

# MINUTES

**Meeting:** Chippenham and Villages Area Board  
**Place:** Olympiad Leisure Centre, Monkton Park, Chippenham, SN15 3PA  
**Date:** 11 December 2023  
**Start Time:** 6.30 pm  
**Finish Time:** 9.20 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 Liz Alstrom, Cllr Nick Botterill, Cllr Clare Cape, Cllr Howard Greenman, Cllr Peter Hutton, Cllr Kathryn Macdermid and Cllr Nic Puntis

Cllr Caroline Thomas (Cabinet Member for Transport, Street Scene, and Flooding)

### **Wiltshire Council Officers**

Ros Griffiths – Strategic Engagement and Partnership Manager

Dom Argar – Technical Support Officer

Stuart Figini - Senior Democratic Services Officer

Sam Howell – Director of Highways and Transport

Adrian Hampton – Head of Highway Operations

Sarah Holloway – Fleet Services Manager

Stephen Wilson – Major Highway Projects Engineer

**Total in attendance: 68**

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<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
58	<p data-bbox="336 376 807 414"><u>Highways and Transport Matters</u></p> <p data-bbox="336 443 1485 517">The Chairman welcomed everyone to the Area Board meeting and introduced officers and members.</p> <p data-bbox="336 555 1485 701">Cllr Caroline Thomas – Wiltshire Council Cabinet Member for Transport, Street Scene and Flooding introduced the event highlighting that Wiltshire was a large rural county and roads were an integral part of the county infrastructure and economy.</p> <p data-bbox="336 736 1485 920">Sam Howell – Director of Highways and Transport explained that roads in the county represented the Council’s largest and most valuable public asset with a replacement value of over £5 billion. She noted that it was difficult to mitigate some of the more adverse factors in rural areas compared to urban areas with greater availability of public transport.</p> <p data-bbox="336 956 1485 1030">The Cabinet member and officers presentation highlighted the Wiltshire Context and in particular the following more detailed areas:</p> <ul data-bbox="395 1068 1345 1532" style="list-style-type: none"> <li>• Asset Management – some numbers</li> <li>• Investment in the network</li> <li>• The Local Transport Plan</li> <li>• Public Transport Review – consultation</li> <li>• Local Issues to Chippenham</li> <li>• Highways Maintenance - inc. benchmarking</li> <li>• Reasons for the number of potholes and how these are repaired</li> <li>• Innovation and the defect dashboard</li> <li>• Flood prevention</li> <li>• The Local Highway &amp; Footway Improvement Group</li> <li>• Parish Steward Scheme</li> <li>• Verge and litter clearance – extra funds</li> </ul> <p data-bbox="336 1570 1485 1865">The Cabinet Member and Director of Highways and Transport – Sam Howells referred generally to investment in the Wiltshire network and funding for highway maintenance, the additional funding received for potholes, bus service improvements, an amount to improve electric vehicle charging, all topped up by resources from Wiltshire Council. It was noted that in 2023 there was an additional £5m to replace signs, £5m towards litter picking along rural highways, cleansing car parks, removal of flyposting and in 2024 an additional £10m for preventative maintenance and resurfacing.</p> <p data-bbox="336 1901 1485 2011">The Area Board noted that the additional sums highlighted during the presentation would help to alleviate some maintenance backlogs and general degradation.</p>

	<p>The Chairman thanked the Cabinet Member and officers for their informative presentation and welcomed comments and questions from the public and Area Board members.</p>
59	<p><u>Question and Answer Session</u></p> <p>The Chairman then invited questions and comments from those present. It was noted that questions submitted in advance of the meeting would receive written responses in a document attached to the minutes.</p> <p>The following questions were raised during the meeting with responses provided by the Panel:</p> <ol style="list-style-type: none"> <li>1. How schools who were interested in school streets should investigate their feasibility in the first instance. <p>Response – Schools that are interested in School Streets would need to update their Travel Plan to include the reasons for a School Street, explaining the benefits that will be derived, and demonstrating that some consultation with affected parties such as local residents and businesses to gauge support for the scheme has taken place. Help is available from the Council's Road Safety Team and School Travel Plan officer.</p> </li> <li>2. Local Highways and Footways Improvement Group (LHFIG) – a representative of Cycle Chippenham thanked Council officer Kirsty Rose for the support and advice given to the Chippenham and Villages LHFIG but understood her ability to complete all the requests approved by the LHFIG in a timely fashion was near impossible without the additional resourcing of officer time and increases in budgets. Residents asked if there was a criteria for prioritising and undertaking a risk assessment of LHFIG schemes. <p>Response – The Cabinet member agreed to reflect further on the request and consider where improvements could be implemented further. It was acknowledged that on occasions processes needed to be update in order to increase output and this would also be considered further. Area Board members explained that Cycle Chippenham had undertaken some excellent work and referred to the ongoing consultation for the Local Cycling and Walking Infrastructure Plans (LCWIP) process in Chippenham. LHFIG Schemes were prioritised by the LHFIG membership using agreed criteria.</p> </li> <li>3. Traffic Congestion – the residents of Rowden were concerned and frustrated about the number of housing developments in and around Chippenham both existing and future and the associated increase in traffic congestion impacting Chippenham. They also highlighted the knock on effect of changes to traffic lights phasing and particularly referred to</li> </ol>

Station Road, Chippenham and the need to improve road signage especially merging onto the M4.

Response – The Cabinet Member and Officers explained that traffic flows were a balancing act that had to be achieved for all road users, with investment being undertaken along the A350 as it is a strategic route. Officers acknowledged that the traffic lights in Station Road were controversial due to the phasing allowing pedestrian priority. They confirmed that the traffic lights were monitored, and they needed to be managed effectively, whilst moving traffic efficiently through Chippenham. It was noted that developers were required to mitigate the impacts of their developments. The M4 junction design initiated a Stage 3 safety audit for the roundabout and the junction from Chippenham to assess the current arrangements, with all associated costs being part of the scheme cost. Officers explained that the chief safety concern related to the potential for the build up of traffic back onto the M4 and the junction design is intended to move traffic away from the M4 as quickly and safely as possible.

4. New developments in Patterdown, Chippenham – concern was raised by residents about the new developments in Patterdown.

Response – The Cabinet Member referred to the Local Transport Plan and how this document details the long-term transport strategy for the county.

5. Community Transport – concern that demand for community transport was overwhelming the availability of volunteers.

Response – The Cabinet Member highlighted the responsibility of the NHS in this area. She would also consider the use of council funding for the promotion of volunteer opportunities.

6. Reporting Highway Issues – A resident raised an issue about the reporting of a blocked drain in Monkton Hill which took 6 months to resolve.

Response – Officers apologised for the length of time to clear the drain. It was suggested that reporting of such issues via the My Wilts App may help receive a faster response. The meeting noted that the App was receiving a number of updates which would improve response times to issues reported.

7. Safety on the A350 – A resident called for the A350 road layout near Lacock to be reviewed due to the number of road accidents over the years.

Response – The Cabinet Member commented on the category of accidents and how these are responded to by the Council and Police.

She along with officers highlighted that the Council worked very closely with the Police and the Road Safety Partnership to make sure roads were safe in the vicinity of Chippenham and county-wide. They indicated that speeding was also a factor to consider.

8. Localised Flooding – A resident of the Chippenham Without Parish raised a query about flooding and the impact on local roads between Kington St Michael and Yatton Keynell.

Response – Cllr Nic Puntis – Portfolio Holder for Flooding advised the resident to report any flooding issues through the My Wilts App. Officers explained that deterioration of the road network formed part of the Forward Work Programme and that a local safety scheme was undertaken each year.

9. Speeding – a resident commented on extensive speeding issues through Sutton Benger and asked for details about process to access speed calming devices or speed engineered solutions. He reported that a Speed Indicator Device (SID) was already in place.

Response – The Cabinet Member reminded the meeting that speeding was a Police enforcement issue and information collected from a SID could be downloaded to alert the Police enforcement team.

10. EV Chargers – A resident asked if there was a strategy to work with developers in relation to EV chargers.

Response – Officers noted that on occasion some EV vehicles had an increased risk of catching fire during the charging process and consequently in order to avoid such issues charging points in some locations were only available for Council vehicles as these were known vehicles and minimise any public risk. It was noted that plans were in place to expand the public infrastructure for EV chargers in the county.

11. Sadlers Mead Car Park - Concerns were raised about the condition of the stairwells in Sadlers Mead Car Park and who held responsibility for cleaning these areas.

Response – Officers noted the concerns and later confirmed that Chippenham Town Council has the decision for the level of cleansing of Saddlers Car Park stair well. The relevant sections of the Service Delegation Agreement have been sent to the Town Council for them to consider. Wiltshire Council have arranged for the twice weekly cleansing of the car park following reports. However, the Service Delegation stands unchanged and the decision over standards remains with the Town Council in the future.

12. A representative of Chippenham Rugby Club asked for an update on a

	<p>live planning application being considered by the Local Planning Authority to allow direct access to the Club facility from the A350.</p> <p>Response – Officers indicated that they were unable to comment on the planning application, as this was the responsibility of the Local Planning Authority.</p> <p>13. Road/Lane Signage Marshfield Road – Residents from Marshfield Road raised issues about road and lane signage not being clear in Marshfield Road, Chippenham.</p> <p>Response – Officers indicated that the issue would be investigated further.</p> <p>14. Developer S106 Contributions – A resident commented on the level of developer contributions sought by the Council for large housing schemes.</p> <p>Response – Officers provided assurance that developer financial contributions is a legal requirement for schemes above a certain size, and the request for contributions is fair and reasonable to provide mitigation for the impact on neighbouring residents.</p> <p>15. Number of vehicles using Wiltshire roads – A resident asked how the Council is encouraging a reduction in the number of vehicles using the road infrastructure.</p> <p>Response – The Cabinet Member referred to the work currently being undertaken on the next Local Transport Plan that will encourage the use of alternative forms of travel.</p>
60	<p><u>Session Summary and Next Steps</u></p> <p>The Chairman thanked everyone for their questions and comments during the meeting and officers for attending and responding to resident concerns and issues.</p>
61	<p><u>Apologies</u></p> <p>Apologies for absence were received from Cllr Adrian Foster and Cllr Dr Nick Murry.</p>
62	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on 25 September 2023 were agreed as a correct record and signed by the Chairman.</b></p>

63	<p><u>Declarations of Interest</u></p> <p>Declarations of interest were made by the following Councillors in relation to agenda item 10 - Area Board Funding:</p> <ul style="list-style-type: none"> <li>• Cllr Nic Puntis – Yatton Keynell Recreation Association – as a resident of Yatton Keynell</li> <li>• Cllr Liz Alstrom – Community Area Grant for Chippenham Pride CIC – as a Non-Executive Committee Member for Chippenham Pride. Cllr Alstrom did not vote on this application.</li> </ul>
64	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the following written announcements which were noted by the Area Board:</p> <ul style="list-style-type: none"> <li>• Cost of Living Update</li> <li>• Independent Visitor Scheme Update</li> <li>• Police and Crime Commissioner Annual Report</li> </ul>
65	<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>• Archaeology Service Annual Newsletter</li> <li>• Healthwatch Wiltshire</li> <li>• BSW Together (Integrated Care Board)</li> <li>• Community First</li> <li>• Wiltshire AGE UK</li> <li>• Wiltshire FACT Programme</li> </ul>
66	<p><u>Outside Body Appointment</u></p> <p>The Area Board considered a request to appoint a representative to Chippenham Pride.</p> <p><b>Resolved:</b>  <b>To appoint Cllr Liz Alstrom as the Area Board representative on Chippenham Pride for the year 2023/24.</b></p>
67	<p><u>Area Board Funding</u></p> <p>The Area Board considered a number of applications for Community Area Grant funding, Older and Vulnerable Grants, Young People Grants and those agreed under delegated authority. The Chairman invited a representative of each application to give a brief overview of their project to the Area Board.</p>

**Decision:**

**To approve the following grant funding:**

**1. Community Area Grant funding:**

- a) Chippenham Pride CIC – to award £5,000 towards advertising events
- b) Yatton Keynell Recreation Association – to award £5,000 towards Solar PV and storage for Yatton Keynell Village Hall to improve resilience and reduce emissions.
- c) Chippenham Sports Club – to award £3,900 towards facilities heating provision and public walkway and drive lighting for public safety.

**2. Older and Vulnerable Grant Funding**

- a) Sheldon Road Methodist Church – To award £500 towards Community Meals.
- b) Doorway Wiltshire – To award £1,745.50 towards Football project.
- c) Chippenham Rugby Football Club – To award £5,000 towards Chippenham RFC mixed ability team Cavailleurs.

**3. Young People Grants**

- a) Art Bytes managed by Dot Art Services – To award £936 towards Art Bytes championing creativity in Chippenham.
- b) Sheldon Road Methodist Church – To award £2,313 towards Heals and Sheldon Road Methodist Church summer and autumn youth programme.
- c) Chippenham Sports Partnership – To award £2,500 towards Chippenham Olympic and Paralympic Legacy Games.

**4. Grants Awarded under Delegated Authority**

- a) Chippenham Men's Shed – agreed £895 towards a planer Thicknesser for the new workshop.
- b) Heritage Trail Project – agreed £415.60 towards Heritage Trail Walking Leaflets.
- c) Chippenham Men's Shed – agreed £478.98 towards a Rotavator and strimmer for Chippenham Men's Shed allotment under delegated authority.



	<p><b>d) Ivy Wildlife Garden – agreed £500 towards Ivy Wildlife Garden repairs and improvement under delegated authority</b></p> <p><b>e) Chippenham Uniform Exchange – agreed £500 towards equipment for new premises under delegated authority.</b></p>
68	<p><u>Local Highways and Footways Improvement Group (LHFIG)</u></p> <p>The Area Board received the notes of the Local Highways and Footways Improvement Group held on 6 July 2023.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li><b>1. To receive the notes of the meeting held on 6 July 2023.</b></li> <li><b>2. To receive the notes and consider any recommendations of the meeting held on 3 October 2023 at the next Area Board meeting.</b></li> </ol>
69	<p><u>Future Meeting Dates</u></p> <p>The Area Board noted the following future meeting dates (6.30-8.30pm):</p> <ul style="list-style-type: none"> <li>• 11 March 2024</li> <li>• 10 June 2024</li> <li>• 2 September 2024</li> </ul> <p>The Chairman thanked everyone for attending.</p>