

# MINUTES

**Meeting:** Chippenham and Villages Area Board  
**Place:** Wiltshire & Swindon History Centre, Cocklebury Road,  
Chippenham, Wiltshire, SN15 3QN  
**Date:** 27 June 2023  
**Start Time:** 6.30 pm  
**Finish Time:** 9.00 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Ross Henning (Chair), Cllr Dr Nick Murry (Vice-Chairman), Cllr Liz Alstrom, Cllr Nick Botterill, Cllr Clare Cape, Cllr Adrian Foster, Cllr Howard Greenman, Cllr Peter Hutton, Cllr Kathryn Macdermid and Cllr Nic Puntis

Cllr Allison Bucknell (Portfolio Holder for Area Boards)

### **Wiltshire Council Officers**

Ros Griffiths – Strategic Engagement and Partnership Manager  
Louisa Young, Area Board Delivery Officer North  
Dom Argar – Technical Support Officer  
Stuart Figini - Senior Democratic Services Officer

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

Pete Cousins – Leader Chippenham Town Council

### **Partners**

Sgt Jamie Ball - Wiltshire Police

### **Other**

Alison Butler – Carers Champion / Rural Representative  
Mel Grace – Scottish and Southern Electricity Networks  
Kington Langley Croquet Club  
Springboard Chippenham

Rag and Bone Arts CIC

**Total in attendance: 24**

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<b><u>Minute No..</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
28	<p><u>Election of Chairman</u></p> <p><b>Resolved:</b></p> <p><b>To appoint Cllr Ross Henning as Chairman of Chippenham and Villages Area Board for the forthcoming year.</b></p>
29	<p><u>Election of Vice-Chairman</u></p> <p><b>Resolved:</b></p> <p><b>To appoint Cllr Dr Nick Murry as Vice-Chairman of Chippenham and Villages Area Board for the forthcoming year.</b></p>
30	<p><u>Apologies</u></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> <li>• Kate Blackburn – Director of Public Health</li> <li>• Danielle Black – Rise Youth</li> <li>• Tze Ching – Grant Applicant</li> </ul>
31	<p><u>Minutes</u></p> <p><b><u>Decision</u></b></p> <p><b>The minutes of the meeting held on 13 March 2023 were agreed a correct record and signed by the Chairman.</b></p>
32	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
33	<p><u>Chairman's Announcements</u></p> <p>The Chairman, along with other Area Board Members provided updates on the following:</p> <ul style="list-style-type: none"> <li>• Chippenham Library – Celebrating 50 years – quiz</li> <li>• Cycling and Walking Plans</li> <li>• Chippenham TCPB – One Plan Consultation Update</li> <li>• Plans to Re-ignite the Parish Forum – meeting arranged for 7.00pm on 19 July 2023 at Stanton St Quintin</li> </ul>
34	<p><u>Information Items</u></p>

	<p>The Chairman drew attention to the following information items which were noted by the Area Board:</p> <ul style="list-style-type: none"> <li>• Community First - so much good stuff in there – encouraged to read it.</li> <li>• Healthwatch Wiltshire</li> <li>• Update from BSW Together (Integrated Care System)</li> <li>• Wiltshire Council <a href="#">Consultation Portal</a></li> <li>• Wiltshire Council Information Items: <ul style="list-style-type: none"> <li>○ Wiltshire Libraries Supporting to Stay Online</li> <li>○ National Numeracy Day – it was noted that the deadline for this had expired</li> <li>○ Cost of Living Update</li> </ul> </li> </ul>
35	<p><u>Partner and Community Updates</u></p> <p>Updates from partners were received as follows:</p> <p><b>i. Wiltshire Police</b></p> <p>The Area Board received a written update from Neighbourhood Sgt Jamie Ball, which included detail about Neighbourhood Team, community engagements, operations conducted during 2023, and crime and incident statistics for Chippenham Town Centre.</p> <p>Sgt Ball responded to a number of issues raised by the Area Board in relation to the preparation of a local policy about public safety around the use of scooters and police powers to seize scooters and give warnings; anti-social behaviour/noise pollution in a number of locations around Chippenham and the importance of reporting incidents to the Police to enable appropriate responses with the mobile CCTV van, engagement with rural communities, locations for the mobile Police Station and the Bobby van, establishment of a working group to provide intelligence to the Police from local supermarkets; an increase in the number of Police officers in the High Street engaging with the community; the allocation and responsibility for areas around Chippenham and the Villages of the Neighbourhood Team officers; the work of the Police in schools providing advice and talks about relevant subject matters including drugs; and the Police presence at the Chippenham Pride event.</p> <p>Sgt Ball acknowledged the comments of Cllr Greenman about Police attendance at previous meetings of the Parish Forum and made a commitment for a Police presence at these meetings to continue. Sgt Ball also agreed to clarify the breakdown of officer allocation to rural areas.</p> <p><b>ii. Wiltshire Fire and Rescue Service</b></p> <p>There was no update for this meeting.</p> <p><b>iii. Other Community Groups</b></p> <p>Alison Butler, Carers Champion / Rural Representative raised issues</p>

	<p>about water quality and the condition of rivers. The Chairman explained that he could connect Alison with Karen Simpson from Wessex Water who would be able to comment further. Cllr Cape highlighted the availability of water testing kits available from Wessex Water.</p>
36	<p><u>Area Board - End of Year Report</u></p> <p>The Area Board received a presentation from Louisa Young - Area Board Delivery Officer (ABDO) about the end of year report for May 2021-March 2023.</p> <p>The presentation provided information about the Chippenham and Villages Area Board community Area engagements, investment in the community, current local priorities with key achievements.</p> <p>The ABDO thanked the Chippenham and Villages community for their contribution in making the activities for the period very successful.</p> <p>In response to a request for the video that was embedded in the presentation to be distributed on social media, Ros Griffiths, Strategic Engagement and Partnership Manager explained that this was possible following approval from those featuring in the video.</p> <p>The Chairman thanked officers for a very informative presentation.</p>
37	<p><u>Area Board - Priorities 2023/24</u></p> <p>The Area Board received a presentation from Ros Griffiths – Strategic Engagement and Partnership Manager about the Area Board priorities for the coming year.</p> <p>The Area Board considered the Priorities listed below and made a number of changes to Lead Members for the coming year:</p> <p><b>Priority –</b> Youth engagement and supporting positive mental health and wellbeing in young people (Cllr Ross Henning, Cllr Peter Hutton, Cllr Liz Alstrom, Cllr Kathryn Macdermid, Cllr Adrian Foster)</p> <p><b>Priority –</b> Addressing climate change (Cllr Nick Murry and Cllr Macdermid)</p> <p><b>Priority –</b> Promoting wellbeing and reducing social isolation in older and vulnerable people (Cllr Clare Cape)</p> <p><b>Priority –</b> Supporting the local economy (Cllr Howard Greenman, Cllr Nick Murry)</p> <p><b>Priority –</b> Reducing anti-social behaviour (Cllr Ross Henning, Cllr Liz Alstrom)</p>

	<p><b>Decision:</b>  <b>That the priorities for 2023/24 as detailed above be agreed.</b></p>
38	<p><u>Appointment of Representatives</u></p> <p>The Area Board received a report requesting appointments of Councillor representatives to outside bodies, the reconstitution of and appointment to working groups for the Year 2023/24.</p> <p>The current representatives of outside bodies and working groups were considered as detailed below:</p> <p><b>Outside Body reps:</b></p> <ul style="list-style-type: none"> <li>- Chippenham Multi-Agency Forum – Lead Members - Cllr Kathryn Macdermid, Cllr Ross Henning and Cllr Nick Murry</li> <li>- Chippenham Town Team – Lead Member - Cllr Liz Alstrom</li> <li>- Chippenham Arts Team – Lead Members - Cllr Ross Henning and Cllr Liz Alstrom</li> <li>- Community Safety Forum – Lead Member - Cllr Ross Henning</li> </ul> <p><b>Working Group reps:</b></p> <ul style="list-style-type: none"> <li>- Local Youth Network – Lead Members - Cllr Liz Alstrom, Cllr Kathryn Macdermid, Cllr Adrian Foster, Cllr Peter Hutton and Cllr Ross Henning</li> <li>- Health &amp; Wellbeing – Lead Member - Cllr Clare Cape</li> <li>- Climate and Ecological Emergency Forum – Lead Member - Cllr Nick Murry and Cllr Kathryn Macdermid</li> <li>- LHFIG – Lead Members - Cllr Nic Puntis, Cllr Ross Henning, Cllr Nick Botterill and Cllr Adrian Foster</li> </ul> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li><b>1. To appoint Lead Representatives as detailed above to outside bodies, working groups and LHFIG.</b></li> <li><b>2. To note the LHFIG Terms of Reference as set out in Appendix B.</b></li> </ol>
39	<p><u>Scottish and Southern Electricity Networks - Registration for Priority Service and Resilient Communities Fund</u></p> <p>The Area Board received a presentation from Mel Grace, <a href="#">Scottish and Southern</a></p>

	<p><a href="#">Electricity Network</a> (SSEN) about how the public can register for their priority service and resilient community's fund.</p> <p>The SSEN representative spoke about customer vulnerability during incidents such as power cuts during bad weather, and the benefits of registering for their priority service register. She also commented on how organisations could make applications to their Resilient Community Fund to support resilience and vulnerability.</p> <p>In response to questions from the Area Board the SSEN representative confirmed that SSEN liaised with the Council Highways Department about street light issues; referred to a leaflet available online and at the Area Board meeting detailing the types of activities that grants are available for from the Resilient Fund; welcomed the opportunity to attend other Groups to talk about the priority service and Community Fund;</p> <p>The Area Board noted that the <a href="#">Fund is now open to bids until 31 July 2023</a>.</p> <p>The Chairman thanked the SSEN representative for attending the meeting and the very informative presentation.</p>
40	<p><u>Wiltshire Wildlife Trust - Vincients Wood Update</u></p> <p>The Area Board received a statement from Wiltshire Wildlife Trust (WWT) providing an update on the works being undertaken at Vincients wood. In addition, a further update was received from WWT and circulated at the meeting, a copy is attached to these minutes for information.</p> <p>Members thanked officers for making arrangements to circulate the statements and it was noted that there were still some complaints from residents about the thinning of the woods of invasive species. Officers were asked to continue to ask the WWT to attend a future meeting of the Area Board in order to respond to questions from the local community.</p> <p><b>Resolved:</b></p> <p><b>That the statements received from Wiltshire Wildlife Trust be noted and that officers continue to seek their attendance at a future Area Board meeting.</b></p>
41	<p><u>Area Board Funding</u></p> <p>The Area Board considered a number of applications for Community Area Grants, Young People Grants, delegated funding and heard from the applicants.</p> <p><b>Resolved:</b></p> <p><b>1. To approve the following Community Area Grants:</b></p>

	<ul style="list-style-type: none"> <li>• <b>Kington Langley Croquet Club — to fund 25% of the quote estimate once received towards Club House replacement up to a maximum of £5,000 and to receive an update of how the Club is benefitting the local community.</b></li> <li>• <b>Springboard Chippenham – request for £498 towards a New Laptop</b></li> <li>• <b>Rag and Bone Arts CIC – request for £5,000 towards No 7 Creative Arts space refurbishment</b></li> </ul> <p><b>2. To approve the following Young People Grants:</b></p> <ul style="list-style-type: none"> <li>• <b>Hardenhuish School – request for £490.12 towards Coronation Memorial Mosaic</b></li> <li>• <b>The RISE Trust Youth – request for £5,000 towards RISE Youth Clubs</b></li> </ul> <p><b>3. That the grant request for Youth Success Academy CIC for £5,000 towards Mental Health and Entrepreneurship Programme for Disadvantage Young People be agreed ‘in principle’ subject to match funding being achieved.</b></p> <p><b>(Note: The grant had been considered by the LYN and the applicant invited to answer questions at the Area Board. The applicant was unable to attend the area board meeting and so supplied additional information which will be shared with the Area Board councillors and the applicant invited to the 25 September Area Board meeting to respond to questions and update on the position with match funding. Funding award (up to £5000) to be determined in September 2023).</b></p> <p><b>4. To note the funding award made under the Delegated Funding Process, by the Strategic Engagement &amp; Partnership Manager, between meetings due to matters of urgency:</b></p> <ul style="list-style-type: none"> <li>• <b>ABG968 - Art Bytes (managed by Dot Art Services) - Art Bytes Celebrating Creativity in Chippenham</b></li> </ul>
42	<p><u>Local Highways and Footpath Improvement Group (LHFIG)</u></p> <p>The Area Board received the notes of the LHFIG meeting held on 25 April 2023 and a recommendation arising from that meeting.</p> <p><b>Resolved:</b></p> <p><b>1. To receive the notes of the meeting held on 25 April 2023.</b></p>



	<b>2. To approve recommendation 9.11 – Cycle Parking Chippenham</b>
43	<p><u>Urgent Items</u></p> <ol style="list-style-type: none"> <li>1. <b>Fostering</b> - The Area Board welcomed the successful Pride event and suggested that Fostering could be promoted at future Pride events.</li> <li>2. <b>Electric Bike Storage</b> – Alison Butler – Carers Champion / Rural Representative commented on the need for additional secure areas for electric bikes in the Town Centre. Cllr Murry reported that additional secure storage was being installed at the railway station.</li> <li>3.</li> </ol>
44	<p><u>Close</u></p> <p>The Chairman thanked everyone for attending the meeting. The next meeting of the Chippenham Area Board would take place at 6.30pm on 25 September 2023.</p>