

AGENDA

Meeting: Westbury Area Board
Place: Leighton Recreation Centre, Wellhead Lane, Westbury BA13 3PT
Date: Monday 6 June 2022
Time: 7.00 pm

Including the Parishes of: Bratton, Dilton Marsh, Edington, Heywood, Westbury.

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.

Please direct any enquiries on this Agenda to Ben Fielding Democratic Services Officer, direct line 01225 718656 or email benjamin.fielding@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Suzanne Wickham, Ethandune
Cllr Matthew Dean, Westbury West
Cllr Carole King, Westbury North
Cllr Gordon King

Recording and Broadcasting Information

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Bourne Hill, Salisbury
Monkton Park, Chippenham

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Public Participation

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

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

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

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

Items to be considered	Time
<p>1. Election of the Chairman (<i>Pages 1 - 2</i>)</p> <p>To elect the Chairman of the Westbury Area Board for the forthcoming year.</p>	7.00pm
<p>2. Election of the Vice-Chairman</p> <p>To elect the Vice-Chairman of Westbury Area Board for the forthcoming year.</p>	
<p>3. Chairman's Welcome and Introductions</p> <p>The Chairman will welcome those present to the meeting.</p>	7.05pm
<p>4. Apologies for Absence</p> <p>To receive any apologies for absence.</p>	
<p>5. Minutes (<i>Pages 3 - 6</i>)</p> <p>To confirm the minutes of the meeting held on 30 March 2022.</p>	
<p>6. Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7. Chairman's Announcements (<i>Pages 7 - 50</i>)</p> <p>To receive the following announcements through the Chair:</p> <ul style="list-style-type: none"> • Recruitment of Hackney carriage and private hire drivers. • Solar Together Wiltshire. • Change to Community Area Transport Groups (CATGs) into Local Highway and Footway Improvement Groups (LHFIGs). • FUEL Camps. 	7.10pm
<p>8. Partner and Community Updates (<i>Pages 51 - 70</i>)</p> <p>To receive any updates from partners:</p> <ul style="list-style-type: none"> • Wiltshire Police • Dorset & Wiltshire Fire and Rescue Service • BaNES, Swindon and Wiltshire Clinical Commissioning Group (CCG) • Healthwatch Wiltshire • POPCAN • Town and Parish Councils Nominated Representatives 	7.15pm

9.	<p>Community Engagement Manager (CEM) Presentation</p> <p>To receive a presentation from Graeme Morrison (CEM) on the Area Board Review.</p>	7.30pm
10.	<p>Annual Review of Local Priorities (<i>Pages 71 - 80</i>)</p> <ol style="list-style-type: none"> <li data-bbox="351 392 1165 481">I. To report on progress made in addressing the Area Board priorities selected for 2021/22 <li data-bbox="351 504 1212 616">II. To consider any new evidence or information that will help inform the Area Board in selecting its priorities for 2022/23 <li data-bbox="351 649 1165 728">III. To highlight potential priorities for the Area Board to consider for 2022/23 <li data-bbox="351 761 1228 884">IV. To inform the Area Board of the broad mechanism for delivering these priorities including (where appropriate): leads, working groups and allocating funding. 	7.45pm
11.	<p>Outside Bodies and Working Groups (<i>Pages 81 - 92</i>)</p> <p>The Area Board is requested to:</p> <ol style="list-style-type: none"> <li data-bbox="335 1041 1181 1120">a. Appoint Members as Lead representatives to Outside Bodies as set out at Appendix A; <li data-bbox="335 1153 1149 1232">b. Agree to reconstitute and appoint to AB Non-Priority Working Group(s) as set out in Appendix B; and <li data-bbox="335 1265 1228 1344">c. To note the Terms of Reference for the LHFIG as set out in Appendix C. 	8.00pm
12.	<p>Local Highways and Footway Improvement Group (LHFIG) (<i>Pages 93 - 120</i>)</p> <p>The Area Board will be asked to consider the recommendations from the 29 April 2022 Westbury Local Highways and Footway Improvement Group (LHFIG) meeting outlined in the report.</p>	8.15pm
13.	<p>Area Board Funding</p> <p>To ratify the following applications for funding due to being awarded via Community Engagement Manager powers between meetings:</p> <p><u>Community Area Grants:</u></p> <ul style="list-style-type: none"> <li data-bbox="303 1859 1181 1937">• Westbury Lions - £500 towards Westbury Lions and Leos Tree planting for Platinum Jubilee Celebrations. <li data-bbox="303 1971 1197 2016">• Edington Parish Council - £980 towards the replacement of 	8.20pm

kissing and bridal gates.

- Bratton Jubilee Players - £1,000 towards a new microphone set.

Health and Wellbeing Grants:

- The Digital Inclusion Project - £3,600 towards the Digital Inclusion Project running for another year; to pay for venues and to purchase devices and data packages.

14. **Urgent items**

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

15. **Evaluation and Close**

The next meeting of the Westbury Area Board will be held on 27 September 2022, 7.00 pm.

8.30pm

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

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

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

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

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

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

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

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

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

MINUTES

Meeting: Westbury Area Board
Place: The Laverton, Bratton Road, Westbury BA13 3EN.
Date: 30 March 2022
Start Time: 10.00 am
Finish Time: 11.10 am

Please direct any enquiries on these minutes to: Ben Fielding Democratic Services Officer, (Tel): 01225 718656 or (e-mail) benjamin.fielding@wiltshire.gov.uk. Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Suzanne Wickham (Chairman)
Cllr Matthew Dean (Vice-Chairman)
Cllr Carole King
Cllr Gordon King

Wiltshire Council Officers

Graeme Morrison, Community Engagement Manager
Ben Fielding, Democratic Services Officer

Town and Parish Councillors

Cllr Sheila Kimmins, Mayor of Westbury and Westbury Town Council
Cllr John Pollard, Edington Parish Council
Cllr Jane Russ, Westbury Town Council

Total in attendance: 11

<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Westbury Area Board.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Hilary Fairfield, Roger Hames and Sam Shore.</p>
3.	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 17 February 2022 were presented for consideration and it was;</p> <p><u>Resolved</u></p> <p>To approve the minutes as a correct record.</p>
4.	<p><u>Declarations of Interest</u></p> <p>Councillors Matthew Dean and Gordon King declared that in relation to Item 6 that they were members of Westbury Town Council.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The chairman gave the following update:</p> <ul style="list-style-type: none"> • The Great British Spring Clean <p>The Chairman drew attention to a briefing note attached to the agenda which stated that Wiltshire Council is encouraging local groups and organisations to take part in the Great British Spring Clean this year, from 25 March-10 April. Groups across the county have been urged to sign up on the Great British Spring Clean website and join in to help clean up the county from unsightly litter. Litter picking equipment has been provided by Wiltshire Council to town and parish councils and local community groups across the county, so people should contact their local town or parish council see if they have any equipment to borrow and if they are hosting a clean-up event to support. People can register their event on the Great British Spring Clean website at www.keepbritaintidy.org. The Chairman updated that the parishes of Edington, Bratton and Dilton Marsh had already participated in their spring cleans.</p> <p>Councillor Gordon King informed those in attendance that Westbury Town Council have arranged their spring clean to take place on Saturday 9 April and that community groups are encouraged to come together and meet in the Market Place for a start time of 10am.</p>

6.

Area Board Funding

The Area Board considered the following applications for funding:

Community Area Grants:

Westbury Lions - £500 towards Westbury Lions and Leos Tree planting for Platinum Jubilee Celebrations.

Resolved:

Westbury Lions was awarded £500 in principle through Community Engagement Manager delegated powers towards Westbury Lions and Leos Tree planting for Platinum Jubilee Celebrations. This would be subject to Councillor Matt Dean and a Wiltshire Council Officer having a conversation with the applicant to confirm details of the application.

Edington Parish Council - £980 towards the replacement of kissing and bridal gates.

Resolved:

The Area Board agreed that Edington Parish Council would be awarded £980 through Community Engagement Manager delegated powers towards the replacement of kissing and bridal gates.

Bratton Jubilee Players - £1,000 towards a new microphone set.

Resolved:

The Area Board agreed that Bratton Jubilee Players would be awarded £1,000 through Community Engagement Manager delegated powers towards a new microphone set.

Youth Grants:

POPCAN - £1,000 towards POPCAN pop-up family fun day.

Resolved:

POPCAN was awarded £1,000 towards POPCAN pop-up family fun day.

Westbury Youth Club - £760 towards Westbury youth club grasssacres MUGGA young people's graffiti project.

Resolved:

Westbury Youth Club was awarded £760 towards Westbury youth club

	<p>grassacres MUGGA young people’s graffiti project.</p> <p>Westbury Town Council - £3,000 towards Mayor’s Jubilee Party.</p> <p>Resolved:</p> <p>Westbury Town Council was awarded £807 towards Mayor’s Jubilee Party.</p> <p><u>Health and Wellbeing:</u></p> <p>The Digital Inclusion Project - £3,600 towards the Digital Inclusion Project running for another year; to pay for venues and to purchase devices and data packages.</p> <p>Resolved:</p> <p>The Area Board agreed that the Digital Inclusion Project would be awarded £3,600 through Community Engagement Manager delegated powers towards the Digital Inclusion Project running for another year; to pay for venues and to purchase devices and data packages.</p> <p>Crosspoint Westbury - £3,000 towards Counselling for young people.</p> <p>Resolved:</p> <p>Crosspoint Westbury was awarded £1,480 towards Counselling for young people.</p>
7.	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
8.	<p><u>Future Meeting Dates</u></p> <p>The next meeting is set to take place on 6 June 2022.</p>

Wiltshire Council



**NEWS
RELEASE**

8 April 2022

For immediate release

Wiltshire Council is encouraging people to become a taxi driver in Wiltshire

Taxis are an essential part of our transport network providing a valuable service to the local community and in Wiltshire there is a shortage of taxi drivers.

Not only are taxi drivers needed by the community, but Wiltshire Council also needs reliable drivers to fulfil its growing number of SEND (Special Educational Needs and Disabilities) school and social care contracts. These contracts offer regular work and hours. They also help and support some of the most vulnerable people in Wiltshire.

Cllr Dr Mark McClelland, Cabinet Member for Transport said: “The council is committed to delivering contracts across our services which deliver the best value for money. Wiltshire needs a workforce with the right skills to prosper and more taxi drivers would help the council deliver our commitment to ensure young people get the best start in life.

“Being a taxi driver is a flexible job and they can either work for a taxi company or be their own boss, deciding when and where they want to work. Local taxi firms currently have lots of vacancies and we are carrying out a recruitment campaign on behalf of the taxi trade across the county.

“It’s easy to become a licensed taxi driver and once people have become a licensed driver, we hope that they will bid for one of the growing number of SEND school transport and social care contracts that we have available. There are plenty of opportunities and plenty of work available.”

Wiltshire Council has lots of contracts available which start at around £30 a day for short routes, increasing to £250+ a day for longer routes. Drivers are free to combine these contracts with rank work.

To become a taxi driver takes around six weeks and costs around £400. To be licensed people need to provide proof and undertake these simple checks:

- Proof of Identity

- Driving Licence held
- Enhanced DBS (Disclosure and Barring Service) check on previous convictions and whether disbarred from working with children
- Right to Work in the UK
- Medical (if applicable)
- Undertake on-line Safeguarding Training
- Take a guidelines test
- Knowledge test (if applying for a hackney carriage licence)

Find out more about becoming a taxi driver, how to licence a vehicle as a taxi, private hire or hackney carriage vehicle, and for an application pack visit www.wiltshire.gov.uk/licences-permits-transport

To find out about our SEND school transport and social care contracts and how to bid for one email Wiltshire Council's Passenger Transport Unit at Passengertransport@wiltshire.gov.uk

**Become a taxi
driver in Wiltshire**

WORK FOR A TAXI COMPANY

OR BE YOUR OWN BOSS

SET YOUR OWN HOURS

HELP YOUR LOCAL

COMMUNITY



Find out more at wiltshire.gov.uk/licences-permits-transport

Wiltshire Council

Solar Together Wiltshire

Briefing Note No. 22-11

Service: Climate Team

Date prepared: 5 May 2022

Contact: climate@wiltshire.gov.uk

We wanted to update you on an innovative scheme that Wiltshire Council is driving forward locally called Solar Together Wiltshire.

We are working with independent experts iChoosr and Swindon Borough Council to give homeowners the opportunity to invest in renewables through a group-buying scheme for solar panels and battery storage.

This is a group-buying scheme which will offer solar panels with optional battery storage and EV charge points, as well as offering battery storage for residents who have already invested in solar panels and are looking to get more from the renewable energy they generate, as well as increase their independence from the grid.

Given the current cost of living, significantly impacted by the surge in energy prices, we feel this scheme will be worth consideration from eligible households and help provide longer term savings.

It is free to register and there is no obligation for people to go ahead with an installation. All residents living in the Wiltshire Council and Swindon Borough Council areas who own their own house (or have permission from the landlord to install a solar PV system) can register for the Solar Together group-buying scheme. Small and medium-sized enterprises (non-domestic) and community buildings meeting this requirement can participate as well. Planning permission may be required in some cases and we are directing people to this page for more information – <https://www.wiltshire.gov.uk/planning-permission>

The scheme works as follows:

- **Step one:** From 9 May - 14 June, Wiltshire householders can register online to become part of the group for free and without obligation. Invitation letters will be sent to 60,000 Wiltshire households w/c 23 May. However, any eligible household/business/community building can apply irrespective of whether they receive a letter
- **Step two:** Pre-approved UK solar PV suppliers participate in an auction. They are able to offer competitive pricing as the volume and geographic concentration makes it possible for them to make greater efficiencies, which they pass onto customers
- **Step three:** After the auction, registered households will be emailed a personal recommendation later in June that is specific to the details they submitted in their registration.
- **Step four:** If they choose to accept their recommendation, the specifics of their installation will be confirmed with a technical survey, after which a date can be set for the installation of their solar PV system.

People can accept or decline their personal recommendation. If they choose to go ahead and accept with Solar Together, a £150 deposit is required, which is conditionally refundable.

As stated earlier, iChoosr will send out a letter from the week of 23 May to a selection of properties in Wiltshire that are likely to be eligible for the scheme to give them all the information they need to consider participating should they wish to. The scheme will be promoted using all the available council communication channels prior to this as well, including social media, press releases, newsletter articles and posters at public facing council buildings. There will be no selling by phone or doorstepping of residents.

Our [Wiltshire Climate Strategy](#) is very clear that as a county we need to reduce the energy we use as well as using low carbon forms of energy. Within the strategy we aimed to encourage installation of renewables through group buy schemes and we're pleased to offer this opportunity to residents to consider

If you are contacted by residents who want more information about this, people can visit www.solartogether.co.uk/wiltshire, email wiltshire@solartogether.co.uk or call 0800 048 8113. iChoosr are responsible for managing and rolling out the scheme and all enquiries about it will be going via them.

For those residents not eligible for this particular scheme, but who still want ideas on lowering their carbon footprint or information on how to access support or grants for energy efficiency in their homes, then there's more information available at www.wiltshire.gov.uk/climate-change-individual.

If you have any questions or queries, please don't hesitate to contact climate@wiltshire.gov.uk

We'd welcome and encourage you to share any council communications, such as social media posts and press releases, with your contacts and the local community to help spread the word about the scheme.

We'll keep you updated on the progress of this scheme.

Communities to have more say on the highways issues that matter most

Wiltshire Council Cabinet has approved plans to change Community Area Transport Groups (CATGs) into Local Highway and Footway Improvement Groups (LHFIGs) - and increase funding for community highways projects.

On 26 April 2022 Wiltshire Council Cabinet approved plans to change Community Area Transport Groups (CATGs) into Local Highway and Footway Improvement Groups (LHFIGs) - and increase funding for community highways projects.

The 18 new LHFIGs - one for each community area in Wiltshire - will be made up of local Wiltshire Council members, town and parish council representatives, and stakeholders from the local community. They will be tasked with identifying small-scale local highways projects in their area to improve safety and encourage walking and cycling.

The key difference between the new LHFIGs and the former CATGs is that the new groups will be able to improve or repair existing infrastructure such as highways and footways, while still investing in new infrastructure, as the previous CATGs could.

The new bodies will also be able to access more funding - £400,000 in total, with the exact allocation for each area based on geographical size and population. This funding comprises £250,000 and £150,000 for officer resource to administer, realise and advise on the projects. There is also a central £250,000 substantive fund that LHFIGs can apply to annually to help fund larger highways projects.

Cllr Dr Mark McClelland, Cabinet Member for Transport, said: These new LHFIGs will build on the success of CATGs and enable communities to focus on the highways priorities that matter most to them. The new groups meet two key areas of our business plan - ensuring that communities are well connected and that services meet local needs.

LHFIGs report into the local area board, so if anyone has any highways issues in their area that they'd like to improve, they should contact their local area board in the first instance for support and advice.

This is far from just a name change, and what we've agreed will see significantly more investment into local highways.

We look forward to the new LHFIGs beginning in the coming months, and for the first highways community priorities to be realised across the county.

Once the LHFIG groups are operational, the groups remit will be reviewed after six months to ensure effectiveness and capacity.

To read the full Cabinet report, people can go to:

<https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=14349>

2022



The free holiday activity and food programme



Community Grant Information

Wiltshire Council Business Plan (2022-2032): Mission and Themes

Empowered People: We get the best start in life, We stay active, We are safe.

Thriving Economy: We have vibrant, well-connected communities, We have the right skills to prosper.

Resilient Communities: We ensure decisions are evidence-based, We live well together.

The Holiday Activity and Food programme (HAF) has the potential to meet all four of the council's guiding themes; '**Prevention and early intervention**', '**improving social mobility and tackling inequalities**', '**understanding communities**' and '**working together**'.

Background on HAF

HAF is funded across England by the Department of Education (DofE) and aims to provide children who are eligible for benefits related free school meals (FSM) with free access to enriching activities, nutritious meals and healthy eating information during the Easter, summer and Christmas holidays. The latest school census states we have **9,753** pupils eligible for FSM in Wiltshire.

Department of Education have set clear standards that HAF provision needs to meet, further information can be found [here](#).

The HAF programme is delivered in Wiltshire using the brand FUEL (Food, Unity, Energy, Laughter) and the programme is a direct response to the growing issue of holiday hunger which is having a significant impact on low-income families.

During 2021, Wiltshire Council delivered a core, disability and a funded community offer. In total, **4,714 individual participants** took part in the HAF programme across all three settings with beneficiaries ranging in age from **4-17 years old**.

Nearly **40%** of registered participants were from the **most deprived** areas in Wiltshire (Quintile 1: Index of Multiple Deprivation). The programme totalled 20 face to face delivery days, **49,322 contact hours** and provided **31,263 meals**. For further information on [previous FUEL delivery please click here](#).



Objectives

In line with the HAF delivery objectives by the DofE, the FUEL programme vision is to:



Provide meals and snacks to ensure participants can eat healthily over the school holidays.



Provide a range of sport and physical activities to ensure participants can be more active over the school holidays.



Support the development of resilience, character and wellbeing of participants along with wider education attainment. Also give participants a greater knowledge of health and nutrition.



Create a safe environment, combatting social isolation over the school holidays. Use FUEL as a platform to connect schools and other local services.



FUEL Programme Components

The HAF delivery in Wiltshire is made up of three main components:

Core FUEL Camps

The core offer is responsible for the delivery of ten activity camps during the Easter, summer and winter holiday periods, in priority areas of the county where there is the greatest number of children eligible for FSM shown on the map below. These camps are delivered by three major commissioned suppliers, specialising in food, nutrition and activity provision.

Disability FUEL Camps

Additional FUEL camps for young people with special educational needs and/or a disability are also provided. These camps are delivered by Wiltshire Council staff and appointed coaches who have expertise in delivering and implementing successful provision.



 Mainstream camp

 Disability camp

Community FUEL Camps

Wiltshire Council also provides HAF funding to community organisations to develop additional HAF provision to extend the reach and capacity of the programme. Funding is available to support summer delivery. Funded organisations also receive nutritional training and resources to better enable them to deliver this aspect of the programme.



FUEL Community Grant Background

The FUEL community grant fund aims to support local organisations to extend the reach and capacity of the FUEL offer currently in Wiltshire. There are two types of grants available:

Pot A: Stand Alone Provision (up to £10,000)

Pot B: Bolt-on Provision (up to £2,000)

Successful applicants will be responsible for providing structured enriching activity that give participants the opportunity to develop new skills and knowledge, try out new experiences and have fun and socialise. Participants are also required to engage with physical activity for at least 60 minutes each day of FUEL delivery.

Successful applicants will also be responsible for staffing requirements, safeguarding processes, health and safety, monitoring and reporting along with the overall delivery management of the FUEL community camps.

As part of the national criteria for HAF, set by Department of Education, FUEL camps must provide at least one hot meal a day and an element of nutritional information for participants. Those local organisations that are awarded a grant will receive a hot meal for each funded participant, from our commissioned food provider. Our commissioned nutritional provider will also provide successful applicants with support and tools to provide nutritional education as part of the community offer.

Wiltshire council is seeking local partners including **schools, children centres, community organisations, town and parish councils and sporting providers** who meet the set criteria to deliver over the summer holidays.

We are also encouraging groups, before submitting an application, to consider how they can work collaboratively with other organisations to make maximum impact in community areas.

Essential Criteria

Applications **must** meet the below criteria to be considered for a FUEL community grant:

- FUEL camps have to be delivered in the county and for Wiltshire residents.
- Delivery to take place for 4 weeks (from 1 August to 25 August), 4 days a week (Monday-Thursday) for at least 4 hours a day (recommended 10am-2pm).

Pot A: Stand Alone Provision (up to £10,000)

For local organisations to provide a FUEL camp in their local community, targeting those who are eligible for benefit related free school meals (FSM) and meet the set criteria.

Pot B: Bolt-on Provision (up to £2,000)

For local organisations who have existing activity and want to extend their remit to meet the set criteria and to incorporate FUEL participants.



- Participants of funded FUEL community delivery must be eligible for benefit related free school meals. 15% of attendees can not receive FSM however must be either a refugee, currently in foster care or have written recommendation from social services to attend.
- Have a sign up process in place that will allow your organisation to send the required information (including participant age, school, postcode, eligibility, days attending, meal choices, food allergies and dietary requirements) over to Wiltshire Council in advance of 25 July 2022.
- All staff, volunteers and externally sourced provision from local organisations working on the FUEL community delivery meet the correct employment standards including relevant qualifications, first aid (minimum of two on site), safeguarding and protecting children and a valid DBS.



- Ensure staff ratios for each activity are at least 1:12.
- Source and have responsibility for all equipment and venues used throughout the FUEL community delivery and conduct risk assessments to ensure safety of participants.
- Deliver content that is aligned to the framework stated in the [national framework for HAF](#), which includes providing sport provision and enriching activities.
- Work alongside our food providers to ensure participants receive a hot meal every day of delivery.
- With support and tools from our nutritional provider ensure informal nutritional education is part of the FUEL community delivery. This can include getting participants involved in food preparation/cooking, growing fruit and vegetables and taste tests.
- It is the grant holders responsibility to get participants to complete consent and medical forms prior to their first session and keep information safe by abiding to GDPR regulations
- Implement clear safeguarding, health and safety and COVID (if relevant) policies and processes to ensuring the safety and security of participants and staff.
- Must be **Ofsted compliant** and ensure delivery is at a high standard.
- Be able to evidence public liability insurance, venue user agreement/insurance details and employee liability insurance.
- Return monitoring and evaluation reports (including both qualitative and quantitative data) in a timely manner to Wiltshire Council to include in the Department of Education returns and the FUEL impact report .
- Provide photos (ensuring all participants visible have signed photo consent) and parent/participants positive testimonials that can be included in Department of Education returns and the FUEL impact report.

- All participants that attend a FUEL community camp will be able to do so free of charge. (For organisations applying to Pot B, this excludes children who are attending your existing provision).

Desirable Criteria

Applications that can meet the below will be prioritised:

- Programmes that will be delivered in areas that there is currently no core FUEL provision.
- Programmes that are taking place and/or target residents in pockets of high deprivation. [Click here](#) to check indices of deprivation for specific locations.
- Programmes that can show evidence of community partnership working, taking on a joined up approach, increasing the added community value and secondary benefits to the programme.
- Local organisations that can independently deliver the programme for an additional 4 days at Easter and 4 days at Christmas therefore providing a FUEL offer in all three delivery periods and reducing holiday hunger further.



FUEL Community Grant Payment

As part of the application process local organisations are requested to submit a breakdown of costs. If successful:

Pot A: Stand Alone Provision will receive 75% on receipt of grant acceptance and 25% after the project ends and the monitoring form has been submitted.

Pot B: Bolt-on Provision will receive 50% on receipt of grant of grant acceptance and 50% after the project ends and the monitoring form has been submitted.

Once the project has ended, successful grant holders will be required to complete a monitoring form which will include a grant expenditure sheet. Any underspend that has occurred on community grant projects will be paid back to Wiltshire Council.

FUEL Community Grant Application

The FUEL community grant is open for applications from **Monday 23 May** and closes **Monday 20 June**

The form can either be downloaded from our **[FUEL programme webpage](#)** or requested by emailing **fuelprogramme@wiltshire.gov.uk**

All applicants will be contacted the week commencing **20 June** to be told if their bid has been successful and the next steps.

Useful contacts and websites

[FUEL programme webpage](#)

For further insight on the overall FUEL programme, including impact reports

[Find your local Community Engagement Manager \(CEM\)](#)

CEMs can help connect you with other local organisations in your area

[Department of Education: Holiday Activity and Food information](#)

National framework of what is expected to be delivered at a camp

[Indices of deprivation data](#)

Check specific area data to strengthen your application

[Ofsted information](#)

Guidelines on making sure camps are Ofsted compliant

For any further information or assistance with the FUEL community grant application process please contact:

Becca Higgs

Holiday Activity and Food Programme Manager

becca.higgs@wiltshire.gov.uk or **fuelprogramme@wiltshire.gov.uk**



FUEL Community Grant Case Study

In 2021 Wiltshire Council allocated HAF funding to eight community organisations to develop additional HAF provision to extend the reach and capacity of the programme of the core summer provision. Seeds4Success were one of the successful applicants.

Seeds4Success is a youth work charity based in Mere, which provides opportunities for personal and social development for young people living in South West Wiltshire. They enable young people to access programmes that develop practical skills, enhance education, improve employability, provide recreational activities, conserve the natural environment and strengthen the local community.



Seeds4Success received funding from Wiltshire Council to run a FUEL community camp over the summer holidays of 2021. As a youth work charity covering the south west of the county we knew that transport was a huge issue facing parents, children and young people so we knew that this needed to be integral to our offer. Working closely with Mere Primary School, Mere

Food Bank and a team of young leaders at Seeds4Success we designed a local offer which was aimed at reaching 8-13 year olds living in and around the rural towns of Mere and Tisbury. We recruited and trained young leaders, some of whom themselves had an EHCP or were eligible for free school meals, specifically to support with the delivery of the programme and they received vouchers or 'leisure credits' as a reward for their commitment. The team offered a range of sports, games and arts and crafts activities each day and we also took the group 'off site' for 2 'forest school' type sessions at Fontmell Down and a trip to Moors Valley for a picnic and to enjoy the play trail. We ran a healthy cooking activity each week and used the sports pavilion on Mere and the youth centre as our bases for the sessions. We used our minibuses to collect children and young people from a number of rural locations in south west Wiltshire and where necessary we arranged for a car to pick up those in the more isolated locations.

Feedback from parents included:

"My son loved today, he said it was absolutely brilliant! He has so loved coming along each day, I was so relieved on his first day, he couldn't stop raving about what a great time he had and it's not stopped since. He hasn't really picked up his technology either all holiday so far so I'm really appreciative of that."

Jaki Farrell, Director



Terms and Conditions

- *The project which funding has been awarded to will proceed on the agreed dates.*
- *The funding can only be used for the purpose it was granted (as defined in your application form). If you decide to change the grant in any way, you MUST inform the Wiltshire Council before making these changes.*
- *If the scheme for which this money has been granted, does not proceed for any reason you must advise Wiltshire Council at the earliest opportunity and repay the full amount (or such sum as has not been properly spent), on request. Wiltshire Council may seek to recover any monies which have been spent contrary to the terms on which the grant was made.*
- *Any unspent monies must be returned to Wiltshire Council.*
- *You must be able to provide copies of all receipts, invoices and salaries paid associated with your grant on request as your project may be audited after completion. Failure to provide this information may lead to a request to return your grant and no further grant requests being considered from your organisation.*
- *All staff and volunteers involved with the project/activity/programme have a valid DBS check and satisfactory references if appropriate, in line with your organisation's agreed child protection policy.*
- *All provision must be delivered in accordance with health and safety, safeguarding, OFSTED and any current COVID-19 regulations and legislation.*
- *Your organisation has appropriate public liability insurance in place with a minimum indemnity of £5,000,000 and your policy must cover the delivery for which you intend to use the FUEL grant funding.*
- *Your organisation has appropriate employee liability insurance in place with a minimum indemnity of £5,000,000*
- *All activities delivered using this grant are appropriately risk assessed, with activities provided in accordance with the requirements of the risk assessment.*
- *Applicant organisations and associated staff will act lawfully when delivering the project.*
- *Applicant organisations will comply with data protection laws regarding the participant's personal information.*
- *Applicant organisations must be constituted with a management committee, constitution and a company bank account.*
- *You should keep Wiltshire Council informed during delivery of your project.*
- *Successful applicants must complete an evaluation form with participant numbers on a weekly basis and send in information/photographs to demonstrate how your grant was spent. You will receive a proforma form for this.*
- *You will promote your project extensively and manage your participant registration.*
- *Applicants must acknowledge Wiltshire Council's financial support in any publicity, printed or website material and use the council's approved logo.*
- *Wiltshire Council can use the name of your organisation/group and project/activity/programme in its own publicity material.*
- *Any proposed grant sum together with any other public money you have received from any source in the past three fiscal years does not exceed €200,000 or that we are exempt from state aid rules.*
- *Wiltshire Council are entitled to withhold or suspend payment and/or recover any sums paid where you fail to comply these terms and conditions.*

- Once delivery of your project is complete, we will remind you that you will need to submit an evaluation for your project, a condition of receiving a grant. Will provide the Report form that you will need to complete. You will also need to send photos and copies of receipts and invoices
- Regardless of the nature of the delivery, all provision must include one hour of physical activity for all participants on each day that the programme is delivered. (Physical Activity Guidelines)
- Provision must take place for four weeks from the week commencing 1 August 2022. Provision must run for four weeks, with each week comprising of four days (Monday – Thursday), for a minimum of four hours a day.
- You will provide Wiltshire Council with the lunch selections in a timely manner before the agreed deadline.
- Wiltshire Council will provide the lunch for your FUEL participants
- Pot A grants – 75% of the funding will be paid on receipt of the signed grant acceptance form with the remaining 25% paid after the delivery.
- Pot B grant – 50% of the funding will be paid on receipt of the signed grant acceptance form with the remaining 50% paid after the delivery.



**The free holiday activity
and food programme**



Community Grant Application Form



Thank you for showing an interest in applying for the **FUEL** community grant fund, which aims to support local organisations to extend the reach and capacity of the holiday activity and food provision offer currently in Wiltshire.

Please ensure you have familiarised yourself with the [FUEL community grant information pack](#) before proceeding with the application form. Please complete **all** questions below.

Email completed applications should be submitted by **Noon, Monday 20 June** to: fuelprogramme@wiltshire.gov.uk

■ Grant type

What type of grant are you applying for :

Pot A

Pot A: Stand Alone Provision (up to £10,000)

For local organisations to provide a FUEL camp in their local community, targeting those who are eligible for benefit related free school meals (FSM) and meet the set criteria.

Pot B

Pot B: Bolt-on Provision (up to £2,000)

For local organisations who have existing activity and want to extend their remit to meet the set criteria and to incorporate FUEL participants.

■ Organisation information

Organisation name :

Type of organisation :

Registered address :

Town :

County :

Phone Number :

Postcode :

■ Primary contact details

In this section please add the contact details for the principle contact in your organisation leading on this application. This will be the person whom we contact about the application. This is the person in your organisation who has the authority to request this funding and who will be responsible for ensuring the money is used to deliver the activities set out in this application should it be successful.

Full Name :

Contact position :

Telephone number :

Email address :



■ Secondary contact details

Full Name :

Contact position :

Telephone number :

Email address :

■ Delivery area

In this section please provide details of the location where you intend to deliver the programme. Please include the address of your delivery location (including postcode), the age of your target audience, the projected number of individuals/beneficiaries who will benefit from your delivery and specific details of the provision you intend to offer. Please also include if you are working in partnership another organisation to deliver the FUEL camp.

**If delivery due to be in multiple locations, please select the primary delivery location your application relates to. Please details the different locations in the outline of your proposal below.*

Please note that ten core FUEL camps have been commissioned by Wiltshire Council in Amesbury, Calne, Chippenham, Devizes, Melksham, Royal Wootton Bassett, Salisbury, Trowbridge, Warminster and Westbury. Any delivery relating to these areas must highlight how it will add value to this core offer and enable the programme to reach eligible participants that the core offer is unlikely to engage.

Priority is likely to be given to applications delivering in locations outside of the ten areas where core FUEL camps are expected to take place and those who are delivering in areas of deprivation.

Delivery area :

Name of venue :

Venue address* :

Town : Postcode :

■ Delivery provision

Target audience :

Predicted number of individual participants throughout ALL 4 weeks :

Please confirm that all children accessing the project for which you are seeking funding will be able to do so **free of charge**. For organisations applying to Pot B, this excludes children who are attending your existing provision. Applicant organisations **will not need to provide food** for participants and instead this will be sourced by Wiltshire Council and delivered to delivery venues on each day of the programme.

Due to this applicant organisations are required to ensure delivery takes place for **4 weeks** (from **1 August to 25 August**), 4 days a week (**Monday-Thursday**) for at least 4 hours a day (recommended 10am-2pm).

I confirm that all children accessing our project will be able to do so free of charge and the project will run to the timescales as described above.



■ Delivery provision overview

Please provide an outline of your proposal, using the essential and desirable criteria listed in the FUEL community grant information pack as a guide. (500 word limit)

■ Details of enriching activities

Please provide details of fun and enriching activities you will offer, that will provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. (500 word limit)



■ Details of physical activity

Please provide details of physical activities you will offer on a daily basis which will enable participants to meet the [Physical Activity Guidelines](#) and how you will staff this aspect of your provision with suitably qualified staff. This is particularly important if sport is not the primary focus of your project. (500 word limit)

■ Details of healthy eating

Please detail how you will incorporate healthy eating and nutrition messages and activities within your delivery. (500 word limit)



A key aspect of this programme is improving participants knowledge relating to healthy eating and nutrition. It is Wiltshire Council's has commissioned a supplier to provide related support, resources and/or training to organisations who are successful with their funding application to enable them to deliver this aspect of the programme.

Please confirm that if successful, relevant staff from your organisation will attend training/hand out resources/use the tools provided by Wiltshire Council's commissioned nutritional provider

■ Engaging the target audience

Please tell us how you intend to promote your project, ensuring that it engages the target audience of this funding (Children and young people who are residents of Wiltshire and who are eligible for benefits related free school meals)? What processes will you put in place to ensure this audience access your offer rather than children who are not eligible? (300 word limit)

For organisations applying for Pot B, as your organisation intends to use this funding to add additional places for children who receive free school meals to additional provision, please detail how you will ensure that children accessing these additional places will not be stigmatised or differentiated from the other children attending your programme. This will be particularly important when distributing food provision provided through the FUEL programme. (300 word limit)



■ Standard of provision, policies and procedures

A quality service must be delivered to a set of defined standards and procedures in which everyone knows their role and areas of responsibility, with the result that our Wiltshire residents are satisfied by the service they receive every time they enrol on the activity. In this section please outline your operating standard of provision.

Please tick to indicate you have the relevant documents in place to support your delivery.

Please note that should your application be successful you may be required to provide evidence of some aspects of the below information to Wiltshire Council.

■ Policies and procedures

Please tick to confirm your organisation meets the following requirements of the programme.

All staff working on the project for which you are seeking funding have been DBS checked and have appropriate clearance to work with children.

All staff working on the project for which you are seeking funding have undertaken safeguarding training.

Please provide the name of the staff member responsible for safeguarding :

All staff working on the project for which you are seeking funding are appropriately qualified to deliver the activities included within your funding application.

Your organisation has a safeguarding risk assessment in place related to the delivery for which you are seeking funding.

Your organisation has a health and safety risk assessment in place related to the delivery for which you are seeking funding.

■ Public liability insurance details

Please confirm your organisation has up to date public liability insurance with a limit of indemnity of not less than £5,000,000 in relation to any claim arising during any 12-month period.

Policy number :

Please note that should your application be successful you will be required to provide copies of the above insurance policies to Wiltshire Council.

■ Additional provision details

Does your organisation have an Accessibility and Inclusiveness policy?

Please provide details of your organisations Accessibility and Inclusiveness policy



Is your organisation OFSTED registered?

If your organisation is OFSTED registered, please provide your OFSTED number

Where appropriate, providers must be compliant with the [Ofsted requirements](#) for working with children.

■ Signposting and referral details

Please provide details of how you will signpost or refer participants to other services and support that would benefit the children who attend the programme and their families, for example citizens advice, healthcare practitioners, family support or children services or housing support officers.

■ Breakdown costs

Please provide a breakdown of the anticipated costs and detail of spend for delivering the project for which you are applying for funding:

	Amount	Funding detail
Staffing costs	£	
Activity costs	£	
Administrative/Operational costs	£	
Other costs	£	
Total amount of funding required:	£	

■ Declaration

I confirm that I have the authorisation to submit this application on behalf of my organisation.

I agree that the information I have provided in this application is accurate and complete; and I will notify Wiltshire Council of any changes.

*By submitting this form, you agree to the **Terms and Conditions** that can be found in [FUEL community grant information pack](#)*

I agree that I understand that Wiltshire Council will use any personal information I have provided for the purposes described under your Data Protection statement.

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at dataprotection@wiltshire.gov.uk. Wiltshire Council will only use any contact details you provide for the purpose of contacting you regarding this application. A more detailed notice of what we may do with your information, and about your information rights is available on our website. We will share your personal data where necessary within the Council to deliver the scheme and events, but we will not share your data with any other third parties unless we are required, or permitted to do so by law. For further information about how Wiltshire Council uses your personal data, including your rights as a data subject, please see our Privacy Notice on the website.



The free holiday activity
and food programme

Annual Report

2021



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Project Background

In November 2020, the Government announced its intention to expand the Holiday Activity and Food programme across the whole of England during 2021. The programme had previously provided healthy food and enriching activities to disadvantaged children in pilot locations since 2018.

School holidays can be pressure points for some families because of increased costs, such as food and childcare, and reduced incomes. For some children that can lead to a holiday experience gap, with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health and are more likely to experience social isolation.

These inequalities have shown to have a negative impact on school attainment once children return to the classroom. This is significant as educational performance is key to social mobility and enabling people to move out of poverty.

Funding was made available to Wiltshire Council by the Department of Education (DofE) to deliver the Holiday Activity and Food (HAF) programme during 2021. As part of the offer, holiday club places were to be made available for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year. This covered four weeks in the summer, plus a week's worth of provision in each of the Easter and Christmas holidays.

Places were made available to all children in the local authority area who are eligible for and receive benefits-related Free School Meals (FSM). As of April 2021, there were a total of 9,445 students eligible for FSM in Wiltshire.

The programme was open to both primary and secondary school pupils, including those within the SEND cohort.

In Wiltshire the HAF programme has been delivered using the brand FUEL.



In April 2021, there were a total of 9,445 students eligible for FSM in Wiltshire.

Our journey so far

Since the launch of FUEL in Easter 2021, the programme has engaged over 4,000 young people and provided over 31,000 meals across Wiltshire.

HAF Preparation 2021

- Wiltshire Council was awarded funding from DofE to deliver the HAF programme across the county
- A mapping exercise was completed to better understand the spread and location of pupils eligible for FSM in Wiltshire
- The FUEL brand, concept and logo was created



Easter 2021

- The Easter offer consisted of delivering food boxes, activity packs and online content due to Coronavirus pandemic restrictions
- Food boxes provided meals to cover a 4 day period and included breakfast and dinner
- Food providers, Real Wrap Co, delivered meals and ingredient cards to registered families across the county
- Farm Cookery School ran interactive cook-alongs
- Activities were provided in house via the activity pack and online activity sessions.



Our journey so far

Summer 2021

- Face-to-face delivery: 4 days for 4 weeks
- Over the summer 10 mainstream FUEL camps were delivered by three commissioned suppliers, each with different areas of responsibility (food, activity, nutrition)
- 2 dedicated camps were delivered specifically for eligible children with SEND
- During the summer, a FUEL grant was given to 8 community groups to deliver summer camps to eligible participants to extend the reach and capacity of the programme.



Winter 2021

- Face-to-face delivery: 4 days for 1 week
- 10 mainstream camps were delivered using the summer model
- 2 dedicated camps were delivered specifically for eligible children with SEND
- FUEL camps provided structured activity and food for afghan refugees



In total, 4,714 individual participants took part in the HAF programme across all three delivery periods, with beneficiaries ranging in age from 4-17 years old. 40% of registered participants were from the most deprived areas in Wiltshire (Quintile 1: Index of Multiple Deprivation). The programme provided 31,263 meals during 2021.

Programme components

Mainstream FUEL Camps



The mainstream offer saw the delivery of ten core activity camps during both the summer and winter delivery periods, in priority areas of the county where there is the greatest number of children eligible for FSM. These camps were delivered by three commissioned suppliers, Learn By Design, Occasional Kitchen and Phunky Foods, each with different areas of responsibility.

SEND FUEL Camps

Four FUEL camps for young people with special educational needs and/or a disability were provided during the summer and winter periods. These camps were delivered by Wiltshire Council staff and appointed coaches who have expertise in delivering and implementing successful provision to the target demographic. The booking process also allowed participants who applied to the mainstream camps to transfer over to the SEND camps if needed.



Community FUEL Camps



Wiltshire Council also provided HAF funding to 8 existing community organisations so they could develop additional HAF provision. Funding was available to support summer delivery only and extended the reach and capacity of the programme as a whole. Funded organisations also received nutritional training and resources to better enable them to deliver this aspect of the programme

Priority areas and vision

-  Mainstream camp
-  Disability camp
-  Community camp



The above map shows the delivery locations of face-to-face FUEL activity camps as part of the summer and winter offer. This includes mainstream, disability and community camps. Locations were selected using registration data from the Easter delivery of the FUEL programme.

In line with the HAF delivery objectives by the DofE, the FUEL programme vision is to:



Provide meals and snacks to ensure participants can eat healthily over the school holidays.



Provide a range of sport and physical activities to ensure participants can be more active over the school holidays.



Support the development of resilience, character and wellbeing of participants along with wider education attainment. Also give participants a greater knowledge of health and nutrition.



Create a safe environment, combatting social isolation over the school holidays. Use FUEL as a platform to connect schools and other local services.



A mapping exercise was completed to better understand the spread and location of pupils eligible for FSM in Wiltshire, to identify areas of greatest need and to inform priority delivery locations

Promotion and marketing



Food

F is for Food! You will receive a nutritious lunch each day and you'll also have fun and keep fit!

Unity

Unity means making new friends in your community, while friendly staff are supportive and understanding.

Energy

Take part in a range of activities that will keep you energised, exercised and educated.

Laughter

There will be plenty of opportunities for fun and laughter throughout the programme and opportunities to learn new life-skills.



FUEL Promotional letters and flyers:



Dear Parent/carer,

I am pleased to inform you that your child is eligible to attend our new holiday programme, FUEL. FUEL is a free holiday activity and food project that offers children the opportunity to take part in a range of fun activities during school holiday periods in 2021. Children will also be provided with a nutritious meal each day.



Dear Headteacher,

All I can say that you are aware, Wiltshire Council has been given Department of Education funding to deliver the Holiday Activity and Food programme to children eligible for benefits related free school meals in Wiltshire. The programme is being delivered in Wiltshire using the brand FUEL.

The Easter programme has been extremely successful with 18,820 meals delivered to 2,356 children from 1,380 families across Wiltshire. Participant feedback has also been incredibly overwhelming as families have shared their many challenges with us and also feedback the difference the FUEL programme has made.

- 81% of parents felt taking part in the FUEL programme was beneficial to their children and their families
- 79% of parents reported their children had 'happy and full tummies' as a result of being part of the Easter programme
- 63% of parents reported that children had made healthier choices due to taking part in the programme
- 60% of parents liked a new food or ingredient as a result of being part of the Easter FUEL programme

We are now able to confirm details of our summer FUEL offer which will include delivering face-to-face holiday activity camps in areas of the county where there is the greatest need for the programme. There will be two FUEL summer camps for children with a disability which will take place in Corham, at Springfield Community Campus and Salisbury, at Five Rivers Health and Wellbeing centre. Each camp will run for four hours a day (10am to 2pm), five days a week, for four weeks during the summer holidays, commencing on 2 August 2021. Eligible children will be able to attend free of charge and provision will include a nutritious meal and enriching activities each day, as well as regular healthy eating and nutrition workshops.



FUEL camp locations:

- Malkham: Rivermead School
- Trewbridge: Stouley Green Primary School
- Westbury: Matzberg School
- Amesbury: Amesbury Primary School
- Royal Wootton Bassett: DVA Academy
- Calne: Kingsbury Green Academy
- Chippenham: Handenham School
- Devizes: George Lotture Centre
- Hinster: Town School/ Hinster Sports Centre

Attend one of our fun, free holiday camps taking place across Wiltshire.

Each camp runs for four weeks with a range of activities including:

- arts and crafts
- dance
- Olympic activities
- cricket
- laser tag
- drinking water
- netball
- baseball
- drumming workshop
- bubble football
- silent disco
- football
- team games/challenges
- pizza making
- grow your own vegetables
- music and creative writing

All participants will also receive a nutritious meal on each day of the programme.

Details:
 From: 2 - 26 August
 Days: Monday - Thursday
 Time: 10am - 2pm
 Ages: 5 - 18 years
 Cost: Free

Sign up for all four weeks, or just the weeks you want to attend. To book your place please click [here](https://www.wiltshire.gov.uk/fuel-programme). For more information about the programme please visit our website: www.wiltshire.gov.uk/fuel-programme

Limited spaces! Book early to make sure you don't miss out!

FUEL social media gifs:



92%

Of participants want to attend a FUEL camp again in the future



93%

Found the FUEL camp beneficial to their child over the holidays



68%

Had 'happy and full tummies' as a result of being part of the FUEL programme



95%

Liked the range of activities on offer

Wiltshire is delivering the programme under the brand FUEL (Food, Unity, Energy, Laughter), which has been created to implement the programmes priorities and to help reduce any stigma associated with the programme.

To promote the project, a specific marketing pack, including letters and flyers were sent directly to schools to be shared with the pupils eligible for FSM.

For the registration process, Wiltshire Council developed a bespoke application form and database to collate applications, manage food orders/allergies, access needs of participants and collect KPIs. Training and step by step guides were created for external providers to ensure efficient use.

The success of the programme has subsequently been shared via social media posts and promotional videos.

95%

Reported the booking process to be 'easy'

Promotion and marketing

Please click below to watch videos showcasing the delivery of the summer and winter Holiday Activity and Food offer in Wiltshire and to hear what participants thought about their experience. This video was created by our activity providers, Learn By Design and includes pictures, videos and key data from the face to face delivery.

[To watch the summer FUEL video click here](#)



[To watch the winter FUEL video click here](#)



Key statistics: 2021

Easter participants	2,365
Summer participants	1,837
Winter participants	512
<hr/>	
Primary School	77%
Secondary School	20%
Special School	3%
<hr/>	
Female	47%
Male	48%
Prefer not to say	5%
<hr/>	
Quintile 1	40%
Quintile 2	20%
Quintile 3	18%
Quintile 4	15%
Quintile 5	7%

4,714
individual
participants

31,263
meals
provided

40%
of participants
from
Quintile 1

49,322
contact
hours



93%

**participants of recent FUEL
camps wanted to attend
future programmes**



The Fuel camp had a really positive impact on my children. They loved all the activities and the meals. It is a very beneficial programme and we hope that it will be continued in the future. Thank you

Thank you so much for providing these sessions, it has made a huge difference to us. My daughter had a great time, she loved all the activities, made lots of friends and said the staff were really nice. Such a great idea and we are both very grateful

Outcomes: 2021

31,263

Meals provided on FUEL camps in 2021



Due to the pandemic the Easter FUEL programme was offered remotely, providing food boxes to registered families eligible to FSM. These contained ingredients and recipes to make healthy meals. 80% reported having more satisfying meal times over Easter as a result of being part of the FUEL programme.

"Thankyou for the amazing food box, my son and I were really impressed with the box contents and is happily planning out his cooking schedule."

Easter FUEL feedback

In partnership with Occasional Kitchen, Wiltshire Council provided a hot nutritious meal and healthy snacks to each participant at the summer and winter FUEL camps.

"Really pleased my son had free and healthy meals, what a godsend."

Winter FUEL feedback

Menus were specifically developed to ensure a varied and enticing lunch was offered on each day of the camp. As well as reducing holiday hunger, the meals also gave participants an opportunity to try new foods and take additional food boxes home to their families.

"I really appreciated not having to worry about the financial costs and know they had healthy meals. Also they came home with food and this saved money that I could use on other essentials. I'm so grateful!"

Summer FUEL feedback

Data collected from 471 families who completed the FUEL feedback surveys



Provide meals and snacks to ensure participants can eat healthily over the school holidays.

Meals provided breakdown:

18,920 **10,339** **2,004**
Easter Summer Winter

Had 'happy and full tummies after attending a FUEL camp:



Easter 78%



Summer 68%



Winter 72%

Found the provided meals from FUEL beneficial over the holidays:



Easter 81%



Summer 70%



Winter 86%

68%

Saw an improvement in their child/ren's food choices after attending a FUEL camp



Outcomes: 2021

Activity providers, Learn by Design, ensured young people attending the mainstream summer and winter FUEL camps were provided with a range of sport and physical activities to keep them active over both holiday periods. These activities included 'high ticket sessions' such as a climbing wall and zorbing. The SEND provision included activities such as boccia, new age kurling and adapted cycling.

As part of the Easter programme, activity packs were provided alongside online physical activity sessions.



"Really good service for providing accessible play opportunities. Our child enjoyed a range of activities and was happy to return everyday"

Summer FUEL feedback

53%

saw an improvement in their child/ren's behaviour at school as a result of attending FUEL camps and having structured activity during the holiday period

"My children really enjoyed all the activities in fact it's the first time they came back from an activity day saying how much they loved it! They couldn't wait for the following day."

Winter FUEL feedback

Data collected from 471 families who completed the FUEL feedback surveys



Provide a range of sport and physical activities to ensure participants can be more active over the school holidays.

Were more physically active, as a result of attending a FUEL programme:



Easter 55%



Summer 77%



Winter 60%

Enjoyed the range of activities on offer at FUEL camps:



Summer 94%



Winter 92%

Tried a new activity, that they hadn't tried before, as a result of attending a FUEL camp:



Summer 75%



Winter 60%

76%

Rated the activities on offer at FUEL camps as high quality



Outcomes: 2021



63%

saw an improvement in their child/ren's attitude towards food after attending the nutritional workshops at FUEL camps

Healthy eating providers, Phunky Foods, delivered hands on nutritional workshops during the summer and winter FUEL camps to educate the young people on the importance of eating healthily. Cook-alongs and workshops were also provided remotely during the Easter programme.

"My children are incredibly proud of themselves for cooking dinner for the whole family after following the FUEL cook-along."

"My son has food aversions and he tried tuna couscous (with grated carrots, peas and lemon juice) for the first time last week, and he's made it 3 times since!"

Easter FUEL feedback

As well as providing structured activities and educational sessions the FUEL camps also provided the participants with an opportunity to grow in confidence and develop social skills.

79%

saw an improvement in their child/ren confidence levels since attending FUEL camps in the holiday period.

"She really enjoyed her time at camp, she really struggles being apart from me and going into a new place with all the new people really worried me, but she smashed it because your team was so lovely and friendly and helped her every step of the way!"



Support the development of resilience, character and wellbeing of participants along with wider education attainment. Also give participants a greater knowledge of health and nutrition.

Ate more fruit or vegetables as a result of attending FUEL:



Summer 57%



Winter 35%

Enjoyed taking part in the nutritional workshop when attending FUEL:



Summer 76%



Winter 84%

83%

Learnt a new skill when attending the online nutritional workshop



Outcomes: 2021



49,322

face to face delivery hours provided at FUEL camps in 2021

The face to face FUEL camps over the summer and winter period gave young people the opportunity to meet new people in their local community, developing their friendships and social circles.

"An excellent experience, my son thoroughly enjoyed himself and it was great to see him making new friends and gaining confidence in new situations."

Summer FUEL feedback

Wiltshire Council worked collaboratively with the Education team, children's services and social workers to ensure those most in need of the project were offered the opportunity to attend.

The FUEL programme also brought a secondary benefits to parents/carers allowing them to work, focus on studies and have less financial worries over the three delivery periods.

"This was an incredible thing . A single mum of 5 with no family or friends as I had to restart in a new area I was so worried about how I was going to cope, I'm so grateful to this programme."

Summer FUEL programme

Data collected from 471 families who completed the FUEL feedback surveys



Create a safe environment, combatting social isolation over the school holidays. Use FUEL as a platform to connect schools and other local services.

Made new friends as a result of attending a FUEL camp:



Summer 73%



Winter 70%

32

Year 6 pupils reported over the summer, attending FUEL camps allowed them to meet other students starting the same secondary school as them.

Found the FUEL camps beneficial to their family :



Easter 81%



Summer 87%



Winter 98%



Additional Outcomes: 2021



£1,633

was donated to the FUEL programme by **Waitrose**, as well as 150 lunchboxes, and water bottles over the summer.

This provided participants with food bags and ingredients to take home to their families.



Food bags were provided to FUEL participants attending the Royal Wootton Bassett winter camp by **Swindon Food Collective**. The young people and their families received non perishable goods and toiletries, as well as a Christmas chocolate treats! **Salisbury Food Bank** also provided Christmas chocolate to the participants of Salisbury and Amesbury FUEL camps.

Wiltshire Council teams worked collaboratively together to ensure **30 afghan refugees** were given the opportunity to attend the FUEL winter camps. Passenger Transport provided buses to get the young people to and from the camps. Additional signage and staff were also put in place to make sure these participants were supported and barriers were minimised.

Seeds4Success in Mere, who received HAF grant funding in the summer, continued to run their programme during the winter delivery period. Provision followed the same format and structure with Seeds4Success providing a healthy meal and structured activity for **20 young people** eligible for FSM.



”

30 Afghan Refugees attended the winter FUEL programme

Food and nutrition providers for the mainstream camps, have also secured additional contracts in Wiltshire after gaining exposure from the FUEL programme. Occasional Kitchen, will be providing the three course meal at the Wiltshire Business and Sports Gala Dinner in 2022. Phunky Foods are working in partnership with Public Health to deliver a healthy lifestyles intervention programme in 10 Wiltshire schools.

Beyond 2021

In December 2021, the Government confirmed funding available to local authorities to continue HAF delivery in 2022.



”

As of October 2021, there were a total of 9,753 pupils eligible for FSM in Wiltshire.

It is Wiltshire Council's ambition to continue the delivery of the FUEL programme, due to the success and positive impact it has had on young people and their families in the holiday periods throughout the county. During 2021, Wiltshire Council successfully delivered a Holiday Activity and Food offer which met all of DoE's key requirements. In 2022, the FUEL programme will continue to build on the success of the previous year as well as exploring ways to expand the reach of the programme to older pupils and more students that are eligible for FSM.



ALWAYS COOKING

SCHOOL FOOD. LIKE NO OTHER



LEARN
bydesign 

Inspiring learners since 1995

We thank you for your continued support and efforts to contribute to Wiltshire HAF programme.



FUEL

The free holiday activity and food programme

www.wiltshire.gov.uk/leisure/fuel-programme 

fuelprogramme@wiltshire.gov.uk 

Wiltshire Council 

Westbury CPT Area Board Update



Agenda Item 8

June 2022

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Your CPT – Warminster & Westbury

Inspector: Insp Al Lumley

Neighbourhood Sergeant: Sgt Louise Oakley

Neighbourhood Officers:

PC Victoria Howick

PC Daniel Chavantre

PC Jamie Darvill

PCSOs:

Leigh Holcombe, Roland Revers (Warminster)

Daniel Gill, Neil Turnbull (Mere, Tisbury)

Stewart Hunt, Christopher Doyle, Alice Moore (Westbury)



Performance – 12 months to March 2022

Force

- Wiltshire Police recorded crime reports a YoY increase of 13.1% in the 12 months to March 2022 and continues to have one of the lowest crime rates in the country per 1,000 population. The 13.1% increase is attributed to a return to pre covid volumes and an extended Summer high experienced as restrictions were removed.
- Our service delivery remains consistently good.
- In March 2022, we received:
 - 8,911 '999' calls, which we answered within 10 seconds on average;
 - 10,814 '101' calls, which we answered within 8 seconds on average;
 - 11,417 CRIB calls, which we answered within 1 minute and 32 seconds on average.
- In March 2022, we also attended 1,635 emergency incidents within 9 minutes and 49 seconds on average.

Crime Type	Crime Volume	% of Crime
Totals	41,400	100.0
Violence without injury	7,292	17.6
Violence with injury	6,172	14.9
Criminal damage	5,207	12.6
Stalking and harassment	4,074	9.8
Public order offences	3,930	9.5
Other crime type	14,725	35.5

Warminster CPT

Crime Type	Crime Volume	% of Crime
Totals	2,820	100.0
Violence without injury	470	16.7
Criminal damage	413	14.6
Violence with injury	405	14.4
Stalking and harassment	286	10.1
Public order offences	281	10.0
Other crime type	965	34.2

Stop and Search information for Warminster CPT

During the 12 months leading to February 2022, 77 stop and searches were conducted in the Warminster area of which 54.5% related to a search for controlled drugs.

During 68.8% of these searches, no object was found. In 29.9% of cases, an object was found. Of these cases 74.0% resulted in a no further action disposal; 26% resulted in police action being taken; 5.2% resulted in an arrest.

Of the stop and search subjects who defined their ethnicity:

- White – 60 stop and searches
- Black or Black British – 3 stop and searches
- Asian or Asian British – 3 stop and searches
- Mixed - 2 stop and searches

Performance – Hate Crime overview

Force

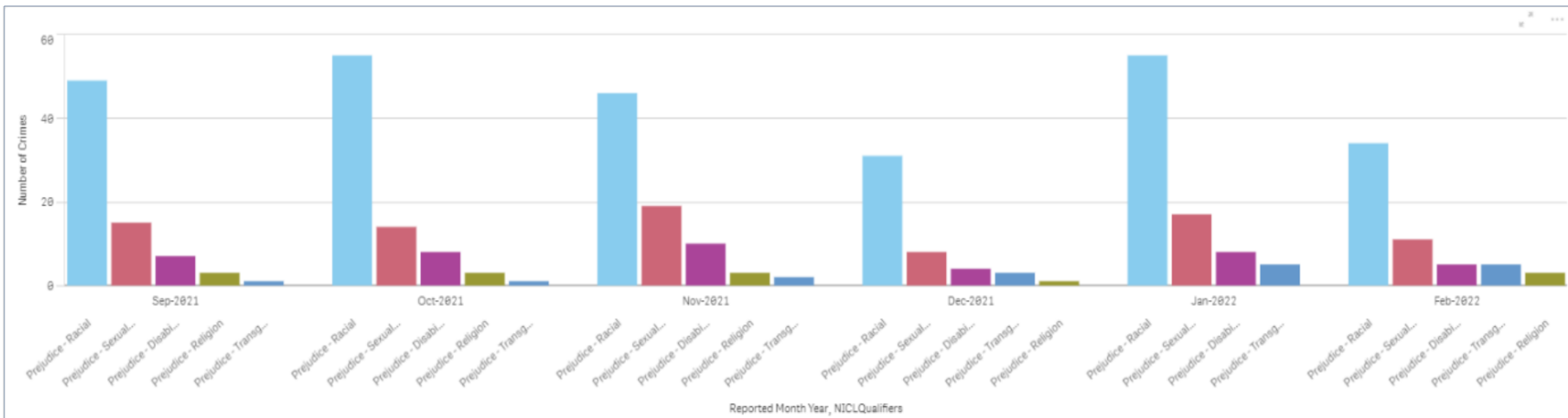
- Hate Crime volumes are within normal bounds. Summer highs have been slightly more extended which has resulted in year-on-year increases (133 crimes, +17.5%), largely within Sexual Orientation and Racial crimes. This extended summer high is reflective of the trend seen within overall crime volumes, but is now showing signs of returning to the norm.
- Formal Action Taken (previously "detection") rate is at 13.5%, down by 7.2% from the previous year. Whilst rates have remained stable across Sexual, religious, transgender or disability related hate crimes (<1% variance), Racially motivated crimes relating to public order are driving the loss in detection rate.

Warminster CPT

	Number of Crimes	Change (number)	Change (%)
Total	80	38	90.5%
Prejudice – Racial	39	19	95.0%
Prejudice – Sexual orientation	18	13	260.0%
Prejudice - Disability	18	6	50.0%
Prejudice - Religion	2	0	0.0%
Prejudice - Transgender	3	0	0.0%

Year on year comparison April 2021 to March 2022 (note: an individual crime can be tagged with more than one prejudice type e.g. sexual orientation & transgender)

Force Hate Crime (6 months to March 2022)



Local Priorities & Updates - Westbury

Priority	Update
Drop-in surgeries	We continue to hold drop-in surgeries for our communities to allow people to come and say hello to their local team, ask for advice and support or provide information. The dates, time and locations are posted on Facebook and Community Messaging, so please keep an eye out for them. If you have a suggestion of a new location where you would like visited by the local team please make contact and we can arrange for this to happen. We are keen to get out amongst your communities as much as possible and these drop-in surgeries are a fantastic way of achieving this.
Thefts of Motorbikes	There have been a number of thefts of motorbikes recently. These are a combination of road bikes and motocross bikes, with some having recently been advertised as 'for sale' on social media platforms. If you are advertising something for sale, please make sure you take precautions with your security following any viewings, or if the advert itself makes it clear where the property is stored. A suggestion would be to ask for the details of the person viewing any items before disclosing it's location, citing the above as a valid reason for doing so – a genuine buyer should not be dissuaded by this but someone with nefarious intentions will be.
Youth conflict	Over the last quarter we have seen a number of violent incidents resulting in significant injury involving feuding young men in the Westbury area. We are actively investigating these incidents and conducting patrols in the areas effected as a deterrent to further issues and as reassurance to the local community. The general public are not at increased risk, as these attacks are directed/targeted towards specific individuals within the feud. We do not advise the public to put themselves in harms way in the unlikely event that they witness anything of this nature, and should dial 999 immediately. Westbury remains a very safe place to live in comparison to other areas within Wiltshire and wider afield. The investigation is ongoing and so we cannot elaborate more at this time.



Useful links

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

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- Police.uk - <https://www.police.uk/pu/your-area/wiltshire-police/>
- For information on what crimes and incidents have been reported in the Warminster Community Policing Team area, visit <https://www.wiltshire.police.uk/police-forces/wiltshire-police/areas/about-us/about-us/cpts/warminster-cpt/> to view a crime and incident map and find links to more detailed data

Get Involved

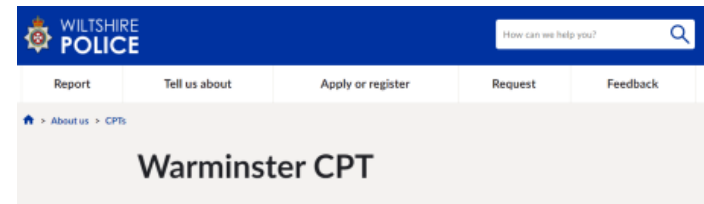
Keep up to date with the latest news and alerts in your area by signing up to our **Community Messaging service** – www.wiltsmessaging.co.uk

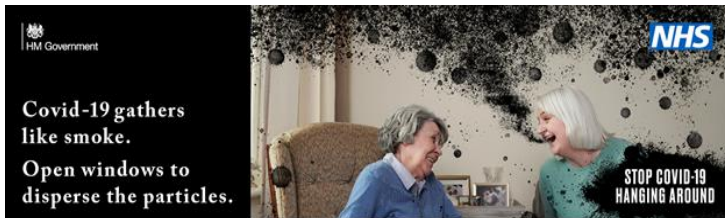


Follow your CPT on social media

- [Warminster Police Facebook](#)
- [Warminster Police Twitter](#)
- [Westbury Police Facebook](#)
- [Mere Police Facebook](#)

Find out more information on your CPT area at: www.wiltshire.police.uk and here www.wiltshire-pcc.gov.uk





**DORSET & WILTSHIRE
FIRE AND RESCUE**

DORSET & WILTSHIRE FIRE & RESCUE SERVICE

WILTSHIRE AREA BOARD REPORT

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.

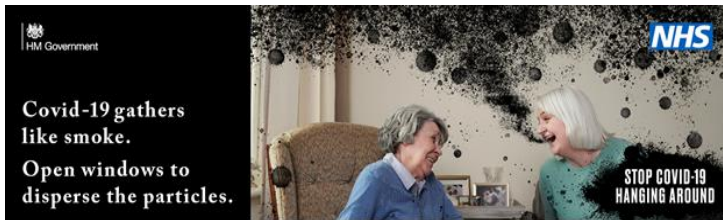
A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

- 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/>



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

General Enquiries

If you have a general fire safety enquiry regarding commercial property, please email 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
- 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

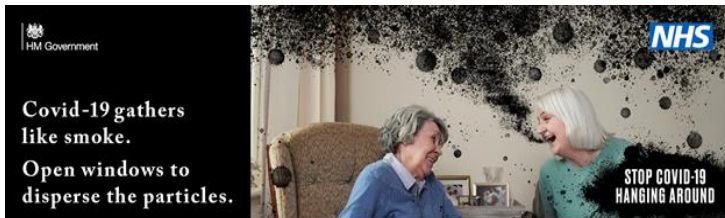
Have you always wondered if you could join the fire service, but haven't had the opportunity to find out more? Have you found yourself seeking your next challenge, keen to give back to the local community or wanting to learn new skills including leadership and teamwork? Then becoming an on-call firefighter 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/ or should you have any questions, you can call **01722 691444**.



Recent News & Events

First national Biker Down safety campaign held

The National Fire Chiefs Council (NFCC) held its first national Biker Down safety campaign between 11-17 April.

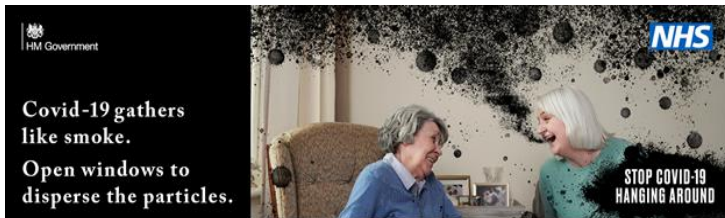
Biker Down is a free three-hour course that provides practical and potentially lifesaving advice, and the sessions are suitable for riders of all experience levels.

The course gives riders an awareness of what to do if they are involved with or see an injured motorcyclist, and how to reduce their own risk of being in a collision.

The national campaign also highlighted the importance of motorcycle maintenance and the wearing of legal and protective riding gear, especially since the trade in counterfeit and fake gear has grown in recent years.



More information can be found at www.dwfire.org.uk/biker-down



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Bonfires and garden safety



Bonfires are very common in the summer, but they can get out of control very easily. If you want to burn off garden waste, here's some safety advice:

- Site any bonfire well away from buildings, fences, trees and garden structures.
- Have a garden hose to hand in case the fire starts to get out of control.
- Don't light a bonfire on a windy day, as it could flare up more than you expect.
- Be courteous to your neighbours – if you're planning a substantial bonfire, let them know, and stay with it at all times to ensure that it remains safe.
- If you're intending to have a large bonfire, use our **on-line form** – we often receive emergency calls from people who can see lots of smoke, and it helps us to know where this could be a controlled burn.
- Never use flammable liquids such as petrol or paraffin to start a bonfire.

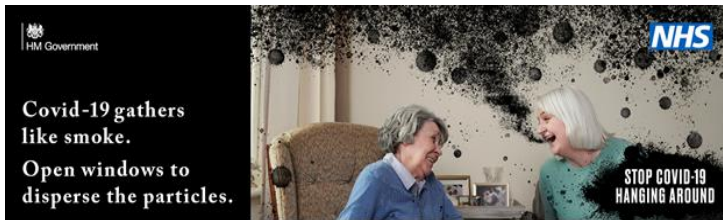
If you have concerns about the environmental impacts of bonfires, such as smoke, you will need to contact your local council.

For further information regarding bonfire and garden safety please visit - <https://www.dwfire.org.uk/safety/safety-outdoors/bonfires-and-garden-safety/>

UK fire services rally to support colleagues in Ukraine

The Service has donated some surplus equipment to support colleagues in Ukraine, as part of a wider effort coordinated by the [National Fire Chiefs Council \(NFCC\)](#).





Water safety



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

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

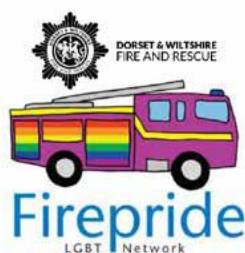
For further information on the dangers of cooling off in open water and some key safety tips for staying safe near water, please visit: - <https://www.dwfire.org.uk/safety/safety-outdoors/water-safety/>

Supporting Pride

The International Day Against Homophobia, Transphobia and Biphobia, which is marked every year on 17 May, was created in 2004 to draw attention to the violence and discrimination experienced by lesbian, gay, bisexual, transgender, intersex people and all other people with diverse sexual orientations, gender identities or expressions, and sex characteristics.

As a Service, we work hard to create a culture where all staff can come to work and be themselves. We also have a supportive network in place, Firepride, which is open to everyone.

As part of our commitment to supporting all communities, we will be attending the Pride celebrations within our Service area, which are back this year after being affected by Covid over the past two years.





**DORSET & WILTSHIRE
FIRE AND RESCUE**

Demand

Total Fire Calls for Westbury Fire Station for period 1st March-23rd May 22

Category	Total Incidents
No. of False Alarms	17
No. of Fires	14
No. of Road Traffic Collisions and other Emergencies	10
Total 41	

Local Incidents of Note: No incidents of note during this reporting period.

**N Courtice
Station Manager**

Email: Nicholas.courtice@dwfire.org.uk

Mobile: 07812161115

Update for Wiltshire Area Boards

May 2022

BSW ICS update

The Health and Care Bill which set out plans for the formation of Integrated Care Systems (ICS) received Royal Assent at the end of April. The Bill will now pass into law as the Health and Care Act 2022 and paves the way for the BSW Integrated Care Board (ICB) to become a statutory body on July 1st and the formation of the BaNES locality Integrated Care Alliance (ICA).

The Health and Care Act introduces measures to tackle the COVID-19 backlogs and rebuild health and social care services following the pandemic. It will also contain measures to address health inequalities and create safer, more joined-up services that will put the health and care system on a more sustainable footing.

As we approach the 1st of July deadline, there has been a renewed focus on recruitment to our ICB Board. Seven executive roles to the BSW ICB have now been confirmed:

- Gill May, currently the BSW CCG Director of Nursing and Quality, has been appointed as **Chief Nurse**.
- Richard Smale, currently the BSW CCG Director of Strategy and Transformation, has been appointed as **Director of Strategy and Transformation**.
- Dr Amanda Webb, currently the Swindon Locality Clinical Chair for BSW, has been appointed as the **Chief Medical Officer**.
- Jasvinder Sohal will join BSW as **Chief People Officer**. Jasvinder currently works at Solent NHS Trust where she has been Chief People Officer.
- Gary Heneage has been appointed as **Chief Finance Officer**. Gary joins us from NHS England and Improvement in the South West Region, where he is currently Interim Director of Operational Finance.
- Rachael Backler has been appointed as **Director of Planning and Performance**. Rachel joins BSW from Lewisham and Greenwich NHS Trust where she has been Executive Director of Performance.
- Dr Jane Moore has been appointed as **Director of Equalities, Innovation and Digital Enterprise**. Jane is Director of Strategy, Planning and Performance for the Staffordshire and Stoke-on-Trent CCGs.
- Offers have been made to successful candidates for the **Directors of Place** roles for BaNES and Wiltshire with a second round of interviews due to take place for the Director of Place role for Swindon.
- Interviews for **Chief of Staff** took place in early May. A Successful candidate will be announced shortly.

NHS England is also supporting a number of development sessions for our BaNES ICA to drive forward the development of a vision for our new organisation and finalise plans for areas such as governance and finance.

The latest version of the BSW Partnership System Development Plan for 2022/2023 has been submitted to NHS England. The plan has been developed by lead and programme support teams from our key workstreams and focuses on the continued development of our BSW Integrated Care System and the transition activities that will be required during 2022/23 to align with the legislative changes planned.

It includes progress updates in relation to activities set out in the previous version of the plan, as well as our BSW response to recently released national guidance on ICS Development.

Update to Healthy Start scheme

Some changes are taking place to the national NHS [Healthy Start Scheme](#) to help women who are pregnant or have young children and are receiving benefits buy foods such as milk or fruit.

The Healthy Start scheme now offers a prepaid card to those applying for Healthy Start to replace the previous Healthy Start paper vouchers. The cards are topped up every 4 weeks with a payment. Those who were in receipt of the paper voucher scheme will need to apply for the digital scheme if they have not already done so.

Healthy Start A5 posters have been sent to GP surgeries and other health settings in BaNES to display along with leaflets for dissemination to eligible parents and carers of children under 4 or to people who are pregnant.

Covid vaccination update

Our covid vaccination programme continues at pace with a focus on booster shots for over 75s, pregnant women and children aged 5-11.

BSW CCG has been calling on people aged 75 and over yet to come forward for their second Covid-19 booster to do so without delay.

Latest figures show that almost half (46 per cent) of all those in the age group have so far had the recommended top-up dose, which is being offered to prolong the immune-boosting effects of previous coronavirus vaccines.

Unlike previous rounds of vaccinations, people no longer need to wait to be contacted to come forward, with those due a booster now encouraged to proactively book their appointment, either online or over the phone.

Latest figures show that in BSW 2,225,000 vaccines have been delivered.

Pressure on health and care services continues in Wiltshire

Pressures related to Covid-19, staff absence and high demand for hospital beds have continued across Wiltshire over the past few weeks. A number of measures remain in place to help address these issues.

Appeals to the public to support services during this difficult time are ongoing. The main messages being for people to use our health services appropriately, support hospitals by collecting loved ones as soon as they are ready to go home, using our pharmacies for help and support wherever possible and using the online 111 service in the first instance.

Helping you stay up to date with the latest changes in health and care

Providing information and signposting is a key part of our role at Healthwatch Wiltshire.

The advice and information pages on our website help people to stay up to date with the latest changes in health and social care.

The latest articles include:

- [What medical support you're entitled to if you're new to the UK.](#)
- [Where to find support if a loved one has died.](#)
- [Where to find support if you have an eating disorder.](#)

- The [accessible communications you should expect from services.](#)

There is also a wide range of help and advice on other issues including:

- [Downloadable guides](#) to mental health resources in Wiltshire for both children and adults – created by our young volunteers and members of our [mental health forum](#).
- Plus details of [Wiltshire advocacy services](#), if you need help and support with the complaints process.

Find out more at healthwatchwiltshire.co.uk/advice-and-information

Advice and information

[View all](#)



Someone I love has died - where can I find support?

Take a look at our advice article on the organisations and groups that can support you if you're grieving.

5 May 2022



What medical support are you entitled to if you're new to the UK?

For new arrivals to the UK it can be confusing where to go if you need medical assistance. Here we outline...

28 March 2022



What do the new government guidelines mean for Covid-19 testing?

Covid-19 testing rules have now changed across England. Find out the latest information on where to go to get...

28 February 2022



The Accessible Information Standard

The Accessible Information Standard is mandatory for all organisations that provide NHS or adult social care...

24 January 2022

Westbury Community Area Board

June 2022

Annual Review of Local Priorities

1. Purpose of the Report

- I. To report on progress made in addressing the Area Board priorities selected for 2021/22
- II. To consider any new evidence or information that will help inform the Area Board in selecting its priorities for 2022/23
- III. To highlight potential priorities for the Area Board to consider for 2022/23
- IV. To inform the Area Board of the broad mechanism for delivering these priorities including (where appropriate): leads, working groups and allocating funding.

2. Introduction

This report has been written by the Community Engagement Manager in consultation with the Area Board Chair. It is provided to help celebrate the success so far and support the Area Board Councillors in setting their priorities for the coming year.

In early 2021, the Community Engagement Manager combined data from the Community Area “Joint Strategic Needs Assessment” (JSNA) with other sources of data and additional local intelligence. This was used to produce a Community Area status report that highlighted where further local improvements may be required. In May 2021, this report was shared with local Area Boards to help inform which priorities it should focus its energy and resources upon.

Given the challenging financial environment, both nationally and locally, Area Boards are encouraged to continue to develop this evidence led approach to its work, so that they can have the greatest impact on the lives of our communities. This includes:

- ✓ Selecting priorities and directing resources to where there is the greatest need and where the Area Board can make a tangible contribution;
- ✓ Being clear on what the Area Board is trying to achieve and the mechanism for doing so; and
- ✓ Regularly reviewing and communicating progress against the chosen priorities.

3. Progress on 2021/22 Area Board priorities

The Area Board working with its partners and the wider community has focussed its attention over the past year on the priority areas below. Appendix A summarises the progress that has been made so far.

- a. Digital inclusion
- b. Tackling social isolation and loneliness
- c. Local environmental action
- d. Wellbeing for young people and positive activities
- e. Reducing child poverty

4. The context for agreeing new Area Board priorities.

The selection of Area Board priorities should be undertaken using both the evidence available to us, as well as the context within which we are operating. Both are continually changing, and the following is provided to help inform the Area Board's decision.

- i. The Joint Strategic Needs Analysis was collated 2 years ago in 2020 and although it used the latest information available at the time, some it is now out of date. This is partly due the significant impact COVID-19 has had on issues such as debt, the economy and mental health as well as the release of more up to date data that was not previously available. This includes
 - [Wiltshire Citizens Advice Annual Report](#)
 - [Wiltshire Intelligence Bringing Evidence Together \(JSNA Update\)](#)
- ii. The 2021/22 Area Board priorities were selected whilst in the middle of the COVID-19 pandemic. The demands of this public health crisis demonstrated the importance of partnership working with some services struggling to cope and many of our community groups and organisations unable to operate. The focus of our time and resources has been upon coming together and supporting the vulnerable within our communities. As we now emerge from the pandemic, the focus is shifting away from this reactive response and onto the rebuilding of our communities. In particular, the evidence suggests that
 - Use of services such as the foodbank has increased
 - Use of mental health services has increased, particularly among young people
 - In some areas, attainment levels at schools have been impacted
 - Fewer groups enabling people to have social interactions now exist
 - Patterns of the occurrence of domestic incidents has changed
- iii. The last 2 years has seen a change in the way that people communicate, especially with the shift to more permanent home and remote working. This has allowed a new approach that includes the ability to be more inclusive and a reduction in the need to travel. The Area Board is encouraged to embrace these opportunities but also mitigate against any local impact upon our communities including considering those that do not have connectivity or the facility to engage in a remote way.

- iv. Wiltshire Council has released its new [business plan](#), outlining its strategy for 2022-2032. It focusses upon the 4 themes of “Empowering People”, “a Resilient Society”, “a Thriving Economy” and “a Sustainable Environment”. In addition, Wiltshire Council on the 1st February 2022, approved both the [Wiltshire Climate Strategy](#) and [Wiltshire’s Natural Environment Plan](#). The Area Board should be aware of these plans and seek to help deliver them at a local level.

5. Agreeing and delivering priorities for 2022/23

The Community Engagement Manager has provided a list of possible priorities for consideration. These can be found in Appendix B. The Area Board should carefully consider how many priorities it can work on at any one time and ensure that they are meaningful for their local area. As a guide, it is recommended that where an Area Board has 4 or less councillors, no more than 4 priorities are selected at any one time. Larger boards can select up to 5 if they believe that they have the capacity to deliver on them. Area Boards can at any time select, review or amend their priorities in order that they remain relevant and linked to current needs.

As well as being evidence led, priorities should be selected where the Area Board believes that it can realistically make a positive impact upon them. To aid the delivery of the chosen priorities, the Community Engagement Manager will support the Area Board councillors including in the creation and management of an action plan. This plan will include clearly defined, manageable and measurable outcomes so the intended outcome is fully understood and will, in turn, facilitate the annual review of delivery on local priorities.

The key mechanism for delivery is to support the local community to use their own experiences, abilities and passions so that they are empowered to shape and deliver positive change. To achieve this the Area Board may wish to consider allocating funding where money is required to help deliver the required aims. The Area Board may also look to set up a local working group to lead on the delivery of a priority, especially where no suitable group already exists.

It is recommended that, for each priority selected, an Area Board councillor takes responsibility for overseeing its delivery and reporting back to the Area Board on progress. The Community Engagement Manager will support the Area Board councillors in undertaking this work.

6. Area Board Lead Councillor Role Description

Area Boards are invited to appoint lead Councillor(s) representatives for each of the priority themes that they have selected. The following guiding principles are in place for Councillors who take a role as an Area Board lead for a priority theme:

- To be the main Area Board point of contact for local officers, councillors and residents within their respective lead area;
- To attend (and usually take the role as chair) relevant working groups of the Area Board;
- To work collaboratively and cooperatively with relevant local partners, community groups, volunteers and outside bodies;
- To provide regular updates back to the Area Board in relation to their lead area, including providing feedback on the success or limitations of previously funded Area Board grants;
- To diligently and democratically consider any funding applications, ensuring due process is undertaken; and
- To in consultation with the local Councillor, monitor feedback for those grant applications that relate to the local priority the lead Councillor has responsibility for, ensuring that relevant feedback on progress and outcomes is provided to the Area Board.

7. Recommendations

- I. The Area Board is asked to acknowledge the progress update from the 2021/22 local priorities work.
- II. The Area Board is asked to consider this report along with its appendices and decide upon the priorities it wishes to focus on in the coming year.
- III. The Area Board is asked to appoint a councillor lead for each of the selected priorities.
- IV. The Area Board is asked to appoint any required working groups in relation to each priority. Note; any existing externally operated groups may already be in place and should be acknowledged and noted.

Report Author: Graeme Morrison Community Engagement Manager
E-Mail: graeme.morrison@wiltshire.gov.uk

APPENDIX A - Summary of progress made against priorities for 2021/22

Digital Inclusion

Health and Wellbeing Group Digital Inclusion Project

Working in partnership with Ability Net – sessions delivered to digitally isolated individuals at Westbury Community Project and Edington Parish Hall over period of 12 weeks. Individuals provided with a device to get online, and sessions to learn basic skills such as emails, online shopping and banking, video calling applications and more.

2nd tranche to begin in late June/early July 2022.

Support provided to schools to provide IT facilities to families in need

Grant funding provided to Westbury Schools Heads group to provide IT devices to families who are digitally isolated

Support provided to Wiltshire Digital Drive

Area Board grant funding was awarded to Wiltshire Digital Drive, a Community Interest Company which provides devices such as laptops, tablets and desktop computers to families and organisations in need.

Increase in opening hours of Westbury Library

As we have emerged from the pandemic, the opening hours of Westbury Library have been generally increasing back to pre-pandemic levels. The Library has computers available for public use and staff are able to provide support to those that need it.

Tackling social isolation and loneliness

Digital Inclusion Project

The digital inclusion project outlined above has provided those individuals identified with a weekly or fortnightly session that provides social interactions as well as providing education around how to use digital devices.

Re-establishment of Westbury Community Area Health and Wellbeing Group

Regular meetings of the Westbury Community Area Health and Wellbeing Group have restarted – the group aims to bring together groups who work with older and vulnerable people to create a network of like-minded groups who will initiate and support projects that improve health and wellbeing within our community.

Plans beginning to establish a “Health and Wellbeing Day” in Westbury – a free event which would bring together organisations to promote the activities and services which are available to Older and Vulnerable people within the community.

Support for activities at Westbury Community Project

Community Engagement Manager Graeme Morrison has provided weekly support to Westbury Community Project to develop the work done at the centre, increase use and ensure the long-term viability of the centre.

Organisations based at the centre include Westbury Community Workshop, Community Fridge, Westbury Youth Club, Westbury Area Network as well as several commercial operations.

Westbury Day Centre Jubilee Event

Funding provided for the Day Centre Jubilee Event to be held in June. The day centre runs weekly sessions that provide the opportunity for social interaction for dozens of older people who would otherwise be socially isolated

Local Environmental Action

Westbury Community Area Environmental Forum

Event hosted in autumn 2021 at Westbury Community Project.

Local environmental interest groups came together to discuss their work and projects with the public and to network with others and identify joint working opportunities.

Presentations were delivered by Wiltshire Wildlife Trust on the Bitham Brook renovation project and Bratton Parish Council on a memorandum of understanding between local parish councils to enable joint working on projects with a focus on environmental projects particularly in relation to improving cycling and walking connectivity between the villages, Westbury town and Westbury train station.

Bitham Brook Habitat Improvement Scheme

Bitham Brook Habitat improvement scheme Phase 1 completed. Improving the area of Bitham Brook for walkers, cyclists and dog walkers as well as for the local wildlife.

Funding has now been allocated to Phase 2 to extend this work beyond The Mead and into The Mead Lakes area of Bitham Brook.

Pollinator Friendly Areas Project

Working in partnership with Wiltshire Wildlife Trust and town and parish council, the area board is initiating and has allocated funding to a Pollinator Friendly Areas Project. The project aims to create a network of sites across the community area which are ideal environments for bees and other pollinators.

Wellbeing for Young People and Positive Activities

Westbury Young People Awards

The successful Westbury Young People Awards made a welcome return following a 3 year break due to the Covid-19 pandemic.

The area board worked with Matravers School to deliver the event in the main theatre at the school. Local businesses sponsored awards in a variety of categories which recognised the achievements and contributions of young people within the community.

200 people filled the room to enjoy the event which, as well as the awards, included musical, drama and dance performances from talented young people from around the area.

Award categories included sporting, arts and volunteering awards as well as a new special Covid-19 local hero award.

In-School Mental Health Services Support

Funding was provided to Matravers School in early 2021 to increase the counselling service provided in school following a report that demand, and as a result, waiting lists had increased.

4 Youth Mental Health Service

The Area Board funded, jointly with Westbury Town Council, 4 Youth to provide a youth mental health counselling service which is available to any young people within the Westbury Community Area. This provides an alternative to young people with mental health issues who do not wish to access services within their school environment.

Westbury Youth FC Ground Improvements

Grant funding provided to Westbury Youth FC to improve the facilities at their ground on Redland Lane

POPCAN Summer Holiday Club

Grant funding provided to POPCAN to fund 10 free places for 5 days a week for 5 weeks of the summer holidays.

Young People's Graffiti Sessions

AB awarded funding to Westbury Youth Club to run graffiti sessions for young people to learn how to produce graffiti art as well as to provide education around acceptable spaces and use of the skills taught.

POPCAN Family Funday

Area Board funding awarded to POPCAN for their annual family funday in summer 2022. A large event open to all of the community in the summer.

Mayors Jubilee Street Party

Area Board funding awarded to Westbury Town Council for the Mayor's Jubilee Tea party – a free event for young people in Westbury.

Reducing Child Poverty

Several of the actions and activities already mentioned above have been aimed at having an impact on reducing child poverty and the impacts of child poverty as well as the priority under which they are listed. These include:

- Support provided to Westbury School Heads group to provide digital devices to families in need
- Support provided to Wiltshire Digital Drive
- In school mental health services
- 4 Youth mental health services

Establishing adult education courses at Westbury Community Project

Community Engagement Manager Graeme Morrison has come to agreement with Wiltshire Council's Family and Community Learning Team and Wiltshire College to provide adult learning courses at Westbury Community Project. Courses such as basic English and Maths and employability skills such as CV writing etc.

APPENDIX B – Suggested priorities for 2022/23

The following are some possible priorities for the Area Board to consider for the coming year

Potential Priority	Key objectives	Additional comments
Combatting Social Isolation and Loneliness	To reduce isolation among older and vulnerable people in our community, reducing and/or delaying the need for adult social care	Existing priority
Digital Inclusion	To eradicate unwanted digital isolation within the Westbury Community Area	Existing priority – could potentially be “rolled into” social isolation priority above?
Wellbeing for Young People and Positive Activities	Improving the health and wellbeing of young people with a particular focus on mental health. Providing positive activities for young people	Existing priority
Reducing Child poverty	Providing opportunities for low income families Combatting the impacts of child poverty such as mental health	Existing priority – could potentially be “rolled into” the young people’s priority above
Local Environmental Action	To support and initiate projects which improve the local environment, including air quality, improving wildlife and biodiversity in our rural areas as well as in our town and villages	Existing priority
Supporting Local Business	Supporting the local economy	Not on local priority list for 2021/22

Westbury Area Board 6 June 2022

Appointment of Area Board Lead Councillors

1. Purpose of the Report

- 1.1. To appoint Councillor representatives for the Area Board. This will include appointing to Outside Bodies and to reconstitute and appoint to Working Groups for the year 2022/23

2. Background

- 2.1. Area Boards are invited to appoint Councillors to be their respective lead for particular Outside Bodies or Non-Priority Working Groups. The following guiding principles are in place for Councillors who take a role on an Outside body or Non-Priority Working Group:

- To be the main Area Board point of contact for local Officers within their respective area
- To attend (and often Chair) relevant working groups of the Area Board
- To work collaboratively with relevant local partners and community groups
- To provide regular updates back to the Area Board in relation to their Group/Outside-Body including providing feedback on the success or limitations of previously funded Area Board grants (if applicable)

- 2.2. The Area Board is invited to appoint Councillor Lead representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, and will be reviewed annually, unless the Board determines otherwise.

- 2.3. The Area Board is also invited to reconstitute or create new Non-Priority Working Groups set out in **Appendix B**, with the Terms of Reference (if applicable) set out at **Appendix D**, and to make appointments to these groups.

- 2.4. Similarly, the Area Board is invited to appoint a named Older Persons and Carer Champion to work with the Area Board and Health and Wellbeing Group for 2022/23 (if applicable).

3. Main Considerations

- 3.1. Local Highways and Footpath Improvement Group (LHFIG) has replaced Community Area Transport Groups (CATGs), which will continue to operate as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in **Appendix C** for information.

3.2. Where a Non-Priority Working group is required, the exact purpose should be set out and agreed by the Board.

3.3. A key role within some Health and Wellbeing Group's is that of a local 'Champion' who works with the Area Board to address priorities for older people and carers, further details on this role can be obtained on request from the officer named on this report.

4. Financial and Resource Implications

4.1. None.

5. Legal Implications

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

6. Safeguarding Implications

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

7. Environmental Impact of the Proposals

7.1 None.

8. Equality and Diversity Implications

8.1 None.

9. Delegation

9.1 By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.

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

10. Recommendation

10.1 The Area Board is requested to:

- a. Appoint Members as Lead representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to AB Non-Priority Working Group(s) as set out in Appendix B; and
- c. To note the Terms of Reference for the LHFIG as set out in Appendix C.

Lisa Alexander, Senior Democratic Services Officer

Appendices:

Appendix A – Appointment to Outside Bodies

Appendix B – Appointment of Members to Non-Priority Working Groups

Appendix C – LHFIG Terms of Reference

Unpublished background documents relied upon in the preparation of this report

None.

Westbury Area Board

Appendix A

Appointments of Lead Members to Outside Bodies 2022/23

Outside Body	Councillor Representative
Westbury Local Highways and Footways Improvement Group (LHFIG)	
Westbury Local Youth Network (LYN)	
Westbury Health and Wellbeing Forum (HWB)	
Westbury Ham Community Project (Eden Vale Youth Centre Project)	
Warminster and Westbury CCTV	

Westbury Area Board

Appendix B

Appointments of Area Board Councillors

To Non-Priority Working Groups of the Board:

Local Highways & Footway Improvement Group (LHFIG)

Councillor

Local Youth Network

Councillor

Health and Wellbeing

Councillor

LOCAL HIGHWAY & FOOTWAY IMPROVEMENT GROUPS (LHFIG)

TERMS OF REFERENCE

Membership of the LHFIG

The LHFIG will normally be made up of:

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

It is recommended that the groups do not normally consist of more than 10 representatives, but for larger community areas this may not always be feasible.

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

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 LHFIGs will cease when a member ceases to hold the stated office as first appointed, or when a parish/town council or group choose to nominate an alternative representative.

The LHFIGs 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 LHFIGs members

Appointment of Wiltshire Council members to the LHFIGs 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 LHFIGs (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 LHFIGs must not issue press statements on behalf of the Area Board.

Any press statements about the work of the LHFIGs should be agreed between the Chairman of the LHFIGs and the Chairman of the Area Board, and in consultation with

Wiltshire council's communications team. You can contact the communications team at communications@wiltshire.gov.uk.

Meetings

It is recommended that the LHFIGs meet four times a year. Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings. 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 LHFIG chair wishes, and by invitation. It should be noted that LHFIGs are advisory bodies and do not exercise delegated decision-making powers. All decisions are to be ratified by the Area Board.

Officer support

Meetings will be attended by relevant officers from Wiltshire Council, including a Senior Transport Planner, a Senior Traffic Engineer, Local Highway Maintenance Engineer and the local Community Engagement Manager. Attendance by officers of other expert knowledge may be arranged when necessary.

Additional support will be provided outside of the meeting by the Corporate Office Business Support unit as currently for Area Boards, for the purpose of arranging meetings, venues, and the production of meeting action notes.

Terms of reference

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

The LHFIGs terms of reference are set out at Appendix A:

Examples of projects the LHFIGs can and cannot fund are set out in Appendix B:

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 Transport, Waste, Street Scene and Flooding. The funding allocation is a mixture of highways and council 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 routine maintenance schemes or the provision of passenger transport services.

A list of schemes which the groups can fund in contained in Appendix B

Schemes considered by the LHFIGs must have first been raised through the highway improvement request system and endorsed by the relevant town or parish council.

The LHFIG's can be directed to look at issues identified by Highways Officers when considered appropriate. For example, when an issue is raised for which other centrally held resource does not exist.

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.

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 more than the total discretionary amount available as part of the group's annual allocation.

Appendix B – Example of projects which can and cannot be funded by LHFIGs

LHFIGs can fund the following:

Pedestrian improvements: including dropped kerbs, new footways, substantive improvements to existing footways, pedestrian crossings (including assessments).

Cycle improvements: new cycle paths, cycle parking / storage.

Bus infrastructure: new and replacement Shelters (subject to agreement on future maintenance liability), bus border kerbs, bus stop road markings.

Traffic signing: new and replacement signs (including signposts), street name plates, village gateways.

New road markings: new and replacement of existing markings.

Speed limits: assessment and implementation.

Waiting restrictions: assessments and implementation.

Footpath improvements: styles, gates, surface improvements to rights of ways (council maintainable only).

Drainage: minor improvements, new gullies.

Street lighting: new installations.

Traffic management measures: including Sockets and posts for SID (Speed Indication Device) equipment.

As a general rule, an asset should exist at the end of the project, i.e. something new that wasn't there beforehand.

LHFIGs cannot fund:

Routine maintenance: such as gully emptying, ditch clearing, hedgerow cutting, pot hole repairs.

Service subsidy: bus services

Promotional campaigns

SID equipment

Improvements for individuals and properties

As a general rule, activities that repair, clean, tidy or remove something that is already present are likely to be considered routine maintenance and cannot be funded by LHFIGs.

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 29th April 2022			
1.	Attendees and apologies			
		Suzanne Wickham (Chair – Wiltshire Councillor) Carole King (Wiltshire Councillor) Gordon King (Wiltshire Councillor) Michael Sutton (Westbury Town Council) Keith Rayward (Bratton Parish Council) John Pollard (Edington Parish Council) Valerie Jarvis (Dilton Marsh Parish Council) Sarah Harris (Westbury Town Council officer) Kirsty Rose (Wiltshire Council)		
	Apologies	Matthew Dean (Wiltshire Councillor) Pat Whyte –(Wiltshire Council) Chris Johns (Edington Parish Council)		
2.	Notes of last meeting			
		The notes of the last meeting were agreed at the area board on 17 th February 2022		
3.	Financial Position			
		The available CATG budget at the start of the meeting is £18,412.78		

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		<p>The contribution level for Parish/Town Councils is set at 30%.</p> <p>Allocations made at meeting:</p> <ul style="list-style-type: none"> • Frogmore Road / Slag Lane - £3000 contribution to Substantive Bid. • O&D Survey - £2450 LHFIG / £1050 WTC (tbc) - £3500 total • Oldfield Road / Queens Road Parking Restrictions - - £1400 LHFIG / £600 WTC (tbc) – total £2000. • Newtown - Allocation £210 LHFIG / £90 WTC – total £300. • Bratton Road subs. Bid - £1500 • Wellhead Drove - Allocation £3000 - £2100 LHFIG / £900 WTC (tbc) • Charlton Hill – Edington – Allocation £140 LHFIG / £60 PC – total £200 <p>Remaining budget: £7612.78</p>		
4.	Top 5 Priority Schemes			
a)	<p>18-19-8, 18-20-26 Frogmore Road (From Rosefield Way to Slag Lane).</p> <p>18-21-7 Slag Lane, Westbury</p> <p>Request for Traffic Calming</p>	<p>Westbury Town Council confirmed preferred option is ‘high level intervention’ and agreed a contribution of £1073.75 to the topo survey. KR has placed an order for the survey to be undertaken. The total cost of the survey is £4295 with CATG allocation of £3221.25 and £1073.75 from WTC.</p> <p>Likely cost of providing the full length footway is approx. £100k. There are items to resolve including land negotiations and drainage. KR suggested delivering in two phases. Phase 1 being the section from Rosefield Way to the rail bridge costing in the region of £50-60k.</p>	<p>Quote for O&D survey is £3500.</p> <p>Due to proposed changes to LHFIG and substantive bids, contributions to bids should be a minimum of one-third the annual allocation. Therefore, this scheme requires an additional £3000 allocation for substantive bid.</p>	To note

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		<p>CATG agreed to submit a substantive bid relating to Phase 1 with a £4000 contribution.</p> <p>KR to provide plan and cost to Town Council before August 16th to allow council to consider its contribution.</p> <p>KR to prepare submission form and liaise with CK.</p> <p>Substantive bid submitted.</p> <p>CK asked if it is possible to remove this route as the alternative for vehicles which cannot travel under the Station Road bridge. KR will discuss with Bridges team.</p> <p>MS stated that Westbury Town Council have some concerns regarding the scheme and whether it addresses the concerns raised by residents. This is as a result of complaints from residents regarding the proposal.</p> <p>MS to report back following the town council HP&D meeting on 15th November as to whether town council support is withdrawn.</p> <p>KR explained that the scheme would not proceed without the support of the town council.</p> <p>The substantive bid for this scheme was unsuccessful by a narrow scoring margin.</p> <p>WTC have asked that the scheme be reviewed to ensure the option put forward is most appropriate.</p>	<p>It was agreed to allocate an additional £3000 to the substantive bid.</p> <p>It was agreed that the O&D survey should proceed, subject to a contribution from Westbury Town Council. Allocation £2450 LHFIFG / £1050 WTC.</p>	<p>AB/WTC</p>
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LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		<p>KR to get quote for an origin-destination survey to determine levels of through traffic on Slag Lane and Frogmore Road.</p> <p>KR explained surveys in 2015, 2017 and 2019 recorded average speeds of 24/25mph and 85thile around 29/30mph indicating that this location meets the criteria for a sign only 20mph speed limit and does not indicate a speeding issue with general traffic.</p> <p>A further traffic survey is to be undertaken.</p>		
b)	<p>18-19-11 Edington – various roads (excl. B3098)</p> <p>20mph request</p>	<p>Report circulated to CATG members in April setting out recommendations for the implementation of 20mph speed limit on various roads in the village at an estimated cost of £13,000.</p> <p>The group agreed to submit a bid for funding via the Substantive CATG bid process. CATG have allocated £1000 toward this. Edington Parish Council have confirmed £1000 contribution</p> <p>Substantive bid to be made in next round. Closing date this year is 17th September</p> <p>CATG allocation of £1000.EPC £1000</p> <p>Substantive bid for 22/23 funding was successful.</p> <p>KR to progress legal advert.</p>	<p>Advertisement complete and no objections received. Works order for implementation being prepared.</p> <p>To be moved to other priority schemes until complete.</p>	To note

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

d)	18-20-8 Bratton – 20mph Speed Limit Assessment	<p>BPC would like to pursue implementation of a 20mph speed limit on Lower Road and Court Lane. Estimated cost is £4500 with 50% contribution offered by BPC. CATG agreed to progress. Funding £4500 (£2250 CATG, £2250 BPC).</p> <p>TRO documentation to be passed to TRO team for legal advert</p>	<p>Advertisement complete and no objections received. Works order for implementation being prepared.</p> <p>To be moved to other priority schemes until complete.</p>	To note
e)	<p>18-20-4 Parking Oldfield Park Westbury (nr 103) – Request for additional parking</p> <p>18-20-5 Oldfield Park, Westbury - Parking (nr 71)</p> <p>18-20-28 Westbury Infant School</p>	<p>On 23rd November 2020 a meeting was held remotely between Selwood Housing, Wiltshire Council and Westbury Town Council.</p> <p>One of the actions for WTC HP&D committee to consider, was an Experimental Traffic Order for the area. The experimental traffic order could be time limited to target the worse times of the day and may be more acceptable to residents. An experimental traffic order would allow an opportunity to gauge the success and impact of school parking. This would be supported with targeted enforcement.</p> <p>WTC HP&D committee voted in support of the Experimental Traffic Order –</p> <p>2. That the matter is of sufficient seriousness to be of immediate consideration by CATG.</p> <p>For CATG information, WTC HP&D committee asked that the Town Clerk writes to the schools in Oldfield Park about the issues with parking and ask the schools to remind parents they can park in Railway Close car park.</p> <p>KR has also asked the WC Road Safety team to contact both schools and undertake a visit to review the existing</p>	<p>Proposal for parking restrictions on Queens Road and Oldfield Park circulated with tracker for consideration.</p> <p>Estimated costs are £2000 for TRO advert and £2500 for implementation.</p> <p>KR has also contacted to Traffic Signals re: options for preventing vehicles mounting the footway near crossing. Awaiting response.</p> <p>The group supported the proposed parking restrictions and agreed to allocate funding for the TRO advertisement. Allocation - £1400 LHFIFG / £600 WTC (tbc) – total £2000.</p>	AB/WTC

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		<p>arrangements around school drop off and pick up. The schools will also be encouraged to take up the walking, cycling and scooter training initiatives offered by WC.</p> <p>KR has reviewed available parking at Railway Close around school drop off times and there are limited available spaces. Group may need to consider alternative action.</p> <p>STP advisor will contact both schools to discuss Taking Action on School Journeys fund. School can access funding for improvements to encourage more walking and cycling.</p> <p>KR reported that STP advisor had contacted schools, but they have not taken up the offer.</p> <p>GK asked KR to update Cllr Dean regarding this issue. GK will raise travel plan with Junior school headteacher.</p> <p>Parking enforcement will take place. KR to also liaise with PCSO.</p> <p>KR also to review options for waiting restrictions on Queens Road and Oldfield Park</p> <p>The schools will not be preparing travel plans at this time.</p> <p>KR to prepare a proposal for an ETRO for waiting restrictions on Queens Rd etc for the group to consider.</p> <p>To be moved to top 5 priorities.</p>		
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LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

f)	18-20-18 Bratton Road Westbury – narrow section	<p>KR explained that the scheme had been installed without priority in order to encourage more co-operative, courteous approach between drivers. In most instances this appears to be working. Priority being given to those exiting the town centre toward Bratton would require parking on Bratton Road to be removed in order to allow space for queuing and passing vehicles. Priority being given to those travelling toward the town centre may lead to queuing back toward the Laverton with drivers approaching around a bend without forward visibility of a queue.</p> <p>The group discussed the issue and the town council felt that priority to those approaching from the town centre should be given further consideration.</p> <p>GK provided an update that residents are concerned about frequent road rage incidents and confrontation</p> <p>KR presented option for priority working with footway widening. It would be necessary to remove some on-street parking. Overall cost with footway widening would be £25,000. Signing and road markings only would be £9,000. KR recommends footway widening option to improve pedestrian environment and remove any doubt about road width.</p> <p>GK supported this approach, as does MS and other councillors. GK suggested substantive bid be made in 22/23 to fund this scheme.</p> <p>Substantive bid in 22/23. KR to progress design for bid purposes.</p> <p>Scheme to be moved to top 5.</p>	<p>Due to proposed changes to LHFIG and substantive bids, contributions to bids should be a minimum of one-third the annual allocation. Therefore, this scheme requires an additional £3000 allocation for substantive bid.</p> <p>LHFIG agreed an additional £1500 toward the substantive bid. The town council are to consider their contribution and report back.</p> <p>Following the meeting, KR sought clarification regarding the 1/3rd contribution to substantive bids and it was confirmed that this can be made up of funding from both the LHFIG <i>and</i> town and parish contributions. It does not need to be solely made up from the LHFIG funding.</p>	AB/ WTC
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LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		CATG contribution agreed - £4000. WTC contribution to be advised		
g)	18-21-10 Hawkeridge Road, Westbury Request for ANPR at Bus Gate	<p>Westbury Town Council Highways Planning and Development (HP&D) Committee to refer to Community Action Transport Group (CATG) a proposal for an ANPR control at the existing 'bus only' gate.</p> <p>These works to be included in the substantive Slag Lane/Frogmore Rd scheme.</p> <p>Please see supporting documents with the full details.</p> <p>At a meeting held on Monday 18th October 2021, Westbury Town Council Highways, Planning and Development Committee supported the above issue/request being referred to the Community Area Transport Group (CATG) to investigate a proposal and advise on costs for an ANPR control at the existing 'bus only' gate. These works to be included in the substantive Slag Lane/Frogmore Road scheme.</p> <p>The group supported this request and agreed that further work to prepare a detail design and robust cost estimate should be undertaken.</p> <p>MS suggested that the Town Council may be willing to make a substantive contribution to cost, or cover in entirety.</p> <p>To be moved to top 5 priority.</p>	<p>Outline plan circulated with note tracker. Cost estimate prepared and likely cost is £20,000.</p> <p>Discussions re electrical supply ongoing – this will inform further detail design work.</p> <p>Some changes to signing and the current layout are needed and included in estimate.</p> <p>The town council are seeking to fund this in entirety. A detail design and updated costing following confirmation of electrical supply details will be provided.</p>	To note / KR

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

5.	Other Priority schemes		
a)	18-20-13 & 14 Newtown, Westbury – Traffic Calming request	<p>It was agreed to wait for the traffic survey results before determining the next course of action.</p> <p>Survey requested to take place at top and bottom of Newtown.</p> <p>KR to liaise with traffic surveys re: locations. Await outcome of traffic survey.</p> <p>KR to review options.</p> <p>Survey results attached with tracker. Survey to be repeated in Summer 2022.</p> <p>Speeds do not indicate a need for enforcement however KR to review options for managing vehicle movements.</p>	<p>Carriageway roundel stating '30' could be provided alongside terminal signs at top of Newtown. This would cost £300 as part of the ad-hoc lining programme.</p> <p>The existing parking constrains vehicle speeds within the residential area.</p> <p>The surveys show the route is well used, particularly at weekends, however as the route to the White Horse this is to be expected.</p> <p>Consideration could be given to 'pedestrian in road' warning signs on the section towards Long River Road if there are concerns regarding pedestrian safety in this location.</p> <p>The group agreed funding for a carriageway roundel as above. Allocation £210 LHFIG / £90 WTC – total £300.</p>

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

			Letter to be sent by area board / councillors to PCC regarding enforcement.	
b)	18-20-20 Newtown, Westbury – request for 'unsuitable for HGV' sign	<p>The traffic survey to be undertaken on Newtown has been asked to include vehicle types to identify the extent of this issue. The group agreed to await the outcome of the traffic survey.</p> <p>Await outcome of traffic survey.</p> <p>Survey results attached with tracker. Survey to be repeated in Summer 2022.</p> <p>Survey showed 9 return large vehicle movements per day on average. This is not excessive and accounts for required access.</p> <p>To be reviewed following further survey. On hold until Summer 2022</p>	On hold pending further survey	To note
c)	18-20-21 & 22 The Mead, Westbury	<p>Pedestrian crossing assessment circulated. Recommendation to provide tactile paving and bollards to enhance existing dropper kerb crossing point at approx. cost of £2000.</p> <p>Westbury Town Council object to the recommendation and share the following feedback to CATG, for their meeting on 11th June 2021:</p> <p><i>The report suggests that having a light controlled crossing would cause difficulty to drivers, as they might not see the</i></p>	Works complete. Item to be removed from tracker.	To note

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		<p><i>lights in time at the speed they are travelling at, however an uncontrolled crossing, where pedestrians cross at their own risk and presume drivers can see them and stop in time, would be seen to be acceptable?</i></p> <p><i>How would drivers see pedestrians any better compared to seeing lights – either way a certain amount of stopping distance is required.</i></p> <p><i>If the concern is that drivers would not be able to stop in time, should consideration be given to reducing the traffic speed?</i></p> <p><i>Bollards and a tactile surface would be better than nothing. If this is the only option available, Westbury Town Council would request that warning signs are in place, in both directions, to inform drivers that a pedestrian crossing point is coming up.</i></p> <p>KR explained that the report did not raise issues regarding visibility to and from a formal controlled crossing, but the location does not meet the criteria set out in WC policy for the provision of a formal crossing.</p> <p>CATG agreed to progress upgrades to informal crossing point subject to funding contribution from WTC. This will include warning signs as requested.</p> <p>Funding £2000 (£1500 CATG, £500 WTC)</p> <p>It has become apparent during the design process that to install the tactile paving on the side leading to the Mead Lakes, pedestrian access into the Lake via the RoW cannot be maintained. It is therefore necessary to promote a Temporary Traffic Regulation Order to close the RoW during the works. To</p>		
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LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		<p>do this, along with pedestrian management and signing that go along with this, adds a considerable cost to the scheme. The current estimate brings the total scheme cost to £4700.</p> <p>An alternative option has been prepared (see Detailed Design Option 2) omitting the tactile paving but retaining the bollard installation. This removes the element of the construction work that requires the footpath closure and is therefore deliverable within the allocated budget. With the warning signs, the total scheme cost of this option is £1600.</p> <p>The group agreed to proceed with option 2.</p>		
d)	18-20-29 Clivey Dilton Marsh	<p>Problem The Dilton Marsh sign is missing from the Clivey entrance to the village and the Parish Council has received request from residents for this to be reinstated, together with a traditional village 'gate' to mark the entrance to the village.</p> <p>Request The PC would like a Dilton Marsh sign and gate to be installed</p> <p>A signing plan and cost estimate is to be prepared.</p> <p>The group agreed to proceed with the installation of a village gate and village nameplate as proposed. The total cost is £1440. The CATG contribution is £1008 and PC contribution is £432</p>	Works complete. Item to be removed from tracker.	To note
e)	18-21-2 Bitham Mill, Westbury	<p>Request: Bar marking to prevent cars parking alongside marked parking bay.</p> <p><u>Westbury Town Council – Highways, Planning and Development Committee Meeting – Monday 15th February 2021</u></p>	Awaiting lining completion.	To note

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		<p>The committee voted –</p> <p>3. That the matter is of sufficient seriousness to be considered a town council priority worthy of a contribution to the cost. *</p> <p>*The committee agreed a £75 contribution towards an H-Bar. CATG agreed to progress. Funding £150 (£75 CATG, £75 WTC)</p> <p>Passed to ad-hoc lining. Await completion.</p> <p>KR to check if lining complete</p>		
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LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

f)	18-21-3 Alfred Street, Westbury	<p>Request: I am a resident of BA133DY area for the past 3 years and have noticed more motorists speeding down our road. It's the straight stretch in front of the Horse and Groom pub. All the houses on this road, their gates open onto the road not a pavement and is a double yellow line area, so no cars are parked.</p> <p>We really need speed restrictions in place, speed bumps or islands. Something to make us safer leaving our property and the people leaving the pub.</p> <p><u>Westbury Town Council – Extraordinary Highways, Planning and Development Committee Meeting – Monday 22nd March 2021</u></p> <p>The committee voted –</p> <p>2. That the matter is of sufficient seriousness to be of immediate consideration by CATG.</p> <p>The committee ask CATG to consider traffic calming in this area, appropriate signage to discourage non-residential vehicles and HGVs</p> <p>Traffic survey requested. Await completion</p>	<p>Traffic survey results circulated with note tracker.</p> <p>Consideration may be given to introduction of 20mph speed limit (sign only) to include streets leading off Alfred Street.</p> <p>The group agreed that a 20mph speed limit should be given consideration. A signing proposal and cost estimate is to be prepared.</p>	To note
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LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

g)	18-21-5 Dog Kennel Lane, Westbury	<p>Request: Issue with Dog Kennel Lane not being recognised by post office systems resulting in issues with deliveries. Request for assistance to resolve with Post Office and additional signing.</p> <p>At a meeting held on Monday 24th May 2021, Westbury Town Council Highways, Planning and Development Committee considered the lack of signage at Dog Kennel Lane issue and has the following response to make:</p> <p>The committee voted –</p> <p>3. That the matter is of sufficient seriousness to be considered a town council priority worthy of a contribution to the cost. *</p> <p>* The committee agreed a 25% contribution towards additional signage.</p> <p>CATG agreed that an additional street nameplate may be appropriate with an approximate cost of £200 however would request a 50% contribution from WTC due to the very localised nature of the request.</p> <p>WTC confirmed 50% contribution.</p> <p>CATG agreed £200 funding (£100 CATG/£100 WTC). To be ordered Order to be raised for works by mid-Dec with implementation in New Year.</p>	Works complete. Item to be removed from tracker	
h)	Bratton – Lower Road/B3098/Stradbrook Crossroads	<p>Concerns regarding safety at crossroads. Request for improved signing. Documentation from Keith Rayward attached.</p> <p>CATG requested this be investigated to determine what improvements can be made.</p>	Works pack and order being prepared alongside 20mph speed limit implementation.	

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		<p>KR to provide plan and cost estimate to Parish Council and to CATG by next meeting. CATG agreed to proceed with proposed signing and road marking improvements (attached).</p> <p>Total £1050 - £735 CATG and £315 BPC confirmed.</p>		
i)	18-21-6 Leigh Road, Westbury Extension of Footway	<p>Request: I have to bring this to your attention. Matravers School leading into Leigh Road I really think the path should be extended past the railings as I seen about dozen school kids walking along there towards Springfield road and the traffic was busy and it's an accident waiting to happen. The footway should be extended.</p> <p>At a meeting held on Monday 20th September 2021, Westbury Town Council Highways, Planning and Development Committee considered the above issue and has the following response to make:</p> <p>The committee voted –</p> <p style="padding-left: 40px;">2. That the matter is of sufficient seriousness to be of immediate consideration by CATG.</p> <p>KR to review options including:</p> <ul style="list-style-type: none"> • Discussion with Matravers re use of pedestrian gate and potential for fence to be moved back. • Relocation of utility post <p>Enhancement of dropped kerb crossings to encourage pedestrians to cross</p>	<p>Relocation of utility post would require extensive diversions due to the number and location of connections relating to overhead cables. This is likely to cost in excess of £10,000, if deemed possible by the utility company as a standalone change.</p> <p>Due to the narrow footway width at the existing dropped kerbs, there is no scope to provide bollards to highlight the crossing point.</p> <p>Matravers to be contacted to encourage opening of pedestrian gate at this location to allow school children to access, taking away the need to walk further along Leigh Road.</p>	KR

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

j)	18-21-8 Slag Lane, Westbury Request for pedestrian barriers	<p>Members of HP&D will be aware of the ongoing traffic and safety concerns relating to Slag Lane, as well as the proposed bid for a major scheme for Frogmore Lane which, if successful, will bring certain benefits to Slag Lane (e.g. 20mph signs). This scheme may or may not be approved for action by the unitary authority.</p> <p>What the scheme does not address is what I consider to be a safety issue which could be actioned now at modest cost.</p> <p>Problem There are three paths leading out of the Lakeside View estate directly onto Slag Lane. Children in the vicinity ride bicycles and scooters, run around etc down the paths leading onto the road, not always with appropriate due care and attention. Currently, while each path has a single post at the point of exit this does not act as a suitable barrier to stop anyone going down the slope and into the roadway with its regular speeding cars taking a shortcut between Rosefield Way and Station Road.</p> <p>Proposal I would ask the committee to put forward a proposal to CATG for the erection of a suitable safety barrier at each of the path exit points. These could be sited on the road side of the pavement along Slag Lane. The sort of barrier I have in mind are those which are found outside the entrance to many schools. There is a similar barrier on the main road at a footpath exit opposite the Tesco Express.</p> <p>At a meeting held on Monday 20th September 2021, Westbury Town Council Highways, Planning and Development</p>	<p>Collision Reduction and Road Safety Audit Officer has reviewed this request and visited Slag Lane.</p> <p>The provision of guardrail as requested is not deemed necessary on safety grounds with the current bollard arrangements being sufficient.</p> <p>The current provision aligns with DfT guidance to ensure accessibility for all and the local transport note relating to the use of pedestrian guardrailing.</p> <p>No further action recommended.</p>	To note
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LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		<p>Committee considered the above issue and has the following response to make:</p> <p>The committee voted –</p> <p>3. That the matter is of sufficient seriousness to be considered a town council priority worthy of a contribution to the cost.</p> <p>KR explained that the latest govt. guidance is to remove pedestrians barriers and limit new installs as they make routes inaccessible for wheelchair users etc. However, each location can be reviewed by the Road Safety Auditor who will determine if a safety risk is present that would benefit from the installation of barriers.</p> <p>KR to arrange this.</p>		
k)	18-21-9 Petticoat Lane, Dilton Marsh Street name plate	<p>The PC resolved to request that a replacement street name sign is installed at Petticoat Lane. A location plan for the preferred site of the sign is provided.</p> <p>The PC would like Wiltshire Council to approve the installation of a replacement street sign.</p> <p>CATG allocated funding subject to feasibility. Total £200 – CATG £140, PC £60</p> <p>Order raised. Await completion.</p>	Works complete. Item to be removed from tracker.	

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l)	18-21-11 Coach Road Westbury	<p>Coach Road is access to Coach Road Farmhouse and the Farm only. (Except for Access). It is used as a rat run and drivers speed excessively down the single-track lane. Our cat has been killed and God forbid this happens to our children. We like this to stop. We also have children racing motorbikes down the lane.</p> <p>More signage and clearly indicating 'No Access' Speed bumps Barrier Anything to stop people driving through here!!</p> <p>Town Council At a meeting held on Monday 15th November 2021, Westbury Town Council Highways, Planning and Development Committee considered the above issue and has the following response to make:</p> <p>The committee voted –</p> <p>2. That the matter is of sufficient seriousness to be of immediate consideration by CATG.</p> <p>Westbury Town Council have asked the police to do some spot checks and enforcement in the area.</p> <p>Signing to be reviewed, including low bridge signing.</p> <p>Concerns raised about frequent fly tipping. KR to liase with enforcement team to establish extent of issue.</p>	Signing review underway.	KR
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LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

m)	18-21-12 Wellhead Drove, Westbury	<p>Dangerous junction – Wellhead Drove/A350 Speeding traffic – Wellhead Drove</p> <p>Provide more adequate warning signs for drivers on the A350 that there is danger of merging traffic ahead to slow them down more. Enforce a residential speed limit on Wellhead Drove of 20mph.</p> <p>Town Council At a meeting held on Monday 15th November 2021, Westbury Town Council Highways, Planning and Development Committee considered the above issue and has the following response to make:</p> <p>The committee voted –</p> <p>2. That the matter is of sufficient seriousness to be of immediate consideration by CATG. With a request that that the 30mph speed limit be moved further back and Wellhead Drove become a 20mph limit.</p> <p>Traffic survey to be requested for Wellhead Drove to determine the existing speed of vehicles.</p> <p>Wellhead Drove is currently subject to national speed limit. KR to determine if the 30mph speed limit can be extended to cover Wellhead Drove and review signing etc on approach to crossroads.</p>	<p>Propose extension of 30mph speed limit to include Wellhead Drove, with required signing.</p> <p>This would require a TRO. Overall implementation costs (with signing) of £3000.</p> <p>Recommend significant vegetation trimming alongside A350 to improve visibility and light conditions through crossroads. Trimming should include high level branches overhanging carriageway.</p> <p>Much of this is within private ownership therefore contact by Area Highways required. It was agreed to ask for a letter to be sent out.</p> <p>The group agreed to fund the TRO advert and implementation costs. Allocation £3000 - £2100 LHFIFG / £900 WTC (tbc)</p>	KR
n)	18-21-13 Clivey, Dilton Marsh	<p>The PC is requesting consideration be given to options for managing speed along the B3099 at the Clivey crossroads and up into the village. Vehicles speed along this stretch of road which is used frequently by horse riders, cyclists, and walkers.</p>	<p>The group discussed the issues faced by walkers and horse riders along this route due to the lack of footway and vehicle speeds.</p>	KR

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		<p>Residents have requested a lowering of the speed limit from 60 mph to 40 mph for safety reasons.</p> <p>The PC would like Wiltshire Council to investigate options to address the speeding issue</p> <p>SW to speak with parish council. May be appropriate to consider measures other than change in speed limit to assist vulnerable road users</p>	<p>KR to prepare a proposal and estimate for improvements to signing and/or other measures to mitigate this.</p>	
o)	18-21-14 Charlton Hill, Edington	<p>Due to the increase in the number of delivery vans some residents of Charlton Hill have had damage to their property caused by vans attempting to reverse onto private property to turn round or just trying to reverse back down the hill.</p> <p>There is also an issue of vans having to reverse onto the Westbury Road which at times is congested with parked cars opposite the junction.</p> <p>Pat Whyte has visited the area and spoken to one of the residents and he suggests that an increase in signage would go some way to reducing the problem. A new set of signs at the entrance to Charlton Hill stating that there is no turning area at the end, also a sign stating that numbers 8 and 9 Charlton Hill can best be accessed from Tinhead Road.</p> <p>We have submitted a parking issue request for double yellow lines opposite this junction earlier this year, if this is successful this will also reduce the hazard for vehicles having to reverse onto the main road.</p> <p>Signing to be reviewed and proposal/estimate prepared</p>	<p>Sign to be provided under street nameplate stating 'No Turning' And 'For nos 8 & 9, use Tinhead Rd'. Example provided with tracker.</p> <p>The estimated cost is £200.</p> <p>It was agreed to allocate funding £140 LHFIG / £60 PC – total £200</p>	

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p)	18-21-15 Alfred Street, Westbury	<p>I am highlighting the problems I am experiencing with the ongoing problem of lorries attempting to turn into Alfred Street from the Warminster Road.</p> <p>Last Monday 29/11/21 around 16.00pm I was upstairs in my house when I heard a very large bang. By the time I came down and opened my front door to find my wall had been hit and the bricks were in the road in Alfred Street, my gate had been completely damaged, and I had to climb over the wall to remove the bricks from the road. The driver had vanished!</p> <p>This is the second time my wall has been damaged in the last six months. I am awaiting my insurance Company's assessment of the damage on Wednesday 8/12/21.</p> <p>I have experienced several more incidents of lorries attempting to turn into Alfred Street from outside my house when I go to speak to them they all say the same thing their sat navs tell them to turn into Alfred Street and they are all attempting to arrive on the A350!</p> <p>The lack of signage in Westbury is appalling, we have lorries not being able to find Morrisons or Arla, and they are juggernauts!!</p> <p>I am asking for help from the council, the HGV sign erected outside my house is ignored by all the lorries. I am constantly having to go and confront lorry drivers from trying to turn left into Alfred Street which is impossible, I am having two to three incidents every day.</p>	<p>Signing review underway.</p> <p>Propose a reboundable bollard be installed next to lighting column to protect wall. Estimated cost £300.</p> <p>It was agreed to fund bollard install ahead of signing review being complete. Allocation £210 LHFIFG / £90 WTC – total £300</p>	KR
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LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		<p>I need bollards to protect my property on the pavement. I think a simple solution would be to erect a sign saying A350 straight ahead next left after Alfred Street for HGVs.</p> <p>Town Council At a meeting held on Monday 20th December 2021, Westbury Town Council Highways, Planning and Development Committee considered the above issue and has the following response to make:</p> <p>The committee discussed and agreed to ask CATG to consider other options, including additional signage in the area, for example clearer signage to the A350.</p> <p>Signing on A350 Warminster Road to be reviewed to ensure signing is visible and directing vehicles correctly.</p> <p>Proposal and estimate to be prepared, including bollard to protect wall.</p>		
6.	Traffic Surveys			
a)				
b)				
7.	New Requests / Issues			

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

a)	<p>18-22-1 B3098 Edington – Pedestrian Safety Improvements</p>	<p>Excessive speed of traffic on some parts of the B3098 through the village which has very few pavements causing an increased danger to pedestrians and other road users</p> <p>The Chair of the Council has met with the Senior Highways engineer on site to discuss the issue. There are two main areas of concern, firstly the section of road from the 30mph sign at the Bratton end of the road through to the junction with Greater Lane. Regular speed watch sessions undertaken in this location always record a number of vehicles in excess of 36mph travelling in both directions. This section of road is in a cutting with no where for pedestrians to walk except on the carriageway and this stretch is the only means of access between the village and Sandy Lane (the track onto Salisbury Plain). The second section is between the top of Monastery Road and the farm shop, again regular speed watch session always record vehicles in excess of 36mph.</p>	<p>Traffic surveys are being processed (in place at time of meeting).</p> <p>KR to investigate options for improvements and report back</p>	
b)	<p>18-22-2 Haynes Road/Station Rd/The Ham, Westbury</p>	<p>Due to recent and ongoing developments, traffic travelling along Station Road from the junction with Haynes Road to The Ham has now increased to a level where existing arrangements are no longer appropriate.</p> <p>Residents have contacted the council stating that the sighting issues at some of the new roundabouts are creating problems. The position of the existing zebra crossings and the means for pedestrians, especially school children to access the station safely need reviewing.</p> <p>Westbury Town Council would like a comprehensive review of the traffic regulations and management of Station Road from the junction with Haynes Road to the junction with The Ham. This is to place particular emphasis on the junctions arising from new developments.</p>	<p>It was agreed that the requested review will be undertaken.</p>	

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c)	18-22-3 Amazon Way/Station Road junction, Westbury	<p>On approaching the roundabout from Amazon Way (Spinnaker Estate) and joining Station Rd visibility to the right is very limited due to the roundabout junction laying too far back and shrubbery, therefore unable to see clearly approaching traffic from under the railway Bridge, also vehicles from Station Rd cannot see traffic waiting on Amazon Way. Traffic from under the bridge approaches roundabout at such a speed that there have been numerous near misses. A fatal accident is waiting to happen.</p> <ul style="list-style-type: none"> • Shrubby removed or moved back out of line of sight. • Junction markings on Amazon Way moved forward. • More signage to slow down traffic approaching from under bridge on Station Rd or even speed humps.20mph zone. • Sign at moment opposite Mantell Close inadequate and too close to roundabout. • This problem is worse at peak times ie 8-9am and 3.30-6pm <p>At a meeting held on Monday 21st March 2022, Westbury Town Council Highways, Planning and Development Committee considered the above issue and has the following response to make:</p> <p>The committee voted –</p> <p>That the matter is of sufficient seriousness to be considered a town council priority worthy of a contribution to the cost.</p>	To be combined with item b above.	

LOCAL HIGHWAY AND FOOTWAY GROUP ACTION / NOTES LOG

		The committee requested this issue is considered with the Highway Improvement Form from Westbury Town Council, submitted on 7th March 2022, for a review of Haynes Road / Station Road / The Ham.		
8.	Other items			
a)	Pat Whyte	The group wishes to note how grateful they are for Pat's service and with him the very best for his retirement from Wiltshire Council.		
9.	Date of Next Meeting: 22nd July 2022			

Westbury Community Area Transport Group

Highways Officer – Kirsty Rose

1. Environmental & Community Implications

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

2. Financial Implications

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

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Westbury Area Board will have a remaining Highways funding balance of **£7612.78**

3. Legal Implications

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

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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