

# AGENDA

**Meeting:** Pewsey Area Board  
**Place:** The Vale Community Campus, Wilcot Road, Pewsey, SN9 5EW  
**Date:** Monday 8 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 Jerry Kunkler, Pewsey  
Cllr Paul Oatway QPM, Pewsey Vale  
Cllr Stuart Wheeler, Burbage and The Bedwyns

## **RECORDING AND BROADCASTING NOTIFICATION**

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### **Parking**

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**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 the Chairman</b> <i>(Pages 7 - 8)</i></p> <p>To elect the Chairman of Pewsey Area Board for the forthcoming year.</p>	<b>7.00 pm</b>
<p>2     <b>Election of Vice-Chairman</b></p> <p>To elect the Vice-Chairman of Pewsey Area Board for the forthcoming year.</p>	
<p>3     <b>Welcome and Introductions</b></p> <p>The Chairman will welcome those present at the meeting.</p>	<b>7.05 pm</b>
<p>4     <b>Apologies for Absence</b></p>	
<p>5     <b>Minutes</b> <i>(Pages 9 - 28)</i></p> <p>To confirm the minutes of the meeting held on 20 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 29 - 34)</i></p> <p>The Chairman will make the following announcements:</p> <ul style="list-style-type: none"> <li>• Healthier Communities</li> <li>• Winter Weather Preparations</li> <li>• Highways Improvement Traffic Survey Requests</li> </ul>	<b>7.10 pm</b>
<p>8     <b>Partner Updates Part 1</b> <i>(Pages 35 - 40)</i></p> <p>To receive any updates from partner organisations:</p> <ul style="list-style-type: none"> <li>• Wiltshire Police</li> <li>• Dorset and Wiltshire Fire and Rescue</li> </ul>	<b>7.20 pm</b>
<p>9     <b>Appointment to Working Groups and Outside Bodies</b> <i>(Pages 41 - 60)</i></p> <p>To make appointments to Working Groups and Outside Bodies for the forthcoming year:</p> <p>Outside Bodies</p> <ul style="list-style-type: none"> <li>a) Partnership for Older People in Pewsey (POPP)</li> <li>b) Pewsey – The Vale Health and Wellbeing Centre</li> <li>c) Pewsey Community Area Partnership (PCAP)</li> </ul>	<b>7.30 pm</b>

	Working Groups	
	<ul style="list-style-type: none"> <li>a) Community Area Transport Group (CATG)</li> <li>b) Local Youth Network Management Group</li> <li>c) Health and Wellbeing Group</li> </ul>	
10	<p><b>Community Engagement Manager Update</b></p> <p>To receive an update from our Community Engagement Manager, Richard Rogers.</p>	<b>7.40 pm</b>
11	<p><b>Update on the Working Groups and Projects</b> (<i>Pages 61 - 94</i>)</p> <ul style="list-style-type: none"> <li>a) Local Youth Network – Cllr Jerry Kunkler</li> <li>b) Health and Wellbeing – Cllr Stuart Wheeler</li> <li>c) Community Area Transport Group - Cllr Jerry Kunkler</li> </ul>	<b>7.50 pm</b>
12	<p><b>Community Area Grants</b> (<i>Pages 95 - 104</i>)</p> <p>To consider two applications for Community Area Grants, as follows:</p> <ul style="list-style-type: none"> <li>• Woodborough Parish Council Conversion of the Woodborough ex BT Telephone Kiosk - £440</li> <li>• Upavon Bellringers Upavon St.Marys bellropes - £500</li> </ul> <p>To consider an application for Health and Wellbeing funding:</p> <ul style="list-style-type: none"> <li>• PCAP Memory Café Armchair Exercise Pilot in Pewsey - £1600</li> </ul>	<b>8.05 pm</b>
13	<p><b>Partner Updates Part 2</b> (<i>Pages 105 - 106</i>)</p> <p>To receive updates from partner organisations:</p> <ul style="list-style-type: none"> <li>• Spotlight on Parishes</li> <li>• Pewsey Community Area Partnership</li> <li>• HealthWatch</li> <li>• NHS Wiltshire Clinical Commissioning Group</li> </ul>	<b>8.20 pm</b>
14	<p><b>Urgent items</b></p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	
15	<b>Future Meeting Dates and Close</b>	<b>8.30 pm</b>

The next meeting of the Pewsey Area Board is scheduled for 02 September 2019, 7pm at Woodborough Club, Smithy Lane, Woodborough, SN9 5PL.

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## 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.

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# MINUTES

**Meeting:** PEWSEY AREA BOARD  
**Place:** Coronation Hall, East Grafton, Village Green  
**Date:** 20 May 2019  
**Start Time:** 7.00 pm  
**Finish Time:** 8.15 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 Jerry Kunkler, Cllr Paul Oatway QPM and Cllr Stuart Wheeler

### **Wiltshire Council Officers**

Richard Rogers (Community Engagement Officer) and Craig Player (Democratic Services Officer)

### **Parish Councils**

Alton Parish Council – Steve Hepworth  
Charlton and Wilsford Parish Council – Neil Golding  
Chirton and Conock Parish Council – Paul Miles  
Easton Royal Parish Council – Margaret Holden  
Pewsey Parish Council – Curly Haskell  
North Newton Parish Council – Tom Ellen  
Shalbourne Parish Council – Mike Lockhart  
Wilcot and Huish Parish Council – Dawn Wilson  
Woodborough Parish Council – John Brewin

## **Partners**

Wiltshire Police – Deputy Sergeant Pete Foster and Deputy Police and Crime Commissioner Jerry Herbert

Wiltshire Fire and Rescue – Station Manager East Wiltshire Dave Adamson

**Total in attendance: 34**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
30	<p><u>Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting and introduced the Area Board Members and Council officers.</p>
31	<p><u>Apologies for Absence</u></p> <p>Apologies for absence had been received from Alex Carder (Pewsey Parish Council).</p>
32	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 11<sup>th</sup> March 2019 were agreed as a correct record and signed by the Chairman.</p>
33	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
34	<p><u>Chairman's Announcements</u></p> <p>The Chairman noted that the minutes of the last Community Area Transport Group (CATG) meeting on 5<sup>th</sup> March had not been circulated. Since all CATG members and Councillors were present, its recommendations were adopted and a copy of the meeting's minutes are attached.</p> <p>The Chairman then drew attention to the following verbal and written announcements available in the agenda pack:</p> <ul style="list-style-type: none"> <li>• Community Led Housing Project</li> <li>• Homelessness Strategy Consultation</li> <li>• The Maltings and Central Car Park Masterplan Consultation</li> <li>• North Wessex Downs Walking Festival</li> <li>• Pewsey Housing Needs Survey</li> <li>• OVO Cycle Races in Salisbury</li> </ul>
35	<p><u>Partner Updates Part 1</u></p> <p>a) <u>Wiltshire Police</u> – the following points were noted:</p> <ul style="list-style-type: none"> <li>• While burglaries were not common, residents were encouraged to be vigilant and report any ongoing suspicious activity to 999.</li> <li>• PC Beth Butwell had taken the role of Community Coordinator for Wiltshire East.</li> <li>• The police receive fortnightly updates from the Community Speed Watch</li> </ul>

	<p>Teams with specific areas to target and residents were encouraged to report any driving considered to be unsafe directly to 101 with the vehicle registration details.</p> <p>b) <u>Wiltshire Fire and Rescue</u> – the written report and following points were noted:</p> <ul style="list-style-type: none"> <li>• The Fire Service continue to offer Safe and Well visits to residents.</li> <li>• The Pewsey Fire Station had a proactive Facebook account and residents were encouraged to follow the page.</li> <li>• Incidents of note include a multi appliance thatch fire in Milton Road, Pewsey, a multi appliance thatch fire in Coate, Devizes and a caravan fire involving cylinders at the Woodbridge Inn, North Newnton.</li> </ul>
36	<p><u>Community Engagement Manager Update</u></p> <p>Richard Rogers, Community Engagement Manager, gave an update on youth provision in the Pewsey area and The Open Blue Bus Project.</p> <p>The Area Board also 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>
37	<p><u>Update on the Working Groups and Projects</u></p> <p>a) <u>Local Youth Network</u> – the following points were noted:</p> <ul style="list-style-type: none"> <li>• That the LYN was working with the Open Blue Bus to deliver opportunities to young people in isolated communities.</li> </ul> <p>b) <u>Health and Wellbeing Projects</u> – the following points were noted and the minutes of the previous Health and Wellbeing Group meeting are attached:</p> <ul style="list-style-type: none"> <li>• Further requests to parishes, especially the larger ones such as Burbage and Great Bedwyn, will be made for asset mapping.</li> <li>• A pilot for the Armchair Exercise Initiative had been proposed to run a pilot for 12 weeks every two weeks at Bouverie Hall.</li> <li>• Mind has been identified to run mental health training for 16 members of school staff.</li> <li>• Uptake on the Access walk for the Great Bedwyn Walks Group had been good and other guided walks were available.</li> </ul> <p>c) <u>Community Area Transport Group</u> – the following points were noted:</p> <ul style="list-style-type: none"> <li>• The next meeting of the CATG is on 5<sup>th</sup> June 2019 at Pewsey Parish</li> </ul>

	Council Office.
38	<p><u>Milton Lilbourne Church</u></p> <p>Anne and Chris Wardell gave an update on the Church Bells Project, which has previously been given grant funding by the Area Board.</p> <p>Matters highlighted in the course of the presentation and discussion included: the process for fitting the new bell frame and bells; how the bells will be maintained and how long they will last and the test ring band.</p>
39	<p><u>Community Area Grants</u></p> <p>The Area Board considered four applications for Community Area Grant funding.</p> <p>The Chairman invited the local Councillor to introduce each application, following which a representative of the applicant was given an opportunity to give a brief overview of their project to the Area Board.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li><b>1. To award Wootton Rivers Village Hall - £2072.12 for the refurbishment of its toilet/cloakroom facility</b></li> <li><b>2. To award Ham Village Hall - £2000 for its doors and windows</b></li> <li><b>3. To award Burbage and Easton Royal Cricket Club - £2000 for outfield levelling</b></li> <li><b>4. To award Upavon Village Hall - £977.40 to update and replace its fire alarms and lighting</b></li> <li><b>5. To award Pewsey PCC - £2000 for the St Johns Projector Screen Project</b></li> </ol>
40	<p><u>Partner Updates Part 2</u></p> <p>a) <u>HealthWatch</u> - the written update was noted.</p> <p>b) <u>Pewsey Area Partnership (PCAP)</u> – the following points were noted:</p> <ul style="list-style-type: none"> <li>• TransWilts were meeting in Chippenham, Taunton and Bristol with various partners in the coming weeks.</li> <li>• Residents were encouraged to take part in the North Wessex Downs Walking Festival in June.</li> </ul> <p>c) <u>NHS Wiltshire Clinical Commissioning Group</u> - the written update was noted.</p>
41	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

42

Future Meeting Dates and Close

It was noted that the application for a skateboard park in Pewsey had been withdrawn as it looked likely to be rejected on environmental grounds. Work is ongoing to identify a suitable alternative site.

The next meeting of the Pewsey Area Board is scheduled for 8<sup>th</sup> July 2019, 7pm at The Vale Community Campus, Wilcot Road, Pewsey, SN9 5EW.

The Chairman thanked everyone for attending.

## PEWSEY VALE HEALTH & WELLBEING FORUM

Minutes of the meeting on May 9th 2019 2-30 pm at The Library Meeting Room, Pewsey

### MINUTES

**Attending:** Dawn Wilson (PCAP), Cllr Stuart Wheeler (Pewsey Area Board), Richard Rodgers (Wilts Council CEM), Judy Haines (Grt Bedwyn Footpaths), Sylvie Claydon (Occupational Therapist supporting Dementia), Susie Brew (PCAP), Hilary Hollingsworth (Churches) and Nel Light(Home Instead).

**Apologies:** Susan Hiscocks (Kennet Gateway Club), Fanny Middleton (Alzheimer's Support), Sanjana Matthews-Mair (Health Trainer), Pauline Dark (Churches).

1. **Welcome and introductions**-see above. Cllr Wheeler welcomed everyone.
2. **Previous minutes**- *Resolved* that these be accepted.
3. **Update on actions /matters arising** – Most actions completed or ongoing. Specific discussion took place around
  - i. Asset Mapping – Further requests to parishes especially the larger ones such as Burbage and Great Bedwyn will be made by email and following the addition of the Alzheimer's Support Memory Cafe at East Grafton and any offer locally by Wiltshire Wildlife Trust, this list will be shared with the local surgeries and on the PCAP website.  
ACTION: It will be reviewed regularly to keep it up to date by PCAP.
  - ii. Armchair Exercise– Susie, Sylvie and Dawn have progressed this idea. It is proposed to run a pilot for 12 weeks every 2 weeks in the Bouverie Hall on a Friday morning (if available). The sessions will need paid support to make sure those attending are fit enough, to manage the refreshments and the personal data of those attending. Once established fees will be charged to repay setup costs and to facilitate another group if possible. Initial costs of around £1600.00 to include full costs for 12 sessions marketing and admin.
  - iii. Mental Health Training - Dawn identified Mind to deliver a two day certificated course at level 2 for 16 people (cost around £3,000.00). The Area Board have already funded some well-being training with 21st Century which is 1 day and may be a better fit. Dawn (and Richard) to speak to head teachers to finalise this offer and identify dates for staff training and venue for the new term in September.
4. **Grant Applications**-
  - i. The Christmas lunch group (Brian Hollands) in Pewsey asked for a contribution for 2019. The group resolved to make a straight donation of £100.00 with the support of the Area Board. Cllr Wheeler will ask if other villages have a similar offer or if they might have those who could attend in Pewsey.
  - ii. Sylvie suggested that a similar smaller grant is offered to the Bouverie Hall that hosts a number of groups for older and vulnerable people for chairs suitable for those with hip replacements or other issues with low seats.
5. **Update on funded projects**-
  - i. Raizor Chair – Sylvie reported that this equipment had been deployed in Pewsey recently and had saved a trip to the hospital for the recipient for the visit by the First Responder.

- ii. Shalbourne Connect – Susie reported that this group has been set up and has people attending doing crafts or playing board games (by email from Lesley Green).
  - iii. Great Bedwyn Walks Group – Judy reported that uptake on the Access walk is good and other guided walks are available that inform on the archaeology of the area. She also reported 3 new walks leaflets had been printed. She thanked PCAP for supporting them with insurance cover for the guided walks. Contact details: Jude Buckell 07444 642309, [Bedwynhealthwalks@gmail.com](mailto:Bedwynhealthwalks@gmail.com) Facebook page – Bedwyn Health Walks, @bedwynhealthwalks
  - iv. Sanjana reported the Shape Up for Life project was going well at the The Vale (by email).
  - v. Pewsey Vale Tourism Partnership Walking Leaflets for the Vale – Susie reported that the 12 walking leaflets already printed have been well received. They are available in Print and online. Four more leaflets have been produced of the 20 planned and funded by the North Wessex Downs Area of Outstanding Natural Beauty (AONB) and Pewsey Area Board. The length and steepness of the walks are clearly marked. The latest covers Woodborough Circular, Upavon to Rushall via North Newnton, Ham Hill and a Cycling leaflet with four routes from a shorter family route to a route only for the very fit.
6. **Marketing (Forum/Grants/Older Peoples Champion)** – the editorial of around 150 words has been circulated to the Messenger and will now go to all local parish magazines and sites online to help raise awareness of the group and funding available.
- Nell mentioned that her company Home Instead were supporting the Dementia Awareness Week with Afternoon Tea at Rushall on May 22<sup>nd</sup> and a Dementia Friends Session at their Office in the SSI building at Fordbrook Business Centre May 24<sup>th</sup>.

The Chair thanked everyone for attending and closed the meeting at 3-15.

Next meeting on July 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> at 2-30pm – Venue -Pewsey Parish Meeting Room?

**Future dates will be published on the website – [www.pewseycap.org.uk/events](http://www.pewseycap.org.uk/events)**

**Thank you to all who attended and gave up their time.**

**Contact: Susie Brew – PCAP Coordinator [pcap@hotmail.co.uk](mailto:pcap@hotmail.co.uk) or [Dawnwilson917@yahoo.com](mailto:Dawnwilson917@yahoo.com)**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Cllr Stuart Wheeler (Chair)

Privacy: All members present at the meeting agreed that contact information may be shared within the group. Those not attending can ask to be removed as a contact via the email for PCAP above. We also rely on members to inform us if their contact information changes. Membership and consent for sharing within this group will be renewed in **May 2020. ACTION Susie Brew/PCAP**



COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	<b>Pewsey CATG - Date of meeting: 6<sup>th</sup> March 2019</b>			
<b>1.</b>	<b>Attendees and apologies</b>			
Page 97	Present:	P.Deck, T. Eyles, R.Rodger, C.Gale, D.Wilson, C.Hollinsworth, C.Whistler, Mac.McLean, M.Hislop, R.Nethercliffe, P.Oatway, P.Mills, S.Colling,R.Dobson, M.Stansby, J.Kunkler, A.Flack.	Area Board to note.	Cllr Kunkler
	Apologies:	D.Proto, S.Drinkwater,P.Wilson, S.Hepworth, M.Lockhart,C.Creasy.		
<b>2.</b>	<b>Notes of last meeting</b>			
		The minutes of the previous meeting held were agreed at the Pewsey Area Board meeting on the 21 <sup>st</sup> January 2019.  <i>Link can be found at:</i>  <a href="https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=177&amp;MId=11602&amp;Ver=4">https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=177&amp;MId=11602&amp;Ver=4</a>	CATG to note	
<b>3.</b>	<b>Financial Position</b>			
		The balance for 2018 / 19, taking into account all current commitments is -£1,738.78, see Appendix 1. Schemes currently being progressed will be billed during the next financial year.  The amount to be allocated to each CATG for 2019 / 20 is to	Area Board to note.	Cllr Kunkler

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>remain as last year. For Pewsey this amounts to £12,377 giving a working balance of £10,638.22.</p> <p>Any AB surplus funds can be considered for CATG expenditure.</p>		
<b>4.</b>	<b>Top 5 Priority Schemes</b>			
a)	<p><b>Issue 3676</b></p> <p>North Newnton Footway Improvements</p>	<p>The bid for Substantive Funds (£42,964.47) was approved by the Cabinet Member.</p> <p>Preliminary work continues, including discussions with BT. Work is anticipated to commence on the ground late September, for a duration of 6 weeks, under a road closure.</p>	Area Board to note.	Cllr Kunkler
b)	<p><b>Issue 72 &amp; 3718</b></p> <p>Pedestrian access to Pewsey Rail Station</p>	<p>PC are considering a new safer route via Wilcot Rd and a footpath to station. GWR funding awaited, lighting of footpath being investigated. Estimated cost of lights £3Ks.</p> <p>PC to inform Highways (M.Stansby) of where signage is to located (map) and lettering he will advise on size, cost etc.</p> <p>Parish Council to lobby GWR for a reply on funding</p>		<b>PC Highways</b>
c)	<p><b>Issue 91</b></p> <p>Rushall Elm Row – new footway from Church Lane to Bus Stop</p>	<p>A site meeting has been held with the PC, traffic engineers and and a structural engineer in attendance. PC has been considering the two options presented at the last meeting.</p> <p>Update from PC: Landowner happy with Opt 2 with bank sloping back which Highways wish to have in writing before commencing with the detail design.</p>		<b>PC Highways</b>

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

d)	<b>Issue 5563</b>  Burbage Taskers Lane, Eastcourt Road, Eastcourt, Suthmere Drive and Ailesbury Way – request for 20 mph speed restriction	Issue submitted 31/07/17  Plans and schedules have been prepared and submitted to the legal team ahead of public consultation.  Awaiting further action.	Area Board to note.	Cllr Kunkler
e)	<b>Issue 3723</b>  Woodborough – request for footpath provision on C261	The bid for Substantive Funds (£14,000) was approved by the Cabinet Member.  The provisional date for commencement of construction is 28 <sup>th</sup> October for a duration of 3 weeks. It has yet to be determined if a road closure will be necessary.  SEC work to re-locate their support post will take place ahead of this but the date for this work is not yet known.	Area Board to note.	Cllr Kunkler
5.	<b>Other Priority schemes</b>			
a)	<b>Issue 5998</b>  C351 Rushall Pewsey Road – request to consider traffic calming measures	Issue submitted by Parish Council on 11/01/18  Site visit has been made and the feasibility study is underway.	Area Board to note.	Cllr Kunkler
b)	<b>Issue 5567</b>  Chirton A342 – request for footway outside of former public house Wiltshire Yeomen	Issue submitted 01/08/17 and supported by Parish Council  A ball park estimate to provide a footway to link The Hollow to the access road into Hutchinson's is £18,000.  This is based on a number of assumptions such as:	AB to note	<b>Cllr Kunkler</b> <b>Cllr Oatway</b>

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 20		<ul style="list-style-type: none"> <li>• The strip of land is free from underground plant / service covers requiring any diversionary work.</li> <li>• The build would cause no drainage issues.</li> <li>• The length of footway to be constructed is estimated at 50 metres in length.</li> <li>• Construction can be completed within 8 working days under 3 way temporary traffic signal control</li> </ul> <p>This ball park estimate includes for welfare facilities and establishment of a working compound for the contractor, although actual requirements would need to be discussed with the contractor.</p> <p>Chair has approached planning officers to determine where the cost liability lies (planning application 15/06478).</p> <p>For discussion: Agreed that Cllrs Oatway and Kunkler will consult with officers at Wiltshire Council to decide a way forward and report back to next CATG meeting</p>		
c)	<p><b>Issue 6672</b></p> <p>Pewsey Ashton Close to Goddard Road – speeding cyclists and mobility scooters using Cinder Path</p>	<p>Issue submitted by Pewsey PC on 14/09/18</p> <p>Design and estimate to be produced when staff resources are available.</p>	Area Board to note.	<p>Cllr Kunkler</p> <p>Highways</p>

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 23	d)	<b>Issue 6851</b>  Pewsey Swan Road – request for a pedestrian crossing by Manor Court	Issue submitted by PC on 26/11/18  Pedestrian crossing not supported by PC but warning signs of elderly people crossing road is to be considered and costed.  Highways have looked at this and recommend the provision of 1 sign only, to face in-bound traffic. There is good visibility to the crossing point for out-bound drivers. The cost to supply 1 sign complete with new post and temporary traffic management is estimated at £410.90.  PC to discuss and report back at next CATG meeting		<b>PC</b>
	6.	<b>New Requests / Issues</b> (Issues can be viewed in full from the <a href="#">Area Board Section</a> on the Wiltshire Council Website)			
	a)	<b>Issue 5281</b>  A345 Manningford – request for pedestrian warning signs	Issue submitted 06/04/17  PC and Highways have met on site to discuss options. PC to negotiate with occupants in a bid to give up some land for a footpath.  PC decision awaited		<b>PC</b>
b)	<b>Issue 5709</b>  Pewsey Avonleaze Road Estate – request for traffic calming measures	Issue submitted 26/09/17 – supported by Parish Council  Metro count ordered on 14/01/19.  Highways to chase results		<b>Highways</b>	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	<p><b>Issue 5803</b></p> <p>Manningford Bruce – request for bollards outside former Rectory</p>	<p>Issue submitted 31/10/17 – supported by Parish Council</p> <p>PC to liaise with Richard Dobson, Highways Engineer.</p> <p>Landowner unwilling to fund. Highway Engineer to resolve as and when funding becomes available.</p>	<p>To recommend to the Area Board that this Issue be closed.</p>	<p><b>Cllr Kunkler</b></p> <p><b>Highway Engineer</b></p>
d)	<p><b>Issue 5919</b></p> <p>C192 The Warren Savernake Road – speeding concerns</p>	<p>Issue submitted 06/12/17 – supported by Parish Council</p> <p>PC and Highways have met on site with “Stakeholders” and a Metrocount has been completed.</p> <p>Does not qualify for 40mph and PC do not want 50mph restriction signs. Warning signs and gates were discussed at cost ranging from £500 - £6,000.</p> <p>Update from PC: Happy with two pairs of signs and gates. PC agreed to fund total cost. Upgrade to the “Other Priority Schemes” list to be developed as officer time allows</p>	<p>To recommend to the Area Board that this Issue be moved to the Other Priority Schemes list.</p>	<p><b>Cllr Kunkler</b></p> <p><b>Highways</b></p>
e)	<p><b>Issue 5999</b></p> <p>C351 Rushall Pewsey Road – request for study into volume of traffic using this route.</p>	<p>Issue submitted by Parish Council on 11/01/18</p> <p>This relates to Spencer Drinkwater’s email of 27/09/18 on conducting a freight movement survey. A ball park estimate is £10,000.</p> <p>Following in depth discussions over this important matter it was agreed that it is unlikely to be resolved at CATG level and that it is a matter of County freight policy. Cllrs Oatway and Kunkler will raise the problem of HGVs increasing use of inappropriate rural roads with the intentions of bringing this whole matter of future county wide policy to Cabinet level for further direction.</p>	<p>AB to note</p>	<p><b>Cllr Kunkler</b></p> <p><b>Cllr Oatway</b></p>

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

f)	<p><b>Issue 6226</b></p> <p>Wootton Rivers – speeding concerns</p>	<p>Issue submitted by Parish Council on 26/03/18</p> <p>PC reported that the metrocount device was installed on 28 November.</p> <p>Awaiting results</p>	Area Board to note	<b>Cllr Kunkler</b>
6) Page 25	<p><b>Issue 6363</b></p> <p>Upavon – SID Deployment</p>	<p>Issue submitted by Parish Council</p> <p>PC to obtain cost of new SID equipment for consideration in next financial year.</p>	Area Board to note	<b>Cllr Kunkler</b>
	<p><b>Issue 6374 &amp; 6541</b></p> <p>Upavon – repositioning of No Entry Signs</p>	<p>Issues submitted by Parish Council on 08/06/18 &amp; 31/07/18</p> <p>The issue is to be re-assessed once development of the old garage has been completed. Highways to arrange for the 'AHEAD ONLY' sign to be marked on the road surface.</p> <p>Road marking activities currently suspended for the winter period.</p> <p>Development building starting mid April</p>	<p>Area Board to note</p> <p>Organise road markings.</p>	<p><b>Cllr Kunkler</b></p> <p><b>Highways</b></p>
i)	<p><b>Issue 6492</b></p> <p>Burbage A338 junction with Eastcourt Road – Speeding concerns</p>	<p>Issue submitted on 15/07/18 supported by PC</p> <p>An order to replace the missing bend with junction warning sign has been placed for installation by the end of March.</p> <p>There has been no recorded personal injury collisions at this junction within the most recent 6 year period (to June 2018).</p>	Area Board to note	<p><b>Cllr Kunkler</b></p> <p><b>Highways</b></p>

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		Changes to the junction layout would be very expensive. Suggested that: Wait and see the effects of the proposed 20 mph limit Discuss with local property owner if his exit visibility can be improved.		PC
j) Page 28	<b>Issue 6551</b>  Pewsey Wilcot Road – request for additional speed cushion by new development	Issue submitted by Pewsey PC on 07/08/18  Highways have discussed the situation with Development Control (DC). DC confirmed that they did consider this matter at the time of the application but felt it best to leave the cushion in-situ.  This was discussed by the committee and it was decided that the existing cushion does not present a real danger and that it should remain where it is.	To recommend to the Area Board that this Issue be closed.	<b>Cllr Kunkler</b>
k)	<b>Issue 6626</b>  A346 Burbage Bypass – safety concerns / request for signs	Issue submitted on 31/08/18 and sent to PC for comment.  Update from PC: It would appear that this is a danger of horses exiting from a gate onto the highway and that Highways agreed to assess.		<b>Highways</b>
l)	<b>Issue 6827</b>  C38 Woodborough – request for metro counts to assess the impact of 20 mph Zone.	Issue submitted by PC on 13/11/18  Metro counts ordered on 13/12/18.  Awaiting results	Area Board to note	<b>Cllr Kunkler</b>



COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

m)	<p><b>Issue 6915</b></p> <p>North Newnton – request for Phase 2 of Footway project.</p>	<p>New Issue submitted by PC on 02/01/19</p> <p>Agreed that this issue should be prioritised.</p> <p>Highways to design.</p>	<p>To recommend to the Area Board that this Issue be moved to the Other Priority Schemes list.</p>	<p><b>Cllr Kunkler</b></p> <p><b>Highways</b></p>
n)	<p><b>Issue 7005</b></p> <p>Rushall – request for bollards on bend outside of the school</p>	<p>New Issue submitted by PC on 06/02/19</p> <p>Highways will consider and provide rough costed options.</p>	<p>AB to note</p>	<p>Highways</p>
Page 15	<p><b>Other items</b></p>			
	<p>Pavement and Footway Improvement Scheme</p>	<p>Pewsey has been allocated £7,426.47 for this purpose.</p> <p>Requests complete:  Pewsey 70 to 75 High St = £4.5K  Pewsey Broomcroft Rd / Avonleaze drop kerb = £700.</p> <p>PCs to contact Richard Dobson concerning Burbage and Rushall.</p>		
b)	<p>Issues Submitted and currently with PCs for action / comment</p> <p>Items listed for information only - not for discussion</p>	<p>6879 – Shalbourne – safety concerns by village hall</p> <p>6962 – A346 Burbage Wharf – safety concerns at bridges</p>	<p>Area Board to note.</p>	<p>Cllr Kunkler</p>

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 28	c)	Community Speedwatch	Rodger Fooks is the new Community Speed Watch Co-ordinator for Wiltshire. Rodger can be contacted on rodger.fooks@wilts.pnn.police.uk.  Alternative contact via communityspeedwatch@wilts.pnn.police.uk	Area Board to note.	Cllr Kunkler
	d)	SID Deployment	A revised deployment procedure for SIDs has been released (see Appendix 2) and should be followed by all Town and Parish Council operators.	Area Board to note.	Cllr Kunkler
		Highways Maintenance Programme 2019 / 20	Please refer to Appendices 3 and 4.  For discussion:		
8.	<b>Date of Next Meeting: 5<sup>th</sup> June 2019, Pewsey Parish Council Office, at 14:00 hrs</b>				

### Pewsey Community Area Transport Group

#### Highways Officer – Mark Stansby

#### 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 Pewsey Area Board.

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Pewsey Area Board will have a remaining Highways funding balance of **-£1,738.78, plus 2019 / 20 allocation of £12,377.**

### **3. Legal Implications**

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

### **4. HR Implications**

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

### **5. Equality and Inclusion Implications**

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

### **6. Safeguarding implications**

### **7. Recommendations to Pewsey Area Board:-**

#### **7.1 To close the following Issues:**

- **5803 Manningford**
- **6551 Pewsey Wilcot Road**

#### **7.2 To move the following Issues to the Other Priority Schemes list:**

- **5919 The Warren (Savernake)**
- **6915 North Newnton Footway Improvements Phase 2**

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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)

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## ***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.

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# 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.



## DORSET & WILTSHIRE FIRE & RESCUE SERVICE

### WILTSHIRE AREA BOARD REPORT

#### JANUARY – MARCH 2019

### Community Safety Plan

DWFRS Community Safety Plan can be found on the DWFRS website;  
<http://www.dwfire.org.uk/community-safety-plan/>

### Prevention

We are committed to making a real difference to the lives of people in Dorset and Wiltshire. Our aim is to reduce the level of risk and harm to our communities from fire, targeting those most at risk. We do this primarily through our Safe and Well visits.

Total No of Safe & Well Visits in Wiltshire:	690
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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

Are you or anyone you know: -

- Over the age of 65?
- Need a smoke detector?
- Have a long-term health condition?
- Suffer from poor hearing or sight loss?
- Would you struggle to escape in the event of a fire?

If you can answer yes to more than one of these questions, then please call us on 0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



## Education

Education Officers will be focusing their visits in schools to reception, year two and year five and six. They work on specific key fire safety messages that are age related and relevant. Each lesson is evaluated, and these are kept and reviewed via Community Fire Risk Management Information System (CFRMIS). The Fire Safety lessons are delivered on a rolling programme with each education officer booking the schools on their individual list for each school term.

### School Visits

Number of schools visited & Number of children receiving a fire safety hour long lesson:	63 Schools / 6202 Pupils
--	--------------------------

### Salamander

Number of Salamander Courses	2
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Both Salamander courses were run at Trowbridge Fire Station. The first was an open access course for young people aged 13-18. Working in Partnership with local organisations we had referrals from Lavington School, Wiltshire Islamic Cultural Centre and the Youth Offending Team.

The second was delivered in partnership with the three secondary schools in Trowbridge for their students who are at risk of engaging in anti-social behaviour or exclusion.

Successful participants gained an AQA Award in Fire Services Training.

### Road Safety

No. of Survive the Drive Roadshows:	8 Events / 2850 Personnel
No. of Don't Drink & Drive Campaigns:	3 (Chippenham, Trowbridge, Salisbury)
No. of Safe Drive Stay Alive Roadshows:	31 Roadshows / 5248 Pupils (Chippenham, Melksham, Marlborough, Salisbury, Tidworth & Devizes)

During the last quarter, we supported the Police led Operation Close Pass at Trowbridge Fire Station. Police enforced the 1.5-metre clearance when overtaking a cyclist on Hilperton Road. Drivers were pulled into the fire station where fire, council staff and paramedics gave education on how to pass correctly using a practical display. 68 drivers were stopped and educated how to pass cyclists safely.



## Protection

On-going interaction by Protection Team members with Local Authorities, Private landlords and tenants regarding fire safety-related matters: external cladding systems; fire detection and warning systems; fire resisting doors (& self-closers); combustibility/fire resistance of construction materials; commercial and residential sprinklers systems and water-mist suppression systems

No. of Fires (non-domestic properties)	12
No. of Unwanted Fire Signals (non-domestic)	155

### **General Enquiries**

If you have a general fire safety enquiry regarding commercial property, please email [fire.safety@dwfire.org.uk](mailto:fire.safety@dwfire.org.uk) and the Fire Safety Team will respond in office hours.

### **Fire Safety Complaint**

If you wish to tell us about fire safety risks in commercial premises, such as locked or blocked fire exits, you have three options:

- You can email the fire safety department at [enforcement@dwfire.org.uk](mailto:enforcement@dwfire.org.uk)
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

## On Call Recruitment

Have you always wondered if you could join the fire service, but haven't had the opportunity to find out more? Have you found yourself seeking your next challenge, keen to give back to the local community or wanting to learn new skills including leadership and teamwork? Then becoming an on-call firefighter is for you.

As a paid position, on-call firefighters commit anywhere between 40 to 120 hours per week, during which time they must be able to respond to the station immediately.

Many have 'normal' jobs during the day, then upon their return home make themselves available overnight or during the weekends. Some of our crew respond from their workplaces during the day, and we are very grateful to their employers for releasing them to perform their vital duties.

Anyone over 18 years old can apply (although you can also apply once you are 17½) you must be able to respond and attend the fire station within 5-8 minutes, you have a good standard of physical fitness (i.e. you are generally active), and you must have the right to work in the UK.

Further information on becoming an On Call Firefighter can be found at [www.dwfire.org.uk/working-for-us/on-call-firefighters/](http://www.dwfire.org.uk/working-for-us/on-call-firefighters/) or should you have any questions, you can call **01722 691444**.



## Wiltshire Fire Stats

No. of Accidental Dwelling Fires:	51
No. Deliberate Fires:	61
No. Injuries	1

## Response

Total Fire Calls for Pewsey Fire Station: -

Category	Total Incidents
No. of False Alarms	14
No. of Fires	11
No. of Road Traffic Collisions and other Emergencies	7
No. of Standby's	6
<b>Total</b>	<b>38</b>

## Incidents of Note:

**6<sup>th</sup> January – Fatal RTC, Lockeridge.**

**6<sup>th</sup> February – Ocado Fire, Andover.**



**26<sup>th</sup> February – Thatch Fire, Haxton.**







**DORSET & WILTSHIRE  
FIRE AND RESCUE**

## 30<sup>th</sup> March – Thatch Fire, Wroughton.



**Dave Adamson**  
**Station Manager East Wiltshire**  
Email: [dave.adamson@dwfire.org.uk](mailto:dave.adamson@dwfire.org.uk)  
Tel: 07734 483892  
Twitter - @DWFRSDaveAdamson



## Wiltshire Council Outside Bodies

Outside Body Title	Appointed By	Why Rep Needed	Organisation Aims	Meeting Schedule	Voting Rights	Representative(s) needed	Representative(s)
Partnership for Older People in Pewsey (POPP)	Pewsey Area Board	To improve services for older people.	To work in partnership to improve services for older people across the Pewsey Community area.	4	Yes	1	Cllr Stuart Wheeler
Pewsey – The Vale Health and Wellbeing Centre	Pewsey Area Board	Area Board representative for Health and Wellbeing related issues.	N/A	4	Yes	1	Cllr Paul Oatway
Pewsey Community Area Partnership (PCAP)	Pewsey Area Board	Area Board representative on the Community Area Partnership.	Supporting those who live and work in the Pewsey Community Area by collaborating with parishes, Wiltshire Council and others to make changes for the better.	4	Yes	1	Cllr Paul Oatway

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

### Community Area Transport Group:

Cllr Jerry Kunkler (Wiltshire Council)  
Richard Dobson (Wiltshire Council)  
Spencer Drinkwater (Wiltshire Council)  
Richard Rogers (Wiltshire Council)  
Mark Stansby (Wiltshire Council)  
Peter Deck (Pewsey Community Area Partnership)  
One representative per Parish Council

### LYN Management Group:

Cllr Jerry Kunkler (Wiltshire Council)  
Richard Rogers (Wiltshire Council)  
Dawn Wilson (Pewsey Community Area Partnership)  
Annie Witcher (Grafton Youth Group)  
Jenny Bowley (Great Bedwyn Youth Group)  
Neil Stephens (Pewsey Parish Council)  
School representative

### Health and Wellbeing Group:

Cllr Stuart Wheeler (Wiltshire Council)

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## **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.

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## **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.

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## 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.*

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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	<b>Pewsey CATG - Date of meeting: 5<sup>th</sup> June 2019</b>			
<b>1.</b>	<b>Attendees and apologies</b>			
Page 61	Present:	J. Kunkler, P. Deck, T. Eyles, M. Stansby, J. Brewin, C. Gale, R. Chillcott, M. Lockhart, M. Hyslop, C. Creasy, P. Mills, S. Colling, P. Oatway, A. Flack.	Area Board to note.	Cllr Kunkler
	Apologies:	R. Netherclift, D. Wilson, D. Proto, R. Dobson, S. Drinkwater, M. McLean, C. Whistler, C. Hollingsworth, R. Rogers		
<b>2.</b>	<b>Notes of last meeting</b>			
		The recommendations of the previous meeting held were agreed by Pewsey Area Board.	CATG to note	Cllr Kunkler
<b>3.</b>	<b>Financial Position</b>			
		<p>The closing balance for financial year 2018 / 19 is confirmed as £12,261.22 (see Appendix 1). This surplus is carried forward to 2019 / 20.</p> <p>The annual award to Pewsey CATG is confirmed as £12,377.00. The opening balance for this financial year, less previous commitments, therefore stands at £24,638.22 (see Appendix 2).</p> <p>Finances agreed as stated.</p> <p>It was noted that future boundary changes may have an effect on financial predictions.</p>	Area Board to note.	Cllr Kunkler

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

4.	<b>Top 5 Priority Schemes</b>			
a)	<b>Issue 3676</b>  North Newnton Footway Improvements	Preliminary work continues, including discussions with BT. Work is now programmed to commence on 4 <sup>th</sup> November for a duration of approximately 6 weeks, under a road closure.	Area Board to note.	Cllr Kunkler
b)	<b>Issue 72 &amp; 3718</b>  Pedestrian access to Pewsey Rail Station	Examples of signs provided by Highways and agreed. PC received £3K grant from GWR. Estimated cost of signs and their erection £775 which PC will cover from grant. PC responsible for any lighting.  Recommended positioning of Signs: Wilcot Rd junction with A345 First T junction Rawlins Rd Junction End of Footpath	Work to commence now	Highways
c)	<b>Issue 91</b>  Rushall Elm Row – new footway from Church Lane to Bus Stop	Permission from land owner received by Highways.  Preliminary design work has progressed. Highways to arrange site meeting with PC and land owner.  Estimated cost of land retention work is £15K to £20K. This figure does not include the cost of constructing the new path, re-location of a service pole or road closure / diversion signing. Provisionally, the CATG and PC have agreed to allocate £5,000 each with a bid to be submitted for Substantive Highways Scheme Funds for the remaining balance.	Site meeting to be arranged  To recommend that the Area Board allocates £5,000 from the CATG fund.	Highways  Cllr Kunkler
d)	<b>Issue 5563</b>  Burbage Taskers Lane, Eastcourt Road, Eastcourt,	Formal consultation to close on 3 <sup>rd</sup> June.  12 Responses received some of which request expansion of the scheme which is read as objections. This will be put to the	Area Board to note.  Report to the Cabinet Member to be drafted.	Cllr Kunkler  Highways

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Suthmere Drive and Ailesbury Way – request for 20 mph speed restriction	<p>Cabinet Member to decide how best to proceed.</p> <p>PC representative explained that the Council will be prepared to consider the High Street as Phase 2 of the scheme.</p> <p>It was suggested that any future advertisement could explain that any suggested material alterations (extensions) to the proposed scheme would automatically be taken as an objection.</p>	PCs invited to write to Wiltshire Council concerning this.	PCs
Page 63	<p><b>Issue 3723</b></p> <p>Woodborough – request for footpath provision on C261</p>	SSE to re-locate their support pole on 25 <sup>th</sup> June. Construction work programmed to commence on 23 <sup>rd</sup> September to 11 <sup>th</sup> October under a road closure.	Area Board to note.	Cllr Kunkler
	<p><b>5. Other Priority schemes</b></p>			
a)	<p><b>Issue 5998</b></p> <p>C351 Rushall Pewsey Road – request to consider traffic calming measures</p>	<p>A feasibility study has been completed with alternative forms of traffic management measures considered. Please refer to briefing note and drawing (Appendices 3 and 3A).</p> <p>The various options were discussed and referred back to the PC who will report back to CATG with their decision.</p>	<p>Area Board to note</p> <p>PC to consult residents</p>	<p>Cllr Kunkler</p> <p>PC</p>
b)	<p><b>Issue 5567</b></p> <p>Chirton A342 – request for footway outside of former public house Wiltshire Yeomen</p>	<p>A ball park estimate to provide a footway to link The Hollow to the access road into Hutchinson's is £18,000.</p> <p>The history and possible solutions were widely debated ending with an offer by Cllr Oatway to take this matter up with the Cabinet member to try and find a way forward suitable to the PC and CATG. He will report back.</p> <p>Provisionally, the CATG and PC have agreed to allocate</p>	<p>Cllr Oatway to discuss with the Cabinet Member</p> <p>To recommend that the Area</p>	<p>Cllr Oatway</p> <p>Cllr Kunkler</p>

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>£4,500 each with a bid to be submitted for Substantive Highways Scheme Funds for the remaining balance.</p> <p>Highways to undertake design when staff resources are available</p>	<p>Board allocates £4,500 from the CATG fund.</p> <p>Detail design</p>	Highways
c)	<p><b>Issue 6672</b></p> <p>Pewsey Ashton Close to Goddard Road – speeding cyclists and mobility scooters using Cinder Path</p>	<p>Design and estimate has been sent to PC for consideration (see Appendix 4) ahead of this meeting. One pair of barriers is estimated at £785 with an option to install a second pair for a combined fee of £1570.</p> <p>Update from PC: One pair of barriers agreed and that they will contribute £157 (20%) leaving £628 from CATG.</p> <p>Highways agreed to check if a No Cycling sign at top of the path is in order.</p>	<p>To recommend that the Area Board allocates £628 from the CATG fund.</p>	Cllr Kunkler
d)	<p><b>Issue 6851</b></p> <p>Pewsey Swan Road – request for a pedestrian crossing by Manor Court</p>	<p>Pedestrian crossing not supported by PC. Highways has considered warning signs of elderly people crossing the road and recommended the provision of 1 sign only, to face in-bound traffic. The cost to supply 1 sign complete with new post and temporary traffic management is estimated at £410.90.</p> <p>One sign is acceptable to PC at a cost of £410.90. It was agreed that the PC will contribute £50 and CATG £360.90.</p>	<p>To recommend that the Area Board allocates £360.90 from the CATG fund.</p>	Cllr Kunkler
e)	<p><b>Issue 5919</b></p> <p>C192 The Warren Savernake Road – speeding concerns</p>	<p>Issue submitted 06/12/17 – supported by Parish Council</p> <p>PC happy to pursue two pairs of signs and gates. PC agreed to fund total cost.</p> <p>Detail design to be pursued when staff resources are available.</p>	<p>Area Board to note.</p>	Cllr Kunkler



COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

f)	<b>Issue 6915</b>  North Newnton – request for Phase 2 of Footway project.	Issue submitted by PC on 02/01/19  Provisionally, the CATG and PC have agreed to allocate £5,000 each with a bid to be submitted for Substantive Highways Scheme Funds for the remaining balance.  Highways to finalise design and estimate to ready bid for substantive scheme funding.	To recommend that the Area Board allocates £5,000 from the CATG fund.  Highways to complete design and estimate	Cllr Kunkler  Highways
Page 65	<b>Ongoing / New Requests &amp; Issues</b> (Issues can be viewed in full from the <a href="#">Area Board Section</a> on the Wiltshire Council Website)			
	<b>Issue 5281</b>  A345 Manningford – request for pedestrian warning signs	Issue submitted 06/04/17  PC and Highways have met on site to discuss options. PC to negotiate with occupants in a bid to give up some land for a footpath.  Defer to next meeting pending further information from PC	Area Board to note	Cllr Kunkler
b)	<b>Issue 5709</b>  Pewsey Avonleaze Road Estate – request for traffic calming measures	Issue submitted 26/09/17 – supported by Parish Council  Metro count results show 85 <sup>th</sup> percentile speed of 16.6 mph and the average speed was 13.5 mph.  PC recommend that the Metro count results do not support this issue being taken any further.	To recommend to the Area Board that this Issue be closed.	Cllr Kunkler
c)	<b>Issue 5999</b>  C351 Rushall Pewsey Road – request for study into volume	Issue submitted by Parish Council on 11/01/18  A ball park estimate for a freight movement study is £10,000.	Chairman to speak to the Cabinet member responsible for freight movement and to invite him / her to the September Area Board	Cllr Kunkler

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 66</p>	<p>of traffic using this route.</p>	<p>Cllrs Oatway and Kunkler to raise the problem of HGVs increasing use of inappropriate rural roads with the Cabinet Member.</p> <p>Following wide discussion it was decided that the Chairman should invite the Cabinet Member to an Area Board meeting to allow this subject to be widely aired and a way forward to be decided.</p> <p>A new leader of the Council is to be elected on 2<sup>nd</sup> July and a new Cabinet is to be appointed. The Cabinet Member will therefore be invited to attend at the September Area Board meeting.</p>	<p>meeting.</p>	
<p>d)</p>	<p><b>Issue 6226</b></p> <p>Wootton Rivers – speeding concerns</p>	<p>Issue submitted by Parish Council on 26/03/18</p> <p>PC reported that the metrocount device was installed on 28 November.</p> <p>PC confirmed the results as: 85<sup>th</sup> percentile 27.29mph and Average speed 21.7 mph.</p> <p>PC recommend that the Metro count results do not support this issue being taken any further.</p>	<p>To recommend to the Area Board that this Issue be closed.</p>	<p>Cllr Kunkler</p>
<p>e)</p>	<p><b>Issue 6363</b></p> <p>Upavon – SID Deployment</p>	<p>Issue submitted by Parish Council</p> <p>PC to obtain cost of new SID equipment for consideration: An agreed sharing arrangement with other parishes has resolved this issue.</p>	<p>To recommend to the Area Board that this Issue be closed.</p>	<p>Cllr Kunkler</p>

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

f)	<p><b>Issue 6374 &amp; 6541</b></p> <p>Upavon – repositioning of No Entry Signs</p>	<p>Issues submitted by Parish Council on 08/06/18 &amp; 31/07/18</p> <p>Highways have ordered the “AHEAD ONLY” road markings.</p> <p>The issue is to be re-assessed once development of the old garage has been completed. Following discussions including enlarging the sign and cutting back vegetation it was decided that improvements should be postponed until the development has been finished when a clearer assessment of the problem can be arrived at.</p>	<p>Area Board to note</p> <p>Road Markings to be painted.</p> <p>PC to contact owner of property to request overhanging vegetation be cleared.</p>	<p>Cllr Kunkler</p> <p>Highways</p> <p>PC</p>
Page 67	<p><b>Issue 6492</b></p> <p>Burbage A338 junction with Eastcourt Road – Speeding concerns</p>	<p>Issue submitted on 15/07/18 supported by PC</p> <p>The missing bend / junction warning signs on the A338 have now been replaced.</p> <p>It was agreed to keep this issue live to see the effects of the new 20 mph limit and that the PC would discuss with the local property owner if visibility from his access could be improved.</p> <p>The PC had discussed the problem of visibility with the property owner with no positive outcome. Highways advise that the only real resolution would be to create a formal T junction at enormous cost.</p>	<p>Area Board to note</p> <p>PC to discuss</p>	<p>Cllr Kunkler</p> <p>PC</p>
h)	<p><b>Issue 6626</b></p> <p>A346 Burbage Bypass – safety concerns / request for signs</p>	<p>Issue submitted on 31/08/18 and supported by PC.</p> <p>PC confirm it is a danger of horses exiting from a gate onto the highway.</p> <p>Update from Highways: A highways assessment on site did not throw up a problem with visibility. Warning signs are not provided for private accesses.</p>	<p>To recommend to the Area Board that this Issue be closed.</p>	<p>Cllr Kunkler</p>

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

i)	<p><b>Issue 6827</b></p> <p>C38 Woodborough – request for metro counts to assess the impact of 20 mph Zone.</p>	<p>Issue submitted by PC on 13/11/18</p> <p>Survey underway. PC to share results of Metro Count when available.</p>	<p>Area Board to note</p>	<p><b>Cllr Kunkler</b></p>
j)	<p><b>Issue 6879</b></p> <p>Shalbourne – safety concerns at the pedestrian access to village hall</p>	<p>Issue submitted on 10/12/18 and supported by PC</p> <p>Update from Highways: Following a site visit Highways suggested that a footway with a raised curb would provide maimum protection at an estimated cost of £4-5K.</p> <p>A cheaper option would be to consider refreshing the hatched road markings and placing some permanent bollards.</p> <p>The PC asked if bollards could be placed within the hatched area when the hall is in use. Highways have no issue with this.</p>	<p>PC to discuss and report back to CATG</p> <p>Highways to refresh markings</p>	<p>PC</p> <p>Highways</p>
k)	<p><b>Issue 7005</b></p> <p>Rushall – request for bollards on bend outside of the school</p>	<p>Issue submitted by PC on 06/02/19</p> <p>Update from Highways: Suggest bollards x 10 at approx £200 each. Anti-ram bollards would cost approx. £500 each.</p>	<p>PC to discuss and report back to CATG</p>	<p>PC</p>
l)	<p><b>Issue 7060</b></p> <p>A338 East Grafton – request for traffic management (calming) measures</p>	<p>New Issue submitted by PC on 05/03/19</p> <p>Following a site visit Highways suggested that the following measures be considered:</p> <ul style="list-style-type: none"> <li>• Series of 30 mph roundels on the road.</li> <li>• Provision of warning signs at the 2 narrowings.</li> <li>• Review of existing signs and road markings with a view to replacement.</li> </ul> <p>Highways suggested a partnership scheme with replacement</p>	<p>To recommend to the Area Board that this Issue be added to the Priority List and to allocate £750 towards the cost of the project</p> <p>Highways to develop a scheme when staff resources become available.</p>	<p>Cllr Kunkler</p> <p>Highways</p>

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>signs and markings being funded centrally from Maintenance budget and the CATG / PC funding the new roundels and warning signs estimated at £1K. The PC agreed to contribute £250.</p> <p>Highways were also asked to provide an estimate for Village Gates.</p>		
m)	<p><b>Issue 7063</b></p> <p>Great Bedwyn – request for access protection markings to enable access for local bus services</p>	<p>New Issue submitted by PC on 05/03/19</p> <p>Parking at various locations are causing access issues.</p> <p>For discussion: As there was no representative from the PC it was agreed that the PC should contact Highways and arrange for a site meeting.</p>	PC to contact highways.	PC
n)	<p><b>Issue 6832</b></p> <p>C21 Fair Mile – request for 2 x Deer warning signs</p>	<p>New Issue submitted to Tidworth Area Board, March 2019</p> <p>This Issue spans the boundary of Pewsey and Tidworth areas. Tidworth are willing to support this and have set aside up to £400 towards a sign on their patch. A similar commitment is needed from Pewsey. East Grafton have considered this but are unable to commit to this due to other priorities in their Parish.</p> <p>For discussion: The CATG were unable to support this request.</p>	Highways to inform Tidworth representatives.	Highways
7.	<b>Other items</b>			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

a)	Pavement and Footway Improvement Scheme	<p>Requests completed:  Pewsey 70 to 75 High St = £4.5K  Pewsey Broomcroft Rd / Avonleaze drop kerb = £700.</p> <p>The schemes at Burbage and Rushall are to be completed in 2019 using surplus from this project and new allocation for footway repairs.</p>	Highways to pursue	Highways
b)	<p>Issues Submitted and currently with PCs for comment</p> <p>Items listed for information only - not for discussion</p>	<p>6962 – A346 Burbage Wharf – safety concerns at bridges</p> <p>CATG and PC acknowledge this problem but do not have the funds to undertake what would be a large and expensive project</p>	To recommend to the Area Board that this Issue be closed.	Cllr Kunkler
c)	Freight Strategy and Management	<p>Wiltshire Council is to develop a new Freight Strategy in preparation of the 4<sup>th</sup> Local Transport Plan.</p> <p>Freight Management Studies will be suspended until a new strategy has been agreed. Please refer to Appendices 5 and 6 for further information released by our Cabinet Member for Highways and Transport. See Issue 5999 above.</p>	Area Board to note.	Cllr Kunkler
d)	Closure of Area Boards Issues System and new method of requesting Highway Improvement Measures and requesting Traffic Surveys (metro counts)	<p>Please refer to briefing note included as Appendix 7.</p> <p>This new system will operate from Monday 3 June.</p> <p>All existing Issues will remain live until approved for closure by the Area Board.</p> <p>See Briefing Note No 19-016 already circulated with the agenda. Highways explained the new system in detail.</p>	Area Board, CATG Members and PCs to note.	All

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

8.	<b>Date of Next Meeting: 16<sup>th</sup> October 2019, Pewsey Parish Council Office, at 14:00 hrs</b>
----	---

### **Pewsey Community Area Transport Group**

#### **Highways Officer – Mark Stansby**

#### **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 Pewsey Area Board.

If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Pewsey Area Board will have a remaining Highways funding balance of **-£15,600.68**.

#### **3. Legal Implications**

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

#### **4. HR Implications**

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

#### **5. Equality and Inclusion Implications**

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

#### **6. Safeguarding implications**

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

**7. Recommendations to Pewsey Area Board:-**

**7.1 To close the following Issues: 5709, 6226, 6363, 6626 and 6962.**

**7.2 To move the following Issues to the Other Priority Schemes list and approve funding: 7060 - £750**

**7.3 To approve funding for the following Issues (already on the Priority Lists): 0091 - £5,000, 5567 - £4,500, 6672 - £628, 6851 - £360.90 and 6915 - £5,000. It should be noted that some of these issues are subject to bids for Substantive Highways Schemes Funding.**



Pewsey CATG expenditure 2018 / 19 as of 22/05/19

Budget £12,377 + £7,693.70 c/fwd = £20,070.70

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Shalbourne 20 mph speed limit implementation	£9,000	£7,500.00	£8,697.32 Final	£8,697.32
Sharcott Drove warning signs	£1,000	£800.00	£887.06 Final	£887.06
Upavon Wild Fowl warning signs	£200.00	£450.00	£159.70 Final	£159.70
Totals	£10,200.00	£8,750.00	£9,744.08	£9,744.08

Budget £20,070.70

Projected Spend £9,744.08

Balance £10,326.62

Contributions

Pewsey Area Board – for CATG use	£184.60
Shalbourne 20 mph speed limit	£1,500.00
Sharcott Warning Signs	£200.00
Upavon Wild Fowl warning signs	£50.00
Total	£1,934.60

Pewsey Area Board – transfer complete  
Shalbourne Parish Council – invoice issued  
Pewsey Parish Council – invoice issued  
Upavon Parish Council – invoice issued

**Closing Balance    £12,261.22**

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Pewsey CATG expenditure 2019 / 20 as of 22/05/19

Budget £12,377 + £12,261.22 c/fwd = £24,638.22

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
North Newnton Footway	£62,964.47	£5,000.00	£0,000.00	£62,964.47
Woodborough Footway	£24,000	£4,000.00	£0,000.00	£24,000.00
Burbage 20 mph speed limit	£15,000 (ball park)	£5,000.00	£0,000.00	£15,000.00
Totals	£101,964.47	£14,000.00	£0,000.00	£101,964.47

Budget £24,638.22

Projected Spend £101,964.47

Balance -£77,326.25

Contributions		
North Newnton Footway	£15,000.00	North Newnton Parish Council – to be invoiced upon completion
North Newnton Footway	£42,964.47	Substantive Highways Fund
Woodborough Footway	£6,000.00	Woodborough Parish Council – to be invoiced upon completion
Woodborough Footway	£14,000.00	Substantive Highways Fund
Burbage 20 mph speed limit	£10,000.00	Burbage Parish Council – to be invoiced upon completion
Total	£87,964.47	

**Overall Balance      £10,638.22**

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## Briefing Note for Pewsey CATG

Area Board Issue 5998 – Rushall Pewsey Road – Request to consider Traffic Management measures

### Background

An issue has been raised by Rushall Parish Council concerning speeding vehicles within the village. The Parish undertake regular monitoring of speed through the CSW initiative and a SID is deployed on a regular basis.

The most recent metro count identified the 85<sup>th</sup> percentile speed as 36 mph.

Pewsey Area Board has recognised this as one of their Priority Issues and Highways have been tasked with a feasibility study to look at potential traffic management measures.

### Conclusions

Higher speeds are achievable between the Devizes Road junction and Croft Row (opposite to the school) and our study concentrated on this length of Pewsey Road.

We first considered a traffic calming layout by creating a series of pinch points, to narrow the carriageway but maintaining a two way flow, albeit at reduced speeds. This would remove the need to formally sign priorities, thus reducing the visual impact of the features. These features could be further softened by placing planters etc. and overall would be much more in keeping with the village environment. However, it would be difficult to achieve a build-out on both sides of the carriageway through much of the village due to existing accesses and in some locations the existing carriageway width is such that build-outs on both sides would be very minimal and lose effectiveness. We have therefore discounted this option.

We have also ruled out the provision of a series of humps or cushions due to fears over increase noise pollution and also the visual impact on the environment.

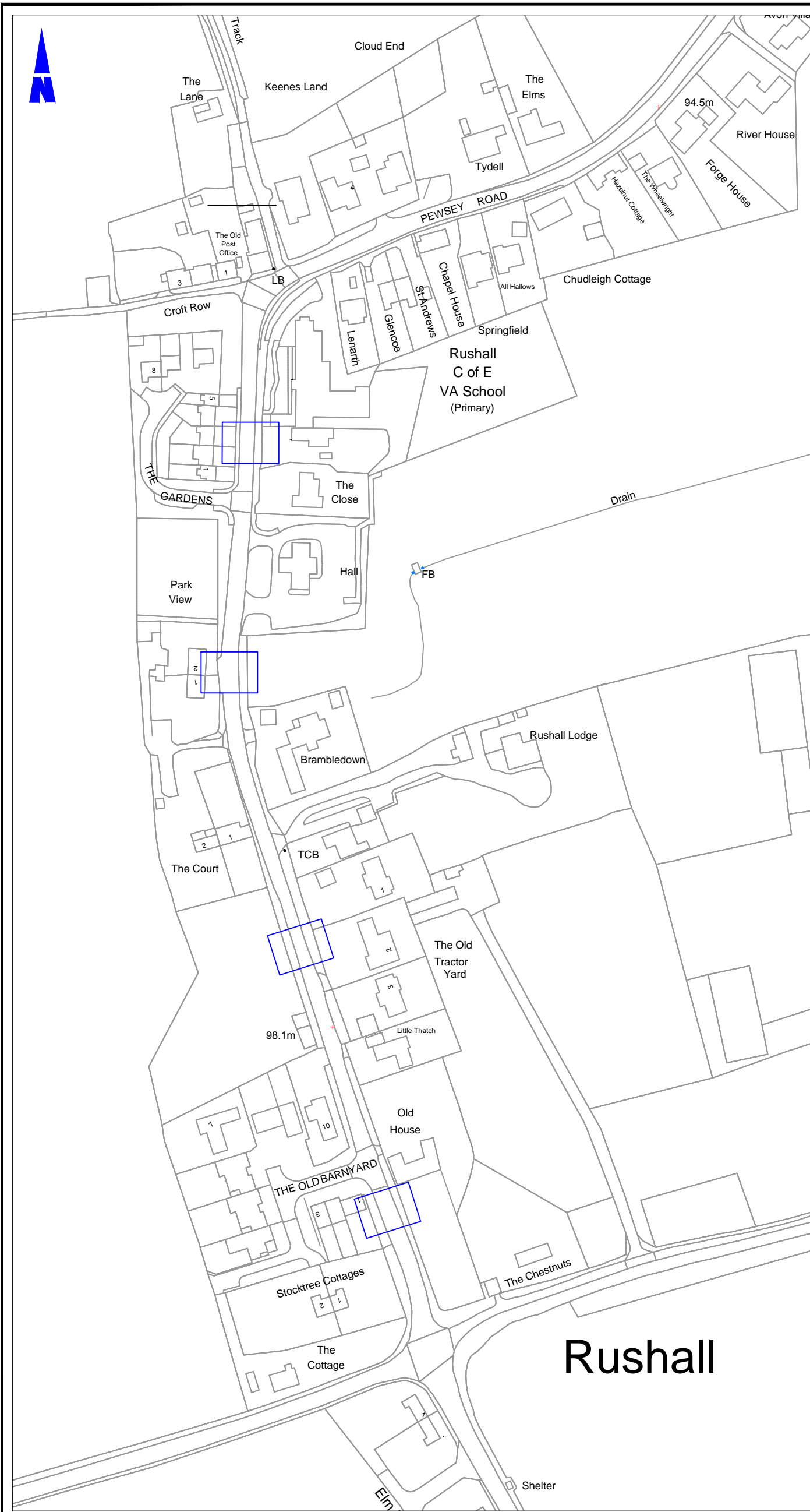
We have put together a very basic drawing to show locations where Priority Build-out features could be located, situated at approximately 100m intervals on alternate sides of the carriageway. These positions are suitable in terms of existing carriageway width and proximity of existing accesses and driveways. The features would be very similar to those recently installed at Woodborough. As part of any installation, the street lighting along Pewsey Road is likely to require upgrading and each feature will need to incorporate an illuminated bollard and associated illuminated priority signing. The introduction of such features is likely to have a substantial impact upon the 'feel' of the village environment.

To implement the priority build-outs and upgrade the street lighting to the required standard, costs are likely to be in the region of £50,000. A road closure would almost certainly be required to allow safe construction, which might take up to 4 working weeks to complete.

If the concerns of the Parish are more related to safety at school drop off / pick up times, it might be worth considering the introduction of a part time advisory 20 mph limit on the approaches to the school and village hall, rather than introducing a more intrusive traffic calming scheme. This would need to be considered as part of the School's Travel Plan but could be fully funded through the Taking Action on School Journeys initiative.


Mark Stansby  
20/05/19

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Example of priority build-out



 Suggested locations for build-outs (approx 100m intervals)

NOTES:

**Wiltshire Council**  
Where everybody matters

**Traffic & Network Management**

County Hall, Bythesea Road, Trowbridge  
Wiltshire, BA14 8JD

Tel: 0300 4560100  
Website: www.wiltshire.gov.uk

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Wiltshire Council (100049050) 2012

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O	04/19	KR	***	***	ORIGINAL
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

PROJECT:  
PEWSEY CATG  
PEWSEY ROAD, RUSHALL

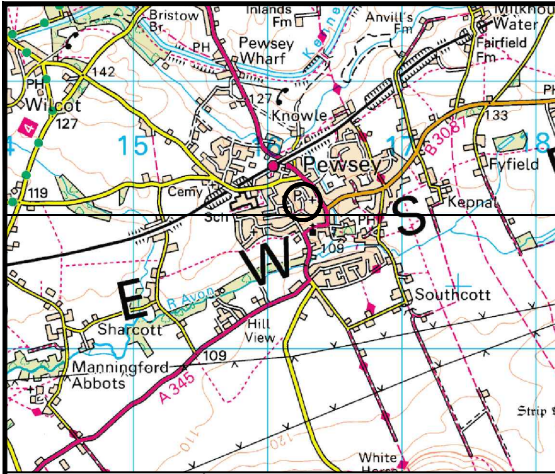
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POSSIBLE TRAFFIC CALMING LOCATIONS

DRAWING PURPOSE:  
**DRAFT**

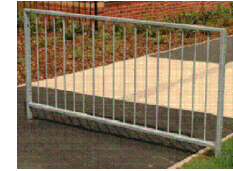
SCALES:	NOT TO SCALE	SHEET SIZE:	A3
DRAWING No.		REVISION:	O
FILE REF:			

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NOTES:



**Example of guardrail proposed**

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Wiltshire Council (100049050) 2019

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

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A					

O	4/19	SLD	MJS	MJS	ORIGINAL
REV	DATE	DRAWN	CHECK	APPRY	DESCRIPTION

DRAWING PURPOSE:

**PROPOSED**

PROJECT:  
 PEWSEY  
 CINDER PATH  
 STAGGERED BARRIERS

DRAWING TITLE:  
 PROPOSED  
 DESIGN

SCALES:	NOT TO SCALE	SHEET SIZE:	A4
DRAWING No.	2019-020-SLD-PEWCP-D001	REVISION:	0
FILE REF:	L:/TET/AB/PEWSEY/		

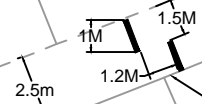
PEWSEY PARISH COUNCIL

CINDER PATH

GODDARD ROAD

Page 81

ASTON CLOSE



Proposed staggered pedestrian guardrai.

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2<sup>nd</sup> April 2019

To all CATG chairs and members

Cabinet Office  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Your ref:

Our ref:

Dear CATG Members

## **Freight Strategy and Freight Management Update**

I am writing to inform you of some changes to the Council's freight policies and freight management practices.

As you will be aware, we have been operating our Freight Strategy and Freight Assessment and Prioritisation Mechanism (FAPM) for many years. The strategy was developed under a different national policy framework, for example at the time government was considering the Road Traffic Reduction Act and HGV road user charging, none of which were taken forward in the subsequent years. It has therefore proven difficult to deliver some of the aspirations within the strategy, as the circumstances have changed.

The Council needs to prepare its fourth Local Transport Plan (LTP4) to cover the Local Plan period to 2036. As part of the development of LTP4 the Freight Strategy will need to be reviewed and replaced with a more realistic and contemporary approach that takes account of recent national transport policy changes.

The Council does not have the resources to undertake freight management studies as well as deliver LTP4 and contribute to the development of the Local Plan. It would also be inappropriate to continue applying the FAPM to identify freight management interventions in advance of the outcome of the Freight Strategy review.

As such, the application of the Freight Assessment and Prioritisation Mechanism (FAPM) will be halted until the review of the Freight Strategy has been completed. This will provide the opportunity to reflect on the FAPM's effectiveness, evaluate the outcomes achieved using this process, and decide whether it is fit for purpose under the revised Freight Strategy.

The ongoing freight studies will be concluded but no further freight management studies will be commenced until LTP4 and the review of the Freight Strategy have been completed, which is likely to be in 2020.

I trust that you will understand the reasons for my decision.

Yours sincerely

A handwritten signature in black ink that reads "Bridget Wayman". The signature is written in a cursive style with a small flourish at the end.

Cllr Bridget Wayman  
Cabinet Member – Highways and Transport

Direct line: 01225 718577

Email: [bridget.wayman@wiltshire.gov.uk](mailto:bridget.wayman@wiltshire.gov.uk)

## Councillors Briefing Note No. 19-010

**Service:** Highway and Transport

**Further Enquiries to:** Spencer Drinkwater

**Date Prepared:** 28<sup>th</sup> March 2019

**Direct Line:** (01225) 713480

### **FREIGHT STRATEGY AND FREIGHT MANAGEMENT UPDATE**

#### **Background**

Wiltshire's Freight Strategy was originally adopted in 2000 as part of then Wiltshire County Council's first Local Transport Plan (LTP). It was developed under a very different national policy framework than exists currently. At that time a Road Traffic Reduction Act had been introduced and lorry road-user charging was planned. These legislative tools provided the framework upon which to adopt bold policies for routing HGVs. The resulting Strategy for Wiltshire comprised a two tier system of HGV routing with a grid of strategic freight routes (M4, A303, A350 and A34 to the east of the county) supported by a network of advisory local lorry routes for access to the County's towns. Under this policy, many A and B roads in Wiltshire were not designated as advisory routes for HGVs.

In 2008 the Freight Assessment and Prioritisation Mechanism (FAPM) was adopted in order to prioritise the many requests for freight management (environmental weight limits and restrictions on freight movement) in the county and identify those most in need of freight management and mitigation measures. In 2015, in line with the corporate objective to devolve decision making to our local communities, the area boards were asked to select their freight priorities for assessment under the FAPM.

#### **The current situation**

National transport policy has radically changed over the last 10 years and it has proven impossible to deliver the HGV routing aspirations within the Freight Strategy. This change has resulted in our road freight routing policies being out of kilter with current national policies and the local policies of other authorities, many of whom do not undertake freight management or impose weight restrictions on A or B class roads.

The FAPM has been successful in providing an equitable system for scheme prioritisation which has enabled the council to manage requests for freight management. However, recently, the prioritised schemes have been far more difficult to address and the resource implications of undertaking the necessary studies (surveys, data collection and analysis etc) have escalated. Furthermore, for many of the freight management priorities, the studies

have shown that there is little scope to deliver mitigation measures and address the HGV issues.

### **Local Transport Plan and Freight Strategy Review**

During 2019 the council will be preparing its fourth Local Transport Plan (LTP4) which will need to cover the Local Plan period between 2026 to 2036. As part of the development of LTP4 the Freight Strategy will need to be reviewed and replaced with a more realistic and contemporary approach that takes account of recent national transport policy changes, such as the advent of the Major Road Network (MRN) and the establishment of the Western Gateway Sub-National Transport Body, of which Wiltshire is part.

The production of LTP 4 and the review of the Freight Strategy will take time and resources. The sustainable transport team does not currently have sufficient resources to undertake freight management studies as well as develop and deliver LTP4 (involving reviews of all of the LTP strategies, including the Freight Strategy) and contribute to the development of the council's new Local Plan to 2036. Furthermore, it is not appropriate to continue to use the FAPM to assess and prioritise freight management interventions as those interventions may not accord with the outcome of the review of the council's Freight Strategy.

As such, the application of the Freight Assessment and Prioritisation Mechanism (FAPM) will be suspended until the review of the Freight Strategy has been completed. This will provide the opportunity to reflect on the FAPM's effectiveness, evaluate the outcomes achieved using this process, and decide whether it is fit for purpose under the revised Freight Strategy.

The ongoing freight studies will be concluded but no further freight management studies will be commenced until LTP4 and the review of the Freight Strategy have been completed, which is likely to be in 2020.

## Changes to submission of highway improvements and traffic survey requests

### Briefing Note No. 19 - 016

**Service :** Communities  
**Further Enquiries to:** Rhys Schell  
**Date Prepared:** 7<sup>th</sup> May 2019  
**Direct Line:** 01225 716752

Wiltshire Council are 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<sup>rd</sup> 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 the form in appendix A and send 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 the form in appendix B and send to [roadsafetydriving@wiltshire.gov.uk](mailto:roadsafetydriving@wiltshire.gov.uk). The criteria for traffic survey locations is included as appendix C.

Both of these forms will be made available at the Area Board issue home page from Monday 3<sup>rd</sup> June 2019 and are shown below as appendices A and B.

### **Updated process for local residents**

If a resident wishes to raise a highway improvement request, they should fill out the form in appendix A and send this to their local town or parish council for consideration.

If a resident wishes to raise a traffic survey request, they should fill out the form in appendix B and send this to their local town or parish 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.

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.



## Appendix A

### Highways Improvement Request Form

Date of this request:

#### **Contact details**

Name:

Address:

Telephone No.:

Email address:

#### **Issue Details**

Location of Issue:

Community Area:

Parish or Town Council:

Nature of Issue:

How long as it been an issue?

What would you like done to resolve this issue?

Have you been in touch with your local Councillor? Yes/No

***This form needs to be completed and e-mailed or sent to your local town or parish council (link provided below)***

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

## Appendix B

### Traffic Survey Request Form

Request details					
Date of request					
Name of individual making request					
Town/Parish Council					
Town/Parish Council contact name					
Town/Parish contact phone/email					
Name of Area Board/Community Engagement Manager					
Name of Highways Officer (if applicable)					
Reason for this survey:					
<b>Speeding issue</b> (Y/N)		<b>Traffic volume</b> (Y/N)		<b>Vehicle type</b> (e.g. HGV levels) (Y/N)	
Location details:					
<p><b>Please refer to criteria for survey locations before completing this request.</b>  <b>Give specific location details and include a map, map link or photograph of the location overleaf, if possible.</b>  <b>** Use a separate form for each individual survey location.**</b></p>					
<b>Current Speed Limit</b> Please note any location with a speed limit over 40mph will need authorisation from a Highways officer. (Please put an X in the appropriate box)	<b>20mph</b>	<b>30mph</b>	<b>40mph</b>	<b>50mph</b>	<b>60mph</b>
<b>City/ Town/ Village name</b>					
<b>Road name and number</b> , if known (e.g. A123, C111, High Street, London Road etc.)					
<b>Preferred location for survey equipment:</b> (e.g. lamp column 2/ near junction with Mead Way/ attached to signpost outside 18 High Street etc.)					
<b>Other information:</b> (e.g. planned local road works or events affecting the highway)					

**Insert map, map link and/or photo(s) of location here:**

***This form should be completed and sent by email or delivered to your local town or parish council (details from link provided below)***  
<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

## Appendix C

### Site Selection Criteria for a Traffic Survey

Traffic surveys use equipment placed on carriageways, comprising of two rubber tubes stretched across the carriageway and a data box, secured to street furniture, collecting data for 24 hours per day over a 7 day period on the speed and volumes of vehicles. The equipment may be on site for up to two weeks. Traffic surveys are only conducted during school term times.

The following points must be followed when selecting a survey site. If the criteria are not met, the data quality will be poor and results may be inaccurate.

- For the purpose of Community Speed Watch and community concern sites, traffic surveys will only be approved in 20mph, 30mph and 40mph limits. **Any locations above 40mph will need approval from a Highways officer.**
- **Select sites where most traffic is travelling at a constant speed across the tubes.** Wherever possible, avoid sites where vehicles are accelerating or decelerating due to sharp bends, steep inclines, traffic signals, near junctions, near pedestrian crossings or on-street parked vehicles.
- **Sites must be at least 100 metres from the start or end of a speed limit change.**
- Avoid sites where vehicles may need to stop over the tubes.
- Ensure that traffic will cross at right angles to the tubes as far as possible. Avoid sites where vehicles may turn across the tubes or where vehicles may change lanes.
- **Ensure there is a suitable securing point for the roadside unit**, such as street furniture, trees or posts. The data box is secured with a padlock and chain - any posts must be tall enough so that it cannot be lifted over the top. Use of posts on private property will require permission from the landowner.
- Consideration for the safety of the deployment officers is paramount. Any location deemed too high risk for deployment will not be completed – notification of this will come from the contractors via Wiltshire Council Road Safety Team.

Please include as much information for the location as possible, including house numbers, lamp post numbers, road name, road number and maps or map links. Please avoid local terminology for locations, for example “the green” to refer to a park area as this may delay the application.

If the site selected is not suitable for the equipment, the deployment staff will locate the equipment in a suitable place as close to the requested site as possible. The Road Safety Team will try to answer any questions regarding the above points but are unable to visit sites in person.

Locations are not eligible for repeat survey within a 12 month period, unless there are exceptional circumstances and approval from the Highways Officer.

The recorded 85<sup>th</sup> percentile speed is used to determine if the site enters the thresholds for intervention.

<b>Speed Limit (MPH)</b>	<b>No further action</b>	<b>Community Speed Watch</b>	<b>Police Enforcement</b>
20mph	20 mph to 24 mph	24.1 mph to 38.9 mph	Over 39 mph
30mph	30 mph to 35 mph	35.1 mph to 41.9 mph	Over 42 mph
40mph	40 mph to 46 mph	46.1 mph to 49.9 mph	Over 50 mph

The 85<sup>th</sup> percentile is the speed at or below which 85% of the traffic is travelling. This is the standard method of assessing traffic speed in the UK. Community Speedwatch teams cannot operate in areas with a speed limit over 40mph.

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<b>Report to</b>	Pewsey Area Board
<b>Date of Meeting</b>	08/07/2019
<b>Title of Report</b>	Community Area Grant funding

**Purpose of the report:**

To consider the applications for funding listed below

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> WOODBOROUGH PARISH COUNCIL <b>Project Title:</b> Conversion of the Woodborough ex BT Telephone Kiosk  <a href="#">View full application</a>	£440.00
<b>Applicant:</b> Upavon Bellringers <b>Project Title:</b> Upavon St.Marys bellropes  <a href="#">View full application</a>	£500.00

## 1. Background

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

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

## 2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2019/2020 year is made to projects that can realistically proceed within a year of it being awarded.

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

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

## 3. Environmental & Community Implications

Grant Funding will contribute to the continuance and/or improvement of cultural,

social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

#### 4. Financial Implications

Financial provision had been made to cover this expenditure.

#### 5. Legal Implications

There are no specific legal implications related to this report.

#### 6. Human Resources Implications

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

#### 7. Equality and Inclusion Implications

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

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

#### 8. Safeguarding Implications

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

#### 9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
<a href="#">3349</a>	WOODBOROUGH PARISH COUNCIL	Conversion of the Woodborough ex BT Telephone Kiosk	£440.00
<p><b>Project Description:</b> Refurbishment of the ex BT Telephone Kiosk to turn it into a Tourist Information Kiosk and Book Swap Loan facility</p> <p><b>Input from Community Engagement Manager:</b> The application meets the criteria and can be considered for approval</p> <p><b>Proposal</b> That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3355</a>	Upavon Bellringers	Upavon St.Marys bellropes	£500.00
<p><b>Project Description:</b> The bellropes in St.Marys Upavon are now more than fifteen years old. One of them broke whilst in use several weeks ago and they are all starting to fray. We have only in the last six months been able to field a bellringing band for St. Marys</p>			



after twenty years of silence. New ropes are essential if we are to continue ringing.

**Input from Community Engagement Manager:**

The application meets the criteria and can be considered for approval

**Proposal**

That the Area Board determines the application.

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

**Report Author:**

Richard Rogers

Community Engagement Manager

07771547522

[Richard.rogers@wiltshire.gov.uk](mailto:Richard.rogers@wiltshire.gov.uk)

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## Health and Wellbeing projects and activities FUNDING APPLICATION

**1. Applicant:**

Name	Dawn Wilson
Organisation	PCAP Memory Cafe
Address	Giddings Cottage, Huish
Phone number	01672 563917
Email address	dawnwilson917@yahoo.com

**2. Amount of funding required from the Area Board:**

£0 - £1000	£1,600
£1001 - £5000	
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	X

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

NA

**5. Project title?**

Armchair Exercise Pilot in Pewsey

**6. Project summary: (100 words maximum)**

These activities are designed to promote the health and well-being of the frail and vulnerable within our community. The sessions will run fortnightly and will be open to residents from across the Pewsey Vale. Attendees will be assessed for suitability on attendance of the first session by a suitably qualified person. The sessions are intended to be 20 mins of exercise to music seated, a break for tea and a second 20 workout seated. Attendees will be encouraged to repeat some exercises at home to help improve their fitness levels. Occasionally we might need to organise suitable transport for individuals to be able to attend. We need to cover the costs of a qualified session trainer, support worker, venue, insurance, advertising and printing activities for this pilot.

**7. Which Area Board are you applying to?**

Pewsey

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

SN9 5ES

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

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

If Other (please specify)

**10. About your project**

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

How does your project support local needs and priorities?

This pilot Amrchair Exercise Group will offer activities and a social event for the less mobile and vulnerable as well as respite for their carers to promote health and well being. It will help to combat loneliness and isolation. The biggest issue identified at the JSA planning events is always Transport/Travel. This is especially true for those with limited mobility. Although we expect many will attend from within Pewsey we will actively encourage those living in villages to participate by offering transport if needed. Initial sessions will be free, with a charge being introduced to make the group sustainable longer term.

How many people do you expect to benefit from your project?

For sustainability we are looking for a group of between 12 and 15.

How will you encourage volunteering and community involvement?

Whilst the initial health assessment needs a qualified person, once set up a volunteer could support this session opening up, collecting fees, setting up and serving teas etc  
This pilot by its very nature encourages isolated members of the community to participate.

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

The whole premise of the project is to support people living with limited mobility or who are vulnerable, or socially isolated and their carers.  
By offering suitable transport and a support worker for the group we make this more accessible.  
Even when the sessions are charging fees we would not exclude anyone based on their ability to pay.

How will you work with other community partners?

Our partners the local health trainer and Alzheimers Support, will help to target those clients who would benefit from this activity.

## 11. Safeguarding

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

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

PCAP as the lead organisation has safeguarding policies and the internal policies and procedures required for the service they deliver.  
We would aim to have the trainer and at least a support worker/volunteer at every session.  
We would use professional transport services where possible.

**12. Monitoring your project.**

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

If the attendance reached and the fees charged make the sessions sustainable beyond the 12 session pilot.

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

By charging fees for attending.

**14. If this application forms part of a larger project (eg a community navigation project), please state what this project is and approximately how much the overall project will cost**

NA

**15. Finance:**

**15a. Your Organisation's Finance:**

**Your latest accounts:**

Month  Year

**Total Income:**

£

**Total Expenditure:**

£ 21,333

**Surplus/Deficit for the year:**

£ 9,547

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£ 500

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

This is a test pilot project that has to generate its own funds to be sustainable.  
 The online marketing and insurance of this project is PCAPS contribution all other costs to be recovered.  
 Our free reserves are those need to wind up the community group if such actions become necessary.

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

**15b. Project Finance:**

Total Project cost £ 1700

Total required from Area Board £ 1600

**Expenditure      £                      Income                      £                      Tick if income confirmed**

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

(Planned Income [help](#))

Online marketing/Insu	100	PCAP contribution	100	<input checked="" type="checkbox"/>
Advertising/ Printing	100			<input type="checkbox"/>
Transport	420			<input type="checkbox"/>
Trainer	540			<input type="checkbox"/>
Support worker	240			<input type="checkbox"/>
Venue	240			<input type="checkbox"/>
Refreshments	60			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total</b>	<b>1700</b>	<b>Total</b>	<b>100</b>	

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

- Yes  
 No

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

NA

## 18. DECLARATION

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

### Quotes:

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

### Project/Business Plan:

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

### Accounts:

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

### Constitution:

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

### Policies and procedures:

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

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

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

### And finally...

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



## 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.

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