

# MINUTES

**Meeting:** Royal Wootton Bassett and Cricklade Area Board  
**Place:** Lyneham Primary School, Preston Lane, Lyneham, Chippenham  
SN15 4QJ  
**Date:** 15 June 2022  
**Start Time:** 6.00 pm  
**Finish Time:** 8.30 pm

---

Please direct any enquiries on these minutes to:

Matt Hitch (Democratic Services Officer), (Tel): 01225 718059 or (e-mail) [matthew.hitch@wiltshire.gov.uk](mailto:matthew.hitch@wiltshire.gov.uk)

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

---

## **In Attendance:**

### **Wiltshire Councillors**

Cllr Allison Bucknell (Chairman), Cllr Bob Jones MBE (Vice-Chairman),  
Cllr David Bowler, Cllr Steve Bucknell, Cllr Mary Champion and Cllr Jacqui Lay

### **Wiltshire Council Officers**

Jane Vaughan (Community Engagement Manager)  
Dominic Argar (Assistant Multimedia Manager)  
Matt Hitch (Democratic Services Officer)

**Total in attendance: 21**

---

| <u>Minute No..</u> | <u>Summary of Issues Discussed and Decision</u>  |
|--------------------|--|
| 30                 | <p><u>Networking</u></p> <p>Attendees enjoyed a networking opportunity.</p>  |
| 31                 | <p><u>Election of the Chairman</u></p> <p>The Democratic Services Officer sought nominations for the position of Chairman for the forthcoming year.</p> <p><b>Decision</b></p> <p><b>To elect Cllr Allison Bucknell as Chairman for the forthcoming year.</b></p>  |
| 32                 | <p><u>Election of the Vice-Chairman</u></p> <p>The Chairman sought nominations for the position of Vice-Chairman for the forthcoming year.</p> <p><b>Decision</b></p> <p><b>To elect Cllr Bob Jones MBE as Vice-Chairman for the forthcoming year.</b></p>   |
| 33                 | <p><u>Chairman's Welcome, Introductions and Announcements</u></p> <p>The Chairman explained that there was a campaign underway to recruit more taxi drivers in Wiltshire. It was noted that Wiltshire Council regulated the fees for Hackney Carriage drivers and different rates were available in Swindon. However, it was stressed that good contracts were on offer, particularly to help with school transport in Wiltshire.</p> <p>It was reported that Wiltshire Council, working in collaboration with Swindon Borough Council, had launched a group-buying scheme for solar panels and battery storage. The deadline for registering for the scheme had passed the day before the meeting but it was possible that another round of the scheme might be launched.</p> <p>A number of Ukrainian refugees had been settled into the local area with host families. Two schemes are in place to resettle refugees, one of which allows Ukrainians already living in the UK to bring relatives over. The other is a sponsorship scheme where host families could get financial support. Gatherings for Ukrainian families to meet up are being held in Purton and Royal Wootton Bassett.</p> <p>The Chairman then reminded the Area Board that an online event would be held between 20 and 24 June to celebrate the fantastic work done by voluntary</p> |

|    |   |
|----|---|
|    | <p>organisations across Wiltshire. Voluntary groups would have the opportunity to deliver live-streamed or pre-recorded presentations showcasing their organisation as well as the difference they make to Wiltshire's communities.</p> <p>Information about Wiltshire Council's positive conduct campaign had been distributed to town and parish clerks. The Chairman advertised that a webinar would be held on 7 July featuring Jackie Weaver, famous for removing councillors from an online meeting of Handforth Parish Council.</p>  |
| 34 | <p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from the following:</p> <ul style="list-style-type: none"> <li>• Dean Hoskins – Dorset and Wiltshire Fire and Rescue</li> <li>• Neil Tidball – Dorset and Wiltshire Fire and Rescue</li> <li>• Inspector James Brain – Wiltshire Police</li> <li>• Cllr John Coole – Cricklade Town Council</li> <li>• Cllr Mark Clarke – Chairman of Cricklade Town Council</li> </ul>  |
| 35 | <p><u>Minutes</u></p> <p><b>Decision</b></p> <p><b>The minutes of the previous meeting were confirmed as a true and correct record.</b></p> <p>The minutes were then signed by the Chairman.</p>  |
| 36 | <p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>   |
| 37 | <p><u>Spotlight on Parishes and Partners</u></p> <p>Written updates were available in the agenda pack from the following partners:</p> <ul style="list-style-type: none"> <li>• Wiltshire Police (pg. 21-28)</li> <li>• Dorset and Wiltshire Fire and Rescue (pg. 29-34)</li> <li>• Healthwatch Wiltshire (pg. 35)</li> <li>• BaNES, Swindon and Wiltshire Clinical Commissioning Group (pg. 37-39)</li> <li>• Cricklade Town Council (pg. 41-42)</li> </ul> <p>A verbal update was also provided by the following partner:</p> <p><u>Royal Wootton Bassett Local Youth Network</u></p> <p>Sue Hughes from Royal Wootton Bassett Youth Network explained that their Monday night activity sessions were popular, attracting around 20 children. She reported that the recent economic climate had led to increased demand for their</p> |

|    |   |
|----|---|
|    | <p>free school uniform scheme, so they were now delivering in a week what they used to do in a month. Councillors praised the work being done as part of the school uniform scheme and highlighted that a stall for St Bartholomew's Primary Academy uniform was being run on Friday.</p> <p>After updates had been received from partners, Cllr Steve Bucknell expanded on the written update from Wiltshire Police. He noted that Operation Scorpion would be taking place in July to tackle drug dealing and encouraged those with information to come forward. He also reported that Sgt Jamie Bell would be joining Royal Wootton Bassett Community Police Team to provide maternity cover.</p>  |
| 38 | <p><u>Changes to the Area Board System</u></p> <p>The Chairman explained that Wiltshire Council had undertaken a review of Area Boards in order to build upon the great work that they had been doing since 2009. A new handbook had been produced to reflect the changes, a link to which is available online <a href="#">here</a>. She then highlighted some of the key changes to the grant system in further detail including:</p> <ul style="list-style-type: none"> <li>• The maximum amount an applicant could apply for without the requirement for match funding was now £500. For projects where the total project cost is over £500 but less than £1,000, the maximum grant that can be applied for was £500.</li> <li>• Grant applications would need to be received four weeks before an Area Board.</li> <li>• Parish and town councils would only be able to apply for revenue grants from the Older and Vulnerable People's budget and Youth budget.</li> <li>• The Area Board would be able to refer an application to a new Grant Assessment Panel where the applicant was: <ul style="list-style-type: none"> <li>➤ Requesting over £5,000.</li> <li>➤ Not from a voluntary or community sector organisation.</li> <li>➤ Applying to more than three Area Boards.</li> </ul> </li> </ul> <p>The Chairman also informed the Area Board that the Local Highway and Footway Improvement Group (LHFIG) had replaced the old Community Area Transport Group. The new group had a far larger budget, which was able to be spent on a wider range of projects such as pavements. She clarified that LHFG funding could not be used for speed indicator devices but could be used to purchase the poles for speed indicator devices.</p> |
| 39 | <p><u>Our Community Matters</u></p> <p>Members gave updates about the progress made towards the Area Board's goals over the past year.</p>  |
| 40 | <p><u>Youth Forum</u></p> <p>It was reported by the Chairman that she had held meetings with Royal Wootton</p>  |

|    |   |
|----|---|
|    | <p>Bassett Academy about the issue of children’s mental health. She reassured that Area Board that the school had lots of measures in place to help children struggling but these efforts could always be supplemented. She also emphasised how important it was for children to have fun.</p> <p>The Community Engagement Manager (CEM) Jane Vaughan added that they were also building a relationship with Bradon Forest School, as lots of children from Purton and Cricklade attended. She took the opportunity to praise the work being done in local towns and parishes to help young people. The CEM referred the Area Board to the report between pages 43 and 62 of the agenda pack and invited them to consider its recommendations about the community action plan.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li><b>1. To note that the RWB&amp;C Youth Forum had met, as well as the discussions outlined in the meeting notes.</b></li> <li><b>2. To update the RWB&amp;C Community Action Plan as follows:</b> <ul style="list-style-type: none"> <li>➤ <b>Remove actions 1.3 and 1.4 considering the information reported to the Forum (appendix 1) and subsequent discussions held.</b></li> <li>➤ <b>‘Year of Fun’ - Encourage a programme of inclusive, positive, fun activities for young people as a means of supporting positive mental health.</b></li> <li>➤ <b>Research the existence of food poverty among young people in the Community Area and opportunities to address that issue.</b></li> <li>➤ <b>Engage with schools, local sports clubs, and leisure centres to consider ways to encourage more young people aged 16-19 to take regular exercise.</b></li> </ul> </li> </ol> |
| 41 | <p><u>2022 04 26 RWBC Environmental Forum notes</u></p> <p>Cllr Steve Bucknell explained that the RWB&amp;C Environmental Forum had held its inaugural meeting on 26 April. The aim of the group was to act as a focal point to share best practice and coordinate proposals. The group had considered what might be achievable within the Area Board’s area and discussed creating a working group to help deliver projects. He noted that there had been good representation from local groups, particularly in Royal Wootton Bassett, and encouraged representatives from other parishes to come forward. The Area Board were then invited to approve the recommendations from the RWB&amp;C Environmental Forum listed on page 65 of the agenda pack.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li><b>1. To note that the First meeting of the RWB&amp;C Area Environmental Forum has taken place.</b></li> <li><b>2. To note that a smaller action group will be formed to progress actions between meetings.</b></li> <li><b>3. To note the discussions and actions identified within these meeting</b></li> </ol>   |

|    | <b>notes.</b>   |
|----|---|
| 42 | <p><u>Community Care Group</u></p> <p>Cllr Champion reported that the RWB&amp;C Community Care Group had met on 25 May in Cricklade and had discussed the Area Board’s initiative about an information booklet for older and vulnerable people. Cllr Bowler explained that a successful Celebrating Age event had taken place at the Memorial Hall in Royal Wootton Bassett and a further event was planned to be held on 13 July. A meeting with the BaNES, Swindon and Wiltshire CCG was due to be held on 29 June to discuss social prescribing and hospital discharges.</p> <p><u>Economy</u></p> <p>It was noted that the Vice-Chairman had been the lead member for helping the High Street whilst Cllr Lay had been focusing on improving personal finances. The Vice-Chairman stated that proposals for regenerating the High Street were due to be considered by Cabinet on 21 June as part of their Wiltshire Towns Programme. He suggested that Royal Wootton Bassett and Cricklade might benefit from the scheme and offered to provide further information at a future Area Board.</p> <p>Cllr Lay explained that she and the Chairman had held discussions about how to support less affluent areas of the Area Board and to identify groups with additional needs. She mentioned that there were plans to set up a community fridge in Lyneham and to work closely with food banks in Swindon and Malmesbury. Cllr Sue Hughes, from Royal Wootton Bassett Town Council, highlighted that a survey had shown that half of the recipients of the local free school uniform scheme were coming to them on cost grounds. The Chairman also noted that a number of serving military personnel in the area were visiting food banks.</p> |
| 43 | <p><u>Area Board Priorities Report</u></p> <p>The CEM gave a presentation explaining the contents of her report, starting on page 69 of the agenda pack. She provided an overview of local challenges as well as the information that was available to the Area Board to help to inform their priorities for the forthcoming year. One example was the monthly statistics showing a significant increase in food bank usage. The CEM then went on to highlight suggested priorities for the forthcoming year, as outlined in Appendix B of her report.</p> <p>Members thanked the CEM for her presentation and considered the recommendations included in her report. During the discussion the following points were raised:</p> <ul style="list-style-type: none"> <li>• Members were keen to carry on their lead member roles from the previous year in order to help embed their achievements and have further time to deliver projects. As such they were happy with the allocation of lead councillors to the</li> </ul>  |

|    |  |
|----|--|
|    | <p>Area Board's working groups.</p> <ul style="list-style-type: none"> <li>• Cllr Bowler noted that some of the demand for food banks in Royal Wootton Bassett could be masked as only a single school was making referrals at the current time.</li> <li>• The Vice-Chairman spoke about the importance of ensuring that services catered for people who did not use the internet.</li> <li>• The issue of transportation for younger and vulnerable people was highlighted by members of the public, who stressed that it was important to make social events accessible to all.</li> <li>• In response members talked about a number of related issues, such as ensuring good cooperation between local councils on transport issues. They also stressed that transport should be considered in future housing developments and raised concerns about the impact of rising fuel costs on volunteer link drivers.</li> <li>• The Chairman of the Community Care Group noted that they had been discussing transport for vulnerable people attending medical appointments.</li> </ul> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li><b>1. To note the progress update from the 2021/22 local priorities work as outlined in Appendix A of the report (pages 74-75 of the agenda pack).</b></li> <li><b>2. To adopt the suggested priorities for the forthcoming year as shown in Appendix B (pages 76-77 of the pack) and appoint lead members to the following areas:</b> <ul style="list-style-type: none"> <li>• <b>Young People – Cllr Allison Bucknell</b></li> <li>• <b>Older People – Cllr Mary Champion and Cllr David Bowler</b></li> <li>• <b>Environment – Cllr Steve Bucknell</b></li> <li>• <b>Economy – Cllr Bob Jones MBE and Cllr Jacqui Lay</b></li> </ul> </li> <li><b>3. To appoint lead councillors to priority working groups as follows:</b> <ul style="list-style-type: none"> <li>• <b>RWB&amp;C Environmental Forum – Cllr Steve Bucknell</b></li> <li>• <b>Community Care Group - Cllr Mary Champion and Cllr David Bowler</b></li> <li>• <b>RWB&amp;C Youth Forum – Cllr Allison Bucknell</b></li> </ul> </li> </ol> |
| 44 | <p><u>Community Safety Forum</u></p> <p>The Chairman referred the Area Board to the report on pages 79-81 of the agenda pack.</p>  |
| 45 | <p><u>Working Groups and Outside Bodies</u></p> <p>Members discussed appointments to the RAF Fairford Liaison Group and suggested that they should appoint the local member for Cricklade as the Area Board's representative, currently Cllr Bob Jones MBE, rather than naming a specific individual. Members stated that they were all keen to attend the LHFIG and were happy for Cllr Jones to chair those meetings for the forthcoming year.</p>   |

|    |  |
|----|--|
|    | <p>Cllr Lay noted that the Community Liaison Committee for the Hills Group site in Purton might be able to send updates to the Area Board. Members stated that they would hold further discussions about reporting information from this group.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li><b>1. To appoint the member for Cricklade as Lead Member of the RWB&amp;C RAF Liaison Group.</b></li> <li><b>2. To appoint Cllr Allison Bucknell as lead member for the RWB&amp;C Community Safety Forum for the forthcoming year.</b></li> <li><b>3. That all members would attend the LHFIG and that Cllr Bob Jones MBE would be the Chairman for the forthcoming year.</b></li> <li><b>4. To note the terms of reference of the LHFIG as outlined on pages 91-94 of the agenda pack.</b></li> </ol>   |
| 46 | <p><u>Local Highway and Footway Improvement Group (LHFIG)</u></p> <p>It was noted that invites for the LHFIG were sent to town and parish clerks.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li><b>1) To note the discussions and updates in the attached report of the meeting of 18 May 2022.</b></li> <li><b>2) To move the following issue to the Priority B list:</b> <ul style="list-style-type: none"> <li><b>• 11-19-08 Lydiard Tregoze.</b></li> </ul> </li> <li><b>3) To add the following Issues (with funding) to the Priority Schemes (A) List:</b> <ul style="list-style-type: none"> <li><b>• 11-20-02/03–Cricklade, 4 Belisha Beacon upgrades</b></li> <li><b>• 11-21-10-Broad Hinton, speed limit from Elm Cross to beyond Winterbourne Bassett turning. Link to Elm Cross Priority #11-21-11 and progress on the Priority list.</b></li> </ul> </li> </ol> |
| 47 | <p><u>Funding Applications</u></p> <p>Members considered the applications to the community area grant scheme as outlined in the agenda pack:</p> <p><u>Lydiard Millicent Parish Council requesting the Area Board reallocate £3,000 towards Lydiard Green and its pill boxes</u></p> <p>The CEM and Chairman clarified that, although this was an application for capital funding from a parish council, the money had already been</p>  |



awarded under the grant criteria and budget from the previous year. The funding was originally allocated to put towards a footpath, but ownership changes had meant that it was no longer possible to proceed with the project. As this was a change to a legacy application the application could be judged according to the grant criteria from the previous year.

Unfortunately, representatives from the parish council were unable to attend the meeting due to ill health. During the discussion it was noted that the pill boxes dated from the Second World War and the reallocation of funding would clear the existing footpath to improve access to the historic site. Information boards would also be installed.

At the conclusion of the discussion, and on the motion proposed by Cllr Jones MBE, the reallocation was approved.

### **Decision**

**To reallocate £3,000 awarded to Lydiard Millicent Parish Council towards Lydiard Green and its pillboxes**

### **Reason**

**The reallocation of funding met community area grant finding criteria for 2021/22. Funding had already been awarded and it was no longer possible to proceed with the existing project.**

Royal Wootton Bassett Petanque Club requesting £3,381 towards a shelter with facilities for disabled access and mobility

Representatives from the Petanque Cub spoke in favour of their application. They explained that they were a non-contact sport. The money would help to make their facilities more accessible to the community and mean that it could also be used in bad weather. The plans would include a ramp for wheelchair access.

Members welcomed the scheme noting that it could have benefits for physical and mental wellbeing. The club had an older clientele but also supported youth events. Questions were asked about whether the club had also approached to town council for funding.

At the conclusion of the discussion, and on the motion proposed by Cllr Steve Bucknell, the grant funding was approved.

### **Decision**

**To award Royal Wootton Bassett Petanque Club £3,381 towards a**

|    |  |
|----|--|
|    | <p><b>shelter with facilities for disabled access and mobility.</b></p> <p><b>Reason</b></p> <p><b>The application met community area grant funding criteria for 2022/23.</b></p> <p>The Area Board then considered the Area Board initiative for Older and Vulnerable People’s funding (previously known as Health and Wellbeing funding) as outlined in the agenda pack.</p> <p><u>Royal Wootton Bassett and Cricklade Community Care Group requesting £500 towards the Royal Wootton Bassett and Cricklade Community Area Information Booklet</u></p> <p>Cllr Champion spoke in favour of the scheme noting that it would contain useful information for older and vulnerable people in the community, particularly those with limited computer access.</p> <p>At the conclusion of the discussion, and on the motion proposed by Cllr Champion and seconded by Cllr Lay, the Area Board initiative was approved.</p> <p><b>Decision</b></p> <p><b>To approve the Area Board initiative for £500 to the Community Care Group towards their Royal Wootton Bassett and Cricklade Community Area Information Booklet.</b></p> <p><b>Reason</b></p> <p><b>The application met grant criteria for 2022/23.</b></p> |
| 48 | <p><u>Get It Off Your Chest</u></p> <p>Cllr Geoffrey Greenaway from Purton Parish Council raised concerns about the quality of work completed for a CATG project that was jointly funded by the parish council, explaining that white lines had already started to fade. It was noted that further discussions could take place with the local unitary councillor, Cllr Lay, and the LHFIFG officer.</p> <p>Cllr Sue Hughes from Royal Wootton Bassett Town Council discussed whether prescriptions for older and vulnerable people could be prioritised. In response, it was noted that this issue could be discussed with the Community Care Group and raised with local practice managers. It was also noted that it was possible to provide feedback through the Patient Advice and Liaison Service (PALS).</p>  |

|    |  |
|----|--|
|    | <p>A resident from Bradenstoke raised concerns about the quality of the road through Clack Hill as well as the additional traffic caused by the closure of the B4069 at Lyneham Banks. The Chairman noted that the B4069 could only be fixed once the ground had stabilised after the landslip, but that officers held fortnightly meetings to review the situation. Any further road closures would have to be reviewed in the context of the wider road network.</p> |
| 49 | <p><u>Urgent items</u></p> <p>There were no urgent items.</p>  |
| 50 | <p><u>Close</u></p> <p>The Chairman thanked everyone for attending the meeting. The date of the next business meeting of the Area Board was confirmed as Wednesday 28 September 2022, at 6:00pm.</p>   |