

# MINUTES

**Meeting:** Chippenham and Villages Area Board  
**Place:** North Wraxall Community Hall, North/Upper Wraxall, SN14 7AF  
**Date:** 13 March 2023  
**Start Time:** 6.30 pm  
**Finish Time:** 8.45 pm

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Please direct any enquiries on these minutes to:

Stuart Figini (Senior Democratic Services Officer), (Tel): 01225 718221 or (e-mail) [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Ross Henning (Chair), Cllr Liz Alstrom, Cllr Nick Botterill, Cllr Peter Hutton and Cllr Nic Puntis

### **Wiltshire Council Officers**

Kate Blackburn – Director of Public Health  
Sam Howells – Director of Highways and Transport  
Louisa Young, Area Board Delivery Officer North  
Dom Argar – Technical Support Officer  
Stuart Figini - Senior Democratic Services Officer  
Camella Town – National Power Outage Project Officer, Wiltshire & Swindon LRF  
Chris Manuel - Community Resilience Lead Officer.

### **Town and Parish Council's**

Castle Coombe Parish Council  
Kington Langley Parish Council

### **Partners**

Insp Pete Foster - Wiltshire Police

### **Other**

Alison Butler – Carers Champion / Rural Representative  
David Loon (Head of Localities/Head of Housing Management)

Fiona Slevin-Brown (Place Director, Wiltshire - NHS Bath and North East Somerset,  
Swindon and Wiltshire Integrated Care Board  
Chippenham Pride  
Rotary Club

**Total in attendance: 23**

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<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
14	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Area Board.</p>
15	<p><u>Apologies</u></p> <p>Apologies for absence were received from Cllr Clare Cape, Cllr Howard Greenman, Cllr Kathryn MacDermid, Cllr Adrian Foster, Graham Trickey – Kington Langley Parish Council and Gareth Challiner and Dean Hoskins from the Dorset and Wiltshire Fire and Rescue Service.</p>
16	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 16 January 2023 were presented for consideration and it was;</p> <p><b><u>Resolved:</u></b></p> <p><b>To approve and sign as a true and correct record of the minutes of the meeting held on 16 January 2023.</b></p>
17	<p><u>Declarations of Interest</u></p> <p>Declarations of interest were made by the following Councillors in relation to agenda item10 - Area Board Funding:</p> <ul style="list-style-type: none"> <li>• Cllr Nic Puntis as a member of Chippenham Town Council</li> <li>• Cllr Liz Alstrom: <ul style="list-style-type: none"> <li>○ The over 60's Events at the Neeld – as a Town Councillor</li> <li>○ Chippenham Pride – as a Non-Executive Committee Member for Chippenham Pride</li> <li>○ The Rotary Clubs application for Chippenham Sea Cadets – as the Mayor of Chippenham Town Council and Honorary President of the Chippenham Sea Cadets</li> </ul> </li> </ul>
18	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the following written announcements which were noted by the Area Board:</p> <ul style="list-style-type: none"> <li>• National Apprenticeship Week 2023</li> <li>• Cost of Living Update – Feb 23</li> <li>• Ask the Leader Event</li> <li>• Fostering</li> </ul>

Town, Parish and Partner Updates

Updates from partners were received as follows:

**a) Wiltshire Police**

The Area Board received a presentation from Insp Pete Foster and noted the written report attached to the supplementary agenda pack. The report provided detail about the performance of the Police over the previous 12 months to January 2023, hate crime overview, local priorities including protection of the most vulnerable, anti-social behaviour and road safety.

Insp Foster responded to comments about:

- Rural crime, especially the theft of farm machinery and goods from barns
- Report incidents that the community are legally obliged to through the usual avenues
- The need for increased patrols to deter motorcycles using Eastern Lane as a cut through
- Placing articles in town and parish magazines

**b) Wiltshire Fire and Rescue Service**

There was no written report available. The Area Board queried whether the Service were continuing to run the Spectre courses for younger people.

**c) BSW Together (Integrated Care System)**

The written report attached to the agenda pack was noted.

**d) Healthwatch**

The written report attached to the agenda pack was noted.

**e) Community First**

The written report attached to the agenda pack was noted.

**f) Parish and Town Councils**

- i. **Castle Coombe Parish Council** – The written report attached to the supplementary agenda pack was noted. In addition, Sam Howells, Director of Highways and Transport commented on parking issues being experienced in the Parish, traffic management measures, winter maintenance and undertaking additional enforcement.

**g) Alison Butler – Carers Champion / Rural Representative**

Alison commented on the very good risk assessments undertaken for the transfer from hospital to home, however, she was concerned about the creation of a risk averse situation producing a backlog in the system with

	<p>patients waiting in hospital until the set up at their homes was appropriate for their needs. Alison also commented on the awareness of the potential health implications later in life of the drug and vaping culture amongst younger people and whether the Council should make this a higher priority.</p>
20	<p><u>Proposal of Emergency Contact Hubs and their purpose - Helping Resilience in the Community</u></p> <p>The Area Board received a presentation from Camella Town (National Power Outage Project Officer) and Chris Manuel (Community Resilience Lead Officer) on a Proposal of Emergency Contact Hubs and their purpose. The update covered the following points:</p> <ul style="list-style-type: none"> <li>• It was outlined that emergency contact hubs were a concept that originated from New Zealand, with it envisaged that every parish and village would have an identified building where they could go to for refuge and information in a national power outage or emergency.</li> <li>• The communications structure of emergency contact hubs was outlined, with initial information being received by the Devizes Police Headquarters, which in turn be able to feed information back to central government.</li> <li>• It was noted that community hubs would be ran and owned by the community, building on community knowledge and experience already in place.</li> <li>• An example of the role that an emergency contact hub would play during a national power outage was provided.</li> <li>• The benefits of having an emergency hub were outlined, including but not limited to, that it would allow communities to be part of a national community resilience network; being able to build on current community resilience structures in place and enabling support for vulnerable people.</li> <li>• The next steps of the proposal were outlined, with those interested encouraged to speak with their communities and to get in touch with <a href="mailto:wiltshireandswindonprepared@wiltshire.gov.uk">wiltshireandswindonprepared@wiltshire.gov.uk</a>. Additionally, the team would visit the proposed hub to discuss the hub itself as well as community resilience and training.</li> </ul> <p>Following the presentation, the Area Board noted that Town and Parish Council's had previously formulated community emergency plans and these could go some way in supporting the work of the proposed Emergency Contact Hubs.</p> <p>The Chairman thanked Camella and Chris for a very informative presentation.</p>
21	<p><u>Green Square Accord</u></p> <p>The Area Board received a presentation from David Loon (Head of Localities/Head of Housing Management) about the services provided locally by</p>

	<p>Green Square Accord.</p> <p>Mr Loon commented on the locality model employed by Green Square, the community impact fund and contact information. He then responded to comments and questions about, in particular:</p> <ul style="list-style-type: none"> <li>• Information about the hardship fund and how residents can be signposted towards the fund</li> <li>• Ability to contact the housing officer in the Methuen Park area, especially for older people and those without internet or mobile phones</li> <li>• Engaging with youth and the community via the blue bus programme</li> <li>• Disposal of properties that are no longer economically viable to upgrade/repair</li> <li>• Resolving issues related with the curtilage of Green Square homes</li> <li>• Concerns surrounding the issuing of tenancies to groups of three friends not in a relationship</li> </ul> <p>The Chairman thanked Mr Loon for his informative presentation and responding to questions.</p>
22	<p><u>Chippenham Community Hospital</u></p> <p>The Area Board received an update about Chippenham Community Hospital from Fiona Slevin-Brown (Place Director, Wiltshire - NHS Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board (ICB)). The Place-Director reported that an expression of interest for capital funding had been submitted for the development of the Chippenham hospital site and Melksham hospital as two separate proposals, and she was still waiting for a response about the funding request.</p> <p>In response to questions from the Area Board, the Place-Director and Director of Public Health (Kate Blackburn) confirmed that the derelict property in the vicinity of Chippenham Hospital was an NHS asset, and this would be a good site for a health care facility such as a community diagnostic hub, although funding for this may be an issue. The Place-Director offered to attend a future Area Board meeting to discuss community diagnostic hubs further.</p> <p>Members also raised issues about the opening times of the minor injury's unit, the locations chosen for Covid vaccinations and encouraged the Place-Director to engage with them about hospital development proposals.</p> <p>The Chairman thanked the Place-Director and Director of Public Health for their update and responses to comments.</p>
23	<p><u>Area Board Funding</u></p> <p>The Area Board considered two applications for Community Area Grant funding,</p>

	<p>two applications for Youth Grant funding and one application for Older and Vulnerable Adults Grant funding. The Chairman invited a representative of each applicant to give a brief overview of their project to the Area Board.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. <b>To approve the following applications for Community Area Grants:</b> <ol style="list-style-type: none"> <li>a) <b>Chippenham Pride – £1,400 towards Chippenham Pride CIC</b></li> <li>b) <b>Sea Cadets - £5,000 towards Tigers Den appeal</b></li> </ol> </li> <li>2. <b>To approve the following applications for Youth Grants:</b> <ol style="list-style-type: none"> <li>a) <b>Stay Safe Initiative – £2,175 towards the 2023 Digital Empowerment Programme</b></li> <li>b) <b>Wiltshire Outdoor Learning Team – £2,700 towards the Chippenham tree climb and zip wire and stand-up paddle board event 2023</b></li> </ol> </li> <li>3. <b>To approve the following application for Older and Vulnerable Adults Grant:</b> <ol style="list-style-type: none"> <li>a) <b>Chippenham Town Council – £1,506 towards Over 60’s Events at the Need</b></li> </ol> </li> </ol>
24	<p><u>Area Board Priority and Working Group Update</u></p> <p>The Area Board received updates on the following Local Priorities themes for March 2023:</p> <ol style="list-style-type: none"> <li>1. Youth Engagement and Mental Health – Cllr Henning and Cllr Hutton <ol style="list-style-type: none"> <li>a. Community Conference young people’s workshop 6 October 2022</li> <li>b. Local Youth Network meeting Abbeyfield School 23 February 2023</li> <li>c. <b>Focus for 2023</b> - growing the LYN, developing relationships with schools and initiating projects that support positive mental health and wellbeing in young people.</li> </ol> </li> <li>2. Addressing Climate Change – Louisa Young (Area Board Delivery Officer North) <ol style="list-style-type: none"> <li>a. Community Conference Climate / Environment workshop 7 October 2022</li> <li>b. Chippenham Climate &amp; Ecological Emergency Forum meeting 9 March 2023</li> <li>c. <b>Focus for 2023</b> - Engaging the parishes, linking with WC Climate Team</li> </ol> </li> </ol>

	<ol style="list-style-type: none"> <li>3. Promoting wellbeing and reducing social isolation in older and vulnerable people <ol style="list-style-type: none"> <li>a. Community Conference Health and Wellbeing workshop 6 October 2022</li> <li>b. Chippenham Health and Wellbeing group</li> <li>c. Older People’s working group</li> <li>d. Update from Older Peoples / Carers Champions</li> </ol> </li>   <li>4. Supporting local economy (business and personal) <ol style="list-style-type: none"> <li>a. Warm spaces and community food providers promoted</li> <li>b. Signposting to cost of living support</li> <li>c. Funding offered to foodbanks</li> <li>d. FUEL holiday activity programme promoted</li> <li>e. Town team update</li> </ol> </li>   <li>5. Reducing anti-social behaviour (ASB) <ol style="list-style-type: none"> <li>a. Supporting partner networks to tackle ASB</li> <li>b. Community Safety forums Dec and March</li> </ol> </li> </ol>
25	<p><u>Local Highways and Footway Improvement Group (LHFIG)</u></p> <p>The Area Board received the notes and considered recommendations arising from the LHFIGs meeting held on 24 January 2023.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li>a. To note the discussions and updates outlined in the report.</li>   <li>b. To approve the following items as recommended by the LHFIG: <ul style="list-style-type: none"> <li>• Forest Lane Pewsham – Barrier removal and replacement with bollards - £1000 (£700 LHFIG and £300 CTC (tbc))</li>   <li>• Hardenhuish Lane to Stainers Way, Chippenham – Removal of barrier and replacement with bollard appropriate. £750 (£525 LHFIG / £225 CTC (tbc))</li>   <li>• Waters Edge/Pewsham Way – Alteration to barrier. £500 (£350 LHFIG / £150 CTC (tbc))</li>   <li>• Minster Way Chippenham – Tarmac area of verge and replace sign. £2000 (£1400 LHFIG and £600 CTC (tbc))</li> </ul> </li> </ol>
26	<p><u>Urgent Items</u></p> <p>There were no urgent items.</p>

27	<p><u>Close</u></p> <p>The next meeting of the Chippenham Area Board will be held at 6.30pm on 27 June 2023.</p>
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