

AGENDA

Meeting: Chippenham and Villages Area Board
Place: Neeld Community & Arts Centre, High St, Chippenham SN15 3ER
Date: Monday 13 June 2022
Time: 7.00 pm

Including the Parishes of Biddestone, Castle Combe, Chippenham, Chippenham Without, Christian Malford, Grittleton, Hullavington, Kington Langley, Kington St Michael, Langley Burrell Without, Nettleton, North Wraxall, Seagry, Stanton St Quintin, Sutton Benger, Yatton Keynell.

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.

Networking opportunity from 6:30pm .

Please direct any enquiries on this Agenda to Ellen Ghey (Democratic Services Officer), direct line 01225 718259 x18259 or email Ellen.Ghey@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Ross Henning, Lowden and Rowden (Chair)
Cllr Dr Nick Murry, Monkton (Vice-Chairman)
Cllr Liz Alstrom, Chippenham Hardens & Central
Cllr Nick Botterill, By Brook
Cllr Clare Cape, Pewsham
Cllr Adrian Foster, Chippenham Sheldon
Cllr Howard Greenman, Kington
Cllr Peter Hutton, Cepen Park and Hunters Moon
Cllr Kathryn Macdermid, Chippenham Hardenhuish
Cllr Nic Puntis, Chippenham Cepen Park & Derriads

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Bourne Hill, Salisbury
Monkton Park, Chippenham

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Public Participation

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

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

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

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

	Items to be considered	Time
1	<p>Election of Chairman</p> <p>To elect a Chairman for the forthcoming year.</p>	19.00
2	<p>Election of Vice-Chairman</p> <p>To elect a Vice-Chairman for the forthcoming year.</p>	
3	<p>Apologies</p> <p>To receive any apologies for absence.</p>	
4	<p>Minutes of the Previous Meeting (<i>Pages 1 - 8</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 14 March 2022</p>	
5	<p>Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
6	<p>Chairman's Announcements (<i>Pages 9 - 14</i>)</p> <p>To receive the following announcements through the Chairman:</p> <ul style="list-style-type: none"> • Updates to Area Board arrangements • Changes to Community Area Transport Groups (CATGs) into Local Highways and Footway Improvement Groups (LHFIGs) • Taxi Drivers • Solar Together 	
7	<p>Appointment to Outside Bodies and Non-Priority Working Groups (<i>Pages 15 - 32</i>)</p> <p>To appoint Area Board representatives to Outside Bodies and Non-Priority Working Groups.</p>	19.10
8	<p>Local Priorities Update and Appointment to Priority Working Groups (<i>Pages 33 - 40</i>)</p> <p>To appoint Area Board representatives to Priority Working Groups.</p>	19.20
9	<p>Partner and Community Updates (<i>Pages 41 - 56</i>)</p> <p>To note the written or verbal updates provided and answer any</p>	19.30

	questions arising:	
	<ul style="list-style-type: none"> i. Wiltshire Police ii. Dorset & Wiltshire Fire and Rescue Service iii. Parish and Town Councils iv. BaNES, Swindon and Wiltshire Clinical Commissioning Group (CCG) v. Healthwatch Wiltshire vi. Older People/Carers Champion vii. Other Community Groups 	
10	World Scout Jamboree	19.50
	To receive a presentation from Scout Patrol Leader, Ben Tong.	
11	Fostering Presentation	20.00
	To receive a presentation from Kinship and Fostering Manager, Jay Williams.	
12	Prevention and Wellbeing Team Presentation	20.15
	To receive a presentation from the Prevention and Wellbeing Team.	
13	Funding (<i>Pages 57 - 60</i>)	20.30
	To determine the following grant applications:	
	<u>Community Area Grants:</u>	
	To consider the following applications for Community Area Grant funding:	
	<ul style="list-style-type: none"> • Chippenham Art Trail - £500, towards the Chippenham Art Trail project. 	
	<u>Youth Grants:</u>	
	<ul style="list-style-type: none"> • The RISE Trust Youth - £5,770, towards RISE youth sessions. • The RISE Trust Youth - £5,050, towards RISE school holiday sessions. 	
14	Urgent Items	20.55
	Any other items of business which the Chairman agrees to consider as a matter of urgency.	

MINUTES

Meeting: Chippenham and Villages Area Board
Place: Wiltshire and Swindon History Centre, Cocklebury Road,
Chippenham, SN15 3QN
Date: 14 March 2022
Start Time: 7.00 pm
Finish Time: 9.45 pm

Please direct any enquiries on these minutes to: Ellen Ghey (Democratic Services Officer),(Tel): 01225 718259 x18259 or (e-mail) Ellen.Ghey@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Ollie Phipps, Community Engagement Manager
Dom Argar, Technical Support Officer
Ben Fielding, Democratic Services Officer
Ellen Ghey, Democratic Services Officer

Partners

Julia Stacey, Chippenham Older People Champion
Alison Butler, Chippenham Carers Champion and Rural Representative

Total in attendance: 34

<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
44	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Ross Henning, welcomed everyone to the first face to face meeting of the Chippenham and Villages Area Board in two years.</p> <p>The Chairman then invited Terry Bracher, Heritage Services Manager, to give all those present an introduction to the Wiltshire and Swindon History Centre and the work undertaken there. After which, he mentioned the ongoing situation in Ukraine and how the people of Ukraine were in his and the Area Board's thoughts.</p>
45	<p><u>Apologies</u></p> <p>No apologies for absence were received from any Members of the Area Board but apologies from Inspector James Brain (Wiltshire Police), Tim Elliott (Dorset & Wiltshire Fire and Rescue Service), and Cllr Graham Trickey of Kington Langley Parish Council were noted.</p>
46	<p><u>Minutes</u></p> <p>The minutes of the previous meeting of the Chippenham and Villages Area Board held on 13 December 2021 were considered.</p> <p>Cllr Clare Cape, made reference to the Wiltshire Youth Council update as per the Chairman's Announcements, and noted that young people were yet to spend time with the Chairman and Vice-Chairman of the Overview and Scrutiny Committee and had only spent time with Cabinet Members.</p> <p>Following which, it was:</p> <p>Resolved</p> <p>The Area Board approved and signed the minutes of the previous meeting of the Chippenham and Villages Area Board held on 13 December 2021 as a true and correct record.</p>
47	<p><u>Declarations of Interest</u></p> <p>Cllr Adrian Foster declared an interest in the grant application for the Sheldon Road Methodist Church energy saving project by virtue of being a member of the Church and stated that he would not participate in the debate or vote.</p> <p>Cllr Dr Nick Murry declared an interest in both the Chippenham Cycle Network Development Group and Avon Needs Trees grant applications by virtue of being a trustee of both groups and as such, would not participate in the debate or vote on either.</p>

Chairman's Announcements

The Chairman made the following announcements:

- **Ask for Angela Relaunch**
 - It was noted that further information was attached to the agenda pack on the Ask for Angela scheme which aims to help keep people safe on a night out and protects anyone who is feeling vulnerable or unsafe while on a date or with someone they have met. Additional information and posters can be found here: <https://www.wiltshire.gov.uk/article/1113/Ask-for-Angela>

- **Queen's Platinum Jubilee Celebrations 2 – 5 June 2022**
 - It was noted that further information was attached to the agenda pack informing residents about celebrations for the Queen's Platinum Jubilee which was set to be an extended Bank Holiday from Thursday 2 June – Sunday 5 June 2022. Additional information alongside support and guidance to apply to hold a street party can be found here: <https://www.wiltshire.gov.uk/highways-platinum-jubilee-celebrations>

- **Changes to Residual Waste Collection Days from 28 February 2022**
 - It was noted that further information was attached to the agenda pack informing residents that the household waste collection days were changing and would only affect general household waste collections. Additional information can be found here: www.wiltshire.gov.uk/waste

- **Changes to Highway Code**
 - It was noted that further information was attached to the agenda pack on the changes to the Highway Code from 29 January 2022, notably:
 - The introduction of a hierarchy of responsibility of road users.
 - Priority for pedestrians at junctions
 - Priority for cyclists, riders and horse-drawn vehicles at junctions.

	<ul style="list-style-type: none"> ▪ Clarification on road positioning for cyclists ▪ More information on safely overtaking motorcyclists, cyclists, horse-riders and horse-drawn vehicles and filtering by cyclists. ▪ Adopting what is known as the ‘Dutch Reach’ technique when opening the doors of a parked vehicle. <ul style="list-style-type: none"> • Great British Spring Clean <ul style="list-style-type: none"> ○ It was noted that further information was attached to the agenda pack and that people wishing to sign up should contact their local Town or Parish Council to see if they have any equipment to borrow or if they are hosting a clean-up event that members of the public can support. People can register their event here: https://www.keepbritaintidy.org/ and more information can be found here: https://www.wiltshire.gov.uk/community-environment-great-british-spring-clean. The Chairman noted that Primary Schools had been supplied with equipment and other Members mentioned that the Guides Leader and various other local groups had been getting involved. Members highlighted that coordination between the different areas within the Area Board was needed to form a more cohesive effort. • Agenda Changes <ul style="list-style-type: none"> ○ It was noted that due to some late amendments to the scheduled agenda, Agenda Item 7 would be postponed until the next meeting of the Area Board and Agenda Item 9 would be moved up to Agenda Item 6.
49	<p><u>Partner and Community Updates</u></p> <p>Some written updates had been received before the meeting and were included in the agenda pack. Additional verbal updates from Town and Parish Councils and other Partners were received as follows:</p> <p>1) Wiltshire Police</p> <ul style="list-style-type: none"> ○ Cllr Nic Puntis spoke to the parking issues along Old Hardenhuish Lane during drop off and pick up times for the school and noted that he would be meeting with the Headteachers of both schools to have a discussion on possible solutions. It was asked that Inspector James Brain’s attention be drawn to this.

	<p>2) Older People/Carers Champion</p> <ul style="list-style-type: none"> ○ Julia Stacey, Older People Champion, noted that her work had been quite dormant since the pandemic, but it was highlighted that she and the CEM, Ollie Phipps, spoke weekly to keep up to date with any new/ongoing developments. ○ Alison Butler, Carers Champion and Rural Representative, noted her wish that there should be a reconsideration of how hers and others' roles fit into the Wiltshire Council working systems to make more of a difference in the local communities.
50	<p><u>Prevention and Wellbeing Team Presentation</u></p> <p>This agenda item was postponed until the next meeting of the Chippenham and Villages Area Board as noted under the Chairman's Announcements.</p>
51	<p><u>Neighbourhood Plan Update</u></p> <p>The Area Board received a presentation from Cllrs Dr Nick Murry, Clare Cape and Ross Henning, Members of the Neighbourhood Plan Steering Group.</p> <p>The presentation covered the following:</p> <ul style="list-style-type: none"> ● What is the neighbourhood plan, the timeline and community involvement alongside what is the Regulation 14 consultation and information about the specific consultation for the Chippenham Neighbourhood Plan (more information found here: http://www.chippenhamneighbourhoodplan.org.uk/). ● Cllrs then moved onto discussing the vision of Chippenham and its identity and detailed the vision and planning policies for the following areas: <ul style="list-style-type: none"> ○ Green Infrastructure ○ Sustainability and climate change ○ Housing ○ Town Centre ○ Transport ○ Community Infrastructure ○ Economy

	<p>Members thanked the Steering Group for all of their hard work in producing the Plan and commended the thought that had gone into sustainable transport and preserving the green corridors. Further questions were asked as to housing allocations for the area, and it was noted that the Area Board should work with neighbouring Boards such as Corsham and Calne to ensure that the communities worked together for future ease.</p> <p>Members of the public raised concerns as to what they felt were inappropriate housing developments such as more retirement houses and ensuring that developers make efforts to protect wildlife such as integrating hedgehog highways and bee bricks.</p>
52	<p><u>Old College Consultation</u></p> <p>The Area Board received a presentation from BECG on the Old College consultation. The presentation covered the following:</p> <ul style="list-style-type: none"> • The shared ownership model between the two developers, McCarthy Stone and Anchor Hanover, and what would be included within the proposed complex, eg: restaurants, salons, assisted living. • The differences between the consented scheme and the existing footprint. • The site design which was changed to better reflect the area. • The planting and maintenance of mature trees due to part of the site being situated in a conservation area. <p>The Area Board were then given the opportunity to ask questions to the representatives. Points raised included:</p> <ul style="list-style-type: none"> ○ Inclusion for an onsite pharmacy ○ Allocated parking for carers and visitors and electric charging points ○ Mobility scooter and bicycle storage ○ External aesthetics/landscaping ○ Local demand/need for the development ○ Lifts in the buildings ○ Price points of the apartments ○ Protecting the heritage of the site ○ Distribution of the consultation <p>In response to the above points, it was noted that the model did not include a pharmacy, but it would be raised to the developers. Additionally, there would be</p>

	<p>enough parking for residents and visitors but there was no provision for specific parking for carers, however it was noted that not all residents would have their own car on site and as such the issue of available parking spaces for carers was not a concern. It was further confirmed that there would be mobility scooter and bicycle storage located close to the entrance and that 10-20% of the parking spaces would be fitted with electric car charging ports.</p> <p>It was explained that the main focus of the development was on the internal amenities as opposed to the external landscaping but that the details of such would be included within the landscaping strategy. There was lots of discussion around the need for the development in the local area with members of the public and Area Board noting feedback from residents, however the representatives reiterated that the developers had undertaken research on the site and felt that there was enough demand in the local area for the project. Furthermore, it was noted that the price point was lower due to the shared ownership model and that there would be 1 lift within the McCarthy Stone building and 2 within the Anchor Hanover building. Finally, it was confirmed that the consultation results would be submitted as part of the planning application.</p> <p>The Chairman thanked the representatives for their time and for delivering the presentation.</p>
53	<p><u>Local Youth Network Update</u></p> <p>Ollie Phipps, CEM, noted that there was no update bar to say that all youth funding had been spent for the year.</p>
54	<p><u>Community Area Transport Group (CATG)</u></p> <p>The Chairman introduced the minutes and recommendations from the CATG meeting held on 22 February 2022. Following which, it was:</p> <p>Resolved</p> <p>The Area Board noted the minutes of the previous CATG meeting held on 22 February 2022 and approved the recommendations as detailed within those minutes.</p>
55	<p><u>Funding</u></p> <p>The Area Board considered the applications for Community Area Grant, Health & Wellbeing and Area Board Initiative funding as detailed in the report attached to the agenda pack.</p> <p>The Area Board voted on each of the grant applications. Following which, it was:</p>

	<p>Resolved</p> <p><u>Community Area Grant Funding:</u></p> <ol style="list-style-type: none"> 1) To grant the Heritage Trails Project £420 towards the Heritage Trails leaflet reprint. 2) To grant the Sheldon Methodist Church £5,000 towards the Sheldon Road Methodist Church energy saving project. 3) To grant the Chippenham Cycle Network Development Group £3,000 towards cycle path chicane barrier removals. 4) To grant Chippenham Town Council £3,500 towards the Chippenham town centre CCTV system. 5) To grant the Spero Community Food Bank £3,000 towards the food bank. 6) To grant the Avon Needs Trees £1,250 towards protecting 10,000 trees in a biosecure way. 7) To grant the Ivy Wildlife Garden £1,000 towards Ivy Wildlife Garden Plantings. 8) To grant the Chippenham Library £3,990 towards the Chippenham Library 'Pause and Relax' activities. <p><u>Health & Wellbeing Funding:</u></p> <ol style="list-style-type: none"> 1) To grant Chippenham Town Council £1,000 towards Senior Events at the Need. <p><u>Area Board Initiative:</u></p> <ol style="list-style-type: none"> 1) To grant Wiltshire Council £1,000 towards a Community Conference.
56	<p><u>Urgent Items</u></p> <p>There were no urgent items.</p>
57	<p><u>Close</u></p> <p>The Chairman thanked everyone for attending the meeting.</p> <p>The date of the next meeting of the Chippenham and Villages Area Board was noted as being 13 June 2022.</p>

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

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

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

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

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

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

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

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

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

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

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

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

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

Solar Together Wiltshire briefing

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

Here's some information which should help you respond to any enquiries you may get on the scheme:

- Registration for the scheme opens on 9 May, and the Communications team will begin promotion w/c 2 May with a members' briefing note being issued on 5 May, and press release, newsletter articles, and social media content beginning from 6 May
- A letter drop, organised by iChoosr, will be posted to 60,000 Wiltshire households w/b 23 May. The contact details on the letter will lead people to iChoosr customer service help desk so you should get minimum calls/enquiries off the back of this.
- The letter also contains a link to this webpage www.wiltshire.gov.uk/planning-permission to provide people relevant local planning advice. The full letter is enclosed for your information. People can still be part of the scheme, regardless of whether they receive a letter or not, providing they are eligible.
- There will be no selling by phone or doorstepping of residents.
- If you're responding directly to a customer query, in the first instance please check if they've contacted the iChoosr helpline as that should be the first port of call. For more information people can visit www.solartogether.co.uk/wiltshire, email wiltshire@solartogether.co.uk or call 0800 048 8113.
- All residents living in one of the participating council areas and who own their own house (or have permission from the landlord to install a solar PV system) can register for the Solar Together group-buying scheme. Small and medium-sized enterprises (non-domestic) and Community buildings meeting this requirement can participate as well.
- Pre-approved UK solar PV suppliers participate in an auction on 14 June. They are able to offer competitive pricing as the volume and geographic concentration makes it possible for them to realise greater efficiencies, which they pass onto customers.
- After the auction, registered households will be emailed a personal recommendation which is specific to the details they submitted in their registration.
- If they choose to accept their recommendation, the specifics of their installation will be confirmed with a technical survey after which a date can be set for the installation of their solar PV system.
- People can accept or decline their personal recommendation. If they choose to go ahead and accept with Solar Together, a £150 deposit is required, which is conditionally refundable
- Telephone and email helpdesks are on-hand throughout the whole process run by iChoosr, which, together with information sessions, will allow households to make an informed decision in a safe and hassle-free environment

For more information people can visit www.solartogether.co.uk/wiltshire, email wiltshire@solartogether.co.uk or call 0800 048 8113.

If you get any enquiries/phone calls that you need internal Wiltshire Council assistance with please contact climate@wiltshire.gov.uk.

8 April 2022

For immediate release

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

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

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

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

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

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

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

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

- Proof of Identity

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

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

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

Chippenham and Villages Area Board 13 June 2022

Appointment of Area Board Lead Councillors

1. Purpose of the Report

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

2. Background

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

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

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

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

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

3. Main Considerations

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

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

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

4. Financial and Resource Implications

4.1. None.

5. Legal Implications

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

6. Safeguarding Implications

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

7. Environmental Impact of the Proposals

7.1 None.

8. Equality and Diversity Implications

8.1 None.

9. Delegation

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

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

10. Recommendation

10.1 The Area Board is requested to:

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

Lisa Alexander, Senior Democratic Services Officer

Appendices:

Appendix A – Appointment to Outside Bodies

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

Appendix C – LHFIG Terms of Reference

Appendix D – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

Chippenham and Villages Area Board

Appendix A

Appointments of Lead Members to Outside Bodies 2022/23

Outside Body	Councillor Representative
Chippenham Multi-Agency Forum	(Currently Kathryn MacDermid and Ross Henning)
Chippenham Town Team	(Currently Ross Henning)
Chippenham Arts Team	(Currently Ross Henning)

Chippenham and Villages Area Board

Appendix B

Appointments of Area Board Councillors

To Non-Priority Working Groups of the Board:

Local Highways & Footway Improvement Group (LHFIG)

(Currently Councillors Nic Puntis, Ross Henning, Nick Botterill)

Local Youth Network

(Currently Councillors Peter Hutton, Kathryn MacDermid, Ross Henning)

Health and Wellbeing

(Currently Councillors Clare Cape, Adrian Foster)

Priority Working Group

Chippenham Area Board Climate & Ecological Emergency Forum

(Currently Councillor Dr Nick Murry)

LOCAL HIGHWAY & FOOTWAY IMPROVEMENT GROUPS (LHFIG)

TERMS OF REFERENCE

Membership of the LHFIG

The LHFIG will normally be made up of:

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

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

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

Recommendations to the Area Board will usually be reached by consensus, but if necessary, these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire councillor. Membership of the LHFIGs will cease when a member ceases to hold the stated office as first appointed, or when a parish/town council or group choose to nominate an alternative representative.

The LHFIGs may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of LHFIGs members

Appointment of Wiltshire Council members to the LHFIGs will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the LHFIGs (e.g. town/parish council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

Media relations

Members of the LHFIGs must not issue press statements on behalf of the Area Board.

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

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

Meetings

It is recommended that the LHFIGs meet four times a year. Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings. Meetings are intended to be limited to the membership set out above and is open to other members of the Area Board who wish to attend. It can be open to public if the LHFIG chair wishes, and by invitation. It should be noted that LHFIGs are advisory bodies and do not exercise delegated decision-making powers. All decisions are to be ratified by the Area Board.

Officer support

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

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

Terms of reference

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

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

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

Terms of Reference

1. Small-scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small-scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Transport, Waste, Street Scene and Flooding. The funding allocation is a mixture of highways and council capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management.

It cannot be used to fund revenue functions, such as routine maintenance schemes or the provision of passenger transport services.

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

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

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

In choosing their local transport schemes, Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is more than the total discretionary amount available as part of the group's annual allocation.

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

LHFIGs can fund the following:

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

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

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

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

New road markings: new and replacement of existing markings.

Speed limits: assessment and implementation.

Waiting restrictions: assessments and implementation.

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

Drainage: minor improvements, new gullies.

Street lighting: new installations.

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

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

LHFIGs cannot fund:

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

Service subsidy: bus services

Promotional campaigns

SID equipment

Improvements for individuals and properties

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

Chippenham Area Board Working Group Local Youth Network Terms of Reference

May 2022

1. Purpose

An Area Board working group is an excellent vehicle to drive forward a local priority theme. The board will evaluate a respective priority in relation to the actions required and the existing arrangements in place prior to setting up a new working group. Where there is an existing community or partner led group addressing this priority, the Area Board should work in partnership and not create a working group of its own. Where a working group is required, the exact purpose is set out by the board via the table within appendix A.

Some example functions of an Area Board working group are set out below in relation to their respective theme. A group could be asked to:

- Research and review key data, intelligence and information related to the specific priority theme, to develop an in-depth understanding of the issue and opportunities.
- Democratically consider issues, projects and initiatives that could be developed and identify risks.
- Engage with the relevant partners to advance objectives, empowering the wider community to lead where appropriate.
- Provide regular information to the Area Board for review and further guidance.
- Address any conflicts of interest that may arise as part of the local decision making process.

2. Membership

The exact membership of a working group will be set by the Area Board but may include representatives as follows:

- City, town and parish councils
- Voluntary and community sector organisations (regional, countywide and local level)
- Wiltshire Police
- Dorset and Wiltshire Fire and Rescue Service
- Ministry of Defence
- Bath, Swindon and Wiltshire CCG, Healthwatch, Local Health Representatives
- Local businesses, Chambers of Commerce
- Schools
- Housing Associations
- Residents and resident action groups
- Other organisations, agencies and individuals that have a genuine interest in promoting the respective theme issue

The board should consider whether membership is fully representative of the local community, carefully considering the diversity and inclusion of the group. Consideration must be given where appropriate to the safeguarding procedures that must be followed (set out in 4.)

Roles of all members of the Area Board working group

All members will be required to:

- Agree to the terms of reference as set out within this document
- Take an active part in the development of the working group and its aims.

- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on positively achieving agreed objectives.
- Be mindful of the needs of the community area as a whole when providing input or making decisions
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices
- Respect all members of the working group and invited representatives.
- Work to ensure high quality safeguarding practices are followed where appropriate.

3. Structure and operation

A working group will generally comprise of no more than ten members to keep conversations and actions focussed. If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda. Additional attendees can be brought in as required when invited by the Chairperson.

The Chair of the group will be agreed locally and could either be the Area Board Councillor lead or another member from within the group could take on the role. A vote of members can determine the Chair where required. Further Area Board Councillors can be appointed to the group as required and as deemed appropriate by the Area Board.

An assigned Wiltshire Council Officer will support each working group. Brief notes with key actions and decisions will be recorded and reported back to the Area Board business meeting. The Councillor lead or the assigned Officer will provide verbal updates to the Area Board business meeting.

Each Area Board will set the specific remit for the working or task and finish groups, with some of the key working principles shown below.

Decisions will usually be reached by consensus, however, if necessary, these can be agreed by a vote of all group members.

Groups need to undertake particular consideration when focussing on themes that affect vulnerable or underrepresented groups of people e.g. older people, children, BAME and those with SEND. Getting the correct group membership should enable safe and appropriate engagement with the respective groups to ensure voices are clearly heard.

The frequency, location and format of group meetings and activities should be determined locally, however, it is advised that groups do not formally meet more than quarterly and complement the timings of the Area Board business meeting.

4. Safeguarding

The Area Board and its working groups have a key role in ensuring the safeguarding of all residents. Effective safeguarding involves organisations working together to prevent the risks and experience of abuse or neglect, while ensuring that the views and wishes of an individual are at the heart of decisions that affect them wherever it's possible.

Effective safeguarding is particularly critical when groups are working towards objectives that support children/ young people or vulnerable adults. It is critical that each group minimizes all safeguarding risks and is aware of the relevant local agencies to escalate any concern.

If someone is in immediate danger you should contact the police or call an ambulance immediately on **999**. If you believe a child or young person is at risk of significant harm, neglect or injury, report your concerns to the Wiltshire Multi-Agency Safeguarding Hub (**MASH**) **0300 456 0108** or evenings and weekends **0300 456 0100**. If you are concerned that an adult is at risk of neglect or abuse, please contact Adult Social Care's Advice and Contact Team on **0300 4560111**. Evenings and weekends please contact the Emergency Duty Service on **0300 456 0100**.

When entering into agreements with voluntary and private sector organisations, working groups under the umbrella of the Area Boards need to be assured that the successful individual/organisation has the following in place:

1. Safer recruitment processes, including DBS checks; induction and supervision
2. Identified designated lead(s) for safeguarding with appropriate relevant training
3. Safeguarding policy, allegations management processes and policy; code of conduct policy
4. Child protection (where applicable) and Safeguarding training at the level appropriate to posts and roles.

5. Media Relations

Members of the working or task and finish group may not issue media statements on behalf of the Area Board. Any media statements about the work of the group should be agreed with between the group and Chair of the Area Board.

6. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

Appendix A – Terms of Reference table

This table is to be completed and agreed by the Area Board when establishing/ re-establishing a working group.

Task	Area Board agreed response
Name of working group:	Chippenham Local Youth Network
Priority theme it is linked to: e.g., Environment, social isolation, young people	Young People – aged 13-19 years (up to 25 years with SEND)
Councillor lead(s):	Cllr Ross Henning
Assigned Officer lead(s):	Oliver Phipps – CEM
Date of set up:	October 2014
Date of review:	May 2022
<p>Specific scope and remit for the working group:</p> <ul style="list-style-type: none"> • What are the specific objectives? • Any particular data or intelligence the board would like considered/ investigated? • Any partners, residents or other groups it should specifically link with? • Is the group being asked to review relevant grant funding applications? 	<p>Key responsibilities for the group include:</p> <p>Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;</p> <p>Maintaining regular and effective communication between all members of the LYN;</p> <p>Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;</p> <p>Top five aims from Youth Survey Autumn 2021:</p> <ol style="list-style-type: none"> 1: Supporting positive mental health – Self esteem, anxiety and exam pressure scored highly. 2: Supporting positive activities – youth clubs, skate park and arts provision scored highly. 3: Supporting physical health – personal safety, cooking and dynamic sports scored highly. 4: Support for young people with addition needs – LGBT, SEND, and mental health conditions. 5: Accessible provision – cost, locations, and times. <p>Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);</p> <p>Monitoring and reporting on the quality and effectiveness of local youth activities;</p> <p>Addressing any conflicts of interest that may arise as part of the local decision making process.</p> <p>LYN Members should: Take an active part in the development of the LYN and its aims.</p>

	<p>Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.</p> <p>Take responsibility for sharing information with the LYN relevant to their organisation/ stakeholders/sector.</p> <p>Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.</p> <p>Champion the voice and influence of young people in decision making.</p> <p>Be open and honest and work collaboratively.</p> <p>Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.</p> <p>Respect all members of the LYN and invited representatives.</p> <p>Work to improve outcomes for young people and ensure high quality safeguarding practice.</p>
<p>Proposed membership (up to 10):</p> <p>This does not need to be an exhaustive list. The Cllr lead and local Officer can review as needed.</p>	<p>Members of the Community Area Board Young people Schools Town and Parish Councils Community and voluntary organisations and groups Police Health organisations Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people</p>
<p>Any specific safeguarding guidance? Meeting directly with young people or vulnerable adults?</p>	<p>When young people are directly involved in the meeting this will be through school or VCS bodies who will hold safeguarding responsibility for the young people's involvement.</p>

Chippenham Area Board

June 2022

Annual Review of Local Priorities

1. Purpose of the Report

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

2. Introduction

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

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

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

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

3. Progress on 2021/22 Area Board priorities

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

4. The context for agreeing new Area Board priorities.

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

- i. The Joint Strategic Needs Analysis was collated 2 years ago in 2020 and although it used the latest information available at the time, some it is now out of date. This is partly due the significant impact COVID-19 has had on issues such as debt, the economy and mental health as well as the release of more up to date data that was not previously available. For the Chippenham Community Area this includes;
 - Engagement with community groups, networks and forums:
 - Health & Wellbeing Forum
 - Community Safety Forum
 - Town Development Team
 - Police Tasking Meetings
 - Partnership Board
 - Pubwatch
 - Purple Flag
 - Area Board Local Youth Network
 - Area Board Climate & Ecological Emergency Forum
 - Chippenham Town Council Climate & Ecological Advisory Group
 - Chippenham Town Council Neighbourhood Plan
 - Chippenham Arts Team
 - Wiltshire & Swindon Youth Network
- ii. The 2021/22 Area Board priorities were selected whilst in the middle of the COVID-19 pandemic. The demands of this public health crisis demonstrated the importance of partnership working with some services struggling to cope and many of our community groups and organisations unable to operate. The focus of our time and resources has been upon coming together and supporting the vulnerable within our communities. As we now emerge from the pandemic, the focus is shifting away from this reactive response and onto the rebuilding of our communities. In particular, the evidence suggests that the ongoing key areas to focus are;
 - Youth engagement, employment and positive activity opportunities
 - Addressing Climate Change
 - Supporting positive mental health and wellbeing
 - Supporting the local economy
 - Reducing anti-social behaviour

However, groups report the growing concern over the cost of living crisis and ensuring residents get the support they need both financially and from support services and to make sure this is through a joint up, holistic and collaborative use of local resources.

- iii. The last 2 years has seen a change in the way that people communicate, especially with the shift to more permanent home and remote working. This has allowed a new approach that includes the ability to be more inclusive and a reduction in the need to travel. The Area Board is encouraged to embrace these opportunities but also mitigate against any local impact upon our communities.
- iv. Wiltshire Council has released its new [business plan](#), outlining its strategy for 2022-2032. It focusses upon the 4 themes of “Empowering People”, “a Resilient Society”, “a Thriving Economy” and “a Sustainable Environment”. In addition, Wiltshire Council on the 1st February 2022, approved both the [Wiltshire Climate Strategy](#) and [Wiltshire’s Natural Environment Plan](#). The Area Board should be aware of these plans and seek to help deliver them at a local level.

5. **Agreeing and delivering priorities for 2022/23**

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

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

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

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

6. Area Board Lead Councillor Role Description

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

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

7. Recommendations

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

Report Author: *Oliver Phipps Community Engagement Manager*
E-Mail: ollie.phipps@wiltshire.gov.uk

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

- i. **Priority Theme: Youth Engagement & Mental Health** – Area Board working with the Local Youth Network partners have funded 9 projects for young people, 4 specifically aimed at enhancing young people’s mental health. Spending over £30,000 but unlocking provision to the tune of over £81,000. The Area Board has hosted 8 Local Youth Network meetings in the past year with many more break out group meetings to focus on project delivery. Key projects support are weekly youth work sessions, LGBT work, anti-social behaviour work, counselling, online safety, and fitness initiatives.
- ii. **Priority Theme: Support Climate & Environment Projects** – The Area Board has launched its Climate and Ecological Emergency Forum due to continue to meet quarterly bringing together over 15 local partners to address climate and environmental issues in the community area, and work closer together to achieve this. The Area Board has supported 10 projects addressing climate change through tree planting, community gardening, litter picking, walking routes cycling initiatives and solar panels.
- iii. **Priority Theme: Tackling Anti-Social Behaviour** – The Area Board is an active partner in the towns Community Safety Forum hosted by Chippenham Town Council. Over the past year the Community Engagement manager has hosted multiple Task Groups to address pockets of ASB in the town and bring partners together to resolve the issues. Furthermore, the CEM attends bi-weekly Police tasking meetings to contribute community issues and be the bridge to VCS groups to support police initiatives. Over the past year the Area Board has funded over £10,000 towards CCTV, ASB youth work, and bike marking kits.
- iv. **Priority Theme: Loneliness & Isolation** – The Community Engagement Manager has worked with local VCS partners to re-launch the Health & Wellbeing forum, and represents the Area Board during the meetings. There are 3 active ‘Champions’ representing older and vulnerable people whom feed issues back into the Area Board. During 2021/22 Area Board allocated all of its £7700 funding towards older peoples projects, specifically older peoples events in the Neeld, offering older people social events, with activities. Furthermore, they have support the day centre services and worked with partners to ensure growth and stability in regular activities for older people. Additionally the Area Board has contributed funding towards community facility improvements, ensuring these buildings are fit for purpose for many more years of community use.

- v. **Priority Theme: Economy & Night-Time Economy** – Over the past year the Pubwatch scheme has grown in strength and the Community Engagement Manager is a partner at this forum to link with the high street businesses leading the night-time economy. More recently the Area Board is now represented via the CEM on the new Partnership Board looking at addressing all aspects of the high street to grow the economy and make Chippenham a vibrant place to visit. The Area Board are delivering, with partners, The River Festival, a community event to draw public to the town. The Area Board has funded support to promote local small business events such as craft fairs and arts trails, whilst also using its social media outlets to promote activities in the town.

- vi. **Priority Theme: Mental & Physical Wellbeing** – The Area Board has funded multiple projects supporting people physical health, dance projects, walking routes, cycle initiatives and playing field improvements, such as MUGAs. Additionally, they have also awarded funding to the leg ulcer club helping older people recover fast from leg conditions. Across the entire life course Area Board and the Community Engagement Manager have supported projects dealing with people's mental health, either through funding or working with partners to help deliver provision. This has ranged from the launch of a new bereavement support group, the new community hub, counselling for people affected by drug and alcohol abuse, and LGBT provision to name a few. Awarding over £32,000 in funding towards this priority.

APPENDIX B – Suggested priorities for 2022/23

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

Potential Priority	Key objectives	Additional comments
Youth engagement, employment and positive activity opportunities		
Addressing Climate Change		
Supporting positive mental health and wellbeing		
Supporting the local economy / Cost of Living Crisis		
Reducing anti-social behaviour		

Chippenham CPT Area Board Update



Agenda Item 9

May 2022

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Your CPT - Chippenham

Inspector: James Brain

Neighbourhood Sergeants: Richard Marshall / Gavin Brewster

Neighbourhood Officers:

PC Evie Templar (Chippenham)

PC Jon Bourke (Calne / Chippenham)

DC Kev Golledge (Corsham)

PCSOs:

Mark Cook / Nicole Sheppard / Simon Partington (Calne)

Barbara Young / Stacy Cunningham / Liam Owen / Linda Staples / Lewis Hawkins
(Chippenham)

Shaun Redmond / Toni Brown (Corsham)

Performance – 12 months to April 2022

Force

- Wiltshire Police recorded crime reports a YoY increase of 11.9% in the 12 months to April 2022 and continues to have one of the lowest crime rates in the country per 1,000 population. The 11.9% increase is attributed to a return to pre covid volumes and an extended Summer high experienced as restrictions were removed.
- Our service delivery remains consistently good.
- In April 2022, we received:
 - 8,468 '999' calls, which we answered within 9 seconds on average;
 - 10,272 '101' calls, which we answered within 10 seconds on average;
 - 11,017 CRIB calls, which we answered within 1 minute and 42 seconds on average.
- In April 2022, we also attended 1,596 emergency incidents within 9 minutes and 35 seconds on average.

Crime Type	Crime Volume	% of Crime
Totals	41,849	100.0
Violence without injury	7,368	17.6
Violence with injury	6,270	15.0
Criminal damage	5,206	12.5
Stalking and harassment	4,140	9.9
Public order offences	4,006	9.6
Other crime type	14,860	35.5

Chippenham CPT

Crime Type	Crime Volume	% of Crime
Totals	4,222	100.0
Violence without injury	737	17.5
Violence with injury	679	16.1
Criminal damage	564	13.4
Stalking and harassment	436	10.3
Public order offences	391	9.3
Other crime type	1,415	33.5

Stop and Search information for Chippenham CPT

During the 12 months leading to March 2022, 116 stop and searches were conducted in the Chippenham area of which 55.9% related to a search for controlled drugs.

During 75.9% of these searches, no object was found. In 24.1% of cases, an object was found. Of these cases 81% resulted in a no further action disposal; 19% resulted in police action being taken; 5.2% resulted in an arrest.

Of the stop and search subjects who defined their ethnicity:

- White – 92 stop and searches.
- Mixed Ethnicity – 2 stop and searches
- Black or Black British – 7 stop and searches

Performance – Hate Crime overview

Force

Hate Crime volumes report as within normal bounds, however show some signs of unease within its trend.

Summer highs have been slightly more extended which has resulted in year-on-year increases (126 crimes, +16.2%), largely within Sexual Orientation and Racial crimes, however Transgender also reporting an increase (+14 crimes, +73.7%).

This extended summer high is reflective of the trend seen within overall crime volumes, but is now showing signs of returning to the norm.

The Force is monitoring any signs of activity with detail that suggests hate directed towards the following activities; those of Russian origin, those of Muslim faith following increased visibility surrounding Ramadan, pro-Palestinian protest activity across the UK relating to Israel and Gaza conflicts.

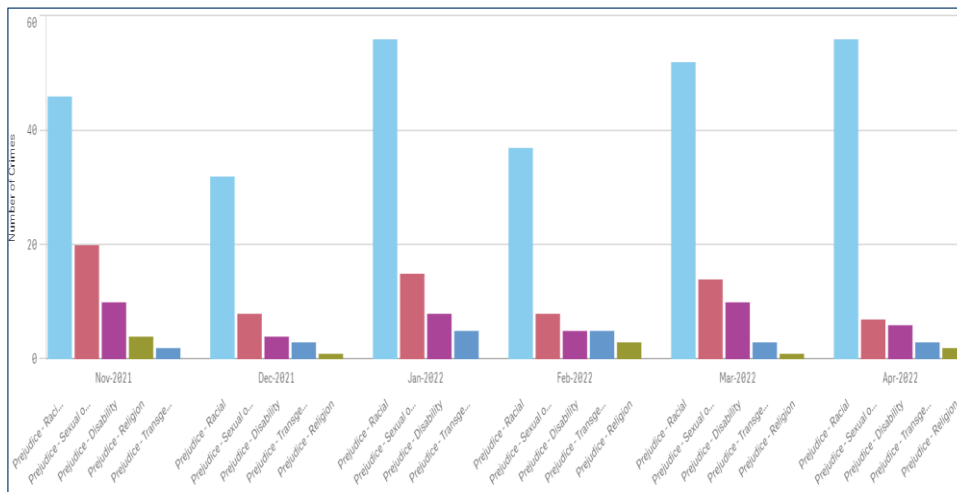
The Hate Crime Silver Scrutiny Panel are looking to create a hate crime video to raise awareness of Hate Crime and how to report it, including details surrounding how the Criminal Justice System responds to it.

Chippenham CPT

	Number of Crimes	Change (number)	Change (%)
Total	91	27	42.2%
Prejudice – Racial	54	19	54.3%
Prejudice – Sexual orientation	17	7	70.0%
Prejudice - Disability	13	2	18.2%
Prejudice - Religion	5	1	25.0%
Prejudice - Transgender	2	-2	-50.0%

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

Force Hate Crime (6 months to April 2022)



Local Priorities & Updates

Priority	Update
1	<p>Continued ASB in the Westmead area , effecting the climbing centre Scout groups Youth club and Care homes in the area.</p> <p>Partnership work ongoing to Address the behaviour of the persons involved Public meeting arranged to reassure the community and update on the actions taken and plans moving forward</p>
2	<p>The emergence of Local drug lines operating the Chippenham area</p> <p>Continued proactive work ongoing to prevent Local drug lines taking a hold in the area and the subsequent disorder and community concern as a result</p>
3	<p>Speeding</p> <p>Continued work with community speed watch to tackle Speeding in Villages and towns to improve road safety</p>
4	

Local Priorities & Updates Continued

Priority	Update

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Useful links

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

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

Get Involved

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



Follow your CPT on social media

- [Calne Police Facebook](#)
- [Calne Police Twitter](#)
- [Chippenham Police Facebook](#)
- [Chippenham Police Twitter](#)
- [Corsham Police Facebook](#)
- [Corsham Police Twitter](#)

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



CPT Chippenham covers the areas of Chippenham, Calne and Corsham

To contact your CPT about a community-related matter, such as a school visit, then please email ChippenhamAreaCPT@wiltshire.pnn.police.uk. Please note that this mailbox is not monitored 24/7.

You are unable to report crimes of any type via email and please do not report any situations that require an urgent response. In the case of an emergency please contact 999 and for non-urgent crimes and incidents, please call 101 or [Report a crime here](#)

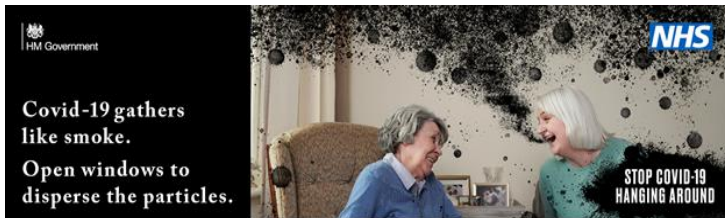
You see a map of crimes in the Chippenham area [by visiting www.police.uk](#)

WILTSHIRE POLICE

Proud to serve and **protect** our communities



@wiltshirepolice



**DORSET & WILTSHIRE
FIRE AND RESCUE**

DORSET & WILTSHIRE FIRE & RESCUE SERVICE

WILTSHIRE AREA BOARD REPORT

Community Safety Plan

DWFRS Community Safety Plan can be found on the DWFRS website;
<http://www.dwfire.org.uk/community-safety-plan/>

Prevention

We are committed to making a real difference to the lives of people in Dorset and Wiltshire. Our aim is to reduce the level of risk and harm to our communities from fire, targeting those most at risk. We do this primarily through our Safe and Well visits.

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

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support the occupier may need

Are you or anyone you know:-

- Over the age of 65?
- Need a smoke detector?
- Have a long-term health condition?
- Suffer from poor hearing or sight loss?
- Would you struggle to escape in the event of a fire?

If you can answer yes to more than one of these questions, then please call us on 0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Protection

On-going interaction by Protection Team members with Local Authorities, Private landlords and tenants regarding fire safety-related matters: external cladding systems; fire detection and warning systems; fire resisting doors (& self-closers); combustibility/fire resistance of construction materials; commercial and residential sprinklers systems and water-mist suppression systems

General Enquiries

If you have a general fire safety enquiry regarding commercial property, please email fire.safety@dwfire.org.uk and the Fire Safety Team will respond in office hours.

Fire Safety Complaint

If you wish to tell us about fire safety risks in commercial premises, such as locked or blocked fire exits, you have three options:

- You can email the fire safety department at enforcement@dwfire.org.uk
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

On Call Recruitment

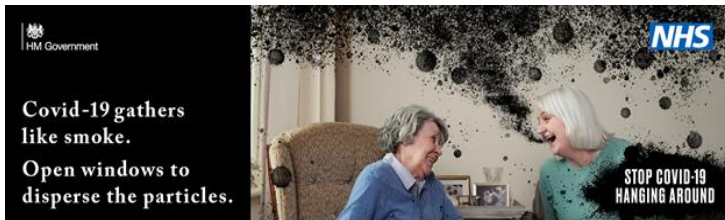
Have you always wondered if you could join the fire service, but haven't had the opportunity to find out more? Have you found yourself seeking your next challenge, keen to give back to the local community or wanting to learn new skills including leadership and teamwork? Then becoming an on-call firefighter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

As a paid position, on-call firefighters commit anywhere between 40 to 120 hours per week, during which time they must be able to respond to the station immediately.

Many have 'normal' jobs during the day, then upon their return home make themselves available overnight or during the weekends. Some of our crew respond from their workplaces during the day, and we are very grateful to their employers for releasing them to perform their vital duties.

Anyone over 18 years old can apply (although you can also apply once you are 17½) you must be able to respond and attend the fire station within 5-8 minutes, you have a good standard of physical fitness (i.e. you are generally active), and you must have the right to work in the UK.

Further information on becoming an On Call Firefighter can be found at www.dwfire.org.uk/working-for-us/on-call-firefighters/ or should you have any questions, you can call **01722 691444**.



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Recent News & Events

First national Biker Down safety campaign held

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

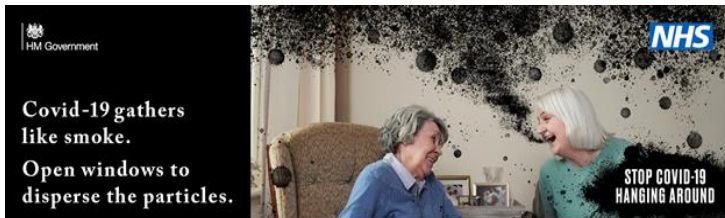
Biker Down is a free three-hour course that provides practical and potentially lifesaving advice, and the sessions are suitable for riders of all experience levels.

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

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



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



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Bonfires and garden safety



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

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

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

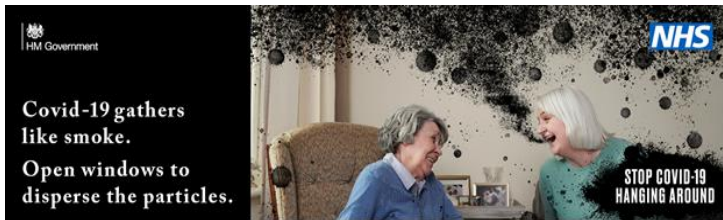
For further information regarding bonfire and garden safety please visit - <https://www.dwfire.org.uk/safety/safety-outdoors/bonfires-and-garden-safety/>

UK fire services rally to support colleagues in Ukraine

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



**PASSIONATE ABOUT
CHANGING & SAVING LIVES**



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Water safety



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

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

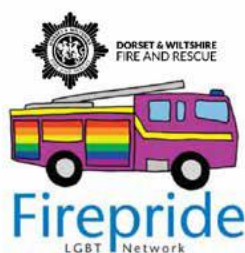
For further information on the dangers of cooling off in open water and some key safety tips for staying safe near water, please visit: - <https://www.dwfire.org.uk/safety/safety-outdoors/water-safety/>

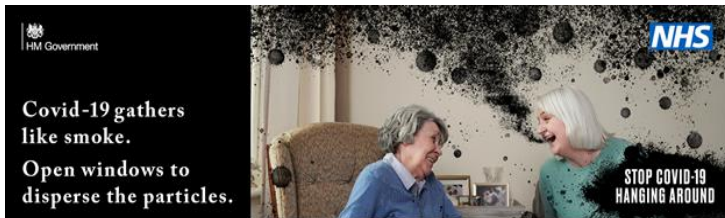
Supporting Pride

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

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

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





Demand

Total Fire Calls for Chippenham Fire Station for period 01 Jan 2022 – 31st March 2022

Category	Total Incidents
No. of False Alarms	34
No. of Fires	28
No. of Road Traffic Collisions and other Emergencies	28
Total	

Local Incidents of Note

The most common incidents were chimney fires and now that we are moving into the warmer seasons it would be an ideal time to remind home owners with open fires to get their chimneys swept in preparation for next winter, it is also worth reminding all attendees of the concern for road safety, a number of the special service incidents involved Road Traffic Collisions and thankfully most of these were minor injuries only but have all had the potential to be more significant.

Tim Elliott
District Commander
Station Manager

Tim.elliott@dwfire.org.uk
Mobile: 07860815045

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

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

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

The latest articles include:

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

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

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

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

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

Advice and information

[View all](#)



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

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

5 May 2022



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

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

28 March 2022



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

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

28 February 2022



The Accessible Information Standard

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

24 January 2022

Wiltshire Council

Chippenham and Villages Area Board

13 June 2022

Chippenham and Villages Area Grant Report

Purpose of the Report

1. To provide detail of the grant applications made to the Chippenham Area Board. These could include; community area grants, health and wellbeing, young persons grants and Area Board initiatives.
2. To document any recommendations provided through sub-groups.

Area Board Current Financial Position

	Community Area Grants	Young People	Health and Wellbeing
Opening Balance For 2022/23	£ 33527.00	£ 30500.00	£ 7700.00
Awarded To Date	£ 0	£ 0	£ 0
Current Balance	£ 33527.00	£ 30500.00	£ 7700.00
Balance if all grants are agreed based on recommendations	£ 33527.00	£ 19680.00	£ 7700.00

Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
ABG606	Community Area Grant	Chippenham Art Trail	Chippenham Art Trail	£1300.00	£500.00

Project Summary:

The event is being organised by Helen Swan, Rae Melody, and Lucia Lovatt (Independent Artist Group). Until a formal CIC is formed, we are arranging the event under the auspices of Platinum House, which is one of the host venues. We plan to use (hire) various venues throughout Chippenham to host art exhibitions by, primarily, local artists, so that we form an easily accessible trail through the town with up to 12 venues at which Chippenham residents and visitors can view or buy art, talk to the artists and hopefully be inspired to take up some form of art themselves. We are including community groups - Doorway and the Community Hub.

ABG655	Youth Grant	The RISE Trust Youth	RISE Youth Sessions	£280800.00	£5770.00
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Project Summary:

We currently provide youth sessions to young people who live in the Chippenham area. We open safe spaces at westmead lane to young people on a Tuesday, Wednesday and Friday evening. A typical reach within a typical week is as follows Wellbeing sessions (10-16 YP) Wednesday night session (25-30 YP) Friday (30-35 YP) Detached youth work is focussed in community spaces such a parks, town centres and other spaces in the community, reach is typically (good weather) around 25 YP, offering outreach to young people on a Friday night and signposting to westmead. The sessions are split by ages on a Wednesday and Friday. Previously our Tuesday session was opened to reach Chippenham's LGBT youth community, we have merged this with wellbeing sessions. Tuesdays we offer wellbeing sessions focused on a supportive activities and in a calmer focused manner. Our wellbeing sessions are focused on supporting young people who wish to attend a session, these sessions are kept at a maximum of 20 young people and young people are encouraged to book a space with the youth worker. RISE also provides community mentoring to young people, offering 1-1 sessions out of school to focus on goals and offer support to young people. Referrals are made by young people, parents and any other professional working with the family.

ABG658	Youth Grant	The RISE trust Youth	RISE school holiday sessions	£10550.00	£5050.00
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Project Summary:

This grant is to enable our out of term time provision and community mentoring. Our aim is to open our Safe space project in the school holidays in the evening and afternoons. Providing a safe space for young people to hang out with peers, receive support and be safe in the community.

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)
 - Young People (revenue)
 - Health and Wellbeing (revenue)

The Area Board will be advised of the funding available prior to their first meeting of each financial year.

Main Considerations

5. 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.
6. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
7. Councillors need to consider any recommendations made by sub groups of the Area Boards.

Environmental & Community Implications

8. 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

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

Legal Implications

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

Human Resources Implications

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

Equality and Inclusion Implications

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

Safeguarding Implications

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

Report Author

Ollie Phipps, Community Engagement Manager, Ollie.Phipps@wiltshire.gov.uk

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

