.	Other Priority schemes			
a)	5986 – Compton Bassett PC request for help funding signage and legal fees re. 40mph speed limit extension.	<p>It was reported that Calne Area Board had approved a delegated decision on 17th April 2018, to prioritise this issue in order to advance progress of the scheme. This included the allocation of £2478.</p> <p>A construction pack is being prepared ahead of implementation. Target date for completion – 25th June.</p>	Area Board to note.	CC
b)	6010 - White Gates at Marsh Lane Cherhill	<p>Following site meeting on 27th April between officers and Chair of Parish Council a briefing note had been prepared which would be reported to the Parish Council for comments and support.</p>	Area Board to note	CC
c)	6011 - White Gates at the Avenue Yatesbury	<p>Following site meeting on 27th April between officers and Chair of Parish Council a briefing note had been prepared which would be reported to the Parish Council for comments and support.</p>	Area Board to note	CC
d)	6012 - Road Safety welcome signage Yatesbury	<p>Following site meeting on 27th April between officers and Chair of Parish Council a briefing note had been prepared which would be reported to the Parish Council for comments and support.</p>	Area Board to note	CC

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 02/05/2018

e)	6014 - Traffic Flow Abberd Way Calne	<p>Whilst a traffic signal installation is beyond the current levels of funding available, consideration is to be given to regulate parking at this junction in a bid to increase capacity.</p> <p>This work would be undertaken by the Calne Section 106 Working Group who were already reviewing and addressing other road safety issues along Abberd Way.</p>	Recommendation that the Area Board closes this issue.	CC
6.	Other Requests / Issues (Issues can be viewed in full from Area Board section on Wiltshire Website)			
a)	Issue 5751 – C15 at Lower Compton Speed Limit and Clearway TROs.	Deferred to next meeting in order to allow the Chairman to liaise with the local Wiltshire Councillor and Calne Without Parish Councillor.	Area Board to note	CC
b)	6081 - Request for Speed limit review Curzon Park	<p>CTC Town Development & Planning Committee 14/2/18 support the proposal for a 20mph limit in Curzon Park. CATG previously requested further information about current speeds.</p> <p>Metrocount is on order.</p>	Area Board to note	CC
c)	6092 – Road safety Pewsham near Lysley Arms, Calne Without	<p>Calne Without Parish Council had reported that ‘there is and has been an issue for many years, which appears to be getting worse. It therefore supports the issue and recommends CATG investigate suitable solutions’.</p> <p>The CATG would recommend this issue is moved to the priority list and commission a pedestrian survey up to the value of £2,000 subject to the contribution of 30% by Calne Without Parish Council.</p>	Recommend the Area Board advances this issue to the priority list and notes a delegated decision of the Chairman and CEM to commission a pedestrian survey up to the value of £2,000 subject to the contribution of 30% from the Calne Without Parish Council.	CC

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 02/05/2018

d)				
7.	Other items			
a)	Issues awaiting a response from Town & Parish Councils	6094 - Bremhill PC 6208 – Calne Without PC	<i>Awaiting response from Parish Councils - Area Board to note</i>	CC
b)	Calne Community Transport Strategy.	Update from Anne Henshaw – This work is progressing. There will be a further meeting on 14 th May.	<i>Area Board to note</i>	CC
c)	Pavement and Footway Improvement Scheme 5799 – Hilmarton	Matt Perrott reported that this scheme was in the design process.	<i>Area Board to note</i>	CC
d)	Calne Community Safety Forum – Dropped Kerb scheme in Calne	Glenis Ansell reported that the CCSF had not identified specific sites for dropped kerbs through local conversations and social media campaign. It was suggested that this project is deferred until such time as specific potential sites become apparent.	<i>Area Board to note</i>	CC

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 02/05/2018

e)	Community Speedwatch/Metrocount results	There was a discussion about the Community Speedwatch process – the CATG Chair would write to the Co-ordinator to request formal notification of the current process of metrocount results that meet criteria for Speedwatch or police intervention.	Area Board to note	CC
9.	Date of Next Meeting: Tuesday 25th September, 4pm at Calne Community Hub, Harris Room.			

Calne Community Area Transport Group

Highways Officer – Mark Stansby

Community Engagement Manager – Jane Vaughan

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 Calne 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, Calne Area Board will have a remaining Highways funding balance of **£31,227.85**

3. Legal Implications

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

CALNE COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG 02/05/2018

4. HR Implications

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

5. Equality and Inclusion Implications

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

6. Safeguarding implications

6.1. There are no specific Safeguarding implications related to this report.

7. Recommendations to the Area Board:

7.1. To note the discussions and updates outlined in this report

CALNE COMMUNITY AREA TRANSPORT GROUP 19/03/2018

Calne CATG expenditure 2017 / 18 as of 23/04/18

Budget £12,465 + £13,451.04 c/fwd = £25,916.04

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Calne School Rd area 20 mph limit	£3,000.00	£2,400.00	£1,957.18 Final	£1,957.18
Advisory HGV signs School Road / Newcroft	£250.00	£125.00	£236.01 Final	£236.01
Totals	£3,250.00	£2,525.00	£2,193.19	£2,193.19

Budget £25,916.04

Projected Spend £2,193.19

Balance £23,722.85

Contributions

Calne School Rd area 20 mph limit £400.00

HGV signs School Road / Newcroft £118.00

Calne Town Council – Invoice issued

Calne Town Council – Invoice issued

Total contributions £518.00

Final Balance £24,240.85

Calne CATG expenditure 2018 / 19 as of 23/04/18

Budget £12,465 + £24,240.85 c/fwd = £36,705.85

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Calne Station Road Pedestrian Barrier	£2,400.00	£1,600.00	£0,000.00	£2,400.00
A3102 Nr Compton Bassett – Advisory HGV sign	£1,338.69	£nil	£0,000.00	£1338.69
Compton Bassett 40 mph speed limit	£3540.00	£2478.00	£0,000.00	£3540.00
Totals	£7,278.69	£4,078.00	£0,000.00	£7,278.69

Budget £36,705.85

Projected Spend £7,278.69

Balance £29,427.16

Contributions

Calne Station Road Ped Barrier	£800.00	Calne Town Council - to be invoiced upon completion
A3102 Nr Compton Bassett	£1,338.69	Compton Bassett PC (Hills) – to be invoiced upon completion
Compton Bassett speed limit	£1,062.00	Compton Bassett Parish Council – to be invoiced upon completion

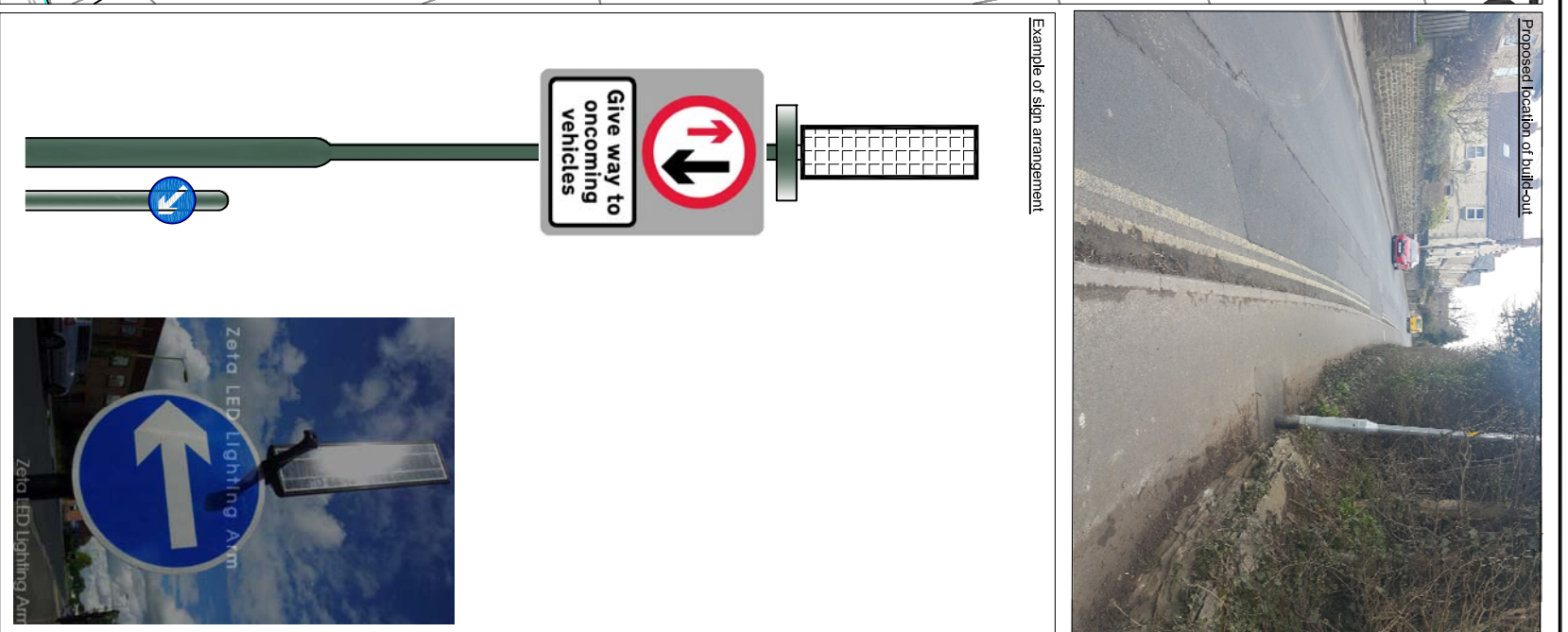
Total contributions £3,200.69

Overall Balance £32,627.85



Detail Design - 1:200

- NOTES:**
- Footway re-grade: AC 6 dense surf (100/150) thickness as required
 - New build-out construction: AC 20 dense binder 40/60 - 60mm thick AC6 dense surface 100/150 - 20mm thick
 - New HB2 100mm upstand (refer to WC-SD-01)
 - New DK transition to BN (refer to WC-SD-01)
 - Diag 1018.1 100mm thick to tie in with existing
 - Leander Architectural 'William' bollard finished in BS14C39 with gold highlights. Lean mix concrete foundation
 - Precast concrete plastic trapped gully with a grating clear opening size of 450 x 450mm, grade DA40. Type Station Aquad-max or similar approved. Grating and frame to BS EN 124 1994
 - UPVC plastic drain, internal Ø 150mm with Class Z bed and surround BS EN 13476-2, connect to existing SW system.



Example of sign arrangement

Calne Training and Skills Working Group
Update and Recommendations to Calne Area Board
29th May 2018

Purpose of the report:

1. To note discussions of the meeting held on 26th April 2018.
2. To ask Members to consider hosting a 'Makaton Friendly' Area Board meeting.

Calne Area Board
Training and Skills Working Group



Attendees: Ian Thorn, Alex Schmitt, Terry Couchman, Corinna Davidson, Helen Bradley, Marnie Kemp, Jane Vaughan.

Apologies: Jennifer Dunthorne, Louiza Bruce, Marie Wykes.

This was the third meeting of the working group.

1. Discussion with Marnie Kemp:

<p>Encourage/train businesses in SEND possibilities and needs.</p>	<p>Marnie Kemp provided an overview of work that is being done in the Calne Area.</p> <p>There were some businesses engaging – mainly supermarkets and Care homes. The group discussed the needs of WEST and the Community Connecting team and how the T&S working group, Area Board and wider community might help:</p> <ul style="list-style-type: none"> ○ Businesses to engage with WEST/the Community Connecting Team ... <ul style="list-style-type: none"> ▪ To identify 12-week internship roles ▪ To investigate hard copy recruitment ▪ To consider working interviews ▪ To develop 'job carving' (changing job descriptions to remove barriers in appropriate situations). ▪ To go to WEST first, before advertising jobs ▪ To allow applicants to visit the workplace before hand and to provide interview questions ahead of time. ○ The T&S working group might be able to help by ... <ul style="list-style-type: none"> ▪ Providing introductions to Chamber of Commerce/Calne Springs.
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Calne Training and Skills Working Group
Update and Recommendations to Calne Area Board
29th May 2018

	<ul style="list-style-type: none"> ▪ Promoting information to local businesses. ▪ Start conversations with local employers. <p>★ HB would provide Marnie with a link to the Chamber Breakfast and Calne Referral Link.</p> <p>★ The group would commit to identifying a number of businesses.</p> <p>★ JV would add Marnie to the OCM recipient list and send working group contact details to – so that they could receive information/news directly from the team.</p>
<p>Encourage/train businesses in SEND possibilities and needs.</p>	<p>The group had previously discussed the possibility of promoting the idea of Calne becoming a ‘Makaton Friendly Town’.</p> <ul style="list-style-type: none"> ○ It was hoped that the A Place for Us youth group might be interested in getting involved to help move this forward. ○ It was felt important that a new volunteer was identified to lead on this piece of work. ○ Suggested that the Area Board should be challenged to encourage businesses to learn signs and that the Place4us Young People could teach the Board Members to learn some signs too as an introduction and to publicise the challenge. <p>★ Find contact at the Mill Race Club (who have some Members that also use Makaton).</p> <p>★ HB (&JV?) to meet up with Corinna and Place4us young people to plan an Area Board meeting.</p> <p>★ CB/HB to ask CB and SR if they would like to be involved.</p> <p>★ Ask the Calne Area Board to consider holding a Makaton Friendly meeting.</p>

2. **Creating an action plan: Draft Action Plan, Areas still to be discussed**
and

3. **Review of Actions from previous meetings:**

There was no time at this meeting for further discussions.

4. **Next meeting:**

24th May 2018 6pm – 7:30pm in the Calne Community Hub, Harris Room

Calne Section 106 working group

Update and Recommendations to Calne Area Board

29th May 2018

Purpose of the report:

1. To note feedback and actions relating to Abberd Way traffic calming review
 2. To note discussions and actions agreed relating to other s106 schemes at the meeting held on 10th April 2018.
-

AREA BOARD for the Calne Community Area

S106 Working Group

Meeting notes and report to Calne Area Board

*The group met on Tuesday 10th April 2018 at Calne Community Hub and Library.
The following were in attendance:*

Tony Trotman – Chair (Wiltshire Council and Calne Town Council), Anne Henshaw (Calne Area Transport), Mark Edwards (Calne Town Council), Steve Corbin (Wiltshire Council Highways), Heather Canfer (Calne Town Council), Ian Thorn (Wiltshire Council and Calne Town Council), Robert Merrick (Calne Town Council) and Jane Vaughan (Wiltshire Council CEM).

1. Apologies: Steve Hind, Mark Stansby

2. Abberd Way traffic calming/road safety scheme – review

Following receipt of a public petition objecting to this scheme, Cllr Wayman (Cabinet Member for Highways, Transport and Waste) had instructed officers to conduct a review of the scheme. A report on that review was delivered to the Area Board on 20th March 2018.

Calne Area Board also received representation from residents in favour of the scheme.

The Area Board had asked the Calne s106 working group to give further consideration to the traffic calming scheme for Abberd Way, Calne and Cllr Thorn was invited to the Groups discussion of this scheme.

Calne Section 106 working group

Update and Recommendations to Calne Area Board

29th May 2018

(Please see attached briefing note and proposed amendments (appendix 1 and 2)

Cllr Ian Thorn explained the background to the petition and local people's concerns. The group then discussed the proposed amendments outlined in the review:

Suggestion 1: On street parking between the Advisory crossing point and the western build out be removed.

The group noted that removal of on street parking was a contentious issue for residents, it was felt that 2 parking spaces could be retained but moved towards the advisory crossing. SC would arrange for this proposal to be advanced.

Suggestion 2: On street parking on the length from Oxford Road to the western buildout should be subject to formal control by use of marked bays and yellow line restrictions. This should be subject to careful design to prevent an increase in through vehicle speed. The use of staggered parking on alternate sides of the road should be considered.

The group agreed with this suggestion and was advised of a link with a current CATG issue, SC would advance arrangements for this work and would ensure that duplication with CATG was avoided.

Suggestion 3: Additional notices (signs) at the advisory crossing point be provided to ensure that pedestrians are aware that they do not have priority and should cross with caution. The notices could be combined with and mounted on additional bollards / posts.

The group agreed with this suggestion, but requested that wording on additional signage should be as simple as possible. SC would advance this proposal.

Suggestion 4: Additional warning signs advising motorists of the crossing point be provided.

The group agreed with this suggestion and SC would advance this proposal.

Suggestion 5: The coloured surfacing at the crossing point should not be maintained and be allowed to fade in order to lessen confusion over the status of the crossing to drivers and pedestrians.

The group agreed to this proposal, but not unanimously.

The group was advised that costs associated with these proposals would be recovered from Section 106 agreements and, as such there was not a need for formal approval by the Calne Area Board.

The Area Board would be asked to note progress.

Calne Section 106 working group

Update and Recommendations to Calne Area Board

29th May 2018

3. Review of table of schemes:

Update on active schemes

- **Woodhill Rise** - No update was available on the legal status of this scheme. The group discussed the standard of surfacing of the footpath, SC would look into improving the surface and also fencing of the ditch where possible.
- **Shared use cycle/pedestrian route Woodhill Rise towards Abberd Way** – This issue remains on hold dependent upon Woodhill Rise scheme.
- **Cycle/pedestrian route Abberd Way to Abberd Brook** – SC reported that this is now with the Council's consultants, Atkins for design.
- **Abberd Lane Bridleway** – This scheme is with Atkins for design, ecological assessment will be included in the costing of the scheme.
- **Shared use path on the Rec.** – TT reported there is a covenant precluding cycling on the Rec. The Town Council would support the removal of the covenant, however there is no funding in place to finance this.

The scheme can be implemented, but usage as a dual use path with signage cannot be promoted while the covenant is in place. SC would follow this up with Wiltshire Council legal department and would liaise with ME at Calne Town Council regarding implementation of the works.

SC reported that maintenance of the path would remain with Town Council, however planned construction of the path away from the line of trees would enhance its life time.

Review of future schemes from current and forthcoming s106 schedules:

Identify potential schemes from new/existing schedules

- Pedestrian/cycle improvements on Oxford Road.

The group felt it should now start to look at possibilities to facilitate safer use and travel along Oxford Road:

- Formalised parking bays
- Pedestrian crossings

Calne Section 106 working group

Update and Recommendations to Calne Area Board

29th May 2018

- Build outs

It was reported that there are 2 years left to identify, implement and recover costs for schemes at Oxford Road. It was agreed that Atkins be asked to look at suggesting potential schemes that link to Sandpits road s106 money at Oxford Road.

4. Feedback to and recommendations for the Area Board.

- To note feedback and actions relating to Abberd Way traffic calming review
- To note the other discussions and actions emerging from this meeting.

5. Date of next meeting

- The next meeting would take place on Wednesday 13th June from 10:30am in the Harris Room at Calne Community Hub.
-

Jane Vaughan, Community Engagement Manager

Jane.Vaughan@wiltshire.gov.uk

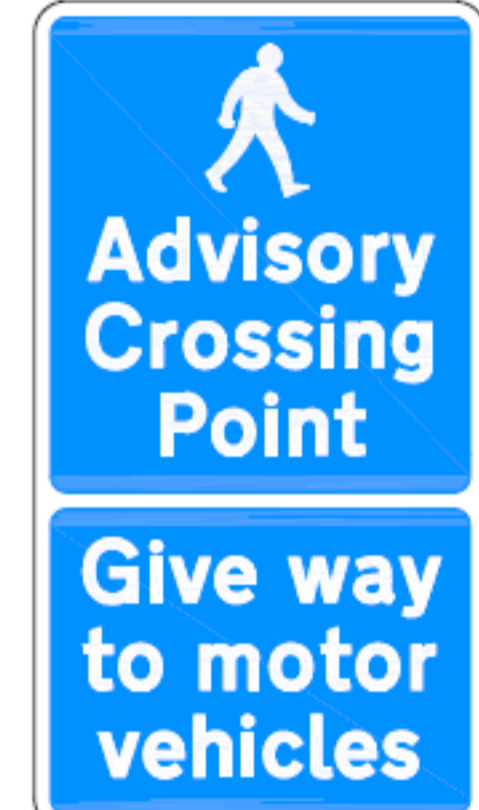
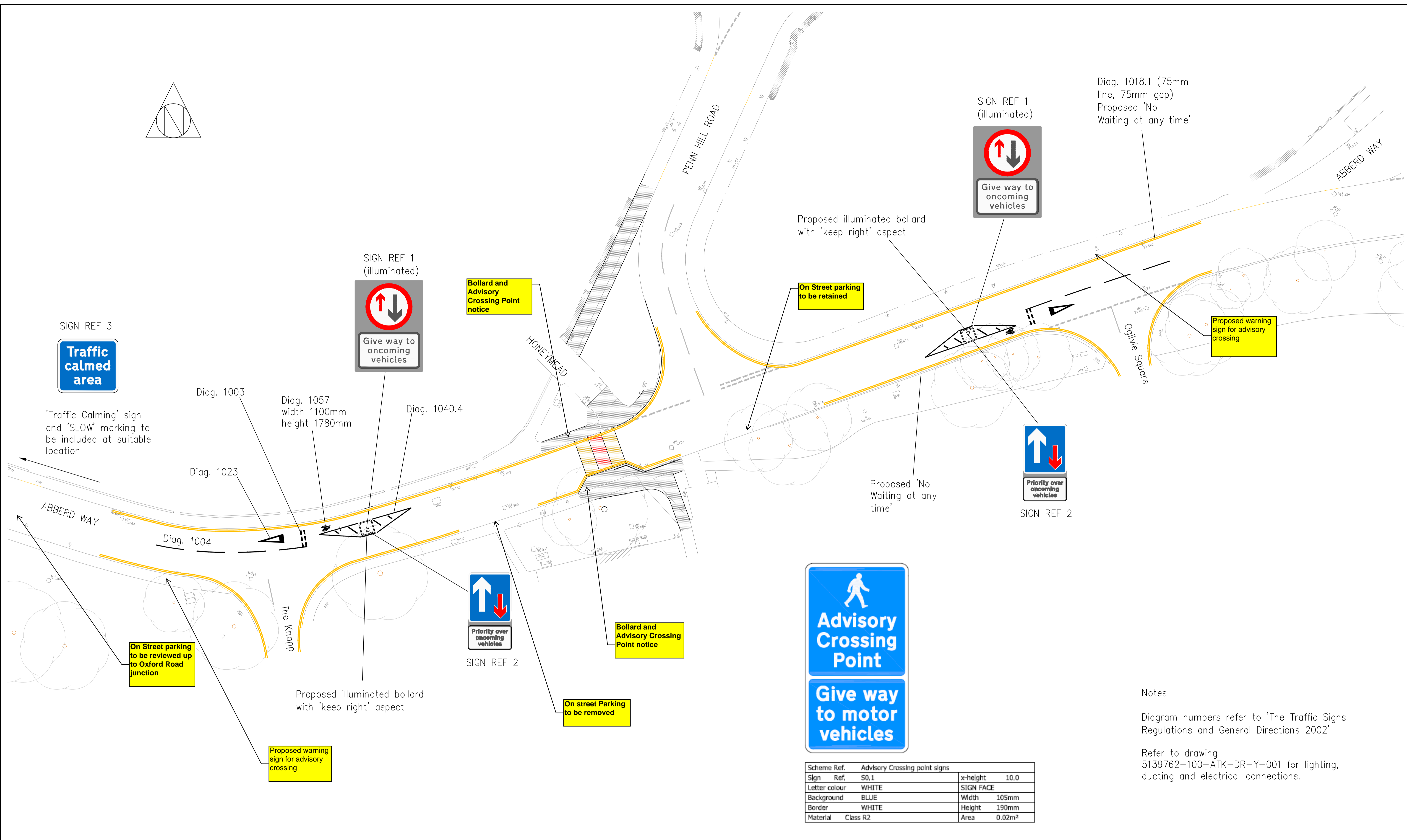
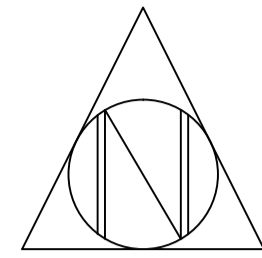
TRAFFIC ENGINEERING TEAM

BRIEFING NOTE

Subject	Abberd Way Calne – Review of traffic calming scheme	Date:	January 2017
Circulation			
Prepared by	David Thomas – Traffic Engineering Manager		
Ref	Notes	Action	
1	Introduction and background		
	<p>In 2012 a sub group of the Calne Area Board was set up (Sandpits Lane S106 working Group) to identify and deliver measures to primarily improve provision for pedestrian and cyclists in the eastern side of Calne as a result of the Sandpits Lane development with funding made available from Section 106 agreements.</p> <p>One of the schemes brought forward was a combined pedestrian / cycle / traffic calming improvement near to the Penn Hill Road junction on Abberd Way. This was delivered on the ground in June / July 2016. The scheme was subject to a full safety audit process.</p> <p>There are no collisions resulting in injury recorded since the scheme was installed</p>		
2	Raised concerns		
	<p>As part of local election canvassing a number of residents expressed concern about the installed scheme. Subsequently through Councillor Ian Thorn's surgery a total of 20 written comments were received.</p> <p>The substantive points of comment made were:</p> <ol style="list-style-type: none"> 1. Driver behaviour and conflict at the western built out. 2. Confusion as to who has priority at the pedestrian crossing point. 3. Parked vehicles along the length of Abberd Way from the Oxford Road junction causing difficulty for through traffic movements. 4. Parked vehicles within the traffic calmed area causing difficulty for through traffic movements. <p>Suggestions for change made were:</p> <ol style="list-style-type: none"> 5. That the advisory crossing should be a zebra. 6. That the advisory crossing should have a build out on the north side as well as the south 7. Speed bumps would work better. <p>A general concern noted but not related to the traffic calming is the fact that Abberd Way is a large cul de sac and that there needs to be another access created onto Sandpit Lane to relieve pressure on Abberd Way & Prince Charles Drive</p>		

3.	Comment	
	<p>It should be noted that no concerns were raised by commenters with regard to the eastern buildout. Similarly on site observation during site visits did not highlight any issues.</p> <p>The signs and road markings for the whole of the traffic calmed area were noted to be in good condition and clearly visible to motorists. The number of signs and their locations are considered appropriate to the type of scheme installed.</p> <p>The difficulties at the western buildout appear to be due to the lack of inter visibility between opposing traffic streams. In part this difficulty is caused by parked vehicles directly on the westbound approach to the build out, and that Abberd Way is on a bend on the eastbound approach. In addition the parking on the length of Abberd Way from its junction with Oxford Road to the western build out can be somewhat haphazard and this affects how and where through motorists position themselves when negotiating the build out. However when driven with due care and attention the build out does work effectively and is not considered to be unsafe.</p> <p>The pedestrian crossing point is an advisory crossing through which vehicles have the priority. It is not unique for motorists to stop at this type of crossing to allow pedestrians priority, particularly if numbers of children are waiting to cross. There is of course the risk that opposing motorists may not stop and this has the potential to cause confusion and risk of personal injury. The provision of alternate coloured surfacing at the crossing point may be causing some level of confusion as to the status of the crossing to both pedestrians and motorists although it is noted that the surfacing has already become somewhat worn and faded.</p> <p>Study work undertaken before the scheme was implemented showed that the use of a formal crossing (zebra or signal control) was not possible as the overall volume of pedestrian crossing movements was too low for this type of facility.</p> <p>The parking on the length of Abberd Way from the Oxford Road junction through to the western buildout does appear to impact on through vehicle movements. Parking takes place on both sides of the road with a need for through traffic to give way to each other as the resultant carriageway width is only sufficient to allow one traffic stream to proceed. Suggestion has been made that parking should be controlled (by use of yellow lines and white bays) to ease the passage of through traffic. The parked vehicles appear to belong to nearby residents as most of the properties along this length of Abberd Way do not have off street parking. Whilst there may be a level of inconvenience and delay to through vehicles the on street parking does act as a control on vehicle speed and could be seen as an effective method of traffic calming.</p> <p>As mentioned above the retention of parking between the advisory crossing point and the western buildout does appear to cause difficulties as both eastbound and westbound traffic streams have to use the same area of carriageway to the eastern side of the buildout to pass through the area.</p> <p>The suggestion is made that the advisory crossing should have a build out on the north side as well as the south. At present the carriageway width at the crossing point is 5.5metres. An additional build out on the north side would therefore require a reduction in the width of the south side build out to maintain sufficient width for two way traffic flow (south side width would reduce from 1.8metres to 0.9metres, north side build out would be 0.9metres). Whilst in principle this would be possible it is difficult to identify what benefit would be derived in practise. One area of concern would be that visibility to the right for pedestrians from the south side build out would be compromised compared to the existing situation if the on street parking to the east of the crossing point were to be retained.</p> <p>Suggestion has been made that speed bumps (vertical deflections) would work better. Whilst vertical deflections can provide a greater level of impact they also produce more traffic noise and potentially ground borne vibration. Experience has shown that vertical deflections are generally not welcomed by nearby residents who are directly affected by the potential negative impacts.</p>	
4.	Suggested changes	
	After due consideration of the concerns and suggestions raised, site visits and discussion with Councillors the following changes are suggested:	

	<p>Suggestion - The on street parking between the Advisory crossing point and the western build out be removed. Reason – To remove a conflict point between opposing motorists and allow westbound motorists to be better positioned to pass the buildout.</p> <p>Suggestion – The on street parking on the length from Oxford Road to the western buildout should be subject to formal control by use of marked bays and yellow line restrictions. This should be subject to careful design to prevent an increase in through vehicle speed. The use of staggered parking on alternate sides of the road should be considered. Reason – To ease traffic flow and conflict along this length of Abberd Way whilst maintaining the traffic calming effects.</p> <p>Suggestion – That additional notices (signs) at the advisory crossing point be provided to ensure that pedestrians are aware that they do not have priority and should cross with caution. The notices could be combined with and mounted on additional bollards / posts. Reason – To ensure clear notification of the crossing priorities.</p> <p>Suggestion – That additional warning signs advising motorists of the crossing point be provided. Reason – To ensure motorists are aware of the advisory crossing point.</p> <p>Suggestion – That the coloured surfacing at the crossing point not be maintained and be allowed to fade. Reason – To lessen confusion over the status of the crossing to drivers and pedestrians.</p> <p>A proposal drawing is attached.</p>	
5.	Estimated Costs	
	Parking restriction changes - £2500 Notices, bollards and signs - £1500	



Scheme Ref.	Advisory Crossing point signs	x-height	10,0
Sign Ref.	S0,1	SIGN FACE	
Letter colour	WHITE	Width	105mm
Background	BLUE	Height	190mm
Border	WHITE	Area	0.02m ²
Material	Class R2		

Notes
 Diagram numbers refer to 'The Traffic Signs Regulations and General Directions 2002'
 Refer to drawing 5139762-100-ATK-DR-Y-001 for lighting, ducting and electrical connections.

NOTES:

Wiltshire Council
 Where everybody matters
Traffic & Network Management
 County Hall, Bythesea Road, Trowbridge
 Wiltshire, BA14 8JD
 Tel: 0300 4560100
 Website: www.wiltshire.gov.uk
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 Wiltshire Council (100049050) 2012

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REV	DATE	DRAWN	CHECK	APPROV	DESCRIPTION
0	5/2015	SH	DT	DT	ORIGINAL
DRAWING PURPOSE:					
ISSUE					

PROJECT:			
Calne, Sandpit Road Section 106 Working Group Abberd Way / Pennhill Road Junction Proposed Traffic Calming			
DRAWING TITLE:			
Traffic Signs and Road Markings			
SCALES:	1 / 250	SHEET SIZE:	A1
DRAWING No:	2014-089-0005	REVISION:	0
FILE REF:	L:\Int Transport\ Current Schemes		

Report to	Calne Area Board
Date of Meeting	29 th May 2018
Title of Report	Community Area Grant funding

Purpose of the report:

To consider an application for funding, as listed below

Applicant	Amount requested
Applicant: Compton Bassett Village Hall Project Title: New Roof project link to the full application	£5,000

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 2017/2018 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
2808	Compton Bassett Village Hall	New Roof Project	£5,000
<p>Project Description: This project will help to provide a new roof for Compton Bassett Village Hall, the wider project also includes the removal of asbestos.</p> <p>Input from Community Engagement Manager:</p> <p>This is an ambitious project to extend the life of an establishment that has been described by the applicant as 'a much used and loved establishment and ... the social centre of the village'.</p> <p>The applicants are also developing further plans to install a new kitchen and new fire doors.</p> <p>This application forms part of a large fundraising project for the Village Hall group, evidence of support from the Area Board will provide an influential addition to further funding applications.</p> <p>This project can be seen to demonstrate links or potential links to current Area Board local JSA priority themes, specifically: Social isolation and loneliness, diversity and social inclusion, participation in culture, active and healthy lifestyles and mental health.</p> <p>Members will recall that, the former Village Halls Fund, designed to support development of such community facilities, was previously brought under the Area Board Community Area Grant scheme.</p> <p>An award to this project would represent approximately 12% of the total project cost.</p> <p>Proposal That the Area Board determines the application.</p>			

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

Report Author:
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CALNE Community Area FAIRTRADE Group

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To: Holker, David David.Holker@wiltshire.gov.uk

18th April 2018

**Subject: Calne Area Board Grant 2495: Application Submitted August 2017, Grant Awarded September 2017
6 month Status Report on Project & Grant Spend**

Hello, David, Following my interim report to you by email earlier this year, here is a more detailed update on our project.

Project Summary (as per application)

The project supports our Campaign to achieve Fairtrade Foundation Fairtrade Community status for Calne Town and the surrounding Parishes. The project requires hardwearing 12-24 months outside banners and Poster board A-Frames to start a static advertising activity across the town and parishes and in fairtrading premises to raise awareness while the Fairtrade Campaign progresses. Banners will be placed in medium term strategic positions and at one off community Fairtrade events over the next 12-24 months. Retail catering and community organisations including churches that are already or about to support Fairtrade products will display a prominent decal in their windows. A small collapsible projection screen for small events and presentations to promote the campaign to various interested parties e.g. Calne Parish Forum Our Place Meetings Schools chamber of commerce churches, etc, etc. Often one arrives at a venue only to find there is no suitable wall or local screen to project onto.

This project of the Calne Community Fairtrade Campaign is largely advertising and presentation. The advertising is about working towards the award of Fairtrade Community Status for the Town and Parishes which we hope to apply for some time in the latter half of 2018.

Fairtrade Campaign Objective

To apply to the Fairtrade Foundation for "Fairtrade Community" Status for the Town and The Parishes and achieve it.

1. Status of the Grant Spend & Variances

We have now spent the major proportion of the grant as follows (items in order of original submission with amendments in the spreadsheet overleaf):



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CAB Grant 2495 - Application August 2017 - Awarded September 2017 - Account as at 18th April 2017									
Total Grant Requested							880.69		
IID	Description of Project Item	Image	Requested Qty	Total Cost (Inc VAT)	Bought Qty	Total Spent (Inc VAT)	Variance	Reason for Variance	
O1	Advertising Aluminium A1 Poster A-Frames	P1	3	187.20	2	136.74	-50.46	Upon Review decided 2x A-Frames would be sufficient - This cost includes shipping originally omitted from application.	
O2	Campaign Support special Window Decals (140x75) for Target FT Outlets	P2	75	114.75	50	71.28	-43.47	Having reviewed supporting targets being audited decided 50 off would be sufficient. Subsequently, found a small but insignificant printing error - <u>Printers replaced all for free, plus they supplied on a roll rather than cut so sent as further 50 for free! This now means we will be able to use also for car stickers which will increase campaign coverage beyond what we had originally envisaged.</u>	
O3	Main Outside Campaign Banners (3mx1m)	N/A	3	270.00	0	0.00	-270.00	After completing a survey of campaign advertising locations in more depth, concluded that more small banners (as below) were likely to be more effective, and easier to place on the surveyed locations, and could be varied to include more John Bentley School Fairtrade Artwork.	
Item O3 replaced by:									
R3a	Campaign Banner 1450x400 V1 SS (Outside Vinyl-Waterproof)	P3			2	64.80	64.80	Campaign Banner including John Bentley School Fairtrade Artwork Version 1 Size 1	
R3a	Campaign Banner 1450x400 V2 SS (Outside Vinyl-Waterproof)	P4			2	64.80	64.80	Campaign Banner including John Bentley School Fairtrade Artwork Version 2 Size 1	
R3a	Campaign Banner 1100x500 V1 SS (Outside Vinyl-Waterproof)	P5			2	60.00	60.00	Campaign Banner including John Bentley School Fairtrade Artwork Version 1 Size 2	
R3a	Campaign Banner 1100x500 V2 SS (Outside Vinyl-Waterproof)	P6			2	60.00	60.00	Campaign Banner including John Bentley School Fairtrade Artwork Version 2 Size 2	
O4	Campaign Support Rugged (A1 PORTRAIT) Waterproof Posters for A-Frames (Key Promotion: Fairtrade Fortnight Town Hall Event)	P7	6	86.40		86.40	0.00	Key FT Campaign highlight of the year: Campaign promotion of Fairtrade fortnight Event at the Town Hall.	
A5	Campaign Support Rugged (A1 LANDSCAPE) Waterproof Posters for RAILINGS (Key Promotion: Fairtrade Fortnight Town Hall Event)	P8			6	86.40	86.40	This item was added to improve our coverage across town centre locations of the Keynote Campaign Fairtrade Fortnight Event at the Town Hall.	
O6	A-Frame antiglare replacement 4 pack	P9	1	24.00	1	24.00	0.00	No variance - spent as requested.	
O7	Collapsible Projection Screen	P10	1	83.14	1	93.95	10.81	Slightly higher cost to include shipping cost omitted in original application.	
O8	Campaign Banner (Our Place Gazebo sharing) 3mx300mm	P11	2	72.00	2	66.00	-6.00	Banner size slightly reduced to 2.5mx300mm to better fit Gazebo sides.	
O9	A2 Poster Waterproof for Parishes	N/A	6	43.20	0		-43.20	We have not produced these yet as the campaign in the parishes is taking much more time than anticipated - ongoing Parish campaigning.	
A10	Posters & Banner stick-on amendments-set) for Delayed Fairtrade Fortnight Town Hall Event				1	36.00	36.00	This item(set) has been added & ordered - see Town Hall Event Note2 below .	
Total Grant Awarded							880.69	Spent	850.37
								to date	
Note1: Some funds were reallocated to similar advertising items as shown in the spreadsheet									
Note2: FAIRTRADE FORTNIGHT Keynote Campaign EVENT at the TOWN HALL									
The Fairtrade Fortnight Event at the Town Hall on Sat 3rd March 2018 had to be cancelled because of the Snow.									
This event have been rescheduled at the Town Hall for Sat 5th May 2018 - The Mayor will be in attendance									
The A1 A-Frame Posters & Railing Banners for this event are being refreshed with stick-on alterations (Corsham Print)									



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As you will see from the detailed spreadsheet above, the banner & poster items have somewhat been revamped in terms of size and quantity following a closer audit of advertising locations, space and promotional coverage – we hope that this is acceptable. The overall nature of the items has not changed, just the mix – maintaining the intention and the spirit of the Grant application.

We have deployed the Campaign banners around the town centre. The posters and banners for the Keynote Fairtrade Fortnight Event at the town Hall on 3rd March were deployed also around the town and on the A-Frames, but due to the snow had to be cancelled. This event has been rescheduled for the 5th May at the Town Hall, while incurring a small cost to have stickers to “refresh” the posters and banners to avoid wasting the investment in this part of the Fairtrade Campaign promotion – we hope that this is acceptable.

We purchased two instead of three A-Frames after further review of their use.

We have not yet spent the item for A2 Parish Campaign posters, because this aspect of our campaign is proving rather more protracted than anticipated and may take some more time yet to penetrate the Parish Councils for Fairtrade. We have not yet deployed the portable projection screen for the same reason, as this item was primarily intended for parish council and other local presentations yet to be achieved.

Nevertheless, we have managed to keep within the campaign promotional budget.

2. Fairtrade Campaign Progress Summary – to show the extent of the Campaign

We have acknowledged Wiltshire support on our website, letterheads and other materials as they arise. We have posted acknowledgment on Community Matters.

Promotion Materials - Targets

Designs for the banners, posters & and “roundals” (i.e. window sticker decals) received Fairtrade Foundation approvals. “Roundals” have started to be deployed at Target Retailers that have been audited. Auditing is an ongoing process. Because we have been fortunate in obtaining many more decals (150 instead of 50!) than paid for in the budget (because of minor Printer Errors – see spreadsheet) we will be using a number of them deployed as car stickers! Where window stickers (two cases) were unacceptable we were requested to design an A5 card to put with guest information in bedrooms.



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One has so far been completed and delivered. The “roundals” are used at our campaign target premises who are selling or serving or engaged in Fairtrade.

Audits on our targets are – In priority order 1. Cafes/local shops/supermarkets, churches and schools; 2. Other businesses; 3. All else on our target database.

School Assemblies: We led a Year 8 Fairtrade assembly in September 2017 at the John Bentley School and a whole school assembly at Hilmarton School in March 2018. We continue to target schools.

We are getting responses from churches and now have five formally resolved to comply to the minimum Fairtrade requirements for this campaign.

Banners and Posters have been deployed outside Sainsbury’s, Coop Food, Town Council, Riverside opposite the library, The John Bentley School, Calne Baptist Church.

Major Fairtrade Food Stores

The **Coop Food** had a very good Fairtrade stall in the store during Fairtrade Fortnight, and also offered space for a School Art exhibition during Fairtrade Fortnight, but we were unable to engage schools on this occasion. We continue to encourage schools on this front.

Our meeting with the Manager and Department heads at **Sainsbury’s** was very encouraging, and along with **Coop Food** they will be manning a stall each at the delayed Fairtrade Fortnight Event at the Town Hall on 5th May. We continue to try to get a discussion going with the New Tesco Store.

Media Visibility

We have had a good number of articles in local publications, both Town and Parish. While we have not yet succeeded in getting to present to individual Parish Councils, we did present to the Parish Forum in 2017.

We are keeping our website www.calnefairtrade.org.uk up to date as we make progress.

The hit statistics for our website is growing, indicative of a wider awareness of what we are doing. We started to monitor the stats in December 2017 when the rolling weekly total was 59 unique visitors and 125 page views, and which now stands at 113 unique visitors and 544 page views, an overall gain of 192%! Peak unique visitors reached 135 and page views 544.

3. Images of Grant funded Goods

I have included below some images of the items we have purchased with the grant.



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The Roundal (Window Decal) – Note that the grey area is in fact transparent on the printed item



Various Sized Campaign Banners

1450x400 V1 & V2





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1100x500 V1 & V2



1820x500



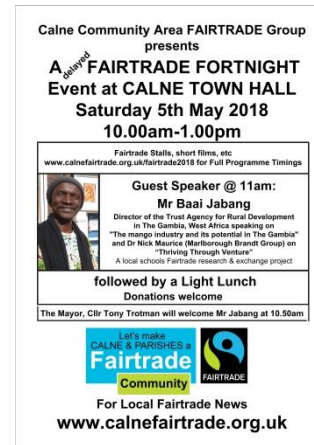
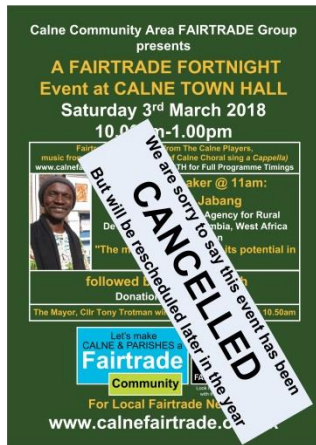


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A1 Campaign Posters (note the updated 5th May white A1 posters will actually be the original green ones with update stickers)



A1 A-Frames & Portable Projection screen



We also have many images of the banners and posters deployed in the Town Centre if you wish to see them.



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4. Receipts

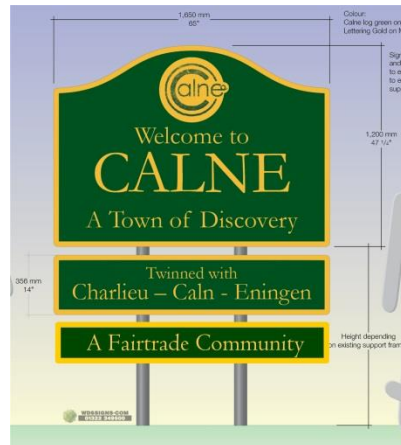
We can provide receipts for all goods as required. Please let us know if you require these.

5. Campaign Objective

We plan to make an application to the Fairtrade Foundation for "Fairtrade Community" Status for the Town and The Parishes towards the end of 2018. However, if our campaign with the parishes does not improve between now and then, we may need to apply for "Fairtrade Town" Status in the first instance.

6. Road Signs (for information – not part of the Current Grant)

We have designed a Fairtrade Community plate for the new road signs and intend to apply to highways to install them. We will be seeking some funding later in the year to cover the costs of these, which according to "Calne Our Place", are likely to cost £350-£400 plus VAT for the four required assuming we achieve Fairtrade Status and Highways grant permission. We have been liaising with Calne OUR PLACE from the beginning on this.



We would be happy to present the status of our campaign and the grant spend at a CAB meeting should you wish us to.

We hope this project update is satisfactory. Please let me know if you require any further information or questions or clarifications.



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I look forward to your response.

Kind regards

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