

# AGENDA

**Meeting:** Bradford on Avon Area Board  
**Place:** St Margaret's Hall, Bradford on Avon  
**Date:** Wednesday 21 February 2024  
**Time:** 7.00 pm

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Including the Parishes of: Atworth, Bradford on Avon, Holt, Limpley Stoke, Monkton Farleigh, South Wraxall, Staverton, Westwood, Wingfield, Winsley.

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**The Area Board welcomes and invites contributions from members of the public. The Chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.**

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

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Please direct any enquiries on this Agenda to Max Hirst , direct line 012225 718221 or email [max.hirst@wiltshire.gov.uk](mailto:max.hirst@wiltshire.gov.uk)

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

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

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## Wiltshire Councillors

Cllr Sarah Gibson, Bradford on Avon South  
Cllr Johnny Kidney, Winsley and Westwood (Chairman)  
Cllr Trevor Carbin, Holt and Staverton  
Cllr Tim Trimble, Bradford-on-Avon North (Vice-Chair)

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## **Public Participation**

Please see the agenda list on following pages for details of the items for discussion. The Area Boards welcome public participation and the Chairman will try to ensure that everyone has the opportunity to participate where possible. To discuss matters not on the agenda, please contact the officer named on the front page, ahead of the meeting.

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

## **Area Board Officers**

Strategic Engagement & Partnerships Manager (SEPM) – Liam Cripps -

[Liam.Cripps@wiltshire.gov.uk](mailto:Liam.Cripps@wiltshire.gov.uk)

Area Board Delivery Officer – Caroline LeQuesne -[Caroline.LeQuesne@wiltshire.gov.uk](mailto:Caroline.LeQuesne@wiltshire.gov.uk)

Democratic Services Officer – Max Hirst – [max.hirst@wiltshire.gov.uk](mailto:max.hirst@wiltshire.gov.uk)

<b>Items to be considered</b>		<b>Time</b>
<u><b>Items to be considered</b></u>		
1	<b>Welcome and Introductions</b>	<b>7.00pm</b>
2	<b>Apologies for Absence</b>	
3	<b>Minutes</b> ( <i>Pages 1 - 8</i> )  To confirm the minutes of the meeting held on 1 November 2023.	
4	<b>Declarations of Interest</b>  To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
5	<b>Chairman's Updates</b> ( <i>Pages 9 - 26</i> )  The Chairman will give an update on outcomes and actions arising from previous meetings of the Area Board: <ul style="list-style-type: none"> <li>• Local Nature Recovery Strategy Public Engagement – Video (Contact – Alison Levy – Local Nature Recovery Strategy Officer</li> <li>• FACT Family Help Programme Update – Newsletter to be included in agenda pack – Contact is Simon Thomas – FACT Programme Lead</li> <li>• Archaeology Service Annual Newsletter 2023 – Contact - Roland Smith Assistant County Archaeologist</li> </ul>	<b>7.05pm</b>
6	<b>Information Items</b> ( <i>Pages 27 - 52</i> )  The Board is asked to note the following Information items: <ul style="list-style-type: none"> <li>• Community First</li> <li>• Healthwatch Wiltshire</li> <li>• Update from BSW Together (Integrated Care System)</li> </ul>	<b>7.15pm</b>
7	<b>Environment Issues</b>  To consider a number of environmental issues for the Area Board.  To hear from: <ul style="list-style-type: none"> <li>• Parishes,</li> <li>• BART (river)</li> <li>• Youth group</li> <li>• Climate Friendly Bradford</li> <li>• Nature Recovery Plan</li> </ul>	<b>7.20pm</b>
8	<b>Partner and Community Updates</b> ( <i>Pages 53 - 54</i> )	<b>7.50pm</b>

### Verbal Updates

To receive any verbal updates from representatives, including:

- Parish and Town Councils
- Climate Friendly Bradford
- Wiltshire Music Centre
- Streets Ahead
- Health and Wellbeing
- Local Youth Network

### Written Updates

The Board is asked to note the following written and online updates attached to the agenda:

- Bradford on Avon Town Council
- Neighbourhood Policing Team
- Age UK Update

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|----|--|---------------|
| 9  | <b>Area Board Funding</b> ( <i>Pages 55 - 58</i> )<br><br>To note the remaining budgets and to consider any applications for funding.<br><br>Further information on the Area Board Grant system can be found <a href="#">here</a> .  | <b>8.20pm</b> |
| 10 | <b>Local Highways and Footpath Improvement Group (LHFIG)</b><br><br>To note the minutes and consider any recommendations arising from the last LHFIG meeting.  | <b>8.50pm</b> |
| 11 | <b>Urgent items</b><br><br>Any other items of business which the Chairman agrees to consider as a matter of urgency.   |               |
| 12 | <b>Future Meeting Dates and Close</b><br><br>Future Meeting Dates (7.00-9.00pm): <ul style="list-style-type: none"><li>• 5 June 2024</li><li>• 18 September 2024</li></ul><br>For information on applying for a grant or grant application deadlines for these meetings, contact the Area Board Delivery Officer, <a href="mailto:Caroline.LeQuesne@wiltshire.gov.uk">Caroline.LeQuesne@wiltshire.gov.uk</a> | <b>9.00pm</b> |

# MINUTES

**Meeting:** Bradford on Avon Area Board  
**Place:** St Margaret's Hall, Bradford on Avon  
**Date:** 1 November 2023  
**Start Time:** 7.00 pm  
**Finish Time:** 9.00 pm

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Please direct any enquiries on these minutes to:

Cameron Osborn,(Tel): 012225 7182214 or (e-mail) [cameron.osborn@wiltshire.gov.uk](mailto:cameron.osborn@wiltshire.gov.uk)

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Johnny Kidney (Chairman), Cllr Trevor Carbin and Cllr Tim Trimble (Vice-Chair)

### **Wiltshire Council Officers**

Liam Cripps – Strategic Engagement & Partnership Manager  
Caroline LeQuesne – Area Board Delivery Officer  
Cameron Osborn – Democratic Services Officer

### **Highways Matters Team**

Cllr Caroline Thomas – Cabinet Member for Transport, Street Scene and Flooding  
Samantha Howell – Director of Highways and Transport  
Dave Thomas – Head of Highways Asset Management & Commissioning

**Total in attendance: c. 120**

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<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
<u>Highways Matters</u>	
43	<p><u>Chairman's Welcome and Updates</u></p> <p>The Chairman noted the ongoing consultation on the Local Plan Review, and drew attention to the written briefing notes in the agenda pack from Dorset and Wiltshire Fire and Rescue Service (DWFRS) and the Wiltshire Police road safety team.</p> <p>The Chairman then handed over to the Highways Matters panel to introduce the Area Board-hosted event.</p>
44	<p><u>Highways and Transport Matters</u></p> <p>The panel for the Highways Matters event comprised the following:</p> <ul style="list-style-type: none"> <li>• Councillor Caroline Thomas - Cabinet Member for Transport, Street Scene and Flooding</li> <li>• Samantha Howell – Director of Highways and Transport</li> <li>• Dave Thomas - Head of Highways Asset Management &amp; Commissioning</li> <li>• Councillor Tim Trimble – Lead Representative of Bradford-on-Avon Local Highway and Footway Improvement Group (LHFIG).</li> </ul> <p>Councillor Caroline Thomas introduced the event, providing context about the importance of highway infrastructure in Wiltshire and of balancing their positive and negative consequences.</p> <p>The panel gave an overview of how highways in Wiltshire were funded and what investments the Council planned on making in the future, such as projects to tackle fly-tipping, speeding and flooding. The panel also described the Local Transport Plan and its role as a strategy for growth, using transport as an enabler for development.</p> <p>Turning their attention specifically to Bradford-on-Avon, the panel acknowledged that the town had several legacy highways issues that continued to cause significant problems. The panel noted feedback from the public concerning highway maintenance, traffic modelling, recent road closures, road safety, air quality, river crossings, the parish steward scheme and flood prevention and provided updates on them, including findings from the traffic modelling and upcoming documents on air quality.</p> <p>Dave Thomas delivered a presentation on highway maintenance, touching on</p>

	<p>potholes, resurfacing, bridges, road signs, markings and street lights. The panel also mentioned the important partnership between Wiltshire Council and Wiltshire Police regarding road safety and speeding.</p> <p>Councillor Tim Trimble noted in feedback to surveys, almost all of the Bradford-on-Avon residents surveyed on transport considered traffic to be a problem in the town. He also explained that priorities for residents included reducing traffic volume, improving pedestrian and cyclist safety, air quality and sustainability. Feedback suggested that residents found the one-way system through the centre of town employed during the Covid-19 pandemic to be generally less problematic than the current system. He also commented on road safety findings on crashmap.co.uk, which highlighted that the majority of incidents occurred either side of the town bridge. He touched on the aspiration of a safer pedestrian river crossing to promote sustainable travel, but suggested that there was a need to prove a positive benefit-to-cost ratio. Finally, he remarked that nitrogen dioxide levels in the town were decreasing but still high, with concentrated pollutants found in canyon-like areas like Mason's Lane.</p>
45	<p><u>Question and Answer Session</u></p> <p>The panel then opened the meeting up to the floor and invited questions and comments from those present. They also explained that they would provide written responses to the questions submitted in advance of the meeting in a separate document attached to the minutes. A summary of the questions and responses from the meeting is provided below.</p> <p><b>Q1: The volume of traffic and the efficient flow of traffic are separate issues and should be treated as such.</b> The panel responded that they aspired to make highway transport quicker and easier while also reducing its prevalence on the roads.</p> <p><b>Q2: Is there a possibility of demand-responsive transport in Wingfield, where there is inadequate public transport?</b> The panel responded that they were committed to improving existing bus services and adding new ones but added that the traditional bus model was not necessarily a universally sustainable one and so demand-responsive transport in certain areas was a definite possibility being considered in the public transport strategy review.</p> <p><b>Q3: There is no evidence of gully-clearing in certain areas of Bradford-on-Avon, which is a risk for an area so prone to flooding.</b> The panel responded that gully-clearing was definitely occurring across the county but encouraged members of the public to report areas of concern either online or over the phone.</p> <p><b>Q4: Has the Council considered a toll on the Town Bridge in Bradford-on-Avon for non-residents to reduce the volume of traffic?</b> The panel responded that they considered other methods of reducing traffic</p>

volume more viable and added that toll roads were a significant legislative challenge.

**Q5: Why has there been no progress made towards a new pedestrian bridge crossing despite the obvious safety concerns on the Town Bridge?**

The panel responded that the town needed to make a sound business case for a new bridge after the failure to produce one in 2017. They explained that there was no timescale in place yet, and that the funding would almost certainly need to come from the Department for Transport rather than Wiltshire Council.

**Q6: Why are micro-particulates not being considered in the air quality research, despite being a more significant contributor to long-term health issues than nitrogen dioxide?**

The panel responded that Bradford-on-Avon was an Air Quality Management Area for micro-particulates until 2021, and that micro-particulates are gradually reducing, in large part due to higher-quality diesel engines, tires and road surface materials. The panel acknowledged that micro-particulates were an issue but suggested that advancements in technology would contribute to an improvement in the situation over time in the absence of a better short-term solution.

**Q7: There are a sparsity of buses going through Bradford-on-Avon and an absence of off-road parking on the north side of town, which is in turn affecting the local economy.**

The panel responded that there had been recent successes in securing grants pertaining to public transport and added that a key element of the local transport plan was the car parking strategy, which may well address problems in north Bradford-on-Avon in that respect.

**Q8: The air quality in Bradford-on-Avon is unacceptable and contributing to health problems amongst its residents. Why does the town not have a Low Emission Zone (LEZ) like Bath?**

The panel responded that in the absence of an air quality expert on the panel, they would be better served taking the question away with them and later providing a better-informed response and recognised that it was an important and complex issue.

**Q9: Are Wiltshire Council predisposed towards adopting more 20mph speed limits?**

The panel responded that there was clear intent but drew a distinction between speed limits and speed zones. They added that they were conscious of Department for Transport protocol and that such changes would go through the LHFIFG process, and that many roads locally qualified, with several negotiations either imminent or ongoing. The Chairman remarked that in his experience, Wiltshire Council were relatively poor at setting speed limits compared to other local authorities.

**Q10: With the traffic on Frome Road often too heavy to open road-facing**



**windows, the 20mph speed limit routinely ignored by motorists, and Wiltshire Council determining that a speed camera was not possible, how will the situation improve?**

The panel responded that speeding was first and foremost a police matter rather than a Wiltshire Council one and advised reporting it to Wiltshire Police accordingly. They also advised that the town can consider a Speed Indicator Device (SID), which can deter speeding and inform prospective police enforcement. The panel remarked that the Community Speed Watch team could also intervene. The meeting heard that the team would begin work again shortly, following the re-opening of the road through Staverton.

**Q11: It appears to be virtually impossible to retro-fit the existing highway system in Bradford-on-Avon, so is it not best to build a bypass around the town?**

The panel responded that national government was typically steering away from building new roads and so a bypass was highly unlikely for the foreseeable future.

**Q12: The data collected from the social-distancing traffic system in Bradford-on-Avon would have little to no bearing on a prospective one-way system today due to the exceptional circumstances in which the data was collected.**

The panel responded that this was true to an extent and that more extensive traffic modelling and data collection would be required before any decision was made.

**Q13: How will the transport strategy aim to reduce the volume of traffic in Bradford-on-Avon?**

The panel responded that reducing traffic volume is very difficult, and that the focus would instead be on improving the flow of traffic, making traffic less intimidating to pedestrians, encouraging active travel modes and public transport, providing adequate parking opportunities, and addressing issues with HGVs and freight.

**Q14: With the reopening of St. Margaret's Street fast approaching, there remain significant safety concerns and the opportunity for preventative measures should be taken before the road reopens.**

The panel responded that this was a recurring concern and that they would revisit the issue imminently with proposals for engagement and consultation.

**Q15: There has been a spate of poor-quality repairs conducted by highways contractors that are especially dangerous for cyclists.**

The panel responded that contractors and utility companies were legally obligated to reinstate a road to its previous standard, with enforcement apparatus in place if they fail to do so. The panel encouraged people to report such instances to Wiltshire Council.

**Q16: The weight limit on the Town Bridge in Bradford-on-Avon is currently**

	<p><b>18 tonnes but there is a proposal to reduce it to 7.5 tonnes.</b> The panel responded that the weight limit on the bridge is an environmental rather than a structural limit but added that they were unsure about the provenance of the 18-tonne limit and would follow up on it.</p> <p><b>Q17: The impact of potholes on cyclists was an important one to consider, and if Wiltshire Council operatives are only looking out for potholes travelling by car, they would get a very different perspective doing the same thing by bicycle.</b> The panel responded that while sending operatives out on bicycles was likely not a viable option, they took the point and would carry it forward in considerations.</p> <p><b>Q18: The SID on Winsley Road resulted in noticeable improvements for the few weeks it was working but was removed months ago. Why has it not been reinstated?</b> The panel responded that the SID developed a fault soon after installation and was removed to be repaired. The panel added that it had now been delivered back to the Town Council and was due to reinstatement imminently.</p>
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Area Board Business

46	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Councillor Sarah Gibson.</p>
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47	<p><u>Minutes</u></p> <p><b><u>Resolved:</u></b></p> <p><b>To approve and sign as a correct record the minutes of the meeting held on 13 September 2023.</b></p>
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48	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
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49	<p><u>Area Board Funding</u></p> <p><b>Older &amp; Vulnerable Grants:</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Ref/Link</th> <th style="text-align: center;">Grant Details</th> <th style="text-align: center;">Amount Requested</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><a href="#">ABG1376</a></td> <td>The HUB at BA15 - Continuing Support for Older And Vulnerable Residents</td> <td style="text-align: center;">£1,250.00</td> </tr> <tr> <td style="text-align: center;"><a href="#">ABG1381</a></td> <td>Wiltshire Music Centre - Strictly Seated Dance Class</td> <td style="text-align: center;">£500.00</td> </tr> </tbody> </table>	Ref/Link	Grant Details	Amount Requested	<a href="#">ABG1376</a>	The HUB at BA15 - Continuing Support for Older And Vulnerable Residents	£1,250.00	<a href="#">ABG1381</a>	Wiltshire Music Centre - Strictly Seated Dance Class	£500.00
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**Young People Grants:**

Ref/Link	Grant Details	Amount Requested
<a href="#">ABG1374</a>	Mighty Girls CIC - Mighty Girls Projects 2024	£4,500.00
<a href="#">ABG1379</a>	Bradford on Avon Town Council - youth club service expansion	£4,450.00

The HUB at BA15 requested £1,250 towards continuing their support for older and vulnerable residents. The Chairman moved to grant the funding in full and was seconded by Councillor Trevor Carbin.

**Resolved:**

**To grant The Hub at BA15 £1,250.00 towards continuing their support for older and vulnerable residents.**

Wiltshire Music Centre requested £500 towards their Strictly Seated dance class geared towards those with mobility problems. The Chairman moved to grant the funding in full and was seconded by Councillor Trimball.

**Resolved:**

**To grant Wiltshire Music Centre £500.00 towards Strictly Seated dance classes.**

Mighty Girls CIC requested £4,500 towards their programme of Mighty Girls projects for 2024.

Bradford-on-Avon Town Council requested £4,450.00 towards an expansion of their youth club service.

The Committee noted that as there was not enough youth funding available to fully grant both requests, as to do so would result in a £947 overspend, so they agreed to instead award a reduced amount to both applicants.

The Chairman moved to grant £4,000 to Mighty Girls CIC and was seconded by Councillor Carbin.

**Resolved:**

**To grant Mighty Girls CIC £4,000 towards their programme of projects for 2024.**

**Resolved:**

**To grant Bradford-on-Avon Town Council £4,000 towards their youth club service expansion.**

50	<u>Urgent items</u> There were no urgent items.
51	<u>Future Meeting Dates</u> The date of the next meeting was confirmed as 21 February 2024, with the Chairman stating that it would have a focus on environmental issues.

## **Chairman Announcement for Local Nature Recovery Strategy Public Engagement**

This regions Local Nature Recovery Strategy (LNRS) will be a single LNRS for the Wiltshire and Swindon Council areas, and Wiltshire Council is responsible for producing it. Wiltshire Council want this strategy to reflect the priorities of the people of Wiltshire and are keen to engage with as many interested parties as possible.

Between May and August, public engagement events will be held across Wiltshire to identify and discuss where the best opportunities are for nature recovery. We will be widely announcing the dates and locations of workshops nearer the time but want Area boards to be aware of this upcoming opportunity to be a part of the LNRS Process, and have your local knowledge included.

Video - link below

[Local Nature Recovery Strategies \(youtube.com\)](#)

[https://youtu.be/M1\\_Bi1ctnys?feature=shared](https://youtu.be/M1_Bi1ctnys?feature=shared)

*Same video link but two versions of link in case one doesn't work for those clicking on*





## **FACT Family Help Programme**

**Update November 2023**

### **Background**

In early 2023, the Wiltshire Families and Children's Transformation (FACT) Partnership launched its Family Help project to enhance the local arrangements for the delivery of early intervention and prevention services for children, young people and families.

### **What do we mean by 'Family Help'?**

Wiltshire's multi-agency Family Help arrangements enable children, young people and families to access the right help at the right time through a co-ordinated approach to prevention and early intervention through:

- a co-ordinated approach at a whole population/universal level to prevent needs from arising and to build resilience across all residents
- a robust multi-agency approach to identifying any additional needs at the earliest point and providing effective joined-up support that prevents the needs from escalating further

We use the term 'Family Help' to stress that the focus is on working with families and to avoid historical confusion associated with the term 'Early Help'.

### **Autumn Update**

Autumn has been a busy time for the partners particularly with the launch of the All Together website and brand as well as progress with commissioning Family Hubs.

We hope you find the updates below helpful, please do contact [fact@wiltshire.gov.uk](mailto:fact@wiltshire.gov.uk) if you'd like to find out more or get involved.

### **Branding**

With input from local families, FACT partners have collaborated to create a cohesive brand for Family Help following feedback from families and professionals that the existing system was hard to navigate and appeared relatively confusing, fragmented, and disjointed. This new umbrella brand, called All Together, covers all services providing early intervention and prevention, communicating to families, schools, and other relevant organisations that these services and organisations are working in tandem to deliver a more collective and connected system across the County.



## **Online Platform**

Feedback from families and professionals also informed the partnership that finding information about and getting in touch with Early Help services was not easy.

The All Together platform hosted on Wessex Community Action's Wiltshire Together website has been launched alongside the wider branding activity and this will enable families and practitioners/organisations to easily find out about the Family Help Offer in Wiltshire.

The webpages can be accessed via [All Together - Wiltshire Together](https://wiltshiretogether.org.uk/AllTogether) or <https://wiltshiretogether.org.uk/AllTogether>

## **Family Hubs**

We are developing Family Hubs to respond to the Government 2019 manifesto pledge. Family Hubs are a place-based way of joining up locally in the planning and delivery of services for children and young people aged 0-19 and their parents/carers. This approach will provide families with a single point of access to early support services and will include online/digital presence as well as physical locations to access services.

This initiative is being led by the Council's Commissioning Team with services scheduled to go live across Wiltshire from April '24.

## **Locality Pilot**

A key element of the project is a specific pilot in the Warminster and Westbury area that is seeking to develop, implement and evaluate new ways of working in the context of early intervention and prevention for children, young people and families.

The two new Family Help Champions and Early Intervention Family Mental Health Champion posts are now fully embedded and working intensively with a number of local families to address specific issues with supervision from the Pilot Area Co-ordinator.

Other key developments in the pilot area include:

- Introduction of drop-ins for families at a number of schools, early years settings and other venues enabling them to easily access support and advice on a wide range of topics

- Delivery of 'Picnic on the Pitch' Summer holiday activities programme

- Development of responses to the agreed local priority issues:

  - Emotional well-being

  - Support for parents

  - Impact of the cost of living crisis





Development and delivery of group work activity focussed on specific issues including helping parents cope with challenging behaviour, working with children with autism and wider parenting support strategies

Piloting of Restorative Approaches in a number of schools

An interim evaluation will be produced by Oxford Brookes University during the early part of 2024 and shared in our next update.

### **Workforce Development**

The project is also developing a Family Help workforce development offer building on the existing SVPP-led training activity to ensure that we have a system-wide approach to training and development that will be accessible to those working in schools, settings, VCS groups and the wider group of partner agencies.

The framework will set out a series of aligned modules based around Relational Practice that will build on the existing Five to Thrive training that has been extensively rolled out across the system and led by Public Health. The offer is under development but will initially include training on:

- Trauma informed practice
- Understanding adolescence
- Making Every Contact Count (MECC)
- Motivational Interviewing
- Emotion Coaching

The workforce development offer will be available to all agencies that deliver Family Help in Wiltshire via the SVPP website.

### **Outcomes Framework**

FACT partners have contributed to and agreed a system-wide framework that will enable the partnership to monitor a range of short, medium and long term indicators to enable a shared understanding of needs and impact related to early intervention and prevention activity.

The indicators combine quantitative measures alongside qualitative measures and process indicators thus providing a balanced scorecard that aligns with the strategic vision for Family Help in Wiltshire and its three key strands:

- Health – child development, physical health, mental health and emotional well-being
- Wealth – education, employment, finance, home
- Wellbeing – safety, inclusive communities, positive relationships

Please contact [fact@wiltshire.gov.uk](mailto:fact@wiltshire.gov.uk) if you'd like to find out more or get involved.



# ARCHAEOLOGY SERVICE

## WELCOME TO WILTSHIRE COUNCIL ARCHAEOLOGY SERVICE'S FIRST ANNUAL NEWSLETTER

The Archaeology Service identifies, records and protects the archaeology of all of Wiltshire, including Swindon [wshc.org.uk](http://wshc.org.uk). We provide archaeological advice mostly through the planning system, but also to landowners, universities, local groups and societies, and to the public. We also seek to inform on and promote the archaeology of the County. Our newsletter therefore aims to provide accessible and readable information about the work of the Service and some of the more notable archaeological and historical discoveries within the County in the last 18 months or so. There is also an annual Archaeology in Wiltshire conference in the spring. Keep an eye on the Wiltshire Museum's website for further details.

In this edition we have included recent archaeological projects in the County and within Swindon Borough Council that have resulted from our advice and guidance, as well as information about our Historic Environment Record, the Wiltshire Buildings Record, the Stonehenge and Avebury World Heritage Site Co-ordination Unit and the work of Wiltshire's Finds Liaison Officer.

Our team is based in the Wiltshire and Swindon History Centre in Chippenham. This state-of-the-art, purpose-built, records office was opened in 2007 and cost £11 million, but it has brought together the archives service, local studies library, conservation and museums advisory service, archaeology and Wiltshire Buildings Record under one, modernist, roof.

The Archaeology Service holds thousands of archaeological reports, aerial photographs and other records, all of which may be accessed by prior appointment. Just email us in advance at [archaeology@wiltshire.gov.uk](mailto:archaeology@wiltshire.gov.uk)  
We hope you enjoy our newsletter.

Archaeology Service  
Wiltshire and Swindon History Centre  
Cocklebury Road  
Chippenham  
Wiltshire SN15 3QN



TOP  
The Wiltshire and Swindon History Centre, Chippenham. Home of the Archaeology Service. © Wiltshire Council



LEFT  
Some of the Archaeology Service team at Stonehenge. © Wiltshire Council



BOTTOM  
The fine farmhouse at 41 Green Road, Swindon. © Wiltshire Buildings Record

**'SEEING THE MONUMENTS FOR THE TREES' – A PROJECT TO CLEAR VEGETATION FROM THREE OF WILTSHIRE'S ANCIENT MONUMENTS.**



TOP: Cam's Hill ringwork before clearance looking towards Malmesbury. © Aerial-Cam. Reproduced with kind permission.

BOTTOM: Cam's Hill ringwork after clearance. © Aerial-Cam. Reproduced with kind permission.

Wiltshire has some of England's most important and well-known ancient monuments. Many are designated as Scheduled Monuments, meaning they are legally protected due to their historical and archaeological importance. However, sometimes they can be harmed by natural processes such as tree and scrub growth, and burrowing animals, which can damage important buried archaeological remains and hide our history from view.

Last winter a community project, funded by Historic England, was organised by the Archaeology Service to remove the scrub over three of Wiltshire's ancient monuments. The first monument was an Early Bronze Age (1,800 – 1,500 BC) disc barrow, a rare monument type, on Burderop Down, near Chiseldon, Swindon. Large hawthorn bushes were removed from the monument so that it can now be seen in all its glory.

The second monument was a ringwork at Cam's Hill which is thought to be one of several siegeworks around the town of Malmesbury during the 'Anarchy' period, when Stephen and Matilda contested the succession to Henry I in the 12th-century. The monument has a 1.5m deep and 4m wide external ditch and a distinctive horseshoe shaped internal bank, 18m wide and around 1.8m high. It has never been excavated, although it bears close similarity to other monuments of this period in the south of England. Vegetation was cleared by volunteers in January and March 2023 and so the monument is now far more visible to those passing by on the adjacent public footpath. It is now hoped that livestock will graze the monument and deter re-growth.

The third monument was a group of four medieval lynchets at Southmill Hill, Amesbury, which survive remarkably well and are prominent features on the periphery of Amesbury. The lynchets are medieval in date and result from deliberate terracing of the steep hillslope for cultivation. The monument has been in steady decline for several decades due to unchecked scrub and tree growth, so over two days in February, volunteers, including the local scout group, cleared the scrub from one of the lynchets. It is hoped that the clearance work will recommence in autumn 2023.

The project was a great success and achieved what it set to do. As well as removing the risk of damage to these monuments from unruly scrub, all three monuments are now significantly more visible to those using public footpaths and other public rights of way. Thirty-eight volunteers participated in the project, and they all enjoyed the experience. The Archaeology Service therefore hopes to identify further monuments for clearance in the next few years...so if you would like to volunteer, we would love to hear from you!

If you are interested in volunteering, please contact the Archaeology Service at [archaeology@wiltshire.gov.uk](mailto:archaeology@wiltshire.gov.uk)

BELOW: Volunteers at Southmill Hill, Amesbury. © Wiltshire Council.



**THE EARLY HISTORY OF THE MARKET TOWN OF CALNE IS REVEALED.**

Wiltshire is blessed with many historic towns and Calne is a particularly interesting example, lying on the A4, a major route to the west country before the M4 was built. The town was probably best known until the late 20th-century as the home of Harris' bacon factory which dominated the centre of the town until it was demolished in the mid-1980s. Documentary sources indicate that the town probably had Saxon origins and was a borough by the time of the Domesday Book in the 11th-century. It was an established town by the medieval period.

Archaeological evidence for the origins and historic development of the town has proved to be elusive, partly because there have been few opportunities for larger-scale archaeological investigations within the town. The demolition and redevelopment of Harris's bacon factory in the 1980s was not accompanied by any archaeological investigation, despite its location in the heart of the town.

The proposed redevelopment of a parcel of land to the rear of the Nos 8 – 13 High Street therefore provided just that opportunity. Exploratory archaeological investigation in 2016 demonstrated that medieval remains survived on the site and a detailed archaeological excavation was undertaken late in 2021 by Worcestershire Archaeology on behalf of Churchill Retirement Living.

The excavation identified a large Late Saxon (9th – 10th-century) boundary ditch, along with some lesser ditches. These are notable discoveries as it was presumed that the focus of the Saxon settlement lay around the Church of St Mary. Probably in the 11th-century, the boundaries within the site were re-aligned with the laying out of burgage plots for the medieval town, running back from the High Street. The site lay too far to the rear of the High Street to reveal the properties that the burgage plots served, but these back plots did reveal rubbish pits filled with medieval waste material. This included sherds of medieval pottery dating from the 11th- to the 15th-century and probably all locally made at kilns in Minety, Lacock and Crockerton. A notable find was a lead seal matrix, used for sealing important documents, probably reflecting the commercial use of the properties on the High Street. The remains of a lime kiln were also revealed and probably served in the construction of stone properties on the High Street.

The site was remodelled again in the 17th- and 18th-century as the fortunes of the town improved, largely based on the weaving industry, until the town became synonymous with pork and bacon with the opening of the Harris factories in the 19th- and 20th -centuries.



TOP RIGHT: Harris' bacon factory, Calne in 1924. © Historic England.

RIGHT: General view of the excavation at 8 – 13 High Street. © Worcestershire Archaeology, reproduced with kind permission.

ABOVE: The medieval lime kiln under excavation. © Worcestershire Archaeology, reproduced with kind permission.

## TREE-RING DATING - THE HIGHS AND THE LOWS

With every historic building, the same question comes up at the end, how do you date it? When Wiltshire Buildings Record started in 1979 there was little to go on. The few books about vernacular architecture covered buildings in other parts of the country. We had help from the Salisbury office of the Royal Commission on Historical Monuments but apart from emergencies they were recording only in the south-east of Wiltshire and buildings there had different characteristics from the north and west of the County. Since then, studies of vernacular architecture have increased enormously, especially, since 2009, with the assistance of tree-ring dating or dendrochronology.

The Wiltshire Dendrochronological Project started through funding provided by English Heritage (now Historic England) to train someone in the work. There were existing projects in Hampshire and Somerset which were well advanced, and Wiltshire was known to have similarly early buildings worth sampling. We already had a list of suitable medieval buildings and the project aimed to concentrate on base cruck, cruck and other early carpentry methods. This was Phase 1 of the project and we have now reached Phase 5 thanks to funding from various sources.

The results have been interesting. Overall, they have confirmed the dates we had assigned based on stylistic and documentary grounds. But they have often narrowed them down and highlighted the significance of small changes of carpentry method. There have been disappointments where the timber turned out to be elm rather than oak or came from fast-grown oak trees with a small number of wide rings which could not be matched with the master sequence.



Two former farmhouses in the Swindon area, both cruck-built, illustrate the highs and lows of the outcomes. Studley Grange Farm, Lydiard Tregoze, was brought to our attention in 2021 in a derelict state. Three of our members had a look at it and reported finding a cruck truss despite its listing as late 18th-century. As a threatened building we gave it priority. Robert Howard and Alison Arnold from the Nottingham Lab gamely tackled it for us bringing a generator to power their drills. Sadly, the oak timbers of the crucks were quick grown though dates were provided for the addition of a dairy wing in 1606 and a re-used collar of 1559-84 looked likely to come from the initial ceiling of the open hall. There is documentary evidence that the farm was a grange of Stanley Abbey at Bremhill and it was first mentioned in 1460. Robert and Alison had managed to get into the roof on the far side of the cruck truss and their photo of the joint at the apex suggests construction in the 15th-century is likely.

No. 41 Green Road, Stratton St. Margaret, was a reserve building on the day that Studley Grange was sampled so for that reason it was high on the list for future sampling. This former farmhouse had been visited briefly by our Principal Buildings Historian, Dorothy Treasure. We were not very hopeful of a good result as crucks in the Swindon area have proved before to be of elm or quick-grown oak. To our (and the owner's) amazement the lower parts of two cruck trusses dated from 1271-1296. They had been used again in a wider building with new upper parts and purlins etc in 1339-1355. This is a star building, quite exceptional, and shows just how valuable tree-ring dating can be.



TOP RIGHT: The derelict Studley Grange farmhouse, Lydiard Tregoze. © Wiltshire Buildings Record.



TOP LEFT: Cruck visible on the landing of Studley Grange farmhouse. © Wiltshire Buildings Record.

LEFT: Joint where 14th-century upper timbers cap a 13th-century cruck, all smoke-blackened, at 41 Green Road, Swindon. © Wiltshire Buildings Record.



The Wiltshire and Swindon Historic Environment Record (HER) consists of a database with integrated digital mapping that holds information on all the currently known archaeological and historical monuments for the County – a fantastic resource. It contains records of over 50,000 monuments, including earthworks, finds spots, and historic buildings, and contains information about all types of archaeological investigations, as well as various sources such as aerial photographs.

To give a taste of what the HER holds, this article explores some of the notable records for the town of Corsham. Starting in the centre of the town at The Corsham School, aerial photographs of 1946 show the current School playing fields under allotments (HER record MWI74074), created as part of the 'Digging for Victory' campaign introduced in 1940. To the west of the School is Hatton Way, named after Sir Christopher Hatton, a favourite courtier of Elizabeth I. Sir Christopher, when expressing devotion for his queen, always signed his letters with a hat drawn over the word 'on'. Hatton spent about four years at Corsham House (MWI34260), now Corsham Court, a Grade I listed Elizabethan country house. Unfortunately, financial problems caused him to sell up!



TOP RIGHT: Corsham Court. Image reproduced by kind permission of the Wiltshire and Swindon History Centre.

LEFT: The Grade II listed 'Pepper Pot', an 18th-century toll house. © Wiltshire Council.

RIGHT: A ventilation shaft serving the underground Pickwick Quarry. © Wiltshire Council.

## WILTSHIRE AND SWINDON'S HISTORIC ENVIRONMENT RECORD

Halfway down Hatton Way is the site of Purleigh Barn (MWI65896), a demolished 19th-century outfarm of regular courtyard plan. The farmstead and all its historic buildings have been lost. The Wiltshire and Swindon Farmsteads and Landscapes Project Report summarises the results of mapping the historic character and survival of more than 4,000 farmsteads and 2,700 outfarms and field barns in Wiltshire, all mapped onto the HER. Knowledge and protection of the surviving historic farmsteads is essential if they are to be retained as a distinctive part of the rural landscape of the County.

Another notable Corsham building is the 'Pepper Pot', a Grade II listed toll house (MWI34400) on the A4 Bath Road. This pretty building was also once a sweet shop and is now a summerhouse. To the north of the A4 Bath Road, exploratory archaeological investigation in 2016 found a Neolithic (4,000 – 2,000 BC) pit (MWI76326), containing fragments of pottery. The field also contains evidence of ponds but the most exciting feature here lies underground. This is the former stone quarrying tunnel which probably ran from Hartham Park Quarry, sometimes known as the Pickwick Quarry. Bath Stone, a warm, honey-coloured limestone, has been desirable since Roman times and Brunel's cutting of the Box Railway Tunnel, close to Corsham, revealed a rich seam of high-quality stone. The Corsham mines were extensively worked with miles of tunnels, chambers, and air shafts, and became the ideal underground storage location for the War Office during the Second World War and of further use during the Cold War (MWI31707). One of the ventilation shafts for the tunnels can still be seen above ground. So why not explore our HER for the area around where you live in Wiltshire. Visit our [website](#) or contact us at [archaeology@wiltshire.gov.uk](mailto:archaeology@wiltshire.gov.uk) for more information.

**AN IMPORTANT BRONZE AGE BURIAL GROUND AT NETHERHAMPTON ROAD, SALISBURY**



Aerial photography has shown that several ring ditches exist in a short stretch of the Nadder Valley between Harnham and Netherhampton. Some 35 ring ditches have been identified, and more are sure to exist, located both on the valley floor, as well as the valley slopes. Their mounds have long since been denuded, but what survives still retains valuable archaeological information about the practice of burial in the earlier Bronze Age (2,200 – 1,500 BC).

Proposed residential development immediately west of West Harnham has provided the opportunity to investigate archaeologically several of these barrows and Cotswold Archaeology and Museum of London Archaeology (MOLA) have been doing just that over the winter of 2022 and into early 2023.

MOLA excavated a double ring-ditch and a second adjoining ring-ditch. Interestingly these monuments were located on the floor of the Nadder Valley. In the heavy winter rain, the barrow got close to being flooded but it seemed to occupy, probably intentionally, a slight gravel rise so that it stayed just above the flood level. The excavations revealed large graves in the centre of each ring-ditch, both of which contained the skeleton of an individual. The graves were of considerable size, far larger than was needed to bury the one individual. Samples from the fill of the grave may tell us if there was a reason for that and if there was other material buried in the grave that has not survived to the present day, such as wood or organic material.



However, one of the burials was accompanied by a very fine pottery vessel, a highly decorated Beaker. These vessels are attributed to a migrant population that arrived in Britain around 4,500 years ago bringing with them new burial practices and these distinctive pottery vessels. It is hoped that this particularly fine example will go on display in Salisbury Museum.

Meanwhile on the opposite side of the Netherhampton Road, Cotswold Archaeology on behalf of their client, Vistry Group, has been excavating a group of five ring-ditches or barrows that form a barrow cemetery just at the base of the valley side. The barrows are marked by their different size, the width and depth of the ring-ditches, and the presence or absence of graves within or adjacent to the barrows. One grave within one of the barrows contained a fine and rare food vessel with a small handle, while one grave just outside of one barrow contained five individuals, an adult and four infants, all very tightly grouped. The implication is that they died in a single catastrophic event and analysis of the human remains will elucidate why they died and

their relationship to each other, as well as to other individuals buried in the other barrows.

Most unexpectedly, the excavation has also revealed an Early Saxon (5th – 7th-century AD) waterhole, as well as a smattering of Saxon pottery. It is not unusual for later Saxon burials to be inserted into or around the mounds of Bronze Age barrows, although at Netherhampton Road, it is not clear why this functional feature should have been placed here. That there were Saxons living nearby is attested by a very famous Saxon inhumation cemetery found in Harnham in the 19th-century. For the time being, the excavations at Netherhampton Road have been concluded. The long process of analysing the results is underway and will result in a publication that will reveal the details of this important excavation.

TOP LEFT: The Bronze Age barrows under excavation south of Netherhampton Road. © Cotswold Archaeology, reproduced with kind permission.

BOTTOM LEFT: The central grave and burial from one of the barrows north of Netherhampton Road. © MOLA, reproduced with kind permission.

ABOVE: A double-ditched barrow before excavation south of Netherhampton Road. © Cotswold Archaeology, reproduced with kind permission.

MIDDLE LEFT: Beaker vessel grave good from one of the burials north of Netherhampton Road. © MOLA, reproduced with kind permission.

BELOW: The Saxon waterhole with waterlogged timbers south of Netherhampton Road. © Cotswold Archaeology, reproduced with kind permission.

Bronze Age burial mounds or barrows are one of the most common monument types to be found in Wiltshire, which, along with Dorset, probably has some of the densest concentrations of such monuments in the country. Many people will be familiar with the prominent barrow cemeteries set out on the chalk ridges all around Stonehenge which only add to the atmosphere of this most prehistoric of landscapes. Those barrows, with upstanding mounds still surviving, represent only the most visible of this monument type. Many more survive only as ring-ditches, the quarries from which the mounds were constructed, but where the mounds have long since been denuded by ploughing over centuries. Aerial photography and fortuitous discoveries have shown that these barrows, in the form of surviving ring-ditches, were constructed on a wider range of geologies and topographies and not just on the chalk downland.





**A MYSTERY HOLE IN EAST KENNETT:  
A PREHISTORIC OR ROMAN OPENING INTO  
THE UNDERWORLD?**

The site was of sufficient interest that Professor Josh Pollard of the University of Southampton's Department of Archaeology organised an exploratory excavation of the site in late summer 2022. Much interest centred on discovering the purpose of the feature that had created the mystery hole two years earlier. The excavations stripped an area around the hole and revealed the sarsen stones surrounding the rim and slumped into the pit. At this stage, the only way to find out what lay below the sarsen stones was to carefully lift and remove them. By this stage, interest in the story was such that it attracted the attention of Professor Alice Roberts and the 'Digging for Britain' team, who filmed the lifting of the sarsen stones (Series 10, Episode 4).

Once removed and after some more careful excavation down to a depth of 2m, it became clear that this feature was not in fact a prehistoric burial chamber but a natural sink hole, the upper portions of which had been modified in the Roman period. A sink hole is formed from the natural dissolving of the soluble chalk bedrock, creating a deep fissure or hole in the bedrock. The Romans had erected the sarsens on the inner edge of this natural feature perhaps partly to form a barrier to stop livestock and children from falling into it, but perhaps also to emphasise it, as an opening into the underworld. The project emphasises the uncertainty of archaeology. As Professor Pollard so eloquently put it, it is 'what makes archaeology a vibrant and unpredictable subject'!

In summer 2020 a mysterious hole appeared in a field close to the village of East Kennett, within the Avebury World Heritage Site, and was reported to the Archaeology Service. Being archaeologists, we are always fascinated to explore any such phenomena and so members of our team quickly went to the site and undertook an initial exploration. This found that the hole comprised a substantial pit, roughly circular, around 1m in diameter, and lined by four large blocks of unworked sarsen stone. The feature appeared to have a deliberate void, and was capped by other sarsens, two of which remained in place, while a third appeared to have collapsed into the pit, so revealing the presence of the feature. A flint blade and a rim of Roman greyware were recovered from the collapsed fill but were assumed to be incidental. The initial interpretation was that this was a prehistoric cist or burial chamber. Similar examples of sarsen-capped burials are known from the wider region.

Consequently, Historic England undertook geophysical survey of the site of the 'hole' and its surroundings in 2021 and identified other possible chambered features, along with several ditches belonging to a field or enclosure system, and two possible rectilinear buildings. Along with the possible cist, the possible buildings were of interest as they bore some resemblance to the plans of Early Neolithic houses.



TOP: The mystery hole at East Kennett as it first appeared in 2020. © Wiltshire Council.

LEFT: The sarsen stones after initial excavation by the University of Southampton. © University of Southampton. Reproduced with kind permission.

RIGHT: The 'sink hole' after excavation. © University of Southampton. Reproduced with kind permission.



**SOME FINDS REPORTED TO  
WILTSHIRE'S FINDS LIAISON OFFICER**



Locally, the work of the PAS is overseen by Finds Liaison Officers (FLOs) who receive, identify and record archaeological objects, plus deal with Treasure finds from England and Wales. Wiltshire has its own FLO and Sophie Hawke is based at Salisbury Museum and would be very glad to hear from you if you have any objects that you would like identified and reported on (pas@salisbury-museum.org.uk).

These are some typical finds from Wiltshire that have been reported over the last 18 months or so and they show the variety in age, type and material of object that are recorded. This complete gold or gold-plated penannular ring is of Late Bronze Age date (1150-750 BC). The object is oval and about 1.5cm across. The ring is mostly gold in colour, except for a brown band that appears to wrap around it. It is likely that this is the core of the object that has been heavily coated in gold and then filed away to leave the band. The ring's function remains uncertain, although it is likely that they were personal adornments, possibly worn on the ears or nose, rather than being hair-ornaments or items of exchange.

A notable feature of the Covid-19 pandemic was the increase in the number of people who took up metal-detecting as they sought new interests that could be undertaken individually and outdoors. Everyone taking up the pastime is encouraged to follow the Code of Practice for Responsible Metal Detecting in England and Wales (2017), which sets out the legal requirements as well as more general guidance on accepted best practice [finds.org.uk](https://www.finds.org.uk). There is no doubt that the results of metal detecting have contributed significantly to our knowledge of the heritage of England and Wales. Much of this is due to the work of the Portable Antiquities Scheme (PAS) which was established in the late 1990s. The PAS encourages the reporting of all finds of archaeological objects, whether through metal detecting or not and is not limited to items of precious metal. To date, the PAS has recorded over 1.6 million objects, which has provided an extraordinary insight into the study of archaeological objects and their distribution.

Not all objects reported are of metal. This beautiful, complete, annular, blue glass bead, around 1cm in diameter, dating from the Iron Age to early Medieval period c. 100 BC to AD 750, was found near Alderbury. This last object, found near Wroughton, is a silver cufflink, one element of a pair that would have been linked together. The cufflink, which is around 1.5cm in diameter, has stamped decoration of a pair of hearts side by side with a crown above. Cufflinks were introduced in England in the latter half of the 17th-century and those with this design are considered to have originally been produced to commemorate the marriage of Charles II to Catherine of Braganza in 1662 but continued to be used as a general symbol of love or marriage.

TOP: Late Bronze Age gold penannular ring. Reproduced by kind permission of the Portable Antiquities Scheme.  
TOP RIGHT: Blue glass bead dating from anytime between the Iron Age and Late Saxon period. Reproduced by kind permission of the Sussex Archaeological Society.  
RIGHT: 17th-century silver cufflink. Reproduced by permission of the Portable Antiquities Scheme.





**THE REMAINS OF OLD SARUM'S CATHEDRAL FOUND IN NEW SARUM'S CATHEDRAL CLOSE WALL**

The Grade I Cathedral Close Wall in Salisbury started to be constructed in the later 13th-century but was not completed until the 15th- or 16th-century. It was built both as a defensive structure but also as a symbol of the status of the clergy and their lordship of the Close. It is known that permission was given in the 14th-century for stone from the Cathedral at Old Sarum to be used in the construction of the Close Wall and carved stone from the Cathedral can be seen on the Exeter Street face of the Close Wall in the form of stylised flowerheads.

The repair in 2022 of a short, leaning section of the Close Wall within the grounds of Bishop Wordsworth School along Exeter Street therefore provided the opportunity to examine its masonry makeup and to identify other masonry that might have been purloined from the old Cathedral at Old Sarum. The repair work was undertaken by the stonemasons of the Salisbury Cathedral Works Department under the watchful eye of Graham Keevil, Salisbury's Cathedral Archaeologist.

The exercise proved to be worthwhile as several pieces of very fine carved masonry were identified, mostly hidden and not visible on the face of the Wall. It also seems likely that even plain ashlar blocks came from the old Cathedral at Old Sarum. It seems odd today that, despite all the effort put into constructing a fine cathedral at Old Sarum, within a hundred years or so it was used as little more than a quarry for the construction of the Close Wall. However, it does add to the historical and archaeological importance of the Close Wall, which is also a strong architectural and aesthetic feature of the Close and the city landscape.



TOP LEFT: Salisbury Cathedral Close Wall under repair. © Wiltshire Council

TOP RIGHT: Carved stone, formerly part of the Cathedral at Old Sarum, built into the Close Wall along Exeter Street. © Wiltshire Council

MIDDLE RIGHT: Carved stone, formerly part of the Cathedral at Old Sarum, built into the Close Wall along Exeter Street. © Wiltshire Council

BOTTOM RIGHT: Carved stonework from Old Sarum Cathedral built into the Close Wall. © Wiltshire Council

Stonehenge, Avebury & Associated Sites were inscribed on the UNESCO World Heritage Site (WHS) List in 1986 and was one of the UK's very first World Heritage Sites. Stonehenge is the most sophisticated prehistoric stone circle in the world, and Avebury is the largest. Both stone circles lie at the heart of prehistoric landscapes containing numerous impressive and amazingly well-preserved ceremonial monuments dating back over 5,000 years to the Neolithic and Bronze Age. Together they form a landscape without parallel.

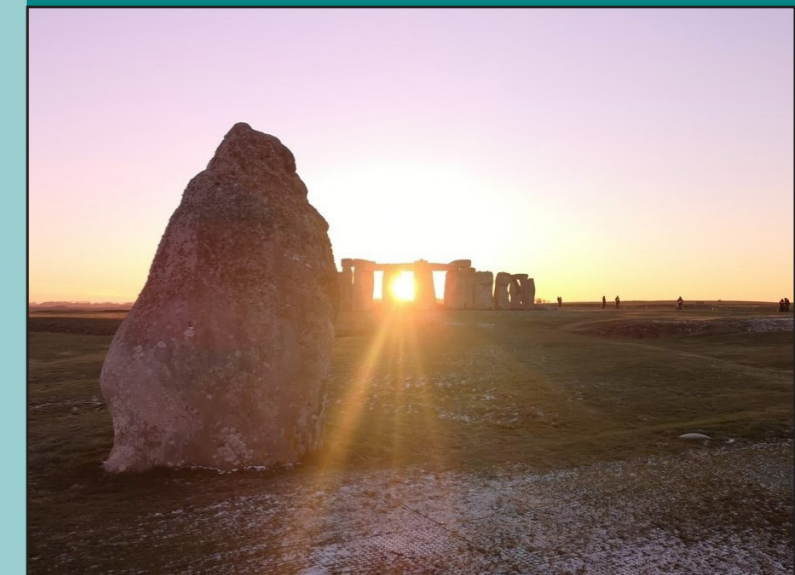
To achieve World Heritage status, sites must define what makes them to be of Outstanding Universal Value, or internationally significant, and how they intend to protect and enhance this. This is achieved through the adoption of a WHS Management Plan. In December 2022 Claire Selman joined the Stonehenge & Avebury WHS Coordination Unit within the Wiltshire Council Archaeology team. The primary aim of the unit is to coordinate the delivery of the Stonehenge and Avebury WHS Management Plan. To do so, Claire works with over 25 partners, including national organisations such as the National Trust and English Heritage, and farmers and communities living within and surrounding the WHS.

Priorities within the [Management Plan](#) cover what may at first seem a surprising span of topics extending beyond archaeology to subjects including woodland management, dark skies preservation and arts projects. Together, the Management Plan's actions work to preserve the site's buried archaeology, relationship with the landscape and accessibility for visitors. No two days within the Coordination Unit are the same from meeting with partners viewing activity on site, to engaging with visitors at local events and organising Partnership Panel and Steering Committee meetings.

Claire recently spent some time exploring the WHS through the range of services available at the Wiltshire & Swindon History Centre, which you can read about in a blog post [here](#). Her discoveries included viewing some of the 1,114 entries on the Historic Environment Record from Stonehenge and Avebury. Each record builds a picture of life across the ages on this site, from Neolithic flint tools to Bronze Age round barrows, Saxon pottery and more.

TOP: Stonehenge with a near Winter Solstice alignment, December 2022. © Wiltshire Council.

RIGHT: Attending Open Farm Sunday on the edge of Avebury WHS, June 2023. © Wiltshire Council.



The opportunity to support the management of these iconic sites has led Claire to discover even more about our County and its heritage, and there's a wealth of monuments to explore beyond the stone circles themselves. To help plan a visit to the World Heritage Site, Claire recommends the walking trails on National Trust's Avebury and Stonehenge Landscape pages and the historical information on English Heritage's Stonehenge pages.

There are currently 33 UK World Heritage Sites, and 1,157 in total globally. The UK's World Heritage Sites demonstrate the breadth of what World Heritage can be, from natural sites like the Lake District to industrial sites such as The Slate Landscape of Northwest Wales and even an entire city, Bath. Discover them all at: [UNESCO World Heritage Centre - World Heritage List](#) To find out more about the Stonehenge, Avebury & Associated Sites World Heritage Sites, visit our [website](#) and follow @StoneAveWHS on Twitter.



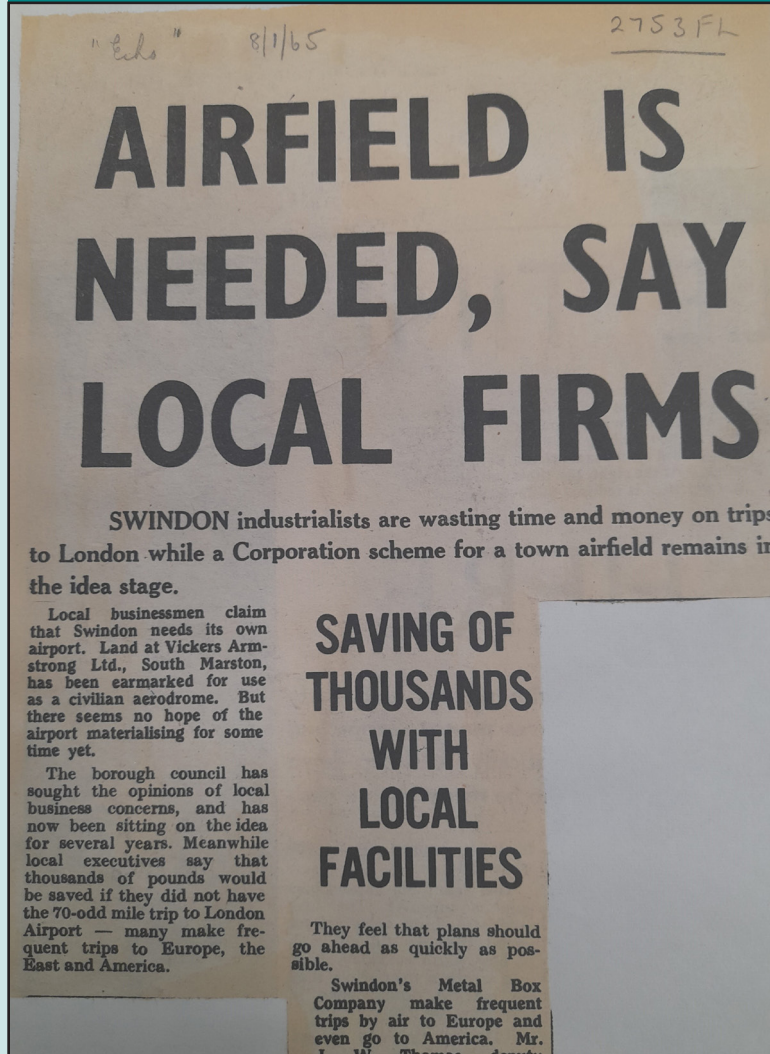


**PLANES, TRAINS AND AUTOMOBILES – AN IMPORTANT SITE OF SWINDON'S 20TH-CENTURY INDUSTRIAL HERITAGE REVEALS ITS ANCIENT PAST.**

In 1985 Honda started work on building their new car plant at South Marston, Swindon, providing a much-needed boost to the local economy and employment. The car plant itself replaced the site of an aircraft factory, first developed in the late 1930s as a 'shadow' aircraft factory, and then as an active manufacturing facility from 1940. South Marston Aerodrome was constructed at this time to serve in the Second World War. Phillips & Powis Aircraft Ltd, Short Brothers, and Vickers-Armstrong-Supermarine all produced aircraft at the site, including the iconic Supermarine Spitfire. Having been considered but been rejected as a possible municipal airport serving Swindon in the 1960s, the airfield came to end when Honda bought the site for their new venture. However, the runway still exists, running through the site, and was used by Honda as a test track. One of the attractions to Honda was the skilled engineer workforce of Swindon arising from its role in the railway industry. However, after 35 years, the Honda factory itself came to an end and the site is now being redeveloped again.

This redevelopment has provided the opportunity to explore the archaeology of the site preceding its 20th-century history. Remarkably, despite two significant phases of development to construct South Marston Airfield and then the Honda works, evidence for Late Iron Age (200 BC – AD 43) and Roman settlement, surrounded by extensive field systems, has come to light, some surviving under the airfield runway! Oxford Archaeology has been undertaking exploratory investigations and more detailed excavation at the site prior to development.

The evidence points to a small rural settlement that lies just off Ermine Street, the Roman road that links the local small town of Durocornovium (Wanborough) with the important regional centre of Corinium (Cirencester). The buildings might have been of slight construction and left little trace but finds of box tile, brick and tegula suggest a significant building lay nearby. A corn drier was found alongside some stone-lined pits, suggesting an area devoted to crop processing. Finds from the settlement include quern stones from grinding corn, whetstones for sharpening tools and two Roman shoes! The excavations are on-going and further discoveries are expected. The results will continue to add to the extraordinary history of this site on the edge of Swindon.



TOP: Newspaper cutting from 1965 about South Marston Airfield. © Swindon Echo, 8 January 1965. Reproduced by kind permission of the Wiltshire and Swindon History Centre, document reference 2753FL.

LEFT: Aerial view of Iron Age and Roman deposits under the runway. © Oxford Archaeology. Reproduced with kind permission.

ABOVE: Excavating an Iron Age feature. © Oxford Archaeology. Reproduced with kind permission.





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## Trustee Recruitment

Community First is looking for two new Trustees to join our Board and help us support growth, innovation and development. We are committed to equal opportunities and we are looking for Trustees with a variety of different skills, life experience and backgrounds. We are particularly interested in applications from people with business or Voluntary, Community and Social Enterprise (VCSE) sector experience.

We have created an information pack which is included with this briefing document. It can also be accessed online using the link:

<https://www.communityfirst.org.uk/wp-content/uploads/2024/01/Trustee-Information-Pack-2024.pdf>

To apply, please send a CV and a short statement addressing the person specification in the briefing pack to Nicky Theobald ([ntheobald@communityfirst.org.uk](mailto:ntheobald@communityfirst.org.uk))

The deadline for applications is 1<sup>st</sup> March 2024.

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## New Service User Engagement Service

In January 2024 the new Service User Engagement Service led by Community First started. Working alongside our partners:

- Wiltshire Service Users Network
- Wessex Community Action
- Age UK Wiltshire
- Alzheimer's Support
- Celebrating Age

The new service unifies the collective strengths of its partners to support the voice and engagement of people in Wiltshire.

Working in conjunction with Wiltshire Council and the BaNES, Swindon and Wiltshire Integrated Care Board (BSW ICB) we will be engaging with people living and working in Wiltshire to co-produce, co-design and co-develop health and social care services in Wiltshire.

We will be working alongside people with physical disabilities, sensory needs, mental health conditions, learning disabilities, neurodiversity, long term conditions, complex needs, older people and dementia. Empowering and facilitating them to have their say and get involved in shaping how health and social care services work for them now and in the future.

We will be using various consultation and engagement methods that will range from in person conversations to online interactions whilst also embracing new technologies. We will ensure that we use a wide variety of approaches so that we are able to reach and engage with a population with varying and diverse needs. Through exploring innovative approaches to engagement, we will aim to encourage participation in co-production amongst the population of Wiltshire.

Alongside, we will also be offering training and capacity-building opportunities to Commissioners to enhance their understanding of co-production principles and practices.

For more information email [enquiries@communityfirst.org.uk](mailto:enquiries@communityfirst.org.uk)

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## Oxenwood 2024 Activity Programme

2024 marks an exciting time of development for Oxenwood Outdoor Education Centre with a new website launching in the next few months.

Oxenwood is the perfect setting for school, club and group residentials or day trips. We offer a bespoke package of curriculum enrichment days, outdoor learning and adventure activities, led by our friendly and experienced outdoor education instructors.

Oxenwood Outdoor Education Centre is a heritage building located in an area of outstanding natural beauty near Marlborough, Wiltshire. During your stay, your group will have exclusive use of the Centre and access to variety of exciting activities including climbing, rifle shooting, archery, hiking, canoeing and mountain biking.

We have produced a 2024 activity programme for Oxenwood which outlines all of the fantastic opportunities for learning and adventure at the Centre. A copy of the 2024 activity programme is included with this briefing pack.

For more information or to book your activity or residential email: [enquiries@oxenwoodcentre.com](mailto:enquiries@oxenwoodcentre.com)

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## Community-Led Housing Project

Community First is working alongside Wiltshire Community Land Trust and other stakeholders to re-launch the Community-Led Housing Project for Wiltshire. The Homes of Our Own project will be re-launched in 2024. The project aims to work with local councils, voluntary groups and members of the community who are interested in supporting the provision of Community-Led Housing in their local area.

We are currently developing a community survey to help shape the offer of support. More information about the Community-Led Housing Project will be shared as the project develops.

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## Regulation 14 Consultation

Community First has seen an increase in demand for support with Regulation 14 Consultation as it relates to Neighbourhood Planning. We have worked with a number of Councils, Steering Groups and Planning Consultants to create, monitor and deliver public consultation surveys and produce a report with tabulated comments from members of the public. We can work with you if you are refreshing an existing Plan or creating a new Plan.

For more information and a free, no obligation quotation, please contact Harry Tipple: [htipple@communityfirst.org.uk](mailto:htipple@communityfirst.org.uk).

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## Splash Annual Report

Splash forms part of our Youth Action Wiltshire service and offers a free-to-access programme of support and positive activities for young people facing challenges in their lives. We have produced a report for the Splash service in 2023 which can be accessed via our website:

<https://www.communityfirst.org.uk/wp-content/uploads/2024/01/Splash-Annual-Report-2023.pdf>

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## Building Bridges and Inspire Swindon Programmes

Community First now has three programmes which offer a holistic service that provides personalised support to people with significant barriers and challenges to help them build their independence and move towards education and employment outcomes.

### Building Bridges Wiltshire

**Support for people aged 16+ in Wiltshire.**

The programme supports people aged 16+ (no upper age limit) who want to move towards sustained education or employment goals. If you are under 18, you will need to be Not in Employment, Education or Training (NEET) or at risk of becoming NEET to take part.

*Funded by UK Shared Prosperity Fund via Wiltshire Council through to the end of March 2025*

### Building Bridges Swindon

**Support for people aged 18+ in Swindon.**

The programme supports people aged 18+ (no upper age limit) who want to move towards sustained education or employment goals.

*Funded by The National Lottery Community Fund through to the end of 2025.*

### Inspire Swindon

**Support for people aged 15-18 in Swindon.**

We can work with you if you are aged 15-18 and at risk of becoming NEET, are NEET or are engaging with Swindon Youth Justice Service. We can work with you if you are aged 19-25, if you are care experienced or have an EHCP.

*Please note all referrals to this service are managed in conjunction with the Swindon Borough Council Education, Employment & Training Team and is funded by the UK Shared Prosperity Fund via Swindon Borough Council through to the end of March 2025.*

People can refer themselves to the programme or make a referral on behalf of someone else they are supporting (with their permission), by completing the form at: [www.buildingbridgessw.org.uk](http://www.buildingbridgessw.org.uk)

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**Briefing prepared by:**

Ellie Ewing

Marketing and Communications Manager (Community First)

[eeving@communityfirst.org.uk](mailto:eeving@communityfirst.org.uk)





## Oxenwood Outdoor Education Centre

# Activities

## 2024 season



## Adventure activities

Activity	Description	Suitable for/Restrictions
Archery	Individual skills/team competition	All ages
Bushcraft/Survival Skills	Fire, cooking and shelter	All ages (Weather dependant)
Canoeing	Multi person boats. encourages cooperation and teamwork	All ages (younger ages only if boats are rafted together to increase stability). Weather dependant.
Paddle Sports	Multi vessel session; Canoe, Kayak, SUP (Stand Up Paddleboard) try out different types of paddling	Year 4 and above Weather dependant.
Raft Building	Test your team work to build raft to keep you afloat!	Year 4 and above Weather dependant.
Kayaking	Individual skill	Year 4 and above. Weather dependant.
Climbing Wall	Auto belays	Year 1 and above. Weather dependant.
Cycle Skills	Learn to ride or improve your bike handling skills in a simulated environment	Year 3 and above (or based on individual ability)
Mountain Biking	Off road cycling	Year 4 and above (based on ability)
Fencing	Olympic sport of Foil Sword Fencing	All ages
Olympic Style Air Rifle	Target rifle shooting/shooting gallery	All ages

## Orienteering / Navigation

Orienteering	Different styles of the sport	All ages
Photo search	Basic orientation	Key stage 1+2 ages
Navigation/Map Reading	Use of map and compass	Year 3 and above
Night Navigation exercises	Hone your skills at night	Year 9 and above
Journeying/Basic Expedition	Navigation and camp skills	Year 5 and above



## Walking (Local area)

Fosbury Iron Age Hill Fort Walk ( <i>Very Popular</i> )	Iron Age Hill Fort, spectacular scenery, history talk, Celts & Romans Battle Game. (3 miles or 5 1/2 round trip)	Year 3 and above (for younger ages 3-mile option with mini bus to drop off point is available)
Kennet & Avon Canal Walk ( <i>Very Popular</i> )	Varied Scenery including the canal and woodland of Bedwyn Brail, other features include Crofton Pumping Station and Wilton Windmill. Nature and history talk and sketching opportunities. (5 1/2-mile circular walk) Guided Tour of Windmill	Year 3 and above
Hangman's Walk	Coombe Gibbet/Walbury Hill - features include dramatic scenery, gibbet and Iron Age Hill Fort, history talk (5 1/2 miles one way)	Year 3 and above
Windmill Walk	Scenic walk to Wilton Windmill includes talks on local nature and history talk and guided tour of Wilton Windmill. (2 1/2 miles)	Year 3 and above
Spooky Alley Walk (Daytime Walk)	From the Centre onto the Downs, looking over the Pewsey Vale, Northern Salisbury Plain and distant views of the Savernake Forest (2 ½ miles circular walk)	Year 1 and above



## Walking (Local area) – night / evening walks

Spooky Alley Night Walk ( <i>Very Popular</i> )	Brave your fear of the dark and the mud in the infamous “Spooky Alley”. Ghost stories optional. (2 ½ miles circular walk)	Year 3 and above
Evening Nature Walk	Walk through the local countryside and woodland around the village. (1 -2 miles variable)	Reception – year 4

## Team building / problem solving activities.

Outdoor Problem Solving	Team Building	Year 3 and above
Indoor Problem Solving	Team Building	Year 3 and above
Shelter Building	Team Building - v/popular	All ages (Weather dependant)

## Environmental studies

Mini Beast Hunting	Simple Keys / ID Charts	Key stage 1+2
Stream Survey and Stream Dipping	Simple Keys / ID Charts	Key stage 1+2
Tree Identification	Simple Keys / ID Charts	Key stage 1+2
Bird Identification	Simple Keys / ID Charts	Key stage 1+2

## Woodland activities

Shelter Building	Team Building - v/popular	All ages (Weather dependant)
Woodland Art and Sculpture	Using forest materials	Key stage 1+2
Mini Beast Hunting	Simple Keys / ID Charts	Key stage 1+2



## Offsite activities

Mountain day <sup>1</sup>	Summitting the highest point in the Brecon Beacons - Pen-Y-Fan	Year 5 and above
Mountain day	Summitting the highest point in the Black Mountains – Waun Fach	Year 5 and above
Outdoor rock climbing	Climbing and belaying at the fantastic Burrington coombe in North Somerset	Year 5 and above



## Corporate groups / staff days out / activities

Team building away from the office to ensure a high performing group and achieve enjoyment whilst doing it!

Mountain day	Summitting the highest point in the Brecon Beacons - Pen-Y-Fan	Adult
Mountain day	Summitting the highest point in the Black Mountains – Waun Fach	Adult
Outdoor rock climbing	Climbing and belaying at the fantastic Burrington coombe in North Somerset	Adult
SERE	Survival, Evasion, Resistance and Escape 3-to-4-day survival course being taught the essentials of shelter building, fire construction, water purification, navigation and more, culminating in a final assessment phase whilst being pursued by a live hunter force by foot, vehicle, and air!	Adult

<sup>1</sup> Mountain days for minors are restricted to smaller groups – please call for information.

## Curriculum enrichment days – History/literacy/drama

Need help with a history topic? Oxenwood can help. We bring history to life with our historical themed enrichment days, where we meet our ancestors close up, and through a range of interactive and action oriented workshops. We cover most periods, from our Stone Age ancestors to the present day. Days we have organised for schools include:

Era	Includes
Stone Age Man	Hunter gatherers, the mobile “supermarket” and the birth of Farming
Celts and Ancient Britons	Druids, rebellion, and hillforts
Romans	The Army, invasion, and daily life
King Arthur	The legend and the hero from history
Angles and Saxons	Rune swords, riddles, and the forging of England
Beowulf	Heroes and monsters
Alfred the Great	Burnt cakes, heroic battles, and strong rule.
The Vikings	Long ships, raiding and invading!
1066	The Year of Battles; the defeat of the Vikings and the coming of the Normans; Stamford Bridge and Hastings
Knights and Castles	Squires, jousts, and fair and fierce maidens
Tudors	A King, Queens, the executioner’s axe, and the age of exploration
Pirates	Cutlasses, buried treasure and skulls and crossbones
Wiltshire in the Civil War	Waller and Hopton ... gunpowder and sieges
1666 – The Great Fire	A king, a diary, a war, and disaster
1914 – Lord Kitchener’s new army	Enlistment, basic training, and the frontline.
WW2 – The Home Front	Experience what life was like in wartime Britain, join the home guard, do your bit for the war effort.





## First aid training courses

### On Site Training<sup>2</sup>

Delivered on site at Oxenwood Outdoor Education Centre, Marlborough SN8 3NQ.

Course Name	Time
Activity First Aid - FAA Level 3 Award	2 day
Annual Refresher for First Aiders	Half day
Appointed Person	2 hour
Basic Life Support - FAA Level 2	3 hours
Emergency First Aid at Work - FAA Level 3 Award	1 day
First Aid at Work Re-qualification - FAA Level 3	2 day
First Aid at Work - FAA Level 3	3 day
First Aid for Mental Health - FAA Level 2 Award	1 day
First Aid for Mental Health Awareness - FAA Level 1 Award	4 hours
First Aid for Mental Health Supervising - FAA Level 3 Award	2 day
First Aid for <u>Youth</u> Mental Health - FAA Level 2 Award	1 day
First Aiders for Mental Health Annual Refresher	Half day
Paediatric Emergency First Aid - FAA Level 3	1 day
Paediatric First Aid - FAA Level 3	2 day

#### Contact information:

If you need to contact us before or after your visit, you should email:

[Enquiries@Oxenwoodcentre.com](mailto:Enquiries@Oxenwoodcentre.com) or call 01380 732806.

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<sup>2</sup> Accommodation and meals can be offered during multi-day courses



Patron: Her Majesty The Queen

President: HM Lord-Lieutenant of Wiltshire, Mrs Sarah Troughton

# Community First Trustee Information Pack

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## Details

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<b>Deadline for applications:</b>	1st March 2024
<b>Appointment Length:</b>	Initial co-option, followed by a 3-year term and up to 2 consecutive terms
<b>Time Commitment:</b>	Approximately 10-20 days a year
<b>Remuneration:</b>	This is an unpaid, voluntary role. Travel expenses are paid

# Introduction

Community First is a leading charity at the heart of communities in Wiltshire and Swindon, our work has a real and lasting impact on the lives of people across the county and the need for our service has never been greater.

We have exciting opportunities for two new Trustees to join our Board and help us support growth, innovation and development.

We are committed to equal opportunities and we looking for Trustees with a variety of different skills, life experience and backgrounds. We are particularly interested in applications from people with business or Voluntary, Community and Social Enterprise (VCSE) sector experience.

We have created this information pack as a guide to our work and the role Trustees play in our charity.



# About Us

Community First is a registered charity (288117) based in Devizes and a member of Action with Communities in Rural England (ACRE).

## Brighter Futures

Community First works tirelessly to help people overcome challenges in their lives and we are passionate about brighter futures for the diverse range of people who live in the communities we serve. We support young people through our national award-winning 'youth arm' Youth Action Wiltshire, including Wiltshire Young Carers Service, Splash, Project Inspire and youth club support. Many of our activities for young people take place at our dedicated outdoor education centres at Oxenwood and Linkenholt.

As the managing partner for the Building Bridges and Inspire Swindon programmes, Community First is leading a partnership of organisations in Swindon and Wiltshire, who are working together to help people overcome their barriers to employment and education. The programmes are funded by the UK Shared Prosperity Fund and The National Lottery Community Fund.

## Vibrant Communities

We are passionate about helping people work together to identify and find solutions to things that matter to them. From championing local grassroots causes to managing multi-million-pound projects, we are proud to support people and places in the vibrant communities we have served for over 50 years.

We support communities across Wiltshire and Swindon

through advisory services for village halls and local councils. We envisage, create and manage projects to support people and places including community transport schemes, community led housing and community organising. Alongside our community development and engagement programmes, we also work with local landfill operators to distribute grant funding for community projects through the Landfill Communities Fund.

## Inspiring Ideas

We are a champion for local enterprise and we love fresh ideas that make local communities better places to live and work. We think outside the box to develop new ideas through consultancy, trading and creative services. This includes Community Insurance and Minibus Driver Awareness (MiDAS) training.

## Find Us Online

**Our website:**

[www.communityfirst.org.uk](http://www.communityfirst.org.uk)

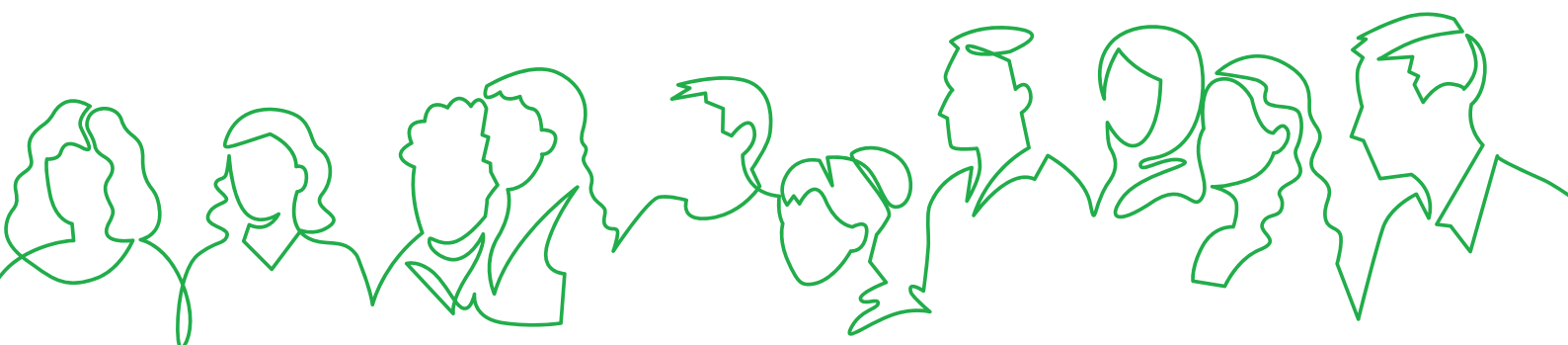
**Social media:**

X: @CommFirstWilts

Facebook: @CommunityFirstWiltshire

Instagram: @CommunityFirstWiltshire

LinkedIn: [uk.linkedin.com/company/community-first](http://uk.linkedin.com/company/community-first)



# The Role

We're looking for leaders with vision and a passion for communities.

Trustees play a very important role at Community First. Decisions made by the Board of Trustees help set the direction of our charity, play essential role in decision-making and have a major influence on the success of our work.

Becoming a trustee is a fantastic way to support local communities and assist them in developing

and maximising the opportunities available to them. Trustees are responsible for the overall governance and strategic direction for Community First and for developing the organisation's aims, objectives and goals in accordance with governing documents as well as financial, legal and regulatory guidelines.

You can find out more about the roles and responsibilities of Trustees on the gov.uk website guide called: [The Essential Trustee](#).

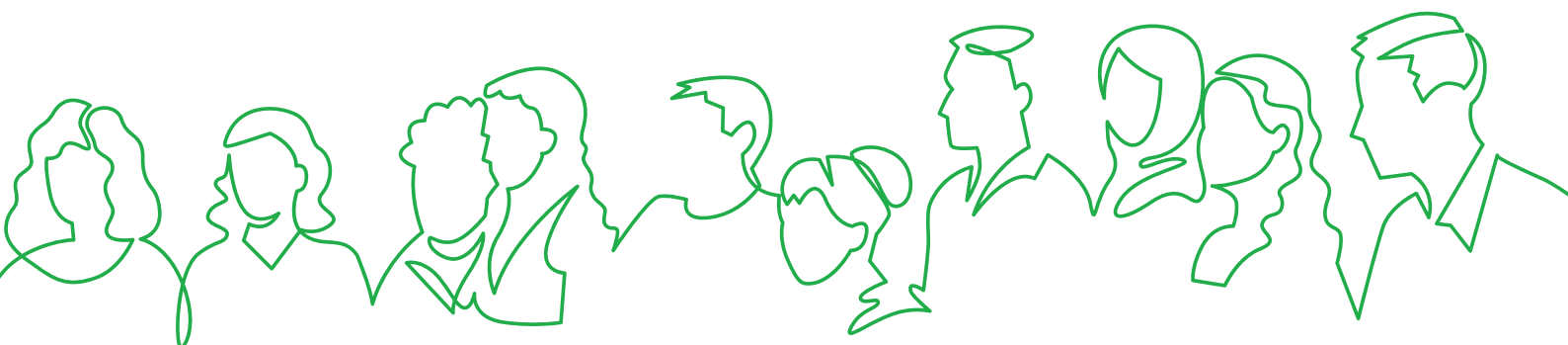
# Role Specification

Community First Trustees have the following responsibilities:

- ✓ To ensure we comply with our governing document, charity law, company law and any other relevant legislation or regulations.
- ✓ To ensure we pursue the objectives outlined in our governing documents.
- ✓ To ensure that we apply our resources only in pursuance of our objectives and do not expend funds on activities which are not included, no matter how worthwhile or charitable these objectives may be.
- ✓ To contribute actively to the Board of Trustees' role in supporting the CEO and Leadership team to set the strategic direction, agree overall policy, defining goals and monitoring targets.

- ✓ To monitor and evaluate our performance against agreed objectives.
- ✓ To safeguard and uphold the good name and values of Community First.
- ✓ To ensure the effective and efficient administration of our charity and to ensure financial stability.
- ✓ To protect the property of our charity and to ensure proper investment of funds.
- ✓ To appoint a Chief Executive Officer and monitor performance and reward.

In addition to the above statutory duties, each Trustee will have strategic oversight of activities appropriate to their interests, skills, knowledge and experience.



# Person Specification

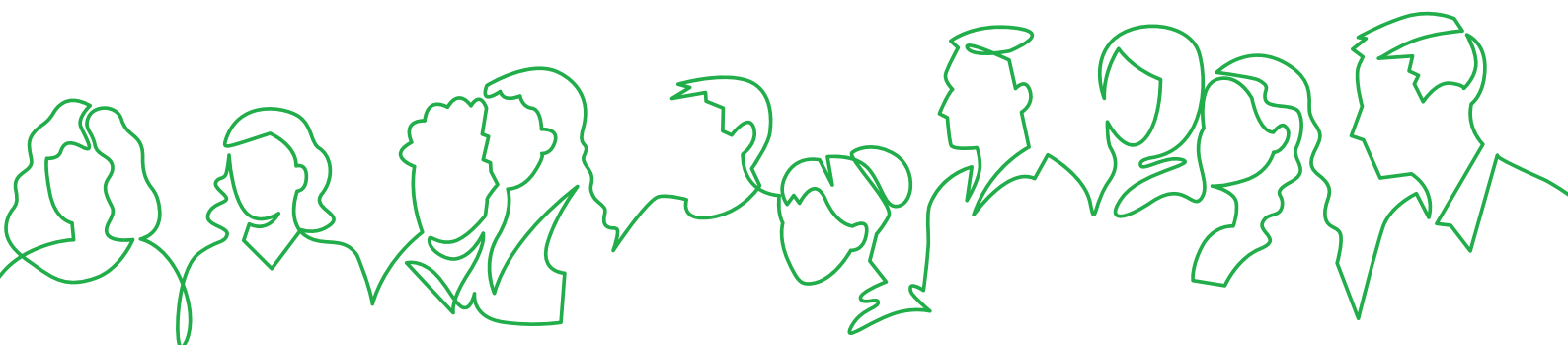
## Essential

- ✓ A commitment to the organisation
- ✓ A willingness to devote the necessary time and effort
- ✓ Strategic vision
- ✓ Good, independent judgement
- ✓ An ability to think creatively
- ✓ A willingness to speak their mind
- ✓ An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ✓ An ability to work effectively as a member of a team
- ✓ A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Desirable

As part of our Trustee recruitment process, we would particularly welcome applications from people with experience of:

- Business
- The Voluntary, Community and Social Enterprise (VCSE) sector
- Fundraising



# Terms of Appointment

## Appointment Length

We understand that becoming a Trustee is a big responsibility and we want to ensure Trustees feel supported and have time to grow into their roles and to reflect on whether the organisation meets their expectations.

New Trustees are initially co-opted and following the initial co-option, Trustees can then be elected at the next AGM to serve a 3 year term. They can be re-elected for two further 3 year terms.

## Time commitment

Trustees are expected to attend a minimum of 4 out of 6 Trustee meetings which are held annually as well as the Annual General Meeting (AGM) which is usually held in the Autumn.

In addition, Trustees are expected to devote time outside meetings in preparation for Board and other related meetings.

## Payments to Trustees

This is an unpaid, voluntary role. Trustees may claim expenses for travel, childcare while at Board meetings or support needed due to a disability.

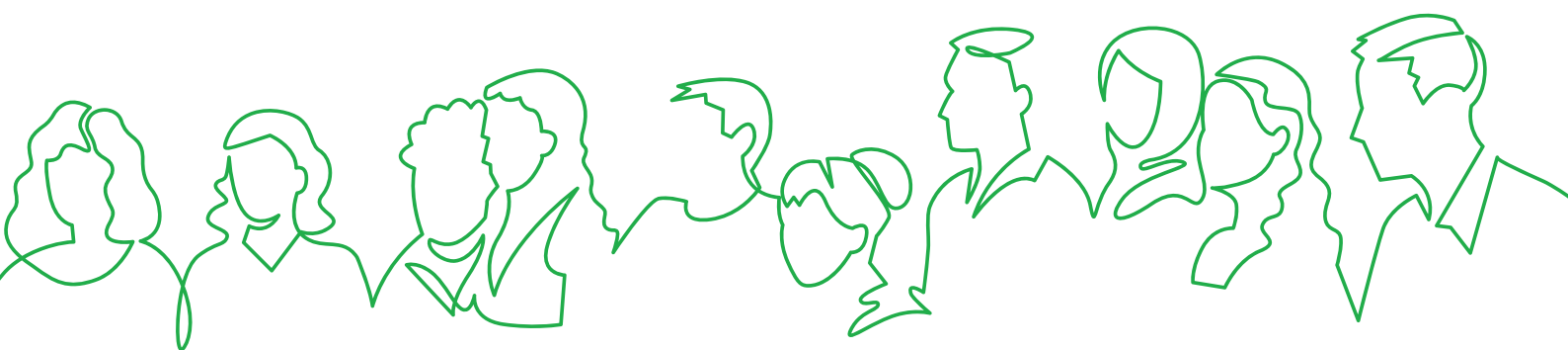
# How to Apply

To apply for a Trustee role, please send a short statement and CV addressing the person specification (on page 5) to Nicky Theobald.

Email: [ntheobald@communityfirst.org.uk](mailto:ntheobald@communityfirst.org.uk).

The deadline for applications is 1st March 2024.

Interviews will take place at the Community First office in Devizes or by video call. We intend to interview prospective candidates in April 2024. The interview also offers an opportunity for prospective Trustees to ask questions, discuss their views on joining our Board and how their role could reflect their interests and experience.





# Vibrant Communities Brighter Futures

COMMUNITY  
**FIRST**

Patron: Her Majesty The Queen

President: HM Lord-Lieutenant for Wiltshire, Mrs Sarah Troughton

## Community First Trustee Information Pack

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### Contact Us:

Community First  
Unit C2, Beacon Business Centre  
Hopton Park, Devizes  
SN10 2EY

01380 722475

enquiries@communityfirst.org.uk

### Find us Online:

Our website:

[www.communityfirst.org.uk](http://www.communityfirst.org.uk)

Social media:

Facebook: @CommunityFirstWiltshire

X: @CommFirstWilts

Instagram: @CommunityFirstWiltshire

LinkedIn: [uk.linkedin.com/company/community-first](https://uk.linkedin.com/company/community-first)



Registered Charity No: 288117 | VAT Registration No: 639 3860 06 | Company Limited by Guarantee Reg. No: 1757334 England

Registered with the Financial Conduct Authority No: FRN 311971



## Your feedback on prescription ordering revealed in new report

How people order their prescriptions is the focus of a new report from Healthwatch Wiltshire.

We worked with Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board (BSW ICB) to find out which ordering service people liked to use, how easy they found the process, and how important the service was to them.

We received 380 responses to our short survey, which ran for two weeks in October. As well as an online survey, we took paper copies to several pharmacies across Wiltshire, where we talked to patients as they collected their prescriptions.

### What did people tell us?

Most people told us they found ordering prescriptions easy, and used a variety of methods including SystemOnline, the NHS App and Prescription Ordering Direct.

The majority of respondents said being able to order repeat prescriptions was very important to them, but long waits for medication and shortages of preferred brands were among the concerns they raised.

Other issues included poor internet availability, or a lack of confidence in using online services, as well as a frustration at not being able to get repeat prescriptions for longer than one month, particularly when someone had a long term condition.

### What happens next?

The feedback we received has been welcomed by BSW ICB, who said: "We are very grateful to everyone for taking time to either talk in person, or fill in this Healthwatch designed survey,

which helps inform us on the experiences of a range of repeat prescribing methods used across BSW and how they compare.

"We will be reviewing the feedback and using it to help inform our understanding. We recognise not just the different perspectives reflected in the report, but also the differing needs of our population with some patients potentially very well served by digital solutions and others where alternative access routes are more suitable.

"We have also been listening to a broad range of stakeholders and we will now bring all of the feedback together to help inform our planning. Should anything need to be undertaken differently we will be clearly communicating in a planned and considered way.

"We would also like to acknowledge the hard work of the Healthwatch Wiltshire staff and their volunteers in bringing these views and reflections to our attention. We look forward to continuing to work with all Healthwatch groups across BSW to ensure we hear from our population about their experiences."

Stacey Sims, Healthwatch Wiltshire Manager, said: "Thanks to all who shared their experiences and their ideas to improve prescription ordering services.

"We make a series of recommendations in our report, and we're pleased that these have been welcomed by the Integrated Care Board."

[Find out more in our report.](#)





## Update for Wiltshire Area Boards

January 2024

### Improving cancer early diagnosis and survival in BSW

The NHS is working hard to save thousands more lives each year by dramatically improving how cancer is diagnosed and treated and there is some great work going on here at BSW ICB to help improve support for people with cancer.

One of the two national ambitions for cancer is to ensure more of those people who are found to have cancer, are diagnosed and treated while it is at an earlier stage, as this means that treatment is often less complex, more successful and people live longer after treatment and with fewer long-term effects. Across BSW we have been doing a lot of work to help deliver this national ambition, including the following initiatives.

#### Primary Care cancer projects

For several years GPs and staff working in primary care have been supported to design and deliver local bespoke cancer programmes to best meet the needs they know exist within the populations they support. These typically focus on work to improve early diagnosis of cancer by encouraging people to attend when invited for bowel, breast or cervical cancer screening; or to see their GP if they have concerning symptoms that might be a sign of cancer.

Where possible, many of these programmes have a focus on addressing the health inequalities that exist in our communities, which is important as access to care and uptake of screening is lower for certain more disadvantaged groups than other groups. Examples of successful recent projects include

- Cancer roadshows
- Contacting those who have not responded to screening invites
- Language-specific promotional activities, information and leaflets for particular groups targeting Nepali, Polish and Moroccan populations
- Additional cervical screening sessions outside of normal hours and pop-up cervical screening sessions to better meet the needs of some populations
- Creating and distributing easy-read information explaining cancer screening for people with learning disabilities
- Community outreach to people with learning disabilities to explain the reasons for, and benefits of, cancer screening.

## Targeted lung health checks

Across Swindon, parts of Bath and, shortly, Trowbridge and parts of Salisbury, targeted lung health checks (TLHC) are being offered to current and ex-smokers aged 55-74. The aim is to identify and treat people with lung cancer even though they may have no obvious symptoms. People diagnosed with lung cancer at the earliest stage are nearly 20 times more likely to survive for five years than those whose cancer is caught late. Where the lung health check identifies a potential high risk of lung cancer, people are invited to attend a scan to investigate further.

## New resources to support patients, carers, families and health and care professionals with hospital discharge

New leaflets, videos and information resources have been developed to help provide extra support for patients, families and carers during their discharge from hospital and throughout their onward care journey.

The resources, which also provide information and support for health and care professionals looking after patients, support a new programme of work called [Caring Steps Together](#) which has been established to improve the wider understanding around what can sometimes be the confusing process of leaving hospital and accessing follow-up care.

## Offering help to region's military families

The NHS in Bath and North East Somerset, Swindon and Wiltshire is offering military families in the region dedicated help and support to navigate any issues and queries they may have which relate to local health and care.

Military personnel and their loved ones can now contact the local NHS directly to receive personalised advice and guidance on any matter that is making accessing local services a challenge.

A high number of military families are currently based in the region, particularly in parts of rural Wiltshire, with many having moved from elsewhere in the country.

To ensure these people can continue to access care seamlessly and with the same ease as others living in the region, the local NHS has signed up to OpCommunity.

This national initiative involves creating a single point of local contact, which military families can call upon in times of need, such as when medical records may not have been transferred from a previous provider.

By being part of OpCommunity, we are giving families a direct route into the heart of the local NHS, where they can find answers to all their questions, directions to the right services and help for issues that are creating a barrier to care.

Families can access this new support service in a number of different ways, either by telephone or email, or by filling in the form on the ICB website, which will then generate a callback. Emails should be sent to [bswicb.afspoc@nhs.net](mailto:bswicb.afspoc@nhs.net).

## Home First Project

The Home First Services project was set up to explore the current Home First pathway (Pathway 1 services funded by the Better Care Fund) within Wiltshire and to propose potential changes and service developments that could be put in place to improve efficiency and patient flow through this pathway. This is to be done whilst maintaining or improving service outcomes. This is a partnership project, with stakeholders from the ICB, Wiltshire Health & Care and Wiltshire Council among others all involved and working together.

### So far the project has:

- Fully analysed our capacity and demand for the Home First service and considered the needs of our changing population
- Developed and proposed a model of best practices related to hospital discharge, taking into account national and local guidance
- Developed and proposed a new model for discharge
- Completed comprehensive staff engagement aimed at sense checking and developing the proposed model
- Proposed and is now implementing a pathway 1 patient categorisation framework that will allow the teams to better tailor care to the needs of patients
- Recruited (via Wiltshire Council) a Home First Services Manager to oversee Home First Services
- Developed and launched patient and staff communication resources around the discharge process - [Caring Steps Together](#)

### Next Steps are:

- Developing KPI reporting functionality so we can understand our performance
- Further progress towards a model of integrated care and interdisciplinary working
- Establish if there are any other innovations (including technology) that will further support and improve the service we offer to people living in Wiltshire







### Charity Shops and Information Hubs:

We have now opened our new Charity shop in Salisbury. We were delighted to have the Older People's Champion for Salisbury, Irene Kohler, cutting the ribbon for us. Our shop is also an Information & Advice hub, offering the opportunity for older residents to have accessible, face-to-face advice, by an arranged appointment. Leaflets about a range of issues affecting older people and our services are available in the shop. Our Information & Advice service offers a free quality accredited information & advice service for older people, their families, and their carers. They cover a wide range of issues affecting older people, including welfare benefits and money, care and support, housing options, local services, and later life planning.

We are looking to open other shops, with information points across the county, including in Marlborough and Devizes, so watch this space! If anyone would like to get in touch or is aware of a need arising in their area, please do get in touch and we may be able to explore this.



There is information on how to make donations on our website: [Age UK Wiltshire | Charity Shops](#)

### Fitness and Friendship:

Our Fitness & Friendship classes are ever popular and growing, with 17 clubs across the county, including some new clubs within sheltered housing schemes. These clubs provide seated exercise and activities. Members value the clubs as important places to make friends and connections which in turn reduces feelings of loneliness and isolation. The clubs are supported by 47 volunteers, many of whom started as members. A list of clubs is available on our website: [Fitness & Friendship Clubs | Age UK Wiltshire](#).

### Meals+:

Our Meals+ service is a service that provides a visit to an older person and the delivery of a hot meal. It is a lunchtime delivery all year round, apart from Christmas day. Our drivers have a conversation with the older person and conduct a welfare check as a part of every visit. Often the driver will be the only person they see all day. We continue to receive positive feedback on this service, and the peace of mind that it provides to relatives/carers, as below.

*"You are absolutely fab and I cannot thank you enough for the way you look after my Mum!"*

### **Neighbourhood Collaboratives/Health:**

Our Chief Executive, Sarah Cardy, is the voluntary sector representative on the Wiltshire Health & Wellbeing Board, and Age UK Wiltshire are involved with various ICA workstreams. We are part of the Neighbourhood Collaborative Pathfinder work in Melksham and have also been involved with work to improve the hospital discharge process. As an organisation we often speak to older people who have insight into how this process could be better, from lived experience.

We believe that co-production and lived experience insight are integral to shaping future service provision.

Our latest newsletter can be found here - <https://www.ageuk.org.uk/bp-assets/globalassets/wiltshire/about-us/november-external-newsletter.pdf>. Please email [jasmine.forbes-lumby@ageukwiltshire.org.uk](mailto:jasmine.forbes-lumby@ageukwiltshire.org.uk) to be added to the mailing list.

### Bradford On Avon Area Grant Report

#### Purpose of the Report

1. To provide details of the grant applications made to the Bradford On Avon Area Board.  
 These could include:
  - community area grants
  - youth grants
  - older and vulnerable people grants
  - area board initiatives
2. To document any recommendations provided through sub groups.

#### Area Board Current Financial Position

	Community Area Grants	Youth Grants	Older and Vulnerable People Grants
Opening Balance For 2023/24	£ 14,160.00	£ 11,528.00	£ 5,950.00
Awarded To Date	£ 14,160.00	£ 11,525.00	£ 1,750.00
Current Balance	£ 0.00	£ 3.00	£ 5,950.00
Balance if all grants are agreed based on recommendations	£ 0.00	£ 3.00	£ -50.00

#### Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG1535</a>	Older and Vulnerable Adults Funding	Bradford on Avon Dementia Action Alliance	Transport to access dementia groups	£500.00	£500.00
<p><b>Project Summary:</b>                      The aim of the project is to pay for taxis or LINK to help vulnerable people who live with dementia access the groups that our Dementia Action Alliance runs each month in Bradford on Avon. They are people who need transport to come to the groups but they struggle to book and pay for transport.</p>					
<a href="#">ABG1562</a>	Older and Vulnerable Adults Funding	Saxon Group Riding for the Disabled Association	Saxon Group RDA Competition and Running Costs	£10000.00	£5000.00

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<p><b>Project Summary:</b>  <b>We have identified a need to make the best use of our finances in order to future proof and grow our much needed services. Our aim is to continue to provide the opportunities available to our participants and reduce the need to pass on increased costs to them. This includes entries to compete at Regional and National Level competitions in all categories. We will be able to continue to provide improvement both physically, through therapy, and mentally, by educational improvement and self achievement and enjoyment. We will also be able to generate funds to help us fulfill our plans to reduce our waiting list and open up the potential to others to join us from the surrounding communities. We can achieve this by using monies saved and further income and planned fundraising to purchase our seventh horse. Saxon Group RDA is open to all ages and disabilities and serves to improve health and well being, improve opportunities to reduce loneliness, support low income families and reduce barriers to participants to keep them active. We work with and support other groups and charities. We firmly believe that our horses help change peoples lives.</b></p>					
<a href="#">ABG1580</a>	Older and Vulnerable Adults Funding	Bradford on Avon Dementia Action Alliance	Reducing loneliness and isolation in the Bradford on Avon area	£1000.00	£500.00
<p><b>Project Summary:</b>  <b>The Bradford on Avon Dementia Action Alliance will provide a stand alone special summer lunch for people living with dementia and their carers (usually a spouse, sibling or friend.) This will mean that people may enjoy eating together with others without embarrassment and the family carer may meet others and share experiences.</b></p>					

## Background

3. Area Boards have authority to approve funding under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Funding and Grants Criteria. This document is available on the council's website.
4. Three funding streams are available to the Area Board, each with an annually awarded amount. These funding streams are as follows:
  - Community Area Grants (capital)
  - Youth Grants (revenue)
  - Older and Vulnerable People Grants (revenue)
5. The Area Board will be advised of the funding available prior to their first meeting of each financial year.

## Main Considerations

6. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.
7. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
8. Councillors need to consider any recommendations made by sub groups of the Area Boards.

## Safeguarding Implications

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

## Public Health Implications

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

### **Environmental & Climate Change Implications**

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

### **Financial Implications**

12. Councillors must ensure that the Area Board has sufficient funding available to cover the grants awarded.

### **Legal Implications**

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

### **Workforce Implications**

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

### **Equalities Implications**

15. Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.
16. Community Area Grants will give local community and voluntary groups, Town and Parish Councils equal opportunity to receive funding towards community based projects and schemes where they meet the funding criteria.

### **Proposals**

17. To consider and determine the applications for grant funding.

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### **Report Author**

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

