

# AGENDA

**Meeting:** Malmesbury Area Board  
**Place:** Riverside Community Centre, Gloucester Road, Malmesbury, SN16 9JS  
**Date:** Tuesday 9 July 2019  
**Time:** 7.00 pm

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**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 6:30pm.**

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Please direct any enquiries on this Agenda to Craig Player Democratic Services Officer, direct line 01225 713191 or email [craig.player@wiltshire.gov.uk](mailto:craig.player@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

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## **Wiltshire Councillors**

Cllr John Thomson, Sherston (Chairman)  
Cllr Toby Sturgis, Brinkworth (Vice-Chairman)  
Cllr Gavin Grant, Malmesbury  
Cllr Chuck Berry, Minety

## **RECORDING AND BROADCASTING NOTIFICATION**

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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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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

### **Parking**

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

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

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

### **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

	<b>Time</b>
<p>1     <b>Election of Chairman</b> <i>(Pages 1 - 2)</i></p> <p>To elect the Chairman of Malmesbury Area Board for the forthcoming year.</p>	<b>7.00pm</b>
<p>2     <b>Election of Vice-Chairman</b></p> <p>To elect the Vice-Chairman of Malmesbury Area Board for the forthcoming year.</p>	
<p>3     <b>Chairman's Welcome and Introductions</b></p> <p>The Chairman will welcome those present to the meeting.</p>	<b>7.05 pm</b>
<p>4     <b>Apologies for Absence</b></p>	
<p>5     <b>Minutes</b> <i>(Pages 3 - 8)</i></p> <p>To approve and sign as a correct record the minutes of the meeting held on 07 May 2019.</p>	
<p>6     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7     <b>Chairman's Announcements</b> <i>(Pages 9 - 30)</i></p> <p>The Chairman will provide information about:</p> <ul style="list-style-type: none"> <li>a) Healthier Communities</li> <li>b) Winter Weather Preparations</li> <li>c) Highways Improvement Traffic Survey Requests</li> <li>d) Annual Town and Parish Council Report</li> <li>e) Adult MASH (Multi-Agency Safeguarding Hub) - telephone number: 0300 4560 111</li> </ul>	<b>7.10 pm</b>
<p>8     <b>Blue Lights Update</b> <i>(Pages 31 - 44)</i></p> <p>To receive updates from the following partners:</p> <ul style="list-style-type: none"> <li>a. Wiltshire Police</li> <li>b. Wiltshire Fire and Rescue Service</li> </ul>	<b>7.20pm</b>
<p>9     <b>Appointment to Working Groups and Outside Bodies</b> <i>(Pages 45 - 64)</i></p> <p>To make appointments to Working Groups and Outside Bodies for the forthcoming year:</p>	<b>7.30pm</b>

## Outside Bodies

- a. Community Area Transport Group (CATG)
- b. Local Youth Network Management Group
- c. Health and Wellbeing Champion
- d. Health and Wellbeing Group

## Working Groups

- a. Malmesbury and the Villages Community Area Partnership (MVCAP)
- b. Malmesbury Community Trust
- c. Malmesbury Local Youth Network (LYN)

10 **Planning Enforcement** (*Pages 65 - 82*) **7.40pm**

To receive a presentation from Cllr Toby Sturgis on Wiltshire Council's planning enforcement function, whose job it is to deal with enquiries about breaches and resolve cases through formal and informal enforcement action as necessary.

11 **Malmesbury on England's newest Touring Route, the Great West Way** **8.00pm**

To receive an update from the Great West Way on its 125-mile walking route between London and Bristol which goes through Malmesbury.

12 **Area Board Funding** (*Pages 83 - 90*) **8.15pm**

To consider the following applications for funding from the Area Board's 2019/20 budgets:

- a) Community Area Grants
  - i. Malmesbury Youth Football Club (via officer delegated authority – for noting) - £1,000
  - ii. Malmesbury Town Council – Newton Grove Play Area - £2,500
  - iii. Malmesbury Bowls and Social Club - £780
- b) Local Youth Grants
  - i. HEALS – Summer Programme - £1,059
  - ii. Mind Reset – Mental Wellbeing Training for Sports Coaches - £2,435

13 **Partner Updates** (*Pages 91 - 92*) **8.30pm**

To receive updates from the following partners:

- a. Town and Parish Councils

	<ul style="list-style-type: none"> <li>b. Health &amp; Wellbeing Champion</li> <li>c. Riverside Centre</li> <li>d. Malmesbury and the Villages Community Area Partnership (MVCAP)</li> <li>e. Healthwatch Wiltshire</li> <li>f. Wiltshire Clinical Commissioning Group (CCG)</li> </ul>	
14	<p><b>Community Area Transport Group</b> <i>(Pages 93 - 114)</i></p> <p>The Area Board will be asked to consider the recommendations from the 11 June 2019 Malmesbury Community Area Transport Group (CATG) meeting outlined in the report.</p>	<b>8.45pm</b>
15	<p><b>Urgent items</b></p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	
16	<p><b>Future Area Board Arrangements</b></p> <p>To discuss possible changes to our Area Board meeting schedule.</p>	
17	<p><b>Date of Next Meeting</b></p> <p>The next meeting of the Malmesbury Area Board will be held on Tuesday, 17 September 2019, 7.00 pm at Charlton Village Hall, The Street, Charlton, Malmesbury, SN16 9DL</p>	<b>9.00pm</b>



## 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:** MALMESBURY AREA BOARD  
**Place:** The Assembly Hall, Malmesbury Town Hall, Cross Hayes,  
Malmesbury, SN16 9BZ  
**Date:** 7 May 2019  
**Start Time:** 6.00 pm  
**Finish Time:** 7.10 pm

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Please direct any enquiries on these minutes to:

Craig Player Democratic Services Officer, Tel: 01225 713191 or (e-mail) [craig.player@wiltshire.gov.uk](mailto:craig.player@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr John Thomson (Chairman), Cllr Toby Sturgis (Vice-Chairman), Cllr Gavin Grant and Cllr Chuck Berry

### **Wiltshire Council Officers**

Penny Bell (Community Engagement Manager), Craig Player (Democratic Services Officer), Martin Rose (Principal Engineer (Traffic Engineering)) and Bill Parks (Head of Local Highways)

### **Town and Parish Councillors**

Malmesbury Town Council – Catherine Doody  
Ashton Keynes Parish Council – Dave Wingrove  
Brinkworth Parish Council – Elizabeth Threlfall  
Charlton Parish Council – Michael Bromley Gardner  
Dauntsey Parish Council – Ellen Blacker  
Minety Parish Council – Charles Cook  
Sherston Parish Council – John Matthews  
St Paul Malmesbury Without Parish Council – Roger Budgen

**Partners**

PC Rachel Davis and PC Steve Carroll

**Total in attendance: 27**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
28	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to Malmesbury Area Board and introduced Councillors and Officers present.</p>
29	<p><u>Apologies for Absence</u></p> <p>There were no apologies.</p>
30	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 5<sup>th</sup> March 2019 were approved and signed as a correct record.</p>
31	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
32	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the written updates highlighted in the agenda pack:</p> <ul style="list-style-type: none"> <li>• Homelessness Strategy Consultation</li> <li>• Extended Consultation on Vision for Special School Provision</li> <li>• The Maltings and Central Car Park Masterplan Consultation</li> <li>• Gigaclear Broadband Update</li> </ul>
33	<p><u>Blue Lights Update</u></p> <p>It was agreed that this item would be added to the agenda to welcome Wiltshire Police to the Area Board.</p> <p>Wiltshire Police – the written update and following points were noted:</p> <ul style="list-style-type: none"> <li>• That PC Rachel Davis had been appointed as Royal Wotton Bassett's new Community Coordinator.</li> </ul>
34	<p><u>The Big Pledge 2019</u></p> <p>The Area Board received a video update on Wiltshire's Big Pledge Challenge 2019.</p> <p>Matters highlighted in the update included: how to get involved; the challenges available; hints and tips to support your pledge and how to keep on track.</p>

35	<p><u>Highways Schemes</u></p> <p>The Area Board received a presentation from Bill Parks and Martin Rose on local highways schemes funded by the Area Board last year and the highways schemes planned for the Malmesbury area in the forthcoming year.</p> <p>Matters highlighted in the course of the presentation and discussion included: that 38.4% of the road network in Malmesbury need to be improved; that an additional £8 million has been committed to the Highways Service to deliver considerable highways improvements across the county; that the 12-month programme will focus on local highway improvements including repair of potholes, improved white lining, weed removal, kerb and pavement improvements, ditching, verges and improved road signage; the major clean-up of town centres and the Clean Up Wiltshire initiative; Local Highway Town and Parish Council meetings; Town and Parish Council Network Training Days; Malmesbury Community Area Transport Group's (CATG) function; what the CATG had delivered in 2018-19 and the committed and potential CATG schemes for the forthcoming year.</p>
36	<p><u>Area Board Funding</u></p> <p>a) Local Youth Funding</p> <p>Consideration was given to a recommendation from the Local Youth Network to award Community Mentoring and Support (CMAS) local youth funding for its ongoing youth work.</p> <p><b>Resolved</b></p> <p><b>To award the sum of - £9,000 to CMAS from the Area Board's 2019/20 youth budget, to be released in 3 tranches, and subject to a satisfactory 6-month review approved by the LYN and the Area Board.</b></p> <p>b) Health and Wellbeing Funding</p> <p>Consideration was given to a recommendation to award the Health and Wellbeing Champion funding from the Area Board's Health and Wellbeing budget to continue the role in the forthcoming year.</p> <p><b>Resolved</b></p> <p><b>To award the Health and Wellbeing Champion - £6700 and £1000 in expenses to continue this role in 2019-20 from the Area Board's 2019/20 Health and Wellbeing Budget.</b></p> <p>c) Community Area Grants</p> <p>The Area Board noted the £250 awarded to Alderton Village Pond and Green for Alderton Duck Appeal under delegated authority.</p>

	<p>Consideration was also given to an application made to the Community Area Grant Scheme as follows:</p> <p><b>Resolved</b></p> <p><b>To award 1<sup>st</sup> Sherston Scouts - £2500 for scout hut renovations.</b></p> <p>d) Community Area Transport Group (CATG)</p> <p>The Chairman drew the Area Board’s attention to the recommendations from the 12th March 2019 Community Area Transport Group meeting outlined in the report.</p> <p><b>Resolved</b></p> <p><b>To adopt the recommendations of the Community Area Transport Group as outlined in the report.</b></p>
37	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
38	<p><u>Evaluation and Close</u></p> <p>The next meeting of the Malmesbury Area Board will be held on Tuesday, 9<sup>th</sup> July, 7.00 pm at Riverside Community Centre, Gloucester Road, Malmesbury, SN16 9JS.</p>

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# Agenda Item 7

## Chairman's Announcements

<b>Subject:</b>	<b>Healthier Communities</b>
<b>Web contact:</b>	<a href="mailto:healthiercommunities@wiltshire.gov.uk">healthiercommunities@wiltshire.gov.uk</a>

A new project by Wiltshire Council to help residents on a low income improve their health by becoming more active was launched in May.

The Healthier Communities project has been part funded by Sport England with Wiltshire Council awarded £125,544 as part of Sport England's strategy to improve people's health and mental wellbeing through sport and activity.

The project will be delivered in the heart of communities and will help people to feel healthier, happier, more confident and able to cope with life's pressures, as well as improving connections among families and communities.

Sport England research shows that a third of people in lower paid and routine jobs are inactive, meaning they do less than 30 minutes of exercise that gets them slightly out of breath each week. And inactivity in people in lower paid, routine jobs is twice that of people on a high income in senior and managerial roles.

Wiltshire Council's Healthier Communities project will target ten areas across Calne, Chippenham, Salisbury, Trowbridge and Melksham and will provide estate-based sport and physical activity opportunities to residents living in identified locations. Residents from each community will be invited to take part and shape future provision.

To get involved or find out more about the project follow our Facebook page HealthierCommunitiesWiltshire, call Nikki Foster, Healthier Communities Project Coordinator on 01225 770247 or email [healthiercommunities@wiltshire.gov.uk](mailto:healthiercommunities@wiltshire.gov.uk)





## ***Chairman's Announcements***

<b>Subject:</b>	<b>Winter Weather Provisions</b>
<b>Web contact:</b>	<a href="mailto:Weather.team@wiltshire.gov.uk">Weather.team@wiltshire.gov.uk</a>

Wiltshire Council will once again be running the Parish Emergency Assistance Scheme (PEAS) which gives local Town and Parish Councils the opportunity to get hold of vital kit which can be used during adverse weather events. The application form is now available from [weather.team@wiltshire.gov.uk](mailto:weather.team@wiltshire.gov.uk). We kindly ask that any requests for equipment are made by the end of August 2019.

The weather team can help you develop plans and also help with the provision of certain items to help make parishes more resilient when extreme weather arrives.



# Chairman's Announcements

**Subject:**

**Highways Improvements and Traffic Survey Requests**

Wiltshire Council is changing the way highway improvements and traffic surveys are requested by members of the public and through Town and Parish Councils. The current process requires updating to improve the customer experience and to reduce the steps involved. The proposed new system will foster a closer working relationship with town and parish councils, whilst providing a better and more informed experience for members of the public.

## **Overview**

The Area Board issue system is predominately used by residents and town and parish councils for raising highways improvement (Community Area Transport Group) and traffic survey (previously referred to as metrocount) requests. Link here for the Area Board issue system home page: [http://services.wiltshire.gov.uk/Forms/area\\_board/index.php](http://services.wiltshire.gov.uk/Forms/area_board/index.php).

The process and the system require updating to improve the customer experience and to reduce the steps involved from the issue being raised to a resolution being found.

A long-term solution has been proposed with the system moving onto the new My Wiltshire app. However, a more efficient interim solution for these requests will be introduced from Monday 3 June 2019.

## **Updated process for Town and Parish Councils**

If a parish or town council wish to raise a highways improvement request they fill out a form and send it to [integrated.transport@wiltshire.gov.uk](mailto:integrated.transport@wiltshire.gov.uk) . This will be received by the local Highways Engineer and added to the next Community Area Transport Group agenda.

If a parish or town council wish to raise a traffic survey request they fill out a form and send to [roadsafetydriving@wiltshire.gov.uk](mailto:roadsafetydriving@wiltshire.gov.uk)

These forms will be available on the [Area Board Issue homepage](#)

## **Updates process for local residents**

If a resident wishes to raise a highways improvement request, or traffic survey request, they should complete the forms available on the above link and send this to their local parish or town council for consideration.

Contact details for each Town and Parish Council is available via a link on each form or on the Wiltshire Council website.

If the Town or Parish Council support the request they submit the respective form as set out above.

If the Town or Parish Council does not support the request then they advise the resident accordingly.

## ***Chairman's Announcements***

Highway improvement progress updates will be included in the CATG action notes circulated to Town and Parish Councils. It will be for the Town and Parish Councils to update residents on the progress of their request.

# Annual Town and Parish Council Report – 2018-19

**Jane, Baroness Scott of Bybrook OBE, Leader**

**Contact Details – 07754 872328 – email [jane.scott@wiltshire.gov.uk](mailto:jane.scott@wiltshire.gov.uk)**

Dear All

I have pleasure in presenting the Cabinet Reports for 2018-19. As ever, the delivery of local government services is a continuing challenge due to the reduction in our grant funding from government and increasing demand on our services. We are continuing to prioritise spend in these difficult financial times and our three priorities continue to be:

- to protect the vulnerable/elderly, children and disabled people who require our care
- to boost the economy – ensuring that we have good value jobs and a skilled workforce
- to support communities to be as self-reliant as possible

This has been quite a challenging year for Wiltshire Council particularly due to the Novichok incidents in the City of Salisbury and Amesbury and has continued to take a lot of capacity from the council particularly in the early months of response. The council is in the recovery period with Salisbury and I am pleased that the city is now clean and open for business but the economy, local businesses and the tourist trade are still requiring a lot of support.

We are very much looking forward this year to Armed Forces Day National Event being held in the city of Salisbury from 28 – 30 June. This will be a 3-day event and we are encouraging all town and parish councils across the county to get involved both in the run up to the event and during the event and it would be lovely to see communities from across the county in the city over that weekend. If anybody in your communities wants further details, please contact my office and speak to Wilhelmina 01225 718271 or email [wilhelmina.cox@wiltshire.gov.uk](mailto:wilhelmina.cox@wiltshire.gov.uk).

As always, I hope you find the report interesting and of use to your town and parish councils and to your communities to explain the work of the council over the last year.

If you require any further information on any of the cabinet responsibilities, please get in touch with the Cabinet member directly who will be happy to respond.

Kind Regards

Jane

## **John Thomson, Cabinet Member for Communications, Leisure & Libraries Campus**

**Contact Details – 07860 522984 – email [john.thomson@wiltshire.gov.uk](mailto:john.thomson@wiltshire.gov.uk)**

### ***Campus Programme***

The campus programme is progressing at a pace since Cabinet approved the budget for Calne, Cricklade and Melksham in December 2017. Construction work completed at the Vale Community Campus, Pewsey with the facility opening its doors to the public on 28<sup>th</sup> November 2018.

Design work for the refurbishment and improvement of Calne Leisure Centre has been completed and the project is currently out to tender to appoint the contractor. Part of the programme has required a carefully planned phasing plan that will allow the centre to remain operational during construction. It is anticipated that the build will commence in July 2019.

The Design team has successfully worked with Cricklade Town Council and Leisure Centre operator to agree a scheme to refurbish Cricklade Leisure Centre. This programme is also out to tender and a phasing plan will allow the centre to remain operational during construction.

Melksham Campus – key works have already taken place at the Melksham House site, or are underway. In October 2018, the football ground structures were demolished and the proposed site cleared for the new for campus building. Two of the four tennis courts are currently under construction whilst we determine the preferred option for Melksham House. The planning application for the campus has been submitted and the project will be out to tender in mid-April. The campus development is now on track to appoint the preferred contractor at the end of the year, construction due to commence in January 2020, with completion in mid-2021.

### ***Leisure***

The free swimming programme continues to be a popular activity during the school holidays for under 16s. Over the course of 2018/19 the eight pools have provided 54,694 free swims. In addition, the Aqualetes swim school provides swimming lessons for 6,206 young people each week.

Places Leisure also deliver the free swimming programme and have provided 16,238 free swims.

We have once again awarded grants to talented athletes from across Wiltshire through our Funding Future Olympians and Paralympians elite and scholarship grant programmes. Since the scheme started we have supported 79 different elite athletes through these programmes and awarded grants totalling £113,000. Our elite presentations took place in March 2019 at the annual Business and Sports Gala Dinner which helped raise a further £52,000 to support future athletes.

### ***Libraries***

Since April 2018, there have been more than 1.5 million visits across Wiltshire's 30 public libraries, with people making use of library lending, computers, social space and programmed events.

The libraries have lent over 1.6 million items, over a third of those being children's items, which reflects a growing interest and engagement in young people's learning. This is reflected in the Summer Reading Challenge which encourages children to maintain and improve their literacy during the long summer break. 65% of children completed their six books, an increase on last year, with 40,544 books read as part of the challenge.

The provision of digital services continues to grow and this is an important aspect of the wider library offer. The range of digital services available from home 24/7 has increased with more than 50,000 eBooks, eAudiobooks and eMagazines downloaded. All libraries provide free access to computers, the internet and WiFi. Trained library staff provide assisted digital support to customers who need help to get online to access local and government digital services. This has included Universal Credit applications, Homes 4 Wiltshire, and Visa applications.

### **Community Area Boards**

Over the course of the last year the 18 Wiltshire Council Area Boards have supported over 630 community-led projects that work across themes such as health and wellbeing, positive activities for young people and highway improvements. The value of the projects delivered totals over £5.6m with more than 10,000 volunteers engaged in supporting these projects. In addition, over 5,000 people have attended the 108 Area Board meetings and events held across the county during 2018/19.

The Boards' local Our Community Matters weekly newsletters have been viewed over 112,000 times by Wiltshire residents, with over 20,000 followers engaging with content on Twitter.

Wiltshire Council has devolved over £1.5M of funding to the Area Boards to allocate on local projects during 2019/20.

## **COMMUNICATIONS, MARKETING AND EVENTS**

### ***South Wiltshire recovery and Salisbury regeneration***

The South Wiltshire recovery programme has been a major piece of work during the past year, and the team worked through the initial critical stages of recovery, through to the one-year anniversary and the point at which all affected sites in Salisbury and Amesbury have been declared clean. Throughout the programme we have staged several community meetings, and also live streamed them on Facebook to ensure maximum engagement. To aid recovery and attract visitors we look forward to hosting Armed Forces Day in June and have facilitated a number of launch and countdown events in the lead-up to the event, including November and March and the Shine for Salisbury competition. We will now focus our attention on Salisbury moving forwards and an exciting programme of regeneration.

### ***Broadband***

Through our Wiltshire Online programme, we are working with BDUK and Openreach to install improved broadband through the County. This project is ongoing with more than 80,000 premises getting access to improved broadband speeds thanks to our programme.

The Wiltshire Online (WOL) programme is designed to provide a fibre broadband service via a variety of technologies including Fibre to the Cabinet (FTTC) and Fibre to the Premises (FTTP). The areas we intervene in is where commercial providers consider the area to be financially non-viable, this is known as the Intervention Area. Without Wiltshire Council's investment, approximately 40% of Wiltshire would not have access to superfast

broadband. The Council's approach is designed to deliver fibre broadband to the greatest number of premises for the budget available. As we continue to deliver the contracts, the overall percentage of coverage increases however, there may be very small pockets of premises possibly unprovided for.

There are currently 4 contracts being managed within the WOL programme:

Contract 1	BT	Build Complete. 80,321 premises reached with FTTC fibre broadband.
Contract 2	BT	In-build State Aid due diligence work ongoing
Contract 3 (Ultrafast South)	BT	In-build State Aid due diligence work ongoing
Contract 3 (Ultrafast North)	Gigaclear	In-build State Aid due diligence work ongoing

Contract 1 was a great success with a take-up of the service of over 55%; this excellent take up rate continues to generate further funds, referred to as Gainshare, into the contract for future investment.

The remaining contracts are in-build and the build is going well.

The announcement of Openreach fibre installation in Salisbury, a major infrastructure project that makes Salisbury the first UK city with universal access to Openreach's future-proof, full fibre broadband technology.

### **Cllr Philip Whitehead – Cabinet Member for Finance, Procurement, IT & Operational Assets**

**Contact Details – 07769 894481 – email [philip.whitehead@wiltshire.gov.uk](mailto:philip.whitehead@wiltshire.gov.uk)**

I have said in previous years that the key to successful and balanced budget setting in Wiltshire Council is:

- the management of future growth
- maximising the available budget through commercial activity bringing a financial return into Wiltshire
- reducing fixed cost by increasing core service efficiency through digitisation, self-service and automated processes.

Through these mechanisms, even though we are predicting growth in the region of £44.8M in this year alone, we have been able to deliver a balanced budget for 2019-20.

The majority of our funding now comes from Council Tax and business rates with the previous Revenue Support Grant from the government now zero. There are still a few grants that we get from the government, but these are small in comparison to our total budget of £332M. Going forward Wiltshire Council's budget should be relatively stable, increasing by around £10M every year, which is why the focus is on the management of growth rather than directly on the funds we receive.



Council Tax forms the bulk of this £332M and this year we set a balanced budget raising council tax by 2.99%. With wage inflation running at 3.4%, CPI and RPI at 2.5% and 3% this level of increase is sensible, and in line with inflation. Overall, from 2009 we are still below inflation on our council tax rises and Wiltshire sits almost exactly on the midpoint average for council tax in the UK. The increase in council tax nets us about £9M in total, and just for comparison, in adult care alone our growth forecast is £16M, so we have to find additional ways to close the funding gap and we have to manage growth through the transformation of services. Transformation means being able to deliver the same or better services for the same or less cost.

One of those ways is increasing our commercial focus to both provide additional services to the community and bring in additional revenue. We have provided commercial services for many years to both residents (e.g. building regulation management) and businesses (e.g. commercial waste collection) but we will introduce new commercial services including housing development for both sale and rental investment in commercial property where it will provide a good return on investment. This will bring additional monies into the council in future years and help us maintain a balanced budget without relying as much on raising council tax.

A second focus is the introduction of digitisation into how Wiltshire Council does things. We want to allow residents to be able to access Wiltshire Council 24 hours a day, seven days a week, to enquire, update, apply for, and report things. The MyWilts system has enabled this for some parts of the council and we want it to cover every part. In addition, we are introducing robotics to carry out those repetitive tasks that staff have to do currently. These virtual assistants (I prefer to call them robots, sounds much more fun) can work 24 hours a day, work on multiple tasks within that day, and are significantly more productive. This type of automation is commonplace in the retail industry, in parts supply, and in the car industry generally using real robotics, we will introduce it in administration areas to achieve the same efficiencies.

With the combination of sensible financial management, the management of future growth and transformation of services, increased commercial activity providing a positive return Wiltshire Council will continue to deliver a balanced budget and maintain the essential services for Wiltshire residents.

**Cllr Richard Clewer – Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism**

**Contact Details – 07980 756424 – email [richard.clewer@wiltshire.gov.uk](mailto:richard.clewer@wiltshire.gov.uk)**

### ***Corporate Service***

Having won agreement to remain at 98 Wiltshire Councillors from the 2021 elections, the Local Government Boundary Commission for England have been carrying out a consultation on new division boundaries. These will be important for our Parish, Town and City Councils as wards for those councils will be re-aligned to new Unitary Divisions. The last stage of the consultation closes on the 15<sup>th</sup> April and we will know the final recommendations in July.

### ***Rough Sleeping***

We have been working hard to improve our severe weather provision for rough sleepers, assisted by extra government funding. We now have winter provision (regardless of the temperature) in Salisbury, Chippenham and Trowbridge. The outreach teams have been working hard to engage with rough sleepers and we have seen a drop in numbers, which

we now need to focus on maintaining. We are putting together a Homelessness Strategy covering both the prevention of people becoming homeless in the first place and support for rough sleepers and this will continue to build on the good work done here. If your residents want to know how they can help those sleeping rough (and it is comforting and amazing how many people do want to provided assistance) please can you encourage them to donate money or time to the charities supporting rough sleepers and not to give them money directly.

### ***Housing***

Wiltshire Council has been focused on building new council housing. We are finishing off the first stage of the program this year, with 180 new council homes and stage 2 with a further 49 will be starting shortly. I am looking to ensure that we continue this building program for the next 10 years at least, county wide.

We are also looking at the wider housing picture and have set up a Local Development Company to purchase existing housing which we can then let out at essentially an affordable rent (80% of market rent) to groups of people where we have specific staff shortages or social issues that we want to address. I am keen to support care workers and care leavers in the early stages of this program and it will be interesting to see how it develops.

Finally, on housing we are working with Wiltshire Community Land Trust to look at ways of providing smaller housing developments to meet the needs of our rural communities, in particular.

### ***Arts, Heritage and Tourism***

It has been a difficult year for tourism with events in Salisbury and Wiltshire Council has been working closely with Visit Wiltshire and Government to support the city. It is great to see how Salisbury and the organisations inside the city have pulled together to respond positively.

We have been able to keep all our arts and museum grants at the same level as last year and it is very encouraging to see the wide range of events and performances going on at The Pound, Salisbury Playhouse, The Wiltshire Music Centre, Salisbury Arts Centre, Town Hall Arts Trowbridge and in the Salisbury and Devizes Museums. Please encourage your residents to support them.

## **Bridget Wayman – Cabinet Member for Highways Transport & Waste**

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### ***Highways***

The revenue budget was £18m, of which £11m was spent on routine highway maintenance, litter picking (£2.5m), grass cutting, safety inspections, and gully emptying, £5m on Streetworks co-ordination, road safety monitoring, road and bridge maintenance, drainage and flooding, £1m on winter and emergencies and £1m on sustainable transport.

With a capital budget for maintenance of £16m, £8.8m was allocated for identified surfacing and surface dressing sites. There were also a substantial number of reactive patching sites, skid resistance sites, patching sites, velocity patcher sites, as well as footways, drainage, lining and signing schemes that were not on the major maintenance list, and pothole expenditure. The council surfaced 146km of road and carried out repairs

totalling over 55,000 square metres at numerous sites to keep the roads safe. We also received £3m for bridge maintenance and £2m for integrated transport (CATGs and all safety schemes).

You will recall the terrible weather we had in March 2018 and the arrival of the Beast from the East. Our gritter drivers were out regularly over the winter and we used virtually all our allocation of salt, about 10,000 tonnes. The bad weather severely damaged the roads and all the parish stewards were diverted from normal work to find and fill potholes for a few weeks.

In 2018, 12,786 potholes were filled at a cost of over £1m, compared with 11,488 in 2017 – also a bad winter, and 5,951 in 2016 – a mild winter.

We then had a long spell of dry weather and there were 58 sites with serious heat damage, many of which had to be treated with sand. 44 of the sites were treated with the velocity patcher and 38 require extensive patching, with 2 requiring resurfacing. It is estimated that over £1m of damage occurred to the roads in the summer.

Over 3.8km of damaged rural road verges were repaired.

Major road marking schemes were carried out on main roads in Chippenham and Salisbury, with a programme of lining renewal at the worst sites across the county.

Late in the year, we also received £7.358m from DfT for local highways maintenance, including the repair of potholes, to keep local bridges and structures open and safe as well as to aid other minor highways works that may be needed. The council added additional funding to top up the fund to £0.5m from 2019/20 budget (subject to approval of the budget) to help improve the cleanliness of the streets, lines and signs etc, all of which is detailed in my decision emailed to all members on 27<sup>th</sup> February. Work already carried out in January & February can be found at this link <http://www.wiltshire.gov.uk/highways-asset-management> and will continue during 2019/20.

### ***Transport & Parking***

We continue to maintain our support for non-commercial bus services to help those 20,000 households with no car, and the 80,000+ households with only one car. This is particularly important for the elderly and for young people, often in rural isolation, who cannot drive. As you are all aware, we use the surplus income from parking charges to fund these bus services, although this only covers about half of the cost, the remainder coming from council funding.

With bus companies under inflationary pressure and increasing their charges to us for the non-commercial routes, we had to raise the parking charges (from 1<sup>st</sup> February 2018) having not raised them by inflation since 2011. Other charges, including season tickets were increased on 19<sup>th</sup> November 2018. Season tickets had been offered at 25% of the daily rate and the proposal was to increase them to 50% of the daily rate, which was still a more substantial discount than offered by neighbouring councils. After listening to objections and to try to help ease the burden, I decided to phase the increase over 2 years.

### ***Waste***

July 2018 saw the introduction of additional items (plastic pots, tubs and trays, food and drinks cartons) that can be included in the blue lidded bin. As these are very lightweight it

is difficult to see whether this has made much discernible difference in tonnages collected for recycling.

The amount of recycling varies during the year, mainly because the composting element is very heavily weather dependent. We had a prolonged dry spell during the summer which meant that the grass stopped growing and residents were putting less in their green bins or taking less to the Household Recycling Centres. Composting material makes up about 41% of all recycling materials.

We set a target in 2014 of sending only 25% of all waste to landfill. In 2014/15 we achieved the target with 20.28% going to landfill. In 2018/19 it seems likely that the figure will be 16%.

We send 50,000 tonnes of residual waste to the Lakeside Energy from Waste plant in Slough and 60,000 tonnes to the MBT (Mechanical & Biological Treatment) plant in Westbury where it is treated and converted into fuel for export to northern Europe.

Green waste makes up about 8.8% of total fly-tips and I am pleased to report that the cumulative number of fly-tips has reduced compared with the previous year. We have made great efforts to prosecute fly-tippers where we can find the evidence and to publicise this heavily to try to deter offenders.

Over the last year, our Enforcement Team have investigated over 2,500 fly-tipping investigations. Many do not contain evidence due to the type of material, but wherever possible the team will take action, including issuing warning letters, statutory notices, fixed penalty notices and prosecution. The team are also responsible for unlicensed waste carrying, unlicensed scrap metal dealing, and abandoned vehicles.

## **Toby Sturgis – Cabinet Member for Spatial Planning, Development Management and Property**

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### ***Planning Policy***

With the changes to the National Planning Policy Framework (NPPF) published last year and the subsequent revised Planning Practice Guidance (PPG) published in February this year there are major changes to the way housing need is assessed in the development of planning policies.

As a result of these changes, Cabinet agreed a revised Local Development Scheme on 26<sup>th</sup> March, which includes the timetable for the Wiltshire Housing Sites Allocation Plan and the Review of the Core Strategy now called the Local Plan, in accordance with the government's guidance. The examination of the Wiltshire Housing Sites Allocation is currently underway with sittings until 17<sup>th</sup> April.

The review of the Local Plan (2016 – 2036) for which consultation started in 2017 was put on hold to consider the government's new standard method of assessing housing need set out in the new National Planning Policy Framework and subsequent revision of the Planning Policy Guidance, alongside the consultations already carried out. Cabinet will be considering the effect these changes have on 30<sup>th</sup> April. These changes require the Local Planning Authority to treat the standard method of assessing housing need as a minimum. The standard method output and methodology will provide new figures before the plan is

submitted for examination, (base line data will be regularly updated by the government) therefore it is necessary to have a range of figures to accommodate likely changes.

On the most recent evidence a local housing need assessment of 45,500 would require sites for 18,000 more dwellings over the period 2016 – 2036. (There are already allocated sites and permissions for 27,500 dwellings for delivery in this period)

Following the Cabinet meeting on the 30<sup>th</sup> April the Sustainability Appraisal will be completed for emerging strategies and then informal consultation, discussions with service and infrastructure providers along with strategic transport assessment to test inter urban relationships.

The changes also require the Local Planning Authority to allocate housing numbers to Neighbourhood Plans and now to assess viability of allocated sites before submission to examination. At present, there is little, if any, guidance how these changes should be carried out.

Considering the continued updating of national policies Wiltshire Council is one of the leading authorities for made Neighbourhood Plans and has a large number with areas designated to deliver plans in the future. The Local Development Scheme sets out a list of made plans and designated areas.

### ***Development Management***

Wiltshire Council, the third largest Local Planning Authority, deals with over 12,000 applications and 1200 enforcement complaints. Last year's Scrutiny Report found Wiltshire Council consistently performed better than the national average in the service performance indicators. As the Cabinet Member responsible for considering their recommendations, I am working with other Cabinet Members to review parts of the constitution, procurement of new IT system, use of Artificial Intelligence to improve the administrative procedures, and with Scrutiny on improvements to all consultations.

It has been a very testing few years since the introduction of the National Planning Policy Framework with its Planning Policy Guidance and all the subsequent changes, legal challenges and decisions from the Planning Inspectorate. This not only means regular changes to policy but also interpretation of policies following appeal decisions, often happening during the decision-making process.

### ***Property***

Wiltshire Council continues to rationalise the Property portfolio with sales of surplus properties providing funding for improvements to meet our future needs. Transfers of service led assets to Town and Parish Councils allows local services to be provided locally to match local demand. The Council continues to seek better returns from our retained properties whilst ensuring they are fit for purpose to meet our future needs.

## **Councillor Pauline Church – Cabinet Member for Economic Development and South Wiltshire Recovery**

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Significant headwinds on various fronts have delivered a challenging year for Wiltshire Council's economic development team this year. Economic uncertainty and the nerve agent attacks in south Wiltshire resulted in an unprecedented and unique set of

circumstances within which this Council operated during the last 12 months. It is well documented that £3.2m government funding was used by this council to help keep contaminated sites safe, provide housing and business support together with parking and park and ride concessions to help counteract economic decline and reduced footfall. However, it is true to say the commitment and agility of our officers to effectively deal with an ever changing and not before encountered set of circumstances, has been outstanding. Wiltshire Council's officers across all lines of business were impacted either directly or indirectly and there is pride in their preparedness, without hesitation, to get involved and work 24/7 to keep our communities and businesses safe, well informed and supported.

### ***Economic Development***

Wiltshire Council's economic development objective is to encourage inward investment and help retain those businesses who have already made a commitment to do business here. It goes without saying that Wiltshire presents many sustainable opportunities for businesses across all sectors and in conjunction with the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) we constantly engage with our business community to ensure needs are being met. However, as is the nature of running a strategic company business decisions are taken that may not involve Wiltshire; Cooper Tires, Honda and Dyson for example, have all chosen a different business model going forward and throughout the transitional period, where appropriate, Wiltshire Council have ensured businesses, their staff and supply chains are adequately supported. In contrast business expansion brings new opportunities – Good Energy have made a commitment to the Wiltshire economy and are planning to develop, with Wiltshire Council, a new HQ at Sadlers Mead, Chippenham which will include a new multi-level car park to help with the lack of parking in the town. Good Energy employ 300 people in Chippenham meaning they can continue to grow in the town.

Wiltshire Council also welcomes and supports entrepreneurs. The Enterprise Network (TEN) sites in Ludgershall, Royal Wootton Bassett, Salisbury, Trowbridge and Tisbury provide shared business spaces for new start-ups enabling networking opportunities and business support with the availability of flexible grow on space. March 2019 saw the launch of Corsham Digital Mansion, a new TEN location bringing back into use the iconic Corsham Mansion House and leveraging Corsham's growing reputation of digital technologies and communications. In conjunction with SWLEP, September 2018 also saw Wiltshire Council launch Porton Science Park – working at already 80% capacity this site works alongside DSTL, PHE and Porton Biopharma and creates a unique business environment and proposition for companies working in life sciences and in defence and security technology sectors.

Wiltshire is blessed with an array of market towns and high streets with independent retailers but it is recognised the face of the High Street is changing. Shopping habits and online competition means High Streets will no longer play host to a retail only offer. Towns that change to an experienced led provision will thrive leaving behind those that fail to adapt. Restaurants, cafes, maker/creator spaces, fitness studios, visual and performing arts, libraries, cinemas together with health and wellbeing provision will sit alongside traditional retail stores with a view to increasing dwell time and creating spaces for social interaction. At the end of 2018 government announced a fund of £675m called the Future High Streets Fund to help towns and cities who can evidence a regeneration need by producing an Expression of Interest which describes the place, the challenges and strategic ambitions linked with potential projects. Wiltshire is eligible for 3 bids and on 22<sup>nd</sup> March Wiltshire Council submitted compelling bids for Salisbury, Trowbridge and Chippenham.

## **South Wiltshire Recovery**

Wiltshire Council committed substantial resources to the response phase of the operation after the nerve agent incidents in March and July 2018 impacting directly our Public Health, Housing, Facilities Management, Adult Social Care and Economic Development teams. By March 2019 all contaminated sites were DEFRA cleared and handed back to the appropriate owners. Business support has been provided throughout and is still ongoing where a business can evidence need. At the time of writing parking concessions and free park and ride continue to be in place until 23<sup>rd</sup> April and various unique events are planned to encourage visitors to the city. Footfall currently remains 11% below the previous year with little sign of sustainable wholesale improvement despite interventions indicating a long-term commitment to the south Wiltshire recovery programme.

Since January 2019 Wiltshire Council has moved into a strategic recovery phase by driving projects and initiatives to help south Wiltshire, and particularly Salisbury, out of economic decline. A new governance structure is in place led by the South Wiltshire Taskforce chaired by John Glen MP, Baroness Scott and Cllr Pauline Church. The Taskforce consists of corporate director Alistair Cunningham SRO of South Wiltshire Operations Board together with Salisbury City Council, Amesbury Town Council, MHCLG, BEIS, SWLEP, Salisbury BID, Visit Wiltshire, Salisbury Cathedral and strategic business partners (e.g. QinetiQ, DTSL). The South Wiltshire Operations Board is the programme group who steer outcomes from the South Wiltshire Taskforce and oversees the delivery of 4 strategic pillars: Economy, Health & Wellbeing, Communications, Tourism & Culture. Objectives are to focus improvements in and drive change in 4 key areas:

### **High Street**

Transformation, revitalisation, business support, events and promotional activity.

### **Culture**

Development of cultural strategy and new attractions in south Wiltshire.

### **Perception**

Brand positioning strategy, marketing, tourism plan.

### **Growth**

Porton and Boscombe Down, housing growth, Army rebasing, transport infrastructure, skills and higher education.

Strategic projects that are currently being worked up and/or are being consulted on:

- High Street transformation
- The Maltings & Central Car Park
- Development of a city wide cultural strategy
- New visitor attraction Illuminate Salisbury
- Fisherton St Gateway
- Infrastructure improvements through city centre A338, A36, Rail
- Amesbury History Centre
- Porton Science Park phase 2

In March it was also announced Openreach will start their roll out of fibre to the premises (FTTP) to over 20,000 premises in Salisbury within a year, making Salisbury the first complete full fibre city in the UK. Wiltshire Council are working alongside Openreach to help facilitate this major infrastructure build with minimum disruption to the road network

and historic fabric of the city. This multi-million pound investment will provide a technological advantage to residents and businesses together with health and education partners encouraging more investment and opportunity into the local economy.

## **Councillor Laura Mayes – Cabinet Member for Children, Education and Skills**

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### ***Families & Children***

Following the successful Ofsted/CQC Local Area Special Educational Needs and/or Disabilities (SEN/D) Inspection last year the Department for Education and NHS England SEND advisers visited in February and reported positive progress. Furthermore, Ofsted inspected Canons House, our respite unit for disabled children, and found overall experiences and progress of children and young people, taking into account how well children and young people are helped and protected and the effectiveness of leaders and managers to be “good”. The inspectors reported that “*children receive good-quality care and support from well-trained and committed staff*” and “*staff develop positive and trusted relationships with children*”.

Children in Care numbers have continued to rise, alongside the national trend and demand for children’s social care services. There are currently 468 and coincides with the increase of Unaccompanied Asylum Seekers (42). The overall number of children in care remains lower than our statistical neighbours. We are due to launch our No Wrong Door Service which will work with young people on the edge of care. We continue to focus on increasing our number of in-house foster carers so we are able to offer local placements and bring more children back into Wiltshire in-house foster care, this remains a challenge. The support and safeguarding service is now well established and alongside the statutory interventions is supporting over 500 families requiring support below child in need threshold.

The Families and Children Transformation programme (FACT) has an established partnership board. A Partnership Strategy Co-Production event was held at the end of September and positive feedback has been given on the regular newsletter, website information and engagement sessions. Some examples of achievements include the implementation of a new case management system in November 2018, development and launch of an Early Support Hub, proposals to create a new service to support vulnerable adolescents at risk, a revised 2-year old pathway and work towards developing a whole life pathway for children and adults with disabilities and mental health needs.

### ***Schools***

We are proud of the continued commitment and dedication of our schools to providing a high quality of education for the children and young people in Wiltshire. For primary school pupils’ outcomes at the end of the foundation stage have made good improvements and are now above with the national results with 72% of children achieving and Good Level of Development. Outcomes at year 11 continue to be strong with attainment 8 and progress 8 scores both being above the national results.

This year the Wiltshire Education Standards Board (WESB) has continued to develop the partnership between the Local Authority, local schools and strategic partners to produce a framework for school improvement. The Board ensures that all schools are supported and challenged to achieve the best outcomes for all the students in Wiltshire through a joint approach with the Regional Schools Commissioner, Dioceses, Teaching Schools, governors and school leaders.



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It is acknowledged that due to a higher than average number of people, aged over 65 years, that this puts pressure on the system. As we age, there are generally more complex issues being faced by individuals which requires more intensive medical interventions and subsequent social care provision within people's homes. Accordingly, a large proportion of the Council's budget is spent in this area of the frail elderly, together with those with either a learning disability or difficulty and those with lower level mental health issues. The Council is obliged under the Care Act 2014 to provide the appropriate level of care after assessing and then recognising the respective eligible needs of individuals. At this present time, about £140m is spent in this area against a total budget of just over £300m.

### **Key achievements**

- ***Delayed transfers of care***

We have had a sustained focus on how we support people to leave our local acute and community hospitals safely and in a timely way. As a result, the figures for delayed transfers of care have been consistently decreasing and despite challenging conditions, we have maintained this downward trajectory. We aim to build on these improvements and ensure that people return home as soon as their health condition allows.

- ***Reablement***

We have a new way of working in the county to deliver intensive, reabling support to our customers that maximises independence and reduces need for ongoing care. Occupational therapists have worked closely with key domiciliary care providers to support people to achieve their outcomes. There have been sustainable successes that have demonstrated the value of this way of working and has informed the wider implementation of the in-house reablement service. This is resulting in significant cost avoidance to the Council.

- ***Accommodation***

Through successful negotiation with our housing department, a number of individuals with learning disabilities successfully moved into their own homes with all local individuals located near to their families.

- ***Residential care***

In 2007 there were over 700 individuals with a learning disability, in residential care. The number in 2018 is around 300, with plans to move more people into accommodation that better suits their needs and promotes independence.

- ***Ongoing support***

This team has overseen the more complex support cases and annual reviews by adopting a strength-based approach – realising wherever possible the resources an individual has available to them and ensuring there are realistic expectations for families and service users.

- ***Co-location of the North Wiltshire Approved Mental Health Professional Service***  
Approved Mental Health Professionals (AMHP) were relocated from North Wiltshire to

an office at the Green Lane Hospital site. This decision was taken following a change in the introduction of the Police and Crime Act 2017, which reduced the time a person can be detained for their own safety to receive a formal assessment under the Mental Health Act from 72 hours to 24 hours. At the same time our health partner (Avon & Wiltshire Mental Health Partnership NHS Trust) took the decision to relocate the three Place of Safety (PoS) single bed suites (Swindon, Devizes and Salisbury) to a single location (Green Lane Hospital, Devizes) and open a fourth bed at this suite. The re-location of the duty AMHPs has led to improved inter-agency working, a faster response time for AMHP involvement in the assessment process and more efficiency in how we respond to multiple PoS assessments.

### ***Ongoing Performance***

- There were 1,722 individuals in residential and nursing care in Wiltshire at the end of 2018/19. There were 394 new admissions in the same period.
- 811 service users received support via a Direct Payment, 17.6% of all adult social care users in Wiltshire.
- 557 individuals were in Extra Care or Supported Living placements at the end of 2018.
- There were 9,449 requests for adult social care support, of which 5,240 (55%) resulted in no support provided, information and advice or signposting.
- 835 carers' assessments were completed.
- 6,811 individuals received a social care service.

### ***Integration with Health***

Wiltshire Council's social care has traditionally operated alongside our local GPs and practices, as well as our acute hospitals at Bath, Salisbury and Swindon. We all believe that it is important to ensure that social care and health are delivered appropriately and effectively to individuals and for this reason, we are looking to integrate our services. This is an innovative move and will be the way in which we can develop far closer working between the staff in the Council, CCG, Acute hospitals and care providers.

### ***Transformation of Adult Social Care***

We have a large change programme underway, which in the first phase included how we look after our frail elderly residents but as we move forward now, will examine and change the practices within how people with learning difficulties and disabilities and mental health receive services. The model needs examination to ensure this meets the needs of the modern-day world.

In 2018 we introduced a new Safeguarding Hub which works alongside representatives from the health service, Wiltshire Police and Wiltshire Council staff. This has enabled us to respond to where concerns are raised and investigate these appropriately. This Hub answers to all of the constituent players, but also to the Wiltshire Adults Safeguarding Board.

### ***Public Health and Public Protection***

Our Public Health team together with a myriad of other governmental agencies had to respond to the Novichok incidents in Salisbury in March and then June 2018. This put

significant pressure on the team in order to respond and deal with these incidents which attracted worldwide attention. This was unprecedented in some ways, as this was unchartered waters, but this fell to our Director of Public Health and her team to work alongside colleagues in government and the military to resolve this from a public health perspective.

Despite this incident, there are two significant elements to the Council's business with Public Health being responsible for identifying the underlying trends within Wiltshire's population over health matters and then highlighting these but their primary objective is that of *Prevention*. This term is wide and includes the promotion and commissioning of specific work to combat smoking, obesity, alcohol and substance misuse, sexual health matters and this list is not exhaustive. They work across all ages of our population. In the Public Protection department, a range of discrete services are provided to include the monitoring of air quality, licensing of events and premises, major incident planning, pest control and liaison with a large number of local companies and national agencies such as the Environment Agency.



WILTSHIRE POLICE

# Malmesbury CPT Area Board report



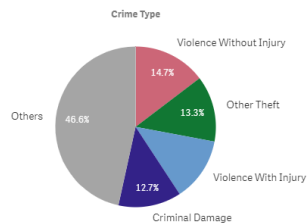
*Our purpose: To keep people safe and protect our communities*

June 2019

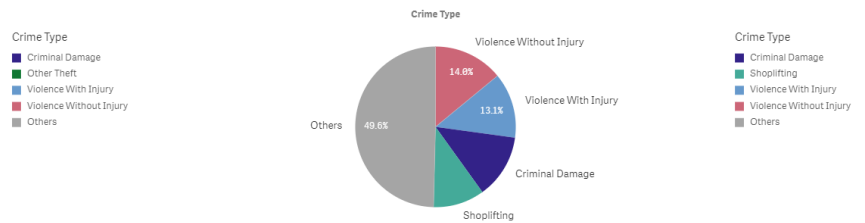
## Update for Community Policing Teams to present at Area Boards and public meetings.

### PERFORMANCE

Your Area - Five Highest Crime Groups (Previous 12 months)



Force Area - Five Highest Crime Groups (Previous 12 months)



*Wiltshire North CPT - crime and incident demand for the 12 months to May 2019*

### Force-wide

- Wiltshire Police has reduced the volume of recorded crime by 1% in the 12 months to March 19 and has one of the lowest crime rates in the country.
- Our service delivery remains consistently good.
- In May we received 8,429 999 calls which we answered within 3 seconds on average and 13,294 CRIB calls which we answered within 1 minute 3 seconds on average.
- In May, we also attended 1543 emergency incidents within 10 minutes and 13 seconds on average.
- Wiltshire Police has seen a 46% increase in cybercrime (includes stalking & harassment, sexual offences and public order) in the 12 months to March 2019. This shows one example of the changing nature of demand on the police.
- The Crime Survey of England & Wales recently ranked Wiltshire as one of the top forces nationally for public confidence. It covers the 12 months to December 2018 The publication can be found here: [WWW.CRIMESURVEY.CO.UK](http://WWW.CRIMESURVEY.CO.UK)

For more information on Wiltshire Police's performance please visit:

PCC's Website - <https://www.wiltshire-pcc.gov.uk/article/1847/Performance>

WILTSHIRE POLICE

# Malmesbury CPT Area Board report



*Our purpose: To keep people safe and protect our communities*

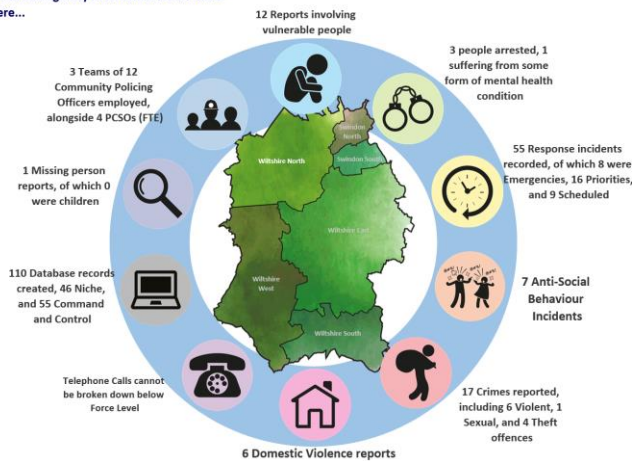
June 2019

HMICFRS Website - <https://www.justiceinspectors.gov.uk/hmicfrs/police-forces/wiltshire/>

Police.uk - <https://www.police.uk/wiltshire>

## Area specific

On an average day in Wiltshire North there were...



Wiltshire North CPT Demand Overview – 12 months to April 2019



WILTSHIRE POLICE

# Malmesbury CPT Area Board report



*Our purpose: To keep people safe and protect our communities*

June 2019

## HIGH LEVEL CPT UPDATES:

### Incidents to note:

Unfortunately, there have been reports of burglaries across the North Wiltshire Sector. High visibility patrols have been put in place, which includes our Firearms / Dog section Officers. We have also reached out to our Parish Councils and Neighbourhood watch schemes so they can offer home security advice to their members/residents.

*Burglary: 11<sup>th</sup> May between 06:00hrs – 21:00hrs – Loiret Crescent, Malmesbury*  
*Unknown suspect(s) have removed the plastic surround and caused chips to paint work around the window. No entry was gained and no items taken.*

*Burglary: 21<sup>st</sup> May between 01:00hrs – 02:00hrs – Bransdown Hill, Pinkney.*  
*2/3 unknown males seen on CCTV at the rear of the injured parties property. Suspect(s) have gained entry to the property via a side window. Nothing stolen, the suspects were deterred by owner's dog.*

*Burglary: 25<sup>th</sup> May 2019 – Brook Hill, Sherston*  
*Unknown suspect(s) have gained entry to the IP's home via a small window by the front door. A set of keys have been removed from inside the property and used to steal the victim's car. The stolen car was later recovered in Malmesbury.*

*Burglary: 20<sup>th</sup> June 2019 between 18:00hrs on 19<sup>th</sup> June and 13:00hrs on 20<sup>th</sup> June. – Honey Lane, Norton.*  
*Unknown suspect(s) has smashed a small pane of glass to gain entry to the property. Suspect(s) have then broken into a cupboard inside the property and stolen a clock. Suspect(s) has attempted to break into a stable where a lawn mower is stored, but failed to gain access.*

*There have been various reports of anti-social behaviour in Malmesbury that have been reported to the police in the last few weeks. Young people have been seen to enter the Library grounds after dark and possibly smoking cannabis whilst on the grounds. Other reports of youths causing minor damage to vehicles parked in the Cross Hayes car park. The Cloisters behind the Abbey continues to cause some concerns in relation to under-age drinking and anti-social behaviour.*

*On 25<sup>th</sup> May – a large group of youths were reported to be causing issues in the Cloisters. An ambulance had to be called due to one male being intoxicated. When Police arrived a 16 year old male was arrested for Public Order offences. This male is now working closely with our Youth Offending Team and has also agreed to work with Motivate.*

WILTSHIRE POLICE

# Malmesbury CPT Area Board report



*Our purpose: To keep people safe and protect our communities*

June 2019

**On 28<sup>th</sup> June – Local Police Officers and Police Community Support Officers will be carrying out a planned action day in Malmesbury. Our aim is to tackle any anti-social behaviour in the town centre and to engage with the youths. Part of this day will also be to carry out Licencing checks on the pubs in the town centre. The result to this will follow in our next report.**

## YOUR CPT – Wiltshire North



Inspector Mark Luffman



Sergeant Don Pocock



PC Rachel Davies community coordinator Malmesbury, Royal Wootton Bassett and Cricklade



PCSO Juliet Evans Malmesbury rural



PCSO John Bordiss  
Malmesbury, Ashton Keynes, Minety



WILTSHIRE POLICE

# Malmesbury CPT Area Board report



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June 2019



PCSO Jordan Rose Malmesbury

You can find out more about Wiltshire North CPT, including news stories and contacts for local officers, on our website: [www.wiltshire.police.uk/WiltshireNorth](http://www.wiltshire.police.uk/WiltshireNorth)

## LOCAL PRIORITIES

PRIORITIES FOR WILTSHIRE NORTH CPT	UPDATE
<b>Priority 1: ASB Malmesbury Town centre and The Cloisters</b>	
<p>Increased Police patrols in The Cloisters and town centre of Malmesbury, due to reports of underage drinking and anti-social behaviour.</p> <p>Police are working closely with Wiltshire council to address the issues.</p>	

WILTSHIRE POLICE

# Malmesbury CPT Area Board report



*Our purpose: To keep people safe and protect our communities*

June 2019




WILTSHIRE POLICE

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June 2019

## HIGH LEVEL PCC UPDATES

- **101 call charges dropped** - At present 101 callers are charged a 15p connection fee by the telephony company. From next year this charge will no longer apply and calls to 101 will be free, after the Home Office pledged £5 million each year to cover the cost.
- **Recruitment** - To update on the additional officers and staff promised earlier this year, we had three transferees police officers start this month and another ten due to start in September. Police officers currently have five months initial training and a two-year probation period. It takes time to recruit and train officers to a high standard. During May 20 new police officers began their training and we are planning for a double intake of 40 students in October. From then our police officer recruitment is changing with three new entry routes, including a new three-year Police Constable Apprenticeship Degree, starting in June 2020. We are also on track to have 12 additional Community Co-ordinators in post across the county to focus on improved visibility and community engagement.
- **Domestic Violence campaign** - As part of a joint campaign with Wiltshire Police the PCC wrote an open letter to residents last month outlining what constitutes domestic abuse, the support available to victims and promoted Clare's Law which allows individuals to enquire about their partner, friend or family member's past. In 2018, 299 people used this scheme.

## HIGH LEVEL FORCE UPDATES

- **New ACCs appointed** - Wiltshire Police has appointed two new Assistant Chief Constables. ACC Mark Cooper joined the Force from Dorset Police on 20 May and is due to be followed by ACC Maggie Blyth on 4 June. You can read more about them both on our website: <https://www.wiltshire.police.uk/article/4482/New-appointments-to-Wiltshire-Police-leadership-team>
- **National Volunteers' Week** – During the first seven days of June we will be celebrating those who support Wiltshire Police by giving up their time and skills for free. We will be highlighting the invaluable support we receive from various groups, including our Specials and Community Speed Watch.
- **Recruitment** – We are currently recruiting into a wide range of police staff roles. This includes Police Community Support Officers, Contact Centre Operators and Local Crime Investigators. If you are interested in a career with Wiltshire Police please go to our website for more details.

WILTSHIRE POLICE

# Malmesbury CPT Area Board report



*Our purpose: To keep people safe and protect our communities*

June 2019

## GET INVOLVED

- You can keep up to date with the latest news in your area by signing up to our Community Messaging service – [www.wiltsmessaging.co.uk](http://www.wiltsmessaging.co.uk)
- You can follow your CPT on social media <https://www.wiltshire.police.uk/Followus>
- More information on your CPT area can be found here: [www.wiltshire.police.uk](http://www.wiltshire.police.uk) and here [www.wiltshire-pcc.gov.uk](http://www.wiltshire-pcc.gov.uk)

## FEEDBACK/ACTIONS TAKEN



## **Malmesbury Area Board Report – 9<sup>th</sup> July 2019.**

### **Camping and caravanning**



Whether you're out and about in a camper van, towing your caravan or sleeping under canvas for your holidays, venturing into the great outdoors can carry risks.

When you're on a campsite, make sure there's at least six metres (20ft) between caravans and/or tents and that you're away from parked cars – this will reduce the risk of any fire spreading. If mobile phone signal is poor, make sure you know where the nearest payphone is.

Never use barbecues inside or near the entrance to your tent or caravan, either for cooking or as a heat source – the carbon monoxide they produce is lethal.

### **Camping**

A fire can destroy a tent in just a minute, so make sure you:

- Never use candles in or near the tent – torches are safer.
- Keep cooking stoves and barbecues away from the tent walls, as they can catch light very easily.
- Know how to escape by cutting your way out of the tent, should there be a fire.
- Don't smoke inside your tent.

### **Caravans**

- Take special care when cooking and don't leave pans unattended.
- Turn off all appliances when you go to bed.
- Never dry clothes over the stove.
- Remove any litter and rubbish near the caravan to reduce the risk of fire spreading.
- Make sure the caravan is well ventilated and never block air vents.
- If there is a fire extinguisher or fire blanket within the caravan, read the instructions so you know what to do in the event of fire.
- Keep flammable liquids, such as petrol and gas cylinders, outside and away from children.
- Make sure the gas pipe connection is secure. If you suspect a leak, turn off the main cylinder valve.

## Heath fires and countryside safety



When you are out and about enjoying the countryside, there are some things you can do in order to protect our beautiful surroundings and keep you safe.

Large wildfires are thankfully rare but, when they do occur, they can be very serious and affect large areas of the countryside. They also take a great deal of resources to bring under control, which impacts the availability of appliances for property fires and other emergencies.

The Upton Heath fire in Dorset in 2011, for example, damaged approximately 250 acres of the heath and required the mobilisation of 30 fire engines and 11 Land Rovers.

Wildfires can ravish the local wildlife, destroying ecosystems in a matter of hours that have taken years to build up. If a wildfire encroaches upon farmland, then crops and farm buildings can be consumed, and homes that border heathland can also be at risk.

At their worst, wildfires can cause death or injury to people. A developed wildfire creates its own wind, which drives it at speeds faster than people can get out of its way.

Steps you can take to avoid starting a wildfire:

- Avoid open fires in the countryside. If you must have a fire, make sure that you're in a designated safe area.
- Put out cigarettes and other smoking materials properly before you leave your vehicle.
- Do not throw cigarette ends out of your vehicle. They could start a fire and destroy surrounding countryside.
- Don't leave bottles or glass in woodlands, as sunlight shining through the glass can cause a fire to start. Take the items home, or put them in a waste or recycling bin.
- If you see a fire in the countryside, report it immediately. Do not try to tackle a fire yourself; usually they can't be put out with a bucket of water. Please call the fire service and leave the area as soon as possible.
- Ensure that you know your location or a landmark so you can direct the fire service.

### Sam's Sad Day

**Sam's Sad Day** is a story about a sand lizard whose home is destroyed by a wildfire. Once you have read the story, you can test the children's understanding and recall using the **Sam's Sad Day questions worksheet** (the **answer sheet** is provided).

The children can write their own story about a wild creature whose home is destroyed by a wildfire.

For other resources or ideas about fire safety for children, visit our [education section](#).

### Advice for landowners

Through controlled management of planting schemes and firebreaks, the risk of a wildfire starting can be reduced and the effects of a 'going' wildfire can be restricted.

Fire spreads at different rates through different vegetation so, by managing the planting, the rate of fire spread can be slowed to give fire crews extra time to get resources in place.

A [best practice guide](#) has been produced by the Forestry Commission, giving further information about the causes of wildfires, their behaviours and the steps that landowners can take to prevent or mitigate them.

### See also:

The Natural England website – [www.naturalengland.org.uk](http://www.naturalengland.org.uk) – has lots of information, including an explanation of the [Countryside Code](#).

Find out more about being a [Firewise Community](#) through the Urban Heaths Partnership.

## Water safety



Cooling off in rivers, canals, ponds, quarries and lakes can have deadly consequences.

Every year, firefighters are called to incidents where residents (particularly children and young people) get into difficulty when swimming in open water.

## Dangers of cooling off in open water

The water may look calm on the surface, but there may still be strong undercurrents that could pull even a strong swimmer under.

The water may also feel relatively warm on the surface, but just a few feet below can be icy cold – even in the hot weather – and can very quickly cause severe cramp and hypothermia.

Young people often misjudge their swimming ability – they may view a river or lake as a tempting means of cooling off during a hot spell of weather, but fail to appreciate the harmful effects that the cold water can have on their stamina and strength.

## Key safety tips for staying safe near water

The following are some key safety tips for staying safe near water:

- Alcohol and swimming do not mix – stay out of the water if you've been drinking.
- Always watch your child while at the beach, lake or other natural bodies of water.
- Never let older children swim in unsupervised areas like quarries, canals or ponds.
- Don't swim near motor boats, jet skis or other power vehicles.
- Never interfere with lifesaving equipment – you might need it yourself.
- Learn to spot and keep away from dangerous water.
- Take safety advice – heed notices which warn you of the danger. See [national water safety signs](#) for guidance.
- Children should always visit open water sites with a grown-up.
- Swimming anywhere other than at purpose built and supervised swimming pools is highly dangerous and is not recommended, unless as part of an organised club.

### See also:

Royal Society for the Prevention of Accidents – [advice on water safety](#)

## Safe and Well Visits- Home safety

The Malmesbury area has a dedicated Fire Service 'Safe and Well' advisor who can visit people, within their own homes, advising on home safety and wellbeing.

A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you



- Identifying and discussing any further support the occupier may need

If you have thatch property, are living alone, have a young family, are over 65 or a smoker please get in contact with us. We want to help make you safer in your own home. If you or someone you know has mobility or sight and hearing impairments, please suggest a Safe and Well visit.

Visit <http://www.dwfire.org.uk/news/new-name-new-contact-details-same-service/> to book one.

## Response

### Incidents

#### April 2019

DW FRS were called to 5 incidents in the Malmesbury area.

Category	Malmesbury (58P1)
False Alarm	1
Fire	2
Special Service	2
<b>Total</b>	<b>5</b>

#### May 2019

DW FRS were called to 1 incident in the Malmesbury area.

Category	Malmesbury (58P1)
False Alarm	0
Fire	1
Special Service	0
<b>Total</b>	<b>1</b>

### Availability of RDS appliance %

April 2019	Appliance	Day (06:00 - 18:00)	Night (18:00 - 06:00)	Total
% Available	KT58P1 Malmesbury	50.1%	72.1%	<b>61.1%</b>



May 2019	Appliance	Day (06:00 - 18:00)	Night (18:00 - 06:00)	Total
% Available	KT58P1 Malmesbury	46.4%	71.9%	<b>59.1%</b>

## Community Safety Plan

DWFRS Community Safety Plan 2018-2022 outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year period. The plan can be found on the DWFRS website <http://www.dwfire.org.uk/community-safety-plan/>

Darren Nixon  
 Station Manager  
 North West Wiltshire (Chippenham, Corsham, Calne & Malmesbury)  
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### Wiltshire Council Outside Bodies

Outside Body Title	Appointed By	Why Rep Needed	Organisation Aims	Meeting Schedule	Voting Rights	Representative(s) needed	Representative(s)
Malmesbury & Villages CAP	Malmesbury Area Board	N/A	N/A	N/A	N/A	N/A	N/A
Malmesbury Community Trust	Malmesbury Area Board	Trust deed states that two Wiltshire Council representatives are appointed by Director of Social Services.	Help and assistance to the elderly.	4	Yes	2	Cllr John Thomson
Malmesbury LYN	Malmesbury Area Board	So young people can present ideas to councillors and Wiltshire Council.	Youth issues and democracy; to enable young people to present ideas to councillors and the council.	4	Yes	1	Cllr Gavin Grant Cllr John Thomson Cllr Chuck Berry Cllr Toby Sturgis



## **Appointments to Working Groups** **Malmesbury Area Board**

### Community Area Transport Group:

Cllr John Thomson (Wiltshire Council)  
Cllr Toby Sturgis (Wiltshire Council)  
Cllr Gavin Grant (Wiltshire Council)  
Cllr Chuck Berry (Wiltshire Council)  
One representative per Parish Council

### LYN Management Group:

Cllr John Thomson (Wiltshire Council)  
Cllr Toby Sturgis (Wiltshire Council)  
Cllr Gavin Grant (Wiltshire Council)  
Cllr Chuck Berry (Wiltshire Council)  
Penny Bell (Wiltshire Council)  
Rachel Davies (Wiltshire Police)  
Jordan Rose (Wiltshire Police)  
Richard Spencer-Williams (Malmesbury Town Council)  
Paul Smith (Malmesbury Town Council)  
Kim Power (Malmesbury Town Council)  
Francesca Vandelli (Malmesbury Town Council)  
Denise Little  
Andrew BeeBee  
Joel Faulkner

### Health and Wellbeing Champion:

Ellen Blacker

### Health and Wellbeing Group:

Cllr Chuck Berry (Wiltshire Council)  
Kim Power (Malmesbury Town Council)



## **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 their 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.*



# Planning Enforcement

A guide to the service available.



**Fair and effective planning enforcement is essential to ensure that you the public benefit from the quality of Wiltshire's natural and built environment.**

The council works hard to protect the local environment and quality of life for people living, working and visiting the area by providing an effective planning service.

Enforcing planning rules, where unauthorised development is causing significant harm is an important part of this process.

The aim of this leaflet is to provide you with an easy to use guide to how the enforcement service works.

Planning enforcement is a very complex area and we have tried to make this guide as easy to understand as possible. For more information on how the service works please refer to the council's planning enforcement policy, [www.wiltshire.gov.uk/planningenforcement](http://www.wiltshire.gov.uk/planningenforcement) or by asking for a hardcopy from one of the council's planning offices.

**What is a breach of planning control?**

This could be building or engineering works, unauthorised change in use of land or the display of an unlawful advertisement. Other planning breaches include:

- unauthorised work to a listed building.
- unauthorised works to trees protected by a tree preservation order or trees in a conservation area.
- breach of conditions attached to a planning permission or listed building consent.
- unauthorised demolition in a conservation area.
- not building in accordance with the approved plans.
- failure to properly maintain land so that it adversely affects the amenity of the area.
- unauthorised engineering works, such as significant ground level changes.
- failure to comply with a section 106 legal agreement.

**Did you know the following are not normally planning breaches?**

- where development is 'permitted development' under the Town and Country Planning (General Permitted Development Order). Further information on what constitutes permitted development can be obtained at: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)
- internal work to a non-listed Building.
- obstruction of a highway or public right of way.



- parking commercial vehicles on the highway in residential areas or on grass verges.
- parking a caravan within the residential boundary of a property, provided that it is not used as self contained accommodation.
- clearing land of overgrowth, bushes and trees, provided they are not subject to planning protection.
- operating a business from home where the residential use remains the primary use and there is no adverse impact on neighbours.
- boundary disputes are a private matter and cannot be controlled under planning legislation.
- a breach of deeds and covenants provided there is not a planning condition to prevent this.
- trespassing on land.
- health and safety issues.

### How can you notify us of a suspected breach of planning?

The planning enforcement service is concerned with resolving serious breaches of planning control where there is significant harm. Where it looks likely that a breach is occurring you can contact us by phone, letter, E-mail or fax.

Anyone contacting us by phone will normally be asked to put their complaint in writing. An enquiry form is also available on our website.

[www.wiltshire.gov.uk/planningenforcement](http://www.wiltshire.gov.uk/planningenforcement)

We will require your details and those of:

- The site address or location.
- What the development is.
- The times things are happening, if applicable.

Details of how to contact the council are set out at the end of this leaflet.

Please note that the council will not deal with anonymous complaints and unless government legislation dictates otherwise (in exceptional circumstances), we keep the names of all private enquirers confidential.

If you are worried about giving your name and address, you can contact your local division member who can lodge a complaint on your behalf.

### What happens to my enquiry?

After the council logs and acknowledges enquiries, cases are prioritised in accordance with the council's adopted planning enforcement strategy.

An officer will then normally visit the site to establish if a breach is occurring. If a breach exists, negotiations will then take place to try and ensure that any breach is resolved without recourse to formal action. The enquirer will be advised of the outcome of the investigation.

Whilst many of our investigations are resolved promptly, some can be quite time consuming as the council can be accused of acting unreasonably if it appears they

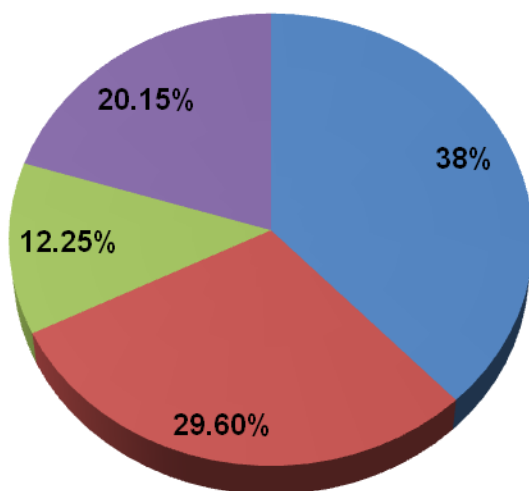
have been unwilling to explore 'all options' before taking formal action. If you would like an update on progress this is best done by telephoning the case officer.

If unauthorised development causes no 'demonstrable harm' (i.e. if planning permission had been sought and it would almost certainly have been granted without conditions) then enforcement action is not appropriate.

Similarly, in some other cases it is not expedient to pursue enforcement as any harm may not be so serious as to justify formal action.

This chart illustrates how investigations are resolved in a typical year.

## Investigations



- Planning permission not required
- Breach of planning resolved
- Not expedient to pursue
- Cases still being worked on

Data taken from figures in the north hub for the year ending 2008

## Priorities

Different breaches can result in more harm than others. The council has to ensure that it targets resources at those that have the greatest impact. For example, knocking down substantial parts of a Listed Building will have a greater priority than someone erecting a short length of boundary fence.

The council's planning enforcement team priorities are as follows: -

The council has finite resources and to ensure they can be used in the most effective manner, enforcement cases are prioritised according to the seriousness of the harm caused by the breach.

### Priority 1

We aim to visit 80% of these sites within 24 hours of your enquiry being registered.

**Immediate threat to public safety, substantial damage to or loss of statutorily protected buildings, trees or areas.**

### Priority 2

We aim to visit 95% of these sites within 5 working days of your enquiry being registered.

**Adverse impact on protected areas and residential amenity. Breaches of conditions and legal agreements resulting in serious harm to neighbours, affected parties and/or the environment. Unlawful adverts in protected areas.**

**Unauthorised development where it is possible that the time for taking enforcement action could expire within the next 6 months.**

## Priority 3

We aim to visit 95% of these sites within 10 working days of your enquiry being registered.

**The breach is of a minor nature which does not cause immediate/long term harm or loss of amenity.**

**We also aim to:**

- **Register 95% of new enquiries within 3 working days of receipt.**
- **Respond to 95% of enquirers within 10 working days of initial site visit.**
- **Complete 80% of priority 1 cases to be within one year.**
- **Complete 80% of priority 2 & 3 cases within 6 months.**

Notes:

Protected buildings are listed buildings and unlisted buildings in Conservation Areas.

Protected trees are trees subject to a Tree Preservation Order, in a Conservation Area or protected by a condition of planning permission.

Protected areas include Conservation Areas, Historic parks and gardens, Area of Outstanding Natural Beauty, World Heritage Sites, The Green Belt, Sites of Special Scientific Interests, Special Areas of Conservation and land at high risk of flooding.

The priority afforded to the investigation may change following an initial site visit or at any other time during the investigation, if for example new information comes to light.

## Government guidance

'Paragraph 207 of the National Planning Policy Framework (2012)', sets out advice on how to deal with breaches of control and states that the action taken should be proportionate to the breach of control and that each case will be judged on its individual merits. Furthermore: -

- Planning legislation allows retrospective applications to be made.
- Development can be immune from enforcement action if it has been substantially complete for more than 4 years (10 years for a use or a breach of condition other than one relating to residential development).
- Enforcement action cannot be taken solely to 'regularise' development which does not have planning permission where permission would have been granted unconditionally.
- Taking enforcement action contrary to government advice can result in costs being awarded against the council at appeal.

Experience has shown that through effective negotiation, planning enforcement matters are usually capable of resolution without

resorting to formal enforcement action or prosecution.

Where a person has been served with an enforcement notice they may have the right to appeal against it to the Planning Inspectorate (a government executive agency). When an appeal is made, it suspends an enforcement notice until it has been determined. An appeal often takes many months to determine and the timing is outside the council's control.

## How to contact us

Good communication is essential, both when dealing with the party responsible for a breach of control and those reporting it. The map opposite contains relevant contact details for the council's planning offices located within our administrative boundaries.

**If you have any questions relating to planning enforcement please contact the relevant enforcement team (details opposite)**

### **Planning Services**

**Wiltshire Council or visit our website: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)**

Information about Wiltshire Council Services can be made available on request in other languages including BSL and formats such as large print and audio.

Please contact the council by telephone, 0300 456 0100 or email [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

These notes are intended to help you to understand the processes the council needs to go through to enforce most of the complaints received. There is separate legislation that relates to carrying out works to a listed building without the necessary consent or deviating from or failing to discharge conditions attached to a consent. There are also different powers relating to the display of advertisements, works to protected trees and untidy land.

The council takes the enforcement of planning control very seriously and we hope that this leaflet gives you an understanding of our commitment regarding the expediency of pursuing enforcement action.

# Planning Enforcement

## Planning Enforcement Strategy



## Contents:

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The enforcement process	4
How we aim to deal with your enquiry	5
The outcome of your enquiry	6
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## Introduction

Wiltshire is a diverse area, with extensive chalk downlands, the World Heritage sites of Avebury and Stonehenge, the market towns of Chippenham, Trowbridge and Devizes, Salisbury Cathedral and the fringes of the New Forest in the south. Much of the natural and built environment is protected.

The planning system regulates the use and development of land in the public interest. Fair and effective planning enforcement where development is undertaken without permission is essential to protect the quality of the natural and built environment and the quality of life for people who live, work and enjoy visiting Wiltshire. The council receives about 1800 planning enforcement enquiries each year. Enforcement is high on the list of council priorities.

The council is committed to adopting a more proactive approach to enforcement. However, the public will always play an important role in bringing suspected breaches of planning control to our attention. This document sets out what you can expect from the council when you report a potential breach of planning control, explains how we will investigate your concerns, how we prioritise enquiries and our timescales for investigation.

This document has been developed following consultation with councillors, town and parish councils and other users of the service. The consultation exercise included a series of seminars as well as user surveys.

More information on enforcement including examples of breaches of planning control and matters which the council cannot investigate, can be found in the planning enforcement leaflet: [www.wiltshire.gov.uk/planningenforcement](http://www.wiltshire.gov.uk/planningenforcement)

## The purpose of planning enforcement

Planning enforcement ensures that where harmful development is carried out without permission, it is remedied, either by its removal or its modification, for example by attaching conditions to planning permission.

Enforcement action is discretionary and should only be taken where it is “expedient”. Expediency considers whether the unauthorised development causes planning harm, having regard to the Development Plan and other material considerations, such as the emerging Local Development Framework. The existence of a breach is not, in itself, a good reason to take enforcement action.

Government advice is that ordinarily, formal action against a breach of planning control is the last resort and that the council should first give those responsible an opportunity to put things right. The council’s approach will always be commensurate with the seriousness of the breach. When there are serious harmful effects, protracted negotiations will not normally delay formal action.

The developer has a right to submit a retrospective planning application which must be considered no more or less favourably than if the development had not already been carried out. In the event an application is refused or an enforcement notice issued an appeal can be made to the Planning Inspectorate, an executive agency of the Government.

If the council's actions are considered unreasonable or legally unsound then its decisions can be overturned by the Planning Inspectorate or the courts and it can be ordered to pay costs.

Enforcement therefore can take a long time due to the need for thorough investigation, the legal processes involved, the nature of the breach, the site and the people involved.

### **Our enforcement priorities and targets**

The council has finite resources and to ensure they can be used in the most effective manner, enforcement cases are prioritised according to the seriousness of the harm caused by the breach.

<b>Priority 1- we aim to visit 80% of these sites within 24 hours of your enquiry being registered.</b>
Immediate threat to public safety, substantial damage to or loss of statutorily protected buildings, trees or areas.
<b>Priority 2- we aim to visit 95% of these sites within 5 working days of your enquiry being registered.</b>
Adverse impact on protected areas and residential amenity. Breaches of conditions and legal agreements resulting in serious harm to neighbours, affected parties and/or the environment. Unlawful adverts in protected areas. Unauthorised development where it is possible that the time for taking enforcement action could expire within the next 6 months.
<b>Priority 3- we aim to visit 95% of these sites within 10 working days of your enquiry being registered.</b>
The breach is of a minor nature which does not cause immediate/long term harm or loss of amenity.



## **We also aim to:**

- **Register 95% of new enquiries within 3 working days of receipt.**
- **Respond to 95% of enquirers within 10 working days of initial site visit.**
- **Complete 80% of priority 1 cases within one year.**
- **Complete 80% of priority 2 &3 cases within 6 months.**

### Notes:

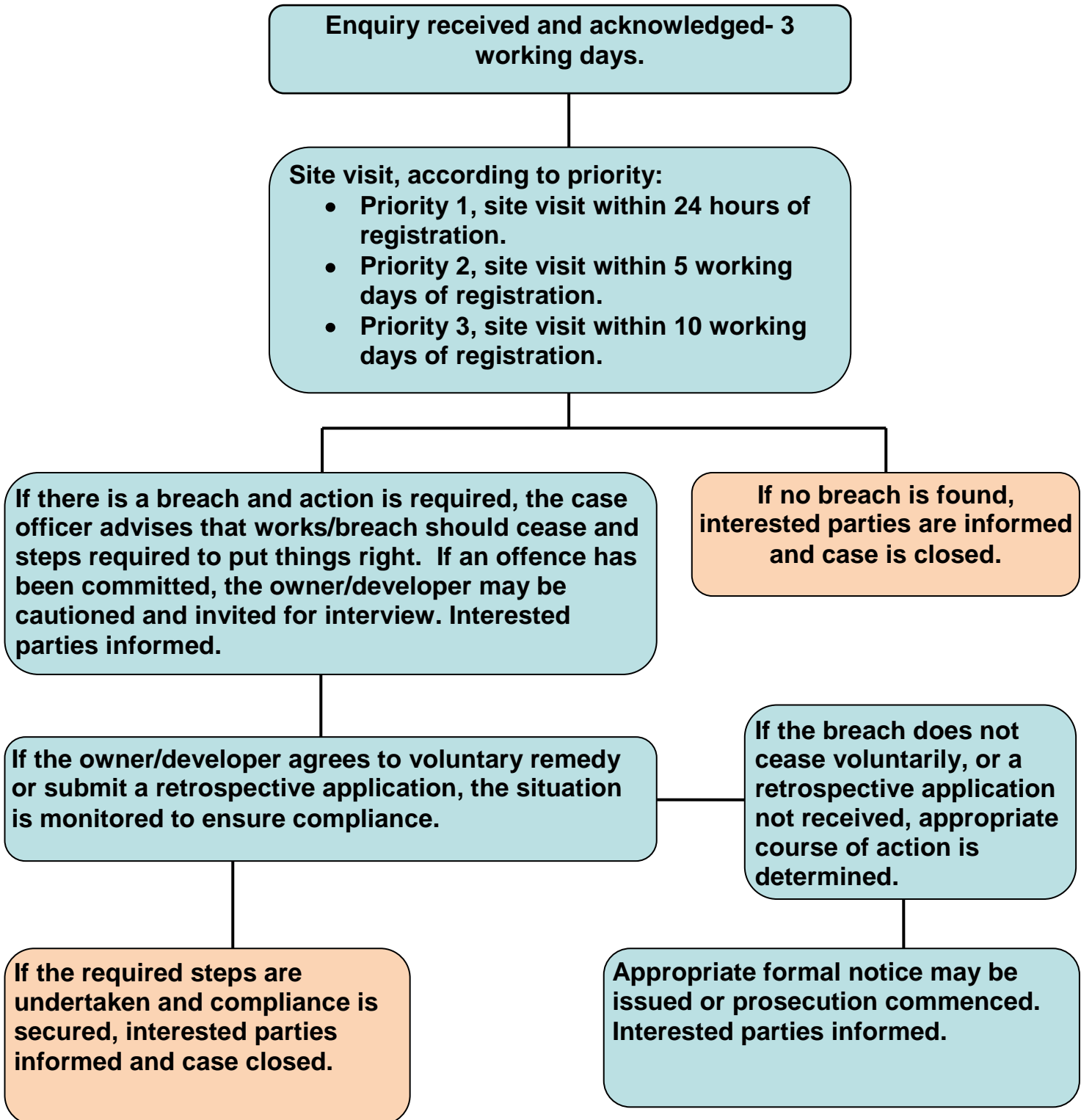
Protected buildings are listed buildings and unlisted buildings in Conservation Areas.

Protected trees are trees subject to a Tree Preservation Order, in a Conservation Area or protected by a condition of planning permission.

Protected areas include Conservation Areas, Historic parks and gardens, Areas of Outstanding Natural Beauty, World Heritage Sites, The Green Belt, Sites of Special Scientific Interests, Special Areas of Conservation and land at high risk of flooding.

The priority afforded to the investigation may change following an initial site visit or at any other time during the investigation, if for example new information comes to light.

## Key stages in the enforcement process



## How we aim to deal with your enquiry

You are welcome to telephone us, however we also need you to write in, so we know exactly what to investigate and so we can substantiate the case in future.

There is an online form you can complete and return to us found at :

[www.wiltshire.gov.uk/planningenforcement](http://www.wiltshire.gov.uk/planningenforcement)

Anonymous enquiries will not normally be investigated. Any investigation of such enquiries will be at the council's discretion.

We aim to treat enquirers' personal details in confidence but if formal action results, we may ask you to help the council's case. A successful outcome could depend on your support.

If you are concerned about providing your name and address, you should contact your local councillor or parish council who may agree to act on your behalf.

We aim to acknowledge receipt of your enquiry and provide you with future contact details.

We aim to deal with all enquiries in a fair and equitable manner and treat all parties with dignity and respect.

Our site visits will take place as far as possible in accordance with our enforcement priorities (see above).

We aim to advise you what action the council proposes to take.

If a retrospective application is received, we aim to notify you so you have the opportunity to make comments.

If by week 13 following receipt of your enquiry, we have not completed the investigation, we aim to contact you and explain why. However you are welcome to contact us at any time and ask for an update.

## The outcome of your enquiry

There are several possible outcomes to your enquiry, depending on the circumstances.

### Negotiated remedy

The developer agrees to cease the breach. However we will not allow negotiations to unduly hamper or delay formal action where it may be required to make the development more acceptable in planning terms, or compel it to cease.

### Retrospective application

An application would be invited where there is a reasonable prospect of obtaining permission. We will pursue submission where there is a need to impose conditions on a permission to restrict the development or modifications to the development may be considered acceptable. It must be noted however that anyone has the right to submit a retrospective application, regardless of the likelihood of it not obtaining council support.

### No breach

This would be where, for example, the matter is 'permitted development' or outside planning control.

### The breach is not expedient to pursue

An example is a householder development slightly larger than that which would have been allowed under 'permitted development', where in the absence of significant harm to public amenity enforcement action would be disproportionate.

### The development is immune from enforcement action

The statutory time limits for enforcement action are set out below. The council is unable to take formal action if the time has expired.

<b>Breach</b>	<b>Immunity</b>
Operational development (e.g. building works, new access, fences)	4 years after substantial completion.
Change of use to a single dwelling	Continuous occupation for more than 4 years
Material change of use	Continuous use of similar nature/scale/extent for more than 10 years
Breach of condition	Continuous non-compliance for more than 10 years.

n.b.: These time limits do not apply to works to listed buildings

## Formal action

Where negotiations do not secure an acceptable outcome in planning terms, the owner/ persons responsible may be legally required to remove building work and/or cease an activity and clear the site.

The council has a range of formal powers. Those most used are described below. The nature of the breach will determine which powers are used:

- Breach of Condition Notice-requires compliance with specified conditions within a set timescale.
- Enforcement Notice-requires certain steps to be carried out to remedy matters, again within a set timescale. Can be served together with a Stop Notice (see below).
- Stop Notice/Temporary Stop Notice –requires specified activities to cease (but cannot undo unauthorised works).
- ‘Untidy Land’ Notice- requires steps to be taken to secure the proper maintenance of land and buildings within a set timescale.

In the event of continued non-compliance, the persons responsible may be prosecuted, fined and get a criminal record.

Alternatively the council may take direct action to undertake the required remedial works and recover its costs from those responsible, or seek an injunction.

## Complaints

If you are unhappy about the advice given, action taken or the level of service you have received, you will be given the opportunity to discuss the matter with the relevant team leader, who will:

- Listen;
- Consider whether our service has fallen below expected standards;
- Give you a written / verbal response.

If the problem cannot be resolved, you will be informed of the council’s Corporate Complaints Procedure

## Appendix A

The following have been taken into account in the preparation of this document:

### National legislation and guidance

- Town and Country Planning Act 1990 (as amended).
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Police and Criminal Evidence Act 1984.
- Criminal Procedure and Investigations Act 1996.
- Human Rights Act 1998.
- Regulation of Investigatory Powers Act 2000.
- Freedom of Information Act.
- Environmental Information Regulations 2004.
- Planning Policy Guidance Notice 18 “Enforcing Planning Control.”
- Circular 10/97 “Enforcing Planning Control.”
- Enforcement Concordat DTI 1998.
- Enforcement Concordat: Good Practice Guide DTI 2006.
- Enforcing Planning Control: Good Practice Guide DETR 1997.
- Best Practice Guidance on Listed Building Prosecutions: DCLG 2006.
- The Road Ahead: Final Report of the Independent Task Group on Site Provision and Enforcement For Gypsies and Travellers (published December 2007).
- The Statutory Code of Practice for Regulators published by the Department for Business Enterprise and Regulatory Reform, December 2007.

### Local planning policies

- Adopted Wiltshire Structure Plan 2016.
- Salisbury District Local Plan 2003.
- North Wiltshire Local Plan 2011.
- Kennet Local Plan
- West Wiltshire Local Plan

## Appendix B - Key enforcement principles

We promise to adhere to the principles of good enforcement set out in the government's enforcement concordat.

**Standards** - we will publish standards and our performance against them.

**Openness** - we will give advice and information in plain language.

**Helpfulness** - we believe prevention is better than cure, so actively working to assist compliance. We will give a courteous and efficient service.

**Complaints** - we will have a well publicised, effective and timely complaints procedure.

**Proportionality** - any action taken will be commensurate with the seriousness of the breach.

**Consistency** - we will carry out our duties in a fair, equitable and consistent manner.

Information about Wiltshire Council Services can be made available on request in other languages including BSL and formats such as large print and audio.

Please contact the council by telephone, 0300 456 0100, by textphone 01225 702500, or email [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

# Contact details

[Click here to make a planning enforcement enquiry online](#)

**Chippenham Area Office (North Hub):**  
Monkton Park, Chippenham,  
Wiltshire, SN15 1ER  
Telephone 01249 706111 Fax 01249  
460810  
[Click here for location map](#)

Chippenham

**If your enquiry is regarding a quarry, mineral workings, waste disposal site/ transfer station, anywhere in the Council's area, contact the West Hub (details below):**

Trowbridge

**Trowbridge Area Office (West Hub):**  
Bradley Road, Trowbridge,  
Wiltshire, BA14 0RD  
Telephone 01225 776655 Fax 01225  
770316  
[Click here for location map](#)

**Devizes Area Office (East Hub):**  
Browfort, Bath Road, Devizes,  
Wiltshire, SN10 2AT  
Telephone 01380 724911 Fax 01380  
729146  
[Click here for location map](#)

Devizes

**Salisbury Area Office (South Hub):**  
Planning Office,  
61 Wyndham Road, Salisbury, SP1 3AH  
Telephone 01722 434541 Fax 01722  
434520  
[Click here for location map](#)

SOUTH WILTSHIRE

Salisbury

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**Report to** Malmesbury Area Board  
**Date of meeting** 9 July 2019  
**Title of report** Community Area Grant Funding

**Purpose of the Report:**

To consider the applications for funding listed below.

Applicant	Amount requested
Malmesbury Youth Football Club (via officer delegated authority)	£1,000 (awarded)
Malmesbury Town Council	£2,500
Malmesbury Bowls and Social Club	£780

**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:  
<http://www.wiltshire.gov.uk/council/areaboards/areaboardscommunitygrantsscheme.htm>

**2. Main Considerations**

- 2.1. Councillors will need to be satisfied that funding awarded in the 2019/20 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.

**If all grants are awarded as below, Malmesbury Area Board will have a balance of £27,308 remaining in the 2019/20 Community Area Grants fund.**

**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
<a href="#">3286</a>	Malmesbury Youth Football Club	End of season improvements	£1,000 (awarded)
<p><b>Project description:</b></p> <p>Unfortunately, some of the club’s kitchen equipment has broken over time including two fridges and a barbecue, and the football club would really benefit from a chest freezer. These items are regularly used for the club and are especially needed for events. We host school tournaments, a 6 a-side tournament and a club presentation day, as well as community activity days. We are also making much needed improvements to our football pitches. We are looking to try grass-marking carrot tufts to improve the accuracy of line-marking and reduce the time spent on it. The markers could save the club money at a time when the budget is hanging on a small surplus balance with all player fees paid. We also need line marking equipment.</p> <p><b>Input from Community Engagement Manager:</b></p> <p>This is an active, inclusive and thriving youth football club, run entirely by volunteers, that puts the wellbeing of children at the heart of its activities. The club serves over 200 local children each season and hosts various community activities, including a 6-a-side tournament annually in June. The club operates to a tight budget and requires assistance to purchase some new line-marking and kitchen equipment.</p> <p>To support the club to purchase the equipment in time for this year’s 6-a-side tournament on 15 June, this grant was awarded under officer delegated authority in consultation with members of Malmesbury Area Board.</p> <p>The total project cost is £2,237, the remainder of which is being provided by club funds.</p>			
<p><b>Proposal</b></p> <p>That the Area Board notes the award to Malmesbury Youth Football Club for £1,000.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3297</a>	Malmesbury Town Council	Newnton Grove Play Area	£2,500
<p><b>Project description:</b> To install a new play equipment installation in the Newnton Grove play area aimed at 3-8 year old's. The existing installation is damaged and consequently is unsafe. Although this risk is managed, the setup is unsatisfactory and limits the play experience. The new equipment will both make the facility safe and fit for purpose but also update it and make it a more positive, local and accessible play experience for the age range.</p> <p><b>Input from Community Engagement Manager:</b> This project is a much-needed upgrade of a play area recently taken over from Wiltshire Council. Malmesbury Town Council is looking to support the major part of this play equipment from its reserves and where possible from other sources of partner funding. Due to the overall demand on the Town Council's reserves, any additional funds would help alleviate financial pressures resulting from the maintenance, repair or development of a range of other needed facilities across the area, hence this application to the Area Board.</p> <p>The total project cost is £21,475, the remainder of which is being provided by Town Council reserves.</p>			
<p><b>Proposal</b> That the Area Board determines the application from Malmesbury Town Council for £2,500.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3339</a>	Malmesbury Bowls and Social Club	Maintenance equipment for artificial bowls green	£780
<p><b>Project description:</b> We anticipate work starting on our artificial green in September 2019. We will require several items of maintenance equipment for the new green. The Professional Walkover Sprayer is a crucial part of the maintenance process.</p> <p><b>Input from Community Engagement Manager:</b> Malmesbury Area Board supported this club in 2018 with a grant for a new artificial bowls green. The club is now looking for support to purchase essential maintenance equipment which is vital to ensure the upkeep and protection of the new green.</p> <p>The total project cost for this element of the project is £3,756, the remainder of which is being funded by a loan.</p>			
<p><b>Proposal</b> That the Area Board determines the application from Malmesbury Bowls Club for £780.</p>			

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

**Report Author** Penny Bell, Community Engagement Manager  
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**Report to** Malmesbury Area Board  
**Date of meeting** 9 July 2019  
**Title of report** Youth Grant Funding

**Purpose of the Report:**

To consider the applications for funding listed below.

Applicant	Amount requested
HEALS	£1,059
Mind Reset	£2,435

Total Youth funding allocated to Malmesbury Area Board 2019/20	£14,844
Total amount awarded so far, 2019/20	£9,000
Amount remaining if all grants are awarded as per report	<b>£2,350</b>

**1. Background**

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

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

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

**2. Main Considerations**

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2019/20 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

**3. Environmental & Community Implications**

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

**4. Financial Implications**

Financial provision has been made to cover this expenditure.

**5. Legal Implications**

There are no specific legal implications related to this report.

**6. Human Resources Implication**

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

**7. Equality and Inclusion Implications**

Community Area Boards and Local Youth Networks must fully consider the equality impacts of their decisions in designing local positive activities for young people in order to meet the Council’s Public Sector Equality Duty.

Youth Grants and 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
<a href="#">711</a>	HEALS	Summer programme	£1,059
<p><b>Project Description</b></p> <p>Programme of diverse arts, environmental and sporting activities including four daytrips and six locally-based half days for approximately 25 vulnerable young people and those living in economic disadvantage in Malmesbury. Also, attendance for 12 young people at two residential week-long summer camps in Somerset in July/August 2019. This will take place in each week of the secondary school summer holiday. Participants are drawn from HEALS Service User families and others nominated by Malmesbury School.</p>			
<p><b>Proposal</b></p> <p>That Malmesbury Area Board awards the sum of £1,059 from its youth revenue budget 2019/20 to this project.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">707</a>	Mind Reset	Mental wellbeing training for sports coaches	£2,435

**Project Description**

Mental Health Awareness workshops for grassroots volunteer sports coaches. Through five awareness workshops coaches will be equipped to ensure the mental wellbeing of the players and club members.

**Proposal**

That Malmesbury Area Board considers part-funding this project subject to match funding being confirmed.

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

**Report Author**

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## Report focuses on dementia friendly initiatives



### We joined the regulars at Chippenham Memory Cafe in April

Healthwatch Wiltshire is set to publish a report detailing its work on how dementia friendly initiatives are working in the county.

Over the last four years, dementia has been a priority area for us, and we have gathered over 1,600 views and experiences from people affected by dementia.

One of the key things we were told is that dementia awareness is improving and that this is important.

### Two-part project

This project had two elements, the first aimed to gather information from dementia friendly initiatives – such as support groups, awareness sessions and social events – and the second to talk to people living with dementia and their carers on what they

value most about these initiatives.

Our key findings included:

- Most people living with dementia and their carers feel that their local community is dementia friendly and feel part of it,
- The effects of dementia friendly initiatives are positive and wide-ranging, including improved physical and mental health, independence and community involvement,
- The successes of these initiatives closely aligned with what people said they found most useful,
- Dementia friendly initiatives would value support with promotional materials and publicity.

Thank you to our partners for their support with this project. The report will be published in July.



COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Latest Actions & Recommendations	Priority	Who
	<b>Date of meeting: 11<sup>th</sup> June 2019 6pm Riverside Community Centre, Malmesbury</b>				
<b>1.</b>	<b>Attendees and apologies</b>				
	Present:	Cllrs John Thomson, Toby Sturgis, Chuck Berry, Gavin Grant. Ellen Blacker, Martin Rose, Andy Hatherell (St P Without), Martin Evans (Brinkworth), Charles Cook (Minety), Elizabeth Threlfall (Brinkworth), Sam Crawford (Ashton Keynes), Henry Jodrell (Easton Grey), Roger Budgen (Malmesbury), Mike Pitt (Norton and Foxley), Paulk Fuller (Lea and Cleverton)			
	Apologies:	Matt Perrott , Spencer Drinkwater			
<b>2.</b>	<b>Notes of last meeting</b>				
		The minutes of the previous CATG meeting held on 12 <sup>th</sup> March 2019 were agreed at the Area Board meeting of 7 <sup>th</sup> May 2019 These can be viewed via the link below.  <a href="#"><u>Malmesbury Area Board 7th May 2019 minutes</u></a>			
<b>3.</b>	<b>Financial Position</b>				

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>Budget 2019-20</p> <ul style="list-style-type: none"> <li>£13,360.00 - CATG allocation 2018-19</li> <li>£6,858.60 - Underspend from 2018-19 (Inc. committed schemes)</li> <li>£3,025.00 - Agreed 3<sup>rd</sup> party Contributions</li> <li><b>£23,243.60</b> Total Budget 2019-20</li> </ul> <ul style="list-style-type: none"> <li>Committed schemes 2019/20 £7,700.00 (incl. carry forward schemes from 2018-19)</li> </ul> <p><b>Current Balance £15,543.60</b></p>			
<b>4.</b>	<b>Top 5 Priority Schemes (Priority 1)</b> Issues shown in GREY are <u>live</u> priority 1 schemes where work has been agreed / orders have been issued but awaiting implementation.				
a)	<p><b>Issue <u>4391 / 4660</u></b></p> <p>Proposal to CATG for traffic management measures in Oaksey. Letter, dated May 2016 from Richard Moody, Chair Oaksey Parish Council.</p>	<p><b>Priority 1.</b></p> <p>12/06/17 MR presented revised scheme elements and provided provisional estimate of costings. Agreed to put forward as substantive bid for 2017/18 and make provisional allocation of £5,000.</p> <p>Option of shared use space outside PO to be further investigated and costed. Oaksey PC have confirmed they have made a financial provision for contribution future highway works. Amount of contribution re. substantive bid TBC</p> <p>12/09/17. Confirmed as substantive bid for 2017-18. Deadline for submission 29/09/17. PC contribution agreed at £10,000.</p>	<p><b>11/06/19</b></p> <p>Works programmed for October 19. 4 weeks temp road closures. Design scaled back due to increasing costs. Predicted overspend approx. £21,000</p>	<b>1.</b>	MR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>5/12/17 Substantive bid successful. Total agreed funding of <b>£43,700.00</b>. Implementation 2018/19.</p> <p>MR update 27/03/18 Traffic Orders to be advertised in Summer 18. Works to commence on 20 zone, decluttering and raised junction summer 18. Implementation late 2018 / early 2019</p> <p>12/06/18 Traffic Orders to be advertised in Summer 18. Implementation late 2018 / early 2019</p> <p>11/09/18. 20mph zone and raised junction to be formally advertised 30/08/18 to 24/09/18</p> <p>Update 26/11/18. Objections to 20mph zone dealt with via Cabinet member report. Orders issued for decluttering works including electrics (£15423) and 20 zone (£7318). Raised table £30k +. Predicted overspend of £20k+</p> <p>12/03/19. Meeting with Parish Council in Feb 19. Works programmed for late summer 19</p> <p>Stage 2 Road Safety audit taken place. A number of issues require resolving. Complaints have been received from local residents. PC to carry out local consultation.</p>			
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

b)	Issue <a href="#">5532</a> Pinkney	<p>Request for reduction in speed limit on B4040 Pinkney from 40mph to 30mph <a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p>12/09/17 Metro count requested and should be in place within next 2-3 weeks. Road assessment of the road would be completed by Atkins which costs £2.5k. B4040 last assessed 2009/10 with recommendation of 40mph to remain. No further development, so probably no change in recommendation. Following the recent accident the Police report: speed was one of the accident factors. Replacement signs have been ordered and will be installed asap. SC: junction is just on stopping distance limit at 40 mph. Sight lines need to be considered and move the entry to the limited area needs to be moved. Top dressing has not improved condition of the carriageway. JT: skid test needed? Re-surfacing removed the orange pad gateway which has exacerbated the speeding issue. Check if it will be replaced. Speed data to be reported back following the metro count. Check sight lines from side roads based on metro count results.</p> <p>5/12/17 Metro count: 85% ile 42.7mph Mean = 37.5mph Site visit undertaken. Findings to be reported to CATG. Path to be cleared, new crossroad sign to be added closer to the junction and replace the existing sign to improve reflectivity. Plan and costing to next meeting</p> <p>MR update 19/03/18 Awaiting signing plan and costing to be prepared. Move to Priority 1.</p> <p>12/06/18 Signing plan and costing to be prepared. Anticipated cost £2,800. PC contribution of 30% (£840) to be requested.</p>	<p><b>11/06/19</b> Works order issued. Awaiting implementation. Change made to warning sign.</p>	1.	MR
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>11/09/18 Plan of proposal issued to Sherston PC on 23/07/18.</p> <p>26/11/18 Matter to be discussed by Sherston PC at November meeting o response to date. MR to Speak to Cllr Thomson.</p> <p>Update 04/12/18 Sherston PC are happy to proceed with scheme. An 'accompanied horses' sign had disappeared and requested to be replaced at the same time.</p> <p>MR to talk to maintenance re the current possible skid risk on the road after recent surface dressing work.</p> <p>12/03/19 Works ordered and awaiting programming. Likely April /May 19</p>			
c)	<p><u>Issue 3699 / Issue 4260</u> <u>Issue 4677, 5602</u></p> <p>Road safety concerns about Bristol Street, Malmesbury submitted 8/11/2014</p> <p>The Triangle grid ref ST 930 874. Junction layout at the Triangle War Memorial. submitted 30/09/15</p> <p>Speeding Along Gloucester Road Malmesbury Submitted 04/06/16</p>	<p>Requested change of priority and removal of carriageway restrictions at the commencement of the 20mph zone. MR to do site visit – review at June CATG</p> <p><u>11/10/16 Issue remains</u> Priority 2 scheme. Meeting required with Malmesbury TC representative to agree terminal points due to number of streets involved. Awaiting allocation to Priority 1. Before further work can take place.</p> <p>07/02/17 Priority 2 scheme. Awaiting allocation to Priority 1. Before further work can take place.</p> <p>Site visit between respective parties required to discuss requirements and limit extents.</p> <p>07/02/17 Priority 2 scheme. Awaiting allocation to Priority 1. Before further work can take place. Site visit between</p>	<p><b>11/06/19</b> Meeting with Roger Budgen and Cllr Grant April 4<sup>th</sup>. Extents of extended 20mph zone agreed.</p> <p>Malmesbury TC agreed at their May P&amp;E meeting not to extend the areas into Gloucester road / Burnham road but concentrate on Bristol Street (Terminal point east of Bremilham Road)</p> <p>Changes to the Triangle to be looked at separately with a view to possible relocation of the war memorial and</p>	<b>1.</b>	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>respective parties required to discuss requirements and limit extents. 07/06/17 Issue remains at Priority 2. Agreement required on extent of 20mph zone and issue relating to strategic status of Bristol Street to be discussed.</p> <p>12/09/17. Priority 2 issue remains on hold. GG: Parklands also has an issue with HGVs which causes concern. Local community urged to report offending vehicles.</p> <p>This issue forms part of one major area wide issue. Matter to be considered as part of a package of wider measures for possible substantive bid in 2018/19.</p> <p>5/12/17 Priority 2 On hold. Issues to be brought together in single scheme to extend 20mph zone</p> <p>MR update 27/03/18. On hold. Possible substantive bid for 18/19</p> <p>12/06/18. Possible substantive bid for 2018/19. Residents have requested an extension to the 20mph zone to cover Gloucester Road / Bristol Road. Cllr Grant, RB and MR site visit to discuss and define area. Move to Priority 1</p> <p>11/09/18 Substantive bid submitted. If successful provision for £3,000 from 2019/20 budget required.</p> <p>04/12/18 Substantive bid unsuccessful. Topo survey required at Triangle to enable design work. Walk around the area to be undertaken to confirm options. Cost in the region of £1200 for Topo, 50% contribution to be sought from TC</p>	<p>wholesale changes to the road layout. Possible substantive bid for 2020/21</p> <p>TRO for 20 zone extension to be linked with Ingram Street issue. (No entry to Cross Hayes car Park)</p>		
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		12/03/19 Update Cost of topo £1400. 50% contribution from TC. Topo received. Site meeting to be arranged for April 4 <sup>th</sup> 2019 to discuss issues			
d)	Issue <a href="#">5438</a> Brinkworth. Submitted 16/06/17	Request for new footways along the B4042 from Causeway end at west of village to Box Bush at eastern end.  Google image <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a>  5/12/17 Meeting has taken place and areas of interest identified. Topo survey costs to be established. Possibly a future substantive bid application.  27/03/18. The quotation for a topo survey at site 1 is £1950+VAT. The quotation for a topo survey at site 2 is £3350+VAT. On hold pending possible 2018/19 substantive bid.  12/06/18. Possible 2018/19 substantive bid. Topo survey needed to establish cost and prepare for substantive bid. Parish Council to be asked to cover 50% of the cost. Agreement with PC to split into 2 phases. If topo costs agreed, move to Priority 1  11/09/18. Topo cost of £3350 agreed and order placed. Substantive bid submitted for Phase 2. If successful provision for £3,000 from 2019/20 budget required.  04/12/18 Substantive bid unsuccessful. Topo received. Design work required in 2019/20. Project to proceed in stages with another substantive bid next summer. PC to contribute £5k per stage	<b>11/06/19</b> Design work required in advance of July/ August Substantive bid process Work in progress	<b>1.</b>	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		12/03/19 Design work required in advance of 2019/20 substantive bid.			
e)	<a href="#">6344</a> B4041 Brokenborough	<p>Verge besides our garden 1/ 2 Gilboa Cottages on the bend is being eroded by vehicles including HGV and agricultural the road surface has also subsided we are very worried as we have had another vehicle crash through our hedgerow and fence. We have had 3 cars in our garden since we moved here in 2001. I'm a homeowner you the authority have the power and tools to control speeding traffic, educating road users.  <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p>12/06/18 Possible signing and road marking improvements. Design / costs to be prepared and presented to next meeting for discussion.</p> <p>11/09/18 Site visit to be undertaken. MR to report to December 2018 meeting</p> <p>04/12/18 Option for signing improvements to bend limited. Option to renew bend warning sign with 'reduce speed now' supplementary plate. Cost £500. Agreed. PC contribution to be confirmed. Move to P1. Carriageway repairs not yet completed. MR to speak to Matt Perrott.</p>	<p><b>11/06/19</b>            Sign order outstanding. Likely June 19. MP to give update on C/way repairs</p>	1.	

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		12/03/19. Sign order to be placed early in 2019/20 financial year. MP - outstanding c/way repairs due Mar/ April 2019			
f)	<b>No Issue no.</b> Athelston Road / St Aldhelm Road waiting restrictions	12/03/19 Athelstan Road, Malmesbury. Access for emergency vehicles hampered by poor vehicle parking. Likewise visibility restricted at junction. Short term: Request Police presence to ticket as the parking is against Highway Code. Long term: Waiting Restrictions required at junction. Cost in the region of £3,000. Town Council to fund 50% of cost.	<b>11/06/19</b> Site meeting has taken place and extents of restriction agreed. A further '2' outstanding WR sites at St Bernard Lovell Rd and Lipman Way, Cowbridge have been raised. These sites can be combined with Athelstan Road at no extra cost.	1.	
<b>Priority 2 / Other Priority issues</b>					
a)	<u>Issue 4317 / Issue 4786 (not logged)</u>  Burton Hill SN16 0EW. Dangerous levels of speed on A429 in 40 mph speed limit area between Malmesbury PCC and Grange Lane to Startley Seagry	Metro count Requested. To be left on list – further review next meeting.  Metro count results: 85 <sup>th</sup> percentile = 51.0mph, Mean speed =44.9mph  14/06/16 Results show that the criteria is not met at this stage for CSW. Planned development in 40mph zone will cause concerns, but area does not meet criteria for reduction to 30 mph limit.	<b>11/06/19</b> Issue on-hold pending future development.	<b>2</b>	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	<p>Submitted 02/11/15</p>	<p>Carriageway Roundels could be implemented to support 40 limit £2k provisionally allocated subject to MTC approval of 30% contribution.</p> <p>Police enforcement is also required – AB issue. Priority 2</p> <p>11/10/16 Proposed '40mph roundels (cost £2k) provisionally allocated subject to confirmation of MTC contribution. Issue currently on hold pending further discussion of speed limit changes with RB (MTC). Awaiting allocation to Priority 1.</p> <p>07/02/17 - Estimated cost of speed limit changes and 40 roundels £5000. Issue currently on hold. Extent of proposed extension to 30mph speed limit to be agreed.</p> <p>07/06/17 Awaiting allocation to Priority 1. Before further work is carried out. Cabinet Member approval required before further assessment of 30mph can be undertaken due to 'A' class status of road.</p> <p>12/06/17 Item to remain as priority 2 pending outcome of likely planning application and possible Section 106 monies.</p> <p>12/09/17. Priority 2 issue remains on hold pending outcome of proposed development on A429. Also refer to issue 4786 below. Further development may fund this change.</p> <p>19/03/18. On hold pending future development 11/09/18. Issue on-hold pending future development 12/03/19- Issue on-hold pending future development</p>			
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

b)	<p><u>Issue 4948</u> Park Road, Malmesbury. Submitted 18/10/16</p>	<p>Request for formal pedestrian crossing on Park Road between Willow View Close and Gloucester Road</p> <p><a href="https://www.google.co.uk/maps/place/Willow+View+Cl">https://www.google.co.uk/maps/place/Willow+View+Cl</a></p> <p>07/02/17 Lollypop lady has retired and no replacement in place as school unable to recruit. Consider OCM advert. No natural site for a pedestrian crossing and likely to lack required numbers at this time. This could change pending outcome of Backbridge Farm planning application. CATG does not support request at this time.</p> <p>12/06/17- Issue on hold. No action at present time. Issue may progress further if Backbridge Farm development goes ahead.</p> <p>12/09/17_ Issue on hold</p> <p>5/12/17 Issue remains on hold pending future development. 11/09/18. Issue on-hold pending future development 12/03/19 Issue on-hold pending future development</p>	<p><b>11/06/19</b> Issue on-hold pending future development.</p>		
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	<p>Issue <a href="#">5134</a> / <a href="#">5408</a> Sandpits Lane / Green Lane - Sherston</p> <p>Issue <a href="#">5288</a> Easton Town, Brook Hill, Church Street Sherston Submitted 12/04/17</p>	<p>Green Lane Sherston. Dangerous junction with Sandpits Lane speeding on lane assumed by residents to be school traffic. Parking at school end of Lane.</p> <p>Speeding traffic both ways on Sandpits Lane in Sherston. This is a constant problem as the lane is a cut through to avoid the village and is used by cars trucks and agricultural vehicles as well as many pedestrians. The current speed limit is 30 mph which I believe is too high as poses a risk to children pets or cars exiting driveways and people walking along the lane.</p> <p>Traffic speeding through Sherston especially in the morning and especially in Easton Town and approaching Brook Hill. <a href="https://www.google.co.uk/maps/Brook Hill, Sherston">https://www.google.co.uk/maps/Brook Hill, Sherston</a></p> <p>12/06/17 Metro-counts to be undertaken on Easton Town, Brook Hill and Church Street with view to possible formation of CSW.</p> <p>12/06/17 Metro-counts to be undertaken on both Sandpits lane and Green Lane.01/03/19 Update. Issue remains on-hold pending outcome of imminent neighbourhood plan</p> <p>12/09/17. Metro-counts programmed for September / October 17. Report results back to future meeting. Awaiting outcome of Neighbourhood Plan process before further action is considered. 5/12/17 Issues on hold pending outcome of neighbourhood plan. No further action at this stage.</p> <p>MR update 19/03/18 Issues on hold pending outcome of neighbourhood plan. No further action at this stage.</p>	<p><b>11/06/19</b> On-hold pending recommendations to neighbourhood plan. Passed and supported at referendum.</p>	2.	
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		01/03/19 Update. Issue remains on-hold pending outcome of imminent neighbourhood plan			
d)	<a href="#">5980 6066</a> Ingram Street, Malmesbury	<p>Request for One way operation on Ingram Street  <a href="https://www.google.co.uk/maps/Ingram St">https://www.google.co.uk/maps/Ingram St</a></p> <p>27/03/18 Residents attended meeting and expressed concerns re. Increase in traffic speed &amp; inconvenience to residents. Change traffic movement at car park to remove benefit for traffic using Ingram Street. Legal order required, cost in excess of £3k plus signage illumination. TC: Review at next meeting.</p> <p>12/06/18 Changes to exit / egress on Market Lane (No entry) to be included with future work to extend 20mph zone Gloucester Road/Bristol Street to reduce legal costs.</p> <p>11/09/18- On hold. No further action at this stage. Members agreed to make the two way access at Cross Hayes Car park 'exit only' 'No entry' requires statutory advertisement. To be progressed with issue 3699</p>	<p><b>Update 05/06/19</b>            To be progressed with issue 3699 to reduce legal costs. Parking Services have no objections.</p> <p>Linked with <u>Issue 3699 / Issue 4260 Issue 4677, 5602 Above</u></p> <p>50% funding sought from Town Council. TBC</p>	<b>2.</b>	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

e)	<p><a href="#">6177 6184</a> A429 Corston</p>	<p>Dangerous bend Corston. 2 recent collisions. Request for more signs more chevrons, flashing signs. SID  <a href="https://www.google.co.uk/maps/Corston">https://www.google.co.uk/maps/Corston</a></p> <p>27/03/18 Currently in place full gateway, SLOW x 2 with transverse bars, warning sign with 'Reduce speed now' yellow backed chevron sign on bridge. Permanent interactive signage £5k, plus power, SID temporary. Recommend further shallow mount chevrons on the bridge. RB to take to PC.</p> <p>12/06/18. The cost estimate is £1,850.00          Investigate possibility of including improvement works as part of pedestrian crossing installation. MR and JT to investigate terms of Section 106 agreement.</p> <p>Slit trenches needed to investigate location of services.          Crossing work likely to happen at the end of the calendar year.</p> <p>06/09/18 Extent of works to be agreed with PC. Funded by S106 monies. Agreement given by Hills Homes for re-direction of monies. No cost to CATG</p> <p>04/12/18 Order for additional chevrons raised. Signage to be installed asap. Puffin crossing works commencing 27th November for 4 weeks. Crossing switch on in new year.          Signage – new warning sign to be erected in advance of new crossing</p> <p>12/03/19 update Puffin Crossing commissioned Jan 19.</p> <p>Awaiting installation of new Chevron signs at Mill Lane bend.          MR to check remaining budget with regards to HFS</p>	<p><b>11/06/19</b>          New Chevron signs installed.          Funded by Section 106 monies. HFS no longer required due to imminent surface dressing works.</p> <p>Issue closed. Remove from next tracker</p>	<p><b>1.</b></p>	
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

f)	<p><a href="#">6314</a> Lea village</p>	<p>Speeding in Lea outside of school. Request to catch regular speeder and set up CSW.</p> <p>12/06/18 Speed data required. 20 zone may be considered as part of updated school travel plan. Issue to be referred back to Parish Council to establish initial support.</p> <p>06/09/18 Awaiting results of SDR's (2 sites) Group noted there is a current planning application for a new school in the village.</p> <p>04/12/18 SDR data Site 1 - Outside Barclay House 85th percentile 36mph, Average 30mph</p> <p>Site 2 Outside 'The Croft' 85th percentile 34mph, Average 29mph</p> <p>12/03/19 update. On hold pending school planning application</p>	<p><b>11/06/19</b> Issue remains on hold pending school planning application</p>	2.	
g)	<p><a href="#">6520</a> West Street, Great Somerford</p>	<p>Lack of a footpath on the north side of West Street Great Somerford between the Manor Stables and the entrance to Manor Park housing estate. <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p>11/09/18 Footway length approx. 125m which would require piping of existing highway ditch. Permissive path on private land may be possible. TS to discuss options with land owner. 26/11/18 On hold pending discussion between Cllr Sturgis and landowner.</p> <p>04/12/18. Landowner concerned that livestock will be at risk and not in agreement. Ditch is acting as an attenuation pond and has no outfall. On hold</p>	<p><b>11/06/19</b> Proposal not currently supported by adjacent landowner due to flooding concerns. PC to advise next action. On hold.</p> <p>Danny Everett has agreed that the 40m of ditch can be filled appropriately with membrane and gravel. Further work in that area to be undertaken by local PC if they feel this is necessary.</p>	2.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		12/03/19 update. On hold. Parish Council may fund			
h)	<a href="#">6887</a> The Hill - Little Somerford	<p>Cars speeding well in excess of the 30mph limit in Little Somerford particularly outside the Somerford Arms and up The Hill where there is no pavement. As a dog walker I often find myself overtaken by speeding cars with no regard to my place at the side of the road. Having just lost a cat to a speeding motorist this has become a little more personal. There has even been an accident with a speeding car hitting a parked car.</p> <p><a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p>12/03/19 Requester would like to see more 30mph signs painted roads chicanes cameras better street lighting. Site visit to take place and issue reviewed at next meeting</p>	<p><b>11/06/19</b> 30 roundels permissible, however traffic calming in the form of chicanes would require upgrade of street lighting. Speed Cameras no longer in use in Wiltshire. <b>Metro-count Dec 17</b> Mean = 33.9 mph 85% Speed = 40.5 mph. Eligible for CSW</p> <p>No action at present time pending success of CSW scheme.</p>	2.	
i)	<a href="#">6958</a> Luckington	<p><i>'We are looking into having white picket fences on the entrance and exit to Luckington on the B4040. We would like some advice on the placement and positioning on the fences but also would like to know if we could apply for a subsidy for them'</i></p> <p><a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a> <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p>12/03/19. B4040 Sherston Road – Very narrow verge on nearside. Insufficient clearance, B4040 Bristol Road may be Ok. MR arrange meeting</p>	<p><b>11/06/19</b> Site meeting took place May 19. Gates not feasible due to visibility issues. Improved terminal signs possible and designs provided to PC for consideration. On hold pending response from PC</p>		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

6.	New Issues submitted since previous meeting				
j)	<p><a href="#">7109</a> Baydon Road -Traffic Signal Junction of B4040 / B4696</p>	<p><i>'Since the upgrade of traffic lights at the junction of the B4040 and the B4696 junction in Leigh we have been experiencing issues getting into my drive of the highway due to parked cars blocking the entrance as they wait for the lights to turn green this has resulted in impatient drivers tooting horns and making gestures for me to drive away from my own gateway'</i></p> <p>Parish Council does support this but does <u>not</u> plan to contribute financially as the situation has only arisen because of the recent change to the traffic lights and should have been foreseen and dealt with then.</p> <p><a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p>	<p><b>11/06/19</b> Yellow box marking not suitable for this scenario. 'Keep Clear' would discourage obstruction of access. Space between access and stop line may rule this out.</p> <p>Further site visit to made. Possible inclusion to white lining list of ad-hoc works</p>	2.	
k)	<p><a href="#">7124</a> <a href="#">7154</a> Filands / Avenue De Gien</p>	<p><i>'Two paths have been laid either side of a hedge in the Filands Development and in the Avenue De Gien development. I believe it was the developer's intention that these would link up as had been previously agreed with the council to connect the two estates and make it far easier to walk from one to another. This will promote walking in the area and reduce car traffic as there is no other walkable cut through'</i></p>	<p><b>11/06/19</b> Rights of way team investigating</p> <p>On hold until developer completes the final stage of work there</p>		
l)	<p><a href="#">7307</a> Southside Cottage Corston</p>	<p><a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p><i>'There is no pavement / footpath from the entrance / exit to Southside Cottage Corston to permit pedestrians to safely walk the twenty yards north to Radnor Close where vehicles can be parked. A narrow and uneven grass verge is bordered either side by the busy A429 and a deep water-filled culvert. The</i></p>	<p><b>11/06/19</b> Trial pit required.</p> <p>Topo investigations to be made prior to design. S104 footpath funding may be available</p>	1.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<i>situation is hazardous for adults but extremely dangerous for small children even when accompanied'</i>	Move issue to Priority 1 but no funding allocation at this stage		
m)	7-19-1 Ashton Keynes	<p>Ashton Keynes Parish Council would like to install a SID to help reduce speeding at know hot spots. Liaising with CSW team and Police the most appropriate location has been identified and this has been confirmed by Wilts Highways. Supporting documents on location, device and Request is in attachment Appendix 1.</p> <p>Request 1 – Installation of Support Pole = £688.45 Request 2 – Purchase of SID = £1962.00</p>	<p>11/06/19 Purchase of SID not possible through CATG. Area board grant may be possible.</p> <p>SID post can be funded</p> <p>Agreed to move to priority 1 with 25% contribution from PC</p>	1.	
n)	<a href="#">7025</a> Easton Grey	<p>The speed of vehicles trailing through Easton Grey is not compatible with the National Speed limit that is currently serving the village. The village is categorised as a conservation area and has no side walk for pedestrians and also has cars serving the properties that open on to the road parked along the side of the road making it only passable for a single car. We regular have the bridge damaged due to speeding drivers not being able to brake quickly enough to avoid an accident. This costs Wiltshire Council tax payers unnecessary repair costs on an annual basis. Speed limit review in village with speed monitors and signage.</p>	<p>11/06/19 MR / JT to meet with Henry Jodrell from Easton Grey PC to assess the situation to consider any necessary action</p>	2.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	No issue - B4042 Brinkworth	Speed limit Roundels / sign request	11/06/19 Re-submit to system for lining to be completed (£2,614 max, final figure may be approx. £500 less) 50% PC input Move to Priority 1	1.	
<b>7.</b>	<b>Other items -</b>				
	<ol style="list-style-type: none"> <li>1. Norton and Foxley Issue re. Speeding. Awaiting metro count results. Report to next meeting</li> <li>2. Minety - Virtual speed bumps – are they an option?</li> <li>3. Lea Crabmill Lane - road markings not reinstated following SD works. MR to Chase MP.</li> <li>4. SID effectiveness assessment. Minety have offered to contribute data if asked. Findings will help formulate the new SID policy.</li> <li>5. Webbs Way – Enforcement of parking restrictions. Roger Budgen to speak to Jo Pattison.</li> </ol>				
<b>8.</b>	<b>Agreement of Priority 1 schemes (max no. 5 schemes to be progressed at any one time)</b>				
	<ol style="list-style-type: none"> <li>1. 4391 / 4660 20 zone / Traffic management measures in Oaksey</li> <li>2. 5532 Pinkney Signs / road markings</li> <li>3. 3699 / 4260/ 4677/ 5602 Bristol Street 20 zone extension / No Entry Cross Hayes Car Park Cost £5,000 (CATG - £2500 TC - £2500)</li> <li>4. 5438 Brinkworth Footway Phase 1 – Outline Design Work</li> <li>5. 6344 B4041 Brokenborough Gilboa Cottages - Warning Sign / road markings</li> <li>6. No issue no. - Athelstan Road, St Aldhelm Road / St Bernard Lovell Road WR's - Cost <b>£3,000.</b> (CATG £1500, TC £1500),</li> <li>7. 7-19-1 Ashton Keynes SID Pole <b>Cost £588.64</b> (CATG £516.34, PC £172.11)</li> <li>8. 7307 Southside Cottage Corston. (Cost to be established and considered at next meeting. Likely funding by S.106 monies)</li> </ol>				

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	<p>9. <b>No issue - B4042 Brinkworth – Carriageway Roundels and signing. Cost £2,614.00 (CATG £1307, PC £1307)</b></p> <p>Issues shown in GREY are <u>live</u> priority 1 schemes where design work has been agreed / orders have been issued but awaiting implementation.</p>
9.	<b>Date of Next Meeting:</b>
	<b>3rd September 2019 - Riverside Community Centre 6pm</b>

### Malmesbury Community Area Transport Group

#### Highways Officer – Martin Rose

#### 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 Malmesbury Area Board.  
 2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Malmesbury Area Board will have a remaining Highways funding balance of **£11,220.26** (See APPENDIX 1 below)

#### 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.

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

**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

<b>MALMESBURY CATG</b>		<b>11th June 2019</b>
<u>FINANCIAL SUMMARY</u>		
<b>BUDGET 2019/20</b>		
	£13,360.00	CATG ALLOCATION 2019/20
	£6,858.60	2018-19 underspend
3rd party Contributions		
	£700.00	Sherston PC Pinkney
	£700.00	Malmesbury TC topo Survey @ The Triangle
	£125.00	Brokenborough PC Gilboa Cottages
	£1,500.00	Malmesbury TC WR 50% contribution
	£2,500.00	Malmesbury TC - 20 zone ext TBC
	£172.11	Ashton Keynes PC SID post
	£1,307.00	Brinkworth PC roundels
<b>Total Budget 2018-19</b>	<b>£27,222.71</b>	
<b>Scheme Commitments carried forward from 2018-19</b>		
B4040 Pinkney Signs / Road Markings	£2,800.00	Estimate
Brinkworth Footway Phase 1	£0.00	CATG substantive bid £3,000 in 2019/20 if successful
Topo survey Malmesbury The Triangle	£1,400.00	50% contribution from TC
B4041 Brokenborough Gilboa cottages Warning Sign /SLOW	£500.00	PC contribution to be confirmed
<b>New Schemes 2019-20</b>		
Athelston Road / St Aldhelm Road WR / Cowbridge	£3,000.00	TC contribution 50%
Ashton Keynes SID Pole.	£688.45	
Malmesbury 20mph zone extension on Bristol Road. / No entry at Cross Hayes car park.	£5,000.00	50% contribution from MTC to be confirmed
Brinkworth Roundels / signs to Village Hall / Recreation Ground	£2,614.00	50% contribution from BPC to be confirmed
A429 Corston Footway (south of Radnor Park)	£0.00	Cost to be established. Possibility of using S106 monies
Total commitment	<b>£16,002.45</b>	
Remaining budget	<b>£11,220.26</b>	
<b>Completed Schemes</b>		