

AGENDA

Meeting: Chippenham and Villages Area Board

Place: Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham, Wiltshire, SN15 3QN

Date: Monday 11 March 2024

Time: 6.30 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 6:00pm

Please direct any enquiries on this Agenda to Stuart Figini (Senior Democratic Services Officer), direct line 01225 718221 or email stuart.figini@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

Recording and Broadcasting Information

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Parking

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Public Participation

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

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](#).

Our privacy policy is found [here](#).

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

Area Board Officers

Strategic Engagement & Partnerships Manager (SEPM) – Ros Griffiths – ros.griffiths@wiltshire.gov.uk

Area Board Delivery Officer – Louisa Young – louisa.young@wiltshire.gov.uk

Democratic Services Officer – Stuart Figini – stuart.figini@wiltshire.gov.uk

Items to be considered	Time
<p>1 Apologies</p> <p>To receive any apologies for absence.</p>	
<p>2 Minutes (<i>Pages 1 - 10</i>)</p> <p>To confirm the minutes of the meeting held on 11 December 2023.</p>	
<p>3 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>4 Chairman's Updates</p> <p>The Chairman will give an update on outcomes and actions arising from previous meetings of the Area Board:</p> <ul style="list-style-type: none"> • Louisa Young – Secondment Community Conversations • Chippenham Highways Matters • Five to Thrive Chippenham Community Project 	
<p>5 Information Items (<i>Pages 11 - 54</i>)</p> <p>The Board is asked to note the following Information items:</p> <ul style="list-style-type: none"> • Community First • Healthwatch Wiltshire • Update from BSW Together (Integrated Care System) • Culture Strategy and Consultation • Local Nature Recovery Strategy Public Engagement – Video • FACT Family Help Programme Update • Archaeology Service Annual Newsletter 2023 • Best Kept Village Competition 	
<p>6 Partner and Community Updates (<i>Pages 55 - 56</i>)</p> <p><u>Written Updates</u></p> <p>The Board is asked to note the following written and online updates attached to the agenda:</p> <ul style="list-style-type: none"> • Neighbourhood Policing Team • Age UK Update <p><u>Verbal Updates</u></p> <p>To receive any verbal updates from representatives, including:</p>	

- Parish Forum
- Parish and Town Councils
- Other Community Groups

7 **Area Board Priority Updates** (Pages 57 - 64)

To receive updates from Lead Councillors for the local Area Board priorities and the Area Board Working Group.

- **Priority** - Youth engagement and supporting positive mental health and wellbeing in young people (Cllr Ross Henning, Cllr Peter Hutton, Cllr Liz Alstrom, Cllr Kathryn Macdermid, Cllr Adrian Foster)
- **Priority** – Addressing climate change (Cllr Nick Murry and Cllr Macdermid)
- **Priority** – Promoting wellbeing and reducing social isolation in older and vulnerable people (Cllr Clare Cape)
- **Priority** – Supporting the local economy (Cllr Howard Greenman, Cllr Nick Murry)
- **Priority** – Reducing anti-social behaviour (Cllr Ross Henning, Cllr Liz Alstrom)

8 **Community Area JSNA**

The SEPM will provide an update on the JSNA consultation. A link to Wiltshire Intelligence is here - [Wiltshire Intelligence - Bringing Evidence Together](#).

9 **Area Board Funding** (Pages 65 - 70)

To note the current remaining budgets and to consider any applications for funding, as detailed in the attached report and summarised below:

Remaining Budgets:

Community Area Grant	Older & Vulnerable	Young People
£7,068.02	£0.00	£11,012.80

Area Board Initiatives:

Ref/Link	Grant Details	Amount Requested
ABG1595	Cllr Initiative – Teen Takeover	£5,000

Community Area Grants:

Ref/Link	Grant Details	Amount
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		Requested
ABG1487	Biddestone Cricket Club – New Changing Rooms	£5,000
ABG1534	Wilts and Berks Canal Trust – Tow Path Flail Mower	£1,175
ABG1709	10 th Chippenham Guides - Tents	£875

Older & Vulnerable Grants:

Ref/Link	Grant Details	Amount Requested
	None	

Young People Grants:

Ref/Link	Grant Details	Amount Requested
ABG1655	Chippenham Cricket Club – Junior Training Equipment	£500
ABG1659	Chippenham Hockey Club – Youth playing and protective equipment	£450
ABG1662	Chippenham Youth Theatre – Senior Class Bursaries	£1,000
ABG1665	Chippenham Town Bowls Club – Youth Equipment	£500

Further information on the Area Board Grant system can be found [here](#).

10 **Local Highways and Footpath Improvement Group (LHFIG)**
(Pages 71 - 170)

To note the minutes and consider any recommendations arising from the last LHFIG meeting held on 3 October 2023 and 25 January 2024, as set out in the attached report.

11 **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

12 **Future Meeting Dates and Close**

Future Meeting Dates (6.30-8.30pm):

- 10 June 2024
- 2 September 2024

9:00pm

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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

Please direct any enquiries on these minutes to:

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

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

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

<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"> • Asset Management – some numbers • Investment in the network • The Local Transport Plan • Public Transport Review – consultation • Local Issues to Chippenham • Highways Maintenance - inc. benchmarking • Reasons for the number of potholes and how these are repaired • Innovation and the defect dashboard • Flood prevention • The Local Highway & Footway Improvement Group • Parish Steward Scheme • Verge and litter clearance – extra funds <p data-bbox="336 1568 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"> 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> 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> 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

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><u>Decision</u> The minutes of the meeting held on 25 September 2023 were agreed as a correct record and signed by the Chairman.</p>

63	<p><u>Declarations of Interest</u></p> <p>Declarations of interest were made by the following Councillors in relation to agenda item10 - Area Board Funding:</p> <ul style="list-style-type: none"> • Cllr Nic Puntis – Yatton Keynell Recreation Association – as a resident of Yatton Keynell • 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.
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"> • Cost of Living Update • Independent Visitor Scheme Update • Police and Crime Commissioner Annual Report
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"> • Archaeology Service Annual Newsletter • Healthwatch Wiltshire • BSW Together (Integrated Care Board) • Community First • Wiltshire AGE UK • Wiltshire FACT Programme
66	<p><u>Outside Body Appointment</u></p> <p>The Area Board considered a request to appoint a representative to Chippenham Pride.</p> <p>Resolved: To appoint Cllr Liz Alstrom as the Area Board representative on Chippenham Pride for the year 2023/24.</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>d) Ivy Wildlife Garden – agreed £500 towards Ivy Wildlife Garden repairs and improvement under delegated authority</p> <p>e) Chippenham Uniform Exchange – agreed £500 towards equipment for new premises under delegated authority.</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>Resolved:</p> <ol style="list-style-type: none"> 1. To receive the notes of the meeting held on 6 July 2023. 2. To receive the notes and consider any recommendations of the meeting held on 3 October 2023 at the next Area Board meeting.
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"> • 11 March 2024 • 10 June 2024 • 2 September 2024 <p>The Chairman thanked everyone for attending.</p>

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Trustee Recruitment

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

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

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

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

The deadline for applications is 1st March 2024.

New Service User Engagement Service

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

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

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

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

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

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

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

For more information email enquiries@communityfirst.org.uk

Oxenwood 2024 Activity Programme

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

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

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

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

For more information or to book your activity or residential email: enquiries@oxenwoodcentre.com

Community-Led Housing Project

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

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

Regulation 14 Consultation

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

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

Splash Annual Report

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

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

Building Bridges and Inspire Swindon Programmes

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

Building Bridges Wiltshire

Support for people aged 16+ in Wiltshire.

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

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

Building Bridges Swindon

Support for people aged 18+ in Swindon.

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

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

Inspire Swindon

Support for people aged 15-18 in Swindon.

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

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

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

Briefing prepared by:

Ellie Ewing

Marketing and Communications Manager (Community First)

eeving@communityfirst.org.uk

Healthwatch Wiltshire calls on public to help set priorities

We're calling on the people of Wiltshire to tell us what you think we should be working on in the coming year.

Each year we decide on our key projects, based on public feedback, and we'd like your views to help us plan what we should be focusing on in the next 12 months.

We have shortlisted six potential projects for 2024/25:

- The wellbeing of children and young people
- Pharmacy
- Care at home
- Accessibility of health services
- How the cost of living is affecting our health
- The impact of living in a rural county

Tell us what you think

Let us know what you think should be a priority for Healthwatch Wiltshire by [completing our short online survey](#). You can also call us on 01179 654444.

You will also be able to tell us your thoughts at events we'll be attending over the next few weeks. Visit our Events page to find out where we're heading.



Stacey Sims, Healthwatch Wiltshire Manager, said: "Our work for the year ahead will be driven by what the people of Wiltshire tell us is important to them. We want to make sure that the public continues to play a key role in helping to shape the health and care system, both now and in the future."

The survey is open until 5pm on **Wednesday 20 March**.

[Fill in the survey](#)

Sign up to our mailing list to stay in touch

We'd love to stay in touch with you following our transfer to our new provider, The Care Forum, in January.

To continue to receive our news and updates, please give your permission by

signing up to our mailing list again. Or if you're yet to join the list, then why not sign up today?

Sign up on our website, or email us at info@healthwatchwiltshire.co.uk

Update for Wiltshire Area Boards

January 2024

Improving cancer early diagnosis and survival in BSW

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

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

Primary Care cancer projects

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

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

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

Targeted lung health checks

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

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

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

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

Offering help to region's military families

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

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

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

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

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

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

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

Home First Project

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

So far the project has:

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

Next Steps are:

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



Oxenwood Outdoor Education Centre

Activities

2024 season



Adventure activities

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

Orienteering / Navigation

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



Walking (Local area)

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



Walking (Local area) – night / evening walks

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

Team building / problem solving activities.

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

Environmental studies

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

Woodland activities

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



Offsite activities

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



Corporate groups / staff days out / activities

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

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

¹ Mountain days for minors are restricted to smaller groups – please call for information.

Curriculum enrichment days – History/literacy/drama

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

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



First aid training courses

On Site Training²

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

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

Contact information:

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

Enquiries@Oxenwoodcentre.com or call 01380 732806.

² Accommodation and meals can be offered during multi-day courses

Patron: Her Majesty The Queen

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

Community First Trustee Information Pack



Details

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

Introduction

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

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

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

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



About Us

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

Brighter Futures

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

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

Vibrant Communities

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

We support communities across Wiltshire and Swindon

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

Inspiring Ideas

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

Find Us Online

Our website:

www.communityfirst.org.uk

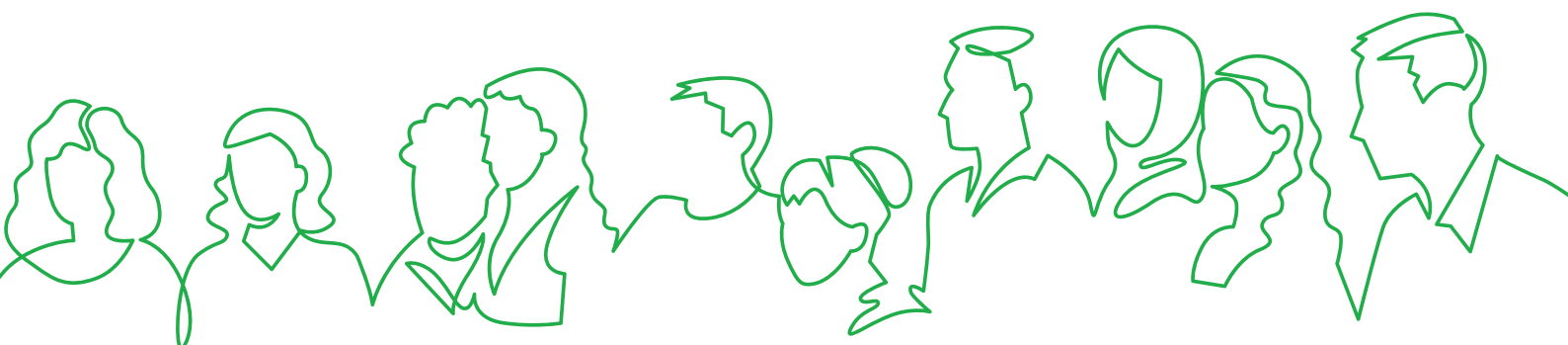
Social media:

X: @CommFirstWilts

Facebook: @CommunityFirstWiltshire

Instagram: @CommunityFirstWiltshire

LinkedIn: uk.linkedin.com/company/community-first



The Role

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

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

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

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

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

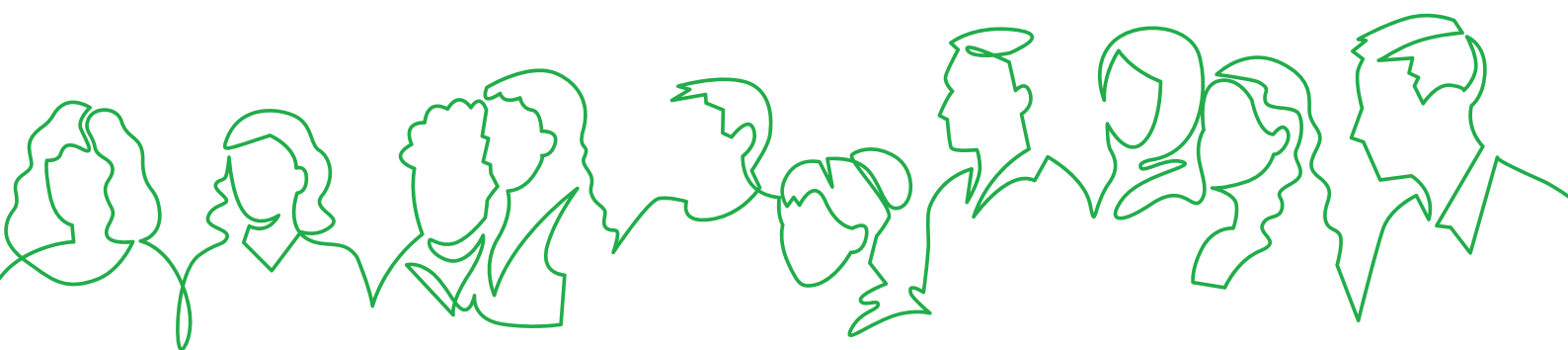
Role Specification

Community First Trustees have the following responsibilities:

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

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

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



Person Specification

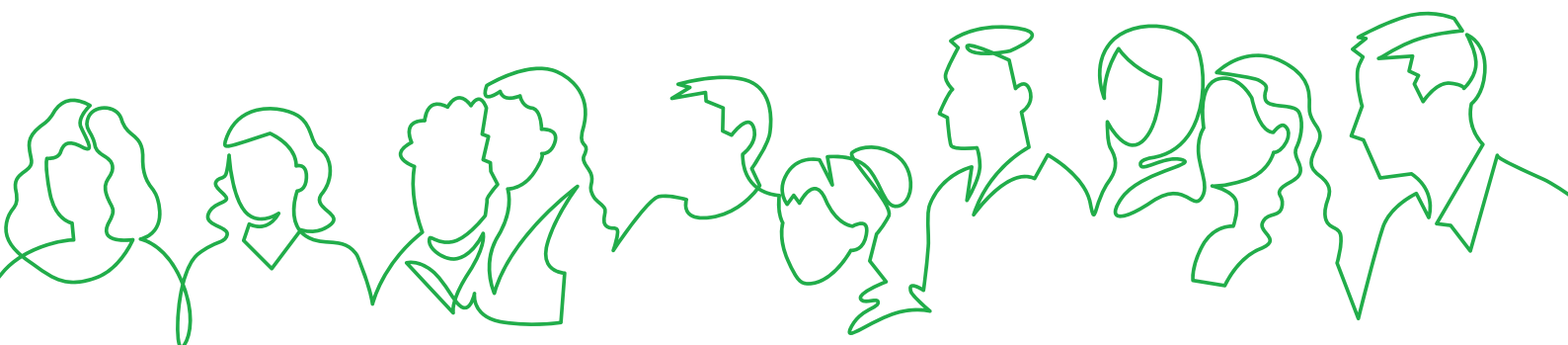
Essential

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

Desirable

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

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



Terms of Appointment

Appointment Length

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

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

Time commitment

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

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

Payments to Trustees

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

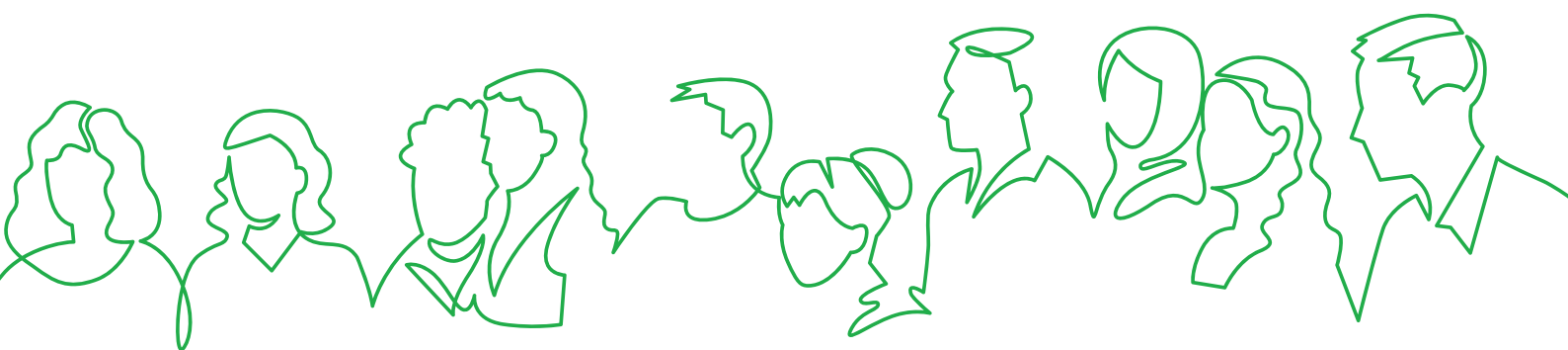
How to Apply

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

Email: ntheobald@communityfirst.org.uk.

The deadline for applications is 1st March 2024.

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



Vibrant Communities Brighter Futures

COMMUNITY
FIRST

Patron: Her Majesty The Queen

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

Community First Trustee Information Pack

Contact Us:

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

01380 722475

enquiries@communityfirst.org.uk

Find us Online:

Our website:

www.communityfirst.org.uk

Social media:

Facebook: @CommunityFirstWiltshire

X: @CommFirstWilts

Instagram: @CommunityFirstWiltshire

LinkedIn: uk.linkedin.com/company/community-first



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

Registered with the Financial Conduct Authority No: FRN 311971

Area Board Briefing Note

Service:	Leisure Communities and Culture
Date prepared:	21 February 2024
Further enquiries to:	Tamzin Earley Arts and Funding Manager
Direct contact:	Tamzin.earley@wiltshire.gov.uk

Wiltshire Council is creating a 2024-2030 Cultural Strategy, which is in part funded by Arts Council England, to place culture and creativity at the heart of Wiltshire's economic and social future.

Culture is a way to reconnect people with the places they live, providing a sense of belonging and contributes to health and wellbeing and connects people with their communities. It stimulates growth, provides employment, and supports enterprise, making cities, towns and villages vibrant places where people want to live, work, and raise a family. The 2024-30 Culture Strategy for Wiltshire will aim to place culture and creativity at the heart of Wiltshire's economic and social future, and this can only be achieved through a distinctive vision and plan created with the broadest possible range of views. Therefore, they are engaging with a range of stakeholders to help shape the strategy and want to hear from you. They would be grateful for members of the public to complete their survey by the 24 March 2024.

You can find more information and link to the survey at <https://www.wiltshire.gov.uk/news/have-your-say-on-wiltshires-emerging-cultural-strategy>

Local Nature Recovery Strategy Public Engagement

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

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

Video - link below

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

https://youtu.be/M1_Bi1ctnys?feature=shared

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



FACT Family Help Programme

Update November 2023

Background

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

What do we mean by 'Family Help'?

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

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

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

Autumn Update

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

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

Branding

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



Online Platform

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

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

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

Family Hubs

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

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

Locality Pilot

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

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

Other key developments in the pilot area include:

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

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

- Development of responses to the agreed local priority issues:

 - Emotional well-being

 - Support for parents

 - Impact of the cost of living crisis



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

Piloting of Restorative Approaches in a number of schools

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

Workforce Development

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

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

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

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

Outcomes Framework

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

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

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

Please contact fact@wiltshire.gov.uk if you'd like to find out more or get involved.

ARCHAEOLOGY SERVICE

WELCOME TO WILTSHIRE COUNCIL ARCHAEOLOGY SERVICE'S FIRST ANNUAL NEWSLETTER

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

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

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

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

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



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



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



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

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



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

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

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

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

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

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

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

If you are interested in volunteering, please contact the Archaeology Service at archaeology@wiltshire.gov.uk

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



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

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

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

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

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

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



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

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

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

TREE-RING DATING - THE HIGHS AND THE LOWS

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

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

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



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

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



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

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



WILTSHIRE AND SWINDON'S HISTORIC ENVIRONMENT RECORD

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

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

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

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

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

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

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

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

AN IMPORTANT BRONZE AGE BURIAL GROUND AT NETHERHAMPTON ROAD, SALISBURY



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

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

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



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

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

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

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

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

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

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

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

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

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





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

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



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

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

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

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

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

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



SOME FINDS REPORTED TO WILTSHIRE'S FINDS LIAISON OFFICER



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

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



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

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

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





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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

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

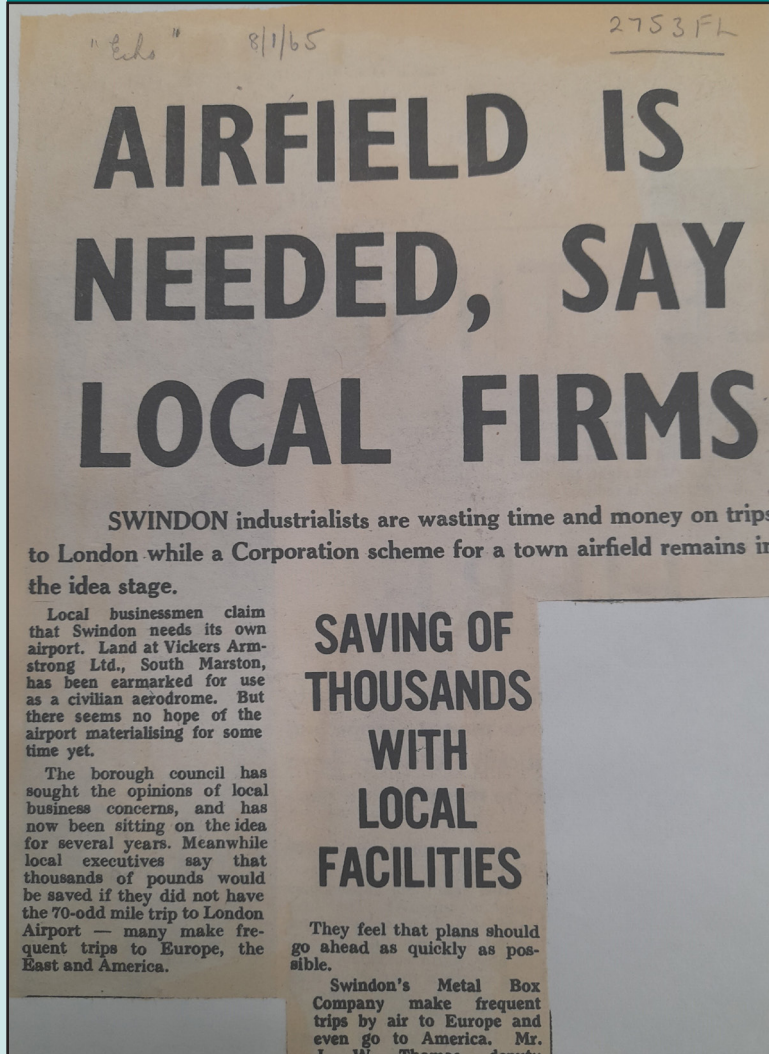


PLANES, TRAINS AND AUTOMOBILES – AN IMPORTANT SITE OF SWINDON'S 20TH-CENTURY INDUSTRIAL HERITAGE REVEALS ITS ANCIENT PAST.

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

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

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



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

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

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

Area Board Briefing Note

Service:	WILTSHIRE BEST KEPT VILLAGE COMPETITION
Date prepared:	14 FEBRUARY 2024
Further enquiries to:	admin@cprewiltshire.org.uk
Direct contact:	Mike Manson 01380 722157

Wiltshire's Best Kept Village Competition has been running annually since 1959. It encourages village residents to work together, both to present their surroundings attractively as a contribution to enhancing the countryside and also to build a stronger community. We would welcome the Area Boards support in promoting and encouraging participation in the competition to keep Wiltshire looking beautiful.

The competition is based on the areas of the four old District Councils and is separated into 3 categories: small villages with populations of less than 300; medium villages with populations between 301 to 1,000 residents; and large villages with populations between 1,001 to 3,500 residents. Entries have to be submitted by mid-April and will be judged sometime during the period mid-May to mid-June to produce the first-round winners. The four District winners in each size category then compete against each other in July where they are judged by new pairs of judges to find the overall winners in each of the three size categories.

The overall winners from the previous two years are invited to enter a separate section of the Competition where the winner receives the Laurence Kitching Award. That village can truly be called the "Winner of Winners" in Wiltshire.

Judging is based on a written submission, viewing a village's website and a site visit which focuses primarily on external areas around communal buildings and public areas such as village greens, footpaths, car parks, noticeboards, bus shelters etc. The judges will be looking for evidence of a vibrant village which puts time and effort into its clubs and organisations and keeps litter and general untidiness to a minimum. However, it is emphasised that it is not a "chocolate box" competition. Judging is based upon how well a village is presented, not on how pretty it is. *Entries do not have to come from the parish council: a resident or group could prepare and submit it although the parish council should ensure that only one entry per village is submitted.*

Presentations of certificates and monetary prizes takes place from September onwards, ideally at village events. The main Presentation Day, in September, is led by The Lord-Lieutenant of Wiltshire (the President of CPRE Wiltshire), the Chairman of CPRE Wiltshire, the sponsors' representatives and senior members of Wiltshire Council. They visit each of the winning villages where they unveil a standard and present the other prizes. As well as the main winners' awards, there is a Best Newcomer Award and a Merit Prize for consistent high performance.

Further details including Guidelines can be found on the CPRE Wiltshire website at <https://www.cprewiltshire.org.uk/discover/wiltshire-best-kept-village-competition-documents/>.

We would welcome the Area Boards support in promoting the Best Kept Village competition.

We also welcome new offers from potential judges and also suggestions for sponsors both of the whole competition and of individual prizes.



Charity Shops and Information Hubs:

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

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



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

Fitness and Friendship:

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

Meals+:

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

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

Neighbourhood Collaboratives/Health:

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

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

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

Chippenham and Villages Climate and Ecological Emergency Forum

NOTES

25 January 2024 – 7:30pm – 9:00 pm

Meeting: Online via Teams – Link in e-mail

1. Welcome and introductions

- (NM) Cllr Nick Murry, Chair
- (KM) Cllr Kathryn MacDermid, Wiltshire Council
- (RG) Ros Griffiths, Wiltshire Council
- (KS) Karen Simpson, Wessex Water
- (JM) Jacky Macqueen, Wiltshire Climate Alliance
- (AW) Adam Walton, Corsham Climate Action
- (GW) Graham Watson - Kington Langley Parish Council
- (LO) Laurence Cable, Cycle Chippenham
- (KS) Wessex Water, Community Connector

2. Apologies

- (CW) Cate Watson, Chippenham Town Council
- (LY) Louisa Young, Wiltshire Council

3. Chair's Announcements

(NM) shared the latest findings from the [Copernicus Climate Change Service](#) highlighting December 2023 was the warmest December on record globally, ending a year in which the seven month from June to December all broke temperature records, making 2023 the warmest year since records began.

(LC) shared a recent article about the headlines on tipping points being too negative and more positive reporting would drive better behaviour change.

4. Update from Community Groups

Wiltshire Climate Alliance Green Open Homes event 9 to 17 March

(JM) Shared her personal journey on retrofit having undertaken carbon literacy training.

[Wiltshire Climate Alliance](#) was organising a [Green Open Homes event 9 to 17 March](#) to provide an opportunity for residents who have made energy saving home improvements to open up their homes and share experiences.

Visiting a home was a great way to find out about the reality of getting solar panels, insulation, triple glazing, or new heating options without talking to a salesman. Residents could have a good look at the technology, ask the home-owner whether

Chippenham and Villages Climate and Ecological Emergency Forum

NOTES

the installation was a hassle, and find out how much they could really save on their energy bills as a result.

It was highlighted that 42,700 homes in Wiltshire require loft insulation and 30,000 households in Wiltshire and Swindon live in fuel poverty.

[GOH](#) was a successful national model where detailed plans were in place to help homeowners to get involved. WhatsApp tours were an option if residents preferred to facilitate a tour remotely. A media pack would be developed with Wiltshire Council's Climate Team.

Assistance was sought with:

- promotion of the event and the [WCA home improvement page](#)
- identifying homes with retrofit projects
- volunteers

(RG) offered to help promote the event to Area Board Environment Leads through the Engagement and Partnership Managers working across the county. (NM) suggested the Zero Chippenham PV scheme details and thermal imaging camera be added to the WCA website. (LC) suggested targeted promotion of areas in Chippenham with a higher proportion of houses with solar panels.

Cycle Chippenham

(LC) shared a map highlighting local projects and achievements that had made a tangible difference e.g. barrier removal, new cycleways, way finding signage. These projects were the result of a community group working proactively with local members, councils and organisations such as Bath and West Community Energy. Several projects had been delivered through the Area Boards Local Highways and Footway Improvement Group (LHFIG).

The paths from the new Rowden Park Development would be continued and fully connected with money from the Developer.

Wessex Water

(KS) confirmed the Refill point was reopening in the entrance to Borough Parade and plans were afoot to re-invigorate the refill scheme working with the Town Quarters team. (KS) had spoken to Bristol Avon Rivers Trust who were trying to recruit River Fly monitors. Plans were in place to run another Yellow Fish Campaign and to engage with pharmacists ahead of an awareness campaign to promote safe take back of unused medication.

Zero Chippenham

(NM) PV schemes were ongoing with the group applying for more thermal imaging cameras and resources to enable people to follow up with measures. A workshop was being planned supported by CSE looking at energy and water efficiency and

Chippenham and Villages Climate and Ecological Emergency Forum

NOTES

generation of renewables. The workshop was aimed at those not yet engaged in conversations and would take place at the Community Hub.

Zero North Wilts

(NM) highlighted that work towards the community energy offer was ongoing, the group was looking to get a first share offer going for Sheldon School, a buy back of the solar being developed there and to establish a community benefit fund.

Corsham Climate Action / WCA

(AW) shared information about a film taking place at Pound Arts on 6 Feb: Once You Know. Parliamentary candidates for the new Chippenham constituency would be joining in a climate discussion and Q&A

Engagement and Partnerships Team

(RG) Updated the group that Louisa Young had been seconded to a new role in the Community Conversations Team and that she would be supporting the CCEEf in the interim until recruitment for a new Area Board Delivery Officer had taken place.

5. Update from Towns and Parishes

Chippenham Town Council

(KM) (NM) – The Sustainable Businesses event with Good Energy event was taking place Thursday 14 March 6-7.30pm. Eco-Future Fest was being scheduled for October and a new Tree scheme had been launched. [Residential Tree Scheme 2024 Survey \(surveymonkey.com\)](#)

Kington Langley PC

(GW) A planning meeting had taken place for Red Barn Solar, it had been useful to hear residents views. The Parish was planning to do a 2nd year of No Mow May. In contrast to last year the thermal imaging camera had been underutilised. (NM) suggested Zero Chippenham could make use of the camera.

6. Questions for Parish Councils

Draft questions for Parish Councils were shared. The purpose of this exercise was to ascertain if any local activity was taking place, to increase engagement and get discussions going. Feedback received in advance of the meeting had suggested some of the language was too complicated and may put some parish councils off from responding.

Thoughts from the group included:

- It was important to distinguish between role of parish council in their own organisation e.g. buildings and land owned, and also the local area e.g. working with groups and partners, facilitating behaviour change and engaging residents on actions.

Chippenham and Villages Climate and Ecological Emergency Forum

NOTES

- Transport/Active Travel should be listed first as the biggest contributor of greenhouse gases in Wiltshire and where biggest change could be made and active travel should be highlighted - not just electric vehicles.
- Support notes/local examples could be included with local case studies e.g. neighbourhood plans, bio-diversity survey's, tree planting, PV schemes, EV charging, grants and support.

All agreed it was a useful vehicle for getting discussions going.

(NM) to produce a final version.

(RG) explained that the Climate Team had worked in partnership with CSE to organise workshops for town and parish councils last year to help them develop climate action plans and were planning to re-engage with those that took part in 2024.

(RG) agreed to speak with the Climate team to confirm what the take-up had been from the Chippenham Area and plans to communicate further with the parishes who participated.

It was suggested (NM) attend a future Chippenham Parish Forum to promote CCEEF.

7. Climate Change adaption

(NM) flagged this as a future area of interest for the group. Wiltshire Council was working up a new Adaption and Resilience Plan so groups and parishes could start thinking about this in readiness for future consultation and building into Neighbourhood and local plans.

The Environment Directory project was ongoing however additional resource was required. One Chippenham had offered to host the Directory on the website.

8. Date for Next meeting:

TBC

NOTES



23rd January 2024 9:45am – 11am

Meeting : In Person, Sheldon School

1. In attendance

(LA) Cllr Liz Alstrom
(KM) Cllr Kathryn Macdermid
(RH) Cllr Ross Henning
(AF) Cllr Adrian Foster
(LY) Louisa Young, Wiltshire Council
(LG-M) Laura Graham-May, Chippenham Borough Lands & Rag & Bone Arts
(HR) Heather Rae, Chippenham Town Council
(AS) Andy Symes, Sheldon school
(DH) Daniel Harvey, Wiltshire Council
(GM) George McCaffery, Chippenham Hub & Corsham Town Councillor
(SK) Simon Kain, Hardenhuish school
(FW) Fiona Wheadon, Chippenham Sports Club
(JC) Jo Cooke, Chippenham Sports Club
(ES) Eddie Simms, Rotract
(KN) Katerina Newbury, Rotract
(NT) Nicky Trollope, Rise Trust
(KS) Karen Simpson, Wessex Water

2. Apologies

Nick Norgrove, Abbeyfield school
Dave Tregiligas, Abbeyfield school
Heather Leach, The Arts Society
Richard Pomfrett, The Stay Safe Initiative
Elaine Davis, Chippenham Museum
Luke Jones, SMASH
(JH) Jessica Hilsdon, 4Youth
(DN) Deborah Narraway, Wiltshire College

3. What's Happening in your areas and update on any actions from last meeting

(SK) Hardenhuish – current project refurbishment of the gym which will be opened up for community use. Students looking to apply to Wiltshire youth parliament and will also raise about Chippenham town's youth council as may be of interest.

(FW) Chippenham Sports Club have moved their open day to Sunday 28th to link in with Teen Takeover. The air dome has reached its end of life and the club are in the early stages of a project to replace it with new sports hall which will be available for community

use.

(AF) Sheldon Methodist church thanked the area board for funding and updated on trips they have done and are planning. Will be doing residential in August and in future will be working more with Salvation army.

(ES) Rotract – introduced Rotract to the group 18-30 year olds who meet every couple of weeks at Grounded in Chippenham, looking to grow awareness.

(AS) Sheldon School have been adding enrichment such as sports equipment to break times. Have been working with the Rise Trust and NT has been doing a pop-up session each week. Community work included visiting care homes and a reverse advent calendar.

(NT) Rise Trust updated on award of Safer Streets funding and increased work on county lines in Wiltshire and Sheldon school. Have also been awarded million hours funding for Chippenham. Have been listening to young people and the feedback is they are sport focused and so would be great to get them engaging with some of the activities mentioned by the sports club. Young people are particularly interested in having a go at darts.

(HR) Chippenham Youth Council - the Youth Council is open to all young people aged 18 and under who are interested in representing the view of young people in Chippenham. The Youth Council works with the Town Council, the Town Council can ask for the view of the Youth Council and the Youth Council can update and provide feedback to the Town Council. The Youth Council engage with young people in the town and involve them in the democratic process to inform and influence decisions that affect them. Key topics they have discussed recently are climate and the environment and vaping.

Other meetings are organised to work on projects and events as they happen. The skills that young people can work on are leadership, debate, democracy, decision-making, listening, problem-solving and communication. The group meets once a month at the Town Hall in Chippenham, currently on Tuesday evenings from 4.45pm for about an hour. Applications can be made by filling out the attached form, for more information please contact youthcouncil@chippenham.gov.uk

(LG-M) Rag & Bone – teen improv and art.

As they have been attracting young people with higher (not always diagnosed) needs – went to improv to take out the pressure of performance. Will be exploring funding from Wiltshire community fund to add in a performance session. Artists will be replacing the art wall in the library.

Chippenham Borough lands – have got a new CEO. Working with Melt Productions on Fringe February lots of events suitable such as Doug Gillan street artist and all 18-29 tickets are half price and teen tickets lower. Instant wit & take the stage on the Friday night.

ACTION: LG-M sending poster to send out to LYN

GM updated on Chippenham community hub's increased work with young people. Also personally trains guide dogs and as part of that does a guide dog talk and is more than happy to come into schools or visit youth clubs, asked to share his contact details so anyone interested can get in touch:

George.mccaffery@guidedogs.org.uk 07803 415655.

KS Wessex Water briefly updated on the work Wessex water have been doing in area and what they can offer such as the educational advisers visiting. Mentioned the yellow fish project to highlight that water from drains goes directly into the water course and the Hello Lamp post signs around the town. Links are below and resources attached to minutes.

[Education | Wessex Water](#)

[Community Connectors | Wessex Water](#)

Bristol Avon Rivers Trust Yellow Fish [Yellow fish invade Bristol - Bristol Avon Rivers Trust](#)

Karen can be contacted by e-mail karen.simpson@wessexwater.co.uk 07443 302613

4. Youth Grants

LA advised that there is youth revenue funding available for providing positive activities for young people, including for activities over the teen takeover weekend and taster sessions after. There is still over £11,000 of funding available to invest, though there are some projects in the pipeline, the next Area board meeting is 11th March the deadline for applications is 12th February 2024. LA invited any ideas that people had had and asked everyone to promote the available funding.

Sheldon school raised the question about whether funding was available for schools, and it was clarified that they could apply but funding activities that take place during school hours was unlikely. Afterschool activities could be discussed and considered.

AF investigating the possibility of taking 1-2 coaches of disadvantaged children to Thorpe park. Likely cost of £800 per coach, £21 per head per person and would provide a packed lunch and evening meal. DBS leaders including from heals and Salvation Army and likely to be end of August. Some discussion held about how to decide on young people to invite perhaps through social workers or schools CIN register. This would not be open to behaviorally challenged children.

5. Teen Takeover 27th & 28th April 2024

Positive discussion about plans for Teen Takeover. Everyone happy to help promote the weekend and activities going on.

Saturday

Sports Club:

There will be a cricket match held at the sports club which anyone is welcome to watch.

Rag & Bone St Paul's Hall
Improv and art sessions

Stanley Park:
Normal football sessions

Monkton Park:
Normal Park Run

Discussed activities to be held at the MUA. Consider Rise Trust / Blue Bus basing there on the Saturday?

ACTION: DH looking into inclusive rugby session

Neeld Hall

The town council Youth Parliament and the Museum's Photography club will be based in the Neeld Foyer and are planning to hold a competition and have a healthy budget for a prize which will be awarded at the Eco-Fest event in October.

Food

Sheldon Methodist Church will look into if it is possible to hold a community lunch free to all young people. There wouldn't be a need to book this.

ACTION : AF looking into possibility and volunteers to assist

Sunday

Chippenham Sports Club have moved their open day to this weekend and will hold on the Sunday. This will involve all the groups that base themselves at the sports club.

Food

Thought is to fund the provision of free food for young people 13-19 years old, the most popular suggestion was that the sports club normally do a card that is stamped for each activity tried and this could be used to provide food for young people from the food vans which could be funded by the area board.

Rise Trust keen to take their young people.

If there is likely to be young people and the AWS are able to assist with volunteers in Hullavington the Blue Bus could be in Hullavington on the Sunday.

KS Wessex Water investigating options for the educational team and what they could do over the weekend that would link in.

Various discussions around the transport available for young people from the surrounding villages to be able to access activities going on in Chippenham. Suggestions included covering the cost of bus tickets and investigating use of community transport scheme.

ACTION: AF – contacting to check availability

6. Any other business

Five To Thrive – 28th February at the Olympiad. Some will have already received this invitation and it is open to all, invitation attached to minutes and all asked to advise if they or someone in their organisation will be attending areboards@Wiltshire.gov.uk.

JSNA – community data and consultation will be shared with the LYN next month, feedback to the consultation and future discussion will help shape the area board action plan.

7. Proposed date for Next meeting:

Tuesday 19th March 9:45am ideally in person, venue tbc.

(This Forum has agreed to meet on a quarterly basis).

Chippenham Area Grant Report

Purpose of the Report

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

Area Board Current Financial Position

	Community Area Grants	Youth Grants	Older and Vulnerable People Grants
Opening Balance For 2023-24	£ 33,527.00	£ 30,500.00	£ 7,700.00
Awarded To Date	£ 26,458.98	£ 19,487.20	£ 7,700.00
Current Balance	£ 7,068.02	£ 11,012.80	£ 0.00
Balance if all grants are agreed based on recommendations	£ 18.02	£ 3,562.80	£ 0.00

Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
ABG1487	Community Area Grant	Biddestone Cricket Club	Biddestone Cricket Club New Changing Rooms	£12540.00	£5000.00

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<p>Project Summary: BCC wishes to provide fit-for-purpose changing rooms on our "Second" pitch so that we can continue to accommodate growing numbers of junior members as well as our new Women's and Girls' team. BCC is a 75 year old village cricket club and a "Community Amateur Sports Club" which is run entirely by volunteers (including 12 qualified volunteer coaches) and provides cricket activities to its members and non-members throughout the year. As well as having 100 senior members, our junior membership has grown significantly in recent years so that we now have over 130 junior members. Non-members can also join our winter nets programme, our ECB All Stars programmes (which introduce cricket to those aged 5-8 years old) and our affordable holiday camps. Those who play cricket at BCC come from numerous local villages (including Biddestone, Yatton Keynell, Sherston, Kington St Michael, Grittleton, Sevington and Allington) as well as from Chippenham and Corsham. In addition to our U9s, U11s and U13 squads, two years ago we added an U15 squad as it had become apparent that a number of children dropped out of cricket if the only progression from U13s was to join the Senior squads. This season, as those U15s move on again, we plan to introduce a new U19 squad so our oldest children have their own squad as well as being able to play Seniors cricket. In addition, this Season we have started a new Women's and Girls' softball team to meet a local demand for this. At a time when our number of squads, and therefore number of matches to be played, is growing we have unfortunately lost two of our three volunteer groundsmen who recently stepped down. We have been unable to fully replace them although a number of members have offered to help as much as they can. As a result, we will need to make more use of our artificial pitch for matches (to reduce the need to prepare grass strips). The artificial pitch is located on the Second Pitch. All of this means that we need to make much more use of our "Second" Pitch than we have to date in order to accommodate all our junior matches and our new Women and Girls' softball team. Whilst the First Pitch benefits from purpose-built changing rooms, the Second Pitch currently makes use of a dilapidated shed (as the home changing room) and a donated flat-pack metal construction (as the away changing room) which has full length windows (making it unsuitable for a changing room especially for women and girls). Neither is fit for purpose and both provide very poor facilities for anyone playing a match on the Second Pitch (as can be seen from the photos attached). This Project seeks to replace the shed and metal construction with a high-quality, timber, purpose-built home and away changing facility, as detailed in the attached documents, to ensure that the increased number of players using the Second Pitch have safe, well-maintained changing facilities. To fund the Project, we are also seeking a grant from the ECB, via Wiltshire Cricket, towards the total cost.</p>					
ABG1534	Community Area Grant	Wilts and Berks Canal Trust	Tow Path Flail mower	£2950.00	£1175.00
<p>Project Summary: Cutting the tow path and canal banks of 2.2km of canal tow path is tiring work for our volunteers, average age 65, takes a lot of time and fuel. The Trust raised over 20k to buy a tractor and are now hoping to gain funds to buy a flail unit which will cut the tow path, canal bank grass and the extremities of our wildflower meadows. Not only will this release volunteers for other works it will save fuel and we will be able to consider passing on some of our Stihl brush-cutters to other worthy causes. The cutting of this grass is essential to keep the paths open and the canal banks definable for walkers. The cutting the meadow extremities will ensure wildflowers can grow right to the hedge line. The vast majority of these paths at Pewsham and Greenlane Farm are used residents of Chippenham and surrounding villages.</p>					
ABG1709	Community Area Grant	10th Chippenham Guides	10th Chippenham Guides tents	£1750.00	£875.00
<p>Project Summary: We would like to replace our tents, as we have had them for almost 20 years, and they are at the end of their useful life. This will enable us to take the Guides camping so that they can experience one of the traditions of Girlguiding. They can enjoy having a girl only space, and have the chance of trying out some new activities and learning new skills whilst away.</p>					

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
ABG1595	Youth Grant	Councillor initiative	Teen Takeover	£11000.00	£5000.00
<p>Project Summary: Teen Takeover is taking place on the weekend of 27th and 28th April 2024. The concept is to highlight what is already happening in the town and surrounding community area as well as adding fun activities for young people to include arts, performance, music and sports. The funding will enable this range of positive activities to be provided as free at point of use, to ensure that it is fully accessible to all young people. The local youth network has been included and a number of young people have been consulted.</p>					
ABG1655	Youth Grant	Chippenham Cricket Club	Chippenham CC Junior training Equipment	£1000.00	£500.00
<p>Project Summary: Chippenham CC are expanding their junior offering to more children with the local area, this means we need additional equipment.</p>					
ABG1659	Youth Grant	Chippenham Hockey Club	Youth playing and protective equipment	£450.00	£450.00
<p>Project Summary: Chippenham Hockey Club is wishing to get support to purchase additional playing equipment for our Youth program and update our protective equipment to keep them safe.</p>					
ABG1662	Youth Grant	Chippenham Youth Theatre	Chippenham Youth Theatre Senior Class Bursaries	£2000.00	£1000.00
<p>Project Summary: We are applying for funding to set up bursaries to increase accessibility to the Chippenham Youth Theatre Senior (12 - 18) classes. Despite the affordability of Chippenham Youth Theatre compared to similar projects (£80 per term, compared to £348 per term for Chippenham Stagecoach for example), we know from young people and their parents that cost prevents some young people from being able to join and leads to others dropping out, often as they get older. A fund for bursaries would help us increase accessibility for young people from lower income households in Chippenham. We anticipate offering bursaries via families we already have contact with and secondary school pastoral. We already have young people involved in the Youth Theatre with autism and ADHD diagnoses and could include this aspect in the bursary offer.</p>					
ABG1665	Youth Grant	Chippenham Town Bowls Club	Chippenham Town Bowls Club youth equipment	£500.00	£500.00
<p>Project Summary: Bowls Wiltshire encourage wider participation of our sport amongst all age groups. Encouraging younger players remains a challenge and focus on this area is therefore county-wide. In order to attract younger players, Chippenham Town Bowls Club (CTBC) need appropriately sized, Junior, lawn green bowls in order to facilitate this. These cost £180 per set of 4 bowls and we will need a minimum of 2 sets to help us attract younger players. Chippenham Town Bowls Club is part of Chippenham Sports Club and is ideally located very close to both Sheldon and Hardenhuish secondary schools.</p>					

Background

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

Main Considerations

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

Safeguarding Implications

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

Public Health Implications

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

Environmental & Climate Change Implications

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

Financial Implications

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

Legal Implications

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

Workforce Implications

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

Equalities Implications

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

Proposals

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

Report Author

- Ros Griffiths, Strategic Engagement and Partnership Manager, Ros.Griffiths@wiltshire.gov.uk

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

3rd October 2023 – Meeting Tracker – FINAL

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
1.	Attendees, Apologies & Introductions				
	Present	David Arnup Howard Ham Steve Neades Graham Trickey Lesley Palmer Kirsty Rose Clare Cape Claire Mansfield Ross Henning Matthew Short Nick Botterill Adrian Foster Laurence Cable Karl Eaves Graham Worsnop Alex Hall			
	Apologies	Anthea Kelsall Nic Puntis Howard Greenman Liz Alstrom			

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
2.	Notes of the last meeting (6th July 2023)				
		The minutes and recommendations of the previous meeting were to be considered at the Chippenham Area Board scheduled for the 25 th Sept 2023.			
3.	Finance				
3.1		<p><u>Financial position at 3rd Oct 2023:</u></p> <p>(a) 2023-24 allocation = £36,174 (b) 2022-23 carried forward = £30,946.49 (c) 2023-24 3rd party Contributions = £26,146.07 (d) Total Budget for 2023-24 =£93,266.56 (a+b+c) (e) Existing commitments (incl. carry over schemes from 2022-23) = £86,740.69</p> <p>(f) Current Balance = £6,525.87 (d-e)</p>	<p>30% contribution to be retained.</p> <p>Group to consider additional contributions where there are schemes that may not be otherwise funded.</p> <p>Alternative funding opportunities to be explored – e.g. CIL</p> <p>A discussion was had around CIL funding with Cllr Botterill providing the following information:</p> <p>CIL funding has been set aside for £10m leisure and projects such as Abbeyfield School. Will free up some funding from other budgets for highways spending.</p> <p>To be able to access CIL, a project needs to be on CIL</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
			<p>list and scrutinised by cabinet. Needs to align strategically.</p> <p>How does ringfencing apply? Ringfencing not currently in place – Wiltshire wide pot. But felt it should be balanced with areas that have experienced most development.</p>		
4.	Major Maintenance				
4.1		<p>01/06/2021 Major maintenance list for 2021/22 was included via email, but can also be found here: Highways Asset Management - Wiltshire Council</p> <p>NB query regarding how priorities have been determined based on changes over winter. Concern that the list is out of date.</p> <p>Ladyfield Road was a location previously agreed to move up the list but this has not been done.</p> <p>Charter Road is not on list and is in very poor condition.</p> <p>Question: why Pheasant Rbt is included given current works.</p> <p>The Street Grittleton – concern about condition but is under review for 2025/26.</p>	<p>06/07/23 Highway maintenance programme 2023-2029 can be found here Highways Asset Management - Wiltshire Council</p> <p>The forward plan is updated once a year using data from machine surveys</p> <p>Ladyfield Road will be taken into consideration when working on the forward programme.</p> <p>Charter Road has been measured and is in the list of sites for additional funding.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		KR to pass concerns to Ray McKenzie. LHFIG would like to set up a meeting to discuss the Chippenham community area – Ray to be included?	<p>Site extents are proposed using analysis of the machine survey data — each site is evaluated before any works are carried out and extents may be shortened or lengthened depending on the designers assessment of the site. Any developer works are taken into consideration when designing the actual scheme.</p> <p>The Street at Grittleton will be re- assessed as part of the annual review of sites.</p> <p>There are plans to have a separate series of meetings entitled Highway Matters. The exact format and timings of these events has yet to be agreed.</p>		
5.	Items awaiting decision				
5.1	4-19-5 Hill Rise / Barrow Green, Chippenham	<p>24/01/23 Awaiting TRO consultation for 20mph speed limit.</p> <p>25/04/23 TRO advert to commence 27th April until 22nd May for consultation.</p>	<p>03/10/23 Cabinet member report being processed.</p> <p>Cost estimate reviewed based on new contract rates and estimate is now £11,000. This would be £7700 LHFIG and £3300</p>		KM

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>The estimated implementation costs are £15,000. This is yet to be allocated. Costs to be considered at next meeting following TRO advert.</p> <p>06/07/23 Objections received to advert therefore cabinet member report required. Officer recommendation to proceed as advertised.</p> <p>Implementation costs £15,000 to be considered at next meeting.</p>	<p>CTC. May need to be deferred to next financial year as exceeds current remaining budget.</p> <p>Any scope for CTC to increase contribution to 50% to allow funding to be allocated? Formal request to PET required from ward councillor.</p> <p>LHFIG allocation of 50% from next year's budget subject town council contribution.</p>		
5.2	<p>Waiting Restriction Review – Batch advert – Chippenham Town</p> <p>Includes 4-23-8 Market Place, Chippenham</p> <p>See list of requests provided for info.</p>	<p>The current list has been circulated and includes recent additions requested through LHFIG. A budget allocation for the advertisement cost is required.</p> <p>25/04/23 LHFIG to consider £2500 allocation to fund TRO advert costs.</p> <p>Funding agreed subject to town council contribution. To be progressed to advert.</p> <p>06/07/23 Awaiting town council funding decision.</p>	<p>03/10/23 CTC have confirmed contribution however this also relates to works at Market Place. The proposal for Market Place does not require a TRO but requires signing to be installed and changes to the gate layout.</p> <p>Market Place sign and gate changes are costed at £1400 (£980 LHFIG/£420 CTC). Funding agreed.</p> <p>KR to circulate list of waiting restriction requests.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
5.3	4-20-11 Fairfoot Close to Gascelyn Close	<p>Land negotiations required. Being led by Sustainable Transport. May return to this group for design work/delivery.</p> <p>19/04/2022 KR provided required width information for land to Laura Gosling</p> <p>26/07/22 Initial discussions with Greensquare re: land are encouraging. KR to continue discussions with legal team.</p> <p>04/10/22 Greensquare are in favour of selling land to WC for this scheme at a small cost. It has been agreed that the cost of this, and legal fees, will be covered centrally at no cost to LHFIG.</p> <p>Design work can now progress. Site meeting to be set up.</p> <p>25/04/23 Land purchase is progressing. Design work to take place once resource is available.</p> <p>06/07/23 Awaiting resource for design. Ballpark cost estimate based on similar schemes is £25,000.</p>	<p>03/10/23 An outline plan is attached with the note tracker for consideration. The estimated cost of construction is £30,000.</p> <p>It was asked if there is potential for 3-way funding cycle chippenham/CTC/LHFIG.</p> <p>Cycle Chippenham are to make a £5k request from CTC community donations fund.</p> <p>Request for some funding allocation from next year's budget LHFIG to assist with grant requests.</p> <p>AF proposes LHFIG commit up to £7000, with up to £3000 from CTC PET. Agreed in principle.</p>		
5.4	4-23-25 Bath Road, Chippenham	<p>The Ambulance Service have taken up residency in one of the units on the Bath Road industrial Estate. At peak traffic times our crews are finding it difficult to exit the site even under blue light conditions and have witnessed several instances of panicked members of the public trying to make space.</p> <p>I have been asked to enquire about the possibility of having a hatched box area installed at the exit of the</p>	<p>03/10/23 To provide a yellow box marking covering the junction (approx. 200m2), temporary signals are likely to be needed and as such the permanent signals would need to be switched off.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>estate leading on to the main Bath Road. Wiltshire Council have confirmed that this would require some additional traffic management to be undertaken</p> <p>06/07/23 KR to look at cost estimate as a priority.</p>	<p>Including traffic management, the cost estimate for providing the yellow box marking is £3500.</p> <p>This road is on the list for carriageway resurfacing. KR has asked for confirmation of dates and the possibility of including the yellow box marking as part of those works.</p> <p>Potential next financial year for resurfacing. To be put on hold until then.</p>		
5.5	<p>4-21-18 A350 to A420 Bumpers Farm roundabout to B4039 Yatton Keynell slip road turning</p>	<p>Excessive speeds creating significant highway safety issues. Attached letter refers.</p> <p>Reduction in speed limit from the western approach to the slip road on the A420 to slow traffic and to reduce speeds at Allington crossroads and onwards to Bumpers Farm roundabout. Attached letter refers.</p> <p>14/09/21 Group agreed a speed limit assessment would be appropriate and would like to see this extend further along the A420 to the boundary. North Wraxall and Chippenham Without Parish Councils to be approached to consider a 25% contribution (£625) of the £2500 assessment cost.</p> <p>17/11/2021 PC contributions agreed. KR to order speed limit assessment with Atkins.</p>	<p>03/10/23 The report has been issued with the recommendation to progress a speed limit change in section 3 – Biddestone Crossroads to Ford. The cost of the proposed change is estimated at £16,000. Would like to see it start at the Chippenham side of crossroads.</p> <p>Section 3 bisects the parish boundaries of North Wraxall, Biddestone, Yatton Keynell and Castle Combe Parish Councils.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>£2500 total - £625 NWPC, £625 CWPC, £1250 CATG.</p> <p>22/02/22 Assessment to be undertake in 2022/23 financial year.</p> <p>To be moved to priority 1.</p> <p>26/07/22 Atkins to undertake speed limit assessment.</p> <p>KR has provided additional background information to Atkins regarding parish council concerns to feed into review process.</p> <p>PC would like to see Atkins assessment before it is finalised to allow feedback into the process.</p> <p>04/10/22 Awaiting completion of Atkins assessment.</p> <p>24/01/23 Atkins assessment circulated and parish council comments received. KR to review before final report is issued.</p> <p>25/04/23 KR preparing report in line with new adopted speed limit review process. To be circulated upon completion – likely to be mid to end of May.</p> <p>KR to discuss with major projects team in light of changes on A350 in this area.</p> <p>06/07/23 Report has been drafted and is going through check process.</p>	<p>In addition, engineering measures to be investigated at The Shoe to improve pedestrian facilities.</p> <p>The Biddestone Crossroads and B4039 junction are to be addressed as part of the Local Safety Scheme workstream.</p> <p>North Wraxall concerns about the approach, issues with report and The Shoe. KR to review issues raised and report back.</p> <p>Allington – rugby club access not material to junction – farm shop more influential on vehicle flows.</p> <p>CWPC – interested in liaison regarding the B4039 junction and Allington crossroads.</p> <p>KR to get an update on Bumpers Farm scheme and rugby club application.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Speed limit recommendations align with those put forward by Atkins, however it is recommended that other measures are considered:</p> <ul style="list-style-type: none"> • Junction Improvements at Allington Crossroads • Junction improvements at B4039 junction • Junction improvements at Biddestone Crossroads • Pedestrian facilities/informal crossing, The Shoe. <p>Atkins recommended a reduction in speed limit between Biddestone Crossroads and Ford.</p> <p>KR to include feedback from LHFIG in report highlighting request for extension of 40mph for Bumpers Farm to include Allington crossroads.</p>			
5.6	4-22-18 Seagry Road, Sutton Benger	<p>24/01/23 LHFIG support investigation of traffic calming on Seagry Road. KR to review.</p> <p>25/04/23 Traffic survey requested to provide data on existing speed and traffic profile.</p> <p>06/07/23 Traffic survey details circulated with note tracker.</p> <p>85th percentile speeds are recorded at 37mph.</p> <p>KR to prepare options and liaise with parish council.</p> <p>CSW to be considered subject to police approval. RH to discuss enforcement with Wiltshire Police.</p>	<p>03/10/23 Site meeting held. Proposal circulated with note tracker. Estimated cost of implementation £4500 (£3150 LHFIG/£1350 PC).</p> <p>Funding agreed.</p> <p>Refresh of existing lining to be undertaken by area highways (likely to be Spring 2024).</p>		
6.	Items awaiting/under construction/advertisement.				

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
6.1	5827 – Installation of four sets of White Gates and associated improvements, Biddestone	<p>24/01/23 Order issued to Ringway for outstanding works. Awaiting completion.</p> <p>25/04/23 Ringway were unable to complete these works before the contract ended. A new order is being raised with Milestone for completion.</p> <p>06/07/23 Awaiting installation.</p>	<p>03/10/23 Awaiting installation. Contractor deadline of end Oct for install.</p>		
6.2	4-20-10 Parliament St / Chippenham	<p>24/01/23 Works pack being prepared. Construction programmed for May 2023.</p> <p>25/04/23 Works to commence on 9th May 2023.</p> <p>06/07/23 Works 95% complete. Awaiting signing and road safety audit.</p> <p>Petition received but has not been presented at area board. This was from residents concerned about safety and requesting reinstatement of wall.</p>	<p>03/10/23 Awaiting safety audit report.</p> <p>Well used, positive feedback.</p> <p>Funding discussion Reinstatement discussion with network management.</p>		
6.3	4-20-15 C151 Ford	<p>24/01/23 KR to arrange further site meeting with GW and NB to discuss PC preferred options.</p> <p>25/04/23 Meeting held to discuss options. It has been agreed that signing and road marking changes on the C151 Ford are most appropriate. The estimated cost for providing these changes is £3000.</p>	<p>03/10/23 Works pack for signing and road markings being prepared.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Funding agreed for this subject to parish council contribution.</p> <p>In addition, 2no informal crossings on the A420 in Ford are proposed at an estimated cost of £6000 (£12,000 total) each. Detail design to be drawn up to facilitate investigation into alternative funding opportunities.</p> <p>06/07/23 Order to be raised for signing and road marking changes.</p> <p><u>See 7.1 in relation to informal crossings.</u></p>			
6.4	Kington St Michael – Advisory Crossing	<p>24/01/23 Works pack being prepared. Construction in 2023/24 financial year</p> <p>25/04/23 Construction to commence 2nd May 2023.</p> <p>06/07/23 Civil works complete. Coloured surfacing to be laid 03/08/23 under a road closure.</p>	<p>03/10/23 Works complete and to be removed from tracker.</p>		
6.5	4-21-9 Abbeyfield School	<p>24/01/23 Signing ordered and awaiting installation.</p> <p>Pedestrian crossing data received. KR to complete and circulate assessment.</p> <p>25/04/23 Order re-issued to Milestone for sign install as not completed by Ringway.</p> <p>Report circulated with note tracker. Recommendations for waiting restrictions, informal crossing improvements and extension of speed limit.</p>	<p>03/10/23 Signs installed. Item to be removed from tracker.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Estimated costs are:</p> <ul style="list-style-type: none"> • Enhanced informal crossing £3000 • Waiting restriction install (following advert) £600 • Extension of speed limit - £3500 • Removal of existing dropped kerb £1000 <p>The group asked that KR discuss with highways development control as to potential to include within school planning application.</p> <p>No funding agreed although the waiting restrictions will be advertised as part of the wider review.</p> <p>06/07/23 Awaiting sign installation by Milestone.</p> <p>Waiting restrictions to be included in review at item 5.7</p>			
6.6	4-21-10 West Dunley Fosseway/C86, Grittleton	<p>24/01/23 Further review undertaken of extended area. In addition to the previous recommendations, it is recommended to install 2 x Double bend / For ½ mile signs, 2 x Chevrons and paint 2 x SLOWs on the carriageway. The total for all works, including traffic management, is £6000.</p> <p>PC to consider and confirm contribution.</p> <p>25/04/23 PC have confirmed contribution of £1800. LHFIFG to consider allocation of remaining £4200.</p> <p>Funding agreed. To progress to implementation</p> <p>06/07/23</p>	<p>03/10/23 Works complete. Item to be removed from tracker.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		Works ordered. Awaiting installation.			
6.7	4-21-14 Lowden Grass Verges	<p>24/01/23 Awaiting installation.</p> <p>25/04/23 Deadline for completion in mind-June</p> <p>06/07/23 Works ordered. Awaiting installation.</p>	<p>03/10/23 Works complete. Item to be removed from note tracker</p>		
6.8	4-22-4 C86 Yatton Keynell to Grittleton (Hazard Marker Posts)	<p>24/01/23 Awaiting installation.</p> <p>25/04/23 Expected to be complete mid-June.</p> <p>06/07/23 Works ordered. DA to meet resident w/c 3rd July. Likely install w/c 10th July.</p>	<p>03/10/23 Works complete. Item to be removed from note tracker</p>		
6.9	4-22-6 Primrose Way, Chippenham – Street nameplate	<p>24/01/23 Funding from TC confirmed. Street nameplate to be ordered for installation next financial year.</p> <p>25/04/23 Awaiting installation.</p>	<p>03/10/23 Works ordered. Awaiting installation.</p>		
6.10	4-22-8 Forest Lane Pewsham – amendments to bollards.	<p>24/01/23 Removal and replacement of bollards is appropriate. Needs approval from RoW team. Cost estimate £1000.</p> <p>Confirmation of contribution from the TC is required.</p> <p>25/04/23 Funding contribution from CTC confirmed. Order to be issued.</p>	<p>03/10/23 Works ordered. Awaiting installation.</p>		
6.11	4-22-9 Hardenhuish Lane to Stainers Way, Chippenham	<p>24/01/23</p>	<p>03/10/23 Works ordered. Awaiting installation.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Removal of barrier and replacement with bollard appropriate. Cost estimate £750. Confirmation of contribution from the TC is required.</p> <p>25/04/23 Awaiting confirmation of funding from CTC. To be tabled at next PET meeting.</p>	TC funding has been confirmed.		
6.12	4-23-12 Langley Road, Chippenham	<p>Cars continually park in front of our driveway over the end of the dropped curb. This creates an additional hazard when trying to exit our driveway. Our property is lower than the road itself so at the best of time it's hard to see what's coming down Langley Road (inward bound). When drivers choose to squeeze their car into a 'too small' space that may be left outside our house the vehicle creates a problematic sight hazard; we have had a few near misses when turning onto the road. This issue is exacerbated by speeding cars (which is another issue).</p> <p>Could a small section (suggest 2ft) of double yellow lines painted on the left of our driveway (as you look at it) to 'remind' people it is illegal to park over dropped curb. Small expense to WC , big help to us.</p> <p>The Town Council has been made aware that the applicant has been advised that a white "H-bar" marking may be more appropriate in this instance. The Town Council endorses this solution, subject to the above comments.</p> <p>25/04/23 It was agreed that a H bar access protection marking would be provided. Waiting restrictions are not supported.</p>	<p>03/10/23 Lining to be painted when other lining works for LHFIG are undertaken in the area.</p>		
6.13	4-23-6 North Wraxall	<p>A maintenance survey has been completed and identified issues with regard to highway signage. The hamlet of</p>	<p>03/10/23 This has been passed to signing colleagues who will</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>North Wraxall has financial provisions which they would like to use to upgrade highway signs in their hamlet.</p> <p>We would like Wiltshire Council (WC), Highways department to accept the works, identified on the attached schedule. We would like WCC to price the works attributing each amount between the residents fund and WC.</p> <p>25/04/23 Spreadsheet provided with ballpark costs added by KR. Estimate £11,000 for completion of all requests.</p> <p>KR to provide list with costs to Graham Worsnop. To progress with programme of new sign installation in conjunction with parish council.</p> <p>06/07/23 KR to progress signing installation when resources are available.</p>	progress proposed changes in due course.		
6.14	Cycle Parking Chippenham	<p>The Chippenham Cycle Network Development Group has been awarded funds from the Chippenham Town Council's Climate and Ecological Emergency Fund, to fund the installation of more cycle parking in the town.</p> <p>This is a request for inclusion at LHFIG to allocate engineering resource to progress installation</p> <p>25/04/23 Funding available through CNDG. Needs design allocation and would like to see if any match funding from LHFIG (£1750). This was agreed subject to being ratified at area board.</p> <p>Site visit needed.</p>	03/10/23 Site visit undertaken and proposals discussed. This has been passed to an engineer for delivery.		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>06/07/23 Site visit to be arranged.</p>			
6.15	Dropped kerbs exercise - Chippenham	<p>25/04/2023 The substantive bid was not accepted. The £12058 funding contribution remains allocated to dropped kerbs subject to LHFIFG confirmation for this funding.</p> <p>Funding has been awarded from GWR to provide the dropped kerbs at Marshall Street and Dover Street junctions with Loyalty Road and dropped kerbs at Ivy Road. LHFIFG to write to GWR to pass on thanks for funding.</p> <p>The group may wish to consider phased delivery of the dropped kerbs on the master list.</p> <p>Correspondence ongoing with Cabinet Member regarding substantive bid and impact regarding equality act and impact.</p> <p>It was agreed to develop a route – prioritising primary schools, hospital/surgery and bus stops – for delivery of dropped kerbs with funding available. KR to circulate prior to next meeting.</p> <p>06/07/2023 The following dropped kerb sites are recommended for completion with the budget available (subject to TC contribution). These are based on locations that will offer a wider benefit or complete a route.</p> <p>011 – St Lukes Rd (Lloyds Pharmacy) 012 – St Lukes/St Francis 015 – Kent Close footpath</p>	<p>03/10/2023 A works pack and order has been issued to Milestone. Works potentially to take place in December.</p>		To note

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>016 – Kent Close/Sarum Road 042 – Westbrook Close/Frogwell Road 044 – Park Avenue/Bristol Road 030 – Beale Close 032 – Culverwell Road</p> <p>Brook Street to be considered for next year – school holidays.</p>			
6.16	6846 - Road Safety at The Street B4039 Nettleton Road and Church Hill junction Burton	<p>24/01/23 20mph speed limit report has been issued to Parish Council for consideration. The report recommends the introduction of a 20mph speed limit on Nettleton Road.</p> <p>25/04/23 Awaiting update from parish council.</p> <p>Estimated cost of implementation is £5500.</p> <p>Funding to be considered once update received from parish council.</p> <p>06/07/23 Update required from Parish Council regarding funding.</p> <p>Concerns regarding PC being unaware of additional costs needed for implementation.</p> <p>LHFIG funding agreed for Nettleton Road and Hillside, combining the TRO advert.</p> <p>Total £6700. PC contribution of £1675 agreed.</p> <p>£5025 LHFIG agreed. (includes 5.4)</p>	03/10/2023 Traffic regulation order documents with TRO team awaiting formal consultation.		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
6.17	4-20-4 B4039 Hillside Burton	<p>24/01/23 Assessment report from Atkins being reviewed by KR and advice sought on recommendations from Wiltshire Police. Report to be circulated once review complete.</p> <p>25/04/23 A recommendation has been made to extend the 30mph speed limit to include Hillside. The estimated cost of this is £3700 including the TRO cost.</p> <p>To be discussed at next meeting pending parish council update.</p> <p>06/07/23 Funding agreed as per 5.2 above.</p>	<p>03/10/23 As above.</p>		
6.18	4-21-11 & 13 Upper Seagry	<p>24/01/23 Seagry Primary School have submitted a TAOSJ application. The advisory 20mph speed limit is to be taken forward under this.</p> <p>A road safety visit was carried out to observe school drop off. Report to be circulated.</p> <p>25/04/23 The advisory 20mph limit is to be funded by TAOSJ and installed during 23/24 financial year.</p> <p>Improvements to pedestrian warning signing on Henn Lane has been recommended at an estimated cost of £1000.</p> <p>Improvements at 3 entrances to village recommended at £4000 for signing and road marking per gateway</p>	<p>03/10/23 Signing works package being prepared along with advisory 20mph installation.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>(£12,000 total). Village gates may also be provided at an additional £1000 per gate.</p> <p>Parish Council would like to be provided with details around what traffic calming features may be needed to create a 20mph zone.</p> <p>06/07/23 PC wish to proceed with signing and gateway improvements. Funding decision required.</p> <p>CSW established and completed training. Awaiting risk assessment from Police.</p> <p>£13,000 total required. £9100 from LHFIG – PC contribution of 30% confirmed £3,900.</p>			
6.19	4-21-28 C164 Giddeahall to Upper Castle Combe & C179 West Yatton Lane from Yatton Keynell	<p>The C164 is being used by vehicles which are ignoring the weight limit and current advisory signs. This results in vehicles becoming stuck between two walls in West Yatton and damage to private property.</p> <p>The current signage is inconsistent being different at either end of the C164 & on C179.</p> <p>24/01/23 Awaiting confirmation of contribution from Parish Councils. LHFIG to consider funding at next meeting if parish contributions confirmed.</p> <p>25/04/23 Estimate for proposed signing £2800. Requires approval from YKPC and CCPC.</p>	<p>03/10/23 Works pack being prepared.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Funding contributions from parish councils to be confirmed. Funding from LHFIG to be agreed at next meeting.</p> <p>06/07/23 LHFIG to consider funding £1800. PC contributions agreed.</p>			
6.20	4-22-15 Hungerdown Lane, Chippenham – amendments to shared use path at junction	<p>24/01/23 Ongoing. KR to review</p> <p>25/04/23 No update. Still on list – design and cost estimate to be prepared.</p> <p>06/07/23 Dropped kerb and footway regrading opposite Queens Crescent junction. Works would require signal switch off and multi way lights during works. Cost estimate £6500.</p> <p>£1000 from last years budget to be used. £3850 from LHFIG agreed. TC contribution to be confirmed £1650</p>	<p>03/10/23 Works pack being prepared.</p>		
6.30	Various bridleways, Chippenham	<p>Request for signing at bridleways listed below to make it clear that cycling is permitted.</p> <ul style="list-style-type: none"> • CHIP7 – Bath Road through to Kingsley Park (linking to CHIP35) • CHIP35 – Hungerdown Lane to Kingsley Park (linking to CHIP7) • CHIP33 – Lords Mead to Bumpers Farm Industrial Estate 	<p>03/10/23 Awaiting works package. Signing to be agreed prior to order being issued.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<ul style="list-style-type: none"> • CHIW20 – Bridge over A350 at Frogwell • CHIP40 – Forest Lane to Pewsham Way 25/04/23 Estimate for cost for signing changes to be prepared.			
		06/07/23 Cost estimate of £300 per sign. Total of £1500 based on 1 sign per location.			
		TC contribution £450 to be confirmed. LHFIG funding agreed £1050			
6.31	4-21-22 Saxon Street, Chippenham	24/01/23 Awaiting confirmation of street nameplate requirement from TC.			
		Waiting restrictions to be included as part of batch of restrictions to be advertised.			
		25/04/23 Awaiting confirmation from TC re street nameplate.			
		06/07/23 Awaiting update from TC	03/10/23 CTC have now confirmed funding. This can progress to installation.		
7.	Items under review				
7.1	4-20-15 C151 Ford – Crossing Points.	In addition, 2no informal crossings on the A420 in Ford are proposed at an estimated cost of £6000 (£12,000 total) each. Detail design to be drawn up to facilitate investigation into alternative funding opportunities.	03/10/23 Proposed locations and standard detail included with note tracker.		
		06/07/23			

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Funding alternatives require applications through a charitable vehicle – not open to parish councils generally.</p> <p>KR to provide information to parish council.</p> <p>KR to find out whether list is held by WC for funding opportunities.</p>			
7.2	4-20-3 Hardenhuish Avenue Chippenham	<p>24/01/23 Site meeting held. Cllrs to letter drop residents to identify issues and concerns.</p> <p>25/04/23 Cllr MacDermid and town councillors to canvas residents.</p> <p>06/07/23 Awaiting update following residents survey.</p>	<p>03/10/23 Residents survey indicated that some residents would like to see a 20mph speed limit introduced, but others felt unlikely to be needed as parked cars slow vehicle speeds at present.</p> <p>Other issues highlighted were:</p> <ul style="list-style-type: none"> • School related parking on Yewstock. • Drivers using route to avoid traffic lights at New Road/Station Hill. • Possible closure of one end of avenue to prevent through movement – unlikely to be supported by all. <p>RH and LC to speak to KM about survey results.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
7.3	4-20-1 A429 Stanton St Quintin – request for pedestrian crossing	<p>24/01/23 KR to circulate report once complete.</p> <p>25/04/23 Report being prepared however the need for improvements has been highlighted to development control and the following statement provided:</p> <p><i>“Wiltshire Council Spatial Planning Team are assessing opportunities for further employment near to J17 as part of the Local Plan Review. Should these opportunities be progressed for formal allocation, then the Highway Authority will seek to sustainably link these new developments with existing settlements such as Stanton St Quinton”</i></p> <p>06/07/23 Report circulated with note tracker. Active travel improvements and crossing recommended. LHFIC may wish to consider alternative funding opportunities set out in report.</p> <p>Funding opportunities through development management are being sought.</p>	<p>03/10/23 Opportunities for funding through development management still being sought.</p>		
7.4	4-22-13 A350 Plough Crossroads, Kington Langley – request for pedestrian crossing facility.	<p>24/01/23 Atkins traffic signals do not recommend changes to intergreen timings to facilitate crossing as due to the technology used, this could increase conflict between pedestrians and vehicles.</p> <p>Atkins are to investigate the feasibility of providing a dedicated crossing although it is acknowledged that this will not be compliant with recommended standards.</p> <p>Awaiting outcome of Atkins review.</p>	<p>03/10/23 Opportunities for funding through development management still being sought.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>25/04/23 Awaiting update from Atkins. KR to provide as soon as available.</p> <p>06/07/23 Technical note received from Atkins with options included. Atkins preferred option is option 2 at a cost of approx. £91,000.</p> <p>KR to raise vegetation cutting back with area office.</p> <p>LC – should be upgraded to included cyclists.</p> <p>KR to discuss alternative funding opportunities and if none available, substantive bid to be considered.</p>			
7.5	4-22-11 Malmesbury Road Roundabout - Crossings	<p>Request for crossing provision at Malmesbury Road roundabout. Please see redacted request form.</p> <p>It was suggested that the crossing provision and issues with developer installations be brought up at full council.</p> <p>24/01/23 KR to review.</p> <p>25/04/23 The provision of a crossing at this location will need to be incorporated with the existing traffic signals and as such is a scheme likely to be outside of the LHFIG scope. It is recommended this is highlighted within the LCWIP.</p> <p>KR to investigate if Capability Funding available for this.</p> <p>06/07/23</p>	<p>03/10/23 Mike Crook is trying to find out if CIL funding is available to fund the introduction of a crossing as this will be a substantial project.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		KR to discuss funding with Mike Crook. Internal discussions to be had.			
7.6	4-23-11 Stanton St Quintin	<p>Request for signing to deter use of route through SSQ village as an alternative route when M4 is closed. Also request unsuitable for HGV signing and assistance to have the route shown as unsuitable for diverted vehicles on google maps.</p> <p>25/04/23</p> <p>LHFIG to write to Michelle Donelan to ask for assistance with changes to google algorithm for directing SAT NAV.</p> <p>06/07/23</p> <p>Letter to be written by RH & LC. To include Grittleton and other villages impacted by this.</p>	<p>03/10/23</p> <p>RH and LC to write to Michelle Donelan.</p>		
7.7	4-23-24 B4039 Fowlswick Lane Crossroads	<p>Highway safety at crossroads with restricted views on B4039 particularly from Yatton Keynell direction unassociated with grass visibility splay verge cutting.</p> <p>Introduction of additional warning signage to indicate to road users that a crossroads exists particularly from the Yatton Keynell direction, although a review of the whole situation is required.</p> <p>06/07/23</p> <p>Verge splay cutting has been undertaken.</p> <p>To be reviewed.</p>	<p>03/10/23</p> <p>This junction is to be reviewed as part of the Local Safety Scheme programme. As such it is recommended that this can be removed from the LHFIG note tracker.</p>		
7.8	4-23-4 Marshfield Road, Chippenham	<p>Dangerous driving has been increasing over the years which creates higher levels of risk to all road users and residents. Drivers have been observed to accelerate hard when joining from the Ivy Lane direction but then have to</p>	<p>03/10/23</p> <p>Site meeting held. Review for next meeting.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>take evasive action due to traffic obstructions (poor design).</p> <p>The section of road appears as two lanes but the road is not wide enough. With increased congestion from the recently introduced New Road traffic scheme stationary traffic in the right lane drivers are forced to make changes at speed due to vehicle obstructions.</p> <p>1 - An updated safety assessment of Marshfield Road is needed. 2 - Review the impact of recent changes to traffic management on adjoining roads. 3 - Review road design/markings/signage. 4 - Reduction of speed limit to 20-mph 5 - Traffic assessment for best solution.</p> <p>25/04/23 KR to arrange site visit and review.</p> <p>It was highlighted that this area is within the LCWIP – one scheme requested is a scheme along Marshfield Rd into town centre.</p> <p>KR to speak to Mike Crook, Sustainable Transport.</p>	<p>Mike Crook has established that from a cycle perspective, it would be desirable to focus on other routes in the first instance however KR to review route in relation to resident's current concerns.</p>		
7.9	Bath Road, Chippenham	<p>As part of the recent granting of planning permission for the Rontec Esso petrol station on Bath Road at Patterdown roundabout, the applicant agreed to transfer a 1m-wide strip of land across the site frontage to Wiltshire Council, for the purpose of creating a future shared-use footway/cycleway across the site. This will enable the shared-use path that currently ends at the tunnel under the railway, to be extended across Brunel Court and the petrol station frontage, to link to bridleway CHIP7, which leads towards Ladyfield Road and Kingsley Park. There</p>	<p>03/10/23 Site visit held. Awaiting design resource.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>are also aspirations to continue the cycleway along Bath Road towards the hospital, with this route being one of the priority routes identified in the emerging Chippenham Local Cycling and Walking Infrastructure Plan (LCWIP).</p> <p>Works now need to be undertaken to design and deliver this scheme</p> <p>25/04/23 KR and Laurence to arrange site meeting. Design resource is required. KR to discuss with Sustainable Transport.</p> <p>06/07/23 Site visit to be arranged.</p>			
7.10	4-23-19 Long Close, Chippenham – Removal of chicane barrier	<p>Request for removal of chicane barrier in footway. The barrier is part of the RoW but at a location where it serves no purpose other than to make traversing the footway difficult.</p> <p>06/07/23 KR to raise with area office.</p>	<p>03/10/23 This will be taken forward by Local Highways. No further action for LHFIG.</p>		
7.11	4-23-20 Railings, Wood Lane, Chippenham	<p>Along Wood Lane is a retaining wall that is topped with a footpath and a run of iron railings. It's approx. 80 meters long, starting opposite Bakehouse Close and extending up to Flowers Manor retirement home. This is to protect pedestrians from a 3 to 4 foot drop into the road below. The railings are in a terrible condition, with the majority of the rungs bent and misshapen and many rungs missing altogether along it's length. The footpath is well used by pedestrians coming in an out of town. I'm very concerned for young children who may be at risk of falling through the gaps into the road below.</p>	<p>03/10/23 Local Highways have undertaken ad-hoc repairs as needed but do not have a budget to undertake wholesale replacement.</p> <p>The group asked if there is any funding from development that could be used for this or if the civic society have any funding?</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Replacement of the railings - this part of Wood Lane sits within a conservation area and fronts two listed buildings, so replacement railings need to be elegant and in keeping, rather than purely utilitarian in form. Having spoken with a local architect, we both agree that bow topped railings in black would be an excellent solution and would work well alongside the new railings that form the boundary of the Flowers Manor Care Home.</p> <p>06/07/23 It was discussed that a housing application has been put in at old police station site. Is there any scope to include this in that?</p> <p>KR to discuss with area office as to any potential maintenance input.</p>			
7.12	4-23-21 Footway tunnel, Bath Road to Southmead, Chippenham	<p>The footway tunnel under the main railway line is unlit and is a " black hole" at night. It is a main pedestrian route between the Sheldon area and Bath Road. Having spoken to a number of residents it appears it is hardly used at night due to safety fears and there has been reports of ASB.</p> <p>Would like to see lighting installed.</p> <p>06/07/23 To be included in site visit and to review.</p>	<p>03/10/23 Site visit undertaken.</p> <p>The footway under the rail bridge is part of CHIP7 right of way but is not owned by Wiltshire Council or part of the adopted highway.</p> <p>LHFIG can use funding to improve rights of way, however landowner permission would be required as well as permission to work under the rail bridge from Network Rail. Gaining this permission is likely to be a lengthy process</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
			and will have costs associated with it.		
8.	Items awaiting further investigation / officer resource				
8.1	4-22-19 Pewsham Estate – dropped kerbs.	<p>24/01/23 LHFIG support request. KR to review request and contact resident for more information regarding locations</p> <p>25/04/23 Need information regarding locations of dropped kerbs.</p> <p>Cllr Cape to follow up with resident to see if locations have been identified. These locations are on a route to and from school.</p>	<p>06/07/23 Update required on locations</p> <p>CC trying to contact resident.</p>		
8.2	4-23-13 Fallow Field Close/Foxgrove/Footpath CHIP115	<p>Six of the footways leading from quiet residential streets to footpath CHIP115 (3x from Fallow Field Close, 3x from Foxgrove) have chicane barriers on them.</p> <p>As the paths lead on one side to footpaths, and on the other to the ends of quiet residential cul de sacs, I am unsure whether these barriers are performing any safety purpose. It is possible they were installed to prevent moped/motorcycle access to CHIP115. However, there are various other points along CHIP115 where access is possible without needing to negotiate chicane barriers. All six barriers may prevent disabled people from accessing CHIP115, and may therefore be illegal under the Equality Act 2010. They also massively hinder those using pushchairs.</p> <p>Please can these six barriers be removed, and if vehicle access needs to be prevented, white, reflective bollards be installed instead, ensuring sufficient clear space is</p>	<p>06/07/23 KR to review and report back to group.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		maintained to enable those using mobility aids to pass through unhindered?			
8.3	<p>4-23-22 High St, Kington St Michael</p> <p>4-23-29 20mph Speed Limit Request, Kington St Michael</p>	<p>Traffic calming measures and signage exist. Unfortunately the give way arrangements do not prevent road users from speeding through disregarding the signage.</p> <p>Instead of a give way to oncoming traffic situation a stop/halt sign should replace this with appropriate road markings.</p> <p>The Parish Council is also requesting advice on how to achieve the lowering of the speed limit to 20mph. The Council will be installing SIDs to focus drivers minds but the long term solution must be a 20mph zone throughout the village.</p> <p>06/07/23 KR explained that STOP line rules are not likely to be met at this location. To review site and report back to group.</p> <p>Concerns around increased vehicle volumes and speeds.</p> <p>Want to highlight village environment etc.</p> <p>KR to ask for traffic survey to be redone.</p>	<p>03/10/23 STOP signs and lines are regulatory and are for installation only where drivers are to enter major roads with restricted visibility. Neither the sign or road marking are permitted for use at traffic calming arrangements such as the one at High Street, KSM.</p> <p>For consideration of a 20mph speed limit in the village, it is necessary to undertake a 20mph speed limit assessment. The cost of this is £2500 of which a 30% contribution must be borne by the parish council. The assessment outcome will determine if a 20mph speed limit is appropriate. It does not guarantee that a reduced speed limit will be recommended nor does the cost of the assessment cover any of the costs associated with implementing any changes.</p>		
9.	Items on hold / for information only				

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
9.1	4-20-12 Baydons Lane to Long Close	<p>Land negotiations required. Being led by Sustainable Transport. May return to this group for design work/delivery.</p> <p>04/10/22 No update</p> <p>25/04/23 No update. Sustainable transport currently working on priorities raised by CNDG.</p>			<i>To note</i>
9.2	4-21-1 Shared Use Path – Island Park	<p>Laura Gosling is looking into feasibility of some widening and signing in this area already. To be progressed by Sustainable Transport for further discussion.</p> <p>25/04/23 No update. Sustainable transport currently working on priorities raised by CNDG.</p>			<i>To note</i>
9.3	<p>4-21-21 Hill Corner Road, Chippenham</p> <p>4-23-10 Hill Corner Road, Chippenham (request for street lighting and traffic calming)</p>	<p>The junction of Hill Corner Road (HCR) has become increasingly dangerous, not only for the fellow driver but for the pedestrians and the local wildlife too! Since the Birds Marsh development has sprung up there has been a huge uptake in traffic, plus cars heading down the steep hill towards the HCR junction are usually traveling far too fast which has resulted in several cars crashing through the Tale of Spice car park and demolishing the fence and telecoms units. It won't be long before a serious accident will happen which may result in an injury or worse, death.</p> <p>HCR/Malmesbury Road junction should be 'widened' to allow vehicles that are turning into HCR from the steep hill side of Malmesbury Road to turn safely without hitting other vehicles that are stood waiting to get out. If a 'small' roundabout was added at this junction, then this would help to make drivers 'slow down' to this point and help to reduce the issues with pedestrians crossing over the road by moving the current traffic island in the centre of the</p>			<i>To note</i>

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>new widened part and a path added on the opposite side to allow pedestrians to be able to cross the road safely.</p> <p>24/01/23 To be reviewed in Summer 2023 once new patterns are established following road opening.</p> <p>Cllr MacDermid is meeting David Lear and will raise issues with Hill Corner Road and issues relating to Birds Marsh development.</p> <p>Reports that link road not being used as much as expected due to collisions at Malmesbury Road roundabout. KM to report back to next meeting re outcome of discussions with highways development control.</p>			
9.4	4-22-7 Malmesbury Road, Chippenham – Crossing nr St Pauls Church	<p>24/01/23 Changes to belisha beacon to increase visibility are estimated to be in the region of £3000. To be considered for funding.</p> <p>Road markings to be put on list for refreshing.</p> <p>25/04/23 LHFIG and TC to consider funding (£3000)</p> <p>On hold for time being due to funding constraints.</p>			To note
9.5	4-22-17 Railings replacement, Slaughterford	<p>24/01/23 LHFIG are minded to provide funding however a formal quote is to be provided by the Parish Council for the works. Parish Council contribution is also required.</p> <p>25/04/23 Quote provided by parish council £7,258.72. Request for funding by £5081 made to LHFIG. Low funding priority for</p>	<p>03/10/23 Funding found. Being taken forward by PC. No action for LHFIG.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>group – would like parish council to consider alternative funding sources. Funding not allocated at this stage but will revisit if other funding sources are not available.</p> <p>List of alternative funding sources to be developed and sent to parish councils.</p>			
9.6	4-20-7 Bristol Road, Chippenham	<p><i>Request for formal crossing (Puffin / Zebra) by the entrance to Lidl Store. https://www.google.co.uk/maps/</i></p> <p>24/01/23 KR explained that having reviewed the pedestrian assessment further, a formal crossing near Lidl can be recommended. The likely cost being in the region of £80,000. This would be a substantive bid.</p> <p>The group asked that consideration continue to be given to a reduction in speed limit to 30mph. Discussion also took place around the provision of a crossing at Hathaway medical centre. It was agreed to investigate improvements to the refuge island.</p> <p>25/04/23 Revised report circulated with note tracker recommending signal-controlled crossing.</p> <p>LHFIG to consider funding detailed design at estimated cost of £20,000.</p> <p>The group remain keen to see 30mph speed limit on Bristol Road.</p> <p>KR is to discuss with major projects team to determine if any scope for additional funding and how the changes at Bumpers Farm may impact this.</p>	<p>06/07/23 There is no scope to extend the proposals for Bumpers Farm to include further crossing facilities on Bristol Road (other than those already proposed by the scheme) or to reduce the speed limit to 30mph.</p> <p>Crossing across Hungerdown Lane is a request for the future and through LCWIP. To be considered as part of any crossing changes – potential to signalise junction.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		Cllrs to approach schools to update travel plans to potentially apply for funding through TAOSJ.			
9.7	4-23-27 B4069 Kin House Kington Langley	<p><u>Existing issues</u></p> <ul style="list-style-type: none"> Residents currently find it unsafe to cross the B4069 especially with dogs to get to the rest of the village Increased number of vehicles entering and leaving Kin House due to its new commercial position as a successful event hotel since March 2022 HGV traffic out of Chippenham has increased due to the unsafe right turn at the Malmesbury road roundabout when using Kilverts Way forcing Wavin to direct all their northbound HGVs via B4069 <p><u>New issues</u></p> <ul style="list-style-type: none"> Opening of a shop & cafe in the grounds of Kin House will dramatically increase the volume of vehicles needing to enter or leave the property via Entrances A & B. It will also require pedestrians from the village to cross the B4069 to reach the Café & Shop. Currently, it is not safe to cross the B4069 in this area due to the high speeds of traffic and the 40MPH limit. The village support the creation of a shop and cafe and wish to use it as a village asset. This means a safe access for pedestrians is needed across B4069. There are two entrances either side of dangerous bends. The southbound 40MPH speed limit begins on a fast straight road from Sutton Benger, and is followed by a left-hand bend and then Entrance B to the Kin House is approximately 200m further – itself on a bend. We believe that the speed of cars & HGVs on this section of the B4069 is too high to allow the increased number of pedestrians to safely cross the road and the increased number of vehicles wanting to enter or leave the Kin House Shop & Café. 	<p>06/07/23 No request for funding at this stage.</p> <p>KR to review options for crossing facility and change to speed limit.</p> <p>Arrange site visit. Planning application to be submitted in around a month.</p> <p>03/10/23 Site visit undertaken and email report included with note tracker.</p> <p>Planning application being submitted by Kin House.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>One solution could be to extend the location of the existing 30MPH limits for the village of Kington Langley by about 300M southbound and 440m northbound on the B4069 to include the area in front of the Kin House. We believe that this action together with establishing an uncontrolled crossing area for pedestrians will greatly improve the safety of residents and pedestrian / vehicles entering and exiting the Kin House shop & café. This suggestion is supported by local villagers, the Kington Langley Parish Council and the owners of Kin House who are about to submit their planning application for their new shop & café at Kin House. We are, of course, open to other ways to resolve this issue.</p>			
9.8	4-23-23 A420 Allington Crossroads	<p>Highway safety at crossroads from linking local roads (Sheldon Lane and Allington Lane). Backing up traffic to A350 Bumpers Farm roundabout prevents lane users to enter and egress A240 safely.</p> <p>The A420 is National speed limit. Yellow box junctions should be introduced on A420 to keep the junction clear for linking and through traffic to avoid traffic jams and increase highway safety</p>	<p>06/07/23 Await outcome of rugby club access decision as this would have an impact upon this crossroads.</p>		
10	New Requests submitted since the last meeting				
10.1	4-23-30 Union Road Chippenham	<p>Union Road links New Road and Old Road to the back of the station. It is current 2-way, but is restricted in width and the nature of businesses one the street, traffic flow and pedestrian movements have highlighted its current provision is not fit for purpose to encourage positive and smooth flow of vehicles, cyclists and pedestrian traffic.</p> <p>Given the current use of businesses on Union Road, parking and access constrains to and from both New</p>	<p>03/10/23 The group asked if there is any potential for funding from GWR for this.</p> <p>KR to review and report back.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Road, Old Road and the rear station entrance it has been discussed with the Artisan Quarter committee, and proposed, for Union Road to be changed to a one way road leading from Old Road to New Road in an East to West direction. This would also involve pavement improvements, parking zone changes, cycle street parking and a contraflow cycle lane. Much of this change could be initially be completed through line painting works if needed, with a later phase to formalise the hard landscaping changes.</p> <ul style="list-style-type: none"> - The Town Council supports this request in principle. However, this 'in principle' acceptance is made subject to a formal recommendation being made by Wiltshire Council and a fully costed report being submitted by Wiltshire Council and is subject to debate and decision at a future PET Committee meeting. - The Town Council asks that the LHFIG note the possibility for S106 funding to become available to support this highways improvement request, though this is subject to the determination of PL/2023/05290 to that effect. - It is further asked that any identified highways issues at or approaching the Langley Road junction are considered when addressing this request for Union Road. 	<p>Also to look at S106 funding opportunities. Local businesses willing to contribute.</p>		
<p>10.2</p>	<p>4-23-31 Grittleton Road Yatton Keynell</p>	<p>The pavement on Grittleton Road at the junction with The Street (B4039) is narrow and sloped towards the road, the pavement was constructed around an existing front door step. This forces wheel chair users, mobility scooters users & those with push chairs into the road to pass this obstruction, with increased danger as there are usually vehicles parked in the road as well.</p>	<p>03/10/23 KR to review and see if any action can be taken.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		Residents that use the Grittleton Road are unable to safely access the Surgery, School, Shop Village Hall & pub.			
10.3	4-23-33 Various side roads, Chippenham	<p>Rule H2 of the new Highway Code states that vehicles turning into and out of side roads must give way to people waiting to cross that road. Where a cycleway/shared-use path crosses a side road, the same applies: vehicles entering or exiting the road must give way to those using the path.</p> <p>This rule is already in force. However, many drivers do not give way when people are waiting to cross. This creates a significant safety risk to people crossing at side roads, who are entitled to step/wheel/cycle out. We want to address this by making changes to a number of junctions around the town, where shared-use paths cross side road entrances, to make it clear to drivers that they must give way. This will help make walking, wheeling and cycling easier (in line with Chippenham Town Council's climate ambitions), and also create a safer environment, particularly for the most vulnerable, in line with Wiltshire Council's legal duties under the Highways Act 1980.</p> <p>The locations of side-road junctions where shared-use paths cross are as follows:</p> <p>1. Hungerdown Lane</p> <ul style="list-style-type: none"> • All side road junctions from Bristol Road to Bath Road on EAST side (7 in total) <p>2. Hardenhuish Lane</p> <ul style="list-style-type: none"> • All side road junctions from Ridings Mead to Bristol Road on EAST side (8 in total, including school entrances) <p>3. Bristol Road/Bumpers Way</p>	<p>03/10/23 Site meeting requested.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<ul style="list-style-type: none"> • Junction with Middlefield Road: https://goo.gl/maps/khLCqc13rXq6CnYM6 • Junction with Frogwell (WEST side): https://goo.gl/maps/9YtJGQ3mhtnFeVA5A • Entrance and exit from Chippenham Retail Park: https://goo.gl/maps/PuJId9wb6Y3zPpEbA <p>4. Bath Road</p> <p>5. Marshfield Road</p> <ul style="list-style-type: none"> • Junction with Dallas Road: https://goo.gl/maps/naXPtPYjvTNUHHD6 <p>6. North Chippenham Link Road – south side</p> <ul style="list-style-type: none"> • All junctions between A350 and B4069 <p>7. Easton Lane</p> <ul style="list-style-type: none"> • All side road crossings between Saltersford Lane and Haystack Avenue <p>8. Exeter Close</p> <ul style="list-style-type: none"> • Junction with Sandown Drive: https://goo.gl/maps/55jizR2ufYtnA6Ac9 • While this is the only side-road crossing in Cepen Park South, it may make sense to assess priorities at the other locations where the shared-use paths cross the roads, for consistency <p>9. Cocklebury Road</p> <ul style="list-style-type: none"> • Station car park entrance (opposite Sadlers Mead junction) • Station car park entrance (opposite college) • Junction with History Centre: https://goo.gl/maps/UMGaWibAerVBYp6e9 • Junction with Great Mead: https://goo.gl/maps/HcbZTgRHoj2gTTRaA • Junctions on north side of Methuen Park roundabout: https://goo.gl/maps/yBRUFYvsGih5X9k6A • Junction with Bath Road industrial estate: https://goo.gl/maps/JmyRZtn34jt4ixo69 			

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		There is a variety of ways in which this can be addressed, including 'Give way' markings on the road, and/or raised table crossings.			
10.4	Chippenham Without Parish – Siting of village gates	CWPC have purchased village gates and associated signing and require agreement of suitable locations in which to install them on highway.	KR and DA to meet with CWPC to review location and discuss next steps.		
11	AOB –				
11.1					
12	Funding Allocations made at this meeting				
12.1	<ol style="list-style-type: none"> 1. Market Place Chippenham £1400 (£980 LHFIG/£420 CTC). 2. Seagry Road Sutton Benger £4500 (£3150 LHFIG/£1350 PC). 3. Fairfoot Close - £7000 from next year's budget (subject to £3000 contribution from CTC) 4. Hill Rise 20mph speed limit - £11,000 total (£5500 from next year's budget subject to match funding from CTC) 				
13	Date of Next Meeting - 25th January 2024, Monkton Hill, 10am				

Highways Officer – Kirsty Rose

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Chippenham Area Board.

2.2. If funding is allocated in line with LHFIFG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Chippenham Area Board will have a remaining Highways funding balance of **£283**

3. Legal Implications

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

4. HR Implications

4.1. There are no specific HR implications related to this report.

5. Equality and Inclusion Implications

5.1. The schemes recommended to the Area Board will improve road safety for all users of the highway.

6. Safeguarding implications – none

Chippenham LHFIG		As at October 2023
Budget 2023-24		
A	£36,174.00	LHFIG allocation 23-24
B	£30,946.49	2022-23 underspend
3rd Party Contributions		
	£62.50	CTC for Saxon Street
	£1,344.00	CM PC for Christian Malford Dropped Kerbs
	£1,600.00	KSM PC for Informal Crossing Improvements
	£75.00	CTC - Primrose Way
	£300.00	CTC - Forest Lane
	£150.00	CTC - Waters Edge Pewsham
	£208.00	CTC - Minster Way
	£750.00	CTC - Waiting Restriction Review incl. Market Place
	£900.00	NWPC - C151 Ford Lining and signing
	£1,800.00	Grittleton PC - C86 West Dunley
	£441.57	YK PC - Dropped Kerbs
	£8,250.00	North Wraxall Parish - Signing and Gateway Treatment
	£1,675.00	PC for Burton Speed Limit
	£3,900.00	PC for Upper Seagry
	£420.00	YKPC for West Yatton
	£420.00	CCPC for West Yatton
	£1,650.00	TC for Hungerdown Lane
	£450.00	TC for Bridleway Signing
	£1,750.00	CNDG for cycle parking
	£5,298.66	Parliament Street CTC
	£4,363.53	Parliament St Cycle Chippenham
	£420.00	CTC for Market Place
	£1,350.00	Sutton Benger PC for Seagry Road
Total contributions C	£37,578.26	
Total Budget 22/23 D	£104,698.75	(A+ B+C)
Scheme Commitments from 2022-23		
	£250.00	Saxon Street , Chippenham Street Nameplate
	17,662.19	Parliament Street Phase 2 Changes actual
	12,058.00	Dropped Kerbs
	£4,779.99	Christian Malford Dropped Kerbs actual
	£5,350.00	Kington St Michael - Informal Crossing Improvements
	£250.00	Primrose Way Chippenham - Street nameplate
	£1,000.00	Forest Lane Chippenham - bollard changes
	£500.00	Waters Edge, Pewsham barrier amend
	£750.00	Hardenhuish Lane/Stainers Way barrier removal
	£693.42	Minster Way Chippenham - shared use path amendments actual
	£0.00	Remaining cycle barrier allocation moved to hungerdown lane
New Schemes 2023-24		
	£2,500.00	Waiting Restriction Review – Chippenham (TRO)
	£3,000.00	C151 Ford – Road Marking and Signs
	£6,000.00	C86 West Dunley bends - signing and road markings
	£1,471.90	Yatton Keynell John Aubrey Close Dropped Kerbs actual
	£3,500.00	Cycle Parking Chippenham
	£8,250.00	North Wraxall Parish - Signing and Gateway Treatment
	£6,700.00	Burton Speed Limit Changes
	£13,000.00	Upper Seagry Gateway and Signing
	£2,800.00	West Yatton Signing
	£6,500.00	Hungerdown Lane Chippenham
	£1,500.00	Bridleway Signing, Chippenham
	£1,400.00	Market Place Chippenham - Signing and Street Furniture
	£4,500.00	Seagry Road Sutton Benger
Current Commitment - E	£104,415.50	
Remaining Budget F	£283.25	(D-E)
<ol style="list-style-type: none"> Fairfoot Close - £7000 from next year's budget (subject to £3000 contribution from CTC) Hill Rise 20mph speed limit - £11,000 total (£5500 from next year's budget subject to match funding from CTC) 		

25th Jan 2024 – Meeting Tracker – FINAL

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
1.	Attendees, Apologies & Introductions				
	Present	Ross Henning Lesley Palmer Kirsty Rose Matthew Short Nick Botterill Adrian Foster Laurence Cable Graham Worsnop Gemma Winslow Adam Carwardine Peter Giles			
	Apologies	Anthea Kelsall Nic Puntis Howard Greenman Liz Alstrom David Arnup Howard Ham Graham Trickey Kathryn MacDermid			

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
2.	Notes of the last meeting (3rd Oct 2023)				
		The minutes and recommendations of the previous meeting are to be considered at the Chippenham Area Board scheduled for the 11 th March 24.			
3.	Finance				
3.1		<p><u>Financial position at 25th Jan 2024:</u></p> <p>(a) 2023-24 allocation = £36,174 (b) 2022-23 carried forward = £30,946.49 (c) 2023-24 3rd party Contributions = £37,158.26 (d) Total Budget for 2023-24 =£104,278.75 (a+b+c) (e) Existing commitments (incl. carry over schemes from 2022-23) = £103,745.19</p> <p>(f) Current Balance = £533.56 (d-e)</p> <p>Invoices for contributions to completed schemes will be issued in early February.</p>	30% contribution to be retained.		
4.	Major Maintenance				
4.1		<p>01/06/2021 Major maintenance list for 2021/22 was included via email, but can also be found here: Highways Asset Management - Wiltshire Council</p>	<p>25/01/24 The most up to date information regarding major maintenance schemes can be seen here</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>NB query regarding how priorities have been determined based on changes over winter. Concern that the list is out of date.</p> <p>Ladyfield Road was a location previously agreed to move up the list but this has not been done.</p> <p>Charter Road is not on list and is in very poor condition.</p> <p>Question: why Pheasant Rbt is included given current works.</p> <p>The Street Grittleton – concern about condition but is under review for 2025/26.</p> <p>KR to pass concerns to Ray McKenzie. LHFIFG would like to set up a meeting to discuss the Chippenham community area – Ray to be included?</p> <p>06/07/23 Highway maintenance programme 2023-2029 can be found here Highways Asset Management - Wiltshire Council</p> <p>The forward plan is updated once a year using data from machine surveys</p> <p>Ladyfield Road will be taken into consideration when working on the forward programme.</p> <p>Charter Road has been measured and is in the list of sites for additional funding.</p>	<p>Highways Asset Management - Wiltshire Council</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Site extents are proposed using analysis of the machine survey data — each site is evaluated before any works are carried out and extents may be shortened or lengthened depending on the designers assessment of the site. Any developer works are taken into consideration when designing the actual scheme.</p> <p>The Street at Grittleton will be re- assessed as part of the annual review of sites.</p> <p>There are plans to have a separate series of meetings entitled Highway Matters. The exact format and timings of these events has yet to be agreed.</p>			
5.	Items awaiting decision				
5.1	4-19-5 Hill Rise / Barrow Green, Chippenham	<p>24/01/23 Awaiting TRO consultation for 20mph speed limit.</p> <p>25/04/23 TRO advert to commence 27th April until 22nd May for consultation.</p> <p>The estimated implementation costs are £15,000. This is yet to be allocated. Costs to be considered at next meeting following TRO advert.</p> <p>06/07/23 Objections received to advert therefore cabinet member report required. Officer recommendation to proceed as advertised.</p> <p>Implementation costs £15,000 to be considered at next meeting.</p>	<p>25/01/24 Cabinet member decision to proceed has been made.</p> <p>This can now proceed to implementation subject to confirmation of TC contribution.</p>		CTC

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>03/10/23 Cabinet member report being processed.</p> <p>Cost estimate reviewed based on new contract rates and estimate is now £11,000. This would be £7700 LHFIFG and £3300 CTC. May need to be deferred to next financial year as exceeds current remaining budget.</p> <p>Any scope for CTC to increase contribution to 50% to allow funding to be allocated? Formal request to PET required from ward councillor.</p> <p>LHFIFG allocation of 50% from next year's budget subject town council contribution.</p>			
5.2	4-20-11 Fairfoot Close to Gascelyn Close	<p>Land negotiations required. Being led by Sustainable Transport. May return to this group for design work/delivery.</p> <p>19/04/2022 KR provided required width information for land to Laura Gosling</p> <p>26/07/22 Initial discussions with Greensquare re: land are encouraging. KR to continue discussions with legal team.</p> <p>04/10/22 Greensquare are in favour of selling land to WC for this scheme at a small cost. It has been agreed that the cost of this, and legal fees, will be covered centrally at no cost to LHFIFG.</p> <p>Design work can now progress. Site meeting to be set up.</p> <p>25/04/23</p>	<p>25/01/24 Cycle Chippenham has secured £5k funding from Bath and West Community Energy which is to be used to fund the topographical survey and legal order process.</p> <p>Cycle Chippenham have also secured an additional £5k and are awaiting outcome of bid to landfill fund and bid to WW community fund. Borough Lands charity discussions are ongoing.</p> <p>£7k from LHFIFG 2024-25 budget has already been agreed.</p> <p>LHFIFG ask CTC to match this £7k contribution. CTC to confirm.</p>		KR CTC

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Land purchase is progressing. Design work to take place once resource is available.</p> <p>06/07/23 Awaiting resource for design. Ballpark cost estimate based on similar schemes is £25,000.</p> <p>03/10/23 An outline plan is attached with the note tracker for consideration. The estimated cost of construction is £30,000.</p> <p>It was asked if there is potential for 3-way funding cycle chippenham/CTC/LHFIG.</p> <p>Cycle Chippenham are to make a £5k request from CTC community donations fund.</p> <p>Request for some funding allocation from next year's budget LHFIG to assist with grant requests.</p> <p>AF proposes LHFIG commit up to £7000, with up to £3000 from CTC PET. Agreed in principle.</p>			
5.3	4-21-18 A350 to A420 Bumpers Farm roundabout to B4039 Yatton Keynell slip road turning	<p>Excessive speeds creating significant highway safety issues. Attached letter refers.</p> <p>Reduction in speed limit from the western approach to the slip road on the A420 to slow traffic and to reduce speeds at Allington crossroads and onwards to Bumpers Farm roundabout. Attached letter refers.</p> <p>06/07/23</p>	<p>25/01/24 The speed limit review recommended a change in speed limit from the Biddestone Crossroads to Ford at a cost of £16,000. This is approximately 2.5km with 15% in North Wraxall parish and Castle Combe parish (carriageway centre line is boundary), 36.5% in Biddestone</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Report has been drafted and is going through check process.</p> <p>Speed limit recommendations align with those put forward by Atkins, however it is recommended that other measures are considered:</p> <ul style="list-style-type: none"> • Junction Improvements at Allington Crossroads • Junction improvements at B4039 junction • Junction improvements at Biddestone Crossroads • Pedestrian facilities/informal crossing, The Shoe. <p>Atkins recommended a reduction in speed limit between Biddestone Crossroads and Ford.</p> <p>KR to include feedback from LHFIG in report highlighting request for extension of 40mph for Bumpers Farm to include Allington crossroads.</p> <p>03/10/23 The report has been issued with the recommendation to progress a speed limit change in section 3 – Biddestone Crossroads to Ford. The cost of the proposed change is estimated at £16,000. Would like to see it start at the Chippenham side of crossroads.</p> <p>Section 3 bisects the parish boundaries of North Wraxall, Biddestone, Yatton Keynell and Castle Combe Parish Councils.</p> <p>In addition, engineering measures to be investigated at The Shoe to improve pedestrian facilities.</p>	<p>and Slaughterford parish and 48.5% in Yatton Keynell parish.</p> <p>A proposal for pedestrian improvements at The Shoe have been circulated with the note tracker for consideration.</p> <p>Group asked if the criteria would be met for a substantive bid. KR advised this was unlikely as the improvements could be implemented in a phased approach.</p> <p>Funding of the speed limit change was agreed from next years budget, subject to a 50% from parish councils split by percentage. This would require the following contribution amounts:</p> <p>Biddestone and Slaughterford PC - £2920 North Wraxall PC - £3880 Castle Combe PC – £600 Yatton Keynell PC - £600</p> <p>The Shoe – the secondary schools in Chippenham are to be encouraged to include improvements in a bid to Taking Action on School Journeys. Otherwise LHFIG will consider implementing this as a further phase of A420 works.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>The Biddestone Crossroads and B4039 junction are to be addressed as part of the Local Safety Scheme workstream.</p> <p>North Wraxall concerns about the approach, issues with report and The Shoe. KR to review issues raised and report back.</p> <p>Allington – rugby club access not material to junction – farm shop more influential on vehicle flows.</p> <p>CWPC – interested in liaison regarding the B4039 junction and Allington crossroads.</p> <p>KR to get an update on Bumpers Farm scheme and rugby club application.</p>	<p>It was agreed to fund a topo survey at an estimate of £1500 subject to a 30% contribution from NWPC.</p>		
6.	Items awaiting/under construction/advertisement.				
6.1	5827 – Installation of four sets of White Gates and associated improvements, Biddestone	<p>24/01/23 Order issued to Ringway for outstanding works. Awaiting completion.</p> <p>25/04/23 Ringway were unable to complete these works before the contract ended. A new order is being raised with Milestone for completion.</p> <p>06/07/23 Awaiting installation.</p>	<p>25/01/24 Installation complete. To be removed from note tracker.</p>		
6.2	4-20-15 C151 Ford	<p>24/01/23 KR to arrange further site meeting with GW and NB to discuss PC preferred options.</p> <p>25/04/23</p>	<p>25/01/24 Order is now with Milestone, awaiting works.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Meeting held to discuss options. It has been agreed that signing and road marking changes on the C151 Ford are most appropriate. The estimated cost for providing these changes is £3000.</p> <p>Funding agreed for this subject to parish council contribution.</p> <p>In addition, 2no informal crossings on the A420 in Ford are proposed at an estimated cost of £6000 (£12,000 total) each. Detail design to be drawn up to facilitate investigation into alternative funding opportunities.</p> <p>06/07/23 Order to be raised for signing and road marking changes.</p> <p><u>See 7.1 in relation to informal crossings.</u></p>			
6.3	4-22-6 Primrose Way, Chippenham – Street nameplate	<p>24/01/23 Funding from TC confirmed. Street nameplate to be ordered for installation next financial year.</p> <p>25/04/23 Awaiting installation.</p>	<p>25/01/24 Works ordered. Awaiting installation.</p>		
6.4	4-22-8 Forest Lane Pewsham – amendments to bollards.	<p>24/01/23 Removal and replacement of bollards is appropriate. Needs approval from RoW team. Cost estimate £1000.</p> <p>Confirmation of contribution from the TC is required.</p> <p>25/04/23 Funding contribution from CTC confirmed. Order to be issued.</p>	<p>25/01/24 Works complete. Item to be removed from tracker.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
6.5	4-22-9 Hardenhuish Lane to Stainers Way, Chippenham	<p>24/01/23 Removal of barrier and replacement with bollard appropriate. Cost estimate £750. Confirmation of contribution from the TC is required.</p> <p>25/04/23 Awaiting confirmation of funding from CTC. To be tabled at next PET meeting.</p>	<p>25/01/24 Works complete. Item to be removed from tracker</p>		
6.6	4-23-12 Langley Road, Chippenham	<p>Cars continually park in front of our driveway over the end of the dropped curb. This creates an additional hazard when trying to exit our driveway. Our property is lower than the road itself so at the best of time it's hard to see what's coming down Langley Road (inward bound). When drivers choose to squeeze their car into a 'too small' space that may be left outside our house the vehicle creates a problematic sight hazard; we have had a few near misses when turning onto the road. This issue is exacerbated by speeding cars (which is another issue).</p> <p>Could a small section (suggest 2ft) of double yellow lines painted on the left of our driveway (as you look at it) to 'remind' people it is illegal to park over dropped curb. Small expense to WC , big help to us.</p> <p>The Town Council has been made aware that the applicant has been advised that a white "H-bar" marking may be more appropriate in this instance. The Town Council endorses this solution, subject to the above comments.</p> <p>25/04/23 It was agreed that a H bar access protection marking would be provided. Waiting restrictions are not supported.</p>	<p>03/10/23 Lining to be painted when other lining works for LHFIG are undertaken in the area.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
6.7	4-23-6 North Wraxall	<p>A maintenance survey has been completed and identified issues with regard to highway signage. The hamlet of North Wraxall has financial provisions which they would like to use to upgrade highway signs in their hamlet.</p> <p>We would like Wiltshire Council (WC), Highways department to accept the works, identified on the attached schedule. We would like WCC to price the works attributing each amount between the residents fund and WC.</p> <p>25/04/23 Spreadsheet provided with ballpark costs added by KR. Estimate £11,000 for completion of all requests.</p> <p>KR to provide list with costs to Graham Worsnop. To progress with programme of new sign installation in conjunction with parish council.</p> <p>06/07/23 KR to progress signing installation when resources are available.</p> <p>03/10/23 This has been passed to signing colleagues who will progress proposed changes in due course.</p>	<p>25/01/24 Site meeting held with PC. Works order has been raised. Await installation (likely before Easter).</p>		
6.8	Cycle Parking Chippenham	<p>The Chippenham Cycle Network Development Group has been awarded funds from the Chippenham Town Council's Climate and Ecological Emergency Fund, to fund the installation of more cycle parking in the town.</p> <p>This is a request for inclusion at LHFIG to allocate engineering resource to progress installation</p> <p>25/04/23</p>	<p>25/01/24 Engineer now progressing location specific details and estimate ahead of works pack being issued.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Funding available through CNDG. Needs design allocation and would like to see if any match funding from LHFFIG (£1750). This was agreed subject to being ratified at area board.</p> <p>Site visit needed. 06/07/23 Site visit to be arranged. 03/10/23 Site visit undertaken and proposals discussed. This has been passed to an engineer for delivery.</p>			
6.9	Dropped kerbs exercise - Chippenham	<p>25/04/2023 The substantive bid was not accepted. The £12058 funding contribution remains allocated to dropped kerbs subject to LHFFIG confirmation for this funding.</p> <p>Funding has been awarded from GWR to provide the dropped kerbs at Marshall Street and Dover Street junctions with Loyalty Road and dropped kerbs at Ivy Road. LHFFIG to write to GWR to pass on thanks for funding.</p> <p>The group may wish to consider phased delivery of the dropped kerbs on the master list.</p> <p>Correspondence ongoing with Cabinet Member regarding substantive bid and impact regarding equality act and impact.</p> <p>It was agreed to develop a route – prioritising primary schools, hospital/surgery and bus stops – for delivery of dropped kerbs with funding available. KR to circulate prior to next meeting.</p> <p>06/07/2023</p>	<p>25/01/24</p> <p>The following dropped kerbs have now been completed.</p> <p>011 – St Lukes Rd (Lloyds Pharmacy) 012 – St Lukes/St Francis 015 – Kent Close footpath 016 – Kent Close/Sarum Road 042 – Westbrook Close/Frogwell Road 044 – Park Avenue/Bristol Road 032 – Culverwell Road</p> <p>KR to circulate updated list of dropped kerb locations with note tracker. Proposal for funding £8,000 from next years budget agreed. CTC to be asked to contribute £4000.</p>		To note

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>The following dropped kerb sites are recommended for completion with the budget available (subject to TC contribution). These are based on locations that will offer a wider benefit or complete a route.</p> <p>011 – St Lukes Rd (Lloyds Pharmacy) 012 – St Lukes/St Francis 015 – Kent Close footpath 016 – Kent Close/Sarum Road 042 – Westbrook Close/Frogwell Road 044 – Park Avenue/Bristol Road 030 – Beale Close 032 – Culverwell Road</p> <p>Brook Street to be considered for next year – school holidays.</p> <p>03/10/2023 A works pack and order has been issued to Milestone. Works potentially to take place in December.</p>			
6.10	6846 - Road Safety at The Street B4039 Nettleton Road and Church Hill junction Burton	<p>24/01/23 20mph speed limit report has been issued to Parish Council for consideration. The report recommends the introduction of a 20mph speed limit on Nettleton Road.</p> <p>25/04/23 Awaiting update from parish council.</p> <p>Estimated cost of implementation is £5500.</p> <p>Funding to be considered once update received from parish council.</p> <p>06/07/23</p>	<p>25/01/24 Traffic regulation order documents with TRO team awaiting formal consultation.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Update required from Parish Council regarding funding.</p> <p>Concerns regarding PC being unaware of additional costs needed for implementation.</p> <p>LHFIG funding agreed for Nettleton Road and Hillside, combining the TRO advert.</p> <p>Total £6700. PC contribution of £1675 agreed.</p> <p>£5025 LHFIG agreed. (includes 5.4)</p>			
6.11	4-20-4 B4039 Hillside Burton	<p>24/01/23 Assessment report from Atkins being reviewed by KR and advice sought on recommendations from Wiltshire Police. Report to be circulated once review complete.</p> <p>25/04/23 A recommendation has been made to extend the 30mph speed limit to include Hillside. The estimated cost of this is £3700 including the TRO cost.</p> <p>To be discussed at next meeting pending parish council update.</p> <p>06/07/23 Funding agreed as per 5.2 above.</p>	<p>25/01/24 As above.</p>		
6.12	4-21-11 & 13 Upper Seagry	<p>24/01/23 Seagry Primary School have submitted a TAOSJ application. The advisory 20mph speed limit is to be taken forward under this.</p>	<p>25/01/24 Works pack for advisory 20mph (TAOSJ funded) and village gateway and signing improvements has been issued to</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>A road safety visit was carried out to observe school drop off. Report to be circulated.</p> <p>25/04/23 The advisory 20mph limit is to be funded by TAOSJ and installed during 23/24 financial year.</p> <p>Improvements to pedestrian warning signing on Henn Lane has been recommended at an estimated cost of £1000.</p> <p>Improvements at 3 entrances to village recommended at £4000 for signing and road marking per gateway (£12,000 total). Village gates may also be provided at an additional £1000 per gate.</p> <p>Parish Council would like to be provided with details around what traffic calming features may be needed to create a 20mph zone.</p> <p>06/07/23 PC wish to proceed with signing and gateway improvements. Funding decision required.</p> <p>CSW established and completed training. Awaiting risk assessment from Police.</p> <p>£13,000 total required. £9100 from LHFIG – PC contribution of 30% confirmed £3,900.</p> <p>03/10/23 Signing works package being prepared along with advisory 20mph installation.</p>	contractor. Implementation expected in February.		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
6.13	4-21-28 C164 Giddeahall to Upper Castle Combe & C179 West Yatton Lane from Yatton Keynell	<p>The C164 is being used by vehicles which are ignoring the weight limit and current advisory signs. This results in vehicles becoming stuck between two walls in West Yatton and damage to private property.</p> <p>The current signage is inconsistent being different at either end of the C164 & on C179.</p> <p>24/01/23 Awaiting confirmation of contribution from Parish Councils. LHFIG to consider funding at next meeting if parish contributions confirmed.</p> <p>25/04/23 Estimate for proposed signing £2800. Requires approval from YKPC and CCPC.</p> <p>Funding contributions from parish councils to be confirmed. Funding from LHFIG to be agreed at next meeting.</p> <p>06/07/23 LHFIG to consider funding £1800. PC contributions agreed.</p>	<p>25/01/24 Works complete. To be removed from tracker.</p>		
6.14	4-22-15 Hungerdown Lane, Chippenham – amendments to shared use path at junction	<p>24/01/23 Ongoing. KR to review</p> <p>25/04/23 No update. Still on list – design and cost estimate to be prepared.</p> <p>06/07/23 Dropped kerb and footway regrading opposite Queens Crescent junction.</p>	<p>25/01/24 Order raised for investigation into underground utilities to inform design.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Works would require signal switch off and multi way lights during works. Cost estimate £6500.</p> <p>£1000 from last years budget to be used. £3850 from LHFIFG agreed. TC contribution to be confirmed £1650</p> <p>03/10/23 Works pack being prepared.</p>			
6.15	Various bridleways, Chippenham	<p>Request for signing at bridleways listed below to make it clear that cycling is permitted.</p> <ul style="list-style-type: none"> • CHIP7 – Bath Road through to Kingsley Park (linking to CHIP35) • CHIP35 – Hungerdown Lane to Kingsley Park (linking to CHIP7) • CHIP33 – Lords Mead to Bumpers Farm Industrial Estate • CHIW20 – Bridge over A350 at Frogwell • CHIP40 – Forest Lane to Pewsham Way <p>25/04/23 Estimate for cost for signing changes to be prepared.</p> <p>06/07/23 Cost estimate of £300 per sign. Total of £1500 based on 1 sign per location.</p> <p>TC contribution £450 to be confirmed. LHFIFG funding agreed £1050</p> <p>03/10/23 Awaiting works package. Signing to be agreed prior to order being issued.</p>	<p>15/01/24 KR to send plans to LC.</p>		KR
6.16	4-21-22 Saxon Street, Chippenham	24/01/23	03/10/23		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Awaiting confirmation of street nameplate requirement from TC.</p> <p>Waiting restrictions to be included as part of batch of restrictions to be advertised.</p> <p>25/04/23 Awaiting confirmation from TC re street nameplate.</p> <p>06/07/23 Awaiting update from TC</p>	<p>CTC have now confirmed funding. This can progress to installation.</p>		
6.17	<p>Waiting Restriction Review – Batch advert – Chippenham Town</p> <p>Includes 4-23-8 Market Place, Chippenham</p> <p>See list of requests provided for info.</p>	<p>The current list has been circulated and includes recent additions requested through LHFIG. A budget allocation for the advertisement cost is required.</p> <p>25/04/23 LHFIG to consider £2500 allocation to fund TRO advert costs.</p> <p>Funding agreed subject to town council contribution. To be progressed to advert.</p> <p>06/07/23 Awaiting town council funding decision.</p> <p>03/10/23 CTC have confirmed contribution however this also relates to works at Market Place. The proposal for Market Place does not require a TRO but requires signing to be installed and changes to the gate layout.</p> <p>Market Place sign and gate changes are costed at £1400 (£980 LHFIG/£420 CTC). Funding agreed.</p>	<p>25/01/24</p> <p>KR to add additional requests to list and circulate TRO plans.</p>		KR

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		KR to circulate list of waiting restriction requests.			
6.18	4-22-18 Seagry Road, Sutton Benger	<p>24/01/23 LHFIG support investigation of traffic calming on Seagry Road. KR to review.</p> <p>25/04/23 Traffic survey requested to provide data on existing speed and traffic profile.</p> <p>06/07/23 Traffic survey details circulated with note tracker.</p> <p>85th percentile speeds are recorded at 37mph.</p> <p>KR to prepare options and liaise with parish council.</p> <p>CSW to be considered subject to police approval. RH to discuss enforcement with Wiltshire Police.</p> <p>03/10/23 Site meeting held. Proposal circulated with note tracker. Estimated cost of implementation £4500 (£3150 LHFIG/£1350 PC).</p> <p>Funding agreed.</p> <p>Refresh of existing lining to be undertaken by area highways (likely to be Spring 2024).</p>	<p>25/01/24 Order issued to contractor. Awaiting implementation.</p>		
7.	Items under review				
7.1	4-20-15 C151 Ford – Crossing Points.	In addition, 2no informal crossings on the A420 in Ford are proposed at an estimated cost of £6000 (£12,000	<p>25/01/24 Awaiting funding</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>total) each. Detail design to be drawn up to facilitate investigation into alternative funding opportunities.</p> <p>06/07/23 Funding alternatives require applications through a charitable vehicle – not open to parish councils generally.</p> <p>KR to provide information to parish council.</p> <p>KR to find out whether list is held by WC for funding opportunities.</p> <p>03/10/23 Proposed locations and standard detail included with note tracker.</p>	<p>This to be combined with the other A420 scheme.</p> <p>GW confirmed that one location preferred to start with rather than both. Old Coach Road chosen. £6k total</p> <p>Approve in principle subject to funding and confirmation from PC.</p>		
7.2	4-20-3 Hardenhuish Avenue Chippenham	<p>24/01/23 Site meeting held. Cllrs to letter drop residents to identify issues and concerns.</p> <p>25/04/23 Cllr MacDermid and town councillors to canvas residents.</p> <p>06/07/23 Awaiting update following residents survey.</p> <p>03/10/23 Residents survey indicated that some residents would like to see a 20mph speed limit introduced, but others felt unlikely to be needed as parked cars slow vehicle speeds at present.</p> <p>Other issues highlighted were:</p> <ul style="list-style-type: none"> School related parking on Yewstock. 	<p>25/01/24 Cllr MacDermid has confirmed that residents are keen for 20mph limit.</p> <p>No action agreed by LHFIG at this meeting.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<ul style="list-style-type: none"> Drivers using route to avoid traffic lights at New Road/Station Hill. Possible closure of one end of avenue to prevent through movement – unlikely to be supported by all. <p>RH and LC to speak to KM about survey results.</p>			
7.3	4-20-1 A429 Stanton St Quintin – request for pedestrian crossing	<p>24/01/23 KR to circulate report once complete.</p> <p>25/04/23 Report being prepared however the need for improvements has been highlighted to development control and the following statement provided:</p> <p><i>“Wiltshire Council Spatial Planning Team are assessing opportunities for further employment near to J17 as part of the Local Plan Review. Should these opportunities be progressed for formal allocation, then the Highway Authority will seek to sustainably link these new developments with existing settlements such as Stanton St Quinton”</i></p> <p>06/07/23 Report circulated with note tracker. Active travel improvements and crossing recommended. LHFIG may wish to consider alternative funding opportunities set out in report.</p> <p>Funding opportunities through development management are being sought.</p>	<p>03/10/23 Opportunities for funding through development management still being sought.</p> <p>KR to find out if any funding available as part of solar farm development.</p> <p>LHFIG to write to Strategic Planning Committee and speak to development control officer to further highlight request for funding.</p>		
7.4	4-22-13 A350 Plough Crossroads, Kington	24/01/23	25/01/24		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
	Langley – request for pedestrian crossing facility.	<p>Atkins traffic signals do not recommend changes to intergreen timings to facilitate crossing as due to the technology used, this could increase conflict between pedestrians and vehicles.</p> <p>Atkins are to investigate the feasibility of providing a dedicated crossing although it is acknowledged that this will not be compliant with recommended standards.</p> <p>Awaiting outcome of Atkins review.</p> <p>25/04/23 Awaiting update from Atkins. KR to provide as soon as available.</p> <p>06/07/23 Technical note received from Atkins with options included. Atkins preferred option is option 2 at a cost of approx. £91,000.</p> <p>KR to raise vegetation cutting back with area office.</p> <p>LC – should be upgraded to include cyclists.</p> <p>KR to discuss alternative funding opportunities and if none available, substantive bid to be considered.</p>	<p>Opportunities for funding through development management still being sought.</p> <p>It was agreed that if funding does not become available through development etc, then a substantive bid will be submitted in 2025.</p>		
7.5	4-22-11 Malmesbury Road Roundabout - Crossings	<p>Request for crossing provision at Malmesbury Road roundabout. Please see redacted request form.</p> <p>It was suggested that the crossing provision and issues with developer installations be brought up at full council.</p> <p>24/01/23</p>	<p>25/01/24 Mike Crook progressing bid for CIL funding.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>KR to review.</p> <p>25/04/23 The provision of a crossing at this location will need to be incorporated with the existing traffic signals and as such is a scheme likely to be outside of the LHFIG scope. It is recommended this is highlighted within the LCWIP.</p> <p>KR to investigate if Capability Funding available for this.</p> <p>06/07/23 KR to discuss funding with Mike Crook. Internal discussions to be had.</p> <p>03/10/23 Mike Crook is trying to find out if CIL funding is available to fund the introduction of a crossing as this will be a substantial project.</p>			
7.6	4-23-11 Stanton St Quintin	<p>Request for signing to deter use of route through SSQ village as an alternative route when M4 is closed. Also request unsuitable for HGV signing and assistance to have the route shown as unsuitable for diverted vehicles on google maps.</p> <p>25/04/23 LHFIG to write to Michelle Donelan to ask for assistance with changes to google algorithm for directing SAT NAV.</p> <p>06/07/23 Letter to be written by RH & LC. To include Grittleton and other villages impacted by this.</p>	<p>03/10/23 RH and LC to write to Michelle Donelan.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
7.7	4-23-4 Marshfield Road, Chippenham	<p>Dangerous driving has been increasing over the years which creates higher levels of risk to all road users and residents. Drivers have been observed to accelerate hard when joining from the Ivy Lane direction but then have to take evasive action due to traffic obstructions (poor design).</p> <p>The section of road appears as two lanes but the road is not wide enough. With increased congestion from the recently introduced New Road traffic scheme stationary traffic in the right lane drivers are forced to make changes at speed due to vehicle obstructions.</p> <p>1 - An updated safety assessment of Marshfield Road is needed. 2 - Review the impact of recent changes to traffic management on adjoining roads. 3 - Review road design/markings/signage. 4 - Reduction of speed limit to 20-mph 5 - Traffic assessment for best solution.</p> <p>25/04/23 KR to arrange site visit and review.</p> <p>It was highlighted that this area is within the LCWIP – one scheme requested is a scheme along Marshfield Rd into town centre.</p> <p>KR to speak to Mike Crook, Sustainable Transport.</p> <p>03/10/23 Site meeting held. Review for next meeting.</p> <p>Mike Crook has established that from a cycle perspective, it would be desirable to focus on other</p>	<p>25/01/24 Proposal issued with note tracker for consideration.</p> <p>KR to progress feasibility design for build outs and review traffic data once received.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		routes in the first instance however KR to review route in relation to resident's current concerns.			
7.8	Bath Road, Chippenham	<p>As part of the recent granting of planning permission for the Rontec Esso petrol station on Bath Road at Patterdown roundabout, the applicant agreed to transfer a 1m-wide strip of land across the site frontage to Wiltshire Council, for the purpose of creating a future shared-use footway/cycleway across the site. This will enable the shared-use path that currently ends at the tunnel under the railway, to be extended across Brunel Court and the petrol station frontage, to link to bridleway CHIP7, which leads towards Ladyfield Road and Kingsley Park. There are also aspirations to continue the cycleway along Bath Road towards the hospital, with this route being one of the priority routes identified in the emerging Chippenham Local Cycling and Walking Infrastructure Plan (LCWIP).</p> <p>Works now need to be undertaken to design and deliver this scheme</p> <p>25/04/23 KR and Laurence to arrange site meeting. Design resource is required. KR to discuss with Sustainable Transport.</p> <p>06/07/23 Site visit to be arranged.</p> <p>03/10/23 Site visit held. Awaiting design resource.</p>	<p>25/01/24 Design resource now available and progressing.</p>		
7.9	4-23-20 Railings, Wood Lane, Chippenham	Along Wood Lane is a retaining wall that is topped with a footpath and a run of iron railings. It's approx. 80 meters long, starting opposite Bakehouse Close and	<p>25/01/24 Funding was not agreed.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>extending up to Flowers Manor retirement home. This is to protect pedestrians from a 3 to 4 foot drop into the road below. The railings are in a terrible condition, with the majority of the rungs bent and misshapen and many rungs missing altogether along it's length. The footpath is well used by pedestrians coming in an out of town. I'm very concerned for young children who may be at risk of falling through the gaps into the road below.</p> <p>Replacement of the railings - this part of Wood Lane sits within a conservation area and fronts two listed buildings, so replacement railings need to be elegant and in keeping, rather than purely utilitarian in form. Having spoken with a local architect, we both agree that bow topped railings in black would be an excellent solution and would work well alongside the new railings that form the boundary of the Flowers Manor Care Home.</p> <p>06/07/23 It was discussed that a housing application has been put in at old police station site. Is there any scope to include this in that?</p> <p>KR to discuss with area office as to any potential maintenance input.</p> <p>03/10/23 Local Highways have undertaken ad-hoc repairs as needed but do not have a budget to undertake wholesale replacement.</p> <p>The group asked if there is any funding from development that could be used for this or if the civic society have any funding?</p>			

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7.10	4-23-21 Footway tunnel, Bath Road to Southmead, Chippenham	<p>The footway tunnel under the main railway line is unlit and is a " black hole" at night. It is a main pedestrian route between the Sheldon area and Bath Road. Having spoken to a number of residents it appears it is hardly used at night due to safety fears and there has been reports of ASB.</p> <p>Would like to see lighting installed.</p> <p>06/07/23</p> <p>To be included in site visit and to review.</p> <p>03/10/23</p> <p>Site visit undertaken.</p> <p>The footway under the rail bridge is part of CHIP7 right of way but is not owned by Wiltshire Council or part of the adopted highway.</p> <p>LHFIG can use funding to improve rights of way, however landowner permission would be required as well as permission to work under the rail bridge from Network Rail. Gaining this permission is likely to be a lengthy process and will have costs associated with it.</p>	<p>25/01/24</p> <p>KR to speak to street lighting and open discussions with Network Rail.</p>		
7.11	4-23-13 Fallow Field Close/Foxgrove/Footpath CHIP115	<p>Six of the footways leading from quiet residential streets to footpath CHIP115 (3x from Fallow Field Close, 3x from Foxgrove) have chicane barriers on them.</p> <p>As the paths lead on one side to footpaths, and on the other to the ends of quiet residential cul de sacs, I am unsure whether these barriers are performing any safety purpose. It is possible they were installed to prevent moped/motorcycle access to CHIP115. However, there are various other points along</p>	<p>25/01/24</p> <p>The 6no barriers can be removed for an estimated cost of £650.</p> <p>Allocation of funding is required from LHFIG and TC.</p> <p>Agreed subject to TC funding agreement.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>CHIP115 where access is possible without needing to negotiate chicane barriers.</p> <p>All six barriers may prevent disabled people from accessing CHIP115, and may therefore be illegal under the Equality Act 2010. They also massively hinder those using pushchairs.</p> <p>Please can these six barriers be removed, and if vehicle access needs to be prevented, white, reflective bollards be installed instead, ensuring sufficient clear space is maintained to enable those using mobility aids to pass through unhindered?</p> <p>06/07/23 KR to review and report back to group.</p>			
7.12	4-23-30 Union Road Chippenham	<p>Union Road links New Road and Old Road to the back of the station. It is current 2-way, but is restricted in width and the nature of businesses on the street, traffic flow and pedestrian movements have highlighted its current provision is not fit for purpose to encourage positive and smooth flow of vehicles, cyclists and pedestrian traffic.</p> <p>Given the current use of businesses on Union Road, parking and access constrains to and from both New Road, Old Road and the rear station entrance it has been discussed with the Artisan Quarter committee, and proposed, for Union Road to be changed to a one way road leading from Old Road to New Road in an East to West direction. This would also involve pavement improvements, parking zone changes, cycle street parking and a contraflow cycle lane. Much of this change could be initially be completed through line</p>	<p>25/01/24</p> <p>An initial review is underway, with collision data reviewed (no collisions recorded) and site visit undertaken. Traffic survey has been requested to determine vehicle numbers using the road currently. This will inform the design process.</p> <p>A planning application has been made for conversion to residential (S106 agreement – asking if can be used for highway changes instead of current arrangement for sculptures in park).</p>		

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		<p>painting works if needed, with a later phase to formalise the hard landscaping changes.</p> <ul style="list-style-type: none"> - The Town Council supports this request in principle. However, this ‘in principle’ acceptance is made subject to a formal recommendation being made by Wiltshire Council and a fully costed report being submitted by Wiltshire Council and is subject to debate and decision at a future PET Committee meeting. - The Town Council asks that the LHFIG note the possibility for S106 funding to become available to support this highways improvement request, though this is subject to the determination of PL/2023/05290 to that effect. - It is further asked that any identified highways issues at or approaching the Langley Road junction are considered when addressing this request for Union Road. <p>03/10/23 The group asked if there is any potential for funding from GWR for this.</p> <p>KR to review and report back.</p> <p>Also to look at S106 funding opportunities. Local businesses willing to contribute.</p>	<p>Artel keen to contribute. Businesses keen to do fund raising.</p> <p>KR to progress design options following review of traffic information.</p>		
8.	Items awaiting further investigation / officer resource				
8.1	4-22-19 Pewsham Estate – dropped kerbs.	24/01/23	06/07/23 Update required on locations		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>LHFIG support request. KR to review request and contact resident for more information regarding locations</p> <p>25/04/23 Need information regarding locations of dropped kerbs.</p> <p>Cllr Cape to follow up with resident to see if locations have been identified. These locations are on a route to and from school.</p>	CC trying to contact resident.		
8.2	<p>4-23-22 High St, Kington St Michael</p> <p>4-23-29 20mph Speed Limit Request, Kington St Michael</p>	<p>Traffic calming measures and signage exist. Unfortunately the give way arrangements do not prevent road users from speeding through disregarding the signage.</p> <p>Instead of a give way to oncoming traffic situation a stop/halt sign should replace this with appropriate road markings.</p> <p>The Parish Council is also requesting advice on how to achieve the lowering of the speed limit to 20mph. The Council will be installing SIDs to focus drivers minds but the long term solution must be a 20mph zone throughout the village.</p> <p>06/07/23 KR explained that STOP line rules are not likely to be met at this location. To review site and report back to group.</p> <p>Concerns around increased vehicle volumes and speeds.</p> <p>Want to highlight village environment etc.</p>	<p>25/01/24 Awaiting update re funding allocation and contribution from parish council.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>KR to ask for traffic survey to be redone.</p> <p>03/10/23 STOP signs and lines are regulatory and are for installation only where drivers are to enter major roads with restricted visibility. Neither the sign or road marking are permitted for use at traffic calming arrangements such as the one at High Street, KSM.</p> <p>For consideration of a 20mph speed limit in the village, it is necessary to undertake a 20mph speed limit assessment. The cost of this is £2500 of which a 30% contribution must be borne by the parish council. The assessment outcome will determine if a 20mph speed limit is appropriate. It does not guarantee that a reduced speed limit will be recommended nor does the cost of the assessment cover any of the costs associated with implementing any changes.</p>			
8.3	4-23-31 Grittleton Road Yatton Keynell	<p>The pavement on Grittleton Road at the junction with The Street (B4039) is narrow and sloped towards the road, the pavement was constructed around an existing front door step. This forces wheel chair users, mobility scooters users & those with push chairs into the road to pass this obstruction, with increased danger as there are usually vehicles parked in the road as well.</p> <p>Residents that use the Grittleton Road are unable to safely access the Surgery, School, Shop Village Hall & pub.</p>	<p>25/01/24 KR to review and see if any action can be taken.</p>		
8.4	4-23-33 Various side roads, Chippenham	<p>Rule H2 of the new Highway Code states that vehicles turning into and out of side roads must give way to people waiting to cross that road. Where a</p>	<p>25/01/24 Site meeting held. KR to prepare options and cost estimate for side</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>cycleway/shared-use path crosses a side road, the same applies: vehicles entering or exiting the road must give way to those using the path.</p> <p>This rule is already in force. However, many drivers do not give way when people are waiting to cross. This creates a significant safety risk to people crossing at side roads, who are entitled to step/wheel/cycle out.</p> <p>We want to address this by making changes to a number of junctions around the town, where shared-use paths cross side road entrances, to make it clear to drivers that they must give way. This will help make walking, wheeling and cycling easier (in line with Chippenham Town Council's climate ambitions), and also create a safer environment, particularly for the most vulnerable, in line with Wiltshire Council's legal duties under the Highways Act 1980.</p> <p>The locations of side-road junctions where shared-use paths cross are as follows:</p> <p>1. Hungerdown Lane</p> <ul style="list-style-type: none"> • All side road junctions from Bristol Road to Bath Road on EAST side (7 in total) <p>2. Hardenhuish Lane</p> <ul style="list-style-type: none"> • All side road junctions from Ridings Mead to Bristol Road on EAST side (8 in total, including school entrances) <p>3. Bristol Road/Bumpers Way</p> <ul style="list-style-type: none"> • Junction with Middlefield Road: https://goo.gl/maps/khLCqc13rXq6CnYM6 • Junction with Frogwell (WEST side): https://goo.gl/maps/9YtJGQ3mhtnFeVA5A • Entrance and exit from Chippenham Retail Park: https://goo.gl/maps/PuJd9wb6Y3zPpEbA 	road junctions with Hungerdown Road.		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>4. Bath Road 5. Marshfield Road <ul style="list-style-type: none"> • Junction with Dallas Road: https://goo.gl/maps/naXPtPYjvTNUHHHD6 6. North Chippenham Link Road – south side <ul style="list-style-type: none"> • All junctions between A350 and B4069 7. Easton Lane <ul style="list-style-type: none"> • All side road crossings between Saltersford Lane and Haystack Avenue 8. Exeter Close <ul style="list-style-type: none"> • Junction with Sandown Drive: https://goo.gl/maps/55jizR2ufYtnA6Ac9 • While this is the only side-road crossing in Cepen Park South, it may make sense to assess priorities at the other locations where the shared-use paths cross the roads, for consistency 9. Cocklebury Road <ul style="list-style-type: none"> • Station car park entrance (opposite Sadlers Mead junction) • Station car park entrance (opposite college) • Junction with History Centre: https://goo.gl/maps/UMGaWibAerVBYP6e9 • Junction with Great Mead: https://goo.gl/maps/HcbZTgRHoJ2gTTRaA • Junctions on north side of Methuen Park roundabout: https://goo.gl/maps/yBRUFYvsGih5X9k6A • Junction with Bath Road industrial estate: https://goo.gl/maps/JmyRZtn34jt4ixo69 <p>There is a variety of ways in which this can be addressed, including ‘Give way’ markings on the road, and/or raised table crossings.</p> </p>			

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		03/10/23 Site meeting requested.			
9.	Items on hold / for information only				
9.1	4-20-12 Baydons Lane to Long Close	Land negotiations required. Being led by Sustainable Transport. May return to this group for design work/delivery. 04/10/22 No update 25/04/23 No update. Sustainable transport currently working on priorities raised by CNDG.			To note
9.2	4-21-1 Shared Use Path – Island Park	Laura Gosling is looking into feasibility of some widening and signing in this area already. To be progressed by Sustainable Transport for further discussion. 25/04/23 No update. Sustainable transport currently working on priorities raised by CNDG.			To note
9.3	4-21-21 Hill Corner Road, Chippenham 4-23-10 Hill Corner Road, Chippenham (request for street lighting and traffic calming)	The junction of Hill Corner Road (HCR) has become increasingly dangerous, not only for the fellow driver but for the pedestrians and the local wildlife too! Since the Birds Marsh development has sprung up there has been a huge uptake in traffic, plus cars heading down the steep hill towards the HCR junction are usually traveling far too fast which has resulted in several cars crashing through the Tale of Spice car park and demolishing the fence and telecoms units. It won't be long before a serious accident will happen which may result in an injury or worse, death.			To note

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>HCR/Malmesbury Road junction should be 'widened' to allow vehicles that are turning into HCR from the steep hill side of Malmesbury Road to turn safely without hitting other vehicles that are stood waiting to get out. If a 'small' roundabout was added at this junction, then this would help to make drivers 'slow down' to this point and help to reduce the issues with pedestrians crossing over the road by moving the current traffic island in the centre of the new widened part and a path added on the opposite side to allow pedestrians to be able to cross the road safely.</p> <p>24/01/23 To be reviewed in Summer 2023 once new patterns are established following road opening.</p> <p>Cllr MacDermid is meeting David Lear and will raise issues with Hill Corner Road and issues relating to Birds Marsh development.</p> <p>Reports that link road not being used as much as expected due to collisions at Malmesbury Road roundabout. KM to report back to next meeting re outcome of discussions with highways development control.</p>			
9.4	4-22-7 Malmesbury Road, Chippenham – Crossing nr St Pauls Church	<p>24/01/23 Changes to belisha beacon to increase visibility are estimated to be in the region of £3000. To be considered for funding.</p> <p>Road markings to be put on list for refreshing. 25/04/23 LHFIG and TC to consider funding (£3000)</p>			<i>To note</i>

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		On hold for time being due to funding constraints.			
9.6	4-20-7 Bristol Road, Chippenham	<p><i>Request for formal crossing (Puffin / Zebra) by the entrance to Lidl Store. https://www.google.co.uk/maps/</i></p> <p>24/01/23 KR explained that having reviewed the pedestrian assessment further, a formal crossing near Lidl can be recommended. The likely cost being in the region of £80,000. This would be a substantive bid.</p> <p>The group asked that consideration continue to be given to a reduction in speed limit to 30mph. Discussion also took place around the provision of a crossing at Hathaway medical centre. It was agreed to investigate improvements to the refuge island.</p> <p>25/04/23 Revised report circulated with note tracker recommending signal-controlled crossing.</p> <p>LHFIG to consider funding detailed design at estimated cost of £20,000.</p> <p>The group remain keen to see 30mph speed limit on Bristol Road.</p> <p>KR is to discuss with major projects team to determine if any scope for additional funding and how the changes at Bumpers Farm may impact this.</p> <p>Cllrs to approach schools to update travel plans to potentially apply for funding through TAOSJ.</p>	<p>06/07/23 There is no scope to extend the proposals for Bumpers Farm to include further crossing facilities on Bristol Road (other than those already proposed by the scheme) or to reduce the speed limit to 30mph.</p> <p>Crossing across Hungerdown Lane is a request for the future and through LCWIP. To be considered as part of any crossing changes – potential to signalise junction.</p>		

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9.7	4-23-27 B4069 Kin House Kington Langley	<p><u>Existing issues</u></p> <ul style="list-style-type: none"> Residents currently find it unsafe to cross the B4069 especially with dogs to get to the rest of the village Increased number of vehicles entering and leaving Kin House due to its new commercial position as a successful event hotel since March 2022 HGV traffic out of Chippenham has increased due to the unsafe right turn at the Malmesbury road roundabout when using Kilverts Way forcing Wavin to direct all their northbound HGVs via B4069 <p><u>New issues</u></p> <ul style="list-style-type: none"> Opening of a shop & cafe in the grounds of Kin House will dramatically increase the volume of vehicles needing to enter or leave the property via Entrances A & B. It will also require pedestrians from the village to cross the B4069 to reach the Café & Shop. Currently, it is not safe to cross the B4069 in this area due to the high speeds of traffic and the 40MPH limit. The village support the creation of a shop and cafe and wish to use it as a village asset. This means a safe access for pedestrians is needed across B4069. There are two entrances either side of dangerous bends. The southbound 40MPH speed limit begins on a fast straight road from Sutton Benger, and is followed by a left-hand bend and then Entrance B to the Kin House is approximately 200m further – itself on a bend. We believe that the speed of cars & HGVs on this section of the B4069 is too high to allow the increased number of pedestrians to safely cross the road and the increased number of vehicles wanting to enter or leave the Kin House Shop & Café. <p>One solution could be to extend the location of the existing 30MPH limits for the village of Kington Langley by about 300M southbound and 440m northbound on</p>	<p>06/07/23</p> <p>No request for funding at this stage.</p> <p>KR to review options for crossing facility and change to speed limit.</p> <p>Arrange site visit. Planning application to be submitted in around a month.</p> <p>03/10/23</p> <p>Site visit undertaken and email report included with note tracker.</p> <p>Planning application being submitted by Kin House.</p>		

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		<p>the B4069 to include the area in front of the Kin House. We believe that this action together with establishing an uncontrolled crossing area for pedestrians will greatly improve the safety of residents and pedestrian / vehicles entering and exiting the Kin House shop & café.</p> <p>This suggestion is supported by local villagers, the Kington Langley Parish Council and the owners of Kin House who are about to submit their planning application for their new shop & café at Kin House. We are, of course, open to other ways to resolve this issue.</p>			
9.8	4-23-23 A420 Allington Crossroads	<p>Highway safety at crossroads from linking local roads (Sheldon Lane and Allington Lane). Backing up traffic to A350 Bumpers Farm roundabout prevents lane users to enter and egress A240 safely.</p> <p>The A420 is National speed limit. Yellow box junctions should be introduced on A420 to keep the junction clear for linking and through traffic to avoid traffic jams and increase highway safety</p>	<p>06/07/23 Await outcome of rugby club access decision as this would have an impact upon this crossroads.</p>		
9.9	4-23-25 Bath Road, Chippenham	<p>The Ambulance Service have taken up residency in one of the units on the Bath Road industrial Estate. At peak traffic times our crews are finding it difficult to exit the site even under blue light conditions and have witnessed several instances of panicked members of the public trying to make space.</p> <p>I have been asked to enquire about the possibility of having a hatched box area installed at the exit of the estate leading on to the main Bath Road. Wiltshire Council have confirmed that this would require some additional traffic management to be undertaken</p>			

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>06/07/23 KR to look at cost estimate as a priority.</p> <p>03/10/23 To provide a yellow box marking covering the junction (approx. 200m²), temporary signals are likely to be needed and as such the permanent signals would need to be switched off.</p> <p>Including traffic management, the cost estimate for providing the yellow box marking is £3500.</p> <p>This road is on the list for carriageway resurfacing. KR has asked for confirmation of dates and the possibility of including the yellow box marking as part of those works.</p> <p>Potential next financial year for resurfacing. To be put on hold until then.</p>			
10	New Requests submitted since the last meeting				
10.1	4-23-33 King Alfred Street, Chippenham	<p>https://maps.app.goo.gl/ZJuCUSbV7gMgAhMN9</p> <p>It has been reported to me that the narrow path through King Alfred street which is followed through to Hungerford road, is being used by cyclist. This is also a pathway for pedestrians so this can be difficult for both pedestrian and cyclist to use.</p> <p>This pathway used to have a no cycling sign, however this has been removed.</p> <p>The Town Council supports this request in principle. However, this 'in principle' acceptance is made subject</p>	<p>25/01/24 LHFIG agreed no further action. This was not considered a priority for funding.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>to a formal recommendation being made by Wiltshire Council and a fully costed report being submitted by Wiltshire Council and is subject to debate and decision at a future PET Committee meeting.</p> <p>The Town Council asks that a “cyclists dismount” advisory sign is considered for this location, rather than a “no cycling” sign which might have the effect of discouraging cyclists passing through the area and onto the wider cycle network.</p>			
10.2	4-23-34 Rowden Hill, Chippenham	<p>https://maps.app.goo.gl/FVEzhWGPHjAWSvNY7</p> <p>Both we (Ivy Park House) and our neighbours access Rowden Hill from a driveway on a corner.</p> <ol style="list-style-type: none"> 1. The turn right lane into Charter Road from Rowden Hill extends across our driveway (see photo) which means crossing multiple lanes of traffic or partially blocking the road to turn into the drive. 2. Turning right from our drive onto Rowden Hill is an accident waiting to happen as we can't see round the corner and assess oncoming traffic (see photo) and people often don't realise there's an exit there. 3. Vehicles speed round the corner (40+) exacerbating the danger. <p>We would like:</p> <ol style="list-style-type: none"> 1. The turn right box into Charter Road shortened/hatching extended so that we can pull into the hatched area before turning right into the drive 2. Signage making it clear to drivers coming down the hill that there is a concealed exit / limited visibility 3. The occasional mobile speed camera (outside of rush hour) to catch people speeding round the corner 	<p>25/01/24</p> <p>It was agreed that no action to be taken to change road markings etc however some improvement could be made by reduction of vegetation.</p> <p>Following the meeting Gemma Winslow checked ownership details and the vegetation is within adopted highway. CTC carry out this type of cutting back and so are to be asked if this can be included.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>Our neighbours are supportive of all 3 proposed solutions and I have permission to share their contact details if helpful.</p> <p>The Town Council supports this request in principle. However, this ‘in principle’ acceptance is made subject to a formal recommendation being made by Wiltshire Council and a fully costed report being submitted by Wiltshire Council and is subject to debate and decision at a future PET Committee meeting.</p>			
10.3	4-23-35 Wood Lane Car Park to The Causeway, Chippenham	<p>There is no lighting along this walkway which is unsafe in the evenings particularly for young and elderly people and is an area of anti-social behaviour.</p> <p>The Town Council supports this request in principle. However, this ‘in principle’ acceptance is made subject to a formal recommendation being made by Wiltshire Council and a fully costed report being submitted by Wiltshire Council and is subject to debate and decision at a future PET Committee meeting.</p> <p>The Town Council asks that careful consideration be given to the impact that any new lighting might have on the amenity of nearby residents or businesses. It is asked that motion sensors, or similar mitigation is considered.</p>	<p>25/01/24</p> <p>The route in question is not part of the adopted highway, is not owned by Wiltshire Council and does not form part of the Rights of Way network therefore no action can be taken by LHFIFG.</p>		
10.4	4-23-36 Hill Rise, Chippenham	<p>https://maps.app.goo.gl/SH1MxkdvdN4GeYSp9</p> <p>To have the grassed area removed to widen the road. To have speed humps installed from the top of the hill to the bottom where Hill Rise exits onto Greenaway Lane. To have the speed limit reduced to 20mph.</p>	<p>25/01/24</p> <p>A scheme is already in progress to introduce a 20mph speed limit. Surveys show that traffic calming is not required to allow introduction of this reduced limit.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
			The grassed areas do not form part of the adopted highway but are owned by Wiltshire Council. However, widening the carriageway would likely result in increased vehicle speeds which would be detrimental.		
10.5	4-24-01 30 Ridings Mead, Chippenham	<p>https://maps.app.goo.gl/75tQz3VghSDb2Gjd8</p> <p>Vehicles damaging grass verge at front of property whilst parking/driving on. I would like to have white posts installed as others have along the same road.</p> <p>The Town Council supports this request in principle. However, this 'in principle' acceptance is made subject to a formal recommendation being made by Wiltshire Council and a fully costed report being submitted by Wiltshire Council and is subject to debate and decision at a future PET Committee meeting.</p>	<p>25/01/24</p> <p>GW advised that residents on Ridings Mead have been given permission to self-fund. RH to speak to resident and inform them of this. The request for permission and for details of allowed posts is to be sent to westernhighways@wiltshire.gov.uk</p>		
10.6	4-24-02 Flowers Yard, Chippenham	<p>https://maps.app.goo.gl/fjWJ7nWyLzdNRhTa8</p> <p>Parking for residents in flowers yard. This has been an issue for 15 years. Residents are unable to park anywhere near their properties due to flowers being used by, work vans, people working in town, people shopping and people using "The Arc", even though there are two allocated car parks for them! The situation is going from bad to worse and I have been writing to the council for 15 years and I have copies of all correspondence. I have sent in petitions that were requested with signatures of all residents to ask for residents parking etc. Nothing has been done.</p>	<p>25/01/24</p> <p>CTC are to be asked to consider if there is a requirement for wider residents parking schemes across the town centre.</p> <p>Resident survey to be undertaken to determine level of support for a residents parking scheme using information and questionnaire provided.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		The Town Council supports this request in principle. However, this 'in principle' acceptance is made subject to a formal recommendation being made by Wiltshire Council and a fully costed report being submitted by Wiltshire Council and is subject to debate and decision at a future PET Committee meeting.			
10.7	4-24-3 London Road, Chippenham – opposite Wiltshire Tyres	<p>https://maps.app.goo.gl/xNAiKtfFVBwFtRzh9</p> <p>There is an exit from a lane onto London Road, between 137 London road and Leonora house. This lane services houses from 137-145a London road. The parking on London road is congested and often encroaches very close to the exit of this lane.</p> <p>Exiting this lane onto London road can be very difficult as visibility is highly obscured when cars are parked close to the lane entrance. I Have spoken with several residents (137-145a London road) that this affects, and all have had 'close calls' when exiting, even when the exiting driver is being extremely cautious. Usually, traffic on London road is unable to see a car exiting as it is rushing to the next passing space (which is the lane exit.) The outcome is usually a near miss of a 'T Bone' type accident which is, as I understand, one of the less survivable accidents.</p> <p>Furthermore the combination of parked cars on both sides of the road causes confusion and traffic when navigating the junction. This increases the mental load on drivers when reacting to a car trying to exit onto London road increasing the chances of a collision. The speed of drivers on London road is often above the 30mph limit as they rush to pass parked cars to the next clear passing space, (which is often the lane exit.)</p>	<p>25/01/24 KR to add to waiting restrictions for advertisement.</p>		

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
		<p>I have spoken to the owner of Leonora house who is planning to submit planning applications to have the residence converted into many flats which will greatly increase the use of this exit onto London road and exacerbate issues.</p> <p>I understand that whilst the lane may not come under the jurisdiction of Chippenham council, London road does. The residents have two suggestions. 1) A short run of parking restriction (double yellows) near the exit of the lane would improve visibility considerably 2) a visibility improving convex mirror opposite the junction so you can see what traffic is coming 3) A concealed exit/entrance sign to warn traffic of a possible hazard</p> <p>The Town Council supports this request in principle. However, this 'in principle' acceptance is made subject to a formal recommendation being made by Wiltshire Council and a fully costed report being submitted by Wiltshire Council and is subject to debate and decision at a future PET Committee meeting.</p>			
11	AOB –				
11.1	LC – query about review of LHFIG mentioned by Cllr Thomas. RH is to find out – not aware of any information at this point.				
12	Funding Allocations made at this meeting				
12.1	<ol style="list-style-type: none"> 1. Dropped Kerbs 2024 - £8000 LHFIG (seeking £4000 from CTC to bring budget to £12,000) 2. Fallowfield / Foxgrove Chippenham Barrier Removals - £650 (£455 LHFIG/£195 CTC – to be confirmed) 3. A420 Speed Limit Changes - £16000 (£8000 LHFIG/ Biddestone and Slaughterford PC - £2920, North Wraxall PC - £3880, Castle Combe PC – £600, Yatton Keynell PC - £600 – to be confirmed) 4. A420 The Shoe – topographic survey - £1500 (£1050 LHFIG, £450 NWPC to be confirmed) 				

	Item	Update from previous meeting	Actions & Recommendations	Priority 1 – High 2 - Low	ACTION Who
	<p>5. A420 Ford – 1no Informal Crossing - £6000 (£4200 LHFIG/£1800 NWPC to be confirmed)</p> <p>6. Hill Rise Chippenham 20mph speed limit implementation - £11,000 (£5500 LHFIG/£5500 CTC to be confirmed)</p> <p>7. Fairfoot Close to Gascelyn Close Chippenham - £30,000 – (£7000 LHFIG, £7000 CTC to be confirmed, £16,000 other sources via CTC).</p> <p>Allocations from 2023-24 budget</p> <p>Allocations from 2024-25 budget</p>	LHFIG 2024-2025 allocation = £36,174, LHFIG allocations made = £33,750. Remaining 2024-25 budget = £2974. This excludes third party contributions.			
13	Date of Next Meeting - tbc				

Highways Officer – Kirsty Rose

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Chippenham Area Board.

2.2. If funding is allocated in line with LHFIG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Chippenham Area Board will have a remaining Highways funding balance of **£0**

3. Legal Implications

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

4. HR Implications

4.1. There are no specific HR implications related to this report.

5. Equality and Inclusion Implications

5.1. The schemes recommended to the Area Board will improve road safety for all users of the highway.

6. Safeguarding implications – none

Guidance notes for Local Highway & Footway Improvement Groups (LHFIGs)

Attendance

To enable meetings to be conducted efficiently, it is encouraged that participants are limited to those who need to attend and ideally below 10. It is however recognised that in certain community areas this is difficult to achieve due to their geographical size. In these circumstances, multiple attendees from groups or councils are discouraged.

All meetings will be supported by Wiltshire Council officers, with attendance from the relevant Community Engagement Manager, and from the council's Highway service: Traffic Engineering, Area Highway Maintenance, and Sustainable Transport teams. Others service areas may attend depending on the issues raised, including (but not limited too) Passenger Transport and Rights of Way.

Several specific community groups exist with special interest in particular topics such as cycling and walking. At the discretion of each LHFIG chair these groups could be represented at LHFIG meetings, as they may provide access to potential funding opportunities that do not exist elsewhere.

The meetings are not open to members of the public, but where an issue may benefit from further information, the public may be asked to attend by invitation and agreement of the Chair. This should be communicated to the wider group beforehand.

Decision making

The LHFIGs do not have decision-making powers but make recommendations to the relevant Area Board to ratify the decisions taken at the meetings.

Meeting dates and programme

Meetings should ideally take place in the following periods with the intended meeting purpose, as set out below: Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings.

April: Budget confirmation and budget allocation to projects.

July: Progress meeting. Budget allocation (note: projects allocated beyond this meeting may not be delivered by the end of March).

October: Progress meeting. Agree projects to be put forward for funding from Substantive bid, ahead of end of November submission deadline. Small scale and low-cost projects at this meeting may be delivered before end of year deadline.

January: Progress meeting. Agreement of any funding to be returned for redistribution. Any projects prioritised at this meeting will not be delivered within this financial year.

Meetings can be held in either in person or online.

The above programme is indicative, and it will be up to individual groups to determine how and when priorities are identified. It should be noted there remains an increased risk to groups who identify schemes later than suggested. Early identification will provide the maximum timescales for delivery and reduce the risk of funds being unspent.

Early identification of projects will help enable officers to allocate resource, particularly those with a Civil Engineering element. Lower cost, smaller scale projects such as simple road

signing and markings may be prioritised throughout the year, however it needs to be recognised there remains a risk that completion by the end of a year may not be achieved.

Submission of Issues

Issues must be submitted via the Highway Improvement Request Form to the relevant parish/town council, which must give its support. For issues to be given consideration at the relevant meeting, parish/town councils must submit to Wiltshire Council no later than 14 days in advance of the advertised meeting date and must attend the meeting.

Previous guidance for CATGs encouraged a maximum of five active projects at any one time. This is no longer the case, as the LHFIG's priorities will be identified at the April meeting to allow the maximum delivery time.

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

Funding

The funding allocation for each group is set out in the following table:

Area Board Name	2021/22 CATG Allocation (£'s)	2022/23 Highway Allocation (£'s)	2022/23 Wiltshire Council Allocation (£'s)	2022/23 LHFIG Allocation Total (£'s)
Bradford on Avon	10,382	10,382	10,382	20,764
Calne	12,396	12,396	12,396	24,792
Chippenham	17,403	17,403	17,403	34,806
Corsham	10,819	10,819	10,819	21,638
Devizes	15,984	15,984	15,984	31,968
Malmesbury	13,255	13,255	13,255	26,510
Marlborough	12,623	12,623	12,623	25,246
Melksham	12,169	12,169	12,169	24,338
Pewsey	13,356	13,356	13,356	26,712
RWB & Cricklade	15,093	15,093	15,093	30,186
Salisbury	14,180	14,180	14,180	28,360
South West Wilts	17,291	17,291	17,291	34,582
Southern Wilts	16,172	16,172	16,172	32,344
Stonehenge	16,803	16,803	16,803	33,606
Tidworth	11,085	11,085	11,085	22,170
Trowbridge	15,629	15,629	15,629	31,258
Warminster	14,905	14,905	14,905	29,812
Westbury	10,455	10,455	10,455	20,910
Total	250,000	250,000	250,000	500,000

At the end of the financial year uncommitted (where no commitment has been placed with a contractor for delivery) Integrated Transport Block (ITB) funding will be removed from the Groups and reallocated within the overall ITB budget. The table below provides an example of this.

Note: Allocations to projects which will take place in a subsequent financial year will only be acceptable where external circumstances do not permit delivery i.e., unable to obtain road space booking, or materials. Final decision on this will remain with the Cabinet Member.

Example

Area Board Name	2022/23 LHFIG Allocation Total (£'s)	2022/23 Expended (£'s)	To be reallocated 2023/24 (£'s)
Group A	20,124	19,675	449
Group B	24,930	21,589	3,341
Group C	36,174	35,666	508
Group D	21,902	21,852	50
Group E	31,502	24,697	6,804
Group F	26,720	25,157	1,563
Group G	27,230	22,587	4,643
Group H	26,450	24,699	1,751
Group I	24,674	18,621	6,053
Group J	28,410	27,958	452
Group K	29,516	27,234	2,282

Group L	34,158	33,201	957
Group M	27,352	26,547	805
Group N	35,462	34,308	1,154
Group O	23,514	25,685	-2,171
Group P	30,708	29,567	1,141
Group Q	30,452	24,685	5,767
Group R	20,640	19,819	821
Total	<u>500,000</u>	<u>463,574</u>	<u>38,541</u>

Commentary on example;

In this scenario, £38,541 would be included in the 2023/24 Integrated Transport Block.

Where a particular group exceed their budget allocation for a year, these funds will not be recouped from underspends from other groups, but the allocation the receive in a future will be deducted. In the example above Group O exceeded its allocation by £2,171 in 2022/23. In 2023/24 its allocation £23,514 would be reduced to £21,343.

Other points to note

There are many reasons why costs exceed the estimated value, including the consequences of weather conditions, additional traffic management and uncharted services and contractual price indices uplifts.

Groups are encouraged to continue to seek additional contributions from third parties towards schemes. Full discretion is given to the LHFIGs in terms of the level of third party funding, but it is suggested this is set at a minimum of 20%.

As the funding is classified as capital expenditure, it must be spent on items which result in a new asset to the Council i.e. something exists upon completion of the work. It *cannot* be used to fund activities which are routine, provide betterment to an individual / group or property, or provide a subsidy.

Responsibilities & Types of projects

The following table sets out the types of projects that can be funded through the groups, along with responsibilities of the various attendees to enable the meetings to function and priorities to be delivered. The list is not exhaustive and intended to be a guide, in addition are examples of projects which will not be considered for funding by the group.

Traffic Engineering Team	
Pedestrian Improvements	Substantive Improvements and New Footways Pedestrian Crossing Assessments and Crossing Installation
Cycle Improvements	New Cycle facilities Cycle Parking / storage Cycle Signing
Bus Infrastructure	New Shelters* Bus Boarder Kerbs Bus Stop Road Markings
Traffic Signing	New Traffic Signs Village Gateways
Road Markings	New Road Markings
Speed Limits	Assessments Implementation
Waiting / Parking restrictions	Assessments Implementation
Street Lighting	New installations
Traffic Management	General Traffic Management measures
Local Highways	
Pedestrian Improvements	Dropped Kerbs Improvement to existing footways
Bus Infrastructure	Replacement Shelters*
Traffic Signing	Replacement signs (inc posts) Street Name Plates Sockets & Posts for SID Equipment
Road Markings	Replacement & Minor alterations of existing markings
Rights of Way	
Footpaths	Stiles / Gates Surface Improvements (Council Maintainable paths only)
Drainage	
	Minor Improvements New Gullies
Community Engagement	
	Meeting Booking Venue Action Note recording
Sustainable Transport	
	Advice on Council Policies Local Cycling & Walking infrastructure Plan Highway Developments

*(Subject to agreement on future maintenance liability)

Note;

Footways (commonly referred to as pavements) abut the Highway (road)

Footpaths are routes which are defined as Public Rights of Way and cross land not classified as highway

Example of projects which cannot be funded include;

Routine Maintenance – Gully emptying, Ditch Clearing, Hedgerow cutting, pot hole repairs.

Service subsidy – Bus Services

Promotional Campaigns

SID Equipment

Improvements for Individuals and Properties

Weight Limit (Freight) assessments

Substantive bids

Some of the priorities identified by the groups will exceed their annual financial allocation.

To assist groups in delivering these types of projects, a dedicated, centrally allocated fund will continue to be available to help bridge the funding gap. This will be set at £250,000 for the year 2022/23. As outlined in the funding section, this may also be supplemented in future years by utilising any unspent allocation from across the 18 community areas. For example, if each group underspends by £1,000 in 2022/23, then the substantive allocation for 2023/24 could be £268,000 (£250k + (18 x £1,000)).

The rules associated with applying for funding will remain the same as in previous years i.e. that the cost of the project must exceed the annual allocation for the community area in which the bid is submitted. In addition to this criteria, groups submit a minimum contribution to the application equivalent to a third of their annual allocation.

The substantive bid submission deadline is the end of November each year. This will enable projects to be developed throughout the year and ensure accuracy of submissions (e.g. designs, costs etc), rather than speculative applications where minimal design activities have been undertaken. All applications will be assessed and ranked in accordance with the agreed protocol during the January to March period. Successful bids will then be allocated funding for the following April, to match the level of substantive budget. The outcome of the bid process will be subject to a Cabinet Member decision.

Substantive projects will then be delivered in the April to March period of the following year, so bids submitted by November 2022 and identified as successful will receive funding from the 2022/23 allocation, with delivery anticipated in 2023/24.

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.